

## Appendix D

### Core Planning Group Meeting Summaries



Tioga County Hazard Mitigation Plan Update  
*Core Planning Group Kick-off Meeting*

April 13, 2023  
11:00am – 12:00pm

The meeting opened with introductions.

1. B&L initiated a discussion of roles and responsibilities. B&L described working with mitigation committees in the past. B&L sought some clarity on how the committees might function for the Tioga County HMP update.

- The Core Planning Group was Wendy, Elaine, and the OES. They secured the grant funding and will be the main point of contact for grant recording. They are the core planning group in a contact sense. The steering committee includes the Core Planning group and other members. They didn't meet on a monthly schedule for the last plan, but more on an as needed basis. The Jurisdictional Planning Team was composed of typically the supervisor and one other member from the municipality. Meetings with this group are held as needed at different milestones. These people will be the point of contact for their municipality.
- The jurisdictional Planning Team was a big group. This group meets quarterly throughout the year. It is beneficial for them to come together to meet at different milestones.

B&L described the process that was used for a previous HMP. B&L described the purpose of the elected official's kick-off meeting. The meeting sets the tone and serves as a call to action. The meeting familiarizes the elected officials with the planning process. B&L explained that jurisdictional meetings were held at each individual level after the kick-off meeting.

- Tioga County stated that it is necessary at points to bring all of the jurisdictional representatives together.

Conclusion: The elected official's kick-off meeting will be centered on the jurisdictional team. Meetings will be scheduled around plan milestones. Individual meetings will also be held to obtain information.

- Wendy offered to have her contact that visits with municipal officials annually work with B&L when they hold individual jurisdictional meetings.
- Action item\* - in person kick-off with jurisdictional team will be scheduled Wednesday, May 3<sup>rd</sup> @ 1:30 in the public safety conference room (103 Corporate Drive, Owego 13827 (lower level))
  - B&L to make agenda, PowerPoint presentation for meeting.

2. Comments from the Core Planning Group on Jurisdictional Meeting Worksheet

- B&L should reach out to NYSEG for a list of critical infrastructure.
- Wendy's contact Alex will update information regarding actions; Tetrattech contact Heather Apgar can provide data about the progress of previous mitigation actions.
- Bob will contact RedCross for information on shelters.

3. B&L provided a description of the County Roundtable meeting

- B&L discussed the use of PollEverywhere.

- The Core Planning Group had a meeting like this for the previous plan but it was combined with the jurisdictions. The Core Planning Group likes the idea of having a meeting that is dedicated to the County and its mitigation efforts.
- The Core Planning Group would like to hold this meeting as soon after the kick-off meeting as possible.
  - Action item\* Meeting will be held on Wednesday, May 17th @ 2:00 in the County Office building (56 Main Street, Owego)
    - Wendy and Elaine will create list of people who should be invited
    - B&L to make agenda, PowerPoint, worksheets, spreadsheets, PollEverywhere Activity for meeting.

4: B&L discussed the timing of the Public Informational Meeting

- B&L typically holds the first meeting after all jurisdictional meetings have been held.
- Public meetings were not held during the development of the 2018 plan.
  - Information was sent via press releases and flyers.
- Action Item\* Core Planning Group to brainstorm how to get the public to attend the meeting.
  - The meeting will be held at noon to ensure that the most people can participate.
  - The meeting will be held virtually.
    - B&L to make PowerPoint, PollEverywhere Activity.

5. Core Planning Team discussed data needs and assigned roles for who will provide data.

- B&L to send data needs
  - Tioga County CEPA (2017 and 2020) (From Bob)
  - 239 Referrals (2018 -2023) (from Elaine)
    - Andrew to provide liquid files folder link
  - Critical Facilities
    - B&L to Reach out to NYSEG
    - B&L to compile with jurisdictions
  - Emergency Shelters (From Bob)
  - Dam Emergency Action Plans (Two from Wendy)
  - FEMA Request Form to be completed by Tioga County

6. Core Planning Group will meet once per month on the second Thursday at 11:00

Action Items for B&L

1. B&L will update the CES to incorporate information from this meeting.
2. B&L to send example jurisdictional worksheet
3. B&L to send data needs and Liquid Files Link
4. B&L to reach out to NYSEG for list of critical facilities
5. B&L will make agenda and presentation for Jurisdictional Planning Group Kick-off
6. B&L will make agenda, presentation, and other materials for the County Roundtable Meeting

Action Items for Tioga County

1. ~~Tioga County CEPA (2017 and 2020) (From Bob)~~
2. 239 Referrals (2018 -2023) (from Elaine)



## Tioga County Hazard Mitigation Plan Update

*Core Planning Group Meeting No. 2*

Thursday, May 11, 2023

11:00am-12:00pm

### Agenda:

1. Review of Jurisdictional Team Kickoff Meeting on Wednesday, May 3
2. Discuss MitigateNY Platform
  - Corrina Cavallo and Shannon Clarke from DHSES will be in attendance to introduce the MitigateNY platform and discuss a range of options for its utilization
    - <https://niagara.mitigateny.org/>
    - <https://schenectady.mitigateny.org/>
    - <https://mitigateny.availabs.org/>
  - The County at this time is not interested in pursuing the MitigateNY platform, as the Print to PDF feature is not available. Without this feature, the Core Planning Group is concerned that local jurisdictions will not access the plan and use to apply for funding opportunities.
3. Update on County Mitigation Action Roundtable – Wednesday, May 17: 2:00 to 4:00 pm



