

## **SECTION 7: PLAN MAINTENANCE PROCEDURES**

This section describes the system that Tioga County and all participating jurisdictions have established to monitor, evaluate, and update the mitigation plan; implement the mitigation plan through existing programs; and solicit continued public involvement for plan maintenance.

### **MONITORING, EVALUATING AND UPDATING THE PLAN**

The procedures for monitoring, evaluating, and updating the plan are provided below.

It is recommended that a staff member of the Tioga County Planning Department be appointed as the county’s Hazard Mitigation Coordinator, to provide leadership and continuity for plan maintenance to ensure over-arching, long term goals of the plan are addressed rather than focusing predominantly on emergency management or engineering solutions. The duties of the Hazard Mitigation Coordinator will be in addition to the daily responsibilities of this individual. However, there is currently no capacity within the Planning Department to take on these extra duties.

At present, since there are not suitable resources to undertake the Mitigation Planning Coordinator in the Planning Department, a suitable individual shall be appointed from the Emergency Management or Soil and Water Conservation District staff. At the time of the development of this plan (June 2012), the legislature plans to appoint a designee for this position

Each participating jurisdiction is expected to maintain a representative on the Mitigation Planning Committee (MPC) who shall fulfill the monitoring, evaluation and updating responsibilities identified in this Section. Table 7-1 identifies the representation of the MPC as of the date of this Plan as indicated in each of the jurisdiction’s annexes.

Table 7-1. Mitigation Planning Committee

<b>Organization</b>	<b>Name</b>	<b>Title</b>	<b>POC</b>	<b>Alternate POC</b>
Town of Barton	Leon Carey	Supervisor	x	
Town of Barton	William Hotchkiss	Code Officer		x
Town of Berkshire	Lee Virtue	CEO	x	
Town of Berkshire	Ken Ceuter	Planning Board Chair		x
Town of Candor	Bob Riggs	Supervisor	x	
Town of Candor	George Williams	Councilman		x
Village of Candor	Eric Halstead	Mayor	x	
Village of Candor	Gary Consalvi	Village Trustee		x
Town of Newark Valley	Stuart Yetter, Jr.	Supervisor	x	
Town of Newark Valley	Charles E. Meade	Highway Superintendent		x
Village of Newark Valley	William Foster	Public Works Supervisor	x	
Village of Newark Valley	James P. Tornatore	Mayor		x
Town of Nichols	Barb Crannel	Deputy Supervisor	x	
Town of Nichols	Chester Spenser	Committee Member		x
Village of Nichols	Leon Carey	Code Enforcement Officer	x	
Village of Nichols	Lesley Pelotte	Village Trustee		x
Town of Owego	Debra Staninger	Planning and Zoning	x	
Town of Owego	Dean Morgan	Deputy Supervisor		x

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Organization	Name	Title	POC	Alternate POC
Village of Owego	Kevin Millar	Deputy Mayor	x	
Village of Owego	Jeffrey Soules	Supt. of Public Works		x
Town of Richford	Martin Wilcox	Supervisor	x	
Town of Spencer	Arvo Rautine	Supervisor	x	
Town of Spencer	John Whitcomb	Planning board		x
Village of Spencer	Christine Lester	Mayor	x	
Village of Spencer	Gilbert Knapp	Village Trustee		x
Town of Tioga	Lewis Zorn	Supervisor	x	
Town of Tioga	Robert Strong	Deputy Supervisor		x
Village of Waverly	Kyle J. McDuffee	Mayor	x	
Village of Waverly	Grady Updyke	Chief of Police		x
Tioga County	Wendy Walsh	TCSWCD District Manager	x	
Tioga County	Elaine Jardine	County Planning Director		x
Candor Central SD	Jeffrey Kisloski	Superintendent	x	
Candor Central SD	Bern Smith	Director of Operations		x
Owego Appalachin Central SD	William Russell	Superintendent of Schools	x	
Owego Appalachin Central SD	Tony Clark	Director of Facilities		x
Spencer Van Etten Central SD	Josoph Morgan	Superintendent	x	
Spencer Van Etten SD	Jane St. Amour-Bradley	Business Official		x
Tioga Central SD	Scot Taylor	Superintendent	x	
Tioga Central SD	Randy Simmons	Superintendent of Building and Grounds		x

It is recognized that individual commitments change over time, and it shall be the responsibility of each jurisdiction and its representatives to inform the HMP Coordinator of any changes in representation. The HMP Coordinator will strive to keep the committee makeup as a uniform representation of planning partners and stakeholders within the planning area.

