

Upper Delaware Council
PROJECT REVIEW COMMITTEE
SPECIAL MEETING
Sept. 8, 2015

Committee Members Present: Larry Richardson, Fred Peckham, Nadia Rajs, Harold Roeder, Jr., Aaron Robinson, Jeffrey Dexter, Debra Conway, Susan Sullivan
Committee Members Absent: Alan Henry, Dave Dean
Staff: Laurie Ramie, Cindy Odell, Travis O'Dell
Guests: Jane Luchsinger, Tess McBeath, Frank Schwarz, Dorene Warner, George Fluhr, Ed Lagarenne, Steve Adams

The UDC's Project Review Committee held a special meeting on Tuesday, September 8, 2015 at the Council office in Narrowsburg, NY. The purpose of the special meeting was to interview applicants for the Fiscal Year 2016 Technical Assistance Grants Program, rank projects and recommend funding levels. Richardson called the meeting to order at 6:32 p.m.

McBeath requested that the order of the agenda be changed to allow Jane Luchsinger of the Town of Tusten to present both of her projects consecutively. Members agreed.

TAG Applicant Interviews

The committee received ten grant applications totaling \$41,335. Each applicant presented their grant project description and answered questions. The applicants included:

-Town of Tusten- Jane Luchsinger, Councilwoman, said the town is requesting funding to design a new website that will have better functionality and be optimized for mobile viewing. The current site information will be transferred into the new template. She noted that the current website was created and has been managed on a voluntary basis. Amount requested, \$2,300.00.

-Town of Tusten- Jane Luchsinger, Councilwoman, said the town adopted a Narrowsburg Hamlet Master Plan in 2014. One of the goals of the Plan is to redesign the current youth oriented park in the residential area known as "The Flats" to include activities for all age groups. The Town is requesting funding to plan a Multi-generational Park. Two quotes were received for the planning. One was for \$8,750. The Tusten Town Board has voted to allocate \$1,500 for the project. The second quote was for \$12,800. Richardson questioned where the Town will get the money to develop the park following the planning effort. Luchsinger said she can't answer that question now. Amount requested, \$7,250.00.

-Town of Delaware- Tess McBeath, Town Clerk, said the Town of Delaware would like to complete the codification project begun with a FY 2015 Technical Assistance Grant. The last two milestones will include final editing and preparation of a table of contents listing all chapters and articles included in the code. The electronic code will be fully searchable and will be linked from the town's website. Richardson commented he is unsure about the funding of additional code books for re-sale. Amount requested, \$4,785.00.

-Town of Lumberland- Frank Schwarz, Grants Coordinator, said the proposed project is a review and update of the Town's Comprehensive Plan. The Plan was last updated in 2008. The purpose is to provide a precise, current and updated Plan. Schwarz provided the details for how the Town would go about updating the Plan in cooperation with Sullivan County Planning. Richardson asked if other quotes for the project had been explored. Rajs said no. Amount requested, \$7,500.00.

-Town of Lumberland- Frank Schwarz, Grants Coordinator, said the town's second proposed project is to develop a Historical Marker Site Brochure. The color brochure would highlight Lumberland's Historical Sites into one tangible publication, providing a brief history with regard to their architecture significance, period, detail, origin, and directions to their locations. Amount requested, \$1,500.00.

-Town of Highland- Dorene Warner, Project Designer, said the Town seeks funding to develop an easy-to-understand, step-by-step 6-panel, tri-fold "Guide to Permits" brochure which will provide a consistent list of procedures for permit applications. The brochure is likely to include lists of projects that need permits and those that don't, contact information for other agencies and their required documentation, the consequences and fines for non-compliance, and information as to what kinds of improvements trigger re-assessments. The brochures will be available in the Town's Code Enforcement Office and Clerk's office. The information will also be available on the Town's website. Richardson noted the application states the town will not move forward with the project if not fully funded. Warner explained the due to the Town's

current budget and staff time constraints, the development of such a resource is unlikely to occur unless fully funded. Amount requested, \$2,100.00.

