

## SECTION 7. PLAN MAINTENANCE PROCEDURES

This section describes the system that Westchester County and all participating jurisdictions have established to monitor, evaluate, and update the mitigation plan; implement the mitigation plan through existing programs; and solicit continued public involvement for plan maintenance.

### 7.1 Monitoring, Evaluating and Updating the Plan

The procedures for monitoring, evaluating, and updating the plan are provided below. Each participating jurisdiction is expected to maintain a representative on the Mitigation Planning Committee (MPC) who shall fulfill the monitoring, evaluation and updating responsibilities identified in this Section. Table 7-1 identifies the representation of the MPC as of the date of this plan as indicated in each of the annexes in Section 9.

**Table 7-1. Mitigation Planning Committee**

| Organization  | Name                      | Title  | POC                | Alternate POC |
|---|---------------------------|--|--------------------|---------------|
| Westchester County Department of Emergency Services (WCDES) | Jennifer M. Wacha         | Deputy Commissioner, WCDES   | Steering Committee |               |
|   | Dennis Delborgo           | Director, WCDES-OEM; Project Manager                                   | Steering Committee |               |
|   | Daniel Olmoz              | WCDES-OEM  | Steering Committee |               |
|   | Milton Johnson            | WCDES-OEM  | Steering Committee |               |
|   | Linda Luddy               | WCDES-OEM  | Steering Committee |               |
| Westchester County Department of Planning (WCDP)            | David Kvinge              | Director of Environmental Planning, WCDP                               | Steering Committee |               |
| City of Mount Vernon  | Fraida Hickson            | Civil Defense Director   | X                  | -             |
|   | Susanne Marino            | Deputy Commissioner - Department of Planning and Community Development |                    | X             |
|   | Shari Harris              |  | -                  | X             |
| City of New Rochelle  | Barry Nechis              | Fire Captain/OEM   | X                  | -             |
|   | Omar Small                | Assistant to City Manager  | -                  | X             |
| City of Peekskill   | Sean Echols               | Peekskill Police   | X                  | -             |
|   | Jean Friedman, AICP       | Director of Planning   | -                  | X             |
| City of Rye   | Christian Miller, AICP    | City Planner   | X                  | -             |
|   | Ryan Coyne, P.E.          | City Engineer  | -                  | X             |
| City of Yonkers   | Cory Hartman              | Director   | X                  | -             |
|   | Thomas Meier              | Emergency Management   | -                  | X             |
| Town of Bedford   | Jeff Osterman             | Director of Planning   | X                  | -             |
|   | Chris Burdick             | Supervisor   | -                  | X             |
| Town of Cortlandt   | Ed Vergano, PE            | Director, Department of Technical Services                             | X                  | -             |
|   | Jeffrey Coleman, PE       | Director, Department of Environmental Services                         | -                  | X             |
| Town of Eastchester   | Margaret Uhle             | Director of Planning   | X                  | -             |
|   | Patty George              | Community Liaison  | -                  | X             |
| Town of Greenburgh  | Chris McNerney            | Chief of Police  | X                  | -             |
|   | Victor G. Carosi, P.E.    | Commissioner of Public Works   | -                  | X             |
| Town of Lewisboro   | Peter Parsons             | Supervisor   | X                  | -             |
|   | Joseph Cermele, P.E., CFM | Town Consulting Engineer   | -                  | X             |
| Town of Mamaroneck  | Stephen Altieri           | Town Administrator   | X                  | -             |