### Monitoring

The MPC shall be responsible for monitoring progress on, and evaluating the effectiveness of, the Plan, and documenting this in an annual progress report to be prepared initially one year after approval. During each year, or prior to the annual meeting of the MPC (detailed below), county and local MPC representatives will collect and process the annual reports from the departments, agencies and organizations involved in implementing mitigation projects or activities identified in their jurisdictional annexes (Volume II, Section 9) of this Plan, or conduct phone calls, emails and meetings with persons responsible for initiating and/or overseeing the mitigation projects to obtain progress information.

Copies of any grant applications filed on behalf of any of the participating jurisdictions shall be provided to the MPC. Further, the representatives shall obtain from their municipal supervisor/mayor or clerk any public comments made on the plan and provide to the MPC for inclusion in the annual report.

The MPC representatives shall be expected to document, as needed and appropriate:

- Hazard events and losses occurring in their jurisdiction including their nature and extent and the effects that hazard mitigation actions have had on impacts and losses,
- Progress on the implementation of mitigation actions, including efforts to obtain outside funding for mitigation actions,
- Any obstacles or impediments to the implementation of actions,
- Additional mitigation actions believed to be appropriate and feasible,
- Public and stakeholder input and comment on the Plan.

Local MPC representatives may use the progress reporting forms, Worksheets #1 and #3 in the FEMA 386-4 guidance document, to facilitate collection of progress data and information on specific mitigation actions. FEMA guidance worksheets are provided in Appendix G. **Local progress reports shall be provided to the County HMP Coordinator at least two weeks prior to the annual MPC plan review meeting to be held in the month of May.**

### Evaluating

The evaluation of the mitigation plan is an assessment of whether the planning process and actions have been effective, if the Plan goals are being reached, and whether changes are needed. The Plan will be evaluated on an annual basis to determine the effectiveness of the programs, and to reflect changes that may affect mitigation priorities or available funding.

**The status of the HMP will be discussed and documented at an annual plan review meeting of the Mitigation Planning Committee.** at least one month before the annual plan review meeting, the Tioga County HMP Coordinator will advise MPC members of the meeting date, agenda and expectations of the members.

The Tioga County HMP Coordinator will be responsible for calling and coordinating the annual plan review meeting, and assessing progress toward meeting plan goals and objectives. These evaluations will assess whether:

- Goals and objectives address current and expected conditions.
- The nature or magnitude of the risks has changed.
- Current resources are appropriate for implementing the HMP and if different or additional resources are now available.
- Actions were cost effective.
- Schedules and budgets are feasible.
- Implementation problems, such as technical, political, legal or coordination issues with other agencies exist.
- Outcomes have occurred as expected.
- Changes in county or municipal resources impacted plan implementation (for example, funding, personnel, and equipment)
- New agencies/departments/staff should be included, including other local governments as defined under 44 CFR 201.6.
- Documentation for hazards that occurred during the last year

Specifically, the MPC will review the mitigation goals, objectives, and activities/projects using performance based indicators, including:

- New agencies/departments created that have authority to implement mitigation actions or are required to meet goals, objectives, and actions
- Project evaluation based on current needs of the mitigation plan
- Project completion regarding progress of proposed or ongoing actions
- Under/over spending regarding proposed mitigation action budgets
- Achievement of the goals and objectives
- Resource allocation to note if resources are required to implement mitigation activities
- Timeframes comment on whether proposed schedules are sufficient to address actions
- Budgets note if budget basis should be changed or is sufficient
- Lead/support agency commitment note if there is a lack of commitment on the part of lead or support agencies
- Resources regarding whether resources are available to implement actions
- Feasibility comment regarding whether certain goals, objectives, or actions prove to be unfeasible

