# ACCOMACK-NORTHAMPTON PLANNING DISTRICT COMMISSION MINUTES OF THE July 18, 2016 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** Reneta Major **Accomack County** Harris Phillips **Accomack County Bryan Smith Accomack County** Gwendolyn F. Turner **Accomack County** Roland Bailey Northampton County Robert Duer Northampton County Granville Hogg Northampton County Rev. Charles J. Kellam Northampton County Larry Lemond Northampton County

#### COMMISSIONERS ABSENT:

John H. Tarr Town of Chincoteague

#### OTHERS PRESENT:

Elaine Meil Curt Smith Susan Haycox John Aigner

Melissa Matthews

### 1. Call to Order

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

### 2. <u>Invocation</u>

Commissioner Turner offered the Invocation.

### 3. Minutes of June 20, 2016 Meeting

The minutes of June 20, 2016 Meeting were presented.

Commissioner Major moved to approve the Minutes of the June 20, 2016 Meeting. Seconded by Commissioner Turner, the motion carried by unanimous vote.

### 4. <u>Public Participation</u>

No public participation took place at this time.

### 5. <u>Bills Payable/Financial Statement</u>

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

### 6. <u>June Financial Status Report</u>

The report indicated that 95.65 percent of the FY 2016 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 Duer, the motion carried by unanimous vote.

### 7. <u>FY 2016 Budget Amendments</u>

Adoption of the following FY 2016 budget amendments was requested:

1. 3531 VDEM Hazard Mitigation Plan Update \$54,000.00 Administrative Services \$2,805.29 \$56,805.29

ITEM 1 represents the amendment to include additional funds from VDEM to complete the Hazard Mitigation planning activities for FY 2016.

2. 3573 Household Hazardous Waste (HHW) \$ 7,000.00 Collection and Administrative Services + 3,022.11 \$10,022.11

ITEM 2 represents the amendment to include additional funds from the locality to complete the HHW activities for FY 2016.

3. 3580 DEQ Septic Pump Out Project and Painter Project (NEW)
Direct and Administrative Services \$ 2,179.59

ITEM 3 represents the amendment to include the award from DEQ for the new septic pump-out project. Funds were also allocated to assist the Town of Painter.

4. 3591 Coastal Zone Mgmt-Wind Energy Project \$10,330.00 Administrative Services \$\frac{+1,370.00}{\$11,700.00}\$

ITEM 4 represents the amendment to include additional funds awarded from DEQ to complete the Wind Energy Project activities and close the project for FY 2016.

5. 3661 HUD-Housing Counseling Services \$27,000.00 Counseling and Administrative Services \$27,489.00

ITEM 5 represents the amendment to include total funds awarded from HUD to complete for FY 2016 Housing Counseling activities.

6. 366121 HOME-DPA Pass-through \$ 6,400.00 Down Payment Assistance to Client +15,499.00 \$21,899.00

ITEM 6 represents the amendment to include total funds received from DHCD for down payment assistance awarded to clients in FY 2016.

7. 3157 A-NRHA Section 8 Management \$245,000.00 Administrative Services + 7,347.97 \$252,347.97

ITEM 7 represents the amendment to include additional funds from A-NRHA (pending approval on July 27) to complete Section 8 Management activities for FY 2016. Additional funds were awarded by HUD to A-NRHA due to increase in leasing.

The requested amendments will be reflected on the final budget and audit for FY 2016.

Commissioner Crockett moved to adopt the FY 2016 Budget Amendments as requested. Seconded by Commissioner Turner, the motion carried by unanimous vote.

#### 8. Projects

9970 Capital Expenditures Elaine Meil, ext. 116

No activity.

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. 100

No reports for this month.

3010 Planning Assistance Activities

Elaine Meil, ext. 116

Staff developed a housing counseling application. A blight definition and photos were submitted to DHCD for the Parksley planning application. The A-NPDC website has been updated and is now live.

3016 Management Assistance Activities

Elaine Meil, ext. 116

The IPR survey is underway. Staff is making good progress, the last batch of seaside maps has been distributed for Northampton County. A rough count has already found 24 homes without indoor plumbing. The next stage includes the seaside of Accomack County.

### **COMMUNITY DEVELOPMENT PROJECTS**

3061 Asset Management

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 twice a year. Staff works diligently to assure all properties have and maintain homeowner's insurance.

3070 Capacity Building Grant

Elaine Meil, ext 116

The pit privy study is underway. The draft website has been turned over to staff to make edits and a live date is projected to occur this week.

