



# Meeting Summary

## Suffern Planning Committee Meeting 2

July 17, 2014, 5:30 to 7:30 PM  
Suffern Community Center, Suffern NY

**Attendance:**

*Committee Members:* Beth Barone, James Lyons, Bruce McClintock, Daniel McInerney, Dina Schmidt, Roy Tschudy

*At Large Members:* Trish Abato, Jo Corrigan

*Non-Committee Attendees:* Frank Hagen, Lois Hagen, Ellen Jaffee, Charles Sawicki, Rich Karpp, Bob Morris

*GOSR Regional Lead:* Suzanne Barclay

*NYDOS Planners:* Barbara Kendall

*Consultant Team:* Chris Robbins (AKRF), Elizabeth Matamoros (AKRF), Allie Zamow (ASC), Lisa Nagle (Elan), Jaclyn Hakes (MJ Engineering)

**Agenda Item:** Welcome & Introductions

**Presenter:** Chris Robbins

**Summary of discussion:** Chris Robbins began the meeting welcoming all in attendance and reintroduced the consulting team.

**Agenda Item:** Ethics

**Presenter:** Suzanne Barclay

**Summary of discussion:** Suzanne Barclay described the purpose of the ethics agreement and requested all members return signed forms as soon as possible. Members must disclose any affiliation or conflict of interest as this program is federally funded. If members have any questions they can contact the ethics officer or Suzanne directly.

Action Items	Person Responsible	Due Date
Return ethics agreement signed	Committee Members	ASAP

**Agenda Item:** Review of Committee Input to Date

**Presenter:** Chris Robbins

**Summary of discussion:** Chris Robbins reviewed the geographic scope, storm damage photos, and critical issues, based on information provided by the committee and the Village. The committee approved the geographic scope, consisting of the entire Village of Suffern plus an additional small area where Route 202 enters New Jersey, to include the underpass to the West Ward on Ramapo Valley Road. The geographic scope will be presented at the public engagement meeting, used throughout the planning process, and in the final NYRCR

Suffern Plan. The committee discussed areas in the Village that experience severe (during Superstorm Sandy and Hurricane Irene) and repeated storm (other storm events) damage and provided details on type of damage, duration of flooding, loss of services and time to recovery. The list of critical issues was approved.

Action Items	Person Responsible	Due Date
Return Storm Damage Worksheet	Committee Members	ASAP
Provide Storm Damage Photos	Committee Members	ASAP

**Agenda Item:** Visioning Exercise **Presenter:** Lisa Nagle, Committee Members

**Summary of discussion:** Lisa Nagle presented a draft vision statement and goals to the committee, created based on their worksheet responses and discussion at the previous meeting. The committee made suggestions for live edits of both the goals and the vision statement which will be incorporated and presented at the public engagement meeting.

Action Items	Person Responsible	Due Date
Provide Revised Vision Statement/Goals	Consulting Team	7/18/14
Provide Additional Edits and Comments	Committee Members	ASAP

**Agenda Item:** Asset Inventory and Asset Mapping **Presenter:** Jaclyn Hakes, Committee Members

**Summary of discussion:** Jacklyn Hakes presented a preliminary asset inventory, and asked committee members to identify any missing assets and consolidate housing assets to effected neighborhoods. The asset inventory will be included in the Suffern NYRCR Plan to determine where the group would focus their planning efforts. The committee offered many suggestions including additional health and social service centers, access points to the West Ward and northern Suffern, and frequently inundated roads. Jacklyn led a discussion to identify areas that were damaged during past storms, areas that were vulnerable to future storm damage, and areas in critical need of protection. Jacklyn introduced the community value component to each asset and went through examples of how to assign community value. All items in the inventory will be evaluated for risk in future flood events. The planning committee will assign a community value to each asset through an online survey provided by the consulting team.

Action Items	Person Responsible	Due Date
Provide Community Value Survey	Consulting Team	7/18/14
Complete Community Value Survey	Committee Members	ASAP
Revise Asset Map and Inventory	Consulting Team	7/22/14

**Agenda Item:** Public Engagement Meeting #1 **Presenter:** Chris Robbins

**Summary of discussion:** Chris Robbins described the format and agenda of the Public Engagement Meeting scheduled for Tuesday, July 22nd, 2014 from 6:00 to 9:00 pm. He invited members of the planning committee to

volunteer to introduce the process and what they have done so far. The committee will help facilitate discussion at various stations in the venue, such as critical issues, and vision and goals, and collect feedback. A main function of the committee is to help reach a large audience in Suffern and invite neighbors to the event. The consulting team provided posters as needed for distribution, and an email invitation for members to circulate. Committee members and Village employees also gave suggestions for publicity efforts and suggested materials to use in that effort. Distribution of outreach materials through Village channels and the Chamber of Commerce was discussed. The suggestion was made that the next Public Engagement Meeting be scheduled to run from 7:00 to 9:00 pm.

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Action Items	Person Responsible	Due Date
Email invitations, distribute/post flyers, coordinate with the Chamber of Commerce and generally get the word out on the Public Engagement Meeting	Committee Members	7/22/14

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**Agenda Item:** Committee Assignments **Presenter:** Project Consultant Team

**Summary of Discussion:** Chris Robbins discussed the input needed from the Planning Committee, described how to use Webfolders, and why their input and publicity are critical for this process.

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Action Items	Person Responsible	Due Date
Visioning and Storm Damage Worksheets	Planning Committee	ASAP
Provide photographs of storm damage in Webfolders	Planning Committee	ASAP
Publicize Public Engagement Meeting	Planning Committee	ASAP
Provide Feedback on Revised Vision Statement/Goals	Planning Committee	ASAP
Complete Community Value Survey	Planning Committee	ASAP

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**Agenda Item:** Public Comments **Presenter:** Public

**Summary of discussion:** No public comments noted.

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**Agenda Item:** Schedule and Meetings **Presenter:** Chris Robbins

**Summary of discussion:** Chris Robbins reminded members of the dates for the upcoming public engagement (7/22) and planning meeting (7/31). Chris also showed the committee the current progress in the overall process giving an overview of what to expect in coming weeks. . Also discussed was the funding source for the \$3 million, the schedule moving forward beyond plan development and through project implementation, and the type a number of projects/actions that will be developed for the Village’s Plan.

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**Decisions/Motions/Votes:** The geographic scope and list of critical issues were approved by the committee, and will be presented at the Public Engagement Meeting on Tuesday July 22nd.