Finally, the MPC will evaluate how other programs and policies have conflicted or augmented planned or implemented measures, and shall identify policies, programs, practices, and procedures that could be modified to accommodate hazard mitigation actions (see the “Implementation of Mitigation Plan through Existing Programs” subsection later in this section). Other programs and policies can include those that address:

- Economic Development
- Environmental Preservation & Permitting
- Historic Preservation
- Redevelopment
- Health and/or safety
- Recreation
- Land use/zoning
- Public Education and Outreach
- Transportation

The MPC may refer to the evaluation forms, Worksheets #2 and #4 in the FEMA 386-4 guidance document (provided in Appendix I), to assist in the evaluation process.

The MPC Coordinator shall be responsible for preparing an Annual HMP Progress Report, based on the provided local annual progress reports from each jurisdiction, information presented at the annual MPC meeting, and other information as appropriate and relevant. These annual reports will provide data for the 5-year update of this HMP and will assist in pinpointing implementation challenges. By monitoring the implementation of the Plan on an annual basis, the MPC will be able to assess which projects are completed, which are no longer feasible, and what projects may require additional funding.

This annual progress report shall apply to all planning partners, and as such, shall be developed according to an agreed format and with adequate allowance for input and comment of each planning partner prior to completion and submission to the State Hazard Mitigation Officer. Each planning partner will be responsible for providing this report to its governing body for their review. During the annual MPC meeting, the planning partners shall establish a schedule for the draft development, review, comment, amendment and submission of the Annual HMP Progress Report to SEMO.

The Annual HMP Progress Report shall be posted on the Tioga County Emergency Services website (<http://www.tiogacountyny.com/>) to keep the public apprised of the Plan's implementation. This report will also be provided to each community participating in the CRS to meet CRS Activity 510 and annual CRS recertification requirements. To meet this recertification timeline, the MPC will complete the review process and prepare an Annual HMP Progress Report.

The Plan will also be evaluated and revised following any major disasters, to determine if the recommended actions remain relevant and appropriate. The risk assessment will also be revisited to see if any changes are necessary based on the pattern of disaster damages or if data listed in the Section 5.4 (Hazard Profiles) of this Plan has been collected to facilitate the risk assessment. This is an opportunity to increase the community's disaster resistance and build a better and stronger community.

### Updating

44 CFR 201.6.d.3 requires that local hazard mitigation plans be reviewed, revised as appropriate, and resubmitted for approval in order to remain eligible for benefits awarded under DMA 2000. It is the intent of the Tioga County MPC to update this Plan on a five year cycle from the date of initial plan adoption.

To facilitate the update process, the Tioga County HMP Coordinator, with support of the MPC, shall use the **third annual MPC meeting** (2015) to develop and commence the implementation of a detailed Plan update program. The Tioga County HMP Coordinator shall invite representatives from SEMO to this meeting to provide guidance on plan update procedures. This program shall, at a minimum, establish who shall be responsible for managing and completing the Plan update effort, what needs to be included in the updated plan, and a detailed timeline with milestones to assure that the update is completed according to regulatory requirements.

At this meeting, the MPC shall determine what resources will be needed to complete the update. The Tioga County HMP Coordinator shall be responsible for assuring that needed resources are secured.

Following each five year update of the mitigation plan, the updated plan will be distributed for public comment. After all comments are addressed, the HMP will be revised and distributed to all municipal planning committee members, special purpose district participants and the New York State Hazard Mitigation Officer.

Further, it is recognized that additional jurisdictions within Tioga County may elect to join this Plan. Any such new Plan participants shall be formally included and documented in the five-year formal Plan update. Procedures for the addition of new Plan participants shall be reviewed with SEMO and FEMA prior to their formal inclusion in this Plan.

