

ACCOMACK-NORTHAMPTON PLANNING DISTRICT COMMISSION  
MINUTES OF THE  
August 17, 2020 MEETING  
NORTHAMPTON COUNTY ADMINISTRATON OFFICE & VIRTUAL ZOOM MEETING  
EASTVILLE, VIRGINIA

COMMISSIONERS PRESENT:

Robert Crockett **	Accomack County
Donald L. Hart, Jr.	Accomack County
Vanessa Johnson **	Accomack County
Reneta Major	Accomack County
Harrison Phillips	Accomack County
Gwendolyn F. Turner **	Accomack County
Rev. Charles J. Kellam	Northampton County
L. Dixon Leatherbury	Northampton County
Betsy Mapp	Northampton County
David Zamorski	Northampton County
Arthur Leonard **	Town of Chincoteague

COMMISSIONERS ABSENT:

Rickie Ross	Accomack County
Vacant	Accomack County

OTHERS PRESENT:

Elaine Meil	Sandy Taylor
Bobbie Jo Wert	Shannon Alexander
Russ Williams **	

\*\* Attendance thru Zoom

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 July 20, 2020 Meeting

The minutes of the July 20, 2020 Meeting were presented.

Commissioner Hart moved to approve the Minutes of the July 20, 2020 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. Financial Statement/Bills Payable

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 Phillips, the motion carried by unanimous vote.

6. July/August Financial Status Report

Auditor from Dunham, Aukamp & Rhodes, PLC. Visited the office on July 28<sup>th</sup> & 29<sup>th</sup> to perform some preliminary testing and will return on September 14<sup>th</sup> & 15<sup>th</sup> to complete the audit requirements.

The July and August Financial Status Reports will be presented at the September meeting.

No action was required.

7. FY 2021 Budget

The Commission postponed adoption of the proposed FY 2021 Budget until the September meeting in order to review the possible revenue changes affected by Virginia General Assembly session scheduled on July 19, 2020.

No action was required.

8. Grants

Grant Writing

In accordance with the grant writing policy, staff is requesting permission to develop the following grant applications and authority to develop grant applications, upon receipt of a request and the organization or jurisdiction agrees to the Commission's policy to pay for half the costs of the grant application development.

Grant Applications

*Existing Programs*

A Virginia Coastal Zone Management Program Technical Assistance – Development of the FY2021 Program to include staff support for the Ground Water Committee, the technical assistance program for local jurisdictions and organizations, and the annual special project.

B Virginia Department of Transportation Technical Assistance – Development of the FY2022 Program to include staff support for the Transportation Technical Advisory Committee, the technical assistance program for local jurisdictions and organizations, and special projects.

C U.S. Economic Development Administration Planning Assistance – Development of the FY2022 Program to include staff support for the Economic Development Committee and the technical assistance program for local businesses, jurisdictions, and organizations.

D Continuation of the A-NPDC Counseling and Education Program – Continuation of funding for counseling and education services in the areas of homeownership, rental, foreclosure and homelessness. Grants include HUD Housing Counseling, Virginia Housing grants for housing counseling and education.

E. Continuation of the Eastern Shore Homeless Solutions Program. – Continuation of funding for financial assistance and case management for the prevention of homelessness and/or rehousing families who have become homeless.

F. Virginia Department of Housing and Community Development (DHCD) - DHCD is making available current CDBG funding to small cities, towns, and rural counties to respond to local needs related to COVID-19 response. The goals are to assist in the response to the health and economic impact of COVID-19 by supporting Urgent Need recovery activities, to collect best practices and create a network of resource sharing, and to provide up to \$6,550,000 in Planning and Open Submission (including urgent need) CDBG funding during the 2020 funding cycle to address issues created or worsened by COVID-19. Accomack County agreed to sponsor a Regional Urgent Need Application.

