

ULSTER COUNTY DEPARTMENT OF THE ENVIRONMENT - 2016 Annual Environmental Work Plan

1	DEPARTMENT ADMINISTRATION	Lead	Others	Note
<b>a. Reporting and Tracking</b>				
i.	Staff provides bi-weekly project updates to Coordinator	DoEnv		
ii.	Coordinator produces monthly (quarterly) update on department activity	ALL		
iii.	Hold monthly staff meeting			
<b>b. Meet with "coordinated departments"</b>				
i.	Keep a log of meetings (extending to others UCAT, Safety, Personnel)	ALL		
ii.	Produce quarterly summary	ALL		
<b>c. File/Equipment Management</b>				
i.	Organize GIS & other shared digital files	JF		
ii.	Organize field equipment	JF/AWOL		
<b>d. Administration</b>				
i.	Payroll	AWOL		
ii.	Purchasing	AWOL		
iii.	Timekeeping	AWOL		
<b>2 UC Environmental Management Council (EMC) SUPPORT</b>				
<b>a. Provide administrative support to the EMC</b>				
i.	Post minutes, agenda to EMC website (http://ucenvironment.org)	AH		Ongoing
ii.	Membership, track appointments and terms	AH		Ongoing
iii.	Update website and Facebook	AH		Ongoing
iv.	Provide monthly packet (e.g. leg/dept update, dec notices, grants, news items),	AH		Ongoing
v.	Coordinate regular speakers for EMC meetings	EMC		
<b>b. Creek Week</b>				
i.	Create sign-up material, circulate and post to towns and on the EMC website	AH		Completed
ii.	Create Creek Week event listing, publicize in almanac, press release	AH		In process
iii.	Collect data on success of events and number of participants, provide summary to EMC	AH		
<b>c. Visioning, Mission</b>				
i.	Provide support for preparation at Omega.	AH	ALL	Completed
ii.	Summary and prioritize action plan from Omega.	AH		Completed
iii.	Help draft Omega implementation plan and work on items as identified	AH	ALL	
<b>3 STORMWATER AND GREENINFRASTRUCTURE</b>				
<b>a. MS4 Stormwater Program</b>				
i.	Complete Annual Report and Outfall monitoring	AWOL		Completed/ To Be Completed
ii.	Provide "in-house" training opportunities, extend to other municipalities	AWOL		
iii.	Complete the required stormwater outfall monitoring (100% of outfalls within five years) as per the NYS DEC MS4 stormwater permit. Updated outfall database.	AWOL		
iv.	Host at least one Green Infrastructure/Stormwater workshop	AWOL	ALL	
v.	Collaborate on at least one Green Infrastructure/Stormwater workshop	AWOL	ALL	
<b>b. Culvert Project</b>				
i.	Get revenue contract registered, maintain, administer and bill as appropriate	AWOL		Contract registered
ii.	Coordination			
	1. Internally with DPW, Planning, IS	ALL	AWOL	First meeting done, Need second n
	2. Munis, DEC, Ashokan Basin, highway supers group	ALL	AWOL	Initial contact made, follow-up ne
iii.	Plan Field work component for year 1	AWOL		
iv.	RFP for data and contracting	ALL		In process
v.	Complete any necessary training (NAACC) for culvert assessment	AWOL		Training received
<b>c. Green Infrastructure</b>				
i.	Maintain demonstration green infrastructure planting areas at County Office Building and continued to use the site as a demonstration facility. Replace signs as needed. Install interpretative signage.	AWOL	JF, ALL	Ongoing
ii.	Produce outreach materials detailing the NYS Environmental Facility Corporation funded green infrastructure elements of the STRIVE (Kingston Center of SUNY Ulster) campus.	JF	AWOL, ALL	Drafted
iii.	Host MS4 training there at STRIVE facility (cross listed with item 3.1.4).			
iv.	Plant the Green Wall	JF, AWOL	ALL	Completed
v.	Produce alternative planting plan for detention basins. Formulate plan for replanting.			
