

Upper Delaware Council
OPERATIONS COMMITTEE MEETING MINUTES
February 28, 2012

Committee Present: Nadia Rajsasz, Larry Richardson, Harold Roeder, Jr., Jack Niflot, Fred Peckham,
George Fluhr
Committee Absent: None
NPS Partner: Absent
Staff: Laurie Ramie, Dave Soete, Cindy Odell
Guests: Anne Willard (6:53 – 7:03)

The UDC's Operations Committee held its monthly meeting on Tuesday, February 28, 2012 at the Council office in Narrowsburg, NY. Chairperson Rajsasz called the meeting to order at 6:36 p.m.

Approval of January 24 Meeting Minutes: A motion by Richardson seconded by Roeder to approve the January 24 meeting minutes was carried. There was no public comment on the agenda.

Public Relations/Fundraising Specialist's Report: Ramie referenced her written Public Relations report provided. She noted an action item required by the Catskill Hudson Bank for the NYS grant account for the UDC. Both Ramie and Douglass were listed as signatories on the account and that needed to be changed. This came up when the Town of Hancock never cashed the check issued on October 20, 2011 upon completion of their golf course equipment project. Ramie, once she confirmed that the check was apparently lost in the mail, filed a stop payment order in order to have a paper trail as to why another check was issued. Rajsasz questioned Ramie if she will be the lone signatory or if there needs to be another signature. Ramie said it is somewhat cumbersome with the small grants to have to get a second signature. Richardson made a motion to authorize Acting Executive Director Ramie as the sole signatory to execute transactions pertaining to the NYS Grant TM 09050 account at Catskill Hudson Bank. The motion was seconded by Rajsasz and carried. Ramie reported that another check for \$3,125 was issued to the Town of Hancock on February 9th.

Ramie noted that she attended a grant program on February 6th sponsored by the Sullivan County Economic Development Corp. and Hudson Valley Pattern for Progress. This concerned the NYS Consolidated Funding Application. Last year, the state introduced a single on-line application form for grant-seekers to submit competitive funding requests to 29 different state programs. She explained the process and said she had attended in order to see if the program was anything that could benefit the UDC. She found out that the emphasis appears to be on projects that create jobs and do not request 100% of their funding source from the state. Rajsasz questioned if they gave any examples of projects that were funded. Ramie said that the expansion of manufacturing facilities was an example given. It is unknown when the 2012 round will open but last year's program offered a 90-day deadline once announced. She added that Sullivan County announced that it plans to submit applications. One that they discussed is to try and get some money for the Upper Delaware Scenic Byway Visitors Center. More information is available at www.nyworks.ny.gov. She added that in the end, it does not seem like it was an appropriate funding stream for an organization like the Upper Delaware Council. Ramie did pose the question if there are still any member items being given under the current administration. No one was able to answer that question for her.

Ramie reported that work with the NPS on the River Management Plan Workshop scheduled for March 24th continues. The save-the-date flyer went out, the agenda is being planned, presenters are being contacted and confirmed, and an invitation letter co-signed by Rajsasz and McGuinness is to be mailed this week to river valley town boards, township supervisors, planning and zoning board members, UDC members, and NPS staff. Reservations are requested by March 16th in order to plan for food and handouts. Discussion took place about the budget for the event and handouts. Ramie noted the biggest expense for the UDC will be for lunch and that the NPS is doing all the mailing of the invitations and copies at their expense. Discussion took place about the capacity of the venue, which is the Tusten Town Hall, and the possible number of attendees. Ramie asked about media participation. After much discussion, it was determined that this is a training workshop to inform attendees what the RMP is about and what their obligations as members of the UDC are.

In reference to the UDC Awards Ceremony coming up on April 22nd, Ramie shared the news that U.S. Representative Nan Hayworth accepted the invitation to serve as the keynote speaker for the event. Peckham questioned which district is hers. Ramie said that the 19th Congressional district is very large and encompasses the Town of Deepark in Orange County. Ramie emphasized the nominations for award recipients are open until March 19th and she welcomes any suggestions. The Awards Subcommittee will meet on March 27th in advance of the Operations Committee meeting, winners will be notified on March 28th and news releases will be issued.

Ramie reported she issued three new releases this month, provided a list of UDSB projects, and noted the list of pending public relations projects including *The Upper Delaware Spring/Summer 2012* newsletter due to the printer by March 16th.

