

Upper Delaware Council  
**OPERATIONS COMMITTEE MEETING MINUTES**  
**April 22, 2008**

Committee Members Present: Bowers, Roeder, Richardson, Wieland, Niflot, Shafer, Fluhr  
Committee Members Absent: None  
Partner: Martinez  
Staff: Douglass, Soete, Coney, Ramie  
Guests: N. Yoder, D. Warner, B. Davailus, C. Lockwood, S. Schultz

Committee Chairperson Alan Bowers called the meeting to order at 6:36 p.m. A motion by Wieland seconded by Fluhr to approve the March 25 meeting minutes was carried. There was no public comment on the agenda.

**Empire BC/BS Health Insurance Proposal by N. Yoder:** Information on new health insurance coverage through Empire BC/BS had been provided to the committee prior to the meeting for their review. A presentation by the Council's insurance broker was provided and questions answered.

**Presentations/Interviews UDC website proposals:** Information on website proposals from the short list of vendors was provided to the committee prior to the meeting for their review. The committee interviewed two firms. A third consultant withdrew his proposal.

**PR/Fund Raising Specialist's Report:** Ramie reviewed her written report that was handed out. Reservations for the UDC's annual awards ceremony are still being taken with a count of 94 quests so far. The ceremony will take place April 27 at LaSalette Restaurant in Hancock, NY beginning at 3 p.m.

The Council staff received 30,000 updated brochures, *Visitor Information Map and Guide for Touring the Upper Delaware Scenic and Recreational River, New York & Pennsylvania*, on March 31. Donations from area businesses toward the production costs totaled \$875. The UDC is appreciative of these donations. The next brochure revision in two years will see the need to update the software programs used in producing this brochure. There have been many requests for the brochure as a result of advertising that the brochure was available for free. Area businesses are encouraged to visit the UDC office for a supply of the brochures. The UDC's spring newsletter, *The Upper Delaware*, was mailed out on April 7. A supply for distribution can be obtained from the UDC office. The Council's fiscal year 2007 annual report has been received from the printers and was handed out to the committee. Dave Soete provided the infrared photo for the brochure cover.

NYS grants: Grant No. M050198 reimbursement check for Council's expenses relative to the proposed transmission line in the River corridor was received April 7. This was a Senator Bonacic supported grant. Grant No. TM71160 through Assemblywoman Gunther is progressing – the River Management Plan Land & Water Use Guidelines workshop was held March 26; the demand hot water heater was installed April 10; request for quotes for the office hallway painting has been initiated; and the UDC website task is in progress. The deadline for these grant projects is July 31, 2008. A \$75,000 grant through Bonacic will include administrative costs for UDC. Some town projects are already completed. The Upper Delaware Scenic Byway's \$65,000 grant deadline for project proposals is April 30.

**Executive Director's Report:** Douglass reviewed his written report. Among other tasks, the staff evaluations should take place May 23; TAG applications should be mailed by May 30; fiscal year 2008 work plans and budget should be reviewed at July committee meetings; the UDC family raft trip is Aug. 3; the fiscal year 2007 annual audit should take place Nov, 18; and NPS-UDC Cooperative Agreement for fiscal year 2009 will be completed by Oct. 1. Douglass and Martinez attended the Wayne Interagency Network's (WIN) legislators' breakfast on April 10 in Honesdale, PA. The agenda included discussion of community and public service agency issues in an open forum format.

**Old Business**

**Delaware River Greenway follow-up:** Douglass mentioned the Council and the Byway organizations have been asked to consider a board seat on the proposed Delaware River Greenway project. NYS Senator

Bonacic and NYS Assemblywoman Gunther have introduced updated legislation relative to establishing a Delaware River Greenway similar to the Hudson River and Niagara River greenway organizations. The nucleus representation should include the towns along the Upper Delaware River. Other members may include some State agencies and other stakeholders. The committee discussed the matter. They had questions that needed to be answered and felt it was premature at this time to accept a board position until further information could be secured. The matter was tabled pending staff research for further information.