## **Tioga County Hazard Mitigation Plan Update**

*Core Planning Group Meeting No. 3*

Thursday, June 8, 2023

*11:00am-12:00pm*

### Agenda:

1. Review of County Mitigation Action Roundtable, May 17
  - Goals & Objectives
  - Critical Facilities List
  - Planning Mechanisms & Capabilities
2. Schedule Hazard Ranking
  - When Is Good sent to the Steering Committee to schedule
3. Review Data Needs
  - Communication towers – Corinne, done
  - 239 referrals – Elaine, done
  - Active Shelter locations in Tioga County – Bob, request sent
  - CEPA, HH dams – Bob, Wendy done
  - Request Informational Sharing Access Agreement between FEMA and the County from DHSES – Elaine, done
4. Discuss Upcoming Jurisdictional Meetings
  - Using Survey Monkey to coordinate in-person and Zoom preference

*Next meeting is Thursday, July 13, 11am-noon*



Tioga County Hazard Mitigation Plan Update  
Core Planning Group Meeting No. 4

Thursday, July 13, 2023  
11:00am-12:00pm

## Notes:

### In Attendance from Core Planning Group

Elaine Jardine, Tioga Co Planning Director & Co-Lead for HMP Update  
Wendy Walsh, District Manager for SWCD & Co-Lead for HMP Update  
Mike Simmons, Director of Tioga Co Emergency Services  
Bob Williams, Tioga Co Emergency Services  
Corinne Cornelius, Tioga Co Emergency Services

### In Attendance from NYS DHSES

Kevin Clapp

### In Attendance from B&L

Grace DeSantis, AICP, Project Community Planner  
Margaret Thurston, Intern

## 1. County Mitigation Actions

The Committee reviewed outstanding items on the Tioga County HMP Jurisdictional Meeting Worksheet. Of note:

- Priorities:
  - Concerns for the county identified in the meeting include:
    - County critical facilities – Most county critical facilities are in 1% annual chance floodplains.
    - Trailer parks – Trailer parks are usually located in floodplain and house lower income communities with lack of capacity to relocate.
    - Extreme heat – The county sees some increase in EMS calls during extreme heat events. Urban heat islands are not a major concern for the County.
    - *Idea: look at data for why the county has more 911 calls from certain areas during natural hazard events, and find ways to mitigate extreme heat hazards (e.g. planting trees, distributing air conditioners, installing cooling attachments for hydrants)*
  - Demographics particularly affected by hazards include:
    - The elderly – however, they are spread out throughout county.
    - Public transportation – In the past 3 years, there has been a challenge with getting people moved to shelters, due to lack of public transportation. The county has had to reach out to schools to transport people, which is dependent on availability.
    - *Idea: work with a social services agency that might have some data on vulnerable*

*populations (like Meals on Wheels); NYSEG has data on vulnerable populations.*

- *Idea: look at vulnerability data or insurance claims and see how they overlay with floodplain maps, etc.*
- Priorities:
  - The committee did not identify any changes in priorities since the last HMP update.
- Shelters:
  - Sheltering data has been hard to get from the Red Cross. This data is sensitive and likely cannot be published, but may be helpful to know. We will see what the Red Cross is comfortable with.
- Future changes:
  - Climate change was identified as a primary cause of future changes to hazards. Other causes were not identified. They County is not experiencing notable development pressures and/or land use changes that could impact future hazards.
- Critical Facilities:
  - Critical facilities within the Special Flood Hazard Area (SFHA) should be protected to a 0.02% chance (500-year) flood event, according to the 2022 NYS standards. The plan must identify a mitigation action for any facilities that are not protected to these standards. The committee did not know of any documentation about whether critical facilities are protected to these standards. B&L will note buildings that need protection and send a list of proposed actions.
  - Some corrections were made to the critical facilities list, regarding the NYS Police – Berkshire facility and the NYS Police – Owego facility.
- Additional vulnerabilities (non critical facilities but still worth protection) were identified:
  - Owego central historic district (in the floodplain). There may be a mapping tool for SHPO to find state/federally recognized areas to find structures that are historically relevant. DHSES has someone on staff who does Environmental and Historic Preservation and could help with understanding the different tools.
- 2018 Mitigation Actions:
  - B&L called attention to 5 actions from the 2018 plan with no progress. These will be carried forward into the new plan and counted towards the minimum mitigation action requirements.
  - Actions 12 and 17 (addressing sheltering locations in county) will be discontinued, because the Red Cross handles sheltering and there is sensitivity with sharing sheltering information.
- New Mitigation Actions
  - The committee filled in items in the mitigation action worksheets (costs, prioritization, timeline, and alternatives) for mitigation actions that were already identified. B&L will fill out outstanding items as suggestions.
  - The committee brainstormed possible new actions based on a list of ideas from B&L. Ideas included:
    - Keeping a record of common areas that the highway department or other authorities respond to for flooding or other hazards. However, this would be up to the county DPW commissioner whether or not to implement this action, and there may or may not be buy-in.
    - Watershed-based planning initiatives could be expanded to more watersheds in the county (currently being implemented at some watersheds).
    - Initiatives regarding transportation of vulnerable populations to shelters. Currently, the county works with school districts to transport to shelters, although this depends on school bus availability. Perhaps the county could look at models of how other areas deal with transport. For example, after Hurricane Katrina, local

