

ACCOMACK-NORTHAMPTON PLANNING DISTRICT COMMISSION
MINUTES OF THE
March 16, 2020 MEETING
HELD AT THE ENTERPRISE BUILDING
ACCOMAC, VIRGINIA

COMMISSIONERS PRESENT:

Robert Crockett	Accomack County
Donald L. Hart, Jr.	Accomack County
Vanessa Johnson	Accomack County
Reneta Major	Accomack County
Harris Phillips	Accomack County
Rickie Ross	Accomack County
Rev. Charles J. Kellam	Northampton County
Betsy Mapp	Northampton County
David Zamorski	Northampton County
Arthur Leonard	Town of Chincoteague

COMMISSIONERS ABSENT:

Gwendolyn F. Turner	Accomack County
Vacant	Accomack County
L. Dixon Leatherbury	Northampton County

OTHERS PRESENT:

Elaine Meil	Sandy Taylor
Bobbie Jo Wert	Melissa Matthews
Russ Williams	Shannon Alexander

1. Call to Order

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

2. Invocation

Commissioner Hart offered the Invocation.

3. Minutes of January 21, 2020 Meeting

The minutes of the January 21, 2020 Meeting were presented.

It was noted that there were three errors on the January 21, 2020 Minutes. Commissioner Leatherbury spells his name “Dixon” and not “Dickson”, Commissioner Mapp is from Northampton County and not Accomack, and the vacant position is from Accomack County and not Northampton.

Commissioner Hart moved to approve the Minutes of the November 18, 2019 Meeting with the above corrections. Seconded by Commissioner Phillips, 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 Major, the motion carried by unanimous vote.

6. January/February Financial Status Report

The attached report indicates that 60.60 percent of the FY 2020 Budget had been expended while 66.67 percent of the fiscal year has 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. Election of Officers

The following officer terms are 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 two terms, officers are eligible for re-election.

A report from the Nominating Committee consisting of Commissioners Crockett, Major and Leatherbury was requested.

Commissioner Major, spoke on behalf of the Nominating Committee. It was their recommendation that the current slate of officers be re-elected for another term. The motion was passed by consensus.

8. Contracts

VHDA FY20 Community Impact Market Analysis - 2021 Eastern Shore Housing Plan (\$40,000)

The Virginia Housing Development Authority has offered \$40,000 toward the costs to examine the housing market on the Eastern Shore and prepare documentation to support the development of a new Housing Plan. The contract also includes funds toward the facilitation of public meetings and input opportunities.

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

Commissioner Major moved to grant authorization for the Executive Director to execute the VHDA FY20 Community Impact Market Analysis Contract. Seconded by Commissioner Phillips, the motion carried by unanimous vote.

VDEM Hazard Mitigation Grant Program – Regional Hazard Mitigation Plan (\$120,000)

The Virginia Department of Emergency Management, in its capacity as the State Administrative Agency for the distribution of FEMA funding, will administer the grant, which should close the end of the first quarter of the 2022 calendar year. Eighteen (18) of the 21 jurisdictions in the region supplied letters of intent to participate in June of 2019. In order to be eligible for various FEMA funding mechanisms, a FEMA approved Hazard Mitigation Plan (HMP) must be adopted by a jurisdiction. VDEM has offered \$120,000 toward the update of the multi-jurisdiction plan, about one-quarter of which will be contracted to complete the HAZUS modeling. The contract includes funds toward the facilitation of steering committee meetings (which are open to the public), one-on-one meetings with participating jurisdictions, and updating the demographic and critical infrastructure information for all participating jurisdictions.

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

Commissioner Crockett moved to grant authorization for the Executive Director to execute the VHDA FY20 Community Impact Market Analysis Contract. Seconded by Commissioner Hart, the motion carried by unanimous vote.

9. 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. 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

No report.

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

The U.S. Economic Development Administration has contacted staff and indicated they will be visiting A-NPDC. They are currently reviewing the white paper submitted requesting disaster supplemental funds for Northampton County projects.

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

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

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. The staff continues to work on several other projects in Northampton County. Staff meeting monthly with advisors.

