

ACCOMACK-NORTHAMPTON PLANNING DISTRICT COMMISSION
MINUTES OF THE
October 16, 2017 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 |
| Rickie Ross | Accomack County |
| Gwendolyn F. Turner | Accomack County |
| Roland Bailey | Northampton County |
| Robert Duer | Northampton County |
| Rev. Charles J. Kellam | Northampton County |
| Larry Lemond | Northampton County |
| Arthur Leonard | Town of Chincoteague |

COMMISSIONERS ABSENT:

| | |
|----------------|--------------------|
| Granville Hogg | Northampton County |
|----------------|--------------------|

OTHERS PRESENT:

| | |
|-------------|--------------|
| Elaine Meil | Susan Haycox |
| David Annis | Curt Smith |
| Kat Edwards | |

1. Call to Order

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

2. Invocation

Commissioner Turner offered the Invocation.

3. Minutes of September 18, 2017 Meeting

The minutes of September 18, 2017 Meeting were presented.

Commissioner Crockett moved to approve the Minutes of the September 18, 2017 Meeting. Seconded by Commissioner Lemond, the motion carried by unanimous vote.

4. Public Participation

No public participation took place at this time.

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 Lemond, the motion carried by unanimous vote.

6. September Financial Status Report

The report indicated that 23.48 percent of the FY 2018 Budget had been expended while 25 percent of the fiscal year had passed.

Commission acceptance of this report was requested.

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

7. 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 Report.

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

There have been technical assistance visits/presentations on CDBG to the Towns of Onancock, Keller and Accomack County. The HUD Regional Administrator is visiting the Eastern Shore on October 12th and staff is arranging a tour. Staff has worked with his staff to arrange for him to see the condition of the Occohannock Neck Road houses without indoor plumbing in Exmore.

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

Administrative staff continue to work with clients to assist them in obtaining assistance, answering questions, and providing assistance to project and program staff with callbacks and tracking of incomplete documentation. A-NPDC receives over 3,000 individual client visits.

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

DHCD has provided A-NPDC with a letter saying there are no conflicts with plans of adjacent planning districts. The next step is to forward the plan for comment to the localities, with an explanation of the state requirements, and then a public hearing can be scheduled. Staff has put a copy of the draft at <http://www.a-npdc.org/accomack-northampton-planning-district-commission/regional-planning/>

Permission to submit the draft plan to the localities was requested.

Commissioner Phillips moved to grant permission to submit the Capacity Building Grant as requested. Seconded by Commissioner Turner, the motion carried by unanimous vote.

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

Economic Development Committee Activities

The Committee met September 28 and approved the first draft of the merged CEDS/SET Regional Economic Development Plan. The plan will be published during a public comment period with comments to be reviewed and incorporated into the plan before being considered for adoption during its next meeting on November 29. Meetings of the

four-industry sector working groups have been scheduled for dates in early November. Staff published the ED newsletter during September. Staff gave a presentation to the VA Tech Economic Development Office on October 12.

GO Virginia Economic Development Initiative

The Economic Development Committee endorsed a GO Virginia proposal supporting development of unmanned systems associated with Wallops. Staff are currently assisting with the development of the proposal to be submitted by the end of October.

Regional Navigable Waterways Committee

The Committee is scheduled to meet October 19 in Eastville where they will be receiving updates on local projects from the US Army Corps and US Coast Guard. The Committee is pursuing different avenues for additional state funding for maintenance of state waterways.

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

Staff are drafting a final report for the Sidewalk Gap Analysis.

A project carried over from FY17 program activities is to inventory rural roads in both counties that are private, unpaved, and unmaintained. Staff has mapped all unpaved roads in both counties and has now identified those that are private using VDOT's Road Roster supplied by the Residency Administrator. The next step is to assess them against VDOT's criteria for inclusion in the Rural Addition Program along with rough cost estimates. No additional progress has been made on this project this month.

3402 ***VDOT-Southern Tip Bike Trail Phase III*** Barb Schwenk, ext. 127
Feasibility Assessment –
Capeville Road to Cape Charles

Staff learned that the Department of Conservation and Recreation thinks it unlikely it could be the trail owner unless funds are allocated to it for maintenance of the trail. Work will continue to identify a potential owner of the trail.

