

This appendix includes minutes, sign-in sheets and agendas (where applicable) for all meetings convened during the development of the Greene County All-Hazard Mitigation Plan.

GREENE COUNTY  
DEPARTMENT OF EMERGENCY SERVICES  
25 Volunteer Drive  
Cairo, New York 12413  
(518) 622-3643  
Fax (518) 622-0572

**HMP Meeting with Tetra Tech  
April 16, 2008**

Meeting opened at 9:30 a.m. Attendance as follows:

Karen Ashton	USACE
Jason Shea	USACE
Jeff Flack	GCSWCD
Joel DuBois	GCSWCD
Karen Whitbeck	GCES
John Farrell	GCES
Cynthia Bianco	Tetra Tech
Warren Hart	GC Planning
Ed Diamante	GC Planning
Kristin Tallany	Tetra Tech

Tetra Tech discussed HMP planning process. Cynthia explained that each town must adopt the plan. To access info on line, each municipality will be issued their own password for their own information. County will have access to all folders.

Emergency Services has supplied photos to Tetra Tech with damage from recent floods and tornado, which is a start in identifying high risk areas for damages from disasters.

John Farrell related that he would make contact with the American Red Cross in regards to Shelter Facilities in Greene County.

Kick off meeting with municipalities discussed: Meeting scheduled for May 20, 2008 at 6:30 p.m. At the meeting, Tetra Tech will present the mitigation planning process, confirm work details and the project schedule, and overview the data collection process and data needs.

A Steering Committee has been organized to assist the project. The Steering Committee will provide guidance and leadership, oversee the planning process, and act as the point of contact for all partners and the various interest groups in the planning area.

In addition, all 19 Greene County municipalities have signed on to participate in the project and have designated representatives to participate in the plan development process.

Submitted,

Karen Whitbeck  
Greene County Emergency Services

Greene County  
Kick-Off Meeting  
May 20, 2008  
Minutes

Attendees:

Jim Hitchcock, County Legislator	Tom Olson, Town of Prattsville
Keith Mellott, Councilman, Town of Lexington	Floyd Prince Jr., Chief Catskill Fire Dept.
Erik Allan, Highway Superintendent, Town of Ashland	Thomas Hoyt, Highway Superintendent, Town of Windham
William Maley, Mayor, Village of Hunter	Steve Haight, Town of Prattsville
Chris Norris, Councilman, Town of New Baltimore	Alan Beechert, Deputy Highway Superintendent, Town of Durham
Marie Ostoyich, Greene County Public Health	Kent DeStefanis, NYSDOT
Dave Darling, Police Chief, Village of Catskill	Jeff Flack, Executive Director, GCSWCP
Loris Alix, M G Fire Co.	Susan Graham, Town of Hunter
Don Berkhofer, M G Fire Co.	Michael Tighe, Highway Superintendent, Town of Coxsackie
Lewis O'Connor, Highway Superintendent, Village of Catskill	Herman Reinhold, Trustee, Village of Athens
Steven Rumph, Highway Superintendent, Town of Cairo	Peter Markou, Supervisor, Town of Catskill
Donald Daoust, Deputy Highway Superintendent, Town of Coxsackie	Kevin Lewis, Supervisor, Town of Greenville
Rich Minogue, SEMO	John Farrell, Highway Superintendent, Town of Hunter
John Fishbein, SEMO	Lee McGunnigle, Mayor, Village of Tannersville
Larry DeLaMater, American Red Cross	Gary Goodrich, Fire Chief/Fire Co., Village of Hunter
Alfred Beers, Highway Superintendent, Town of Catskill	Alan Van Wormer, Deputy Highway Superintendent/Emergency Management Officer, Town of New Baltimore
Harry Sacco, Town of Catskill Highway	Randy Van Valkeberg, Athens Fire Dept.
Albert Salvino, Supervisor, Town of Athens	Gary Harvey, Superintendent, Greene County Highway Ed Diamante, Principal Planner, Greene County Planning and Economic Development
Karen Whitbeck, Greene County Emergency Services	Warren Hart, AICP, Director, Greene County Planning and Economic Development
Donna Bernard, Citizen Representative	Cynthia Bianco, Senior Project Manager, Tetra Tech
Mike Flaherty, Supervisor, Town of Jewett	Jonathan Raser, Principal Engineer, Tetra Tech
Rene Van Schaack, Greene IDA/Greene Land Trust	
Innes Kasanof, Supervisor, Town of Halcott	
James Ravenscroft, CEO, Village of Coxsackie	

Minutes:

All Hazards Mitigation Plan Kick-off meeting.

Warren Hart presented a summary of the efforts of Greene County in obtaining a FEMA grant to fund the Preparation of the Greene County All-Hazard Mitigation Plan. He recognized the planning partners and other stakeholders in attendance and introduced the SEMO representatives and Tetra Tech, the consultant that Greene County has retained to assist in the planning effort.

