

ACCOMACK-NORTHAMPTON PLANNING DISTRICT COMMISSION
MINUTES OF THE
January 18, 2011 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
Gwendolyn F. Turner	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
John H. Tarr	Town of Chincoteague

COMMISSIONERS ABSENT:

Grayson Chesser	Accomack County
E. Philip McCaleb	Accomack County

OTHERS PRESENT:

Elaine Meil	Barbara Schwenk
Susan Haycox	David Annis
Kat Edwards	Melissa Matthews

1. Call to Order

Chairman Tankard called the meeting to order at 7:04 p.m.

2. Invocation

Chairman Tankard offered the Invocation.

3. Minutes of November 15, 2010 Meeting

The minutes of November 15, 2010 Meeting were presented.

Commissioner Hart moved to approve the Minutes of November 15, 2010 Meeting as presented. Seconded by Commissioner Turner, the motion carried by unanimous vote.

4. Bills Payable/Financial Statement

The January Bills Payable were presented. The current Financial Statement was also presented.

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

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

5. December Financial Status Report

The report indicated that 43.50 percent of the FY 2011 Budget has been expended while 50 percent of the fiscal year has passed. If professional services are deleted, 48.61 percent has been expended.

Commission acceptance of this report was requested.

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

FY 2011 budget amendments for the first six months of the fiscal year were included under the appropriate agenda item and will be reviewed with the Budget Committee prior to the regular meeting.

6. FY 2011 Budget Amendments

Adoption of the following budget amendments was requested:

PLANNING PROJECTS

1.	3530	Accomack County	\$ 00.00
		Wallops Research Park Planning	<u>+ 4,000.00</u>
			\$ 4,000.00

ITEM 1 represents an amendment to include funds approved by Accomack County to assist with the Wallops Research Park planning.

2.	3551	A-N CRMP Technical Assistance, 1 st Qtr Administration	\$ 15,000.00 + 1,200.00 \$ 16,200.00
3.	3592	DEQ-Water Supply Plan, Accomack County Administration	\$ 0.00 + 3,238.61 \$ 3,238.61
4.	3593	DEQ-Water Supply Plan, Northampton County Administration	\$ 0.00 + 1,803.34 \$ 1,803.34

ITEMS 2-4 represent the amendments to include deferred revenues from FY 2010 in order to complete DEQ activities in the current fiscal year.

A-NPDC HOUSING PROJECTS

5.	3661	HUD-Housing Counseling Services Administration	\$ 18,000.00 + 32,000.00 \$ 50,000.00
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ITEM 5 represents the amendment to include a portion of the recently announced HUD-Housing Counseling grant funds awarded in the current fiscal year. The grant is for the period 10/1/10-9/30/11 in the amount of \$46,798.97.

6.	366201	VHDA-Foreclosure Counseling Administration	\$ 00.00 + 10,000.00 \$ 10,000.00
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ITEM 6 represents the amendment to include funds awarded by VHDA for Foreclosure Counseling in the current fiscal year.

7.	3823	Accomack County, FEMA Elevation Project Administration	\$ 4,000.00 + 14,000.00 \$ 18,000.00
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ITEM 7 represents an amendment to include the remaining revenues received from VDEM for completed activities.

OTHER HOUSING PROJECTS

8.	3110	NCALL-Neighborworks (ESVHA) Administration	\$ 25,000.00 + 37,500.00 \$ 62,500.00
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9.	3155	NCALL-Development Contract Administration	(A-NRHA)	\$ 0.00 + 37,500.00 \$ 37,500.00
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ITEMS 8-9 represent the amendments to include NCALL federal fiscal year contract of \$50,000 each for the Neighborworks Project through ESVHA and a new Contract with A-NRHA to address the need for affordable housing. The amendments are pending approval by the Boards.

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

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

7. FY 2012 Budget Requests

Copies of the funding requests for FY 2012 submitted on behalf of the A-NPDC were attached as follows:

Accomack County (submitted), increase of \$1,913 (from \$63,123 to \$65,036), to restore traditional 2/3-1/3 split

Northampton County (draft), level funding of \$32,518

Town of Chincoteague (draft), level funding of \$7,000

8. Proposed By-Laws Amendment

The attached Memorandum was mailed in December. It was recommended that the following be added to the amendment:

Commissioners will be paid the regular commission fee for the months of December and February

Commission review and approval was requested.

