



City of Middletown  
NYRCR Program  
Committee Meeting #1  
(Kick Off)



## Agenda

**NY Rising Communities Reconstruction Program  
NYRCR Middletown Planning Committee Kick-Off Meeting  
Tuesday, July 1, 2014  
4:00pm-6:00pm, Mulberry House, 62-70 West Main Street**

1. Welcome, Introductions and Roles
  - a. NYRCR Staff & NYS Department of State Planners
  - b. NYRCR Middletown Planning Committee Members
    - i. Discuss Roles of Co-Chairs
  - c. Tetra Tech Team
  - d. Communications, Information Exchange & Approval Protocols
  
2. Today's Goals
  - a. Overview of the NYRCR Program
    - i. Review of NYRCR Planning Process
    - ii. Review CDBG-DR program guidelines
  - b. Review of the NYRCR Middletown Plan Components
  - c. Hit the Ground Running
    - i. Geographic Scope
    - ii. Storm Damage
    - iii. Critical Assets

1. Discuss critical assets in the community
  2. Identify committee members for Critical Asset Inventory
  - iv. Discuss Regional Issues
  - v. Establish draft vision
  - vi. Begin to identify short, mid and long term goals
  - d. Public Outreach Strategy
    - i. Public Engagement Meeting #1
      1. Date and Time
      2. Potential Locations
      3. Methods of Advertisement
    - ii. Public Engagement Meeting #2
      1. Tentative Date and Time for the meeting
      2. Potential Locations
    - iii. Identify key stakeholder groups in the community
  - e. Committee Meeting Schedule – every two weeks
    - i. Combination of in-person and teleconference
    - ii. Establish the dates, time and Location
3. NYRCR Administrative Discussion
    - a. Ethics Document and Discussion
  4. Meeting conclusion

### **CONTACT**

NYRCR Regional Lead  
Lori DuBord  
ldubord@stormrecovery.ny.gov

NYRCR Middletown Community Planner – Ryan Conklin PP, AICP  
Phone: 973.630.8049  
Email: ryan.conklin@tetrattech.com

### **More Information**

<http://stormrecovery.ny.gov> (Main Site)  
<http://stormrecovery.ny.gov/resources-0> (Plan Elements)  
<http://stormrecovery.ny.gov/nyrcr/faq> (FAQs)



**NY Rising Communities**  
 City of Middletown NYRCR Planning Committee Meeting Sign-in Sheet  
 Tuesday, July 1, 2014 -- 4:00pm-6:00pm

Name	Agency	Phone Number	Mailing Address	e-mail address
MERRITT WILMAN	MIDDLETOWN VOLUNTEER	845-342-3465	121 LAKE AVE. MIDDLETOWN, NY 10940	WILMANS @ NYC.NA.COM
Ryan Corbin	Tetra Tech	973-830-8049	1000 American Way Moos Plains, NJ 07950	Ryan.Corbint@tetra-tech.com
Cynthia Franco	"	973-830-8044	"	Cynthia.franco@ tetra-tech.com
SUSAN Roth	"	845-893-8880 0194	26 Lamo Rd Monroe, NY	SUSANROTH@ gmail.com
Dalep Sych	MIDDLETOWN	845-494-232	19 California Ave Middletown NY 10940	dalepusa_2008 @yahoo.com
THOMAS H. SCOTT	VOLUNTEER	845-342-2924	31 BROWSTER DRIVE MIDDLETOWN NY	tsco115@NYC.VR.COM
Brian Derrin	MDM VOLUNTEER	845-342-2546	226 MOUNHAGEN AVE. MIDDLETOWN, NY 10940	bderrin@hvc.er.com
Lisa Melville	NYS DOS	914-734-1347	250m Wash Blvd Peekskill, NY	Lisa.melville@ dos.ny.gov
William C. Haddovic	NYS DOS	914-734-1347	250m Wash Blvd Peekskill, NY 10566	WILLIAM.HADD@ DOS.NY.GOV
Loai DuBard	NY Rising	845-334-8991		ldubard@NYrising@ stormrecovery.ny.gov





# NYRCR Middletown

NY Rising Communities Reconstruction Program

*Working Together to  
Build Back Better*

# Welcome

## Introductions, Roles

- Introductions:
  - NYRCR Staff & NYS DOS Planners
  - NYRCR Middletown Committee
- Tetra Tech
  - Lead Local Community Manager – Ryan Conklin, AICP
  - Others (now and later)
  - Communications Protocols
    - ✓ To review and approve materials & provide feedback
    - ✓ To communicate with Planning Committee members

# Today's Goals

- NYRCR Program Objectives, Overview
- Discuss NYRCR City of Middletown Plan Process and Components
- Discuss Public Engagement Strategy
- Discuss Immediate next steps
  - Identify Meeting Dates/Locations
  - Create Subcommittees (if necessary)
  - Identify Geographic Scope
  - Define Vision
  - Identify Critical Issues
  - Identify Damages



# Understanding the NYRCR Program

- New York State and Governor Andrew Cuomo providing \$650M+ planning/implementation for hard-hit communities (Sandy, Lee, Irene, 2013 floods)
  - Community Development Block Grant-Disaster Recovery (CDBG-DR) funds
  - Round 1: 102 communities; Round 2: 22 communities
  - **NYRCR City Middletown**: Up to \$3M
  - Amounts based on federally-assessed storm damage

# Understanding the NYRCR Program

- NYRCR Program Goal
  - “ ... to empower the State’s most impacted communities with the technical expertise needed to develop thorough and implementable reconstruction plans to build physically, socially, and economically resilient and sustainable communities so as to rebuild New York’s communities in a way that will mitigate against future risks and build increased resilience.” <http://stormrecovery.ny.gov/nyrcr/faq>
- Bottom-up community participation & collaboration
  - Identify assets/risks, needs/opportunities
  - Best options/viable alternatives

# Qualifying for CDBG-DR

- Is the project eligible under traditional CDBG?
  - Public facilities and improvements, and privately-owned utilities
  - Relocation planning, capacity building
  - Acquisition of real property
  - Clearance, rehabilitation, reconstruction, and construction of buildings
  - Economic development assistance



# Qualifying for CDBG-DR

- Is there a direct link between the project and the disaster?
  - Does it address damage caused or exacerbated by a storm?
  - Does it address emerging issues that have been exposed and identified as a result of the storm?
  - Does it create greater resiliency against future storms?