<b>4 ENERGY AND FLEET</b>				
<b>a. Communicating Climate Action</b>				
i.	Submit to become a Certified Climate Smart Community	AH	ALL	In process,
ii.	Join a national climate action campaign/Become a USEPA Green Power Community- furthering the deployment of	ALL, AH		
iii.	Install signage in public buildings highlighting environmentally responsible measures	AH		In DPW's hands
iv.	Outreach to County employees on Workplace Charging and Green Commuting (4.4).			More needed
v.	Provide Opportunity for municipalities and other to learn out of Sustainability efforts through a public workshop.			
vi.	Let municipalities know they can also purchase Renewable Energy Credits as part of their climate action/carbon foot			
vii.	Coordinate with community energy campaigns and initiatives such as Solarize, LED municipal streetlight consortium,			
viii.	Sponsor a Drive EV Week event in Ulster Co (4.4.2)			
<b>b. Climate Action Planning</b>				
i.	<b>Write a Climate Action Plan for County Government</b>			
	1. Use existing plans, tracking and Carbon Footprint Reduction Program as backbone	AH	ALL	
ii.	Convene an internal task force (As needed)	AH	ALL	
iii.	Coordinate with EMC on outreach to towns as part of process	AH	ALL	
<b>c. Energy Tracking</b>				
i.	Continued to track utility usage (electric, gas and heating oil) in coordination with Department of Public Works (DPW) using a utility tracking software package.	AWOL	ALL	
ii.	Track our progress towards our goal of a 25% GHG emissions reduction. (this will include Fleet and 4.4)	AWOL	ALL, AH	This is more cumbersome...
<b>d. Fleet &amp; Vehicles</b>				
i.	Oversee Adherence with Green Fleet Policy			
	1. Track fuel usage (Unleaded, Highway division diesel use, UCAT) and perform analysis.	AWOL		End of year?
	2. Review fleet purchasing plans. Perform fuel efficiency and GHG emission analysis of alternative vehicles and fuels if deployed in Ulster County fleet.	ALL		
	3. Coordinate educational requirements of Policy.	ALL		
	4. Produce annual report required by Policy.	ALL	AWOL	
ii.	Electric Vehicles			
	1. Monitor usage of Electric Vehicle Charging Stations at County facilities.	ALL	AWOL	On Going
	2. Coordinate with CH on EVSE program for local businesses.	AH	ALL	
	3. Coordinate with NYSERDA and CH on EV Tourism efforts.	AH	ALL	
	4. Sponsor a National Drive Electric Vehicle Week event in Ulster County.	AH	ALL	
<b>e. Energy Conservation and Efficiency Projects</b>				
i.	Track implementation of 2010 Energy Audit	ALL		
ii.	Work to optimize energy conservation in the new capital for HVAC improvements.	ALL		
iii.	Proactively coordinate with CH and NYPA to get incentive money for improvements	ALL		
iv.	Continue LED light replacements. Lime and in-house. See if we can reach BRC.	ALL		
v.	Sensors at UCLEC. Capital 456	ALL		
vi.	Scope a sensor project for the Courthouse	ALL		
vii.	Bert smart outlets, maybe that is a NYPA thing....	ALL		
<b>f. Renewable Energy Deployment</b>				
i.	INSTALL our solar projects. 2 MW			
	1. Coordinate with Purchasing, Planning, Attorney and UCCC as needed.	ALL		
	2. Stay plugged in to SEQR process	ALL		
ii.	Get RFP moving for more solar projects. (UCLEC, other sites). Then is there a way to support the munis with this.....	ALL		
iii.	Continue to support renewable energy deployment through REC purchase and Carbon Credits	ALL	AH	
<b>g. Materials Management</b>				
i.	Recycling at County Buildings			
	1. Assess recycling containers, provide any training to staff as needed			
ii.	Styrofoam Law, County compliance, Fairgrounds, HD and community support.	AH		
iii.	Composting			
	1. Continue to explore funding to expand municipal composting in Ulster County.	ALL		
	2. Explore with Kingston a way to reduce the costs at the UCLEC	ALL		
iv.	Monitor adherence to various purchasing requirements. Act as resource for specifying appropriate environmentally	ALL	AWOL, AH	
<b>5 FLOOD HAZARD MITIGATION</b>				
<b>A. SUPPORT FLOOD HAZARD MITIGATION PROJECTS &amp; PLANNING</b>				
<b>i. Project Implementation / Support</b>				
	1. Identify opportunities to incorporate local mitigation actions (including structural and non-structural solutions),	AB		
	2. Support the City-funded voluntary Flood Buyout Program; specific roles and responsibilities as yet to be			
