

APPENDIX I: MEETING DOCUMENTATION

This appendix includes meeting agendas, sign-in sheets, and minutes (where applicable and as available) for meetings convened during the development of the Cayuga County Hazard Mitigation Plan.





CAYUGA COUNTY, NEW YORK ALL HAZARDS MITIGATION PLAN



Steering Committee #1 Meeting - Agenda Thursday, August 16, 2012

1. Introductions
2. Hazard Mitigation Planning and Overview
3. Steering Committee Composition
4. Schedule
 - Overview
 - Meeting Schedule
 - i. Monthly Steering Committee Meetings
 - ii. Biweekly Conference Call Working Group Meetings
 - iii. Municipal Kick-Off Meeting – mid-September is the goal
 - iv. Public Meetings
5. Data Collection
 - NFIP Data Request
 - Letters of Intent to Municipalities
 - Critical Facility Inventory
 - Shared Site
 - Template Data Gathering/Update Tools
 - i. Municipal Information Sheets
 - ii. Capability Assessments
 - iii. Project Capture Sheets
6. Hazards of Concern Identification
7. Public and Stakeholder Outreach
8. In-kind Services Tracking



**CAYUGA COUNTY ALL HAZARD MITIGATION PLAN
STEERING COMMITTEE MEETING
SIGN-IN SHEET
MEETING DATE: August 16, 2012**



Name	Title	Agency/Municipality	Phone Number	E-mail
MARK FLEMING	LIEUTENANT	NYSF	(315) 253-4444	MARK.FLEMING@NYS.TROOPERS.ORG
Jeff Dygert	Chief	Auburn Fire	(315) 255-4195	jdgyert@auburnny.gov
Mike Talbot	Superintendent	City of Auburn DPW	(315) 253-9554	mtalbot@auburnny.gov
Tim O'Brien	Pre Treatment	City of Auburn Mall	(315) 253-6511	tbrien@auburnny.gov
Ron Podolak	Director Solid Waste	Cayuga County	253-4171	r.podolak@cayugacounty.us
Pat Steger	T.O. Niles / Pres	County Supt's Ass	246-7198	townofniles@hotmail.com
Bruce Natale	HAZ-MIT-COOR + ENV. ENGINEER	County Planning	253-1203	bnatale@cayugacounty.us
Gabriel H.	Planner	County Planning	253-1279	gholbrow@cayugacounty.us
Jim Stowell	Undersecretary	C.C.S.O.	315-258-3868	jstowell@cayugacounty.us
TOM PUTNAM	Engineering Div	Auburn Hospital	315-255-7215	tputnam@auburnhospital.org
Brian Dahl	Director of OEM	CCERMO	315-255-1161	bdahl@cayugacounty.us
Renee Smith	Branch Manager	American Red Cross	(315) 252-9596	renee.smith@redcross.org
KEVIN CARPENTER	ES MGR.	AMERICAN RED CROSS	315-252-9596	KEVIN.CARPENTER@redcross.org
Richard Wheeling	Sr. Engineering Tech	Cayuga County Hwy.	(315) 253-1307	rwheeling@cayugacounty.us



**CAYUGA COUNTY ALL HAZARD MITIGATION PLAN
STEERING COMMITTEE MEETING
SIGN-IN SHEET
MEETING DATE: August 16, 2012**



Name	Title	Agency/Municipality	Phone Number	E-mail
George Wethey	Highway Supt.	CAYUGA County	253-1513	g.wethey@cayugacountyny.us
Nancy Siefka	Director OFA	"	253-1434	nsiefka@cayugacounty.us
Cynthia Bianco	proj. mg.	Tetra Tech	473-630-8044	Cynthia.bianco@tetratech.com



**CAYUGA COUNTY ALL HAZARD MITIGATION PLAN
KICK-OFF MEETING
SIGN-IN SHEET
MEETING DATE: September 26, 2012**



Name	Title	Agency/Municipality	Phone Number	E-mail
Suzanne M Mc Bath	Supervisor	Town of Mentz	776-8692	townofmentz@tds.net
Dean Tanner	Trustee	Village of Union Springs	889-5424	dtanner@rochester.rr.com
Michael Talbot	Superintendent of PW	City of Auburn	253-9554	mtalbot@auburnny.gov
Ann Balloni	clerk	Village of Aurora	364-7293	villageclerk@auroranewyork.us
Ronald E Wilson	Mayor	Village of Port Byron	776-4321	PB TREAS4321@Yahoo.com
Joe M-Brick	Highway Supervisor UNDERSHERIFF	Town of Throop	252-0032	Ambrick271@Verizon.net
JIM Stowell	C.C.S.O.	C.C.S.O	258-3868	jstowell@cayugacounty.us
Chris Stephens	CCSD	CCSD	253-5494	cstephens@cayugacounty.us
Harvey E.M. Iles	Planning Board Chair	Victory	626-6461	harveyem.iles@frontiernet.net
Doug Selby	City Manager	Auburn	255-4146	dselby@auburn NY.gov
Richard Telcott	Councilman	Town of Venice	364 8511	rtelcott@bcn.net
Nancy McGuerty	Trustee	Village of Moravia	497-1820	village of moravia @ scc
Brian Dahl	Director of Cem	Cayuga County	255-1161	bdahl@cayugacounty.us
Niel Rivenburgh	Dep Director of Cem	Cayuga County	255-1161	N Rivenburgh@cayugacounty.us



CAYUGA COUNTY ALL HAZARD MITIGATION PLAN
 KICK-OFF MEETING
 SIGN-IN SHEET
 MEETING DATE: September 26, 2012



Name	Title	Agency/Municipality	Phone Number	E-mail
Jim Bailey	Hydr. Supt.	T/Ledyard	315-364-5529	
Donald Cunningham	Hydr Supt	T/ Brutus	315 730 9668	
Keith Severson	Cornell coop Extens.	of cayuga coun	315 255-1183	KVS5@Cornell.edu
Jay Hatfield	Supervisor	Moravia	315 729-1770	
Keith BATMAN	Supervisor	Scipio	3153645740	Scipiotown@gmail
MARK JORDAN	Supervisor	LEDYARD	3153645707	
Id Id	Supervisor	Aurelius	255-3040	IME@ldemachine.com
CHARLES E RIPLEY	Supervisor	Sumnerhill	497-3494	
David Newert	EMS Coordinator	CAY co EMS	515-8290	dnewert@roadrunner.com
Jeff Dygert	Fire Chief	City of Auburn	315-246-9414	jdygert@auburnny.gov
WILLIAM STORMAN	TRUSTEE	V. / CAYUGA	(315) 252 3626	Wesherman38@gmail.com
Tom Putnam	Engineering Dir	Auburn Hosp	315-255-7215	tputnam@auburnhospital.org
Mary Kay Brentlinger	Town Clerk	Brutus	315-834-9398	townofbrutus@centralny.twcoc.com



CAYUGA COUNTY ALL HAZARD MITIGATION PLAN
 KICK-OFF MEETING
 SIGN-IN SHEET
 MEETING DATE: September 26, 2012



Name	Title	Agency/Municipality	Phone Number	E-mail
Michele W.	Sr. Planner	Planning		
Gabe H.	Planner			
Bruce N.	Env. Engr			
Doug Kierst	District Field Manager	CC SWCD	315-250-4171	dkierst@cayugaswcd.org
Bob Knesekron	Superintendent	Public Works Village Union Springs	(315) 889-5686	USSuperintendent@verizon.net
Richard Waldron	Hwy Supt.	Town of Springport	315 889 7354	springporthwy@csds1.net
ED WALKER	Supervisor	Town of OUNSW	315-730-6292	EDWALKER522@6mail.com



CAYUGA COUNTY ALL HAZARD MITIGATION PLAN
 KICK-OFF MEETING
 SIGN-IN SHEET
 MEETING DATE: September 26, 2012



Name	Title	Agency/Municipality	Phone Number	E-mail
James Lunkenheimer	Supervisor	Town of Ira	315-626-6905	—
CHARLES RAY	TOWN SUPERVISOR	TOWN OF CATO	315 626 6230	CATOSUPERVISOR@LIVE.COM
CHERYL SHIELDS	TOWN COUNCIL	TOWN OF GENOA	315-497-2814	supervisor@scccinternet.com
Jean Jarodis	MAYOR	Village of Weedsport	315-834-6634	WWeedsport@bcn.net
Ed Cook	Town Board	Coquest	315-776-4375	Edatduckbake@peoplepc.com
Charles Knapp	Town Supervisor	Coquest	315-776-4539	C_Knapp@iw6.com
JONATHAN RASUR	Planning Consul.	TEMA TECH	973-630-8042	JONATHAN.RASUR@TEMA TECH.COM
Bruce Natale	Env. Engr	Planning		
Michelle Wunderlich	Senior Planner	Cayuga County		



CAYUGA COUNTY, NEW YORK ALL HAZARDS MITIGATION PLAN



Working Group Meeting - Agenda Wednesday, October 10, 2012

1. **Hazard Mitigation Planning and Overview**
 - a. KO meeting held 9/26/12, 23 of 33 muni's attended. ML forwarded packets to the 10 not in attendance.
 - b. Reports and Plans for review
 - c. Critical facility comments
 - d. Quarterly Report
 - e. Draft County Profile for review
2. **Steering Committee Ground Rules**
3. **Mission Statement, Goals and Objectives – to be developed based on plan reviews and Committee input (topic for next SC meeting)**
4. **Homework/Data Collection Status**
 - Letters of Intent to Municipalities-status?
 - Outreach to Municipalities that did not attend KO
 - Critical Facility Inventory-document review
 - Shared Site-access
5. **Hazards of Concern ID**
 - a. Prepared Draft HOC ID
 - b. Prepared draft Flood, Severe Storm, and Severe Winter Storm RA Profiles
 - c. Working on Ground Failure, Transportation Accident, and Manure Spill RAs
6. **Public and Stakeholder Outreach**
 - a. Public Survey-2 responses
 - b. Brochure
7. **In-kind Services Tracking**

Handouts

- Municipal Tracker
- Steering Committee Ground Rules
- List of Reports and Plans

SC #2 Action items-9/20/12

Michele Action List



CAYUGA COUNTY, NEW YORK ALL HAZARDS MITIGATION PLAN



1. Email Steering Committee for Alternates (done)
2. Email reminder letter about Kick Off meeting (done)
3. Send Cab list of people attending Kick Off meeting so TT can contact the Towns/Villages that have not responded.-done
4. Michele is point person for Critical Facility Data
 - a. Also get municipal water system and wastewater system data.
 - b. Get Tier 2 data from EMO.-done
5. Press release with Cab.
6. Send brochure info to Cab (done)
7. Link survey to website.
8. Email survey notice to Towns/Villages, Legislators, WQMA email list
9. See about using Planning's Twitter account.