3320 EDA-Economic Development Planning Curtis Smith, ext. 114

Staff has submitted the final SET plan for review as a high-quality plan. Staff are currently preparing to reconvene the Economic Development Committee and begin the process of implementing the SET plan and continue implementation of the CEDS. Staff participated in the Virginia SET/Main Street Conference in Staunton in July. An Entrepreneurship Workshop has been scheduled for August 11 in Melfa.

### 3401 VDOT Rural Transportation Planning-SPR Connie Morrison, ext. 127

VDOT U.S. Route 13 and Route 178 Safety Study

VDOT has scheduled a joint meeting between the counties and the PDC to review the study on July 28.

HB2

Staff advised County planners to begin preparing applications if desired.

<u>Transportation Technical Advisory Committee (TTAC)</u>

No updates

Chincoteague NWR/Town of Chincoteague TIGER Grant Application

No updates

# 3402 VDOT-Southern Tip Bike Trail Phase III Connie Morrison, ext. 127 Feasibility Assessment

Staff has ironed out the difficulties with VDOT staff in the billing process, and apparently successfully processed an invoice for this project. No other activity.

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

Construction is moving along well. Brick pavers have been installed in most areas. Paving has been completed and the crosswalks are being installed this week.

#### 3583 GreenWorks

Shannon Alexander, ext.115

The draft Sponsor-a-Highway Pilot Program next steps include creating an inventory of roads of need and coordinating with Accomack County Public Works, VDOT, and entities who have already 'Adopted-A-Highway.' Waste Watchers Vice President is leading in these efforts, and is working closely with the Vendor to ensure that the product is appropriate for use. The next GreenWorks meeting was July 13 at 2pm following the July Waste Watcher's meeting at the Eastern Shore Chamber of Commerce building conference room in Melfa. The next meeting will be in January of 2017.

#### **PLANNING PROJECTS**

### 301350 Cape Charles Town Plan Revision

Elaine Meil, ext. 116

No activity.

### 3531 VDEM Hazard Mitigation Plan Revision Shannon Alexander, ext.115

Staff has held initial meetings with all the towns except for Eastville. Staff is meeting with representatives of both Counties during the month of June to present draft chapters and accept feedback and clarify specifics within. The hazard chapters are 90% complete. The Steering Committee did not meet in July and their August meeting will be substituted with a FEMA training opportunity and presentation from Marcia Berman of VIMS to discuss the AdaptVA portal. A September public meeting to review the draft of the document in its entirety is planned.

# 3541 & 3551 A-N VCZM Technical Assistance, FY Shannon Alexander, ext. 115 14 1st Qtr1

The Climate Adaptation Working Group newsletter was distributed mid-July. The next is scheduled to be distributed in September. The next Climate Adaptation Work Group meeting will be substituted with the next NFWF Coastal Resilience Tool Workshop. The group will be invited to a FEMA training opportunity and presentation from Marcia Berman of VIMS to discuss the AdaptVA portal.

Staff is finalizing the rough draft of the Regional Dredging Needs Assessment with input from the United States Army Corps of Engineers, Virginia Marine Resources Commission, and the Eastern Shore Regional Navigable Waterways Committee. Staff will present the draft at the next Eastern Shore Regional Navigable Waterways Committee meeting, probably in August.

Staff has been coordinating with Department of Conservation and Recreation to discuss the Virginia Outdoor Plan with local stakeholders and is taking the lead role in organizing and inviting potential participants to the session. The session will be held in the A-NPDC Conference Room from 2:00 p.m. to 4:00 p.m. on Tuesday, August 23<sup>rd</sup>.

### 3554 VIMS – Northern Seaside SAMP

Curtis Smith, ext. 114

The project has been closed out.

### 3555 Virginia Working Waterfronts Plan

Curtis Smith, ext. 114

The project has been closed out.

#### 3571 A-N Ground Water Committee Projects Shannon Alexander, ext.115

The Ground Water Committee met on June 21, 2016 and will meet again on August 16. Staff is working with the Consultant to finalize the FY16 work plan. Staff has and continues to reach out to DEQ, the U.S. EPA, and private companies to acquire requested data and policy information concerning underground storage tanks, poultry water use, instances of discharge non-compliance, enforcement, etc.

3573 Household Hazardous Waste Collection Shannon Alexander, ext.115

No new updates.

Approximately 7 pump-out assistance program applicants have approved for pump out and have paid their 50% portion of the cost. Their names and addresses have been forwarded to Bundick Well and Pump to schedule for pump out.

Staff is coordinating needed updates to Painter's ordinances and has completed new digital maps. The Town Planning Committee is currently reviewing the drafts which will then be presented to the Town Council.