Assistance Requests

*Non-members*

G. Waterway Improvement Funds - Development of applications to study and/or implement improvements to Eastern Shore waterways for Accomack and Northampton Counties, as requested by the Eastern Shore Regional Navigable Waterways Committee.

Authorization was requested.

Commissioner Leatherbury asked for a copy of the Grant Writing Policy.

Commissioner Phillips moved to grant authorization for staff to develop all the above listed grants. Seconded by Commissioner Major, the motion carried by unanimous vote.

9. Contracts

USDA Wachapreague Hotel Feasibility Study \$24,200

The Town of Wachapreague has been awarded a \$78,000 project to complete a feasibility study and market study for a hotel. A total of \$24,200 is available for A-NPDC to administer and manage the project for the town.

Authorization to execute the administrative agreement for \$24,200 was requested.

Commissioner Hart moved to grant authorization for staff to execute the administrative agreement for the USDA Wachapreague Hotel Feasibility Study. Seconded by Commissioner Major, the motion carried by unanimous vote.

10. 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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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

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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

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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.

**3080 Housing Project Development**

Bobbie Jo Wert, ext. 126

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Staff continues to assist the Eastern Shore of Virginia Housing Alliance and the Accomack-Northampton Regional Housing Authority 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.

This is a DHCD CDBG project. The contract was fully executed the first week of February. Staff held a Project Management Team Meetings on July 6 and August 3, and will continue to do so on the first Monday evening each month. Staff worked to secure facade applications from appropriate business owners and the consultant on final designs for the facade design, the two signature alleyways connecting the new library with town square, and the Bandshell Musicians' area in the Town Commons area. The 24-month contract will conclude in January of 2022.

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 and a new direction choice within and by the Town, this contract has been terminated.

Staff continues to provide technical assistance to the Town of Wachapreague in order to finalize the USDA Rural Business Development Grant, to begin by September 1. Over the next year, this study will 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 virtually on June 10th, where the approved updates to the regional Economic Development Plan (EDP). Digital versions of the Plan were supplied to industry focal area subcommittees and full Committee to facilitate these changes. The ESVA Made & Grown Work Group, met in the winter and spring to move this Committee-determine priority and the VT Feasibility recommendation forward. The full EDC meets again December 9th.

Staff coordinates with the Accomack County EDA and the Northampton County JIDA 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 provided assistance to the Town of

Exmore with an EDA disaster funding application for a sewer project and working with other potential funding agencies. Staff has developed, submitted, and successfully been awarded a CARES Act EDA Disaster Economic Recovery grant. Staff continues to compile and distribute

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information to localities, businesses, and partners regarding emerging relief funding opportunities.

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 was requested for Mr. Butch Bailey and Hon. Arthur Leonard, representing Northampton County and the Town of Chincoteague respectively.

Commissioner Phillips will take the place of Donald Hart for Accomack County.

Commissioner Mapp moved to appoint Commissioner Zamorski for Northampton County. Seconded by Commissioner Leatherbury, the motion carried by unanimous vote.

Commissioner Hart moved to reappoint Commissioner Leonard for the Town of Chincoteague. Seconded by Commissioner Phillips, the motion carried by unanimous vote.

**3325      *EDA-Disaster Economic Recovery Response,  
Planning, & Implementation***

Shannon Alexander,  
ext. 115

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This 24 month, non-extendable, contract went into effect on July 1, 2020 and will end on June 30, 2022. During June, staff advertised both an RFQ for direct business services. The two successful sub-awardees were the Chincoteague Chamber of Commerce (\$75,000 over 2 years) and the Eastern Shore Chamber of Commerce (\$70,000 over 2 years), contracts were executed in July, retroactive to July 1. During June, staff advertised for the Regional Disaster Economic Recovery Coordinator position, a contracted requirement of this \$400,000 contract with the U.S. EDA. This new staff will serve as liaison between the local governments, businesses, and organizations and regional, state & federal entities in order to ensure that the needs of our region are being met. During the 24-month implementation period, an experienced economic development firm update the EDA-approved regional Economic Development Plan and increase the organizational capacity of the PDC to be able to better serve the region. Additionally, the technology within the office will be improved to replace the outdated server and provide computers and their associated software and hardware to six staff.

