



## SECTION 3 PLANNING PROCESS

A successful planning process builds partnerships and brings together members representing government agencies, the public, and other stakeholders to reach consensus on ways the community will prepare for and respond to those hazards most likely to occur. Applying a comprehensive and transparent process adds validity to the Hazard Mitigation Plan (HMP). Participants involved in the HMP planning process gained better understanding of problems and issues, and helped devise solutions and actions for the community—resulting in a revised set of common community values and widespread support for directing financial, technical, and human resources to agreed-upon actions.

The planning process was an integral part of updating the Pike County HMP. This section describes the planning process used to update the HMP, with participation from all 13 of the County’s municipalities. This section also describes the hazard mitigation Steering Committee, Planning Team, meetings and documentation, public and stakeholder participation, multi-jurisdictional planning, and existing planning mechanisms implemented during the HMP update process. Additional details about the process of updating each section of this HMP appear at the beginnings of those sections.

### 3.1 UPDATE PROCESS AND PARTICIPATION SUMMARY

In accordance with the Disaster Mitigation Act of 2000 (DMA 2000) requirements, this plan documents the following topics:

- Planning process
- Hazard identification
- Risk assessment
- Mitigation strategy: goals, actions, and projects
- Formal adoption by the participating jurisdictions
- Pennsylvania Emergency Management Agency (PEMA) and Federal Emergency Management Agency (FEMA) approval

The PEMA All-Hazard Mitigation Planning Standard Operating Guide lays out the standard planning process in Pennsylvania to create and update HMPs (including this HMP), and is cited in Appendix A, under Authorities and References. Hazard vulnerabilities and the risk assessment are described in Section 4 (Risk Assessment), and the mitigation strategy is described in Section 6 (Mitigation Strategy) of this HMP.

Public participation and planning meetings served as the main forums for gathering information to update the HMP. The Steering Committee, Planning Team and Tetra Tech, Inc. (contract consultant) were afforded access to information in relevant and approved plans, policies, and procedures for Pike County. Opportunities for public participation included attending a public meeting, completing on-line surveys, and reviewing and commenting on the draft HMP update. To develop all sections of the HMP, meetings, surveys, e-mail correspondence, and teleconferences were used to solicit input from County, municipal, and other stakeholders, including members of the general public; most information received for this update came from Pike County, its municipalities, and the Steering Committee. Through this planning process, the County established a comprehensive approach to reduce effects of hazards on the County and its municipalities.

### 3.2 THE HAZARD MITIGATION PLANNING TEAM

Recognizing the need to manage risk within the County, and to meet the requirements of the DMA 2000, the Pike County Office of Community Planning led the update to the 2012 HMP. Mr. Michael Mrozinski, Director, developed a Steering Committee to provide guidance and direction to the planning effort, and to ensure the resulting document will be embraced both politically and by the constituency within the planning



area. Mr. Mrozinski served as chair of the Steering Committee. He was supported by all members of the Steering Committee:

- Michael Mrozinski, Director, Pike County Office of Community Planning
- Brian Snyder, Community Planner, Pike County Office of Community Planning
- Sally Corrigan, Executive Director, Pike County Conservation District
- Tim Knapp, Director, Pike County Office of Emergency Management
- Robert Melvin, Chairman, Board of Supervisors, Westfall Township
- Alison Miskiman, Project Manager, Tetra Tech

The Steering Committee was charged with:

- Providing guidance and overseeing the planning process on behalf of the general planning partnership (Planning Team).
- Attending and participating in Steering Committee meetings.
- Assisting with the development and completion of certain planning elements, including:
  - Reviewing and updating the hazards of concern;
  - Developing a public and stakeholder outreach program;
  - Assuring the data and information used in the plan update process is best available;
  - Reviewing and updating the hazard mitigation planning goals and objectives;
  - Identifying and screening of appropriate mitigation strategies and activities;
  - Reviewing and updating plan maintenance procedures; and
- Reviewing and commenting on plan documents prior to submission to PEMA and FEMA.

A Planning Team was assembled to represent each of the municipalities participating in the HMP update, as well as invited stakeholders and members of the Steering Committee. Table 3-1 lists the Planning Team members invited to participate in the planning process. For a complete list of participants, through attendance at meetings, completion of worksheets, or submission of comments, please refer to Appendices C through E. Please note that the Steering Committee members are also part of the overall project Planning Team, fulfilling these responsibilities on behalf of Pike County; and participants representing multiple jurisdictions are listed more than once. Further, additional municipal representatives participated in the planning process.