### IMPLEMENTATION OF MITIGATION PLAN THROUGH EXISTING PROGRAMS

Participating jurisdictions have provided a detailed listing of related programs, through which mitigation planning may be implemented, in the local capability assessments provided in each jurisdictional annex (Volume II, Section 9).

It is the intention of the Steering Committee, Planning Committee and participating jurisdictions to incorporate mitigation planning as an integral component of daily government operations. Steering Committee members will work with local government officials to integrate the newly adopted hazard mitigation goals and actions into the general operations of government and partner organizations. Further, the sample adoption resolution (Appendix B) includes a resolution item stating the intent of the local governing body to incorporate mitigation planning as an integral component of government and partner operations. By doing so, the Steering Committee anticipates that:

- 1) Hazard mitigation planning will be formally recognized as an integral part of overall emergency management efforts;
- 2) The Hazard Mitigation Plan and Comprehensive and Emergency Management Plans for both Tioga County and its municipalities will become mutually supportive documents that work in concert to meet the goals and needs of County residents; and
- 3) Duplication of effort can be minimized.

The information on hazard, risk, vulnerability and mitigation contained in this Plan is based on the best science and technology available at the time of the Plan's preparation. It is recognized by all participating jurisdictions that this information can be invaluable in making decisions under other planning programs, such as comprehensive, capital improvement, and emergency management plans.

While many jurisdictions do have comprehensive or master plans, none of them were updated during the time period covered under Tioga County's previous All Hazards Mitigation Plan. However, there was one plan created and adopted by both the Town of Owego and Tioga County – the Stormwater Management Program Plan. This plan does call for the education and outreach and participation of the general public on various stormwater activities. While the Tioga County/Town of Owego Stormwater Management Program Plan addresses only the hazards of severe storms and floods, any activities that are accomplished in accordance with this plan will include Hazard Mitigation Plan aspects where at all possible and suitable. The next Stormwater Management Program Plan update scheduled for 2016 will include language that incorporates hazard mitigation items for severe storms and flooding.

Similarly, the County will ensure through the Hazard Mitigation Coordinator duties that all jurisdictions are aware they need to incorporate hazard mitigation plan aspects into their comprehensive and master plan updates, as well as making specific recommendations, such as having the Floodplain Administrator review all site plan review and zoning permits within the 100-year floodplain and including the hazards map in their plan. Municipalities now in the process of creating and/or updating their plans are the Town of Spencer, Town of Nichols, Village of Owego and Town of Newark Valley, so they will be the immediate focus.

In addition, relevant aspects of the hazard mitigation plan will be incorporated into the Long Term Community Recovery Strategies being prepared by the Village of Owego, Town of Tioga, and Town of Nichols.

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Table 7-2 below includes existing processes and programs through which the mitigation plan should be implemented.

