

ACCOMACK-NORTHAMPTON PLANNING DISTRICT COMMISSION
MINUTES OF THE
March 17, 2014 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
Kay W. Lewis	Accomack County
Gwendolyn F. Turner	Accomack County
Roland Bailey	Northampton County
Richard L. Hubbard	Northampton County
Rev. Charles J. Kellam	Northampton County
Larry Lemond	Northampton County

COMMISSIONERS ABSENT:

John C. Gray	Accomack County
Thomas E. Rienarth	Accomack County
Laurence J. Trala	Northampton County
John H. Tarr	Town of Chincoteague

OTHERS PRESENT:

Elaine Meil	David Annis
Susan Haycox	Curt Smith
Kat Edwards	Melissa Matthews
Nick Pascaretti, ESVBA	

1. Call to Order

Chairman Hart called the meeting to order at 7:05 p.m.

2. Invocation

Commissioner Turner offered the Invocation.

3. Election of Officers

The following officer terms were up for election effective March 1:

Chairman – Donald L. Hart, Jr.
Vice Chairman – Vacant
Executive Committee Member – Rev. Charles J. Kellam

Having served two terms, these officers were not eligible for re-election.

A report from the Nominating Committee consisting of Commissioner Gordy, Commissioner Kellam and Commissioner Tarr was requested.

Commissioner Gordy reported that the Nominating Committee chose the following Commissioners to be appointed as officers:

Chairman – Richard L. Hubbard
Vice Chairman – Kay W. Lewis
Executive Committee Member – Donald L. Hart, Jr.

Commissioner Crockett moved to close nominations. Seconded by Commissioner Lemond, the motion carried by unanimous vote.

4. Minutes of January 21, 2014 Meeting

The minutes of January 21, 2014 Meeting were presented.

Commissioner Crockett moved to approve the Minutes of January 21, 2014 Meeting as presented. Seconded by Commissioner Gordy, 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 Hart moved to approve the Bills Payable and current Financial Statement as presented. Seconded by Commissioner Turner, the motion carried by unanimous vote.

6. January/February Financial Status Report

The attached report indicates that 60.46 percent of the FY 2014 Budget has been expended while 66.67 percent of the fiscal year has passed.

Commission acceptance of this report was requested.

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

7. FY 2015 Budget Requests

Accomack County Board voted to advertise their FY 2015 Proposed Budget which includes level funding of \$65,036 to the A-NPDC. In addition, the FY 2015 Proposed Budget includes a 2% one-time employee bonus and a 12.7% decrease in the health insurance premiums.

Northampton County's Budget Committee is in the process of scheduling work sessions.

8. Contracts

Economic Development Administration (\$70,000)

The PDC has been awarded economic development planning funds as a grantee to EDA. These funds are used to support the economic development activities of the PDC and the Comprehensive Economic Development Strategy (CEDs).

Authorization for the Executive Director to execute the contract was requested.

Commissioner Crockett moved to grant authorization for the Executive Director to execute the Economic Development Administration contract as requested. Seconded by Commissioner Lewis, the motion carried by unanimous vote.

9. Projects

9970 Capital Expenditures Elaine Meil, ext. 116

Staff is evaluating a potential cloud computing option to compare with replacement with a traditional server.

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

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

Accomack County postponed a decision on applying for a planning grant to support Accomack Village until Supervisor Gray can meet with the residents of the surrounding neighborhood. The next meeting of the Accomack BOS is scheduled for March 19.

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.

3320 ***EDA-Economic Development Planning*** Susan Simon, ext. 115

A-NPDC is working with the Eastern Shore Community College (ESCC) to identify rural development and/or EDA public works grant funding to support construction of a new workforce development facility for the college.

The next EDC meeting will be in late March to identify project priorities and next steps for 2014. Staff is revising the Comprehensive Economic Development Strategy (CEDS) to the Economic Development Administration (EDA) and will re-post for public comment.

3401 ***VDOT Rural Transportation Planning-SPR*** Susan Simon, ext. 115

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. TTC members' focus is on prioritizing projects from the 2035 Rural Transportation Plan, and updating the 2011 Bike Plan, per VDOT's request. A-NPDC will submit to VDOT by the April 18 a FY-15 Rural Transportation Planning Work Program covering the period July 1, 2014 through June 30 2015. The PDC authorization request to continue the FY-15 Rural Work Program was presented and signed in January.

