

ACCOMACK-NORTHAMPTON PLANNING DISTRICT COMMISSION
MINUTES OF THE
April 21, 2014 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
Richard L. Hubbard	Northampton County
Rev. Charles J. Kellam	Northampton County
Larry Lemond	Northampton County
Laurence J. Trala	Northampton County
John H. Tarr	Town of Chincoteague

COMMISSIONERS ABSENT:

Roland Bailey	Northampton County
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OTHERS PRESENT:

Elaine Meil	David Annis
Susan Haycox	Curt Smith
Kat Edwards	Melissa Matthews

1. Call to Order

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

2. Invocation

Commissioner Crockett offered the Invocation.

3. Minutes of March 17, 2014 Meeting

The minutes of March 17, 2014 Meeting were presented.

Commissioner Hart moved to approve the Minutes of March 17, 2014 Meeting as presented. Seconded by Commissioner Turner, 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 Hart, the motion carried by unanimous vote.

5. March Financial Status Report

The attached report indicates that 69.11 percent of the FY 2014 Budget had been expended while 75 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.

6. FY 2015 Budget Requests

Accomack County Board of Supervisors adopted their FY 2015 Budget with level funding to the A-NPDC programs as follows:

A-NPDC	Level \$65,036
Groundwater	Level \$19,721
ESVHA	Level \$ 9,215

Northampton County has advertised its FY 2015 Budget (Public Hearing is set for May 13) with level funding recommended to the A-NPDC programs as follows:

A-NPDC	Level \$32,518
Groundwater	Level \$17,885
ESVHA	Level \$ 4,747

The Town of Chincoteague has included level funding for the A-NPDC in its proposed FY 2015 Budget.

7. Contracts

Hazard Mitigation Plan Update (\$133,333)

The PDC has been awarded funding to rewrite the Eastern Shore Hazard Mitigation Plan as a grantee to VDEM. The PDC will provide a match of \$33,333 that will be covered in its entirety through in-kind contributions of local government staff participation. The project is slated to begin July 2014 and end December 2016.

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

Commissioner Lemond moved to grant authorization for the Executive Director to execute the Hazard Mitigation Plan Update contract. Seconded by Commissioner Turner, the motion carried by unanimous vote.

VCZM FY14 Technical Assistance Program (\$60,000)

The PDC has been awarded technical assistance funding as a grantee to the Virginia Coastal Zone Management Program. This is an annually recurring planning grant that supports the coordination of the Ground Water Committee, Climate Adaptation Working Group, public workshops and trainings, and general technical assistance to local governments. The PDC will provide \$30,000 in local match. The grant starts October 1, 2014 and ends September 30, 2015

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

Commissioner Hart moved to grant authorization for the Executive Director to execute the VCZM FY14 Technical Assistance Program contract. Seconded by Commissioner Trala, the motion carried by unanimous vote.

8. Grants

VDHR Hurricane Sandy Disaster Relief Assistance Grant

Staff requests permission to develop and submit a proposal to conduct a survey of historical architecture properties in the region. There is no requirement for matching funds for this grant.

Authorization for the Executive Director to apply for the grant was requested.

Executive Director Meil informed the Board that all sites were deemed not eligible and therefore the request for authorization was withdrawn.

Virginia Homeless Solutions Program Grant

As discussed at the last meeting, the A-NPDC as lead CoC agency has been requested to submit an application VHSP funds. The grant will request funding for shelter operations for the Eastern Shore Coalition Against Domestic Violence (ESCADV) and rapid rehousing activities for the Eastern Shore of Virginia Housing Alliance. The \$274,000 application requires a 25% match, most of which will be provided by the ESCADV. The A-NPDC will receive some funding for staff time in data entry, administration and housing inspection services.

Authorization for the Executive Director to apply for the grant was requested.

Commissioner Lewis moved to grant authorization for the Executive Director to apply for the Virginia Homeless Solutions Program grant. Seconded by Commissioner Crockett, the motion carried by unanimous vote.

9. Projects

9970 Capital Expenditures Elaine Meil, ext. 116

Staff spoke with several computer experts and found that a cloud solution is not appropriate at this time for an established business. Staff is proceeding with installation of a new replacement 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.110

One A-95 application was approved: Eastern Shore Area Agency on Aging/Community Action Agency applied for one 20-Passenger Senior Bus. There were no conflicts

3010 Planning Assistance Activities Elaine Meil, ext. 116

Staff is completing final details on the Hurricane Sandy Disaster Relief Program. The Accomack Village Apartments application has been put on hold pending the resolution of the street realignment.

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 continues to work 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.

