

# Upper Delaware Scenic Byway, Inc.

## July 23, 2012 Meeting Minutes

### Attendance:

#### *Voting members:*

Nadia Rajsz, Town of Lumberland representative, Chairperson  
Ed Boyer, Town of Tusten rep., Vice-chairperson  
Larry H. Richardson, Town of Cochection rep., Secretary-Treasurer  
Luiz Aragon, Sullivan County rep.  
Rosie DeCristofaro, Town of Delaware rep.  
Amanda Scully, Town of Highland rep.  
Cliff Johnston, Village of Hancock rep.  
Norma Schadt, Town of Deerpark alt.

#### *Non-voting members:*

Loren Goering, National Park Service Upper Delaware Scenic and Recreational River  
Glenn Pontier, Sullivan Renaissance  
Laurie Ramie, Upper Delaware Council

#### *Guests:*

Don Hamilton, NPS Upper Delaware



**Call to Order:** Chairperson Nadia Rajsz called the meeting held at the Upper Delaware Council office in Narrowsburg to order at 7:00 p.m.

**Acceptance of Minutes:** On a motion by Richardson, seconded by DeCristofaro, minutes from the June 25, 2012 meeting were approved, with all in favor.

### Correspondence Report:

Ramie noted that asterisks on this written report indicate handouts or action items.

#### *Outgoing Correspondence:*

1. To Carol Ropke Wingert, Supervisor, Town of Tusten, 6/25: UDSB, Inc. support letter for Town of Tusten's Narrowsburg Esplanade Revitalization Project grant application to NYS Dept. of State.
2. To Charlene Trotter, Greater Barryville Chamber of Commerce, 6/25: Invoice from 1/24/12 sent as reminder to place GBCC listings on UDSB website.
3. To UDSB Committee, 6/28: UDSB has been asked to reiterate its support for the Sparrowbush Access property acquisition, which Orange County is applying for under the New York State CFA grant process. Letter needed by July 16, in advance of next UDSB meeting. Is it the desire of the voting members to send a letter? (From Laurie based on a 6/28 request from Julie Richmond, director of grants, Orange County).
4. To UDSB Committee, 6/28: Information forwarded from Tom Mizzoni on OnCell Systems, providing cell phone-based audio tours. Available to provide an online demonstration at a UDSB meeting if interested.
5. To UDSB Committee, 6/29: Summary of Action Items from June 25 UDSB, Inc. Meeting.
6. To Erin O'Neil, NYS Office of Parks, Recreation & Historic Preservation, 7/3: UDSB, Inc. Support for County of Orange Sparrowbush Acquisition Project.
7. To Herb Clark, Sullivan County Visitors Association, 7/3: Checking on the status of NYS Grant TM08104 documentation. Would like to close that out by Aug. 1 since the contract expires on Aug. 15. (Herb's reply: final bill and check going out in the mail today.)
8. To Nancy Canfield, NYS Dept. of Economic Development, 7/5: Final payment request for \$18,750 to close out FY 2008-09 UDSB Grant Agreement TM08104, with reimbursement forms, project narrative, and supporting documentation.
9. To Dorene Warner, W Design, 7/6: Notification that the Greater Barryville Chamber of Commerce check arrived to allow her to start adding their 44 business listings to UDSB website.
10. To City of Port Jervis, Towns of Delaware, Tusten, Highland, Lumberland, and Village of Hancock, 7/20: Reminder that five of the six beautification projects under NYS Grant M060091 remain outstanding. Documentation due by 8/1 since the grant contract expires on 8/15.
11. To Luiz Aragon and Heather Jacksy, Sullivan County Planning, 7/20: Good news that UDSB received its full \$25,000 reimbursement for Grant TM07083, the UDSB Visitor Center Study, pending since 3/16/12. To whom should I direct the check? (Luiz replied: Can give it to me at July 23 meeting. Heather replied: Make payable to Sullivan County Treasurer.)
12. To UDSB Distribution List, 7/20: UDSB, Inc. will meet on July 23 with a limited agenda.