# 3585 NFWF Enhancing Coastal Resilience on Shannon Alexander, ext.115 Virginia's Eastern Shore

Staff is assisting with the two remaining applications and the associated training sessions. Staff is also working on the final product, the report on the two sets of tool training workshops. Staff will continue to assist in the promotion of the Tool and distribution of the digital and printed Manual. The next phase of training for the tool was postponed and will now be held in the late summer or early fall and will review Coastal Defense and Barrier Island modeling.

### **A-NPDC HOUSING PROJECTS**

3661 HUD-Housing Counseling Services Patricia Connolly Grove, ext124

Pre-Purchase Counseling	<b>Current Month:</b>	
	May	
# of orientations held	0	
Orientation attendees	0	
Client Intakes	7	
Additional Counseling	3	
Sessions Held		
# of final workshops held	1	
Mortgage submissions	0	
Mortgage closings	1	
Financing leveraged	\$405,956	

Growing Your Money Financial Literacy	Current Month: May	
New GYM participants	0	
GYM graduates	0	

Default and Foreclosure Counseling	Current Month: May	
Intake sessions	0	
Additional Foreclosure	3	
Sessions		
Positive Foreclosure	0	
Prevention Outcomes		
Homeowner	1	
Budget/Predatory lending		
Counseling		

### 366250 Continuum of Care (CoC)

Bobbie Jo Wert, ext 125

A Grant Agreement has been entered into between the Virginia Department of Housing and Community Development (DHCD), and the Accomack-Northampton Planning District Commission (A-NPDC) for the period of July 1, 2016 to June 30, 2017 in the amount of \$27, 109. Included in this amount is state general funds to be expended for shelter operations, prevention/diversion activities, rapid re-housing activities, centralized/coordinated entry, CoC planning, HMIS, and/or administration as indicated in the DHCD approved budget.

CoC Planning activities will include:

- Planning activities including implementation of the CPES Strategic Plan, development of a 10-year plan to end homelessness, goal setting and success metrics for the CPES Crisis Response System
- Outreach and capacity building activities designed to increase community awareness, of CPES as a community resource and issues related to homelessness, expansion of partnerships contributing to CPES and the Rapid Response Team (RRT) and, participation in training in crisis response and/or other relevant training
- General operation of the CPES community network

# 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.

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

The house in Wachapreague is complete except for installing a handicap lift for accessibility. The delay to the project in Hacks Neck has been resolved. The owner is installing a new septic system this week and the project can move forward after it is approved by the Health Department. The house in Quinby is 90% complete and should be done in about 30 days. The final house was bid and the bid opening will be July 13. Efforts will be made to get under contract with the low bidder by the end of July.

### 9. <u>Executive Directors Report</u>

### GO Virginia Coalition

No additional updates.

### Grant Applications Approval Policy

As requested, staff has developed a policy to govern grant applications.

Commission approval is required prior to Commission staff preparing grant applications for new projects. Commission staff, with approval of the Executive Director, are allowed to prepare grant applications for ongoing or previously approved projects that enhance the project in anticipation of Commission approval at the next regular meeting.

Adoption was requested.

Commissioner Crockett moved to adopt the Grant Applications Approval Policy as presented. Seconded by Commissioner Major, the motion carried by unanimous vote.

### Title VI Implementation Plan

The Virginia Department of Transportation requires that every agency receiving federal assistance have an adopted Title VI Implementation Plan. A-NPDC has been informed that, along with all other PDCs in the state, they will be reviewed this year for compliance. VDOT, at their June training, indicated that they expect entities to adopt and plan and they will review and provide recommendations once one has been developed. VDOT also stated that they intend to conduct these reviews on counties next year. A draft Title VI Plan is attached and adoption is requested. It is based on the Town of Chincoteague's Title VI Plan.

Adoption was requested.

Commissioner Crockett moved to adopt the Title VI Implementation Plan as presented. Seconded by Commissioner Turner, the motion carried by unanimous vote.

### Request for Assistance

None.

### 10. Chairman's Report

Chairman Hart asked all Board Members if they would be able to attend the August Board Meeting. It was determined that enough members would be present to have a quorum, so the scheduled meeting of August 15<sup>th</sup> was upheld.

### 11. Other Matters

Commissioner Gordy asked if Commissioner Tarr's seat on the Commission had been filled since his retirement last month. Executive Director Meil stated that staff was told the spot had been filled by another Chincoteague resident, we just hadn't been informed of who was appointed.

### 12. Adjournment

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

	Donald L. Hart, Jr Chairman
Copy Teste:	Elaine K. N. Mei Executive Directo