Rich Minogue of SEMO noted that hazard mitigation plans should focus on natural hazards and that SEMO would be available throughout the project to facilitate the process of preparing a FEMA-approved plan.

Jon Raser of Tetra Tech gave a PowerPoint presentation which reviewed

- the purpose and benefits of hazard mitigation planning,
- FEMA grants available as a result of an approved plan,
- the scope of the plan,
- planning process steps,
- risk assessment and Vulnerability analysis [Vulnerability – what do we stand to lose from a hazard event (consider vulnerable populations, building stock/structural inventory, and critical facilities)],
- developing mitigation strategies [Regulations require that there be goals in the plan (ex: protect life, protect property, promote sustainable environment)],
- identification and analysis of mitigation actions,
- other planning tasks.

Jonathan Raser also noted the role of municipalities and expectations for those that participate, including providing data and participating in the kick-off and jurisdictional annex meetings and that all local governments must have a plan in order to qualify for federal mitigation funding. Local governments include special purpose districts (those that own assets, have junior taxing authority, and have governing body). Those with vulnerability or history of flooding, etc. should participate.

Warren Hart urged communities that know of Special Districts to let us know. Jonathan Raser also noted that we want to involve stakeholders (such as businesses and Red Cross) and citizens. There will be a secure website with information on the project and where drafts of the document will be placed. There will also be a public website for dissemination of information such as the draft plan and an online survey.

Warren Hart noted that Soil and Water, Emergency Services, and County Highway will provide expertise and that Greene County has sent outreach letters to school districts and utilities.

Homework (due to County on or before June 3<sup>rd</sup>) for participating jurisdictions included:

- Comments/edits on critical facility inventory and maps
- Comments on flood and winter events matrices
- Complete capability assessment (local regulatory/ordinances with name, code citation, and date of adoption,
- Review and comment on population and building count table
- Complete Hazard ID worksheet (requested to be returned to the County asap)

A question was posed concerning whether the mitigation plan will affect the availability of public assistance funds to the communities. A – No. PA projects are separate from mitigation projects. Traditionally, PA does not fund improvements or mitigation projects.

Once plan is completed it will be submitted for SEMO/FEMA approval, then local adoption.

Greene County  
Stakeholder's Meeting  
August 27, 2008  
Minutes

Attendees:

Stephenie Weatherly, Home Sweet Home of Athens Inc.  
Gloria Smith, Home Sweet Home of Athens Inc.  
Craig Hansen, Questar III BOCES  
Chris Pfister, Village of Athens  
Laurel Mann, APO of Sleepy Hollow Lake  
Allan Beechert, Town of Durham  
Simon Williams, Hunter Tannersville Schools  
Patrick Sweeney, Hunter Tannersville Schools

Richard Outtrim, Hunter Tannersville Schools  
Rita Landy, Catskill Crossings/The Pines at Catskill  
Robert Schrader, Greenville Central School  
John Farrell, Director, Emergency Services  
Ed Diamante, Principal Planner, Greene County Planning and Economic Development  
Cynthia Bianco, Senior Project Manager, Tetra Tech  
Jonathan Raser, Program Manager, Tetra Tech

Minutes:

1. Mr. Diamante welcomed stakeholders and introduced Jonathan Raser and Cynthia Bianco.
2. Jon Raser of Tetra Tech gave a PowerPoint presentation which reviewed
  - the purpose and benefits of hazard mitigation planning,
  - FEMA grants available as a result of an approved plan,
  - the scope of the plan,
  - planning process steps,
  - risk assessment and Vulnerability analysis [Vulnerability – what do we stand to lose from a hazard event (consider vulnerable populations, building stock/structural inventory, and critical facilities)],
  - developing mitigation strategies [Regulations require that there be goals in the plan (ex: protect life, protect property, promote sustainable environment)],
  - identification and analysis of mitigation actions,
  - other planning tasks.
3. Jonathan Raser also noted the role of local governments and other stakeholders and expectations for those that participate, including providing data and participating in the plan development process. He noted that all local governments must have a plan in order to qualify for federal mitigation funding.

Local governments include special purpose districts (those that own assets, have junior taxing authority, and have governing body). Those with vulnerability or history of flooding, etc. should participate. He encouraged those that wish to participate to contact him or county representatives.

4. Laurel Mann, APO of Sleepy Hollow Lake, expressed interest in participating in the plan and provided the Sleepy Hollow Lakd Dam Emergency Action Plan to the consultant for review. The Chairman and Consultant will include this participant in future participant correspondence and support participation in the plan.

