

ACCOMACK-NORTHAMPTON PLANNING DISTRICT COMMISSION  
MINUTES OF THE  
March 18, 2019 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
John Coker	Northampton County
Rev. Charles J. Kellam	Northampton County
Spencer Murray	Northampton County

COMMISSIONERS ABSENT:

Roland Bailey	Northampton County
Robert Duer	Northampton County
Arthur Leonard	Town of Chincoteague

OTHERS PRESENT:

Elaine Meil	Susan Haycox
Bobbie Jo Wert	Curt Smith
Russ Williams	Peter Stevenson, VML

1. Call to Order

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

2. Invocation

Commissioner Crockett offered the Invocation.

3. Minutes of January 15, 2019 Meeting

The minutes of January 15, 2019 Meeting were presented.

Commissioner Hart moved to approve the Minutes of the January 15, 2019 Meeting. Seconded by Commissioner Crockett, 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 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 report indicated that 61.10 percent of the FY 2019 Budget had been expended while 66.67 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.

7. FY 2020 Budget Requests

On March 11, Accomack County Board held a public hearing to review FY 2020 recommended budget requests which included level funding plus \$5,000 towards Navigable Waterways Committee. The request for \$31,000 for the Housing Plan rewrite was not recommended.

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

8. Contracts

GO Virginia Application - \$65,000 (\$50,000 Transmission Study, \$15,000 Virginia Business Ready Site Inventory)

The Eastern Shore Main Force Transmission committee has been working to fund a study of wastewater transmission. Reinvent Hampton Roads in collaboration with the Eastern Shore's GO Virginia representative invited the committee to submit a GO Virginia application that pays for a portion of the ongoing study. The Virginia Department of Housing and Community Development did not want to fund this study unless it also included an inventory of potential Virginia Business Ready sites in the region. These sites are property zoned for commercial use over a certain size, with existing sewer, water, electricity and broadband or the potential to develop infrastructure. DHCD staff have now recommended the project.

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

Commissioner Murray moved to authorize the Executive Director to execute the contract with GO Virginia. Seconded by Commissioner Turner, the motion carried by unanimous vote.

Virginia Chesapeake Bay Watershed 2019 PDC Locality Implementation Program - \$21,500

In continuance of the Chesapeake Bay Phase III Watershed Implementation Plan (WIP) development, the Virginia Department of Environmental Quality (DEQ), in cooperation with the

Chesapeake Bay Program Partnership and other state and federal partners, has made grant funds available to Virginia's Planning District Commissions (PDCs). The purpose of this initiative is for each Virginia PDC covering Chesapeake Bay watershed localities to provide interim technical and administrative assistance to local governments of the Chesapeake Bay Watershed Area, allowing for continued momentum of operations and capacity building within the PDCs during the seven-month grant starting March 2019 and ending September 2019.

Authorization for the Executive Director to execute the contract was requested, pending potential modifications to the contract Scope of Work.

It was the consensus of the Board to hold off on signing the contract.

TNC Coastal Technical Assistance - \$37,000

This is a professional services contract with the Nature Conservancy to provide technical assistance to localities and manage the CAWG Committee spanning between April 2019 through June 30, 2020.

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

Commissioner Crockett moved to grant authorization for the Executive Director to execute the contract with TNC as requested. Seconded by Commissioner Major, the motion carried by unanimous vote.

9. Election of Officers

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

Chairman, Rev. Charles J. Kellam  
Vice Chairman, Gwendolyn F. Turner  
Executive Committee Member, Donald L. Hart. Jr.

Having served one term, officers were eligible for re-election.

A report from the Nominating Committee consisting of Commissioner Hart, Commissioner Phillips and Commissioner Duer was requested.

It was the recommendation of the Nominating Committee to re-elect the current slate of officers for an additional term.

Commissioner Phillips moved to re-elect the current slate of officers. Seconded by Commissioner Hart, the motion carried by unanimous vote.

10. 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. The Virginia Association of Planning District Commission annual summer conference will be held in July.

