

ACCOMACK-NORTHAMPTON PLANNING DISTRICT COMMISSION
MINUTES OF THE
July 20, 2015 MEETING
HELD AT THE ENTERPRISE BUILDING
ACCOMAC, VIRGINIA

COMMISSIONERS PRESENT:

Robert Crockett	Accomack County
Laura Belle Gordy	Accomack County
John C. Gray	Accomack County
Donald L. Hart, Jr.	Accomack County
Bryan Smith	Accomack County
Gwendolyn F. Turner	Accomack County
Roland Bailey	Northampton County
Rev. Charles J. Kellam	Northampton County
Larry Lemond	Northampton County
Laurence J. Trala	Northampton County

COMMISSIONERS ABSENT:

Kay W. Lewis	Accomack County
Richard L. Hubbard	Northampton County
John H. Tarr	Town of Chincoteague

OTHERS PRESENT:

Elaine Meil	Melissa Matthews
Susan Haycox	Jen Hope
Curt Smith	

1. Call to Order

Executive Committee Member Hart called the meeting to order at 7:00 p.m.

2. Invocation

Commissioner Kellam offered the Invocation.

3. Minutes of June 15 2015 Meeting

The minutes of June 15, 2015 Meeting were presented.

Commissioner Turner moved to approve the Minutes of the June 15, 2015 Meeting. Seconded by Commissioner Crockett, the motion carried by unanimous vote.

4. Public Participation

No Public Participation took place at this time.

5. 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 Lemond, the motion carried by unanimous vote.

6. June Financial Status Report

The attached report indicated that 87.51 percent of the FY 2015 Budget had been expended while 100 percent of the fiscal year had passed.

Commission acceptance of this report was requested.

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

7. FY 2015 Budget Amendments

Adoption of the following FY 2015 budget amendment was requested:

1.	3573	Household Hazardous Waste (HHW)	\$ 7,000.00
		Collection and Administrative Services	+ 3,256.73
			<u>\$10,256.73</u>

ITEM 1 represents the amendment to include additional funds from the locality to complete the HHW activities for FY 2015.

2.	3591 Coastal Zone Mgmt-Wind Energy Project	\$11,200.00
	Administrative Services	+ 870.00
		<u>\$12,070.00</u>

ITEM 2 represents the amendment to include additional funds from DEQ to complete the Wind Energy Project activities for FY 2015.

3.	316210 William Hughes Tax Credit Project	\$50,000.00
	Administrative Services	+ 8,908.03
		<u>\$58,908.03</u>

ITEM 2 represents the amendment to include additional funds from A-NRHA (pending approval on July 22) to complete William Hughes Tax Credit activities for FY 2015.

The requested amendments will be reflected on the final budget and audit for FY 2015.

Commissioner Gordy moved to adopt the FY 2015 Budget Amendments as presented. Seconded by Commissioner Turner, the motion carried by unanimous vote.

8. Executive Directors Report

Summer Internship

Ben Willis has started on the summer internship. He is working on three projects: identifying the framework and process to establish a new wetlands mitigation bank on the Eastern Shore, identifying the process of obtaining additional public access on the Eastern Shore of Virginia Wildlife Refuge in Northampton County, and, if funded, assistance for A-NPDC staff on developing the Eastern Shore chapter of the Virginia Working Waterfronts Plan. He has also completed research on whether Virginia's primary dunes could be protected under a demolition by neglect ordinance at the request of Chincoteague. The report is attached.

Mr. Willis sought funding for his internship from other sources but was unsuccessful in obtaining the funding. He had already agreed, if funding did not materialize, that he would complete the internship as a volunteer. Staff has reviewed his work to date and found it to be useful in answering regional questions and would like to request the Commission consider authorizing the Executive Director to approve up to a \$500 stipend to be paid upon successful completion of the internship in August to help defray Mr. Willis costs in completing his work.

Authorization was requested.

Commissioner Turner commended Ben Willis for his work ethic and efforts.

Commissioner Crocket then made the motion to give Mr. Willis a \$600 stipend instead of the \$500 originally mentioned. Seconded by Commissioner Kellam, the motion carried by unanimous vote.

Eastern Shore of Virginia Revolving Loan Fund

All loans are current. Staff will update the Commission at the meeting.

After much discussion, it was decided that staff would gather more information on the financials and past business practices of DNG, Inc., and bring back before the Board at the August meeting.

Request for Assistance

Northampton County Joint Industrial Development Authority

The Industrial Development Authority (IDA) has requested the A-NPDC host a summit of interested persons to develop a strategy to offer regional crafts, farm and seafood products and information to the traveling public. The IDA intends to examine the development of local venues including the development of a center located near Route 13. Staff time costs to arrange the summit and attend could be defrayed using the Economic Development Administration planning funds. The request letter is attached.

Authorization to host the summit was requested.

Commissioner Crockett moved to grant authorization for the A-NPDC to host the summit as requested by the Industrial Development Authority. Seconded by Commissioner Turner, the motion carried by unanimous vote.

9. Strategic Retreat

Due to a family illness, Becky Christensen was unable to attend and host the Strategic Retreat. It will be rescheduled for the August Board Meeting.

10. Chairman's Report

No report was given at this time.

11. Other Matters

Director of Planning Smith reminded the Board that a member of our A-NPDC Board of Commissioners was needed to serve on the Economic Development Committee.

Commissioner Crockett moved to nominate Vice-Chairman Kay Lewis. Seconded by Commissioner Hart, the motion carried by unanimous vote.

Director of Housing Services Edwards introduced Jen Hope as our new Community Development Coordinator.

Commissioner Bryan Smith was introduced as the newest Board Member. Mr. Smith took the seat previously held by Tom Rienerth.

12. Adjournment

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

Richard L. Hubbard
Chairman

Copy Teste:

Elaine K. N. Meil
Executive Director