

Washington County All-Hazard Mitigation Plan Meeting Minutes

February 27, 2007

Call to Order:

The meeting was called to order by Dr. Tom Phelan at 9:00 a.m. in Second Floor Classroom at the Washington County Municipal Building B, Fort Edward, New York.

Attendance (5):

Kyle Vandewater	Washington County DPW, Mitigation
Dr. Tom Phelan	Strategic Teaching Associates, Inc., President
Joseph Childs	Village of Salem, Trustee
Ed Lips	NYSEMO
Hugh Dewey	Town of Greenwich Highway Superintendent

Approval of the Minutes:

The minutes of the October 30, 2006, meeting were distributed and unanimously approved. .

Treasurer's Report:

Dr. Phelan stated that this space on each agenda would be used to distribute and discuss the Quarterly Report to SEMO as required under the terms of the grant. The most recent report due January 15, 2007 was available for review.

Committee Reports:

There were no committee reports.

Old Business:

Kyle Vandewater reported that progress was being made on posting Task Force meeting minutes on the County's website. This remains an open issue.

Dr. Phelan attended the two meetings with the Public Works Committee and the Association of Street and Highway Officials on October 31 and November 2 respectively.

There are 10 towns or villages that have still not provided input to the Task Force. They are

Dresden
Fort Ann
Village of Fort Ann

Hartford
Village of Hudson Falls
Putnam

Village of Granville
Village of Greenwich

Whitehall
Village of Whitehall

Dr. Phelan will draft a letter to each jurisdiction informing them of the March 16, 2007, first draft deadline and requesting them to either send information or complete an Authorized Representation form (proxy).

Dr. Phelan presented three copies of a 209-page draft plan for review. Copies were given to Kyle Vandewater and Ed Lips. Kyle will make additional copies as needed, but specifically one for Joe Childs of Salem.

New Business:

Communication received from State and Federal agencies in response to Dr. Phelan's request for information were reviewed by Richard Deitchman, a senior geosciences student from Hamilton College. His review is contained in the draft of the plan.

Dr. Phelan noted that our next step is Mitigation Strategies. He suggested two.

1. An aggregate purchase of materials required to increase the size of culvert pipes running under roadways that have washed out in the past.
2. Constructing water retention ponds north of the Village of Salem to reduce the impact of water run-off and flooding.

Program/Discussion:

Ed Lips discussed the first draft deadline of March 16, 2007. He presented a form for reviewing the plan and some examples from other counties. He answered questions and made suggestions helpful to the Task Force.

All-Hazard Mitigation Planning Task Force:

All-Hazard Mitigation Planning Task Force Members

Robert W. Humiston	Town of Argyle
Hugh Dewey	Town of Greenwich
Floyd Pratt	Town of Hebron
Ken Talkington	Hebron
Doug Brownell	Easton Volunteer Fire Company
William H. Cook	Washington County Public Safety
Chris Rieben	Town of White Creek
Sean Carney	Town of Jackson
Ray Rathbun	Telescope Casual Furniture

Joseph Childs
Maureen Van Buren
John Boyce
Willy Grimmke
Kyle Vandewater
Dr. Thomas D. Phelan

Village of Salem
Ft. Ann Central School
Fort Hudson Nursing Center
Washington County DPW
Washington County DPW
Strategic Teaching Associates, Inc.

Next Meeting:

The next meeting is scheduled for Monday, March 12, 2007, at 10:00 a.m.

Adjournment:

The meeting was adjourned at 11:30 a.m.

Respectfully submitted,
Thomas D. Phelan, Ed.D.

Attachments:

Draft letter to towns and villages which have not provided input (with attachments)

March 1, 2007

Supervisor/Mayor
Town/Village
Address
City, State Zip



Dear :

The Washington County All-Hazard Mitigation Plan Task Force is requesting your assistance in providing information regarding your municipality. The Mitigation Planning process requires that the Task Force seek any and all information about damage from natural hazards that has affected your jurisdiction.

We have a deadline of March 16, 2007, for a first draft of the plan. As yet, we have not received any input from your municipality. Other towns and villages have provided information about road washouts, flooding, mudslides, winter storms, and diseases which have caused very costly repairs.

There are two options for providing the required information.

