

ACCOMACK-NORTHAMPTON PLANNING DISTRICT COMMISSION
MINUTES OF THE
May 16, 2011 MEETING
HELD AT THE ENTERPRISE BUILDING
ACCOMAC, VIRGINIA

COMMISSIONERS PRESENT:

Robert Crockett	Accomack County
Laura Belle Gordy	Accomack County
Donald L. Hart, Jr.	Accomack County
Sandra Hart Mears	Accomack County
Thomas E. Rienarth	Accomack County
Gwendolyn F. Turner	Accomack County
Roland Bailey	Northampton County
Rev. Charles J. Kellam	Northampton County

COMMISSIONERS ABSENT:

John C. Gray	Accomack County
H. Spencer Murray	Northampton County
Willie Randall	Northampton County
Richard B. Tankard	Northampton County
John H. Tarr	Town of Chincoteague

OTHERS PRESENT:

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

1. Call to Order

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

2. Invocation

Commissioner Hart offered the Invocation.

3. Minutes of April 18, 2011 Meeting

The minutes of April 18, 2011 Meeting were presented.

Commissioner Hart moved to approve the Minutes of April 18, 2011 Meeting as presented. Seconded by Commissioner Turner, the motion carried by unanimous vote.

4. Bills Payable/Financial Statement

The current 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 Crockett, the motion carried by unanimous vote.

5. April Financial Status Report

The report indicated that 71.40 percent of the FY 2011 Budget has been expended while 83.33 percent of the fiscal year has passed. If professional services are deleted, 82.34 percent has been expended.

Commission acceptance of this report was requested.

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

6. FY 2012 Budget Requests

The Budget Committee will meet May 23, 2011 to discuss the FY 2012 Budget Requests and Budget/Annual Work Program. All Commissioners were welcome to attend.

7. Revised Bicycle Plan

The A-NPDC Transportation Committee held two public meetings in January and subsequently updated the 2004 Eastern Shore of Virginia Bicycle Plan.

Economic Development Coordinator Schwenk gave an overview of the changes to the plan which included adding the table of contents, developing the next steps, updating AADT counts, adding road names to the segments and expanding Appendix B to include the 2011 meeting results. A copy of the revised Bicycle Plan was attached.

Commissioner Crockett moved to adopt the revised Bicycle Plan as requested. Seconded by Commissioner Riennerth, the motion 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

Invoices are being paid as they are received for items that cannot be directly charged to the programs through the indirect rate. These include items like Commissioner travel, certain Attorney fees and certain staff development items.

<u>Project Element #</u>	<u>Project Description</u>
3003	<i>Intergovernmental Coordination and Information</i>
Project Manager:	Brenette Hinmon, ext. 100

ESVHA-Accomack and Northampton County Administrators approved the request to obtain funds for the sampling of private wells within four economically disadvantage communities on the Eastern Shore of Virginia.

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

Regional Planner Smith completed an application for Coastal Zone Management to develop and hold a public outreach program on the Seaside Management Plan and an application for water quality testing.

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

Final activities are being completed in West Fairview. The last house is almost complete. Final closeout must be done by the end of May.

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.

301015 *Barrier Islands Center Museum*
Project Manager: Barbara Schwenk, ext. 115

The Barrier Islands Center asked for A-NPDC assistance to prepare an Invitation for Bid acceptable to VDOT for renovation/restoration of the African-American Almshouse. This month, staff drafted the IFB, conducted drawings review with the Northampton County Interim Building Official, communicated the changes needed to the architect, and sent the drawings onto VDOT, which has not yet responded.

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

The first meeting of the new Economic Development Committee was held on January 31, 2011. The next meeting of the full committee is scheduled for June 2. Public meetings to update the CEDS are organized for May 18 (Machipongo), and May 19 (Accomac). An updated CEDS document will be presented at the June Commissioners meeting.

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. Quarterly reports and a 5th drawdown of EDA funds were prepared this month. Closeout

was expected to begin in May. However, ESVBA's contractor has not yet been able to complete work on Marsh Island because of lack of access to the area where the conduit will be installed due to demolition activities by Branscome of the old bridge. EDA advised us to wait until June 16, the end of the grant term, to see if an extension will be needed.

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. DHCD conducted a compliance review on April 14. Grant closeout was expected in May, but construction for the wastewater plant has held up completion of the network. Staff prepared a letter requesting an extension on the grant term until September 30. DHCD has not yet responded.

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

Due to staff training, an update was given at the meeting. Director of Housing Services Edwards said it is virtually 100% complete. Broadband is providing service to several locations in Parksley

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

Due to staff training, an update was given at the meeting. Director of Housing Services Edwards said the bid was awarded last month. Work crews have begun work.

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

Due to staff training, an update was given at the meeting. Director of Housing Services Edwards said the work will start in June and finish in August/September. They will take a work break in July due to heavy tourist traffic.

