

Upper Delaware Council  
**OPERATIONS COMMITTEE MEETING MINUTES**  
**Aug. 26, 2008**

Committee Members Present: Bowers, Roeder, Richardson, Wieland, Niflot, Fluhr  
Committee Members Absent: Shafer  
Partner: Schultz  
Staff: Douglass, Soete, Coney  
Guests: D. Keesler, J. Sundholm, P. Chase

The Committee Chairperson Alan Bowers called the meeting to order at 6:36 p.m. A motion by Fluhr seconded by Wieland to approve the July 22 meeting minutes was carried. There was no public comment on the agenda.

**PR/Fund Raising Specialist's Report:** Ramie's written report was handed out for review. Since she was on vacation, members were asked to read the report and contact Ramie with any questions after she returned. Her report topics included UDC Aug. 3 family raft trip, grants administration, Fall newsletter, media and public outreach, Scenic Byway, special activities, other pending projects, public relations calendar, and documents produced by Ramie listing.

**Executive Director's Report:** Douglass reviewed his written report handed out. The fiscal year 2009 committee work plans are completed and the functional budgets will be inserted following end of fiscal year; the FY 2009 2<sup>nd</sup> draft budget will be discussed tonight, the FY 2008 audit report will be presented to the committee on Nov. 18, and the Upper Delaware River Greenway legislation has been vetoed by the NYS Governor.

Roeder commented that the veto was brought up at the Delaware town board meeting. People were upset since the Governor vetoed the bill based on the need for more state control and appointing a board of his choosing. This legislation was proposed to the local municipalities with the intent of local control relative to making decisions about the Greenway that would impact the local towns. If that's now taken away, Roeder felt this type of legislation would not find support here. Douglass noted that the other two river greenways, Niagara and Hudson, are basically run by the state.

### **Old Business**

**Damascus Township Appoints Representative and Alternate to UDC:** Douglass announced that the Damascus Township Supervisors have appointed Dolores A. Keesler as Representative and Robert (Bob) Gross as Alternate to the Council representing Damascus Township. Keesler was in attendance and introductions were made. Bowers also explained the committee system to Keesler in case the Township wanted representation on any of the Council's committees.

**Berlin Township joining UDC, status:** Douglass reported that Berlin Township waived a motion to join the Council. The board instead would like to hold a public hearing to discuss the matter.

### **New Business**

**Dental Health Insurance Renewal:** Coney had provided the committee was information regarding the renewal of the Council's dental health plan that would renew on October 1. There would be no increase in premium for this basic coverage plan. Following discussion, a motion by Wieland seconded by Niflot to remain with the current provider for another year was carried, with one abstention.

**Quote – UDC newsletter production for FY 2009:** The committee received copy of information provided by Ramie relative to the quotes received from the current newsletter vendor for the production of four quarterly newsletters and mailing of same. It was also noted that 1,000 fewer copies would be produced this time. The quote was for \$1,795 per quarter (\$7,180 yr.) to produce and mail 11,000 newsletters. A motion by Wieland seconded by Roeder to send the matter to the full Council for action was carried.

**Summary of Pending Bills Aug. 26 / Financial Statements July 31:** The committee reviewed the summary of pending bills dated Aug. 26. Douglass noted that Damascus Township as a new member was added to the members' payment list to receive \$100 a month. The business owners' insurance policy premium was due and that amount only went up a little. A motion by Wieland seconded by Richardson to pay the bills was carried. The financial statements were handed out for review.

**NYS Boiler Safety Bureau, violations report:** Coney reviewed her report that was handed out regarding the NYS Boiler Safety Bureau's inspection that was done on Aug. 5. These inspections are done by the State every two years. This year there were violations found and a fine assessed. Repairs and or replacement of the oil burner had to be completed by Nov. 30, 2008 after which another State inspection would take place. There was discussion on repairing or replacing the ancient oil burner. The result of committee discussion was to seek quotes for repair and or replacement. Specs would need to be produced. The Council's capital fund contained some funding to cover this work. Coney would follow through with the task. Due to the timeframe involved, Wieland made a motion that the Operations Committee would request from the full Council at its Sept. 4 meeting the power to make the decision to repair or replace the oil burner. The motion was seconded by Roeder and carried.

**Building Subcommittee, members needed:** Coney reviewed with the committee that the Building Subcommittee has lost all of its members and she would like to see volunteers to fill this committee, especially now that major building tasks need to be completed. Following discussion, Larry Richardson and John Sundholm agreed to serve. Coney would contact Jay Shafer to request his participation as well. (Note to minutes: Jay has agreed to serve.)

**FY09 2<sup>nd</sup> Draft UDC line-item budget review and action:** The fiscal year 2009 line-item budget was referred back to committee from the Aug. 7 UDC meeting. Bowers commented that the deficit was too high and cuts needed to be made. Douglass reviewed the budget figures with the committee and he and Coney answered questions.

Results of discussion included having the auditor revamp the budget form to reflect more clearly all the income and expenses; clarify any carryover funding and equity amounts; possibly not print the annual report since it will be going on the website to download; do research into funding sources including grants to provide another stream of money; have the awards ceremony and summer event sponsored by other entities; possibly increase ticket cost of awards ceremony; and discuss with the auditor what fundraising events could legally be held.

In addition, the following changes were made - Income: added \$3,000 each awards ceremony and summer event to show an income for the expense figures. These events are basically pass-through money but the awards ceremony does involve some additional expenditures. TAG budget: down to \$20,000 from \$25,000. Newsletter production: down to \$9,000 from \$15,000, with production going to two editions per year. The eventual goal is to not print the newsletter anymore since it does appear on the Council website and can be downloaded. Conference: down to \$250 from \$2,000. Outside consulting services: down to \$500 from \$5,000. A motion by Roeder seconded by Niflot to recommend the full Council approve the amended 2<sup>nd</sup> draft FY 2009 budget was carried.

**NPS Report:** Schultz reported that NPS-Upper Delaware had their environmental audit. The audit report noted some items including doing an emergency response plan with the Council; also, involving the Council in going "green", like buying recycled. NPS will provide any training needed for this. Coney commented that where it's possible, the Council does buy recycled and uses "green" products.

Fluhr commented the Council has been trying to work with the Central New York Railroad to produce an updated Emergency Response Guide for the River corridor, but there's no cooperation from the railroad. Schultz agreed that needs to be accomplished; maybe even do a tabletop exercise. Richardson noted that the Town governments have done and are now required to do hazmat plans.

**Public Comment** None

**Adjourn** A motion by Roeder seconded by Wieland to adjourn the meeting at 8:31 p.m. was carried.

Carol Coney, Office Manager