



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 2, 2022, 9:00 am – 10:05 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
Ashley Rivers	Warren County OEM, Emergency Services Coordinator
Josh Westfall	Town of Bolton, Planner
Marion Eagan	Town of Chester, Planning and Zoning
Jeremy Little	Town of Chester, Zoning Administrator
Bill Norton	City of Glens Falls, Superintendent Water and Sewer
Michael N. Geraci	Town of Horicon, Supervisor
Danae Tucker	Town of Johnsbury, Bookkeeper
Fred Comstock	Town of Johnsbury, Highway Superintendent
Ernie Dunkley	Town of Johnsbury, Safety Officer
Mike Dunkley	Town of Johnsbury, Assistant Highway Superintendent
Laura Moore	Town of Queensbury, Land Use Planner
John O'Brien	Town of Queensbury, Director of Building and Code Enforcement
Mike Palmer	Town of Queensbury, Fire Marshal
Dave Duell	Town of Queensbury, Highway Superintendent
Deb Runyon	Town of Thurman, Supervisor
Dan Barusch	Town/Village Lake George, Planner
Rob Lanfear	Town/Village Lake George, Highway Department
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
James S. Hull	Town of Warrensburg, Code Enforcement Officer
Elizabeth O'Reilly	NYSDHSES, Planning Manager
Shelby Meyers	NYSDHSES, Planner
Paul Hoole	FEMA, Mitigation Planning
Cynthia Addonizio-Bianco	Tetra Tech, Inc.
Erika Corsi	Tetra Tech, Inc.



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Agenda Summary:

Item No.	Description	Action item(s):
1	<p>Welcome and Opening Remarks</p> <ul style="list-style-type: none"> • Meeting started at 9:05 pm • 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. Jim Lieberum, Director of Warren County Soil and Water Conservation District introduced the County team. • Elizabeth O'Reilly of NYSDHSES indicated that NYSDHSES will provide support as needed throughout the mitigation planning process. 	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) ▪ Warren County Emergency Services ▪ Warren County Soil and Water Conservation District ▪ 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. 	<ul style="list-style-type: none"> • Critical facility inventory survey to be distributed by Tt to the County and municipal representatives.



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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. One action is needed for every hazard of concern that impacts a municipality. 	<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. The jurisdictional representative should review the goals and objectives and the community lifelines to identify changes in their communities. 	<ul style="list-style-type: none"> Planning Partnership to provide critical facilities inventory by December 9th using the survey sent via email Tt to send critical facilities inventory survey
5	<p>Upcoming Meetings</p> <ul style="list-style-type: none"> Ms. Addonizio-Bianco reviewed upcoming meetings: <ul style="list-style-type: none"> Confirm critical facilities/lifeline inventory by December 9th 2022 Worksheet workshop – November 16th, 2022, at 10am All Annex worksheets due November 23rd, 2022 Risk assessment meeting – February 2023 	<ul style="list-style-type: none"> Tt to send out jurisdictional annexes
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 meeting concluded at 10:05 am.</p>	