

Upper Delaware Council  
**OPERATIONS COMMITTEE MEETING MINUTES**  
**September 22, 2015**

Committee Present: Alan Henry, Nadia Rajs, Debra Conway, Harold Roeder, Jr., Larry Richardson  
Committee Absent: Fred Peckham, Aaron Robinson, Jeff Dexter, Dave Dean  
NPS Partner: Kris Heister, Carla Hahn  
Staff: Laurie Ramie, Travis O'Dell, Cindy Odell  
Guests: None

The UDC's Operations Committee held its monthly meeting on Tuesday, September 22, 2015 at the Council office in Narrowsburg, NY. Chairperson Henry called the meeting to order at 8:17 p.m.

**Approval of August 25 Meeting Minutes:** A motion by Richardson seconded by Rajs to approve the August 25 meeting minutes was carried. There was no public comment on the agenda.

**Executive Director's Report and Monthly Calendar:** Ramie reported that she applied for a wire transfer on September 21 to zero out the federal account balance for FY 2015. NPS is suspending all open ASAP accounts effective 7 p.m. EDT on September 24 through the 30<sup>th</sup> for the FBMS close-out. Ramie noted there is no word yet on when FY 2016 funds will be made available or in what amount. The Cooperative Agreement between the U.S. Department of the Interior, National Park Service and Upper Delaware Council, Inc. was executed on September 9<sup>th</sup> covering Fiscal Years 2016 to 2020. The agreement states, "FY 2016 funds are not presently available for this Agreement, however, work may continue for FY 16 subject to the availability of funds. NPS will provide funding in a projected amount for FY 16 not to exceed \$300,000 for the work described in Article III subject to the availability of funds."

Ramie noted that UDC sponsorship is being sought for the 2015 Crooked Creek "Strides III" 5K Run/Walk organized by the Equinunk Watershed Alliance (EWA) on October 17 in Equinunk, PA. She said the EWA is hosting this 5K in the tradition of what the UDC started in 2013 to commemorate its 25<sup>th</sup> Anniversary. She referred to further information included in members' packets. A motion to sponsor the Equinunk Watershed Alliance 5K at the \$250 level was made by Conway, seconded by Rajs and carried.

Ramie stated that the cost of registration for the 6<sup>th</sup> Annual "Water, Water Everywhere" conference sponsored by the Friends of the Upper Delaware River on October 19 & 20 at the West Branch Angler Resort, Hale Eddy, NY, is \$80 per person for both days if paid by October 4. A motion to approve registration fee of \$80 per person for two staff members was made by Rajs, seconded by Conway and carried. Ramie noted that the UDC has donated \$440 to FUDR as an event sponsor.

Ramie provided an update on the Records Management project. She said that Tom Coacci completed his Phase 1 Attic Clean-up and Repair work and Karen Carlson started the Attic Organization phase on September 1. Ramie said a suggestion was made by Henry to purchase a fire-proof safe to safely store vital documents and computer discs in-house. Odell stated that initially, the binders of meeting minutes could be stored in the safe. Ramie added that other important UDC papers that are just in file cabinets now could be stored in there also. Richardson suggested an objective should be that the minutes be digitized and stored off-site. Ramie noted that Phase 3 will include preparing a UDC Records Schedule, records management, and digitization. Heister stated that the Park Service has a lot of experience with data management and she can provide the UDC with information on this topic. After a lengthy discussion, a motion to purchase a fire-proof safe in order to have something on-site to store items in a fire-proof way was made by Roeder, seconded by Rajs and carried with Richardson voting no.

Ramie reported that W Design continues to fine-tune the draft website with the goal of launching the re-designed website on or about October 1<sup>st</sup>. Regarding the Project Review Workbook Update, Ramie said the UDC will act on a draft resolution to execute a contract with Environmental Planning & Design, LLC of Pittsburgh. EP&D expects to start work very shortly after October 1<sup>st</sup> with a stakeholder survey. The project is due for completion within six months after the kick-off.

Ramie said Richardson had suggested preserving the UDC parking lot. A bid from Duffy's Pavement Markings to seal the cracks, apply two coats of Seal Master sealer, and apply pavement markings was provided in members' packets. A motion to proceed with Duffy's quote was made by Richardson, seconded by Conway and carried. Ramie reported that Don Bellotti of Callicoon installed the two new

Gerber Ultra Flush toilets on September 11<sup>th</sup>. He was consulted about the UDC's two 250 gallon tanks. His opinion is that the tanks are still working efficiently. He added that if the filters do become clogged with sludge or grit and begin to require frequent servicing, that would be the time to consider replacements. He recommended continuing to use fuel oil additives in the meantime.

Ramie said that Reeves Mountain Construction was to start the building of the permanent staircase to the attic on September 26<sup>th</sup>, but after a consultation with the Town of Tusten building inspector, that project is currently on hold pending an engineer's inspection and recommendation. O'Dell explained the building inspector's concerns and requirements. Members provided names of several architects/engineers for O'Dell to contact. After brief discussion, it was decided that staff would advise Reeves Mountain Construction of the UDC's plan to meet the permit requirements for the attic stairs project and request a new quote following an engineer/architect report. Reeves would be told that the installation of the three solar exhaust fans can proceed in the meantime.