3764

Town of Parksley Downtown Revitalization

Grayson Williams, ext. 129

This is a DHCD CDBG project. The contract was fully executed the first week of February. Staff held Project Management Team Meetings on January 6 and February 3, and will continue to do so on the first Monday evening each month. The first week of March staff worked with contractors to organize and facilitate the project kick-off, including meetings with all participating property owners, the public, the Master Gardeners, Accomack County Building Official, business owners, and key local staff from ESTC, COC, and Historic Society. Staff will meet with DHCD staff on March 17 for a project progress update. Concurrently staff and the consultant will be working on the two signature alleyways connecting the new library with town square and Bandshell Musicians' area in the Town Commons area. The 24-month contract will conclude in January of 2022.

3222

Town of Cape Charles Comp Plan Update

Clara Vaughn, ext. 127

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>. Due to staff turnover within the Town, this project is delayed.

Staff continue to coordinate with the Town of Wachapreague and Wachapreague Inn to gather application materials for a USDA Rural Business Development Grant, to be submitted this spring. If funded, this study would examine the market for a hotel expansion and develop conceptual plans to carry sewer lines into Town to service a new hotel and, in the future, other businesses and residences.

Economic Development Committee Activities

The Full EDC met on December 11, where the Committee finalized the 2020 annual priority projects from the Economic Development Plan (EDP). The industry focal area subcommittees will be supplied digital versions of the Plan in order to provide updates/edits in March. In lieu of subcommittee meetings, focus groups will meet over the spring. This includes the ESVA Made & Grown Work Group, which met February 27th. The full EDC meets again June 10. Staff provides information to legislative staff as requested, according to the results of the September 2019 General Assembly Prioritization meeting.

Staff attended the Accomack County EDA meeting in January and the Northampton County JIDA meeting in February in order to have the EDC better serve the Counties.

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 have been coordinating with EDA regarding disaster funding for sewer projects in Northampton County.

Staff requested new appointees for the Economic Development Committee.

The Commission has three appointees, one for each member jurisdiction. Currently Hon. Donald Hart serves for Accomack County. A replacement is requested for Mr. Butch Bailey and Hon. Arthur Leonard, representing Northampton County and the Town of Chincoteague respectively.

PLANNING PROJECTS

On behalf of the Town of Onancock, Staff submitted a planning grant in September and received \$4,000 to complete Pre-Planning Grant activities by February 7, 2020. Staff worked with the Northeast Neighborhood and the Town of Onancock to complete all required actions by the deadline. Removal of blight, housing rehabilitation, sidewalks, and flooding are some of the major concerns.

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 income does not exceed 80% of AMI. The grant will run no later than April 30, 2020.

The RFP was advertised in the Eastern Shore Post and the Eastern Shore News in late September. The bid opening occurred on October 11, 2019. Only one provider responded to the RFP, Bundick Well & Septic. Unfortunately, the price of the pump-outs was higher than anticipated. Historically, we paid \$250 for a conventional system pump-out and \$350 for an alternative system. Due to inflation, we predicted a \$50 increase per unit. The bid received was for \$350 per conventional system and \$700 for an alternative septic system. The contract was signed December 11th.

Since the contract signing, twelve applications have been reviewed and processed. Applications have been reviewed. It appears only eight are eligible for pump-out services at this time. Three applicants were not located in the designated area, and three of the eight will receive services with the Eastville BMP grant.

The staff has fielded a significant number of phone calls requesting information regarding the program. Applications have been mailed.

Staff advertising efforts have yielded twelve applications. An additional direct mailing was sent out last week to twenty potentially eligible families. Efforts will continue to reach out to more families.

3553 ***DEQ VCZMP 306 Oyster and Water Trail Collaboration*** Jessica Steelman, ext. 114

Staff continue to guide the efforts of the Rural Coastal Virginia Alliance, which includes the Middle Peninsula PDC, the Northern Neck PDC, and recently expanded to include PlanRVA (working in the Lower Chickahominy River area). Staff facilitated the 8-week 2020 iteration of the Virginia Certified Ecotour Guide course, which will conclude following field trips at Belle Isle and Kiptopeke State Parks on March 14th and 21st respectively. The Ecotourism Steering Committee met on March 5th, and will meet again in June 2nd as well as participating in the biweekly meetings to guide development of the 36-month Marketing Strategy. The new www.VirginiaWaterTrails.org website and the itinerary tool for the Virginia Oyster Trail are active and online, but will continue to be refined. This spring, in conjunction with a ‘Burning of the Socks’ event on May 2nd, will be the hard roll out of the new tool and economic driver. Efforts are being reported at the visitor industries Economic Development Subcommittee and incorporated into the regional economic development plan as well. Staff has worked with other Rural Coastal Virginia regions and will submit an application to VCZMP mid-March for continued support of these efforts.

