

This appendix includes meeting sign-in sheets and minutes (where applicable and as available) for meetings convened during the development of the Broome County Hazard Mitigation Plan.



BROOME COUNTY, NEW YORK ALL HAZARD MITIGATION PLAN UPDATE

**Pre-Kick-Off Meeting - Agenda
Wednesday June, 27, 2012 at 1:00 PM**

- 1. Introductions**
- 2. Schedule**
 - **Overview**
 - **Monthly Steering Committee Meetings**
 - **Biweekly Conference Call Working Group Meetings**
 - **Kick-Off Meeting**
 - **Public Meetings**
- 3. Data Collection**
 - **Letters of Intent**
 - **Capability Assessments**
 - **Critical Facility Inventory**
 - **NFIP Data Request**
 - **Shared Site**
- 4. Hazards of Concern Identification**
- 5. Public and Stakeholder Outreach**
- 6. In-kind Services Tracking**



**BROOME COUNTY ALL HAZARD MITIGATION PLAN UPDATE
SIGN-IN SHEET
MEETING DATE: June 27, 2012 1PM**



Name	Title	Municipality	Phone Number	E-mail
Beth Egitto	Senior Planner	Broome County	607-778-2375	begitt2@co.broome.ny.us
Frank Evangelisti	Chief Planner	Broome County	607 778 2414	fevang@co.broome.ny.us
RON LAKE	ENGINEER	DICKINSON, WINDSOR PORT DICKINSON	607-343-8937	ronbert18@stny.rr.com
JOHN MASTRONARDOZ	ENGINEER	TLO CONKLIN & KIRKWOOD	607-724-2400	jmastronardie@conklinengineering.com
Brenda Bewe	Senior Engineer	City of Binghamton	607-772-7007	bbewe@cityofbinghamton.com
Caroline Quidort	Acting Director	City of Binghamton	607-772-7028	cquidort@cityofbinghamton.com



Broome County Multi-Jurisdictional All Hazard Mitigation Plan Update Minutes of Meeting



Purpose of Meeting:	Steering Committee #1
Location of Meeting:	Broome County Binghamton, New York
Date of Meeting:	July 17, 2012

<p>Attendees: Beth Egitto – Broome County Planning Frank Evangelisti – Broome County Planning Gary Campo – Vestal Ron Lake – Windsor, Dickinson Leslie Boulton – Broome County DPW Dea Golazeski - Union</p>	<p>John Mastronardi – Town of Conklin and Kirkwood Philip Krey – City of Binghamton Amelia LoDolce – City of Binghamton Dale Weston – Tioga County Leg. Chair Michael Ponticiello – Broome County Office of Emerg. Services Alison Miskiman-Tetra Tech Cynthia Bianco – Tetra Tech</p>
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Agenda Summary: To discuss the planning process, steering committee composition, project schedule, data collection, public and stakeholder outreach, and in-kind services.

Item No.	Description	Action By:
1.	<p>Steering Committee Composition</p> <p>After introductions and an overview of the hazard mitigation planning process, the consultant (Tetra Tech) and the Committee discussed the Steering Committee and Working Group Committee composition. Tetra Tech made the following recommendations for the Steering Committee:</p> <ul style="list-style-type: none"> a) GIS Analyst – either participation on the committee or at minimum close involvement through the data collection phase and attendance at the first few Steering Committee meetings. b) Engineering, DPW and Emergency Management – all of which have representatives at this meeting and will be on the Steering Committee c) Business – Frank Evangelisti suggested the Industrial Development Agency (IDA) d) Public Information Specialist e) Academia – SUNY Binghamton, Broome Community College, and/or Baptist College <p>Tetra Tech discussed how the composition of the committee and the Plan itself will assist with obtaining Community Rating System points. Extra points can be obtained by 1) having residents of floodprone areas in the County on the Steering Committee (already accomplished); 2) having a Planner involved (such as Beth and Frank); 3) having a County resolution passed to empower the Steering Committee to do the Plan.</p>	<p><u>Committee</u> –</p> <ul style="list-style-type: none"> 1) Beth/Frank to contact IDA, Public Information Specialist and Academia for steering committee involvement. 2) Conference call between Tt (Alison Miskiman) and GIS (Doug English) ASAP.



Broome County Multi-Jurisdictional All Hazard Mitigation Plan Update Minutes of Meeting



	<p>The Working Group will be a subset of the Steering Committee to participate in bi-weekly conference calls; everyone on the Steering Committee will be invited but all do not have to attend. At minimum, Broome County Planning will be in attendance.</p> <p>All Tt documentation will be sent to Beth and Beth will distribute materials to committee members prior to meetings.</p>	
<p>2.</p>	<p>Schedule Tetra Tech and the Committee reviewed the preliminary compressed six-month schedule with a goal of submitting a Draft Plan submitted to FEMA by January 30.</p> <p>The following meeting schedule was established:</p> <ul style="list-style-type: none"> a) Steering Committee Meetings - the 3rd Tuesday each month at 1:00 PM b) Working Group Meetings – biweekly on Tuesdays at 10:00 AM <p>The jurisdictional annex meetings will be moved earlier in the schedule to avoid potential delays during the holiday season.</p> <p>Two public meetings were discussed: 1) Legislature / Flood Task Force meeting on August 7 and, 2) Draft Plan presentation to the public in mid-January.</p>	<p>Tt-</p> <ul style="list-style-type: none"> 1) Cynthia will tentatively modify schedule (move annex workshops earlier) and send to Beth.
<p>2.</p>	<p>Data Collection <u>Letter of Intent (LOI)</u> - LOIs have already been distributed to municipal plan participants. To date, 14 LOIs have been returned. <u>Capability Assessments</u> - Tt recommended sending additional materials to the municipalities with the Kick-Off meeting invitation asking for them to complete before arriving (Capability Assessments, Municipal Information Sheets [MIS] and Hazard Identification Worksheet). Capability Assessment, MIS, and example Mitigation Action Plan Review Sheet were provided to the Committee as hard copy and on CD. <u>Critical Facility Inventory</u> – Tt will work with Doug English to obtain inventory GIS data. Tt proposed to collect and review the GIS data provided by the County and provide the inventory in tabular format to the Steering Committee for review and comment to meet the expedited schedule and begin the risk assessment as early in the schedule as possible. It is the Steering Committee’s responsibility to distribute and gather comments from the municipalities if they wish. Tt will work with Doug to evaluate the available assessor and building data for a building inventory update. Additional funding is available for this additional scope but will take two-months to obtain. Tt will not let this impact the schedule. <u>NFIP Data Request</u> – This has already been sent to Ms. Mary Colvin (FEMA). Beth will follow up with Ms. Colvin. <u>Share Site</u> – Tt will establish a Sharepoint site to exchange information throughout</p>	<p>Committee-</p> <ul style="list-style-type: none"> 1) Beth to send LOI tracker to Cynthia. 2) Committee to review packet provided and forward comment in 1 week. 3) Beth to send out KO meeting invitations to municipalities along with data collection sheets (to be edited by Tetra Tech if required); advertise the public/stakeholder meeting. 4) County to