Ramie reported that she received the blue line proof of the Fall/Winter 2015 edition of "The Upper Delaware" newsletter earlier in the day. She noted she invested 56.5 hours in preparing the issue. Tasks included deciding on contents; selecting, uploading, and editing 21 photos; doing research and interviews; outlining article and photo placement; formatting, design, and composition; proofreading; and burning the CD to send to the printer on September 15. Delivery is due on October 1. A late fee will be imposed if delivery is late as agreed upon by the printer. Ramie said she will request a quote for FY 2016 printing and mailing services in the next fiscal year.

Ramie said three news releases were issued. Those releases were "Final 2015 UDC Grants Completed", 8/27; "Upper Delaware Scenic Byway in Contest for Best Autumn Drive", 9/2; and "UDC Funds More Litter Pick-ups", with photo, 9/8.

Ramie reported that she participated in a National Geographic Society webinar in which Director of Tourism Programs James Dion from the Maps Division presented an overview of the proposed Greater Delaware River Geotourism project on 9/16. She said she has been invited to represent the UDC on the Stewardship Council, which will have its first meeting on 9/30 at the Settlers Inn in Hawley, PA from 10a.m. – 4 p.m.

Ramie spoke of the Leadership Sullivan community service project application that she is preparing for submission by September 30<sup>th</sup>. The proposed project addresses natural resource protection and historic preservation of an intact, local portion of the 108-mile Delaware and Hudson Canal at the NPS Corwin Farm property. She noted that the UDC has been invited by Diane Levine to address the Sullivan County Chamber of Commerce Foundation's Leadership Sullivan class jointly with the National Park Service and Upper Delaware Scenic Byway on Wednesday, October 7, from 3:45-4:15 p.m. at the UDC office. Topics will include brief overviews of the Upper Delaware's designation, UDC structure and activities, NPS Centennial, and UDSB mission. Any interested board members are welcome to attend, she added.

Ramie noted that upon request, the UDC has provided a raffle prize of a UDC t-shirt for the 3<sup>rd</sup> Annual Delaware River Sojourn Fundraising Dinner to be held on Sunday, October 4, from 5 – 9 p.m. at The Shawnee Inn, Shawnee-on-the-Delaware, PA. See [www.delawareriversojourn.org](http://www.delawareriversojourn.org) for event details.

Ramie reported that phase 2 of the 2015 River Clean-up Grants program is complete. Phase 2 consisted of clean-ups arranged by the Town of Deerpark for NYS Route 97 Hawks Nest and Damascus Township for Skinners Clean-up by Calkins 4-H Ag Group.

Ramie referred members to the October calendar of UDC Meetings, Activities and Deadlines and highlighted some of the dates. She noted that Don Hamilton of the NPS will offer a presentation on the Delaware River Shad Study done recently at the October 1 full Council meeting. O'Dell will be attending a DRBC Water Management Advisory Committee meeting in West Trenton, N.J. on October 22<sup>nd</sup>.

### New Business

**Proposed Letter to Sullivan County Visitors Association: Highlight the Upper Delaware River in the 2016 Travel Guide:** Ramie noted that this is a proposal that Highland Alternate Debra Conway asked be brought to the Council. Conway said she would like to see the Upper Delaware highlighted during the year of the National Park Service's Centennial celebration. Rajsiz added that it would be a great opportunity to highlight this "gem" that we have here. A motion to send a letter requesting consideration of featuring the Upper Delaware River in the Sullivan County 2016 Travel Guide due to the significance of the NPS Centennial was made by Richardson, seconded by Conway and carried. Rajsiz questioned if the Park

Service will be sending a letter requesting the same. Heister said she will be calling and will speak about the "Find Your Park" initiative which can apply to state and local parks as well. Rajszyk asked if a template letter could be shared with UDC member municipalities in order for them to show their support for this proposal. It was decided that the letter requesting consideration of featuring the Upper Delaware in their travel guides, if available, be sent to the Sullivan County Visitors Association, Wayne and Pike County Chambers, and Orange County Tourism and under the UDC Chairperson's signature.

**FY 2015 Budget Update:** Ramie referred to the Profit & Loss FYE 9/30/15 report included in members' packets. She provided members with the estimated remaining FY 2015 balance and spoke of the outstanding expenses that will be incurred.

**Summary of Pending Bills/Financial Statements as of 9-30-15:** The committee was provided with an abstract of bills dated September 22 to review. A motion by Rajszyk, seconded by Conway to pay the bills listed on the abstract was carried unanimously. Financial Statements as of September 30, 2015 were provided for individual review.

**Other:** Rajszyk reported that the Byway received the resignation from its most recent secretary. A discussion took place about Ramie performing the Byway recording and corresponding secretary duties on her own time. Members agreed that it would not be a conflict.

**Old Business:**

Roeder said he recently came across a box of his father's belongings. In the box were two pamphlets written by Valleau Curtis in the early 1960's titled "The Upper Delaware River" which are similar in content to the UDC's current visitor information brochure. He asked what he could do with them. Members shared many ideas. Heister encouraged Roeder to speak with Lauren Hauptman, the NPS Cultural Resources Technician. Roeder said he would like the public to be able to see these publications.

**Public Comment:** None

**Adjournment:** A motion by Rajszyk, seconded by Roeder to adjourn the meeting at 9:28 p.m. was carried unanimously.

*Minutes submitted by Cindy Odell, 9/30/15*