

ACCOMACK-NORTHAMPTON PLANNING DISTRICT COMMISSION
MINUTES OF THE
February 25, 2009 MEETING
HELD AT THE ENTERPRISE BUILDING
ACCOMAC, VIRGINIA

COMMISSIONERS PRESENT:

Grayson Chesser	Accomack County
Laura Belle Gordy	Accomack County
Donald L. Hart, Jr.	Accomack County
E. Philip McCaleb	Accomack County
Thomas E. Riennerth	Accomack County
Gwendolyn F. Turner	Accomack County
Roland Bailey	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:

John C. Gray	Accomack County
Willie Randall	Northampton County

OTHERS PRESENT:

Elaine Meil	Kat Edwards
Susan Haycox	David Annis
Melissa Matthews	

1. Call to Order

Chairman Turner called the meeting to order at 7:01 p.m.

2. Invocation

Commissioner Kellam offered the Invocation.

3. Minutes of December 21, 2009 Meeting

The minutes of December 21, 2009 Meeting were presented.

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

4. Bills Payable/Financial Statement

The January/February 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 Rienarth, the motion carried by unanimous vote.

5. December Financial Status Report

The report indicated that 52.60 percent of the FY 2010 Budget has been expended while 50 percent of the fiscal year has passed. If professional services are deleted, 49.22 percent has been expended.

Commission acceptance of this report was requested.

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

6. FY 2010 Budget Amendments

Adoption of the following budget amendments was requested:

1.	3061	Asset Management	\$ 7,000.00
		Administration	<u>+ 3,000.00</u>
			\$10,000.00

ITEM 1 represented an amendment to increase the amount allocated in interest earned to provide asset management services.

2.	3337	CDBG R Stimulus Grant for Broadband	\$ 0.00
		Labor Standards Assistance	<u>+5,000.00</u>
			\$5,000.00

ITEM 2 represented an amendment to include the contract to provide labor standards staff support for the stimulus funds secured for the Broadband Authority.

3.	3340	County of Northampton-VCDBG Planning Grant	\$ 0.00
		Culls Community Application	<u>+5,000.00</u>
			\$5,000.00

ITEM 3 represented an amendment to include funds for the new Planning Grant for the County of Northampton.

4.	3541	A-N CRMP Technical Assistance, 1 st Qtr	\$ 15,000.00
		Administration	<u>+ 7,000.00</u>
			\$ 22,000.00

ITEM 4 represented an amendment to increase estimated DEQ funds following year-end.

5.	3592	DEQ-Water Supply Plan, Accomack County	\$ 0.00
		Administration.	<u>+17,400.00</u>
			\$ 17,400.00

6.	3593	DEQ-Water Supply Plan, Northampton County	\$ 0.00
		Administration.	<u>+10,300.00</u>
			\$ 10,300.00

7.	3598	DEQ-Signs Project	\$ 1,000.00
		Administration.	<u>+ 1,000.00</u>
			\$ 2,000.00

ITEMS 5-7 represented the amendments to include additional Department of Environmental Quality funds available to assist the 2 counties in the current fiscal year.

8.	3621	Virginia Lead Safe Homes Program	\$ 15,000.00
		Administration	<u>+ 3,700.00</u>
			\$ 18,700.00

9.	3622	Virginia Lead Safe Homes Program	\$180,000.00
		Construction Pass-through	<u>- 63,784.72</u>
			\$116,215.28

ITEMS 8 & 9 represented the amendments to adjust and close out Lead-Safe Home Funds approved by DHCD and expended in the current fiscal year.

10.	3625	USDA Lead Clearance	\$ 00.00
		Inspection	<u>+ 500.00</u>
			\$ 500.00

ITEM 10 represented an amendment to include Lead Inspections performed in the first quarter of the current fiscal year for VESEEHC.

11.	366109 HUD-Housing Counseling Services Administration	\$ 30,000.00 + 10,000.00 <u>\$ 40,000.00</u>
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ITEM 11 represented an amendment to include \$10,000 of the \$23,496 awarded by HUD for the period 10/1/09-9/30/10.

12.	3663 HPRP Stimulus Grant-Rapid Rehousing Administration	\$ 00.00 + 30,000.00 <u>\$30,000.00</u>
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13.	366301 HPRP Stimulus Grant-Rapid Rehousing Direct Client Services	\$ 00.00 +100,000.00 <u>\$100,000.00</u>
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ITEMS 12 & 13 represented the amendments to include a portion of the stimulus funds awarded for the Rapid Rehousing/Homelessness Prevention program. The total award for 2 years was \$363,631.

