

ACCOMACK-NORTHAMPTON PLANNING DISTRICT COMMISSION  
MINUTES OF THE  
November 18, 2019 MEETING  
HELD AT THE ENTERPRISE BUILDING  
ACCOMAC, VIRGINIA

COMMISSIONERS PRESENT:

Robert Crockett	Accomack County
Donald L. Hart, Jr.	Accomack County
Reneta Major	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
Arthur Leonard	Town of Chincoteague

COMMISSIONERS ABSENT:

Laura Belle Gordy	Accomack County
Harris Phillips	Accomack County
Robert Duer	Northampton County
Vacant	Northampton County

OTHERS PRESENT:

Elaine Meil	Sandy Taylor
Bobbie Jo Wert	Melissa Matthews

1. Call to Order

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

2. Invocation

Commissioner Turner offered the Invocation.

3. Minutes of October 21, 2019 Meeting

The minutes of the October 21, 2019 Meeting were presented.

Commissioner Hart moved to approve the Minutes of the October 21, 2019 Meeting. Seconded by Commissioner Turner, the motion carried by unanimous vote. Commissioner Murray abstained.

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. October Financial Status Report

The attached report indicates that 32.18 percent of the FY 2020 Budget had been expended while 33.33 percent of the fiscal year has passed.

Commission acceptance of this report was requested.

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

7. FY 2020 Budget Requests

In the past, both Accomack and Northampton Counties have required that fiscal year Budget Requests be submitted in December or early January.

For FY 2020 Accomack County (\$70,703), Northampton County (\$35,352) and the Town of Chincoteague (\$7,000) approved level funding as follows:

Accomack	Northampton	Chincoteague
General - \$65,036	General - \$32,518	General - \$7,000
Greenworks - \$5,667	Greenworks - \$2,834	

In addition to level funding, Accomack and Northampton Counties allocated \$5,000 each for the Eastern Shore Regional Navigable Waterways Committee.

Northampton County allocated \$5,500 of the \$15,500 requested for Housing Plan & Housing Project Assistance. The request from Accomack was \$31,000 and the request from the Town of Chincoteague was \$3,500 of which both were not funded.

Commission guidance concerning FY 2020 Budget Requests to the localities was requested.

Commissioner Crockett suggested we scale back the amounts requested and allow the Counties to have a four-year payment. Seconded by Commissioner Coker, the motion carried by unanimous vote.

#### 8. FY 2019 Audit

The Budget Committee was scheduled to meet prior to the Commission Meeting to review the attached FY 2019 Draft Audit prepared by Dunham & Aukamp, PLC. Commissioners who would like to attend the Budget Committee meeting were welcome.

Please note the following:

- Management Discussion and Analysis (MDA) is included on pages 3-5. Additional explanation can be added by the Commission to the MDA if deemed appropriate.
- There were no findings or questioned costs.
- Audit Page 36 summarizes Budget to Actual.

Pending Budget Committee recommendations, acceptance of the FY 2019 Audit as prepared by Dunham & Aukamp, PLC was requested.

The Budget Committee recommended approving the audit.

Commissioner Murray moved to approve the FY 2019 Audit as prepared by Dunham & Aukamp, PLC. Seconded by Commissioner Crockett, the motion carried by unanimous vote.

9. Contracts

FY20 DHCD Regional Cooperation \$75,971

This contract governs the assistance received from the annual Virginia State Budget. It is used to support grant writing, provides in-kind match for federal grants, and technical assistance to localities.

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

DEQ 2020 Chesapeake Bay Watershed PDC Locality Implementation Program \$52,000

This contract provides assistance toward capacity building of A-NPDC staff and implementation of water quality improvement projects. This year it will include support of some of the staff costs associated with initiating the Makemie Park Sewer repairs.

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

Commissioner Hart moved to grant authorization for the Executive Director to execute all contracts listed above. Seconded by Commissioner Major, the motion carried by unanimous vote.

