

ACCOMACK-NORTHAMPTON PLANNING DISTRICT COMMISSION  
MINUTES OF THE  
October 19, 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    |
| Kay W. Lewis        | Accomack County    |
| Bryan Smith         | Accomack County    |
| Gwendolyn F. Turner | Accomack County    |
| Roland Bailey       | Northampton County |
| Richard L. Hubbard  | Northampton County |
| Larry Lemond        | Northampton County |
| Laurence J. Trala   | Northampton County |

COMMISSIONERS ABSENT:

|                        |                      |
|------------------------|----------------------|
| Rev. Charles J. Kellam | Northampton County   |
| John H. Tarr           | Town of Chincoteague |

OTHERS PRESENT:

|                |                 |
|----------------|-----------------|
| Elaine Meil    | Kat Edwards     |
| Susan Haycox   | David Annis     |
| John Aigner    | Connie Morrison |
| Granville Hogg |                 |

1. Call to Order

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

2. Invocation

Commissioner Gray offered the Invocation.

3. Minutes of September 21, 2015 Meeting

The minutes of September 21, 2015 Meeting were presented.

Commissioner Hart moved to approve the Minutes of the September 21, 2015. Seconded by Commissioner Turner, the motion carried by unanimous vote.

4. Public Participation

No Public Participation took place at this time.

Commissioner Crockett noted that the agenda had a second "Public Participation". He made the motion to amend the agenda by removing "Item 11, Public Participation". Seconded by Commissioner Gray, the motion carried by unanimous vote.

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

6. September Financial Status Report

The attached report indicated that 22.04 percent of the FY 2016 Budget had been expended while 25 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 Hart, the motion carried by unanimous vote.

7. Grants

2015 Chesapeake Bay Preservation Act Implementation Program

VDEQ is soliciting applications for funding the reduction of non-point source pollution into the Chesapeake Bay through the implementation of 1) septic pump-out programs and 2) land use ordinance revisions to address the land use water quality requirements of local government CBPA programs. The application would include funding to support the Septic

Pump-out Program and provide technical assistance to towns currently out of compliance with the updated CBPA regulations. Staff anticipates a request from Painter for assistance with revising their zoning ordinance. No matching funds are required and staff plans on requesting \$25,000 (\$15,000 for pump-outs and \$10,000 for technical assistance to Painter) contingent on a request for assistance from Painter.

Staff requested the Commission consider granting approval to submit an application for 2015 Chesapeake Bay Preservation Act Implementation Program funding to support the ESVA Septic Pump-out Program and land use ordinance revisions to address the land use water quality requirements of local government Chesapeake Bay Preservation Act programs, contingent on a request for assistance from the locality.

Commissioner Crockett moved to grant permission for staff to submit an application for the 2015 Chesapeake Bay Preservation Act Implementation Program funding to support the ESVA Septic Pump-out Program. Seconded by Commissioner Hart, the motion carried by unanimous vote.

8. Projects

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|             |                                    |                       |
|-------------|------------------------------------|-----------------------|
| <b>9970</b> | <b><i>Capital Expenditures</i></b> | Elaine Meil, ext. 116 |
|-------------|------------------------------------|-----------------------|

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No activity.

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

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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.

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| <b>3003</b> | <b><i>Intergovernmental Coordination and Information</i></b> | Brenette<br>Hinmon,ext.110 |
|-------------|--|----------------------------|

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One A-95 application was received. Northampton County requested additional information and staff is coordinating one review.

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| <b>3010</b> | <b><i>Planning Assistance Activities</i></b> | Elaine Meil, ext. 116 |
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Staff is analyzing the regional surveys.

