



SECTION 7 PLAN MAINTENANCE PROCEDURES

This section describes the system that Pike County and all participating jurisdictions have established to monitor, evaluate, and update the hazard mitigation plan (HMP) (Section 7.1); implement the mitigation plan through existing programs (Section 7.2); and solicit continued public involvement for plan maintenance (Section 7.3).

7.1 MONITORING, EVALUATING, AND UPDATING THE PLAN

The Pike County Office of Community Planning intends to remain intact as the organization responsible for monitoring, evaluating, and updating this plan. Mr. Michael Mrozinski shall continue to serve as the HMP Coordinator for the Planning Team. Each participating jurisdiction is expected to retain a municipal hazard mitigation representative to support the jurisdiction’s input to the monitoring, evaluating, and updating responsibilities identified in this section.

Table 7-1 identifies the county and municipal members of the Hazard Mitigation Planning Team as of the date of this HMP. Pike County also made an effort to include stakeholders on the Planning Team to ensure broad input and participation.

Table 7-1. Planning Team

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
	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	Matthew Osterberg	Chairman



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Entity	Name	Title
Commissioners	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 th District	Andrew Seder	Eastern District Field Representative
PA House of Representatives 139 th District	Jill Gamboni	Outreach Specialist
PA House of Representatives 189 th 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



Entity	Name	Title
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

Understanding that individual commitments change over time, each jurisdiction and its representatives are responsible for informing the Pike County HMP Coordinator of any changes in representation by formal letter. The HMP Coordinator will strive to keep the Planning Team makeup as a uniform representation of planning partners and stakeholders within the planning area. The HMP Coordinator shall maintain the current membership of the Planning Team on the Pike County Office of Community Planning website (<http://www.pikepa.org/planning.html>) or in publicly accessible County records.

The following sections describe the monitoring, evaluating, and updating process and protocols for the Pike County HMP.

7.1.1 Monitoring

The Planning Team shall be responsible for (1) monitoring progress on, and evaluating the effectiveness of, the HMP, and (2) documenting this progress in a progress report. Prior to Planning Team progress meetings (detailed below), Planning Team representatives may collect information from departments, agencies, and organizations involved with the mitigation activities identified in Section 6 of this plan. The representatives will make phone calls and conduct meetings with persons responsible for initiating and/or overseeing the mitigation projects to obtain progress information. Copies of any grant applications filed on behalf of any of the participating jurisdictions shall be provided to the Planning Team. Further, the representatives shall obtain any public comments made on the HMP from their municipal supervisor, mayor, or councilperson, and provide public comments to the Planning Team for inclusion in the progress report.

The Planning Team representatives shall be expected to document the following, as needed and as appropriate:

- Hazard events and losses occurring in their jurisdiction including their nature and extent, and the effects that hazard mitigation actions have had on impacts and losses
- Progress on the implementation of mitigation actions, including efforts to obtain outside funding for mitigation actions
- Any obstacles or impediments to the implementation of actions
- Additional mitigation actions believed to be appropriate and feasible
- Public and stakeholder input and comment on the Plan

The planning partnership may refer to the evaluation forms, Worksheets #6.1, 6.2, 7.1, and 7.2 in the FEMA Local Mitigation Planning Handbook (March 2013) guidance document, to assist in the evaluation process (Appendix X).

7.1.2 Evaluating

The evaluation of the HMP is an assessment of whether the planning process and actions have been effective, whether the HMP’s 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 with the Hazard Mitigation Planning Team. This meeting may occur as part of a regularly-scheduled meeting such as the Emergency Management Coordinator quarterly meetings and/or the Pike County Planning Commission meetings. At least 1 month before the progress plan review meeting, the Pike County HMP Coordinator will advise Planning Team members of the meeting date, agenda, and expectations of the members. The Pike County HMP Coordinator may also distribute additional materials including mitigation project opportunity forms for jurisdictions that may have new information.

