

ACCOMACK-NORTHAMPTON PLANNING DISTRICT COMMISSION
MINUTES OF THE
May 17, 2010 MEETING
HELD AT THE ENTERPRISE BUILDING
ACCOMAC, VIRGINIA

COMMISSIONERS PRESENT:

Grayson Chesser	Accomack County
Laura Belle Gordy	Accomack County
E. Philip McCaleb	Accomack County
Thomas E. Rienrth	Accomack County
Gwendolyn F. Turner	Accomack County
Rev. Charles J. Kellam	Northampton County
H. Spencer Murray	Northampton County
Willie Randall	Northampton County
Richard B. Tankard	Northampton County

COMMISSIONERS ABSENT:

John C. Gray	Accomack County
Donald L. Hart, Jr.	Accomack County
Roland Bailey	Northampton County
John H. Tarr	Town of Chincoteague

OTHERS PRESENT:

Elaine Meil	Kat Edwards
Susan Haycox	Barbara Schwenk
Melissa Matthews	

1. Call to Order

Chairman Tankard called the meeting to order at 7:03 p.m.

2. Invocation

Chairman Rienrth offered the Invocation.

3. Minutes of April 19, 2010 Meeting

The minutes of April 19, 2010 Meeting were presented.

Commissioner McCaleb moved to approve the Minutes of April 19, 2010 Meeting as presented. Seconded by Commissioner Randall, the motion carried by unanimous vote. Commissioner Gordy abstained due to her absence at the April meeting.

4. Bills Payable/Financial Statement

The May 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 McCaleb, the motion carried by unanimous vote.

5. April Financial Status Report

The report indicated that 76.12 percent of the FY 2010 Budget has been expended while 83.33 percent of the fiscal year has passed. If professional services are deleted, 81.42 percent has been expended.

Commission acceptance of this report was requested.

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

6. FY 2011 Budget Requests

The Budget Committee met at 6:30 PM prior to the May 17th Commission meeting. All Commissioners were welcome to attend.

Commissioner Murray reported that he thought the draft is in good shape.

7. 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.

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

Two applications were approved: No applications were submitted for this time period. Two applications were completed: Northampton County Culls Community Housing Rehabilitation Project and Mobile Date Terminal Project for the Town of Chincoteague.

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

Staff completed the Culls Housing CDBG project application.

3016	<i>Management Assistance Activities</i>
Project Manager:	Elaine Meil, ext. 116

Staff continue to work with the Mary N. Smith Tax Credit project.

Community Development Projects

<u>Project Element#</u>	<u>Project Description</u>
3061	<i>Asset Management</i>
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 has paid the A-NPDC for grant administration services. Closeout of the grant is imminent.

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

Planning for the next CEDS update, due in June, is underway. At the EDA conference in Philadelphia in March, emphasis was placed on formation of a CEDS committee that includes 51% non-elected civic and/or business members. A separate memo will be handed out at the meeting. Commissioners guidance is requested on how they would prefer to comply with EDA requirements.

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. Purchase orders for electronics and telecommunications equipment as well as concrete “huts” and generators for them were approved by EDA, and all materials have been ordered. Construction of the fiber optic backbone from Chincoteague to the CBBT is 95% complete. Staff prepared the second drawdown for \$468,346 this month and has also completed the semi-annual financial and quarterly project reports. Construction is funded by \$2.3 million each from EDA and the Commonwealth of Virginia as a 50/50 match. No change since last report.

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 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

No additional word on status of pole agreements or start of construction. The Town and ESVBA are negotiating the required legal agreements between them. Construction is still scheduled to start in July.

3335 *Town of Onancock-VCDBG Broadband*

Project Manager: Kat Edwards, ext 120

Onancock is still working through the process of getting the Certificate of Deposit to secure the grant and reviewing agreements with ESVBA. The preliminary engineering has been reviewed and approved by the Management Team. The pole agreements were scheduled to be submitted in April. Construction is scheduled to start in September.

3336 *Town of Chincoteague-VCDBG
Broadband*

Project Manager: Kat Edwards, ext 120

ESBVA has incorporated the changes suggested by the Town into a second draft of each of its agreements and sent it back to the Town for review. The Town has secured the \$100,000 Certificate of Deposit associated with job creation and is waiting to receive its contract from DHCD.

3535 *Town of Tangier-VCDBG Health Clinic
Project*

Project Manager: David Annis, ext. 126

The Tangier Clinic building is now 82% complete. The Town, along with the Health Clinic Foundation, is compiling a list of office furniture and medical equipment that will be procured in anticipation of a July completion date. The Foundation is also requesting proposals from dentist who may be interested in establishing regular working hours at the new Clinic.