**3003**      ***Intergovernmental Coordination and Information***

Brenette Hinmon, ext.100

---

No report.

**3010**                      ***Planning Assistance Activities***

Elaine Meil, ext. 116

---

Staff assisted the Eastern Shore Force Main Transmission committee with preparing a GO Virginia application for half of the cost of the ongoing study.

**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 received over 4,000 individual client visits in FY18 an increase of over 1,000 in person visits from FY17.

**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.

**3080**                      ***Housing Project Development***

Bobbie Jo Wert, ext. 126

---

Staff continues to assist the Eastern Shore of Virginia Housing Alliance with developing a financial strategy that would provide for the construction of affordable rental units in an area close to Tyson Foods and Parksley. Staff continues to work on several other projects in Northampton County.

Staff held a project meeting on December 6 and January 3. Staff have assisted the Town with review of existing ordinances related to property maintenance and the Town is now considering making amendments to existing ordinances directly addressing physical blight. Staff continue assisting the Town with developing guidelines for the Facade Improvement Program and soliciting commitments from downtown property owners to participate in the program. 8 of 30 eligible properties have committed to the program to date. The Town is working with Canonie, the ES Railway Museum, and the VA Museum of Transportation to explore the creation of the Parksley Rail Mall, a unique business destination consisting of authentic railcars on the tracks adjacent to the Town Square. The hired consultant has provided preliminary designs for two signature alleyways connecting the new library with town square and Bandshell Musicians' area in the seldom used Town Commons area. The Consultant is also developing cost estimates for all physical improvement projects. The project management committee will meet again on February 7 and March 7 before the final public hearing on March 11. The grant application is on schedule to be submitted by the deadline in late March.

*Economic Development Committee Activities*

The Full EDC met on December 12 and meets again on June 12. The EDC approved the four updated industry sector action plans and added new goals regarding planning for sustainable use of natural resources and development of a four-year university or college. The four industry sector subcommittees will meet again in April. The Committee is seeking one private sector representative from Accomack County to fill a seat vacated by Perdue.

Staff continue working on specific activities within the Economic Development Plan including developing an inventory of local products and stores that sell local products, development of a regional brand, creation of small business entrepreneurial opportunities, a regional forestry industry inventory and feasibility study, a regional market analysis and feasibility study for value-added agricultural product opportunities, and a comprehensive marketing strategy for the Wallops Complex.

*GO Virginia Economic Development Initiative*

One proposal for a planning project for the development of a small business incubator has been submitted for consideration. Staff are participating in a GO VA planning project awarded to VA Sea Grant to explore potential economic development opportunities related to water management and has requested that Sea Grant staff come to the Shore to introduce the project and its concepts.

*Regional Navigable Waterways Committee*

Staff continue to assist the Committee and the Town of Wachapreague regarding a USACE Beneficial Dredge Spoil Use project for the Cedar Island/Wachapreague area. Staff have held discussions with the US Coast Guard and Committee members regarding removal of navigational markers. A proposal submitted by VIMS and supported by the ANPDC was selected for funding by NFWF and will result in the development of an engineering and design

---

plan for a 450-acre marsh restoration and expansion project along southern Cedar Island. Staff is preparing maps and information to support the ES Regional Navigable Waterways Committee as they consider two applications for VA Waterway Maintenance Funding. The Committee last met October 25th and will meet again January 17th.

## **PLANNING PROJECTS**

---

**3355**     *USDA Rural Business Development - Agricultural Feasibility Study*

Clara Vaughn, ext. 127

---

An advisory group of local farmers, extension agents, artisans and aquaculture producers met in February to refine the scope of a feasibility study exploring opportunities to expand the market for local producers. Consultants from Virginia Tech's Office of Economic Development are leading this study and have conducted several site visits and interviews to gather information on the viability of a regional marketplace and/or aggregator, opportunities to increase locally produced value-added products, and development of an Eastern Shore of Virginia brand or marketing strategy. Consultants are distributing a survey that will inform this study.

