

## **SECTION 7: PLAN MAINTENANCE PROCEDURES**

This section describes the system that Broome County and all participating jurisdictions have established to monitor, evaluate, and update the mitigation plan; implement the mitigation plan through existing programs; and solicit continued public involvement for plan maintenance.

### **MONITORING, EVALUATING AND UPDATING THE PLAN**

The procedures for monitoring, evaluating, and updating the plan are provided below.

It is recommended that a staff member of the Broome County Planning Department be designated as the county’s Hazard Mitigation Coordinator, to provide leadership and continuity for plan maintenance to ensure over-arching, long term goals of the plan are addressed rather than focusing predominantly on one area such as emergency management or engineering.

Each participating jurisdiction is expected to maintain a representative on the Mitigation Planning Committee (MPC) who shall fulfill the monitoring, evaluation and updating responsibilities identified in this Section. Table 7-1 identifies the representation of the MPC as of the date of this Plan as indicated in each of the jurisdiction’s annexes.

Table 7-1. Mitigation Planning Committee

<b>Organization</b>	<b>Name</b>	<b>Title</b>	<b>POC</b>	<b>Alternate POC</b>
Barker, Town	David Mackey	Highway Superintendent	x	
Barker, Town	TBD			x
Binghamton, City	Caroline P. Quidort, AICP	Acting Director of Planning, Housing and Community Development	x	
Binghamton, City	Phil Krey	City Engineer		x
Binghamton, Town	Timothy Whitesell	Supervisor	x	
Binghamton, Town	Mike Donahue	Highway Superintendent		x
Chenango, Town	Joy Kasmarcik	Hazard Mitigation Chair	x	
Chenango, Town	Tom Geisenhof	Stormwater Management Officer		x
Colesville, Town	Bradford McAvoy	Enforcement Officer	x	
Colesville, Town	John Mastronardi, PE	Project Engineer		x
Conklin, Town	James Finch	Supervisor	x	
Conklin, Town	TBD			x
Dickinson, Town	Ronald B. Lake, PE	Town Engineer	x	
Dickinson, Town	Michael A. Marinaccio	Supervisor		x
Endicott, Village	Joseph Griswold	Fire Marshal	x	
Endicott, Village	Kent Rapp	Engineer		x
Fenton, Town	Gary Holcomb	Assistant Supervisor	x	
Fenton, Town	Richard Bassler	Engineer		x
Johnson City, Village	Robert Bennett, PE	Director of Public Services	x	
Johnson City, Village	Michael Sherba	Deputy Superintendent of Public Works		x
Kirkwood, Town	Dan Griffiths	Town Engineer	x	

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Organization	Name	Title	POC	Alternate POC
Kirkwood, Town	John Mastronardi	Engineer		x
Lisle, Town	Mitch Quail Sr.	Highway Superintendent	x	
Lisle, Town	Gary Holmes	Engineer		x
Lisle, Village	Gerald Mackey	Mayor	x	
Lisle, Village	Frances Peterson	Clerk		x
Maine, Town	George Ludington	Supervisor	x	
Maine, Town	James McKilligan	Superintendent of Highways		x
Nanticoke, Town	Jake Slack	Highway Department	x	
Nanticoke, Town	Donald Benjamin	Supervisor		x
Port Dickinson, Village	John Broughton	Code Enforcement Officer	x	
Port Dickinson, Village	Kevin M. Burke	Mayor		x
Sanford, Town	Kevin J. McKee	Councilman	x	
Sanford, Town	Gerald Seymour	Highway Superintendent		x
Triangle, Town	Nathan Warner	Deputy Supervisor	x	
Triangle, Town	Mary Mesceda-Knoop	Supervisor		x
Union, Town	Daria Golazeski, DCPW	Codes & Ordinances	x	
Union, Town	Louis Caforio	Commissioner of Public Works		x
Vestal, Town	Gary Campo	Town Engineer	x	
Vestal, Town	Mark Dedrick	Code Enforcement Officer		x
Whitney Point, Village	David Downs	Mayor	x	
Whitney Point, Village	Roberta Bush	Clerk		x
Windsor, Town	David Brown	Zoning/Code Enforcement Administrator	x	
Windsor, Town	Ronald B. Lake, PE	Town Engineer		x
Windsor, Village	Gary Post	Code Enforcement Officer	x	
Windsor, Village	Ronald G. Harting	Mayor		x
Johnson City Sewerage Board Joint	Catherine P. Aingworth	Superintendent	x	
Johnson City Sewerage Board Joint	Shane Guilford	Business Manager		x
Broome County Planning	Beth Lucas *	Senior Planner	x	
Broome County Planning	Frank Evangelisti**	Chief Planner		x
Broome County	Doug English	GIS Administrator	x	
Broome County Emergency Services	Michael Ponticiello	Disaster Preparedness Coordinator	x	
Broome County Division of Engineering	Leslie Boulton	Deputy Commissioner of Engineering	x	
Broome County	Jim Worhach	Public Information Officer	x	
Broome County Industrial Development Agency	Margaret Scarinzi	Economic Development Coordinator	x	

\*TBD=to be determined

It is recognized that individual commitments change over time, and it shall be the responsibility of each jurisdiction and its representatives to inform the HMP Coordinator of any changes in representation. The HMP Coordinator will strive to keep the committee makeup as a uniform representation of planning partners and stakeholders within the planning area.



