



Herkimer County
Hazard Mitigation Plan Update
Meeting Notes



Purpose of Meeting:	Planning Partnership Kick-Off Meeting
Location of Meeting:	Hybrid In-person and Teleconference Teams Meeting
Date of Meeting:	September 26, 2022, 1:00 pm – 2:05 pm; 7:00 pm – 8:00 pm

1 Pm Meeting Attendees:

John J. Raymond	Director	Herkimer County Emergency Services
Robert (Bob) Vandawalker	Emergency Management Coordinator	Herkimer County Emergency Services
Diane Ward	Director of Health Services	Herkimer County Public Health
Sarah Thomas		Herkimer County Public Health
Shannon Clarke*	Planner	NYS DHSES
Shelby Meyers*	Planning Director	NYS DHSES
Mark Buddle	Highway Superintendent	Town of Columbia
H. Spaman	Codes Enforcement	Town of Frankfort
L. Peter Rovazzi	Town Supervisor	Town of German Flatts
Mark C. O’Sullivan	Town Council	Town of Litchfield
John Mower	Town Supervisor	Town of Salisbury
Richard Bronner	Town Supervisor	Town of Stark
Marvin Jones	Trustee	Village of Cold Brook
Mary Puznowski	Mayor	Village of Dolgeville
David Jaquay	Superintendent Chief	Village of Dolgeville
Mike Moody	Chief Herkimer Fire	Village of Herkimer
Marc Butler*	Mayor	Village of Newport
Brian Dutcher*	Mayor	Village of Poland
Mike Jory*		
Chester Szymanski*	Engineer	Little Falls/Dolgeville
s.b.*		
Cynthia Addonizio-Bianco*	Project Manager	Tetra Tech, Inc. (Tt)

7pm Meeting Attendees

John J. Raymond	Director	Herkimer County Emergency Services
L. Peter Rovazzi*	Town Supervisor	Town of German Flatts
Richard Sweeney*	Codes	Town of German Flatts
Mark C. O’Sullivan	Town Council	Town of Litchfield
Daniel Casler	Town Supervisor	Town of Little Falls
“Chet” Chester P. Szymanski II	Engineer	Little Falls/Dolgeville
Gary Snyder	Councilman	Town of Norway
Ronald Beach	Deputy Supervisor	Town of Schuyler
Cynthia Addonizio-Bianco*	Project Manager	Tetra Tech, Inc. (Tt)



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Agenda Summary: Two similar meetings to provide an overview of the hazard mitigation planning process and participant responsibilities.

Item No.	Description	Action item(s):
1	<p>Welcome and Opening Remarks</p> <ul style="list-style-type: none"> • Cynthia Addonizio-Bianco, project manager from Tetra Tech (Tt), facilitated introductions, gave opening remarks providing an overview of the importance of this planning process and thanked participants for supporting the hazard mitigation update. John Raymond, Director of Herkimer County Emergency Services the County team. <p>Shannon Clarke of NYSDHSES introduced the NYSDHSES and indicated that they will provide support as needed throughout the mitigation planning process.</p>	N/A
2	<p>Project Overview</p> <ul style="list-style-type: none"> • Ms. Addonizio-Bianco provided the following information: <ul style="list-style-type: none"> ○ An overview of hazard mitigation, what it is and how it can provide increase resilience through the development of a FEMA-approved Hazard Mitigation Plan. She also noted the need to track time spent working on the plan outside of meetings through in-kind tracking to provide match for federal funding support for the planning effort. An online tracker will be sent out to all plan participants. ○ An overview of the phases of the hazard mitigation planning process including description of the project organization: <ul style="list-style-type: none"> ▪ Core Planning Team (CPT) ▪ Herkimer County Emergency Services ▪ Tetra Tech ○ Steering Committee (SC) <ul style="list-style-type: none"> ▪ Numerous County Departments, Major Businesses, Outside Agencies, municipal representatives ○ Planning Partnership (PP) <ul style="list-style-type: none"> ▪ All participating municipalities and Steering Committee members. ○ FEMA/NYSDHSES ○ Stakeholders • Planning Partnership roles and responsibilities: <ul style="list-style-type: none"> ○ Provide guidance and leadership ○ Identify hazards of concern ○ Develop mitigation goals and objectives • Develop public and stakeholder outreach • Assist with the development of their jurisdictional annex. Each municipality will be provided a version of their jurisdictional annex. The municipal mitigation team will edit and make changes to the annex as needed and return to Tt. 	<p>Critical facility inventory survey to be distributed by Tt to the County and municipal representatives.</p>



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3	<p>Risk Assessment and Hazards of Concern</p> <ul style="list-style-type: none"> • Ms. Addonizio-Bianco discussed the process of the risk assessment and reviewed the hazards of concern identified in the last HMP. These hazards of concern will need to be reviewed and updated as necessary. <p>One action is needed for every hazard of concern that impacts a municipality.</p>	<ul style="list-style-type: none"> • Planning Partnership to provide input to update Hazards of Concerns in associated worksheets.
4	<p>Goals and Objectives</p> <ul style="list-style-type: none"> • Ms. Addonizio-Bianco introduced the goals and objectives from the last HMP. • Community lifelines and critical facilities were introduced from the previous HMP. <p>The jurisdictional representative should review the goals and objectives and the community lifelines to identify changes in their communities.</p>	<ul style="list-style-type: none"> • Planning Partnership to provide critical facilities inventory by October 14th using the survey to be sent via email • Tt to send critical facilities inventory survey • Tt to send out annex worksheets.
5	<p>Upcoming Meetings</p> <ul style="list-style-type: none"> • Ms. Addonizio-Bianco reviewed upcoming meetings: <ul style="list-style-type: none"> ○ Annex Worksheet workshop – October 12th, 2022, at 1pm and 7pm ○ All Annex worksheets due October 28th, 2022 <p>Risk assessment meeting – January 2023</p>	
6	<p>Next Steps</p> <ul style="list-style-type: none"> • Determine Hazards of Concern to include in the HMP • Review Hazard Profiles • Review Risk Assessment Results • Identify Problems and Problem Areas • Develop Mitigation Strategy • Review Draft Plan • Submit Draft Plan for NYSDHSES/FEMA Review • Adopt FEMA-Approved Plan • Implement Projects and Maintain the Plan and Increase Resilience 	
7	<p>Conclusion - The meetings concluded at 2:05 pm and 8 pm.</p>	