At the Transportation Technical Advisory Committee meeting on July 25, VDOT confirmed that a new signal has not yet been planned for Route 13 near the Food Lion, and regulations will not permit a pedestrian crossing at a non-signalized intersection. Therefore, the feasibility of bicyclists crossing Route 13 anywhere but at the existing traffic signal at Route 13 and Bayside/Stone Roads is deemed unsafe. Staff will investigate the feasibility of a bicycle/pedestrian bridge, crossing at the existing traffic signal, and identifying an alternate route for Phase III that may include existing roadways that intersect with the railroad right-of-way east of Route 13.

Staff consulted with John Bolecek, VDOT Statewide Bicycle and Pedestrian Planner, regarding the route for the trail. He suggested that it follow the railroad ROW to at least Kiptopeke Elementary School. In addition, Robert Leffel, US F&WS, informed staff that in the scoping letter submitted to F&WS to initiate this project, two bridges were

recommended: one where the ROW crosses Route 13 just north of Kiptopeke Elementary and one that would connect the trail to Kiptopeke State Park. Funding was estimated at \$6 million at that time. Staff has requested a copy of the scoping letter to learn if there is any additional information useful to the feasibility study.

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

VDOT proposed a strategy this month for moving forward with resolving issues that have been preventing the Town from receiving reimbursement for grant expenditures and closing out the project. PDC staff accompanied the Public Works Director to Suffolk to meet with the new VDOT staff assigned to resolving outstanding issues and turned over all project files for review. He will review all the documentation and recommend payment based on the completeness of what is present.

3583 ***GreenWorks*** Shannon Alexander, ext.115

Staff is planning a press release and additional publicity for the Sponsor-a-Highway Pilot Program (SAHPP). The GreenWorks Committee met July 12. The next meeting will be January 10, 2018 at the Eastern Shore Chamber of Commerce at 2pm.

PLANNING PROJECTS

3541 & 3551 ***A-N VCZM Technical Assistance, FY*** Shannon Alexander, ext.115
18 1st Qtr1

The Climate Adaptation Working Group newsletters are distributed biweekly and are all now available [online](#). The next meeting is scheduled for November 2nd at the VIMS ESL from 10:00am to noon with presentations by Wetlands Watch representatives.

Staff is reviewing the draft resilience finance strategies report from the University of Maryland's Environmental Finance Center.

Staff is serving on the Stormwater Management Working Group and Subcommittee 2, formed in response to HB 1774 (Chapter 345 of the 2017 Acts of Assembly). All meetings will be complete by the end of the calendar year and prior to the next session of the General Assembly.

Staff is to present the importance of planning and zoning within our watershed at the Accomack Watershed Festival on October 18th for 6th graders.

The construction of a living breakwater at the Saxis Fishing Pier is set to begin in the coming weeks. The project was made possible by a mini-grant from the Chesapeake Bay Field Station and will serve as a demonstration pilot project for how to mitigate erosion and enhance coastal resilience along public property in a cost-effective manner.

Staff noted that work will be beginning in the near future regarding preparation of draft organizational documents for the Authority. Staff plan to return to the Commission with an overview presentation and draft organizational documents during the January 2018 meeting.

Staff provided an overview of the Resilience Adaptation Feasibility Tool currently under development by the ODU Commonwealth Center for Recurrent Flooding Resiliency, VA Coastal Policy Center at William & Mary Law School, and UVA Institute for Environmental Negotiation. Staff explained that the RAFT was developed to serve as an independent scoring assessment which grades local governments with regards to how effectively and thoroughly they are engaging in mitigation and adaptation activities related to immediate and long-term flooding issues. Staff indicated that the RAFT team had received funding from the VA Coastal Zone Management Program to continue developing the RAFT and conduct a pilot for local governments in one coastal region. The RAFT team is interested in piloting the program on the Eastern Shore and requested the Commission consider approving the pilot. Discussion ensued regarding details of the proposed project and the Commission requested that representatives from the RAFT team participate in the November 2017 meeting to continue discussions. Staff are inviting members of the RAFT team to participate in the November meeting.

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

The Ground Water Committee will meet October 17th. 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 VT extension service to promote the annual Well & Septic Forum in conjunction with the Drinking Water Clinic to be held November 8th. The kick-off meeting was Friday, October 6th and samples are being collected Tuesday October 10th.

USGS sampled the 12 designated wells to determine saltwater intrusion trends. Results will be presented at the November Ground Water Committee meeting.

Staff is working with the Consultant on outreach videos using the ESVA groundwater model. Coordinating with the Consultant and VDEQ staff to begin the updates to the Water Supply Plans for both Counties which are due in 2018.

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

Staff has reached out to DPW and plans to hold the spring HHWC event the first Saturday in May as has been done for the last 14 years.