| Organization                  | Name                      | Title  | POC | Alternate POC |
|-------------------------------|---------------------------|--|-----|---------------|
|                               | Michael Liverzani         | Ambulance District Administrator                   | -   | X             |
| Town of New Castle            | Bart Carey                | Asst. to the Commissioner of Public Works          | X   | -             |
|                               | Gerry Moerschell          | Deputy Commissioner of Public Works                | -   | X             |
| Town of North Castle          | Adam R. Kaufman, AICP     | Director of Planning                               | X   | -             |
|                               | Joseph Cermele, P.E., CFM | Town Consulting Engineer                           | -   | X             |
| Town of North Salem           | Warren Lucas              | Supervisor   | X   | -             |
|                               | Maria Hlushko             | Confidential Secretary                             | -   | X             |
| Town of Ossining              | Susan Donnelly            | Supervisor   | X   | -             |
|                               | Maddi Zachacz             | Budget Officer                                     | -   | X             |
| Town of Pelham                | Peter DiPaola             | Supervisor   | X   | -             |
|                               | Ruthan DeSimone           | Assistant to Town Supervisor                       | -   | X             |
| Town of Pound Ridge           | Vinnie Duffield, Jr.      | Highway Superintendent                             | X   | -             |
|                               | Gary David Warshauer      | Executive Director, Office of Emergency Management | -   | X             |
| Town of Rye                   | Bishop M. Nowotnik        | Confidential Secretary to Supervisor               | X   | -             |
|                               | Joseph Carvin             | Supervisor   | -   | X             |
| Town of Somers                | Rick Morrissey            | Supervisor   | X   | -             |
|                               | Michael Driscoll          | Police Chief                                       | -   | X             |
| Town of Yorktown              | Margaret Gspurning        | HR Specialist / Building Maintenance Director      | X   | -             |
|                               | Sharon Robinson, P.E.     | Acting Town Engineer                               | -   | X             |
| Village of Ardsley            | Larry J. Tomasso          | Building Inspector, NFIP FPA                       | X   | -             |
|                               | Emil Califano             | Police Chief                                       | -   | X             |
| Village of Briarcliff Manor   | David J. Turiano, P.E.    | Building/Engineering Department                    | X   | -             |
|                               | TBD                       |  | -   | X             |
| Village of Bronxville         | Jim Palmer                | Village Administrator                              | X   | -             |
|                               | Vincent Pici, P.E.        | Village Engineer, NFIP FPA                         | -   | X             |
| Village of Buchanan           | Kevin Hay                 | Village Administrator                              | X   | -             |
|                               | George Pommer             | Engineer (contractor)                              | -   | X             |
| Village of Croton-On-Hudson   | Abraham Zambrano          | Village Manager                                    | X   | -             |
|                               | Janine King               | Assistant Village Manager                          | -   | X             |
| Village of Dobbs Ferry        | Marcus Serrano            | Village Administrator                              | X   | -             |
|                               | Betsy J. Gelardi          | Chief of Police                                    | -   | X             |
| Village of Elmsford           | Michael Mills             | Village Administrator                              | X   | -             |
|                               | Stephen Foster            | Chief of Police                                    | -   | X             |
| Village of Harrison           | Michael Amodeo, P.E., CFM | Town Engineer                                      | X   | -             |
|                               | Ron Belmont               | Supervisor/Mayor                                   | -   | X             |
| Village of Hastings-On-Hudson | Anthony Visalli           | Chief of Police                                    | X   | -             |
|                               | Francis A. Frobel         |  | -   | X             |
|                               | Deven Sharma, AIA         | Building Inspector                                 | -   | X             |
| Village of Irvington          | Larry Schopfer            | Village Administrator                              | X   | -             |
|                               | Michael P. Cerrone        | Chief of Police                                    | -   | X             |
| Village of Larchmont          | John G. Poleway           | Chief of Police                                    | X   | -             |
|                               | Rick Vetere               | General Foreman, Public Works Department           | -   | X             |
| Village of Mamaroneck         | Daniel Sarnoff            | Assistant Village Manager                          | X   | -             |
|                               | Richard Slingerland       | Village Manager                                    | -   | X             |
| Village of Mount Kisco        | Gennaro J. Faiella        | Interim Village Manager                            | X   | -             |
|                               | Joseph L. Cerretani       | Village Manager's Office                           | -   | X             |
| Village of Ossining           | Richard Leins             | Village Manager                                    | X   | -             |
|                               | Valerie Monastra          | Village Planner                                    | -   | X             |
| Village of Pelham             | Robert A. Yamuder         | Administrator                                      | X   | -             |
|                               | Joseph Benefico           | Police Chief                                       | -   | X             |