### Monitoring

The MPC shall be responsible for monitoring progress on, and evaluating the effectiveness of, the Plan, and documenting annual progress. Each year, beginning one year after plan development, county and local MPC representatives will collect and process information from the departments, agencies and organizations involved in implementing mitigation projects or activities identified in their jurisdictional annexes (Volume II, Section 9) of this Plan, by contacting persons responsible for initiating and/or overseeing the mitigation projects.

Local MPC representatives may use the progress reporting forms, Worksheets #1 and #3 in the FEMA 386-4 guidance document, to facilitate collection of progress data and information on specific mitigation actions. FEMA guidance worksheets are provided in Appendix G. This information **shall be provided to the County HMP Coordinator prior to the annual MPC meeting to be held in the month of February.**

The information that MPC representatives shall be expected to document, as needed and appropriate include:

- any grant applications filed on behalf of any of the participating jurisdictions
- Hazard events and losses occurring in their jurisdiction,
- Progress on the implementation of mitigation actions, including efforts to obtain outside funding,
- Obstacles or impediments to implementation of actions,
- Additional mitigation actions believed to be appropriate and feasible,
- Public and stakeholder input .

### Evaluating

The evaluation of the mitigation plan is an assessment of whether the planning process and actions have been effective, if the Plan goals are being reached, and whether changes are needed. The Plan will be evaluated on an annual basis to determine the effectiveness of the programs, and to reflect changes that may affect mitigation priorities or available funding.

**The status of the HMP will be discussed and documented at an annual plan review meeting of the Mitigation Planning Committee.** . The Broome County HMP Coordinator will be responsible for calling and coordinating the meeting. MPC representatives will be responsible for assessing progress toward meeting plan goals and objectives for their respective jurisdictions. The MPC may refer to the evaluation forms, Worksheets #2 and #4 in the FEMA 386-4 guidance document (provided in Appendix I), to assist in the evaluation process. These evaluations will assess whether:

- Goals and objectives address current and expected conditions.
- The nature or magnitude of the risks has changed.
- Current resources are appropriate for implementing the HMP and if different or additional resources are now available.
- Actions were cost effective.
- Schedules and budgets are feasible.

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- Implementation problems, such as technical, political, legal or coordination issues with other agencies exist.
- Outcomes have occurred as expected.
- Changes in county or municipal resources impacted plan implementation (for example, funding, personnel, and equipment)
- New agencies/departments/staff should be included, including other local governments as defined under 44 CFR 201.6.
- Documentation for hazards that occurred during the last year

Specifically, the MPC will review the mitigation goals, objectives, and activities/projects using performance based indicators, including:

- New agencies/departments created that have authority to implement mitigation actions or are required to meet goals, objectives, and actions
- Project evaluation based on current needs of the mitigation plan
- Project completion regarding progress of proposed or ongoing actions
- Under/over spending regarding proposed mitigation action budgets
- Achievement of the goals and objectives
- Resource allocation to note if resources are required to implement mitigation activities
- Timeframes comment on whether proposed schedules are sufficient to address actions
- Budgets note if budget basis should be changed or is sufficient
- Lead/support agency commitment note if there is a lack of commitment on the part of lead or support agencies
- Resources regarding whether resources are available to implement actions
- Feasibility comment regarding whether certain goals, objectives, or actions prove to be unfeasible

Finally, the MPC will evaluate how other programs and policies have conflicted or augmented planned or implemented measures, and shall identify policies, programs, practices, and procedures that could be modified to accommodate hazard mitigation actions (see the “Implementation of Mitigation Plan through Existing Programs” subsection later in this section). Other programs and policies can include those that address:

- Economic Development
- Environmental Preservation & Permitting
- Historic Preservation
- Redevelopment
- Health and/or safety
- Recreation
- Land use/zoning
- Public Education and Outreach
- Transportation

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The MPC Coordinator shall be responsible for collecting data from each municipality , and sharing it with the MPC, as appropriate and relevant. This information will provide data for the 5-year update of this HMP and will assist in pinpointing implementation challenges.

Updates to the plan resulting from the annual evaluation shall be posted on the Broome County website (<http://www.gobroomecounty.com/planning/hazardmitigation> ) to keep the public apprised of the Plan's implementation. It will also be provided to each community participating in the CRS to meet CRS Activity 510 and annual CRS recertification requirements. To meet this recertification timeline, the MPC will complete the review process and prepare an Annual HMP Progress Report.

The Plan will also be evaluated and revised following any major disasters, to determine if the recommended actions remain relevant and appropriate. The risk assessment will also be revisited to see if any changes are necessary based on the pattern of disaster damages or if data listed in the Section 5.4 (Hazard Profiles) of this Plan has been collected to facilitate the risk assessment. This is an opportunity to increase the community's disaster resistance and build a better and stronger community.

### Updating

44 CFR 201.6.d.3 requires that local hazard mitigation plans be reviewed, revised as appropriate, and resubmitted for approval in order to remain eligible for benefits awarded under DMA 2000. It is the intent of the Broome County MPC to update this Plan on a five year cycle from the date of initial plan adoption.

To facilitate the update process, the Broome County HMP Coordinator, with support of the MPC, shall use the **third annual MPC meeting** (May, 2016) to develop and commence the implementation of a detailed Plan update program. The Broome County HMP Coordinator shall invite representatives from SEMO to this meeting to provide guidance on plan update procedures. This program shall, at a minimum, establish who shall be responsible for managing and completing the Plan update effort, what needs to be included in the updated plan, and a detailed timeline with milestones to assure that the update is completed according to regulatory requirements.