Broome County Multi-Jurisdictional All Hazard Mitigation Plan Update Minutes of Meeting



	<p>the planning process to save time and budget (Steering Committee only).</p>	<p>complete Capability Assessment</p> <p style="text-align: center;">Tt-</p> <p>1) Provide Committee with the following:</p> <ul style="list-style-type: none"> • Media release sample • Example survey and set-up survey (Survey Monkey) • Completed Mitigation Action Plan Review Sheets (one per municipality) <p>2) Work with Dough English to start GIS data collection</p> <p>3) Discuss status of revised DFIRM study areas behind levees and obtain most current data for depth grid generation</p> <p>4) Set up Share Site</p> <p>5) Provide Beth with Mary Colvin's email and phone number</p>
<p>3.</p>	<p>Hazard of Concern Identification</p> <p>Tt reviewed the NYS HMP, original County HMP, and declared disasters over the past 5 years and prepared a hazard of concern review matrix to the Committee (provided in hard copy and on the CD). The matrix lists proposed hazards of concern for the Plan Update. Tt proposes to have the hazards identified and voted on by the conclusion of the KO Meeting.</p> <p>Discussion regarding the inclusion/exclusion of hazards of concern took place.</p> <p>Hazard of concern that were topics of discussion:</p>	<p>Committee-</p> <p>1) Michael Ponticiello will look into epidemic and wildfire.</p>



Broome County Multi-Jurisdictional All Hazard Mitigation Plan Update Minutes of Meeting



	<ul style="list-style-type: none"> a) Epidemic - Michael Ponticiello will check with the Public Health Planner to ensure this hazard is covered in other plans before removing from the HMP b) Drought – potentially remove c) Extreme Cold – combine with Severe Winter Storm d) Tornado – combine with Severe Storm e) Wildfire – will be checked into further f) Landslide – no areas of concern. One landslide in November 2006 was related to flood/saturation of soil/erosion-will be potentially removed. g) Sinkholes/Subsidence – no areas of concern-will be potentially removed. h) Earthquake-will retain due to vulnerability of the City of Binghamton. 	
<p>4.</p>	<p>Public and Stakeholder Outreach Tt reviewed the public outreach plan consisting of press releases, a public website, a public hazards survey and brochures. Beth and/or Frank will get the hazard mitigation website back up.</p>	<p>Committee – Beth/Frank to get the public website live again.</p> <p>Tt-</p> <ul style="list-style-type: none"> 1) Tt will set up survey. 2) Tt will send Beth the website template text, and brochure template.
<p>5.</p>	<p>In-Kind Services Tt provided the Committee a tracker to use for in-kind services.</p>	
<p>6.</p>	<p>Special Purpose Districts Tt and the Committee discussed involving the school districts and fire districts as official plan participants. A school district applied directly for Public Assistance in the past and may want to directly apply for mitigation funds in the future.</p>	<p>Tt</p> <ul style="list-style-type: none"> 1) Cynthia to look into special purpose districts as plan participants



BROOME COUNTY, NEW YORK MULTI-JURISDICTIONAL ALL HAZARD MITIGATION PLAN UPDATE

Steering Committee #1 Meeting - Agenda
Tuesday July, 17, 2012 at 2:30 PM

1. Introductions
2. Hazard Mitigation Planning and Update Overview
3. Steering Committee Composition
4. Schedule
 - Overview
 - Meeting Schedule
 - i. Monthly Steering Committee Meetings
 - ii. Biweekly Conference Call Working Group Meetings
 - iii. Kick-Off Meeting
 - iv. Public Meetings
5. Data Collection
 - NFIP Data Request
 - Letters of Intent to Municipalities
 - Critical Facility Inventory
 - Shared Site
 - Template Data Gathering/Update Tools
 - i. Municipal Information Sheets
 - ii. Capability Assessments
 - iii. Mitigation Strategy Updates
6. Hazards of Concern Identification
7. Public and Stakeholder Outreach
8. In-kind Services Tracking



BROOME COUNTY ALL HAZARD MITIGATION PLAN UPDATE
 Steering Committee #1 Meeting
 SIGN-IN SHEET
 MEETING DATE: July 17, 2012 2:30PM

Name	Title	Agency/Municipality	Phone Number	E-mail
Gary Campo	Town Eng'g	Vestal	607-786-0980	gwcampo@vestalny.c
RON LAKE	"	Windsor Dickinson, Part Dick	343-8937	ronbest18@stry.ny.gov
Leslie Boulton Frank Evangelisti	Deputy Comm. of Engineering Chief Planner	Broome Co DPW BC Planning	718-2490 778 2414	lboulton@co.broome.ny.us fevangelisti@ co.broome.ny.us
Dee Golazeski	DPW Codes & Ordinances	Union	786-2921	dgolazeski@townofunion. com
JOHN MASTROMAROTI	PROJECT ENGINEER	T/O COMPTON & HIRKWOOD	714-2400	johnmastromaroti@griffinsengineering.com
PHILIP KREY	CITY ENGINEER	CITY OF BINGHAMTON	607-772-7007	PKREY@CITYOFBINGHAMTON.COM
Beth Egitto	BC Planning	Broome County	607-778-2375	beg.H@co.broome.ny.us
Michael Pentecello	Disaster Preparedness Coord.	Broome County OES	607-778-1178	mpentecello@co.broome.ny.us
Annalicia Wololce	Sustainable Dev. Planner	City of Binghamton	607-772-7028	awololce@cityofbinghamton.com
Alison Miskuman	Haz. Mit. Specialist	Tetra Tech	973-630-8045	alison.miskuman@tetratech.com
Cynthia Bianco	Project Mgr.	Tetra Tech	973-630-8044	cynthia.bianco@tetratech.com