Commissioner Hart moved the proposed By-Laws Amendment will be moved to a second reading and final vote in March. Seconded by Commissioner Turner, the motion carried by unanimous vote.

9. Nominating Committee

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

- Chairman, Richard B. Tankard
- Vice Chairman, E. Philip McCaleb
- Executive Committee Member, Gwendolyn F. Turner

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 requests that Chairman Tankard appoint the Nominating Committee for elections to be held at the next scheduled meeting.

Having served one term, all officers are eligible for re-election.

Chairman Tankard appointed Commissioners Gray, Tarr & Murray to serve as the Nominating Committee.

10. 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:	Brenette Hinmon, ext. 100

No activity this month.

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

Assistance activities continue on community development and housing projects.

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

Tracking activity for Culls Housing CDBG and other projects.

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.

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

At the October 18, 2010 meeting, Commissioners resolved to form a new Economic Development Committee for the A-NPDC. On January 11, letters went out to invitees along with a copy of the resolution and by-laws, and the list of invitees. The first meeting of the Committee is scheduled for 5:00 p.m. on January 27th at the Chamber of Commerce in Melfa. The agenda is being developed at this time.

Staff requested that Commissioners appoint/volunteer for four slots on the Committee as outlined in the By-Laws.

Committee members needed are:

2 elected Commissioners, one from each County, and
2 non-elected Commissioners, one from each County.

Commissioner Randall volunteered to be the elected Commissioner from Northampton County, and Commissioner Gordy will represent Accomack County. Commissioner Kellam volunteered to be the non-elected Commissioner from Northampton County, and Commissioner Reinert will represent Accomack County.

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. Staff continues to support the ESVBA by determining the amount of funding still available to it from EDA, and by continuing to prepare reports as necessary and drawdowns as requested.

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

Construction of a portion of the network from Route 13 into the town (near Rayfields) is complete. The Community Center computers and workstations have been received and are now installed in the Cape Charles Christian School in the old Presbyterian church. The grant management team is now working on an operational plan for the center. Construction of the network is complete except for the section that will be buried along with the new sewer line from Mason Avenue to the new sewage treatment plant. That has been delayed because the bids for the sewer line came in too high. It is being re-bid in January, and construction is expected to be completed in spring.

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

Network construction is complete for the community network except electronics. The contractor is working on installation of the electronics cabinet. The last piece of the network to be completed is the fiber run from Parksley to Shore Life Care.

The Town will be working on marketing their network and providing local businesses with some e-technology courses as part of the grant activities.

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

The Town has signed the Network Buildout Agreement with ESVBA. The two are still negotiating on wording for the Pledge and Assignment Agreement that ties Town funds to the ESVBA's loan with Virginia Community Capital Bank.

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

Chincoteague's agreements are at the same point as Onancock's. The Town has signed the Network Buildout Agreement with ESVBA. The two are still negotiating on wording for the Pledge and Assignment Agreement that ties Town funds to the ESVBA's loan with Virginia Community Capital Bank.

3337 *CDBG-R Labor Standards For
Broadband Authority*
Project Manager: John Simpkins, ext. 119

Staff continues to review payroll and other documents that contractors are required to submit to the A-NPDC in order to determine their compliance with Davis-Bacon Labor Standards. Interviews of contractor employees for verification of payroll document information are ongoing.

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

The Clinic is now open and seeing patients. The Foundation is negotiating the final issues of a lease agreement with Riverside. Currently, Riverside is providing two doctors and a physician's assistant, along with support staff for the clinic. Staff is working with the Town and the Foundation to provide the documentation required to close-out the project.

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. New photos and final text edits were forwarded in December, and the final draft is not expected until early February.

The first meeting to update the Bicycle Plan was held on January 10, 2011 at the temporary offices of the Northampton County government at the Middle School in Machipongo. There were three attendees who provided feedback and ideas for extending the planned routes. Two responses were also received via email from people who could not attend. The next meeting will be on January 31 from 7:00 – 9:00 in the PDC conference room.

Adoption of the enclosed resolution needed to apply for FY12 funding was requested.

Commissioner Hart moved to adopt the resolution. Seconded by Commissioner Murray, the motion carried by unanimous vote.

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

Project Manager: Kat Edwards, ext. 120

The Town has submitted its request for right of way certification. The engineer is finishing addressing all of the VDOT comments on the final plans.