3401 *VDOT Rural Transportation Planning-
SPR*

Project Manager: Barbara Schwenk, ext 115

Staff and the Transportation Technical Advisory Committee continue to work with VDOT's consultants on the Rural Long Range Plan by providing data and feedback on drafts. In addition, the TTAC has begun looking for ways to update the ESVA Bicycle Plan and to find funding for sections of the bicycle trail. Also, the A-NPDC's website has been updated with a page on Transportation as required by the grant's work plan. Updates of this webpage will be ongoing.

This month, staff prepared the third quarter text and financial reports.

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

Project Manager: Kat Edwards, ext. 120

No additional information. Drawings are still in VDOT review.

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

The Northampton County Public Works Director has asked for another meeting to review how the aluminum bracing will be used for the signs. That meeting has been scheduled for April 16, and when the bracing design is accepted, the materials will be ordered. The three replacement signs and the median sign have not yet been delivered by Parksley Sign Company. It is expected that all signs will be mounted or remounted in May. No progress since last report.

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

Project Manager: Barbara Schwenk, ext. 115

This project has now been turned over to the Eastern Shore of Virginia Wildlife Refuge assistant manager, Robert Leffel. Staff met with him in early April and turned over all files. Bob will complete the environmental forms needed by VDOT (his engineering firm can complete the erosion and sediment control plan portions). Construction is expected to begin later this spring. The A-NPDC's involvement with this project is now complete.

Planning Projects

3531 *VDEM Flood Hazard Mitigation*

Project Manager: Curtis Smith, ext. 114

The Hazard Mitigation Committee held a Kick-off Meeting on April 29 that was attended by 16 members from the state, county, and local level. The Committee received a presentation on the mitigation planning process from a VDEM representative. During the meeting the Committee decided on the format of the report and held initial discussions on natural hazards and prioritization to be included in the update to the plan. The next meeting is scheduled for May 27.

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 April 20. The next meeting is planned for May 18. Staff attended the first meeting of the Shellfish TMDL Implementation Advisory Committee in Richmond on April 21. The Shellfish Committee is working to develop a prioritization process for the development of Shellfish TMDL plans. Staff will also be serving on the state Rural Enterprise Opportunity Task Force in meetings at a date yet to be announced.

3571 *A-N Ground Water Committee Projects*

Project Manager: Curtis Smith, ext 114

The Ground Water Committee has commented to the state Agriculture Best Management Practices Technical Advisory Committee suggesting the cover crop planting requirement dates be amended to reflect local climate data findings. The Committee will be holding its first of two public workshops this year on June 9 from 6:30 – 8:00 p.m. at the Shore Bank Headquarters in Onley. Britt McMillan of Malcolm Pirnie, Inc. will be giving a presentation on the Shore's groundwater resources.

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

The Household Hazardous Waste Collection was held in conjunction with the Mother Earth Day Celebration on May 8 at the Downtown Park in Chincoteague. This year's collection was the largest collection to date with nearly 100 participants bringing in 7,200 pounds (approx. 3.5 tons) of hazardous materials. Staff is currently drafting announcements to be printed in the local papers.

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

Project Manager: John Aigner, ext. 118

There was a groundbreaking ceremony held on Friday April 30 at the site and approximately 50 people were in attendance. The gazebo kit has been ordered and should arrive by the end of May. Quotes are being solicited for the site work, the assembly of the gazebo structure, and the installation of the walkway.

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

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.

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

Pre-Purchase Counseling	Current Month: April	Cumulative Year 3	Total Cumulative
# of orientations held	0	3	12
Orientation attendees	0	14	72
Client Intakes	4	24	90
Additional Counseling Sessions Held	5	35	96
# of final workshops held	2	7	10
Mortgage submissions	0	6	11
Mortgage closings	1	5	10
Financing leveraged	\$ 137,700	\$ 450,468	\$ 986,468

Growing Your Money Financial Literacy	Current Month: April	Cumulative Year 3	Total Cumulative
New GYM participants	0	23	74
GYM graduates	3	10	20

Default and Foreclosure Counseling	Current Month: March	Cumulative Year 3	Total Cumulative
Intake sessions	0	31	107
Additional Foreclosure Sessions	3	61	191
Positive Foreclosure Prevention Outcomes	3	12	35
Homeowner Budget Counseling	1	3	15

366301

*Homelessness Prevention, Rapid
Rehousing*

Project Manager: Bobbie Jo Wert, ext. 125

To date, twenty (22) families have been assisted with HPRP funds. Three (3) families met the eligibility standards for Rapid Re-Housing monies while seventeen (19) families received assistance to prevent homelessness. In efforts to manage monies appropriately and to not over obligate funds, staff ceased accepting applications on February 8, 2010 and established a waiting list. The waiting list has been updated. All families on the list have been screened in order to determine eligibility. Ineligible families have been denied and new families are in process.

