

**Cattaraugus County, NY – Hazard Mitigation Plan 2025 Update
Draft Plan Review Meeting | Meeting Minutes**



Purpose of Meeting:	Draft Plan Review Meeting – Afternoon Option	
Location of Meeting:	101 3rd St, Little Valley, NY 14755 and Teleconference via Teams	
Date of Meeting:	May 20, 2025 @ 6:00 P.M.	
Attendees:	<ul style="list-style-type: none"> • Cattaraugus County Public Works <ul style="list-style-type: none"> ○ Kim Merrill, Secretary to the Commissioner • Cattaraugus County Department of Community Services <ul style="list-style-type: none"> ○ Mary O’Leary, Director • Town of Dayton <ul style="list-style-type: none"> ○ Chris Rupp, Board member • Town of Franklinville <ul style="list-style-type: none"> ○ Catharyn Campbell, Supervisor ○ Scott Stanbro, Highway Superintendent 	<ul style="list-style-type: none"> • Town of Yorkshire <ul style="list-style-type: none"> ○ Christopher Lexer, Highway Superintendent / CEO ○ Marcia Lexer, Supervisor • Tetra Tech <ul style="list-style-type: none"> ○ Jessica Stokes, Project Manager ○ Emily Vassallo, Lead Planner
Agenda Summary:	The purpose of the meeting was to provide an update on the planning process and status update, provide an opportunity for the Steering Committee to comment on the draft 2025 Cattaraugus County HMP framework, discuss the Plan Maintenance strategy for the 2025 HMP, review the FEMA Approval Process, discuss next steps, and address any questions or comments.	
Item No.	Description	Action item(s):
1	Introductions	-
2	Project Status <ul style="list-style-type: none"> • In Kind Tracking • Public Outreach and Engagement <ul style="list-style-type: none"> ○ Post links on social media and department/agency websites ○ Make efforts to reach out to: <ul style="list-style-type: none"> ▪ General Public ▪ Stakeholders ▪ Neighbors 	Planning Partnership <ul style="list-style-type: none"> • Post links on social media and department/agency websites • Make efforts to reach out to general public, stakeholders, and neighbors
3	HMP Draft Review <ul style="list-style-type: none"> • What’s New in the 2025 Update? • New FEMA requirements • Updated critical facilities inventory and included community lifelines • Incorporated new hazards of concern and performed new risk analysis • Enhanced the capability assessment for each participating jurisdiction 	-
4	2025 HMP Framework <ul style="list-style-type: none"> • Volume I <ul style="list-style-type: none"> ○ Executive Summary <ul style="list-style-type: none"> ▪ Provides an overview of how the plan is laid out by describing the various chapters within the plan ○ Chapter 1 Introduction <ul style="list-style-type: none"> ▪ This is the introduction of the HMP, explains the update process, who participated, and what changes have been made since the last plan. ○ Chapter 2 Planning Process <ul style="list-style-type: none"> ▪ Provides a timeline of how the planning process was done and everything that went into developing the plan. It includes meeting dates, activities, and plan participants. ○ Chapter 3 County Profile 	-