At this meeting, the MPC shall determine what resources will be needed to complete the update. The Broome County HMP Coordinator shall be responsible for assuring that needed resources are secured.

Following each five year update of the mitigation plan, the plan will be distributed for public comment. After all comments are addressed, the HMP will be revised and made available to all municipal planning committee members, special purpose district participants and the New York State Hazard Mitigation Officer.

Further, it is recognized that additional jurisdictions within Broome County may elect to join this Plan. Any such new Plan participants shall be formally included and documented in the five-year formal Plan update. Procedures for the addition of new Plan participants shall be reviewed with SEMO and FEMA prior to their formal inclusion in this Plan.

**IMPLEMENTATION OF MITIGATION PLAN THROUGH EXISTING PROGRAMS**

Participating jurisdictions have provided a detailed listing of related programs, through which mitigation planning may be implemented, in the local capability assessments provided in each jurisdictional annex (Volume II, Section 9).

It is the intention of the Steering Committee, Planning Committee and participating jurisdictions to incorporate mitigation planning as an integral component of daily government operations. Steering Committee members will work with local government officials to integrate the newly adopted hazard mitigation goals and actions into the general operations of government and partner organizations. Further, the sample adoption resolution (Appendix B) includes an item stating the intent of the local governing body to incorporate mitigation planning as an integral component of government and partner operations. By doing so, the Steering Committee anticipates that:

- 1) Hazard mitigation planning will be formally recognized as an integral part of overall emergency management efforts;
- 2) The Hazard Mitigation Plan and Comprehensive and Emergency Management Plans for both Broome County and its municipalities will become mutually supportive documents that work in concert to meet the goals and needs of County residents; and
- 3) Duplication of effort can be minimized.

The information on hazard, risk, vulnerability and mitigation contained in this Plan is based on the best science and technology available at the time of the Plan’s preparation. It is recognized by all participating jurisdictions that this information can be invaluable in making decisions under other planning programs, such as comprehensive, capital improvement, and emergency management plans.

During the time period of the existing hazard mitigation plan, hazard mitigation goals were incorporated into ongoing planning, zoning, building, and engineering activities for six municipalities, the Towns of Binghamton, Union, and Maine and the Villages of Johnson City, Endicott, and Whiney Point as noted below.

Table 7.2 Incorporation into Ongoing Planning, Zoning, Building, and Engineering Activities

Municipality	Where Integrated
Broome County	The comprehensive plan vision states: Broome County residents remain strong and resilient in the wake of natural disasters and other challenges through our capacity for cooperation and by incorporating sound planning in all facets of public decision making.
Town of Binghamton	The town comprehensive plan includes hazard mitigation in the following recommendations: <ol style="list-style-type: none"> <li>1. Protect and Manage Natural Resources</li> <li>2. Manage Storm Water Runoff (including an objective of keeping the hazard mitigation plan current and specific hazard mitigation activities)</li> <li>3. Update Codes (including an objective to update the floodplain ordinance to current model law as provided by NYSDEC).</li> </ol>
Town of Union	<ol style="list-style-type: none"> <li>1. HMP referenced in Comprehensive Plan, Soil and Erosion Local Law, and Town Emergency Operations Plan</li> <li>2. Comprehensive plan action to clarify existing floodplain development regulations and incorporate 2007 National Flood Insurance</li> </ol>

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	Program model law.
Village of Johnson City	See Town of Union. Village is covered in the town's Unified Comprehensive Plan.
Village of Endicott	See Town of Union. Village is covered in the town's Unified Comprehensive Plan.
Town of Maine	Town Comprehensive Plan Update notes that representatives to the hazard mitigation plan steering committee should remain fully committed to planning.
Village of Whitney Point	In Village Comprehensive Plan code updates note that the definitions in the Land Use Management Local Law should be updated to reflect current terminology. Additional definitions should be drafted to ensure that the land use law covers all appropriate topics.

Comprehensive plans for other jurisdictions were not updated during the time period covered under Broome County's previous All Hazards Mitigation Plan

However, the County will ensure through the Hazard Mitigation Coordinator duties that all jurisdictions are aware they need to incorporate hazard mitigation plan aspects into their comprehensive and master plan updates, as well as making specific recommendations, such as having the Floodplain Administrator review all site plan review and zoning permits within the 1 percent floodplain and including the hazards map in their plan. The Town of Chenango is now in the process of updating their comprehensive so they will be the immediate focus.

Broome County is currently developing a County-wide Comprehensive Plan. Efforts will be made to incorporate hazard mitigation actions to the plan as applicable. Furthermore, the County addresses hazards associated with severe storms and floods through the Stormwater Management Program and participation in the Broome-Tioga Stormwater Coalition. While this only addresses specific hazards, any activities that are accomplished will include hazard mitigation plan aspects where practicable and applicable. In addition, through the Hazard Mitigation Coordinator the County will advise all jurisdictions that they must incorporate hazard mitigation plan aspects into their comprehensive and master plan updates, as well as making specific recommendations, such as having the Floodplain Administrator review all site plan review and zoning permits within the 100-year floodplain and including the hazards map in their plan.

In addition, relevant aspects of the hazard mitigation plan will be incorporated into the Long Term Community Recovery Strategies being prepared by the Town of Union.

Regarding the incorporation of the 2008 hazard mitigation plan into day to day municipal operations and land use the table below summarizes the actions of each participating jurisdiction. Furthermore, each jurisdictional annex in Section 9 of this plan indicates how each mechanism will be utilized in the future.

