



Town Of Windsor

Town Supervisor

124 Main Street

Windsor, NY 13865

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May 23, 2023

Broome County Department of Planning & Economic Development

Stephanie Brewer, Senior Planner

60 Hawley Street Fifth Floor

Binghamton, NY 13902

Subject: Broome County Hazard Mitigation Plan Update - Authorization and Letter of Intent to Participate

Town of Windsor

Dear Ms. Brewer:

This is to confirm that the Town of Windsor is committed to participating in the Broome County Hazard Mitigation Plan (HMP) update project. By way of this letter, the Town of Windsor:

1. Authorizes Broome County Department of Planning & Economic Development and the Broome County Hazard Mitigation Steering Committee ("Steering Committee"), to guide and direct this planning process, perform certain parts of the planning process, and prepare certain parts of the plan documents on our behalf.
2. Agrees to meet the minimum requirements of municipal participation (a.k.a. the Planning Partner Expectations), specifically:
 - Execute and return this "Authorization and Letter of Intent to Participate" letter to Broome County Department of Planning & Economic Development, attention: Stephanie Brewer.
 - Identify municipal representatives to serve as the planning point of contacts (POC), below. These people will be responsible for representing their community and assuring that these participation expectations are met by their community.

- Support the Steering Committee selected to oversee the development of this plan.
 - Provide representation at municipal Planning Committee meetings (~ 4 meetings over 8 months, including a Kick-Off Meeting and a Mitigation Strategy Workshop).
 - Provide data and information about your community as requested by the Steering Committee or the contract consultant, including:
 - Structure and facility inventory data
 - Identification of new development and anticipated development
 - Identification of natural hazard risk areas
 - Identification of natural hazard events and losses that have impacted your community in the last five years
 - Identification of plans, studies, reports and ordinances addressing natural hazard risk
 - Identify mitigation activity in your community in the last five years, including progress on previously identified mitigation actions.
 - Support public outreach efforts in your community which may include:
 - Providing notices of the planning project on your municipal website with links to a County project website
 - Providing notice of the planning project, the availability of Plan documents, and notice of public meetings via available local media (e.g., newsletters, flyers, email blasts, social media, etc.)
 - Advertising and supporting public meetings in your area
 - Supporting outreach to National Flood Insurance Program (NFIP) Repetitive Loss and Severe Repetitive Loss property owners in your community.
 - Involve a variety of representatives from your community to assist with the plan update. This includes but not limited to: municipal engineer, public works, floodplain administrator, planning, emergency management, building/codes department, municipal clerk, elected officials (mayor, administrator, etc.), and any other departments you would like to involve.
 - Assist with the identification of stakeholders within your community that should be informed and potentially involved with the planning process.
 - Completing data and information collection survey forms in a timely manner.
 - Identify specific mitigation actions to address each of the natural hazards posing significant [or high or medium] risk to your community.
 - Involve your local NFIP Floodplain Administrator in the planning process.
 - Review draft Plan sections when requested and provide comment and input as appropriate.
 - Adopt the Plan by resolution of their governing body after FEMA conditional approval.
 - Periodically provide the Steering Committee with reports of municipal staff and volunteer labor spent on the planning process.
3. Assigns the following persons to be the Points of Contact for our jurisdiction. We understand that these POCs are responsible for assuring municipal representation at municipal Planning

Committee meetings, and assuring that the other minimum requirements of jurisdictional participation, as detailed in the Planning Partner Expectations above, are met.

Primary POC:	Position/Department:
Mark Odell	Town Supervisor
Phone Number:	Email Address:
Cell: 607-206-4558	Supervisor.tow@gmail.com
Office: 607-655-5443	

Alternate/Secondary POC:	Position/Department:
Elizabeth Pfister	Town Clerk
Phone Number:	Email Address:
Office: 607-655-5440	Windsortc1@echoes.net
Cell: 607-624-0391	

4. Our designated local Floodplain Administrator (FPA) under the NFIP is:

Name of NFIP FPA:	Position/Department:
Richard Osborne	Code Enforcement Officer
Phone Number:	Email Address:
Office: 607-655-5452	windsorcode@echoes.net
Cell: 585-944-9601	

5. Meet participation expectations by including representatives from our community in the planning process. They will be invited to attend meetings, provide required information, and review the jurisdictional annex. Contact information for the different municipal representatives are included below.

Name (Engineer):	Position/Department:
Dan Griffiths, Griffiths Engineering	Engineer
Email Address:	
dan@griffithsengineering.com	

Name (Lead Planner/Planning POC):	Position/Department:
Shelly Bennett	Planning Board Chair
Email Address:	
shelly.johnson@co.delaware.ny.us	

Name (Public Works/Highway):	Position/Department:
Michael Kithcart	Highway Superintendent
Email Address:	
windsorgarage@echoes.net	

Name (Emergency Management):	Position/Department:
Email Address:	

Name (Elected Official/Administrator):	Position/Department:
Email Address:	

Name (Building Department/Code Enforcement): Richard Osborne	Position/Department: Code Officer
Email Address: windsorcode@echoes.net	

Name (Municipal Clerk): Elizabeth Pfister	Position/Department: Town Clerk
Email Address: Windsortc1@echoes.net	

Name (Other Representative): Jerry Launt	Position/Department: West Windsor Fire Chief
Email Address: jlaunt@gmail.com	

Name (Other Representative): Craig Terrell	Position/Department: Windsor Fire Chief
Email Address: chief28@tds.net	

6. Recognizes that failure to meet the minimum participation expectations and deadlines, as determined by the Steering Committee will result in our municipality being excluded from the planning process.

Sincerely,

Mark Odell

Town Supervisor

Town of Windsor