1. Highway superintendents have been provided the attached form and a County map on which they can report damage to roadways, dams, and bridges. Maps and forms are also available from Kyle Vandewater at the County DPW.
2. You may submit a form granting permission to the County to report on your behalf (attached). If you do not have the resources to provide the information in a timely fashion, you may grant Authorized Representation to the County.

Once the entire plan is completed, it will be made available to you for review and public comment. Each jurisdiction will be asked to pass a resolution adopting the final plan. Sample resolutions will be sent once your review is completed.

The Task Force appreciates your participation in this program. The ultimate goal is to mitigate or limit the impact of any future natural disasters.

Please send your completed forms to Kyle Vandewater, Washington County Department of Public Works, 383 Upper Broadway, Fort Edward, New York 12828.

Best regards,

Dr. Thomas D. Phelan
Project Consultant

Enc. (4)

SAMPLE RESOLUTION:

PLAN PARTICIPATION

Sample Exhibit 2: Resolution for Authorized Representation

Resolution for authorizing the Plan Author to act on behalf of Local Jurisdiction

(Name of Jurisdiction) Town A

(Governing Body) Town Council

(Address) 100 Main Street, Town A

RESOLUTION

WHEREAS, Town A has limited capability to undertake extensive participation in the preparation of a hazard mitigation plan; and

WHEREAS, X is able to act on behalf of Town A in the analysis and development of a hazard mitigation plan; and

WHEREAS, X shall prepare a hazard mitigation plan in accordance with 44 FEMA requirements at 44 C.F.R. 201.6; and

WHEREAS, X shall deliver a draft copy of the Plan for public comment as well as the governing body's comment during the planning process and prior to adoption.

NOW THEREFORE, Town Council authorizes X on behalf of Town A to prepare the County ABC Multi-Hazard Mitigation Plan, which shall be reviewed and considered for adoption by Town Council upon completion.

ADOPTED this XX day of December, 20XX at the meeting of the Town Council.

Resolution for Authorized Representation

Name of Jurisdiction _____

Governing Body _____

Address _____

RESOLUTION

WHEREAS, _____ has limited capability to undertake extensive participation in the preparation of a hazard mitigation plan; and

WHEREAS, _____ is able to act on behalf of _____ in the analysis and development of a hazard mitigation plan; and

WHEREAS, _____ shall prepare a hazard mitigation plan in accordance with 44 FEMA requirements at 44 C.F.R. 201.6; and

WHEREAS, _____ shall deliver a draft copy of the Plan for public comment as well as the governing body's comment during the planning process and prior to adoption.

NOW THEREFORE, _____ authorizes _____ on behalf of _____ to prepare the Washington County Multi-Hazard Mitigation Plan, which shall be reviewed and considered for adoption by _____ upon completion.

ADOPTED this _____ at the meeting of the Town Council.

Mayor

Date:

How will these hazards affect you?

Hazard _____

Structure Loss (Task A.1.)					Contents Loss (Task A.2.)					
Name/ Description of Structure	Structure Replacement Value (Step 3) (\$)	x	Percent Damage (Step 4) (%)	=	Loss to Structure (\$)	Replacement Value of Contents (Step 3) (\$)	x	Percent Damage (Step 4) (%)	=	Loss To Contents (\$)
		x		=			x		=	
		x		=			x		=	
		x		=			x		=	
		x		=			x		=	
		x		=			x		=	
		x		=			x		=	
		x		=			x		=	
		x		=			x		=	
		x		=			x		=	
Total Loss to Structure					Total Loss to Contents					

Structure Use and Function Loss (Task A.3.)									
Name/ Description of Structure	Average Daily Operating Budget (Step 3) (\$)	x	Functional Downtime (Step 4) (# of days)	+	Displacement Cost per Day (Step 3) (\$)	x	Displacement Time (Step 4) (\$)	=	Structure Use & Function Loss (\$)
		x		+		x		=	
		x		+		x		=	
		x		+		x		=	
		x		+		x		=	
		x		+		x		=	
		x		+		x		=	
		x		+		x		=	
		x		+		x		=	
Total Loss to Structure Use & Function									

Structure Loss + Content Loss + Function Loss (\$)
Total Loss for Hazard Event (Task B.2)