Table 7.3: Incorporation into Existing & Future Planning Mechanisms

Jurisdiction	Planning Mechanism and How Incorporated
Broome County	<p><b>Operating Budget</b> When constructing budgets, Hazard Mitigation Actions were funded as budget allows. Construction projects were evaluated to see if they meet the Hazard Mitigation goals and objectives.</p> <p><b>Capital Improvement Budget</b> When constructing budgets Hazard Mitigation Actions were funded as budget allows. Construction projects were evaluated to see if they meet the Hazard Mitigation goals and objectives.</p> <p><b>Grant Applications</b> Data and maps were used as supporting documentation in grant</p>

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Jurisdiction	Planning Mechanism and How Incorporated
	<p>applications</p> <p><b>Day to Day Operations</b> Hazard Mitigation Actions were incorporated in daily operations and all projects, as a goal of the municipality.</p> <p><b>Economic Development-</b> The local economic development group utilized the identification of hazard areas when assisting new business in finding a location.</p>
Barker, Town	<p><b>Capital Improvement Budget</b> When constructing budgets, Hazard Mitigation Actions were funded as budget allows. Construction projects were evaluated to see if they meet the Hazard Mitigation goals and objectives.</p> <p><b>Operating Budget</b> When constructing budgets, Hazard Mitigation Actions were funded as budget allows. Construction projects were evaluated to see if they meet the Hazard Mitigation goals and objectives.</p>
Binghamton, City	<p><b>Economic Development</b> The local economic development group utilized the identification of hazard areas when assisting new business in finding a location.</p> <p><b>Municipal Budget</b> Adopted annually Municipality looked at Mitigation Actions when allocating funding.</p> <p><b>Day to Day Operations</b> Incorporated Hazard Mitigation Actions in daily operations and all projects as a goal of the municipality.</p> <p><b>Municipal Ordinances</b> When updating municipal ordinances Hazard Mitigation was a priority.</p> <p><b>Grant Applications</b> Data and maps were used as supporting documentation in grant applications</p> <p><b>Comprehensive Land Use Plan</b> A land use plan was intended to identify land use issues and to make recommendations on how to address these issues. When applicable the city incorporated Hazard Mitigation Actions in the development and extent of the regulations.</p> <p><b>Building and Zoning Ordinances</b> A variety of building and zoning regulations were used to restrict the uses of land and establish building specifications. Prior to land use, zoning changes or development permitting the city reviewed the hazard mitigation plan and other hazard analysis to ensure consistent and compatible land use.</p> <p><b>Capital Improvement Budget</b> When constructing upcoming budgets, Hazard Mitigation Actions were funded as budget allows. Construction projects were evaluated to see if they meet the Hazard Mitigation goals and objectives.</p>
Binghamton, Town	<p><b>Operating Budget</b> When constructing budgets, Hazard Mitigation Actions were funded as budget allows. Construction projects were evaluated to see if they meet the Hazard Mitigation goals and objectives.</p> <p><b>Capital Improvement Budget</b> When constructing budgets, Hazard Mitigation Actions were funded as budget allows. Construction projects were evaluated to see if they meet the Hazard Mitigation goals and objectives</p> <p><b>Building and Zoning Ordinances</b> A variety of building and zoning regulations were used to restrict the uses of land and establish building specifications. Prior to land use, zoning changes or development permitting the city reviewed the hazard mitigation plan and other hazard analysis to ensure consistent and compatible land use.</p>



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Jurisdiction	Planning Mechanism and How Incorporated
	<p><b>Comprehensive Land Use Plan</b> A land use plan was intended to identify land use issues and to make recommendations on how to address these issues. When applicable the city incorporated Hazard Mitigation Actions in the development and extent of the regulations.</p> <p><b>Grant Applications</b> Data and maps were used as supporting documentation in grant applications.</p> <p><b>Municipal Ordinances</b> When updating municipal ordinances Hazard Mitigation was a priority.</p> <p><b>Day to Day Operations</b> Incorporated Hazard Mitigation Actions in daily operations and all projects as a goal of the municipality.</p> <p><b>Local School Service Projects</b> The municipality worked closely with the local school district and assisted with community service projects for the service organizations. Several of the City's Hazard Mitigation Actions were implemented as a joint project with the school district.</p> <p><b>Municipal Budget</b> Adopted annually, Municipality looked at Mitigation Actions when allocating funding.</p> <p><b>Economic Development</b> The local economic development group utilized the identification of hazard areas when assisting new business in finding a location.</p>
Chenango, Town	<p><b>Operating Budget</b> When constructing budgets, Hazard Mitigation Actions were funded as budget allowed. Construction projects were evaluated to see if they meet the Hazard Mitigation goals and objectives.</p> <p><b>Human Resource Manual</b> Employee job descriptions contained Hazard Mitigation Actions.</p> <p><b>Building and Zoning Ordinances</b> A variety of building and zoning regulations were used to restrict the uses of land and establish building specifications. Prior to land use, zoning changes or development permitting the city reviewed the hazard mitigation plan and other hazard analysis to ensure consistent and compatible land use.</p> <p><b>Comprehensive Land Use Plan</b> A land use plan was intended to identify land use issues and to make recommendations on how to address these issues. When applicable the city incorporated Hazard Mitigation Actions in the development and extent of the regulations.</p> <p><b>Grant Applications</b> Data and maps were used as supporting documentation in grant applications</p> <p><b>Municipal Ordinances</b> When updating municipal ordinances Hazard Mitigation was a priority.</p> <p><b>Day to Day Operations</b> Incorporated Hazard Mitigation Actions in daily operations and all projects will be a goal of the municipality.</p> <p><b>Municipal Budget</b> Adopted annually Municipality looked at Mitigation Actions when allocating funding.</p>
Colesville, Town	No previous planning mechanisms data available at this time.
Conklin, Town	<b>Operating Budget</b> When constructing upcoming budgets, Hazard Mitigation Actions were funded as budget allows. Construction projects were evaluated to see if they meet the Hazard

