

Upper Delaware Council  
**OPERATIONS COMMITTEE MEETING MINUTES**  
**October 23, 2012**

Committee Present: Nadia Rajs, Larry Richardson, Harold Roeder, Jr., Jack Niflot, George J. Fluhr (6:34 p.m.), Fred Peckham (6:34 p.m.)  
Committee Absent: None  
NPS Partner: Carla Hahn  
Staff: Laurie Ramie, Travis O'Dell, Cindy Odell  
Guests: Debra Conway (7:08 p.m.)

The UDC's Operations Committee held its monthly meeting on October 23, 2012 at the Council office in Narrowsburg, NY. Chairperson Rajs called the meeting to order at 6:31 p.m.

**Approval of September 25 Meeting Minutes:** A motion by Richardson, seconded by Niflot to approve the September 25 meeting minutes was carried. There was no public comment on the agenda.

**Executive Director's Report & UDC Calendar:** Ramie referenced her written report provided and highlighted several issues. She noted that the Park Service is changing over to their new financial system. As an NPS contractor, the UDC needed to enroll into the Automated Standard Application for Payments (ASAP) to comply with the system conversion and also confirmed that our Central Contractor Registry (CCR) record transferred over to the newly-required System for Award Management (SAM). Enrollment was initiated on October 16<sup>th</sup>. A letter notifying contractors of these changes was sent out back in August, but the UDC did not receive the letter at that time. Ramie said that it was during conversation with Chuck Barsz of the Park Service Northeast Regional Office that she became aware of the enrollment changes and followed up on them immediately. Ramie stated that once this system is operational, which is expected to be in mid-November/early December, the UDC will have on-line access to a "grant" account from which to draw down its Financial Assistance funds, with cash advances required to be as close as possible to the actual disbursement for program costs. She added that quarterly submissions of SF-425 Federal Financial Reports will continue, along with any other accountability requirements detailed in the UDC's Cooperative Agreement.

Ramie reported that the UDC's requests for funding for October and November have been submitted and we still await payment. She provided the UDC's bank account balance, noted that the payout of Soete's vacation time is on this month's abstract of bills and advised members that staff from Eckersley & Ostrowski LLP will be at the UDC office on November 7<sup>th</sup>, 8<sup>th</sup>, and 13<sup>th</sup> to conduct the FY 2012 audit. Dick Eckersley will attend the November 27<sup>th</sup> Operations Committee meeting to offer his findings and recommendations. Richardson asked if it had been determined how to handle the continuation of Dave Soete's dental insurance. He asked if there was a separate line item to keep track of his payments. Ramie said she would follow up with the bookkeeper on this matter.

Ramie said we are back to full staff now as Travis O'Dell began his duties as Resource Specialist on October 9<sup>th</sup>. Her report contained a list of orientation activities and other activities that O'Dell has completed. She noted that he sent out an introductory letter to the municipalities. Dave Soete came to the office on October 19<sup>th</sup> to review his system for filing and information-gathering with O'Dell. O'Dell and Ramie attended Day 1 of the Pace Land Use training on October 15 and Ramie said that a report will be offered upon completion of the training course at November's Project Review meeting. Ramie reported that O'Dell was also able to spend some time with the Park Service Resource Management staff doing field work. Ramie said that notification letters were sent out to the other applicants for the Resource Specialist position to thank them for their interest and let them know that the position had been filled. Those letters were mailed on October 5<sup>th</sup>.

Ramie provided insurance updates. She advised members that after an inquiry about disability insurance, Odell contacted the Mike Preis Agency and learned that the UDC has had Disability Benefits provided by Zurich American Insurance Company since May 11, 1988 through our overall policy. A "Notice of Experience Rating Charges" was received from the NYS Department of Labor pertaining to benefits provided to claimant C.A. Coney. These charges will be used to determine the UDC's unemployment insurance rate for the calendar year 2013. Dave Soete co-signed a written agreement with

the UDC chair and submitted personal payment to continue coverage under the UDC's dental policy for October through December 2012.

