

ACCOMACK-NORTHAMPTON PLANNING DISTRICT COMMISSION
MINUTES OF THE
October 17, 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
Robert Duer	Northampton County
Granville Hogg	Northampton County
Rev. Charles J. Kellam	Northampton County
Larry Lemond	Northampton County

COMMISSIONERS ABSENT:

Roland Bailey	Northampton County
Arthur Leonard	Town of Chincoteague

OTHERS PRESENT:

Elaine Meil	Curt Smith
Susan Haycox	John Aigner
David Annis	Lewie Lawrence

1. Call to Order

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

2. Invocation

Commissioner Major offered the Invocation.

3. Minutes of September 19, 2016 Meeting

The minutes of September 19, 2016 Meeting were presented.

Commissioner Turner moved to approve the Minutes of the September 19, 2016 Meeting as presented. Seconded by Commissioner Major, the motion carried by unanimous vote.

4. Public Participation

Lewie Lawrence spoke on the Public Access Authority.

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 Turner, the motion carried by unanimous vote.

6. September Financial Status Report

The report indicated that 22.26 percent of the FY 2017 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 Turner, the motion carried by unanimous vote.

7. Contracts

Building Collaborative Communities \$58,000
Staff requested authority to execute a contract with DHCD in the amount of \$58,000 for Building Collaborative Communities Program.

Commissioner Duer moved to grant authority to execute the contract with DHCD for Building Collaborative Communities Program. Seconded by Commissioner Harris, the motion carried by unanimous vote.

8. Grants

Septic Pump-out Grant \$20,000

Staff requested authority to apply for the Septic Pump-Out Program through DEQ in the amount of \$20,000.

Commissioner Crockett moved to grant authority for staff to apply to DEQ for the Septic Pump-Out Program. Seconded by Commissioner Major, the motion carried by unanimous vote.

9. Projects

9970 *Capital Expenditures* Elaine Meil, ext. 116

No activity.

3002 *Special Administrative Cost* 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. 100

No activity for this month.

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

No activity.

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

Staff has obtained updated data from Accomack County and requested the same from Northampton County, once the new assessment data is available.

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

Ms. Christensen is working on the draft plan.

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

Staff continue making final edits to the SET plan that will satisfy the requirements for the plan being certified as a national high-quality plan. Staff have scheduled a workshop for the morning of October 27 at the Community College for local prospective entrepreneurs that will be led by experts from Virginia Tech in the VT Knowledgeworks program. Staff have coordinated a meeting with members of the SET Arts, Entertainment, Recreation and Tourism Focus Group to advance regional strategies for synthesizing art in local tourism development efforts. Staff attended the Governor's Summit for Rural Prosperity in Irvington where notice was received that A-NPDC has been granted \$58,000 in VDHCD Building Collaborative Communities funds. Staff are awaiting the draft contract from VDHCD and will likely be presenting this during the November PDC meeting.

Caroline Bott of Jamesville has been hired as Economic Development Coordinator and will begin work on October 18.

3401 ***VDOT Rural Transportation Planning-SPR*** Barb Schwenk, ext. 127

Staff has contacted VDOT personnel at the Accomac Residency and at the Hampton Roads District to determine the best methodology for researching and presenting the results of the Sidewalk Gap study so that the towns can easily prioritize gaps and so VDOT can easily identify each area in its Centerline Data. Discussion is ongoing and a decision has not yet been made.

3402 ***VDOT-Southern Tip Bike Trail Phase III Feasibility Assessment*** Barb Schwenk, ext. 127

Staff has been in contact with VDOT personnel to discuss the environmental reporting requirements for the segments of the trail that will follow the abandoned railroad ROW. Further work is needed to determine where the trail will cross Route 13 near Cape Charles. That decision is predicated on the results of a traffic study VDOT will conduct of the Food Lion shopping center access from Route 13 and potential changes to that access. Two options are being considered: to build an access road from the shopping center south to Seaview Road and installation of a traffic signal; or building an access road from the north side of the shopping center to connect with Business Route 13 at a proper distance from the existing traffic signal.

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

Construction is complete. Staff is continues assisting the Town in their efforts to secure reimbursement for the funds paid to construct the project.

3583

GreenWorks

Shannon Alexander, ext.115

For the Sponsor-a-Highway Pilot Program (SAHPP), staff has aided the GreenWorks Vice Chairman in coordinating with Accomack County Public Works, VDOT, and entities who have already ‘Adopted-A-Highway’ to create an inventory of roads of need. The first signs for the SAHPP should be installed within the next month. The last GreenWorks meeting was July 13. The next meeting will be in January of 2017.

PLANNING PROJECTS

301350

Cape Charles Town Plan Revision

Elaine Meil, ext. 116

An update will be provided at the meeting.

3531

VDEM Hazard Mitigation Plan Revision

Shannon Alexander, ext.115

Staff has held initial meetings with all the participating Towns and both counties. The Steering Committee met on August 3rd at the Eastern Shore Community college. Staff has sent out a notification to save the date of Thursday, December 1, 2016 for the final Steering Committee meeting, held in conjunction with the training event from FEMA and the public open house for comments about the final draft of the Plan. Promotion of the event, to be held at the Hermitage in Onancock, will begin mid-October. Staff will be sending final chapter drafts to each participating locality over the next month. Staff will be coordinating with the Counties and Town to have the Plan adopted during their respective January meetings.