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Jurisdiction	Planning Mechanism and How Incorporated
	<p>Mitigation goals and objectives.</p> <p><b>Capital Improvement Budget</b> When constructing upcoming budgets, Hazard Mitigation Actions were funded as budget allows. Construction projects were evaluated to see if they meet the Hazard Mitigation goals and objectives.</p> <p><b>Building and Zoning Ordinances</b> A variety of building and zoning regulations were used to restrict the uses of land and establish building specifications. Prior to land use, zoning changes or development permitting the city reviewed the hazard mitigation plan and other hazard analysis to ensure consistent and compatible land use.</p> <p><b>Comprehensive Land Use Plan</b> A land use plan was intended to identify land use issues and to make recommendations on how to address these issues. When applicable the Town incorporated Hazard Mitigation Actions in the development and extent of the regulations.</p> <p><b>Grant Applications</b> Data and maps were used as supporting documentation in grant applications.</p> <p><b>Municipal Ordinances</b> When updating municipal ordinances Hazard Mitigation were a priority.</p> <p><b>Day to Day Operations</b> Incorporated Hazard Mitigation Actions in daily operations and all projects will be a goal of the municipality.</p> <p><b>Local School Service Projects</b> The municipality worked closely with the local school district and assisted with community service projects for the service organizations. Several of the Town's Hazard Mitigation Actions were implemented as a joint project with the school district.</p> <p><b>Municipal Budget</b> Adopted annually Municipality looked at Mitigation Actions when allocating funding.</p> <p><b>Economic Development</b> The local economic development group utilized the identification of hazard areas when assisting new business in finding a location.</p>
Dickinson, Town	<p><b>Municipal Budget</b> Adopted annually Municipality looked at Mitigation Actions when allocating funding.</p> <p><b>Day to Day Operations</b> Incorporated Hazard Mitigation Actions in daily operations and all projects as a goal of the municipality.</p> <p><b>Capital Improvement Planning</b> The municipality established a protocol to review current and future projects for hazard vulnerability. They incorporated hazard resistant construction standards into the design and location of projects.</p> <p><b>Municipal Ordinances</b> When updating municipal ordinances Hazard Mitigation was a priority.</p> <p><b>Comprehensive Land Use Plan</b> A land use plan was intended to identify land use issues and to make recommendations on how to address these issues. When applicable the town incorporated Hazard Mitigation Actions in the development and extent of the regulations.</p> <p><b>Building and Zoning Ordinances</b> A variety of building and zoning regulations were used to restrict the uses of land and establish building specifications. Prior to land use, zoning changes</p>

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	<p>or development permitting the town reviewed the hazard mitigation plan and other hazard analysis to ensure consistent and compatible land use.</p> <p><b>Capital Improvement Budget</b> When constructing budgets, Hazard Mitigation Actions were funded as budget allows. Construction projects were evaluated to see if they meet the Hazard Mitigation goals and objectives.</p> <p><b>Operating Budget</b> When constructing upcoming budgets, Hazard Mitigation Actions were funded as budget allows. Construction projects were evaluated to see if they meet the Hazard Mitigation goals and objectives.</p>
Endicott, Village	No previous planning mechanisms data available at this time.
Fenton, Town	<p><b>Operating Budget</b> When constructing upcoming budgets, Hazard Mitigation Actions were funded as budget allows. Construction projects were evaluated to see if they meet the Hazard Mitigation goals and objectives.</p> <p><b>Capital Improvement Budget</b> When constructing budgets, Hazard Mitigation Actions were funded as budget allows. Construction projects were evaluated to see if they meet the Hazard Mitigation goals and objectives.</p> <p><b>Building and Zoning Ordinances</b> A variety of building and zoning regulations were used to restrict the uses of land and establish building specifications. Prior to land use, zoning changes or development permitting the town reviewed the hazard mitigation plan and other hazard analysis to ensure consistent and compatible land use.</p> <p><b>Comprehensive Land Use Plan</b> A land use plan was intended to identify land use issues and to make recommendations on how to address these issues. When applicable the town incorporated Hazard Mitigation Actions in the development and extent of the regulations.</p> <p><b>Municipal Ordinances</b> When updating municipal ordinances Hazard Mitigation was a priority.</p> <p><b>Day to Day Operations</b> Incorporated Hazard Mitigation Actions in daily operations and all projects as a goal of the municipality.</p> <p><b>Capital Improvement Planning</b> The municipality established a protocol to review current and future projects for hazard vulnerability. They incorporated hazard resistant construction standards into the design and location of projects.</p> <p><b>Municipal Budget</b> Adopted annually Municipality looked at Mitigation Actions when allocating funding.</p>
Johnson City, Village	No previous planning mechanisms data available at this time.
Kirkwood, Town	<p><b>Operating Budget</b> When constructing upcoming budgets, Hazard Mitigation Actions were funded as budget allows. Construction projects were evaluated to see if they meet the Hazard Mitigation goals and objectives.</p> <p><b>Capital Improvement Budget</b> When constructing budgets, Hazard Mitigation Actions were</p>

