



Warren County  
Hazard Mitigation Plan Update  
Meeting Notes



Purpose of Meeting:	Planning Partnership Meeting
Location of Meeting:	Hybrid In-person and Teleconference Teams Meeting
Date of Meeting:	November 16, 2022, 10:00 am – 11:00 am

Attendees:

Laura Stebbins	Director of Emergency Preparedness, Glens Falls Hospital
Jim Lieberum	Warren County SWCD, District Manager, HM Coordinator
Ann Marie Mason	Warren County, Director Emergency Services
Ethan Gaddy	Warren County Planner/Climate Smart
Josh Westfall	Town of Bolton, Planner
Jennifer Ramsey	Warren County Office of Emergency Services
Jessica Leerkes	Town of Chester
Bill Norton	City of Glens Falls, Superintendent Water and Sewer
Michael N. Geraci	Town of Horicon, Supervisor
Danae Tucker	Town of Johnsbury, Bookkeeper
John Strough	Town of Queensbury
John O'Brien	Town of Queensbury, Director of Building and Code Enforcement
Dave Duell	Town of Queensbury, Highway Superintendent
Deb Runyon	Town of Thurman, Supervisor
Dan Barusch	Town/Village Lake George, Planner
Keith Lanfear	Town/Village Lake George, Superintendent Public Works
Eugene J. Merlino	Town of Lake Luzerne, Town Supervisor
Karen Putney	Town of Lake Luzerne, Zoning Enforcement Officer
Frank E. Thomas	Town of Stoney Creek, Supervisor
Elizabeth O'Reilly	NYSDHSES, Planning Manager
Paul Hoole	FEMA, Mitigation Planning
Cynthia Addonizio-Bianco	Tetra Tech, Inc. (Tt)



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**Agenda Summary:** The purpose of the meeting was to provide an overview of information needed to update the local information for the Warren County Hazard Mitigation Plan (HMP) update.

Item No.	Description	Action item(s):
1	<p><b>Overview/Agenda:</b> Tetra Tech welcomed the attendees and provided an overview of the agenda which included the following topics: Benefits of hazard mitigation, Planning Partnership responsibilities, Worksheet review and data input, community lifelines and critical facilities, and next steps. Refer to the attached copy of the presentation for details.</p>	
2	<p>Discussion items:</p> <ul style="list-style-type: none"> <li>▪ Worksheet information will be included in the community section or annex of the mitigation plan.</li> <li>▪ Worksheet A: Hazard Event History - it is important to document local natural hazard events that have resulted in damages <i>not limited to named or declared events</i>. For example, if a community has experience localized flooding, note the date, location, and any damages or road closures. This information will help inform the development of projects to reduce future risk and damages.</li> <li>▪ Worksheet B: Capability Assessment – Basic information such as whether or not the planning mechanism, code, or ordinance is in place. Additional information includes the adoption date of the item and a description of how it reduces risk or integrates hazard mitigation into the community activities.</li> <li>▪ Worksheet C: NFIP Questionnaire – This should be completed by the community National Flood Insurance Program Administrator.</li> <li>▪ Worksheet D: Action Review - This has been populated with the mitigation actions from the current plan. Information on the progress of the project is required (is it complete, in progress, no longer relevant?). Also indicate whether the project should be included in the plan update.</li> <li>▪ Worksheet E: Building Permits - A listing of permits for new development since 2017 is required. This will provide an understanding of where development is occurring and if it is occurring in hazard areas. A description of the county permitting activities on behalf of local government will be included in the plan. A potential mitigation action may be to ensure that permits in floodplains are tracked going forward.</li> <li>▪ Mr. Gaddy noted that it may be worthwhile to understand if the NYDEC Unit Management Process addresses elements of mitigation in state owned property management.</li> </ul>	<ul style="list-style-type: none"> <li>• Tt to check HMP integration with NYDEC for Unit Management Process</li> </ul>
3	<p><b>Submittal date:</b> All municipalities were requested to submit the completed worksheets to <a href="mailto:Cynthia.bianco@tetrattech.com">Cynthia.bianco@tetrattech.com</a> on or before November 23<sup>rd</sup>.</p>	Municipalities to submit worksheets to Tt on or before 11/23/22.



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4	<p>Questions/Support: Questions should be directed to Cynthia Bianco of Tetra Tech at <a href="mailto:Cynthia.bianco@tetratech.com">Cynthia.bianco@tetratech.com</a> or Jim Lieberum of Warren County Soil &amp; Water Conservation district at <a href="mailto:jiml@warrenswcd.org">jiml@warrenswcd.org</a> .</p>	<ul style="list-style-type: none"><li>• Tt to post recording on OneDrive and share the link.</li><li>• Tt to send Presentation to invitees</li></ul>
7	<p><b>Conclusion</b> - The meeting concluded at 10:55 am.</p>	

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