A-NPDC held an EDC meeting in late March to identify project priorities and next steps for 2014. Staff updated the Comprehensive Economic Development Strategy (CEDS) to the Economic Development Administration (EDA) and posted the document on the A-NPDC website to solicit comments prior to submitting it at the end of the April.

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' are currently focusing on prioritizing 5-10 short-, mid-, and long-term projects for each county from the 2035 Rural Transportation Plan, and an update to the 2011 Bike Plan. A-NPDC will submit to VDOT a FY-15 Rural Transportation Planning Work Program covering the period July 1, 2014 through June 30 2015 by the April 18. The PDC authorization request to continue the FY-15 Rural Work Program was presented and signed in January.

The U.S. Department of Transportation Federal Lands Access Project (FLAP) grant for a \$80,000 feasibility study for Phase III of the Southern Tip Bike and Hike Trail was awarded to A-NPDC in mid-March. The Phase III feasibility study will look at extending the trail from Capeville Drive near Stingray's Restaurant up to Cape Charles. The existing shared bike path 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. Once completed, Phase III will add 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. –*** Kat Edwards, ext. 119
Second phase

Progress has been slower than anticipated, however, with the current schedule construction should be substantially complete by May 31st.

PLANNING PROJECTS

3541 & 3551 ***A-N VCZM Technical Assistance, FY 11*** Curtis Smith, ext. 114
1st Qtr1

Staff scheduled a Climate Adaptation Working Group meeting for May 13. Staff conducted the first round of interviews with local residents to populate the Accomack portion of the ESVA Coastal Change Archive with accounts of changes related to sea level rise on April 3 and has planned interviews to populate the Northampton portion on April 24. Staff continues to serve on an advisory committee for the Secure Commonwealth Subpanel’s Recurrent Flooding Panel. Staff participated in a meeting of the VA Coastal Policy Team in Richmond on March 26. Staff has coordinated with the USGS to look into the development of new permanent tide gage(s) on the Shore. Staff participated in a meeting on March 27 to kickoff the development of a new water quality model for the Delmarva Seaside Coastal Bays.

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 met 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 closed March 31, 2014, and A-NPDC staff will submit a final project report to Virginia Coastal Zone Management by May 15. Staff received assistance on this project 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 are working to compile summary report of workshop outcomes that will be distributed to all participants. The final invoices have been submitted and the project is now in the process of being closed out.

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

Staff held a meeting March 18 and presented the 2013 Ground Water Award to the Onley Rural Health. The Committee reviewed one groundwater withdrawal permit, 3 relevant research items, and developed a template for a 2-page summary of Ground Water Model Scenario outcomes that can be easily distributed and incorporated into the GW Management Plan. Staff has scheduled a Ground Water Summit focusing on northern Northampton including Eastville, Nassawadox, and Exmore for June 11 at the Northampton Supervisor Chambers in Eastville. Participant reports summarizing water quality sampling and making remediation recommendations were distributed to participating residents within Horntown and Cheapside.

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. The locations are the Birdsnest Convenience Center in Northampton and the Makemie Park and Fishers Corner Convenience Centers in Accomack.

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

Staff continues 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.

3582 ***DCR Local Stormwater Management*** Curtis Smith, ext. 114

Staff continue to consult the Counties on the pros and cons of opting in to the state-run VSMP. Staff submitted the final grant reports and the project is now in the closeout process.

A-NPDC HOUSING PROJECTS

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

Following up on last month's information regarding the USDA Purchase loans and the 504 Repair Grants and Loans, calls have increased on both programs. Applications have been mailed to clients who are calling and information is being provided, but at this time clients are being directed to send the applications directly to USDA in Courtland since there is still not an office on the Shore packaging these loan applications. No decision has been made at this time as to whether the A-NPDC will consider packaging these loans, but conversation has been taking place between Bob Adams and Tom Carew at FAHE.

There may need to be a three day training. In the meantime, informational fliers are available at Homeownership Orientation Classes and in the office so that potential homebuyers are aware of the programs.

Patricia Grove was invited to attend a meeting this month at PNC in Onley with Wendy Lilliston, Branch Manager and three representatives from the Baltimore Office of PNC Community Development. The purpose of the meeting was to possibly team up with PNC for some financial literacy opportunities and for the Community Development team of PNC to learn more about the current programs being offered through the ESVHA. The PNC team is also interested in low to moderate income housing development projects for the Shore.

A default prevention and predatory lending class was conducted by Patricia Grove at the Habitat office in Exmore for their existing homeowners. There was a lively discussion among the homeowners and a lot of good ideas shared on budgeting, saving for emergencies, and staying current on your mortgage.