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

- Goals and objectives address current and expected conditions
- The nature or magnitude of the risks has changed
- The HMP has been implemented into land use processes on the County and municipal levels
- Current resources are appropriate for implementing the HMP and if different or additional resources are now available
- Actions are cost effective
- Schedules and budgets are feasible
- Implementation problems exist—such as technical, political, legal, or coordination issues with other agencies
- Outcomes have occurred as expected
- Changes in County or municipal resources have impacted plan implementation (for example, funding, personnel and equipment)
- New agencies, departments or staff should be incorporated, including other local governments as defined under Title 44 of the Code of Federal Regulations (CFR), Section 201.6
- Documentation has been completed for any hazards that occurred during the last year

Specifically, the Planning Team will review the mitigation goals, objectives, activities, and projects using performance-based indicators, including:

- New agencies/departments created that have authority to implement mitigation actions or are required to meet goals, objectives, and actions
- Project evaluation based on current needs of the mitigation plan
- Project completion regarding progress of proposed or ongoing actions
- Under/over spending regarding proposed mitigation action budgets
- Achievement of the goals and objectives
- Resource allocation to note if resources are required to implement mitigation activities
- Timeframe comments on whether proposed schedules are sufficient to address actions
- Budget notes (in other words, if budget basis should be changed or is sufficient)
- Lead/support agency commitment notes (if there is a lack of commitment on the part of lead or support agencies)
- Resource comments regarding whether resources are available to implement actions
- Feasibility comments regarding whether certain goals, objectives, or actions prove to be unfeasible

Finally, the Planning Team will evaluate the ways 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 (described further under the “Implementation of Mitigation Plan through Existing Programs” subsection presented below in Section 7.2). Other programs and policies can include those that address:

- Economic development
- Environmental preservation and permitting
- Historic preservation
- Redevelopment
- Health and/or safety
- Recreation
- Land use/zoning
- Public education and outreach
- Transportation

The Pike County HMP Coordinator shall be responsible for preparing an HMP Progress Report, which will be based on the provided local progress reports from each jurisdiction, information presented at the Planning Team meeting, and other information as appropriate and relevant. These 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 HMP, the Planning Team will be able to assess which projects are completed, which projects are no longer feasible, and which projects may require additional funding.

This progress report shall apply to all planning partners who have provided input, and as such, shall be developed according to an agreed-upon 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 Planning Team meeting, the planning partners shall establish a schedule for the draft development, review, comment, amendment, and submission of the HMP progress report to the State Hazard Mitigation Officer.

The HMP will also be evaluated and revised following any major disasters to determine whether 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 4.3 (Hazard Profiles) of this HMP have been collected to facilitate the risk assessment. These revisions are opportunities to increase the community’s disaster resistance and build a better and stronger community.

7.1.3 Updating

Section 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 the Disaster Mitigation Act of 2000 (DMA 2000). The Pike County Hazard Mitigation Planning Team has updated this HMP on a 5-year cycle from the date of initial plan adoption. This update to the HMP shows changes since the 2012 version. The next update to the HMP will occur in 2022.

To facilitate the update process, the Pike County HMP Coordinator—with support from the Planning Team—shall hold a meeting 3 years from the date of plan approval in 2017 to develop and commence with the implementation of a detailed plan update program. The Pike County HMP Coordinator shall invite representatives from the Pennsylvania Emergency Management Agency (PEMA) to this meeting to provide guidance on plan update procedures. This program shall, at a minimum, establish the parties responsible for managing and completing the HMP update effort, features needed to be included in the updated plan, and a detailed timeline with milestones to ensure that the update is completed according to regulatory requirements.



At this meeting, the Planning Team shall determine the resources needed to complete the update. The Pike County HMP Coordinator shall be responsible for ensuring that needed resources are secured (e.g., grant funding).

Following each 5-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 Team members and the Pennsylvania State Hazard Mitigation Officer. During this update process, the Planning Team will invite jurisdictions that were nonparticipating (if applicable) during the last update or not as involved in the planning process, as well as additional relevant stakeholders and outside agencies, to join the Planning Team to ensure as comprehensive inclusion as possible.

7.2 IMPLEMENTATION OF MITIGATION PLAN THROUGH EXISTING PROGRAMS

The intention of the Planning Team and participating jurisdictions is to incorporate mitigation planning as an integral component of daily government operations. Planning Team 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 (located in Section 8) 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 Planning Team anticipates the following:

- 1) Hazard mitigation planning will be formally recognized as an integral part of overall emergency management efforts.
- 2) Hazard mitigation planning will be formally recognized as an integral part of land use policies and mechanisms.
- 3) The HMP, the Comprehensive Plans for Pike County and its municipalities, and County and municipal Emergency Operations Plans (EOP) will become mutually supportive documents that work in concert to meet the goals and needs of County residents.
- 4) Duplication of effort can be minimized.