| Organization             | Name                 | Title                                      | POC | Alternate POC |
|--------------------------|----------------------|--|-----|---------------|
| Village of Pelham Manor  | John Pierpont        | Village Manager                            | X   | -             |
|                          | Maryalice Barnett    | Personnel Manager                          | -   | X             |
| Village of Pleasantville | Jeffrey A. Econom    | Superintendent of Public Works             | X   | -             |
|                          | Richard Love         | Chief of Police                            | -   | X             |
| Village of Port Chester  | Chris Ameigh         | Administrative Aide to the Village Manager | X   | -             |
|                          | Jessica Youngblood   | Planner                                    | -   | X             |
| Village of Rye Brook     | David Burke          | Assistant Village Administrator            | X   | -             |
|                          | Christopher Bradbury | Administrator                              | -   | X             |
| Village of Scarsdale     | Glenn Schnabel       | Assistant to the Village Mayor             | X   | -             |
|                          | Justin Datino        | Department of Public Works                 | -   | X             |
| Village of Tarrytown     | Michael Blau         | Administrator                              | X   | -             |
|                          | Michael McGarvey     | Village Engineer, NFIP FPA                 | -   | X             |
| Village of Tuckahoe      | John Costanzo        | Police Chief                               | X   | -             |
|                          | Frank DiMarco        | DPW  | -   | X             |

Notes: POC = Point of Contact; WC = Westchester County  
 \*TBD = To Be Determined

It is recognized that individual commitments change over time, and it shall be the responsibility of each jurisdiction and its representatives to inform the HMP Coordinator of any changes in representation. The HMP Coordinator will strive to keep the committee makeup as a uniform representation of planning partners and stakeholders within the planning area.

### 7.1.1 Monitoring

The MPC shall be responsible for monitoring progress on, and evaluating the effectiveness of, the plan, and documenting annual progress. Each year, beginning one year after plan development, County and local MPC representatives will collect and process information from the departments, agencies and organizations involved in implementing mitigation projects or activities identified in their jurisdictional annexes (Volume II, Section 9) of this plan, by contacting persons responsible for initiating and/or overseeing the mitigation projects.

To standardize and facilitate collection of progress data and information on specific mitigation actions, WCDES-OEM shall develop a progress matrix that will continue to be updated and distributed to the MPC members prior to the scheduled annual MPC meeting. FEMA guidance worksheets and a progress matrix template are provided in Appendix F. This information shall be provided to the planning area HMP Coordinator prior to the annual MPC meeting to be held approximately one year from the date of local adoption of this update, and successively thereafter.

The information that MPC representatives shall be expected to document, as needed and appropriate include:

- Any grant applications filed on behalf of any of the participating jurisdictions
- Hazard events and losses occurring in their jurisdiction,
- Progress on the implementation of mitigation actions, including efforts to obtain outside funding,
- Obstacles or impediments to implementation of actions,
- Additional mitigation actions believed to be appropriate and feasible,
- Public and stakeholder input.

### **7.1.2 Evaluating**

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The evaluation of the mitigation plan is an assessment of whether the planning process and actions have been effective, if the Plan goals are being reached, and whether changes are needed. The Plan will be evaluated on an annual basis to determine the effectiveness of the programs, and to reflect changes that may affect mitigation priorities or available funding.

The status of the HMP will be discussed and documented at an annual plan review meeting of the Mitigation Planning Committee, to be held approximately one year from the date of local adoption of this update, and successively thereafter. At least two weeks before the annual plan review meeting, the Westchester County HMP Coordinator will advise MPC members of the meeting date, agenda and expectations of the members.

The Westchester County HMP Coordinator will be responsible for calling and coordinating the annual plan review meeting, and assessing progress toward meeting plan goals. These evaluations will assess whether:

- Planning goals address current and expected conditions.
- The nature or magnitude of the risks has changed.
- Current resources are appropriate for implementing the HMP and if different or additional resources are now available.
- Actions were cost effective.
- Schedules and budgets are feasible.
- Implementation problems, such as technical, political, legal or coordination issues with other agencies are present.
- Outcomes have occurred as expected.
- Changes in County, town, village, Tribal or special purpose district resources impacted plan implementation (e.g., funding, personnel, and equipment)
- New agencies/departments/staff should be included, including other local governments as defined under 44 CFR 201.6.