	<ul style="list-style-type: none"> <ul style="list-style-type: none"> <ul style="list-style-type: none"> ▪ Provides general information for the Planning Area and critical facilities/lifelines located within the area. ○ Chapter 4 Risk Assessment <ul style="list-style-type: none"> ▪ Provides a foundation for the rest of the planning process – which focuses on identifying and prioritizing actions to reduce risk to hazards. ○ Chapter 5 Hazard of Concern identification <ul style="list-style-type: none"> ▪ Describes the process to review all potential hazards and identify the hazards that have the potential to impact the Planning Area ○ Chapters 6 through 13 Hazard Profiles <ul style="list-style-type: none"> ▪ Documents the general description of the hazard and the outcome of the risk analysis. It is broken down into 2 sections – hazard profile and vulnerability assessment ○ Chapter 14 Hazard Ranking <ul style="list-style-type: none"> ▪ Provides information on the methodology used to determine the preliminary hazard rankings ○ Chapter 15 Capability Assessment <ul style="list-style-type: none"> ▪ Identifies the primary types of capabilities – planning and regulatory, administrative, and technical, financial, and education and outreach –existing plans, policies, programs, etc. available at the county, state, and federal level to help the County and municipalities accomplish mitigation. ○ Chapter 16 Mitigation Strategy <ul style="list-style-type: none"> ▪ Gives an overview of the process and then in each annex, we show the projects and procedures you all will do to reduce or eliminate future losses from hazards. ○ Chapter 17 Plan Maintenance <ul style="list-style-type: none"> ▪ Describes how the County will keep the hazard mitigation plan up to date over the next five years. • Volume II <ul style="list-style-type: none"> ○ Chapter 1 Planning Partnership <ul style="list-style-type: none"> ▪ Gives an overview of how each jurisdiction participated in the plan and how the annexes are laid out. ○ Chapters 2 through 45 Jurisdictional Annexes <ul style="list-style-type: none"> ▪ Where the individual jurisdictional annexes of the plan are located. It shows us who participated in the plan, gives a general description of the municipality, outlines and summarizes your capabilities at the local level, provides the jurisdictional hazard ranking, includes a status of mitigation actions from 2020 and then includes mitigation actions for the 2025 HMP. • Appendices: This is where you’ll find a draft adoption/resolution for when you need to adopt the plan, tables of who participated in the process and how; meeting documentation (minutes, presentations, etc.), public and stakeholder outreach; mitigation strategy data; plan maintenance tools; critical facilities (the list of facilities will not be posted for public review due to their sensitive nature); and linkage procedures for anyone who didn’t participate this time around and would like to join the plan in the next 5 years. <ul style="list-style-type: none"> ○ Appendix A. Adoptions ○ Appendix B. Meeting Documentation 	
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	<ul style="list-style-type: none"> ○ Appendix C. Outreach ○ Appendix D. Participation ○ Appendix E. Action Worksheet ○ Appendix F. Plan Maintenance ○ Appendix G. Critical Facilities ○ Appendix H. Risk Assessment Supplement ○ Appendix I: Mitigation Strategy Supplement ○ Appendix J: NYS DHSES Guidance ○ Appendix K: Linkage Procedures 	
5	<p>FEMA Approval Process</p> <ul style="list-style-type: none"> ● The plan is made available for public and State review. <ul style="list-style-type: none"> ○ Feedback and comments will be incorporated into a second draft. ● The second draft will be submitted to FEMA for review and approval. <ul style="list-style-type: none"> ○ If FEMA has questions or comments those will be addressed. ○ FEMA will grant the plan ‘Approvable Pending Adoption’ status, meaning FEMA will approve the plan once it has been locally adopted. ● The County and municipalities will formally adopt the plan. <ul style="list-style-type: none"> ○ Resolution is submitted to FEMA and FEMA grants final approval. 	-
6	<p>Review the Draft Plan</p> <ul style="list-style-type: none"> ● The entire plan will be posted on the Cattaraugus County HMP website for a 30-day review period (starting tomorrow, May 21) <ul style="list-style-type: none"> ○ https://www.cattcohmp.com/draft-plan/ ○ You can review the plan during the public review, and we will incorporate any applicable revisions into the final deliverable to the State and FEMA ● NYSDHSES will conduct their review concurrently with the public review period ● Public feedback to be incorporated as appropriate prior to submittal to FEMA for their review ● If needed, we will hold a brief meeting to discuss public comments and how to incorporate – date TBD 	-
7	<p>Next Steps</p> <ul style="list-style-type: none"> ● Draft Plan Review Meeting – TODAY! ● Public Review Period (30 days) – May 21, 2025 through June 20, 2025 ● NYSDHSES Review occurring in tandem with Public Review ● Submit Draft Plan for FEMA Review in July ● FEMA approves plan; begin adoption 	-
8	<p>Questions/Discussion</p> <ul style="list-style-type: none"> ● No Questions or Concerns 	-