

Appendix 2 Meeting Records, Notices and Organizational Documents

Summary of Principle Hazard Mitigation Plan Update Meetings

The primary county and local organizational groups used to guide updating of the Multi-Jurisdiction Hazard Mitigation Plan include the following. Other meetings in this chronological list are referenced where applicable.

- *Hazard Mitigation Planning Committee* – Officials minutes or records are not maintained, but meeting notes and summaries are generally available from the County Planning and Development Office and committee members.
- *Schoharie County Board of Supervisor's Flood Committee* – A standing committee of the Schoharie County Board of Supervisors; members include town supervisors from several local jurisdictions participating in the Hazard Mitigation Plan update who report to the full Board representing all townships. Meeting minutes are maintained by the Clerk to the Board of Supervisors.

Meetings attended by the Hazard Mitigation Plan contractor are highlighted in bold.

2012

<i>January 18</i>	<i>Town of Blenheim Community Recovery and Long-Term Recovery Meeting</i>
	Residents of Blenheim and surrounding communities are invited to provide public participation Discussion of how flood recovery can preserve historical and cultural assets Overview of flood mitigation benefits for economic development and improved quality of life Collect input on flood recovery and mitigation needs, assets and opportunities

<i>January 27</i>	<i>Initial meeting of project consultant with County Planning Staff</i>
	Discuss project planning, participants, schedule and priorities Receive local plans, project documents and records for plan development

<i>February 16</i>	<i>2011 Flood - Post Disaster Long Term Recovery Meeting</i>
	County and municipal officials meet with FEMA Long Term Recovery staff Discuss how planning and incentives can encourage that development occurs outside of flood plains Seek opportunities to emphasize redevelopment that maximizes protecting existing structures How can actions and proposals be incorporated into the upcoming Hazard Mitigation Plan update Include long term recovery proposals in Hazard Mitigation plan to improve funding opportunities

February 23	<i>Project consultant meets with Hazard Mitigation Planning Committee</i>
	<p>Discuss project planning, participants and priorities</p> <p>Consider methods for scheduling meetings with participating jurisdictions</p> <p>Determine how to best obtain citizen and public input</p> <p>Discuss issues related to Repetitive Loss Properties (RLP)</p> <p>Review 2006 planning projects and priorities and how the 2006 and 2011 floods impact changes</p>
February 28	<i>Schoharie County Board of Supervisor's - Flood Committee</i>
	<p>Hazard Mitigation plan project consultant meets with Flood Committee</p> <p>Discussed organizing stream debris clearance projects using Neighborhood Rebuilding Corps'</p> <p>Considered cooperative arrangements with neighboring counties to promote flood prevention</p> <p>Overview of process to reexamine Hazard Mitigation goals and projects for plan updating</p> <p>Discussion of how 2011 flooding impacts hazard mitigation goals and proposals</p> <p>Review progress on addressing Repetitive Loss and other at risk properties</p>
March 29	<i>Meetings with towns and villages to discuss Hazard Mitigation plan updating</i>
	<p>Two regional mitigation planning meetings are conducted for officials of participating jurisdictions</p> <p>Overview of existing hazard mitigation goals and projects</p> <p>Workshop on revising and updating Hazard Mitigation goals and projects</p> <p>Consider changes in hazard risk profiles and local disaster vulnerabilities</p> <p>Emphasize actions to address Repetitive Loss Properties (RLP)</p> <p>Opportunities to encourage public input in the hazard mitigation planning process</p>
April 24	<i>Schoharie County Board of Supervisor's - Flood Committee</i>
	<p>Hazard Mitigation plan project consultant meets with Flood Committee</p> <p>Report and discussion about 49 flood-prone properties targeted for mitigation</p> <p>Overview of stream debris clearance initiatives</p> <p>Discussion of local funding options for hazard mitigation grant projects</p>
April 26	<i>Hazard Mitigation Planning Committee</i>
	<p>HM committee review of County/Town/Village risk assessments</p> <p>Review the countywide HM proposals and discuss updates/modification</p> <p>Review HM projects and proposals being recommended for Town/Village endorsement</p> <p>Summarize citizen participation activities and identify public access opportunities</p> <p>Evaluate municipal hazard map sets and discuss ideas for modification and layout</p>
June 26	<i>Schoharie County Board of Supervisor's - Flood Committee</i>
	<p>Congressman Tonko's representative attends to discuss recovery and hazard mitigation funding</p> <p>Overview of hazard mitigation plan updating and feedback regarding mitigation priorities</p>
July 26	<i>Hazard Mitigation Planning Committee</i>
	<p>Review and updating of projects to be extended from the 2006 plan</p> <p>Planning and consideration for Risk Assessment and vulnerability updates</p>