Cab:

1. Sign-in sheet-michele-done
2. SC guidelines-cab to complete for review
3. SC meeting schedule-fourth Wednesday of month at 10 am-done for BN, MW, BD
4. WG meeting –second Wednesday of month at 11 am-done for BN, MW, BD
5. Michele to send meeting reminder, Tt to follow up if needed-done
6. Cab to provide survey link to Michele-done
7. Cab to provide press release to Michele for distrib to media-done
8. Cab to provide updated brochure-done
9. Michele to send notice to towns, villages, county leg, etc emails for public survey
10. Cab to send copy for Facebook post(County EMO), Sheriff's office, Health Dept (link) and Twitter
11. SC member to review critical facility doc and send edits to Michele (copy CAB) by 9/27/20
12. Revised critical facility doc by cab by 9/28/1Tt to follow up with muni's for KO attendance.



Cayuga County Multi-Jurisdictional
All Hazard Mitigation Plan Update
Working Group
Minutes of Meeting



Purpose of Meeting:	Working Group
Location of Meeting:	Conference call
Date of Meeting:	October 10, 2012

Attendees:

- Bruce Natale-Cayuga County (CC) Planning and Hazard Mitigation
- Brian Dahl-CC Director of Emergency Management
- Michele Wunderlich-CC –Senior Planner
- Eileen O’Conner-Cayuga County Health Department
- Cynthia Bianco – Tetra Tech

Agenda Summary: To discuss the planning status, project schedule, data collection, public and stakeholder outreach.

Item No.	Description	Action By:
1.	<p>Status Overview</p> <p>The Kickoff meetings were held on 9/26 and were attended by 23 of the 33 potential plan participants. Tetra Tech has embarked on the preparation of draft sections of the plan including Hazards of Concern Identification, County Profile, and Hazard Profiles. These will be posted on the Share Site and comments are requested from the Working Group (WG). The planning process is continuing on schedule with a draft plan anticipated to be submitted to NYSOEM by April 10, 2013. (The County is clarifying the draft submittal date as the actual date may be May rather than April, 2013. Tetra Tech has gathered comprehensive and watershed plans as well as other plans and reports to review and integrate into the plan as appropriate. The list of plans was given to the WG for review and comment.</p>	WG to comment on list of plans and reports to be reviewed to indicate any omissions.
2.	<p>Steering Committee Ground Rules</p> <p>The edited ground rules were distributed for review and will be brought to the Steering Committee (SC) for approval at the next meeting.</p>	Tt to provide draft ground rules incorporating WG comments.
3.	<p>Mission Statement, Goals, and Objectives</p> <p>The mission statement has been approved by the SC and is posted on the hazard mitigation website and appears in the mitigation brochure. Tetra Tech (Tt) will review the NYS Hazard Mitigation Plan as well as local comprehensive and watershed plans to develop proposed goals and objectives to be reviewed by the WG and presented to the SC.</p>	



Cayuga County Multi-Jurisdictional
All Hazard Mitigation Plan Update
Working Group
Minutes of Meeting



4.	<p>Data Collection <u>Letters of intent and the municipal homework</u> distributed during the kickoff meeting are due October 15th. Michele will send an email reminder to all municipalities to submit. Discussion concerning how to engage those municipalities that have not expressed interest in the planning process included the possibility of suggesting that the towns with less interest or resources might sign a proxy agreement with a neighboring town to participate in meetings on their behalf. Tt to confirm acceptability of this with FEMA. Proxy language is already included in the Letter of Intent (LOI) to participate giving the steering committee proxy to act on the municipality's behalf, so this may be sufficient. However, the proxy will not substitute for the requirement of each participant to review and support the annex input or the approval by resolution of the plan.</p> <p>Bruce will present a mitigation plan overview at the next highway superintendent's meeting and expects to motivate more municipalities to participate as a result.</p> <p><u>Critical Facility Inventory</u> –The critical facility information was reviewed to highlight missing information and to identify the proper contact person(s) to provide review and input and to verify information. Tt to send updated critical facility inventories to the WG for review and input.</p>	<p>County to send reminders to all municipalities who have not responded with an LOI to submit paperwork requested.</p> <p>Tt to confirm proxy language.</p>
5.	<p>Hazard of Concern Identification Tetra Tech has developed a draft Hazards of Concern Identification document for review by the WG and discussion at next SC meeting. In addition, Tt has written draft Risk Analyses for the Flood, Severe Storm, and Severe Winter Storm hazards and is working on the Ground Failure, Transportation Accident and Manure Spill Hazards. The vulnerability analysis will be initiated after the WG finalizes the Critical Facility Inventory.</p>	<p>Tt to post draft risk analyses and Hazards of Concern document.</p>
4.	<p>Public and Stakeholder Outreach The County has posted HMP information, the brochure, and the survey on it mitigation website. The county will also add a button on the first page of the County website. The county will also send out another press release specifically targeting the survey to encourage residents to respond.</p> <p>County planning distributed 50 copies of the brochure and EMO distributed 25 copies.</p>	<p>Tt to provide template press release. County to modify website and send out press release.</p>
5.	<p>In-Kind Services Tt advised County to continue to track hours worked on planning for in-kind documentation to be submitted to FEMA upon reimbursement request.</p>	
6.	<p>Next Meeting October 24, 2012-Full Steering Committee</p>	



Cayuga County Multi-Jurisdictional
All Hazard Mitigation Plan Update
Working Group
Minutes of Meeting





CAYUGA COUNTY, NEW YORK ALL HAZARDS MITIGATION PLAN



Steering Committee Meeting - Agenda Wednesday, October 24, 2012

- 1. Hazard Mitigation Planning and Overview**
 - a. KO meeting and municipal participation status
 - b. Critical facility comments
 - c. Quarterly Report
 - d. Draft County Profile for review

- 2. Steering Committee Ground Rules**
 - a. Approval?

- 3. Plan Goals and Objectives**
 - a. Discussion

- 4. Homework/Data Collection Status**
 - Letters of Intent to Municipalities
 - Outreach to Municipalities that did not attend KO
 - Critical Facility Inventory-document review

- 5. Hazards of Concern ID**
 - a. Prepared Draft HOC ID
 - b. Prepared draft Flood, Severe Storm, Severe Winter Storm, Ground Failure RA Profiles
 - c. Working on Transportation Accident, and Manure Spill RAs

- 6. Public and Stakeholder Outreach**
 - a. Public Survey-2 responses-need more public outreach
 - b. Brochure distributed
 - c. Press Releases
 - d. Email Blast

- 7. In-kind Services Tracking**

Handouts

- Municipal Tracker
- Steering Committee Ground Rules
- Goals and Objectives Worksheet



CAYUGA COUNTY ALL HAZARD MITIGATION PLAN UPDATE
Steering Committee #3 Meeting
SIGN-IN SHEET
MEETING DATE: October 24, 2012 10:00 AM



Name	Title	Agency/Municipality	Phone Number	E-mail
Michele Wunderlich	Senior Planner	Cayuga County	253-1107	mwunderlich@co.cayuga.ny.us
Bruce Natale	Haz. Mit. Officer	Cayuga County	253-1276	bnatale@cayugacounty.us
Cynthia Bianco				
Kevin Carpenter	ES Manager	Red Cross		kevin.carpenter@redcross.org
Mike Talbot	Superintendent	City of Auburn		mtalbot@auburnny.gov
Jim Stowell	Under Sheriff	Sheriff - Cayuga Co.		jstowell@cayugacounty.us
Keith Sererson		CCE		
Eileen O'Connor	Director, Env. Health	Cayuga County		Eileen.O'Connor@dhs.state.ny.us
Doug Kierst	District Field Mgr	SWCD		dkierste@cayugaswcd.org
Jeff Dygert	Chief, Fire Dept	City of Auburn		jdygert@auburnny.gov
Brian Dahl	Director EMD	Cayuga County		ccoes@co.cayuga.ny.us
Scott Shaft		Cayuga Comm. College		shafts@cayuga-cc.edu



Cayuga County Multi-Jurisdictional
All Hazard Mitigation Plan Update
Working Group
Minutes of Meeting



Purpose of Meeting:	Steering Committee
Location of Meeting:	Conference call
Date of Meeting:	October 24, 2012

Attendees:	Kevin Carpenter-American Red Cross Jeff Dygert-City of Auburn Fire Chief Doug Kierst-CCSWCD Scott Shaft-Cayuga County Com. College Jim Stowell-Cayuga County Under Sheriff Mike Talbot-City of Auburn Public Works Cynthia Bianco – Tetra Tech
Bruce Natale-Cayuga County (CC) Planning/HazMit	
Brian Dahl-CC Director of Emergency Management	
Michele Wunderlich-CC –Senior Planner	
Eileen O’Conner-Cayuga County Health Department	
Keith Severson-CC Extension of Cayuga County	

Agenda Summary: To discuss the planning status, , public and stakeholder outreach, and goals and objectives.