10. Next Meeting

The following By-Laws Amendment to Article IV, Section 1, Regular Meetings, was approved in March 2011:

Regular monthly meetings of the Commission shall be held at 7:00 p.m. on the third Monday of each month, except January, February and December, at a place to be determined by the Commission. The regular January meeting will be held at 7:00 p.m. on the third Tuesday. No regular meetings will be held in February and December. The Commission may change the date and time of any regular meeting at any prior meeting and may adjourn any meeting from time to time or to another place.

Therefore, the next regular meeting is scheduled for Tuesday, January 21, 2020.

11. Projects

**9970**      ***Capital Expenditures***

Elaine Meil, ext. 116

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No activity.

**3002**      *Special Administrative Cost*

Elaine Meil, ext. 116

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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. Arrangements were made for Commissioner Hart to attend the Governor's Summit on Rural Prosperity that will be held on September 23rd and 24th.

**3003**      *Intergovernmental Coordination and Information*

Brenette Hinmon, ext.100

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No report.

**3010**      *Planning Assistance Activities*

Elaine Meil, ext. 116

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Staff assisted Accomack County and Northampton County by supplying a letter of support for a regional planning grant for wastewater transmission treatment. Staff is assisting Northampton County and the Town of Exmore with requesting EDA disaster funds for sewer collection in the town, fund for the Nassawadox service district to either collect or transmit existing collection to Exmore and complete work to improve the Machipongo School for use as an emergency shelter.

**3016**      *Management Assistance Activities*

Elaine Meil, ext. 116

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Staff will be attending the Governor's Housing Conference and the pre-conference workshop on CDBG grant management.

**COMMUNITY DEVELOPMENT PROJECTS**

**3061**      *Asset Management*

Melissa Matthews, ext 110

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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.

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. The staff continues to work on several other projects in Northampton County.

Results from the Cape Charles Comprehensive Plan Update kickoff and future updates can be found online at <https://www.capecharles.org/pview.aspx?id=37896&catid=0>.

*Economic Development Committee Activities*

The Full EDC met on June 12, where the Committee decided to develop an annual prioritized list for projects in the Economic Development Plan. Staff have met with Committee members to develop preliminary priorities for consideration during the Committee meeting on December 11. The industry focal area subcommittees met during October and the full EDC meets again December 11. The Economic Development Practitioners group will meet again later this Fall. A General Assembly Prioritization meeting among PDC member jurisdictions was held in early September between the PDC member jurisdictions and the state legislators.

Staff are working with VDACS and other partners to identify funding for a study and recruitment strategy intended to culminate in the development of a new sawmill in the region. Staff are developing a white paper to submit to EDA regarding disaster funding for sewer projects in Northampton and development of an emergency shelter.

*CDBG Business District Revitalization Planning Grant Prioritization*

Staff notified the Town of Onley that a meeting will be coordinated during the Winter with DHCD to request planning grant funding. Staff notified the Town of Onancock that a planning grant would be pursued if the Onley planning grant did not materialize.

## **PLANNING PROJECTS**

**300640** *Town of Onancock - Northeast Neighborhood Revitalization Project*

Bobbie Jo Wert, ext. 126

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On behalf of the Town of Onancock, Staff submitted a planning grant in September. The planning grant will identify the needs of the Northeast Neighborhood. Removal of blight, housing rehabilitation, sidewalks, and flooding are some of the major concerns.

There is no additional information available at this time.

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

Clara Vaughn, ext. 127

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Consultants completed the *Feasibility Study for Regional Marketplace, Food Hub and Cooperative Marketing Opportunities for Eastern Shore of Virginia Grown and Made Products*. A-NPDC staff are reviewing the document and plan to distribute it to stakeholders. Future efforts outlined in the plan are intended to enhance economic opportunities for Eastern Shore agriculture and aquaculture producers and artisans.

