



Tompkins County Hazard Mitigation Plan Update Minutes of Meeting



Purpose of Meeting: Planning Partnership Meeting – Town/ City of Ithaca Mitigation Action Development
Location of Meeting: Virtual
Date/Time of Meeting: October 22, 2020 1-2PM

Attendees: Scott Doyle, Tompkins County Planning Brent Cross, Cayuga Heights Engineering Dept. Don Hartill, Village of Lansing Mayor Clay Converse, Town of Dryden Dan Maas, Cornell University Dan Thaete, Town of Ithaca Engineering John Zepko, Town of Ulysses Planning Jon Negley, Tompkins SWCD Steven Cortright, Town of Danby Supervisor Velvet Lyke, Town of Caroline Clerk CJ Randall, Town of Lansing Planning Katie Borgella, Tompkins County Planning Julie Conley Holcomb, City of Ithaca Clerk Nancy Niswender, Village of Groton Nancy Munkenbeck, Town of Dryden Mark Witmer, Town of Caroline	Donald Scheffler, Town of Groton Supervisor Rordan Hart, Trumansburg Village Mayor Ronny Hardaway, Village of Lansing Deputy Mayor Sue Ritter, Town of Ithaca Kevin Clapp, NYSDHSES Mike Scott, Village of Lansing CEO Marty Moseley, Town of Ithaca Mike Thorne, City of Ithaca Stephany Redmond, Town of Enfield Michael Allinger, Town of Newfield David Sprout, Village of Dryden Cynthia Bianco, Tetra Tech Heather Apgar, Tetra Tech Osamu Tsuda, Tetra Tech
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Agenda Summary: Review project status, purpose of risk ranking and hazard identification, and reviewing instructions on how to develop an action worksheet.
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Item No.	Description	Action By:
1.	Scott Doyle takes attendance and provides a general overview of process thus far. The County will provide support to all communities as needed to finalize and identify mitigation actions.	
2.	Project Status: <ul style="list-style-type: none"> - The communities have all been actively participating in the HMP process and the next and final step is to identify projects. - Initial data collection, hazard profiles, and annexes have been under development and are close to completion. Over the next few weeks, the county is looking for municipalities to identify projects as the final step of the HMP updating process. - Regarding annex progress all municipalities except for the Village of Trumansburg have submitted their updated annexes. Municipal risk ranking worksheets are still being updated. - Citizen survey, stakeholder, and neighboring county survey are deployed and are all open for community participation (https://www.surveymonkey.com/r/TompkinsHMP2020) 	
3.	Hazards of Concern and Project Development: <ul style="list-style-type: none"> - Identified: Flood, Drought, Ground Failure, HABs, Disease Outbreak, Invasive Species, Severe Storm, Severe Snowstorm, Extreme Temperatures. - The goal of the HMP is to identify projects with the objective to reduce risk and to increase capabilities through structural, regulatory, education, and other strategic measures/ actions. - The overarching mitigation strategy is developed by each community and actions can range from plans regulations, structural changes and studies, natural system protection, education, and engagement. New York State requirements <ul style="list-style-type: none"> - Each municipality needs <u>at least</u> 2 action worksheets. - Critical facilities located in floodplains can be retrofitted or relocated. 	



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	<ul style="list-style-type: none"> - Communities need to identify evacuation routes and temporary housing locations in the plan as well as properties that need to be acquired due to repetitive loss. Projects need to identify project lead, estimated cost, timeline, and whether the action involves a critical facility. All the action worksheet actions must be listed within the mitigation strategy/action table. Tetra Tech has provided brainstorming worksheets with potential projects listed and will assist with the action worksheet development. 	
4.	<p>Developing Action Worksheet:</p> <ul style="list-style-type: none"> - All communities are encouraged to participate in the process and enhance their strategy by getting more community members to provide input. - So far, each community has at least 2 projects pre-identified in their brainstorming worksheets. Tetra Tech and the County will work with individual communities to develop action worksheets, as previously mentioned. - A hybrid instructional brainstorming- action development worksheet packet was developed containing proposed actions for communities that can be edited, deleted, or directly transferred to action worksheets and the action table in the annex. Communities are highly encouraged to develop additional projects that can be implemented and executed in their municipality. FEMA recommends communities to have diverse actions that are unique to each community, in addition to county wide projects that might be similar regarding proposed implementation strategy. - Brainstorming action worksheets were sent out on Monday (10/19) and communities have been asked to review their worksheets and decide which projects will be incorporated into their annex and developed into an action worksheet by 11/13. 	<p>Municipal Action Worksheets are due on or before November 13, 2020</p>
5.	<p>How to fill out an Action Worksheet: The County has already started setting up meetings with municipalities to develop action worksheets. Those communities that do not need assistance are free to determine projects and develop their own action worksheets.</p> <p>Reviewing action worksheet example:</p> <ul style="list-style-type: none"> - Communities must identify the project title that reflects the project topic and hazard of concern. - Communities are encouraged to provide a detailed description of their problem with respect to the identified hazard. The relevant solution must adequately address the problem or issue identified. - Additional information includes whether or not the project is related to a critical facility and whether the facility is located in a 100-year flood zone. All critical facilities are required to be rebuilt to withstand 500-year floods. Communities are then asked to provide identified costs, problems addressed, priority status, timeline, time for implementation, types of funding available for project, Stakeholder (identified department within the municipality), and, if any, local planning mechanisms to be used in implementation. - Communities need to identify alternate solutions to the problems as well as estimated costs associated with the alternative solution. One of these actions can be no action. - By identifying these details in advance, communities will be well positioned to apply for future FEMA funding opportunities as the information needed for the grant application is similar to that identified in the action worksheets. 	
6.	<p>Conclusion/ Wrap Up:</p> <ul style="list-style-type: none"> - Now that communities have identified their vulnerabilities and areas of weaknesses as well as strengths, the final step is to identify projects based on the vulnerabilities. 	<p>Tompkins County/ Tetra Tech to reach out</p>



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	<ul style="list-style-type: none">- Communities also have the option to carry over old actions from the 2013 HMP, though new actions still need to be identified.- The HMP process is designed to reduce losses due to hazard events by identifying projects to increase collaboration and increase resilience.- The draft plan is scheduled to be posted for public review in late November and municipalities are asked to submit their final action worksheets by November 13th.- Scott Doyle/ Osamu Tsuda will be assisting with action identification and worksheet development, upon request.	<p>to each municipality to develop action worksheets.</p> <p>Municipalities must submit their action worksheets by 11/13.</p>
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