

ACCOMACK-NORTHAMPTON PLANNING DISTRICT COMMISSION
MINUTES OF THE
July 20, 2009 MEETING
HELD AT THE ONANCOCK SQUARE APARTMENTS
ONANCOCK, VIRGINIA

COMMISSIONERS PRESENT:

Laura Belle Gordy	Accomack County
John C. Gray	Accomack County
E. Philip McCaleb	Accomack County
Gwendolyn F. Turner	Accomack County
Roland Bailey	Northampton County
William A. Hughes	Northampton County
Rev. Charles J. Kellam	Northampton County
H. Spencer Murray	Northampton County
John H. Tarr	Town of Chincoteague

COMMISSIONERS ABSENT:

Grayson Chesser	Accomack County
Donald L. Hart, Jr.	Accomack County
Thomas E. Rienrth	Accomack County
Richard B. Tankard	Northampton County

OTHERS PRESENT:

Elaine Meil	Melissa Matthews
Susan Haycox	Kat Edwards
David Annis	Jane Corsen Lassiter
Ray Rosenberger	Nancy Rosenberger

1. Call to Order

Chairman Turner called the meeting to order at 6:56 p.m.

2. Invocation

Commissioner Kellam offered the Invocation.

3. Minutes of June 15, 2009 Meeting

The minutes of June 15, 2009 Meeting were presented.

Commissioner McCaleb moved to approve the Minutes of June 15, 2009 Meeting as presented. Seconded by Commissioner Murray, the motion carried by unanimous vote.

4. Bills Payable/Financial Statement

The June Bills Payable was presented. The current Financial Statement was also presented.

Commission approval of the Bills Payable and current Financial Statement was requested.

Commissioner Gordy moved to approve the Bills Payable and current Financial Statement as presented. Seconded by Commissioner Murray, the motion carried by unanimous vote.

5. June Financial Status Report

Because final closing entries needed to be completed, the June Financial Status reflecting the totals for the fiscal year ending June 30, 2009, will be presented at the next regular meeting.

No action was requested.

6. FY 2010 Budget/Annual Work Program

The Budget Committee met at 6:30 PM, July 20, prior to the A-NPDC Commission meeting to review the proposed FY 2010 Budget/Annual Work Program. Any Commissioners interested in attending were welcome.

The major highlights/additions/changes and items for discussion were as follows:

- The FY 2010 Budget/Annual Work Program was attached. It was the Administrative Budget only. The Budget for the projected Economic Loan Fund activity will be presented at the next meeting.
- Estimated remaining balances for multi-year grants from FY 2009 were transferred into FY 2010.
- Please note that the projected indirect cost rate has continued to decrease and was projected at 38.31 % for FY 2010.

- DHCD announced funding for the VCDBG broadband application submitted for the Town of Chincoteague. The broadband application for the Town of Onancock is recommended by DHCD staff and was also included in the budget projections.
- VDEM staff is finalizing the list of participants before execution of the Flood Hazard Mitigation grant documents. A portion of those grant funds were included in the FY 2010 Budget projections.
- VHDA has announced that the A-NPDC will receive second year funding for foreclosure counseling.
- \$7,000 of the interest earned on the KMC proceeds were budgeted for administration of economic development loan fund activity.
- After reviewing Accomack and Northampton Counties' health insurance plans, an employee contribution will now be required effective October 1.
- As recommended by the Budget Committee, no merit or cost of living adjustments were included in the current budget. A small bonus pool of \$1,000 is available for exceptional work.
- The FY 2010 Proposed Budget reflects a \$24,524 overage. This year, some stimulus grants require match funds. If sufficient applications are funded, the vacant Community Development Coordinator position will be filled. In addition, if match funds for stimulus does not require the full amount, staff plans to fund strategic plan goals and initiatives.

Commission adoption of the Proposed FY 2010 Budget/Annual Work Program was requested.

Commissioner Gordy moved to adopt the Proposed FY 2010 Budget/Annual Work Program. Seconded by Commissioner Gray, the motion carried by unanimous vote.

7. Contracts

VHDA Foreclosure Counseling in the amount of \$15,000.

Retroactive authority for the Executive Director to execute a contract between VHDA and the Accomack-Northampton Planning District Commission in the amount of \$15,000 for FY 2010 was requested.

Commissioner Gordy moved to approve the request for the Executive Director to execute a contract between VHDA and the A-NPDC in the amount of \$15,000. Seconded by

Commissioner Kellam, the motion carried by unanimous vote.

