



# Upper Delaware Council

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## UPPER DELAWARE COUNCIL MEETING MINUTES September 5<sup>th</sup>, 2019

The Upper Delaware Council held its monthly meeting on Thursday, September 5, 2019 at the Council office in Narrowsburg, NY. Chairperson Roeder called the meeting to order at 7:02 p.m. The Pledge of Allegiance and roll call followed.

In attendance: Town of Delaware- Harold G. Roeder, Jr., Town of Hancock-Fred Peckham, Town of Cohecton-Larry Richardson, Town of Tusten- Susan Sullivan, Town of Deerpark- David Dean, Damascus Township- Jeff Dexter, Berlin Township- Alan Henry, Lackawaxen Township- Doug Case, Shohola Township- Aaron Robinson, Westfall Township- Michael Barth, National Park Service- Jennifer Claster, State of New York-Bill Rudge. Staff in attendance: UDC Executive Director- Laurie Ramie, Resource Specialist- Pete Golod, Secretary- Ashley Hall-Bagdonas. Absent: Town of Lumberland- Nadia Rajsz, Town of Fremont- Jim Greier, Town of Highland- Andy Boyar, Commonwealth of Pennsylvania- Tim Dugan, Delaware River Basin Commission- Steve Tambini. Media-Channel 13- Romario Levy, Dave Hulse, Peter Becker. Guests: Dan Paparella, Ginny Dudko- Town of Deerpark, Roger Saumure- Shohola Township, Evan Padua- Town of Tusten, Lisa Paparella, Cheryl Korotky.

**Presentation by Dan Paparella “The Upper Delaware Recreation Project- Building a Community Around Recreation”:** Dan Paparella introduced himself and said he was here to talk about the non-profit project he started up a few months ago called the Upper Delaware Recreation Project. The mission of the Upper Delaware Recreation Project is to help improve the quantity, quality, and accessibility of recreational opportunities in the Upper Delaware Region. Paparella said we hope to accomplish this mission by working on mapping and improving existing trails and parks in the area, developing new trails and parks, and facilitating the expansion of recreation-related businesses, mentorship programs, and an overall community of folks interested in recreation. Paparella said to get into the background of how this project started, it is really a culmination of a lifetime of memories made in the outdoors. Growing up just a few miles up the road in Beach Lake, he spent countless days and nights outside exploring the forests and streams, camping, hunting, fishing, riding his bicycle and four wheeler, skiing, running and working. Paparella attended three different schools through high school (St. Vincent’s, Damascus, and Sullivan West), then went to UMass Amherst for college, spent a summer in New Jersey for an internship, and did an exchange out to Montana State University for his junior year of college. The number one challenge he worried the most about in each move, was finding a community of friends that he could spend time and talk with about life when he wasn’t working or studying. After graduating high school, he decided to study Environmental Science so that he could land a job doing something outside, working to protect the natural world he had fallen so in love with. Paparella was fortunate enough to be able to attend the University of Massachusetts and chose it partly because of the abundance of public lands it is surrounded by, which would allow him to get outside without having to make friends with private property owners.

In his first year of college he went on a few hikes with the UMass Outing Club (known as UMOG), and then became a hiking leader in the club the following year. Paparella said the whole premise of UMOG is pretty rad, with training pipelines to get you qualified to lead in almost any outdoor activity (some being more rigorous than others), and a gear locker full of shared equipment to help get everyone outside doing various activities at an affordable price. UMOG asked for \$20/year for membership dues, which went towards buying and maintaining all of the gear they used on trips, as well as paying for taxes and the maintenance of the UMOG cabin in New Hampshire which was built by club members in the 1970’s. He said getting involved in that club is one of the most important things he did



while going to school, because it not only developed his confidence in being a leader, but it surrounded him with a community of people who were more interested in waking up early and climbing mountains than they were in staying up late and partying. In fact, a large part of this project is all about giving kids in this area other things to do in their free time, and a community of people to hang out with and talk to, so that they're not as likely to turn to drugs and alcohol for entertainment or some kind of coping. Paparella thinks this can be done partly by recreating the outing club he was a part of in this area. Paparella said aside from the awesome community UMOC provided him with at UMass, he'd say it was also a big influencer for him going on exchange out to Montana State University, from where a lot of inspiration for this project has come.

