

ACCOMACK-NORTHAMPTON PLANNING DISTRICT COMMISSION
MINUTES OF THE
September 16, 2013 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
Thomas E. Rienarth	Accomack County
Gwendolyn F. Turner	Accomack County
Roland Bailey	Northampton County
Richard L. Hubbard	Northampton County
Rev. Charles J. Kellam	Northampton County
Willie Randall	Northampton County
Laurence J. Trala	Northampton County
John H. Tarr	Town of Chincoteague

COMMISSIONERS ABSENT:

None

OTHERS PRESENT:

Elaine Meil	David Annis
Susan Haycox	Kat Edwards
Nick Pascaretti, ESVBA	

1. Call to Order

Chairman Hart called the meeting to order at 7:03 p.m.

2. Invocation

Commissioner Rienarth offered the Invocation.

3. Minutes of August 19, 2013 Meeting

The minutes of August 19, 2013 Meeting were presented.

Commissioner Crockett moved to approve the Minutes of August 19, 2013 Meeting as presented. Seconded by Commissioner Trala, 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 Rienerth, the motion carried by unanimous vote.

5. August Financial Status Report

The attached report indicates that 14.64 percent of the FY 2014 Budget has been expended while 16.67 percent of the fiscal year has passed. If professional services are deleted, 15.45 percent has been expended.

Commission acceptance of this report is requested.

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

6. Contracts

1. Authority for the Executive Director and Chairman to execute the following contract for the period July 1, 2013-June 30, 2014 is requested.

Fiscal Year 2014 PDC/DHCD Contribution Contract - Total \$75,971

For your information, Planning District Commissions absorbed substantial state cuts since FY 2008. However, funds appropriated for FY 2014 remain the same.

Commissioner Trala moved to grant authority for the Executive Director and Chairman to execute the Fiscal Year 2014 PDC/DHCD Contribution Contract. Seconded by Commissioner Gordy, the motion carried by unanimous vote.

3010 ***Planning Assistance Activities***

Elaine Meil, ext. 116

No activity.

3016 ***Management Assistance Activities***

Elaine Meil, ext. 116

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

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.

301015 ***Barrier Islands Center Museum***

Susan Simon, ext.
115

A-NPDC helped The Barrier Islands Center (BIC) prepare and win a bid to renovate/restore the African-American Almshouse. A-NPDC continues to handle reimbursement payments to the contractor via VDOT. The Barrier Island Center construction project was completed in August.

3320 ***EDA-Economic Development Planning***

Susan Simon, ext. 115

A-NPDC officiated an Economic Development Committee (EDC) meeting in August. The EDC decided to draft a letter to Governor McDonnell expressing approval of Unmanned Aerial Systems (UAS) technologies because of their applicability to priorities on the Eastern Shore, and the enormous potential for job creation and economic growth. The Wallops Research Park is vying to be selected by the FAA as one of six (6) UAS test sites.

Requested commission's approval of the draft letter to Governor McDonnell regarding A-NPDC's Economic Development Committee support for UAS technology. (Letter included separately in packet)

Commissioner Crockett moved to approve the draft letter to Governor McDonnell regarding the A-NPDC's Economic Development Committee support for UAS technology. Seconded by Commissioner Turner, the motion carried by unanimous vote.

The EDC is scheduled to meet again October 3 to review and make any revisions to A-NPDC's draft of a Year End Progress Report, due in December, and submit it for a required 60 days of public comment. The EDC will continue to identify project priorities and next steps for 2014.

No new activity

A-NPDC's Transportation Technical Committee (TTC) conveys transportation information generated by VDOT to the counties and towns, and collects and reports comments back to VDOT. VDOT released a web tool to view changes in, and make comments about, the roadway functional classifications in the state. TTC members' queries to VDOT regarding some functional classification changes were answered, and the A-NPDC's TTC wrote a letter to VDOT on September 9 concurring with the classification changes.