13. \* To Luiz Aragon, commissioner, Sullivan Co. Division of Planning & Environmental Management, re: UDSB Grant TM07083 payment of \$25,000 to close out the Feasibility Study and Design Concept for an Upper Delaware Scenic Byway Visitor Center at Sullivan County's Fort Delaware Museum of Colonial History in Narrowsburg, NY project.
14. To UDSB Distribution List, 7/20: UDSB, Inc. June 25 Meeting Minutes.
15. \* To Nancy Canfield, 7/23: Received \$18,640 payment for NYS Grant TM08104. Why the discrepancy of \$110 based on UDSB reimbursement request?

*Incoming Correspondence:*

1. From Luis Santana, 6/27: Making family plans for July 4 to swim and BBQ near Port Jervis. Where can you swim in the river? (Laurie replied: West End Beach and provided Port Jervis web site for details.)
2. From Sean McGuinness, NPS Upper Delaware Scenic and Recreational River, 6/27: Copy of NPS support letter to Town of Tusten for Narrowsburg Esplanade Revitalization Project state grant application.
3. From Jillian Fejszes, Beulah, MI, 6/29: On staff of a cooperative weed management area in northwest Michigan with a big Japanese Knotweed problem. Came across your brochure online and would like to order it. (Laurie mailed copies.)
4. From Julie Richmond, Orange County, 6/29: Upper Delaware River Corridor Regional Collaboration, application in response to Empire State Development Call for Priority Project Proposals, submitted by Sullivan and Orange Counties.
5. From Mandy Scully, 6/27: Inquiring to Town of Highland about status of their UDSB community sign. (Supervisor Andy Boyar's reply: Installed at the Eagle Watch; Laurie's reply: please return in-kind services form).
6. From Catskill Hudson Bank, 7/3: Account statements for NYS Grant TM08104, NYS Grant M060091, and TM07083.
7. From Charlene Trotter, 7/6: Greater Barryville Chamber of Commerce check for \$154 for 44 business listings on UDSB website.
8. From Frontier Communications, 7/9: Offer for Perfect Partner Package for Internet and phone.
9. From Jeff Bank, 7/9: Statement for UDSB Account as of June 29, 2012.
10. From Town of Highland, 7/11: UDSB Community Signs In-kind Services Documentation form completed.
11. From Dan Van Kleeck, 7/17: I was told to wait until the outcome of tomorrow's hearing in Goshen with the County IDA where they are suppose to vote to award a \$500,000 grant for the park. So I'll let you know as soon as they tell me more what's happening. (Response to Laurie's inquiry about setting up a Port Jervis Whitewater Park presentation for the July 23 UDSB meeting.)
12. From Frank V. Schwarz, Grants Coordinator, Town of Lumberland, 7/18: Reimbursement requested for completion of NYS Grant M060091 project for historical signage at Brown/Carr Rest Stop.
13. From Deluxe for Business, 7/19: Reorder reminder for business checks.
14. \* From Susan Hawvermale, Orange County Tourism, 7/20: The UDSB 866-511-8372 number has a "weird voice mail that doesn't identify itself". If this still the right number or has there been a change? (Forwarded to Nadia to check hotline with Frontier.)
15. From State of New York, 7/20: Check for \$18,750, reimbursement under NYS Grant TM07083.
16. \* From Frontier Communications, 7/23: Invoice for telephone services, \$72.38 due by 8/9/12.
17. From State of New York, 7/23: Check for \$18,640, reimbursement under NYS Grant TM08104 (SCVA Marketing Campaign for UDSB).

Regarding item #14 above, Rajsza reported that she had called Frontier to tell them that she wasn't able to access messages left on the toll-free line and that the outgoing message was gone. Scully remarked that there had been fiber optic problems in the area. Rajsza requested that Richardson hold off on paying Frontier's latest bill until she has resolved the matter.