He got into mountain biking specifically when he went on exchange and then lived and worked in Bozeman, Montana for a year and a half. He was always interested in mountain biking, but never really had the opportunity to do it back home. He wanted to start commuting on a bicycle rather than in a car. One of the first things he did when he got to town was go to the used bicycle shop, called The Bike Kitchen. While they didn't have anything that really fit his needs or budget, he learned that anybody could volunteer there for 16 hours, and after learning how to tear down and fix up donated bicycles, you could actually use any of the parts they had stockpiled to build your own bicycle. Paparella did that twice, one of which he sold to a friend, and one he kept and brought back home. Another part of this project is starting similar bike kitchens across the area. He said this is one of the ways we plan on making recreation more accessible and affordable for people in the area, while also creating more jobs and learning opportunities. He's started making plans for doing this, come this fall, with Tommy from the Cosmic Wheel in Callicoon. He's been able to drag a few friends into working with him on this project who have recreation interests outside of biking. Establishing more areas to ride bikes is still his primary interest. He personally likes the idea of developing bike trails and tracks (such as bmx and/or pump tracks) because biking is a sport that can be done for fun or for commuting, solo or with a group of people, and leisurely or as a competition. Paparella said it's also much easier to keep people entertained with a short, non-scenic trail if they're riding a bicycle than if they're hiking. He would love to see a lot of these bike specific tracks and trails incorporated into and within a 15-minute bike ride of all the major towns and developments in this area, which opens them up to those who can't or don't want to drive to their source of entertainment. He said he would also like to have multi-use trails connecting across the area to different towns and parks as well. When Paparella says multi-use, he means trails that are open to multiple different forms of travel: hiking, biking, horseback riding, XC skiing, and four wheeling and snowmobiling, among other modes of transport depending on what the various landowners along the trails are ok with on their property. While some trails need to be designated for downhill mountain biking only because of safety concerns related to collisions, it is possible to have multi-use opportunities in virtually any area that biking is allowed. It may just mean that the hiking opportunity in a given area is an in-and-out route while biking is done on a loop (the second leg of the loop being an alternative downhill with jumps and larger berms on it). Going beyond biking and developing this widespread multi-use trail system would unlock even more opportunity for job creation in the area, all of the aforementioned activities being guide-able, and more opportunity for locals to get outside for fun exercise. Something that's a bit lacking in this area. Paparella quoted Isabel Braverman in the article she wrote about his project in the *Sullivan County Democrat*, on Tuesday. Sullivan County has consistently ranked second to last (61 out of 62) in all the counties in New York in terms of health. The rankings list obesity and physical inactivity as contributing factors.

Aside from getting more people out biking in our area, another activity he'd like to bring about is climbing. Bozeman has these fantastic artificial climbing boulders in parks connected by trails across the city. These boulders offer climbing routes for people of all ages and abilities. They are free to the public to go and use, and offer a fun way to kill a few hours while strengthening both your body and mind. It's another activity you can have fun doing by yourself or with some friends. That is why he's a huge proponent of building them here, similar to biking facilities. Bozeman also has an indoor climbing gym, where one can practice their climbing skills and get a workout year-round, and public hockey rinks for entertainment in the winter. Getting town hockey rinks, indoor climbing facilities, and more trails for XC skiing and maybe dog or horse drawn sledding, could be great ways to continue to bring in tourism to the area during the winter months, while also providing fun activities for year round residents, which he thinks is super important because it gets a little depressing around here during the winter.

The project he's most excited to be working on is the improvement and promotion of Damascus Park. Upon approval from the Parks and Rec coordinator, Dan Rutledge, and with the help of five of Paparella's friends the