Broome County Multi-Jurisdictional All Hazard Mitigation Plan Update Minutes of Meeting



Purpose of Meeting:	Kick-Off Meeting
Location of Meeting:	Broome County Binghamton, New York
Date of Meeting:	August 7 & 8, 2012

Attendees:	Beth Egitto – Broome County Planning Nathan Warner – Triangle Dee Golazeski – Union Ron Lake – Windsor, Dickinson Dick Bassler – Fenton Gerald Seymour, Jr. – Sanford Gary Campo – Vestal David E. Brown, Code Enforcement Officer – Windsor Caroline Quidort, Acting Dir. PHCD – Binghamton Mary A. Mesceda Knoop, Supervisor – Triangle Bob Bennet - Johnson City Jim Dedrick, CEO - Barker Robert Jones - Conklin	Brad McAvoy - Colesville Mitch Thiel - Lisle John Mastronardi – Conklin/Kirkwood Ed Gent - Chenango Kevin M. Burke - Port Dickinson David Downs - Whitney Point Jay Kasmamir - Chenango David Mackey - Barker Kent Rapp - Endicott Joseph Griswold - Endicott Gary Holmes - Lisle Catherine Aingworth -Binghamton-Johnson City Joint Sewer Board Jonathan Raser, Program Manager-Tetra Tech
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Agenda Summary: To discuss the Hazard Mitigation planning process, expectations of participants, and funding opportunities

Item No.	Description	Action By:
1.	Welcoming Remarks	
2.	Project Overview <ul style="list-style-type: none"> • Description of a Hazard Mitigation Plan (HMP) • Reasoning for updating the 2007 HMP • What an approved plan does and does not do • Planning Process • Timeline and schedule of activities • Expectations of each participant • Role of the Steering Committee 	
2.	Hazards of Concern identification	
3.	Data collection – includes review of critical facilities	
4.	Local capability assessment	
5.	Public and Stakeholder Outreach	
6.	Jurisdictional Annexes	
7.	Mitigation Grant Funding opportunities	
8.	Questions and Answers	



BROOME COUNTY ALL HAZARD MITIGATION PLAN UPDATE

Kick Off Meeting
SIGN-IN SHEET

MEETING DATE/TIME: AUGUST 7, 2012 - 5:30 PM

Name	Title	Agency/Municipality	Phone Number	E-mail
NATHAN WARNER	DR. SUPERVISOR	T/TRIANGLE	6576-5621	nwarner@juno.com
Dee Colazesi	DEPW Coordinator	T/Union	786-2921	dcolazesi@townofunion.com
RON LACE	Eng R	T/O Pipers Pipers	343-8937	ronbert@castro.com
Dick Bassler	Fenton Eng R	Fenton	648-4800	dfenton-engineer@stny.rr.com
GERALD SEYMOUR JR	Town of Sanford Supervisor	Town of Sanford	607-467-292A	
KEVIN MCKEE	TOWN OF SANFORD COUNCIL	TOWN OF SANFORD	607-760-2203	kmckee44@tds.net
Gary Campo	T. Vestal Eng R	Town Vestal	607-7860980	gucampo@vestalny.com
David E Brown	Code Enforcement	Town of Windsor	607-655-3118	WindsorCode@Echosh.net
Caroline Quidort	Acting Dir. PHEC	City of Binghamton	607-732-7048	cpquidort@cityofbinghamton.com
Mary A Mesceda Knapp	Supervisor PHEC	Town of Tringale	607-697-4338	TringaleSupervisor@stny.rr.com
Isabella Rossin	Planner	TRIANGLE	973-630-8042	TRIAANGLE@TRIANGLE.COM



BROOME COUNTY ALL HAZARD MITIGATION PLAN UPDATE

Kick Off Meeting
SIGN-IN SHEET

MEETING DATE/TIME: August 8, 2012 - 9am



Name	Title	Agency/Municipality	Phone Number	E-mail
JONATHAN RASER	PLANNER	TEMA TECH	(973) 630-8042	JONATHAN.RASER@TEMA TECH.COM
BOB BENNETT	DIRECTOR OF PUBLIC SERVICES	V of JC	607-797-3031	jcdops@stny.rr.com
Jim Dedrick	CEO	Town of Barber	607-761-7885	barbercdo@stny.rr.com
Robert Jones	CEO	Town of Tonawanda	775-3456	bjones@townof Tonawanda.org
Brad McAvoy	Enforcement Officer	Town of Colesville	693-1795	colesvilleenforcement@echoes.net
Michael Paul	Highway Dept	Town of Tully	849-6468	
JOHN MASTROMARINO	PROJECT ENGINEER	TLO COMMUNITY KIRKWOOD	607-726-2400	jmastromarino@griffithsengineering.com
ES GENT	Town Engr.	Town of Canawana	607-760-8652	egent@stny.rr.com
KEVIN M. BUELL	MAYOR	Village of Tonawanda	607-733-5674	Kbue@stny.rr.com
DAVID DOWNS	MAYOR	VILLAGE OF WHITNEY JUNT	607-692-4907	MAYOR@WHITNEY JUNT.ORG
Joy Kosmarik	Secretary to HS	Town of Chenango	607-648-4809	nighway@townofchenango.com
DAVID MACKAY	Highway Dept	Town of Barker	607-692-3990	TOBHIWAY@STNY.RR.COM



BROOME COUNTY ALL HAZARD MITIGATION PLAN UPDATE

Kick Off Meeting
SIGN-IN SHEET

MEETING DATE/TIME: August 8, 2012 - 9 AM



Name	Title	Agency/Municipality	Phone Number	E-mail
Kent Repp	Engineering Aide	Village of Endicott	607-757-2425	engineer@endicottny.com
Joseph Griswold	Fire Marshal	Village of Endicott	607-757-2460	JGriswold@Co.Broome.NY.us
Gregory Holmes	Key Stone Ass Engineer	Town of Lisle	607-722-1100	g.holmes@keystonecomp.com
Catherine Hingobach	Superintendent	Bing-JC	607-729-2925	Cathingwa@bing-jc.ny.us



