

Upper Delaware Council  
**OPERATIONS COMMITTEE MEETING MINUTES**  
**September, 27, 2011**

Committee Present: Larry Richardson, Scott Rando, Jack Niflot, Fred Peckham,  
Committee Absent: Harold Roeder Jr., Nadia Rajsz  
NPS Partner: Sean McGuinness  
Staff: Bill Douglass, Laurie Ramie, Dave Soete, Cindy Odell  
Guests: Anne Willard, James Scheutzow

The UDC's Operations Committee held its monthly meeting on Tuesday, September 27, at the Council office in Narrowsburg, NY. Chairperson Larry H. Richardson called the meeting to order at 6:34 p.m.

**Approval of August 23 Meeting Minutes:** A motion by Rando seconded by Niflot to approve the August 23 meeting minutes was carried. There was no public comment on the agenda.

**Public Relations/Fundraising Specialist's Report:** Ramie reviewed highlights of her written report. She reported that she met the September 12<sup>th</sup> printer deadline for the Fall/Winter 2011 "The Upper Delaware" newsletter. A total of 58.5 hours were invested into this project from August 9<sup>th</sup> until September 21<sup>st</sup>. She advised the Committee that the delivery of the newsletters should be on or by October 3<sup>rd</sup>.

In terms of other special activities, Ramie said that she has been working with Cindy Odell providing guidance for secretarial duties as well as reviewing outgoing documents. She continues her once a month teleconference meetings for the River of the Year Steering Committee as well as the Pond Eddy Bridge Project Consultants Team. Staff had a couple end of the fiscal year financial status meetings with bookkeeper Mike Poska. Ramie noted that she prepared a memo that was sent out to all UDC representatives and alternates looking to recruit individuals to serve on the various committees so that we are better able to seat quorums. She said that it is a problem, especially for the WU/RM Committee given Phil Chase's retirement. She expressed that we would like to have more representation from anyone who would like to be involved. Ramie wrote a letter to the Town of Deerpark inquiring about their status for filling the UDC representative and alternate vacancies.

Ramie showed those present this year's River of the Year poster featuring Dave Soete's photo. She told them that we have approximately 50 of the Upper Delaware posters available if anybody would like one.

Her other written report topics included Media and Public Outreach; Grants Administration; Scenic Byway; Other Pending Projects; Public Relations Calendar; and Documents Produced by the P.R. Specialist. She will send a memo to the Towns of Delaware, Fremont, Hancock, Highland and Tusten advising that reimbursement is available under NYS Grant TM09050 (\$3,125 each) anytime their projects are completed. The three other New York town members (Cochecton, Deerpark, Lumberland) have already received their reimbursement payments.

**Executive Director's Report:** Douglass reported that we are coming to the end of the fiscal year and staff has been working with Mike Poska to ensure that we are within budget. At this point, it looks like we will just be over \$300,000. Peckham questioned if that was expenditures for the year. Douglass said that it was and Peckham commented that he thought that was good.

Richardson brought up the point that not all the FY 2012 Technical Assistance Grant money was allocated and wondered if the surplus could be moved to another line. McGuinness stated that it would have to be documented that the money will be moved into the general fund. Ramie noted that the difference is \$2,300 and due to the fact that it is a 10% reallocation in that budget line, we need to advise McGuinness by letter that we are moving it. Richardson suggested letting staff decide where the money is most needed. A motion was made by Peckham and seconded by Rando to move that excess TAG money into another line item and carried. Rando suggested making a critical assessment of the office computers to see exactly what improvements are needed. Peckham thought getting input from the individual who works on the Council's computers would be helpful.

McGuinness noted it was also discussed with the staff the unknowns of the 2012 budget. He feels we should be okay and assured the Committee he will be our voice to let it be known we need our money. Richardson told him that he appreciates his efforts.

Richardson told Douglass that he would like to see a more detailed Executive Director's report including, but not limited to, time lines, what is coming up, what needs to be done and employee reviews, as it is important for committee members to have this information available to them.

### **New Business**

**Status of FY 2011 Funding:** In addition to what was discussed during the Executive Director's report, Rando questioned McGuinness if the budget situation will affect the National Park Service. McGuinness noted that while they are still operating under a continuing resolution, if the government does a 10% cut across the board, that it is possible to have a cut of \$300,000 from their budget. That could affect this unit's seasonal program as far as seasonal hires and the possible closure of some sites, as well as make it difficult to fund the UDC 100%.