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VDEM is providing grant funding from FEMA for the update of the regional Hazard Mitigation Plan. Plans are valid for 5-years, with the current plan validity ending in April of 2022. The in-kind efforts of the Steering Committee will serve as the required match for this project. The period of performance for this grant is July 1, 2020 through December 31, 2022. Staff is in contract negotiations with a firm to complete the mandatory HAZUS model runs and produce the associated data and maps necessary to update the Plan. Staff have contracted the review, codifying, and preliminary editing of the 2017 Plan. Staff plan to send an invitation by the end of August for a Steering Committee kickoff meeting during the early fall.

### **PLANNING PROJECTS**

<b>300640</b>	<b><i>Town of Onancock - Northeast Neighborhood Revitalization Project</i></b>	Bobbie Jo Wert, ext. 126
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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.

On February 19, 2020, the Town of Onancock received notification the Planning Grant was approved for \$40,000, and Doug Ellis will be our Community Specialist. Members of the Management Team, the A-NPDC, and the Town of Onancock will participate in the Facilitated Planning Session scheduled for Wednesday, March 18, 2020.

Staff facilitates the Management Team meetings on the third Wednesday of each month virtually using the Zoom platform. Staff coordinated with the Town of Onancock and the Onancock VFD to host its first public community meeting where 18 residents provided valuable input on the future project. Staff is preparing a RFP, soliciting Professional Engineers to conduct the PER. Staff is not able to conduct housing inspections at this time. Staff will continue to monitor COVID-19 and state regulations as it relates to completing the task safely for staff and homeowners.

The next Northeast Neighborhood Management Team meeting will be held virtual on August 19, 2020, at 6 PM by Zoom.



Staff continues to work with VDOT on their feasibility study for rail-to-trail conversion of 49.1 miles of Eastern Shore Railroad corridor being abandoned. Staff attended a Coastal PDC Meeting, which hosted VDOT and VIMS researchers provided an update on a five-year study to examine the impacts of projected sea-level rise and inundation on transportation infrastructure and connectivity in coastal Virginia. Staff will continue to assist in providing data and feedback on local components of this project. Efforts to complete a study of roadside ditches on the Eastern Shore may be combined with this project.

Staff updated the A-NPDC's Title VI Plan for years 2020-2023, including updated Census data, PDC Board and TTAC demographic data, and unique visits to the A-NPDC office. The regular, three-year update is attached, including the FY20 review and annual update in Appendix F.

Due to turnover in town leadership and VDOT's request for representative replacement, staff requests the Commission approve the following appointments to the A-NPDC's Transportation Technical Advisory Committee to fill vacant member seats:

- Eric Stringfield, VDOT Hampton Roads District (voting member)
- John Hozey, Town of Cape Charles (non-voting member)
- Matt Spuck, Town of Onancock (non-voting member)
- Jim Outland, Canonie Atlantic Co (non-voting member)
- Spencer Murray, Canonie Atlantic Co. alternate (non-voting member)

Commissioner Hart moved to appoint the above listed appointments to the A-NPDC's Transportation Technical Advisory Committee. Seconded by Commissioner Phillips, the motion carried by unanimous vote.

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. 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

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for \$350 per conventional system and \$700 for an alternative septic system. The contract was signed in early December, the 11<sup>th</sup>.

Since the contract signing, twenty-one applications have been reviewed and processed. Only eight are eligible for pump-out services at this time, and have received pump-out services. Eight applicants did not meet the eligibility criteria, and five applications are incomplete. The staff has fielded a significant number of phone calls requesting information regarding the program, applications have been mailed. Staff continues to market and advertise the program. Recently, staff went door-to-door passing out fliers, and participated on live on the air with WESR Shore Talk. The grant was extended due to COVID-19 to December 31, 2020.