artists made metal structures to indicate pick-up locations for transport to shelters.

- Actions that are already implemented include:
  - Extreme temperature cooling centers (implemented by Dept of Public Health)
  - Watershed-based assessments for flooding (implemented by SWCD)
  - Database of medical equipment (maintained by NYSEG)
- B&L will send a list of mitigation action ideas for review.
- DHSES requirements
  - DHSES no longer requires mitigation action worksheets; they only require the mitigation action spreadsheet. They are working to update the spreadsheet, as well as guidance about how many alternative actions are needed, based on what will be useful for local jurisdictions when applying to funding opportunities. They hope to have this done soon.
  - For the costs and priorities section, if jurisdictions use “high, medium, and low” they just need to clarify what that means (e.g. low cost = \$0 to 10,000, etc.)
  - FEMA now requires HMPs to include discussion on climate change.
  - A new federal requirement is forthcoming in regards to the FFRMS (higher standards TBD) and updated maps.
- Resources from DHSES:
  - [Federal Flood Risk Management Standard | FEMA.gov - https://www.fema.gov/floodplain-management/intergovernmental/federal-flood-risk-management-standard](https://www.fema.gov/floodplain-management/intergovernmental/federal-flood-risk-management-standard)
  - [Community Health Toolkits for Rural America | NORC at the University of Chicago - https://www.norc.org/research/projects/community-health-toolkits-for-rural-america.html](https://www.norc.org/research/projects/community-health-toolkits-for-rural-america.html)

## 2. Discuss Opportunities for Engagement with Underserved Communities

This item was moved to the August meeting, aside from a few brief ideas from B&L:

- Using ideas from the Engagement Plan to solicit input from underserved communities, then incorporating their priorities into the mitigation actions.
- Making the HMP’s public meetings accessible for people in underserved communities.

## 3. Discuss Upcoming Jurisdictional Meetings

- July 25-26-27 (in-person)
  1. Town of Barton: July 26, 10:30am
  2. Town of Berkshire
  3. Town of Candor
  4. Town of Richford
  5. Town of Spencer
  6. Town of Tioga
  7. Village of Nichols
  8. Village of Owego
- Other meetings will take place via Zoom.

*Next meeting is CHANGED to Thursday, August 17, 11am-noon (instead of August 10<sup>th</sup>)*





Tioga County Hazard Mitigation Plan Update  
*Core Planning Group Meeting No. 5*

Thursday, August 17, 2023  
11:00am-12:00pm

## Notes:

Summary: We discussed the jurisdictional meetings, potential engagement strategies to reach vulnerable populations and the general public, and the upcoming public information meeting and jurisdictional team meeting.

1. Attendees
  - a. Elaine Jardine – County Planning Director
  - b. Wendy Walsh – SWCD District Manager
  - c. Bob Williams – Tioga County Emergency Services
  - d. Roland Paperman – DHSES
  - e. Kevin Clapp – DHSES
  - f. Jayme Breschard – B&L
  - g. Grace DeSantis – B&L
  - h. Margaret Thurston – B&L
2. Miscellaneous notes
  - a. Elaine has requested NFIP claims, repetitive loss, and severe repetitive loss data for all the municipalities in Tioga County. Has not received yet. B&L is on the form to receive the data, and the recipient is listed as Jayme. Roland will forward the most recent version to Elaine. Probably we would have to ask FEMA to add someone to the form.
3. Discussion about Jurisdictional Meetings
  - a. Jurisdictional meetings have been pretty successful. Had good participation from town officials. The only follow-up is in Village of Waverly (with mayor): whether to include the high hazard dam in addition to Town of Spencer. Jayme has done several in-person meetings, and Grace is moving forward with virtual meetings.
  - b. Upcoming virtual meetings include Town of Owego and Village of Newark Valley. There are two remaining villages to schedule (Village of Candor and Village of Spencer).
  - c. Candor - Elaine suggests including what was in the previous plan and updating based on what was said in the previous plan. However, Kevin clarified that FEMA restrictions are stricter, and they can't give them a free pass if they don't participate. B&L can circle back about if there is an individual to participate better – Wendy can follow up with Eric (the mayor), and Elaine can follow up with the clerk (Jennifer). Jayme is willing to come back down in person – though Elaine said they'd prefer a virtual meeting probably.
  - d. Shout out to Alex from SWCD – has been very helpful in meetings
  - e. B&L will send back the worksheets to the jurisdictions once they are complete, so that they review. Wendy & Elaine should both be CC'ed.
4. Discussion of Opportunities for Public Engagement
  - a. Importance of public engagement: to make sure the plan addresses concerns of people most impacted by hazards, to engage these people in plan development (“Nothing About Us Without Us”), FEMA has more stringent requirements on public engagement and engaging underserved

communities.