# Program Steps



PUBLIC ENGAGEMENT

# Initial NYRCR Middletown Plan Components

(due early August)

SECTION 1	DESCRIPTION
<b>Overview</b>	Describes NYRCR Program and its objectives, land uses, housing stock, demographics, hazard history
<b>Geographic Scope</b>	Identifies the geographic boundaries for the NYRCR Middletown Plan
<b>Description of Storm Damage</b>	Irene, Lee, Sandy
<b>Critical Issues</b>	Focuses on gaps/needs to improve safety, economic revitalization, sustainability, housing, natural systems, and others
<b>Community Vision</b>	Statement that expresses desired outcomes for recovery and resiliency
<b>Relationship to Regional Plans</b>	Examines links between land use and critical issues region-wide

# Initial NYRCR Chenango Plan Components

(due late August)

SECTION 2	DESCRIPTION
<b>Description of Assets</b>	Inventories and describes facilities/assets critical to recovery/resiliency efforts Examples: fire house, medical care, grocery store, pharmacy, school, social service providers, evacuation shelters, etc.
<b>Risk Assessment</b>	Evaluates and determines potential risk for damage or loss as a result of future disaster events; includes hydraulic (HEC-RAS) modeling
<b>Needs &amp; Opportunities Assessment</b>	Describes existing needs and opportunities to advance recovery and future resiliency Examples: flood mitigation, housing, economic revitalization, infrastructure repair, etc.

# Project Timeline

- **JULY 2014**
  - ✓ By July 18 – Public Engagement Meeting #1
- **AUGUST 2014**
  - ✓ By August 1 – CR Plan Section 1
  - ✓ By August 22 – CR Plan Section 2
  - ✓ By August 29 – Public Engagement Meeting #2
- **SEPTEMBER 2014**
  - ✓ By September 12 – List of Strategies
- **OCTOBER 2014**
  - ✓ By October 3 – List of Projects and Actions
  - ✓ By October 22 – Draft 1 CR Plan

# Project Timeline

- **NOVEMBER 2014**
  - ✓ By November 14 – Draft 2 CR Plan
  - ✓ By November 14 – Public Engagement Meeting #3
- **DECEMBER 2014**
  - ✓ By December 5 – Final CR Plan
- **JANUARY 2015**
  - ✓ By January 16 – Public Engagement Meeting #4

# Hitting the Ground Running

## Advancing Initial Plan Components – Section 1

- Establish Geographic Scope
- Discuss Storm Damage
- Discuss Critical Assets & Regional Issues
- Establish Vision Statement
- Discuss Public Outreach Strategy
- Develop Meeting Schedule



# Geographic Scope

- Area where assets are most at risk
- Area where reconstruction, future construction, or other resiliency measures should be encouraged



# Geographic Scope



City of Middletown  
Orange County  
New York  
  
Risk Area Map

## Legend

### Risk Area

- Extreme
- High
- Moderate
- City of Middletown
- US Highway
- State Highway
- State Road
- Railroad

1,000 500 0 1,000  
Feet



This map is for reference only.  
Data Sources:  
ESRI - Aerial  
NYS - Railroad, Water Bodies, Boundaries  
FEMA - Risk Area



# Description of Storm Damage

- Walking Tour(complete with DPW Director)
- Committee Input with a mapping exercise
- Stakeholder Feedback
  - To be gathered through outreach
- Local, State, Regional, Federal Documentation

# Inventory of Assets

- Identify assets in each category:
  - In “Extreme” and “High-Risk Areas”
  - Defined as critical facilities by FEMA (essential to health and welfare of the whole community, especially after hazard events)
  - Identify Community Value
  - Identify Vulnerability

## EXAMPLES

- Emergency service facilities (EOCs)
- Police, fire stations
- Public works facilities
- Schools
- Food stores
- Medical facilities
- Pharmacies
- Medical supply vendors
- Evacuation shelters
- Jails and juvenile detention centers
- Senior, vulnerable population housing
- Disaster assistance services

# Assets: Housing

- Which neighborhoods are most vulnerable?
- What types of housing are most at-risk?



# Assets: Infrastructure

- What is at-risk?
  - Transportation
  - Roads & Bridges
  - Water/Wastewater
  - Electric Grid
  - Communications
  - Fuel



# Assets: Community Facilities

- Preserve Uninterrupted Emergency Response and Medical Services
- Protect Educational Facilities

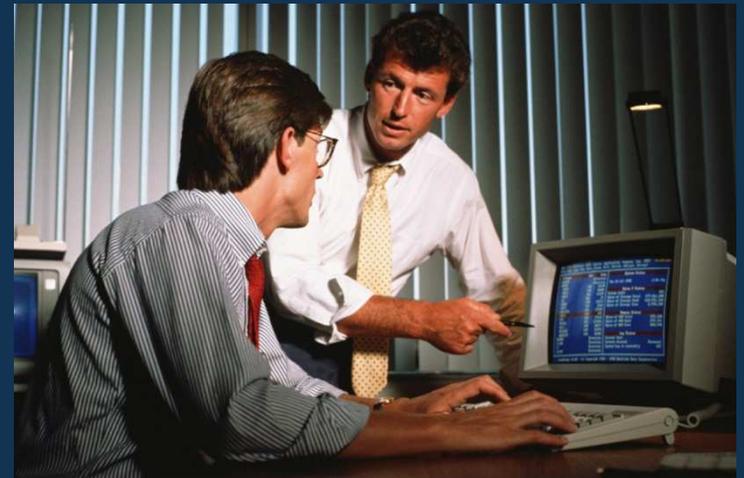


# Assets: Natural Systems

- Open Space Resources to be Incorporated into Resiliency Planning
  - Wetlands, floodplains, riverbanks

# Assets: Economy

- What Investments Could Restore, Enhance Future Economic Development?
  - Protect / Strengthen Business Areas
  - Capitalize on Assets, Key Features
  - Diversify
  - Access to Employment
  - Back-up Systems



# Regional Issues and Plans

- Regional Economic Development Council(Mid Hudson and OC BA and OC Partnership)
- Orange County Water Authority (Wallkill Watershed Plan)
- Mid Hudson Regional Sustainability Plan
- Other Plans