trails at Damascus Park were cleared of fallen and low-lying logs and branches about a month ago. They have also recorded a map on AllTrails, the trail mapping website and app that they are looking to use for mapping all of the trails in this area, so that recreational opportunities can be found in one convenient place by people in the area. Two weeks ago, he met with the Parks and Rec Committee at Damascus, and shared many of these same ideas, talking about opening up the trails for mountain biking, and how to go about promoting the park, as well as how we could use some of their park improvement grant towards putting in a climbing boulder, trailhead sign, and bike fix-it station; all of which was received with open ears. Since then, their group's social media manager, Amber, has created a Facebook page for the town, so that town members have an online forum space to organize and learn about events, and they also hosted a field day at the park last Saturday, where they set up slacklines, did some yoga, and threw frisbees around, sharing the event on their own page as well as the town page. Their next course of action is to get a budget sheet together for the park improvements to move the improvement plan forward. Also in the works are plans to work with Sullivan West on the improvement of their trails, possibly involving the addition of educational tree markers, a trailhead sign, and an AllTrails map, as well as on the development of alternative after school clubs and activities. Especially of interest to Paparella is the opening up of their climbing wall to after-school, public use, and making a mountain biking club, that could possibly use some of the mountain bikes they have. His friend Ethan has agreed to take some of this project over, while also opening up dialogue with the Callicoon hospital about trail development on their property where they already have a one-mile trail. As mentioned before, Paparella has plans with Cosmic Wheel in Callicoon, to try and recreate the bike kitchen this fall, and he's already done a similar thing when he had a bike shop up in Massachusetts. The one thing Paparella is concerned about with that project is having a large enough place to store donated bicycles and parts, so they may be looking for an unused building space near Callicoon. Paparella and a few of his colleagues are also a part of a committee looking at the development of a dog park in Callicoon. He has plans to meet with members at the Delaware Valley Job Corps next Wednesday to talk about recreation projects they could do with their students. Apart from the Damascus Park field day, they have also organized a slacklining event at Callicoon Creek Park, and a hike up to Jensen's Ledges.

Paparella said some of the major hindrances to the project thus far have been related to this idea that insurance companies have to approve of everything you do with your property. He said he's not sure if there are different laws that apply to school grounds or town parks, but he knows that there are laws protecting private property owners from losing injury liability lawsuits from accidents that happen on their land. The mere mention of the word "jumps" triggers the response, "I better check with our insurance." Other hindrances are the always present lack of time and help. Paparella and friends who are working on this project all have full-time jobs and are doing this in their free time. Things are moving a bit slower than he would like to see, but he's still happy with the pace.

Paparella said having lived in two very awesome places outside of this area he's got a lot of visions for what makes a town, and is very happy to be working with Thomas Bosket and Isaac Green Diebboll from ENGN, a local non-profit focused on civic engagement and education, on the development of this recreation project and other ideas for how to make this area the best it's ever been. Upper Delaware Recreation Project is a non-profit project under ENGN, so they are able to receive donations and grants through them. Paparella said he hopes he got some wheels turning in everyone's minds about how we may be able to work together to make our Towns and Townships healthier, happier, and overall more prosperous places to live through the development of recreation opportunities. A brief question and answer session took place after Paparellas' presentation. Roeder thanked Paparella for his presentation and presented him with an Upper Delaware Council lapel pin.

**Approval of August 20<sup>th</sup> Meeting Minutes:** A motion by Richardson seconded by Peckham, to approve the August 20<sup>th</sup>, 2019 meeting minutes was carried.

**Public Comment on the Agenda:** None.

**Committee Reports:** Committee reports were provided based on the meeting minutes. They were: Aug 20<sup>th</sup> Water Use/Resource Management (Chairperson Boyar absent; no report given); August 27<sup>th</sup> Project Review by Richardson, and August 27<sup>th</sup> Operations by Roeder.

Henry said Padua is the co-Chair of Water Use/Resource Management and asked if he had any points from the meeting he wanted to talk about. Padua referred to the Ten Mile River (TMR) Access discussion that went on for a



solid 45 minutes and he felt that little to nothing got accomplished. He recommends when UDC is holding a meeting with a significant topic perhaps having a few brainstorming ideas beforehand about a solution for it as opposed to everything that is not going to work. Padua said it was frustrating for him to be here that night. Padua said Don Hamilton of the NPS had a few suggestions but altogether it was disheartening. Padua also said he was going to be away for the next nine months. He is looking for a 2<sup>nd</sup> alternate representative for the Town of Tusten. Ramie said with the TMR Access one of the main issues is it is owned by the Greater New York Council of Boy Scouts and therefore they have to be in agreement with any solution that would happen. Nobody else can invest money in property that they don't own, Ramie said. They were present for that meeting so they are receptive and listening to the discussion. Claster added that the NPS is going to be meeting on the TMR site with several representatives from other Wild and Scenic Rivers from the NPS on 9/11. They will be discussing possible treatments for the area. The Boy Scouts will also be in attendance. Claster said Sullivan County Planning is convening an Implementation Committee for Access Improvements and the Boy Scouts are invited to this meeting also. Claster imagines that TMR will be one of the accesses that will be discussed. Sullivan said she does think something good did come out of that meeting in the sense of connections between people. Sullivan said the Boy Scouts are truly the key if they are motivated to finding the solution and she believes the County has the ability to leverage grant monies.