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 has provided some patient-use numbers that will be required to close-out the CDBG. Since opening at the end of August, 2010, the clinic has had 1359 patient visits. Of those, 520 either have no insurance or have Virginia Medical Assistance as their insurance. Staff is in the process of closing-out the project.

3401 *VDOT Rural Transportation Planning-SPR*
Project Manager: Barbara Schwenk, ext 115

The public meeting was held on May 4 to review the draft 2035 Regional Long Range Plan. Only Bill Neville, Planner for the Town of Chincoteague, and I attended. However, complete packets have been mailed to all Transportation Committee members for input by the deadline of May 20, and the next meeting of the Committee is May 19, giving them an opportunity to discuss the plan at the regular meeting.

The Bicycle Plan has been updated and an overview will be presented at the Commissioners meeting.

3521 *Town of Chincoteague T-21 Admin. –
second phase*
Project Manager: Kat Edwards, ext. 120

Due to staff training, an update will be given at the meeting

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 forms were prepared and sent.

We have since learned that not all the forms VDOT needs to release payment have been completed by the contractor. In particular, forms verifying compliance with EEO and Disadvantaged Business Enterprises still need to be provided. Staff is working with Sun Bay Contracting and its sub-contractor, Prestige Construction, to complete these requirements so that Northampton County can be reimbursed for its expenses. All forms were identified and sent onto Sun Bay Contracting. Staff is working with their Controller to ensure the forms are completed and sent to VDOT. Prestige Construction Company is also required to fill out the forms. Staff has been in touch with Sun Bay the week of May 9, and all are striving to get the required paperwork completed by end of week.

Planning Projects

3541 & 3551 *A-N VCZMP Technical Assistance, FY*
 10—1st Qtr, FY09 2nd – 4th Qtr
Project Manager: Curtis Smith, ext. 114

Staff participated in the Onancock Watershed Stormwater Assessment with the Center for Watershed Protection and the Chesapeake Bay Foundation on May 2 as part of the Onancock Watershed Restoration Project. A-NPDC will be working with these partners among others on this project over the next three years. Staff will be working with VCZM, Nature Conservancy, and VIMS to facilitate public meetings on the Seaside Special Area Management Plan (SAMP). Staff held an Electronics Recycling Event at the Chincoteague Mother Earth Day Festival on May 14 bringing in over 1,000 pounds of electronics.

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

The next Committee meeting is scheduled for May 17. The Committee has reviewed 4 groundwater withdrawal permits and submitted 2 letters of comment for proposed withdrawals. A public workshop on ground water quality on the Eastern Shore will be held June 16 from 6:30-8:00 p.m. at the ESVA Chamber of Commerce. The Committee has completed a spreadsheet summarizing permitted ground water withdrawals on the Shore and made it available on the Committee website. The Committee has procured the Ground Water Consultant contract and awarded the contract to Arcadis-Malcolm Pirnie, who has served the Committee since its inception.

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

The next collection will be held in April 2012 in Eastville in conjunction with the Arbor Day Festival that is put on by the ES Soil and Water Conservation District. Staff continues to field many phone calls from local residents interested in participating in the next collection.

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

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

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

All construction activities have been completed. All required paperwork has been submitted and the Town has received reimbursement of expenditures. Project has essentially closed out.

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

The plan is currently being reviewed by DEQ. Once DEQ comments are received, appropriate edits will be made and the plan will be taken to the Ground Water Committee for approval. Once approved, the plan will be presented to the Accomack Co. BOS and all involved towns for adoption.

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

The plan is currently being reviewed by DEQ. Once DEQ comments are received, appropriate edits will be made and the plan will be taken to the Ground Water Committee for approval. Once approved, the plan will be presented to the Northampton Co. BOS and all involved towns for adoption.

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

Staff held a Hazard Mitigation Planning Committee meeting on May 4 to develop mitigation goals and strategies. Staff is currently meeting with localities involved with development of the plan.

A-NPDC Housing Projects

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

No further activity is expected.

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: Patricia Connolly Grove, ext. 124

Pre-Purchase Counseling	Current Month: April	Cumulative Year 4	Total Cumulative
# of orientations held	1	2	17
Orientation attendees	0	17	112
Client Intakes	8	36	169
Additional Counseling Sessions Held	1	17	136
# of final workshops held	1	3	15
Mortgage submissions	0	5	24
Mortgage closings	0	2	14
Financing leveraged		\$ 174,041	\$ 1,371,922

Growing Your Money Financial Literacy	Current Month: March	Cumulative Year 4	Total Cumulative
New GYM participants	8	67	172
GYM graduates	7	30	71

Default and Foreclosure Counseling	Current Month: March	Cumulative Year 4	Total Cumulative
Intake sessions	2	37	176
Additional Foreclosure Sessions	8	55	294
Positive Foreclosure Prevention Outcomes	1	13	56
Homeowner Budget/Predatory lending Counseling	2	12	31

366301 *Homelessness Prevention, Rapid Re-housing*
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 242 applications have been received seeking financial assistance. To date, forty-one (41) families have received HPRP financial assistance while Twenty-three (23) families of the 242 have been determined eligible for HIP financial assistance.