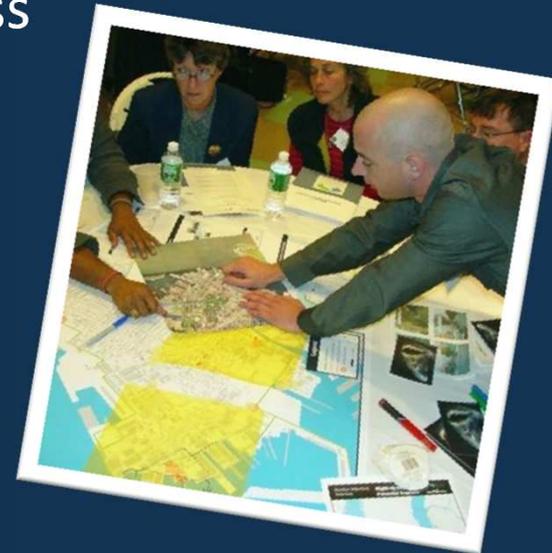


# Vision Statement

- Vision Statements can be short-, mid-, or long-term
- What is the realistic “favorable future” we want to see in Middletown?
- Reduce risk, increase community resiliency
- Solution-focused, comprehensive
- Community-inclusive – all demographics, especially the most vulnerable who struggle with self-protection and rely on services susceptible to disruption
- How can we capitalize on current assets?
  - social, economic, natural, cultural, other

# Public Engagement Strategy

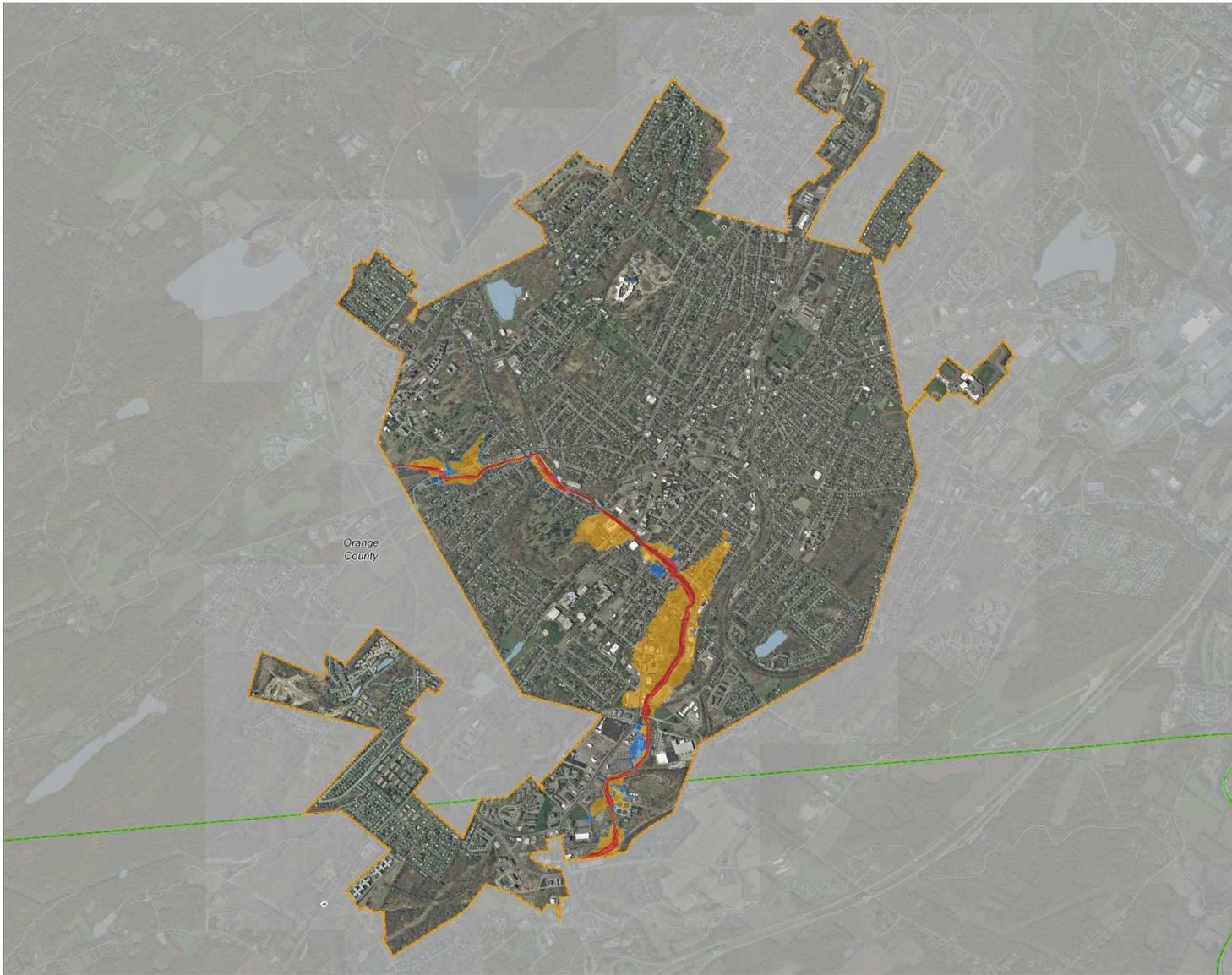
- Identify audiences, stakeholders
  - Primary residents, out-of-town property owners
  - Businesses, non-governmental organizations
  - First responders, emergency management teams
- Identify engagement techniques, outlets
  - Public meetings/workshops, websites, e-campaigns, social media, public access channels, mailings, ads, special events, high-traffic venues
- Develop timeframe for action
  - Schedule PM #1 – Need date and time
  - Schedule PM #2 – Need date and time
- Photos, photos, photos!



# Committee Meetings

- Committee Meeting Frequency
  - When? Where? Time?
- Expectations of Us
  - Agendas and meeting minutes distributed in advance
  - Agendas to reflect current elements in process, next steps
  - We will provide all materials, subject matter experts
  - Meetings will begin/end on schedule
  - Public participation will be encouraged
- Expectations of Committee Members
  - Regular attendance & active participation
  - Respect of all ideas
  - Encourage community participation in all public events

# Storm Damage Mapping Exercise



**City of Middletown  
Orange County  
New York**

**Risk Area Map**

**Legend**

- Risk Area**
- Extreme
  - High
  - Moderate
  - City of Middletown
  - US Highway
  - State Highway
  - State Road
  - Railroad



This map is for reference only.  
Data Sources:  
ESRI - Aerial  
NYS - Railroad, Water Bodies, Boundaries  
FEMA - Risk Area



# Contact

- NYRCR Regional Lead
  - Lori DuBord
  - [ldubord@stormrecovery.ny.gov](mailto:ldubord@stormrecovery.ny.gov)
- NYRCR Middletown Community Planner
  - Ryan Conklin, PP, AICP
  - Phone: 973.630.8049
  - Email: [Ryan.Conklin@tetrattech.com](mailto:Ryan.Conklin@tetrattech.com)
- More Information
  - <http://stormrecovery.ny.gov> (Main Site)
  - <http://stormrecovery.ny.gov/resources-0> (Plan Elements)
  - <http://stormrecovery.ny.gov/nyrccr/faq> (FAQs)