Acting Executive Director's Report: Ramie reviewed her written report handed out. She reported that Niflot accompanied her on February 13th to the Bank of America to witness the forced opening by a Diebolt safe technician of the UDC's safe deposit box. The only contents of the box were the 1993 deed and the title insurance policy for the UDC building. A new lock was built and two keys were issued. Ramie does not feel it necessary to keep those documents in the box after the \$40 rental fee expires on 12/31/12. Richardson questioned where the new keys are. Ramie assured him they are in a secure location. Ramie said the application to the 1st National Bank of Jeffersonville for a credit card had been approved and the cards arrived on February 13th. Ramie said she used the credit card for an on-line transaction on February 14th to renew the upperdelawarecouncil.org domain name with Network Solutions for three years. Richardson asked how we are accounting for the credit card use. Ramie said that when we receive our statements from Jeff Bank, purchases will be listed there. Discussion took place about credit card use policies in different towns. Ramie said that in an effort to save money, staff business cards were done in house. Soete designed them and they were printed on stock from Kristt Company in the small quantities that we need. Ramie reported that Odell's six-month probation comes to a close on February 29th and that she met with the Personnel Subcommittee prior to the Operations Committee meeting. Ramie asked if any sort of action needs to be taken as a result. Richardson moved to go into Executive Session at 7:10 p.m. to discuss personnel. The motion was seconded by Niflot. A motion to come out of Executive session at 7:11 p.m. was made by Richardson and seconded by Niflot. Richardson made a motion to accept Odell as a full-time employee with all the benefits corresponding in Odell's employment agreement. Roeder seconded the motion and it was carried unanimously. Ramie confirmed that the salary adjustment would be effective March 3rd. Ramie said she had been notified by Karen Henry, the Agreements Technical Representative at the Park Service, of the planning schedule for FY 2013. All required items will be due one month earlier due to the implementation of a new accounting system at the Northeast Regional Office of the NPS. The deadline is June 11th by which time the budget and work plans will need to be ready to accompany our annual request of funding from the National Park Service. This will require preparation and review of these documents at the May committee meetings and final approval at the June 7th UDC meeting. Richardson said that the UDC will have to accelerate the date for considering its health insurance plan for FY 2013. Ramie said that employee evaluations would also need to be done by the new deadline for any salary implications or changes in staffing level. Ramie noted that the National Park Service's Outstandingly Remarkable Values (ORV) workshop has been postponed from 3/27-30 to 4/17-20 in a location to be determined, possibly in the Milford, PA area. One slot available to represent the UDC has been offered to and accepted by Dave Soete. Peckham asked for a written report to be done after the workshop. Ramie said on February 17th she e-mailed an article published in the Hancock Herald on February 15th about Buckingham Township's discussion on UDC membership. She wondered if members had a desire for any follow-up action. NPS Superintendent Sean McGuinness intends to send a letter urging the supervisors to reconsider the benefits of UDC membership. Rajsz wondered what their objection was. Peckham said they don't want another layer of government to deal with. Ramie felt it was encouraging that someone brought the subject up for discussion at the meeting. Peckham said he was questioned about the possibility of having river-front land owners represented in the UDC. He knows that is not in the RMP, but feels it may be something worth looking into. Ramie reviewed financial issues including NPS funding requests, NPS legal fees assistance, and the closure of the UDC's Dime Bank money market fund account.

New Business

Draft Resolution 2012-03: Adopting a Policy for Credit Card Use: Ramie said it seemed most appropriate to do the policy in a resolution form so that it can go to the full Council and therefore be incorporated into our organizational handbook. Rajszyk had a question about the wording where it is stated that “the (Acting) Executive Director, who is further tasked with securely storing the staff credit cards;”. She questioned if there was more than one credit card. Ramie said Jeff Bank did issue three cards in each of the staff’s names with Upper Delaware Council underneath them. She added we did not specifically ask for that. Peckham suggested reducing that to one card under Ramie’s name. Richardson made a motion to forward the resolution to the full Council. Roeder seconded the motion and it was carried with Peckham opposed. Richardson questioned what he was opposed to. Peckham told him he is opposed to having multiple credit cards.

UDC Awards Ceremony Sponsorship: Ramie noted that a sponsorship letter provided in members’ packets for review is a sample letter. She approached the Park Service and asked for a list of active liveries, of which there are 12 currently doing business on the Upper Delaware River. Highlighting those liveries will be this year’s sponsorship theme. She explained how she arrived at the amount requested from prospective sponsors. She said she asked letter recipients to respond by March 9th in order to include them in the publicity. Richardson asked if the letter was in a format that it could be e-mailed. Ramie was not sure if we had e-mail addresses for all those on the list. She said that if the letter is approved, we have plans of mailing it out the next day. Ramie noted that this is our pilot program this year and we will see how it goes. Rajszyk questioned if the sponsors would be listed in the program. Ramie said they would, although she would have to redesign it, and added they would be mentioned in the newsletter and publicity efforts. Much discussion took place about different levels of sponsorship, ways of soliciting and the availability of tables and space at the event. It was ultimately decided that each sponsor would have the option to set up an exhibit table or display their business brochures.

