

ACCOMACK-NORTHAMPTON PLANNING DISTRICT COMMISSION
MINUTES OF THE
March 15, 2010 MEETING
HELD AT THE ENTERPRISE BUILDING
ACCOMAC, VIRGINIA

COMMISSIONERS PRESENT:

Laura Belle Gordy	Accomack County
Donald L. Hart, Jr.	Accomack County
Thomas E. Rienarth	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

COMMISSIONERS ABSENT:

Grayson Chesser	Accomack County
John C. Gray	Accomack County
E. Philip McCaleb	Accomack County
Willie Randall	Northampton County
John H. Tarr	Town of Chincoteague

OTHERS PRESENT:

Elaine Meil	Kat Edwards
Susan Haycox	David Annis

1. Call to Order

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

2. Invocation

Commissioner Rienarth offered the Invocation.

3. Election of FY 2011 Officers

The following officer terms were up for election effective March 1st:

- Chairman
- Vice Chairman
- Executive Committee Member

Commissioner Murray reported on behalf of the Nominating Committee that the Commissioners chosen for the above listed officer terms were Commissioners Tankard, McCaleb and Turner.

Commissioner Hart moved to close the nominations and to accept the Nominating Committee's recommendations. Seconded by Commissioner Murray, the motion carried by unanimous vote.

4. Minutes of February 25, 2010 Meeting

The minutes of February 25, 2010 Meeting were presented.

Commissioner Hart moved to approve the Minutes of February 25, 2010 Meeting as presented. Seconded by Commissioner Kellam, the motion carried by unanimous vote.

5. Bills Payable/Financial Statement

The March 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.

6. January/February Financial Status Report

The report indicated that 61.27 percent of the FY 2010 Budget has been expended while 66.67 percent of the fiscal year has passed. If professional services are deleted, 65.02 percent has been expended.

Commission acceptance of this report was requested.

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

7. FY 2011 Budget Requests

Accomack County Board of Supervisors met Monday March 15th at 5pm to further discuss their FY 2011 Budget. Commissioner Hart reported that Accomack County recommended level funding for the A-NPDC.

Northampton County's Budget Committee was in the process of setting meetings and reviewing available revenues for FY 2011.

Executive Director Meil reported that the state cuts were not as bad as originally expected.

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

One application was approved: Eastern Shore Community Services Board applied for two 9-passenger vans with wheelchair lifts. Two applications were submitted: Support Publication of the *Bay Journal* and EPA Region III Solid Waste Program.

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

An application was developed for CBLAD funds to provide septic pumpouts to low and moderate-income residents on the bayside of Accomack and Northampton Counties. Staff has also been in discussion regarding Delmarva Rural Ministries' William Hughes Apartments. Delmarva Rural Ministries apparently is seeking to withdraw from providing housing.

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

Hosted a meeting, at the request of Accomack County Administrator, to have a discussion focused on a potential tax credit project at Mary N. Smith Middle School. Staff also handled a small number of follow-up items.

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. Within one day of receiving the EDA funds, staff were able to provide the ESVBA with the \$1.2 million drawdown to partially cover construction expenses. Construction is funded by \$2.3 million each from EDA and the Commonwealth of Virginia as a 50/50 match.

3333 *Town of Cape Charles-VCDBG*
 Broadband Admin.
Project Manager: Barbara , 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 met on February 16, reviewed the engineering plans, and discussed two potential locations for the community center with 20 computers.

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

ESVBA has secured a pole attachment agreement with ANEC and now each pole must be surveyed to determine the distances between existing lines and the space available for attachment of fiber. Cheryl Tyson, project manager, will provide and update for the project at Parksley’s broadband management team meeting on March 8th. This update can be provided at the PDC meeting.

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
- business commitments and baseline employment count

It is expected that ESVBA will have an agreement to present to the Town for operation and maintenance later this week. The Town is making good progress on the employment base count and commitment. An update will be available at the meeting.

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

ESVBA is expected to provide the Town with all of the required agreements early this week. The Town is planning to hold a special meeting this week to vote on adoption of the required agreements and contracts. Business commitments will be part of the special conditions of the contract.

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

The Health Clinic is now 55% complete. DHCD will be performing a project compliance audit on the 16th, 17th, and 18th of March.

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.

At its February 18 meeting, staff was directed to research the 16 medians recommended for closure in Northampton County that are still open. The next step will be to request that VDOT put the remaining open medians onto its safety list.

Officers were elected at the meeting. Nancy Duncan continues as Chair, Sandra Benson is Vice-Chair, and Elaine Meil is Secretary.

