

ACCOMACK-NORTHAMPTON PLANNING DISTRICT COMMISSION  
MINUTES OF THE  
July 21, 2014 MEETING  
HELD AT THE ENTERPRISE BUILDING  
ACCOMAC, VIRGINIA

COMMISSIONERS PRESENT:

Robert Crockett	Accomack County
Laura Belle Gordy	Accomack County
John C. Gray	Accomack County
Kay W. Lewis	Accomack County
Thomas E. Riennerth	Accomack County
Gwendolyn F. Turner	Accomack County
Rev. Charles J. Kellam	Northampton County
Larry Lemond	Northampton County
Laurence J. Trala	Northampton County

COMMISSIONERS ABSENT:

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

OTHERS PRESENT:

Elaine Meil	Kat Edwards
Susan Haycox	Melissa Matthews
Curtis Smith	Granville Hogg

1. Call to Order

Vice Chairwoman Lewis called the meeting to order at 7:05 p.m.

2. Invocation

Commissioner Turner offered the Invocation.

3. Minutes of June 16, 2014 Meeting

The minutes of June 16, 2014 Meeting were presented.

Commissioner Crockett moved to approve the Minutes of the June 16, 2014 Meeting as presented. Seconded by Commissioner Lemond, 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 Crockett moved to approve the Bills Payable and current Financial Statement as presented. Seconded by Commissioner Gordy, the motion carried by unanimous vote.

5. June Financial Status Report

The report indicated that 86.59 percent of the FY 2014 Budget had been expended while 100 percent of the fiscal year had passed.

Commission acceptance of this report was requested.

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

6. FY 2014 Budget Amendments

Adoption of the following FY 2014 budget amendment was requested:

- |    |      |  |             |
|----|------|--|-------------|
| 1. | 3108 | ESVHA-Bailey Road Project-Developer Fees |             |
|    |      | Administrative Services                  | \$20,000.00 |

ITEM 1 represents the amendment to include administrative funding for the new project, Bailey Road Project, planned by the Eastern Shore of Virginia Housing Alliance.

The requested amendment was reflected on the current financial status report.

Commissioner Trala moved to adopt the FY 2014 Budget Amendment as requested. Seconded by Commissioner Gray, the motion carried by unanimous vote.

7. Grants

REACH

Staff anticipates submitting an application for REACH housing counseling funds by the end of the month. This is a continuation of funding for an existing program and staff anticipates the application will request \$40,000 which is level funding.

Board authorization was requested to submit the application.

Commissioner Turner moved to grant authorization to submit the REACH Housing Counseling application as requested. Seconded by Commissioner Crockett, the motion carried by unanimous vote.

Coastal Zone Management

Last month, the Board authorized the submittal of a coastal resiliency grant that would relate to the Community Rating System (CRS) work that could potentially reduce flood insurance cost in the counties. At that time, it was thought that individual planning districts would apply. However, much of the initial work is applicable to the entire Tidewater of Virginia and so Wetlands Watch will submit an application to fund this work that will, if funded, be shared with the Eastern Shore. Executive Director Meil then directed the submittal of the second grant to be the study of the homes without indoor plumbing on the seaside since the A-NPDC has already had an active request for this from Northampton County and it was discussed at the previous meeting and was of some interest to several Accomack Commissioners as well.

Retroactive authority was requested to submit applications to the Coastal Zone Management Program to complete the Skeo Solutions count of homes without indoor plumbing on the seaside and also the Quinby Harbor Improvements Grant.

Commissioner Crockett moved to grant retroactive authority to submit an application to the Coastal Zone Management Program. Seconded by Commissioner Trala, the motion carried by unanimous vote.

8. Projects

<u>9970</u>	<u>Capital Expenditures</u>	Elaine Meil, ext. 116
The server has been replaced.		

<u>3002</u>	<u>Special Administrative Cost</u>	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.		

**3003**                    ***Intergovernmental Coordination and Information***                    Brenette Hinmon,ext.110

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One A-95 application was approved: Eastern Shore Area Agency on Aging/Community Action Agency applied for one 20-Passenger Senior Bus. There were no conflicts.

**3010**                    ***Planning Assistance Activities***                    Elaine Meil, ext. 116

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No activity.