Flood Task Force

8/7/12

<u>Name</u>	<u>Municipality/Organization</u>
Beth Egitto	BC Planning
Cliff Crouch	NYS Assembly
Mike Marinaccio	T. of Dickinson
Ed GENT	T of Chenango
Gary Campo	T. Vestal
Kent Rapp	Village of Endicott
JOHN MASTRONARDI	T/O CONKLIN & KIRKWOOD
John Schaffer	T/O Vestal
JASON SOMERS	VILLAGE OF WHITNEY POINT
Jim McKilligan	TOWN OF MAINE
Brad McAvoy	Town of Colesville
Leigh Mcullen	C of B
Chris Schleider	C of B
Agny Bousquet	State Assembly - D. Lupardo
Ron Lake	T of Dickinson, V of Port Dickinson
Dee Golazeski	V of Johnson City Town of Union
BOB BENNETT	V of Johnson City
DAVID DOWNS	VILLAGE of WHITNEY POINT
IGNATIUS ROSOR	TETRA TECH

Flood Task Force notes

-Broome County got grant for 25% local match of USDA grant for stream restoration (SWCD wrote and is administering the grant) for 10 sites-most is rip rap and stream bank restoration-\$625,000, Chip is administering that.

-CDBG-action plan disaster recovery-put together needs assessment. BC got \$14.8MM outside of T of Union. The \$ is 100% committed to 25% match of FEMA projects. HUD has to approve.

-NFIP was reauthorized with a lot of changes. Bill Nechemann to come to the next meeting to explain-Oct 9th at 2pm.

-HMP expires in mid-January. Tt to write the plan. Focus on actionable projects. Union and Conklin plans to be rolled into the county plan. Tt to use annex format.

-T Deposit got CDBG got \$ for Stormwater-storm sewer system project a few years ago.

-Levee -Dam failure will be part of the Flood task force to review the Flood profile and comment on it. Should be available in about a month.

-grant for T of ? for Stormwater plan-can this be folded into the plan later? Yes. Should include potential Stormwater projects.

-Need approved plan for the two CRS muni's. How will this impact them?? Plan to maximize CRS points. Union, Johnson City, and Endicott. (The ISO 5 year audit took the town 10 hours.)

-Frustration from one member (Ed) on lack of funds and large amount of forms and that projects to protect neighborhoods are not funded but mostly elevations....Is HMP going to help. When are flood victims going to see \$ and when will towns be funded to clean streams?

-HMGP is a tool to get funding. HMP is a requirement for eligibility.

-Projects identified in the plan will be part of the implementation strategy plan has to be in place when sources of funding become available. (29:56)

-If there is no money available for mitigation-what good are all the forms?

-Identify Wallace Road project in new plan.

-Raise home in Vestal 8-10 feet would cost \$144,000 for a \$70,000 home. Can't we do a river control project?

-Sewer plants need improvements by 20??, but do not know the requirements and so do not know what it will cost. Where is the \$ for mitigation. Dredging is not the answer, but must do something.

-Wallace Road-\$140,000 - would help 30 homes

-Is anyone looking at the dams to let water out sooner to give more storage capacity?

-North side of stream by --- to see what can be done to divert water in that area. Maybe use impoundments to low the water down before it gets into the river. T Chenango above Kelly road has gravel build up. Can go 100 ft above road but do not touch the west side of the creek. Islands are building up since the 60's even with the storage ponds.

-T Dickinson in 2 cases did projects themselves by the highway dept. Chenango shores and the flap gate at ?

Did \$12,000 study and approved by the DOT to protect Broome community college, Chenango shores, and front street.

-We will keep focus on cost-effective projects-look at the cost-benefit ratio.

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Broome County Multi-Jurisdictional All Hazard Mitigation Plan Update Minutes of Meeting



Purpose of Meeting:	Steering Committee #2	
Location of Meeting:	Broome County Binghamton, New York	
Date of Meeting:	August 21, 2012	
Attendees:	Beth Egitto – Broome County Planning Frank Evangelisti – Broome County Planning Leslie Boulton – Broome County DPW Dee Golazeski - Town of Union Leigh McCullen – City of Binghamton John Mastronardi – Town of Conklin and Kirkwood Gary Campo –Town of Vestal Ron Lake – Dickson, Windsor, Port Dickson Cynthia Bianco – Tetra Tech	
Agenda Summary: To discuss the planning process, set main plan milestone dates, review plan status, discuss mission statement, review methods of data collection,survey outreach.		
Item No.	Description	Action By:
1.	Project Status The committee convened and approved the Steering Committee #1 minutes unanimously. Tetra Tech has begun data collection and confirmed with committee that the 2010 preliminary FIRMs shall be used as a basis for the flood vulnerability analysis. Tetra Tech will continue with tentative scheduled outlined in SC#1 meeting and expect municipal homework to be submitted this week (August 24th deadline). A list of critical facilities identified by Broome County GIS was provided to the committee for review and comment by Labor Day. It was determined that the first review of the inventory would be by the working group and further action would be undertaken as needed to update the list to be used as input for the HAZUS vulnerability analysis.	Working Group to provide mark-up of deletions and additions of critical facilities
2.	Mission Statement The committee agreed to the following Mission Statement for the plan: Through partnerships and careful planning, identify and reduce the vulnerability to natural hazards in order to protect the general health, safety, welfare, quality of life, environment, and economy of the residents, businesses, institutions, and communities within Broome County.	
3.	Goals and Objectives Tetra Tech provided a guidance document re-structuring the original Broome HMP goals and objectives which provide the basis for comments and discussion. The working group will continue to edit the goals and objectives for approval at the next	Working Group



Broome County Multi-Jurisdictional All Hazard Mitigation Plan Update Minutes of Meeting



	steering committee meeting. Towns of Union and Dickinson comprehensive plans to be reviewed for additional goals and objectives. Additional topics covered related to potential mitigation actions included developing a smart app for evacuation routes, definition of "State of Emergency" for public distribution, encourage cell providers to provide and protect continuity of communication service. Additional mitigation actions are provided in the Town of Union CDBG plan dated 7/18/12.	
4.	Hazard Risk Assessments Tetra Tech is continuing to research county Hazards of Concern and is preparing draft risk assessments for the Flood, Severe Storm, Severe Winter Storm and Earthquake hazards. Additional input and discussion of additional hazards will take place at the next working group meeting.	
5.	Public and Stakeholder Outreach Tetra Tech will develop a brochure for public outreach with working group input. A draft public survey was provided by Tetra Tech for comment. Comments will be incorporated into the survey and the working group will determine the method and timing of release of the survey.	County-photo, email; Tt brochure edits, press release and media copy
7.	Next Meeting Working Group: 10:00 am October 4, 2012 (conference call) Steering Committee: 1:00 pm October 23 , 2012 at the Broome County Planning Department	