### **Status Reports**

**Delaware River Basin Commission:** Ramie said the 9/4/19 Hydrologic Report was included in the meeting packet. It shows total combined storage at 81.3% capacity with normal storage 83.9%. Actual September precipitation is at .71 inches and .39 inches for the historical record.

**NYS Dept. of Environmental Conservation:** Rudge provided a handout in the meeting packet on the announcement for proposed changes to protect New York deer and moose from Chronic Wasting Disease (CWD). They are going to expand the prohibition of importation of carcasses and carcass parts of CWD-susceptible animals to include all jurisdictions outside of New York. In previous regulations they named specific states where they knew it existed. CWD is spreading and they are trying to hold-the-line in New York. Rudge said CWD spreads much faster if it is in an area where deer congregate, so this is a really important step to take. Peckham asked if that includes feed plots? Rudge said that's one of the grey areas. He doesn't believe it does include feed plots, then that almost becomes impossible to enforce. Barth said a natural food plot doesn't bring 40 deer at one time the same way that feeding deer does.

Sullivan said at last month's meeting she brought up the potholes at Skinners Falls and Claster said NPS also sent Rudge a memo regarding them. That reminded him to rendezvous with the DEC Operations Supervisor and Regional Fisheries Manager and they agreed to make it a priority. Sullivan said it has been completely redone and it looks beautiful. She has pictures. She really appreciates it.

Peckham said in Buckingham Township, on the PA side, on 191 from Equinunk to Hancock, they removed all of the utility poles from the riverside to the mountainside. On the left side all the trees have been cut. They are going to redo the whole section across from Peckham's property to hold the riverbank up. He said they have apparently done a section already where they took big blocks and went all the way down to the river and blocked it all the way to the top.

Dexter asked for an update on the Barnes Landfill. Rudge said they are waiting for a response from Sullivan County. They had sent a letter to Sullivan County addressing some issues that they hope would allow them to take action. They agree to essentially indemnify the County for any work going forward. Rudge said that is one of their concerns. Roeder said that is a step in the right direction.

**PA Department of Conservation & Natural Resources:** Absent.

**National Park Service-Upper Delaware:** Claster said Superintendent Kris Heister has returned from her Acting Superintendent position at Gettysburg National Military Park and Eisenhower National Historic Site. The Wild and Scenic Rivers Steering Committee will be at the UDC on 9/11 in the early afternoon to talk about UDC and explain how the partnerships with Towns and Townships work. NPS recently issued a press release recently about Zane



Grey Museum closing early 9/9 for the season so renovations may be completed inside. Ramie said Heister asked her to mention the appointment of the new NPS Chief Ranger, Keith Winslow, who had been working here on an interim basis. Claster said he lives in the Milford area and he has been Acting Chief Ranger here twice before. She said he is familiar with the area and a great addition to the staff. National Public Lands Day is 9/28. There will be a cleanup project going on at the Lackawaxen Access. Information for that can be found at the <https://www.upperdelawarecouncil.org/news/> or <https://www.nps.gov/upde/learn/news/newsreleases.htm>. Robinson asked if the Zane Grey renovation is part of the \$850,000 major renovation? Claster said it is a separate preliminary step. The floors are going to be renovated inside and redone. Claster wasn't expecting to give the Status Report tonight; she didn't brief herself on it before the meeting. She thinks there are going to be some small repairs to the porch. Robinson asked if NPS is going forward on the Visitors Center? Claster said it is going forward. She's not certain where the project is in terms of having the funding secured but moves are being made to advance that. Saumure asked if the Wild and Scenic Rivers Steering Committee is for all Wild and Scenic Rivers in the U.S.? Claster it is for Wild and Scenic Rivers administered by the NPS from all different regions of the U.S. and this group is part of the NPS. Saumure asked if the event is open to the public and Claster said it's not. Robinson said it is his understanding the NPS is looking to hire a Hydrologist. He was curious about the job description for that? Claster said that's not in her wheelhouse but she will ask.