**Treasurer's Report:**

Richardson reviewed his financial report handout, noting that the Jeff Bank balance is \$6,611.73, the NYS Grant TM07083 account balance is \$6,250, the NYS Grant TM08104 balance is \$6,250, the NYS Grant TM07083 balance is \$6,250, the NYS Grant M060091 account balance is \$638.93, and there is \$22.48 in the PayPal account. There was one deposit of a \$154 check from the Greater Barryville Chamber of Commerce for website listings. Ramie gave him \$30 in cash for the sale of two Hawk's Nest books during the July 17 Zane Grey Festival. On a **motion** by DeCristofaro, seconded by Schadt, the Treasurer's Report was accepted, with all in favor. On a **motion** by DeCristofaro, seconded by Boyer, the treasurer was authorized to pay any bills that come due in the next month if UDSB, Inc. does not hold its regular meeting in August.

**New Business:**

- a) **Presentation on Proposed Port Jervis Whitewater Park** – Rajsza said that this item would have to be tabled again. She will reach out to City Mayor Russell Potter to try to arrange a presentation next month. Pontier said that this project could have a major impact on tourism in this area. He believes there is some opposition to it. Goering said that the National Park Service has concerns about assuring that the qualities that made this a Wild and Scenic River are protected. Even though this project is proposed outside the river

corridor boundaries, NPS has a role to play with any developments that occur above or below a designated river. To date, they have had only minimal dealings with the City of Port Jervis over this. Pontier said that UDSB, Inc. could take a stand on the whitewater park but needs more information about it first. Ramie said that Orange County had applied for a grant for the Port Jervis Whitewater Park as part of the joint application filed under the New York State Consolidated funding system. There were a total of four projects jointly submitted by Orange and Sullivan Counties for regional consideration. In addition to Orange filing for the whitewater park, they also requested funding for the Sparrowbush Access in the Town of Deerpark. The two projects submitted by Sullivan County were for the Town of Tusten's Narrowsburg Esplanade and a parking study for a proposed new Pond Eddy Access in the Town of Lumberland.

- b) **Other** – Rajszy reported that at the July 5 Upper Delaware Council meeting, Town of Delaware UDC Representative Harold Roeder, Jr. read a letter stating that the Towns of Lumberland and Tusten were out of compliance with the River Management Plan because they have prohibited fracking through their zoning laws. She contacted the town supervisor, Ed Sykes, to complain about that accusation being made. Sykes basically told her that since UDSB has passed a resolution against gas drilling, they should be happy. DeCristofaro said that the town officials know fully well what the Scenic Byway's intentions were with that resolution. Rajszy said she also asked Sykes whether Roeder's position was his own or expressed the town's point of view. Sykes said it was Roeder's personal opinion.

#### **Old Business:**

- a) **UDSB, Inc. Strategic Planning and Administrative Support** – Rajszy reiterated that with Ramie's new responsibilities as UDC executive director, it would be a burden on her to continue coordinating all of this organization's activities as well. Schadt suggested breaking up those duties into a corresponding secretary, recording secretary, and grantwriter to make the jobs more manageable. Rajszy said that the UDC did not have any issue with UDSB, Inc. continuing to meet in this office. The \$3,000 donation that UDSB gave to the UDC this year was for the use of the facility. Pontier reminded the committee that they had an offer from the National Park Service to meet in their Beach Lake, PA office for free. He said this decision needs to be driven by the agenda. Scaling back what UDSB does is a last resort. Although it didn't used to be the case, there are now inherent conflicts between various organizations. The National Park Service has its own agenda which is not necessarily ours. The Upper Delaware Council sometimes is in conflict with our objectives as well, like on the subject of gas drilling. Another difference is that UDSB is on record to keep the Pond Eddy Bridge while UDC favors replacing it. It's not unkind or misplaced to figure out what's in the best interests of this organization. Boyer urged members to look at the fact sheet that Ramie had in the handouts detailing what support services she provides to UDSB and what the financial implications have been for the UDC from this allocation of staff time. Boyer said we have to find a way to get commitments from members of this committee to take over some of these functions. Maybe we should go after fewer grants. The important issue is, how much money do we need to continue what the UDC has been graciously supporting for us? Aragon pointed out that the UDSB had raised \$7,250 in 2012 donations from its member municipalities. He asked for an accounting of how that money is spent. Richardson replied that it covers operational expenses. Schadt said that a recording secretary would be responsible for taking minutes and a corresponding secretary would prepare agendas and do the rest. The job gets done. Richardson liked Schadt's suggestion. He said that part of the UDC's mission is to support sister organizations like this. The burden is on the administration of the grants. We often have a problem coming up with required local matches for grants because the organization doesn't have a steady income of revenue. Aragon asked again where the money would come from to pay people to take over Ramie's duties. Maybe we need to do more fundraising. Pontier said that we could advertise for the secretarial roles singly or together. Aragon said, if we're exploring options, maybe there is another organization out there that would benefit from partnering with UDSB. Pontier pointed out the example of the Delaware Highlands Conservancy and The Eagle Institute joining forces. He said UDSB should not approach any organization until it has better defined its mission. If we don't want our organization to change, who is our best partner? This whole discussion was prompted by a change in the UDC's situation, not ours. Aragon suggested that the minutes could be less meticulous. Rajszy said she prefers to have them detailed. Ramie said that is for the benefit of those who can't attend the meetings and historical records. Richardson said that this organization is not in a position to hire an employee but we could pay for a service of taking minutes. Rajszy said that, in addition to minutes, Ramie does 90% of all the UDSB's work. Ramie referenced an advertisement that UDSB had prepared in March of 2004 for an administrative coordinator to work as an independent contractor. No further action was taken at that time due to uncertainty over the UDSB's operational funding. That provides a starting