Line of Credit with BB&T Bank in the amount of \$75,000.00

Authority for the Executive Director to execute the agreement to renew the Line of Credit with BB&T Bank for one year was requested.

Commissioner McCaleb moved to approve the request for the Executive Director to execute the agreement to renew the Line of Credit with BB&T Bank for one year. Seconded by Commissioner Kellam, the motion carried by unanimous vote.

8. Projects

General Fund Expenditures

<u>Project Element#</u>	<u>Project Description</u>
9970	<i>Capital Expenditures</i>
Project Manager:	Elaine Meil, ext 116

No activity

3002	<i>Special Administrative Cost</i>
Project Manager:	Elaine Meil, ext. 116

No activity

<u>Project Element#</u>	<u>Project Description</u>
3003	<i>Intergovernmental Coordination and Information</i>
Project Manager:	Leslie Mason, ext. 100

Two applications were completed: Improvements for Fire and Rescue Communications Systems for the Accomack County 911 Commission and Town of Tangier Wastewater Treatment Plant Equipment Planning Grant.

3010	<i>Planning Assistance Activities</i>
Project Manager:	Elaine Meil, ext. 116

Staff is now working with Bayview on resolving two tax sale issues within the community.

3016 *Management Assistance Activities*
Project Manager: Elaine Meil, ext. 116

No activity.

Community Development Projects

<u>Project Element#</u>	<u>Project Description</u>	<u>Balance</u>
3061	<i>Eastern Shore Community College Workforce Develop.</i>	
Project Manager:	Barbara Schwenk, ext 115	

The final drawdown for \$141,775 was approved by USDA May 6. Funds were received and sent to ESCC. This project can now be closed out. No change from last report.

<u>Project Element#</u>	<u>Project Description</u>
3201	<i>Rural Development-Parksley Sewer</i>
Project Manager:	Barbara Schwenk, ext 115

Marcor has completed the punch list, and the Town has signed off on the retainage. DEQ (for EPA-STAG funds) and USDA will be sending final payments this month.

3320 *EDA-Economic Development Planning*
Project Manager: Barbara Schwenk, ext. 115

Planning for a series of public meetings to revise the Comprehensive Economic Development Strategy (CEDS) is needed and will be scheduled as soon as possible. A yearly review and updating of the CEDS is required to retain the Economic Development District designation from EDA, making our region eligible for EDA funding. This work was postponed because of other commitments and the delay in preparation of economic development documents from both counties. Northampton County has now sent the section of its comprehensive plan that deals with economic development. Meetings for the CEDS will be scheduled in the next few months. No change to last report.

3331 *Northampton Broadband Application*
Project Manager: Barbara Schwenk, ext. 115

Design Nine completed all of its tasks under this grant. The final drawdown was processed early this month, and closeout is expected in August.

Project Element# Project Description
3332 *Broadband Buildout-Joint County Initiative*
Project Manager: Barbara Schwenk, ext. 115

All financial tasks were transferred to ESVBA staff as of June 30. A-NPDC staff costs continue to be billed directly to the ESVBA. Our role is as administrators for the Parksley and Cape Charles CDBG grants, the EDA grant, and preparation of new grant applications for community networks. The Invitation for Bid for the “gap” between Cheriton and the northern toll booth of the CBBT was held on June 24. The low bidder was Cable Associates Inc. from Yorktown at \$391,785. This bid was substantially lower than the engineer’s estimate of \$527,715. EDA has approved the bid process and agrees with the engineer’s recommendation to award the contract to Cable Associates. Contract award and Notice to Proceed is expected the week of July 20.

3333 *Town of Cape Charles-VCDBG Broadband Admin.*
Project Manager: Barbara Schwenk, ext. 115

Network design was not completed in June as expected. The Management Team plans to review the plans at its July 21 meeting. A drawdown in the amount of \$6,200 was prepared to reimburse the A-NPDC for pre-contract activities.

3334 *Town of Parksley-VCDBG Broadband Admin.*
Project Manager: Kat Edwards, ext. 120

The Town will review the final design for their community broadband network on Monday, July 13, 2009.

The Town’s loan committee has approved a loan for \$50,000 for a new restaurant. The loan is expected to close later this month.

Project Element# Project Description
3535 *Town of Tangier-VCDBG Health Clinic Project*
Project Manager: David Annis, ext. 126

The project is currently out-for-bids. A pre-bid conference was held on the Island and was attended by 6 potential bidding contractors. The bid-opening is scheduled for July 24th, and will be held at the A-NPDC office.