14.	3763 Department of Mines & Energy CDBG Energy Grant-Administration	\$ 00.00 + 5,338.10 <u>\$ 5,338.10</u>
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ITEM 14 represented an amendment to include the initial award for management and technical assistance for the Energy-Efficiency and Conservation CDBG program.

15.	3781 Northampton, VCDBG, East Fairview Administration	\$ 00.00 + 5,000.00 <u>\$ 5,000.00</u>
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16.	4501 Northampton, VCDBG, East Fairview Inspection	\$ 00.00 + 2,500.00 <u>\$ 2,500.00</u>
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17.	4510 Northampton, VCDBG, East Fairview Housing Specialist	\$ 00.00 + 2,500.00 <u>\$ 2,500.00</u>
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ITEMS 15-17 represented the amendments to include general funds to complete the current fiscal year activities.

18.	3822 Northampton County, FEMA Elevation Project Administration	\$ 20,000.00 - 10,000.00 <u>\$ 10,000.00</u>
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19.	3823 Accomack County, FEMA Elevation Project Administration	\$ 50,000.00 - 9,000.00 <u>\$ 41,000.00</u>
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ITEMS 18 & 19 represented amendments to reduce FEMA elevation funds available for the current fiscal year activities. Although funds remain in the budget, VDEM is in the process of closing out the projects because the grant period is expiring.

20.	3103	IP/R HOME Program Management Administration	\$ 21,700.00
			<u>+ 10,100.00</u>
			\$ 31,800.00

21.	4103	IP/R HOME Program Management Housing Specialist & Inspection	\$ 16,800.00
			<u>+ 11,000.00</u>
			\$ 27,800.00

ITEMS 20 & 21 represented the amendments to increase state revenues for management, housing specialist, and inspection services related to administering the Indoor Plumbing program. Staff is pleased to report that the estimated number of units to be completed in this fiscal year has increased from six to eight. In addition, DHCD announced in December that fees will increase for each unit.

22.	3110	NCALL Neighborworks Administration	\$ 40,000.00
			<u>+ 10,000.00</u>
			\$ 50,000.00

ITEM 22 represented an amendment to increase NCALL-Neighborworks funding to FY 2010 based on additional funds awarded by NCALL for the current fiscal year.

23.	3157	A-NRHA-Section 8 Assistance Administration	\$230,000.00
			<u>+ 16,000.00</u>
			\$246,000.00

ITEM 23 represented amendments to include additional Section 8 Administrative funds available from HUD based in the increase in units leased.

24.	3160	New Road 515 Construction Management	\$ 12,500.00
			<u>+ 4,369.00</u>
			\$16,869.00

ITEM 24 represented an amendment to include the remaining balance for construction management of the New Road 515 project.

The requested amendments will be reflected on the next financial status report.

Commissioner Murray moved to adopt the requested budget amendments. Seconded by Commissioner Tankard, the motion carried with unanimous vote.

7. FY 2011 Budget Requests

The funding requests for FY 2011 submitted on behalf of the A-NPDC were as follows:

- Accomack County, increase of \$3,439 (from \$63,123 to \$66,562), to restore traditional 2/3-1/3 split
- Northampton County, level funding of \$33,281
- Town of Chincoteague, level funding of \$7,000

Commissioner Murray asked Executive Director Meil to write a letter to Senator Northam requesting his assistance in preventing the elimination of state funds.

8. Nominating Committee

The following officer terms are up for election effective March 1:

Chairman, Gwendolyn F. Turner
Vice Chairman, Richard B. Tankard
Executive Committee Member, Thomas E. Rienarth

Since Commission By-Laws state that a Nominating Committee of two Accomack Commissioners and one Northampton Commissioner be appointed at the meeting prior to the elections, staff requested that Chairman Turner appoint the Nominating Committee for elections to be held at the next scheduled meeting.

Please note that the office of Chairman and Vice Chairman, having served two full terms, are not eligible for re-election. In addition, the By-Laws state that the Immediate Past Chair shall serve on the Executive Committee unless he/she is no longer a member of the Commission.

Chairman Turner appointed Commissioners Murray, Rienarth and McCaleb to the Nominating Committee.

9. 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 *Special Administrative Cost*
Project Manager: Elaine Meil, ext. 116

No activity.

3003 *Intergovernmental Coordination and
Information*
Project Manager: Leslie Mason, ext. 100

One application was submitted: Eastern Shore Community Services Board applied for two 9-passenger vans with wheelchair lifts.

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

No activity.

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

No activity.