Table 7-2. Existing Processes and Programs for Mitigation Plan Implementation

Process	Action	Implementation of Plan
Administrative	Departmental or organizational work plans, policies, and procedural changes	<ul style="list-style-type: none"> <li>▪ Tioga County Emergency Management Office</li> <li>▪ Tioga County Emergency Medical Services</li> <li>▪ Tioga County Department of Public Works</li> <li>▪ Tioga County Industrial Development Agency</li> <li>▪ Tioga County Geographic Information Services</li> <li>▪ Tioga County Economic Development &amp; Planning</li> <li>▪ Tioga County Department of Public Health</li> </ul>
Administrative	Other organizations' plans  (e.g. Town of Spencer, Town of Nichols, Village of Owego and Town of Newark Valley Comprehensive Plans/Updates  Long Term Community Resilience Plans (Village of Owego, Town of Tioga, Town of Nichols)	<ul style="list-style-type: none"> <li>▪ Include reference to this plan in:                             <ul style="list-style-type: none"> <li>○ Tioga County Comprehensive Emergency Management Plan</li> <li>○ Jurisdiction-specific Comprehensive Plans</li> <li>○ Jurisdiction-specific Emergency Management Plans</li> <li>○ Long Term Community Resilience Plans</li> <li>○ Other county and local plans as appropriate</li> </ul> </li> </ul>
Budgetary	Capital and operational budgets	<ul style="list-style-type: none"> <li>▪ Review of county and local budgets to include line item mitigation actions</li> </ul>
Regulatory	Executive Orders, ordinances and other directives	<ul style="list-style-type: none"> <li>▪ Comprehensive Planning - Institutionalize hazard mitigation for new construction and land use.</li> <li>▪ Zoning and Ordinances</li> <li>▪ Building Codes</li> <li>▪ Capital Improvements Plan - Ensure that the person responsible for projects under this plan evaluates if the new construction is in a high hazard area, floodplain, etc. so the construction is designed to mitigate the risk. Revise requirements for this plan to include hazard mitigation in the design of new construction.</li> <li>▪ National Flood Insurance Program – Continue participation in this program.</li> <li>▪ Continue to implement storm water management plans.</li> <li>▪ Prior to formal changes (amendments) to comprehensive plans, zoning, ordinances, capital improvement plans, or other mechanisms that control development must be reviewed to ensure they are consistent with the hazard mitigation plan</li> </ul>

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Process	Action	Implementation of Plan
Funding	Secure traditional sources of financing	<ul style="list-style-type: none"> <li>▪ Apply for grants from federal or state government, nonprofit organizations, foundations, and private sources including Pre-Disaster Mitigation Program (PDM), Flood Mitigation Assistance Program (FMA), and the Hazard Mitigation Grant Program (HMGP-Stafford Act, Section 404).</li> <li>▪ Research grant opportunities through U.S. Department of Housing and Urban Development's Community Development Block Grant (CDBG)</li> <li>▪ Other potential federal funding sources include:               <ul style="list-style-type: none"> <li>○ Stafford Act, Section 406 – Public Assistance Program Mitigation Grants</li> <li>○ Federal Highway Administration</li> <li>○ Catalog of Federal Domestic Assistance</li> <li>○ United States Fire Administration – Assistance to Firefighter Grants</li> <li>○ United States Small Business Administration Pre and Post Disaster Mitigation Loans</li> <li>○ United States Department of Economic Development Administration Grants</li> <li>○ United States Army Corps of Engineers</li> <li>○ United States Department of Interior, Bureau of Land Management</li> <li>○ Other sources as yet to be defined</li> </ul> </li> <li>▪ See Appendix E for additional funding sources</li> </ul>
Partnerships	Develop creative partnerships, funding and incentives	<ul style="list-style-type: none"> <li>▪ Public-Private Partnerships</li> <li>▪ State Cooperation</li> <li>▪ In-kind resources</li> </ul>
Partnership	Existing Committees and Councils	<ul style="list-style-type: none"> <li>▪ Local Government Committees:               <ul style="list-style-type: none"> <li>○ Planning Boards</li> <li>○ Zoning Board of Appeals</li> </ul> </li> <li>▪ Chambers of Commerce</li> <li>▪ Property Owners Associations</li> </ul>
Partnership	Working with other federal, state, and local agencies	<ul style="list-style-type: none"> <li>▪ Army Corps of Engineers (USACE)</li> <li>▪ American Red Cross of NE New York</li> <li>▪ Cornell Cooperative Extension Agroforestry Resource Center</li> <li>▪ Department of Homeland Security (DHS)</li> <li>▪ Federal Emergency Management Agency (FEMA)</li> <li>▪ Tioga County Soil &amp; Water Conservation District</li> <li>▪ National Oceanic and Atmosphere Agency (NOAA)</li> <li>▪ National Weather Service (NWS)</li> <li>▪ New York State Department of Environmental Conservation (NYDEC)</li> <li>▪ New York State Department of Transportation (NYSDOT)</li> <li>▪ State Emergency Management Office (SEMO)</li> <li>▪ United States Department of Agriculture (USDA)</li> <li>▪ United States Department of Transportation (USDOT)</li> <li>▪ United States Geological Service (USGS)</li> </ul>

During the annual plan evaluation process, the Steering Committee will identify additional policies, programs, practices, and procedures that could be modified to accommodate hazard mitigation actions, and include these findings and recommendations in the Annual HMP Progress Report.