3401 *VDOT Rural Transportation Planning-
HPR*

Project Manager: Barbara Schwenk, ext 115

The Executive Director and Transportation Planner have completed the inventory of improvements to Route 13 recommended in the *Route 13 Wallops Island Access Management Study*. A prioritized list of recommended improvements will be prepared for review by the Transportation Technical Advisory Committee at its next meeting.

3521 *Town of Chincoteague T-21 Admin. –
second phase*

Project Manager: Kat Edwards, ext. 120

Massey Design Group made a presentation to the Town last month and proposed to put utilities underground for the portion of Main Street between Bridge Street and Church Street, a one block area.

3522 *Town of Exmore, T-21 Enhancement,
Phase III*

Project Manager: Kat Edwards, ext. 120

The Town is still in the process of obtaining easements. Engineering for the parking lot has begun. The Town has made a request to VDOT to be allowed to delay construction until spring and they are waiting for a response.

<u>Project Element#</u>	<u>Project Description</u>
3523	<i>Town of Exmore, T-21 Enhancement Phase IV & V</i>

Project Manager: Kat Edwards, ext. 120

No design work for these phases has been awarded yet. The contract with George, Miles and Buhr will be amended to include these phases.

3524 *County of Northampton T-21-
Enhancement #2*

Project Manager: Barbara Schwenk, ext. 115

VDOT asked us to remove the gateway signs because they were made of a non-complying material. This was a misunderstanding on VDOT's part of the difference

between the material sign foam and Styrofoam. The sign foam material has now been accepted. However, the center posts had to be removed to make the signs comply with breakaway standards. We have now received VDOT land-use permits for the Cheriton, Eastville and southern Exmore signs.

The southern Nassawadox sign has not been installed because the grass shoulder between the highway and the railroad is not wide enough to accommodate the required setbacks. Therefore, permission to install it on private property east of the railroad is now being sought.

Cape Charles requested that their sign be moved from north of Stone Road to south of it. VDOT staff will inspect the site and let us know if that request can be accommodated.

Research into VDOT's requirements for a median sign was completed. A new median sign was designed and a cost estimate was obtained. Another estimate was requested for a smaller sign made of aluminum. Parksley Sign Company has not been able to source the specified aluminum. VDOT has been contacted for a source.

3525 *County of Northampton T-21-Bicycle Plan*
Project Manager: Barbara Schwenk, ext. 115

The design has been completed and a sent to VDOT for review. PDC staff prepared the environmental documents and is currently awaiting review of the final forms. Bob Leffel, ESNWR has obtained an easement from the Lucille Latimer Estate for the bicycle trail. The easement and Right-of-Way Certificate are under review by VDOT. The US Fish & Wildlife Service engineer contacted staff the week of June 1st to inquire about the next steps. He will get back to us with a bid form for VDOT review. No word on this yet.

Planning Projects

Project Element# Project Description
3533 *Town of Eastville Rezoning Project*
Project Manager: Elaine Meil, ext 116

No activity. The Town is considering their options regarding the dissolution of the old Northampton County Joint Planning Commission. Staff does not expect any progress until Eastville has resolved some of these issues first.

3541 *A-N CRMP Technical Assistance, FY 09—*
 2nd-4th Qtr
Project Manager:

Project Element# Project Description
3572 *USGS Groundwater Calibration Project*
Project Manager:

No activity

3573 *Household Hazardous Waste Collection*
Project Manager:

The Household Hazardous Waste Collection will be held in partnership with the Virginia Department of Agriculture and Consumer Services and the Extension Service in Northampton and Accomack. A September date is being considered.

3591 *Town of Wachapreague-DCR Project-
Park Develop.*
Project Manager: Kat Edwards, ext. 120

The Town of Wachapreague loan closing for the purchase of the old Wachapreague Hotel site from the Nature Conservancy is scheduled for Tuesday, July 14th. The Department of Conservation and Recreation will provide funding for 50% of the acquisition price through the Land and Water Conservation Fund.

3592 *DEQ-Accomack County Water Supply
Plan*
Project Manager:

Staff is working with DEQ on completing this activity. The Ground Water Committee Consultant is preparing an estimate to finish the work.

3593 *DEQ-Northampton County Water Supply
Plan*
Project Manager:

Same as 3592.

Project Element# Project Description
3598 *DEQ-Signs Project*
Project Manager:

The Wachapreague sign and Chincoteague sign have been erected. The Eastern Shore of Virginia Wildlife Refuge signs, the Oyster Harbor signs and the Willis Wharf signs are being installed this week by the Northampton County Maintenance Department.

3599 *General Assembly-Northampton Southern Rivers*

Project Manager:

No activity.