3535 ***TNC Climate Adaptation*** Shannon Alexander, ext. 115

CAWG met January 22nd and hosted a series of presentations on the topic of *Resiliency Funding*. Staff is working with partners to coordinate a May 5th Strategic Retreat for CAWG.

Staff worked with UVA’s RAFT staff to advance all materials necessary for grant application development to support installation of a series of living breakwaters to mitigate daily erosion and enhance coastal habitat at highest priority locations at Tangier. The RAFT efforts concluded with the 2019 calendar year. Staff is looking at funding options for implementation and has been in communications with NFWF regarding the Tangier project and a second in Northampton County on the Bayside.

3541 & 3551 ***A-N VCZM Technical Assistance, FY 19*** Jessica Steelman, ext. 114

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. In conjunction with the Waste Watchers Committee, staff has begun efforts on the special project, the Litter Impacts Assessment Report. Staff attended the Coastal PDC meeting in King George and Fredericksburg in October and will attend the next quarterly in spring of 2020. Staff attended the Coastal Policy Team meeting on September 12th and will attend the next January 15th. Staff met with VCZMP, other Coastal PDCs, and Rear Admiral Ann Phillips, Special Assistant to the Governor for Coastal Adaptation and Protection, on November 18 and the CCRFR Advisory Committee December 17th.

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.

3571 ***A-N Ground Water Committee Projects***

Jessica Steelman, ext.115

The Ground Water Committee met November 19th and will meet again on January 21. 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. Staff negotiated a new contract with the Committee Consultant, which is fully executed.

On behalf of the Committee and the Chairman, staff submitted public comment to the VDEQ and to the VDH appropriately. 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 partnering with the ESSWCD to organize and facilitate educational events using their new soil trailer in the spring of 2020.

3575 ***VDH TA***

Shannon Alexander, ext.115

This Virginia Department of Health Technical Assistance grant will allow staff to continue to assist the County of Accomack through the spring of 2020 for operation of the Regional Household Hazardous Waste Facility (HHW) at the Painter Convenience Center.

3583 ***Green Works***

Jessica Steelman, ext.114

Staff continues to distribute monthly GreenNews E-Newsletter; editions are available via link on the A-NPDC website. The GreenWorks Committee met February 12th and will meet again July 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 we anticipate renewing for the final additional one-year term on 5/22/2020. Staff is facilitating the discussions between Waste Watchers and Keep it Beach Clean of Virginia Beach for outreach materials for public access facilities and on the Straw Free campaign for local restaurants, donations of which have been confirmed with the Virginia Beach Aquarium.

Staff continues to serve on the Accomack County Solid Waste Committee, which last met January 8, 2020. Staff continues to collaborate with HRGreen and other coastal PDCs to discuss best programs for influencing behavior and improve recycling options and relevant 2020 General Assembly legislation. Staff provided technical assistance in developing an application to the Eastern Shore Community Foundation, which was submitted in February. If awarded, this funding will allow Waste Watchers to work with local restaurants towards ecofriendly packaging (solutions for roadside litter, stormwater drainage blockage, and reducing land-based marine debris) and in implementing the Straw Free campaign. Staff continues to serve on the Accomack Solid Waste Committee.

3556/3557

***VA Port Authority Dredging
Projects***

Grayson Williams, ext.129

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. The RFPs were published for each project mid-December and closed January 31st. The Review Subcommittee met the following week to discuss rankings and develop questions, which were used in contractor interviews the week of February 17th. Staff is currently in contract negotiations with the prime contractor and anticipate a fully executed contract by March 20th. With an expedited timeline, work may be able to be completed by late fall of 2020. Staff will work to develop a press release including the Working Waterfront Video created under a VCZMP grant this spring to ensure the public and stakeholders are aware of the efforts of this office, the Regional Navigable Waterways Committee, and contractors out on our local waterways.

