

Upper Delaware Council  
**OPERATIONS COMMITTEE MEETING MINUTES**  
**February 25, 2014**

Committee Present: Andy Boyar, Larry Richardson, Nadia Rajs, Fred Peckham, George Fluhr,  
Jeffrey Dexter  
Committee Absent: Harold Roeder, Jr., David Dean  
NPS Partner: Malcolm Wilbur, Carla Hahn  
Staff: Laurie Ramie, Travis O'Dell, Cindy Odell  
Guests: Cheryl Korotky

The UDC's Operations Committee held its monthly meeting on Tuesday, February 25, 2014 at the Council office in Narrowsburg, NY. Chairperson Boyar called the meeting to order at 7:51 p.m.

**Approval of January 28 Meeting Minutes:** A motion by Rajs seconded by Peckham to approve the January 28 meeting minutes was carried. There was no public comment on the agenda.

**Executive Director's Report:** Ramie reported regarding funding, the UDC is still operating on a month to month basis. The National Park Service executed Cooperative Agreement Modifications #15 and #16 to add additional funding through March 15. She said Acting Superintendent Malcolm Wilbur advised her that the Office of Management and Budget has now signed the FY 2014 apportionment bill and the funding should start to trickle down through the Department of the Interior to the National Park Service to the Northeast Region then to the field units. Ramie provided the balances in the ASAP account and the UDC bank account.

Ramie said that on February 19, she, T. O'Dell, and UDC Secretary-Treasurer Al Henry were interviewed by Transitional Management Assistance Program team member Cassius Cash, superintendent of the Boston National Historical Park and the Boston African American National Historic Site, for preparation of a report that will be used to guide the hiring process at the Northeast Regional level and given to the incoming superintendent to foster an awareness of local issues. Ramie shared some details of the meeting. She said Henry stressed to Cash that the incoming superintendent needs to be cognizant of the history of the area. Ramie added we were very grateful to have the opportunity to have this meeting so that our input could be heard. Fluhr questioned if the UDC will have any input regarding the appointment of a new regional director. Ramie noted that we recently learned that Michael Caldwell was promoted to Regional Director for the National Park Service's Northeast Region, where he will oversee 80 national parks across 13 states from Maine to Virginia. His appointment was effective February 11, 2014.

Regarding appointments and vacancies, Ramie reported that Westfall Township appointed Joe Demalderis as its UDC representative on February 11. The Westfall Township alternate position remains vacant. Demalderis has also joined the WU/RM Committee. A letter was sent on February 11 to Ellen Ferretti, secretary of the Pennsylvania Department of Conservation and Natural Resources, requesting her advice in how the UDC can facilitate achieving PA's UDC appointments. The NPS Northeast Regional office was contacted on February 6<sup>th</sup> to request that the UDC be informed when permanent appointments are made for Regional Director and UDSRR Superintendent, given that those positions fulfill the roles of UDC representative and alternate, respectively.

Ramie said the revised federal return for FY 2013 was received from Eckersley & Ostrowski on January 31<sup>st</sup> and sent to the Operations Committee electronically for review prior to obtaining notarized signatures and fees as needed. IRS Form 990 and NYS CHAR 500 packages were mailed on February 7<sup>th</sup>.

Ramie noted that three Conflict of Interest disclosure statement forms remain outstanding based on a second mailing sent on February 20<sup>th</sup>. Once they are all received, they will be given to the Executive Committee for approval and sign-off.

Ramie reported she issued two news releases in the past month. They were: "Upper Delaware Council Seeks Nominations for 26<sup>th</sup> Annual Awards by March 10" on February 3 and "Upper Delaware Council Names Roster for 2014" (with photo) on February 7. She added that the "UDC Resolution of Appreciation to Carol R. Collier, Delaware River Basin Commission" was posted with a photo to the UDC website and submitted to the DRBC. Upcoming publicity pushes will be for the March 29<sup>th</sup> Telecommunications Workshop and the 26<sup>th</sup> Annual Awards Banquet scheduled for April 27<sup>th</sup>.