- b. Vulnerable groups to engage:
  - i. \*People in mobile home parks (priority group, especially since all/most are located in floodplains. Ministers may help reach these groups)
  - ii. \*Senior citizens 65+ (20.9% of population) (priority group). Can engage with:
    - 1. Assisted living communities in Village of Owego and Village of Waverly
    - 2. Office of the Aging, run out of Tioga Opportunities.
    - 3. Other senior citizen groups throughout the county – Office of the Aging could help contact them.
  - iii. Low income families (9.9% of families below poverty level)
  - iv. People with disabilities (15.3% of population)
  - v. Amish population (served by school in Berkshire)
  - vi. English as a second language (2.5% of population – Spanish, Indo-European, Asian-Pacific Island, Other)
  - vii. Homeless population
  - viii. Renters, households without a vehicle
- c. Additional groups to engage
  - i. Local Emergency Planning Committee – This group meets every other month. Next meeting is on September 6th at 9 am (hybrid). B&L can join by Zoom to speak to the group about feedback on mitigation action plan.
- d. Information to gather
  - i. General information like how hazards have impacted people, how prepared people are, ideas for mitigation strategies, etc.)
- e. Potential partners
  - i. Department of Social Services
  - ii. Department of Public Health
  - iii. Office of the Aging (out of Tioga Opportunities)
  - iv. Ministers with outreach into mobile home communities. E.g. Rev. Stanland, Rev. Day, Rev. Osburn, Sister Mary
  - v. Environmental Health (may have contacts for mobile home parks)
  - vi. Assisted living communities in Village of Owego and Village of Waverly
  - vii. Potentially other senior citizen groups throughout the county – Office of the Aging may have contacts
  - viii. Local Emergency Planning Committee
- f. Engagement strategies
  - i. 2 public meetings, upcoming jurisdictional team meeting once interviews are done. We can ask partner groups to advertise.
  - ii. Online survey to reach the general population. Elaine/Wendy can advertise this with a social media post, and we can ask other departments to advertise too.
  - iii. Conversations with Dept of Social Services, Dept of Public Health, Office of the Aging to ask for ideas/feedback on mitigation actions – B&L can do this.
  - iv. Focus groups or one-on-one meetings led by people in agencies/organizations who have connections to people in vulnerable populations. Partner organizations can assist.
  - v. County agencies can include a blurb in their newsletter or on social media. B&L can provide so that the messaging is consistent
  - vi. Press release to local newspaper
  - vii. Include information in the app under development by Emergency Services
  - viii. Potentially include information in the Citizen Preparedness Workshops. Note: these workshops are run at the request of communities and must be requested 8 weeks in advance. There is a current request from Town of Owego.
- g. Other engagement notes

- i. Other potential strategies can become mitigation actions in the HMP. This can be determined later after seeing how the above strategies go.
  - ii. B&L's role is a supportive role – e.g. creating tools like surveys, blurbs, flyers, identifying points of contact. B&L can also touch base with other departments like Dept of Social Services, Office of the Aging, and Public Health to incorporate mitigation ideas they might have. Otherwise, it's best to have someone from the county do the actual outreach.
- 5. Public Informational Meeting
  - a. The first public information meeting can be in September or early October. A virtual meeting would likely reach the most people, and allow us to record and do a survey during the meeting. B&L could potentially do this at different times of day, e.g. at noon and 6pm, to reach different people. We can use closed captions for accessibility. We also discussed a gathering location where people could meet who didn't have internet access or weren't fluent with computers. A potential location is the Owego Nazarene Church – we think this has technical/AV capabilities.
- 6. Jurisdictional Team Meeting
  - a. This can happen after B&L finishes meetings and pulls together notes from them. B&L can identify a good date range, then Elaine and Wendy can arrange. Potential location: public safety conference room.
- 7. Additional resources
  - a. [Citizen Preparedness Corps | Division of Homeland Security and Emergency Services \(ny.gov\)](#)
  - b. [County seeks help in Hazard Mitigation Plan \(poststar.com\)](#)
  - c. [Resilient NY - NYS Dept. of Environmental Conservation](#)
- 8. Potential items to revisit at a future meeting
  - a. Potential outreach to these groups:
    - i. Assisted living communities in Village of Owego and Village of Waverly
    - ii. Asking Office of the Aging about potentially about contacting other senior citizen groups throughout the county
    - iii. Reaching homeless residents, the Amish population, people who speak English as a second language, other groups
  - b. Progressing other engagement strategies identified above
- 9. Action items:
  - a. Everyone
    - i. Attend next meeting: Sept 14<sup>th</sup>, 11am - noon
  - b. B&L
    - i. Follow up with Spencer & Candor about scheduling jurisdictional interviews
    - ii. Speak at Sept 6 meeting of Local Emergency Planning Committee
    - iii. Reach out to department heads at Dept of Social Services, Dept of Public Health, Office of the Aging for feedback/ideas on mitigation actions
    - iv. Provide a blurb for inclusion in newsletter & social media
    - v. Work on survey
    - vi. Circle back about dates for the public information meeting and jurisdictional team meeting
  - c. Wendy and Elaine
    - i. Reach out to mayor and clerk of Candor about scheduling jurisdictional interviews.
    - ii. Elaine to follow-up on GIS data for mobile home parks
  - d. Bob
    - i. Contact Nazarene Church about holding a meeting there in Sept/early Oct
    - ii. Reach out or forward contact information of ministers