Table 3-1. Planning Team Members

Entity	Name	Title
Blooming Grove Township	Nicholas Mazza	Chairman, Board of Supervisors
	Robert Palumbo	Emergency Management Coordinator
Delaware Township	Jeffrey Sheetz	Chairman, Board of Supervisors
	George Beodeker	Emergency Management Coordinator
Dingman Township	Tom Mincer	Chairman, Board of Supervisors
	William Mikulak	Emergency Management Coordinator
Greene Township	Edward Simon	Supervisor
	Allen Shiffler	Emergency Management Coordinator
Lackawaxen Township	Michael Mancino	Chairman, Board of Supervisors
	William Fallon	Emergency Management Coordinator
Lehman Township	Robert H. Rohner, Jr	Chairman, Board of Supervisors
	Edward Bland	Emergency Management Coordinator
Matamoras Borough	Joseph Sain	President, Matamoras Borough Council
	Thomas Oliver	Emergency Management Coordinator
Milford Borough	Patrick Beck	President, Milford Borough Council



Entity	Name	Title
	David E. Ruby	Emergency Management Coordinator
Milford Township	Gary M. Clark	Chairman, Board of Supervisors
	Robert DiLorenzo	Emergency Management Coordinator
Palmyra Township	Tom Simons	Chairman, Board of Supervisors
	Nick Spinelli	Emergency Management Coordinator
Porter Township	William Powell	Chairman, Board of Supervisors
	Robert Hellyer	Emergency Management Coordinator
Shohola Township	George P. Hoepfer	Chairman, Board of Supervisors
	Clint Malzahn	Emergency Management Coordinator; Fire Chief
Westfall Township	Bob Melvin*	Chairman, Board of Supervisors
	Bob Ewbank	Emergency Management Coordinator
Pike County Board of Commissioners	Matthew Osterberg	Chairman
	Rich Caridi	Vice Chairman
	Steve Guccini	Commissioner
Pike County Commissioners Office	Gary Orben	Chief Clerk
Pike County Office of Community Planning	Michael Mrozinski*	Director
	Jessica Grohmann	Assistant Planning Director
	Brian Snyder*	Community Planner
Pike County Emergency Management Agency	Timothy Knapp*	Coordinator
Pike County Conservation District	Sally Corrigan*	Executive Director
Pike County Sheriff's Office	Philip Bueki	Sheriff
Pike County Public Safety	Bernie Swartwood	Director of Communications
Delaware Valley School District	John Bell	Superintendent
East Stroudsburg Area School District	Sharon Laverdue	Superintendent
Wallenpaupack Area School District	Michael Silsby	Superintendent
Pennsylvania Department of Conservation and Natural Resources	Lorne Possinger	Eastern Regional Recreation and Parks Advisor
	Tim Dugan	District Forester, Bureau of Forestry
	Mike Roche	Assistant Manager, Bureau of Forestry
Pennsylvania Department of Environmental Protection	Bob Pitcavage	Northeast Liaison
Pennsylvania Emergency Management Agency	Thomas Hughes	State Hazard Mitigation Officer
	Ernie Szabo	Mitigation Planner
	Anthony J. Camillocci	Eastern Area Office Representative
Pennsylvania Game Commission	Daniel Figured	Northeast Director
PennDOT District 4-4	Kenneth Thiele	Maintenance Manager for Pike County
Penn State Extension	Nancy Grotevant	Pocono District Extension Director
Pennsylvania Power & Light	Alana Roberts	Regional Affairs Director
Orange & Rockland Utilities	Thomas Brizzolara	Director Public Affairs
Pike Co Light & Power/Corning Gas	Matt Cook	Operations
Upper Delaware Council	Laurie Ramie	Executive Director
Upper Delaware Scenic & Recreational River	Kris Heister	Superintendent
PA Senate 20 <sup>th</sup> District	Andrew Seder	Eastern District Field Representative
PA House of Representatives 139 <sup>th</sup> District	Jill Gamboni	Outreach Specialist



