

Upper Delaware Council
OPERATIONS COMMITTEE MEETING MINUTES
April 24, 2012

Committee Present: Nadia Rajs, Larry Richardson (7:40 p.m.), Harold Roeder, Jr., Jack Niflot, Fred Peckham, George J. Fluhr
Committee Absent: None
NPS Partner: Sean McGuinness
Staff: Laurie Ramie, Dave Soete, Cindy Odell
Guests: David Peters, David Dean, Debra Conway (7:01 p.m.)

The UDC's Operations Committee held its monthly meeting on April 24, 2012 at the Council office in Narrowsburg, NY. Chairperson Rajs called the meeting to order at 6:32 p.m.

Approval of March 27 Meeting Minutes: A motion by Roeder seconded by Fluhr to approve the March 27 meeting minutes was carried. There was no public comment on the agenda.

Public Relations/Fundraising Specialist's Report: Ramie referenced her written report in members' packets. She noted the UDC's big activity most recently was the Awards Ceremony held on Sunday, April 22. She said she was pleased with the way everything turned out and that she had received much positive feedback about the event. She shared a note from first-time guest Sally Corrigan, Director of the Pike County Office of Community Planning. It read, "I just wanted to let you know that your dinner yesterday was perhaps one of the nicest awards dinners that I have been to. The program was so well thought out and the information given before each award presentation really made you feel like you knew the person better and certainly backed up the reason they were receiving an award. I enjoyed it very much. I also enjoyed getting to know representatives from across the river as well as meeting and talking with Congresswoman Nan Hayworth." Ramie also read an e-mail from the couple that had been rescued by Peter Van Slyke, the recipient of the Robin Daniels Memorial Lifesaving Award. They said they were very touched by the standing ovation he received and appreciated the friendliness towards them from the other guests. Discussion about the event took place.

Ramie reported the Spring/Summer newsletter was delivered a few days early on March 30. It is now posted in full color on the UDC website and also has been mailed.

Ramie referenced the list of Upper Delaware Scenic Byway activities that she has completed and added that there are four active grants for the Scenic Byway. One is due by June 1st and the three others will expire in August. She has been coordinating those as well so the recipients are on-track with their projects. Ramie issued five news releases this report period and listed them in her report. She said the UDC grant TM09050 remains open. Project completions are pending by the Towns of Delaware, Fremont, Highland, and Tusten for their \$3,125 shares.

Ramie noted the list of documents that were prepared and said they are always available for review if anyone is interested. She said there is correspondence listed that is done for the Scenic Byway as well as the UDC.

Acting Executive Director's Report: Ramie noted the breakdown of revenues and expenses for the Awards Ceremony. She added it was the first time we tried sponsorships for the event and we did have three of them. Only one opted to have a display the day of the event, but the same publicity was given to all three in press releases, newsletter, program, and other avenues. Roeder asked if Ramie had any feedback from the sponsors. She said she had not. Peckham said that Dave Jones of Kittatinny Canoes said he would have preferred to have his display set up in the dining room instead of the bar area. A brief discussion about sponsorship for next year's event took place. Ramie pointed out that next year will be the 25th Annual Awards Ceremony.

Ramie mentioned again that the Park Service moved up the date by which we need to have all our FY 2013 materials to them. During the month of May through the committees we'll need to start reviewing the budget and the three work plans and put together the big federal funding package in conjunction with our bookkeeper. That all has to be approved by the June 7th UDC meeting. McGuinness noted that the Park Service is changing its entire way by which they do any kind of business to a totally new system. Ramie

added as a reminder that we also need to update our Five-Year Operating Plan that expires at the end of this fiscal year. There is funding available in the educational programs line to put some kind of program together.

Ramie reported that members of the WU/RM Committee have decided to solicit advisory members again. They had discussed it would be valuable to have some outside expertise there for meetings to advise them on certain issues. Rajsz wanted to confirm the advisory members would not be voting members. Ramie stated they would be non-voting participants. She said it had been decided that she draft a news release soliciting individuals representing various industries. Any interested persons would need to submit a letter of interest to the committee which the committee would then review and select some number which has not been determined yet. Ramie said that the WU/RM committee has had advisory members in the past, but that over the years some of the members passed away or stopped coming. The current members of the WU/RM Committee think it would be valuable to have advisory members participate again. Discussion of past advisory members took place. Fluhr suggested taking into consideration the relationship of the proposed individual advisory members to their own townships. Ramie said it was the intent that these members would be representing the association or organization with which they are affiliated and not the towns or townships as we already have municipal members who have been appointed. Fluhr suggested preparing guidelines for the advisory members to follow. It was discussed that the advisory members would be volunteers. Ramie noted that the committee numbers have been dwindling and the WU/RM committee members feel maybe they don't have adequate representation of certain aspects of water use and resource management that they could draw from some outside people. These members wouldn't necessarily come to every meeting; they would come if there were a subject of interest to them on the agenda. Minutes would be sent to them and they could be called upon if an issue arose that they could shed some light on. Peckham asked how these individuals would differ from the general public. Ramie said their name would be on a list of ours that the committee approved their participation. Rajsz questioned if any UDC staff is attending DRBC meetings currently. Ramie said that no one is. Soete said Phil Chase used to attend those meetings. Rajsz commented that Chase would be a good advisor to the WU/RM Committee. Roeder agreed. Ramie said the WU/RM committee will be reviewing the news release before it goes out and once it is approved by them, it will be posted on the website as well. That will be the means of soliciting interested people. Dean questioned if the DEC participates on the WU/RM committee. Ramie said that technically their fisheries manager is a member, but he does not actively come to the meetings. Soete said it is helpful when they do come and reasons for them not participating recently were discussed.