**3016**                    ***Management Assistance Activities***                    Elaine Meil, ext. 116

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Inspections and warranty call backs for former CDBG projects continue. Coordination of the indoor plumbing rehabilitation in the Culls community continues.

## **COMMUNITY DEVELOPMENT PROJECTS**

**3061**                    ***Asset Management***                    Melissa Matthews, ext 110

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All Asset Management files are kept current. Deeds of Trust are recorded as received, and expired Deeds of Trust are released twice a year. Staff works diligently to assure all properties have and maintain homeowner's insurance.

**3320**                    ***EDA-Economic Development Planning***                    Susan Simon, ext. 115

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A-NPDC continues to work with the Eastern Shore Community College (ESCC) to identify rural development and/or EDA public works grant funding to support construction of a new workforce development facility for the college. A-NPDC is also working to encourage Somerset Utilities to extend its natural gas pipeline south beyond the Perdue plant endpoint, and is preparing a project white paper for EDA's review. A-NPDC is exploring an amalgamation of grant and loan funding options for what is anticipated to be a \$4.5 million project.

An updated Comprehensive Economic Development Strategy (CEDS) is posted on A-NPDC's website.

**3401**                    ***VDOT Rural Transportation Planning-SPR***                    Susan Simon, ext. 115

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A-NPDC's Transportation Technical Advisory Committee (TTAC) conveys transportation information generated by VDOT to the counties and towns, collecting and reporting comments to VDOT. A-NPDC staff and the TTAC collected information about sidewalk gaps from 19 Eastern Shore towns, and identified "unofficial" park and ride locations along the Eastern Shore for VDOT. A-NPDC staff and the TTAC continue to define prioritization criteria and methodologies, in order to recommend short-, mid-, and long-term priority projects from the 2035 Rural Transportation Plan to the counties' Boards of Supervisors for approval by November 2014.

A-NPDC is working with VDOT to prepare a 2014 Bike Plan update with new routes and maps based on recommendations from the public.

A-NPDC's grant request to VDOT for the FY-15 Rural Transportation Planning Work Program was approved by VDOT and authorized by the Executive Director to execute the contract covering the period July 1, 2014 through June 30, 2015. The PDC authorized continuation of the FY-15 Rural Work Program in January.

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**3402**                      ***VDOT-Southern Tip Bike Trail Phase III***                      Sue Simon, ext. 115  
***Feasibility Assessment***

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A-NPDC received a U.S. Department of Transportation Federal Lands Access Project (FLAP) grant for an \$80,000 feasibility study for Phase III of the Southern Tip Bike and Hike Trail (the Trail) in mid-March. The Phase III feasibility study seeks to extend the Trail from Capeville Drive near Stingray's Restaurant to Stone Road at the entrance to Cape Charles. The existing shared bike path originates at the Eastern Shore of Virginia's Natural Wildlife Refuge (ESVNWR) Visitors Center. Phase III would link ESVNWR, with its 1,100 acres of marsh maritime forest, views of Chesapeake Bay, and boat launches, to amenities in Cape Charles. Once completed, Phase III will enhance residents' quality of life and the region's economic vitality. Additional benefits of extending the bike/pedestrian trail include promoting exercise, increasing wildlife appreciation, educating about historical context, building community spirit, and attracting bicycling, nature-loving tourists to the region.

A-NPDC work on the FLAP grant feasibility study will not begin until after the U.S. Department of Transportation's Eastern Federal Lands Highway Division receives Commonwealth Transportation (CTB) Board approval and finalizes a Memorandum of Agreement with VDOT.

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**3521**                      ***Town of Chincoteague T-21 Admin. –***                      Kat Edwards, ext. 119  
***Second phase***

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The contractor reached substantial completion several weeks ago and is currently working on correcting items on the punch list.

## **PLANNING PROJECTS**

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**3333**                      ***Cape Charles Town Plan Revision***                      Elaine Meil, ext. 116

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The next meeting is scheduled for July 28, 2014. This will be the third staff briefing and the project is on schedule.

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**3334**                      ***Exmore Town Plan Revision***                      Curtis Smith, ext. 114

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No activity to date. The newly hired Regional Planner will assume these duties following their hire.

