

Herkimer County  
Hazard Mitigation Plan Update  
Meeting Notes



Purpose of Meeting:	Mitigation Strategy Workshop
Location of Meeting:	Virtual Teams Meeting
Date of Meeting:	April 24, 2023, 6:00 pm

Attendees:	
John J. Raymond*	Herkimer County-Emergency Services
Ronald Beach*	Town of Schuyler
Gary Snyder*	Town of Norway
Chester Szymanski*	Village of Dolgeville and City of Little Falls
Chris Huch	Tetra Tech, Inc.
Cynthia Addonizio-Bianco	Tetra Tech, Inc.
*In person.	

**Agenda Summary:** Purpose to provide guidance on identifying mitigation actions and developing a mitigation strategy

Item No.	Description	Action item(s):
1	<p><b>Opening Remarks/Progress Report</b></p> <ul style="list-style-type: none"> <li>Meeting started at 6:05 pm</li> <li>Mr. Raymond welcomed the attendees and Ms. Bianco noted that the purpose of this meeting was to provide guidance on identifying mitigation actions and developing a mitigation strategy for each participating community in the Herkimer County Hazard Mitigation Plan.</li> </ul>	
2	<p>In-Kind Services Tracking/Outreach</p> <ul style="list-style-type: none"> <li>Mr. Raymond reminded committee members to document any time spent to attend HMP meetings, to provide input, or to provide information to their constituencies to ensure their efforts are included in the documentation to comply with grant requirements. It is important municipalities to submit documentation of in-kind hours to support the obligations related to the planning grant funding.</li> <li>The public HMP website <a href="https://www.herkimercountynyhmp.com/">https://www.herkimercountynyhmp.com/</a> has been updated with meeting dates and meeting documentation. The public draft will be located on this site for public review.</li> </ul>	Action: Submit documentation of hours spent supporting the mitigation planning process, including hours spent to provide data, review documents, provide updates to communities.
3	Developing Mitigation Strategies	

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	<ul style="list-style-type: none"> <li>• Tetra Tech reviewed risk reduction strategies as included in the presentation (attached).</li> <li>• Tetra Tech distributed brainstorming worksheets to kick-start the development of problem statements. In addition, they provided all communities with pre-populated Action Worksheets for some initial projects.</li> <li>• Mr. Beach noted that the Town of Schuyler has the need for emergency trailers to store equipment to deploy for road closures during flood emergencies on the east and west ends of the town. While this more of a preparedness rather than a mitigation action, it can be included in the town’s annex as a project to position it for funding and implementation. In addition, the town is looking to increase the capacity of culverts to reduce flood impacts.</li> <li>• Regarding the need for timely road closures, a county-level action was discussed to support better communication of the location of flooding and the quick deployment of equipment to close roads when needed.</li> <li>• Mr. Beach noted that the Town of Schuyler highway superintendent documents flood issues and closures with photos for record. This data will be helpful in documenting damages and in justifying grant funding.</li> <li>• There was major flooding during DR4472 during which people had to be rescued off of the roofs of their homes. One of the contributing factors was the debris build up under the CSX bridge.</li> <li>• It was noted that the CSX railroad bridge is a problem area due to debris and gravel buildup under the throughway. In the past debris was cleared by local farmers, but lately it has not been cleared.</li> </ul>	
4	<p>Development of Actions Tetra Tech reviewed the following guidelines for the content of Action Worksheets:</p> <ul style="list-style-type: none"> <li>• Projects should have a strong connection to the risk assessment</li> <li>• Projects should be specific in time, place, and location</li> <li>• Projects should be diverse in nature</li> <li>• Communities have been provided a Mitigation Catalog</li> <li>• Project descriptions to include consideration of priorities, integration with existing programs, timelines, benefits, and costs•</li> </ul>	
5	<p><b>Next Steps</b></p> <ul style="list-style-type: none"> <li>• To enable those who could not participate, a video of the presentation is available online for review here: <a href="#">HerkimerMitigationActionWorkshop</a></li> <li>• Continue to engage the public</li> </ul>	<p>Schedule a support meeting with Tetra Tech to complete your community annex.</p>

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	<ul style="list-style-type: none"><li>• Develop mitigation strategy/actions: <b>May 2023</b></li><li>• Emails will be sent to all participating planning partner communities with contact information for the planner assigned to support the development of each community annex or chapter of the plan. All planning partners are requested to set up a meeting with their assigned planner before May to complete its community annex.</li></ul>	
6	<b>Conclusion</b> - The meeting concluded at 7:07 pm.	