

**Passaic County, NJ – Hazard Mitigation Plan 2025 Update
 Planning Partnership Meeting #1 – Kick-Off | Meeting Minutes**



Purpose of Meeting:	Planning Partnership Meeting #1 – Kick-off meeting to discuss the HMP update
Location of Meeting:	Passaic County Training Academy – 300 Oldham Rd., Wayne, NJ
Date of Meeting:	February 20, 2024 11:00 am – 12:05 pm

<p>Attendees:</p> <ul style="list-style-type: none"> • Passaic County <ul style="list-style-type: none"> ○ Maria Dombayci, OEM ○ Robert Scott, Deputy OEM Coordinator ○ George Rosenthal, OEM Coordinator ○ Edward Murphy, OEM ○ Thomas Adamo, Sheriff’s Office ○ Jospheh Pera, County Engineer • Bloomingtondale (B) <ul style="list-style-type: none"> ○ Michael Hudson, OEM Coordinator • Clifton (C) <ul style="list-style-type: none"> ○ Lt. Agnelina Tirado, OEM Coordinator ○ Capt. Jeffrey Bracken, OEM Deputy Coordinator ○ Michael Onder, OEM ○ Jason Van Winkle, Department of Public Works ○ Capt. Darren Kester, Police Commander ○ Jennifer Terwilliga, Health Department ○ Edith Mayton, Finance Department • Hawthorne (B) <ul style="list-style-type: none"> ○ Matthew Fenkart, OEM ○ Andrew Skae, OEM ○ Laurie A. Foley, CFO ○ Michael Carelli, Administrator ○ John Lane, Mayor • Little Falls (Twp) <ul style="list-style-type: none"> ○ Daniel Gianduso, OEM Coordinator ○ Ron Campbell, Department of Public Works ○ Bryan Prall, Police Department • North Haledon (B) <ul style="list-style-type: none"> ○ Chief Todd Darby, OEM Coordinator ○ Anthony Conforti, OEM Deputy Coordinator • Passaic (C) <ul style="list-style-type: none"> ○ Capt. Piyush Patel, OEM Coordinator ○ Omar Garcia, CFO ○ Ricardo Fernandez, Administrator ○ Joe Colon, City Hall ○ Alberto M. Ventura, Construction Officer ○ Pat Trentacost, Fire Department ○ Bob Munier, Fire Department ○ Fred Corbitt, Department of Public Works ○ Vivian Vergel, Engineering Department ○ Weatherly Frias, Clerk • Paterson (C) <ul style="list-style-type: none"> ○ Steven Olimpio, Paterson School District ○ Troy Ayers, OEM Coordinator ○ Libra Jones, OEM Deputy Coordinator ○ Capt. Herb Eggers, OEM 	<ul style="list-style-type: none"> • Paterson (C) (cont.) <ul style="list-style-type: none"> ○ Tyrome Joyner, OEM ○ Det. Joseph Ricciardi, OEM ○ James McGrath, P.E., City Engineer ○ Jose Castro, Fire Department Chief ○ Michael Saginario, Police Department ○ Deborah Bravo, Mayor’s Office • Pompton Lakes (B) <ul style="list-style-type: none"> ○ Albert Evangelista, OEM Coordinator ○ Daniel Cottrell, OEM Deputy Coordinator ○ Derek Clark, Police Department ○ Elizabeth Brandsness, Clerk ○ Anthony J. Rodriguez, Police Department ○ Maria Kent, Borough Councilwoman • Prospect Park (B) <ul style="list-style-type: none"> ○ Ariosto Rodriguez, OEM Coordinator ○ Yeisy Reyes, OEM Deputy Coordinator ○ Walter Richmond, Police Department ○ Steven Damiano, Police Department ○ David Garval, Borough Engineer • Ringwood (B) <ul style="list-style-type: none"> ○ Patrick Murray, Jr., OEM Coordinator ○ Scott Heck, OEM Deputy Coordinator • Wanaque (B) <ul style="list-style-type: none"> ○ Thomas Carroll, OEM Coordinator ○ Tad J. Skawinski, Department of Public Works Superintendent ○ Paul M. Carelli, Administrator ○ Keith Spillane, Police Department • Wayne (Twp) <ul style="list-style-type: none"> ○ Capt. Dan Daly, OEM Coordinator ○ Heather Vitz-Del Rio, Department of Public Works Director ○ Eric Fedor, Department of Public Works Assistant Director • West Milford (T) <ul style="list-style-type: none"> ○ Michael Weber, OEM Deputy Coordinator • Woodland Park (B) <ul style="list-style-type: none"> ○ Capt. Joseph Domicolo, OEM Coordinator ○ John Pietrowski Jr., Department of Public Works Superintendent • NJ State Police <ul style="list-style-type: none"> ○ Joseph Palach, Trooper ○ Cansu Yerdelenli, NJOEM • Tetra Tech <ul style="list-style-type: none"> ○ Chris Huch, Project Manager ○ Heather Apgar, Hazard Mitigation Planner ○ Emma Kilkelly, Lead Planner
---	---

