

SECTION 7: PLAN MAINTENANCE PROCEDURES

This section describes the system that Saratoga 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

This section presents the procedures for monitoring, evaluating, and updating the plan.

The Saratoga County Mitigation Planning Committee (MPC) intends to remain intact as the organization responsible for monitoring, evaluating and updating this Plan. The Saratoga County Hazard Mitigation Planning Coordinator, Mr. Daniel Miller (Saratoga Office of Emergency Services) shall continue to act as the coordinator for the MPC. Each participating jurisdiction is expected to maintain representation on the 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 jurisdiction’s annexes.

Table 7-1. Mitigation Planning Committee

| Organization | Name | Title | POC | Alternate POC |
|-------------------------|-----------------------|--|------------|----------------------|
| Saratoga County | Paul Lent | Co-Chair; Director Saratoga Office of Emergency Services | | |
| | Dan Miller | Co-Chair; Saratoga Office of Emergency Services | | |
| Town of Ballston | Les W. Bonesteel, Jr. | Stormwater Management Coordinator; Deputy Building Inspector | X | |
| | Patti Southworth | Town Supervisor | | X |
| Village of Ballston Spa | John Romano | Mayor | X | |
| | Randy Lloyd | Building Inspector | | X |
| Town of Charlton | Alan Grattidge | Town Supervisor | X | |
| | Bruce Gardner | Councilman; Emergency Coordinator | | X |
| | Mike Emerich | Highway Superintendent | | X |
| Town of Clifton Park | Mike Shahan | Town Administrator | X | |
| | Lou Pasquarell | Safety Officer | | X |
| Town of Corinth | Charles Brown | Councilman; Emergency Coordinator | X | |
| | Richard Lucia | Town Supervisor | | |
| Village of Corinth | Charles Brown | Councilman; Emergency Coordinator | X | |
| | Bradley Winslow | Mayor | | X |
| Town of Day | Mary Ann Johnson | Town Supervisor | X | |
| | Ken Metzler | Code Enforcement | | X |
| Town of Edinburg | Jean Raymond | Town Supervisor | X | |
| | Janet Johansson | Deputy Supervisor | | X |
| Town of Galway | David Costanzo | Highway Superintendent | X | |
| | George Hargrave | Town Supervisor | | X |
| Village of Galway | William Hyde | Mayor | X | |
| | Geralyn DeLaFluer | Deputy Mayor | | X |
| Town of Greenfield | Richard Rowland | Supervisor | X | |
| | Walter Barss | Highway Superintendent | | X |