**BROOME COUNTY, NEW YORK
MULTI-JURISDICTIONAL ALL HAZARD MITIGATION PLAN UPDATE**

**Steering Committee #2 Meeting - Agenda
Tuesday July, 21, 2012 at 1:00 PM**

- 1. Hazard Mitigation Planning and Update Overview**
- 2. Steering Committee Ground Rules**
- 3. Mission Statement**
- 4. Hazards of Concern ID - Status**
- 5. Data Collection**
 - **Critical Facility Inventory - Review**
 - **Shared Site**
 - **Data Gathering/Update Tools-Status**
 - i. Municipal Information Sheets**
 - ii. Capability Assessments**
 - iii. Mitigation Strategy Updates**
- 6. Public and Stakeholder Outreach**
 - **Public Survey**



BROOME COUNTY ALL HAZARD MITIGATION PLAN UPDATE
 Steering Committee #2 Meeting
SIGN-IN SHEET
 MEETING DATE: August 21, 2012 1:00PM

Name	Title	Agency/Municipality	Phone Number	E-mail
Leslie Baulton	Deputy Commissioner	Broome-DAW.org	778-2490	lbaulton@co.broome.ny.us
Beth Egitta	Senior Planner	BC Planning	778-2375	begitta@broome.ny.us
Frank Evangelisti	Chief Planner	BC Planning	778 2414	frank.evangelisti@co.broome.ny.us
Dec Galazaski	DEPW Codes + Ordinances	Town of Union	786-2924	dgalazaski@townofunion.com
Leigh McCullen	Senior Planner	City of Binghamton	772-7028	leigh.mccullen@cityofbinghamton.com
John Mastroianni	PROJECT ENGINEER	Town of Kirkwood	724-2400	jimstroianni@griffithsengineering.com
Gary Campo	Town Engineer	T. Vestal	786-0980 x209	gwcampo@vestalny.com
RON LAKE	T. ENGR. V. ENGR.	Dickinson, Windsor Port Dickinson	797-0438	ronbert18@stny.rr.com
Cynthia Bane	Project Mgr	Tetra Tech	473-690-8044	cynthia.bane@tetratech.com



Broome County Multi-Jurisdictional All Hazard Mitigation Plan Update Minutes of Meeting



Purpose of Meeting:	Steering Committee #	
Location of Meeting:	Broome County Binghamton, New York	
Date of Meeting:	October 4, 2012	
<p>Attendees: Beth Lucas (Egitto) – Broome County Planning Frank Evangelisti – Broome County Planning Leslie Boulton – Broome County DPW Dee Golazeski - Union John Mastronardi – Town of Conklin and Kirkwood Caroline Quidort-City of Binghamton Planning Cynthia Bianco – Tetra Tech</p>		
<p>Agenda Summary: To discuss the plan status, goals and objective, project schedule, data collection, survey outreach, hazards of concern.</p>		
Item No.	Description	Action By:
1.	<p>Project Status During the past month Tetra Tech (Tt) has prepared the draft Hazards of Concern section, and draft Flood, Earthquake, and Winter Storm (partial) profiles which will be posted on the shared site for review by the working group and steering committee.</p>	
2.	<p>Goals and Objectives Comments to the goals and objectives documents have been received from the committee. Tt will continue to review local comprehensive plans and incorporate relevant goals or objectives for discussion. Further comments and review are requested prior to the next steering committee meeting when the goals and objectives will be subject to approval.</p>	Committee members, Tt
3.	<p>Data Collection -Letters of intent have been received from 18 jurisdictions and homework has been received from the County and 11 jurisdictions. The committee discussed how best to engage all the municipalities and agreed to follow-up with at least one prime contact from each jurisdiction with support from Tt if needed. -Critical facility section was discussed and contacts indicated to provide data update. Leslie to provide dam information (done) and to have intern parse data for distribution to towns for review. John suggested adding DPW information, Beth to contact Mike P or American Red Cross to confirm shelter information. EOC section to be entitled Municipal Command Centers. Beth to ask Environmental Health for comments on potable water section. County GIS (Doug) to provide building types.</p>	<p>Municipal info-B. Lucas, F. Evangelisti by 10/12? Critical Facility input by 10/17</p>



Broome County Multi-Jurisdictional All Hazard Mitigation Plan Update Minutes of Meeting



	Leslie to comment on sewer pump stations.	
4.	<p>Hazard of Concern Identification Discussion regarding the inclusion/exclusion of hazards of concern took place. Hazard of concern that were topics of discussion:</p> <ul style="list-style-type: none"> a) Epidemic – Beth/Michael Ponticiello will check with the Public Health Planner to ensure this hazard is covered in other plans before removing from the HMP b) Drought – will be included due to concern for municipalities that draw drinking water from the river and due to agricultural impacts. Beth to consult with Cornell Coop Extension to determine agricultural impacts. c) Extreme Cold will be separate from Severe Winter Storm d) Wildfire – this is still pending further discussion e) Landslide – will be removed. Any concerns regarding landslides caused by flood/saturation of soil/erosion will be included in the flood profile. f) Sinkholes/Subsidence – no areas of concern- This will be removed. g) The hazards of concern as of this meeting are Extreme Temperature, Drought, Earthquake, Flooding, Severe Storm, Severe Winter Storm <p>Tt proposes to have the hazards identified and voted on at the next Steering Committee Meeting.</p>	<p>Committee- 1) Beth/Michael Ponticiello will look into epidemic and wildfire.</p>
5.	<p>Public and Stakeholder Outreach Tt to revise brochure for legibility. County to provide new photo if available and new web address if appropriate. County to email employees regarding completing the online mitigation survey. Tt to provide copy for Facebook, Twitter, and press release regarding plan process and survey.</p>	<p>County-photo, email; Tt brochure edits, press release and media copy</p>
6.	<p>Plans and Reports Tt will provide a list of plans and reports that they have gathered for review and the committee will review for completeness.</p>	<p>Tt</p>
7.	<p>Next Meeting 10:30 am October 23rd, 2012 at the Broome County Planning Department</p>	



BROOME COUNTY, NEW YORK MULTI-JURISDICTIONAL ALL HAZARD MITIGATION PLAN UPDATE

Steering Committee Bi-weekly Meeting - Agenda
Thursday October 4, 2012 at 10:00 AM

