

Hazard Mitigation Planning Committee Meeting

Date | time: 9/6/2017 10:00 AM

Location: NC Admin Center

Meeting called by: **Hazard Mitigation Team Leader**

Type of meeting: **Planning Committee**

Team Leader: Eric C Wendt

Secretary: Tiffany Kaseman

Committee Members:

Stephen Jeffery , Doug Diehl, Lori Smoogen, Keith Ayers, Jane Gaugler, Jason Zimmerman, Chuck Hopta, Jeffrey Fetterman, Maryrose McCarthy

Agenda Items

Topic	Presenter	Time allotted
<input type="checkbox"/> ⇒ Team Structure <ul style="list-style-type: none">◆ Recognize Organizational Positions<ul style="list-style-type: none">• Quarterly\Biannually Meeting Schedule	Eric C Wendt	10 Minutes
<input type="checkbox"/> ⇒ Adoption Process <ul style="list-style-type: none">◆ County Adoption – 8/1/2017<ul style="list-style-type: none">• Municipal Adoptions (F) = FEMA Approved<ul style="list-style-type: none">▫ Milton Borough(F), McEwensville Borough(F), Mount Carmel Borough, Turbotville Borough(F), West Chillisquaque Township	Eric C Wendt	10 Minutes
<input type="checkbox"/> ⇒ Municipalities that want to Adopt with no previous participation <ul style="list-style-type: none">◆ Does the County want to Allow this – Amendment<ul style="list-style-type: none">• If yes – Amendment Process - Strict Deadlines no exceptions<ul style="list-style-type: none">▫ Send new Certified Letter by Nov. 29th▫ Jan. 30th 2018 for returned forms▫ Mandatory meeting February 21st 2018• In tandem – reach out to all Municipalities that did participate but have not submitted Adoptions	Eric C Wendt	20 Minutes
<input type="checkbox"/> ⇒ Action Items <ul style="list-style-type: none">◆ County to support Municipalities in Flood Ordinances<ul style="list-style-type: none">• We have been more proactive in address assignment• Discuss which Action Items to work on First	Eric C Wendt \ Doug Diehl	20 Minutes

Other Information

Observers: None

Other Invites: None

Resources: Phone conversation with Ernie from PEMA

Special notes: Next Meeting will be approx. 3 months from now.

NORTHUMBERLAND COUNTY

HAZARD MITIGATION

PLANNING COMMITTEE

MEETING DATE: September 6, 2017

PRINT NAME	REPRESENTING (IF APPLICABLE)	TITLE (IF APPLICABLE)
1. Stephen Ledford	Emergency Management	Director
2. Lori Smoogen	EMA	Finance Mgr
3. Keith Ayers	GIS	GIS
4. Jane Gaugler	Planning	Planner
5. Maryrose McElroy	Commissioner	Chief Clerk
6. Doug Dieth	Milton Borough	Code Official
7. Tiffany L. Keselman	Assessors	Chief Assessor
8. Jeffrey Fetherman	IT	IT Director
9. Eric C Wack	IT	IT ASSISTANT DIR
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PLEASE REFER TO SIGN IN SHEET FOR ALL ENTITIES IN ATTENDANCE

This is the first meeting of the 2022 update process

Eric Wendt (forward referred to as EW) began the meeting by pointing out there is an agenda to follow today and made sure that all people had one. EW mentioned that moving forward we are looking to hold our meetings in a more structured manner. EW preferred that we have an agenda to use as the short form of the minutes.

EW began item 1: EW asked if the members of the team present were ok with recognizing the two positions of team lead and secretary. He then asked the members if they were ok with himself continuing to act as team lead and Tiffany Kaseman (forward referred to as TK) continuing to act as secretary. There were no objections. Lori Smoogen (forward referred to as LS) audibly agreed to keep the status quo. EW then said that FEMA only requires an annual meeting, but he was hoping to have the team agree to a quarterly meeting schedule with dates decided in advance to provide notice to “stakeholders”. Again the team had no objections.