July 26	<i>Meeting of the Schoharie County Stream Task Force</i>
Led by the Soil and Water conservation District covering multi-jurisdictional project planning Review of county and local proposals for stream maintenance and streambank stabilization	
July 27	<i>Consultant Meeting with Schoharie County Public Works</i>
Review County hazard mitigation projects and priorities Consider additional suggestions for local and municipal hazard mitigation emphasis	
September 27	<i>Schoharie County Board of Supervisor's - Flood Committee</i>
Announced approval of FEMA grants for acquisition of flood risk properties Received a report about proposals for the Emergency Watershed Protection project Overview of success with stream debris clearance program Preparation and approval of a Stream Restoration project Request for Proposals Discussion of the update and redesign of flood evacuation routes Review of proposals for improved stream flow monitoring gauges Status of efforts to improve cellular phone service coverage in rural flood risk areas	
September 27	<i>Hazard Mitigation Planning Committee</i>
The Committee reviewed updates for the Risk and Vulnerability assessments in mitigation plan update The NYS Hazard Analysis and DHS Threat Assessment were updated in the revised Risk Assessment Grouping of natural and technological hazards was discussed and revised Local hazard mitigation goals and project revisions were reviewed Committees members shared flood mitigation suggestions and input they received from citizens	
October 23	<i>Schoharie County Board of Supervisor's - Flood Committee</i>
Discussed suggestions and funding related to creating riparian wetlands to mitigate flooding Supervisors encouraged a more aggressive approach for flood protection wetland development Review of road and bridge restoration projects that will mitigate flooding	
November 27	<i>Schoharie County Board of Supervisor's - Flood Committee</i>
Discussed providing assistance to towns/villages in preparing Pre-Disaster Mitigation grant proposals Proposals for using NYS Land Bank incentives for flood protection were discussed County has applied to be a pilot community in FEMA's Flood Risk Awareness program	

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2013

February 25	<i>Schoharie County Board of Supervisor's - Flood Committee</i>
Planning is underway to encourage web and social media applications for citizen flood protection A property owner's training program for post-flood stream intervention is being prepared Planning officials will conduct a meeting and update for local flood plain administrators	

May 28	<i>Schoharie County Board of Supervisor's - Flood Committee</i>
Joint training was held with Delaware County for contractors performing post-flood stream work	

June 27	Hazard Mitigation Planning Committee
Overview of draft Hazard Mitigation plan update is presented and discussed Review of draft Hazard Mitigation is initiated by local officials and participating jurisdictions	

Hazard Mitigation Plan Organizational Documents

1. Project Planning OverviewOrganization

Planning Team	Participants	Crosswalk Application
Citizen Participation	Project Timeline	Meetings, Briefings and Workshops

Review of Existing Plans

Hazard Mitigation Plan	Comprehensive Master Plans
Zoning and Subdivision Law and Regs	Site Plan Review Requirements
Steep Slopes Ordinances	Floodplain Management Regulations
Transportation	Economic Development

Risk Assessment

Hazard Definitions	Hazard Analysis	Hazard Profiles
Vulnerability Assessment	Repetitive Loss Properties	Identified Structures
Estimate of Potential Losses		

Development and Updates of Local Hazard Mitigation Goals, Projects and Actions

Local Draft Preparation and Review	State and FEMA Review
Revisions and Modifications	Approval Pending Adoption
Local Adoptions	

2. Example Agenda - Schoharie County Hazard Mitigation Planning Committee Meetings (this sample from the April 2012 meeting)

- Setting a time and identifying participants to update the County Hazard Analysis
- How can the HM committee help with review and update of the Town/Village Hazard Analysis'
- Review countywide HM proposals that are in the plan and discuss updates/modification
- Recommended HM projects or proposals that Towns/Villages should be encouraged to include
- Citizen participation activities and opportunities
- Municipal map sets: ideas for modification and use