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

Clara Vaughn, ext. 127

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Staff continue to coordinate with VDOT Residency, District, and Central Office staff to develop the Scope of Work for a study examining transportation infrastructure solutions to improve resiliency in the face of projected sea-level rise. Staff have categorized roads subject to regular tidal inundation at 1 and 2 feet of sea-level rise, based on the level of effort required to maintain roadway use and whether these segments serve as the sole connectors to additional roadways.

Staff continue to coordinate with Accomack and Northampton Counties and STAR Transit to develop pre-application materials for the upcoming round of SMART SCALE applications, opening Spring 2020.

Staff continue to track the VTrans Updates and provide Transportation Technical Advisory Committee members with updates on the plan and action items.

Staff continue to refine a scoring system to identify priority areas for sidewalk improvements in the Eastern Shore of Virginia Pedestrian Facilities Study update. Results will be used to identify top projects for implementation across the region.

Staff assisted in coordination of VDOT's Statewide Bicycle and Pedestrian Advisory Committee quarterly meeting in Cape Charles October 25, including a bicycle ride on the Southern Tip Trail.

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Staff plan to organize a coastal region PDC Transportation Planning Meeting in the spring to coordinate efforts across VDOT districts. Staff tentatively plan to host this meeting in conjunction with the spring Coastal PDC Meeting.

Staff plan to ground truth ditch outfall locations mapped by VIMS researchers using high-resolution LiDAR data in ArcGIS. Findings will improve accuracy of remote mapping used to show locations where tidal water is entering ditches, contributing to roadway flooding.

Director of Planning Curtis Smith's last day with the A-NPDC was Nov. 8, 2019, leaving the Transportation Technical Advisory Committee's A-NPDC seat vacant. According to the TTAC Bylaws, members and alternate members of each locality and agency shall be appointed by the A-NPDC.

Staff requests the Board appoint a new member and alternate member from the A-NPDC to serve on the TTAC.

Commissioner Crockett moved to appoint Shannon Alexander to the TTAC. Seconded by Commissioner Hart, the motion carried by unanimous vote.

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

Shannon Alexander, ext. 115

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The contract with VCZMP was fully executed on November 8, 2018. The three-panel interpretive kiosks for both the Town of Saxis and Onancock have been installed. Staff continues to work with TNC to finalize the design of the seaside signage, which is to be installed by the end of September 2019, when the project concludes. The kiosk frames for Queen Sound, Gargatha, and Folly Creek Landings were installed by Accomack County Department of Public Works staff between September 1th and 20th. The interpretive panels will then be installed by TNC staff by the end of the month. Partners with TNC installed the new panels into the frames the first two weeks of October. Staff has submitted the final report to VCZMP for this project and it will be closed as soon as products are approved and invoice satisfied.

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**3665**      ***DEQ Septic Pump-out Project***

Bobbie Jo Wert, ext. 126

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The Virginia Department of Environmental Quality (VDEQ) and the A-NPDC executed a grant contract to implement a septic pump-out program to reduce nonpoint source pollution to directly enhance the quality of local waters draining directly to the Chesapeake Bay. All activities will serve areas within the Chesapeake Bay watershed including Accomack County, Northampton County, and all of its Incorporated Towns. Septic pump-outs will be eligible only to owner-occupied residential properties within the Chesapeake Bay watershed whose household's income does not exceed 80% of AMI. The grant will run no later than April 30, 2020.



355201

***DEQ VCZMP 309 Rural Enhancement Authority***

Clara Vaughn, ext. 127

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A-NPDC and Middle Peninsula PDC staff successfully coordinated the Rural Coastal Virginia Community Enhancement Authority summit July 25, with the goal of launching the Authority to better address shared challenges and opportunities in the A-NPDC, Middle Peninsula PDC, and Northern Neck PDC regions. Kaufman & Canoles, P.C. have developed draft by-laws and operating agreements for review by the PDCs. Staff plan to develop a distribution plan for these documents in early 2020. The final report was submitted to VCZMP October 31.