A-NPDC's transportation planner submitted a U.S. Department of Transportation Federal Lands Access Project (FLAP) grant proposal for a \$80,000 feasibility study for Phase III of the Southern Tip Bike and Hike Trail. Phase III extends the trail from Capeville Drive near Stingray's Restaurant up to Cape Charles. The existing shared bike path currently originates at the Eastern Shore of Virginia's Natural Wildlife Refuge (ESVNWR) Visitors Center. Phase III links ESVNWR, with its 1,100 acres of marsh maritime forest, views of Chesapeake Bay, and boat launches, to the amenities in the town of Cape Charles, adding to the residents' quality of life and to the economic vitality of the region. Additional benefits of extending the bike/pedestrian trail include promoting exercise, increasing wildlife appreciation, educating about historical context, building community spirit, and attracting bicycling, nature-loving tourists to the region.

3521 ***Town of Chincoteague T-21 Admin. –
Second phase***

Kat Edwards, ext. 119

Sidewalks in the 2-block project area have been demolished. A meeting is being held with the utilities on Friday, March 14th to discuss the number & placement of conduits for future underground use and the steps needed to eliminate utilities crossing over Main Street.

PLANNING PROJECTS

3541 & 3551 ***A-N VCZM Technical Assistance, FY 11
1st Qtr1***

Curtis Smith, ext. 114

Staff distributed a Climate Adaptation Working Group Winter 2013-14 newsletter to the public and working group members. Staff will be holding interviews with local residents to populate the ESVA Coastal Change Archive with accounts of changes related to sea level rise on April 2. Staff continues to serve on an advisory committee for the Secure Commonwealth Subpanel's Recurrent Flooding Panel.

Staff facilitated a meeting with local and state agencies to develop a new program entitled "Shore Big Trees", which is a regional project geared towards promoting and planting champion trees. A-NPDC will be one of the pilot sites for the program.

3552 ***Water Trails Association & Camping Plan***

Susan Simon, ext. 115

Staff presented a consent agenda item request to Accomack County Board of Supervisors to consider a land-based camping site at NASA Docks Landing as part of the *Seaside Water Trail Camping Accommodation Implementation Plan*. In response to feedback from some supervisors concerning issues of safety and platform placement, A-NPDC staff will conduct a meeting in mid-March with two Accomack Board of Supervisors, Accomack County Public Works, the Virginia Tourism Commission, and kayaking enthusiasts and outfitters to discuss safety issues and site selection. Key stakeholders for the project agreed to form the Virginia Eastern Shore Paddling Association (VESPA), with overarching objectives that include site selection, maintaining and overseeing use of the camping platforms, boosting economic development opportunities on the Eastern Shore, and providing public education

opportunities. A second, land-based camping site identified for Northampton County at Indiantown Park was ruled out when the property owner refused to grant easement rights to the site. VESPA is considering the option of “incubating” under the auspices of the A-NPDC, structuring it as a 501C3, or as a committee.

The project closes March 31, 2014, and A-NPDC staff will prepare a final project report to Virginia Coastal Zone Management by May 15. A-NPDC staff will propose seeking funds to develop a platform in Accomack, and if the NASA dock is selected, to also help remove derelict equipment, and to continue to drive the organization’s objectives to develop a series of camping platform sites along the Seaside Water Trail. The Seaside Water Trail connects with the Captain John Smith Water Trail on the Bayside.

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 held a satellite location for the Virginia Working Waterfronts Workshop on February 26 at ESCC. The summit engaged watermen, local government staff, 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. A summary report of workshop outcomes will be completed in the coming weeks.

3571 ***A-N Ground Water Committee Projects*** Curtis Smith, ext. 114
Staff held the Cape Charles-Cheriton Ground Water Summit, which is the first of a series of Town-focused workshops, on February 12 at Kiptopeke Elementary School. The Committee voted to award the Onley Rural Health facility with the 2013 Ground Water Award for the exemplary measures taken to reduce stormwater runoff and conserve the use of water. The next meeting is scheduled for March 18.