*Next meeting is Thursday, September 14, 11am-noon*



Tioga County Hazard Mitigation Plan Update  
*Core Planning Group Meeting No. 6*

Thursday, September 14  
11:00am-12:00pm

## Notes:

- Attendees:
  - Elaine Jardine (Tioga County)
  - Wendy Walsh (SWCD)
  - Roland Paperman (DHSES)
  - Jayme Breschard (B&L)
  - Grace DeSantis (B&L)
  - Margaret Thurston (B&L)
- 1. Discuss Jurisdictional Meetings
  - To date, B&L has met with all of the jurisdictions except for the Village of Spencer.
  - B&L's goal is to have all the worksheets distributed to the jurisdictions before the Public Meeting #1 on October 4th.
  - Village of Spencer meeting will occur on October 18<sup>th</sup> at 1pm as a hybrid meeting – some members will be in-person at the SWCD, and B&L staff will call in remotely. The Mayor will ask a couple other staff to attend. Grace will send out the formal calendar invite. The Mayor is out of town until the middle of October.
- 2. Review Mitigation Actions
  - a. B&L added additional actions based on feedback from LEPC, Economic Development, and Public Health. The Core Planning Team reviewed and kept for inclusion 4 new actions related to funding and expanding the Healthy Neighborhoods Program, funding for additional disposal and collection days, organizing volunteers for before disasters (not during and after), and educating residents about cooling centers. Margaret will follow up with Ellen Pratt in Sustainability regarding the disposal/collection days.
  - b. B&L had gotten some feedback about EMS responses and a food pantry contact list, which the CPG decided to exclude. The CPG also mentioned that it is up to code enforcement, not sustainability to get rid of junk cars; junk cars won't be included as a mitigation action.
- 3. Conversations with departments
  - a. B&L has had conversations with Public Health and Economic Development, and has emails out to Social Services [Shawn Yetter], Tioga Opportunities Aging Services [Christine Shaver], Office of Sustainability [Ellen Pratt]. B&L will follow up with Sustainability.
- 4. Jurisdictional Team Meeting / Public Meeting #1
  - a. B&L will email presentation in advance to Elaine & Wendy on Monday 9/25. Jayme will be in person, Margaret will be remote. B&L will likely do a poll everywhere, and do a paper survey for people who are there in person. B&L can provide examples of actions that have come out of jurisdictional meetings, and get feedback and ideas.
  - b. Elaine will meet with the AV person next week at the kids room in church. Jayme will be bringing

- a Lenovo laptop. Meeting with him 9/20 in the morning. Jayme would just need to bring the laptop; they have TV screens all around the room.
- c. Later there will be a 2<sup>nd</sup> public workshop where we can roll out the draft plan – likely in a few months.
  - d. Wendy will send out an email to the jurisdictions about a possible team meeting on either October 4<sup>th</sup> (1:30 or after) or October 5<sup>th</sup> (morning). Location can be the public safety room, available both days. Wendy is available both days; Elaine is only available on the 4<sup>th</sup>. This will be an opportunity to review and share mitigation actions between jurisdictions, since several jurisdictions have mentioned they are curious what their neighbors are doing, and many have shared service agreements. B&L will provide the CPG with an opportunity to review any material that is presented at the meeting.
  - e. Elaine & Wendy are going to the Council of Governments meeting next week and will give an overview of mitigation actions. They do offer a hybrid & in person option.
5. Village of Owego plan scope
- a. Elaine expressed that B&L should limit what we include in the plan to keep it in scope. It may be ok to include climate adaptation in the HMP if others are leading it, but trying to include the CRS / 510 floodplain management plan or anything else in the plan would be out of scope. Roland mentioned that using CRS to help with floodplain & flood management could be an approvable action to include in the HMP, but is more of a backup option. Roland has seen other communities include such an action in HMPs, but generally that is the main way that CRS is included in the plan. Jayme will send an email to Village of Owego to summarize this.
6. Action Items
- a. Elaine & Wendy:
    - i. Elaine will meet next week regarding AV at the church
    - ii. Wendy is organizing Jurisdictional Team Meeting on 10/4 or 10/5
    - iii. Elaine and Wendy will present next week at Council of Governments meeting.
  - b. B&L:
    - i. Send all jurisdictional worksheets to municipalities before the Public Meeting #1
    - ii. Send draft of slides for Public Meeting #1 to CPG by Monday 9/25
    - iii. Jayme to follow up with Village of Owego about scope of their annex
    - iv. Margaret to follow up with Ellen Pratt from Sustainability about disposal actions
    - v. Meet with Village of Spencer on 10/18 (Grace to send out calendar invite)

