

Upper Delaware Council
OPERATIONS COMMITTEE MEETING MINUTES
July 28, 2009

Committee Members Present: Roeder, Wall, Richardson, Niflot, Shafer
Committee Members Absent: Bowers, Wieland
NPS Partner: Schultz
Staff: Douglass, Soete, Coney, Ramie
Guests: J. Sundholm; F. Peckham

Committee Vice-Chairperson Harold Roeder Jr. called the meeting to order at 6:37 p.m. A motion by Richardson seconded by Shafer to approve the June 23 meeting minutes was carried. There was no public comment on the agenda.

PR/Fund Raising Specialist's Report: Ramie reviewed the report she handed out. The deadline for reservations for the annual UDC family raft trip was July 27. There are 111 reservations. Under NYS Grant M070082, four town projects are pending with a deadline of Aug. 17---Delaware, Fremont, Highland, Lumberland. Under the Upper Delaware Scenic Byway grants Ramie is administering, the deadline is Aug. 17 with no extensions and six towns will lose their funding if the projects are not completed. Reminder notices have been issued. Ramie noted a report on the Byway activities was included in her written report. NYS grant contracts from last winter are still pending signatures from Albany. Ramie shared a booth with the DRBC at the Narrowsburg RiverFest held July 26. The committee was shown the new UDC stand-alone display used at RiverFest that was put together by Connie Lloyd of the National Park Service. Kudos to Lloyd for a great job. Ramie attended the D & H Transportation Heritage Council's meeting July 14 that included a tour of the canal house in White Mills, PA. The UDC's next newsletter issue will be going to the printer Aug. 11. The vendor that produces and mails the newsletter will see its contract expiring soon. The committee will need to review the process. Schultz suggested that a counter be applied to the UDC's website to track the number of hits it gets.

Executive Director's Report: Douglass commented he would not be giving a report since most issues were covered under Ramie's report and to save time since there was a full agenda of important items to cover.

Old Business

Re-visit bookkeeping services vendor request for rate increase: The committee had postponed discussion on this matter and would take it up again when the fiscal year 2010 draft budget was discussed. The increase was included in the draft budget. (Draft budget was scheduled for this meeting but referred to Aug. 25 meeting when more members were in attendance.)

New Business

Summary of Pending Bills / Financial Statements: The committee reviewed the summary of pending bills. A motion by Richardson seconded by Niflot to approve the bills for payment was carried. The financial statements for period ended June 30 were handed out for review. Richardson asked if a date had been set for the office carpeting to be cleaned and Coney noted Aug. 28 but she is waiting for a confirmation from the vendor. Staff will need to remove all items from the office floor area for the cleaning staff. Richardson noted an air conditioning specialist will visit the UDC office to quote out an energy-efficient replacement for the wall-installed air conditioner in the conference room. This item was put on hold in the past due to budget constraints.

Draft FY 2010 committee work plan: The committee reviewed and made changes to the staff's draft fiscal year 2010 committee work plan. A motion by Richardson seconded by Wall to recommend Council approval was carried.

Draft FY 2010 Council budget: The committee consensus was to discuss the draft fiscal year 2010 budget at the Aug. 25 committee meeting when more members would be present. Coney was asked to send a notice to the committee about this task.

Conference room River wall mural, touch up: Schultz noted that she would be coming to the Council office with a seasonal worker to touch up the fading Upper Delaware River wall mural in the conference room. They will start work on the mural on Wednesday and hope to have it completed in two visits. (Schultz donated her time 12 years ago to produce the original mural and is donating time again for the refresh task.) The Council appreciates NPS providing this “partner” service given the UDC budget crunch. The mural has been used as a visual aid for numerous discussions on projects reviewed relating to the River corridor. Schultz thought the conference room itself needed a new paint job and suggested the Council look into that. This task had been put on-hold by the committee when it was discussed awhile ago due to funding issues.

Shohola Township (PA) announces stimulus funding grant received: Nelia Wall, Supervisor-Shohola Township, informed the committee that Shohola Township has received national stimulus funds through a grant process from PENNVEST in the amount of \$494,417. The township project will be Rosa Road Stormwater and Landslide Corrections---to install new drainage pipes and structures and stabilize four landslides, all along Rosa Road, to reduce sediment contamination of the Delaware River. The project will use a technique called Soil Nails. At the request of the committee, Wall will provide information about this technique to the committee. (The web link provided was www.soilnaillauncher.com.) The township’s project was the only one in Pike County that received funding.

Public Comment None

Adjournment A motion by Richardson seconded by Wall to adjourn the meeting at 7:23 p.m. was carried.

Carol Coney, Office Manager