

Upper Delaware Council  
**OPERATIONS COMMITTEE MEETING MINUTES**  
**Dec. 16, 2008**

Committee Members Present: Roeder, Niflot, Shafer, Fluhr  
Committee Members Absent: Bowers, Richardson, Wieland  
Partner: Martinez  
Staff: Douglass, Soete, Coney, Ramie  
Guests: F. Peckham, D. Keesler, P. Chase, J. Serio, D. Hamilton

The committee vice-chairperson Harold Roeder Jr. called the meeting to order at 6:38 p.m. A motion by Niflot seconded by Fluhr to approve the Nov. 25 meeting minutes was carried. There was no public comment on the agenda.

**Public Relations/Fund Raising Specialist Report:** Ramie reviewed her written report that was handed out. The NYS grants process had a change, in that advancement of administrative fees now come with the caveat that that money is to be used first for grant awards on completed projects and only then apply to the State for direct reimbursement for additional grant projects completed.

The new state grant round (M080103) had a deadline for project submission to the UDC of Dec. 12. All eight NY towns submitted proposals reviewed by Ramie. A draft resolution for the committee to recommend Council approval was taken up later in the meeting.

The fiscal year 2008 annual report of the Council will be completed once the final audit report is received. The new schedule for the Council's newsletter in 2009 is publication twice a year. The next edition will be out on April 1. The newsletter will appear on the Council's website as well as mail distribution.

The Upper Delaware Scenic Byway launched a new feature on its website to make membership subscriptions and book purchases available via the Internet. Further information at [www.upperdelawarescenicbyway.org](http://www.upperdelawarescenicbyway.org).

**Executive Director's Report:** Douglass noted his report that was handed out completes the calendar year 2008 report period. Topics covered included annual report, award ceremony, staff evaluations, TAG program, Delaware River Sojourn, work plans, budget, raft trip, audit, Delaware River Greenway, Government Officials Liaison Subcommittee, NPS-UDC Cooperative Agreement, and Communities Against Regional Interconnect. There was no new information on the report.

### **Old Business**

**Response from Barriger and Barriger's Attorney, retirement plan:** The committee was provided with copy of response letter from Barriger and Barriger's attorney. This firm brokers some of the employees' retirement plan accounts. The attorney's letter outlined the protections and impacts of any lawsuits that might take place on the firm. This information was a follow-up task from last month's committee meeting.

**Manchester Township Q & A meeting, joining the UDC:** Douglass reported he and George J. Fluhr attended a Manchester Township Supervisors' meeting on Dec. 15 to answer any questions the township officials or residents had regarding joining the Upper Delaware Council. Douglass and Fluhr made a presentation and then took questions from those in attendance. The meeting went well. The Township will think about joining and might attend some UDC meetings to learn more about the non-profit organization. They will also speak to Damascus and Berlin Townships who have recently joined the UDC.

**NYS Boiler Safety Bureau Re-inspection:** Coney reported that the Inspector from the NYS Boiler Safety Bureau has conducted a re-inspection of the replacement of the oil burner and accepted the installation. A bracing wire was requested on the expansion tank. The contractor will be notified.

**New Business**

**Summary of Pending Bills / Financial Statements:** The committee reviewed the summary of pending bills dated Dec. 16. Due to the new Council memberships, the mileage and member fees have increased. A motion by Shafer seconded by Niflot to approve the bills for payment was carried. The financial statements for period ended Nov. 30 was provided for review.

**Office Closed:** The Council office will be closed on Dec. 25 and Jan. 1.

**IRS Mileage Reimbursement Rate Decreased:** The committee was informed that the Council will follow the IRS mileage reimbursement rate effective Jan. 1, 2009 of 55 cents per mile. This was a reduction from 58.5 cents per mile put in place by the IRS while the gasoline costs were escalating.

**Draft UDC resolution, NYS Grant M080103:** The following NYS member town projects were recommended to the Council for approval under NYS grant M080103, upon motion by Shafer seconded by Niflot and carried:

- >Town of Cohecton – Perform Phase 1 of a Town-wide Roadway Conditions Assessment
- >Town of Delaware – Furnish the new Town Hall and renovated Justice Court facilities in Hortonville
- >Town of Deepark – Improve the entranceway at the Town of Deepark Museum in Huguenot
- >Town of Fremont – Establish a Town Square and Veterans Memorial in Fremont Center
- >Town of Hancock – Complete development of the Town of Hancock Memorial Park for recreational use
- >Town of Highland – Retrofit existing office space for use as the Town of Highland’s Constables’ main office
- >Town of Lumberland – Replace the failing furnace at the Lumberland Town Hall in Glen Spey
- >Town of Tusten – Enhance town recreational and community use facilities, and assist beautification efforts

**Public Comment** None

**Adjourn** A motion by Niflot seconded by Shafer to adjourn the meeting at 7:05 p.m. was carried.

Carol Coney, Office Manager