*Next meeting is Thursday, October 12, 11am-noon*



Tioga County Hazard Mitigation Plan Update  
*Core Planning Group Meeting No. 7*

Thursday, October 12  
11:00am-12:00pm

## Attendees:

- Elaine Jardine (Tioga County)
- Wendy Walsh (SWCD)
- Roland Paperman (DHSES)
- Ashley Seyfried (Southern Tier 8)
- Jayme Breschard (B&L)
- Grace DeSantis (B&L)
- Margaret Thurston (B&L)

## Notes:

1. Attendees:

- Elaine Jardine (Tioga County)
- Wendy Walsh (SWCD)
- Roland Paperman (DHSES)
- Ashley Seyfried (Southern Tier 8)
- Jayme Breschard (B&L)
- Grace DeSantis (B&L)
- Margaret Thurston (B&L)

2. Recap Public Information Meeting #1 (10/4) and Jurisdictional Team Meeting (10/5)

- Core Planning Team feedback included:
  - i. Remove buddy cards as a mitigation idea in future meetings with jurisdictions (more of a preparedness action)
  - ii. Participants of the jurisdictional team meeting brought up a good point about operation and maintenance at jurisdictional team meeting. Include networking between municipalities at quarterly jurisdictional team meetings as a recommendation in the Operation and Maintenance section of the plan
- Engagement
  - i. Wendy sent out another blast for the survey. We now have 68 responses!
  - ii. The online survey is being advertised through social media (both through Team Tioga and through SWCD social media), on the OES website, through an email blast to County employees, and to the jurisdictional team to share as they wish. This information can be included in the report in the Community Engagement Plan section.

- o Nichols Bridge
  - i. Background: Nichols Bridge is in the Town of Nichols. This was brought up by a participant at the Public Information Meeting. There is a lot of tree/woody debris in mouth of Owego Creek, and he is worried this will catch on Nichols bridge. This could impact the Village of Owego (or Village of Nichols?), Town of Tioga, and Town of Nichols (confirm locations). This area is DEC managed by flood control project, so may be more of a watershed education exercise rather than the municipalities directly doing physical changes.
  - ii. Perhaps this could be integrated into an overall debris management action. The Army Corps does this periodically. B&L will include action for the relevant Towns/Villages.
  - iii. Perhaps there could be a general action re: water assessment or general sub-watershed assessments (county-wide, not specific to individual watersheds). Wendy will think about this. B&L will include action in the plan.
  - iv. Include in capabilities section: Emergency Stream Intervention Trainings – SWCD helps municipalities identify when is right time to remove debris, gravel from streams. Municipalities can contact the SWCD for input.

### 3. Review Mitigation Actions

- o B&L can create a comprehensive Mitigation Action Spreadsheet that can be organized by hazard type to share with the municipalities.
- o Local emergency management plans/shared services agreements should not be included as an action because it is preparedness-focused. Instead, in planning process section of Plan, have a narrative about municipalities exploring intermunicipal agreements as part of the local emergency planning process, and mention that these should be discussed well before an event occurs. The NYS Office of Emergency Services can assist with this and DHES may also have a program to assist with this. B&L can follow up with OES about assistance they provide or know of. In capabilities assessment of annex, we can identify if they have a local emergency plan
- o Dams outside of jurisdiction that are a flood concern can be noted in the hazard identification section of the annex, with a description of the risk and the possible impacts (dam in Broome County that if breached could flood Tioga County, dam in Pennsylvania). Additionally, existing County action is to establish a stream gauge system to provide early alert of flooding - maybe East Sidney Dam concern could be noted here.
- o The note about the Army Reserve providing resources in the event of a disaster can be shared with the municipalities as a resource, but it should not be included as a mitigation action (it is response not mitigation).
- o Prioritization of County Mitigation Actions can occur with County Roundtable. Jayme will share list of attendees from prior County Roundtable and Elaine will take the lead on scheduling. Can be a virtual meeting.

### 4. Jurisdictional Meetings

- Village of Spencer, scheduled 10/18. Grace will lead the interview
- Critical facilities data (GPS points) – B&L will need to identify location of facilities within the floodplain. Best left to the jurisdictions to identify GPS. However, if B&L gives County Planning a list by municipality, Elaine can at least give us tax map ID of them (B&L will do for ones we don't have location info for).