Roeder said if you remember years ago, when Ben Gilman was a Congressman from New York, they had approved \$750,000 for a Visitors Center in the Mongaup but then they didn't move forward with it.

**UDC Executive Director's Report:** Ramie said to add on to what Sullivan said about the Skinners Falls Access improvements we thank the DEC for coming to that solution quickly. Those potholes needed to be filled.

Ramie also thanked Rudge for submitting the proposal for Delaware River Watershed Signage to the NYS DOT Regions 8 and 9 on 9/3 to mark the NYS boundaries of the watershed at 14 locations. The signs will say "You are Entering the Delaware River Watershed". The Coalition for the Delaware River Watershed will keep the momentum going by moving on to PA next. A meeting is being arranged with stakeholders on 11/12 in Lehigh Valley area. Ramie has been asked to help with invitations for contact people and organizations in Wayne and Pike Counties by 9/11. Ramie will keep UDC updated on that.

Golod handed out the advance packets for UDC's annual special Project Review Committee meeting on 9/10 at 6:30 to evaluate the FY 2020 Technical Assistance Grants. We received six applications by the 8/30 deadline totaling \$25,104 if all were fully funded. The committee's recommendations for awards will be the subject of a resolution by the full Council on 10/3.

9/16 is the deadline for payment reimbursement requests for the FY 2019 River and Shoreline Clean-up Grants program. The final two projects that need to submit their paperwork are the Towns of Deerpark and Lumberland; Tusten was the third approved grant recipient this year.

Ramie reminded everyone to let her know by Tuesday, 9/10, if they would like to attend the Friends of the Upper Delaware River's "Water, Water Everywhere" conference on 10/7 and/or 10/8 at West Branch Angler Resort in Hale Eddy under the UDC's group registration.

Ramie said the final FY 19 expenditures are upon us. Our new and improved phone system was installed yesterday morning, including wiring a seventh extension in the attic. Our internal office clean-up is happening tomorrow, the pressure washing of the building is set for 9/7, and we're arranging the date for Rapid Electric to come in to install the LED bulbs. After we have our decision on the Records Management proposals tonight, Ramie will be able to offer final recommendations to the Operations Committee on 9/24 to spend down UDC federal funding. By that date, Ramie also intends to have draft budget and work plan for Fiscal Year 2020 to review. With regards to the PA DCED grant, she is working on the township application form to solicit proposals for local improvement projects, and the Operations Committee had tabled discussion about how we could best use that approximately \$18,000 allocation.



Ramie provided the September Calendar with October preview. She awaits an update on NYC DEP presentation on the public emergency notification system upgrades for the Cannonsville Reservoir. If anyone has other ideas, as always, let us know. One potential topic that Claster suggested was that the Sullivan County Planning Division has a staff member who is well-versed in historic preservation ordinances, which have come up at UDC meetings. Ramie said the Town of Lumberland apparently has one in place.

Ramie said lastly, please admire the new UDC display banners which fold down into a light-weight carry bag for better portability than our bulky, heavy trifold exhibit. They contain the same and even additional information. These were conceived by Hall-Bagdonas; with art design and printing by Spencer Printing. The new UDC logo tablecloth was done by Quality Printing so we were able to buy locally to get those manufactured.

### Old Business

**9/3 Letter to Senator Schumer RE: Rural Access to Broadband Internet:** Ramie provided a copy of this letter in the meeting packets. Ramie said this came up last month. In Ramie's report she had mentioned Schumer's initiative for rural broadband expansion. This letter has gone out and while UDC had his ear, we added cellular service in there as being problematic for the river valley. The letter makes a gentle point that we did write to him back in March 2016 about the cellular issue and never received a response. Ramie said perhaps the second time around we will be successful.

**NY-PA Interstate Bridges Public Information Update:** Ramie said this handout commits to paper what she conveyed to UDC after the Annual Commission Meeting in May for upcoming bridge work. Ramie said a couple of years ago UDC suggested they should do more public outreach about the status of projects regarding construction activity. They now provide this Public Information Update every year. Dexter asked what happened to the proposed bid opening for Skinners Falls in October? Ramie said as far as we know, that project is still on. It mentions repairs there but it is not on the timetable.