Specifically, the MPC will review the mitigation goals, objectives, and activities using performance based indicators, including:

- New agencies/departments
- Project completion
- Under/over spending
- Achievement of the planning goals
- Resource allocation
- Timeframes
- Budgets
- Lead/support agency commitment
- Resources
- Feasibility

Finally, the MPC will evaluate how other programs and policies have conflicted or augmented planned or implemented measures, and shall identify policies, programs, practices, and procedures that could be modified

to accommodate hazard mitigation actions (see the “Implementation of Mitigation Plan through Existing Programs” subsection later in this Section). Other programs and policies can include those that address:

- Economic Development
- Environmental Preservation
- Historic Preservation
- Redevelopment
- Health and/or safety
- Recreation
- Land use/zoning
- Public Education and Outreach
- Transportation

The MPC may refer to the evaluation forms, Worksheets #2 and #4 in the FEMA 386-4 guidance document, to assist in the evaluation process. Further, the MPC may refer to any process and plan review deliverables developed by the County or participating jurisdictions as a part of the plan review processes established for prior or existing local HMPs within the County.

The MPC Coordinator shall be responsible for preparing an Annual HMP Progress Report, based on the provided local annual progress reports from each participant, information presented at the annual MPC meeting, and other information as appropriate and relevant. These annual reports will provide data for the 5-year update of this HMP and will assist in pinpointing implementation challenges. By monitoring the implementation of the Plan on an annual basis, the MPC will be able to assess which projects are completed, which are no longer feasible, and what projects may require additional funding.

This report shall apply to all planning partners, and as such, shall be developed according to an agreed format and with adequate allowance for input and comment of each planning partner prior to completion and submission to the State Hazard Mitigation Officer. Each planning partner will be responsible for providing this report to its governing body for their review. During the annual MPC meeting, the planning partners shall establish a schedule for the draft development, review, comment, amendment and submission of the Annual HMP Progress Report to NYS DHSES.

The Annual HMP Progress Report shall be posted on the Westchester County Hazard Mitigation Plan website (currently <http://www.westchesterhmp.com/>) to keep the public apprised of the plan’s implementation. For communities who may choose to join or recertify themselves in the NFIP Community Rating System (CRS) program (e.g. Village of Scarsdale), this report will also be provided to each CRS participating community in order to meet annual CRS recertification requirements. To meet this recertification timeline, the MPC will strive to complete the review process and prepare an Annual HMP Progress Report by the end of September.

The plan will also be evaluated and revised following any major disasters, to determine if the recommended actions remain relevant and appropriate. The risk assessment will also be revisited to see if any changes are necessary based on the pattern of disaster damages or if data listed in the Section 5.4 (Hazard Profiles) of this plan has been collected to facilitate the risk assessment. This is an opportunity to increase the community’s disaster resistance and build a better and stronger community.

### 7.1.3 Updating

44 CFR 201.6.d.3 requires that local hazard mitigation plans be reviewed, revised as appropriate, and resubmitted for approval in order to remain eligible for benefits awarded under DMA 2000. It is the intent of the Westchester County HMP MPC to update this plan on a five-year cycle from the date of initial plan adoption.

To facilitate the update process, the Westchester County HMP Coordinator, with support of the MPC, shall use the third annual MPC meeting to develop and commence the implementation of a detailed plan update program. The Westchester County HMP Coordinator shall invite representatives from NYS DHSES to this meeting to provide guidance on plan update procedures. This program shall, at a minimum, establish who shall be responsible for managing and completing the plan update effort, what needs to be included in the updated plan, and a detailed timeline with milestones to assure that the update is completed according to regulatory requirements.

At this meeting, the MPC shall determine what resources will be needed to complete the update. The Westchester County HMP Coordinator shall be responsible for facilitating the process to secure the needed resources.

Following each five-year update of the mitigation plan, the updated plan will be distributed for public comment. After all comments are addressed, the HMP will be revised and distributed to all planning group members and the New York State Hazard Mitigation Officer.

## 7.2 Implementation of Mitigation Plan through Existing Programs

Effective mitigation is achieved when hazard awareness and risk management approaches and strategies become an integral part of public activities and decision-making. Within the county there are many existing plans and programs that support hazard risk management, and thus it is critical that this hazard mitigation plan integrate and coordinate with, and complement, those existing plans and programs.