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|-------------|--|-----------------------|
| <b>3016</b> | <b><i>Management Assistance Activities</i></b> | Elaine Meil, ext. 116 |
|-------------|--|-----------------------|

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Inspections and warranty call backs for former CDBG projects continue.



ago, it seems the Eastern Shore, along with other rural counties, will be seeing fewer and fewer opportunities for transportation projects other than “state of good repair.” HB2 and a 2015 transportation bill (HB1887) funneled part of the traditional 40-30-30 funding (40% for interstates, 40% for primary system, and 40% for secondary system) into “state of good repair,” and the rest into the HB2 competitive process. VDOT’s revenue sharing program, where localities can request that VDOT match local project funding dollar for dollar, up to \$10 million, will also gradually blend into HB2 competitive funding.

The problem is that all HB2 grant applications must meet a need that was identified in one of four sections of the VTrans 2040 Multi-Modal Draft Needs Assessment. VTrans 2040 is the state’s long range transportation plan. The needs for the Eastern Shore, as identified by this plan, were very narrowly defined, making it a challenge to find projects that would qualify. Proposed changes to the final draft of the Needs Assessment will further reduce our ability to apply for future HB2 grants. For US 13, only three locations will qualify: the intersections at Bayview Road, Melfa, and Belle Haven Road. Exmore, in its new comprehensive plan, has positioned itself to apply for Urban Development Area (UDA) funding in the near future, but it is the only Eastern Shore community so positioned.

Transportation Technical Advisory Committee (TTAC)

TTAC met on Sept. 22, and elected a new Vice Chairman, Peter Stith, Senior Planner from Northampton County. Several people were nominated as Chairman, but they all declined, so Mr. Stith chaired the rest of the meeting. Connie Morrison was elected Secretary. She is also the staff member to the TTAC.

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

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The fully executed agreement has been received. Over the course of the next month, staff will develop a project schedule and that meets FHWA and VDOT project administration guidelines.

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

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The Town has received right-of-way authorization which is the last step prior to bidding the project. They submitted their request to bid and all required certifications last week and are waiting on approval.

**3583**                      ***GreenWorks***                      Hillary Essig, ext. 115

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Staff worked with Alan Silverman from the GreenWorks committee to create a Request for Proposal to procure a sponsor for the Sponsor-A-Highway Pilot Project. The Request for Proposal has been advertised for two weeks in a local newspaper. October 30 is the last day to submit an application. A review of the applications will occur in November with the GreenWorks committee. Once an applicant is chosen, the staff will work on creating a contract to begin implementation of the pilot program.

## **PLANNING PROJECTS**

**301350**      ***Cape Charles Town Plan Revision***      Elaine Meil, ext. 116

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Staff has sent a new draft to the Town and a meeting has been scheduled for November.

**3531**      ***VDEM Hazard Mitigation Plan Revision***      Connie Morrison, ext. 127

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The October 7 meeting was canceled at the request of Wachapreague, due to the major flooding it encountered the weekend before the meeting.

Staff encountered programming errors the HAZUS flood and hurricane model and spent the month working with FEMA to resolve them. In doing so, FEMA found an error in the database it created for Accomack and Northampton counties, and which HAZUS uses in its calculations of damage. That error will also affect our Risk MAP products (user-friendly GIS-based informational products about flooding hazards in the two counties). Once the corrections are made, staff will re-run the countywide models, and begin creating the town-by-town scenarios.

Staff is also expanding and completing templates that will be used for each town's chapter of the Hazard Mitigation Plan.

**3541 & 3551**      ***A-N VCZM Technical Assistance, FY 14***      Hillary Essig, ext. 115  
***1st Qtr1***

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Shore Big Tree has commitments from Parksley and Exmore to take part in the program. Staff is working with Accomack Public Schools to try and get one tree planted at each of the schools in Accomack County. Staff is currently waiting on a decision from the school board to move forward. Trees have also been proposed at the new Accomack County Public Works Office and the new park in Accomac. Staff is also contacting local businesses to donate materials to make plaques for each of the trees.

The next Climate Adaptation Working Group Meeting is scheduled for November 10. A newsletter will be sent before the meeting.

Staff participated in the VA Association of Counties regional legislative meeting in Isle of Wight on September 23.

