

ACCOMACK-NORTHAMPTON PLANNING DISTRICT COMMISSION  
MINUTES OF THE  
June 21, 2010 MEETING  
HELD AT THE ENTERPRISE BUILDING  
ACCOMAC, VIRGINIA

COMMISSIONERS PRESENT:

|                        |                    |
|------------------------|--------------------|
| Laura Belle Gordy      | Accomack County    |
| John C. Gray           | Accomack County    |
| Donald L. Hart, Jr.    | Accomack County    |
| Thomas E. Rienarth     | Accomack County    |
| Roland Bailey          | Northampton County |
| Rev. Charles J. Kellam | Northampton County |
| H. Spencer Murray      | Northampton County |
| Willie Randall         | Northampton County |
| Richard B. Tankard     | Northampton County |

COMMISSIONERS ABSENT:

|                     |                      |
|---------------------|----------------------|
| Grayson Chesser     | Accomack County      |
| E. Philip McCaleb   | Accomack County      |
| Gwendolyn F. Turner | Accomack County      |
| John H. Tarr        | Town of Chincoteague |

OTHERS PRESENT:

|              |                  |
|--------------|------------------|
| Elaine Meil  | Melissa Matthews |
| Susan Haycox | David Annis      |

1. Call to Order

Chairman Tankard called the meeting to order at 7:08 p.m.

2. Invocation

Chairman Tankard offered the Invocation.

3. Minutes of May 17, 2010 Meeting

The minutes of May 17, 2010 Meeting were presented.

Commissioner Gordy moved to approve the Minutes of May 17, 2010 Meeting as presented. Seconded by Commissioner Kellam, the motion carried by unanimous vote.

4. Bills Payable/Financial Statement

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

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

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

5. May Financial Status Report

The report indicated that 83.48 percent of the FY 2010 Budget has been expended while 91.67 percent of the fiscal year has passed. If professional services are deleted, 89.96 percent has been expended.

Commission acceptance of this report was requested.

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

6. FY 2011 Budget/Annual Work Program

The Budget Committee met at 6:30 PM prior to the June 21<sup>st</sup> Commission meeting. All Commissioners were welcome to attend.

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

- The attached FY 2011 Budget/Annual Work Program is the **Administrative and Direct Services Budget** only. The Budget for the Economic Loan Fund activity will be presented by the Committee at a later date.
- Estimated remaining balances for multi-year grants from FY 2010 have been transferred into FY 2011.

- Please note that the projected indirect cost rate continues to be held at a lower rate and is projected at 38.48 % for FY 2011.
- The Accomack-Northampton Regional Housing Authority was advised that the Mill Run Tax Credit Application has been funded. Funds are included in the FY 2011 Budget/ Annual Work Program for development and construction management.
- VHDA has announced that the A-NPDC will receive new NFMC funds for foreclosure counseling.
- The Town of Chincoteague has been awarded a Boating Infrastructure grant and administrative funds are included in the A-NPDC projected Budget.
- \$7,000 of the interest earned on the KMC proceeds are budgeted for administration of economic development loan fund activity.
- No merit or cost of living adjustments are included in the current proposed budget. A small bonus pool of \$1,000 continues to be budgeted for exceptional performance.
- Virginia Retirement rates and VEC Unemployment rates have each increased from FY 2010. However, the VRS group life rate has decreased.
- The FY 2011 Budget includes deferred general fund revenues of \$13,000 from FY 2009 and \$10,000 from FY 2010.
- The FY 2011 Proposed Budget reflects revenues exceeding expenses by \$812.

Commission adoption of the Proposed FY 2011 Budget/Annual Work Program was requested.

Commissioner Murray moved to adopt the Proposed FY 2011 Budget/Annual Work Program. Seconded by Commissioner Gordy, the motion carried by unanimous vote.

7. Contracts

Line of Credit Agreement with BB&T Bank - Total \$75,000

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

The A-NPDC established the line of credit with BB&T Bank several years ago in conjunction with the operating account for emergency purposes. It has not been necessary to utilize the line of credit in the current fiscal year. The rate for the renewal is bank's prime rate + 1/2%.

Commissioner Murray moved to renew the Line of Credit with BB&T Bank for one year. Seconded by Commissioner Reinerth, the motion was carried by unanimous vote.

8. Projects

General Fund Expenditures

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

No activity.

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

No activity.

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

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

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

Staff is coordinating a Northern Accomack Utilities Planning session, assisting the Accomack Administrator's office with holding the next Business Roundtable and preparing the FY11 Housing Counseling application.