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Lisle, Town	<p><b>Human Resource Manual</b> Employee job descriptions contained Hazard Mitigation Actions.</p> <p><b>Comprehensive Land Use Plan</b> A land use plan was intended to identify land use issues and to make recommendations on how to address these issues. When applicable the town incorporated Hazard Mitigation Actions in the development and extent of the regulations.</p> <p><b>Fire Plan</b> The Hazard Mitigation Plan was used as a resource for the development of future Fire Plans.</p> <p><b>Day to Day Operations</b> Incorporated Hazard Mitigation Actions in daily operations and all projects will be a goal of the municipality.</p> <p><b>Local School Service Projects</b> The municipality worked closely with the local school district and assisted with community service projects for the service organizations. Several of the Town's Hazard Mitigation Actions were implemented as a joint project with the school district.</p> <p><b>Economic Development</b> The local economic development group utilized the identification of hazard areas when assisting new business in finding a location</p>
Lisle, Village	No previous planning mechanisms data available at this time.
Maine, Town	No previous planning mechanisms data available at this time.
Nanticoke, Town	No previous planning mechanisms data available at this time.

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Jurisdiction	Planning Mechanism and How Incorporated
Port Dickinson, Village	<p><b>Operating Budget</b> When constructing upcoming budgets, Hazard Mitigation Actions were funded as budget allows. Construction projects were evaluated to see if they meet the Hazard Mitigation goals and objectives.</p> <p><b>Capital Improvement Budget</b> When constructing budgets, Hazard Mitigation Actions were funded as budget allows. Construction projects were evaluated to see if they meet the Hazard Mitigation goals and objectives.</p> <p><b>Building and Zoning Ordinances</b> A variety of building and zoning regulations were used to restrict the uses of land and establish building specifications. Prior to land use, zoning changes or development permitting the town reviewed the hazard mitigation plan and other hazard analysis to ensure consistent and compatible land use.</p> <p><b>Comprehensive Land Use Plan</b> A land use plan was intended to identify land use issues and to make recommendations on how to address these issues. When applicable the town incorporated Hazard Mitigation Actions in the development and extent of the regulations.</p> <p><b>Municipal Ordinances</b> When updating municipal ordinances Hazard Mitigation was a priority.</p> <p><b>Grant Applications</b> Data and maps were used as supporting documentation in grant applications.</p> <p><b>Fire Plan</b> The Hazard Mitigation Plan was used as a resource for the development of future Fire Plans.</p> <p><b>Capital Improvement Planning</b> The municipality established a protocol to review current and future projects for hazard vulnerability. They incorporated hazard resistant construction standards into the design and location of projects.</p> <p><b>Day to Day Operations</b> Incorporated Hazard Mitigation Actions in daily operations and all projects as a goal of the municipality.</p> <p><b>Municipal Budget</b> Adopted annually Municipality looked at Mitigation Actions when allocating funding.</p>
Sanford, Town	<p><b>Capital Improvement Planning</b> The municipality established a protocol to review current and future projects for hazard vulnerability. They incorporated hazard resistant construction standards into the design and location of projects.</p> <p><b>Municipal Budget</b> Adopted annually Municipality looked at Mitigation Actions when allocating funding.</p> <p><b>Economic Development</b> The local economic development group utilized the identification of hazard areas when assisting new business in finding a location</p>
Triangle, Town	No previous planning mechanisms data available at this time.
Union, Town	<p><b>Operating Budget</b> When constructing upcoming budgets, Hazard Mitigation Actions were funded as budget allows. Construction projects were evaluated to see if they meet the Hazard Mitigation goals and objectives.</p>

## SECTION 7: MAINTENANCE PROCEDURES

Jurisdiction	Planning Mechanism and How Incorporated
	<p><b>Grant Applications</b> Data and maps were used as supporting documentation in grant applications.</p> <p><b>Day to Day Operations</b> Incorporated Hazard Mitigation Actions in daily operations and all projects as a goal of the municipality.</p> <p><b>Municipal Budget</b> Adopted annually Municipality looked at Mitigation Actions when allocating funding.</p> <p><b>Economic Development</b> The local economic development group utilized the identification of hazard areas when assisting new business in finding a location</p>
Vestal, Town	<p><b>Building and Zoning Ordinances</b> A variety of building and zoning regulations were used to restrict the uses of land and establish building specifications. Prior to land use, zoning changes or development permitting the town reviewed the hazard mitigation plan and other hazard analysis to ensure consistent and compatible land use.</p> <p><b>Municipal Ordinances</b> When updating municipal ordinances Hazard Mitigation was a priority</p> <p><b>Capital Improvement Planning</b> The municipality established a protocol to review current and future projects for hazard vulnerability. They incorporated hazard resistant construction standards into the design and location of projects.</p> <p><b>Day to Day Operations</b> Incorporated Hazard Mitigation Actions in daily operations and all projects as a goal of the municipality</p> <p><b>Municipal Budget</b> Adopted annually Municipality looked at Mitigation Actions when allocating funding.</p>
Whitney Point, Village	<p><b>Operating Budget</b> When constructing upcoming budgets, Hazard Mitigation Actions were funded as budget allows. Construction projects were evaluated to see if they meet the Hazard Mitigation goals and objectives.</p> <p><b>Building and Zoning Ordinances</b> A variety of building and zoning regulations were used to restrict the uses of land and establish building specifications. Prior to land use, zoning changes or development permitting the town reviewed the hazard mitigation plan and other hazard analysis to ensure consistent and compatible land use.</p> <p><b>Comprehensive Land Use Plan</b> A land use plan was intended to identify land use issues and to make recommendations on how to address these issues. When applicable the town incorporated Hazard Mitigation Actions in the development and extent of the regulations.</p> <p><b>Grant Applications</b> Data and maps were used as supporting documentation in grant applications.</p> <p><b>Capital Improvement Planning</b> The municipality established a protocol to review current and future projects for hazard vulnerability. They incorporated hazard resistant construction standards into the design and location of projects.</p> <p><b>Municipal Budget</b> Adopted annually Municipality looked at Mitigation Actions when allocating funding.</p>