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

Construction of well and septic system and driveway improvements was recently completed on the last new dwelling in the project. Demolition of a replaced dwelling and miscellaneous repairs are the only remaining construction activities for the project. The project oversight team met Friday, April 15th, and reviewed the project status. In anticipation of the project completion deadline of May 30th, DHCD's Community Representative for the project will be performing a final compliance review May 18th – 20th.

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

Additional follow up has been done to try and resolve the request for additional classification. Certification of the payrolls will be completed once the new classification is received. Still no response from the Department of Energy.

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

The contractor is about 45% complete with the project. The clearing, subsurface work, ditches and driveways are complete on Savage Drive. Most of the clearing is complete on Finney Drive, and Branscome will begin cutting ditches this week.

DHCD will be on the Shore this week to start the close-out of the Metompkin project.

3772 *Accomack-Metompkin VCDBG Inspection*
Project Manager: David Annis, ext. 126

Responding to request for call-backs and warranty issues.

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

Closed.

4501 *Northampton-East Fairview VCDBG
Inspection*

Project Manager: David Annis, ext. 126

Closed.

4510 *Northampton-East Fairview VCDBG
Housing Spec.*

Project Manager: David Annis, ext. 126

Closed.

3340 *Northampton-Culls VCDBG Grant*
Project Manager: John Aigner, ext. 118

Pre-contract activities are being completed. Procurement of the engineer has been completed. Management Plan and other required core documents are being adopted by the Northampton County Board of Supervisors this month. Administration contract and engineering contract are being approved this month.

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

All homeowners have been found by FEMA to be in compliance with program requirements. Final closeout has been granted by FEMA. No further documentation is required.

3823 *Accomack County-FEMA Elevation Project*
Project Manager: John Aigner, ext. 118

The project construction has been completed. All paperwork has been forwarded to VDEM and FEMA for all homeowners except for the Colemans, who continue to refuse to execute the final paperwork. FEMA will require repayment of grant funds by the County if the homeowners do not provide the documents. The deadline for that is May 12, 2011.

9. Executive Directors Report

A-NPDC Revolving Loan Fund

“Nandua” is still undergoing minor repair work. The last item before its completion is the welding of the toggles. They have been working on the Little Creek pontoon system for the last 2 months. The “Nandua” is expected to be in service by the middle of May. Staff will notify the Commission when it goes back into service.

Chesapeake Bay Restoration Coalition

The information was forwarded to both counties. There has been no request to the A-NPDC to take any further actions.

Requests for Assistance-Chesapeake Bay Small Watersheds Grant

Staff is requesting authority to apply for a Chesapeake Bay Small Watersheds Grant in the amount of \$200,000 to implement portions of the Occohannock Creek TMDL Implementation Plan. The A-NPDC is designated as the organization to handle the non-agricultural portions of the implementation. Staff would like to ask for funds to construct a rain garden for the residents of the A-NRHA Mill Run Apartments, hold an educational event about Oyster Gardening and other related water quality education and

funds to address wastewater needs for the nine block houses on Occohannock Creek Road that have no working privies.

Authority was requested.

Commissioner Hart moved to authorize Executive Director Meil to apply for Chesapeake Bay Small Watersheds Grant in the amount of \$200,000 to implement portions of the Occohannock Creek TMDL Implementation Plan. Seconded by Commissioner Hart-Mears, the motion carried by unanimous vote.

Request for Assistance-Accomack County

Accomack County has requested that A-NPDC staff resubmit an application to VDEM for FEMA elevation funds that would provide funds for the elevation of 9 houses that are located at various locations in the County.

The County and the A-NPDC staff have established administrative safe-guards including the rewriting of certain FEMA documents by the County Attorney that will help prevent the problems that occurred at one of the jobs in the Counties previous FEMA grant.

If approved, staff is recommending that the A-NPDC appoint a Commissioner to serve on the project management team. The management team consists of County representatives and officials, and meets monthly to review the progress, to set policies, and to provide guidance to the project manager.

Commission guidance was requested.

Request for Assistance-Northampton County

Northampton County has requested that A-NPDC staff resubmit an application to VDEM for FEMA elevation funds that would provide funds for the elevation of 4 houses that are located at various locations around the Oyster area of the County. These are some of the houses that were previously applied for, but were not done due to the lack of funds.

If approved, staff is recommending that the A-NPDC appoint a Commissioner to serve on the project management team. The management team consists of County representatives and officials, and meets monthly to review the progress, to set policies, and to provide guidance to the project manager.

Commission guidance was requested.

Commissioner Hart moved to authorize A-NPDC staff to resubmit an application to VDEM for FEMA elevation funds that would provide funds for home elevations for both Accomack and Northampton Counties. Seconded by Commissioner Riennerth, the motion carried by unanimous vote.

10. Public Participation

No public participation occurred 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, the meeting was adjourned.

Reverend Charles J. Kellam
Chairman

Copy Teste:

Elaine K. N. Meil
Executive Director