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

Staff is responding to the DHCD questions regarding Mary N. Smith School. Staff is arranging to hold the next meeting of the Mary N. Smith Committee in July.

#### 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 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 moving along slowly. As requested at the May meeting, staff has contacted Steve Miner regarding economic development planning for Accomack County and the possibility of resurrecting the Regional Partnership model. Steve responded by asking staff to arrange a meeting of business roundtable members for the first week of July.

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 third drawdown this month. 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 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 in May and will meet in June as well to review the Memorandum of Agreement between the town and the Cape Charles Christian School for use of one of their rooms for the computer center. A railroad easement is also being prepared in order to drop the fiber optic conduit for the town’s network into the same ditch being prepared to receive the new sewer line.

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

ESVBA will begin work on the renovations needed to install Network electronics in the old jail building while waiting to receive pole agreements from ANEC. Verizon has started to replace poles necessary for the installation of broadband. Network 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 pole agreements are now scheduled to be submitted in June. Construction is still scheduled to start in September.

3336                      *Town of Chincoteague-VCDBG  
Broadband*

Project Manager: Kat Edwards, ext 120

The Town and ESVBA are still negotiating the agreements between them. A meeting will be scheduled for the week of the 21<sup>st</sup> to have counsel for both to work out mutually acceptable terms. The Council will then open the CD and sign the agreements. This has caused a delay in ESVBA being able to close its loan for operating funds, but the delay will hopefully be short.

A copy of the overall ESVBA schedule is attached for your information.

3535 *Town of Tangier-VCDBG Health Clinic  
Project*

Project Manager: David Annis, ext. 126

The Tangier Clinic building is now 90% 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 received an offer from USDA of almost \$50,000 to be used to purchase a digital X-Ray machine for the 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. Because of a death in the family, staff canceled the May TTAC meeting. The next meeting will occur in July.

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

Nothing new to report.

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

Project Manager: Barbara Schwenk, ext. 115

Three replacement signs for those damaged in the storm last November will be completed the week of June 14. The Northampton County Public Works staff has received the aluminum bracing required by VDOT, and plans to install the three replacement signs and to re-install the remaining seven signs in late June or early July.

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

Project Manager: Barbara Schwenk, ext. 115

Closed.

### Planning Projects

3531                    *VDEM Flood Hazard Mitigation*

Project Manager: Curtis Smith, ext. 114

The Hazard Mitigation Committee held its second meeting on May 27 and finalized the prioritization of hazards to be addressed in the update. Staff will be working individually with localities in the coming weeks and the Committee will meet as a whole in approximately one month to begin developing mitigation goals and strategies to be included in the plan.

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

Project Manager: Curtis Smith, ext. 114

Staff held a Ground Water Committee meeting on May 18. The next meeting is planned for August 17. Staff attended a second meeting of the Shellfish TMDL Implementation Advisory Committee to continue developing a prioritization strategy 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 held 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. gave a presentation on the Shore's groundwater resources and an introduction to Accomack and Northampton County's Water Supply Plans. The meeting was well attended by 40 people.

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

Site work for the foundation of the gazebo has been completed. The gazebo kit has been delivered and assembly should take place this week. There appears to be an opportunity for the Town to access some grant funding for the planting of Eastern Shore Native plants.

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

| <b>Pre-Purchase Counseling</b>      | <b>Current Month:<br/>May</b> | <b>Cumulative<br/>Year 3</b> | <b>Total<br/>Cumulative</b> |
|-------------------------------------|-------------------------------|------------------------------|-----------------------------|
| # of orientations held              | 1                             | 4                            | 16                          |
| Orientation attendees               | 7                             | 21                           | 79                          |
| Client Intakes                      | 7                             | 31                           | 97                          |
| Additional Counseling Sessions Held | 8                             | 43                           | 104                         |
| # of final workshops held           | 0                             | 7                            | 10                          |
| Mortgage submissions                | 1                             | 7                            | 12                          |
| Mortgage closings                   | 0                             | 5                            | 10                          |
| Financing leveraged                 | \$0                           | \$ 450,468                   | \$ 986,468                  |

| <b>Growing Your Money<br/>Financial Literacy</b> | <b>Current Month:<br/>May</b> | <b>Cumulative<br/>Year 3</b> | <b>Total<br/>Cumulative</b> |
|--|-------------------------------|------------------------------|-----------------------------|
| New GYM participants                             | 7                             | 30                           | 81                          |
| GYM graduates                                    | 1                             | 11                           | 21                          |

| <b>Default and Foreclosure<br/>Counseling</b> | <b>Current Month:<br/>May</b> | <b>Cumulative<br/>Year 3</b> | <b>Total<br/>Cumulative</b> |
|---|-------------------------------|------------------------------|-----------------------------|
| Intake sessions                               | 6                             | 37                           | 113                         |
| Additional Foreclosure Sessions               | 11                            | 72                           | 202                         |
| Positive Foreclosure Prevention Outcomes      | 2                             | 14                           | 37                          |
| Homeowner Budget Counseling                   | 0                             | 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.