**Other:** Peckham requested an article be added to the meeting packet. It is an opinion piece from the *Washington Examiner* by Kevin Mooney titled "Green activists hurt average Americans with their latest corrupt assault on fracking." Peckham said it talks about the DRBC and their practice of having many environmentalists from the Riverkeeper on a lot of their committees. He said now more of them are becoming committee members including Maya van Rossum the Delaware Riverkeeper. Peckham asked if it would be appropriate to write a letter to the DRBC for an update on the conflict of interest regarding van Rossum? Golod stated that he's not sure if it is a news article, an opinion piece or a blog? He said a blog means anyone can write anything they want without any substantiation. Ramie said we are wondering how unbiased is it. A motion by Henry to send the article to the Executive Director of the DRBC and ask him to comment seconded by Peckham carried with opposition by Richardson and Sullivan.

Claster asked if there was an update on the Emergency Plan that was going to be updated by Central New York Railroad? Ramie said the way that UDC had left it was that Central New York Railroad was going to do it over the Winter. Ramie has seen no evidence that that has happened. Ramie said that is actually one of the projects on the list of ideas for the PA funding, that the UDC would facilitate and assist with the Emergency Update Guide. They said they would do it as a company. When it was developed, it was done by a consultant. Ramie said the UDC and NPS contributed money that first time in 1997. Henry said if Central New York Railroad said they would do it, he feels it would be an opportune time to send them a letter. Ramie said the bones are there. It just requires updating the contact information. Rudge suggested including all of the County Emergency Response agencies.

Henry said in the latest issue of *Sullivan County Democrat* "Down the Decades" he believes it was 1997 where the statement was made that the average train traffic at that time was between 12 and 20 trains a day. He said now, you might hear them in the middle of the night. Peckham said he found little diaries when his family had the Bluestone dock and some books read 150-200 train cars a day loaded just with bluestone. Roeder said it was an amazing time of history and prosperity.



### New Business

**Project Completion and \$600 Payment for Berlin Township TAG 2019-04 (Info. Brochure):** Golod relayed we had our FY 2019 TAG completions deadline on 8/30 as well as the FY 2020 TAG applications. Berlin Township put together a tri-fold brochure. On the front cover they mention where the Township is located in the County and its rural character. When you open it up you can read a nice historical perspective done by Carol Henry Dunn, who is the Township Historian. The brochure is a Guide to Permits including information if someone wanted to build or do any kind of work. Golod thinks they did a nice job. He passed it around for the committee to see. They included all of their invoices and met all of their aspects for their completion form for the project. Ramie said we are trying to expedite the payment to them rather than wait a full month. She said we have a second project too but that involves the Shohola Zoning Code so that must go through the Substantial Conformance Review before that payment can be done. Richardson said one of the project criteria is that it can be shared with other Towns and Townships. Richardson asked him for a copy so he could present it to his Town. Golod said he would get one for Richardson. Golod said UDC used to require three; sometimes projects would be big binders of Comprehensive Plans and it was becoming expensive. Golod said he had spoken with Carla Hauser-Hahn and they discussed NPS having one and UDC storing one in-house. Ramie said we also request it digitally so we can make our own copies if we would like. A motion by Richardson seconded by Case to approve payment for Berlin Township's TAG 2019-04 (Info. Brochure) carried unanimously.

**Evaluation of Proposals for UDC Records Management Project:** Bookkeeper Mike Poska was in today and at this moment in time and projecting ahead to our September expenditures UDC has expended \$279,114 of our \$300,000. That leaves UDC at \$20,886 right now. Ramie said the reason we have that is because we haven't made a decision yet on the outside consulting services project. Ramie forwarded the record management proposals handout provided in the meeting packet ahead of time for review. Three were received by the deadline of 9/3. As Ramie mentioned in her cover letter, she was relieved and happy that the UDC received such qualified bids. The three bids were widely divergent in the price tags that are listed in the summary. The difference is primarily that the individual with the least expensive bid would not touch the records in terms of boxing, packaging and labeling. He would instruct UDC staff how to do that. Ramie's thoughts are that the specifications did say people could bid on the job in portions or the entirety. She said the problem is, if UDC had the time and resources to do that, we would have already done it by now with our three staff members. Ramie wanted a project that would be from start to finish where they would set UDC up with a new file management system and all of the points Ramie listed under consultant responsibilities. A lot of research went into what UDC's needs were and we want to be sure whoever was hired had the capabilities to meet them. Ramie said the first bid received was way out there in expense and UDC cannot afford that. That individual did email Ramie to ask about the quantity of records, which there is a formula for calculating. One banker box equals one cubic feet of records, a file cabinet would be one cubic foot per drawer. Ramie's drawers are considered 1.5 cubic feet since they are so full. Looking at the attic and offices Ramie counted about 280 boxes of documents that are generally labelled. There are 21 file cabinets throughout the office, though not all of them are full. There isn't a problem of capacity because the attic still has plenty of room. The problem is organization and being able to find anything and having a system that is solid to move forward. Ramie said UDC is supposed to be following the Federal Archives standards for this. UDC's Cooperative Agreement lays out that the UDC is responsible for record keeping for the whole Upper Delaware. Ramie said the problem that we've had is with the changing staff at UDC, it wasn't institutionalized. Each individual staff member is responsible for their own subject files. Ramie said while this is a huge and tedious job it will ultimately be worth the investment of resources because once it's set up then it can be maintained.