# Adjournment





# Meeting Minutes

## Planning Committee Kick-Off Meeting

July 1, 2014 4:00 pm – 6:00 pm

The Mulberry House, 62-70 W. Main, Middletown, NY

### Attendance: (Members, Planner, Firm Representatives, Invited Guests)

#### City of Middletown Steering Committee:

Merritt Winners  
Dalep Singh  
Thomas Scott  
Brian Dering  
Jacob Tawil  
Jim Burtis  
Charlene Gabriel

#### NY Rising Community

##### Reconstruction Program

Lori DuBord

#### New York State Dept. of State:

William C. Harding

Lisa Melville

#### Tetra Tech, Inc:

Ryan Conklin, PP, AICP

Cynthia Bianco

Susan Roth

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Agenda Item: Welcome, Introduction and Roles

Presenter: Lori DuBord, Cynthia Bianco

### Summary of Discussion:

1. Lori DuBord Briefly spoke about the purpose of the NY Rising program (NYRCR) and introduced Tetra Tech Team member Cynthia Bianco, project manager from Tetra Tech, who took over introductions
2. Cynthia Bianco introduced Ryan Conklin, lead planner on project and Susan Roth who is local and assisting Tetra Tech. She explained that the NY Rising program allows for the creation of a plan that, at the end of the process, will result in a project list and the community would have up to 3 million to implement projects. Projects do not have to be limited to the funds provided by this program, and other longer-term projects will be discussed.
3. The State Planners present, Bill Harding and Lisa Melville of NYSDOS were also introduced. All others at the meeting were invited to make their own introduction and briefly tell the committee something about themselves.
4. The Co-Chairs have not been selected. Lori DuBord will circulate information about the roles of the co-chairs and committee will select them at a later date.
5. Communication between meetings will occur via email. Lori DuBord discussed ethical responsibilities. Lori DuBord will send out information to committee members and require acknowledgement of receipt and having read the rules regarding ethics.
6. Meeting Dates were discussed. Tetra Tech would like to have two committee meetings a month. Conference calling may be used later in the planning process for one of the monthly meetings.

Committee meeting dates were confirmed as followed: 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of every month for committee meetings, 4:00 pm. There was then a discussion of creating separate sub-committees to discuss the list of critical assets. Bill Harding suggested not creating separate sub-committees because the group was small, and all members could participate. The committee agreed and for now, and all committee members will participate in the upcoming meeting to discuss critical assets.

7. A critical asset list will be developed next week on Tuesday July 8th, at 4:00 pm at this location (not a committee meeting). Ryan Conklin will attend, and bring maps and spreadsheets with a preliminary list.

Action Items: N/A

Person Responsible:

Due Date:

Agenda Item: Today's Goals/ Understanding the NYRCR program

Presenter:

Ryan Conklin

Summary of Discussion:

1. The NYSCR program was created to address the impacts of flooding that were created by Storm events Irene, Lee, and Sandy that occurred in 2011 and 2013, respectively. The program is funded by CBDG-DR (Disaster Recovery), and was created by Governor Cuomo to help communities that were significantly impacted by flooding with the goal of helping them be more resilient when faced with significant storm events.
2. This is the second year of the program. Year 1 102 communities participated, this year 22 communities are participating in NYRCR.
3. The City of Middletown is eligible for up to 3 million dollars of improvements under this program.
4. The difference between FEMA funding and this program was briefly discussed, FEMA money cannot be used to improve infrastructure, but only replace in kind. The goal of the NYRCR program is to help "build back better" by creating projects and programs that will increase a community's resilience to storms.
5. The Committee discussed the goal of the NYRCR program. It was stated that the process was bottom up "citizen participation driven."
6. Decision/Motions/Votes: N/A

Action Items: N/A

Person Responsible

Due Date

Agenda Item: Today's Goals/Qualifying for CDBG-DR

Presenter:

Ryan Conklin

Summary of Discussion:

1. There was a discussion of projects and programs eligible for funding under CDBG-DR, and CBDG. The program will allow for public and privately owned facility improvements, relocation assistance,

stormwater capacity, relocation planning, and acquisition of property, clearance, rehabilitation, and construction of buildings.

2. The NYRCR program requires some connection with the three storm events mentioned, and the goal of making the community more resilient to the next flooding event.

Decision/Motions/Votes: N/A

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Action Items:	Person Responsible	Due Date
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Agenda Item: Todays Goals/Program Steps and Plan Components	Presenter:	Ryan Conklin
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Summary of Discussion:

1. Briefly discussed the Program Steps .
2. There was a discussion of the overview of the plan. The goal of overview will be to have information on the NYSCR program. Information will be collected from state, county, and city sources and updated by the Committee and Tetra Tech. The Plan will be a “narrative style,” or will tell the story of what happened during the significant flood event.
3. The geographic scope was discussed. It was explained that the geographic scope is the boundaries of the study. The committee members noted that the geographic scope should included all of Middletown and an area near Draper Brook outside the city limits, which cuts off emergency access during storm events if it floods. The other area is along the Walkkill River at the entrance of Monhagan Brook. This may provide an opportunity to coordinate with the Town of Walkkill, which is also part of the NYSCR program this year.
4. The final result of the planning process will be a plan that contains implementable projects that will be developed using local data, and a HEC-RAS model to understand which projects will have the greatest impact. The projects will be evaluated for their environmental impact, length of time for approvals, and feasibility of funding. The plan will identify other sources of funding that are beyond the scope of the NYSCR program.
5. One of the committee members mentioned that there was a detention pond that was recently designed which the City has requested funding for the building of the pond. They have not received word on whether they have received the grant or not.
6. The plan components due by early August include: overview; geographic scope (discussed in #3); description of storm damage in Irene, Lee or Sandy; critical issues that focus on gaps and needs to improve safety/resilience when faced with a storm event; the community vision statement that expresses outcome of this plan and projects; and the relationship of this plan to other regional plans.
7. Plan components due by late August include: Description of Assets; inventory and facilities that aid in recovery of flood events. Also due is the Risk Assessment based on HEC/RAS Model that will be used to predict flooding in future storm events. The final part due would be a needs and opportunity assessment, or in other words, the projects that are selected by the community as important to its resiliency.
8. Lori DuBord reminded the committee members to think broader than just stormwater infrastructure, and also focus on community economic/social impacts. What are the vulnerable populations? How do you best

protect them? How do you resolve communication problems? She also noted that the plan will document the need for future funding for projects not intended to be funded by CDBG-DR.