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

The reimbursement procedure has been discussed with our VDOT representative, Steve Rowan, and the forms were prepared and sent. Feedback was received from Mr. Rowan in early December, and we are pursuing additional documentation of EEO compliance through Tim Holloway at the CBBT. CBBT handled the construction of the Visitor Center.

Planning Projects

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

Project Manager: Curtis Smith, ext. 114

The next Ground Water committee meeting is January 18. Staff has participated in a workshop to identify and assess natural resources at the Eastern Shore of Virginia National Wildlife Refuge that may be vulnerable to future environmental changes. Staff has partnered with the Nature Conservancy and other local government personnel on developing strategies for utilizing new LiDAR elevation data for the Eastern Shore and is currently scheduling Flood Inundation Mapping training for local GIS users to be held in spring/summer 2011. Staff attended the 2010 VCZMP Coastal Partners Workshop in Richmond for three days in December.

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

The Committee has performed a Sole Source Aquifer review for the EPA regarding a proposed spray irrigation project for treated leachate at the North Accomack County Landfill.

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

No activity. Staff has received many phone calls from local residents interested in participating in the next collection.

3580 *CBLAD Septic Pumpout Program*
Project Manager: Curtis Smith

All pumpouts have been scheduled and are awaiting completion by the pumpout contractor. Once completed the program will be closed out.

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

All construction activities have been completed. Steps are being taken to close out the project.

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

The plan will be presented to the Accomack Co. BOS and all involved towns will be invited to attend.

3593 *DEQ-Northampton County Water Supply
Plan*
Project Manager: Curtis Smith

The plan will be presented to the Northampton Co. BOS and all involved towns will be invited to attend.

3595 *VDEM Flood Hazard Mitigation*
Project Manager: Curtis Smith, ext. 114

Staff has met with the localities who participated in the initial draft of the plan and is scheduling meetings with the localities that are participating for the first time. The Hazard Mitigation Committee has finalized the prioritization of hazards to be addressed in the update and will begin developing mitigation goals and strategies to be included in the plan at its next joint meeting.

A-NPDC Housing Projects

300701 *Accomack County CDBG- Mary N. Smith*
Project Manager: David Annis, ext. 126

At the January 5th public hearing, Accomack County voted to postpone a vote on accepting the transfer of the school property from the School Board, and the related proposal from Mark-Dana Corporation for the conversion of the school to affordable apartments. The majority of the neighborhood residents who spoke at the hearing were in opposition of the proposal from Mark-Dana. Supervisor Gray agreed to meet with the neighborhood residents to determine if there could be a compromise that the neighborhood and developer would accept, and report back to the Board at their January 19th meeting. All development activities have been suspended until staff receives direction from the Board of Supervisors.

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 final 9902 for the reporting period of October 1, 2009 till September 30, 2010. During this period staff members counseled 1526 clients. Of the 1526 clients, 98 individuals attended educational workshop sessions, 108 sessions were completed for individuals who seeking pre-purchase counseling, 169 sessions were completed for individuals seeking help with resolving or preventing mortgage delinquency, 653 sessions occurred for individuals seeking rental housing concerns, and 462 sessions occurred for individuals seeking shelter or services for the homeless.

366109

*HUD-Housing Counseling Services-
New Contract*

Project Manager: Kat Edwards, ext. 120

The FY11-12 HUD Housing Counseling Application was funded for \$46,798.97. This is an increase of nearly 100% over the amount received last year. Staff anticipates receiving the contract and request for supporting documentation soon since the contract year began October 1st. Therefore, staff requests Commission authorization for the Executive Director to execute the contract documents when received.

Commissioner Murray moved to authorize Executive Director Meil to execute the contract documents when received. Seconded by Commissioner Randall, the motion carried by unanimous vote.

In mid-December prior to this announcement, HUD staff conducted their biennial review of the program. No major compliance issues were identified. HUD staff will be sending a follow up providing some suggestions which may improve the program operations but she also indicated that she would be recommending recertification of the A-NPDC program.