3553

***DEQ VCZMP 309 WWF Master Plan  
Implementation***

Clara Vaughn, ext. 127

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Staff is compiling write-ups and photographs for a StoryMaps project to highlight the economic and cultural significance of working waterfronts in Rural Coastal Virginia. This and an outreach video will be used as tools to educate community leaders and the public on the importance of working waterfronts in the A-NPDC, Middle Peninsula PDC, and Northern Neck PDC regions.

***355202 DEQ VCZMP 306 Oyster and Water Trail  
Collaboration***

Shannon Alexander, ext. 115

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The Middle Peninsula has compiled relevant assets into an inventory and GoogleMaps, the Northern Neck is working with the newly incorporated nonprofit The Virginia Oyster Trail (previously part of the Artisan Center of Virginia) on refinement of the digital engagement tool for the Virginia Oyster Trail, the A-NPDC staff organized and facilitated the 2019 Virginia Certified Ecotour Guide course concluded in March with 16 new graduates. A-NPDC staff facilitated a Bayside Water Trail stakeholder meeting in Cape Charles, held a second in Onancock in August, and will communicate by phone and email to get to the final product. The Ecotourism Steering Committee for the three rural coastal peninsular regions met on March 6th, June 6th, September 9th, and will meet again December 4th to guide the overall project. 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 year and a half, with a hard roll out anticipated for spring of 2020. Efforts are being reported at the visitor industries Economic Development Subcommittee and incorporated into the regional economic development plan as well. Staff coordinated with the Chamber of Commerce and Tourism Commission to offer an interpretive kayaking experience for two influencers that were on the Eastern Shore the second week of July. This will help provide social media exposure for the Ecotour Guide program and the new Water Trails website. Staff completed the National Association of Interpretation course/certification with DCR staff at First Landing State Park in November. Staff has set up and opened registration for the 2020 iteration of the Virginia Certified Ecotour Guide course, which will begin January 14.

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Staff is reaching out to Planning Staff from the PDC member jurisdictions to solicit guidance regarding Climate Adaptation Working Group (CAWG) activities. A CAWG meeting will be scheduled in January to finalize the development of new goals and objectives for the group, which are centered on developing draft policies and action plans for local governments within the region. CAWG members will work with interested localities to explore policies addressing sea-level rise and flooding and develop draft action plans for consideration accordingly. This effort is anticipated to expedite completion of the highest priority implementation actions.

Staff conducted a site visit to Tangier to advance designs for living breakwaters to mitigate daily erosion and enhance coastal habitat at highest priority locations at Tangier. The partners are now working to finalize preliminary designs and cost estimates so that funding for the projects may be pursued. Staff met with researchers from NASA to explore the potential for conducting research and modeling for future precipitation patterns that can be useful for adaptation plans for natural resource-based industries and stormwater infrastructure. Staff helped lead a field trip for William & Mary Law Students and VA Coastal Policy Center Staff on October 11. The group toured and discussed resilience sites at Wachapreague, Chincoteague, and Assateague.

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**3541 & 3551** *A-N VCZM Technical Assistance, FY 19*  
*Qtr3*

Shannon Alexander, ext.115

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Staff continues to serve the Eastern Shore of Virginia Ground Water Committee, the Regional Navigable Waterways Committee, and offer technical assistance to localities in the region.

As part of the necessary education and training events, staff presented to about 300 sixth grade students at the Watershed Festivals in April. The Eastern Shore Soil and Water Conservation District implemented the Shore Big Tree and Eastern Shore Natives Outreach and Education at Metompink Elementary and the Montessori School May 30th.

Staff attended the Coastal PDC meeting at Fort Monroe June 4th, the Coastal PDC conference call July 9th, the Coastal Policy Team meeting on September 12th, and the quarterly Coastal PDC meeting October 8th. In collaboration with GreenWorks goals, staff attended the Mid-Atlantic Marine Debris Summit in June and brings new ideas and partnerships to the region as a result. Staff will be meeting with VCZMP, other Coastal PDCs, and Rear Admiral Ann Phillips, Special Assistant to the Governor for Coastal Adaptation and Protection, on Monday November 18.