At the next TTC meeting, scheduled for October 17, members will continue to focus on updating the 2011 Bike Plan, as requested by VDOT. A-NPDC is serving as an interlocutor between VDOT and the Healthy Communities organization in their effort to install Walking Trail signs in 5 Eastern Shore towns: Onancock, Cape Charles, Nassawadox, Wachapreague, and Melfa. A-NPDC staff will attend a VDOT workshop on Enhancement and Transportation Alternatives for program/project development in late September.

The Town received authorization to bid from VDOT. Staff placed ads this week and the engineer sent plans to the Dodge Report and others. There will be a pre-bid conference on September 23rd and bids will be opened on October 4th.

PLANNING PROJECTS

Staff hosted a Climate Adaptation Working Group meeting on August 14 and has scheduled a public workshop that will feature a discussion of recent and expected changes to homeowner's insurance and associated regional impacts for 6:30 pm on September 25 at the ESCC Workforce Development Building. Staff continues to prepare for interviews with local residents to populate the ESVA Coastal Change Archive with accounts of changes related to sea level rise. Staff participated in a workshop on legal and policy issues for local governments regarding adaptive planning for flooding and coastal change on September 13 at William and Mary.

Staff has compiled and submitted local data to be included in a research study being overseen by VACO Coastal Insurance Study Task Force for assessing the number of properties near shorelines.

3552 ***Water Trails Association & Camping Plan*** Susan Simon, ext. 115

Staff hosted a *Seaside Water Trail Camping Accommodation Implementation Plan* meeting of key stakeholders in late August to discuss objectives to enhance public access and recreational activities. Attendees resolved to officially create an association, tentatively titled the Virginia Eastern Shore Paddling Association (VESPA) and are drafting bylaws and determining how register as a non-profit, membership organization. Another stakeholder meeting is scheduled for September 24. Overarching objectives of VESPA are to boost economic development opportunities on the Eastern Shore, and to provide public education opportunities.

Staff received assistance from the Sea Grant Law Center, who researched the legality of converting historic duck blind structures to kayak camping platforms.

3554 ***VIMS Working Waterfront Inventory*** Curtis Smith, ext. 114

Project has been completed and closed out.

3555 ***Working Waterfront Coalition*** Curtis Smith, ext. 114

Staff continues to plan the first Virginia Working Waterfronts Summit. The summit will engage watermen, elected officials, realtors, and marina operators to discuss topics ranging from planning tools, seafood markets, aquaculture tourism, watermen apprenticeships, channel dredging, legal issues, and sea level rise science. The target date for the summit is February 26, 2014. The summit will include a satellite location for stakeholders on the Shore at ESCC to better accommodate local residents.

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

The Committee met on August 20 and reviewed a final draft of the updated 20-year old *Ground Water Supply Protection & Management Plan*, reviewed six new withdrawal permit applications, and reviewed DEQ responses to Committee comments on new state groundwater regulations. The Committee elected Richard Hubbard as Chairman and Wanda Thornton as Vice Chairman. The next meeting is scheduled for September 17.

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

No activity.

3581 ***Seaside SAMP Recreational Use Survey*** Curtis Smith, ext. 114

Staff continue processing approximately 1,000 aerial photos taken during observational flights and are compiling all data into a Recreational Use Report for the Eastern Shore Seaside. The second year of the project will begin Fall 2013 and will focus on mapping Commercial Fishing on the Seaside. Staff has conducted three observational flights and is planning two additional flights in the coming weeks. Drafting continues on the *ESVA Recreational Use Report* and completion is expected in October.

Staff are working with each County to internally review the draft Ordinance and *Funding and Staffing Plan*. Once vetted by each County's staff, a presentation will be made to each county's Board of Supervisors. The mandated deadline for adoption is June 2014.

A-NPDC HOUSING PROJECTS

3661***HUD-Housing Counseling Services***

Patricia Connolly Grove, ext124

Calls and appointments for homeownership remain steady. The most noticeable change is the energy that the clients are putting forth to clear their credit issues. They are sticking to their plans and keeping their follow up appointments to update progress. Some suggestions were brought up at the Homeownership Counseling Training regarding motivating clients, and one was offering small rewards as milestones are met, even if it is as simple as a card congratulating their success. Currently three clients are in the end stages of processing, on track to close in September.

