



Herkimer County  
 Hazard Mitigation Plan Update  
 Meeting Notes



Purpose of Meeting:	Steering Committee Meeting
Location of Meeting:	Hybrid In-person and Teleconference Teams Meeting
Date of Meeting:	January 17, 2023, 2:00 pm – 3:33 pm

**Attendees:**

John Raymond	Herkimer County Emergency Services
Rodney Denslow	Tractor Supply
Matt Palumbo	Police Chief, Town of Frankfort
Gerald Pedersen	NYS DHSES Emergency Management
Maureen Petrie	Catholic Charities of Herkimer County
Joseph Tomanio	Newport Telephone
Stephanie Tyoe	Herkimer County Highway Dept.
James (Jim) Wallace	Herkimer County
Rick Reichert	Herkimer-Oneida Planning Agency
Cynthia Addonizio-Bianco	Tetra Tech

**Agenda Summary:** To confirm Hazards of Concern, Mission Statement, Goals, and Objectives; Progress reporting, facilitate a SWOO (Strengths, Weaknesses, Obstacles, Opportunities) session to form a basis for identification of mitigation strategies.

Item No.	Description	Action item(s):
1	<p><b>Welcome and Opening Remarks</b></p> <ul style="list-style-type: none"> <li>Ms. Bianco of Tetra Tech provided opening remarks to note that the purpose of this meeting is to confirm Hazards of Concern, Mission Statement, Goals, and Objectives; Progress reporting, facilitate a SWOO (Strengths, Weaknesses, Obstacles, Opportunities) session to form a basis for identification of mitigation strategies. It was noted that both steering committee and public input has been considered in the update of the plan goals and objectives as well as the update of the hazards of concern to be included in the plan.</li> </ul>	
2	<p><b>Progress Report</b></p> <ul style="list-style-type: none"> <li>Activities since the last meeting include the distribution of stakeholder and the public surveys to gather input regarding hazard history and problem areas throughout the county.</li> <li>Four municipalities have chosen not to participate: Towns of Danube, Fairfield, Newport, and Webb. Mr. Raymond is working to contact the other communities to assist in submittal of the initial worksheets to gather pertinent information to include in the plan.</li> <li>The planning process is on schedule.</li> </ul>	
3	<p><b>Public and Stakeholder outreach</b></p> <ul style="list-style-type: none"> <li>The public survey has been distributed via social media and emails to stakeholders and 27 responses have been received to date.</li> </ul>	



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	<ul style="list-style-type: none"> <li>• A stakeholder survey to gather information from local and regional agencies has been distributed via email and 4 responses have been received.</li> <li>• A survey to gather mitigation information from neighboring counties has been distributed with one response to date.</li> <li>• Overall responses indicate significant concern with the flood and ice dam, pandemic, and severe winter storm hazards.</li> </ul>	
4	<p><b>Hazards of Concern</b></p> <ul style="list-style-type: none"> <li>• The committee reviewed the updated list of hazards of concern to the county. Based on a review of hazard history in the county, steering committee input and public input the list of hazards to be profiled in the plan include:           <ul style="list-style-type: none"> <li>○ Disease Outbreak/Pandemic</li> <li>○ Dam Failure</li> <li>○ Drought</li> <li>○ Extreme Temperature</li> <li>○ Flood</li> <li>○ Invasive Species</li> <li>○ Severe Storm (Hail, Hurricane, Lightening, Tornado)</li> <li>○ Severe Winter Storm (Snow,</li> <li>○ Wildfire</li> </ul> </li> <li>• According to FEMA guidance, each participating community must identify a mitigation action for each hazard of concern that is deemed to have a significant impact on the community.</li> </ul>	
5	<p><b>Goals and Objectives</b></p> <ul style="list-style-type: none"> <li>• Tetra Tech reviewed the updated Mission Statement, Goals, and Objectives. Based on the goals and objectives included in the current plan, these have been updated based on steering committee input obtained in the September committee meeting and were approved by the committee.</li> </ul>	
6	<p><b>SWOO (Strengths, Weaknesses, Obstacles, Opportunities)</b></p> <ul style="list-style-type: none"> <li>• The committed participated in a facilitated discussion to identify the Strengths, Weaknesses, Obstacles, Opportunities related to mitigating the impacts of natural hazards in the county. Initial input was received from 3 committee members via an online survey. These responses were used to inspire discussion and to identify potential mitigation actions.</li> <li>• Potential actions identified include:           <ul style="list-style-type: none"> <li>○ Review local codes regarding development in the floodplain</li> <li>○ Continue communication with NYPA regarding management of water levels in the Hinkley Reservoir. Create a standing multi-agency group to periodically discuss management of water levels.</li> <li>○ Address potential of isolated areas preventing access/response during and after flood events. Document</li> </ul> </li> </ul>	<p>Mr. Raymond to provide manual mapping of isolated areas document after the 2019 flood to Mr. Reichert for creation of a digital map of flood-isolated areas.</p>



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	<p>historical isolated areas in GIS for future management and life safety activities.</p> <ul style="list-style-type: none"> <li>○ Develop memoranda of agreement for inter-municipal agreements to support snow removal, agricultural water supply</li> <li>○ Support outreach to increase staff resources for public works activities</li> <li>○ Increase outreach to inform residents of available supplies, warming/cooling centers/charge stations during emergencies</li> <li>○ Support development or purchase of real-time mapping of road conditions, emergency access to routes during emergencies.</li> <li>○ Continue to upgrade aging water systems to minimize temperature related failures.</li> <li>○ Fund emergency generators for schools to enable use as warming/cooling/emergency centers.</li> <li>○ Research the potential for consolidation of town crews in quadrants to improve snow removal response.</li> <li>○ Work with NYSDEC to get guidance regarding identification and management of ash trees in protected areas.</li> </ul>	
7	<p><b>Schedule</b></p> <ul style="list-style-type: none"> <li>● The project is running on schedule.</li> <li>● Ms. Bianco reviewed upcoming meetings/key dates:             <ul style="list-style-type: none"> <li>○ Steering Committee Risk Assessment Meeting – 2/21/23</li> <li>○ Planning Partnership Risk Assessment – 2/27/23</li> <li>○ Planning Partnership Mitigation Strategy Workshop – 3/27/23</li> <li>○ Public Review of Draft Plan – July 2023</li> </ul> </li> </ul>	
8	<p><b>In-Kind Services Tracking</b></p> <ul style="list-style-type: none"> <li>● Mr. Raymond indicated that the county is on track with documenting in-kind services for tasks including critical facility inventory update, municipal support and outreach, and grant administration.</li> </ul>	
9	<p><b>Next Steps</b></p> <ul style="list-style-type: none"> <li>● Review Hazard Profiles</li> <li>● Review Risk Assessment Results</li> <li>● Identify Problems and Problem Areas</li> <li>● Develop Mitigation Strategy</li> <li>● Review Draft Plan</li> <li>● Submit Draft Plan for NYSDHSES/FEMA Review</li> <li>● Adopt FEMA-Approved Plan</li> <li>● Implement Projects and Maintain the Plan</li> </ul>	
10	<p><b>Conclusion</b> - The meeting concluded at 3:33 pm.</p>	