point. Following discussion of options, a **motion** was made by Richardson and seconded by Schadt, with all in favor, to place an ad in the Sullivan County Democrat and The River Reporter for a recording and corresponding secretary to work up to 15 hours per month with the duties of taking minutes at the monthly meeting, preparing correspondence, and other clerical functions. Familiarity with grant writing and administration will be cited as a plus. While it was decided not to list a particular pay rate since that will be commensurate with experience, the committee discussed looking at \$10 per hour or a flat monthly rate. Aragon confirmed that the individual could receive an e-mail address through the UDSB website host. Ramie was asked to draft the ad copy for committee review. She said she would make applications due in advance of the August meeting so that item can be on the agenda.

- b) **Status of Current Grants** – Ramie presented Aragon with a check for \$25,000 representing UDSB reimbursement to Sullivan County for NYS Grant TM07083, which funded the UDSB Visitor Center at Fort Delaware Feasibility Study and Design Concept. A copy of the cover letter detailing the project was included in the packets. She reported that the final step for this grant will be to issue a news release about its completion and send a thank you letter to Senator Bonacic for sponsoring it. Other active grants under administration include: 1) FY07 FHWA grant (\$12,400 award plus \$3,540 local match for the Invasive Plant Species Educational Campaign and Interpretive Signage Project) – UDSB awaits payment of \$4,557.83 from its second reimbursement request submitted Aug. 12, 2011. The Town of Delaware still has to install its sign. The City of Port Jervis has installed its sign but has not returned the in-kind services documentation form that Ramie needs to apply to the required local match for the third reimbursement request. This grant expires on Dec. 31, 2012. 2) NYS Grant M060091 (originally \$50,000, now an approximately \$18,750 balance) – Project documentation for the six beautification projects has been requested by Aug. 1 since the grant expires on Aug. 15, 2012. The Town of Lumberland has submitted its paperwork, with five others pending: Delaware, Tusten, Highland, Village of Hancock, City of Port Jervis. No further extensions are available. 3) NYS Grant TM08104 (\$25,000 for a UDSB Marketing Matching Funds Campaign) – UDSB received partial payment on July 23 based on its request submitted July 5 and has requested an explanation from the NYS Dept. of Economic Development before issuing a reimbursement check to the Sullivan County Visitors Association. This contract expires on Aug. 31, 2012. 4) FY 2012 FHWA Grant (\$19,500 with a \$6,500 match) – The UDSB applied on Dec. 19, 2011 for a Website Update for Mobile Devices and Google Maps project. Also applying to the program were the Towns of Delaware and Lumberland, and Orange County, with support letters from UDSB. The announcement of awards was originally targeted for May 2012 but has not yet occurred.
- c) **Other** – Aragon reviewed plans for the Upper Delaware River Corridor Charette being conducted on July 31 and Aug. 1 as part of the Local Waterfront Revitalization Program. The schedule includes a tour of selected river access sites on Day 1 by the design team, an 8 a.m.-12:30 meeting of focus groups on Day 2 by invitation, and two public workshops from 7-9 p.m. both evenings at the Hortonville Firehouse in the Town of Delaware, first for a visioning input exercise and secondly, for a summary of the consultants' recommendations.