The 26<sup>th</sup> Annual Awards Ceremony will be held on April 27<sup>th</sup> at Henning's Local in Eldred. The award nomination form for 2014 was updated, a news release issued, and an activities timeline was drafted and is included in members' packets. Ramie said she continues to work on securing a keynote speaker. Suggestions were offered and discussed. Ramie said she is going to use Harold Roeder's suggestion of putting the majority of the presentation for each award winner in a booklet form rather than providing it verbally.

Ramie said the Spring/Summer 2014 issue of "The Upper Delaware" is due out on April 1<sup>st</sup>. She will begin to plan the contents, set up interviews, gather information, select photos, compose articles, and do the layout in order to submit it to Courier Printing by March 21<sup>st</sup>.

Ramie noted that her written report also contains information on grants administration, Upper Delaware Scenic Byway activities, non-UDC meetings of this month and a list of documents produced by her. The March 2014 calendar of UDC Meetings, Deadlines and Activities was included in members' packets. Ramie noted that at the March 6<sup>th</sup> full Council meeting, Wilbur will offer a NPS Centennial kick-off preview video presentation.

### **New Business**

**TAG 2014-01 Town of Highland, Request for Payment, \$492.00:** A motion to approve payment for TAG 2014-01, Town of Highland, in the amount of \$492.00 was made by Rajsz and seconded by Peckham. Richardson noted that this project was reviewed and approved by the Project Review Committee. The motion was carried.

**TAG 2014-04 Town of Cochection, Request for Payment, \$656.00:** A motion to approve payment for TAG 2014-04, Town of Cochection, in the amount of \$656.00 was made by Rajsz. A brief discussion about the maps being digitized took place. The motion was seconded by Peckham and carried.

**Summary of Pending Bills 2-25-14/Financial Statements:** The committee was provided with an abstract of bills dated February 25 to review. A motion by Rajsz, seconded by Dexter to pay the bills listed on the abstract was carried unanimously. Brief discussion about fuel oil costs and heat pumps took place. Financial Statements as of January 31, 2014 were provided for individual review.

**Other:** None

### **Old Business:**

**Discussion on Notification Policy for UDC Draft Letters:** Boyar noted this issue came up at the last full Council meeting. He asked Ramie what the current practice is for sharing draft letters. Ramie said staff is under the impression that given each member's role as a representative, it is their responsibility to take back any letters in which they have a question about the policy that their town or township would have and ask them for direction in cases where their vote is unclear to them. Therefore, draft letters are submitted to the representatives and alternates. Boyar said Berlin Representative Al Henry suggested that wherever practical, correspondence could go to the town or township involved. Ramie questioned how staff is to know when that is appropriate. Richardson shared his policy which is the correspondence comes to him and if he feels he does not have direction he will take it up with his board. If he feels his board should have correspondence he has received, he will forward it on to them. Discussion took place about a second draft letter that had been included in members' packets at the February full Council meeting that had not been sent out in advance. Ramie said we were trying to streamline the review process for providing a second draft as it is easier to have something in front of you to react to rather than write it collectively. Hahn noted that there is guidance as to representative responsibilities in the River Management Plan (RMP). Richardson stated that the letters that are circulated in advance are draft letters and may not be the finished product once discussion is done. Boyar suggested that drafts could be sent out to a town or township upon request. Ramie noted that page 29 of the RMP states that "The representative of each Pennsylvania township will be a member of the board of supervisors or an individual appointed by and reporting to the board, serving at the pleasure of the board", with the same statement made for New York State towns.

**Other:** None

**Public Comment:** None

**Adjournment:** A motion by Peckham, seconded by Rajsz to adjourn the meeting at 8:31 p.m. was carried unanimously.

*Minutes submitted by Cindy Odell, 2/28/14*