**Passaic County, NJ – Hazard Mitigation Plan 2025 Update
 Planning Partnership Meeting #1 – Kick-Off | Meeting Minutes**



Agenda Summary: The purpose of the meeting was to introduce the Planning Partnership members and contract consultant, provide an overview of the hazard mitigation planning process, discuss potential changes to the plan’s goals and objectives, and to address any questions or concerns that participants may have.		
Item No.	Description	Action item(s):
1	<p>Introductions</p> <ul style="list-style-type: none"> • Passaic County OEM welcomed everyone. • Mr. Huch from Tetra Tech introduced himself and the Tetra Tech team. • Cansu Yerdeleni from NJOEM discussed NJOEM priorities for the planning process and support that NJOEM can provide municipalities. • Mr. Huch began the presentation. 	-
2	<p>Hazard Mitigation Overview</p> <ul style="list-style-type: none"> • Mitigation describes actions taken to help reduce or eliminate the long-term risks/damages caused by hazards. • Having an HMP permits eligibility for FEMA pre- and post-disaster grant funding and are required to be updated every five years to maintain eligibility for these funds. • Must meet FEMA’s new 2023 guidelines, which include an increase in participation, discussions on climate change, outreach to socially vulnerable populations, increased documentation needs, and to show how existing capabilities are integrated into the plan. • Numerous staff from each municipality are encouraged to participate and provide input. • All jurisdictions are required to have at least one mitigation action per hazard identified. 	-
3	<p>Project Organization</p> <ul style="list-style-type: none"> • Core Planning Team – Passaic County OEM and Tetra Tech – leading the update effort; facilitate meetings; assist local municipalities throughout the plan update. • Steering Committee – oversees the planning process and make key decisions throughout (identify hazards of concern, finalize goals/objectives, review sections of the plan, identify mitigation actions). • Planning Partnership – represents their municipality and will be responsible for updating the municipal annex (chapter) of the HMP; responsibilities include actively participating throughout the process, complete/submit the Letter of Intent to Participate (LOIP), assist with public and stakeholder outreach, adopt the plan, and implement the plan; prior to submitting for public review, each municipality will need to provide an annex sign off sheet. • Stakeholders – can include neighboring counties, local and regional agencies involved in hazard mitigation activities, and agencies that have the authority to regulate development, as well as businesses, academia, and other private and nonprofit organizations. We will put together a draft list of stakeholders and ask for your input. • NJOEM – provide the County guidance throughout the HMP update and will review/approve the plan before it is submitted to FEMA. 	<p>Planning Partnership:</p> <ul style="list-style-type: none"> • Submit letters of intent to participate to County OEM.



<p>4</p>	<p>Planning Process Overview</p> <ul style="list-style-type: none"> • The HMP will be developed using a 7-phase approach: organize resources, risk assessment; public outreach; capability and mitigation strategy; assemble the plan; plan maintenance; and plan review/adoption. • Organize Resources <ul style="list-style-type: none"> ○ Identifying and coordinating the Steering Committee, Planning Partnership, and Stakeholders ○ Review and identify critical facilities/community lifelines – Steering Committee will review list of county-owned facilities to see if anything needs to be updated, added, etc. ○ Identify stakeholders to be involved in the planning partnership – Steering Committee will review list and provide input, ○ Identify problem areas and new development throughout the County through Survey123 • Risk Assessment <ul style="list-style-type: none"> ○ The Steering Committee will review/finalize the hazards of concern; hazards of concern from 2020 HMP include: <ul style="list-style-type: none"> ▪ Coastal Storm - includes hurricanes and nor’easters ▪ Dam Failure ▪ Drought ▪ Extreme Temperature – includes heat and cold events ▪ Flood – includes coastal, riverine, flash flood, and urban ▪ Geologic – includes landslides and sinkholes ▪ Severe Weather – includes wind, lightning, hail ▪ Severe Winter Weather – includes snow, ice, blizzards ▪ Wildfire ○ The Steering Committee will identify the final list of hazards of hazards of concern for the 2025 HMP update • Capability Assessment <ul style="list-style-type: none"> ○ Will include a review of plans in place to guide development, codes to guide building regulations, programs for maintenance activities, and staff to carry out policies are procedures Countywide. This process will be done with each individual municipality. • Public Outreach <ul style="list-style-type: none"> ○ Public outreach will occur continually throughout the planning process through social media posts, surveys, County and municipal websites, and the StoryMap. ○ The public will be able to suggest potential actions through a Survey123 tool ○ Based on feedback from the Steering Committee, outreach to neighboring communities will include those communities that are located upstream of major rivers that contribute to flooding. • Mitigation Strategy <ul style="list-style-type: none"> ○ The Mitigation Strategy includes goals, actions, and an action plan that guides prioritization and implementation of mitigation actions. ○ Proposed goals and objectives for the 2025 update will be sent to the Steering Committee for review and approval. 	<p>-</p>
----------	--	----------

