

Upper Delaware Council  
**OPERATIONS COMMITTEE MEETING MINUTES**  
**June 24, 2014**

Committee Present: Andy Boyar, Harold Roeder, Jr., Larry Richardson (6:51 p.m.), Nadia Rajs, George Fluhr, Fred Peckham  
Committee Absent: Jeffrey Dexter, David Dean  
NPS Partner: Malcolm Wilbur  
Staff: Laurie Ramie, Travis O'Dell, Cindy Odell  
Guests: None

The UDC's Operations Committee held its monthly meeting on Tuesday, June 24, 2014 at the Council office in Narrowsburg, NY. Chairperson Boyar called the meeting to order at 6:39 p.m.

**Approval of May 27 Meeting Minutes:** A motion by Rajs, seconded by Peckham to approve the May 27 meeting minutes was carried. There was no public comment on the agenda.

**Executive Director's Report:** Regarding funding, Ramie reported that we did meet our June 6<sup>th</sup> deadline for submitting our FY 2015 application to the Park Service. She provided members with the federal account balance for the rest of the fiscal year and the UDC's bank balance. Ramie said the large balance in ASAP is the result of the reduction in staff. Peckham agreed that the balance is the equivalent of a salary and benefits.

Ramie noted that her written report contains a listing of the contracted work that has been completed, started, and scheduled to take place. Phase one of the attic clean-up was completed by Tom Coacci on June 19<sup>th</sup>. Ramie stated that another load could be taken from the attic. After a brief discussion, a motion to authorize Tom Coacci to take additional truckloads from the attic at \$150 per load until the job is done was made by Roeder, seconded by Rajs and carried. Coacci will insulate the attic and exposed piping also, although a schedule has not been set. Ramie reported that Don Bellotti of Riverside Mechanical began installation of the new heat/air pump today and will finish on Wednesday, June 25<sup>th</sup>. Pressure washing of the building will take place on July 12<sup>th</sup> by Dan Wagner. John Nistico has scheduled to begin the interior office painting on August 25<sup>th</sup>. The schedule to replace the front door, weather-strip windows and install four ceilings fans is still pending. This work will be conducted by Reeves Mountain Construction, Ramie added.

Kris Heister, will officially begin her new position as NPS Upper Delaware Scenic and Recreational River Superintendent on July 14<sup>th</sup>. A UDC orientation session will be planned as well as regular meetings with staff once her schedule is established, Ramie stated.

Ramie noted that the NPS has started dialogue with the Delaware Valley Job Corps Center in Callicoon to discuss any opportunities for their vocational training students to undertake hands-on projects at Park Service facilities. This may extend to UDC work as well. We've been asked to consider tasks for which assistance is needed and could be structured for this potential program. Ramie said that some tasks may be organizing our records and scanning newsletters, but could also include landscaping and painting. Wilbur said that any supplies they need would have to be purchased and transportation would have to be addressed. Wilbur noted that they also have a culinary arts program. Roeder stated that the Job Corps has been a positive presence in the town, assisting in many projects. Wilbur suggested that the Job Corps program is one of the least celebrated successes of Lyndon B. Johnson's Great Society program.

Ramie said interest has been expressed in reactivating the Government Officials Liaison Subcommittee to meet with state and federal elected officials. Rajs commented that in the past, former Executive Director Bill Douglass would set up meetings with elected officials. She added that Douglass would attend the meetings with members. Wilbur stated that there is real value in building and nurturing the relationships with these officials. Ramie told members if they let her know who they want to meet with, she would be happy to set that up. She said she feels it would be important to have a specific agenda for these meetings. Ramie said she will inquire at the full Council meeting who would like to serve on the committee. Wilbur noted that a new superintendent is coming in who needs to build those same relationships. He asked if it would make sense to go together. Members thought that was a good idea. Ramie suggested that meetings on a more local level would be beneficial as well.

Regarding records management, Ramie said that Wilbur checked with NPS Senior Archivist Liz Banks from the Northeast Museum Services Center in Charlestown, MA about the status of the UPDE Archives Study. Banks advised him that they have made excellent progress and hope to have the survey completed soon.

Ramie reported that the UDC will have a booth at the Upper Delaware BioBlitz on Sunday, June 29<sup>th</sup>. The event is open to the public from 9 a.m. until 3 p.m. that day at the Ten Mile River area. Booths will also be staffed at the NPS Zane Grey Festival in Lackawaxen on July 12, Narrowsburg RiverFest on July 27<sup>th</sup>, and tentatively for The Weather Project Community Pageant Expo on August 9<sup>th</sup> in Yulan, NY.

Ramie noted that the deadline for entries in the Zane Grey Catch-and-Release Fishing Derby in July 6<sup>th</sup>. Boyar said there are many great prizes available. He reported that entries are few right now and encouraged members to urge people to get out and try and catch a fish to enter.

Ramie said that the UDC Annual Family Raft Trip will take place on August 3<sup>rd</sup>. The scheduled trip is from Skinners Falls to Ten Mile River Access. Guest will check in between 9 – 10 a.m. at Lander's Skinners Falls Campground. The cost is \$25 for ages 13 and up and \$15 for ages 5 – 12. Pre-registration is due by July 25<sup>th</sup>.