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

Parksley is working with USDA Rural Development to close out the grant. They are awaiting approval for use of the contingency funds. One use listed is to pay the PDC for administration of the grant. This was a line-item in the original budget, and approval is expected. No change since last report.

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

The CEDS public meetings were held in October and the approved document was sent to EDA in Philadelphia in December. No response received as yet.

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. In the past month, staff has been working with ESVBA to prepare purchase orders for electronics and telecommunications equipment as well as concrete “huts” and generators for them. These will be sent to EDA as soon as the original signed Lobbying forms that go with them are received. When the purchase orders are approved by EDA, the ESVBA will be able to purchase those materials and begin installing them. Construction of the fiber optic backbone from Wattsville to the CBBT is 90% complete. The fiber backbone that crosses the CBBT is finished. Fiber is still not installed on the new Chincoteague bridge, as the approach continues to settle, and currently there is no date for installation of fiber. However, the bridge is expected to be finished and open by April 1.

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

The Management Team gave authority to Tom Bonadeo, Town Planner, to finalize the network design with ESVBA. Engineering drawings are being prepared, and a contract for construction has been executed with Lucas Underground. However, Lucas’s services may be used for the Parksley project first. This was a line item bid and contract, making it very flexible where the work will occur. It makes it possible for the ESVBA to direct the contractor anywhere on the Eastern Shore. The team has not met since September because of delays in getting data needed to complete the engineering. Cheryl Tyson, ESVBA project manager, has met with the town, and we hope to move forward with the February 16 meeting.

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

There is still not agreement between ESVBA and ANEC regarding the placement of fiber on the poles. This continues to hold up construction of Parksley’s network.

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

Onancock has completed the majority of its precontract activities. The major items that remain are

- agreements with ESVBA for engineering services and operation and maintenance of the system
- method of security for Town funds in support of project
- business commitments and baseline employment count

These will be listed in DHCD's contract as special conditions and must be met before the Town can draw down any funds.

3336 *Town of Chincoteague-VCDBG
Broadband*

Project Manager: Kat Edwards, ext 120

Chincoteague has completed the majority of its precontract activities. The major items that remain are

- agreements with ESVBA for engineering services and operation and maintenance of the system
- method of security for Town funds in support of project
- business commitments and baseline employment count

These will be listed in DHCD's contract as special conditions and must be met before the Town can draw down any funds.

3535 *Town of Tangier-VCDBG Health Clinic
Project*

Project Manager: David Annis, ext. 126

A Management Team meeting was held on the Island on January 26th. Southern Builders is planning to be substantially complete with the construction by the end of June. As of last week, the building was 90% roughed framed. Windows and doors were being delivered the following day, and the building should be weathered-in by the middle of this month.

3401 *VDOT Rural Transportation Planning-
SPR*

Project Manager: Barbara Schwenk, ext 115

Data, graphics, and editing were provided to VDOT's consultant for the new Rural Long Range Plan that was to be presented to the Transportation Committee at its January 21 meeting. Comments will be collected from the Committee and passed on to VDOT's consultants. New by-laws have been approved by the committee.

At its January 21 meeting, the A-NPDC Transportation Technical Advisory Committee asked staff to make a formal request to the Commission to urge the General Assembly to provide funds to continue safety improvements on Route 13, specifically to close more medians (only 12% of the identified medians have been closed) and to improve more of the intersections with deceleration and turning lanes (49% have been improved).

Board Discussion was requested.

Commissioner Tankard recommended sending the report to the Resident Engineer.

The application for FY2011 Rural Transportation Planning Assistance had not yet been received. VDOT indicated that they are behind schedule, and we should receive the invitation to apply for these funds within 60 days.

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

Project Manager: Kat Edwards, ext. 120

Construction drawings for Chincoteague's Phase IIA streetscape improvements have been submitted to VDOT for review. Approval is required prior to bidding.

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

Project Manager: Kat Edwards, ext. 120

Nothing new to report.

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

Project Manager: Barbara Schwenk, ext. 115

Staff met with the County Administrator and Public Works director to discuss the three replacement signs and remounting all the signs so that they would hold up in the wind. It was decided to order the three replacement signs (Cheriton, Eastville, and Exmore), and the County would request at least partial reimbursement from the towns. Since that meeting, staff has learned that the signs may be covered under the county's FEMA insurance. The County Administrator will verify.

Despite numerous calls and emails, staff still has not heard from VDOT about adding the County's northern median sign back into the scope of work (it was previously removed because no site could be found for the already fabricated sign). We will now request the assistance of our Resident Engineer in resolving this issue. The Public Works Director presented a plan for remounting all the signs with 2x4 framing behind them on two 4x4 posts. We believe this will hold them firmly and prevent gale-force winds from taking them down again.