3541 & 3551

***A-N VCZM Technical Assistance, FY
14 1st Qtr1***

Shannon Alexander, ext.115

The Climate Adaptation Working Group newsletter was changed to a more social media-friendly, more easily navigated, biweekly format and distribution method. Two in this new format have been distributed and have been well received. 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 on December 1 as well.

Staff has finalized the final draft of the Regional Dredging Needs Assessment with input from the United States Army Corps of Engineers (USACE), Virginia Marine Resources Commission, and the Eastern Shore Regional Navigable Waterways Committee. Staff presented the draft at the next Eastern Shore Regional Navigable Waterways Committee meeting, August 15, to Committee Members, USACE representatives, and members of the public and sent the final draft to the Committee Members for review mid-October.

Staff is working with the University of Maryland’s Environmental Finance Center on a project to be completed in the next year that will provide resilience finance strategies on the Eastern Shore.

Staff has provided guidance to the Eastern Shore of Virginia Birding & Wildlife Festival, helping to ensure that the Festival will continue successfully and will attend a meeting on

October 24. The hope is that we can continue to provide assistance as needed, but that the Eastern Shore of Virginia Resource Conservation and Development Council will be able to see the festival into its 25th year and beyond.

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 in September, 2016 and will meet again on October 18. 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. Staff is working with the Town of Tangier, DEQ, and the Augusta County Service Authority concerning Tangier's participation in Virginia's Nutrient Trading Credit Exchange. Staff is hosting a booth at the Accomack Watershed Festival October 26 at Makemie Monument Park. Staff is coordinating with VDH and Boggs to have a septic education workshop for the public at the ESCC Tuesday, December 6. Staff is working with the Consultant and VDEQ staff to begin the updates to the Water Supply Plans for both Counties.

3573 ***Household Hazardous Waste Collection*** Shannon Alexander, ext.115

No new updates.

3580 ***Septic Pump-out and Phase III Ordinance*** Curtis Smith, ext. 114
Town of Painter TA

There were 10 pump-outs that were performed. All invoices have been submitted for payment.

Staff presented both the updated Zoning Ordinance and Subdivision Ordinance at the Joint Public Hearing on August 8 at the Painter Fire Station, where the Town Council adopted them both. Final, signed copies have been packaged for DEQ. The project is now in the process of being closed out.

3585 ***NFWF Enhancing Coastal Resilience on*** Curt Smith, ext.114
Virginia's Eastern Shore

Staff is assisting with the two remaining applications and the associated training sessions concerning Coastal Defense and Barrier Island modeling, which are scheduled for February 14, 15, and 16. Staff is also working on the final product, the report on the two sets of tool training workshops. The first part of the report, concerning the February, 2016 training, has been completed. Staff will continue to assist in the promotion of the Tool and distribution of the digital and printed Manual.

A-NPDC HOUSING PROJECTS

3661 HUD-Housing Counseling Services Patricia Connolly Grove, ext124

Pre-Purchase Counseling	Current Month: September		
# of orientations held	0		
Orientation attendees	0		
Client Intakes	5		
Additional Counseling Sessions Held	8		
# of final workshops held	0		
Mortgage submissions	2		
Mortgage closings	1		
Financing leveraged	\$93,279		

Growing Your Money Financial Literacy	Current Month: September		
New GYM participants	7		
GYM graduates	0		

Default and Foreclosure Counseling	Current Month: September		
Intake sessions	1		
Additional Foreclosure Sessions	2		
Positive Foreclosure Prevention Outcomes	1		
Homeowner Budget/Predatory lending Counseling	1		

New VHSP 1
Follow Up VHSP/Rental 9

Patricia Grove completed an on-line NeighborWorks Class which was provided by a grant through VHDA. The course was entitled Building Skills for Financial Confidence

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

No update at this time.

**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.

The house in Wachapreague is complete. The project in Hacks Neck is 66% complete.

After some rescheduling due to weather, the final house in Greenbackville should start on October 20.

10. Executive Directors Report

GO Virginia Coalition

A letter was drafted and sent to the legislators, county administrators, VAPDC workgroup representative and Bob Crum, Executive Director of Hampton Roads PDC.

Middle Peninsula PDC Presentation on their Public Access Authority

In 2014, the Eastern Shore Water Access Authority (ES-WAA) Act was authorized by the General Assembly thereby granting Accomack and Northampton Counties the authority to establish an authority that could own and manage property for use by the general public. This authority has not been exercised. In 2016, the A-NPDC approved and adopted strategies for preserving and enhancing Working Waterfronts including the creation of the ES-WAA.

Other Public Access Authorities have proven to be successful in Virginia's Chesapeake Bay Region including the Middle Peninsula Chesapeake Bay Public Access Authority (MP-PAA) (created in 2002) and the Northern Neck Chesapeake Bay Public Access Authority (created in 2005). Mr. Lewie Lawrence, Executive Director of the Middle Peninsula PDC, will be in attendance to provide an overview of the MP-PAA and its accomplishments.

Request for Assistance

None.

11. Chairman's Report

No report was given at this time.

12. Other Matters

Chairman Hart appointed Gwen Turner to the Budget Committee to replace Jack Tarr. It was approved by consensus.

13. Adjournment

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

Donald L. Hart, Jr.
Chairman

Copy Teste:

Elaine K. N. Meil
Executive Director