Item No.	Description	Action By:
1.	Status Overview The committee is continuing outreach to municipalities that have not submitted letters of intent. Bruce will be discussing participation at tomorrow’s Association of Town Highway Superintendent’s meeting. Tetra Tech will provide telephone follow-up to advise non-participants of the benefits of hazard mitigation planning. Municipalities may participate by proxy but must at a minimum contribute to their annex in the plan. The minutes of meeting of the September 9 Steering Committee meeting were approved unanimously.	
2.	Steering Committee Ground Rules The edited ground rules were distributed for approval. The committee approved with minor modifications which will be made by Tetra Tech before distribution.	Tetra Tech
3.	Goals, and Objectives Proposed goals and objectives were reviewed by the committee. These were based on review of plans including comprehensive, watershed, and vision plans. The committee agreed to delete Goal #5 and integrate the associated objectives into a modified Goal #3 and to fold Objective 4-1 and include in Objectives 4-2 and 4-3. The revised goals and objectives will be discussed at the next steering committee meeting.	Working Group Tetra Tech
4.	Data Collection A summary of input by municipality was distributed to the committee for review. <u>Critical Facility Inventory</u> – The inventory document was reviewed in light of the additions made since the last meeting. Corrections as noted will be made by Tetra	Working Group Tetra Tech



Cayuga County Multi-Jurisdictional
All Hazard Mitigation Plan Update
Working Group
Minutes of Meeting



	Tech. All committee comments are due to Tetra Tech by November 2 nd after which the inventory will be deemed complete and will be used as input for the vulnerability analysis.	
5.	Hazard of Concern Identification Hazards of Concern were discussed by the Committee. It was noted that Dam failure is included in the Flood Hazard. Proximity to nuclear reactors will not be addressed in this plan as it is covered by the Radiation Plan. Manure spills may include water supply contamination as well as roadway spills. Information regarding the gas digester will be provided by Doug Kierst. The milk processing plant in Aurelius could pose a water contamination hazard. Power outages will be covered in the Severe Storm hazard. Tt has written draft Risk Analyses for the Flood, Severe Storm, and Severe Winter Storm hazards and is working on the Ground Failure, Transportation Accident and Manure Spill Hazards. The vulnerability analysis will be initiated after the WG finalizes the Critical Facility Inventory.	Tt to post draft risk analyses and Hazards of Concern document.
4.	Public and Stakeholder Outreach County planning will use available list-serves to send emails to public regarding the mitigation survey. Also, planning will attempt to organize flyers to be included in litter bags for the Hazardous Waste Collection event on Saturday to reach about 300-400 people.	Michele W.
5.	Next Meeting December 5, 2012, SWOO, 10 am – 1 pm-Full Steering Committee plus stakeholders	



CAYUGA COUNTY, NEW YORK ALL HAZARDS MITIGATION PLAN



Steering Committee Meeting - Agenda Wednesday, December 5, 2012

1. **Introductions**
2. **Strengths, Weaknesses, Obstacles, and Opportunities (SWOO) Session**
3. **Overview**
4. **Definitions**
5. **Mission Statement, Goals, and Objectives**
6. **Hazards of Concern SWOO**

Handout: SWOO document



CAYUGA COUNTY ALL HAZARD MITIGATION PLAN UPDATE
Steering Committee #4 Meeting - SWOO
SIGN-IN SHEET
MEETING DATE: December 5, 2012 10:00 AM



Name	Email	Title	Agency/Municipality	Phone Number
James Bailey		Hwy Supt.	T/Ledyard	315-364-5524
Harvey E Mills	harveyemills@frontier.net	Planning Board	T/Victory	315-626-6461
Wm. McVea	wmvea@frontier.net	Mayor	Fair Haven	315-947-5212
Roger Granatiero		Fire Chief	Fair Haven	315-246-1905
MARK JORDAN		Supervisor	T/LEDYARD	315-364-5707
DAVID MORRIS	DMORRIS48@YAHOO.COM	PLANNING BOARD	SENNETT	315 729-6248
Anne Riddell	villageofmoravia@scctinternet.com	Clerk	V/Moravia	315-497-1820
Hanna K. Sowles	DKSOWLES@HOTMAIL.COM	RN	Auburn Comm Hosp	315-255-1705
Doris R. Schews	d77ma@aol.com	Supervisor	Springport	315 515 8788
Richard S Waldron	springportHwy@comcast.net	Hwy Supt.	T/o Springport	315 729 7897
KEVIN CARPENTER	KEVIN.CARPENTER@REDCROSS.ORG	MGR. EMER. SVCS	AMERICAN RED CROSS	315-252-9596
Bruce Natale	bnatale@cayugacounty.us		County Planning.	
Jim Stowell	jstowell@cayugacounty.us	U/S	C.C.S.O.	315-258-3868



CAYUGA COUNTY ALL HAZARD MITIGATION PLAN UPDATE
Steering Committee #4 Meeting - SWOO
SIGN-IN SHEET
MEETING DATE: December 5, 2012 10:00 AM



Name	Email	Title	Agency/Municipality	Phone Number
MARK SNYDER	msnyder@cayugaco.org	Safety Coordinator	BOCES	255-7683
Dean Tanner	dtanner@rochester-rr.com	Trustee	Village of Union Springs	989 5424
Kurt Wilmot		DPW Supt.	Village of Aurora	364-5239
Robert J Kneaskern	ussuperintendent@verizon.net	Superintendent Public Works	Village of Union Springs	889-5680
CHERYL SHIELDS	cshields@friedmanelectric.com	Town of Genoa Council	TOWN OF GENOA	315-497-2914
Matt Reiman		Town of Genoa Highway Fire Dept.	Town of Genoa	315-497-0681
Kris LaPointe	Highway @ SENNETTNY.ORG	Highway Super	T/O SENNETT	315-253-3912 #2
Jeffrey Dawson	montezuma@tds.net montezuma municipal	Highway Superintendent	T/O Montezuma	315-776-4315
Doug Kierst	dkierst@cayugaswcd.org	CCSWCD Field Manager	CC SWCD	315-252-4171
Eileen O'Connor	eileen.o'connor@ dfa.state.ny.us	Director Env Health	CC Health Dept	253-1405
Suzanne McBeth	townofmentz@tds.net	Town of Mentz Supervisor	Town of Mentz	776-8692
JAY MOOSE	TOWN OF MENTZ@TDS.NET	CODE OFFICE Executive	TOWN OF MENTZ	315 776 8892
Doug Verwers	dhw1@cornelld.edu	Director	CEE of Cayuga County	ext 256 255-2283



CAYUGA COUNTY ALL HAZARD MITIGATION PLAN UPDATE
Steering Committee #4 Meeting - SWOO
SIGN-IN SHEET
MEETING DATE: December 5, 2012 10:00 AM



Name	Email	Title	Agency/Municipality	Phone Number
ED WAGNER	centralny. owasco supervisor@twcable.com	supervisor	OWASCO	315 730 6292
Brian Soper	Sterhwy@gmail.com	Highway Super	Sterling	315-947-5178
Brian Hicks	bhicks@auburn.ny.gov	SE. Codes Enforcement officer	City of Auburn	315-255-4111
Jenny Haines	jhaines@auburnny.gov	Director, Planning + ED	City of Auburn	315-255-4115
Jeff Dygert	jdgyert@auburnny.gov	Fire Chief	City of Auburn	315-255-4195
Roman Rotko	rrotko@auburnny.gov	FF, municipal safety off.	City of Auburn	315 253-4031
MARK FLEMING	MARK.FLEMING@TROOP45.NY.GOV	LIEUTENANT	NYSP	315-253-4444
Chris Stephens	cstephens@cayugacounty.ny.us	Sgtant, Sheriff	Cayuga County Sheriff	315-253-5494
JONATHAN RASER	JONATHAN.RASER@TETRA TECH.COM	Program Manager	TETRA TECH	973-630-8042
Anthony DeCora	aldecora@auburnny.gov almed175@verizon.net	Chief operator	City of Auburn	315 253 8754 2831608
Brian Dahl	BDAHL@cayugacounty.us	Director O&M	Cay .CO	255-1161
Michelle Wunderlich	mwunderlich@cayuga.ny.us	County Planning	Cayuga County	315-253-1207



**Cayuga County
Natural Hazard Mitigation Plan
Steering Committee Meeting - SWOO Session Overview**

Per the DMA 2000 regulations regarding the development of mitigation strategies:

44 CFR 201.6(c)(3) A mitigation strategy that provides the jurisdiction's blueprint for reducing the potential losses identified in the risk assessment, based on existing authorities, policies, programs and resources, and its ability to expand on and improve these existing tools. This section shall include:

- (i) A description of mitigation goals to reduce or avoid long-term vulnerabilities to the identified hazards.*
- (ii) A section that identifies and analyzes a comprehensive range of specific mitigation actions and projects being considered to reduce the effects of each hazard, with particular emphasis on new and existing buildings and infrastructure.*
- (iii) An action plan describing how the actions identified in paragraph (c)(2)(ii) of this section will be prioritized, implemented, and administered by the local jurisdiction. Prioritization shall include a special emphasis on the extent to which benefits are maximized according to a cost benefit review of the proposed projects and their associated costs.*
- (iv) For multi-jurisdictional plans, there must be identifiable action items specific to the jurisdiction requesting FEMA approval or credit of the plan.*

During previous meetings we worked on identifying a Mission Statement, Mitigation Planning Goals and corresponding Objectives, included later in this document. We will want to keep in mind our identified goals and objectives during today's effort.

During this session, we will identify the **Strengths, Weaknesses, Obstacles, and Opportunities (SWOO)** in the mitigation of the hazards that impact the County. The purpose of this session is to identify mitigation strategies and capabilities that will meet the goals and objectives for this plan, and these will be used to develop a catalog of potential mitigation actions for use by the jurisdictions as they develop their mitigation action plan.

- **Strengths:** What we do well; what we can capitalize on.
- **Weaknesses:** What could we do better; what we need to strengthen.
- **Obstacles:** Things that stand in our way, and either prevent us from doing something, or something that needs to be overcome. (e.g. regulatory, geographical, environmental, financial).
- The **Opportunities** developed from this process will serve as the basis for our catalog of potential mitigation alternatives. The alternatives will address our risks, meet our planning goals and objectives, and fall within our capabilities.

This will be an open forum, facilitated discussion that will identify the SWOO's for natural hazards previously identified by the Planning Group.

In summary, a total of five (5) natural hazards of concern were identified as significant hazards affecting the entire planning area, to be addressed at the county level in this plan (not necessarily presented here in order of risk ranking):



- Flooding (including flooding due to dam failure)
- Ground Failure
- Severe Storm (windstorms, hurricane, tropical storms, thunderstorms, hail, lightning and tornado)
- Severe Winter Storm (heavy snow, blizzard, ice storm, Nor-Easters)
- Transportation Hazards (Hazmat in Transit)

To aid in this session refer to the Mission Statement, Goals and Objectives selected for this plan (below).

Mission Statement:

The mission of the Cayuga County Multi-Jurisdictional All-Hazard Mitigation Plan is to identify and reduce, through cost-effective and sustainable mitigation efforts, our vulnerability to natural and man-made hazards. In doing so, Cayuga County seeks to create an informed and prepared community while protecting its health, safety, property, economy, quality of life, and environment.

Goal 1. Protect Life and Property

Objective 1-1: Protect the ongoing operation of critical facilities and infrastructure.

Objective 1-2: Retrofit, purchase or relocate repetitive and severe repetitive loss assets in the County.

Objective 1-3: Encourage the establishment of policies to help ensure the prioritization and implementation of mitigation actions and/or projects designed to benefit essential facilities, services, and infrastructure.

Objective 1-4: Implement mitigation actions that enhance the capabilities of the County to better profile and assess exposure of hazards.