3587

Navigable Waterways Committee

Shannon Alexander, ext.115

The last quarterly Eastern Shore Regional Navigable Waterways Committee was held in Accomac on January 16th. The next meeting will be April 16 in Eastville. Staff was asked to supply the economic impacts of lack of shallow draft navigation project maintenance, including fisheries and tourism figures, to staff from the Office of Congresswoman Luria. Staff submitted applications for each county to the VPA for WMF and presented in Norfolk mid-February.

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 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 has advertised the program through social media, local news, and direct mailings, but has less than a half dozen eligible applications. Staff has abandoned efforts to expand this project, based on a lack of interest and applications in the community.

3585 *DEQ Chesapeake Bay Phase III Watershed Implementation Plan (WIP) Technical Assistance* Clara Vaughn, ext. 127

Staff participated in the PDC Urban Sector meeting to discuss the Scope of Work and sub-committee groups for the new Technical Assistance grant. Staff updated the A-NPDC WIP webpage and sent to its WIP stakeholder distribution list the EPA evaluation of Virginia's final Phase III WIP. Staff continue to update boards and commissioners on Bay-related issues, including living shorelines and resiliency funding opportunities. Staff participated in a conference call with VDH to discuss HB2322 and the transition of septic pump-out responsibility to the Department of Health.

3335 *Accomack County CDBG Planning Grant – Prioritization* Bobbie Jo Wert, Ext. 126

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.

On July 18, 2018, the Accomack County Board of Supervisors voted to support the Bayside Community Revitalization (BCR) Project. A-NPDC Housing Development Team has worked with several residents to determine the programs of which they are eligible. The staff continues to work with the BCR Team to collect housing surveys. Most recently, the staff has sent applications to residents for the Septic Pump-out program; no applications have been received to date. The Housing Needs Assessment is complete, and the ranking will begin shortly.

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. On March

5, 2020, A-NPDC staff received an email indicating DHCD reviewed the Makemie Park application and planned to proceed with its approval.

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 (MNSAA) in organizing and designing a strategy and project for the school. HD Advisors applied on behalf of Accomack County. In November, DHCD awarded \$10,000 for the next phase of the planning process. A-NPDC Staff members will continue to assist Accomack County and MNSAA. The next meeting will be Monday, March 30, 2020.

Once Staff has received all housing survey forms from the Bayside Community, the ranking of the Bayside Community and the Mary Nottingham Smith Project will be finalized. Staff will adjust the Accomack County CDBG Priority List accordingly and submit to the Board of Supervisors for approval.

A-NPDC HOUSING PROJECTS

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

Hugh Hennessy, ext.124

One client closed on her first home in February. Clients closed on their first house this month, after working with our agency since October 2018. February is typically a fairly quiet month for pre-purchase housing counseling and this year is no exception. The current Housing Counselor is relocating, and the new Counselor starts March 2, 2020. Homeownership calls and appointments have increased. Foreclosure Intervention activity continues to decrease.

300660 *Makemie Park Project*

Bobbie Jo Wert, ext. 126

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 long deliberation, all parties involved felt a phased approach would be the best method to remedy the failed systems.

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).

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 of 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.

The application is still “Pending” in the CAMS System. However, on March 5, 2020, A-NPDC staff received an email indicating DHCD reviewed the Makemie Park application and planned to proceed with its approval.

300702

Metompkin CDBG - Program Income

Bobbie Jo Wert, ext. 126

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.

All nine residents have relocated out of the units by the end of November. Several families were able to qualify for services under the Virginia Homeless Solutions Grant.

The Initial Option Agreement expired on December 31, 2019. Staff worked with the property owner and the attorney to construct an extension. The property owner was not interested in extending the Option Agreement beyond January 31, 2020. The Amended Option was executed at the end of December.

Staff procured the AOSE and work began late December. Unfortunately, the soils will not support a traditional conventional system. Soils on one of the lots will support a “Treatment level 2 effluent” (TL-2), while the other three will require “Treatment level 3 effluent” (TL-3). TL-3 designs are required to be approved by an engineer. Once the engineer approves, we will receive the Virginia Department of Health District Certification Letters. The engineer has assured me the final survey will be available on January 21st. Staff will meet with the Town of Exmore on January 22nd to review and approve the survey. The final survey was approved by the Town as promised and recorded in Northampton County.