**40-30-20 anniversaries project update:** Martinez noted that the anniversaries committee has been meeting regularly and held a meeting on April 21. UDC staff has been participating in these meetings. Brochures, partner letter, website listings were discussed. Anniversary pin was ordered with the new “anniversaries” logo. Logo decals for government vehicles and canoes are in the works. The anniversaries logo has been adapted to use on correspondence. Schultz will develop a history of the Upper Delaware and its legislation to be used for the newspaper media.

**Narrowsburg farmers’ market update:** Coney reported as follow-up that the proposed Narrowsburg farmers’ market will be held on Town-owned property in the library parking lot beginning in June and running on Saturdays until Columbus Day.

### New Business

**Summary of pending bills/financial statements:** The committee reviewed the summary of pending bills. A \$35,000 personal advance from Douglass to cover expenses until the federal funding arrives was approved for reimbursement since some NYS funding had been received on a completed Council grant project. However, next fiscal the request for federal funds paperwork that Douglass completes will be done on time according to Douglass. Richardson strongly expressed his displeasure with the continued lateness of this paperwork. The financial statements for period ended 3-31-2008 were handed out for review.

**New health insurance UDC staff:** A motion by Wieland seconded by Fluhr approving Option 1 of the Empire BC/BS health insurance proposal was carried. Coney will finalize the paperwork with the broker.

**Website vendor acceptance:** The committee discussed the website proposals. A motion by Roeder seconded by Richardson to accept Wdesign of Barryville, NY as the vendor under the NYS grant task was carried with one abstention. Coney will finalize the paperwork. Soete will be the lead staff member for the site.

**Office hallway painting quotes:** Coney provided the committee with a breakdown of the quotes received under the NYS grant relative to painting the office hallway. Following discussion, a motion by Fluhr seconded by Roeder to accept the quote from McMullen Painting of Honesdale that included the ceiling work was carried; with one abstention and one opposed.

**Proposed NYS grant through Sen. Bonacic:** The committee was provided with a letter from NYS Senator John J. Bonacic announcing that he had secured \$75,000 in the 2008-09 State budget for the Upper Delaware Council. The purpose of the funding is for improvements to the Towns that are members of the UDC as well as a \$10,000 administrative fee to the UDC for administering the grant. The funding was contingent upon the State budget being signed into law by the Governor.

**UDC FY 2007 annual report:** The committee was provided with the Council’s fiscal year 2007 annual report that was just received from the printer.

**Legal services:** The committee discussed legal representation for UDC as party to the proceeding for the Holbert Bros. conditional use permit for expansion of their quarry. A motion by Richardson seconded by Shafer to retain legal services for duration of the public hearing was carried.

**Well wishes to Supervisor Sal Indelicato:** The committee received an update from Acting Town of Cohecton Supervisor Larry Richardson regarding the condition of Supervisor Indelicato’s health following a stroke. The committee wished Sal a speedy recovery as he enters into rehab.

**UDC/NPS natural gas leasing seminar planning:** Douglass informed the committee that UDC and NPS are working together to produce a seminar on natural gas leasing to be held in Honesdale, PA some time in May.

**Berlin Township invitation:** Douglass noted that following news reports in the local press that it was going to happen, the Berlin Township Supervisors have invited UDC representatives to attend the Township Supervisors' meeting to provide information. The UDC is looking forward to attending the June meeting.

**DRBC meeting May 14 and Federal Coordinators meeting May 15, Philadelphia:** The UDC has been invited to attend the Federal Coordinators meeting on May 15 through the Delaware River Basin Commission as previously reported. The UDC should have representation at this meeting since it relates to the Delaware River watershed. In addition, the regular DRBC meeting is scheduled for May 14. Douglass said in order to attend both of these meetings that will be held in Philadelphia, he would like permission to stay overnight in Philadelphia at a cost of \$140 for the room plus parking and meals. A motion by Wieland seconded by Richardson approving the overnight expenditures was carried.

**Public Comment** None

**Adjourn** A motion by Roeder seconded by Fluhr to adjourn the meeting at 8:46 p.m. was carried.

Carol Coney, Office Manager