**3531**                      ***VDEM Hazard Mitigation Plan Revision***                      Curtis Smith, ext. 114

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The HMP was revised in 2011 and is scheduled to be completely rewritten for adoption by 2016 at which time it will be 10 years old. Staff has coordinated with FEMA and VDEM on a kickoff meeting and scheduled a meeting FEMA to discuss data acquisition for the project.

**3540**                      ***VCZM Transportation Infrastructure Inundation Vulnerability Assessment***                      Curtis Smith, ext. 114

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Staff have held several meetings with VDOT to develop an assessment protocol for determining which roads are most vulnerable to relative sea level rise. Staff are currently refining the GIS portion of the assessment and have begun drafting of the final report.

**3541 & 3551**                      ***A-N VCZM Technical Assistance, FY 13 1st Qtr1***                      Curtis Smith, ext. 114

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Staff submitted two grant proposals for the VCZM PDC Competitive Grant program: 1) a project to rehabilitate a failing dock/bulkhead at Quinby (\$40,000) and 2) a project to conduct a survey of properties lacking indoor plumbing on the Seaside. Staff also supported development of a proposal that would fund Wetlands Watch to perform educational events to inform and train local government staff on the National Flood Insurance Program's Community Rating System.

Staff continues to develop an indoor plumbing survey for the Bayside. Staff are currently compiling records of historic rehabilitation work and the windshield surveys are scheduled for the week of August 4. Staff has engaged Town Mayors and Managers and are releasing a public service announcement to identify additional properties. The project will result in the identification of residences lacking indoor plumbing on the Bayside and compilation of historic rehabilitation projects to quantify the IPR program's past successes. The Shore Big Trees program will be kicked off September 11-13 with a dedication of a tree at A-NPDC during the afternoon of September 12. Other pilot demonstration sites for the program will be in Wachapreague and Onancock.

A Memorandum of Understanding (MOU) between the A-NPDC and Waste Watchers of the Eastern Shore was presented. This agreement defined their respective abilities to achieve a common mission to promote and support volunteer stewardship of public spaces on Virginia's Eastern Shore in order to attain a cleaner and greener environment. Permission to sign the MOU was requested.

Commissioner Crockett moved to grant authorization for the Executive Director to sign the Memorandum of Understanding. Seconded by Commissioner Lemond, the motion carried by unanimous vote.

**3571**                    ***A-N Ground Water Committee Projects***                    Curtis Smith, ext. 114  

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Staff met May 20 and held a Ground Water Summit focusing on northern Northampton including Eastville, Nassawadox, and Exmore on June 11. The Committee will meet again August 19.

**3573**                    ***Household Hazardous Waste Collection***                    Curtis Smith, ext. 114  

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No recent activity.

**358110**                ***Seaside SAMP Commercial Fishing Use Survey***                    Curtis Smith, ext. 114  

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Staff are coordinating with federal and state partners to develop a series of maps showing where commercial fishing occurs on the Seaside and at which level of intensity. Local commercial fishermen will be engaged to solicit their input and feedback concerning the maps. A final report will be drafted with the intent that it be used for planning purposes that decrease use-conflicts in the marine environment and ensure that important commercial fishing areas are protected in light of conflicts with other adjacent marine uses.

**3592**                    ***DEQ-Accomack Co. SWMP Development***                    Curtis Smith, ext. 114  

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Staff participated in a meeting with DEQ on July 11 to discuss potential stormwater management and policy options for island communities in Virginia. Staff continue to consult with Accomack planning staff pertaining to the implementation of the new SWMP. Staff are scheduling a training event for local stakeholders concerning the new SWMP.

## **A-NPDC HOUSING PROJECTS**

**3661**                    ***HUD-Housing Counseling Services***                    Patricia Connolly Grove, ext124  

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Since June is a busy month with graduations, weddings and other events, a final homeownership workshop was held in two evening sessions during the week instead of a Saturday. This actually worked very well, so it may be an option for future classes. The attendees seemed to be able to stay focused in the two shorter sessions.