---

**3401**             *VDOT Rural Transportation Planning-SPR*

Clara Vaughn, ext. 127

---

A-NPDC, The Nature Conservancy, Kiptopeke State Park, and U.S. Fish and Wildlife Service staff continue to meet to discuss ownership options for future phases of the Southern Tip Trail. Partners are in discussions with Virginia State Parks regarding the potential for State Parks to expand its footprint to own the trail, contingent upon receiving the staff and operational resources necessary for trail maintenance. A trail dedication ceremony for the recently completed Phase II of the trail is slated for Friday, May 17, at 2 PM. VDOT's Statewide Bicycle and Pedestrian Advisory Committee plans to hold its quarterly meeting in Cape Charles on Tuesday, May 7, and ride the trail.

At VDOT's request, A-NPDC staff have submitted requests for VDOT assistance in development of a two-phase application for Bicycle and Pedestrian Safety Program funding to construct Phase IV of the Southern Tip Trail, to be submitted this fall on behalf of the Town of Cape Charles; and a feasibility study examining options to increase sidewalk connectivity in the Town of Parksley via a Transportation Alternatives Program grant application, to be submitted this fall, contingent upon receipt of matching funds.

Staff will present the FY-20 VDOT Rural Work Program to the TTAC March 26 for review and approval.

**3402 VDOT-Southern Tip Bike Trail Phase III & IV  
Feasibility Assessment –  
Capeville Road to Cape Charles**

Clara Vaughn, ext. 127

---

Grant closed by VDOT.

**3542 DEQ Interpretive Signage Project-  
Atlantic Coast & Bayside**

Shannon Alexander, ext. 115

---

The contract with VCZMP was fully executed on November 8, 2018. Staff has met with representatives from both the Town of Onancock and the Town of Saxis to develop/design their unique signage. The initial design for Saxis has been submitted to VCZMP for approval and refinement. Staff continues to work with TNC in the design of the seaside signage. The project has been extended until the end of September, 2019.

**3552 DEQ VCZMP 309 Working Waterfront Policies**

Shannon Alexander, ext. 115

---

This project is closed out.

**355201 DEQ VCZMP 309 Rural Enhancement Authority**

Clara Vaughn, ext. 127

---

A-NPDC and Middle Peninsula PCD are awaiting dates from their representatives to begin coordination of the inaugural Rural Coastal Virginia Community Enhancement Authority summit, which will launch the Enhancement Authority by identifying and soliciting a coalition of potential members.

**3553**     ***DEQ VCZMP 306 Oyster and Water Trail Collaboration***     Shannon Alexander, ext. 115

---

The Middle Peninsula has compiled relevant assets into an inventory and Google Maps, the Northern Neck is working with the Artisan Center of Virginia on a digital engagement tool for the Virginia Oyster Trail, the 2019 Virginia Certified Eco tour Guide course has been organized for January through March. A-NPDC staff facilitated three Seaside Water Trail stakeholder meetings and will continue to incorporate suggested edits and additions to the map and the supplemental language on the new website. The Ecotourism Steering Committee for the three rural coastal peninsular regions met on January 30<sup>th</sup>, April 10<sup>th</sup>, August 16<sup>th</sup>, and October 30<sup>th</sup>. The mission statement, vision statement, and objectives have been determined for this Alliance, the logo is finalized, the website has been published and continues to be refined. The project and the website were presented at the VCPC Conference, the VCZMP Biennial Workshop, and the Virginia Oyster Trail Summit. The project has been completed and final reports submitted to VCZMP. The new [www.VirginiaWaterTrails.org](http://www.VirginiaWaterTrails.org) website and the itinerary tool for the Virginia Oyster Trail are active and online, but will continue to be refined over the next two years. The contract for year two of the three-year project should be fully executed by the end of the 2018 calendar year and MOUs with partner PDCs executed in early 2019.