A-NPDC Housing Projects

Project Element# Project Description
3601 *DHCD- Lead Assessment VCDBG Admin*

Project Manager: John Simpkins, ext 119

DHCD has reviewed and approved the final close-out documents for the lead paint CDBG project. The project is now closed.

Project Element# Project Description
3602 *DHCD-Lead Assessment VCDBG Inspection*

Project Manager: John Simpkins, ext 119

See above.

3603 *DHCD-Lead Assessment VCDBG Housing Spec.*

Project Manager: John Simpkins, ext 119

See above.

3621 *Virginia Lead Safe Homes Program*

Project Manager: John Simpkins, ext. 119

Lead hazard control measures are under way in three units in Parksley. A risk assessment and scope of work is complete on a fourth dwelling in Cashville. Applicant intake and processing for five additional applications is in progress.

3622 *Virginia Lead Safe Homes PASS-THROUGH*

Project Manager: John Simpkins, ext. 119

See above.

3625 *USDA Lead Clearance-Inspection*
Project Manager: John Simpkins, ext. 119

Staff continues to provide lead-paint assessment services to USDA.

3630 *Management Services for Regional Home
Maintenance*
Project Manager: Kat Edwards, ext. 120

No new information.

HMIS Grant Program
Project Manager: Bobbie Jo Wert, ext. 125

Staff continues to encourage other Continuum of Care members to utilize the HMIS system to input data. The system is a client tracking system that members can track the progress from agency to agency in order to make appropriate referrals. To date two agencies have signed contracts to input data, A-NPDC and the ESCSB.

3661 *HUD-Housing Counseling Services*
Project Manager: Bobbie Jo Wert, ext. 125

Staff continues to counsel families needing assistance with those seeking help with resolving or preventing mortgage delinquency; seeking help in locating, securing, or maintaining residence in rental housing; and seeking shelter or services for the homeless or on the verge of homelessness. In most cases, families will obtain counseling in financial management that includes matters such as predatory lending and budget counseling issues.

HUD has released the NOFA for Housing Counseling funds. Staff has prepared and submitted the grant on July 17, 2009 requesting level funding.

Retroactive Authority was requested authorizing the Executive Director to execute required grant application documents.

Commissioner Gordy moved to authorize the Executive Director to execute the required grant application documents. Seconded by Commissioner Murray, the motion carried by unanimous vote.

366109 *HUD-Housing Counseling Services-
New Contract*
Project Manager: Kat Edwards, ext. 120

See Above.

3662 *VHDA-Foreclosure Assistance
(\$15,000)*
Project Manager: Kat Edwards, ext. 120

Default and Foreclosure Counseling	Current Month: May	Cumulative
Intake sessions	1	60
Additional Foreclosure Sessions	9	91
Homeowner Budget Counseling	0	3

The figures for June are unavailable at this time.

We have received an award of \$15,000 for FY10 as a result of our latest application. Staff is preparing an application for Housing Counseling Funds to be used in conjunction with these funds for the upcoming year.

3701 *Northampton, VCDBG, West Fairview
Admin.*
Project Manager: David Annis, ext. 126

Construction has been completed at first replacement house. The second rehabilitation has been completed. Contracts will be signed for two additional replacement houses pending the resolution of an ownership issue, which is scheduled to be resolved by late July.

3702 *Northampton, VCDBG, West Fairview
Inspect.*
Project Manager: David Annis, ext. 126

Regular inspections for all-going construction projects.

3703 *Northampton, VCDBG, West Fairview
Housing Spec.*
Project Manager: David Annis, ext. 1260

Work write ups and specification are complete for the first bid group of 5 houses.

Project Manager: *CDBG Program Income Administration*
Melissa Matthews, ext. 110

Payments are being processed as they are received.

3771 *Accomack-Metompkin VCDBG
Administration*
Project Manager: John Simpkins, ext. 119

The project engineer has completed the conveyance plat that will be referenced by the deeds of conveyance for the land required to convey the Finney Drive and Savage Drive right-of-ways to Accomack County. The project attorney is currently drafting the deeds. Staff will be disturbing the deeds for signatures once completed.

3772 *Accomack-Metompkin VCDBG Inspection*
Project Manager: John Simpkins, ext. 119

Ongoing inspections for replacement houses under construction.

3773 *Accomack-Metompkin VCDBG Housing
Spec.*
Project Manager: John Simpkins, ext. 119

See above.