EW began item 2: EW reviewed that the county officially adopted the plan even though PEMA does not require it, but it’s a good example for the local municipalities. EW said there are five municipalities thus far who have adopted the plan, but there are only three who have had FEMA declare their adoptions official. There are two other municipalities who have not participated but are asking questions about how to adopt the plan after we have closed the process and Mt. Carmel’s adoption is technically invalid because they had not participated in the process. EW had conversations with PEMA about the expressed interest and PEMA relayed that FEMA is “cracking down” on accepting plans from municipalities that have not properly participated. This results in those municipalities being denied mitigation fund. PEMA and FEMA said they will stand by the County saying that the adopted plan is absolute and these municipalities cannot qualify under the county’s HMP, therefore they would have to create their own HMP. PEMA did say however the County can make the decision to allow for an amendment process. This would require that the team revise the plan with the amendments and add a cover letter to the plan that details all of the changes for amended information. PEMA suggested only doing this once. EW said instead of amending the plan as interest arises, the County should have an amendment “window” where the team will reach out to all the municipalities who had not participated and give them one last chance. EW expressed however that this decision would ultimately need to be favorable with the commissioners. EW told Maryrose McCarthy (forward referred to as MM) that is why he was adamant about having someone represent the commissioners at this meeting. MM asked a questions about who may be interested in coming aboard and how the plan is filled out and what constitutes participation. Doug Diehl (forward referred to as DD), LS, and Stephen Jeffery (forward referred to as SJ) all offered examples of how the forms were mailed, how they should be filled out and what problems the team ran into as far as lack of participation. EW and LS then discussed how many surveys were sent out and how many we have received, and then compared it to how many adoptions resulted out of that. LS said this lack of participation would result in funds being refused ultimately. EW said even Mt. Carmel Borough has to be contacted to tell them that their adoption is invalid because they have not properly participated. EW said all of this discussion results in needing to know if the County will have an amendment process and then the need for a structured and detailed plan for that amendment. EW said originally to have a new mailing out by November 29 and then make follow up phone calls. MM asked why the mailing must be done by November 29 and EW expressed it was just an arbitrary date that was chosen to help define the process. MM asked what the team thought of personal visits and whether it should be required instead of a certified mailing. EW said we could schedule a meeting prior to the end of the year as a concession for helping fill out the paper work. EW said sending the letter has been ok but it has required a lot of personal service, such as hand delivering the letters that we could not mail. EW said we definitely will need to have a follow up meeting and even phone calls. EW said some municipalities were not actually reading the material and seeing that is was just questionnaires, instead they were interpreting the mailing to be more detailed or as if the county were asking for the municipalities to enact changes. This created a problem where municipalities either refused to fill out the paper work or were waiting to have public meetings about the material. DD said that the person at Ralpho Township was trying to get this paperwork done at a public meeting because the supervisors were not cooperating with filling out the material. EW asked DD to give an estimate of how much time it realistically takes to fill out the material; DD estimated at most 15 minutes. DD said he actually sat down with a few municipalities previously and filled them out

along with the people who needed help. EW said the hardest part was figuring out the dates that the municipalities last HMP was adopted. EW said we tried to make it as easy as possible to return the materials, even sending an S.A.S.E. with the materials. MM asked for a clarification of what they were sending back, she wanted to know if it was their actual plans. EW said they just send back answers and we build it into the County HMP. MM asked if the municipality sent back their answers, did they still need to show up to a meeting; multiple members answered yes. EW said it appears to be a waste of time to put out this effort again but ultimately it is the best thing to do to serve the county. MM agreed, and DD even explained how much the team made themselves available, particularly himself when he offered to make appointments in the evenings. SJ and MM talked about how likely the recent weather events will be to impact the area and whether that will make these municipalities rush to participate. At this point MM said she does not represent the commissioners' intentions, however she understands, from working with them what their general concerns are for the citizens of Northumberland County and they would want to do whatever they could. MM pointed out that it took a team to do what Public Safety did not feel comfortable doing alone, and she is wondering if that is what is happening at the municipal level. MM said if there is a strength with being concerned about public safety but not the wherewithal as to what the regulations are, then there is a disconnect. MM said that the team members have upheld the county's responsibility and now the county should expect that from the municipalities. MM said she sees it as Public Safety's responsibility to meet with each one of these municipalities and explain the gravity of this situation. MM said she is sorry that she was not more involved to this point and she does see the municipalities aren't understanding the urgency and need to participate. SJ gave the example of how there is little planning but local municipalities always look back to the county for a helping hand, and this is the only help we have right now. EW said we are going to open the amendment process with a new letter and packet, MM said she expects Public Safety to hand deliver the new letters and packets. DD said he believes that public safety should go to public meetings the municipalities are holding and bring it up at that time. LS said the best time to do this is actually right after things calm down from the recent weather events. Several members agree with that intention. Jane Gaugler (forward referred to as JG) asked how many public safety members would be available to get to meetings because a lot of the municipalities pick the same day each month. SJ said he would have two or three available. MM asked if there is a list of public meeting, JG said it's usually on their websites and MM asked her to obtain that list. TK made sure that we are targeting the municipalities that did not participate or filled out paper work and did not come to a meeting. EW made mention that in the next item we would be getting to the rest of the municipalities. EW and TK said they would be getting the letter ready and packets ready once we know who we will need to send out to. EW said if we can't get to a public meeting the team can discuss pushing back the submission deadline. TK said the strength that the team will be trying to put behind this amendment is to make it clear this is the only amendment that will ever be offered, they will either wait to participate for the 2022 update and if they miss that then they will have to wait another five years. DD asked EW to reproduce section 3 and add in the column for 2017 so we can keep track of adoption. EW said he was actually going to add an additional column to show that they were involved in the amendment process. DD said it's very likely that with how much the team has had to push to get data back, the team will have to push just as hard to get the plan adopted.

EW began item 3: EW said it will be handled in tandem with the last item, we will be trying some kind of personal contact to ensure that we can get the municipalities who met the requirements to actually adopt the HMP. TK asked for a clarification of how the municipalities were notified that the plan was ready for adoption. EW and DD gave a brief explanation.

EW began item 4: EW said one of the biggest things that PEMA/FEMA want to see with the HMP is that the County be involved in helping the municipalities enforce their ordinances. EW gave an example of what he and Keith Ayers have been dealing with in Jackson Township, with regard to adding a mobile home in a flood way. The result was the County not issuing an address until there is proof that the mobile home will be meeting all requirements of construction in the flood way. EW said this was an act of support ultimately.