**3541 & 3551**     ***A-N VCZM Technical Assistance, FY 18 Qtr3***     Shannon Alexander, ext.115

---

Under this TA program, staff is able to coordinate at least four training programs, Staff continues to work with partners to integrate resiliency ideas into various aspects of regional planning.

Staff has developed an MOU with the Eastern Shore Soil and Water Conservation District to include the Shore Big Trees and Eastern Shore Natives Outreach and Education into their work with local grade schools, which will be completed this spring.

Staff continues to serve as mentor for VIMS Graduate Student, Justin Shawler, who is researching the seaside barrier islands and working with local communities and stakeholders. Mr. Shawler was selected as a recipient for a VA Sea Grant Graduate Research Fellowship that will take place during 2018-2020. Among the items Mr. Shawler's work will address is the development of a sediment budget for the seaside barrier island system, which is a critical data gap in understanding how the system may evolve into the future.

**3554**     ***VIMS-Barrier Island Study***     Curt Smith, ext. 114

---

The project is closed out.

The Ground Water Committee met February 19<sup>th</sup> and will meet again March 19<sup>th</sup>. Staff has and continues to reach out to DEQ, the U.S. EPA, our representatives, and private companies to acquire requested data and policy information concerning underground storage tanks, instances of discharge non-compliance, enforcement, importance of use of the unconfined aquifer, etc. Staff continues to work with the Consultant to ensure that the Water Supply Plans for both Counties will be completed prior to the conclusion of the calendar year. The Committee Consultant has provided summary presentation on VDEQ Consent Orders and aquifer water quality information and will present at the Environment Virginia Conference in Lexington on March 26<sup>th</sup>. Staff has worked with VDEQ and the consultant to submit updates for both the Accomack County and the Northampton County Groundwater Supply Plan, and is now in the process of updating the Eastern Shore Groundwater Preservation and Protection Plan based on those updates and new information, legislation, and permits.

This project is closed out.

Virginia Department of Health (VDH) Household Hazardous Waste Collection (HHWC) Site Development. Staff has worked with both Accomack and Northampton County on a draft Joint Resolution of Agreement, which received unanimous support by each Board of Supervisors. Staff has requested quotes from 5 contractors for the building. Accomack County Department of Public Works received quotes for the concrete and electrical installations. The A-NPDC was also awarded a \$3,000 grant from the VDEQ Litter Prevention and Recycling competitive grant to match some of the funds for this portion of the VDH grant and multiply the effectiveness of the outreach for proper disposal of waste, including HHW, in the region, this will be contracted after contracts are entered for the construction portion of the project.

The Virginia Department of Environmental Quality (VDEQ) offered an award of \$3,000 of the requested \$12,000, from the VDEQ Litter Prevention and Recycling competitive grant. The award letter was received October 30<sup>th</sup>, 2018 and funds were received in mid-November, 2018, final Accounting and Performance Reports are due by August 1, 2019. This is serving as match for the education/outreach portion of the VDH HHWC grant and will multiply the effectiveness of the outreach for proper disposal of waste, including HHW, in the region. The intent is to contract with Waste Watchers of the Eastern Shore for this purpose.

---

Staff continues to distribute monthly GreenNews E-Newsletter; editions are available via link on the A-NPDC website. The GreenWorks Committee met February 19th and the next meeting will be in July. Staff is working with Waste Watchers of the Eastern Shore to develop a SOW for the VDH and DEQ outreach/education contract. The intent will be to have a contractor and a short-term intern with the Eastern Shore Community College, to provide aid to that contractor. Staff continues to help provide guidance to Waste Watchers with regards to organizational practices and manage the Sponsor-A-Road pilot program, which has an end date to the 3-year contract of 5/23/2019, but may be renewed for two additional one year terms with notice by A-NPDC.

