

Upper Delaware Council
PROJECT REVIEW COMMITTEE SPECIAL MEETING MINUTES
September 11, 2018

Committee Members Present:	Harold Roeder, Jr., Fred Peckham, Al Henry, Jeff Dexter, Susan Sullivan, Roger Saumure (Shohola alternate)
Committee Members Absent:	Larry Richardson, David Dean, Jim Greier, Debra Conway
National Park Service Partner:	Kris Heister
Staff:	Laurie Ramie, Pete Golod
Guests:	Frank V. Schwarz, Crystal Weston (6:43 p.m.), Carol Wingert (6:47 p.m.)

The UDC’s Project Review Committee held a special meeting on Tuesday, September 11, 2018 at the Council office in Narrowsburg, NY to review Technical Assistance Grant applications for Fiscal Year 2019. Roeder, who volunteered to temporarily chair the meeting in the absence of Committee Chair Richardson and Vice-Chair Dean, called the meeting to order at 6:36 p.m.

There was no public comment on the agenda.

Review 2019 Technical Assistance Grant (TAG) Applications:

Town of Lumberland: Town of Lumberland Grants Coordinator Frank V. Schwarz introduced the application to create a “Guide to Permits” brochure for the Town of Lumberland Building Department. The brochure’s purpose is to convey information in an easy, clear, and concise manner to establish an orderly procedure for residents, future landowners, and visitors to the town that eliminates wasted time and confusion for both the landowner and the Building Department. The information will be consistent with Town of Lumberland Zoning and the Upper Delaware River Management Plan. The project’s total cost is \$975 including a \$500 design fee, \$100 for seven stock photographs, and \$375 for printing 2,000 brochures. Subcontractors include W Design of Barryville and Spencer Printing of Honesdale. Work will be completed by May 31, 2019. The Town of Lumberland is requesting \$787, which represents the town paying half the cost (\$188) of the printing. Roeder asked for any questions. Henry asked if there was a reason why the town was not including the entire printing cost in its application. Schwarz replied that it’s usually good to show a town investment in the project. He noted that this TAG project is modeled after a “Guide to Permits” brochure that the Town of Highland had done. Roeder thanked Schwarz for his time as Schwarz exited the meeting.

Shohola Township: Roger Saumure, Shohola Township Planning Commission chairperson and UDC alternate, introduced the proposal. He noted that Shohola Township ratified its River Management Plan-compliant zoning ordinance in February 2016. As new issues have come up, they have kept a punch list of different items to address. With a couple years of experience, they are developing a critical mass now of items that were either unclear or not contemplated when the ordinance was written. The time table for this revision includes meetings from October-February 2019, review of the draft in March and April, public meetings in May and June, and complete the revised zoning ordinance by August. The project’s total cost is \$6,550. Shohola Township’s funding request is \$5,000. Henry commented that the majority of the costs listed in the budget addendum will go toward legal-related expenses and overtime for the Township Secretary. Saumure confirmed that, noting that the Planning Commission members are volunteers. He said that while they don’t want to reopen their zoning regularly which would be expensive to do, this code should be a living document. Sullivan said that the UDC has traditionally approved financing updates of zoning as being worthwhile projects.

Berlin Township: Berlin Township UDC Representative Al Henry introduced the application to create and print a township brochure which would provide various township information, such as municipal meeting dates, contact numbers, and the township history. The goal is to produce a tangible document for residents, future landowners, and visitors that offers clear and concise answers to questions that the public might have about the township, its departments and officials, and its role as a member municipality of the Upper Delaware Council. The total cost of

the project is \$600, which is the amount of Berlin Township's funding request. That will cover compilation and design of the brochure, and printing of 1,000 copies by St. Clair Graphics of Honesdale. Peckham asked whether the township has a website and wouldn't this information be available on it? Golod said he had spoken with a township supervisor about their intentions and learned that their goal is to make the information handy for everyone, and accessible to those without computers or Internet access among the public. It will also cover historical information and describe what it means for the township to be part of the UDC. Henry said when new folks move into the township, they need this type of information. Saumure said he finds brochures like this useful and asked how they would be distributed. Golod said in addition to handing them out at the municipal building, they would be put in places where people congregate, such as the post office. Sullivan said she feels the more that can be done to promote an understanding of the township, the better. Even if this information is on the website, this brochure is a good way to drive traffic to it. She suggested putting copies at the Damascus Community Center, which she said is a very active meeting place for all kinds of groups. Peckham said that while he doesn't consider this a bad project, he wonders if the funding could be better used. He'd rather pay money to update the website than to fund a brochure. If they're trying to reach the younger generation, a brochure won't do it. Henry said he doesn't have the demographics to know the extent of Internet service in Berlin Township but this is the application that they submitted. Saumure pointed out that this funding will go to develop content, which is the most time-consuming part. Once it's developed, then the information can be put on-line.