A-NPDC HOUSING PROJECTS

3661 HUD-Housing Counseling Services Patricia Connolly Grove, ext124

| Pre-Purchase Counseling | Current Month: July & August |
|-------------------------------------|---|
| # of orientations held | 0 |
| Orientation attendees | 0 |
| Client Intakes | 12 |
| Additional Counseling Sessions Held | 14 |
| # of final workshops held | 0 |
| Mortgage submissions | 3 |
| Mortgage closings | 3 |
| Financing leveraged | \$433,699 |

| Growing Your Money Financial Literacy | Current Month: July & August |
|--|---|
| New GYM participants | 45 |
| GYM graduates | 0 |

| Default and Foreclosure Counseling | Current Month: July & August |
|---|---|
| Intake sessions | 1 |
| Additional Foreclosure Sessions | 3 |
| Positive Foreclosure Prevention Outcomes | 0 |
| Homeowner Budget/Predatory lending Counseling | 0 |

New VHSP-4

Homeowner-non-delinquent-1

Follow Up Rental-5

A Pre-Purchase Workshop was held two evenings, July 19th and 20th At ESCC. Eighteen people completed the class and earned a Homeownership Certificate.

Three Financial Literacy Classes were held on August 21 for the families attending the Section Eight Briefings with forty five families in attendance.

Jen Hope, Brenette Hinmon, and Patricia Grove attended a Conference in Richmond August 16th and 17th entitled "Housing Virginia's Most Vulnerable". Numerous sessions

were offered that addressed housing focused case management and challenges to housing stability in permanent supportive housing.

A Post Purchase Class was held on May 31 for clients who recently purchased homes through the Pre-Purchase Counseling Program and also for two of John Aigner's IPR clients. There were lots of giveaways that were donated by a local business. David Annis did a presentation on preventive maintenance for well and septic systems. There was a demonstration for repairing drywall and many handouts for DIY for small repairs. Another segment covered foreclosure prevention, record keeping, insurance, and protecting your credit rating. There were 8 people in attendance.

A Pre-Purchase Workshop is scheduled for two nights in June to be held at ESCC. This will be a certificate class.

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
Last correspondence January 15, 2013.

Accomack County VA HMGP 4024-012 John Aigner, ext. 118
Elevation Project
Project closeout documentation was submitted to VDEM in June. We are awaiting the final close out letter, which has probably been delayed by the extremely busy hurricane season for FEMA. The new application that was submitted for Accomack County is currently being reviewed. There has still been no indication as to the status of this application or the single house application that was submitted last month for a severe repetitive loss property in East Point.

Director of Housing Development Annis reported on new projects. The Governor of Virginia has announced the funding for the new Eastville Health Center has been approved. Staff is currently waiting on the Letter of Intent from DHCD. The Accomack County Derelict Building Program has already been funded. Staff has drafted a Letter of Demolition Permission document which is currently being reviewed by the County Attorney.

8. Executive Directors Report

RC&D Council

Staff continues to seek applicants for the RC&D Council vacancies. An application has been received and has been inserted into the packets.

Appointment of the Accomack County RC&D Council position was requested.

Commissioner Gordy moved to elect Richard E. Jenkins to the Accomack County RC&D Council. Seconded by Commissioner Crockett, the motion carried by unanimous vote.

2017 VAPDC Salary Survey

The 2017 VAPDC Salary Survey is included. Staff has been given the raw data and will be analyzing this. Staff will be summarizing this and comparing it to A-NPDC and will provide a handout at the meeting.

Request for Assistance

Accomack County requested A-NPDC consider administering a TIGER grant for Chincoteague bicycle pathways, and beach parking lot relocation. Staff informed the county that it would not be possible with existing capacity and, if funded, it could be re-evaluated then but the county should budget to get assistance from an outside firm.

The A-NPDC has written a letter of support requesting the Governor of Virginia include \$1.5 million in the budget for the non-federal share of a US Army Corps of Engineer study relating to water resource challenges on Chincoteague Island.

Request for permission to send the letter of support to Governor McAuliffe was requested.

Commissioner Leonard moved to grant permission to send the letter of support to Governor McAuliffe. Seconded by Commissioner Crockett, the motion carried by unanimous vote.

9. Chairman's Report

No report was given at this time.

10. Other Matters

No other matters were discussed at this time.

11. Adjournment

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

Donald L. Hart, Jr.
Chairman

Elaine K. N. Meil
Executive Director

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