

ACCOMACK-NORTHAMPTON PLANNING DISTRICT COMMISSION  
MINUTES OF THE  
October 19, 2009 MEETING  
HELD AT THE ENTERPRISE BUILDING  
ACCOMAC, VIRGINIA

COMMISSIONERS PRESENT:

Laura Belle Gordy	Accomack County
Donald L. Hart, Jr.	Accomack County
E. Philip McCaleb	Accomack County
Thomas E. Rienarth	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
Richard B. Tankard	Northampton County
John H. Tarr	Town of Chincoteague

COMMISSIONERS ABSENT:

Grayson Chesser	Accomack County
John C. Gray	Accomack County

OTHERS PRESENT:

Elaine Meil	Kat Edwards
Susan Haycox	David Annis
Ray Rosenberger	Nancy Rosenberger

1. Call to Order

Chairman Turner called the meeting to order at 7:00 p.m.

2. Invocation

Commissioner Kellam offered the Invocation.

3. Minutes of September 21, 2009 Meeting

The minutes of September 21, 2009 Meeting were presented.

Commissioner Hart moved to approve the Minutes of September 21, 2009 Meeting as presented. Seconded by Commissioner Gordy, the motion carried by unanimous vote.

4. Bills Payable/Financial Statement

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

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

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

5. September Financial Status Report

The attached report indicated that 23.55 percent of the FY 2010 Budget has been expended while 25 percent of the fiscal year had passed. If professional services are deleted, 24.47 percent had been expended.

Commission acceptance of this report was requested.

Commissioner Hart moved to accept the September Financial Status Report. Seconded by Commissioner Murray, the motion carried by unanimous vote.

6. Personnel Policies Amendments

Commission adoption of the following Personnel Policies amendments was requested:

Change the Job Title from Section 8 Administrative Assistant to Housing Programs Assistant. With the addition of several new housing programs, partly funded through stimulus funds, there is a current need to fill the vacant assistant position. In addition to assisting with Section 8 administrative duties, it was recommended that the person in this position be given a broader range of duties to assist the housing department as a whole.

The revised job description was attached.

Update of the following outdated pay scales was requested.

Job Title	Current Pay Scale	Revised Pay Scale
Grant Accountant	\$15,000-\$30,000	\$25,000-\$40,000
Housing Specialist	\$15,000-\$35,000	\$25,000-\$40,000
Administrative Assistant	\$15,000-\$35,000	\$20,000-\$40,000
Part-time Clerical Assistant *vacant position	\$5.50-\$7.50 hr.	\$7.25-\$10.00 hr.
Part-time Grant Bookkeeper * vacant position	\$7.00-\$11.00 hr.	\$8.00-\$15.00 hr.

### Housing Programs Assistant Job Description

#### Classification of Position

The position of Housing Programs Assistant is classified as a technical position. The position is supervised directly by the Director of Administration.

#### Responsibilities and Duties

Job responsibilities include assisting the housing department with various functions related to record keeping requirements for the HUD Section 8 program, Virginia Community Development Block Grant Programs, and other housing and community development programs. In addition, the individual in this position will assist the administrative department with other tasks as assigned.

#### Qualifications, Skills, Abilities

The position of Housing Programs Assistant requires the minimum of a high school diploma with at least two years of related experience.

#### Salary Range

\$25,000-\$40,000

Commissioner Tankard moved to adopt the new/updated Personnel Policies. Seconded by Commissioner Gordy, the motion carried by unanimous vote.

### 7. Contracts

#### Memorandum of Understanding for Virginia 2009 Energy Efficiency

And Conservation Block Grant (EECBG) Program \$5,338.10 + 4% of construction

The Virginia Department of Mines Minerals and Energy is implementing the Energy-Efficiency and Conservation Block Grant Program to eligible localities through a management team created by the Virginia Association of Planning District Commissions

(VAPDC) and the state's 21 Planning District Commissions. Eligible local governments not receiving a direct EECBG grant will be eligible to compete for a total of 9.17 million dollars in block grant funds available statewide for energy efficiency. The PDC's will offer technical assistance to the localities.

Authority was requested for the Executive Director to sign a Memorandum of Understanding with the Northern Virginia Regional PDC in order for the A-NPDC to participate in this management team.

Commissioner McCaleb moved to grant the Executive Director authority to sign a Memorandum of Understanding with the Northern Virginia Regional PDC in order for the A-NPDC to participate in this management team. Seconded by Commissioner Rienerth, 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

A new computer for the Regional Planner has been purchased.

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

Used to pay for the Board attendance at the VAPDC annual summer conference in early August. Final payment for the strategic plan update made.