Ramie reported that the Technical Assistance Grants information will be posted on-line, and discussion with the Park Service is taking place to consider how to summarize the major points of the River Management Plan Workshop and take it "on the road" to municipal meetings.

Ramie highlighted financial issues. She said we received our April funding from the Park Service and the May funding advance was submitted on April 23rd. Dean wanted to clarify that the funding is done on a monthly basis. Ramie said that we need to apply a month in advance for what we anticipate we'll spend and then the following month we have to prove what we did spend. Discussion about budgeting took place. She reviewed reasons for the budget difference currently being in our favor and proposed two projects that could be addressed if money allows. Those are buying new computers for the office if the Norcross Wildlife Foundation grant application that she submitted is not approved and undertaking the lighting upgrade project that was deferred earlier. Ramie reviewed the profit and loss comparison chart provided with her report.

New Business

UDC Funding letters to New York & Pennsylvania: Ramie referred to the two letters in members' packets. The letters ask each state to appropriate the originally intended \$100,000 as a line-item contribution for the UDC in their FY 2013 budgets. She said the breakdown of how the \$100,000 would be spent as opposed to a blanket request is laid out in each letter. Discussion of whether the breakdown should be included in the letter took place. Dean suggested in an effort to avoid long-term commitment costs, instead of hiring a Planning Technician, look for an outside consulting firm that could review any planning or zoning changes that are being done by the member towns and townships. He added it could be done by issuing requests for proposals. Discussion took place about how often the towns and townships re-do their zoning. Ramie added that substantial conformance checks are supposed to be done every year to make sure that the member's laws are still in compliance. Due to staffing restraints, that has not been able to be

accomplished. She added the Council could be a lot more effective if we were able to do this. McGuinness said that the River Management Plan calls for all sorts of programs that the UDC should be engaged in and are not because they do not have the resources. The programs range from education to planning and substantial conformance. He added that the National Park Service is responsible for making sure that the River Management Plan gets implemented and because of budget issues, we are getting by, but there is a lot that is not getting done. He feels with the state's funding, the UDC could be doing a lot more for the member towns and townships. Ramie noted that the draft letters, with the suggested changes, will be sent out to members for review before the full Council meeting. A motion to send the letters to the full Council for approval at the May 3 meeting was made by Roeder, seconded by Niflot, and carried.

Building Update: Odell reported that on Sunday, April 22nd, Soete stopped at the Council office on his way home from the Awards Ceremony and discovered water leaking into the front restroom and onto the carpet in front of the copy machine. He was able to contact an employee of the Narrowsburg Water & Sewer District who came in to shut off the water. Monday morning, Don Bellotti of Callicoon was in and determined that the pressure tank in the adjacent closet had failed and needed to be replaced. He returned Monday afternoon and put in a new tank.

Odell said that Schwatz and Mall will be returning to install the dusk to dawn light facing the parking lot and that she continues to clean out Bill Douglass's office.

Summary of Pending Bills 4-24-12/Financial Statements: A motion to approve the bills as listed on the abstract was made by Roeder, seconded by Peckham and carried unanimously. Financial statements as of March 31, 2012 were provided for individual review.

External Meetings and/or Travel Requests: Ramie reported that the May schedule is lighter than it has been. A May calendar was provided in members' packets. The meetings that may involve travel were reviewed. Rajszyk noted that the Scenic Byway meeting is cancelled for the month of May because of the Memorial Day holiday. Soete added there may be a Town of Delaware zoning meeting in May. Rajszyk questioned if anyone had any objections with staff attending any of the necessary meetings. It was determined there were no issues with the calendar.

Other: None

Old Business

Proposed UDC Bylaw Changes: Ramie noted that one month's notice of any proposed changes is required prior to the meeting at which a vote would be taken. Peckham suggested the full Bylaws be sent out to the committee members for review. More discussion took place about the possibility of the WU/RM committee having advisory members. Rajszyk suggested their membership be addressed somewhere in the Bylaws. It was discussed and decided to send the full Bylaws along with the proposed changes electronically to all committee members. Richardson is not sure including the advisory members in the bylaws is required, but since amendments are being considered, it would be the time to address it. McGuinness suggested maybe having a policing procedure where the advisory members answer to the chair of the committee. Richardson said it is his feeling these members should serve "at will." Roeder asked to table the Bylaws changes as he feels a lot more time is needed to work on them appropriately. McGuinness suggested setting some sort of schedule. Rajszyk recommends going over all the Bylaws starting with the first article. Peckham suggested scheduling sections at a time for review and discussion. Richardson added that members should be prepared to address issues they either agree with or don't agree with. Roeder would like to see the Bylaws addressed at the beginning of the meeting to avoid running out of time. After more discussion, it was decided that the Bylaws be sent out electronically, members read them before the May meeting, and then start reviewing them collectively from the beginning.

Other: None

Public Comment: None

A motion to go into executive session for personnel issues at 7:47 p.m. was made by Roeder and seconded by Peckham.

A motion to come out of executive session at 8:22 p.m. was made by Roeder and seconded by Niflot, with no action taken.

Adjournment: A motion by Roeder, seconded by Peckham to adjourn the meeting at 8:22 p.m. was carried unanimously.

Minutes submitted by Cindy Odell, 5/1/12