Pre-Purchase Counseling	Current Month: March	Cumulative FY 2014	Total RIF Cumulative
# of orientations held	1	3	10
Orientation attendees	2	7	35
Client Intakes	6	24	98
Additional Counseling Sessions Held	4	21	83
# of final workshops held	0	1	4
Mortgage submissions	2	6	15
Mortgage closings	0	2	9
Financing leveraged		\$191,738	\$784,438

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

Default and Foreclosure Counseling	Current Month: March	Cumulative FY 2014	Total Cumulative
Intake sessions	1	14	59
Additional Foreclosure Sessions	3	46	158
Positive Foreclosure Prevention Outcomes	3	7	26
Homeowner Budget/Predatory lending Counseling	0	0	8

A Default and Predatory Lending Class was conducted with 6 in attendance
Positive Foreclosure Outcomes: Perm Modification black female below 50% AMI
Perm Modification white male and female over 100% AMI
Perm Modification black female 60% AMI

366250 *Continuum of Care (CoC)*

Bobbie Jo Wert, ext 125

The Community Partners of the Eastern Shore (CPES) is the local Continuum of Care (CoC) whose mission is to develop, sustain and coordinate a comprehensive CoC for the homeless and near homeless citizens of the Eastern Shore of Virginia. The purpose of CPES is to assist in the coordination and development to services for homeless and near homeless through planning, education and advocacy. CPES will address risk factors present in the community that contribute to homelessness including substance use/abuse, mental illness, disabilities, unemployment, lack of affordable housing, domestic violence, low academic achievement, community disorganization, isolation, poverty, and barriers to health care. To achieve this purpose CPES will identify community needs, develop and implement a strategic planning process, promote and support active community partnerships as well as engage and educate the local community.

CPES has five current Standing Committees to carry out a specific task deemed necessary to achieve our purpose. They include the Executive Committee, Point-In-Time (PIT) Count Planning Committee, Nurse-Family Partnership Advisory Council, Rapid Response Team (RRT), and the Community Resource Directory Committee (CRDC).

The Executive Committee is currently working with the ANPDC staff to submit an application for the Virginia Homeless Solutions Program. The proposed grant would secure shelter operations funds for ESCADV, Planning funds for CPES, funds for a coordinated assessment system, funds for HMIS and funds for Rapid Re-Housing. The grant is due April 25, 2014.

The PIT committee recently completed its annual homeless survey. The data is being analyzed; however, the most noteworthy statistic was an increase in persons who are literally homeless.

The RRT is a team of identified community stakeholders who utilize the best practice model of coordinated intake and case management among multiple agencies and will meet monthly to review challenging cases requiring multiple services and develop an action plan to best meet the needs of identified clients. The RRT meets monthly on the third Thursday.

The CRDC is responsible for collecting, reviewing and updating information in the CPES Community Resource Directory on an annual basis. The committee is in the process of gathering information to update the Resource Directory.

3340 ***Northampton-Culls VCDBG Grant*** John Aigner, ext. 118
The construction of Ms. Wynder's is at 85%. VDOT will be installing cross drainage pipes in three locations under the existing roadway this spring. One rehab is under contract and two others are in negotiation.

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. Contracts are being written for the V-zone house.

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 installing the handicap access wheelchair lift for one. The third house has been lowered onto its' new foundation and reconnections are being done. New landings and steps will be constructed at the entry doors. Contracts are being written for the fourth house. Construction should begin in the next 30 days.

10. Executive Directors Report

VRS Hybrid Plan Employee Policy

Staff has been informed that Delegate Hodges of District 98 (Middle Peninsula area) has looked into the VRS Hybrid Short Term Disability self-insurance requirements especially as how they affect small subdivisions of the Commonwealth with limited general fund budgets and no ability to generate general revenue. VRS has also looked at the issue and agrees that the law is creating unintended consequences on these small subdivisions and VRS intends to address this. Staff is monitoring the situation.

Eastern Shore of Virginia Revolving Loan Fund

All loans are current.

Request for Assistance

The Town of Exmore has requested assistance with writing a new Town Comprehensive Plan. Staff has prepared a schedule, scope of work and budget that would pay planning staff costs.

Authorization to assist the Town of Exmore was requested.

Commissioner Crockett moved to grant authorization for the Executive Director to assist the Town of Exmore with writing a new Town Comprehensive Plan. Seconded by Commissioner Turner, the motion carried by unanimous vote.

11. Chairman's Report

No report was given at this time.

12. Public Participation

No public participation occurred at this time.

13. Other Matters

No other matters were discussed at this time.

14. Adjournment

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

Copy Teste:

Richard L. Hubbard
Chairman

Elaine K. N. Meil
Executive Director