



**MEETING MINUTES**  
**February 15, 2024, 4:30 PM**  
Waterville Village Offices, 122 Barton Ave., Waterville, NY 13480

**Present**

Chairperson Jon Scott (T. of Kirkland) *	Shaun Gannon (Ramboll)
Robert Rockwell (V. of Clinton) *	Alyssa Flint (Ramboll)
Larry Stern (V. of Waterville) *	Jake Voelker (NYSDOT)
Ruben Ostrander (V. of Waterville) *	Bob Jarrett (Clinton Resident)
Chuck Hebbard (T. of Westmoreland) *	Jeff Rehler (HOCCPP Staff)
Roger Potenski (T. of Westmoreland) *	

\*Authorized or alternate voting representative

Chairperson Jon Scott opened the meeting at 4:34 pm.

**Meeting Minutes**

Approval of meeting minutes from January 18, 2024 was tabled due to lack of quorum.

**FEMA BRIC DTA Program**

HOCCPP staff has been in regular consultation with Paul Hoole, Hazard Mitigation Planner from the Albany Field Office of FEMA, and program consultants from CDM Smith. The team is drafting a workplan for the course of their grant assistance and determining what deliverables might provide value to the Commission. The team would like to collect documentation (photos, locations, etc.) of watershed impacts related to the recent 12/18 storm as well as future events. The information can be valuable for the purposes of future grant applications. Please send documentation and any questions about this effort to J. Rehler.

**Grants**

J. Rehler discussed two upcoming grant opportunities.

The FEMA BRIC DTA application is open through 2/29/24. Local communities may apply to receive individualized assistance similar to that currently being provided to the Commission at a watershed level. The application form is brief, and the program provides non-financial direct technical assistance with the goal of developing a BRIC grant application for hazard mitigation projects.

The Northern Border Regional Commission (NBRC) Catalyst Program has 2 rounds for 2024:

1. Pre application 3/15, full application 5/3/24
2. Pre application 9/6, full application 10/18/24

The program is focused on economic development potential of infrastructure or non-infrastructure projects. Transportation, water, and wastewater projects are among many possibilities and the grant information mentions conserving natural areas and adapting to extreme weather. Rural communities with less than 5,000 population are given priority as are disadvantaged communities.

**Oriskany Creek Watershed Study**

S. Gannon discussed Ramboll's activities to date including work to create a base model and run calculations for the watershed. Their goal for the study is to identify actionable projects of various costs so the Commission can pursue projects aligned to funding sources such as the CFA and Bond Act. J. Scott discussed a Norton Ave.

Culvert project in Kirkland that will involve 2 culverts to manage overflow near the Norton Ave. bridge and will provide information on this to include in the Watershed Study. Ramboll is currently aiming to have a presentation on findings to present to the Commission in April and a draft of the final report ready in May.

### **Treasurer's Report**

The balance in the Commission's bank account is \$106,820.96.

The Commission has an outstanding November invoice of \$9,600 from Ramboll for the Oriskany Creek Watershed Study. Quorum is needed to approve payment. J. Rehler will attempt to schedule a special meeting for the week of 2/19-2/23 for Members to vote. S. Gannon mentioned the possibility of holding virtual meetings for purposes of achieving quorum and voting.

### **Member Reports**

Westmoreland – C. Hebbard discussed capital improvement to the school that had recently passed and included money for drainage improvements. He noted concern for impacts to nearby wells and importance of getting an engineer's report. S. Gannon agreed that water likely will need to be treated and retained in the vicinity of an old holding pond that is reportedly ineffective at present. R. Potenski mentioned having submitted bank erosion photos to share with consultants and offered to host a field visit to show the impacts.

Waterville – L. Stern mentioned that work is proceeding near the sewer plant washout area.

### **Other Business**

There was a question about when the Sherman Brook Report would be posted online. J. Rehler and J. Scott noted it will soon be available on the Commission and/or Town of Kirkland websites.

### **Next Meeting**

The next meeting date is March 21, 2024, at the Westmoreland Town Offices at 4:30 pm.

The meeting adjourned at 4:57 pm.