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

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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 developed a new recertification option for the Virginia Certified Ecotour Guide course, which continues to gain popularity and recognition, earning a Virginia Green award for innovative green program in Virginia for 2019. The Ecotourism Steering Committee met on August 6th, and will meet again September 3rd as well as participating in the monthly meetings to guide development of the 36-month Marketing Strategy. The new [www.VirginiaWaterTrails.org](http://www.VirginiaWaterTrails.org) website and the itinerary tool for the Virginia Oyster Trail are active and online, but a new effort is being made to refine all map layers before the end of the contract September 31. Staff worked with other Rural Coastal Virginia regions to complete a successful application to VCZMP mid-March for continued support of these efforts through a resiliency lens. Staff is updating an ecotourism business database for economic planning, outreach, and educational purposes.

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

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CAWG met June 25th and as a rescheduled and virtual option to the May 5th Strategic Retreat. Staff drafted and distributed a strategy for the next 3 years, primarily guided by the new VCZMP resiliency project. Staff is to organize a meeting of local, Eastern Shore scientists to come to a consensus on the most appropriate SLR model for use in our region.

Staff worked with the Town of Tangier to develop and submit an application to NFWF for the hydrodynamic model work necessary to develop and plan and permit for installation of a series of living breakwaters to mitigate daily erosion and enhance coastal habitat at highest priority locations around the Island and the Upphards.

Staff attends and serves on various advisory and collaborative efforts at the coastal Virginia, state, Delmarva, and national levels.

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. Staff has worked with Accomack County towards a VDACS AFID grant application to investigate surficial aquifer quality and quantity characteristics, particularly for suitability for a new potential agricultural business

In conjunction with the Waste Watchers Committee, Accomack Solid Waste Committee, the County Sheriff's Offices, and locality staff, staff will complete efforts on the special project, the Litter Impacts Assessment Report before the end of September

Staff attended the Coastal PDC meeting virtually on June 9th and will attend the next quarterly in fall of 2020. Staff attended various Section 309 work group sessions held by the VCZMP during spring and summer of 2020. Staff worked with VCZMP, other Coastal PDCs, and Rear Admiral Ann Phillips, Special Assistant to the Governor for Coastal Adaptation and Protection, to develop a successful 306 competitive resiliency planning project application, work will begin October 1.

The Ground Water Committee met virtually June 16th and will meet again on September 15th. 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. Staff is participating on the Eastern Shore Groundwater Regulatory Advisory Panel for SB1599, facilitated by VDEQ. Staff continues to work with USGS efforts on logging of water quality at 13 wells spanning the length of the Shore; a report is expected toward the end of the year, which will be presented to the Ground Water Committee. Staff is providing assistance to USGS for obtaining property owner permission for further surveying of land this fall.

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 about 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 Beachy 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.

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**3556/3557*****FY20 VA Port Authority Dredging  
Projects***

Grayson Williams, ext.129

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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 contractor has completed the surveys and aquatic sediment samples, and provided a progress report to the Eastern Shore Regional Navigable Waterways Committee for each project.

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**3576/3577*****FY21 VA Port Authority Dredging  
Projects***

Grayson Williams, ext.129

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The VPA awarded both March 2020 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 Wachapreague Channel in Accomack County and for initial engineering and beneficial use planning for Folly Creek. For Northampton County, the project will complete the initial engineering, beneficial use planning, and stakeholder engagement for Red Bank, Nassawadox, and Hungars Creeks. Staff is currently developing the RFPs for each project, which are anticipated to be advertised in the month of September. Staff will be updating the Regional Dredging Needs Assessment data under this project's SOW.

