



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

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: 1st and 3rd 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

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

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

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

Action Items:

Person Responsible: Due Date:

Tetra Tech will prepare materials and maps for the work meeting. Ryan Conklin 7/8/14