-Town of Highland – Dorene Warner, Project Designer, said the Town’s proposed project is to develop a colorful, 16-panel, map-fold “Revitalizing the Monarch Butterfly” educational brochure for distribution and to serve as a centerpiece for future programs and marketing. The brochure would be a first step in attempting to reverse the decline of the Monarch Butterfly by raising awareness of their plight and providing information on the Monarch’s life cycle, habitat threats, food source, planting tips for milkweed and other Monarch and pollinator-friendly gardens, migratory patterns and more. The goal of the brochure is to educate and inspire residents and visitors to be proactive and responsible stewards to our environment, engaging in a “citizen science project” of protecting and revitalizing natural wildlife habitat. Amount requested, \$4,500.00.

-Shohola Township- George Fluhr, Township Historian, said the Township’s proposed project will be to select, purchase, and install kiosks at Rohman Park and/or the Shohola Municipal Building utilizing the historical panels obtained as a result of the Township’s FY 2015 TAG project. Fluhr shared copies of those six panels. The panels provide information regarding some of the unique historic background of the Township and Upper Delaware area including Shohola Glen, the Switchback Railroad, the Peary Caboose, baseball-related history in Shohola, local lumbering, and the Township’s Schools. Amount requested, \$5,142.00.

-Berlin Township- Although no representative from Berlin Township was available, Richardson summarized that the application stated their proposed projects include the purchasing of tax maps covering the Township; the development and design of a Township website; and the creation of a “base map” of the Township which would initially provide basics such as public roads, topography, waterbodies, etc. The development of this “base map” would enable the Township to continually update to depict such features as location of sluice pipes, location/type of road signs for a road sign inventory, etc. Amount requested, \$3,040.00.

-Damascus Township- Ed Lagarenne, Emergency Management Coordinator, said the township is looking for funding to compile, generate, and distribute emergency action educational material in the event of weather events and other disasters. Lagarenne noted that the recent Cannonsville Dam issue has increased public awareness of the need for residents to be aware and prepared for disasters. The information will include lists for emergency supplies at home, lists of actions to protect families and pets, an evacuation plan, evacuation guidelines, and emergency shelter locations. It is anticipated that education of the residents will greatly decrease the likelihood of injury and loss of life in an emergency. Richardson suggested that this project could be a very valuable program to share with other municipalities if it could be in a digital format that could be edited. Amount requested, \$3,218.00.

Following the interviews, the committee went through the process of ranking each project and applying a monetary value based on the overall budget (\$35,000.00) the Council had available for this grant program. After substantial discussion, the following projects and grant awards (total \$35,000.00) will be recommended to the full Council for approval at its October 1st meeting based on a motion by Rajsz, seconded by Conway and carried:

- Town of Tusten – Design a new town website, \$2,300.00
- Town of Tusten – Planning of a Multi-Generational Park, \$1,980.00
- Town of Delaware – Finalize Codification Project, \$4,460.00
- Town of Lumberland – Review & Update Comprehensive Plan, \$7,000.00
- Town of Lumberland – Develop a Historical Marker Site Brochure, \$1,500.00
- Town of Highland – Develop a “Guide to Permits” Brochure, \$2,100.00
- Town of Highland – Develop a “Revitalizing the Monarch Butterfly” Brochure, \$4,500.00
- Shohola Township – Purchase & Install Historic Kiosks in Rohman Park, \$4,902.00
- Berlin Township – Purchase Tax Maps; Develop Town Website; Create “Base Map of Township” \$3,040.00
- Damascus Township – Compile, Generate & Distribute Emergency Action Educational Material, \$3,218.00

Other Business

Public Comment: None

A motion was made by Robinson, seconded by Roeder to adjourn the special Project Review Committee meeting at 7:57 p.m.

Minutes submitted by Cindy Odell, 9/10/15