3701 *Northampton, VCDBG, West Fairview
Admin.*
Project Manager: John Simpkins, ext. 119

Bid documents for one substantial reconstruction project and two demolition projects were sent out to qualified contractors on May 6th, with bids due on May 18th. Closing on an heir property that required extensive legal work to gain clear title is scheduled for May 11th. Construction of a new dwelling will commence soon thereafter. Work on clearing title on a third property is nearing completion so that construction can begin.

3702 *Northampton, VCDBG, West Fairview
Inspect.*
Project Manager: John Simpkins, ext. 119

Regular inspections for all-going construction projects.

3703 *Northampton, VCDBG, West Fairview
Housing Spec.*
Project Manager: John Simpkins, ext. 119

A well and septic application was submitted to the VDH for the substantial reconstruction project bid out on May 6th.

3763 *Dept of Mines, Minerals & Energy-
EECBG*
Project Manager: John Aigner, ext. 118

Northampton County has received the contract of award that will be completed and returned to DMME. One of the next steps will be the initiation of the environmental review process. DMME has not initiated any of this, as was previously indicated.

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

The project engineer has been asked to submit an addendum to the contract that will allow for the design and permitting work required to extend Finney Drive to the end of the subdivision. DHCD has approved the budget revision transferring an additional \$7,000 for this work. A Metompkin Management Team meeting is scheduled for Wednesday, May 12th.

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

The improvements at Jackson Lane are now 85% complete. The Jackson Lane street drainage ditches still need to be connected to the reshaped ditches on Fisher's Court, and the top surface treatment of the street has not been applied. VDOT has started clearing portion of the planned improvements to Honeysuckle Lane. A Management Team meeting is scheduled for May, the 18th.

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 completed and the products submitted to DHCD. Payments for the Preliminary Engineering Report and title searches are being processed. The Culls Community Housing Rehabilitation Project CDBG application has been submitted. Responses from the environmental review letters are being received. Announcements will be made in June as to which competitive grants will be funded.

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

VDEM will be initiating project close-out and monitoring in the next 90 days. All project activities have been completed.

3823 *Accomack County-FEMA Elevation Project*

Project Manager: John Aigner, ext. 118

The contractor is substantially complete at Crystal Beach. Certificates of Occupancy have still not been received for the last eight houses in the project that are complete.

At VDEM's request, a letter was sent to them asking for a budget revision to remove all houses that were not done. This was necessary so that the County is not penalized for not completing these houses. The Wachapreague Fire House was also dropped from the project due to time constraints. It would need to be demolished before July 31, and they have not broken ground on the new building yet.

A portion of Snyder's additional change orders that were submitted to VDEM have been approved. Two change orders for pipe insulation were approved to be paid, but the demobilization change order was not.

8. Comprehensive Economic Development Strategy Planning (CEDS)

The US Department of Commerce Economic Development Administration (EDA) designated the A-NPDC as an Economic Development District (EDD) several years ago. This designation makes our region eligible for EDA grant funds. The EDD designation is maintained by complying with EDA's requirements for Economic Development services for the region, including development and implementation of a Comprehensive Economic Development Strategy (CEDS) every five years with yearly updates in between. In 2007, with the assistance of Virginia Tech's Office of Economic Development, a completely new CEDS was developed. In December 2009, an update was prepared and sent to EDA.

In March, a staff member attended the Economic Development Administration Conference in Philadelphia to learn about changes in the CEDS requirements. There are three important changes:

1. The CEDS must be updated by June each year.
2. The CEDS committee must be composed of at least 51% business people who are not also elected officials, and the membership must reflect the region's demographics.
3. Measureable goals, an action plan, and implementation progress must be reported each year.

Two options for a committee could be:

1. Forming a regional economic development subcommittee that reports to this Board of Commissioners.
2. Seeking support to revive the Eastern Shore of Virginia Regional Partnership (this model included citizens from the business, education, civic, and governmental sectors of the community).

Staff requested guidance on how Commissioners would prefer to comply with EDA requirements.

Commissioner Randall recommended having County Supervisor Miner attend a meeting and have him explain the Southern Shore Business Round Table. Then have the Board decide if they would want to work with him to get names of people to be involved with CEDS.