3525 *County of Northampton T-21-Bicycle Trail*

Project Manager: Barbara Schwenk, ext. 115

A site plan review was performed by Northampton County's Department of Planning and Zoning. Its plan review consultant noted discrepancies in parts of the plans and requested several changes. The marked up plans were delivered to Fish & Wildlife Services' engineer for revision. When the revised drawings are received, the consultant will again review them. If the revisions are acceptable, he will then be able to complete the form VDOT requires to complete the environmental review. After the environmental review is complete, the project will be handed off to FWS for completion.

Planning Projects

3531 *VDEM Flood Hazard Mitigation*

Project Manager: Curtis Smith, ext. 114

Staff has contacted potential participants for the reformation of the Hazard Mitigation Committee and has several participants finalized. A Kickoff Meeting will likely be held in March 2010 and the Committee will begin the process of updating the Hazard Mitigation Plan.

3541 & 3551 *A-N CRMP Technical Assistance, FY 09—
1st Qtr, FY10 2nd – 4th Qtr*

Project Manager: Curtis Smith, ext. 114

Staff held a Ground Water Committee meeting on January 19. One Ground Water Withdrawal permit was reviewed. The next meeting is planned for February 16. Certified Planning Commissioner Training began January 28, 2010 at the Sage Diner in Onley. The training included 2 A-NPDC Staff and 23 other members of the Accomack and Northampton Planning Commissions.

The CRMP Technical Assistance Program has been protecting and preserving the Eastern Shore's valuable natural resources since 2003. The program supports staffing of the Eastern Shore Ground Water Committee, the Household Hazardous Waste Collection, the Eastern Shore Ground Water Awards program. In addition, past usage of funds has helped to complete the Seaside Water Trail and the Chincoteague Historic Walking and Biking Tour Guide, to hold the Eastern Shore Native American Heritage Festival, and to hold many training and educational sessions on topics focused on the Eastern Shore's natural resources. The application for continued participation with this program is due in the Spring of 2010.

Authority for staff to submit a CRMP Technical Assistance application for FY 2011 was requested.

Commissioner McCaleb moved to grant authority for staff to submit a CRMP Technical Assistance application for FY 2011. Seconded by Commissioner Tankard, the motion carried by unanimous vote.

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

The Ground Water Committee has decided to hold public meetings and training sessions at least two times each year in the future. This decision was based on past successful public forums. Staff will begin coordinating the next public forum at the next meeting. The Committee awarded the 2009 ES Ground Water Award to Eastern Shore Nursery of Virginia for their efforts to protect and preserve natural resources on the Eastern Shore.

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

Staff is researching the possibility of holding the Household Hazardous Waste Collection at the Earth Day Celebration to be held May 8 at the Downtown Park in Chincoteague.

3591 *Town of Wachapreague-DCR Project-Park Develop.*

Project Manager: John Aigner, ext. 120

Members of the Town's steering committee met with Accomack County planning officials to determine the County's requirements before they proceed further. The discovery of unused septic tanks on the property may cause the Town to request a change in scope to address the issue.

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

The consultant to the Ground Water Committee has submitted a draft of the Accomack WSP to DEQ. Final revisions are being made to the report and the report should be completed shortly.

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

Closed.

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

No activity.

A-NPDC Housing Projects

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

Tom Stephens, DHCD Community Representative for the VLSHP, visited our office for a final compliance review on January 5th. Mr. Stephens did not request any additional documentation upon completion of his review. However, the formal letter detailing the results of the compliance review has not yet been received.

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

Closed.

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

No activity.

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 has submitted the 9902 for the first quarter of October 1, 2009 till December 31, 2009. During this period staff members counseled 641 clients. Of the 641 clients, 9 individual educational workshop sessions were completed, 23 sessions were completed for individuals who seeking pre-purchase counseling, 71 sessions were completed for individuals seeking help with resolving or preventing mortgage delinquency, 186 sessions occurred for individuals seeking rental housing concerns, and 255 sessions occurred for individuals seeking shelter or services for the homeless.

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

It becomes more apparent all the time that the need for financial literacy and predatory lending is so great here on the Shore. A large percentage of clients being counseled for foreclosure are exasperating their situations by obtaining multiple payday loans, paying rent to own and cash advance payments instead of their mortgages. A greater effort needs to be made to reach more people in the community and to accomplish that, perhaps a letter to all the local churches needs to go out to offer the services.