The closing for the property did occur on January 31, 2020. All required documents prepared by Mr. David Rowen were adequately executed by Elaine K. N. Meil, Executive Director, and Mr. Edward O. Kellam.

Retroactive Authority was requested to execute all required documents during the Real Estate acquisition of the Occohannock Neck property on January 31, 2020.

Commissioner Mapp moved to grant retroactive authority to execute all required documents during the Real Estate acquisition of the Occohannock Neck property. Seconded by Commissioner Hart, the motion carried by unanimous vote.

Staff properly advertised and solicited bids for the demolition of the nine homes on-site. The mandatory pre-bid occurred on February 24, 2020, and the bid opening was held on March 6, 2020. Brittingham Bulldozing & Excavating, Inc. was the lowest bidder.

Authority was requested to accept the lowest bid, execute contracts, and issue notice to proceed.

Commissioner Mapp moved to grant authority to accept the lowest bid, execute contracts and issue a notice to proceed. Seconded by Commissioner Phillips, the motion carried by unanimous vote.

Community Partners of the Eastern Shore (CPES) is sponsoring a showing of the movie “The Public” to be followed by a discussion on the effects of homelessness on our communities. This free event will be held at the Onancock Elks Lodge on April 7th from 5:30-8:30. Dinner will be provided as well as activities for children.

The annual Point-In-Time count was conducted on January 22nd. The preliminary data received back from DHCD shows a total of 52 surveys were taken, and 9 of those people counted were un-sheltered. For comparison, 2019’s count showed 61 people surveyed and 18 unsheltered. Since 2015, the average annual counts have been 54 surveys and 10 unsheltered.

3760 ***Gospel Temple/Adams Crossing Neighborhood
Revitalization CDBG***

Bobbie Jo Wert, ext.
126

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. On November 20, 2019, and December 18, 2019, the Accomack County Board of Supervisors approved all documents as presented by Mike Mason, County Administrator. Mike Mason and C. Reneta Major, Chair were appointed to the GT/ACN HRB. During the February 2020 Board of Supervisors meeting, Mr. Norman Pitts was appointed as the GT/ACN Community Representative on the GT/ACN HRB.

The GT/ACN Management Team continues to meet monthly. The next GT/ACN Management Team meeting is scheduled for Monday, March 16, 2020, at the A-NPDC office at 1 PM.

The GT/ACN HRB will schedule their first meeting shortly. A-NPDC Staff is working to finalize the application process, and update income information. Once completed, a meeting will be held to rank participants.

The staff has recently modified the Administrative Budget and Program Design per VDHCD requirements and submitted for final approval. DHCD approved and prepared the Grant Agreement. The Accomack County BoS accepted and executed the DHCD Grant Agreement during the February meeting. A-NPDC Staff has updated the Project Timeline to reflect the delay in the execution of contracts accurately.

***Hazard Mitigation Grant Program - Hurricane
Florence (DR-4001) Tropical Storm Michael (DR
4411)***

Bobbie Jo Wert, ext. 126

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.

The staff has no additional information, at this time, on the Accomack County 2019 HMGP application.

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

Bobbie Jo Wert, ext. 126

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.

A-NPDC staff continues to work with Accomack County and VDEM to address numerous concerns with the one acquisition project on Holly Cove Road. They are:

1. Can the County transfer the property acquired to a third party nonprofit, such as the Nature Conservancy? **Yes, it may be transferred to a “qualifying conservation organization.”**
2. Can the County remove the Holy Cove property from the scope of work and still accept the grant? **The County can accept the grant and then send a withdrawal request for this property to be removed from the grant. I assume the County is wary of accepting the grant as a whole and then withdrawing the property, so I would advise that they do something on the record of stating they are accepting the grant with the intention of removing this property. I will say this property is eligible to be acquired, so I just want to make sure the County realizes they are withdrawing an eligible property.**
3. What implications does the dock, bulkhead and cemetery on the Holy Cove property have in regards to the grant? Do we have to relocate the cemetery, remove or maintain the bulkhead/dock? **I have been in contact with FEMA and since the property is included in the award, the County can move forward with accepting the award. The Environmental and Historic Preservation (EHP) office may need to do an additional evaluation on this property and we can work that out in the next couple of months but the project can move forward as a whole while this review is happening. There is nothing in the Code of Federal Regulations (2CFR) or the HMA Guidance that states grave sites need to be removed, so**

unless EHP comes up with a different recommendation, I would say we request to FEMA to put a fence (it would need to be anchored down) around the graves and then that would be it.