Objective 1-5: Better characterize flood/stormwater hazard events by conducting additional hazard studies and identify inadequate stormwater facilities and poorly drained areas and maintain or improve drainage or flood control systems.

Objective 1-6: Develop, maintain, strengthen and promote enforcement of ordinances, regulations, plans and other mechanisms that facilitate hazard mitigation and result in a higher level of natural hazard risk reduction.

Objective 1-7: Ensure that development is done according to modern and appropriate standards, including the consideration of natural hazard risk.

Objective 1-8: Identify and pursue funding opportunities to develop and implement local mitigation activities.

Objective 1-9: Address the specific needs of vulnerable populations.

Goal 2. Increase Public Awareness and Preparedness

Objective 2-1: Develop and implement program(s) to better understand the public's level of individual and household preparedness.



Objective 2-2: Develop and implement additional education and outreach programs to increase public awareness of hazard areas and the risks associated with hazards, and to educate the public on specific, individual preparedness activities.

Objective 2-3: Promote awareness among homeowners, renters, and businesses about obtaining insurance coverage available for natural hazards (i.e., flooding).

Objective 2-4: Develop and implement programs to inform vulnerable property owners of appropriate mitigation activities and available funding programs.

Objective 2-5: Provide information on tools, partnership opportunities, funding resources, and current government initiatives to assist in implementing mitigation activities.

Goal 3. Enhance Disaster Preparedness, Response and Recovery and Promote Mitigation Efforts through Existing Programs and Partnerships

Objective 3-1: Encourage the establishment of policies to help ensure the prioritization and implementation of mitigation actions and/or projects designed to benefit essential facilities, services, and infrastructure.

Objective 3-2: Where appropriate, coordinate and integrate hazard mitigation actions with existing local emergency operations plans.

Objective 3-3: Identify the need for, and acquire, any special emergency services, training, equipment, facilities and infrastructure to enhance response capabilities for specific hazards.

Objective 3-4: Review and improve, if necessary, emergency traffic routes; communicate such routes to the public and communities.

Objective 3-5: Ensure continuity of governmental operations, emergency services, and essential facilities at the local level during and immediately after disaster and hazard events.

Objective 3-6: Maintain and expand shared services in acquiring maintaining and providing emergency services and equipment.

Objective 3-7: Strengthen inter-jurisdiction and interagency communication, coordination, and partnerships to foster hazard mitigation actions or projects.



Goal 4. Protect the Environment and Natural Resources

Objective 4-1: Protect, preserve, and restore natural lands and features (including environmentally sensitive and critical areas) that serve to mitigate losses (including wetlands, floodplains, stream corridors, hillsides and ridge lines). Such lands should be clearly mapped and identified for protection.

Objective 4-2: Continue to preserve, protect, and acquire open space, and environmentally sensitive and critical areas, particularly in high hazard areas. Include hazard considerations into the prioritization schema for land acquisition.

Objective 4-3: Incorporate hazard considerations into land-use planning and natural resource management and encourage hazard mitigation measures that result in the least adverse effect on the natural environment.

Objective 4-4: Work with County Soil and Water Conservation District and other organizations towards the restoration of stream corridors and the implementation of erosion and sedimentation control measures.



Flood (including Dam Failure)

Strengths:

- As of 2007 FEMA has provided, and the municipalities have adopted, fully-integrated flood maps. Prior to that the maps were done by municipality and they tended to have dis-continuities at the map borders.
- Recent mapping appears to be a reasonable representation of flood risk.
- The City of Auburn controls the level in Lake Cayuga. Increasing flow in the Owasco River has helped to limit ice jamming (frazzle ice formation)...not reducing flow as the ACOE advised in the past. This is an example of an “operational” measure to mitigate.
- City of Auburn and the County gauge the inlet, the river outlet and the Lake Level. They could use gauging on Dutch Hollow.
- They need gauging on Hemlock Creek, where they have had flash flooding problems that can affect Loch, including cutting off roads.
- SWCD has set up a good program to assist with stream monitoring, maintenance and other mitigation projects, but funding is always the limiting factor.
- ACOE is a strength in the sense that they are located right in the City and very accessible...the live and think local.
- The County is NOAA/NWS “Storm Ready” and this helps with outreach and warning systems.
- NWS has been very good with their alerts, and County OEM has been strong with distributing alerts.
- Four agencies generally control water levels in the area and resulting flooding, but coordination is good between these agencies.
 - Lake Cayuga level is controlled by the Canal Corporation.
 - Lake Owasco is controlled by the City of Auburn.
 - Seneca River is controlled by a hydro-electric dam in Baldwinsville.
 - Upstream of Mud-Lock on the Seneca is Seneca Hydropower company

Weaknesses:

- Property owners do not tend to have a good awareness of hazard risk areas.
- There has not been significant flooding in the County since Hurricane Agnes.
- It would appear that enforcement of the FDPO is not always what it should be (brought up by the City of Auburn).
- Only one FPA attended this workshop.
- Many FPAs don't know that they are, or have proper training.
- The City of Auburn's main fire house/police station is 3 minutes downstream from the Mill Street dam (based on a study they did at the request of FERC). They have designated an alternate location for police operations in the event of failure, and proposed installing instrumentation on the dam to provide early warning of potential failure.
- Some of the streams tend to be very flashy, and the precipitation throughout the county during any event can be very different.
- There is a problem with longterm maintenance of stormwater systems (incl. basins), after the developers tend to “walk away”. One solution in Sennet was that they have imposed a stormwater fund on new development to provide for long-term maintenance...an “impact fee”.
- Stream maintenance is not where it could be.
- Property owners generally know they need permits for certain activities, but may not get them when needed and it can result in construction that does not comply.



- County Health Department – Upper Pump Station in the City is in the SFHA. Also the water treatment plan and WWTP in the Town of Moravia is in the floodplain.
- Moravia works with NYSDEC to monitor and maintain the creek in Moravia. Not a lot of homes down in this area, but their infrastructure is down there.
- Hard to find point persons at agencies who own infrastructure (e.g. NYSDEC, NYSDOT).
- Montezuma National Wildlife Reservation – is expanding and looking at purchasing most of the land on the north and south sides of Rt. 31...and keeping it dry during flood events to prevent invasive species, which could remove thousands of acres of land to absorb floodwaters. Could pose risk to residents along the Seneca River and Cayuga Lake...there lakeside Villages and four towns affected. They did not address this issue at all in their recent Conservation Plan.
- Genoa – lots of farms up gradient of their potable wells. Many concerns with agricultural waste running downhill and affecting the streams and wells.

Obstacles:

- Many residents can't afford flood insurance.
- Many of the structures in the floodplains are pre-FIRM (built in the 1970's) and are below the established BFEs.
- NYSDEC interests to maintain the natural streams for habitat.
- BV7 plan to adjust the level of Lake Ontario (increase) which will raise the BFE on properties that comply with the current BFE (Fair Haven).
- For large scale precipitation events, the county is at the mercy of the three outlets for water. The Canal was designed for recreation and has a very shallow drop...it was not designed for flood control. It is the limiting factor for draining large parts of the county.

Opportunities:

- Join CRS for communities with a lot of NFIP policies
- Assist the current CRS community to maintain and improve their rating...look at what activities they are doing and what other communities in the Southern Tier are doing.
- More awareness who is a floodplain manager...make sure that we properly identify this in our plan and annexes, and that all FPAs review this plan.
- Training for floodplain managers through NYSDEC
- Make communities and county aware when training is available for floodplain managers
- Develop internal procedures to record/document road closures, emergency measures for benefits for BCAs/grant applications
- Installing instrumentation on the Mill Street dam (City of Auburn) to provide early warning of potential overflow and/or failure.
- SWCD to provide a list of projects and initiatives for stream projects.
- Use Town of Sennet's stormwater impact fee program to provide for longterm maintenance of stormwater systems.
- Install gauging on Dutch Hollow (mitigation for ___) and Hemlock Creek (mitigation for Loch).
- Seek funding to support SWCD stream programs.

Specific projects identified:

- Bridge on N. Division Street in the City over the Owasco Creek is in very bad condition and is susceptible to failure from scouring. This is part of a 2-3 year bridge realignment project.



Severe Storm (windstorms, hurricane, tropical storms, lightning, hail, etc.)

Strengths:

- The County is NOAA/NWS “Storm Ready” and this helps with outreach and warning systems.
- Adequate capacities for shelters (total of 29 in County)
- Have procedures to notify public when shelters are open. Good working relationship with County OEM.
- There is getting to be general awareness that we must be self-reliant and get backup power.
- Victory FD has backup power and can be used for sheltering.

Weaknesses:

- Backup power in the SDs in the central part of the county are generally good. Most of the Auburn schools and BOCEs have backup, but SDs in the north and south are not in as good shape.
- Auburn DPW has a tree maintenance program in their DPW, but their funding and staffing has been cut significantly which has affected this program.

Obstacles:

Opportunities:

- American Red Cross has updated their inventory for this project and identified facilities that need backup power. ***Remove West Middle School in Auburn as a shelter...this is no longer an active facility.**
- Address lack of backup power at CFs (specifically schools/shelters) in the north and south parts of the county.
- Develop programs/procedures to capture and archive loss data (road closures, labor hours, permits to repair damage).

Specific projects identified:

- Main State Police/Sherriff Building that houses the 911 Center and jail needs a new roof (leaking...vulnerable to storm damage).



Severe Winter Storms (heavy snow, blizzard, ice storm, Nor-Easters)

Strengths:

- The County is NOAA/NWS “Storm Ready” and this helps with outreach and warning systems.
- Public yields to storm warnings – residents know what to expect; 29-inches is typical; major warnings people pay attention; they get off the roads to give the crews chance to clear the roads
- Adequate capacities for shelters (total of 29 in County)
- Have procedures to notify public when shelters are open
- City of Auburn water plant and WWTP and pump stations have diesel backup power supplies so they can be off the grid for days – and if they can still get fuel they can go longer

Weaknesses:

- Outages are longer in recent years; regulations do not require utility companies to have standby equipment; Assistance from utilities is not ‘live’ on the phone; no prioritization for facilities; backup generators must be used these days
- NYSEG – poor tree trimming that presents hazard to other utilities – They do not always integrate their work with other utilities and local agencies.
- They utilities are trimming only what protects their lines, and often leave lower branches that can pose risk to lower wires, and even fall and block roads.
- NYSEG in one particular area cleared a number of large trees on only one side and they are vulnerable to falling and blocking the road and access to critical shelter.
- Verizon, Electric, Gas utilities
- Tree trimming needs improvement
- Rural utilities have not been moved to highway right-of-ways, causes problems with maintenance and repair.