Staff continues to serve as a 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.

The Ground Water Committee met September 17 and will meet again October 15. 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 Groundwater Protection and Preservation Plan is updated with new data from the 2018 Water Supply Plans and new information, legislation, and permits prior to the conclusion of the 2019 calendar year. The Committee Consultant has provided summary presentation on VDEQ Consent Orders and aquifer water quality information and presented at the Environment Virginia Conference in Lexington on March 26<sup>th</sup>. Staff published a new RFP for consultant services, reviewed the proposal received, and presented to the Review Subcommittee.

On behalf of the Committee and the Chairman, staff submitted a public comment on the draft permits for the 49 poultry operations in the VDEQ Consent Order and to VDH regarding the draft Hardship Guidelines. Staff is working with other coastal PDCs and VDH for in providing input to VDH to complete the General Assembly mandates of 2019 HB2322. Staff is working with VDEQ for representation on the advisory committee for SB1599. Staff will be collaborating with the ESSWCD to organize and facilitate educational events once their new soil trailer is delivered.

Virginia Department of Health (VDH) Household Hazardous Waste Collection (HHWC) Site Development includes a Joint Resolution of Agreement for long-term funding/management of the new facility between Accomack and Northampton Counties. Accomack County Department of Public Works staff completed three relevant trainings during the months of June and July. The building was delivered and installed on July 18, and needed alterations to be able to function appropriately. Staff is working with the Accomack County Emergency Management Services, Regional HazMat Response Team leaders, and the Painter Fire Company to develop a safety plan and held a meeting 20 to review roles and responsibilities August 20. Staff supplied a draft SOW/Contract for the collection services, which was published by Accomack County staff in mid-August, proposals reviewed, and applicants interviewed during September. The contract execution should be approved during the October 16 Accomack County Board meeting and onsite 2-day training provided before the end of October. The collection service contractor will influence the maintenance and operations plan for the new facility and program. The new goal for the grand opening was November 6, 2019.

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 was contracted and final products submitted to VDEQ at the end of July.

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The final report was submitted to VDH and the project will be closed out as soon as final approval and reimbursements are received.

**3575**

***VDH TA***

Shannon Alexander, ext.115

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In order to continue to be able to provide technical assistance to the County of Accomack through the first 9 months of operations of the new Regional Household Hazardous Waste Facility (HHW) at the Painter Convenience Center, the Virginia Department of Health awarded this grant project, which is non-renewable.

**3583**

***GreenWorks***

Shannon Alexander, ext.115

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Staff continues to distribute monthly GreenNews E-Newsletter, editions are available via link on the A-NPDC website. The GreenWorks Committee met July 10th and the next meeting will be January 8th. Staff continues to help provide guidance to Waste Watchers concerning organizational practices and manage the Sponsor-A-Road pilot program, which was extended by one year on 5/23/2019, and may be renewed for an additional one-year term. GreenWorks has reimbursed Waste Watchers for costs associated with the KAB Annual Litter Survey, the Essay Contest, and necessary equipment for Operation Our Clean Road Events. Staff provided assistance in an application to KVB for a grant for anti-litter educational signage at public water access facilities in the region. Waste Watchers is working with Keep it Beach Clean of Virginia Beach for outreach materials for public access facilities and on the Straw Free campaign for local restaurants. Staff continues to serve on the Accomack County Solid Waste Committee, which will meet again on January 8, 2020. Staff continues to collaborate with HRGreen and other coastal PDCs to discuss best programs for influencing behavior and improve recycling options.

