

Upper Delaware Council  
PROJECT REVIEW COMMITTEE  
SPECIAL MEETING  
**Sept. 26, 2017**  
(Re-scheduled from Sept. 12, 2017)

Committee Members Present: Larry Richardson, Fred Peckham, Harold Roeder, Jr., Aaron Robinson, Steve Adams, Debra Conway, Susan Sullivan, Alan Henry, David Dean, Jim Greier

Committee Members Absent: None

Staff: Laurie Ramie, Cindy Odell, Pete Golod

Guests: Kris Heister (7:01 p.m.)

The UDC's Project Review Committee held a re-scheduled special meeting on Tuesday, September 26, 2017 at the Council office in Narrowsburg, NY in advance of the regularly scheduled Project Review meeting. The September 12 meeting was cancelled due to a lack of quorum. The purpose of the special meeting was to interview applicants for the Fiscal Year 2018 Technical Assistance Grants Program, rank projects and recommend funding levels. Richardson called the meeting to order at 6:32 p.m. There was no public comment on the agenda. Members were provided with a copy of NPS comments and recommendations on the FY 2018 Technical Assistance Grant applications with their agendas.

**TAG Applicant Interviews**

The committee received three grant applications totaling \$16,583.33. Each applicant presented their grant project description and answered questions. The applicants included:

*-Town of Tusten* – Susan Sullivan, UDC Representative, on behalf of Carol Wingert, Town Supervisor, said the Town seeks funding to begin stage two of the codification process of the Town laws and ordinances. Phase one was accomplished last year and funded in part by a Technical Assistance Grant. Codification 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 making the Town more efficient. She added that codifying their laws will also be a tool for the UDC to use to ensure compliance with the River Management Plan. A code provides a clear view of existing situations and makes it easier to determine the impact of proposed changes and amendments. Amount requested: \$6,000.00.

Robinson shared his thoughts on funding projects proportionally that have a scope beyond the corridor. Henry added that it had been discussed 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. Ramie noted that the Park Service felt some of the projects that were funded in past years did not necessarily relate to the goals and objectives of the River Management Plan. She added that it wasn't so much that it was covering a larger territory geographically; it was about the type of activity. Dean commented that he senses that the attitude of the Park Service has changed greatly. He feels that use of the TAG money is going to be looked at more intensely than it has been in the past. He suggested that committee members be cognizant of the fact that the Park Service has a "new sheriff in town and things are going to be different." Henry shared his frustration with receiving the Park Service's comments just before the meeting and over the projects that have been funded in the past that would not be funded now. Ramie stated that the financial accountability at a higher level than the local unit has changed.

*-Damascus Township* – Steve Adams, Damascus Township Supervisor and UDC Alternate, stated that the Township is looking for funding for their portion of an update to the East Central Wayne County Comprehensive Plan. The Comprehensive Plan encompasses the Townships of Damascus, Oregon, and Manchester. He noted that the Plan must be updated every ten years. The total proposed amount from Community Planning & Management, LLC for the update is \$16,750.00 which will be split between the three townships. Damascus is seeking funding for their third of the cost only, he added. Adams shared some of the contents of the Plan, noting that any changes made in the last ten years will be reflected in the

new Plan. Ramie noted that the application states that “Oregon has yet to officially commit, however I expect that they will.” Adams said they have committed since the application was filed. Amount requested: \$5,583.33. Richardson stated that after the Comprehensive Plan has been updated, it needs to come to the UDC for review. Adams noted that the Plan is separated by township.

*-Berlin Township* – Alan Henry, Berlin UDC Representative on behalf of Cathy Hunt, Township Supervisor, said the Township’s proposed project is to create an inventory of all road signs in Berlin Township to become an additional layer on the existing map of Berlin Township that was created from funding provided by a previous UDC Technical Assistance Grant. He added that the addition of this road sign inventory layer will enable the township to monitor the condition and status of Township road signs. A brief discussion about whether the new map will be a GIS layer took place. Golod referred to the Woodland Design Associates, Inc. letter where it states, “RE: Request for Proposal-Professional Services: GIS Mapping”. The application does not state GIS. Amount requested: \$5,000.00.

Following the interviews, the committee went through the process of ranking each project and applying a monetary value based on the overall budget (\$15,100.00) the Council had available for this grant program. After substantial discussion, the following three projects and grant awards (total \$13,426.52) will be recommended to the full Council for approval at its October 5<sup>th</sup> meeting leaving a balance of \$1,673.48 based on a motion by Henry, seconded by Sullivan and carried:

- Town of Tusten – Codify Local Laws and Ordinances, Phase II, \$5,113.52
- Damascus Township – Comprehensive Plan Update, \$5,263.00
- Berlin Township – Create Inventory of Road Signs for Township Map, \$3,050.00

**Other Business:** None

**Public Comment:** None

A motion was made by Henry, seconded by Peckham to adjourn the special Project Review Committee meeting at 7:27 p.m. and carried.

*Minutes submitted by Cindy Odell, 10/5/17*