**Public Comment** – Don Hamilton wondered whether UDSB has considered making a window decal featuring its logo. He has seen that done with other scenic routes. It's a good way to market and brand this very scenic roadway. Rajsz said she has also been asked about the availability of patches for bikers. DeCristofaro said that the Callicoon Business Association offers two styles of decals, one which sells well and one which isn't as popular. They charge buyers \$2 each and they cost about \$.50 per sticker to produce. She will find out who the vendor is. Schadt said that lots of organizations offer stickers and they are an easy marketing tool. She will also provide a vendor's contact information. Goering commented that these decals could be given out as an incentive item for membership, besides using them as a fundraiser. Aragon added that the creation of a decal to represent the entire Upper Delaware River Corridor would be a great suggestion to bring up at the charette.

**Next Meeting Date** – Monday, August 27, 2012

**Adjourn** – On a **motion** by Richardson, seconded by Johnston, the UDSB, Inc. meeting adjourned at 8:14 p.m.

*Minutes submitted by Laurie Ramie, 8/15/12*

**Budget Summary Sheet for Not-For-Profits with Contracts with Sullivan County 2012**

DRAFT		Q1	Q2	Q3	Q4	Total
<b>Income:</b>						
Sullivan County Contract						
						1700
State Grants (Itemized)						
Federal Grants (Itemized)						
Donations						
						8000
Contributions-In-Kind						
Other (Itemize)						
ROCK	SALE					150
<b>Subtotal</b>						<b>9850</b>
Capital Fund						
Endowment Fund						
Savings/CD's						
<b>Expenditure:</b>						
Programs						
Events						
Publicity						
						1320
Mailing/Postage						
						100
Website Maintenance						
Salaries						1880
FICA/Benefits						—
Transportation						
Training						
Office Administration						
Rent						
Utilities						3000
Other/Misc						700
INSURANCE						1400
<b>Expenditures Total</b>						<b>8706</b>
Please attach explanatory notes on a separate page						

Accountant  
Affiliation Dues

75 \*  
225 \*

<b>Upper Delaware Council -Draft Budget FY 2012</b>		
	Anticipated	Anticipated
	Expenditures	Revenues
Membership Contributions		\$6,500.00
Other contributions		
Sull Cty Contribution		\$1,700.00
Orange Cty Contribution *		\$1,500.00
Book sales		\$150.00
Insurance Directors & Officers	\$950.00	
Callicoon Coop. Ins-multi peril	\$450.00	
UDC Support	\$3,000.00	
Del. Cty Chamber Dues	\$125.00	
Del. Cty Chamber ad	\$320.00	
SCVA Dues	\$100.00	
SCVA Travel ad	\$700.00	
Accountant (Terry L Witt)	\$75.00	
Wdesign web site maintenance	\$1,200.00	
Wdesign web site host	\$240.00	
Wdesign web listing/enhancement	\$440.00	
Catskill Del Publ (rack dist.)	\$300.00	
Telephone	\$700.00	
Post Office box rental	\$56.00	
Postage	\$50.00	
<b>Total Expenditures</b>	<b>\$8,706.00</b>	
<b>Total Revenues</b>		<b>\$9,850.00</b>
<b>Balance O.H as of 12/31/11 **</b>		<b>\$3,595.00</b>
* 2011 contribution		
** includes Hancock F/2012 (\$250.)	<i>Approved 1/23/12</i>	

RECEIVED  
AUG 23 2012  
SULLIVAN COUNTY DIVISION  
OF PLANNING AND  
ENVIRONMENTAL MANAGEMENT