**CONTINUED PUBLIC INVOLVEMENT**

Tioga County and participating jurisdictions are committed to the continued involvement of the public in the hazard mitigation process. Therefore, the plan will be posted on-line (<http://www.tiogacountyny.com/>) and copies of the Plan will be made available for review during normal business hours at the Tioga County Legislative Office and at local municipal buildings.

In addition, public outreach will/may include :

- Links to the public website established by the Towns of Owego, Barton, Waverly, and Berkshire, as well as the Owego Appalacin School District. These links are on the home web pages of each jurisdiction.
- Creation of a brochure and web page on county website – What to do in a Disaster Event for Citizens. Webpage will become County home page during disaster with information for residents.
- Potential purchase 6-8 variable message signs with back up solar power. Message boards would be placed along main travel corridors to inform the Public of impending storm events.
- Potential creation of social media outlets (Facebook, Twitter, MySpace) for Tioga County to inform public of flood hazards and severe storm events. Educate the public via the county website on how these applications can be used in an emergency situation.
- Development of annual articles or seminars on Flood Hazards to educate the public and keep them aware of the dangers of flooding.

Municipal supervisors/mayors or clerks and the Tioga County HMP Coordinator will be responsible for receiving, tracking, and filing public comments regarding this HMP. Contact information for the County is included in the Point of Contact information in the County annex of this document.

The public will have an opportunity to comment on the Plan at the annual review meeting for the HMP and during the 5-year plan update. The annual progress reports will be posted on the Tioga County Emergency Services website in addition to the Hazard Mitigation Plan. Tioga County will maintain this website, posting the annual progress reports and maintaining an active link to collect public comments.

The Tioga County HMP Coordinator is responsible for coordinating the Plan evaluation portion of the meeting, soliciting feedback, collecting and reviewing the comments, and ensuring their incorporation in the 5-year plan update as appropriate. Additional meetings may also be held as deemed necessary by the planning group. The purpose of these meetings would be to provide the public an opportunity to express concerns, opinions, and ideas about the mitigation plan. Annual progress reports will also be posted to the project web site.

The Jurisdictional MPC representatives shall be responsible to assure that:

- Public comment and input on the Plan, and hazard mitigation in general, are recorded and addressed, as appropriate. Opportunity to comment on the plan will be provided directly on the Tioga County Emergency Services web site. Provisions for public comment in writing will also be made. All public comments shall be addressed to:

Ms. Wendy Walsh, District Manager  
Tioga County Soil & Water

183 Corporate Drive  
Owego, NY 13827  
607-697-3553

- Copies of the latest approved Plan (or draft in the case that the five year update effort is underway) are available for review at the municipal buildings and at the Tioga County Legislative Office along with instructions to facilitate public input and comment on the Plan.
- Appropriate links to the Tioga County Emergency Services website (<http://www.tiogacountyny.com>) are maintained.
- Public notices are made as appropriate to inform the public of the availability of the Plan, particularly during Plan update cycles.

The Tioga County HMP Coordinator shall be responsible to assure that:

- Public comment and input on the Plan, and hazard mitigation in general, are recorded and addressed, as appropriate.
- The Tioga County Emergency Services website is maintained and updated as appropriate.
- All public and stakeholder comments received are document and maintained.
- Copies of the latest approved Plan (or draft in the case that the five year update effort is underway) are available for review at the Tioga County Legislative Office and website (<http://www.tiogacountyny.com>), along with instructions to facilitate public input and comment on the Plan.
- Public notices, including media releases, are made as appropriate to inform the public of the availability of the Plan, particularly during Plan update cycles.