**3556/3557**

***VA Port Authority Dredging Projects***

Shannon Alexander, ext.11

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The VPA awarded both applications for the Waterway Maintenance Fund Grant Program. The projects are for permits, engineering, and all other necessary planning work for dredging and beneficial use projects in the state portion of the Quinby Channel in Accomack County and for Kings Creek in Northampton County. VPA supplied a draft copy of the contract on July 8 and staff worked with each county to review and finalize each contract. The Accomack County and the Northampton County contracts with the VPA and with the A-NPDC are fully executed. Invitations to bid will be published for each project as soon as possible as the next step, with an award made in January.

The last quarterly Eastern Shore Regional Navigable Waterways Committee was held in Accomac on April 18th. The meeting scheduled to be held in Eastville on July 18th was cancelled and the next meeting will be October 17 in Accomac. Staff have held discussions with the USCG and Committee members regarding removal of navigational markers. Staff submitted comments to the US Army Corps' plans for a beneficial use of dredge material project for the Cedar Island/Wachapreague area and completed the USCG survey regarding their plans to improve distribution of maritime safety information (MSI). Staff is working with to develop a list of priority Section 408 regional review project areas with the UACE. On behalf of the Committee, staff sent letters to Senator Lewis and Delegate Bloxom to develop support for increasing the funds available through the Waterway Maintenance Fund (WMF) in the next state budget. Staff is working to priorities and develop applications for each county to the VPA for WMF by the end of January 2020.

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. Staff has developed a list of mailing addresses based on the Indoor Plumbing Needs Assessment data from 2014 and sent out 200 targeted mailings about these program offerings. Staff developed a new outreach marketing strategy, which includes Facebook 'boosts' and ad(s) in the local Eastern Shore Post to help spread awareness to residents about the project. Staff worked with VDEQ to develop an approved Residential Septic Program Design and Guidelines. Staff developed and published an RFP for BMP implementation contractual services. Staff is working with ESSWCD to organize an educational event in lieu of the well and septic forum, in order to educate residents about proper maintenance and protection measures for their private well and septic systems. Staff is working with VDEQ and SERCAP to expand this project, which is anticipated to provide aid to almost double the original number of households. Staff attended the mandatory VDEQ annual grantee meeting in Augusta County in late July. Staff has advertised the program through social media, local news, and direct mailings. Staff continues to take phone calls, emails, and review applications.

Staff submitted a final report to DEQ on September 27 and received a draft Scope of Work for the FY21 WIP Technical Assistance Program October 21. Staff participated in a conference call with DEQ and other Bay watershed PDCs October 31 to refine the Scope of Work. A final Scope of Work is anticipated by December.

On June 19, 2019, the Accomack County Board of Supervisors voted to endorse efforts to remedy the failing sewer system in Makemie Park. The Board noted this endorsement might delay the next housing improvement area, East Horntown, by at least one (1) year. Staff is working closely with DHCD and VDH to submit the CDBG Urgent Need application by the end of October.

On August 21, 2019, the Accomack County Board of Supervisors adopted a resolution directing the County Administrator to apply for a CDBG Planning Grant. The Planning Grant will provide support to Mary Nottingham Smith Alumni Association in organizing and designing a strategy and project for the school. HD Advisors submitted the application, and waiting for approval.

The Housing Service and Housing Development team continues to provide referral services to families located in priority areas of East Horntown, Wishart's Point, Graysville, Whitesville, Linhaven Circle, and Sanford. Families will be referred to other agencies that may be able to provide alternative housing, well, and septic solutions.

Staff continues to gather survey process is underway. Once completed, the neighborhood will be ranked for prioritization.

### **A-NPDC HOUSING PROJECTS**

**3661** *HUD Housing Counseling Services & VHDA*  
**&** *Housing Counseling & Education*  
**3662**

Mary Smolinski, ext.124

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One client family closed on their first home with a VHDA loan. One client submitted a pre-qualification application with VHDA and received a pre-qualification letter. A former Section 8 client moved into his home built with a USDA loan. Once client was awarded a trial modification to enable her to stay in her home. Two clients anticipate putting contracts on homes in the next two weeks. I conducted a Financial Literacy Class for parents at HeadStart in Accomac. Homeownership calls and appointments have slightly increased, and there's been a decrease in foreclosure intervention activity.