Obstacles:

- Contractors hired by utility companies to trim trees

Opportunities:

- Get emergency backup power at more shelters, particularly the schools in the north and south parts of the county.
- Keep backup power accurate in facility inventory – potential funding



Ground Failure

Before lunch Bruce spoke about historic events:

- Landslide along Seneca River; 5-7 properties damaged
- Sinkholes/disappearing streams – Genoa near Triangle Restaurant
- Chemical contamination – groundwater contamination

Strengths:

- Bruce has mapped susceptible soil types along the Seneca River – what are we doing to improve our RA for landslide (and sinkholes...location of carbonate bedrock)
- Landslide – Understanding of where historic events took place and what triggered the event
- Knowledge of the presence of karst environments in the County – Bruce has information on the Onondaga and Tully limestone formations. **Look at the Onondaga County ground failure profile.**
- Knowledge of disappearing stream on NE side of Auburn – behind home the stream comes back above the ground

Weaknesses:

- Lack of understanding of vulnerable areas – karst environments
- ‘Cracks’ fill with debris and overflow into old quarry off North Street during high water events.
- Limestone under ‘filter’ plant.
- Lack of ordinances or zoning to mitigate these risks on future development.

Obstacles:

Opportunities:

- Establish steep slope ordinances or ways to control future develop in landslide susceptible areas.
- Identify carbonate bedrock areas and encourage adoption of carbonate bedrock standards to mitigate this risk on new development.



Transportation Hazards (HazMat in Transit)

Concern in the County:

- Truck traffic on 38 and 34
- They had a gasoline line rupture on the Buckeye pipeline last year
- Had a derailment in the 1980's back on Fox Ridge of building materials...access is not good in this area.

Strengths:

- Police/Fire respond to events 'somewhat'
- City of Auburn and Weedsport F.D. have best capabilities to respond
- Multi-County Hazardous Materials Response Teams – trained and equipped and includes many counties (so it is scalable)
- The County OEM distributes the Emergency Response Guide (ERG) – but many local EMs don't know how to use it. County is working in the process of training, to develop an awareness level if not a response level. County is developing awareness training in the use of the ERG for local public works and FDs. Awareness course through Public Works so if they come across the problem, they know how to isolate, call the proper parties; notify the public
- Shippers (Norfolk Southern, CSX) – generally good communication, not necessarily cooperation. They are pretty responsive to the County when needed. They do offer training, but participation is not as good as it could be.

Weaknesses:

- Lake Ontario – 29 miles of shoreline. There is a lot of barge traffic in the area...are there enough booms to protect the shoreline as the boats go into the port of Oswego. Coast Guard and the surrounding communities do have enough boom to control spills in the area (Strength).

Obstacles:

- Two different active railroads, with four different companies using them:
 - Main east-west is CSX also used by Amtrak
 - Also line thru the city across the lake (finger Lakes Rail also used by Norfolk Southern).

Opportunities:

- Continue to implement and expand local responder training (DPW, police, fire) on the use of the ERG and what to do in the event of a hazmat event. Led by County OEM with support of all local EMs, LEPCs, etc.
- Improve county participation in training offered by shippers (Norfolk Southern, CSX).



CAYUGA COUNTY, NEW YORK ALL HAZARDS MITIGATION PLAN



Working Group Meeting - Agenda Wednesday, December 12, 2012

1. Hazard Mitigation Planning Status
 - a. SWOO meeting-review and comments on notes
 - b. Comments on Hazard Profiles posted to shared site
 - c. Finalization of Critical Facility info
 - d. Local participation
2. Mitigation Plan Maintenance Procedure
3. In-kind Services Tracking

Handouts

- Municipal tracker
- SWOO notes
- Draft Maintenance Procedure



CAYUGA COUNTY, NEW YORK ALL HAZARDS MITIGATION PLAN



Steering Committee Meeting - Agenda Wednesday, January 2, 20123

1. Hazard Mitigation Planning and Overview

- a. Critical facility comments
- b. Quarterly Report
- c. Draft Profiles for review

2. Homework/Data Collection Status

- Municipal participation status
- Letters of Intent to Municipalities
- Outreach to Municipalities

3. Plan Maintenance Procedure

4. Public and Stakeholder Outreach

- a. Public Survey-?? responses
- b. Press Releases
- c. Email Blast

5. In-kind Services Tracking

Handouts

-Municipal Tracker



CAYUGA COUNTY, NEW YORK ALL HAZARDS MITIGATION PLAN



Steering Committee Meeting - Agenda Wednesday, January 2, 20123

1. Hazard Mitigation Planning and Overview

- a. Critical facility comments
- b. Quarterly Report
- c. Draft Profiles for review

2. Homework/Data Collection Status

- Municipal participation status
- Letters of Intent to Municipalities
- Outreach to Municipalities

3. Plan Maintenance Procedure

4. Public and Stakeholder Outreach

- a. Public Survey-?? responses
- b. Press Releases
- c. Email Blast

5. In-kind Services Tracking

Handouts

-Municipal Tracker



Cayuga County Multi-Jurisdictional
All Hazard Mitigation Plan Update
Working Group
Minutes of Meeting



Purpose of Meeting:	Steering Committee
Location of Meeting:	Conference call
Date of Meeting:	January 2, 2013

Attendees: Bruce Natale-Cayuga County (CC) Planning/HazMit Brian Dahl-CC Director of Emergency Management Michele Wunderlich-CC –Senior Planner Eileen O’Conner-Cayuga County Health Department Bill Lupien-Auburn Engineering Dept. Pat Steger-Cayuga County HWY Supr. Assoc.	Kevin Carpenter-American Red Cross Jeff Dygert-City of Auburn Fire Chief Doug Kierst-CCSWCD Scott Shaft-Cayuga County Com. College Jim Stowell-Cayuga County Under Sheriff Cynthia Bianco – Tetra Tech Mark Snyder-Cayuga Onondaga BOCES Doug Ververs-Cayuga County HWY Dept.
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Agenda Summary: To discuss the planning status, ,municipal participation, profile comments, and draft maintenance procedure.

Item No.	Description	Action By:
1.	Status Overview The overall planning process is still on schedule, however 15 of the 33 communities have not submitted letters of intent and 10 of those that have submitted letters of intent have not submitted any post-KO meeting homework.	
2.	Review of Draft Risk Assessments Draft Flood, Severe Storm, Severe Winter Storm, Ground Failure and Transportation Profiles were posted on the secure shared site for committee review and comment in mid-November. Comments have been received from Michele Wunderlich and Bill Lupien. Michele has forwarded all profiles with the exception of transportation to the committee by email also.	Steering Committee Review
3.	Critical Facility Inventory Tetra Tech has incorporated location and attribute information provided by the County into a summary Word document for final review and approval by the steering committee. Once this is approved Tetra Tech can proceed with the vulnerability analysis. Bill Lupien suggested using tax assessment data in cases where replacement values are not available.	SC approval or comments by Friday 1/4/13
4.	Critical Facility Inventory The inventory document was reviewed in light of the additions made since the last meeting. Corrections as noted will be made by Tetra Tech. All committee comments are due to Tetra Tech by November 2 nd after which the inventory will be deemed complete and will be used as input for the vulnerability analysis.	Working Group Tetra Tech



Cayuga County Multi-Jurisdictional
All Hazard Mitigation Plan Update
Working Group
Minutes of Meeting



4.	Municipal Outreach The committee is continuing outreach to municipalities that have not submitted letters of intent by sending letters to the municipalities that have not responded as well as contacting the legislators to ask them to reach out to these communities to urge them to participate to be covered by a FEMA-approved HMP and become eligible for post-Sandy HMGP grant funding.	Bruce Natale to send letters. Tt to send NYS Sandy disaster funding amount to Bruce. Tt to contact municipalities as instructed by County
5.	Next Meeting January 23, 2013, , 10 am – 10 am	



CAYUGA COUNTY ALL HAZARD MITIGATION PLAN UPDATE
Steering Committee #4 Meeting
SIGN-IN SHEET
MEETING DATE: January 2, 2013 10:00 AM
(Note-check off conference call attendees)



Name	Email	Title	Agency/Municipality	Phone Number
Bruce Natale	bnatale@co.cayuga.ny.us	Cayuga County Hazard Mitigation Officer	Cayuga County Planning Department	✓
Brian Dahl	ccoos@co.cayuga.ny.us	Director of OEM	Cayuga County Emergency Management	✓
Niel Rivenburgh*	nrivenburgh@cayugacounty.us>	Deputy Director	Cayuga County Emergency Management	
Michele Wunderlich	mwunderlich@cayugacounty.us	Senior Planner	Cayuga County Planning Department	✓
Kevin Carpenter	kevin.carpenter@redcross.org	ES Manager	American Red Cross	✓
* Renee Smith* <i>no longer at Red Cross</i>	rene.smith@redcross.org <i>John Dowd</i>	Branch Manager	American Red Cross	
Jeff Dygert	jdygert@auburnny.gov	Chief	City of Auburn Fire Department	✓
Mark Fleming	Mark.Fleming@troopers.ny.gov	Lieutenant	New York State Police	
Doug Kierst	dkierst@cayugaswcd.org	District Field Manager	Cayuga County Soil and Water Conservation District	✓
Bill Lupien	wlupien@auburnny.gov		City of Auburn Engineering Department	✓
Eileen O'Connor	Eileen.O'Connor@dfa.state.ny.us		Cayuga County Health Department	✓
Tom Putnam	tputnam@auburnhospital.org	Engineering Division	Auburn Community Hospital	
Charles Ray	catosupervisorALIVE.com	Town of Cato Supervisor	Association of Town Supervisors	
Scott Shaft	shafts@cayuga-cc.edu		Cayuga Community College	✓
Pat Steger	townofniles@hotmail.com		Cayuga County Town Highway Superintendents Assoc.	✓
Jim Stowell	jstowell@cayugacounty.us	Undersheriff	Cayuga County Undersheriff	✓



CAYUGA COUNTY ALL HAZARD MITIGATION PLAN UPDATE
Steering Committee #4 Meeting
SIGN-IN SHEET
MEETING DATE: January 2, 2013 10:00 AM
(Note-check off conference call attendees)



Name	Email	Title	Agency/Municipality	Phone Number
Mark Synder	msnyder@cayboces.org		Cayuga Onondaga BOCES	✓
Mike Talbot	mtalbot@auburnny.gov	Superintendent	City of Auburn Department of Public Works	
Doug Ververs	dhv1@cornell.edu		Cornell Cooperative Extension of Cayuga County	✓
Richard Wheeling	rwheeling@cayugacounty.us	Sr. Engineering Tech	Cayuga County Highway Department	



CAYUGA COUNTY, NEW YORK ALL HAZARDS MITIGATION PLAN



Working Group Meeting - Agenda Wednesday, January 8, 20123

1. Hazard Mitigation Planning and Overview

- a. Critical facility comments
- b. Quarterly Report
- c. Draft Profiles for review
- d. Power outage info
- e. Hazmat in transit?