The “Capability Assessment” section of Chapter 6 (Mitigation Strategy) provides a summary and description of the existing plans, programs and regulatory mechanisms at all levels of government (Federal, State, County and local) that support hazard mitigation within the county. Within each jurisdictional annex in Chapter 9, the County and each participating jurisdiction have identified how they have integrated hazard risk management into their existing planning, regulatory and operational/administrative framework (“integration capabilities”) and how they intend to promote this integration (“integration actions”).

It is the intention of the MPC and all participating jurisdictions to incorporate mitigation planning as an integral component of daily government operations. MPC members will work with local government officials to integrate the newly adopted hazard mitigation goals and actions into the general operations of government and partner organizations. Further, the sample adoption resolution (Appendix A) includes a resolution item stating the intent of the local governing body to incorporate mitigation planning as an integral component of government and partner operations. By doing so, the MPC anticipates that:

- 1) Hazard mitigation planning will be formally recognized as an integral part of overall emergency management efforts;
- 2) The Hazard Mitigation Plan, Comprehensive Plans, Emergency Management Plans and other relevant planning mechanisms will become mutually supportive documents that work in concert to meet the goals and needs of County residents.

During the annual plan evaluation process, the MPC will identify additional policies, programs, practices, and procedures that could be modified to accommodate hazard mitigation actions, and include these findings and recommendations in the Annual HMP Progress Report.

### **7.3 Continued Public and Stakeholder Involvement**

Westchester County and participating jurisdictions are committed to the continued involvement of the public and stakeholders in the hazard mitigation process. This Plan update will be posted on-line (currently at <http://www.westchesterhmp.com>), and municipalities will be encouraged to maintain links to the plan website. Further, the County will make hard copies of the Plan available for review at public locations as identified on the public plan website.

In addition, public outreach and dissemination of the Plan will/may include:

- Links to the plan on municipal websites of each jurisdiction with capability,
- Continued utilization of existing social media outlets (Facebook, Twitter) to inform the public of flood hazards and severe storm events,
- Educate the public via the jurisdictional websites on available preparedness and warning applications, and how they can be used in an emergency situation,
- Development of annual articles or workshops on flood and severe storm hazards to educate the public and keep them aware of the dangers of such hazards.

Local MPC representatives and the Westchester County HMP Coordinator will be responsible for receiving, tracking, and filing public comments regarding this HMP. Contact information for the County is included in the Point of Contact information at the end of the Executive Summary of this document.

The public and stakeholders will have an opportunity to comment on the plan via the hazard mitigation website at any time. The HMP Coordinator will maintain this website, posting new information and maintaining an active link to collect public and stakeholder comments. Further, the County will continue to monitor responses to any public or stakeholder surveys received, and provide outreach to the communities so that identified concern and potential mitigation activities are recognized and addressed as appropriate.

The public can also provide input at the annual review meeting for the HMP and during the next 5-year plan update. The Westchester County HMP Coordinator is responsible for coordinating the plan evaluation portion of the meeting, soliciting feedback, collecting and reviewing the comments, and ensuring their incorporation in the five-year plan update as appropriate. Additional meetings may also be held as deemed necessary by the planning group. The purpose of these meetings would be to provide the public an opportunity to express concerns, opinions, and ideas about the mitigation plan.

The MPC representatives shall be responsible to assure that:

- Public comment and input on the plan, and hazard mitigation in general, are recorded and addressed, as appropriate.
- Copies of the latest approved plan (or draft in the case that the five year update effort is underway) are available for review at the town hall and public library, along with instructions to facilitate public input and comment on the Plan.
- Appropriate links to the Westchester County Hazard Mitigation Plan website (currently <http://www.westchesterhmp.com>) are included on municipal websites.

- Public notices are made as appropriate to inform the public of the availability of the plan, particularly during Plan update cycles.

The Westchester County HMP Coordinator shall be responsible to assure that:

- Public and stakeholder comment and input on the plan, and hazard mitigation in general, are recorded and addressed, as appropriate.
- The Westchester County HMP website is maintained and updated as appropriate.
- Copies of the latest approved plan (or draft in the case that the five year update effort is underway) are available for review at appropriate County facilities (e.g. libraries), along with instructions to facilitate public input and comment on the plan.
- Public notices, including media releases, are made as appropriate to inform the public of the availability of the plan, particularly during plan update cycles.