Virginia Department of Health (VDH) staff completed an on-site sanitary survey of Makemie Park on Thursday, July 25th. The objective is to determine if an alternative sewage system would fit on each property. A-NPDC Staff met with VDH on August 26th. After a long deliberation, all parties involved felt a phased approach would be the best method to remedy failed system.

The Accomack County Board of Supervisors voted to endorse the proposed plan to apply for the Community Development Block Grant (CDBG) Urgent Needs Fund (UNF) with the Virginia Department of Housing and Community Development (VDHCD). Staff has begun the application process. On October 23, 2019, the State Health Commissioner of the VDH issued an Emergency Order Declaring Danger to Public Health to the Makemie Park Association (Association). The Association owns the community onsite sewage system. According to the notice, "Ownership is in violation of the Regulation at 12VAC-5-610-80 (Sewerage Systems and/Or Treatment Works Required.) and 12VAC5-610-350 (Failure of a Sewage Disposal System.) as the onsite sewage system serving the Property failed and is discharging untreated sewage onto the land and into the waters of the Commonwealth. The failure of the onsite sewage system and the discharge or untreated sewage onto the land and into the waters of the Commonwealth poses an imminent danger to the public health."

A-NPDC Staff and Eastern Shore VDH members held a community meeting on Monday, October 28, 2019 for the residence of Makemie Park. The Association board members assisted with the collection of Housing Surveys. Staff submitted a CDBG UNF application on October 31, 2019.

During the Metompkin Neighborhood Comprehensive CDBG, Finney Drive and Savage Drive were improved to VDOT approved specifications. Unfortunately, the resolution required to include Finney Drive and Savage Drive into the secondary system of roads for maintenance by VDOT was not adopted upon their completion in 2011. VDOT did release the bond in April of 2012. Unfortunately, documents have been purged over the years that would quickly prove the roads were constructed correctly, and no utilities lie within the easement. Due to the lapse in time, per VDOT, a three-core sample of existing pavement services must be performed in the presence of a VDOT inspector. The VDOT inspector will develop a punch list of items within the right of way that will need to be addressed. Once all identified repairs are addressed, with the appropriate resolution passing the Board of Supervisors, VDOT staff will prepare a document assembly for submission to the Secondary Roads Division and subsequent action by the Commissioner.

Staff is working with the Metompkin CDBG Management Team to identify a meeting date and time. There are sufficient Program Income funds to hire appropriate contractors to complete the three-core sampling and remove existing vegetation in the roadside ditches for VDOT inspection.

Staff continues to meet regularly to evaluate the progress of this project. To date, an Option Agreement has been executed, Staff executed a contract with GEY to survey the property, Staff has contacted Bundick and Bogg's to receive pricing for well and septic installation, and Staff is working with our attorney to finalize the title search and final documents necessary to purchase the property. Staff received a preliminary survey, and continues to work with the Town of Exmore and VDOT to receive authority to relocate a driveway. The Amended Option Agreement has been executed. A draft Deed of Trust has been sent to the property owner and attorney for review and approval. Staff utilized the Small Purchase Procurement process to solicit prices from local AOSE. A contract will be awarded soon. The relocation process for nine households is almost complete. The one remaining family has a lease pending.

Community Partners of the Eastern Shore (CPES) general membership met on November 13th. The focus of the meeting was planning for the upcoming calendar year, with focus on the January 22, 2020 Point-In-Time Homeless Count, conducting "Town-Hall" style events, and a public movie showing of "The Public". CPES Homeless Management Information System (HMIS) Committee held a meeting on November 12<sup>th</sup> to continue their detailed planning for the Point-In-Time count. DHCD will release the survey questionnaire in early December. CPES Public Relations & Resource Assistance Committee met on November 4<sup>th</sup>. The discussion centered on partner contributions to the CPES monthly newsletter and continued work on their website.