3662

VHDA-Foreclosure Assistance (\$15,000)

Project Manager: Patricia Connolly Grove, ext.124

Pre-Purchase Counseling	Current Month: September	Cumulative Year 3	Total Cumulative
# of orientations held	1	6	15
Orientation attendees	5	37	95
Client Intakes	12	67	133
Additional Counseling Sessions Held	4	58	119
# of final workshops held	0	9	12
Mortgage submissions	2	14	19
Mortgage closings	0	7	12
Financing leveraged	\$ 0	\$ 661,881	\$ 1,197,881

Growing Your Money Financial Literacy	Current Month: September	Cumulative Year 3	Total Cumulative
New GYM participants	4	54	105
GYM graduates	0	31	41

Default and Foreclosure Counseling	Current Month: September	Cumulative Year 3	Total Cumulative
Intake sessions	7	63	139
Additional Foreclosure Sessions	5	109	239
Positive Foreclosure Prevention Outcomes	1	20	43
Homeowner Budget Counseling	3	7	19

Positive Outcome Statistical Information from July 1 thru Sept 30, 2010:
Foreclosure Positive Outcomes: 5

366301 *Homelessness Prevention, Rapid
Rehousing*

Project Manager: Bobbie Jo Wert, ext. 125

Applications are being accepted and processed for the program using a single application for both HPRP and the Homeless Intervention Program (HIP). Since September 21, 2010 over 142 applications have been received. Forty-four (44) families have qualified for HPRP financial assistance and twenty (20) families have been determined eligible for HIP financial assistance.

3701 *Northampton, VCDBG, West Fairview
Admin.*

Project Manager: John Simpkins, ext. 119

Construction of two new dwellings is under way, with one nearing completion. Successful bids for construction of two additional dwellings were received. The start of construction was delayed due to the need for lot surveys, which are being procured. It appears that one or two additional households may be eligible for assistance. Northampton County has submitted a request for a project extension in order to have an opportunity to assist these households.

3702 *Northampton, VCDBG, West Fairview
Inspect.*

Project Manager: John Simpkins, ext. 119

Regular inspections for all construction projects are on-going.

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

Housing specialist activities for all construction projects is on-going.

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

Construction will begin very shortly on this project. Contractor will notify when project starts.

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

DHCD has asked staff to take steps to escrow fund in an amount to complete the street improvements, and close-out the project. Staff has asked the project engineer to provide cost estimates for completing the streets, including moving utilities and engineering fees.

The construction plans and specifications for the improvements to Finney Lane and Savage Lane are being still being reviewed by the County.

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

All work has been completed, and the project is closed-out.

4501 *Northampton-East Fairview VCDBG
Inspection*
Project Manager: David Annis, ext. 126

All work has been completed, and the project is closed-out.

4510 *Northampton-East Fairview VCDBG
Housing Spec.*
Project Manager: David Annis, ext. 126

All work has been completed, and the project is closed-out.

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

The revised scope of work and budget have been submitted to DHCD for approval. No definite word on the status of the project.

3822 *Northampton County-FEMA Elevation
Project*
Project Manager: John Aigner, ext. 118

All activities have been completed. Final paperwork has been submitted for grant closeout.

Several homeowners have constructed rooms under the elevated houses without permits. Steps are being taken to resolve these problems.

Project Element# Project Description
3823 *Accomack County-FEMA Elevation
Project*

Project Manager: John Aigner, ext. 118

The project construction has been completed. Final paperwork is in the process of being submitted to VDEM and FEMA. All paperwork that has been provided by the homeowners has been forwarded to VDEM and FEMA. Owners that have not complied are in jeopardy of losing the grant funding for their projects.

11. Executive Directors Report

Nandua Repair Loan

A-NTDC has completed five draws to date the last one being November 30, 2010. A little over \$50,000 remains to be drawn. At this time, final repairs on the *Nandua* are occurring in Cape Charles, using local labor. A-NTDC staff expect they will request one final draw.

CEDS Committee

The first meeting is tentatively scheduled for January 20 from 5 – 8 pm at the Chamber of Commerce in Melfa. The scope of work for this year includes the Cape Charles Harbor Improvements and the Wallops Research Park. Appointments from the A-NPDC Commissioners are needed. Committee members need to include one elected Commission from each County and one non-elected Commissioner from each County.

Appointments were requested.

Requests for Assistance:

No requests have been received.

12. Public Participation

No public participation took place at this time.

13. Other Matters

Discussion ensued regarding Fugitive policy. Commissioners advised Executive Director Meil to seek legal guidance on how to word this policy.

14. Adjournment

There being no further business brought before the Commission, the meeting was adjourned.

Richard B. Tankard
Chairman

Copy Teste:

Elaine K. N. Meil
Executive Director