Washington County All-Hazard Mitigation Plan Meeting Minutes
May 15, 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
Willie Grimmke	Washington County DPW
Brian Brockway	Town of Fort Edward Highway Superintendent

Approval of the Minutes:

The minutes of the March 12, 2007, 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 March 15, 2007, included the first draft of the Mitigation Plan. As of this date, no feedback from SEMO has been received.

Committee Reports:

There were no committee reports.

Old Business:

Information has been received from the Village of Granville and the Town of Hartford. Proxies were received from the Town of Whitehall, Village of Whitehall, and Town of Fort Ann. All proxies included a resolution from the Board.
There are 5 towns or villages that have still not provided input to the Task Force. They are Dresden, Village of Fort Ann, Village of Hudson Falls, Village of Greenwich, and the Town of Putnam.

Dr. Phelan had sent 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).

New Business:

Dr. Phelan recommended the Task Force proceed with setting calendar dates with all committees and the Board of Supervisors for approval and adoption of the Mitigation Plan since the grant deadline is in November 2007. Willie Grimmke agreed to propose presentations to those listed below on the dates listed:

Public Works Committee of the Board	July 31, 2007
Finance Committee	August 9, 2007
Board of Supervisors	August 17, 2007

In a follow-up phone conversation with Ed Lips at SEMO, May 15, 2007, it was indicated that FEMA preliminary review of the plan could take as long as 12 months (currently the case in Clinton County). Ed advised NOT submitting the plan to the County for approval prior to the FEMA review. Dr. Phelan questioned this because the grant expires in November. What is the County to do with such a long delay from FEMA. Ed Lips indicated that possibly a meeting he would attend later in the week would provide clarification.

Program/Discussion:

Dr. Phelan recommended the Task Force review each of the mitigation strategies proposed at the March meeting and develop sub-objectives for each. Included in the sub-objectives should be target dates and assigned responsibilities for those involved. This might require that Memoranda of Agreement be developed with each concerned party to include the following:

1. Vision or Goal
2. Organization Structure
3. Duration of MOA, review, revision procedures
4. Decision to Continue the MOA
5. Consultations (how, reasons for)
6. Annual Evaluation of each objective or strategy
7. Resource Commitment
    a. Staffing
    b. Technical Resources
    c. Funding

With the above in mind, the Task Force expanded each objective as noted below:

1. Aggregate purchase of materials and equipment to improve drainage at sites where roads have washed out due to natural hazards in the past. A Federally funded aggregate purchase would enable Towns, Villages, and the County to address mitigation solutions to on-going costly and disruptive problems.

1.1 Grading to accommodate higher pipes

1.2 Ditch cleaning

1.3 Easement attainment (legal services as required)
1.4 Engineering assessment to determine feasibility of each site improvement
1.5 Ditch line cleaning beyond the right-of-way

Target: 3 years

2. A hydrological study of the flooding condition in the Village of Salem. Specific strategies for the Village of Salem were discussed including possible retention ponds and changes to the former railroad bridge. The study could be expanded to include all flooding sites in the County. Local engineering capabilities are available from the County if funding could support additional staffing.
2.1 Consult with Village Hydrologist
2.2 Consult State DOT study upstream of Route 22 to Railroad as part of the design report of the Route 22 bridge over White Creek.

Target: 1 year

3. Support from colleges or universities with expertise in mitigation planning; a recommendation was made to contact RPI, Clarkson, and the NYS College of Environmental Science and Forestry for possible studies.
3.1 Follow-up on requests send previously by Dr. Phelan

Target: August 2007

4. Combined with #2 above.

5. Slope stability; the County has several sites where slopes are subject to mud slides that damage and close roads. Improvements to these slopes involving excavation or planting could be helpful.
5.1 Create a study to identify all sites in the County (most on private property)
5.1 Identify those already started
5.2 MOA with Cassayuna Fire Department for dam on Mill Pond where land is owned by the Fire Department.

6. There are several sites in the County where dams are considered to be at risk. Some are privately owned; some are beaver dams on private property. Improvements to the dams could prevent flooding causing roads to wash out.
6.1 Identify all potentially hazardous sites.
6.2 Seek MOA with all private property owners whose dams present a risk to County infrastructure.

Target: 3 years

7. The equipment required to excavate drainage ditches and roadways to increase culvert pipe size is not available for local municipal use unless it is contracted. Local highway departments have the expertise to do the work, but not the equipment. A

suggestion was made to purchase with mitigation funding five (5) excavators for Towns with the greatest need.

7.1 Group towns and villages for MOA for sharing equipment

1. Easton, Cambridge, White Creek, Jackson
2. Greenwich, Salem, Hebron
3. Fort Edward, Argyle, Kingsbury
4. Hartford, Hebron, Granville, Fort Ann
5. Putnam, Dresden, Whitehall, Hampton

7.2 Add .5 FTE maintenance mechanic to maintain excavators

7.3 Construct 5 pole barn additions to highway department barns where equipment will be housed (Contractor bid and build).

Target: 2 years

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	Village of Salem
Maureen Van Buren	Ft. Ann Central School
John Boyce	Fort Hudson Nursing Center
Willy Grimmke	Washington County DPW
Kyle Vandewater	Washington County DPW
Dr. Thomas D. Phelan	Strategic Teaching Associates, Inc.

Next Meeting:

The next meeting is scheduled for June 28 at 1:00 p.m. Dr. Phelan and Kyle Vandewater have made plans to meet a week earlier to review any feedback from SEMO.

Adjournment:

The meeting was adjourned at 11:10 a.m.

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