Entity	Name	Title
PA House of Representatives 189 <sup>th</sup> District	Kathleen Moran	Representative Aide
Brookfield Energy Partners	Katie Lester	Compliance Specialist
Delaware Water Gap National Recreation Area	John Donahue	Superintendent
Lake Wallenpaupack Watershed Management District	Nick Spinelli	Director
Twin and Walker Creeks Conservancy	Chet Dawson	President
Wayne County, Pennsylvania	Brian Smith	Chairman, Board of Commissioners
	Craig Rickard	Planning Director
Monroe County, Pennsylvania	John Moyer	Chairman, Board of Commissioners
	Christine Meinhart-Fritz	Planning Director
Warren County, New Jersey	Richard Gardner	Director, Board of Chosen Freeholders
	David Dech	Planning Director
Sussex County, New Jersey	Carl Lazzaro	Director, Board of Chosen Freeholders
	Autumn Sylvester	Planning Director
Sullivan County, New York	Luis Alvarez	Chairman, Legislature
	Freda Eisenberg	Planning Commissioner
Orange County, New York	L. Stephen Brescia	Chairman, Legislature
	David Church	Planning Commissioner

\*Steering Committee Member

The Planning Team acknowledged that important steps in developing a comprehensive HMP were identifying hazards that specifically affect Pike County, and assessing their likelihood of occurrence, along with potential damage to the people, property, and environment of the County. The Planning Team chose to focus on an all-hazards approach rather than to narrow the focus to natural disasters only.

As the contract consultant, Tetra Tech guided the Steering Committee and Planning Team through the HMP update planning process. More specifically, Tetra Tech was tasked with:

- Assisting with the organization of a Steering Committee and Planning Team;
- Assisting with the development and implementation of a public and stakeholder outreach program;
- Data collection;
- Facilitation and attendance at meetings;
- Assisting with the review, update and ranking of the hazards of concern, and hazard profiling and risk assessment;
- Assistance with the review and update of mitigation planning goals and objectives;
- Assistance with the review of progress of past mitigation strategies;
- Assistance with the screening of mitigation actions and the identification of appropriate actions;
- Assistance with the prioritization of mitigation actions; and
- Authoring of the draft and final HMP documents.

### 3.3 MEETINGS AND DOCUMENTATION

As noted, the Steering Committee and Planning Team partnered with Tetra Tech to aid in the update of the HMP. Tetra Tech assisted the County in drafting planning documents, preparing meeting materials, and facilitating meetings. The Steering Committee reviewed any documentation produced by Tetra Tech, provided validation, and acted as an advocate for the HMP update.



Table 3-2 lists meetings held by the Pike County Steering Committee and Planning Team as part of the process of updating the Pike County HMP.

**Table 3-2. Public and Planning Meetings**

Date	Description of Meeting
March 14, 2016	Kickoff meeting with PEMA representatives, including administrative and grant requirements overview.
August 19, 2016	Kickoff meeting with Pike County Office of Community Planning and Contract Consultant, Tetra Tech
September 2, 2016	First Steering Committee Meeting, including five-year plan review and update process, role of Steering Committee, project schedule, data collection, public and stakeholder outreach strategy and in-kind tracking.
September 10, 2015	Kickoff Meeting with Planning Team members, including five-year plan review and plan update process, evaluation of identified hazards, capability assessment, and mitigation strategy review.
October 5, 2016	Director of the Pike County Office of Community Planning presented the HMP update planning process at the Pike County Commissioner’s public meeting and handed out the tri-fold brochure to encourage public and stakeholder participation.
October 28, 2016	Second Steering Committee Meeting, including continued data collection, hazards of concern and worksheet status.
November 4, 2016	Planning Team and public meeting to review five-year review and update process, draft hazard profile and risk assessment results, continued public involvement and next steps.
December 28, 2016	Third Steering Committee Meeting, including risk ranking and Steering Committee review of hazard profiles.
February 1, 2017	Fourth Steering Committee Meeting, including review of capability assessment, mitigation goals and objectives and 2012 mitigation actions
March 8, 2017	Mitigation Solutions Workshop to review capability assessment results, risk ranking results, mitigation goals, objectives, actions and current plan status with municipal representatives and stakeholders
March 8, 2017	Direct outreach and meetings with municipal representatives to complete worksheet and participation requirements, and mitigation project selection (Delaware Township, Palmyra Township, Shohola Township, Westfall Township).
March 30, 2017	Direct outreach and teleconference meeting with Lehman Township to complete worksheet and participation requirements, and mitigation project selection.
March 31, 2017	Direct outreach and meetings with municipal representatives to complete worksheet and participation requirements, and mitigation project selection (Blooming Grove, Dingman Township, Lackawaxen, Milford Borough, Porter Township, Westfall Township).
April 18, 2017	Direct outreach and teleconference meetings with Greene Township and Matamoras Borough to complete worksheets and participation requirements, and mitigation project selection.
April 21, 2017	Direct outreach and teleconference meeting with Milford Township to complete worksheets and participation requirements, and mitigation project selection.
April 24, 2017	Steering Committee Meeting to discuss plan maintenance strategy and discuss plan adoption procedures.
May 1, 2017	Draft HMP posted on the project website for public and Planning Team review
To be determined – upon receipt of APA designation	HMP adoption by County Commissioners