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| Organization | Name | Title | POC | Alternate POC |
|------------------------------|-------------------------|--|-----|---------------|
| Town of Hadley | Arthur Wright | Town Supervisor | X | |
| | James Jenkins | Animal Control | | X |
| Town of Halfmoon | Steffen Buck | Code Enforcement Officer / Emergency Coordinator | X | |
| | TBD | | | |
| Town of Malta | Kevin King | Town Comptroller | X | |
| | Timothy Murphy | Code Enforcement Officer | | X |
| City of Mechanicville | Anthony Sylvester | Mayor | X | |
| | John Dunn | Fire Chief | | X |
| Town of Milton | Frank Thompson | Town Supervisor | X | |
| | Hollis Blodgett | Deputy Supervisor | | X |
| Town of Moreau | F. Joseph Patricke | Building Inspector / Code Enforcement Officer | X | |
| | Preston L. Jenkins, Jr. | Supervisor | | X |
| Town of Northumberland | Richard Colozza | Building Code Administrator | X | |
| | Willard Peck | Town Supervisor | | X |
| Town of Providence | Richard Hunter | Town Supervisor | X | |
| | Susan Wemple | Town Clerk | | X |
| Village of Round Lake | Dixie Lee Sacks | Mayor | X | |
| Town of Saratoga | Tom Wood | Supervisor | X | |
| | Sherry Doubleday | | | X |
| City of Saratoga Springs | Marilyn Rivers | Risk and Safety Manager | X | |
| | Scott Johnson | Mayor | | X |
| Village of Schuylerville | John Sherman | Mayor | X | |
| | Sherry Doubleday | | | X |
| Village of South Glens Falls | Joe Patricke | Building Inspector | X | |
| | Keith Donahue | Mayor | | X |
| Town of Stillwater | Sue Cunningham | Town Clerk | X | |
| Village of Stillwater | Ernest Martin | Mayor | X | |
| | Patty Ryan | Village Clerk | | X |
| Village of Victory | James Sullivan | Mayor | X | |
| | Lawrence Wolcott | Fire Chief | | X |
| Town of Waterford | Paul McInerney | Dispatcher Supervisor | X | |
| | Harry Martel | Highway Superintendent | | X |
| Village of Waterford | Paul McInerney | Dispatcher Supervisor | X | |
| | Craig Falcone | Director of Public Works | | X |
| Town of Wilton | Larry Gordon | Emergency Service Coordinator | 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 by formal letter. The HMP Coordinator will strive to keep the committee makeup as a uniform representation of planning partners and stakeholders within the planning area. The planning committee shall be informed at the time of each change in representation on the committee and will vote on the committee membership at semi-annual progress meetings to be coordinated by the HMP Coordinator. The HMP Coordinator shall maintain the current membership of the MPC on the Saratoga County Hazard Mitigation Plan website (<http://www.saratogacountyny.gov/departments.asp?did=97>).

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 (thus starting the “Five Year Update Clock”) for annual plan review and reporting requirements. At least once during each year, or more frequently, and 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 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 September.**

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, to be held in the month of September. In June at least one month before the annual plan review meeting, the Saratoga County HMP Coordinator will advise MPC members of the meeting date, agenda and expectations of the members.

The Saratoga 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 G), 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 NYSEMO.

The Annual HMP Progress Report shall be posted on the Saratoga County Hazard Mitigation Plan website (<http://www.saratogacountyny.gov/departments.asp?did=97>) 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 strive to complete the review process and prepare an Annual HMP Progress Report by the end of September.

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 Saratoga County MPC to update this Plan on a five year cycle from the date of initial plan adoption.

To facilitate the update process, the Saratoga County HMP Coordinator, with support of the MPC, shall use the **third annual MPC meeting** (September of 2013 assuming this Plan is approved in 2010) to develop and commence the implementation of a detailed Plan update program. The Saratoga 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.

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At this meeting, the MPC shall determine what resources will be needed to complete the update. The Saratoga 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 Saratoga 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.

All cities, towns and villages in the County completed the planning and annex-preparation process. Completed jurisdictional annexes are presented in Section 9. Any non-participating local government other than the municipalities such as Fire Districts, Utility Districts, School Districts and any other eligible local government [as defined in the FEMA “Local Multi-Hazard Mitigation Planning Guidance” (July 1, 2008; pages 21-22)] within the Saratoga County planning area can “dock” to this plan in the future by following the linkage procedures defined in Appendix H. The presence of the Linkage Procedure does not imply that any municipalities within Saratoga County failed to participate in this planning process.

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 MPC and participating jurisdictions to incorporate mitigation planning as an integral component of daily government operations. MPC 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 MPC 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 Saratoga 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. 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"> ▪ County Public Works Department ▪ County Emergency Services ▪ County Emergency Medical Services ▪ County Highway Department ▪ County Information Services ▪ County Public Health ▪ County Planning Department ▪ County Soil and Water Conservation Department |
| Administrative | Other organizations’ plans | <ul style="list-style-type: none"> ▪ Include reference to this plan in: <ul style="list-style-type: none"> ○ Saratoga County Comprehensive Emergency Management Plan ○ Jurisdiction-specific Emergency Management Plans ○ Other county and local plans as appropriate |
| Budgetary | Capital and operational budgets | <ul style="list-style-type: none"> ▪ Review of county and local budgets to include line item mitigation actions |