UDC Building Update: Odell reported that she has not taken any action concerning the heat tape as the weather has been mild and she hoped to be able to defer the expense until next winter. Rajszyk commented that she would like to see the conference room painted. Odell suggested a Council work day to take care of many small projects that need attention. Odell noted that she contacted Frontier and notified them that we are a tax-exempt organization and as a result, our account is now re-classified and a credit of \$312.38 was posted to our account. Odell referred to the letter in members’ packets from Highland Supervisor Andy Boyar suggesting an energy audit be done at the Council office. Peckham suggested deferring that action due to budgetary reasons. Rajszyk said that Sullivan County offers an energy audit program for municipalities and residents. She suggested contacting Dick Riseling as he is the head of the energy audit committee. She added that Carol Roig would be able to give us direction on this matter if needed. Rajszyk reiterated that she would like to see some painting done and drew attention to some cracks in the conference room walls. Ramie said that if it was a choice between painting and electrical work, she would like to see the lighting updated in the office first. Peckham suggested that lighting matters could be done on an office by office basis rather than doing everything at once. Rajszyk would like to see the items on the floor around the conference room hung before any of them are further damaged. Fluhr said that painting is something that has been discussed for quite some time.

Summary of Pending Bills 2-28-12/Financial Statements: The summary of bills was provided for members’ review. Fluhr made a motion to pay the bills as listed. Ramie questioned whether Fluhr would like to join the Operations Committee. Fluhr questioned if it is the town or the individual that is the member. Ramie answered it is the towns, but that currently, Shohola Township is not represented. Some alternates represent their towns on the committees. After a short discussion it was determined that in a non-elected position, any appointed member could come to a committee meeting and participate. Fluhr said he would join the Operations and Project Review Committees, but would not be able to make all the meetings. He feels he may be able to get a second alternate to come. Richardson noted that as people join the committees the quorum changes. Niflot seconded Fluhr’s motion to pay the bills as listed and it was carried. Financial Statements as of 1-31-12 were provided for review.

External Meetings and/or Travel Requests: Ramie referred members back to the calendar provided which lists what is coming up for the month of March. Rajszyk questioned what the Marcellus shale conference call listed was. Ramie explained it is a NPS monthly conference call that takes place. Soete

added the Park Service has participants nationwide that discuss how the federal agencies should react to shale issues. Rajsz asked if Soete would be talking about the EPA hydrofracking study update webinar that took place on February 27th. Soete said he listened to it and that he could give a brief update on it. Ramie said that in terms of upcoming meetings that involve travel, staff carpools with others whenever possible. She did note a meeting on March 9th in Eldred for the LWRP meeting and said staff travel will be required on the 24th for the RMP workshop. Richardson made a motion to authorize the required travel for March. Niflot seconded the motion and it was carried unanimously.

Other: Richardson noted it has been expressed that there have been some scheduling challenges with the comp time that staff is forced to accrue. Richardson feels the Operations Committee should authorize that comp time may be used within the pay period that it is earned rather than by the end of each week. Discussion took place concerning the Saturday RMP workshop that is scheduled, as there is a committee meeting that week also. It was suggested to try and work through using comp time and if that was not possible, the matter could be revisited. A motion to authorize the Acting Executive Director to allow staff to use comp time within the pay period that it is earned was made by Richardson, seconded by Peckham and carried.

Old Business

Proposed UDC Bylaw Changes: In the interest of time, the decision was made to table this subject until next month.

Report on 6-23/24 Wild and Scenic Rivers Act Training Workshop: Soete provided members with a written report on the Wild & Scenic Rivers Act Training Workshop he attended on June 23 & 24, 2011 at the Lake Wallenpaupack Environmental Learning Center for their review. Rajsz thanked Soete for the report and said that members would read it and if they had any questions, they would bring them to him.

Other: Roeder noted that the defective wall switch in the Council office restroom is going to cause a fire. After a brief discussion, it was decided to have someone come in and look at it.

Ramie referenced the copy of the most recently revised UDC budget in members' packets. She had been asked to identify areas in the budget that would be considered discretionary spending. There aren't many. She pointed out that under "Public Relations", \$3,000 is allotted for UDC publication. It is to cover the map and guide update. Ramie proposed that is something that could be deferred as she honestly just does not have the time to work on the project. It was agreed to defer the map and guide update. She noted this will allow for time to update the map included in this brochure and that the donation requests will not compete with the banquet sponsorship solicitations. She pointed out that "Outside Consulting Services" in which \$600 is allotted, is another item that she does not anticipate needing this year. Ramie also noted there will be savings in our telephone budget line as a result of bundling services with Frontier.

Public Comment: None

A motion to go into executive session to discuss litigation at 8:05 p.m. was made by Richardson and seconded by Roeder.

A motion to come out of executive session at 8:16 p.m. was made by Roeder and seconded by Peckham, with no action taken.

Adjournment: A motion by Roeder, seconded by Peckham to adjourn the meeting at 8:16 p.m. was carried unanimously.