In terms of the bulkhead and dock, those can stay on the property. If they begin to deteriorate, they are the responsibility of the County to maintain and remove. In addition, they cannot be insured.

Lastly, a HOA has no impact on the acquisition. I would assume it would state the lot has to be maintained, which is something the County will need to discuss with the HOA if the County is looking to let it go back to its natural state.

(Note: The property is NOT in an HOA. You will need to drive through the HOA to get to this property.)

We recommend Accomack County execute the agreement. Once executed, VDEM will schedule an Implementation meeting.

Authority was requested to execute an HMGP Administrative Agreement with Accomack County once they accept the Grant Agreement.

Commissioner Hart moved to grant authority to execute an HMGP Administrative Agreement with Accomack County once they accept the Grant Agreement. Seconded by Commissioner Major, the motion carried by unanimous vote.

10. Executive Directors Report

Strategic Housing Plan Applications

Staff prepared two strategic housing plan applications to the Virginia Department of Housing and Community Development for \$60,000 and the Virginia Housing Development Authority for \$40,000. A-NPDC has already been awarded the \$40,000 VHDA grant. The other application is pending.

Makemie Park CDBG Urgent Needs

Staff has received notice that the Makemie Park CDBG is being awarded. The application was originally for \$1 million and included a fund to continue to assist the community with repairs and maintenance. The knowledge of this was lost at VDH and VDH staff in Richmond are very excited at their ability to access these funds for sanitation repairs. They have indicated a strong willingness to collaborate on additional projects.

Coronavirus Response

Staff have taken the coronavirus outbreak very seriously. A short report of actions taken is presented below. The major challenge is the length of time that individuals appear to spread the virus before they show symptoms. A-NPDC has received one report that suggests the Eastern Shore is now in reach of the coronavirus. A family member of a

resident has tested positive for the virus and the Eastern Shoreman was with them while they were displaying symptoms.

General Executive Director Authority

Authorization is requested for the Executive Director to take appropriate action in containing, preparing for, responding to, and recovering from the Wuhan novel coronavirus as is necessary to protect employee health, public health, welfare, and safety.

Commissioner Crockett moved to authorize the ED to expend the budget at the current level until the Commission is able to meet due to COVID 19. Seconded by Commissioner Major, the motion carried by unanimous vote.

Sick Leave Policy Changes

A. *Hybrid Employees Sick Leave Accumulation* - As the Commission may recall, when the hybrid VRS retirement was instituted, a change was made to protect the Commission and make the sick leave policy as strict as possible so employees hired from that point on would not lose a benefit when the Commission could examine the policy in greater detail. All staff receive four hours of sick leave per pay period but hybrid employees only are allowed to accumulate five (5) days of sick leave. The forty-hour limit is too strict and is hurting Commission employees for common issues that might arise.

In November, one staff person who had reached the maximum accumulation and was losing four hours of leave each pay period injured a joint and needed to use most of their pool for injury care and the appointments to work through the decision on whether or not surgery was needed. At that point, several appointments of therapy were required and the staff person needed to use annual leave to attend those appointments. This resulted in a lot of administrative staff involvement and unnecessary medical appointment planning in an attempt to support the staff person's needs.

Another staff person would like to attend the medical appointments of their spouse for their first child but doing so will eliminate most of their sick leave pool and none will be available to stay home with the new baby when she arrives.

Staff intended to address the sick leave policy at the June Commission meeting and request an increase for hybrid employees to accumulate fifteen (15) days of sick leave. However, due to the coronavirus outbreak, staff is making request to change this policy to allow hybrid employees to accumulate additional sick leave days.

Accomack County's policy was examined as well and the county does not limit sick leave accumulation for any employee.

Additionally, the Commission could adopt the policy change retroactive to July 1, 2019. Discussion is requested.

Sick Leave Policy

“VRS Hybrid employees may not accumulate over ~~five (5)~~ fifteen (15) days of sick leave at any time. *Sick leave and VRS Hybrid benefits cannot be claimed concurrently.*”

Adoption of the Sick Leave Policy Change A was requested.