	3. Local Flood Analysis (LFA)			
	a. Assist with the completion in Mt Tremper, Phoenicia, West Shokan, Boiceville, and Claryville			
	b. Assist communities in preparing and submitting grants recommendations			
	c. Assist communities in preparing grants for community planning/ visioning post Phase I of LFAs			
	d. Spearhead initiation in Shandaken/Allaben and Oliveira			
	e. Assist as needed in Sundown			
	4. Identify & Access Funding			
	a. Identify funding sources and develop applications for non-LFA flood hazard mitigation projects within the County			
	b. Participate in review of flood hazard mitigation grant applications to the AWSMP and RNSP			
	5. Ulster County Multi-Jurisdictional All Hazard Mitigation Plan Update & Implementation			
	a. Finalize the update to the Ulster County Multi-Jurisdictional Hazard Mitigation Plan			
	b. Explore funding opportunities with NYS DHSES for highest priorities for County projects, including FEMA Hazard			
	c. Geo-reference the proposed mitigation actions by municipalities included in the update			
<b>B. INTERAGENCY COORDINATION OF FLOODPLAIN MANAGEMENT ACTIONS</b>				
<b>i. Coordination among Stakeholders</b>				
	1. Coordinate hazard mitigation efforts between County, State, Federal, City and local entities			
	2. Coordinate local flood hazard mitigation goals/plans with needs and goals in the County and State			
	3. Explore interactions between open space planning, acquisition policies, and flood hazard mitigation to better			
	4. Outreach, Education, and Public Involvement			
	a. Present on County flood hazard mitigation planning efforts at the NYS Floodplain Managers Association conference			
	b. Finalize a guidebook for municipalities that outlines the flood hazard mitigation and resiliency programs that are			
	c. Actively contribute to all flood hazard mitigation efforts in the County, including but not limited to the AWSMP			
<b>C. MUNICIPAL TECHNICAL ASSISTANCE</b>				
<b>i. Planning &amp; Education</b>				
	1. Provide technical assistance to municipalities for protecting critical facilities and infrastructure within flood prone			
	2. Compile and communicate accurate flood risk exposure and loss estimates for local municipalities and the County			
	3. Develop information on economic impacts of flooding and flood mitigation actions so as to inform decision-making			
	4. Assist the Town of Shandaken with its annual review and updating of its flood hazard mitigation plan.			
	5. Assist the Town of Olive in completing its new town-wide flood hazard mitigation plan.			
<b>ii. Risk Assessment</b>				
	1. Develop and disseminate flood hazard risk assessments and data to town officials for use in flood hazard mitigation			
	2. Assist in identifying woody debris accumulations that may threaten infrastructure; contribute to development of			
<b>iii. Resources and Implementation</b>				
	1. Assemble information at the County level to assist local municipalities in enrolling in FEMA's Community Rating			
<b>D. FLOOD &amp; POST-FLOOD RESPONSE</b>				
<b>i. Assist with flood disaster response</b>				
	1. Coordinate with County departments and others on the use of shared emergency services and equipment during a			
	2. Where appropriate, assist in the coordination and integration of County flood response actions with existing local			
	3. Participate in municipal command post meetings at a town's request			
<b>ii. Assist with post-flood response and recovery</b>				
	1. Work with County, state and municipal staff to coordinate outreach to landowners on post-flood programs and			
	2. Assist County departments in the completion of the current FEMA HMGP buyout program inside the NYC			
	3. Continue to actively participate in the environmental aspects of the Greater Catskill Flood Remediation and Buyout			
	4. Coordinate with County departments to determine eligibility of severe repetitive loss assets for flood mitigation			
	5. Work with local municipalities and County departments to identify damaged and disadvantaged properties			
<b>iii. Annually meet with County departments and local agencies to review flood response roles/responsibilities</b>				