Notes: APA = Approval Pending Adoption; HMP = Hazard Mitigation Plan; PEMA = Pennsylvania Emergency Management Agency





Pike County’s contractor, Tetra Tech, followed up each Steering Committee meeting with meeting notes that documented all agenda topics, decisions, and action items identified. The meeting minutes were shared among the Steering Committee. Documentation from all meetings is located in Appendix C.

Pike County residents were informed of the public meeting through various sources, including newspaper public notices and announcements on the Pike County HMP website (<http://www.pikecountypahmp.com/>). The Risk Assessment meeting was advertised as a public meeting and residents attended and provided feedback for development of the HMP. Any subsequent supporting documentation provided by County residents will be included in Appendix E (Public and Stakeholder Documentation).

### 3.4 PUBLIC AND STAKEHOLDER PARTICIPATION

To maximize effectiveness of the HMP, the Planning Team fostered continual public and stakeholder engagement. Input was encouraged and collected through a variety of methods. Three worksheets/surveys—the Hazard/Risk Identification Survey, Capabilities Assessment Survey, and Mitigation Strategy 5-Year Plan Review Worksheet (Mitigation Review Worksheet)—were given to each municipality in Pike County. Of the 13 municipalities surveyed in Pike County, all returned a worksheet/survey so that their input could be reviewed and incorporated into the updated HMP.

The following entities with vested interest in development of the updated HMP were given the opportunity to participate in the planning process by attending a Planning Team or public meeting, or by offering comments on the project website: local, state, and federal agencies; neighboring jurisdictions (i.e., Monroe and Wayne Counties in Pennsylvania; Sussex and Warren Counties in New Jersey; and Orange and Sullivan Counties in New York); community leaders; educators; and other relevant private and nonprofit groups. Invitations to participate in meetings were sent to adjacent counties, and other relevant stakeholders identified by the County. Appendix E includes a copy of the Planning Team meeting invitation list and sample copies of invitation letters sent. Meeting invitations were also sent to all municipalities including elected officials and Emergency Management Coordinators. Additionally, direct outreach by phone or one-on-one meetings was conducted with municipalities who were unable to attend other meetings or who had questions about worksheets, participation requirements, the planning process, or mitigation project selection. All 13 municipalities in Pike County had representatives attending at least one meeting. For meetings in which the municipality could not attend, individual municipal support meetings were held as discussed in Section 3.5 below.

Through tri-fold brochures on display throughout the County and public notices published in the local newspapers, the above groups and the general public were invited to take on-line surveys, visit the project website, review the draft County HMP update and to send comments to the Pike County Office of Community Planning. In addition, a general public meeting was held during the planning process as listed in Table 3-2. Preceding the public meeting was a public notice inviting the general public to attend. Copies of the public notices, the tri-fold brochure, and other forms of public and stakeholder outreach are presented in Appendix E.

Section 3.5, entitled “Multi-Jurisdictional Planning,” includes Table 3-2, showing overall municipal participation in the planning process.

As illustrated, the Steering Committee felt that jurisdictional and stakeholder participation was critical to the process. The Steering Committee met regularly to review the status of the HMP, the HMP itself, and strategies to involve the public. Because this particular HMP was an update, the Steering Committee felt that it was critical to allow adequate time for the public and stakeholders to review each section of the update; conducted via the project website.

### 3.5 MULTI-JURISDICTIONAL PLANNING

Pike County took a multi-jurisdictional approach to preparing its HMP, so that the HMP would apply to the County and all participating municipalities. The County was able to provide resources (e.g., data, geographic



information system [GIS], etc.) to which the municipalities may not have had access. However, Pike County depended on municipal buy-in because the municipalities have the legal authority to enforce compliance with land use planning and development directives. Pike County, together with Tetra Tech, undertook an intensive effort to involve all 13 municipalities in the update process.