DHCD has requested a desk audit to be performed on designated files. Staff will submit the required documents by June 25, 2010. Upon completion of the desk audit and making internal modifications to the intake process and overall program procedure, Staff will begin to accept applications for the programs.

3701 *Northampton, VCDBG, West Fairview  
Admin.*

Project Manager: John Simpkins, ext. 119

One of the recently bid demolition projects is complete. Closing on an heir property that required extensive legal work to gain clear title was completed and construction of a new dwelling is over 50% complete. Construction on two additional new dwellings is expected to begin by June 30<sup>th</sup>. Legal work is progressing toward gaining clear title for a fourth household so that a new dwelling can be constructed.

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 permit was issued in response to our application to the VDH, allowing installation of a deep well and septic system and issuance of a construction permit for a replacement dwelling on that lot.

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

Project Manager: John Aigner, ext. 118

Northampton County is prepared to execute the contract of award for the geo-thermal upgrades. Attachments for the contract will be generated by the architect for the project. The next step will be the initiation of the environmental review process.

3771 *Accomack-Metompkin VCDBG  
Administration*

Project Manager: David Annis, ext. 126

The addendum to the engineering contract that will allow for the design and permitting work required to extend Finney Drive to the end of the subdivision has been executed and returned to the engineer. DHCD has approved the budget revision transferring an additional \$7,000 for this work. A Metompkin Management Team meeting was held on Wednesday, May 12<sup>th</sup>.

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. The contractor has promised to finish the work by the end of the month. VDOT has started cutting ditches as part of the planned improvements to Honeysuckle Lane. A Management Team meeting was held on May, the 18<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.

*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 have been made. 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

The close-out process is underway for the project. All activities have been completed.

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

Project Manager: John Aigner, ext. 118

The contractor is substantially complete at Crystal Beach. The final building inspection has been scheduled. Final building inspections have been scheduled for several homes on Saxis and Wachapreague. The project completion date is July 31, 2010.

9. Executive Directors Report

#### Member Contribution Pick-Up Guide Resolution

The Virginia General Assembly has passed legislation to implement new VRS plan provisions for employees hired or rehired on or after July 1, 2010. These employees will be in Plan 2. After reviewing the three options, Plan 2 employees pay 5% of the member contribution, those employees pay between 1% and 5%, or the A-NPDC pay 5%, Executive Director Meil after reviewing the details will recommend to the Budget Committee to choose to have Plan 2 employees pay 5%.

Should that recommendation be approved, no resolution will need to be adopted. Otherwise, a copy of the required resolution is attached.

Discussion was requested.

Commissioner Randall suggested that Plan 2 employees pay 5% of their own member contribution. Seconded by Commissioner Kellam, this motion carried by unanimous vote.

#### Building Maintenance Reserve

Director of Housing Development Annis prepared a reserve schedule based on the current age of the Enterprise Building systems. It called for an initial capitalization of \$16,513 and an ongoing designation of \$7,897 annually (\$658 per month) for the reserve. The detail is attached. At the rate of the old mortgage payment, it will take 14 months to capitalize the initial fund and make the recommended monthly contribution.

Discussion was requested.

Commissioner Murray moved to adopt the reserve schedule as presented by Director of Housing Development Annis. Seconded by Commissioner Hart, the motion carried by unanimous vote.

#### Wachapreague Native Plants Demonstration Information Item

Regional Planner Smith in conversation with Virginia Wittmer, DEQ, mentioned that the Town of Wachapreague was looking to install a native plants garden on the hotel site. Ms. Wittmer is intending to meet with officials in mid-July to tour the site and believes that DEQ has funds available to complete design and installation work at the site. She is sending along the Kiptopeke Native Plants proposal to aid Wachapreague's efforts.

#### Requests for Assistance

None Received.

### 10. Public Participation

No public participation took place at this time.

11. Other Matters

No other matters were discussed at this time.

12. Adjournment

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

Copy Teste:

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Richard B. Tankard  
Chairman

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Elaine K. N. Meil  
Executive Director