9. Members of the committee agreed that one of the priorities of the community is the need for open space and green areas. There is insufficient natural floodplains in Middletown because of the urban nature of the City. An open space project would be eligible if the recreation areas were installed in areas that improved flooding retention.
10. Members of the committee noted that the future rails to trail planned for Middletown may have viability for small emergency vehicles.
11. The relative time frame discussed in relation to funding for project was identified as important, since the NYSCR funding award can potentially be used as a match for bigger projects. Projects will be assessed in terms of viability for funding.
12. A question was asked. Does FEMA keep records of projects funded in Middletown? Answer: Yes, and the Orange County Planning department does as well. Middletown may also have records.
13. The Critical Asset List that is developed in this planning process will be compared to floodplain information and these assets will be mapped in relation to 100 and 500-year flood plain.

Decisions/Motions/Votes: N/A

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Action Items	Person Responsible	Due Date
Tetra Tech will change Geographic Scope to include additional area as discussed.	Ryan Conklin	7/8/14

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**Agenda Item: Vision Statement Development**

**Presenter: Ryan Conklin and Cynthia Bianco**

**Summary of Discussion:**

1. The committee discussed the development of the Vision Statement and its importance to the project. A handout with vision statement examples was provided to the committee, and the committee was asked for ideas on the Vision Statement.
2. Encouraging investment in home ownership was important to the committee. They would like to see a less transient community, and increase Middletown’s ability to attract permanent residents and homeowners, business investment.
3. The quality of life would be improved with better housing stock and greener infrastructure. Strong Infrastructure is needed because people will not stick around if they get flooded out every few years.
4. Planting new trees was mentioned as important. There is a new tree committee that is supposed to review changes to existing trees to help prevent the loss of significant tree cover. Committee member gave example of a lost tree due to sewer line that was approved as part of a subdivision development that carelessly chopped the tree roots up and caused it to die.
5. Committee agreed to come up with more ideas and send them to Ryan via email, who will compile them into a statement for the committee to look over at the next meeting.



chairs will be expected to help lead public meetings and public discussions toward the end of the project. Co-chairs will be the “public face” of the project.

3. Discussion of the expectation of recusal in the event of a conflict, for example if the committee member is a member of a school board and the project affects school property they are expected to recuse themselves from the vote for the project.
4. Contact information presented. Committee was thanked.
5. Meeting adjourned

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Action Items:

Person Responsible:

Due Date:

Tetra Tech will prepare materials and maps for the work meeting.

Ryan Conklin

7/8/14

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**City of Middletown**  
**NYRCR Program**  
**Committee Meeting #2**



## Agenda

**NY Rising Communities Reconstruction Program  
NYRCR Middletown Planning Committee Work Group Meeting  
Tuesday, July 8, 2014  
4:00pm-6:00pm, Mulberry House, 62-70 West Main Street**

1. Review and approval of meeting notes from July 1, 2014 Committee Meeting(if available)
2. Today's Goals
  - a. Review NYRCR Community Portal
    - i. Review portal instructions
    - ii. Assign one or two committee members responsible for portal edits.
  - b. Discuss and map damages, vulnerabilities, and areas with issues.
  - c. Discuss and Review Asset Inventory
    - i. Provide asset inventory overview and review guidance
    - ii. Discuss baseline risk assessment
    - iii. Discuss timeline
    - iv. Review initial asset inventory
    - v. Develop attribute standards or assumptions for asset inventory
    - vi. Discuss roles and responsibilities of committee members

3. Meeting conclusion

**CONTACT**

NYRCR Regional Lead  
Lori DuBord  
ldubord@stormrecovery.ny.gov

NYRCR Middletown Community Planner – Ryan Conklin PP, AICP  
Phone: 973.630.8049  
Email: ryan.conklin@tetrattech.com

**More Information**

<http://stormrecovery.ny.gov> (Main Site)  
<http://stormrecovery.ny.gov/resources-0> (Plan Elements)  
<http://stormrecovery.ny.gov/nyrcr/faq> (FAQs)



# Meeting Notes

## Planning Committee Meeting

July 15, 2014 4:00 pm – 6:00 pm

The Mulberry House, 62-70 W. Main, Middletown, NY

**Attendance:** (Members, Planner, Firm Representatives, Invited Guests)

**City of Middletown Steering Committee:**

Merritt Winner

Dalip Singh

Brian Dering

Jacob Tawil, PE

Jim Burtis

Charlene Gabriel

**New York State Dept. of State:**

Lisa Melville

**Tetra Tech, Inc:**

Ryan Conklin, PP, AICP

Susan Roth

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Agenda Item: Welcome, Meeting Summary

Presenter: Tetra Tech

Summary of Discussion:

1. The committee approved meeting Summary.

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Action Items: N/A

Person Responsible:

Due Date:

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Agenda Item: Public Engagement Meetings/Opportunities.

Presenter: Tetra Tech

Summary of Discussion:

1. The City of Middletown will announce the intention to hold the public engagement meeting on July 22, 2014. The location of the Middletown Council Chambers is confirmed as the venue. The committee estimated that 30-50 will be in attendance. The goal of the first meeting is to introduce the program and facilitate public input and comment on the critical issues and needs/opportunities.
2. Tetra Tech brought copies of flyers to distribute and indicated that they have arranged for advertising in the local newspapers as agreed.
3. The committee was encouraged to distribute posters and flyers in the community for the public engagement meeting. These locations include the Library, Post Office, and several businesses in the area.

4. There is a run that is occurring on August 16<sup>th</sup> called “the run for Downtown” that can provide an opportunity for public outreach. It occurs in the morning.
5. Decision/Motions/Votes: N/A

Action Items: Prepare Public Engagement Materials to bring to public engagement meeting

Person Responsible: Tetra Tech

Due Date: July 22, 2014

Agenda Item: Status of Program Deliverables

Presenter: Tetra Tech

Summary of Discussion:

1. Tetra Tech is 70% done with Section one. This will be sent to NYSDOS, and the NY Risings Regional program coordinator before it is sent to the committee for review
2. The Critical Assets and Community Asset list is still a work in process. The committee had the opportunity to review the list in hard copy, and Tetra Tech is in the process of mapping points on a GIS system. A web mapping portal is open for the committee members that have agreed to help refine the list. This list should be completed within one to two weeks.