Hazard Mitigation Goals Identified for All Jurisdictions

Periodically review and revise comprehensive plans and land use regulations

Hazard mitigation training for municipal officials

Address municipal staffing needs

Assist property owners with flood proofing measures

Upgrade existing drainage structures

Encourage Community Rating System application

Improve monitoring of weather conditions

Improve conditions of roads during extreme weather events

Assess vulnerability of water systems to a terrorist attack

Assess vulnerability of public facilities to a terrorist attack

Maintain communication with NYS DOT

Defensive driving training for municipal personnel

Traffic Control Devices

Hazardous Materials Response Improvements

Cave Rescue Training

3. Multi-Jurisdiction Hazard Mitigation Workshop Documents

Workshop Meeting Notice

To: Town and Village Officials March 7, 2012

From: Schoharie County Hazard Mitigation Committee
Schoharie County Planning and Development Agency

Subject: **Hazard Mitigation Planning Workshops**

Work is underway to update and revise the *Schoharie County All-Hazards Mitigation Plan* and we have scheduled workshops later this month to seek the input and participation of your community in this effort. Each jurisdiction in Schoharie County has been a partner in this plan since 2006 and we request that officials of your municipality plan to attend one of the workshops we have scheduled on **Thursday, March 29** to provide the essential local input needed to effectively update this plan.

Two identical workshops will be held on March 29 and you can choose to attend either of the sessions.

Thursday, March 29, **9:30 AM** at County Office Building

-- or --

Thursday, March 29, **5:00 PM** at Town of Blenheim

The workshops are intended for those in your jurisdiction who have the most familiarity with hazard mitigation, flood prevention and related disaster preparedness in your community. It would be best if those from your jurisdiction could attend the same session so you can work together in a unified setting, but if that cannot be arranged, we still recommend that local personnel plan to attend either workshop. Identifying those who are most active in hazard mitigation planning varies by community, but the following are typically involved and should consider attending -- Supervisor or Mayor, Board Members, Highway Superintendent, Clerk, Building/Code Enforcement, Planning and Development, Water and Sewer, Floodplain Management, Engineer and Fire Chief.

The plan establishes hazard mitigation goals that are specific to your community and identifies local projects that will improve your ability to prevent hazards and minimize disaster risks. Updating the plan is essential to your community's efforts to obtain funding, grants and resources necessary to implement local improvements.

The workshops will last approximately three hours. Please notify the Schoharie County Planning and Development Agency at (insert telephone) or email (insert email) to let us know who will be attending from your jurisdiction.

Workshop Reminder Notice to Mayors and Supervisors
(with recommendations for preparing for meeting participation)

Leaders in your community have been invited to attend a workshop to discuss updating of the *Schoharie County Hazard Mitigation Plan*.

Prior to attending the workshop, we also ask that you look at and consider the attached *Hazard Mitigation Project Worksheet* that will help identify any specific hazard mitigation projects or funding that would directly benefit your community. You need only make general and tentative suggestions or proposals on the worksheet at this time. If you simply note ideas, we can help you complete project suggestions at the workshop.

Schoharie County Hazard Mitigation Plan Workshop

Date and Location:

The county *Hazard Mitigation Plan* will establish a strategy and set of goals for the county and each municipality that will guide future actions to reduce hazards and limit disaster costs in our communities. Your participation in the workshop and completion of the plan will also make the county and your community eligible to apply for FEMA Hazard Mitigation grants to help fund local projects and improvements that can reduce hazards. To gain FEMA approval of our county *Multi-Jurisdiction Hazard Mitigation Plan* and make the county and your community eligible for potential project funds, participation in development of the plan by leaders of your jurisdiction is essential.

The attached worksheet provides suggestions to help you identify the kinds of projects and improvements to consider. The Hazard Mitigation Plan and federal funding priorities focus on identifying improvements related to natural hazards, including flooding, drainage and erosion, but you can and should consider suggestions for other hazards as well. The Hazard Mitigation Plan should include all potential improvements, regardless of the availability or eligibility for funding; and for proposals where your community may want to pursue available funding, they must be addressed in the plan or will need to be included later. Because of tight budgets and scarce funding, there can be an understandable reluctance to seriously consider or plan for major local improvements, but you should still include all viable proposals in the plan, since economic conditions and the availability of funding change over time. Your proposals will also become a documented statement to state and federal planners about the activities and improvements that are important to you locally.