#### 5. Critical facilities requirements

- The CPG discussed requirements to protect critical facilities to flooding, and DHSES clarified. Roland will send follow-up clarification via email. The 2022 NYS Planning Standards state "Jurisdictions must identify all critical facilities, assess their vulnerabilities, and evaluate and ensure they are protected to a 0.02% chance (500-year) flood event. Critical facilities that are located in an SFHA and/or have been previously flooded, must be protected against a repeat of that flood or to the 0.02% chance flood event, which ever provides the greater protection."
- There was a question of whether critical facility mitigation actions need to do more than just assess and look into what needs to be done. In the past, FEMA has accepted this, but have gotten stricter in general about critical facilities. Roland will check with FEMA and management and get back to the CPG. The CPG noted that requirements beyond this would be impractical; they were not budgeted for, and they would have the unintended consequence that communities would not identify critical facilities that need to be identified.
- B&L can change the critical facilities actions to include language about an engineering assessment, as in "conduct an engineering assessment to identify a plan to protect the critical facility to the 500-year floodplain" or similar language. This is more specific and may increase the chances that the engineering assessment will be eligible for funding.

#### 6. Public Engagement

- Department of Social Services interview is a go. Margaret will follow up with Shawn Yetter and cc Elaine. Proceed with a shorter list of questions for discussion.
- Tioga Opportunities will host focus groups.
- The CPG reviewed action items proposed by Tioga Opportunities.
  - Decided not to include action about blizzard boxes (more of a preparedness action) and generators (may be preparedness and would be a slippery slope on who is eligible for generators).
  - County notification system could be doable and is mitigation, but would need to see what Bob Williams thinks. B&L to follow up with Bob. Action was to have people sign up to receive notifications about hazards, AND information about what to do based on those hazards (e.g. "tornado" → go to xyz location, heat wave → here are a list of cooling shelters).
- B&L to include information on discussions with county depts/public in community engagement/process section of the plan, so we can still document ideas but only include those related to mitigation and feasible as formal actions.



- B&L to make a generic flyer to be placed in Town/Village halls - email to Elaine and Wendy.
  - 2nd public info meeting
    - i. Two virtual meeting times - try for week before Dec 18<sup>th</sup>. Dates to be finalized at next CPG meeting.
    - ii. Have draft plan to County for review Dec 4<sup>th</sup>. Local OES staff to review too.
    - iii. Holiday showcase in Nov, Lights on the River in Dec - does not feel this is a good place to educate on the HMP, since not many Tioga County residents outside of Village of Owego attend.
7. Quarterly reports due on 10/15 – B&L and Elaine will submit.
8. FEMA IISA Data
- Received only repetitive loss, but also asked for NFIP claims and severe repetitive loss
  - We should note this in quarterly report
9. Action items
- Roland:
    - i. Clarify requirements about protection of critical facilities in floodplains: what the requirements are and what actions are acceptable
  - Elaine
    - i. Elaine will forward NFIP data received from FEMA so far & B&L will integrate
    - ii. Obtain tax parcel IDs for critical facilities after B&L sends
    - iii. Schedule meeting with County Roundtable participants to prioritize actions (B&L note: we may want to finalize mitigation actions on 11/8 – maybe the meeting could occur after that date)
    - iv. Submit quarterly report
    - v. Post HMP flyer once created
  - Wendy
    - i. Identify which watersheds SWCD wants to include in a watershed-focused mitigation action (Create a drainage study by watershed basin).
    - ii. Review/revise draft text for watershed-focused mitigation action once created.
    - iii. Provide additional context about Emergency Stream Intervention Trainings for municipalities.
    - iv. Post HMP flyer once created
  - B&L
    - i. Integrate elements discussed today into report
      - 1. Integrate note about mitigation action networking at quarterly jurisdictional team meetings into the operation & maintenance section
      - 2. All dialogue B&L is having with communities that does not necessarily fit into mitigation actions will be documented in community engagement/process section of report, with a few elements into the hazard identification & capabilities

sections too.

3. Edit/add mitigation actions as discussed today
  4. Integrate NFIP data received from FEMA so far
  5. Integrate survey publicity information into Community Engagement section of report
- ii. Draft quarterly report & note lack of NFIP data
  - iii. Follow up with Bob on what kind of assistance they provide to municipalities to create local emergency management plans (for capabilities section of report) and his thoughts about the county notification system ideas from Tioga Opportunities (as a potential mitigation action)
  - iv. Send draft mitigation action spreadsheet to municipalities for their review
  - v. Send to Elaine a list of critical facilities that B&L would like tax parcel IDs for
  - vi. Send County Roundtable attendees to Elaine
  - vii. Provide a general flyer for the Tioga HMP to be printed & posted
  - viii. Update calendar invitation for next meeting (moved to 11/8 11-12)
  - ix. Follow-up with municipalities for outstanding data requests
  - x. Follow-up with Social Services for interview for HMP
  - xi. Draft plan to County by December 4<sup>th</sup>

10. Follow-up questions for CPG:

- o Can you confirm jurisdictions that would be impacted by the tree/woody debris in the mouth of Owego Creek? Was this Town of Tioga, Town of Nichols, Village of Owego, and Village of Nichols? This relates to the concern that the gentleman brought up at the public interest meeting.