2. Homework/Data Collection Status

- Municipal participation status
- Letters of Intent to Municipalities
- Outreach to Municipalities

3. Plan Maintenance Procedure

4. Public and Stakeholder Outreach

- a. Public Survey-?? responses
- b. Press Releases
- c. Email Blast

5. In-kind Services Tracking



CAYUGA COUNTY, NEW YORK ALL HAZARDS MITIGATION PLAN



Working Group Meeting - Notes Wednesday, January 8, 20123

1. Hazard Mitigation Planning and Overview

- a. Critical facility comments-Final review and approval expected from Bruce by end of day-1/9/13
- b. Draft Profiles for review-Comments are being incorporated by Tt. When new drafts are available, they will be distributed to the entire planning committee with the request to review and provide any comments regarding sensitive information (if any) that should be purged before public review. Profiles to be posted as available with other section links to be non-active.
- c. Power outage info-Brian has given contact to Tt to request information.
- d. Hazmat in transit? Transportation profile to be edited to include railroad and canal information as available. HazMat in transit information will be reviewed to purge any non-transport related spills. DOT information received is only for 2011. Brian is requested to contact DOT as to the availability of 2012 data. Tt to note that the 2011 and 2012 data includes construction related accidents.

2. Homework/Data Collection Status

- Municipal participation status-Michele to draft and send letter this week to municipalities that have not indicated participation to date including potential ~\$4 billion mitigation post-Sandy grant \$ available.
- Letters of Intent to Municipalities-See above.
- Outreach to Municipalities
- Further outreach-Michele to check to see if there are any county-wide fairs or gatherings that we can use to distribute mitigation plan information.

3. Plan Maintenance Procedure

4. Public and Stakeholder Outreach

- a. Public Survey Responses-Tt to distribute survey summary.



CAYUGA COUNTY, NEW YORK ALL HAZARDS MITIGATION PLAN



Working Group Meeting - Agenda Wednesday, February 5, 2013

- 1. Hazard Mitigation Planning and Overview**
 - a. Profile Comments
- 2. Homework/Data Collection Status**
 - Municipal participation status
- 3. Plan Maintenance Procedure**
- 4. Public and Stakeholder Outreach**



CAYUGA COUNTY ALL HAZARD MITIGATION PLAN UPDATE
Working Group Meeting
SIGN-IN SHEET
MEETING DATE: February 6, 2013 10:00 AM
(Note-check off conference call attendees)



Name	Email	Title	Agency/Municipality	Phone Number
Bruce Natale	bnatale@co.cayuga.ny.us	Cayuga County Hazard Mitigation Officer	Cayuga County Planning Department	✓
Brian Dahl	ccoos@co.cayuga.ny.us	Director of OEM	Cayuga County Emergency Management	✓
Niel Rivenburgh*	nrivenburgh@cayugacounty.us>	Deputy Director	Cayuga County Emergency Management	
Michele Wunderlich	mwunderlich@cayugacounty.us	Senior Planner	Cayuga County Planning Department	✓
Kevin Carpenter	kevin.carpenter@redcross.org	ES Manager	American Red Cross	
Renee Smith*	renee.smith@redcross.org	Branch Manager	American Red Cross	
Jeff Dygert	jdygert@auburnny.gov	Chief	City of Auburn Fire Department	
Mark Fleming	Mark.Fleming@troopers.ny.gov	Lieutenant	New York State Police	
Doug Kierst	dkierst@cayugaswcd.org	District Field Manager	Cayuga County Soil and Water Conservation District	
Bill Lupien	wlupien@auburnny.gov		City of Auburn Engineering Department	
Eileen O'Connor	Eileen.O'Connor@dfa.state.ny.us		Cayuga County Health Department	
Tom Putnam	tputnam@auburnhospital.org	Engineering Division	Auburn Community Hospital	
Charles Ray	catosupervisorALIVE.com	Town of Cato Supervisor	Association of Town Supervisors	
Scott Shaft	shafts@cayuga-cc.edu		Cayuga Community College	
Pat Steger	townofniles@hotmail.com		Cayuga County Town Highway Superintendents Assoc.	
Jim Stowell	jstowell@cayugacounty.us	Undersheriff	Cayuga County Undersheriff	

Gretchen Holbrook - County Planning Dept.

(Handwritten signature/initials)



Cayuga County Multi-Jurisdictional
All Hazard Mitigation Plan Update
Working Group
Minutes of Meeting



Purpose of Meeting:	Steering Committee
Location of Meeting:	Conference call
Date of Meeting:	February 27, 2013

Attendees:	Kevin Carpenter-American Red Cross
Bruce Natale-Cayuga County (CC) Planning/HazMit	Rich Wheeling- Senior Engineer
Brian Dahl-CC Director of Emergency Management	Doug Kierst-CCSWCD
Michele Wunderlich-CC –Senior Planner	Jim Stowell-Cayuga County Under Sheriff
Eileen O’Conner-Cayuga County Health Department	Doug Ververs-Cayuga County HWY Dept.
Bill Lupien-Auburn Engineering Dept.	Cynthia Bianco-Tetra Tech
Pat Steger-Cayuga County HWY Supr. Assoc.	Michael Arduini-Tetra Tech

Agenda Summary: To discuss the Hazard Mitigation Planning, Homework Collection, Jurisdictional Annex Workshops, Mitigation Strategies, Public and Stakeholder Outreach, Plan Resolution, and local match in-kind services.

Item No.	Description	
1.	Hazard Mitigation Planning and Overview TT discussed the schedule: plan completion expected in May, 2013 and a draft to be submitted for review by NYSOEM by April 10, 2013. Vulnerability assessments in HAZUS-MH are in progress. Flood will be done within two weeks, and the remaining will be finished before Jurisdictional Annex Workshops.	TT to post draft sections upon completion of VA
2.	Homework/ Data Collection Progress is being made with submittals of letters of intent: 9 are missing and 4 are pending (Ledyard, Montezuma, Town of Moravia, and Niles.) Cayuga County estimated 28 out of 33 municipalities will be participating.	County representatives will follow up on letters of intent
3.	Jurisdictional Annex Workshops JAW to be conducted on Wednesday, March 20 th at 2 pm and 6 pm. An additional JAW and a public outreach meeting were proposed for Thursday, March 21.	Additional JAW needs to be confirmed
4.	Mitigation Strategies SWOO and Mitigation Catalog documents were discussed and explained. These documents are working documents and comments, questions, and concerns are encouraged.	County representatives to review and comment
5.	Public and Stakeholder Outreach Currently, 90 responses exist to public survey. The possibility of a public meeting was presented to go along with the additional JAW. TT suggested for another press release to gain more public interest.	



Cayuga County Multi-Jurisdictional
All Hazard Mitigation Plan Update
Working Group
Minutes of Meeting



6.	Sample Resolution The importance of the formal adoption of the plan was discussed. Cayuga County requested a write up of advantages for the formal adoption of the plan to ease the adoption process within local governments.	TT to supply sample resolution within JAW materials and provide a document with advantages of adopting a HMP
7.	In-kind Services TT stressed the importance of tracking in-kind services performed by Cayuga County personnel. The county needs to justify the 25% local match of the grant funding.	Cayuga County is to review the schedule of in-kind services



Public

CAYUGA COUNTY ALL HAZARD MITIGATION PLAN UPDATE
JURISDICTIONAL ANNEX MEETING, COUNTY OFFICE BUILDING
SIGN-IN SHEET



MEETING DATE: ~~March 21, 2013 10:00 AM~~ March 20, 2013 6:00 PM

Name	Email	Title	Agency/Municipality	Phone Number
Cynthia Bianco	cynthiabianco@tetratech.com	Consultant	Tetra Tech	913-630-8044
Jonathan Kaser	jonathan.kaser@tetratech.com	planner	Tetra Tech	" -8412
Robert Amerman		Chair Planning Bd.	Sumner Hill	315-497-1372
Scott DeJoy	DeJoy321@yatho	Al Chief	City of Aus.	315 253-4031
Pat DiNonno	Pdinonno@vonn.net	Hazard Coord	CEMO	256-8450
David Newert	dnewert1@roadrunner.com		CEMO	515-8290
Bill Andersen	hwa2@cornell.edu		MORAVIA FIRE	607 227-5649
Mark Strong	outlaw57x@yahoo	MED Asst Chief	Moravia Fire	(315) 729-3269
Jim Stowell	jstowell@cayugacounty.us	Under Sheriff	C.C.S.O.	(315) 258-3868
Michele Wunderlich	mwunderlich@cayugacounty.us	Senior Planner	Planning	315-253-1107
Bruce Natale	bnatale@cayugacounty.us	HMC	" "	315-253-1276
Gabriel Holbrow			" "	315-253-1276



**CAYUGA COUNTY ALL HAZARD MITIGATION PLAN UPDATE
JURISDICTIONAL ANNEX MEETING, OWASCO TOWN HALL
SIGN-IN SHEET
MEETING DATE: March 21, 2013 6:00 PM**



Name	Email	Title	Agency/Municipality	Phone Number
ED WAGNER	^{centralny} owasco-supervisor@troc.com	OWASCO Supervisor	TOWN OF OWASCO	730 6292
Bruce Natale		HAZ. MIT	COUNTY PLAN'G	



CAYUGA COUNTY ALL HAZARD MITIGATION PLAN UPDATE
 JURISDICTIONAL ANNEX MEETING, VICTORY TOWN HALL
 SIGN-IN SHEET
 MEETING DATE: March 20, 2013 1:00 PM