3573 ***Household Hazardous Waste Collection*** Curtis Smith, ext. 114
The collection has been scheduled for Saturday, May 10. The collection will occur at 3 locations around the Shore. Locations are the Birdsnest Convenience Center in Northampton and two convenience centers to be determined in Accomack. Advertising for the event will begin in the coming weeks.

3581 ***Seaside SAMP Recreational Use Survey*** Curtis Smith, ext. 114
This project was granted an extension to April 15. Staff are currently drafting the Recreational Use Report for the Eastern Shore Seaside.

The second year of the project will begin Spring 2014 and will focus on mapping Commercial Fishing on the Seaside.

Staff gave a overview presentation overview of the draft SWMP organization and functionality to the Northampton County BOS on January 14 and will be presenting to the Accomack BOS on March 19. Staff submitted the required SWMP application packages to DEQ on January 13 and has been working with the counties to make corrections required by DEQ. The package included a draft Ordinance, *Funding and Staffing Plan*, and Policies and Procedures Document. The mandated deadline for VSMP implementation is July 1, 2014.

A-NPDC HOUSING PROJECTS

Our Agency was approved for the HOME funds grant request which will be a benefit for our low income borrowers who need assistance for down payment and/or closing cost help. There are two clients at this time in the “ready to purchase” category that may be able to utilize the funds once they find a home to purchase.

A Pre-Purchase Class was held on Saturday, January 25 and attendance was good. A realtor from Coldwell Banker spoke on the role of the realtor and his presentation was well received. It is very beneficial to have other speakers during a long class because it gives time to prepare for a lunch break as well as the second half of the session and it adds diversity and interest for the group. It is however, very challenging to get a loan officer or a home inspector since they are very limited in the immediate area.

New purchase calls and appointments have been steadily increasing and new foreclosure calls have been declining. Numbers aren't as high as they may have been if the office had not been closed four days for snow and two days for State and Federal holidays. This made it challenging for scheduling classes also. There is still a trend toward lease with option to purchase agreements. Two clients who have been in lease/purchase agreements should be mortgage ready by March of this year and they are both very excited. Another client just entered an agreement this month. In all of the cases, it has been imperative that the client/counselor communication is continuous and a written action plan is being followed. Another observation has been that many of the pre-purchase clients are still interested in new homes only, but the income is often not high enough to support even a modest home. Several clients are traveling to Delaware to look at manufactured homes since the local Clayton Homes office has closed. Prices are more affordable on the manufactured homes, but there is still a challenge obtaining affordable, buildable lots. It would be very beneficial to have the USDA Direct loans available again since so many families on the Shore are very low income.

As was mentioned earlier, class scheduling this month has been very challenging, partly due to weather. A plan is in place to conduct a series of Growing Your Money Classes in partnership with the Accomack Extension office. We are waiting for confirmation from the church pastor where the classes will be held to schedule the date and send out fliers. The difficulty in getting people to attend the Financial Literacy classes has been extremely frustrating because the need in this area is still so great. Every day, I am seeing the same devastating financial habits being practiced over and over. Even with clients earning higher incomes, the poor habits seem to remain. They are still utilizing Cash Advance loans,

Renting to Own instead of purchasing, and still not saving for emergencies. We are going to plan an event to be held in April for Financial Literacy month, and hopefully that will generate interest. I'm thinking that there needs to be a new approach to make the classes more appealing. It may be helpful to send out a survey to the community or contact local businesses about conducting some after work or lunchtime presentations. I am also talking to other agencies in the area for feedback because many other agencies deal with the challenge of attendance also for meetings and presentations.

The United Way grant request was sent, but there has been no yet as to the outcome.