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

One application was completed: Police Equipment Project: for the purchase of a patrol K-9, one police vehicle and emergency vehicle equipment for Northampton County Sheriff's Office.

3010                      *Planning Assistance Activities*  
Project Manager: Elaine Meil, ext. 116

Staff continues to monitor developments in the Energy Conservation and Block Grant Program that will be offered through the Virginia Department of Mines, Minerals and Energy.

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

Staff attended a Weirwood project meeting as well as the Northampton County Affordable Housing Committee.

### Community Development Projects

Project Element#    Project Description  
3061                      *Asset Management*  
Project Manager: Melissa Matthews, ext 110

All Asset Management files are kept current. Deeds of Trust are recorded as received, and expired Deeds of Trust are released approximately twice a year. Staff works diligently to assure all properties have and maintain homeowner's insurance.

3201                      *Rural Development-Parksley Sewer*  
Project Manager: Barbara Schwenk, ext 115

No change since last report.

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

A series of public meetings to update the Comprehensive Economic Development Strategy (CEDS) has been scheduled for October 28 and 29 from 6:00 to 9:00 pm in two locations, one in each county. Advertisements, public service announcements, and press releases will be prepared and posted at appropriate times. EDA has also been contacted to attend, but their attendance has not yet been confirmed.

3330                      *EDA-Broadband Grant for ESVBA*  
Project Manager: Barbara Schwenk, ext 115

This project consists of administrative tasks associated with the EDA award of \$2.3 million to the Eastern Shore of Virginia Broadband Authority. It will be ongoing until the fiber optic backbone is constructed and the grant is closed out.

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

The Management Team plans to review and approve the final design at its October 20 meeting. No change since last report.

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

ESVBA will meet October 14<sup>th</sup> to consider the bids for construction work including Parksley's network. Award of contract will hopefully be complete by the end of the week. The Town and ESVBA are working on the final version of the Collocation Agreement which governs ESVBA's use of space for its electronics in a building owned by the Town. The Town has made one economic restructuring loan that has created 5 jobs. The Town has created 8 additional jobs toward its goal of 17.

3335                      *Town of Onancock-VCDBG Broadband*  
Project Manager: Kat Edwards, ext 120

Onancock was awarded a \$200,000 CDBG Innovations grant in July. They are working on required pre-contract activities in anticipation of their upcoming contract negotiation meeting.

3336                      *Town of Chincoteague-VCDBG*  
                                 *Broadband*  
Project Manager: Kat Edwards, ext 120

Chincoteague was awarded a \$490,400 CDBG grant in July. They are working on the final planning grant report for this project and have completed most of the required pre-contract activities in anticipation of their upcoming contract negotiation meeting.

3535                      *Town of Tangier-VCDBG Health Clinic  
Project*

Project Manager: David Annis, ext. 126

Construction has begun on the Tangier Health Clinic. Southern Builders submitted the first request for payment that includes fund for mobilization, general conditions, and work on the footings and foundation. Staff is working with the Town to process the pay request.

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 in November. Data, graphics, and editing was provided to VDOT's consultant for the new Rural Long Range Plan which will be presented in November.

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

Project Manager: Kat Edwards, ext. 120

The cost of putting utilities underground for even the small area proposed was prohibitive based on estimates provided by ANEC and Verizon. The council has decided to proceed with streetscape improvements for a small portion of Main Street extending from Bridge Street (Rt. 175) to the downtown park. Construction drawings will be submitted to VDOT at 90% in the near future.

3523                      *Town of Exmore, T-21 Enhancement  
Phase IV & V*

Project Manager: Kat Edwards, ext. 120

No Activity

3524                      *County of Northampton T-21-  
Enhancement #2*  
Project Manager: Barbara Schwenk, ext. 115

A letter has been sent to Baxley Tankard requesting his permission to place the sign on another of his parcels where the treeline ends and the field begins. He has not responded to date.

The Cape Charles sign was installed in September.

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 was contacted for and supplied a source; however, the distributor only sells bulk quantities. More research is needed to source the material.

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

Northampton County's Board of Supervisors agreed on September 8, 2009, to transfer sponsorship, saving the County \$72,600 in matching grant funds. The Refuge's funds will be used as match, and it will now move forward with the project using its funds and \$290,400 in Enhancement Grant funds awarded to Northampton County. This was a "win-win" for the Refuge and Northampton County.

An environmental review response from the Department of Game and Inland Fisheries was received on October 14. This was the last letter we needed in order to complete all environmental requirements for the VDOT grant. Staff are transitioning the project to the Refuge staff.