Each municipality was given the opportunity to participate in this process. Municipal officials and representatives were invited to attend Planning Team and public meetings, were provided worksheets to update the hazards of concern capabilities and mitigation strategy, and were asked to review and prioritize the mitigation actions. Municipal participation culminated in formal adoption of the HMP; copies of municipal adoption resolutions are in Appendix F. Table 3-3 indicates how each municipality participated in the planning process. In some cases, a municipality was unable to attend a Planning Team meeting; therefore, an individual follow-up meeting with each municipality was held by Pike County Steering Committee representatives to cover the meeting material and provide municipal support on the topics presented.

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Table 3-3. Participation Matrix

Jurisdiction	Meetings					Worksheets			Updated Mitigation Strategy Received	2017 Plan Adoption Date
	Planning Team Kick-Off Meeting	Individual Municipal Kick-Off Meeting	Risk Assessment Meeting (Public)	Mitigation Strategy Workshop	Municipal Support Meeting	Risk Assessment Survey Received	Capabilities Assessment Survey Received	Mitigation Review Worksheet Received		
Pike County	X		X	X	X	X	X	X	X	TBD
Blooming Grove Township	X		X		X	X	X	X	X	TBD
Delaware Township	X		X	X	X	X	X	X	X	TBD
Dingman Township	X		X	X	X	X	X	X	X	TBD
Greene Township		X	X	X	X	X	X	X	X	TBD
Lackawaxen Township	X		X	X	X	X	X	X	X	TBD
Lehman Township	X		X	X	X	X	X	X	X	TBD
Matamoras Borough	X		X		X	X	X	X	X	TBD
Milford Borough		X	X		X	X	X	X	X	TBD
Milford Township		X	X		X	X	X	X	X	TBD
Palmyra Township	X		X	X	X	X	X	X	X	TBD
Porter Township		X	X	X	X	X	X	X	X	TBD
Shohola Township	X		X	X	X	X	X	X	X	TBD
Westfall Township	X		X	X	X	X	X	X	X	TBD

TBD = To be determined after plan is approved-pending adoption by FEMA Region 3.

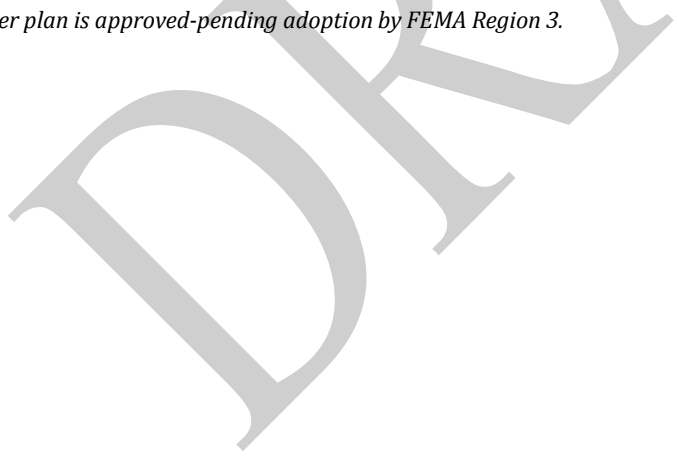






Figure 3-1. Photograph of the Planning Team Kick-Off Meeting (September 10, 2016)



Figure 3-2. Photograph of the Risk Assessment Planning Team/Public Meeting (November 4, 2016)





### 3.6 EXISTING PLANNING MECHANISMS

The planning process also allowed for review and incorporation, if appropriate, of existing plans, studies, reports, and other information that would aid in mitigation of hazards across Pike County. Sections 5 and 7 of this HMP provide additional information regarding integration of existing and future County and municipal processes with hazard mitigation, specifically as these concern administrative, budgetary, and regulatory processes and plans; funding sources; and partnerships. Pike County will apply existing plans and programs to implement decided-upon hazard mitigation actions. Based on capability assessments of the participating municipalities, the County will continue to plan and implement programs to reduce effects of hazards on people, places, and the environment. This updated HMP builds upon momentum developed through previous related planning efforts and mitigation programs, and recommends implementing actions, where possible.

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