**Quote for FY 2012 Newsletter Printing Contract:** Ramie reported that Courier Printing of Deposit, NY provided a quote for the bi-annual printing, labeling and mailing of "The Upper Delaware" based on the same specs for 12 pages with the exception of changing the schedule to having the 2<sup>nd</sup> issue out in October and dropping the quantity from 10,500 to 10,000 as people have been accepting the offer to access the newsletter on the UDC's website rather than receive a print copy. The \$4,376 price, is higher this year due to an increase in paper and printing costs. The increase amounts to \$188 for the year. Per the contract, there is no need to re-bid this year if the Council is satisfied with the vendor's performance. Ramie said that Courier does a good job. She feels that the price increase will even out as a result of fewer being mailed out. Motion to recommend that the full Council accept the quote from Courier Printing was made by Rando, seconded by Peckham and carried.

**Discuss Seeking Proposals for UDC Legal Services in PA and NY:** After a short discussion, a motion to have staff advertise for legal services in NY and PA as needed was made by Peckham, seconded by Rando and carried.

**Summary of Pending Bills 9-27-11:** Peckham questioned the \$100 fee listed for the NPS form SF 270. It was explained to him that it was paid to the bookkeeper to prepare that quarterly form. Ramie noted that the legal fees listed are just a portion as Attorney Zimmerman has not sent us a bill yet. Peckham questioned what was allocated for the attorney fees. Ramie told him that a cap of \$1000 for the court filing plus expenses is what had been agreed on. Scheutzow questioned why the attorneys were hired. Ramie informed him it was to file a land use appeal in Pike County Court against Lackawaxen Township. Peckham asked where the action stands now. Soete explained that Holbert's attorney has filed four motions with Pike County Court of Common Pleas. One motion is a Notice of Intervention by the Holbert Brothers Bluestone Co. as a party to the case. The second motion is to consolidate both the UDC's and Save Lackawaxen's appeals, and the last two are that the Holberts want the UDC and Save Lackawaxen to put up a bond to cover their costs. Soete said our attorney questions the bond requests as we have not stopped the Holberts from doing anything. Our attorneys are looking into this. Peckham expressed his concern that these fees could potentially add up to a lot of money and wonders if there is assistance available from the NPS. Ramie noted that the attorneys have been told that before they take any other actions, they are to seek Council's permission as they were only hired to file the appeal. Richardson pointed out that Financial Statements as of August 31, 2011 were provided for individual review and directed any questions to Douglass. A motion to approve the bills as listed was made by Rando, seconded by Niflot and carried.

**External Meetings and/or Travel Requests:** Ramie referred to the Delaware River Celebration invitation in the packets. The event to celebrate PA's River of the Year designation and the Delaware River Basin Commission's 50<sup>th</sup> anniversary will take place on October 19<sup>th</sup> at the Shawnee Inn in Shawnee, PA. Douglass, Ramie, and Soete all received invitations. Soete has been asked to participate as the photographer for the event. In exchange, he will be comped for the entire event and have his mileage paid for and since Ramie participates on the River of the Year Steering Committee, she is entitled to a reduced rate, so the total for the event comes to \$85 for the three to attend. A motion to approve the request to attend this event was made by Niflot, seconded by Rando and carried. Soete stated that he would take a

vacation day and attend the conference on his own time. The committee asked for a report to be given at next month's meeting about the forum.

**Old Business**

**NPS Letter 9-6-11: Support for Town of Lumberland Mongaup Welcome Park:** Ramie explained that the copy of this letter was included simply to share Park Service's correspondence with Eagle Creek Renewable Energy in support of the Mongaup Welcome Park Proposal.

**Report on 6-23/24 Wild and Scenic Rivers Act Training Workshop:** Soete said he had not had time to provide the written summary requested yet. Richardson said this item will be carried over to next month.

**Other:** None

**Public Comment:** None

At this point, Richardson made a request to go into Executive Session to discuss personnel matters. A motion was made by Rando, seconded by Peckham and carried to go into Executive Session at 7:15 p.m. A motion was made by Rando, seconded by Peckham to come out of Executive Session at 7:35 p.m. Richardson stated that no decisions were made.

**Adjournment:** A motion by Peckham, seconded by Rando to adjourn the meeting at 7:35 p.m. was carried unanimously.

Minutes submitted by Cindy Odell 9/29/11