There continues to be a large percent of default clients in this area who seek counseling and have mortgages with Finance Companies. There have been some limited work out solutions, but for the most part, the solutions are temporary. This has been a real challenge, because the financial hardships are often not short term, so clients come back every six months or so with the same financial hardship once their temporary modification ends. The clients are often on fixed incomes, so their financial situation does not change very much, and only a permanent modification to their mortgage will really help. Also, clients hear about Federal assistance, such as HAMP, and assume that their Finance Company will offer the same options as the banks and mortgage companies. It would benefit many households in Rural areas such as ours, if the guidelines for hardship assistance from Finance Companies was more similar to those of the banks and mortgage companies.

Patricia Grove attended the NTI in Philadelphia in August. The class she took was Part 1 of the Homeownership Counseling Certification, Principles, Practices, and Techniques. This completed the last required course for NCHCEC Certification. The class consisted of counselors with a wide range of counseling experience, from newbies to seasoned. The group participation activities sparked a lot of ideas that will be useful for both one on one counseling and future Homeownership classes. It is always helpful to hear ideas and practices from other counselors. It not only energizes you, it forces you to reevaluate some of your own routines and practices and make changes and adjustments to better serve the clients and make the job more efficient and less stressful.

The clients for our first Housing and Development project decided against continuing with the new construction plan and decided to purchase an existing manufactured home. Several factors affected their decision, one being an increase in interest rates, which caused an increase in the monthly mortgage payment. Also, the clients were anxious to move, since they were staying with family during construction and decided they could move into their own home quicker with an existing home. We are trying to look at this as a learning experience and not be discouraged. There are at least two more clients who are close to being mortgage ready who may be interested in the program in the near future.

Pre-Purchase Counseling	Current Month: August	Cumulative FY 2013	Total RIF Cumulative
# of orientations held	0	5	6
Orientation attendees	0	21	22
Client Intakes	4	60	69
Additional Counseling Sessions Held	6	44	54
# of final workshops held	0	1	2
Mortgage submissions	0	6	9
Mortgage closings	0	4	6
Financing leveraged	0	\$ 528,878	\$ 528,878

Growing Your Money Financial Literacy	Current Month: August	Cumulative FY 2013	Total Cumulative
New GYM participants	0	20	25
GYM graduates	3	16	17

Default and Foreclosure Counseling	Current Month: August	Cumulative FY 2013	Total Cumulative
Intake sessions	3	37	41
Additional Foreclosure Sessions	9	93	99
Positive Foreclosure Prevention Outcomes	0	12	17
Homeowner Budget/Predatory lending Counseling	0	8	8

366250 *Continium of Care (CoC)*

Bobbie Jo Wert, ext 125

Member of the CPES continue to make progress in the development of a Rapid Response Team (RRT) for the Eastern Shore. The RRT should be operational by September 2013. CPES also continues to work with the Prisoner Re-Entry group in the development of a Pocket Resource Directory. The directory should be released by September as well. The CPES has voted to collaborate with the Eastern Shore Health District in creating a Standing Committee responsible for reviewing and supporting the progress and activities of the Nurse Family Partnership program.

3340 *Northampton-Culls VCDBG Grant*

John Aigner, ext. 118

The construction of one of the new houses is complete. The new well will be hooked up in the next two weeks. Herman Walker closed on Ms. Wynder's lot two weeks ago. Contracts are being written and temporary relocation for Ms. Wynder is being discussed this week. The drainage contractor has substantially completed the drainage work that he was contracted to do. He is working on a small punch list for final completion.

376201 ***Town of Chincoteague-Mitigation SRL*** John Aigner, ext. 118
Final paperwork submitted to VDEM for Project closeout.