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

Project Manager: Kat Edwards, ext. 120

The Town met with VDOT staff last week to determine what is needed to move the project forward and to determine a timeline for pre-construction and construction activities. VDOT has reviewed the 90% drawings and supplied a list of comments to be addressed prior to submission of the bid packet for VDOT approval. It is expected that the project will be bid in September with a start date of October.

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

Project Manager: Kat Edwards, ext. 120

The Town continues to work on securing necessary easements. They are negotiating with New Ravenna for additional land for the rain garden that will help control storm water.

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.

VDOT responded last week that median signs would no longer be allowed. A new, smaller sign will need to be installed on the southbound VDOT right of way near the Best Western Hotel in Exmore. We do not yet know if that will be added back into the scope of work for the grant, as VDOT has not responded to that question as yet. However, VDOT did respond to the request for guidance on how to install the three replacement signs and how to remount the others. The County Public Works Department will procure the recommended aluminum bracing from Korman Signs in Richmond. The sign faces will be installed onto a framework of aluminum bracing which will then be mounted onto the two 4x4 posts for each sign. VDOT believes this system will let them withstand high winds in future.

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. The revised drawings have not yet been received.

Planning Projects

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

The Hazard Mitigation Committee has reformed and a Kickoff Meeting is scheduled for March 2010. The Committee will begin the process of updating the Eastern Shore 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 February 16. One Ground Water Withdrawal permit was reviewed. The next meeting is planned for March 16. Certified Planning Commissioner Training continues and will conclude March 31. Two A-NPDC Staff and 23 other members of the Accomack and Northampton Planning Commissions are enrolled in the training program. The CRMP Technical Assistance Program application for continued participation with this program is currently being completed and will be submitted by March 25, 2010.

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

The Ground Water Committee is researching the state code requiring cover crop implementation.

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

This year's Household Hazardous Waste Collection is scheduled to be held in conjunction with the Mother Earth Day Celebration to be held May 8 at the Downtown Park in Chincoteague. Staff are currently collaborating with the Celebration organizers and will be advertising the Collection throughout the spring.

3591 *Town of Wachapreague-DCR Project-Park
Develop.*
Project Manager: John Aigner, ext. 118

A revised budget to include the abandonment of the two septic tanks on the property was submitted to DCR for approval. It is planned to crush and fill the tanks once DCR approves the revised budget. Town Council is working with the park committees to finalize the construction details for the gazebo and walkway. The decision will be made whether to construct the gazebo and walkway at grade, or to elevate the gazebo, therefore requiring a floor and a handicap ramp to be installed also. The popular opinion is leaning towards an elevated structure. The elevated option will tend to increase construction costs. Once this decision is made, staff will assist the Town in the submittal of a site plan and construction plans for the gazebo.

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

The consultant to the Ground Water Committee has submitted a revised second draft of the Accomack Plan 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.

From October 1, 2009 to March 15, 2010, staff has counseled approximately 938 families. Of the 938 clients, approximately 42 individual educational workshop sessions were completed, 32 sessions were completed for individuals who seeking pre-purchase counseling, 98 sessions were completed for individuals seeking help with resolving or preventing mortgage delinquency, 343 sessions occurred for individuals seeking rental housing concerns, and 315 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

Since February 2008 to February 2010 there have been 101 foreclosure client intakes. The results have been as follows: 1 foreclosure, 38 positive results (permanent modification, repayment plan forbearance, mortgage brought current, or HECM (reverse mortgage)). The remaining either are waiting on an answer from their servicer, in a Home Affordable Trial Plan, or have withdrawn. There has been a slight increase in responses from servicers in recent weeks with positive solutions.

366301 *Homelessness Prevention, Rapid
Rehousing*
Project Manager: Bobbie Jo Wert, ext. 125

Staff applied for and obtained funding for the Homeless Prevention & Rapid Re-Housing Program (HPRP). These funds are set aside to assist families at or below 50% of the local area median income level prevent homelessness (Homelessness Prevention) or re-house families that are homeless (Rapid Re-Housing) (for example, families that are living in a place not meant for human habitation or living in a shelter). Rental subsidy may be available for up to 18 months; however, staff is working closely with families to identify permanent housing options. Staff anticipates transitioning families off HPRP within an average of 6 months.

Staff began accepting applications and screening families in November 2009 in conjunction with the Homeless Intervention Program (HIP). To date, twenty (20) families have been assisted with HPRP funds. Three (3) families met the eligibility standards for Rapid Re-Housing monies while seventeen (17) families received assistance to prevent homelessness. In efforts to manage monies appropriately and to not over obligate funds, staff ceased accepting application on February 8, 2010 and established a waiting list. The waiting list will be updated regularly to assess eligibility.