1. Hazard Mitigation Planning and Update Overview
2. Steering Committee Ground Rules-final pending
3. Goals and Objective
 - Discussion of edits
 - T Union/T Dickinson comp plans-update for new G&O
4. Hazards of Concern ID – Status
 - Epidemic - Michael Ponticiello will check with the Public Health Planner to ensure this hazard is covered in other plans before removing from the HMP
 - Drought – potentially remove
 - Extreme Cold – combine with Severe Winter Storm
 - Tornado – combine with Severe Storm
 - Wildfire – will be checked into further
 - Landslide – no areas of concern. One landslide in November 2006 was related to flood/saturation of soil/erosion-will be potentially removed.
 - Sinkholes/Subsidence – no areas of concern-will be potentially removed.
 - Earthquake-will retain due to vulnerability of the City of Binghamton.
5. Hazard Profiles
6. Homework/Data Collection Status
 - **Critical Facility Inventory** – "Critical facility markup by committee via share site by Labor Day."
 - **Shared Site**
 - **Data Gathering/Update Tools-Status**
 - i. **Municipal Information Sheets**
 - ii. **Capability Assessments**
 - iii. **Mitigation Strategy Updates**
7. Public and Stakeholder Outreach
 - **Public Survey**
 - **Draft Brochure**
 - **Press Release, email blasts, Facebook (Broome County Office of Emergency Services), , Twitter**



Broome County Multi-Jurisdictional All Hazard Mitigation Plan Update Minutes of Meeting



Purpose of Meeting:	Steering Committee #3	
Location of Meeting:	Broome County Binghamton, New York	
Date of Meeting:	October 23, 2012	
Attendees:	Beth Lucas – Broome County Planning Frank Evangelisti – Broome County Planning Vanessah Raymond – Broome County DPW Daria Golazeski - Town of Union Michael Ponticello-Broome County OES John Mastronardi – Town of Conklin and Kirkwood Gary Campo –Town of Vestal Cynthia Bianco – Tetra Tech	
Agenda Summary: To review plan status, critical facility inventory, approve goals and objectives.		
Item No.	Description	Action By:
1.	Project Status The committee convened and approved the Steering Committee #2 minutes unanimously. Tetra Tech (Tt) has prepared vulnerability analysis for receipt of critical facility inventory when finalized by the committee. Municipal homework and outstanding letters of intent were summarized by Tt and a summary matrix was provided to the committee for discussion. The committee acknowledged that further outreach to the municipalities was needed to ensure maximum participation. Tt will contact those municipalities that have not responded to the County’s request for participation (V Lisle, T Nanticoke).	Tt to contact municipalities to explain benefits of participation.
2.	Steering Committee Ground Rules The committee unanimously approved the steering committee ground rules.	
3.	Goals and Objectives Tetra Tech provided an updated list of goals and objectives for the plan which included edits from the committee in addition to a summary of relevant goals from a review of local comprehensive and watershed plans as summarized by the record of review matrix distributed. After discussion, minor comments an additional objective was added (3-4: Encourage and maintain community and local officials support for hazard mitigation and emergency response.) Tt to update and distribute approved goals and objectives as a basis for the ongoing planning process.	Tt to post on shared site
4.	Critical Facility Inventory In addition to review and input from the steering committee, it was agreed that the committee would request each municipality to review its list of critical facilities for	County to distribute municipal inventories for



Broome County Multi-Jurisdictional All Hazard Mitigation Plan Update Minutes of Meeting



	<p>comments. Tt will add a column to the homework tracker to indicate which communities have already provided comments and the county (Beth)n will distribute the critical facility lists to the remaining municipalities to obtain input. Tt to eliminate redundancy in the list and note which “polling places” are already noted in the inventory under other categories. Mike and Beth to obtain shelter addresses. Dee to provide sewer pump station information from Endicott. Private wells will be deleted from water supply inventory. Verizon switching center locations for 911 lines to be provided by Mike/Dee.</p>	<p>comments to be returned by Nov 7th preferred, Nov 9th deadline</p>
4.	<p>Hazard Risk Assessments Continuing discussions of potential hazards to cover in the plan included Epidemic (this will not be included as it is covered by the Health plan and not eligible for HMP funding), Wildfire (this will be included per director of emergency services and committee consensus). Regarding saturated soil ground failure (to be included in flooding) historic areas of concern include Route 88 embankment failure between exits 2 and 3 (September 2011) and Airport Road Exit (Route 71-June or November 2006) embankment failure next to Route 17 (future 86).</p>	<p>Tt to include in risk assessment</p>
5.	<p>Public and Stakeholder Outreach Tetra Tech has developed a brochure for public outreach with working group input. Beth will forward potential photos to use as a background for the brochure. The survey has received 71 responses (summary report distributed to the committee) and Tt to troubleshoot a user ranking issue on question #22.</p>	<p>Beth-photos Tt revise brochure and survey</p>
7.	<p>Next Meeting Working Group: 10:00 am November 6, 2012 (re-scheduled from October 30, 2012) (conference call) Steering Committee: SWOO 1:00 pm November 20, 2012 at the Broome County Planning Department</p>	



BROOME COUNTY, NEW YORK MULTI-JURISDICTIONAL ALL HAZARD MITIGATION PLAN UPDATE

Steering Committee #3 - Agenda
Tuesday October 23, 2012 at 1:00 PM

1. Hazard Mitigation Planning and Update Overview

- Schedule
- Draft Risk Analyses
- Tentative annex workshops (week of December 3rd?)
- Public and Stakeholder Outreach

2. Steering Committee Ground Rules

3. Goals and Objectives

- Discussion-vote

4. Data Collection

- Critical Facility Inventory
- Participating and non-participating municipalities
- Homework status

5. Hazards of Concern ID – Status

- Epidemic - Michael Ponticiello will check with the Public Health Planner to ensure this hazard is covered in other plans before removing from the HMP
- Flood (including saturated ground failure)
- Drought – awaiting damage data
- Extreme Temperatures
- Severe Storm
- Severe Winter Storm
- Wildfire – will be checked into further
- Earthquake

6. Continuing Public Outreach

7. Next Meeting

- Bi-weekly working group: October 30th (scheduled-change to November 6th?)
- Steering Committee: November 20th

Handouts:

Homework/Participation status matrix
Ground Rules
Goals and Objectives document
List of plans and reports reviewed



**BROOME COUNTY, NEW YORK
MULTI-JURISDICTIONAL ALL HAZARD MITIGATION PLAN UPDATE**

Working Group Minutes of October 4, 2012
Steering Committee Meeting Minutes of August 21, 2012
Critical Facility Inventory*
Survey Summary Report

*to be sent under separate cover



**BROOME COUNTY, NEW YORK
MULTI-JURISDICTIONAL ALL HAZARD MITIGATION PLAN UPDATE**

Agenda

Broome County All Hazards Mitigation Plan

Committee Meeting

Wednesday, November 20, 2012

1:00 PM

1. Overview of Project
2. Status -Letters of Intent (LOI), Municipal Information
3. Strengths, Weaknesses, Obstacles, and Opportunities (SWOO) Exercise
4. Mitigation Catalog
5. Discussion of Potential Mitigation Actions
6. Public/Stakeholder Outreach
7. Next Meeting Date (11/27/12,10:00 am - Bi-Weekly WG Conference Call; 12/18/12, 1:00 pm - Steering Committee #5)
8. Adjournment



BROOME COUNTY ALL HAZARD MITIGATION PLAN UPDATE
 SWOO Meeting
 SIGN-IN SHEET
 MEETING DATE: November 20, 2012 1:00PM

Name	Title	Agency/Municipality	Phone Number	E-mail
CHRISTOPHER RYAN	Medical Director	Health Department	772-3523	CRYAN@broomehampton.edu
BETH LUCAS	Senior Planner	Planning	-	-
DAVID DOWNS	Mayor Mayor	WHITNEY POINT	692-4907	MAYOR@WHITNEYPOINT.ORG
FRANK EVANGELISTI	Chief Planner	Broome County	778 2414	FEVANGELI@CO.BROOME.NY.US
CHRIS CODDIATON	Dir. Div. of Environmental Health	Health	778-2895	CCODDIATON@CO.BROOME.NY.US
RICHARD BLACKLEY	Executive Director	Susquehanna Reg EMS Council	634-4148	DIRECTOR@SEEMS.COM
WILLIAM LOLLER	UHS Hospital's Adm Manager	UHS	763 6311	WILLIAM_LOLLER@UHS.ORG
DEE GOLAZESKI	DEPW Codestore	Town of Union	786-2924	DGOLAZESKI@TOWNOFUNION.ORG
JOEL KIE	Commissioner of DEP	Town of Dickerson	711-0111	JOEL@TOWNOFDICKERSON.NY.US
KEN LAKE	Engineer	u	343-8937	RONLAKET@STUY.UT.EDU
KENT RAPP	Engineer	Village of Endicott	343-2563	ENGINEER@ENDICOTT.NY.US
JOHN MASTRONARDI	PROJECT ENGINEER	TLO CENTRALIN & HIGHWOOD	724-2400	JMMASTRONARDI@GRIFFINENGINEERING.COM
MACHIN BONTICELLI	Disaster Prep Coord.	Broome Co	778-1178	M@BONTICELLI@CO.BROOME.NY.US
BRET CHILLI	OES Dir. or	Broome Co	778-1208	BCHILLI@CO.BROOME.NY.US



BROOME COUNTY ALL HAZARD MITIGATION PLAN UPDATE
 SWOO Meeting
 SIGN-IN SHEET
 MEETING DATE: November 20, 2012 1:00PM

Name	Title	Agency/Municipality	Phone Number	E-mail
Dan Thomas	Fire Chief	City of Binghamton Fire Dept	607-712-7016	dthomas@cityofbinghamton.com
Scott Russe 11	Code Enforcement	Town of Kirkwood	607 775 4313	Scott@townofkirkwood.org
Dan Schaffner	BC. P.W.	Broome	607 778 2190	
Sue Brown	BC Pw	Broome	607 778-2486	Sbrown@co.broome.ny.us
Ray Serawik	FMS Coordinator	Broome County Emergency Services	607-778-2484 (607)	R.Serawik@co.broome.ny.us
Robert Jones	Code Officer	Town of Cortland	775-3456	RJones@TownofCortland.org



Broome County Multi-Jurisdictional All Hazard Mitigation Plan Update Minutes of Meeting



Purpose of Meeting:	SWOO Meeting
Location of Meeting:	Broome County Binghamton, New York
Date of Meeting:	November 20, 2012

Attendees:	Christopher Ryan, Medical Director-Health Department Beth Lucas, Senior Planner-Planning David Downs, Mayor-Whitney Point Frank Evangelisti, Chief Planner - Broome County Chris Coddington, Dir. Div. of Environ Health-Health Department Richard Blackley, Executive Director-Susquehanna Regional EMS Council William Loller, UHS Hospitals Adm Manager-UHS Dee Golazeski, DCPW Codes and Ord-Town of Union Joel Kie, Commissioner of PW, Town of Dickinson Ron Lake, Engineer-Village of Endicott Kent Rapp, Engineer-Village of Endicott	John Mastronardi, Project Engineer-T/O Conklin & Kirkwood Michael Ponticello, Disaster Prep. Coord.-Broome County Brett Chellis, OES Director-Broome County Dan Thomas, Fire Chief - City of Binghamton Fire Dept Scott Russell, Code Enforcement-Town of Kirkwood Dan Scheffield, B.C. Public Works-Broome County Sue Brown, B.C. Public Works-Broome County Ray Serowik, EMS Coordinator-Broome County Emergency Services Robert Jones, Code Officer-Town of Conklin Ray Coolbaugh, Comm of Public Works-Town of Kirkwood John Finch, Water Treatment Plant Oper-Town of Kirkwood Jonathan Raser, Program Manager-Tetra Tech Cynthia Bianco, Project Manager-Tetra Tech
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Agenda Summary: Strenths, Weaknesses, Obstacles, and Opportunities (SWOO) exercise

Item No.	Description	Action By:
1.	Overview of Project	
2.	Status of Letters of Intent (LOIs) and municipal information	
2.	SWOO Exercise	
3.	Discussed potential mitigation actions	
4.	Public/stakeholder outreach	
5.	Next meeting: 11/17/12 @ 10am bi-weekly working group conference call; 12/18/12 @ 1 pm Steering Committee #5	



BROOME COUNTY ALL HAZARD MITIGATION PLAN UPDATE
 Jurisdictional Annex Workshop
SIGN-IN SHEET 1-PM
MEETING DATE: December 13, 2012