Patricia Grove and Susan O'Brien of the Accomack Extension Office are planning on partnering again for future budgeting/predatory lending presentations as they have done in the past. They will be focusing on some of the rental communities in the counties. A survey may be sent to the tenants in advance to determine financial topics of most interest. Susan will tie in the budgeting piece to smart grocery shopping and fixing meals on a budget. They had tried to reach out to a few of the local churches who had expressed interest in these types of workshops, but to date, no one has followed up with firm dates.

Patricia Grove did meet with the staff at the Cheriton Suntrust Bank during their morning "huddle" meeting. She was allowed a few minutes in the beginning of the meeting to share with the staff the housing services provided the A-NPDC. The staff took business cards

and said they were glad to have a referral source for their customers who needed more in depth counseling for their financial needs.

Permission to sign the Housing Counseling contract in the amount of \$25,241 was requested.

Commissioner Trala moved to grant permission to sign the Housing Counseling contract. Seconded by Commissioner Kellam, the motion carried by unanimous vote.

<b>Pre-Purchase Counseling</b>	<b>Current Month: June</b>	<b>Cumulative FY 2014</b>	<b>Total RIF Cumulative</b>
# of orientations held	0	4	11
Orientation attendees	0	11	39
Client Intakes	3	37	111
Additional Counseling Sessions Held	2	33	95
# of final workshops held	1	2	5
Mortgage submissions	0	10	19
Mortgage closings	2	5	12
Financing leveraged	399,549	\$ 619,287	\$ 1,211,987.

<b>Growing Your Money Financial Literacy</b>	<b>Current Month: June</b>	<b>Cumulative FY 2014</b>	<b>Total Cumulative</b>
New GYM participants	0	7	31
GYM graduates	0	3	20

<b>Default and Foreclosure Counseling</b>	<b>Current Month: June</b>	<b>Cumulative FY 2014</b>	<b>Total Cumulative</b>
Intake sessions	4	22	67
Additional Foreclosure Sessions	4	62	174
Positive Foreclosure Prevention Outcomes	1	8	27
Homeowner Budget/Predatory lending Counseling	0	0	8

**366250**      *Continuum of Care (CoC)*

Bobbie Jo Wert, ext 125

The Community Partners of the Eastern Shore (CPES) is the local Continuum of Care (CoC) whose mission is to develop, sustain and coordinate a comprehensive CoC for the homeless and near homeless citizens of the Eastern Shore of Virginia. The purpose of CPES is to assist in the coordination and development to services for homeless and near homeless through planning, education and advocacy. CPES will address risk factors present in the community that contribute to homelessness including substance use/abuse,



mental illness, disabilities, unemployment, lack of affordable housing, domestic violence, low academic achievement, community disorganization, isolation, poverty, and barriers to health care. To achieve this purpose CPES will identify community needs, develop and implement a strategic planning process, promote and support active community partnerships as well as engage and educate the local community.

CPES has five current Standing Committees to carry out a specific task deemed necessary to achieve our purpose. They include the Executive Committee, Point-In-Time (PIT) Count Planning Committee, Nurse-Family Partnership Advisory Council (NFPAC), Rapid Response Team (RRT), and the Community Resource Directory Committee (CRDC).

The Executive Committee worked with the ANPDC staff and Eastern Shore Coalition Against Domestic Violence (ESCADV) to submit an application for the Virginia Homeless Solutions Program. The proposed grant would secure shelter operations funds for ESCADV, Planning funds for CPES, funds for a coordinated assessment system, funds for HMIS, funds for Homeless Prevention and funds for Rapid Re-Housing. ANPDC and ESCADV have been awarded funding. To date, the level of funding is to be determined and each agency awaits their contract.

The PIT committee recently completed its annual homeless survey. The data is being analyzed; however, the most noteworthy statistic was an increase in persons who are literally homeless.

The RRT is a team of identified community stakeholders who utilize the best practice model of coordinated intake and case management among multiple agencies and will meet monthly to review challenging cases requiring multiple services and develop an action plan to best meet the needs of identified clients. The RRT meets monthly on the third Thursday.

The CRDC is responsible for collecting, reviewing and updating information in the CPES Community Resource Directory on an annual basis. The committee is in the process of gathering information to update the Resource Directory.