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| Process | Action | Implementation of Plan |
|--------------|---|--|
| Regulatory | Executive Orders, ordinances and other directives | <ul style="list-style-type: none"> ▪ Comprehensive Planning - Institutionalize hazard mitigation for new construction and land use. ▪ Zoning and Ordinances ▪ Building Codes ▪ 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. ▪ National Flood Insurance Program – Continue participation in this program. ▪ Continue to implement storm water management plans. ▪ 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 |
| Funding | Secure traditional sources of financing | <ul style="list-style-type: none"> ▪ 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). ▪ Research grant opportunities through U.S. Department of Housing and Urban Development’s Community Development Block Grant (CDBG) ▪ Other potential federal funding sources include: <ul style="list-style-type: none"> ○ Stafford Act, Section 406 – Public Assistance Program Mitigation Grants ○ Federal Highway Administration ○ Catalog of Federal Domestic Assistance ○ United States Fire Administration – Assistance to Firefighter Grants ○ United States Small Business Administration Pre and Post Disaster Mitigation Loans ○ United States Department of Economic Development Administration Grants ○ United States Army Corps of Engineers ○ United States Department of Interior, Bureau of Land Management ○ Other sources as yet to be defined ▪ See Appendix E for additional funding sources |
| Partnerships | Develop creative partnerships, funding and incentives | <ul style="list-style-type: none"> ▪ Public-Private Partnerships ▪ State Cooperation ▪ In-kind resources |
| Partnership | Existing Committees and Councils | <ul style="list-style-type: none"> ▪ Local Government Committees: <ul style="list-style-type: none"> ○ Planning Boards ○ Zoning Board of Appeals ▪ Chambers of Commerce ▪ Property Owners Associations |

| Process | Action | Implementation of Plan |
|-------------|---|--|
| Partnership | Working with other federal, state, and local agencies | <ul style="list-style-type: none"> ▪ Army Corps of Engineers (USACE) ▪ American Red Cross of NE New York ▪ Cornell Cooperative Extension Agroforestry Resource Center ▪ Department of Homeland Security (DHS) ▪ Federal Emergency Management Agency (FEMA) ▪ Saratoga County Soil & Water Conservation District ▪ National Oceanic and Atmosphere Agency (NOAA) ▪ National Weather Service (NWS) ▪ New York State Department of Environmental Conservation (NYDEC) ▪ New York State Department of Transportation (NYSDOT) ▪ State Emergency Management Office (SEMO) ▪ United States Department of Agriculture (USDA) ▪ United States Department of Transportation (USDOT) ▪ United States Geological Service (USGS) |

During the annual plan evaluation process, the MPC 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

Saratoga County and participating jurisdictions are committed to the continued involvement of the public in the hazard mitigation process. Therefore, copies of the Plan will be made available for review during normal business hours at the Saratoga County Library, County Department of Emergency Services, and at local municipal buildings.

Municipal supervisors/mayors or clerks and the Saratoga 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 Saratoga County mitigation website in addition to the Hazard Mitigation Plan. Saratoga County will maintain this website, posting the annual progress reports and maintaining an active link to collect public comments.

The Saratoga 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 project web site. Provisions for public comment in writing will also be made. All public comments shall be addressed to:

Saratoga County Office of Emergency Services
c/o All Hazards Pre-disaster Mitigation Plan Steering Committee
25 West High Street
Ballston Spa, NY 12020

- 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 County Office of Emergency Services along with instructions to facilitate public input and comment on the Plan.
- Appropriate links to the Saratoga County Hazard Mitigation Plan website (<http://www.saratogacountyny.gov/departments.asp?did=97>) are maintained. The web site will be maintained throughout the course of the project.
- Public notices are made as appropriate to inform the public of the availability of the Plan, particularly during Plan update cycles.

The Saratoga 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 Saratoga County HMP 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 County Office of Emergency Services, 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.