Ramie reported that John's Handyman Service of Callicoon completed the replacement of broken or missing ceramic wall tiles in the two UDC bathrooms on October 15<sup>th</sup> and Schwatz & Mall Electric of Youngsville installed two dusk-to-dawn lights at the front door and a hard-wired carbon monoxide/smoke detector in the back hallway on October 22<sup>nd</sup>.

Ramie said that as the result of an inquiry about obtaining an Automated External Defibrillator for the office, Odell did some research and information about the device was provided in her written report. Rajsz suggested that there may be grants available for such purchases.

Ramie noted that the Fall/Winter edition of "The Upper Delaware" was released on October 1<sup>st</sup>. She said that she will advertise for bids for FY 2013 newsletter printing and mailing services as it is at the end of the five-year contract with Courier Printing. Ramie said that she will specify in the bid request that vendors must be able to work with our Quark Xpress Version 9 software.

Ramie said that three news releases were issued this past month. They concerned the newsletter, the awarding of the 2013 Technical Assistance Grants, and the hiring of the Resource Specialist. Dorene Warner of W Design has been posting the meeting minutes and news releases on the UDC website as provided to her in PDF format since October under a six-month contract, which includes training of O'Dell to take over as webmaster at the end of that period. The subjects of the next news releases were provided in Ramie's written report.

Ramie said there is nothing new to report concerning grants administration. She is waiting for New York State to process reimbursement requests filed in August on behalf of both the UDC and Scenic Byway communities which have these grants.

Ramie's written report contained lists of Upper Delaware Scenic Byway activities, special meetings or events this period, and documents produced by her, with copies available upon request. Ramie noted that she will be continuing in the role of Byway secretary for at least another month, as the candidate who was going to be offered the position withdrew her application. Peckham asked if anyone had attended the "Water, Water Everywhere" conference. Ramie said that she and O'Dell did, that is was actually his first day on the job. He asked if there was going to be a report on it. Ramie said it was going to be delivered at the WU/RM Committee on October 16<sup>th</sup> but there wasn't a quorum so it was deferred. Peckham asked if any written material could be passed out to all the members. Ramie noted that the presentations by all the speakers had been sent via e-mail and she had been forwarded them to the WU/RM Committee members. She said she would forward them to him.

The UDC November 2012 calendar of meetings, activities, and deadlines was provided in members' packets. Peckham asked if the Town of Delaware hearing on the Road Use Agreement scheduled for November 21 was for implementing the Agreement or to offer comments on it. Roeder noted it is a public hearing. Ramie said she has learned that several of the towns have the same type of hearing scheduled. A brief discussion of Road Use Agreements and amendments to those agreements in member towns took place.

Roeder commended Ramie for the comprehensive nature of her reports.

Rajsz asked members if they would agree to switch old and new business, noting that the UDC Bylaws changes discussion may take some time.

### **New Business**

**Summary of Pending Bills 10-23-12/Financial Statements:** A motion to pay the bills as listed was made by Roeder, seconded by Peckham and carried. Financial statements as of September 30, 2012 were provided for individual review.

### **Old Business**

**Proposed UDC Bylaws Changes:** Rajsz noted that it is the 1992 approved, updated version of the Bylaws that would be reviewed. There had been amendments proposed in 1994 by a Bylaws Committee that were never acted upon, according to our research, and are therefore being considered at this time. After a very lengthy discussion, it was determined that any proposed changes be shown in a Word document and sent

out for review to the Operations Committee members and attorney Jeffrey Clemente before they would be presented to the full Council for action.

**Other:** None

**Adjournment:** A motion by Roeder, seconded by Peckham to adjourn the meeting at 8:17 p.m. was carried unanimously.

*Minutes submitted by Cindy Odell, 10/25/12*