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DEPARTMENT OF EMERGENCY SERVICES  
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HMP Steering Committee Meeting  
October 14, 2008  
Minutes

Meeting opened at 10:00 a.m. Attendance as follows:

Warren Hart	GC Planning Dept.	Innes Kasanof	Town/Halcott
Kerry Miller	GC Public Health Nursing	Kent Destafanis	NYSDOT
Chris Norris	New Baltimore	Jeff Flack	GCSWD
David Burns	NYCDEP	Erik Allan	Town/Ashland
Susan Graham	Town/Hunter	Donna Bernard	Citizen
Karen Whitbeck	GC Emergency Services	Cynthia Bianco	Tetra Tech
Laurel Mann	APO Sleepy Hollow Lake	Jonathan Raser	Tetra Tech
John Farrell	GC Emergency Services	Alan Beechert	Town/Durham

Minutes:

Warren Hart welcomed steering committee members. Agenda provided.

Minutes from 8/27/08 meeting circulated and reviewed. Motion made by Jeff Flack, seconded by Donna Bernard to accept minutes as read. All in favor. It was noted that attendance omitted Laurel Mann from Sleepy Hollow Lake.

Tetra Tech provided following information:

- County Profile – They are receiving comments and suggestions.
- Flood Profile – In the process of completing analysis and getting assessments done.
- FIT Analysis – Still in process of completion.
- 100 year flood event data circulated for review of accuracy and approval.

Lengthy discussion on Ground Hazard Failure and if Drought Hazard should be included. A drought profile has not begun to date, but would not be difficult to complete. Conservation practices are normally in place for drought conditions. The topic of snowmaking in the event of a drought was discussed. It was noted that both ski slopes are currently expanding their reservoir capacity to assist them in the event of a drought. Hunter Mtn. also has reserve ponds. Suggestion made that the ski areas should identify mitigation initiatives that they have explored that could be included. Warren Hart requested that the department be forwarded mitigation examples for review for further exploration. He also suggested we implement items that we can actually move forward with in the time frame allotted, and possibly include drought hazard in the second round.

Reviewed Mission Statement goals .

Objectives worksheet from last meeting reviewed. Eleven out of sixty six objectives were chosen to focus on. (See attached SWOO Session Overview which identifies the objectives with changes and/or additions/deletions). Note – All objectives are applicable for Greene County and local municipalities.

Discussion on evacuation into Greene County and possibility that within a ten year span, Greene County will need to be prepared for this. There is a need to review the incoming evacuation plans.

After objectives were reviewed with minor revisions, John Farrell made motion to accept objectives, seconded by Innes Kasanof. All in favor.

Members agreed to hold the next meeting on November 17, 2008 at 10:00 a.m. at the Emergency Services Building in Cairo.

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DEPARTMENT OF EMERGENCY SERVICES  
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HMP Steering Committee Meeting  
November 17, 2008  
Minutes

Meeting opened at 10:00 a.m. Attendance as follows:

Cynthia Bianco	Tetra Tech
Donna Bernard	Citizen
William Stein	GC Highway Dept.
John Izzo	NYSDOT
John Farrell	GC Emergency Services
Ed Diamante	GC Planning & Economic Development
Karen Whitbeck	GC Emergency Services
Laurel Mann	APO Sleepy Hollow Lake
Jeff Flack	GCSWCD

Cynthia Bianco welcomed steering committee members. Agenda provided.

Minutes from 10/14/08 meeting circulated and reviewed. Minutes accepted as written.

Request made by Cynthia Bianco for the on-line risk assessment for Ground Failure be reviewed and completed. Not enough information has been received to date. It does appear that road failures due to storm water seem to be the number one event in this area.

Discussion on whether drought initiatives should be included in the plan. It was noted that municipalities at risk can include drought initiatives in their individual plans even if it is not included in the County plan. Municipalities can address specific projects to increase the availability of funding. Motion made by Donna Bernard to table drought initiative, seconded by Jeff Flack.

It was noted that many Towns and Villages have no site plan review. There is a need for increased education to the Town and Village Board members. NYS is home ruled, therefore municipalities create their own local plans. Greene County does provide training for local planners.

Revised SWOO Document reviewed with all members and additional input discussed as noted in the document (attached) and below.

-Modified Goals & Objectives reviewed. Proposed objectives reviewed.  
Objective #11 revised to read to seek cost effective mitigation projects.  
Motion made by Laurel Mann to accept proposed objectives, seconded by John Farrell.

-Strengths reviewed.  
EOC to be added to all strengths.

-Weaknesses reviewed.  
Communication (should be at County level).

Severe Winter Storms: (Heavy snow, blizzards, etc).

Weaknesses:

- Regional coordination and communication
- Animal Care – generators for milking cows, etc. Possibly have a generator bank to borrow from if necessary?

Strengths:

- Good Building Codes.