3822 ***Northampton County DR-1905 HMGP
Elevation Project*** John Aigner, ext. 118
One of the elevations is substantially complete in Oyster. The second has been lifted and the general contractor will be starting this week. George E. Young and Assoc. has delivered the preliminary foundation piling design for Red Bank. Once minor revisions to the plans are made, these will be bid out and submitted to VDEM and FEMA for review and approval.

3823 ***Accomack County DR-1905 HMGP Elevation
Project*** John Aigner, ext. 118
The engineer provided the foundation designs for three of the four residences. Three of these were bid out and bids received were within budget. The plans, specs and bids were forwarded to VDEM and FEMA for review and approval before writing contracts. As soon as the approvals are received, we will move forward on construction.

8. Executive Directors Report

Eastern Shore Community College Renovation/New Construction

Nothing new to report.

Cape Charles Five-Year Comprehensive Plan Update

Staff has provided technical assistance to the Town with their five-year comprehensive plan update. Town staff will be meeting with their Planning Commission and Town Council to determine how they want to proceed.

RC&D Council

The RC&D Council is in the process of trying to recruit potential members and will forward a candidate or candidates to the Commission.

Eastern Shore of Virginia Revolving Loan Fund

All loans are current. Staff has requested the annual financial statements from the ESC loan as stipulated in the loan agreement.

VRS Hybrid Retirement Plan

Certain employees will be required to be enrolled in this plan starting January 1, 2014. Political subdivisions and school divisions will automatically be enrolled in the VRS' Virginia Local Disability Program (VLDP) that will include a short-term, long-term disability benefits and a long-term care program. For employers that our opting out of the VRS' VLDP, the deadline extension to submit the resolution is November 1, 2013.

VRS includes components that are not required causing the cost to be higher. At this time only one other option is available to us from the Virginia Association of Counties. Another has also been offered from the Virginia Municipal League but this requires employers to have over 50 employees. Opting out of VRS allows the Commission to make changes later and reserves to the Commission more flexibility in the future, if additional choices become available. The second option also costs less (see attached comparison) and staff expects that since VRS is offering additional benefits above the minimum requirement it will continue to be more expensive in the future as well. Opting out of VRS however is an irrevocable election. In light of the preceding, staff is recommending that the Commission opt out of the VRS plan.

Authorization for the Chairman to execute the Irrevocable Election Not to Participate in Virginia Local Disability Program was requested.

Commissioner Crockett moved to grant authorization to execute the Irrevocable Election Not to Participate in the VLDP. Seconded by Commissioner Randall, the motion carried by unanimous vote.

Day to Serve

Authorization to participate in a “Day of Service”, which is a unique event where the people of our region come together to feed the hungry, protect and enhance the environment, as well as strengthen our community, was requested.

Commissioner Randall moved to grant authorization for the A-NPDC to participate in a “Day of Service”. Seconded by Commissioner Turner, the motion carried by unanimous vote.

Request for Assistance

None received.

9. Chairman’s Report

No report was given at this time.

10. Public Participation

No public participation occurred at this time.

11. Other Matters

Commissioner Randall noted that the hospital in Nassawadox may be able to be used as a data center and office space for economic development.

12. Closed Session

Commissioner Gray moved that the Board go into Closed Session. Seconded by Commissioner Tarr, the motion carried by unanimous vote.

It is requested that the Commission move to enter Closed Session according to Section 2.2-3711 of the Code of Virginia of 1950, as amended, for the purpose of:

Discussion, consideration or interviews of perspective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees or employees of any public body;

The Commission certified that (i) only public business matters lawfully exempted from open meeting requirements under this chapter and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public body.

Commissioner Randall moved to come out of Closed Session, which was seconded by Commissioner Gordy. Upon polling, all Commissioners said aye.

Commissioner Randall made the motion that Executive Director Meil sign her evaluation and form a performance committee of Commissioners Tarr, Lewis and Hubbard to make a performance tool to be submitted to the Board. He also moved to retroactively approve a 3% cost of living increase for Executive Director Meil. Seconded by Commissioner Gordy, the motion carried by unanimous vote.

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