### Planning Projects

3531                      *VDEM Flood Hazard Mitigation*  
Project Manager: Curtis Smith, ext 114

No activity.

3541                    *A-N CRMP Technical Assistance, FY 09—  
2<sup>nd</sup>-4<sup>th</sup> Qtr*  
Project Manager:    Curtis Smith

A Wastewater Summit was held on September 9. Over 80 people attended and the summit successfully brought together localities and local and state agencies in an effort to increase communication on wastewater issues on the Eastern Shore. Staff held Ground Water Committee meetings in August and September. Staff cooperated with RC&D on producing a display for the Watershed Walk, which aimed to educate local youth on groundwater issues.

3571                    *A-N Groundwater Committee Projects*  
Project Manager:    Curtis Smith, ext 114

No activity.

3573                    *Household Hazardous Waste Collection*  
Project Manager:    Curtis Smith

Annual collection was held in September in partnership with the Extension Services in both, Accomack and Northampton Counties as well as the Virginia Department of Agriculture and Consumer Services.

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

The Town has appointed a steering committee to work on the design and implementation of the park. The committee is in the process of developing a master plan and a strategy to move forward to accomplish that plan.

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

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:     Curtis Smith

Same as Project Element 3592.

3598                      *DEQ Signs Project*  
Project Manager:     John Aigner, ext 118

The Chincoteague, Wachapreague and Willis Wharf signs have been installed. The remaining signs for Oyster and the Wildlife Refuge have been received and delivered to Northampton County. They will be installed as soon as the facilities management staff can schedule them.

3599                      *General Assembly-Northampton Southern  
Rivers*  
Project Manager:     Curtis Smith

The management team met twice and selected an area around Oyster. The team is scheduling a meeting with representatives from Oyster to discuss future wastewater issues. A draft RFP is being drafted for a needs assessment engineering study.

#### A-NPDC Housing Projects

3621                      *Virginia Lead Safe Homes Program*  
Project Manager:     John Simpkins, ext. 119

Successful bids for lead hazard control measures were received on September 18<sup>th</sup> for five single family dwelling projects in Accomack and Northampton Counties. Contracts on all five were executed, with one of the five completed with clearance testing and notification to re-occupy issued. Clearance testing for the 2<sup>nd</sup> of the five projects is scheduled Wednesday the 14<sup>th</sup>, with re-occupancy anticipated on the 15<sup>th</sup>. All five are scheduled to be completed by the end of October. Applicant intake continues with the possibility of a new grant anticipated.

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

Rural Development has determined that Lead Clearance Inspections are no longer required for their Section 504 Program.

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

No activity.

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

Staff has received HMIS training and has begun the process to finalize the agency set up and will begin to input data as early as November 1, 2009.

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.

Staff is preparing the closeout documents for this fiscal funding cycle due October 31, 2009. Staff will report the final numbers upon completion of these documents. To date, there has been over 1600 families' served through our agency.

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

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

A report will be presented at the meeting due to Foreclosure staff annual leave schedule.

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

Attorneys working on ownership issues for 2 families who are scheduled to receive replacement houses have obtained all but one signature on the conveyance deed. Contracts will be signed for the two houses as soon as the legal work is complete.

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.

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

Staff met with a second owner of property needed to widen the streets in Metompkin who had offered to donate the strip of yard required to comply with the VDOT requirements. The owner is now requesting to be compensated for the land. Staff is working with members of the management team to resolve the problem.

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

Staff continues its efforts to identify eligible households and owners who would like to participate in the Project.

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

See above.

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

Staff is attempting to identify funds that can be used to pay the additional \$9,300.00 to complete the erosion and sediment control measures required by the land disturbance permit. A final compliance review by DHCD has been scheduled for the week of October 19<sup>th</sup>.

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 continuing to follow up with the last couple of homeowners on completion paperwork and insurance certifications.

3822                      *Northampton County-FEMA Elevation  
Project*

Project Manager: John Aigner, ext. 118

Three houses in Oyster were re-bid and the results were a reduction in the overall cost to the project of \$20,000.00. The bids and specs have been sent to VDEM for review and approval.

3823                      *Accomack County-FEMA Elevation  
Project*

Project Manager: John Aigner, ext. 118

On Saxis, two houses are ready to start as soon as the contractors can work them into their schedules. The Crystal Beach project and has given approval to resume, but negotiations are ongoing with the owner to resolve the reduction in scope of work. The County and the property owner are working to resolve the issues. Two jobs in Wachapreague are ready to begin as soon as the contractors can work them into their schedules. The last house on Tangier to be done has had an engineer's assessment of the site. The results are that there is a 3 ½' layer of peat at the site. The peat will have to be excavated in order to have proper support for the installation of a concrete footing. This will create the need to "de-water" the site in order to excavate to that depth, as the water table is at 12". Snyder House Moving has been given until October 21, 2009 to complete the three Tangier jobs under construction and after working with Accomack Administrator Miner, we were able to provide Snyder House moving with over \$7,000 by cutting back the retainage by 2.5%. At VDEM's direction, another house has been re-bid in hope of receiving lower prices and therefore will allow the house to be completed. This was originally a bid by Expert House Movers.