Discussion on following ideas:

- Receiving funding to purchase generators to be stored at Highway Superintendent facilities. American Red Cross would also be able to have accessibility to generators for shelters.
- Need for Highway Departments to communicate with 911 center to keep them informed in the event of power outages, road closures, etc. in their jurisdiction.
- Need for Public Education on the NY Alert System;
- Power Companies to be more accountable on specific roads, customers, etc. in the event of large scale power outages.
- Need for reverse 911

- The County will consider preparing another press release to address project status and public input to the questionnaire (perhaps noting new link from OEM website and county website)
- County to add link to County HMP site and questionnaire to OEM site
- John (NYDOT) to provide Tt a list of areas on state roads vulnerable to ground failure
- County to request committee contacts to add update option to their website folders (general and municipality) to get alerts when a new document is added to the site (Tt to forward instructions to county)

Next meeting is scheduled for January 6<sup>th</sup> (snow date January 8<sup>th</sup> from 11-1 with a working lunch) for the Jurisdictional Annex Workshop which is Mandatory for all participating Jurisdictions (municipalities and local governments). Other stakeholders do not have to attend.

**Greene County  
Multi-Jurisdictional All Natural Hazard Pre-Disaster Mitigation Plan  
Planning Committee Meeting Minutes  
January 6, 2009  
Greene County Emergency Services Building**

Committee Co-Chair, John Farrell, opened the meeting at 10:10a.m.

The meeting was turned over to Jonathan Raser of Tetra Tech who presented the Greene County Jurisdictional Annex Procedure in order to help the municipalities fill out their own jurisdictional annexes. Mr. Raser went through the risk ranking procedure for each of the five hazards and the procedure for identifying and prioritizing mitigation actions. Each participating jurisdiction was provided with a template with critical data provided to facilitate the process of completing their annexes. Support documentation including the draft hazard profiles, summary of losses matrix, template instructions, and a summary of Federal Grant opportunities was provided to each jurisdiction to enable completion of the annexes.

After a closing question and answer period, the meeting was adjourned at 12:30 pm.

Respectfully Submitted by:

Cynthia Bianco – Tetra Tech EM Inc. on behalf of Ed Diamante, Greene County Planning

**Meeting Attendees:**

Keith Mellott-Town of Lexington  
Donna Bernard-Town of Jewett/citizen rep  
Alan Van Wormer-Town of New Baltimore  
Peter Markou-Town of Catskill  
Laurel Mann-Sleepy Hollow Lake  
Gene Hatton-Town of Athens  
Dennis Proper-Village of Athens  
Kent Destefanis-NYS DOT  
Alan Beechert-Town of Durham  
Bill Sutton-Town of Prattsville  
Innes Kasanof-Town of Halcott  
Christopher Norris-Town of New Baltimore  
Michael Tighe-Town of Coxsackie  
Donald Daust-Town of Coxsackie  
Michael Tighe, Sr.-Town of Coxsackie  
Steven Rumph-Town of Cairo  
Allan Higgins-Village of Hunter  
Lara Hamrah-Town of Hunter  
Lee McGunnigle-Village of Tannersville  
Kevin Lewis-Town of Greenville  
Thomas Hoyt-Town of Windham  
Dennis Lucas-Town of Hunter  
Erik Allan-Town of Ashland  
John Farrell-Greene County OEM  
Ed Diamante-Greene County Planning  
Jonathan Raser-Tetra Tech  
Cynthia Bianco-Tetra Tech

**Greene County**  
**Multi-Jurisdictional All Natural Hazard Pre-Disaster Mitigation Plan**  
**Planning Committee Meeting Minutes**  
**January 13, 2009**  
**Teleconference from Tetra Tech offices in Rockaway NJ**

Committee Co-Chair, Ed Diamante, opened the meeting at 10:00a.m.

The meeting was turned over to Cynthia Bianco of Tetra Tech who presented the Greene County Jurisdictional Annex Procedure in order to help the municipalities fill out their own jurisdictional annexes. Ms. Bianco went through the risk ranking procedure for each of the five hazards and the procedure for identifying and prioritizing mitigation actions. Each participating jurisdiction was provided with a template with critical data provided to facilitate the process of completing their annexes. Support documentation including the draft hazard profiles, summary of losses matrix, template instructions, and a summary of Federal Grant opportunities was provided to each jurisdiction to enable completion of the annexes.

After a closing question and answer period, the meeting was adjourned at 11:20 am.

Respectfully Submitted by:

Cynthia Bianco – Tetra Tech EM Inc. on behalf of Ed Diamante, Greene County Planning

**Meeting Attendees:**

Ed Diamante-Greene County Planning

John Bull, Mayor, Village of Coxsackie

Louis O'Connor, Superintendent of the Village of Catskill DPW

Mike McGrath, Assistant Superintendent of the Village of Catskill DPW

David Darling, Chief of Police, Village of Catskill

Cynthia Bianco-Tetra Tech