7.2.1 Integration of Mitigation into Ongoing and Future Planning Mechanisms

As noted in Section 6, Pike County has made a concerted effort to reduce their vulnerability to natural and non-natural hazards in its planning and in its daily operations since the Pike County HMP was last updated in 2012. The County and its jurisdictions have implemented various programs and projects to reduce the impacts of hazards, including stormwater improvement projects, ensuring continuity of operations through the installation of generators at critical facilities, and education and outreach on numerous natural and non-natural hazards. These projects, programs, and regulations have reduced risk caused by natural and non-natural hazards and support the goals and objectives of this HMP. It is the intent of the County and its participating municipalities to strengthen this focus on mitigation by continuing existing policies, and by further implementing the mitigation policies contained in this HMP. Implementation actions will include incorporating the goals of the HMP into ongoing planning, zoning, building, and engineering activities. Specifically, the County will urge municipalities to take the following actions:

- Fund hazard mitigation projects or actions in operating budgets to the extent possible
- Notify other municipalities about grant and other funding opportunities as they arise
- Evaluate whether all construction projects meet hazard mitigation goals and objectives
- Use data and maps from this HMP as supporting documentation in grant applications
- Ensure local planning or economic development groups identify hazard areas when assisting new businesses in finding a location
- Look at mitigation actions when allocating funding for the municipal budgets
- Incorporate hazard mitigation actions in daily operations and on all projects



- Include hazard mitigation when updating municipal ordinances
- Identify hazard areas in updates of comprehensive plans to identify land use issues
- Review the hazard mitigation plan prior to land use or zoning changes, and permitting or development decisions

The information on hazard, risk, vulnerability, and mitigation contained in this HMP is based on the best science and technology available at the time of the HMP's preparation. Additionally, certain plans, including progress on the Act 167 Plan, were incorporated directly into this HMP. All participating jurisdictions recognize that this information can be invaluable in making decisions under other planning programs, such as comprehensive, capital improvement, and emergency management plans. Existing processes and programs through which the mitigation plan should be implemented are described below.

The plan participants will make every effort to implement the relevant sections and or data contained in the HMP utilizing administrative, budgetary, and regulatory processes as well as partnerships to the maximum extent, as described below.

Administrative

Administrative processes include departmental or organizational work plans, policies, or procedural changes, which could be addressed by the following departments:

- Planning
- Emergency Services
- Conservation District
- Road Departments

Additional administrative measures may integrating the HMP into county-level plans and any municipal updates to comprehensive plans as noted in Section 6.

Budgetary

In terms of budgetary processes, the County will review budgets and, if funding is available, include a line item for mitigation actions. In addition, the County will maximize mitigation aspects of proposed projects, and will encourage municipalities to do likewise.

Regulatory

Regulatory measures—such as the creation of ordinances and other directives—will be considered to support hazard mitigation in the following areas:

- Comprehensive Planning - Institutionalize hazard mitigation for new construction and land use.
- Zoning and Ordinances
- Building Codes - Enforcement of codes or higher standards in hazard areas
- Capital Improvements Plan – Consider projects identified in the HMP and include hazard mitigation in the design of new construction.
- National Flood Insurance Program (NFIP) – Continue participation in this program and explore participation in Community Rating System (CRS) Program.
- Prior to formal changes (amendments) to master plans, zoning, ordinances, capital improvement plans, or other mechanisms that control development, all above-mentioned plans will be reviewed to ensure they are consistent with the hazard mitigation plan.

Funding



The County and its jurisdictions will consider multiple grant sources to fund eligible projects. These opportunities may include, but are not limited to:

- Federal
 - Federal Emergency Management Agency (FEMA) Pre-Disaster Mitigation Program (PDM)
 - FEMA Flood Mitigation Assistance Program (FMA)
 - FEMA Hazard Mitigation Grant Program (HMGP-Stafford Act, Section 404)
 - U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG)
 - U.S. Economic Development Administration (EDA) Public Works Program
- State
 - Pennsylvania Department of Transportation (PennDOT) Pennsylvania Infrastructure Bank
 - Pennsylvania Dirt, Gravel and Low Volume Roads program
 - Act 13 Marcellus Shale Legacy Funds - Flood Mitigation Program
- Nonprofit organizations, foundations, and private sources