Commissioner Crockett moved to adopt the Sick Leave Policy Change A. Seconded by Commissioner Phillips, the motion carried by unanimous vote.

B. *Quarantine Order by Virginia or other government agency*- The Commission’s sick leave policy does not currently cover a quarantine order or request by a government agency.

“Sick leave may be used in case of employee illness or accident, or for doctor or dental appointments. A maximum of three (3) days sick leave may be utilized, with the Executive Director’s approval, in case of illness or death in the employee’s immediate family. The term “immediate family” includes the employee’s spouse, mother, father, child, brother, or sister regardless of location of residence, or any other relative who lives in the employee’s household.”

Sick Leave Policy

“Sick leave may be used in case of employee illness or accident, or for doctor or dental appointments, *or to comply with a written quarantine order or quarantine request by a government agency.* A maximum of three (3) days sick leave may be utilized, with the Executive Director’s approval, in case of illness or death in the employee’s immediate family. The term “immediate family” includes the employee’s spouse, mother, father, child, brother, or sister regardless of location of residence, or any other relative who lives in the employee’s household.”

Adoption of the Sick Leave Policy Change B was requested.

Commissioner Crockett moved to adopt the Sick Leave Policy Change B. Seconded by Commissioner Hart, the motion carried by unanimous vote.

Commission Meetings Held Through Electronic Communication Means (§ 2.2-3708.2, § 44-146.17) - Upon the appropriate Executive Order being issued, hold Commission and other public meetings by conference call open to the public.

(§ 2.2-3708.2) 3. Any public body may meet by electronic communication means without a quorum of the public body physically assembled at one

location when the Governor has declared a state of emergency in accordance with § [44-146.17](#), provided that (i) the catastrophic nature of the declared emergency makes it impracticable or unsafe to assemble a quorum in a single location and (ii) the purpose of the meeting is to address the emergency. The public body convening a meeting in accordance with this subdivision shall:

- a. Give public notice using the best available method given the nature of the emergency, which notice shall be given contemporaneously with the notice provided to members of the public body conducting the meeting;
- b. Make arrangements for public access to such meeting; and
- c. Otherwise comply with the provisions of this section.

The nature of the emergency, the fact that the meeting was held by electronic communication means, and the type of electronic communication means by which the meeting was held shall be stated in the minutes.

Discussion is requested.

Report on Actions Already Taken & Actions Contemplated

In late January, the back bathroom was reserved for A-NPDC staff and handicap individuals and the front bathroom for visitors to A-NPDC. The box of masks is up front ready for when the virus reaches the Eastern Shore. Lobby staff were admonished by the Executive Director to not touch or hug visitors or hold the newborns.

Since early February, administration staff have been wiping all indoor and outdoor handles with alcohol and bleach cleaners, often-touched surfaces and high use phones 4-5 times daily. Low use phones and keyboards are cleaned once a day. In mid-February, staff was able to locate three large humidifiers for purchase and they are set up and running in the lobby, the kitchen and the back hallway. A staff meeting is also planned to review health recommendations to reduce risk of infection.

The Executive Director has also reached out to the senior advisor to the Administrator of HUD Region III to obtain guidance on obtaining a waiver to temporarily end the annual inspection program. This will be to protect client and staff health. These inspections are for units that have been inspected in the last year. Approximately 20-25 inspections of this nature are conducted each week. Client requested inspections for specific failures would continue.

The Executive Director has also requested information from VDH about whether or not they will be recommending the Governor issue the Executive Order that would allow electronic communications for public bodies.

As the situation develops, the Executive Director is also considering methodical efforts to further isolate the staff and clients and continue Commission operations. These include required telecommuting for staff for two weeks after vacations in affected regions, cancellation of non-essential work travel, closure of the lobby and voluntary telecommuting for staff during an active Eastern Shore outbreak.

Commissioner Hart move to appoint a temporary Executive Committee for emergency purposes only in order to keep things running. Commissioners Turner, Kellam, Hart, Crockett, Phillips, Leonard and Mapp as well as Executive Director Meil were appointed. Seconded by Commissioner Phillips, the motion carried by unanimous vote.

11. Chairman's Report

No report was given at this time.

12. Other Matters

No other matters were discussed at this time.

13. Adjournment

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

Copy Teste:

Rev. Charles J. Kellam
Chairman

Elaine K. N. Meil
Executive Director