The Department of Housing and Community Development (DHCD) performed a financial review on January 22. No report has been received regarding potential findings from the review. Staff attended a training session with DHCD on March 4. During this session, DHCD indicated HUD is changing regulations and requirements constantly; therefore, ongoing programmatic changes are inevitable and as sub-grantees, we work with them as they comply with these mandatory changes. In addition, they strongly encouraged all agencies spend monies quickly. Staff will be meeting on March 17 to discuss strategies to assure compliance.

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

Contracts have been signed for the construction of a new replacement house. The clearing of a right of way to a future new replacement house was completed last week.

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

The EECBG grant award offers have been made. 26 awards totaling \$9 million were chosen from 148 proposals requesting \$51 million. The highest ranking proposal from each Planning District was chosen, and then the next five highest ranking proposals overall. The highest ranking proposal for the Accomack –Northampton PDC was the Geo-thermal heating and cooling upgrade for Northampton County. The award offer is for \$150,000. The next step is for the County to return the grant award acceptance form to DMME.

3771 *Accomack-Metompkin VCDBG
Administration*
Project Manager: David Annis, ext. 126

The final signature has now been obtained on the deeds to transfer the right-of-ways for Savage Drive and Finney Drive. DHCD will be performing a project compliance audit on the 16th, 17th, and 18th, of March.

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 is now 55% complete on the improvements to Jackson Lane. VDOT is gearing-up to begin the clearing portion of the planned improvements to Honeysuckle Lane.

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.

Culls Planning Grant

Project Manager: John Aigner, ext. 118

Planning grant activities have been undertaken and are being completed. Housing surveys, inspections and cost estimates are almost complete. Work has begun on the application for the community improvement grant that is due at the end of March. A preliminary engineering report is being developed for the drainage improvements that are required.

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

Steps are being taken to close out the Northampton County 2004 Elevation Project that is due to close April 30, 2010. Staff has received a request from Ms. Nunez to assist with a new application for hazard mitigation funds to address the three properties that could not be done in the current project. Paperwork has been sent to the homeowners to fill out and update for participation.

<u>Project Element#</u>	<u>Project Description</u>
3823	<i>Accomack County-FEMA Elevation Project</i>

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 substantially complete and the third and fourth houses are under construction. Two houses in Saxis are substantially complete and two more are under construction. A letter was sent to VDEM requesting guidance on which of the remaining properties are still approved for elevation. Cost overruns have affected the budget negatively and high construction bids caused some of the properties to lose their positive cost-to-benefit ratio.

9. Executive Director's Report

A-NTDC Loan Request

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

Response from Senator Northam

Senator Northam has kindly written a letter showing support for the A-NPDC. The letter was attached.

Requests for Assistance

Town of Parksley – The Town has requested assistance in obtaining a predevelopment planning grant from Rural Development for a water system upgrade. The letter was attached. The strategic plan allows for helping Towns with water system projects. It is expected that the development of the planning grant application will cost approximately \$1,000.

Staff recommended offering assistance with the Town contributing half of the cost of development of the application and agreeing to offer the administration of any successful related project to the A-NPDC.

Commissioner Hart moved to offer assistance to the Town of Parksley by contributing half of the cost of developing the application and agreeing to offer the administration of any successful related project to the A-NPDC. Seconded by Commissioner Murray, the motion carried by unanimous vote.

RC&D Council – The A-NPDC provides two appointees to this organization. They have requested that, if funded, the A-NPDC provide outreach activities for a proposal that requests assistance to provide baseline information for achieving anticipated nutrient and sediment reductions under the Chesapeake Bay TMDL within the Onancock Creek watershed. The strategic plan allows for providing staff support for natural resource protection/management issues. If funded, the A-NPDC would receive \$5,000 to provide the assistance.

Staff recommended approval to provide the requested assistance provided that funds are available to offset the A-NPDC staff support costs.

Commissioner Murray moved to provide the requested assistance to the RC&D Council provided that funds are available to offset the A-NPDC staff support costs. Seconded by Commissioner Hart, the motion carried by unanimous vote.

Northampton County – The County Administrator has requested the A-NPDC apply for FEMA funds to complete the houses that were not completed under the Northampton HMGP project. It will include approximately 3 houses.

Staff recommended that staff complete the application for the County.

Commissioner Murray moved to allow staff to complete the application for Northampton County. Seconded by Commissioner Turner, the motion carried by unanimous vote.

10. Public Participation

No public participation took place at this time.

11. Other Matters

It was recommended that for the April Board Meeting, Josie James and David Annis be recognized for 25 years of service.

12. Adjournment

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

Gwendolyn F. Turner
Chairman

Copy Teste:

Elaine K. N. Meil
Executive Director