

Upper Delaware Council
PROJECT REVIEW COMMITTEE
SPECIAL MEETING
Sept. 13, 2016

Committee Members Present: Larry Richardson, Fred Peckham, Harold Roeder, Jr., Aaron Robinson, Jeffrey Dexter, Debra Conway, Susan Sullivan, Alan Henry, David Dean
Committee Members Absent: None
Staff: Laurie Ramie, Cindy Odell, Pete Golod
Guests: Frank Schwarz, Keith Raser, George J. Fluhr, Sean Leddy, Carol Wingert, Jane Luchsinger, Berry Hafkin, Norma Schadt

The UDC's Project Review Committee held a special meeting on Tuesday, September 13, 2016 at the Council office in Narrowsburg, NY. The purpose of the special meeting was to interview applicants for the Fiscal Year 2017 Technical Assistance Grants Program, rank projects and recommend funding levels. Richardson called the meeting to order at 6:30 p.m. There was no public comment on the agenda.

TAG Applicant Interviews

The committee received nine grant applications totaling \$65,935.70. Each applicant presented their grant project description and answered questions. The applicants included:

-Town of Lumberland– Frank Schwarz, Grants Coordinator, said the town is requesting funding to purchase and install software and training for the Town of Lumberland Highway Superintendent. The program will track road conditions, highway maintenance and individual trucks within the town fleet. The firm of Williamson located in Victor, NY will provide the software, installation & training. Williamson is a leading provider of NYS Municipal Software and printed material for municipalities for over 140 years, Schwarz noted. Amount requested, \$3,105.00.

-Town of Lumberland– Frank Schwarz, Grants Coordinator, said the town is seeking funding to re-design the town website so that it will be responsive and easily accessible on multiple devices including laptops/desktops, tablets and smart phones. They will create a site that is easy to navigate, establish an archival of meeting minutes, streamline the home page, create a meeting and events calendar, and a news section that is searchable and archivable to host public notices and announcements of Town Happenings, employment opportunities, etc., Schwarz added. He explained that a website wireframe is a visual guide that represents the skeletal framework of a website. Amount requested, \$5,000.00.

-Shohola Township– Keith Raser, Shohola Township Supervisor, and George J. Fluhr, Township Historian, said the Township seeks funding to develop and produce a hard-bound, indexed pictorial reference book of the many Boarding Houses located in Shohola Township and adjoining areas during the late 1800's and 1900's. Raser said that a core group of members of the Shohola Railroad and Historical Society has been meeting to identify sites, photos, and collect material and information regarding the Boarding House industry. He said their time comes to approximately \$3,000 in in-kind services. The book will recognize the Upper Delaware Valley as a location rich in history with emphasis on the lodging industry. Amount requested, \$4,675.00.

-Town of Hancock– Sean Leddy, Delaware County Planning, said the proposed project is the development of an Environmental Assessment of the impacts related to communities that exist below the New York City Water Supply Reservoirs. The Town is proposing to be the lead agency in a detailed assessment of the costs and benefits of living below the Pepacton and Cannonsville Reservoirs. The assessment will evaluate adverse effects to the river and streams, the communities, the habitat, and the economy as a result of their unique location below the impoundments. The final product will address potential impacts and provide possible mitigation measures that can be utilized by the local communities, government agencies, and non-governmental agencies. Henry questioned how much of the study area is located within the corridor. Leddy told him the Town of Hancock. Richardson asked if members should assume that the study area is of the communities listed in the application. Leddy said yes. Amount requested, \$20,000.00.

-Town of Tusten- Jane Luchsinger, Town Councilwoman, said the town's proposed project is to develop a *Conceptual Design for a Pedestrian Bridge and Sidewalk* at Bridge Street and Kirk Road, thereby connecting the two commercial districts by pedestrian access. The railroad has given consent to examine the plan. She noted that the Town's Master Plan states that the Town wants to grow a more pedestrian friendly village and town for various reasons. Luchsinger stated that concepts are so important when you go out looking for funding. Amount requested, \$6,000.00.

-Town of Tusten- Carol Wingert, Town Supervisor, said the Town seeks funding to begin the codification process of the Town laws and ordinances. This is the collection, organizing and arranging of all the ordinances into a numbered and stylized document that will be easy-to-read and easy-to-access for all the town's citizens. She said this project is long overdue and during the process the contractor will take a "hard look" and identify and correct inconsistencies or conflicts. A code provides a clear view of existing situations and makes it easier to determine the impact of proposed changes and amendments, Wingert added. Amount requested, \$8,000.00.

-Berlin Township- Alan Henry, Berlin UDC Representative on behalf of Cathy Hunt, Township Supervisor, said the Township's proposed projects are to develop, print and mail a Township newsletter at a cost of \$1,155.70 and to create an inventory of all stormwater culvert locations along all of the roads owned by the Township for a cost of \$5,000.00 and then add these locations to the newly designed "base map" of Berlin Township which was created from funding provided from a FY 2016 UDC Technical Assistance Grant. Henry said the UDC Technical Assistance Grants have enabled the Township to proceed with much needed projects without the concern of using funds that may be needed for more crucial expenditures. Amount requested, \$6,155.50.

-Town of Lumberland- Berry Hafkin, Town Planning Board Chair, said the Town's proposed project is a zoning update for the Town. He noted the zoning has not been updated in the Town since 1984. A lot of inadequacies and duplications have been identified by a zoning subcommittee that has been formed. The project will include a full process for updating the zoning regulations tailored to the needs of the Town. It will enable the town to consider proven zoning approaches as well as new ways to promote long-range community sustainability in a changing economic environment, as well as inclusion of supplemental regulations consistent with the goals of the Upper Delaware Council. Amount requested, \$10,000.00.

-Town of Deepark- Norma Schadt, Town Assistant Historian, said the Town's proposed project is to produce a visitor's historic marker brochure containing the locations of 52 Deepark historic markers. The brochure will include a map for self-guided tours, historic markers, photos, historic text, local history photos, and contacts. Amount requested, \$3,000.00.

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 seven out of nine projects and grant awards (total \$36,280.00) will be recommended to the full Council for approval at its October 6th meeting based on a motion by Dexter, seconded by Conway and carried:

- Town of Lumberland – Purchase, Installation & Training of Highway Superintendent Software Program, \$3,105.00
- Shohola Township – Produce a Pictorial Reference Book of Local Boarding Houses, \$3,105.00
- Town of Hancock – Develop an Environmental Assessment of Impacts to Communities Below the NYC Reservoirs, \$2,500.00
- Town of Tusten– Begin Codification Process of Town Laws & Ordinances, \$8,000.00
- Berlin Township – Create Stormwater Culvert Inventory for addition to Base Map, \$5,000.00
- Town of Highland – Update Town's Zoning Law, \$10,000.00
- Town of Deepark – Develop Historic Marker Brochure, \$3,000.00

A motion to increase the FY 2017 TAG budget line from \$35,000.00 to \$36,280.00 was made by Henry, seconded by Roeder and carried.

Other Business

Public Comment: None

A motion was made by Robinson, seconded by Dexter to adjourn the special Project Review Committee meeting at 8:19 p.m.

Minutes submitted by Cindy Odell, 9/22/16