Other potential federal funding sources include:

- Stafford Act, Section 406 – Public Assistance Program Mitigation Grants
- Federal Highway Administration
- Catalog of Federal Domestic Assistance
- U.S. Fire Administration – Assistance to Firefighter Grants
- U.S. Small Business Administration Pre and Post-Disaster Mitigation Loans
- U.S. Department of Economic Development Administration Grants
- U.S. Army Corps of Engineers
- U.S. Department of Interior, Bureau of Land Management
- Other sources as yet to be defined

Partnerships

The following opportunities for partnerships will be encouraged to provide a broader support and understanding of hazard mitigation:

- Existing neighborhood communities
- Creative Partnership Opportunities for Funding and Incentives
 - Public-Private Partnerships including utilities and businesses
 - State cooperation
 - In-kind resources
- Partnership Opportunities with other Federal, State, and Local Agencies
 - American Red Cross (ARC)
 - U.S. Army Corps of Engineers (USACE)
 - Department of Homeland Security (DHS)
 - Federal Emergency Management Agency (FEMA)
 - National Oceanic and Atmosphere Administration (NOAA)
 - National Weather Service (NWS)
 - Pennsylvania Department of Transportation (PennDOT)
 - Pennsylvania Department of Environmental Protection (PA DEP)
 - Pennsylvania State Police (PSP)
 - United States Department of Agriculture (USDA)



- United States Department of Transportation (USDOT)
- United States Geological Service (USGS)
- Watershed Associations

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

7.3 CONTINUED PUBLIC INVOLVEMENT

Pike County and participating jurisdictions are committed to the continued involvement of the public in the hazard mitigation process. Therefore, the HMP will be posted on the Pike County Office of Community Planning website (<http://www.pikepa.org/planning.html>) during the five year cycle, and copies of the HMP will be made available for review during normal business hours at the Pike County Office of Community Planning.

The Pike County HMP Coordinator will be responsible for receiving, tracking, and filing public comments regarding this HMP. The public will have an opportunity to comment on the HMP at the 3-year review meeting for the HMP and during the 5-year plan update. Pike County will maintain an active link on the Pike County Office of Community Planning website to collect public comments.

The Pike County HMP Coordinator is responsible for coordinating the HMP evaluation portion of the meeting, soliciting feedback, collecting and reviewing the comments, and ensuring their incorporation in the 5-year plan update, as appropriate. Additional meetings may also be held as deemed necessary by the Planning Team. The purpose of these meetings would be to provide an opportunity for the public to express concerns, opinions, and ideas about the mitigation plan.

The Planning Team representatives shall be responsible to ensure that:

- Public comment and input on the HMP, and hazard mitigation in general, are recorded and addressed, as appropriate. An opportunity to comment on the HMP will be provided directly on the project website, and provisions for public comment, in writing, will also be made. All public comments shall be addressed to:

Michael Mrozinski, Director
Pike County Community Planning
837 Route 6, Unit 3
Shohola, PA 18458
T: 570.296.3500 F: 570.296.3501
mmrozinski@pikepa.org
www.pikepa.org/planning.html

- Copies of the latest approved HMP are available for review at the municipal buildings along with instructions to facilitate public input and comment on the HMP.
- Pike County HMP website (www.pikecountypahmp.com) is being maintained throughout the 2017 update. A draft copy of the HMP will be posted for public comment. Upon conclusion of the HMP 2017 update, appropriate notifications and links to the HMP will be maintained on the Pike County Office of Community Planning website (<http://www.pikepa.org/planning.html>).
- Public notices will be made, as appropriate, to inform the public of the availability of the HMP, particularly during plan update cycles.



The Pike County HMP Coordinator shall ensure that:

- Public comment and input on the HMP (and hazard mitigation in general) are recorded and addressed, as appropriate
- The Pike County Office of Community Planning website is maintained and updated, as appropriate
- All public and stakeholder comments received are documented and maintained
- Copies of the latest approved HMP are available for review at the Pike County Office of Community Planning, along with instructions to facilitate public input and comment on the HMP
- Public notices (including media releases) are made, as appropriate, to inform the public of the availability of the HMP, particularly during plan update cycles

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