Decision/Motions/Votes: N/A

Action Items:

Person Responsible

Due Date

Agenda Item: Vision Statement

Presenter: Tetra Tech

Summary of Discussion:

1. Tetra Tech provided a draft vision statement based on feedback provided by email and in other committee discussions.
2. This vision statement was modified and discussed by the committee. A final draft of the vision statement was agreed upon and will be presented at the first public meeting for input.
3. Decisions/Motions/Votes: The final Vision statement is “In the wake of the devastation caused by recent significant storm events, the City of Middletown will embark on a comprehensive planning process focused on building more resilient infrastructure, economy and open space. Developing a coordinated plan to attract economic and housing reinvestment will enrich the quality of living for the City’s residents.”

Action Items

Person Responsible

Due Date

Summary of Discussion:

1. Tetra Tech presented a preliminary list of goals for the NYCRC planning process for Middletown.
2. The goals were discussed and modified at the meeting.
3. The committee was concerned about the impact of regulations on existing homes and how the goal was expressed. Regulations should look to the future, but not make houses unsalable. Possibility of buy-outs was discussed.
4. Decision/Motions/Votes: The draft goals are as follows:
  - o To address the flooding issues within the City.
  - o To address respectively flooded and damaged properties.
  - o Build new resilient infrastructure and leverage existing infrastructure investments to maximize economic development potential, and improve public safety, and enhance emergency response access.
  - o Attract reinvestment to revitalize the local economy and create opportunities for growth.
  - o Develop a sense of place and build economic resilience capitalizing on the vibrancy of both the Orange County Community College and the Central Business District to forge an interlaced connection socially, economically, and functionally.
  - o Enhance parks, cultural assets, and greenway infrastructure so that they serve multiple purposes: recreation, resilience, and protection.
  - o Plan for and promote a variety of housing types that are resilient in design and location and support residents.
  - o Plan for the proper emergency access and response to all the residents and areas in the City.
  - o Ensure appropriate health and social services are accessible to all residents on a daily basis and in emergency scenarios

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Action Items:

Person Responsible

Due Date

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Summary of Discussion:

1. Tetra Tech provided a preliminary list of Critical Issues compiled from feedback from the committee members over the first two meetings. Some of the discussion addressed specific flooding events and will be included in Section one of the plan.
2. The City has a number of places that experience flooding on small rain events, especially when the rain comes in a short period of time. Examples given were flooding near the middle school, which was identified as a major issue if the water is in a freeze/thaw cycle. Kids that walk to school are forced out of the street. The committee felt strongly that this issue should be addressed in the plan.
3. Middletown has a high water table, and homes often have to pump water out of basements. A short discussion of the impact of sump pumps and footing drains hooked up illegally to the sewer system was also discussed. The Town has the ability to more closely monitor rental properties.
4. The City of Middletown has formalized agreements of mutual aid with other communities.
5. Some areas continue to flood, areas mentioned were on Sprague Street and Main Street, and there are vacant buildings in those areas. Wawayanda Avenue is prone to flooding because of capacity issues with the culvert.
6. The City of Middletown has discussed putting emergency vehicles on the Orange County Community College properties in flooding emergencies because the City's access to some areas are cut off in a major flood event. High vacancies were taken off the list, and will be confirmed.
7. The committee would like to discuss economic resiliency with the Middletown Planning and Economic Development Staff. Businesses in the City of Middletown have been impacted by the business development in Walkkill.
8. Parking is also an issue in the downtown; the City is planning to address parking and recently bought property through eminent domain.
9. Decision/Motions/Votes: The following is a draft list of critical issues agreed upon by the committee:
10. Ageing, undersized, and damaged stormwater infrastructure
  - Deterioration and prevalence of lingering damages of roadways due to more intense storm events
  - Lack of appropriate emergency response access to southern side of City during intense storm events
  - Uncoordinated development in the Monhagen and Draper Brook upstream watersheds.
  - The highly developed nature of the City lack of strategically located open space and green/infiltration areas
  - Socially vulnerable population located within the flood hazard areas
  - Prevalence of local business interruptions and economic loss due to flooding damages, power loss, and flooded access routes during storm events
  - Extreme flood events adversely affect performance of City wastewater treatment plant and its available capacity due to inflow/infiltration (I/I)
  - Underutilization of vacant properties and lack of strategic investment

- Disinvestment of commercial and retail within the Central Business District due to the high density shopping and retail center in Wallkill.
- Lack of interconnected green infrastructure and open space.

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Action Items: Provide Statistics of Vacancy Rates and Rentals

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Person Responsible: Committee has contacted the Middletown Economic Development Department for more information.

Due Date: A.S.A.P.

End of Meeting Notes



**City of Middletown**  
**NYRCR Program**  
**Committee Meeting #3**



## **Agenda**

### **NY Rising Communities**

#### **Meeting with City of Middletown Planning Committee**

**Tuesday, July 15, 2014 – 4:00 pm -6:00 pm**

1. Call Meeting to Order
  - a. Sign-in sheet for Planning Committee
2. Review Meeting Notes from the [July 1] meeting
  - a. Discuss status of deliverables
3. Public Input
4. Vision Statement
  - a. Finalize vision statement
5. Goals
  - a. Finalize goals
6. Critical Issues
  - a. Finalize key issues
7. Community Asset Inventory
  - a. Status discussion
8. Plan Status
  - a. Committee Review Section I – July 20, 2014
    - i. Submit Section I – August 1, 2014
9. Public Meetings

- ii. Discuss and finalize details of presentation for Public Meeting #1

- 8. Next Meetings

- a. Public Engagement Meeting - July 22, 2014

- b. Planning Committee - Next meeting August 5, 2014

- 9. Conclusion/Additional items



# Meeting Notes

## Planning Committee Meeting

July 15, 2014 4:00 pm – 6:00 pm

The Mulberry House, 62-70 W. Main, Middletown, NY

**Attendance:** (Members, Planners, Firm Representatives, Invited Guests)

**City of Middletown Steering Committee:**

Merritt Winner

Dalip Singh

Brian Dering

Jacob Tawil, PE

Jim Burtis

Charlene Gabriel

**New York State Dept. of State:**

Lisa Melville

**Tetra Tech, Inc:**

Ryan Conklin, PP, AICP

Susan Roth

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Agenda Item: Welcome, Meeting Summary

Presenter: Tetra Tech

Summary of Discussion:

1. The committee approved meeting notes from the July 1, 2014 committee meeting.

Action Items:

Person Responsible:

Due Date:

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Agenda Item: Public Engagement Meetings/Opportunities

Presenter: Tetra Tech

Summary of Discussion:

1. The City of Middletown will announce the intention to hold the public engagement meeting on July 22, 2014. The Middletown Council Chambers is confirmed as the venue for the public engagement meeting. The committee estimates that 30-50 people will be in attendance. The goal of the first meeting is to introduce the program and facilitate public input and comment on the critical issues and needs and present opportunities.
2. Tetra Tech brought copies of flyers to distribute and indicated that they have arranged for advertising in the local newspapers as agreed.
3. The committee was encouraged to distribute posters and flyers in the community for the public engagement meeting. The distribution locations include the Library, Post Office, and several businesses in the area.