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Jurisdiction	Planning Mechanism and How Incorporated
Windsor, Town	<p><b>Operating Budget</b> When constructing upcoming budgets, Hazard Mitigation Actions were funded as budget allows. Construction projects were evaluated to see if they meet the Hazard Mitigation goals and objectives.</p> <p><b>Capital Improvement Budget</b> When constructing budgets, Hazard Mitigation Actions were funded as budget allows. Construction projects were evaluated to see if they meet the Hazard Mitigation goals and objectives.</p> <p><b>Building and Zoning Ordinances</b> A variety of building and zoning regulations were used to restrict the uses of land and establish building specifications. Prior to land use, zoning changes or development permitting the town reviewed the hazard mitigation plan and other hazard analysis to ensure consistent and compatible land use.</p> <p><b>Comprehensive Land Use Plan</b> A land use plan was intended to identify land use issues and to make recommendations on how to address these issues. When applicable the town incorporated Hazard Mitigation Actions in the development and extent of the regulations.</p> <p><b>Grant Applications</b> Data and maps were used as supporting documentation in grant applications.</p> <p><b>Municipal Ordinances</b> When updating municipal ordinances Hazard Mitigation was a priority</p> <p><b>Capital Improvement Planning</b> The municipality established a protocol to review current and future projects for hazard vulnerability. They incorporated hazard resistant construction standards into the design and location of projects.</p> <p><b>Local School Service Projects</b> The municipality worked closely with the local school district and assisted with community service projects for the service organizations. Several of the Town's Hazard Mitigation Actions were implemented as a joint project with the school district</p> <p><b>Municipal Budget</b> Adopted annually Municipality looked at Mitigation Actions when allocating funding.</p>
Windsor, Village	<p><b>Human Resource Manual</b> Employee job descriptions contained Hazard Mitigation Actions.</p>

Table 7-4 below includes existing processes and programs through which the mitigation plan should be implemented.

Table 7-4. Existing Processes and Programs for Mitigation Plan Implementation

Process	Planning Mechanism	Implementation of Plan
Administrative	Departmental or organizational work plans, policies, and procedural changes	<ul style="list-style-type: none"> <li>Broome County Emergency Management Office</li> <li>Broome County Emergency Medical Services</li> <li>Broome County Department of Public Works</li> <li>Broome County Industrial Development Agency</li> <li>Broome County Geographic Information Services</li> <li>Broome County Economic Development &amp; Planning</li> <li>Broome County Department of Public Health</li> </ul>

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Process	Planning Mechanism	Implementation of Plan
Administrative	Other organizations' plans (e.g. Comprehensive Plans/Updates Long Term Community Resilience Plans (Town of Union))	<ul style="list-style-type: none"> <li>• Include reference to this plan in:               <ul style="list-style-type: none"> <li>○ Broome County Comprehensive Emergency Management Plan</li> <li>○ Jurisdiction-specific Comprehensive Plans</li> <li>○ Jurisdiction-specific Emergency Management Plans</li> <li>○ Long Term Community Resilience Plans</li> <li>○ Other county and local plans as appropriate</li> </ul> </li> </ul>
Budgetary	Capital and operational budgets	<ul style="list-style-type: none"> <li>• Review of county and local budgets to include line item mitigation actions</li> </ul>
Regulatory	Executive Orders, ordinances and other directives	<ul style="list-style-type: none"> <li>• Comprehensive Planning - Institutionalize hazard mitigation for new construction and land use.</li> <li>• Zoning and Ordinances</li> <li>• Building Codes</li> <li>• Capital Improvements Plan - Ensure that the person responsible for projects under this plan evaluates if the new construction is in a high hazard area, floodplain, etc. so the construction is designed to mitigate the risk. Revise requirements for this plan to include hazard mitigation in the design of new construction.</li> <li>• National Flood Insurance Program – Continue participation in this program.</li> <li>• Continue to implement storm water management plans.</li> <li>• Prior to formal changes (amendments) to comprehensive plans, zoning, ordinances, capital improvement plans, or other mechanisms that control development must be reviewed to ensure they are consistent with the hazard mitigation plan</li> </ul>
Funding	Secure traditional sources of financing	<ul style="list-style-type: none"> <li>• Apply for grants from federal or state government, nonprofit organizations, foundations, and private sources including Pre-Disaster Mitigation Program (PDM), Flood Mitigation Assistance Program (FMA), and the Hazard Mitigation Grant Program (HMGP-Stafford Act, Section 404).</li> <li>• Research grant opportunities through U.S. Department of Housing and Urban Development's Community Development Block Grant (CDBG)</li> <li>• Other potential federal funding sources include:               <ul style="list-style-type: none"> <li>○ Stafford Act, Section 406 – Public Assistance Program Mitigation Grants</li> <li>○ Federal Highway Administration</li> <li>○ Catalog of Federal Domestic Assistance</li> <li>○ United States Fire Administration – Assistance to Firefighter Grants</li> <li>○ United States Small Business Administration Pre and Post Disaster Mitigation Loans</li> <li>○ United States Department of Economic Development Administration Grants</li> <li>○ United States Army Corps of Engineers</li> <li>○ United States Department of Interior, Bureau of Land Management</li> <li>○ Other sources as yet to be defined</li> </ul> </li> <li>• See Appendix E for additional funding sources</li> </ul>
Partnerships	Develop creative partnerships, funding and incentives	<ul style="list-style-type: none"> <li>• Public-Private Partnerships</li> <li>• State Cooperation</li> <li>• In-kind resources</li> </ul>
Partnership	Existing Committees and Councils	<ul style="list-style-type: none"> <li>• Property Owners Associations</li> <li>• Local Government Committees:               <ul style="list-style-type: none"> <li>○ Planning Boards</li> <li>○ Zoning Board of Appeals</li> <li>○ Chambers of Commerce</li> </ul> </li> </ul>