On August 26, 2019, Governor Ralph Northam announced Accomack County would receive \$700,000 in Community Development Block Grant (CDBG) funds for the Gospel Temple/Adams Crossing Neighborhood (GT/ACN). Contract negotiation with the Virginia Department of Housing and Community Development (VDHCD) was held on Friday, September 13, 2019. VDHCD provided a list of pre-contract activities required to be completed within 90-days. Those items include; however, not limited to, finalizing the Environmental Review Report (ERR), publishing the Finding Of No Significant Impact/Notice Of Intent To Request Release Of Funds (FONSI/NOITRROF), developing the Program Management Plan and Program Design, creating a GT/ACN Housing Rehab Board (HRB), and adopting a myriad of other documents. During the November 20, 2019, the Accomack County Board of Supervisors will have the opportunity to approve all documents and appoint the GT/ACN HRB. The next GT/ACN Management Team meeting is scheduled for Friday, November 15, 2019 at the A-NPDC office. Staff is on schedule to meet the deadline of December 13, 2019.



2019 Applications

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) because 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. A-NPDC staff is working with Accomack and Northampton Counties, and the Incorporated Towns to determine their level of interest.

Staff submitted applications for Northampton County (Emergency Wind Retrofit) and Accomack County (scattered site Elevation and Acquisition) on May 30, 2019. Unfortunately, the Accomack County application was placed in reserves and the Northampton County project was not funded. After speaking with VDEM representatives, the Accomack County application will be submitted to FEMA as an alternate. The representative disclosed VDEM has taken a stance they will not support Emergency Retrofit projects for shelters and the purchase of generators. Their stance is to support elevation and acquisition projects.

Staff has no additional information at this time for the Accomack County 2019 HMGP application.

**3823      *Accomack County VA HMGP 4291-VA-009  
Elevation Project***

Bobbie Jo Wert, ext. 126

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The Federal Emergency Management Agency (FEMA) has approved the Accomack County Hazard Mitigation Grant Program (HMGP), Disaster 4291, Hurricane Matthew application. The Scope of Work includes nine elevations and one acquisition project. The total grant award from VDEM is \$1,510,062. FEMA will provide \$1,132,547. VDEM will provide \$302,012. A sub-grantee 5% match (\$75,503) is required.

12. Executive Directors Report

Enterprise Building Construction

The building's membrane roof and slate roof have been replaced, the bricks repointed and the trim repainted. The gutter needs to be completed and all construction will be complete.

Regional Wastewater Treatment & Force Main Transmission

A-NPDC coordinated a conference call with the steering committee and Dr. Tamarah Holmes, Virginia Department of Housing and Community Development. She has since been moved to another position at the department. Staff wrote a letter requesting \$35,000

in planning grant funds, on behalf of the steering committee. Northampton County agreed to submit this request on behalf of the group. Administrator Kolakowski has received a letter from the state approving the grant. The letter sent to Northampton from A-NPDC was attached.

Chincoteague Firehouse Feasibility Study

The Town has requested A-NPDC prepare a grant request to the Virginia Housing Development Authority to fund a feasibility study for use and redevelopment of the Chincoteague Fire House. The town plans to purchase the firehouse on November 8th.

Budget/Loan Fund Subcommittee

There is a vacancy on the Budget/Loan Fund Subcommittee. This committee meets prior to Commission meetings in the spring, meets to discuss and recommend the budget and meet and makes a recommendation to the Commission on complete loan fund requests.

Appointment of a Commissioner to fill the vacancy was requested.

Commissioner Crockett moved to appoint Commissioner Coker to the Budget/Loan Fund Subcommittee. Seconded by Commissioner Hart, the motion carried by unanimous vote.

13. Chairman's Report

Chairman Kellam wished everyone a Happy Holidays and a Happy New Year.

14. Other Matters

No other matters were discussed at this time.

15. Adjournment

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

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Rev. Charles J. Kellam  
Chairman

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Elaine K. N. Meil  
Executive Director