---

***VDEQ 319 TMDL Implementation***

Shannon Alexander, ext.115

---

Staff anticipates a contract by the end of the 2019 calendar year, but has until the end of 2020 to complete the project with the grantor. The project will implement septic residential improvement projects within the EPA approved Watershed Implementation Plan for The Gulf, Barlow, Mattawoman, Jacobus and Hungars Creeks on the Bayside in Northampton County. SERCAP has agreed to help cover the VDEQ owner cost-share requirements up to \$13,500 (20% of the construction budget). Planning staff is working closely with Housing staff on this project.

---

***3585 DEQ Chesapeake Bay Phase III Watershed Implementation Plan (WIP)***

Clara Vaughn, ext. 127

---

DEQ has conducted gap-closing measures since receiving the PDCs' Phase III WIP Final Reports in December. These adjustments aim to achieve the Commonwealth's TMDL targets and will be submitted to the EPA for review.

---

***3335 Accomack County CDBG Planning Grant – Prioritization***

Bobbie Jo Wert, Ext. 126

---

Staff continues to work in the Gospel Temple/Adams Crossing Project Area to meet program requirements and gather necessary information for the 2019 CIG application. At this time, Staff is working with six families who need substantial reconstruction and two families who need demolition of derelict structures. The first public hearing was held on February 25, 2019 and the second is scheduled for March 25, 2019. Staff continues to work closely with our VDHCD Community Representative to meet the grant deadline of March 29, 2019.

Staff continues to coordinate with Housing Services Department in selecting a date for the community meetings for East Horntown, Wishart's Point, Church Road, Whitesville, and Sanford. Linhaven's Community Information Session was held on January 28th and Bayside was held on February 4th. Date, time and location are to be determined for the other locations.

---

The meetings will allow for staff to provide information regarding housing services, housing counseling, and referral services to appropriate funding sources.

**A-NPDC HOUSING PROJECTS**

**3661 & HUD Housing Counseling Services &** Patricia Connolly Grove, ext.124  
**3662 VHDA Housing Counseling & Education**

---

A two-day Homebuyer Education Class was held in January in the Workforce Development Center at the Eastern Shore Community College. The A-NPDC partnered with the Eastern Shore Association of Realtors to provide an educational event for the local first-time homebuyers. There were six topics covered, with three additional speakers in attendance. Additionally, a program outreach session was held at the Eastern Shore Area on Agency in January at the request of their director. An additional outreach program is scheduled for the second week of March at Head Start in Accomac. Homeownership calls and appointments have been increasing.

**366120 Down Payment Assistance** Patricia Connolly Grove, ext.124

---

No activity.

**366250 Continuum of Care (CoC)** Bobbie Jo Wert, ext 126

---

The Community Partners of the Eastern Shore (CPES), the local Continuum of Care, will host its General Membership meeting on March 13, 2019, at the Eastern Shore Community College – Workforce Development Center.

The Point in Time (PIT) Count was held on January 23rd. Sixteen local agencies participated in the count and 71 surveys were returned. Data is in being analyzed, once completed, staff will report back. CPES members continue to work on standardizing the Coordinated Entry procedure for our most vulnerable population. This system is designed to ensure clarity, transparency, consistency, and accountability for those who are having a housing crisis.

CPES continues to partner with Virginia State Police and Community Service Board to address the opioid epidemic and its impact on homelessness. Staff participates on the Community Opioid Panel of Experts (COPE) committee and the Eastern Shore Overdose Fatality Review Team.

***Metompkin Program Income***

Bobbie Jo Wert, ext. 126

---

The Metompkin CDBG Rehab Board held a neighborhood meeting on October 22, 2018 when staff learned several families in the area were experiencing sewer concerns. Staff completed a neighborhood survey and accepted applications for households in need of financial assistance to repair failing drain fields or repair failing alternative systems. Four applications were received. Two families met program requirements and two did not (over income). On December 20, 2018, the Metompkin CDBG Rehab Board voted to loan two families Program Income funds. Both families recently paid off their previous loan agreements and their original Deed of Trust had been release. Repairs have been completed, a new Deed of Trust will be recorded, and their payments will remain the same.