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Process	Planning Mechanism	Implementation of Plan
Partnership	Working with other federal, state, and local agencies	<ul style="list-style-type: none"> <li>• Army Corps of Engineers (USACE)</li> <li>• American Red Cross of NE New York</li> <li>• Cornell Cooperative Extension Agroforestry Resource Center</li> <li>• Department of Homeland Security (DHS)</li> <li>• Federal Emergency Management Agency (FEMA)</li> <li>• Broome County Soil &amp; Water Conservation District</li> <li>• National Oceanic and Atmosphere Agency (NOAA)</li> <li>• National Weather Service (NWS)</li> <li>• New York State Department of Environmental Conservation (NYDEC)</li> <li>• New York State Department of Transportation (NYSDOT)</li> <li>• State Emergency Management Office (SEMO)</li> <li>• United States Department of Agriculture (USDA)</li> <li>• United States Department of Transportation (USDOT)</li> <li>• United States Geological Service (USGS)</li> </ul>

During the annual plan evaluation process, the Steering Committee will identify additional policies, programs, practices, and procedures that could be modified to accommodate hazard mitigation actions.

### CONTINUED PUBLIC INVOLVEMENT

Broome County and participating jurisdictions are committed to the continued involvement of the public in the hazard mitigation process. Therefore, the plan will be posted on-line (<http://www.gobroomecounty.com/planning/hazardmitigation>) and copies of the Plan will be made available for review during normal business hours at the Broome County Department of Planning and Economic Development and at local municipal buildings.

In addition, public outreach will/may include :

- Links to the plan on municipal websites of each jurisdiction with capability.
- Provide links to informational resources on the county website
- Continued utilization of existing social media outlets (Facebook, Twitter) to inform the public of flood hazards and severe storm events. Educate the public via the county website on how these applications can be used in an emergency situation.
- Development of annual articles or workshops on Flood Hazards to educate the public and keep them aware of the dangers of flooding.

Municipal supervisors/mayors or clerks and the Broome County HMP Coordinator will be responsible for receiving, tracking, and filing public comments regarding this HMP. Contact information for the County is included in the Point of Contact information in the County annex of this document.

The public will have an opportunity to comment on the Plan via the Hazard Mitigation website at any time. Broome County will maintain this website, posting new information and maintaining an active link to collect public comments.

The Broome County HMP Coordinator is responsible for coordinating the Plan evaluation portion of the meeting, soliciting feedback, collecting and reviewing the comments, and ensuring their incorporation in the 5-year plan update as appropriate. Additional meetings may also be held as deemed necessary by the

## SECTION 7: MAINTENANCE PROCEDURES

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planning group to provide the public an opportunity to express concerns, opinions, and ideas about the mitigation plan.

The Jurisdictional MPC representatives shall be responsible to assure that:

- Public comment and input on the Plan, and hazard mitigation in general, are recorded and addressed, as appropriate. Opportunity to comment on the plan will be provided directly on the Hazard Mitigation website, part of the Department of Planning and Economic Development page. Provisions for public comment in writing will also be made. All public comments shall be addressed to:

Broome County Hazard Mitigation Coordinator  
Broome County Planning Department  
PO Box 1766  
Binghamton, NY 13902

- Copies of the latest approved Plan (or draft in the case that the five year update effort is underway) are available for review at the municipal buildings and at the Broome County Legislative Office along with instructions to facilitate public input and comment on the Plan.
- Appropriate links to the Broome County website (<http://www.gobroomecounty.com/planning/hazardmitigation>) are maintained.
- Public notices are made as appropriate to inform the public of the availability of the Plan, particularly during Plan update cycles.

The Broome County HMP Coordinator shall be responsible to assure that:

- Public comment and input on the Plan, and hazard mitigation in general, are recorded and addressed, as appropriate.
- The Broome County website is maintained and updated as appropriate.
- All public and stakeholder comments received are document and maintained.
- Copies of the latest approved Plan (or draft in the case that the five year update effort is underway) are available for review at the Broome County Department of Planning and Economic Development and website (<http://www.gobroomecounty.com/planning/hazardmitigation>), along with instructions to facilitate public input and comment on the Plan.
- Public notices, including media releases, are made as appropriate to inform the public of the availability of the Plan, particularly during Plan update cycles.