Staff met with the US Fish & Wildlife Service, the US Army Corps of Engineers, and the Town of Saxis to discuss potential funding opportunities for the construction of a living seawall along the western shore of the island.

**3554**      ***VIMS – Northern Seaside SAMP***      Curtis Smith, ext. 114

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Staff hosted a meeting in partnership with VIMS that brought together stakeholders working in the Chincoteague Inlet vicinity to gauge interest in initiating a coordinated planning effort for the area on September 22. The group reached consensus that the effort was worthwhile. VIMS staff are currently developing a report summarizing the meeting's outcomes which will be distributed to all stakeholders upon completion.

The project has not started to date.

**3571*****A-N Ground Water Committee Projects***

Hillary Essig, ext. 115

The Committee met September 15 and will meet again November 17. The Northern Accomack County Ground Water Summit has been scheduled for October 22 6:30-8:00pm at the NASA-Wallops Visitor Center. The workshop will provide an overview of what is known about ground water in communities spanning from Hallwood to New Church. The Committee is currently developing a Ground Water Model simulation to analyze areas in the region where ground water supplies are ample or limited, developing a contract with the USGS to conduct saltwater intrusion monitoring around the region, scheduling the 2016 household hazardous waste collection, redeveloping the Committee website and creating new educational resources.

**3573*****Household Hazardous Waste Collection***

Hillary Essig, ext. 115

At the last meeting it was requested to provide a historic summary of the Household Hazardous Waste Collection. The summary is provided below.

| <b><u>Household Hazardous Waste Collection Historic Summary</u></b> |                    |                       |                         |                             |                               |   |
|---|--------------------|-----------------------|-------------------------|-----------------------------|-------------------------------|---|
| <b>Year</b>   | <b>Site</b>        | <b># Participants</b> | <b>Pounds Collected</b> | <b>Total # Participants</b> | <b>Total Pounds Collected</b> | <b>Notes</b>                                  |
| 2015  | Birdsnest          | 20                    | 612                     | 99                          | 3,402<br>(1.5 tons)           | Paint not accepted                            |
|   | Tasley             | 43                    | 1,450                   |                             |                               |   |
|   | Chincoteague       | 36                    | 1,340                   |                             |                               |   |
| 2014  | Birdsnest          | 17                    | 522                     | 50                          | 1,762<br>(0.8 tons)           | Paint not accepted                            |
|   | Fishers Corner     | 28                    | 1,123                   |                             |                               |   |
|   | Makemie Park       | 5                     | 117                     |                             |                               |   |
| 2013  | Birdsnest          | 21                    | 617                     | 102                         | 4,270<br>(1.9 tons)           | Paint not accepted                            |
|   | Painter            | 47                    | 1,964                   |                             |                               |   |
|   | Horntown           | 34                    | 1,689                   |                             |                               |   |
| 2012  | Eastville          | 33                    | 2,017                   | 33                          | 2,017<br>(0.9 tons)           | Paint not accepted                            |
| 2011  | No Collection Held | NA                    | NA                      | NA                          | NA                            | Funding limitations did not permit 2011 event |
| 2010  | Chincoteague       | 95                    | 7,326                   | 95                          | 7,326<br>(3.3 tons)           | Paint accepted                                |
| 2009  | Eastville          | unknown               | unknown                 | unknown                     | unknown                       | Pesticide cleanup day held in                 |
|   | Tasley             | unknown               | unknown                 |                             |                               |   |

|                       |             |    |       |            |                               | place of HHWC  |
|-----------------------|-------------|----|-------|------------|-------------------------------|--|
| 2008                  | Eastville   | 44 | 2,781 | 44         | 2,781<br>(1.3 tons)           | Paint accepted   |
| 2007                  | Oak Hall    | 25 | 1,688 | 25         | 1,688<br>(0.8 tons)           | Paint accepted   |
| 2006                  | Belle Haven | 38 | 1,302 | 38         | 1,302<br>(0.6 tons)           | Paint accepted   |
| 2005                  | Belle Haven | 43 | 3,656 | 43         | 3,656<br>(1.7 tons)           | Paint accepted   |
| 2004                  | Belle Haven | 54 | 4,260 | 54         | 4,260<br>(1.9 tons)           | Paint accepted   |
| <b>Program Totals</b> |             |    |       | <b>583</b> | <b>32,464<br/>(14.7 tons)</b> | Actual amount is greater. 2009 collected amounts not included. |

Staff plans on coordinating next year's household hazardous waste pick-up in the next few weeks.