Name	Email	Title	Agency/Municipality	Phone Number
Harvey E Mills	harveyemills@Frontier.net	Ret Planning Board Chair	Victory	
Lucille Craine	-	Supervisor	Tn. of Victory	(315) 626-6711
Douglas Appelman		Highway Supd.	VIL OF Meridian	626-2205
JONATHAN RASB	JONATHAN.RASB@TETRA TECH.COM	PLANNER	TETRA TECH	(973) 630-8042
Cynthia Franco	"	"	"	477-670-8044
Ed Cook	Edatducklake@gmail.com	Board Member	Conquest	315-776-4375
W. McVee	wmccvee@frontier.net	Mayor	Fair Haven	315-947-5112
James Lunkenheimer		Town Supervisor	Town of Ing	315-626-6433
Nick Blanchard	Victory-highway@Stantec.com	Highway Supd.	Town of Victory	315-626-6463
Carl Lincoln	Village of Cato	Mayor	Village of Cato	315 626 2397
Jay S Youngs	villageofcatorsup@yahoo.com	DR. W. Supt.	Village of Cato	315-626-2397
Broce Natale	bnatale@cayugacounty.us	HAZ-MIT Coordinator	Cayuga County	253-1203
Terri DiGregorio	tfairhav@twany.vr.com	Clerk-Treasurer	Fair Haven	315-947-5112



**CAYUGA COUNTY ALL HAZARD MITIGATION PLAN UPDATE
JURISDICTIONAL ANNEX MEETING, VICTORY TOWN HALL
SIGN-IN SHEET
MEETING DATE: March 20, 2013 1:00 PM**



Name	Email	Title	Agency/Municipality	Phone Number
Lonny Palmieri	tpalmieri@cayuga.ny.us	Supervisor	Sterling	315 947 6104
Brian Soper	sterlingb@gmail.com	Highway Super	Sterling	315 947 5178
Michele Wundersch		Planner	Planning	315-253-1107



CAYUGA COUNTY ALL HAZARD MITIGATION PLAN UPDATE
 JURISDICTIONAL ANNEX MEETING, COUNTY OFFICE BUILDING
 SIGN-IN SHEET
 MEETING DATE: March 21, 2013 10:00 AM



Name	Email	Title	Agency/Municipality	Phone Number
Robert Skneaskern	USSuperintendent@verizon.com	Superintendent	Village of Union Springs	730-6440
Dean Tanner	dtanner@rochester.rr.com	Trustee	Village of Union Springs	889 5424
Diego Ruiz	COMPLESQUE@MAIL.COM	TRUSTEE	Village of Union Springs	315-889-9031
Jeffrey Dawson	montezuma.municipal@tda.net	Highway ^{Highway} Superintendent	Town of Montezuma	315 776 4315
Joe McBride		Highway Super	Town of Throop	315-252-0032
Kurt Wilmot		" "	Village of Auburn	364-5239
Anne Riddell		Clerk	Village of Moravia	497-1820
Jonathan Karer	jonathan.karer@tetra-tech.com	planner	Tetra tech	977-670-8042
Cynthia Bianco	cynthia.bianco@tetra-tech.com	"	"	- 8042
Jeff Dygert	jdygert@auburnny.gov	Fire Chief	Auburn	315-255-4195
Peter Compton	lock-hwy@ychoor.com	Hwy Supt	Town of Locke	315-497-1560
BILL STERMAN		TRUSTEE	V. / CAYUGA	
Suzanne McBeth	townofmentz@tda.net	Supervisor	Town of Mentz	776-8692



CAYUGA COUNTY ALL HAZARD MITIGATION PLAN UPDATE
 JURISDICTIONAL ANNEX MEETING, COUNTY OFFICE BUILDING
 SIGN-IN SHEET
 MEETING DATE: March 21, 2013 10:00 AM



Name	Email	Title	Agency/Municipality	Phone Number
Richard Waldron	springport Hwy @ csdel.net	Hwy Supt	T/O Spring port	315 889 7354
Jean Sureda	vweedsport@co.net	MAYOR	Weedsport	834-6636
Jimmy JAWORSKI	Highway ^{dpw} @ weedsport.net	SUPT.	Weedsport	854-6411
Kris LAPOINTE	Highway@SennettNY.org	SUPT	SENNETT	746-7522
Bruce Nodine	5ensempronius@ ^{verizon} net	Hwy Supt	T/O Senpronius	315-496-2010
Steve MULVANY	tomornyp@ ^{verizon} net	Hwy Supt	T/O MORAVIA HWY	315-497-1716
La Skin	Paul@systems@ at del's	Supervisor	T/O Sunnyside	315 9973494
Christina Selvek	cselvek@actonny.gov		City of Acton	315-253-5397
Mary Kay Brenta ny	town of brutus@ com ny.telc.com	^{union}	Brutus	315-834-9391
Gerald Cunningham	"	H SUPERINTENDENT	BRUTUS	834 9398
Gary Seaning	fleming supervisor@ROADRUNNERS.COM	Supervisor	Fleming	255-8014
Kerry Smith		Hwy Supt	Fleming	255-8013
Pat Steger		Hwy Supt	Miles	497-2606



**CAYUGA COUNTY ALL HAZARD MITIGATION PLAN UPDATE
 JURISDICTIONAL ANNEX MEETING, COUNTY OFFICE BUILDING
 SIGN-IN SHEET**



MEETING DATE: March 21, 2013 10:00 AM

Name	Email	Title	Agency/Municipality	Phone Number
Debbie Pinckney	awrclerk@rochester.rr.com	Clark	Aurelius	315-255-1894
Roman Rotko	rrotko@auburnny.gov	AFD	Auburn	315-253-4031
Michele Wunderlich	mwunderlich@cayugacounty.us	Senior Planner	Cayuga Co. Planning	315-253-1107
Bruce Natale	bnatale@cayugacounty.us	HMC	" "	315-253-1276
Nel Rivenburgh		Deputy Director	EMO-Cayuga County	315-255-1161



CAYUGA COUNTY ALL HAZARD MITIGATION PLAN UPDATE
JURISDICTIONAL ANNEX MEETING, KING FERRY FIRE DEPARTMENT
SIGN-IN SHEET
MEETING DATE: March 21, 2013 2:00 PM



Name	Email	Title	Agency/Municipality	Phone Number
John Grover		Supervisor	Venice	497-1018
Bill Rejwan		Highway Supt	Venice	364-8936
RICHARD SELLEN		Dep Supervisor	GENOA	364-5505
Ken Burnett		Trustee	W/O Port Byron	776-4321
Mark Chamberlain		Highway Supt	T/O Scipio	364-7754
John Binns		Town Board Member	Ledyard	364-7474
Kurt Bahn		Supervisor	Seneca	364-5548
Nichele Wondrich		Senior Planner	County Planning	253-1107



CAYUGA COUNTY, NEW YORK ALL HAZARDS MITIGATION PLAN



Steering Committee Meeting - Agenda Wednesday, March 26, 2013

- 1. Hazard Mitigation Planning and Overview**
 - a. Updated Schedule-Draft Digital Plan submittal to FEMA with letter of request
 - b. Draft Profiles – VA to be updated in Ground Failure and Transportation

- 2. Homework/Data Collection**
 - a. How best to support municipalities with input?

- 3. County Mitigation Strategies**
 - a. SWCD projects input
 - b. Mitigation catalog

- 4. Maintenance Procedure**

- 5. In-kind Services Tracking**

Handouts

-Maintenance Procedure



Cayuga County Multi-Jurisdictional
All Hazard Mitigation Plan Update
Working Group
Minutes of Meeting



Purpose of Meeting:	Steering Committee
Location of Meeting:	Conference call
Date of Meeting:	March 27, 2013

Attendees:	Jeff Dygert-Chief Auburn PD Kevin Carpenter-American Red Cross Cynthia Bianco-Tetra Tech Neil Rivenbaugh-CC Deputy Director of Emergency Management Michele Wunderlich-CC –Senior Planner Eileen O’Conner-Cayuga County Health Department Bill Lupien-Auburn Engineering Dept. Pat Steger-Cayuga County HWY Supr. Assoc.
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Agenda Summary: To discuss the Hazard Mitigation Plan Status, Jurisdictional Annex Workshops, County Mitigation Strategies, Plan Maintenance Procedure, and local match in-kind services.

Item No.	Description	
1.	Hazard Mitigation Planning and Overview TT discussed the schedule: plan completion expected in May, 2013 and a draft to be submitted for review by NYSOEM by April 10, 2013. Vulnerability assessments for transportation and ground failure in HAZUS-MH are in progress and will be posted to the shared site upon completion.	TT to post draft sections
2.	Participation All municipalities with the exception of the Town of Cato will be participating in the plan. TT to forward a template letter of non-participation for the town to document their decision.	TT to forward template letter for T Cato.
3.	Jurisdictional Annex Workshops Attendance at the workshops was excellent with many municipalities bring multiple representatives. All participants were asked to call TT for support in completing their sections. The county will have a meeting on Thursday 3/28 to discuss their county-wide mitigation strategy. TT to forward updated county annex to Michele with SWCD actions input.	TT to forward updated annex.
4.	NFIP data Some anomalies were noted in the FEMA NFIP data and TT will correct annexes and delete claim information that has been miscoded.	
5.	Plan Maintenance Procedure	



Cayuga County Multi-Jurisdictional
All Hazard Mitigation Plan Update
Working Group
Minutes of Meeting



	The county has designated the Emergency Management Department as the ongoing mitigation coordinator. This will be noted in the maintenance procedure. TT and County Planning will update the implementation section.	
6.	In-kind Services The County is tracking in-kind services and Emergency Management will check the status of the data to ensure that the county will justify the 25% local match of the grant funding.	