11. Discussion items for next CPG meeting

- o Discuss 2<sup>nd</sup> PIM
- o Finalize mitigation actions

*Next meeting is moved to Wednesday, November 8, 11am-noon*



Tioga County Hazard Mitigation Plan Update  
*Core Planning Group Meeting No. 8*

Wednesday, November 8  
11:00am-12:00pm

Notes:

Summary: The Core Planning Group discussed the issue of critical facilities, and clarified the meaning of this with DHSES representatives.

Next steps: B&L will draft a general statement about addressing the protection of critical facilities that can be used as a starting point. Once the statement is drafted by the Consultant, it first needs to be vetted through NYS DHSES and FEMA to assure that it will meet requirements and standards for the Hazard Mitigation plans. After FEMA and DHSES approves of the statement, the County will start forming the Legislative Committee that will work on this issue, and use the general statement as a starting point in the discussions. The Consultant and County will not start up work on the Hazard Mitigation Plan Update until this internal process is complete and Legislature has had their input on what needs to be stated/included in this Plan Update regarding critical facilities.



**Tioga County Hazard Mitigation Plan Update**  
*Core Planning Group Meeting No. 9*

Thursday, December 21  
11:00am-12:00pm

**Attendees:**

- Elaine Jardine (Tioga County)
- Wendy Walsh (SWCD)
- Roland Paperman (DHSES)
- Jayme Breschard (B&L)
- Grace DeSantis (B&L)

**Notes:**

**1. Status Update:**

- Mitigation Actions Prioritization
  - i. Four responses
  - ii. Keep survey open until Friday, December 29, 2023 to encourage more participation
  - iii. Elaine to redistribute
- Neighboring Communities Survey
  - i. Five responses
  - ii. Keep survey open until Friday, December 29, 2023 to encourage more participation
  - iii. Elaine to redistribute
- Public Survey
  - i. Closed November 10, 2023
- Critical facilities statement
  - i. Going to utilize the County's critical facilities action for the Towns/Villages as well

**2. Public Information Meeting #2**

- Virtual only
- Tentatively scheduled for Tuesday, February 13 with an option to attend either from 12:00-1:00pm and 5:00-6:00pm on the same day; Wendy to attend both sessions, Elaine to attend only the evening session
- Draft Plan and Appendices to be posted publicly prior to PIM#2 to provide participants with the opportunity to review it beforehand

3. Posting the Plan

- B&L will have Draft Plan and Draft Annexes ready by Friday, January 5, 2024
  - i. The CPG will review the Draft Plan and Draft Annexes while the Towns/Villages review their Draft Annexes (Wendy will distribute email to Jurisdictional Team)
- CPG to review documents prior to providing it to the County Legislature and public
- CPG and Towns/Villages will have until Friday, January 19, 2024 to provide comments
- B&L to incorporate feedback and have a final Draft of the Plan and Appendices ready to be posted publicly on the County OES website and provide to the County Legislature by Friday, February 2, 2024

4. Next CPG Meeting – Thursday, January 11, 2024, 11:00-12:00

- B&L to provide draft slides for PIM #2 at this meeting



## **Tioga County Hazard Mitigation Plan Update**

*Core Planning Group Meeting No. 10*

Thursday, January 11, 2024

11:00am-12:00pm

Attendees: Elaine Jardine (Tioga Co EDP), Bob Williams (Tioga Co OES), Wendy Walsh (Tioga Co SWCD), Roland Paperman (DHSES), Jayme Breschard (B&L), Grace DeSantis (B&L)

### Summary:

#### 1. HMP Review Status Update

- Draft HMP distributed to CPG on Friday, January 5
  - CPG to review by 1/19
- Distribution of draft to Jurisdictional Team
  - Roland confirmed that the list of critical facilities can be redacted if it is preferred to not share that information publicly
  - During the last HMP update, the main plan and each municipality's individual annex were distributed separately to each jurisdiction; the previous HMP also extracted critical facility information into a non-public appendix
  - Wendy to send email to each jurisdiction with the link to download the main plan and appendices and an attachment of their annex; Grace to provide these materials to Wendy
  - Jurisdictional Team to review by 1/19

#### 2. Public Information Meeting #2

- Tentatively scheduled for 12:00 and 5:00 via Zoom on Tuesday, February 13
  - Wendy to attend 12:00 session, Elaine to attend 5:00 session
- Presentation to provide an overview of the HMP components
- B&L to email draft slides and polling questions to CPG to review; CPG to review by end of January

#### 3. Posting the Plan

- Draft HMP to be posted to Office of Emergency Services website by Monday, February 5
  - Elaine to provide link to B&L where draft plan materials have been posted online; B&L to put this link on a flyer to advertise PIM #2
  - Elaine will also create a press release to send to radio, tv, and newspaper outlets (which includes the County's two legal papers)

#### 4. Inclusion of businesses, nonprofits, and academia

- Nonprofits have already been involved through interviews and PIM #1 being hosted at a church
- Businesses were engaged through the LEPC meeting, which businesses (and a follow up email was sent to the whole group, including those who didn't attend); Bob to provide list of attendees to B&L to include in the HMP
- Elaine to send PIM #2 flyer to Chamber of Commerce to request it is included in e-blast

Next meeting: Friday, February 9<sup>th</sup> at 11:00