Director of Housing Services Edwards noted that two new programs will be added beginning FY 2010. The Homelessness Prevention Rapid Rehousing (HPRP) and HUD Housing Counseling.

9. Executive Director's Report

Town of Eastville Zoning

Executive Director Meil contacted Mr. Jim Sturgis, Eastville Council, to determine whether the Town was prepared to proceed with the zoning. He referred the question to Councilwoman Eleanor Gordon. Councilwoman Gordon determined that the Town was not ready to proceed at this time. The Town will contact staff when they are ready to resume the project.

### FEMA Elevation Report

Community Development Coordinator Aigner provided information regarding the overall project and specific information on the Crystal Beach elevation.

### Town Charter Annulment

Executive Director Meil presented general information regarding how a Town could unincorporate in the Commonwealth of Virginia. Two towns have successfully unincorporated, Castlewood in Russell County and Clover in Halifax County. One additional town was unsuccessful, Iron Gate in Allegheny County.

### Executive Director Employment Agreement

A copy of the original agreement has been sent to all Commissioners. The term has expired but can be renewed annually.

Commission action to renew the contract until December 31, 2010 was requested.

Commissioner Rienarth moved to renew the contract until December 31, 2010.

Seconded by Commissioner Hart, the motion carried by unanimous vote.

### Requests for Assistance

We have received requests for assistance in writing Enhancement Grant applications from:

Town of Chincoteague for streetscape improvements

Chincoteague Natural History Association for restoration of the Assateague Lighthouse

We have received sufficient funding from VDOT to write these applications. Both of these projects are existing and are expected to have a number of subsequent phases.

Staff requested authorization to assist with application writing for these two projects until they are complete.

Commissioner Hart moved to authorize staff to assist with application writing for the Town of Chincoteague streetscape improvements and for the Chincoteague Natural History Association for restoration of the Assateague Lighthouse. Seconded by Commissioner Gordy, the motion carried by unanimous vote.

## 10. Public Participation

No public participation took place at this time.

11. Other Matters

Culls Planning Grant

At the request of Northampton County, staff drafted a request to DHCD for planning grant funds and technical assistance to assess the housing and community development needs of the Culls neighborhood. The A-NPDC received notice that DHCD had agreed to provide start-up funds that can be used to hold community meetings and to survey the area to collect preliminary data as to the housing, water, sewer, and street conditions of the neighborhood. Additionally, information will be gathered as to the number of owner-occupied houses, tenant-occupied houses, and to determine if there is a willingness among the residents of Culls to participate in a housing rehabilitation loan program.

Board authorization was requested to provide Northampton County with the staff and technical assistance required to implement the DHCD Planning Grant on the behalf of the Culls neighborhood.

Commissioner Tankard moved to authorize the A-NPDC to provide Northampton County with the staff and technical assistance required to implement the DHCD Planning Grant on behalf of the Culls neighborhood. Seconded by Commissioner Hart, the motion carried by unanimous vote.

Marine Link from Cape Charles to Little Creek

The Accomack-Northampton Transportation District Commission has requested \$300,000 of the Accomack-Northampton Economic Development Loan funds to match \$700,000 provided by the state to repair the carfloat barge that is necessary to maintain a marine link between the railroads in Cape Charles and Little Creek.

Staff was not able to prepare a credit memo; however, a summary provided by the A-NTDC was attached. Staff requested the Commission consider whether to authorize the Loan Fund Committee to pursue and negotiate, on behalf of the Commission, a specific project gap-financing loan and also authorization to exceed the loan limits adopted in the policy (normally \$125,000)

Commissioner Hart made a motion to authorize the Loan Fund Committee to negotiate, on behalf of the Commission, a loan and also authorization to exceed the loan limits adopted in the policy. Seconded by Commissioner Gordy, the motion carried by unanimous vote.

12. Adjournment

There being no further business brought before the Commission, Commissioner Hart moved to adjourn the meeting. Seconded by Commissioner McCaleb, the motion carried by unanimous vote. Chairman Turner adjourned the meeting.

Copy Teste:

---

Gwendolyn F. Turner  
Chairman

---

Elaine K. N. Meil  
Executive Director