Pre-Purchase Counseling	Current Month: January	Cumulative FY 2014	Total RIF Cumulative
# of orientations held	0	1	8
Orientation attendees	0	4	32
Client Intakes	3	10	84
Additional Counseling Sessions Held	3	11	73
# of final workshops held	1	1	4
Mortgage submissions	3	3	12
Mortgage closings	0	2	9
Financing leveraged		\$191,738	\$784,438

Growing Your Money Financial Literacy	Current Month: January	Cumulative FY 2014	Total Cumulative
New GYM participants	0	3	27
GYM graduates	0	0	17

Default and Foreclosure Counseling	Current Month: January	Cumulative FY 2014	Total Cumulative
Intake sessions	1	11	56
Additional Foreclosure Sessions	6	33	145
Positive Foreclosure Prevention Outcomes	1	4	23
Homeowner Budget/Predatory lending Counseling	0	0	8

Positive foreclosure Outcome: One Black female, below 50%AMI-mortgage modified

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

Update was given at the meeting. They are working on a new CoC application to DHCD. The Domestic Violence Shelter is also going to be a part of this application along with HPP and Rapid Rehousing.

3340 ***Northampton-Culls VCDBG Grant*** **John Aigner, ext. 118**

The construction of Ms. Wynder's is at 65%. VDOT has completed the roadside ditch re-grading. VDOT will be installing cross drainage pipes in three locations under the existing roadway in the spring. Two rehabs are ready to start.

376201 ***Town of Chincoteague-Mitigation SRL*** **John Aigner, ext. 118**

Final paperwork has been submitted to VDEM for Project closeout.

3822 ***Northampton County DR-1905 HMGP Elevation Project*** **John Aigner, ext. 118**

The second elevation is completed in Oyster. The V-zone house has been bid and is ready to start when weather permits.

***Accomack County VA HMGP 1491-001-037
2004 Elevation Project***

John Aigner, ext. 118

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

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

Two of the four houses are substantially complete except for negotiating a handicap access wheelchair lift for one. The third house has been lifted and the footings and foundation are under construction. The sites at all three are very wet and the conditions are hampering progress. Additional fill and de-watering have become necessary in order to be able to access the sites at all. Progress continues to be made.

The fourth house has been bid, and the open pier construction was the least expensive method. A meeting was held with the engineer and contractor in order to clarify some of the details. The engineer is making some minor revisions and then we will meet with the homeowner to discuss a start date.

10. Executive Directors Report

Budget/Loan Committee Vacancy

There is a vacancy on the budget/loan committee caused by the end of Commissioner Randall's term serving Northampton County. This vacancy needs to be filled by a member from the Commission. Commissioners Reinerth and Hubbard are the other two committee members.

Chairman appointment of a member to serve on the Budget/Loan Committee was requested.

Commissioner Lemond was appointed to serve on the Budget/Loan Committee.

Strategic Planning

The A-NPDC strategic plan is complete and a new one needs to be developed. Executive Director Meil intends to budget for strategic planning services in the upcoming budget. Staff researched the options and there appear to be two decisions that need to be considered prior to procuring strategic planning services. What is the amount of time the Commission members want to devote to this process and should there be a subset of the membership that handles the bulk of the work? The options are presented below. Although it is not recommended, the Commission can also direct the Executive Director to organize the strategic plan to be completed by the staff.

	Full Commission	Subset of Commission
A couple of short meetings before or after the business meetings.	A	B
A sizable portion of time on a dedicated day	C	D

Guidance was requested.

It was decided by the Board that the Full Commission option would be preferred.

VRS Hybrid Plan Employee Policy

No activity.

Eastern Shore of Virginia Community College

The college has begun procurement of an engineer to complete the Preliminary Engineering Report. Staff is working with the college on developing the private investment partnership needed.

Eastern Shore of Virginia Revolving Loan Fund

All loans are current.

Request for Assistance

Accomack County Planning Director Rich Morrison has requested the A-NPDC evaluate potential grant options that could offset the cost of surveying the potential pipeline and the costs associated with completing an environmental review

Authorization to assist Accomack County was requested.

Commissioner Hart moved to grant authorization for the A-NPDC to assist Accomack County in evaluating potential grant options that could offset the cost of surveying the potential pipeline and the costs associated with completing an environmental review. Seconded by Commissioner Crockett, the motion carried by unanimous vote.

11. Chairman's Report

No report was given at this time.

12. Public Participation

Nick Pascaretti from ESVBA informed the Board that their rates have decreased, some as much as a 40% savings.

13. Other Matters

Commissioner Crockett thanked Commissioner Hart for a job well done while serving as Chairman of the Board.

14. 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