Ramie stated that the UDC board approved four \$750 River Clean-Up Grants for Damascus Township, Town of Highland, Lackawaxen Township, and Town of Lumberland on June 5<sup>th</sup>. The payment reimbursement forms are due to the UDC office by August 4<sup>th</sup>.

Ramie reported that she have been researching grant opportunities offered by the Community Foundation of Orange and Sullivan. A grant offered by the S.L. Gimbel Foundation includes "environmental protection and enhancement" as a field of interest. The UDC appears to meet the criteria to apply. Limitations include re-granting, capital construction, fundraising, and operating expenses. Grant awards range from \$5,000 to \$25,000. Submission deadlines are 6/30 for a 9/30 decision or 7/31 for a 10/31 decision. She noted that the River Management Plan review could be a potential project. She will continue to research this opportunity and report back to the committee.

Ramie said she received notification on June 22 that New York State agencies will suspend the prequalification requirement for any not-for-profit responding to a RFP with a due date from 7/1-9/30/14 because of statutory changes from the Not-for-Profit Revitalization Act that will take effect on 7/1/14. All qualified organizations can apply for any state funding during this time but the awards of funds will be contingent on completing prequalification prior to the execution of the contract. She noted that this does not affect the UDC as we are already prequalified, but may be of interest to other non-profit organizations.

Ramie stated that the Scenic Byway received a call from Assemblywoman Gunther's aide on June 12<sup>th</sup> stating that the \$7,661.83 owed to the UDBS for reimbursement requests for the Invasive Plant Species Educational Campaign and Interpretive Signage Project has been authorized for payment. Ramie awaits receipt of the check. Ramie said that UDSB Chairperson Nadia Rajszyk received word from Senator Bonacic's staff that the capital construction grant of \$250,000 awarded in 2007 through NY Economic Development Program for an Upper Delaware Scenic Byway Visitor Center has now been swept.

Ramie said her written report contains information regarding Upper Delaware Scenic Byway activities, a list of special meetings of the period, and documents produced by her. She referred to the July calendar of UDC Meetings, Deadlines and Activities. At the July 3<sup>rd</sup> full Council meeting, Sullivan County Associate Planner Heather Jacksy will present on the Sullivan County River Accesses Design Project and at the August 7<sup>th</sup> meeting, NPS Chief Ranger Joe Hinkes will offer an Emergency Response and Water Safety presentation.

### **New Business**

**Office Carpet Bids:** Boyar asked if there was a recommendation on the carpet bids. Two bids were provided in members' packets. Ramie said staff recommends Village Carpet of Honesdale. A motion to accept the bid of Village Carpet was made by Rajszyk, seconded by Roeder and carried. Ramie said we will likely wait until the painting is finished to have the new carpet installed.

Ramie reported on the amount that is estimated to remain in our capital expenditures budget after the other projects are completed. Exterior painting and fixing of the flagstone patio were discussed. T. O'Dell stated that in the UDC Communications Plan an idea for a river mural on the outside wall is mentioned. Ramie added that might be a good contest; a way to get students involved. Richardson said that if any work will be done outside, the lattice around the air conditioning units could be addressed.

**RFP for River Management Plan:** Ramie referred members to the handout in their packets that contained background information, a draft ad, and specifications for the River Management Plan Document Review. A consultant experienced in NY and PA land and water use issues would be sought to review the 1986 “River Management Plan for the Upper Delaware Scenic and Recreational River” to deliver and present a report on the Plan’s congruency with current state and federal laws, regulations, Upper Delaware Council Inc. bylaws, work plans, and associated documents. Ramie said there is money in a budget line for this review, but we are not restrained by this amount. She proposed to place a legal notice and also obtain a list of consultants for a direct mailing. She provided a time line for the process. She noted this is an FY 2014 project so substantial project completion would be required by 9/30/14. A motion to place the ad and proceed on the outline was made by Richardson, seconded by Rajsiz and carried. Ramie commented that this is a good first step to take.

**NYSIF Worker’s Compensation Election to Exclude Officers:** Ramie stated the New York State Insurance Fund has asked us to submit a document which would exclude the officers of the organization from receiving Workers Compensation. After a brief discussion, a motion to pass this action on to the full Council with recommendation that the document be signed was made by Richardson, seconded by Rajsiz and carried.

**Summary of Pending Bills 6-24-14/Financial Statements:** The committee was provided with an abstract of bills dated June 24 to review. A motion by Rajsiz, seconded by Richardson to pay the bills listed on the abstract was carried unanimously. Financial Statements as of May 31, 2014 were provided for individual review.

**Other:** Boyar said that during an Executive Session, a decision was made to leave the salary budget line as prepared by the bookkeeper at the 5% increase, but a different allocation was decided upon. Boyar said he informed the Executive Director of that decision. She asked for this information in writing. Ramie noted that the bookkeeper is our payroll clerk and would need to have an official notification of the salary rates effective October 1 since it differed from the approved budget. Boyar asked Ramie to convey to him the Board’s decision. Ramie said she would.

**Old Business:** None

**Public Comment:** None

**Adjournment:** A motion by Rajsiz, seconded by Roeder to adjourn the meeting at 7:18 p.m. was carried unanimously.

*Minutes submitted by Cindy Odell, 6/26/14*