***Makemie Park Project***

Bobbie Jo Wert, ext. 126

---

Staff attended the Makemie Park Board meeting on January 25, 2019. The Makemie Park sewer system is in desperate need of repairs per the Virginia Department of Health. The Board has received a quote for \$69,876 from Bundick Well & Pump. They do not have sufficient funds to pay for the repairs. Staff will continue to work with the Board to find alternative funding opportunities.

**3823**

***Accomack County VA HMGP 4291-012 Elevation Project***

John Aigner, ext. 118

---

The Accomack County FEMA application is pending review and approval. Staff recently revised the budget, per Amy Howard, VDEM - HMGP Administrator-Finance Director. With a revised budget of \$1,578,114, staff proposed 9 elevations and 1 acquisition projects. On March 21st, VDEM and DHR representatives will be on-site to review a potential historic home. Staff feels confident, following the site visit, funds will be awarded.

The Virginia Department of Emergency Management has announced the Hazard Mitigation Grant Program (HMGP), which will reduce the long-term risks to individuals and property. These funds will be available for the Commonwealth through the Federal Emergency Management Agency (FEMA) as a result of two Presidential Disasters from damages associated with Hurricane Florence and Tropical Storm Michael. On February 19th, Staff attended the Region 5 - Hazard Mitigation Grant Program Applicant Briefing. Staff is working with the Accomack and Northampton County, and the Incorporated Towns to determine their level of interest. The application is due May 30, 2019.

11. Executive Directors Report

A-NPDC Reserves Likely Needed This Fiscal Year

A-NPDC's staff complement is currently 16. A-NPDC had two staff replacements last year and is currently finding three new staff replacements for April. It is expected there will be an additional retirement early next fiscal year. While A-NPDC has actively been finding new sources of revenue to fill the gap by the delay in the FEMA project, and reducing overall expenses it appears that some reserves will be needed this fiscal year. Both new staff replacements have not flawlessly stepped into the work program without some growing pains. The most notable being allowing the administration expenses to outrun the project expenses.

While staff has successfully increased the revenue sources they are starting too late in the fiscal year to fully close these gaps. Executive Director Meil is working to minimize the need to use some A-NPDC reserves this year but it is now expected that it will be necessary. The draft FY20 budget already has a budget line item to fully replace the projected reserves that may be needed this year. Since there will be so many more replacements next year's projection is going to include some consideration on how to manage the growing pains expected with the replacement of the three to four staff.

GO Virginia Collaboration

Executive Director Meil is working with Middle Peninsula Executive Director Lewis to collaborate on potential cross region GO Virginia opportunities related to aquaculture, workforce, navigation or other identified shared goals and priorities.

Virginia Governor's Conference on Agricultural Trade

Executive Director Meil was requested to participate in a closed door question and answer session with Tom Barkin, Richmond Federal Reserve President. The main topic was the urban rural divide.

Requests for Assistance

The Town of Onancock has requested assistance with help with a Community Development Block Grant (CDBG) planning grant request and development of a CDBG implementation project for the Northeast section of Onancock to include demolition of some substandard housing and replacement, installation of sidewalks and rehabilitation of existing housing. The Town Council is supportive and will be considering inclusion of \$4,000 in the FY20 budget toward grant writing for the implementation grant in March 2020.

Town requests for CDBG funds do not count against the county caps on open CDBG projects. In addition, Town caps are the exact same amount as county caps.

Authorization to assist the Town with the Northeast Onancock project was requested contingent on A-NPDC receiving the administration funding from the CDBG planning grant and CDBG implementation grant, and \$4,000 toward the A-NPDC grant writing services for the implementation.

Commissioner Crockett moved to grant authorization to assist the Town of Onancock with the Northeast Onancock project. Seconded by Commissioner Harris, the motion carried by unanimous vote.

12. Chairman's Report

No report was given.

13. Other Matters

No other matters were discussed.

14. Adjournment

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

---

Rev. Charles J. Kellam  
Chairman

Copy Teste:

---

Elaine K. N. Meil  
Executive Director