**3585**                      *NFWF Enhancing Coastal Resilience on Virginia's Eastern Shore*                      Hillary Essig, ext. 115

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Staff is working with TNC staff and the modelers to develop regional models that will be included in the Coastal Resilience application, which will simulate sea-level rise, tidal marsh migration, storm surge, and barrier island-inlet evolution. The models are planned to include sea-level rise scenarios at 6-inch increments, which will be the first of its type to do so. This will allow for consideration of near-term (10-25 year) planning horizons for the Eastern Shore. Members of the project team will be trained on the application during October and then will conduct focused trainings for local stakeholders. A public workshop to rollout the application and discuss implications related to flooding will be held during March 2016.

**3591**                      *Collaborative Fisheries Planning Project for Virginia's Wind Energy Area*                      Connie Morrison, ext. 127

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Staff attended workshops September 15-17 in Virginia Beach and Norfolk with a commercial fisherman from Rhode Island and two from the United Kingdom, all of whom have been part of similar wind energy collaborative fisheries projects near their home ports. Also present were members of the Coast Guard, the Navy, and the Army Corps of Engineers. Participants reviewed draft best management practices and vetted them in a Norfolk public meeting with Virginia and North Carolina fishermen.



Best management practices are meant to minimize negative effects of wind energy development on commercial and recreational fishing. They were informed by earlier drafts created by the Bureau of Ocean Energy Management following a series of meetings along the East Coast in 2012, and input from commercial fishermen gathered in public meetings last March on the Eastern Shore (Wachapreague and Chincoteague).

Eastern Shore commercial fishermen who attended those meetings or otherwise indicated interest were contacted to see whether they wanted to meet with the visiting fishermen if they came to the Eastern Shore. Paul Puchalski, of Wachapreague, was the only local commercial fisherman to express an interest. The group decided it was not an effective use of the visiting fishermen's time to schedule an Eastern Shore meeting. Mr. Puchalski was contacted with information about the Norfolk meeting, and meeting information was posted to the A-NPDC's Facebook page.

Staff is re-drafting the BMPs based on comments from the September meetings.

**A-NPDC HOUSING PROJECTS**

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

| <b>Pre-Purchase Counseling</b>      | <b>Current Month:<br/>September</b> | <b>Cumulative<br/>FY 2015</b> | <b>Total RIF<br/>Cumulative</b> |
|-------------------------------------|-------------------------------------|-------------------------------|---------------------------------|
| # of orientations held              | 0                                   | 0                             | 11                              |
| Orientation attendees               | 0                                   | 0                             | 39                              |
| Client Intakes                      | 2                                   | 46                            | 176                             |
| Additional Counseling Sessions Held | 4                                   | 40                            | 147                             |
| # of final workshops held           | 1                                   | 4                             | 10                              |
| Mortgage submissions                | 1                                   | 9                             | 29                              |
| Mortgage closings                   | 0                                   | 3                             | 16                              |
| Financing leveraged                 |                                     | \$42,000                      | \$1,732,514                     |

| <b>Growing Your Money<br/>Financial Literacy</b> | <b>Current Month:<br/>September</b> | <b>Cumulative<br/>FY 2015</b> | <b>Total<br/>Cumulative</b> |
|--|-------------------------------------|-------------------------------|-----------------------------|
| New GYM participants                             | 0                                   | 88                            | 119                         |
| GYM graduates                                    | 0                                   | 0                             | 20                          |

| <b>Default and Foreclosure Counseling</b>     | <b>Current Month: September</b> | <b>Cumulative FY 2015</b> | <b>Total Cumulative</b> |
|---|---------------------------------|---------------------------|-------------------------|
| Intake sessions                               | 3                               | 27                        | 98                      |
| Additional Foreclosure Sessions               | 6                               | 43                        | 235                     |
| Positive Foreclosure Prevention Outcomes      | 4                               | 9                         | 37                      |
| Homeowner Budget/Predatory lending Counseling | 2                               | 10                        | 20                      |