	1. Determine how to best integrate efforts			
	2. Meeting at least quarterly (possibly monthly) with UC Planning and UC Emergency Response.			
<b>6 WATERSHED &amp; NATURAL RESOURCE PLANNING</b>				
<b>a. Support activities related to the Lower Esopus and the Ashokan Release Working Group</b>				
<b>i.</b>				
	Move forward with Lower Esopus RFP for a Stream Management Plan.	ALL		
	1. Research Stream Management Scopes	JF?		
	2. Integrate thinking about potential future DOS or DEC funding.			
ii.	Continue to support the ARWG technical sub-committee.	ALL		
<b>b. Emerald Ash Borer</b>				
i.	Monitor trees cut down under DPW's 2015 contract	AWOL	JF	
ii.	Review notes and information on where to next cut down trees; find any information on distribution (DBH) of trees	AWOL		
	1. Provide plan to DPW on next roads	AWOL		Trees marked, RFB produced
<b>c. Environmental Hazard Properties</b>				
i.	Work with Finance, County Attorney's office on next steps for any potentially hazardous properties.	ALL		
ii.	Coordinate work with EPA on Phase 2 ESA work in Mid-town Kingston	ALL		
<b>d. Landscape Scale Green Infrastructure Mapping</b>				
i.	Ensure that this mapping work is included in the Step 1 Brownfield Opportunity Area work being led by UC Planning	ALL		
ii.	Make towns aware of this product during regular meetings and outreach	ALL		
iii.	Make resources on this topic available on a the EMC website	ALL	AH	
<b>e. Walkkill and Rondout Watersheds</b>				
i.	Support data and mapping efforts for watershed management.	ALL	AWOL	
<b>f. Ashokan Basin</b>				
i.	Continue to participate in Grants Review and Project Advisory Committee	ALL		
<b>7 OUTREACH, COLLABORATIONS, GRANTS AND AWARDS</b>				
<b>a. County Departments and Initiatives</b>				
i.	Continue interaction and discussion with UC Health Department on Healthy Ulster County and LiveWell Kingston	AH		
ii.	Continue to seek ways to promote REConnect (HD, Tourism, etc.)	AH		
iii.	Continue to interact with Employee Wellness Committee.	AH	AWOL	
iv.	Continue to support environmental review (SEQR) by UCDPW and Planning	ALL		
	1. e.g. New Paltz bridge, waterline work, solar	ALL		
<b>b. Grant funding and possible award applications</b>				
i.	Seek NYSERDA, Cleaner Greener Communities Program- Category 2 funding, potentially for expanding municipal	ALL		
ii.	Explore seeking NYS DOS funding for Lower Esopus watershed planning.	ALL		
iii.	Explore seeking NYS DEC environmental excellent award	ALL		
<b>c. Other Partnerships and Collaborations</b>				
i.	Collaborate with EOPNY, CleanPower NY on workshops, co-sponsored by the EMC.	AH		
ii.	Participate in National Drive Electric Vehicle Week (September 10-18)	AH		
iii.	Collaborate with Central Hudson on EV tourism and installation	AH		
<b>8 LOCAL LAWS</b>				
a.	Non-Toxic Landscape Maintenance	ALL		
b.	Green Fleet & Charging Station Policy	ALL,AWOL		
c.	Procurement & Products (paints, cleaning products)	ALL,AWOL		
d.	Polystyrene	ALL, AH		

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