April 15, 2013 Working Group Meeting
Cayuga County Hazard Mitigation Plan

Attendees:

Michele Wunderlich
Bruce Natale
Brian Dahl
Eileen O'Conner

Here is a summary of today's meeting:

1. 10 annexes have been received (11 as of the time of this email). Tetra Tech will contact the municipalities that have not submitted their paperwork.
2. Two municipalities are in the process or intend to update their comprehensive plans-Brutus and Weedsport. This will be mentioned in the plan.
3. Contact person for plan feedback and plan maintenance will be Brian Dahl (to be confirmed).
4. A request to place links to the County Mitigation website will be made via email by Michele when the draft plan is uploaded and we provide notice to the communities of public comment period.
5. Working group to advise/comment on distributing the request for planning mechanism input sheet to municipalities.
6. Revised plan submittal schedule was agreed upon:
 - a. Public meeting for draft plan comments – June 12, 2013
 - b. Post draft plan for public comment – 5/6-17/13
 - c. Submit plan to NYSOEM/FEMA – July 2013
 - d. Grant expiration- 10/31/13

Working Group Meeting

4/15/2013

Attendees: Michele Wunderlich, Bruce Natale, Brian Dahl, Eileen O'Conner

Summary of today's meeting:

1. 10 annexes have been received (11 as of the time of this email). Tetra Tech will contact the municipalities that have not submitted their paperwork.
2. Two municipalities are in the process or intend to update their comprehensive plans-Brutus and Weedsport. This will be mentioned in the plan.
3. Contact person for plan feedback and plan maintenance will be Brian Dahl (to be confirmed).
4. A request to place links to the County Mitigation website will be made via email by Michele when the draft plan is uploaded and we provide notice to the communities of public comment period.
5. Working group to advise/comment on distributing the request for planning mechanism input sheet to municipalities.
6. Revised plan submittal schedule was agreed upon:
 - a. Public meeting for draft plan comments – June 12, 2013
 - b. Post draft plan for public comment – 5/6-17/13
 - c. Submit plan to NYSOEM/FEMA – July 2013
 - d. Grant expiration- 10/31/13



CAYUGA COUNTY ALL HAZARD MITIGATION PLAN UPDATE
Steering Committee #4 Meeting
SIGN-IN SHEET
MEETING DATE: April 24, 2013 10:00 AM
(Note-check off conference call attendees)



Name	Email	Title	Agency/Municipality	Phone Number
Bruce Natale	bnatale@co.cayuga.ny.us	Cayuga County Hazard Mitigation Officer	Cayuga County Planning Department	✓
Brian Dahl	ccoes@co.cayuga.ny.us	Director of OEM	Cayuga County Emergency Management	✓
Niel Rivenburgh*	nrivenburgh@cayugacounty.us>	Deputy Director	Cayuga County Emergency Management	
Michele Wunderlich	mwunderlich@cayugacounty.us	Senior Planner	Cayuga County Planning Department	✓
Kevin Carpenter	kevin.carpenter@redcross.org	ES Manager	American Red Cross	
Renee Smith*	renee.smith@redcross.org	Branch Manager	American Red Cross	
Jeff Dygert	jdygert@auburnny.gov	Chief	City of Auburn Fire Department	
Mark Fleming	Mark.Fleming@troopers.ny.gov	Lieutenant	New York State Police	
Doug Kierst	dkierst@cayugaswcd.org	District Field Manager	Cayuga County Soil and Water Conservation District	✓
Bill Lupien	wlupien@auburnny.gov		City of Auburn Engineering Department	
Eileen O'Connor	Eileen.O'Connor@dfa.state.ny.us		Cayuga County Health Department	
Tom Putnam	tputnam@auburnhospital.org	Engineering Division	Auburn Community Hospital	
Charles Ray	catosupervisorALIVE.com	Town of Cato Supervisor	Association of Town Supervisors	
Scott Shaft	shafts@cayuga-cc.edu		Cayuga Community College	
Pat Steger	townofniles@hotmail.com		Cayuga County Town Highway Superintendents Assoc.	
Jim Stowell	jstowell@cayugacounty.us	Undersheriff	Cayuga County Undersheriff	✓



Cayuga County Multi-Jurisdictional
All Hazard Mitigation Plan Update
Working Group
Minutes of Meeting



Purpose of Meeting:	Steering Committee
Location of Meeting:	Conference call
Date of Meeting:	March 27, 2013

Attendees:

- Michele Wunderlich-CC –Senior Planner
- Bruce Natale- CC- Hazard Mitigation Coordinator
- Brian Dahl- CC- OEM Coordinator
- Doug Kierst
- Jim Stowell
- Cynthia Bianco-Tetra Tech

Agenda Summary: To discuss the Hazard Mitigation Plan Status, Jurisdictional Annex Workshops, County Mitigation Strategies, Plan Maintenance Procedure, and local match in-kind services.

Item No.	Description	Actions
1.	Hazard Mitigation Planning Schedule TT discussed the schedule: Interim draft plan submitted to NYSOEM, draft plan will be posted for public review about May 14, public input meeting is scheduled for June 12, Final plan will be submitted in July, 2013.	
2.	Participation As of 4/24/13, TT has received commented Annex sections from 17 municipalities.	Michele will be working with municipalities to complete annex comments
3.	Dam Inundation TT would like to include the Mill St. Dam inundation map and exposure in the flood profile and City of Auburn Annex.	TT will contact the City for approval.
4.	Draft Plan Review TT will be posting the draft plan sections on the shared site for final review by the planning committee. Comments to be sent to Cynthia Bianco of Tetra Tech.	Planning Committee to review and comment
5.	County Mitigation Actions The county intends to include mitigation actions addressing regulation of construction of privately owned bridges, and review of privately built ponds, which may be the result of Hazard “B” dams subject to regulation.	

Cayuga working group meeting – 3//8/13

Attendees: Michele Wunderlich, Brian Dahl, Cynthia Bianco

Plan status-3 municipalities have not submitted annexes –Ledyard, Owasco, Summerhill

Michele to talk to Owasco next week, tt to contact Ledyard and Summerhill

Draft plan submitted to NYSOEM – Draft sections to be posted on the shared site for committee review prior to posting for public review in June. Tt to send email to be forwarded to committee when this is done.

Public meeting to present draft plan scheduled for June 19th at 6pm. Michele to include flyers in electronics collection litterbags to be distributed to ~500 people.

Michele to send press release-public notice on meeting.

Tt to send a list of meetings/attendees to Brian for use in preparing in-kind documentation. The County needs to document is \$29,450. Michele indicated that the in-kind hours for planning may cover this.

In order to document how the municipalities are/will integrate hazard mitigation projects/concepts in their communities, Tt will send an email for distribution to gather this information vial table or worksheet.

Cayuga Working Group Meeting

6/13/13

Agenda

1. Draft Plan for review and posting for public comment
 - a. Section 3-Planning Process input-list of stakeholder review distribution,
 - b. Maintenance procedure
 - c. Annexes
 - d. NFIP Input sheets-for flood-prone communities
 - e. problem (?) do not have names of FPAs, must be copied for review
 - f. Inclusion of Planning Mechanism To-do Checklist or alternate
2. Discussion of recent FEMA cross-walk comments (from RII plan)
3. Plan Submittal

FEMA crosswalk comments-NFIP Administrator sheets

- The NFIP Administrative Input Sheets prepared by many jurisdictions are an excellent way of having each jurisdiction focus on their current capacity to manage the NFIP and floodplains so that opportunities for improvement are considered and acted upon when appropriate.

FEMA crosswalk comments-annexes

- Notwithstanding the community's strong commitment to reducing risk, the plan in many respects reflects a lost opportunity to do more. The communities seem to have routinely accepted generic wording from their consultant, thus missing the opportunity to express the risks from a local perspective. Risks vary from one community to the next, making it measurably better when a plan summarizes its risks/vulnerabilities as problem statements for each jurisdiction. Actions to mitigate those problems then naturally flow and clearly make sense. Instead it seems that the long lists of actions shown by the jurisdictions are primarily taken from generic statements provided by the consultant. There was a missed opportunity to write fewer, but more specific actions linked to the problems faced by each jurisdiction. When specific actions are written by the jurisdictions, it increases the level of ownership for the plan and it leads to a higher degree of implementation. (See the recommendations under Mitigation Strategy for more specifics.)
- It is recommended when the plan is next updated, it profile only those hazards which have some corresponding actions. This recommendation is made because, except for flooding, there are very few mitigation actions for six other hazards profiled in the plan. It is possible that these hazards were profiled to help identify emergency preparedness / response actions; however, it could be that these hazards were unnecessarily identified as being of concern or that the plan overlooked addressing these concerns with mitigation actions.
- It is recommended that in future updates the summary of the Risk Assessment in the annexes be more specific. Ideally it would include a series of specific problems that are then matched with specific actions as part of the Mitigation Strategy.

FEMA crosswalk comments-planning documents

- The Plan specifically cites other planning documents as they are relevant. For example, the County Comprehensive Plan is cited on page 5.4.1-6; a FEMA 2010 Flood Insurance Study is cited on page 5.4.1-8; and both the comprehensive plans for the towns of Fenton and Triangle are cited on page 5.4.1-10. The previous Hazard Mitigation Plans were also cited in several locations.

FEMA Crosswalk comments-Mitigation Strategy

- It is **strongly recommended** that each jurisdiction revisit their proposed mitigation actions:
 - to determine if some should be dropped from the plan because the number listed is too large to be effectively managed (Jurisdictions have long lists of actions, even though the rate of implementation in the past was modest.)
 - to convert generically stated actions to specific actions that directly link to the jurisdiction's risks (When a generic action is repeated by most jurisdiction, it is unclear what unique problem each jurisdiction intends to address.)
 - to consider whether Local Plans / Regulatory Actions and Natural System Protection Actions should be added to the plan (There were very few of these types of actions considered.)
 - to ensure a specific position, office, department, or agency within the jurisdiction is assigned responsibility for advancing each proposed mitigation action. (It is not sufficient to identify the municipality as being responsible and outside organizations cannot be assigned the responsibility for administering a municipality's mitigation action.)
 - to state the actions more affirmatively (Many actions use words like "consider", "evaluate", or "develop." These words imply a study needs to be done, which in some cases may be appropriate, but in other cases it seems a formal study will not be done and as a result these words make the action vague. It is difficult to measure accomplishment when an action is vaguely stated.)
- It is recommended that when the plan is next updated, each of the jurisdictions brainstorm a list of possible mitigation actions for each of the problems identified for their jurisdiction. The jurisdictions should then evaluate these possible actions to determine which mitigation action(s) they intend to implement for each problem. The potential actions considered should represent a comprehensive range of action types to ensure all viable options are considered. Brainstorming actions, as opposed to selecting actions from a generic list, ensures the stated actions are specific and tailored to the problem being addressed. Actions should be specific.



**CAYUGA COUNTY ALL HAZARD MITIGATION PLAN UPDATE
PUBLIC MEETING
SIGN-IN SHEET
MEETING DATE: June 19, 2013 6:00 PM**



Name	Email	Title	Agency/Municipality	Phone Number
Cynthia Bianco	cynthia.bianco@tetratech.com		Tetra Tech	973-670-8074
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Joe Woods	jwoods@weedsport.net		Weedsport	834-6634
Jeff Dygert	jdygert@auburnny.gov	Fire Chief	Auburn	255-4195
Pat DiNonno	pdinonno@verizon.net	Hazmat Coord.	CEMO	246-8480
Bruce Natale	bnatale@cayugacounty.us		Cayuga County	253-1203
Doug Verwers	dvr1@cornell.edu		Cornell Coop Ext	315-255-2183