Project Element# Project Description
*Northampton-East Fairview VCDBG
Administration*
3781
Project Manager: David Annis, ext. 126

The project engineer has staked Honeysuckle Lane, and A& N Electric has priced the relocation of the power poles. Northampton County has asked A&N to go forward with the work. Contracts have been drafted for the improvements to Jackson Lane and will be executed pending the issue of a land disturbance permit from Northampton County.

4501 *Northampton-East Fairview VCDBG
Inspection*

Project Manager: David Annis, ext. 126

Responding to call-backs and request for warranty inspections from families who have received housing assistance.

4510 *Northampton-East Fairview VCDBG
Housing Spec.*

Project Manager: David Annis, ext. 126

Responding to call-backs and request for warranty work from families who have received housing assistance.

3821 *Town of Tangier-FEMA Elevation Project*

Project Manager: John Aigner, ext. 118

Staff is working with Tangier contractor to complete the existing elevations. The next A-NPDC inspection is scheduled for Friday, August 14th.

3822 *Northampton County-FEMA Elevation
Project*

Project Manager: John Aigner, ext. 118

Three houses in Oyster and one at Red Bank will be bid this month.

Project Element# Project Description
3823 *Accomack County-FEMA Elevation
Project*

Project Manager: John Aigner, ext. 118

On Saxis, all of the ongoing construction is nearing completion. Construction is at 90% completion on the second V-zone house. The house near Parksley is nearing completion. FEMA is still reviewing the project status for the Accomack County grant. VDEM has given approval to start several jobs in Wachapreague, Saxis and some other areas of the County. Project completion date is still set for July 31, 2010.

9. Executive Director's Report

Accomack-Northampton Planning District Commission Economic Revolving Loan Fund Grant Accountant Matthews presented the loan fund policy. As requested, staff calculated the remaining portion of the interest from sale of the KMC property after approved expenses and found it is approximately \$153,500. After approved expenses are completed, staff will return with a recommendation for use of these funds.

Commission adoption of the loan fund policy was requested.

Commissioner Gordy moved to adopt the loan fund policy. Seconded by Commissioner McCaleb, the motion carried by unanimous vote.

Building Maintenance

Construction activities are progressing and contractors are making good progress toward completion.

A-NDC Grant for Building Maintenance

Maintenance activities need to be paid out of the A-NDC account. The funds identified to pay for A-NPDC approved work is A-NPDC funds.

Staff requested the commission grant \$82,000 to the A-NDC for the purpose of improving the Enterprise Building and grounds according to approved A-NPDC Enterprise Building Work Write-ups, as amended on March 16, 2009 and Basement/Parking Lot/ Storm Water Drainage on June 15, 2009.

Commissioner McCaleb moved to grant \$82,000 to the A-NDC for the purpose of improving the Enterprise Building and grounds according to approved A-NPDC Enterprise Building Work Write-up. Seconded by Commissioner Gordy, the motion carried by unanimous vote.

Requests for Assistance

The Town of Chincoteague has requested assistance in preparing an application for Boating Infrastructure Grant (BIG) funds. The PDC has assisted the Town with two successful BIG applications previously.

Commissioner McCaleb moved to assist the Town of Chincoteague in preparing an application for Boating Infrastructure Grant (BIG) funds. Seconded by Commissioner Gordy, the motion carried by unanimous vote.

Strategic Plan

The strategic plan was sent to all members earlier in the month.

Commission adoption was requested.

Commissioner Murray moved to adopt the strategic plan. Seconded by Commissioner Hughes, the motion carried by unanimous vote.

Executive Director Evaluation

The Executive Director personnel evaluations are normally held in July. However, the change in meeting location is not conducive to holding a closed session. The evaluation will be brought to the next Commission meeting.

Next Meeting

The bylaws state that in the event the Commission chooses to cancel the August meeting the Commission fees will still be paid regardless of absence from the meeting. Generally, the meeting is cancelled but it is the Commission's choice.

Commission action was requested.

Commissioner Gordy moved to cancel the August meeting. Seconded by Commissioner Murray, the motion carried by unanimous vote.

Commissioner Tarr requested his August fee be added to the employee bonus pool.

10. Public Participation

Jane Corson Lassiter introduced herself as the new RC&D Coordinator.

11. Other Matters

Commissioner McCaleb requested a report on Foreclosure Counseling Statistics which would consist of the number of refinances compared to the number of foreclosures. It was requested to be presented at the September meeting.

12. Adjournment

There being no further business brought before the Commission, Chairman Turner adjourned the meeting.

Gwendolyn F. Turner
Chairman

Copy Teste:

Elaine K. N. Meil
Executive Director