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

The construction of Ms. Wynder's is complete and she is preparing to move in. One rehab is almost complete and two more contracts have been written and are being circulated for signatures. One new well and one septic system are being installed. A final budget revision is being worked on for submittal.

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**376201**                      ***Town of Chincoteague-Mitigation SRL***                      John Aigner, ext. 118

Final paperwork was submitted to VDEM for Project closeout.



Eastern Shore Community Service Board - \$50 plus mileage

Accomack County\*

Board of Zoning Appeal - \$35

E. S. Area Agency on Aging - \$25

EDA - \$35

Social Services - \$600 per year

Planning Commission - \$35

Wetlands Board - \$35

Parks and Rec - \$35

Northampton County

911 Commission - \$35 plus mileage

E. S. Area Agency on Aging - \$25

Social Services - \$600 per year

Recreation Board - \$25

Planning Commission - \$25

Wetlands Board - \$25

\*According to Accomack officials, if the fees change it is done by the agency, board or commission of that body.

The background material was included in last month's packet and also is included in the attached minutes for your reference. The bylaws now state that each Commissioner receives \$35 per regular meeting they attend and the Chairman receives \$45 per regular meeting regardless of attendance. In practice, Director of Administration Haycox cannot recall a time when the Chairman actually received this fee if they were absent unless it was the August meeting. Staff reviewed the Regional Cooperation Act, the A-NPDC Charter and the Bylaws and found that the Commission has the authority under the Regional Cooperation Act, Section 15.2-4204 to "pay reasonable compensation for services rendered".

Staff recommends the Commission consider increasing the commissioner fees by an additional \$5 to \$15 and delete the "regardless of attendance" language that remains in the bylaws. The procedure to amend the bylaws is provided below. If the Commission chooses to act on this information, staff will need direction to prepare a bylaws amendment that could be read for the first time at the August meeting.

Guidance was requested.

Commissioner Lemond moved to keep the fee at \$35 and delete the "regardless of attendance" language. Seconded by Commissioner Crockett, the motion carried by unanimous vote.

ARTICLE X  
AMENDMENTS

SECTION 1. AMENDMENT

Any proposed amendment, repeal, or alteration, in whole or in part, of these By-Laws shall be presented in writing and read for a first time at a regular meeting of the Commission. Such proposal may be considered and amended at such meeting, but shall not be acted upon by the Commission until a subsequent regular meeting or a special meeting called for the purpose. At such subsequent meeting such proposal shall be read a second time, shall be subject to further consideration and amendment germane to the section or sections affected by such proposal, and shall thereafter be acted upon.

### Land Preservation Working Group

Staff met with various conservation groups and Wildlife Refuge staff on the various preservation efforts ongoing on the Eastern Shore. Staff is now working on drafting the report on the tools available to local jurisdictions as well as descriptions of all of these activities. Several new things are underway. The EPA is creating a model to help guide local policy decisions regarding land preservation on the Delmarva and Executive Director Meil is now listening to the meetings on this work. The Wildlife Refuge System is also engaged in landscape planning on the Delmarva, including portions of Accomack. Accomack County staff intend to bring a full report on this effort to the Accomack Board of Supervisors. A basic description is attached.

### Executive Director Evaluation

The auditor will be here in late July after the July Commission meeting and this information is generally included as part of the Executive Director evaluation. Executive Director Meil plans to present her evaluation materials at a closed session of the August Commission meeting. This year will be the year to consider renewal of the Employment Agreement.

### Request for Assistance

Town of Chincoteague – The Town has requested assistance with the environmental review of their Safe Routes to School grant. The cost to complete the work is estimated cost to be \$1,500.

Authority to prepare an environmental review for the Chincoteague - Safe Routes to School was requested.

Commissioner Crockett moved to grant authority for staff to prepare an environmental review for the Town of Chincoteague's Safe Routes to School. Seconded by Commissioner Turner, the motion carried by unanimous vote.

#### 10. Chairman's Report

No report was given at this time.

#### 11. Public Participation

No public participation occurred at this time.

#### 12. Other Matters

No other matters were discussed at this time.

13. Adjournment

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

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Richard L. Hubbard  
Chairman

Copy Teste:

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Elaine K. N. Meil  
Executive Director