Hazard Mitigation Project Proposals Worksheet

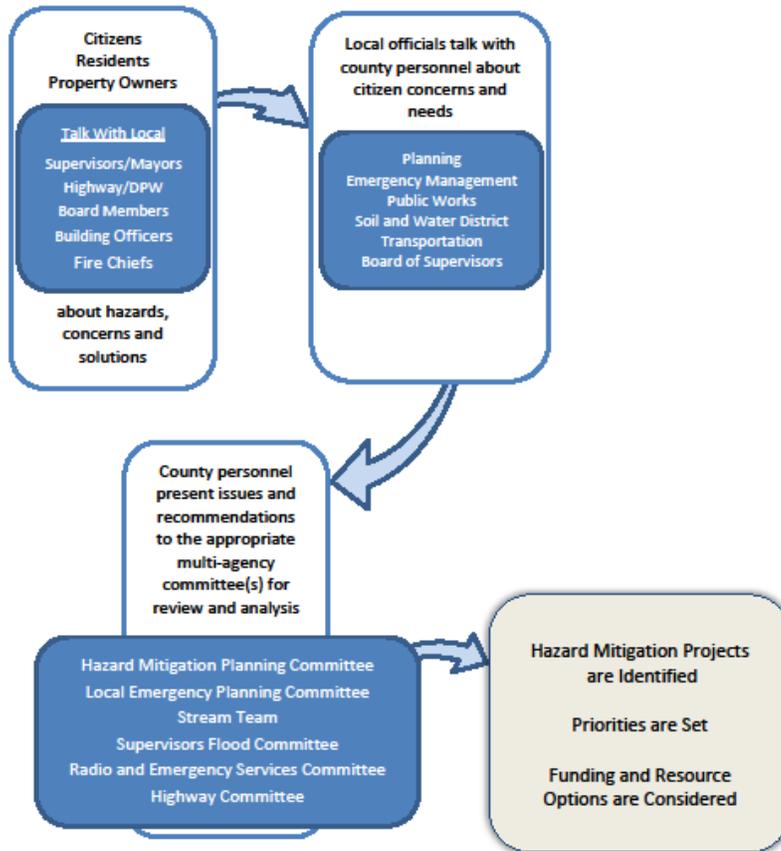
Completion of the Schoharie County *Hazard Mitigation Plan* will provide the county and participating municipalities with a comprehensive hazard mitigation strategy that will limit impacts of future hazards, reduce disaster costs for government and residents and make municipalities eligible for grants to fund local projects that eliminate hazards or reduce losses.

Jurisdiction Name:		
Brief Project Description	Location(s) (road, stream, facility, area, etc.)	Cost Estimate Low: (less than \$100,000) Medium: (\$100,000 - \$500,000) High: (more than \$500,000)
If needed, add more on a separate sheet. Help to identify suggestions or ideas will be available at the workshop		

Typical mitigation project proposals that appear in mitigation plans statewide include the following. Proposals must generally be cost-effective and environmentally sound.

1. Permanent storm drainage improvements; increased capacity, culverts, pipes, catchbasins
2. Permanent solutions for streambank erosion, stabilization and protection
3. Structural flood control or protection; such as berms, diversions channels and retention areas
4. Systems for stream debris collection, removal and management
5. Hill and landslide stabilization, bank stabilization, erosion control
6. Installation of back flow valves and flap gates
7. Retrofitting public facilities and private properties; such as elevating buildings above flood elevations, filling-in basements, providing open flow access in structures below flood level, and raising the elevation of electronics, controls, heating and related utilities
8. Acquisition or relocation of public and private properties that remove the structure from a flood hazard area
9. Public education, awareness and notification
10. Communications, security and safety improvements.
11. Strengthening floodplain management programs and capabilities
12. Proposals that limit or prevent damage to properties and reduce future insurance claims
13. Development and adoption of local mitigation standards and codes to reduce or eliminate risks
14. Strengthening and amending local codes and ordinances to enhance hazard protection
15. Development of inter-jurisdiction stormwater management plans
16. Inter-jurisdiction, shared resource stream debris clearance and maintenance