Positive Outcomes:

Default: 1 mortgage brought current Black Female 20% AMI  
1 mortgage brought current Black Male 70% AMI  
1 mortgage brought current Black Female 70% AMI  
1 mortgage modified Black Female 70% AMI

A Pre-Purchase Workshop was conducted September 16 and 17 with 13 attending

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**366250**      *Continuum of Care (CoC)*      Bobbie Jo Wert, ext 125

No report.

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*Accomack County VA HMGP 1491-001-037*      John Aigner, ext. 118  
**2004 Elevation Project**

We have no new information concerning the resolution of the issues surrounding the Coleman project on Crystal Beach Road.

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**3823**      *Accomack County DR-1905 HMGP Elevation Project*      John Aigner, ext. 118

Project paperwork has been submitted to VDEM for close out.

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*Accomack County VA HMGP 4024-012*      John Aigner, ext. 118  
**Elevation Project**

Bids for three of the elevations were opened on September 10. All bids were within project budget. Contracts will be written and executed in the next few weeks.

9. Executive Directors Report

Eastern Shore of Virginia Revolving Loan Fund

All loans are current. A-NPDC Attorney Rowan is preparing the documents to close on the new loan offered to Declaration Networks Group. There were a few obstacles that have delayed the closing on this loan including correcting a state corporation filing.

RC&D Council

Staff requested the RC&D Council provide any suggestions of persons who may be interested in serving for the A-NPDC's vacant position. Nothing new to report.

A-NPDC Strategic Plan

The survey was completed on September 15, 2015 and had 582 responses. Staff will provide the updated results to Commission at the meeting.

Poultry Report

As requested, Executive Director Meil offered A-NPDC assistance to the Accomack County Planning Commission regarding poultry. They requested staff attend the Planning Commission meeting and Coastal Resources Program Manager Essig attended. Accomack Planning Director Morrison requested the Ground Water Committee to prepare information regarding water use of poultry houses for the Planning Commission. Staff is seeking basic water use data for poultry houses. Accomack Planning Director Morrison also requested the Ground Water Committee consider developing a partnership between Soil & Water Conservation District, poultry integrators, farmers, and soil scientists to address Recommendation 2 of "New Approaches to Poultry Litter Management in the Chesapeake Bay Watershed, Win-Win Pathways for Agriculture and the Bay". This recommendation seeks to develop updated mass balance research on nutrients on a county level that identifies the location of phosphorus saturated soils.

Local Government Investment Pool (LGIP) vs. Virginia Investment Pool (VIP)

As indicated on the most recent Financial Statement included with this packet the LGIP account has grown to over \$400k while the checking account is over \$200k. September annualized interest rate earned for the LGIP account is .17%. The fund is designed to be liquid.

In reference to VIP, staff contacted both Accomack and Northampton Counties to inquire if either County had invested in VIP. Accomack has adopted the resolution, but has not yet invested and Northampton still relies on LGIP when investing funds. The current yield for the VIP account is .96% with a 1-year investment required. Additional information concerning the fund including a sample resolution is attached.

The Budget Committee met prior to the Commission meeting to review the investment options. Commission guidance was requested.

Before a decision was made, the Board asked if there would be a penalty for withdrawing the funds. It was decided for staff to find out more information and bring back before the Board at the November meeting.

Request for Assistance  
None

10. Chairman's Report

No report was given 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.

Copy Teste:

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Richard L. Hubbard  
Chairman

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Elaine K. N. Meil  
Executive Director