9. Executive Directors Report

Secretary Connaughton Visits

Secretary Connaughton, Secretary of Transportation, visited the Eastern Shore on May 5th and stopped into the A-NPDC. A-NPDC staff shared with him and his staff local knowledge and concerns regarding US Route 13, the Six Year Plan, Route 175 &

Wallops, as well as access management and bicycle improvements. VDOT staff agreed to assist with studying the portions of US Route 13 not included in the original Route 13 Study.

Building Items

Building Mortgage

The Enterprise Building mortgage has been completely paid.

Building Maintenance Expenditures

The cabinetry has been priced. The lowest price including installation is \$2300 from Daley Manufacturing but we are changing the specification to replace a fold out cabinet with a cabinet of drawers and decided to also go to a raised panel face instead of a flat face.

Enterprise Building Reserve Account

The A-NPDC has attached a reserve account methodology regarding replacing major building systems. It will need to be updated annually to determine the amount that would be set into the reserve.

Guidance was requested.

The Board recommended revisiting this at the June meeting to allow A-NPDC staff to get additional information.

A-NPDC on Facebook

Join us on Facebook, staff is now placing short press announcements and the calendar via the website www.facebook.com. Non-members of Facebook can still access the content, as it is not restricted to members. A link is available via www.a-npdc.org

Requests for Assistance

Northern Accomack Follow-up to the 2009 Wastewater Summit

Steve Miner has requested staff assistance to organize and facilitate a county-wide meeting in early June to determine if Accomack County towns and government see a need for a utilities strategic plan for Accomack County.

This meeting is planned to be a follow-up to the Wastewater Summit of September 9, 2009, called by Delegate Lynwood Lewis. Staff assisted Delegate Lewis with that meeting with organization, deciding on process, and by developing the agenda.

Mr. Miner has asked that the follow-up meeting be held in northern Accomack County during working hours with duration of no more than three hours. Staff estimates the total time needed to organize, prepare, conduct the meeting, and document the outcome will

take approximately twelve to fifteen hours. These costs can be paid with the existing EDA Planning Grant.

Approval was requested.

Commissioner McCaleb moved to allow staff to assist in organizing and facilitating a county-wide meeting in early June to determine if Accomack County towns and government see a need for a utilities strategic plan for Accomack County. Seconded by Commissioner Turner, the motion carried by unanimous vote.

Accomack County FEMA Application

Accomack County has requested the A-NPDC to write and administer a FEMA grant application to elevate up to 10 houses. The estimated cost to develop the application would cost \$3,500.

Approval was requested.

Commissioner McCaleb moved to allow A-NPDC staff to write and administer a FEMA grant application to elevate up to 10 houses upon approval from the Accomack County Board of Supervisors. Seconded by Commissioner Randall, the motion carried by unanimous vote.

Virginia Housing Coalition Annual Housing Awards Dinner

Virginia Housing Coalition is a state-wide organization dedicated to promoting housing assistance from federal, state and local sources for low- and moderate-income Virginians. Through the Virginia Housing Coalition, representatives of local and regional groups can identify housing issues of common concern and develop effective strategies to address them. Virginia Housing Coalition leaders serve as spokespersons on housing-related issues for lower-income Virginians, giving voice to housing, community and economic development concerns in policy debates at the state and federal levels.

On June 17th the Virginian Housing Coalition will be recognizing Paul Berge and his achievements on behalf of affordable housing at their Annual Housing Awards Dinner by inducting him into the Affordable Housing Hall of Fame (one of two inductees in the class of 2010). The Affordable Housing Hall of Fame recognizes individuals who are retiring (or have retired) for their outstanding lifetime achievements serving as an advocate for affordable housing.

In addition to receiving this award Paul will have a portrait hung in the “Hall of Fame” at VHDA’s Housing Center in Richmond’s west end with a brief biographical paragraph as well to inspire future leaders in the industry.

The Awards Dinner will be held at the Omni Richmond Hotel June 17th at 6:30 p.m. at a cost of \$50 per seat for up to 10 seats per table. Another option would be for the A-NPDC to sponsor a table at a cost of \$1,000 which would also assist the Coalition in furthering their mission of advocating for affordable housing.

Staff requested that the Commission consider sponsoring a table or otherwise participating in this momentous occasion.

Commissioner McCaleb moved to allow the staff to sponsor a table for \$1,000 and attend the awards ceremony. Seconded by Commissioner Turner, the motion carried by unanimous vote.

Commissioner Tankard asked staff to prepare a press release acknowledging Paul Berge and his achievements on behalf of affordable housing.

10. Public Participation

No public participation took place at this time.

11. Other Matters

Chairman Tankard recognized Commissioner Kellam for serving on the Board for eight terms.

12. Adjournment

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

Gwendolyn F. Turner
Chairman

Copy Teste:

Elaine K. N. Meil
Executive Director