Richardson reviewed the matrix document and said he did like that K Sickler-Murphy came to UDC to survey the project. He likes their idea about re-boxing them. They stood out to him. Ramie said K Sickler-Murphy travelled two hours and forty minutes from Schenectady to see what UDC's situation was. Ramie's recommendation to UDC is to approve the quote by K Sickler-Murphy at \$26,350. She would propose this as Phase I, inventorying the paper and electronic files, for \$16,250. That would be FY19 funds, which we can afford. The balance of the project would be \$10,100 plus the supplies that they would recommend to us would be payable in FY2020, going over two fiscal years. Ramie said from their perspective it doesn't change their timing of their work. They have relayed they can have this done by April. It did make a big impression on Ramie that they came here personally. They were pleasant

and professional and have done similar projects for many Towns, Counties and non-profit organizations. Ramie felt like they understood the scope of work in their outline and met or exceeded UDC's specifications. They are going to work with the National Archives and Records Administration standards. The only question Ramie had was when reviewing the proposal there is one spot for a needs assessment, a 3-5-year plan that said \$4,000 flat fee but in the payment breakdown it said \$4,250. Ramie has already emailed them for the correct figure. This would cover approval of Phase I at \$16,250. Robinson suggested getting references. Ramie said that can certainly be done. Her only issue is in closing out for FY19 UDC doesn't have the luxury of waiting for another meeting for Ramie to report back but she can report back by email. A motion by Richardson seconded by Dexter to accept the bid of K Sickler-Murphy, Records Management Consultants, carried unanimously. Henry asked if they would be digitizing the records? Ramie said it's a Microsoft Excel Database to record both active and inactive records. Ramie said we already have our minutes and our newsletters digitized. She said it is her understanding that the ones that are judged to be permanent files would all be digitized if they are not already but she will be sure to clarify that.

**UDC/NPS Report Transmittal: "Highland Zoning Law Substantial Conformance Review:** Golod said when the Project Review Committee met last week a Motion was made for a week's review of the UDC/NPS Report. Ramie said if you already received a copy of the UDC/NPS Report at Project Review we did not give you another one. Golod sent a copy to Town of Highland UDC Alternate, Andy Boyar, electronically. Dean proposed sending the Report by certified mail with a signature request. Richardson suggests getting Boyar's thoughts before sending it out in the mail. Golod said he appreciates Saumure calling him after reviewing the document with questions about the report. Saumure suggested defining Rural Commercial Floating District. Discussion ensued. Saumure suggested giving the Town 30 days to respond to the Report Transmittal. Roeder asked for it to contain a cover letter to explain that. Richardson suggested it have the chairman's signature. A motion by Henry seconded by Peckham to send the UDC/NPS Report Transmittal to the Town of Highland Supervisor carried with one opposition by Dexter. Barth told Golod and Claster that the report was well done.

**Other:** Richardson announced that the Cocheton Preservation Society is having their Annual Coffee, Tea and History event on Sunday, September 22<sup>nd</sup> at the train station at 1:00 p.m. Guest presenters will be Fred Stabbert who will open the program talking about trees and Dr. Nancy Hackett sharing a project on the history of one-room school houses in the Sullivan West School District Area.

**Public Comment:** None.

**Adjournment:** A motion by Robinson, seconded by Peckham, to adjourn the meeting at 8:52 p.m. was carried.

*Minutes prepared by Ashley Hall-Bagdonas 9-16-19*