Name	Title	Agency/Municipality	Phone Number	E-mail
Joseph Grisevold	Fire Chief	Village of Enfield	757-2463	JGrisevold@Co.Broome.NY.
Dave Mackey	Hwy Supt	Town of Barker	607-692-3990	TOBHiway@STNY.RR.ca
Brad McAvey	Code Enforcement	Town of Colesville	607-693-1725	colesvilleenforcement@ectops.net
David E Brown	Code Enforcement	Town of Windsor	607-655-3118	windsorcode@ecops.net
Gary Campo	Town Engr	Town of Vestal	786-0980 x709	gwcampo@vestalny.com
Catherine Angworth	Supt	B-JC WWT	607-729-2975	caingworth@stry.net
GERARD SEYMOUR	Hwy Superintendent	Town of Sanford	607-467-7973	TOSGARAGE@TDS.NET
Don Depewich	Code Enforcement	Town of Paris	662-3334	nodesdept@STNY.RR.ca
John Zunic	Planning Chair	Town of Maine	862-3334	
Kevin M. Burke	MAYOR	Village of Tardiac	723-5674	Kburo@Snyrr.com
JOHN MASTRONARDI	ENGINEER	TLO COMPLEXTERRWOOD	714-2400	jma@nardi.com jma@theengineering.com
Rhonda Fedak	Councilwoman	Chenango	764-4809	RFedak@TownofChenango
Don Benjamin	SUPERVISOR NATURE PUBLIC WORKS CHANGE	Natick / Chenango	725-9152	water@townof.chenango.com



BROOME COUNTY ALL HAZARD MITIGATION PLAN UPDATE

Jurisdictional Annex Workshop

SIGN-IN SHEET - 1 PM

MEETING DATE: December 13, 2012

Name	Title	Agency/Municipality	Phone Number	E-mail
DAVID DOWNS	MAYOR	WHITNEY POINT	609 692 4907	MAYOR@WHITNEYPOINT.ORG
Dick Passer	Town Engr.	FENTON	(607) 648-4801	dpasser@fentonny.com
GARY HOKOMB	Town Board	FENTON	607 648-7800	
Joy Kasmarek	Hazard Mitigation Chair	Chenango	607 648-4809	highway@townofchenango.org
BOB BENNETT	DIRECTOR OF PUBLIC SERVICES	JOHNSON CITY	607-797-3031	jbennet@stny.ny.gov
Mark Quinn	Town of Lisle Township		607 849 6468	
Talon Shaw	Parade			
Paul Eyskens	Asst-Chief	BING PD	772 7092	
RON LAKE	Engineer	Richmont Port Depot	343-8937	ronl@stny.ny.gov
Daria Golazeski	DCP Codes & Ordinances	Town of Union	607 786-2921	dgolazeski@townofunionny.com
Keslie Bulkin	Deputy Comm. Director	Broome Co	607-778-2490	kbulkin@co.broome.ny.us
Joe Dehwaiek	Highway Supervisor	MAINE	607-865-9209	MAINE@HWY@Hofman.com



BROOME COUNTY ALL HAZARD MITIGATION PLAN UPDATE

Jurisdictional Annex Workshop

SIGN-IN SHEET 5-PM

MEETING DATE: December 13, 2012

Name	Title	Agency/Municipality	Phone Number	E-mail
NATHAN W. WARNER	DR. SUPERVISOR	T/TECHNICALS	607-656-5621	nwarnerc@juno.com
GARY POST	Building Code	Village of Windsor	607-655-2024	gpost@windso.com
MIKE DENABIS	Highway sup	Town of Bingham	607-669-4323	Tabl@firedept.mt
NICK PAPAS	CODE	Town of Bingham	607-772-0357	CODEENFORCEMENT@TownofBingham.com
Robert Jones	Code Office	Town of Cortland	607-775-3456	bjones@townofcortland.org
Patt Hartung	Clerk Treasurer	Village of Windsor	607-655-2024	VillageofWindsor@earthlink.net
Ben Hartung	Mayor	Village of Windsor	607-655-2024	" "
Cynthia Bianco	project mgr.	Tetra Tech	973-670-8044	Cynthia.bianco@tetratech.com
Jonathan Raser	program mgr.	Tetra Tech	973-670-8044	Jonathan.raser@tetratech.com



BROOME COUNTY, NEW YORK MULTI-JURISDICTIONAL ALL HAZARD MITIGATION PLAN UPDATE

Working Group - Notes

Wednesday January 9, 2013 at 1:00 PM

1. Hazard Mitigation Planning and Update Overview

- Schedule-3 weeks until draft submittal: **We are still on schedule.**
- Draft Annexes: **Tt is incorporating input from post-JAW annexes and will contact municipalities by phone to clarify input or discuss additions or changes. Then annexes will be returned to Municipal POCs for final approval and will be posted online for public comment.**
- Sections 3 and 6 to be distributed for comment: **Tt is finalizing these sections and they should be provided to the committee next week for review and comment.**
- Public and Stakeholder Outreach-Post sections piecemeal: **It was agreed to send draft sections to the committee with a request that comments regarding purging any sensitive information be returned within a short period (*sic* 3 days). Table of Contents links will be active for posted sections and will forward to an "Under Construction" page for the pending sections.**
- Neighboring county/municipality outreach: **Tt will compose an email to be sent to neighboring counties and to the Village of Deposit noting that plan is being posted for review and to send any comments to Broome.**

2. Finalization of Annexes

- Not submitted: **City of Binghamton (to be submitted on Friday), Sanford, Triangle, Windsor, B-J Joint Sewerage Board. Dee to contact Endicott and Johnson City. Tt to contact the rest with contact data provided by Beth (received).**
- Review and comment on those submitted: **Five main areas to be addressed: Empty tables (Capability Assessments), explanation of deleted projects, details on project progress, addition of actions for vulnerable critical facilities, and addition of the generic initiatives.**
- New development: **Beth to send parcel information and Tt to forward map for mark-up for remaining development without parcel info.**
- Approved FEMA Acquisitions: **Annexes of successful grant recipients must note approved buy-outs in the final annexes.**

3. Maintenance Procedure

- Comments: **Beth and Frank indicated that it is too cumbersome. Beth will revise to streamline within the County capabilities.**

Attendees: Frank, Beth, Dee, Eileen, Cynthia