4. It was discussed that there is a potential public outreach opportunity on the morning of August 16<sup>t</sup> called “the run for Downtown.”
5. Decision/Motions/Votes: N/A

Action Items: Prepare Public Engagement Materials to bring to public engagement meeting

Person Responsible: Tetra Tech

Due Date: July 22, 2014

Agenda Item: Status of Program Deliverables

Presenter: Tetra Tech

Summary of Discussion:

1. Tetra Tech is 70 percent done with Section One. This will be sent to the NYSDOS planners and the NY Rising Regional program coordinator before it is sent to the committee for review.
2. The Critical Assets and Community Asset list is still a work in process. The committee had the opportunity to review the list in hard copy, and Tetra Tech is in the process of mapping points on a GIS system. A web mapping portal is open for the committee members that have agreed to help refine the list. This list should be completed within one to two weeks.
3. Decision/Motions/Votes: N/A

Action Items: N/A

Person Responsible:

Due Date:

Agenda Item: Vision Statement

Presenter: Tetra Tech

Summary of Discussion:

1. Tetra Tech provided a draft vision statement based on feedback provided by the committee.
2. The vision statement was modified and discussed by the committee. A final draft of the vision statement was agreed upon and will be presented at the first public meeting for input.
3. Decisions/Motions/Votes: The final draft vision statement is “In the wake of the devastation caused by the recent significant storms , the City of Middletown will embark on a comprehensive planning process, focusing on building more resilient infrastructures, economy, and open space. Developing a coordinated plan to attract economic and housing reinvestment will enrich the quality of living for the city’s residents.”

Action Items: N/A

Person Responsible:

Due Date:

Summary of Discussion:

1. Tetra Tech presented a preliminary list of goals for the NYCRC planning process for City of Middletown.
2. The goals were discussed and modified at the meeting.
3. The committee was concerned about the impact of regulations on existing homes and how the goal was expressed. Regulations should look to the future, but not make houses unsalable. The possibility of buy-outs was discussed.
4. Decision/Motions/Votes: The draft goals are as follows:
  - To address the flooding issues within the City.
  - To address respectively flooded and damaged properties.
  - Build new resilient infrastructure and leverage existing infrastructure investments to maximize economic development potential, and improve public safety, and enhance emergency response access.
  - Attract reinvestment to revitalize the local economy and create opportunities for growth.
  - Develop a sense of place and build economic resilience capitalizing on the vibrancy of both the Orange County Community College and the Central Business District to forge an interlaced connection socially, economically, and functionally.
  - Enhance parks, cultural assets, and greenway infrastructure so that they serve multiple purposes: recreation, resilience, and protection.
  - Plan for and promote a variety of housing types that are resilient in design and location and support residents.
  - Plan for the proper emergency access and response to all the residents and areas in the City.
  - Ensure appropriate health and social services are accessible to all residents on a daily basis and in emergency scenarios.

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Action Items: N/A

Person Responsible:

Due Date:

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Summary of Discussion:

1. Tetra Tech provided a preliminary list of Critical Issues compiled from feedback from the committee members over the first two meetings. Some of the discussion addressed specific flooding events and will be included in Section One of the plan.
2. The City has a number of places that experience flooding on even small rain events, especially when the rain comes in a short period of time. An example was given of flooding near the middle school, which was identified as a major issue if the water is in a freeze/thaw cycle. Kids that walk to school are forced to walk in the street around the frozen area of the sidewalk. The committee felt strongly that this issue should be addressed in the plan.
3. Middletown has a high water table, and homes often have to pump water out of basements. A short discussion of the impact of sump pumps and footing drains hooked up illegally to the sewer system was also discussed. The town has the ability to more closely monitor rental properties.
4. The city of Middletown has formalized agreements of mutual aid with other communities.
5. Some areas continue to flood, areas mentioned were on Sprague Street and Main Street, and there are vacant buildings in those areas. Wawayanda Avenue is prone to flooding because of the capacity issues with the culvert.
6. The City of Middletown has discussed putting emergency vehicles on the Orange County Community College properties during flooding emergencies because access to some areas are cut off in a major flood event. High vacancies were taken off the list and will be confirmed by the City's Economic Development and Housing Director Maria Bruni.
7. The committee would like to discuss economic resiliency with the Middletown Planning and Economic Development Staff. Businesses in the City of Middletown have been impacted by the business development in Walkkill.
8. Parking is an issue downtown; the City is planning to address parking and recently bought property through eminent domain.
9. Decision/Motions/Votes: The following is a draft list of critical issues agreed upon by the committee:
  - Ageing, undersized, and damaged stormwater infrastructure.
  - Deterioration and prevalence of lingering damages of roadways due to more intense storms.
  - Lack of appropriate emergency response access to the southern side of City during intense storm events.
  - Uncoordinated development in the Monhagen and Draper Brook upstream watersheds.
  - The highly developed nature of the City's lack of strategically-located open space and green/infiltration areas.
  - Socially vulnerable population located within the flood hazard areas.
  - Prevalence of local business interruptions and economic loss due to flooding damages, power loss, and flooded access routes during storms.
  - Extreme flood events adversely affect performance of City's wastewater treatment plant and its available capacity due to inflow/infiltration (I/I).

- Underutilization of vacant properties and lack of strategic investments.
- Lack of investment of commercial and retail within the Central Business District due to the high density shopping and retail center in Wallkill.
- Lack of interconnected green infrastructure and open space.

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Action Items: Provide Statistics of Vacancy Rates and Rentals

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Person Responsible: Committee has contacted the Middletown Economic Development Department for more information.

Due Date: A.S.A.P.

