



Warren County
Hazard Mitigation Plan Update
Meeting Notes



Purpose of Meeting:	Mitigation Strategy Workshop
Location of Meeting:	Virtual Teams Meeting
Date of Meeting:	March 15, 2023, 10:00 am

Attendees:

Jim Lieberum	Warren County SWCD, District Manager, HM Coordinator
Ann Marie Mason	Director, Warren County Emergency Services
Jessica Leerkes	Engineer, Town of Chester
Dan Barusch	Town/Village Lake George, Planner
Keith Lanfear	Village of Lake George
Craig Leggett	Supervisor, Town of Chester
Tammie DeLorenzo	Assistant to the County Administrator, Warren County
Michael Geraci	Supervisor, Town of Horicon
Khristopher Kassay	Town of Lake Luzerne
Karen Putney	Town of Lake Luzerne, Zoning Officer
James Hull	Code Enforcement Officer, Town of Warrensburg
Ernie Dunkley	Safety Officer, Town of Johnsbury
Danae Tucker	Town of Johnsbury
John Strough	Supervisor, Town of Queensbury
Laura Moore	Planner, Town of Queensbury
Mindy Conway	Town Clerk, Town of Chester
Betsy Parmerter	NYSDHSES
Elizabeth O'Reilly	NYSDHSES
Edna Frasier	Supervisor, Town of Hague
Cathy Clark	Town of Hague
Sheila Mender	City of Glens Falls
Don Lehman	Warren County Public Information
Kevin Clapp	NYSDHSES
John Gibb	CMCG
Roland Paperman	NYSDHSES
Laura Stebbins	Glens Falls
John Wilkerson	NYSDHSES
Paul Hoole	FEMA
Ethan Gaddy	Warren County
Chris Huch	Tetra Tech, Inc.
Cynthia Addonizio-Bianco	Tetra Tech, Inc.



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

Item No.	Description	Action item(s):
1	<p>Opening Remarks/Progress Report</p> <ul style="list-style-type: none"> Meeting started at 10:05 am 	
2	<p>In-Kind Services Tracking/Outreach</p> <ul style="list-style-type: none"> Mr. Lieberum 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. Warren County reminded municipalities to submit documentation of in-kind hours to support the obligations related to the planning grant funding. The public HMP website (https://www.warrencountynewyorkhmp.com) has been updated with meeting dates and meeting documentation. The public draft will be located on this site for public review. 	<p>Action: Submit documentation of hours spent supporting the mitigation planning process, including hours spent to provide data, review documents, provide updates to communities.</p>
3	<p>Developing Mitigation Strategies</p> <ul style="list-style-type: none"> Tetra Tech reviewed risk reduction strategies as included in the presentation (attached). Regarding mitigation project details, in addition to the mitigation project matrix, Tetra Tech recommends at least two action worksheets for grant eligible projects. If a community has repetitive or severe repetitive loss properties, these should be addressed with an action worksheet. 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. 	
4	<p>Development of Actions and Action Worksheets. Tetra Tech reviewed the following guidelines for the content of Action Worksheets:</p> <ul style="list-style-type: none"> Projects should have a strong connection to the risk assessment Projects should be specific in time, place, and location Projects should be diverse in nature Communities have been provided a Mitigation Catalog Project descriptions to include consideration of priorities, integration with existing programs, timelines, benefits, and costs• 	
5	<p>Next Steps</p>	<p>Schedule a support meeting with Tetra Tech to complete your community annex.</p>



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	<ul style="list-style-type: none">• To enable those who could not participate, a video of the presentation is available online for review here: Warren County Mitigation Workshop Video• Continue to engage the public• Develop mitigation strategy/actions: March 2023• Email chris.huch@ttratech.com to schedule a support meeting with Tetra Tech to complete your community annex.	
6	Conclusion - The meeting concluded at 11:14 am.	