Pre-Purchase Counseling	Current Month: Dec	Cumulative
# of orientations held	0	10
Orientation attendees	0	58
Client Intakes	1	74
Additional Counseling Sessions Held	2	82
# of final workshops held	1	7
Mortgage submissions	0	8
Mortgage closings	0	7
Financing leveraged		\$ 706,950

Growing Your Money Financial Literacy	Current Month: Dec	Cumulative
New GYM participants	8	59
GYM graduates	2	15

Default and Foreclosure Counseling	Current Month: Dec	Cumulative
Intake sessions	3	91
Additional Foreclosure Sessions	14	162
Homeowner Budget Counseling	0	12

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

Staff is working on the bid documents for two additional replacement houses. One abandoned house has been demolished, and the demolition another is in process.

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.

3763 *Dept of Mines, Minerals & Energy-
EECBG*

Project Manager: John Aigner, ext. 118
Staff has requested an update regarding the EECBG applications. There has been no response yet.

3771 *Accomack-Metompkin VCDBG
Administration*

Project Manager: David Annis, ext. 126

The project attorney continues to work on the deeds needed to transfer the right-of-ways for Savage Drive and Finney Drive. All owners have now agreed to convey the properties.

3772 *Accomack-Metompkin VCDBG Inspection*

Project Manager: David Annis, ext. 126

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: David Annis, ext. 126

See above.

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

Construction has begun on Jackson Lane. The contractor has submitted his first invoice for erosion control and stored materials. The project engineer is reviewing this.

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.

3340 *Culls Planning Grant*
Project Manager: John Aigner, ext. 118

DHCD has indicated that the County is approved to move forward with this project.

3821 *Town of Tangier-FEMA Elevation Project*
Project Manager: John Aigner, ext. 118

Closed.

3822

*Northampton County-FEMA Elevation
Project*

Project Manager: John Aigner, ext. 118

The three houses in Oyster that were re-bid and ready for construction, will not be able to be started due to the approaching project completion date of April 30, 2010. The three jobs are extensive and will not be able to be completed before the deadline. An extension has been requested and denied. If the houses are not complete by the deadline, FEMA and VDEM will not pay for any of the elevation costs. The contractor and the county are not willing to take that chance. A letter has been sent to the homeowners and staff is attempting to arrange a meeting with the homeowners to discuss options. The county could consider applying for new funding to address these properties.

3823

*Accomack County-FEMA Elevation
Project*

Project Manager: John Aigner, ext. 118

The contractor has returned to Crystal Beach to complete that project and then request final payment. FEMA and VDEM have indicated that there are some items that will not be reimbursed. The homeowner has been requested to sign a deduct change order for these items, but has refused to sign. Two of the houses in Wachapreague are nearing completion and a third and fourth house have started construction. Two houses in Saxis are moving forward and two more are ready to start construction in the next two weeks.

10. Executive Director's Report

A-NTDC Loan Request

The Loan Fund Committee will meet before the A-NPDC meeting. An update will be presented at the meeting.

Requests for Assistance

Chesapeake Bay Implementation Grant Application (CBIG) – Septic Pump-out Program
Accomack County Director of Planning McGowan and Northampton County Planning Director Benson requested A-NPDC to submit a new septic pump-out application. If awarded, these funds will be used to fund the Eastern Shore of Virginia Septic Pump-out Program. Pump-out of 70 local septic systems is proposed. The project was previously funded in FY-2007 and 2008.

Retroactive authority for staff to apply for CBIG funds for FY-2010 is requested.

Commissioner Murray moved to grant retroactive authority for staff to apply for CBIG funds for FY 2010. Seconded by Commissioner McCaleb, the motion carried by unanimous vote.

11. Public Participation

No public participation took place at this time.

12. Other Matters

Wanda Thornton has requested that her seat on the Transportation Advisory Committee should be held by someone on the A-NPDC Board. Commissioner Tankard volunteered to take over her seat on the Transportation Advisory Committee.

Commissioner McCaleb moved to appoint Richard Tankard to the Transportation Advisory Committee. Seconded by Commissioner Murray, the motion carried by unanimous vote.

A card from Commissioner Roland Bailey and his family thanking the A-NPDC Board for sending flowers when his mother passed away was read by Chairman Turner.

13. Adjournment

There being no further business brought before the Commission, Commissioner Tankard moved to adjourn the meeting. Seconded by Commissioner Rienerth, the motion carried by unanimous vote.

Gwendolyn F. Turner
Chairman

Copy Teste:

Elaine K. N. Meil
Executive Director