4. Development of Process for Capturing Citizen Participation



5. Checklist for Completing First Draft Revisions

Hazard Mitigation Plan – Revisions to 2013 First Draft	
<i>Requirement</i>	<i>POC</i>
Highway Map	Brian
Flood Zones – Countywide/single page	
Watershed Map	
Pipelines Map	
Revise Vulnerable Facilities Maps	Bill, Jeff
Municipal Review and Revisions of Proposals/Projects (Draft Sec. VI pages 30-54)	Shane, Bill
Link Repetitive Loss Properties to Municipal projects list (Draft Sec. VI pages 30-54)	Shane
Update List of County Actions, Projects and Improvements <u>since 2006</u> (see Draft Sec. VI pages 23-29)	Shane, Colleen
Revise Goals/Objectives and Format	Colleen, Bill
Review Goals/Objectives	Shane
Additional HM Meeting References, Dates, Notes, Minutes, Attendees, etc. - Village Officers Assoc. - Highway Superintendents - Municipal Clerks - Municipal HM Meetings (Middleburg, etc.)	Shane, Colleen
Revise and Edit - Reviewer Comments/Recommendations	Bill

6/27/13

6. Hazard Mitigation Plan Update – Kickoff and Orientation Briefing

13 PowerPoint slides follow on the remaining pages of this Appendix

SCHOHARIE COUNTY



*MULTI-JURISDICTION
HAZARD MITIGATION PLAN*

Mitigation Plan Goals

- Reduce or eliminate long term risk to life and property from hazards
- Apply inclusive, comprehensive strategies
- Use proven and objective planning techniques
- Form a solid decision making basis for local actions and spending

Multi Jurisdiction Mitigation Planning

- Promotes comprehensive approaches to mitigation of hazards that affect multiple jurisdictions
- Economies of scale leverage individual capabilities
- Sharing costs and resources
- Avoids duplication of efforts
- Imposes an external discipline on the process

Planning Process

Project Leadership

Participants

Planning Team

Project Timeline

Review of Existing Plans

Local Adoption

Risk Assessment

Hazard Definitions

Hazard Analysis

Hazard Profiles

Vulnerability Assessment

Repetitive Loss Properties

Identified Structures

Estimate of Potential Losses

Local Hazard Mitigation Goals, Projects and Actions

Keys to Successful Mitigation

Permanent Solutions

Cost / Benefit Analysis

Repetitive Loss Properties

The Secret Code

Having project plans and grant
proposals ready to go !

Relevant Plans, Regulations and Zoning

Comprehensive Master Plan

Zoning Law

Site Plan Review Requirements

Steep Slopes Ordinance

Floodplain Management

Local Proposals, Projects and Actions

Storm drainage improvements; increased capacity, culverts, pipes, catchbasins

Streambank erosion, stabilization and protection

Structural flood protection; berms, diversions channels and retention areas

Systems for stream debris collection, removal and management

Hill and landslide stabilization, bank stabilization, erosion control

Installation of back flow valves and flap gates

Retrofitting public facilities and private properties; such as elevating buildings above flood elevations, filling-in basements, providing open flow access in structures below flood level, and raising the elevation of electronics, controls, heating and related utilities

Acquisition or relocation of public and private properties that remove the structure from a flood hazard area

Local Proposals, Projects and Actions

Public education, awareness and notification

Communications, security and safety improvements

Strengthening floodplain management programs and capabilities

Proposals that limit or prevent damage to properties and reduce future insurance claims

Development and adoption of local mitigation standards and codes to reduce or eliminate risks

Strengthening and amending local codes and ordinances to enhance hazard protection

Development of inter-jurisdiction stormwater management plans

Inter-jurisdiction, shared resource stream debris clearance and maintenance

<http://www.dhSES.ny.gov/oem/mitigation>

-- or --

fema.gov.

Hazard Mitigation Grant Programs

Hazard Mitigation Grant Program (HMGP) HMGP assists in implementing long-term hazard mitigation measures following Presidential disaster declarations.

Pre-Disaster Mitigation (PDM) reduce overall risk to the population and structures, while at the same time reducing reliance on federal disaster funding.

Flood Mitigation Assistance reduce or eliminate risk of flood damage to buildings insured under the National Flood Insurance Program (NFIP).

Repetitive Flood Claims (RFC) for properties insured under NFIP that have had one or more claim payments for flood damages.

Severe Repetitive Loss (SRL) reduce the risk of flood damage to residential structures insured under NFIP that are severe repetitive loss structures.