End of Meeting Notes



City of Middletown  
NYRCR Program  
Committee Meeting #4



## **Agenda**

### **NY Rising Communities**

#### **Meeting with City of Middletown Planning Committee**

**Tuesday, August 5, 2014 – 4:00 pm -6:00 pm**

1. Call Meeting to Order
  - a. Sign-in sheet for Planning Committee
2. Review Meeting Notes from the July 15<sup>th</sup> meeting and Public Engagement Meeting #1 [July 22]
  - a. Discuss status of deliverables
3. Public Input
4. Review voting exercise results from July 22<sup>nd</sup> Public Engagement Meeting #1
5. Discussion with Mayor DeStefano and Maria Bruni, City Economic and Community Development Director, on Needs and Opportunities
6. Discuss draft Needs and Opportunities
7. Discuss and identify potential projects
8. Discuss logistics for the Run 4 Downtown public outreach event on Saturday, August 16<sup>th</sup>
9. Adjourn



# Meeting Notes

## Planning Committee Meeting

August 4, 2014 4:00 pm – 6:00 pm  
The Mulberry House, 62-70 W. Main, Middletown, NY

**Attendance:** (Members, Planner, Firm Representatives, Invited Guests)

**City of Middletown Steering Committee:**

Merritt Winners  
Dalep Singh  
Brian Dering  
Jim Burtis  
Charlene Gabriel  
John Degnan  
Tom Scott

**New York State Dept. of State:**

Lisa Melville

**NY Rising Community  
Reconstruction Program**

Lori DuBord

**City of Middletown**

Joseph DeStefano, Mayor

Maria Bruni, OECD

**Tetra Tech, Inc:**

Ryan Conklin, PP, AICP

Susan Roth

Agenda Item: Welcome, Meeting Summary & Important Dates

Presenter: Tetra Tech/Conklin

Summary of Discussion:

1. Meeting Summary from July 15 and Public Engagement #1 (July 22) was approved by the Committee.
2. Tetra Tech will have a booth to solicit public information at the upcoming 4K walk run on August 16 and requested that members of the committees help man the booth.
3. The next Committee Meeting is scheduled for August 26, from 4:00-6:00 PM at the Mulberry House Senior Center. The Hydraulic HEC-RAS modeling will be presented at this meeting.
4. Public Engagement Meeting #2 will be held on September 9, from 7:00-9:00 PM at the City Hall. There was a discussion of the format of the meeting. Prior to that meeting, there will be a short Committee Meeting at 6:00 PM.

Action Items:

Person Responsible:

Due Date:

Prepare Materials for Booth

Tetra Tech

August 15

Prepare Materials for Public Engagement Meeting #2

Tetra Tech

September 8

Agenda Item: Public Engagement Meetings/Opportunities

Presenter: Middletown/DeStefano

Summary of Discussion:

1. The City of Middletown (City) described their challenges during Irene:

- A few isolated spots in the downtown were out of power for about 10 days. The service infrastructure was difficult to repair because it took time to find utility locations, and it was somewhat outdated.
  - The City does not have its own emergency plan. Orange County Emergency Management has agreements with the Red Cross that serves the City. Parts of the downtown area were inaccessible to the Red Cross during Irene. School buildings were unavailable because of agreements with the Red Cross. The City had to supply water, blankets, and food to people, and use the City Hall as an emergency shelter. They provided food and shelter to about 100 people.
  - The City had discussed the potential of using SUNY Orange buildings and Touro Medical College as emergency shelter locations.
2. The City was invited to lead a discussion of issues for consideration by the Committee.
- The City of Middletown through the Middletown Community Development Agency (MCDA) has been working on the redevelopment of the former Ontario and Western (O&W) Train Station. The station is currently privately owned, and the City is working on a private/public partnership to turn the station into a medical facility that will serve low income families. The project is expected to cost \$10 million, and they have secured all but \$1.8 million. During Irene, the track next to the station was a conduit for water, and had to be rebuilt after the storm. It is an active-goods transport rail.
  - The Heritage Trail, which is a rail to trail project that currently connects Monroe and Goshen, will be built to connect Middletown via Dolson Avenue, and will run through downtown. It will be built in 2015.
  - The City owns a portion of the former Psychiatric Hospital, and is currently exploring the opportunity to create a new larger recreation facility in one of the buildings, and would like to partner with the Town of Wallkill on the project. Five to six buildings in the campus have been sold to private development with the condition that they establish businesses that will employ Middletown residents. There is the opportunity to create senior housing on this site in one of the buildings; however, the City does not want any more housing opportunities at this site.
  - Middletown is growing and is projected to continue to grow 10 percent by the next census.
  - The City is currently exploring the creation of tax-free zones in order to attract new manufacturing and business to the City. They will impose the condition that the businesses have to relate back to giving opportunities to graduates of SUNY Orange in Middletown. The City would also like SUNY to expand in Middletown.
  - Several key vacant buildings that the City would like to help redevelop: Montgomery Ward Building, 11 King Street, Old Thrall Library Building, Tompkins Building. They are in the process of working with another organization, Patterns for Progress, to create request for qualifications (RFQ's) for potential developers to lead redevelopment projects for these buildings.
  - The City sees the historic character of the downtown as a redevelopment asset and would like to attract more students into the downtown for goods and services.

3. Decision/Motions/Votes: N/A

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Action Items:	Person Responsible:	Due Date:
Follow up with City of Middletown for Information on pending projects	Ryan Conklin	September 26

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Agenda Item: Results of the Public Engagement Meeting #1 Presenter: Tetra Tech/Conklin

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Summary of Discussion:

1. The Voting results indicated that the overwhelming majority of the votes focus on Infrastructure (53%). The other areas were: Vulnerable Populations (14%), Cultural (7%), Economic Development (7%), and Health (4%).
2. Needs and Opportunities discussed including the O&W Train Station redevelopment, Heritage Trail, and aging infrastructure.

Decision/Motions/Votes: N/A

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Action Items: N/A	Person Responsible	Due Date
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Agenda Item: Critical Issues identified by the Committee Presenter: Tetra Tech/Conklin

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Summary of Discussion:

1. The draft of Critical Issues identified so far by the Committee included the following subjects:
  - Infrastructure, including upgrades by O&R and other utility providers.
  - Emergency shelter/community resource center.
  - Reliable Power/Communication Supply
  - Shelter Planning
  - Connections with SUNY and Touro Medical School to invite students to come to downtown.
  - O&W Building
  - City Emergency Plan
  - Stormwater Management infrastructure upgrades
  - Increased storage capacity upstream or near the Monhegan
  - Enforcement Staff for building/housing quality
  - Incentive for owner-occupied housing
  - Enhancement of streetscape between paths between SUNY and the downtown and safe pedestrian access.

Decisions/Motions/Votes: The list will be more fully developed and finalized by Tetra Tech and presented to the committee by email for approval.

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Action Items	Person Responsible	Due Date
Prepare comprehensive list of Critical Issues	Ryan Conklin	A.S.A.P.

End of Meeting Notes