Town of Tusten: Tusten Town Supervisor Carol Wingert and Town Clerk Crystal Weston presented their proposal to purchase an electronic municipal organizer/planner software system which helps with paperless governance. Wingert said that Weston had approached her with this worthwhile idea. Having worked as a town clerk for five years herself, she believes this project will serve the entire town, the UDC, other governmental agencies like the National Park Service, and also offer more transparency with the public. Weston said the program is called BoardDocs from the company Diligent. It's a cloud-based board management system for which different groups can be set up, including town board, planning board, zoning board, and the youth commission, and information such as agendas and minutes can be shared almost instantly. The town will be able to decide who has access and when. When the documents are ready, they go to a platform which is very user-friendly and searchable. There are no third party programs or databases. Supporting documents and correspondence can be attached. Older documents can be scanned and brought into the system. Weston said that the town clerk's office is part-time and when research has to be done to track particular issues, it can take a lot of time. This system puts all the information at one's fingertips to help with efficiency. The system can also pull in related information and work by other governing bodies. Wingert said that decisions that boards make are only as good as their access to information. Saumure asked how the public can access this. Weston said there would be a link to a BoardDocs dashboard on the Town of Tusten website. Asked if she had consulted references from towns and school districts that use this software, Weston said yes and it comes highly recommended. The initial set-up includes in-person training as part of the cost. There is no extra charge for continuous training to assure that the program is being used to its full capacity. The total cost of the project is \$5,000, which is the amount of the town's funding request. Noting that \$5,000 is the cost for the annual lease, Heister asked if the town can maintain that payment after this. Wingert said they don't have that funding in their current budget but will budget for it in the future. The annual cost ranges from \$3,000-\$5,000 depending on what level of service the town chooses. Saumure said that if the town opted to discontinue the software license, they would never lose access to their intellectual property. The material could be uploaded elsewhere. Saumure reiterated that the \$5,000 is for set-up and implementation. Weston said yes, it will be a recurring cost. According to the application, the town would enter into a contract with Emerald Data Solutions as of Jan. 1, 2019 to develop and deliver the BoardDocs service which was initiated in 2000. Sullivan remarked that, in small towns, any way to save time and increase the level of services through the use of technology is welcome. Saumure spoke of "tribal knowledge" and needing to be less dependent on relying on any single individual for a municipality to function. Sullivan recalled the difficulty that the Zoning Rewrite Committee had with tracking the information all the way back to the origins. Wingert and Weston departed the meeting.

Committee Discussion: Roeder opened the meeting up to discussion about the applications. Peckham asked Heister whether there was anything that the National Park Service would object to here. Heister asked how the UDC had phrased its requests for projects. Ramie said it was the same wording as last year, stating that "eligible projects must

be directly related to land use planning, zoning revisions, comprehensive and master plan updates, codification of local laws, and Geographic Information Systems (GIS) planning”. Heister said she thinks NPS Northeast Regional Contracting Officer Patrick Reidy will have questions for how the proposals by Berlin Township and the Town of Tusten relate to the River Management Plan and match the solicitation language. She said that the written application from Tusten was geared toward meeting agendas and minutes, and did not encompass all that this BoardDocs system could actually do based on their verbal description. The application doesn’t emphasize collecting data on planning and zoning issues, documenting updates to comprehensive plans, the ability to make ordinances and zoning codes searchable by the public, and having older documents easily available. Heister suggested sending it back to have the town “rejigger” the application to match what had been stated about the program’s capabilities. Sullivan said it has been a problem when a dispute arises over a law to find the original version and the discussions about what went into it. Saumure said if a project helps people do mundane things more efficiently, it frees them up to dedicate resources to other purposes. Peckham said it would cost way more than \$5,000 to hire a full-time town clerk who would presumably have more time available for tasks like preparing and finding meeting materials. Sullivan said she was taking notes but asked if Heister could speak with Wingert to emphasize the wording that NPS would react positively to in the application. Heister said she will be happy to do that. Golod asked Heister if she read the last paragraph of Tusten’s description which states, “This project addresses the Cultural Resources Management aspect of the River Management Plan, where it states, ‘Cultural resources are the tangible and intangible aspects of cultural systems, living and dead, that are valued by a given culture or contain information about that culture.’ In the Upper Delaware corridor, such aspects include human history, archeological sites, industrial remnants, and architectural features. It also includes the people who live in the corridor, their settlements, their commerce, and their agriculture.” Heister asked what that had to do with this application’s purpose. She noted the Council’s TAG solicitation memo doesn’t say anything about cultural resources. Golod said the memo received from NPS last year was to relate projects more to the River Management Plan. Cultural resources are one of those management structures. Heister said that meeting minutes do not constitute cultural resources; that’s records management. She noted that Tusten has more directly relevant aspects of this proposal that do match the solicitation. Asked about what issues NPS could have with Berlin’s application, Heister said she anticipates the concern will also be how that application relates to the TAG description of eligible projects. She reminded all that she is not the final decider. Henry asked if Heister would reach out to Berlin as she had offered to do with Tusten. Heister said yes, she will talk to Supervisor Cathy Hunt. Henry then made a motion to approve all four 2019 TAG applications as submitted, which Dexter seconded. Heister asked if the committee was prepared to vote on funding these without sending the two questionable applications back for re-wording. Ramie noted this committee’s action would be to recommend to the full Council which projects to fund. That could change between now and that October 4 meeting. Roeder asked how the committee wanted to proceed. Sullivan said there is wordsmithing to do on the two applications. Henry and Dexter agreed to amend their motion to recommend approval of the 2019 Technical Assistance Grant applications by the Town of Lumberland, Shohola Township, Berlin Township, and the Town of Tusten, after any necessary revisions of the applications. Peckham asked when that would occur. Ramie said that the Sept. 25 date of the next regular Project Review Committee meeting would be an appropriate deadline to request the revised applications for the committee’s consideration. Roeder called for a vote and received unanimous approval.

Other Business: None

Public Comment: None

Adjournment: A motion by Henry, seconded by Peckham, to adjourn the meeting at 7:26 p.m. was carried.

Minutes prepared by Laurie Ramie, 9/18/18