Passaic County, NJ – Hazard Mitigation Plan 2025 Update
 Planning Partnership Meeting #1 – Kick-Off | Meeting Minutes



	<ul style="list-style-type: none"> ▪ The Steering Committee discussed inclusion of a potential new goal to build collaborative flood mitigation strategies along rivers/within watersheds. • Assemble the Plan <ul style="list-style-type: none"> ○ Tetra Tech will develop the draft plan which will be distributed to the Steering Committee and Planning Partnership for review. • Plan Maintenance <ul style="list-style-type: none"> ○ Maintenance procedures will be developed by the Steering Committee to ensure the HMP is kept up to date annually. • Plan Review and Adoption <ul style="list-style-type: none"> ○ There will be a 30 day public review period, a review by NJOEM, and a review by FEMA. Each review may result in requests for edits. ○ FEMA gives final approval for the plan. ○ Each municipality and the County will need to formally adopt the plan via resolution. 	
5	<p>Homework</p> <ul style="list-style-type: none"> • Worksheet 1: Previous Events <ul style="list-style-type: none"> ○ Document events that had an impact within your municipality. ○ Consider all possible Hazards of Concern that have occurred since the previous HMP (2020). • Worksheet 2: Capability Assessment <ul style="list-style-type: none"> ○ Captures the details of various plans, regulations, and programs that exist at the local level. ○ Review the information that Tetra Tech has pre-populated and fill out the remaining information. • Worksheet 3: NFIP Administration <ul style="list-style-type: none"> ○ To be filled out by the municipal Floodplain Administrator (FPA). • Worksheet 4: Action Review <ul style="list-style-type: none"> ○ Update status of mitigation actions included in previous plan update, including whether it has been implemented, and any roadblocks to progress. • Worksheet 5: New Development <ul style="list-style-type: none"> ○ Documents new building permits that have been issued since the previous plan. Only include new construction (no remodels, additions, etc.) ○ Identify new large developments, including industrial and commercial properties, since the previous plan and those anticipated in the next five years. 	<p>Tetra Tech:</p> <ul style="list-style-type: none"> • Distribute homework sheets. <p>Planning Partnership:</p> <ul style="list-style-type: none"> • Worksheets due back to Tetra Tech March 15, 2024.
6	<p>Project Schedule</p> <ul style="list-style-type: none"> • Kick-Off Meeting – TODAY! • Goals and Finalize Hazards – April 2024 • Risk Assessment – February-May 2024 • Identify Actions – June-December 2024 • Finalize the Plan – December 2024 • Draft Plan Completed – January 2025 • Draft Plan Submitted to NJOEM – May 2025 • Draft Plan Submitted to FEMA – July 2025 	-
7	<p>Next Steps</p>	<p>Tetra Tech</p>

**Passaic County, NJ – Hazard Mitigation Plan 2025 Update
 Planning Partnership Meeting #1 – Kick-Off | Meeting Minutes**



	<ul style="list-style-type: none"> • Complete homework and submit to Tetra Tech • Tetra Tech will distribute lifeline/critical facilities for review by each jurisdiction in the near future. 	<ul style="list-style-type: none"> • Distribute homework sheets and meeting minutes. • Distribute lifeline/critical facilities for review <p>Planning Partnership</p> <ul style="list-style-type: none"> • Complete and submit homework to Tetra Tech by March 15, 2025
7	<p>Questions/Discussion</p> <ul style="list-style-type: none"> • None 	-