The last quarterly Eastern Shore Regional Navigable Waterways Committee was held via Zoom on July 16th. The next meeting will be October 15 in Eastville. Meetings are held quarterly on the third Thursday of each month at 2pm. Staff continues to work with the USCG, the USACE, the VPA, educational institutes, and localities to ensure clear communication and collaboration on dredging and beneficial use related projects in the region. Staff compiled information regarding the needs of the Town of Tangier and their progress with the USACE and the VPA to take efforts to dredge vital channels for safe evacuation and provision of basic services to the Island.

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.

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. Staff spoke on WESR to spread awareness about the WIP and the septic BMP programs.

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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 what programs 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. Staff has prepared the Community Survey using Google Survey. It is anticipated to be released by the end of the month. Staff finalized the ranking of the Bayside Community and Mary N. Smith. Staff has prepared a memo for Accomack County Board of Supervisors to review and approve at their next meeting.

**A-NPDC HOUSING PROJECTS**

**3661 & HUD Housing Counseling Services & Virginia**  
**3668 Housing HCE Foreclosure**

Hugh Hennessy,  
ext.124

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Between April and June two clients were approved for loans with VH and USDA to purchase homes. Both clients are in the house-hunting phase. From April through July there were nineteen new households that began pre-purchase counseling. Four new households became Foreclosure Intervention clients. One of those clients was able to bring their loan current in July.

One staff member has recently recertified in Virginia Housing “Train the Trainer” certification. A New Homebuyer Certification Class is tentatively scheduled for September 23rd and 24th at the ESAAA Senior Citizen Center building in Hare Valley.

In response to the widespread job losses due to the COVID-19 situation DHCD engaged the A-NPDC to administer the Rent and Mortgage Relief Program to qualifying households on the Eastern Shore that experienced a loss of income related to COVID-19, and are past due on their rent or mortgage payments. The program has generated applications from over 65 households for payment assistance. To date 9 applications have been approved totaling \$14,720 in relief. 36 households are pending, waiting for additional documentation.

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

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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. Since, this time, staff has had several conversations with DHCD Staff requesting an update on the application. Per DHCD staff, the application still needs to be presented to the committee for review and approval.

**300702**

***Metompkin CDBG - Program Income***

Bobbie Jo Wert, ext. 126

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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 released 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 reached out Delmarva Soil and Concrete Inspections, LLC. They indicated they were the contractor on-site during the project in 2011, and would share the information they had on file in hopes VDOT would accept. VDOT did accept the information provided by DSCI; however, they needed documentation of the base and surface course asphalt pavement materials or of the thicknesses of the subbase or of the pavement layers. Unfortunately, Staff learned this week, Branscome has purged their records, and this information is no longer available. Staff is waiting for VDOT to respond with the next steps in light of this new information.

**3690**

***Occohannock Neck Road Project***

Bobbie Jo Wert, ext. 126

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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 occurred on January 31, 2020. All required documents prepared by Mr. David Rowen were executed by Elaine K. N. Meil, Executive Director, and Mr. Edward O. Kellam.

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.

All nine units are successfully demolished, and the driveway has been relocated. All trash and debris have been removed. Note the farmer has planted crops on a portion of Lot #4. Staff is working on the house designs. Once completed, the survey company and the AOSE will be able to finalize the site plans and obtain the health department permits.

The Housing Services staff is working to identify potential clients and Staff has received several inquiries on purchasing the lots.

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Community Partners of the Eastern Shore (CPES) general membership met on July 8th. The purpose of these meetings is to update all active members on the reports of the various subcommittees, discuss the status of available services in the area, discuss new opportunities, identify barriers or other difficulties, and to introduce new programs and initiatives.

The Point-In-Time homeless count results have been provided by the administrator. The 2020 numbers are taken from surveys compiled by the A-NPDC, ESCADV, and other partner agencies on January 22, 2020. The totals on that day were 20 households experiencing homelessness, 12 sheltered and 8 unsheltered.

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

Bobbie Jo Wert, ext. 126

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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 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.

Per VDH, an AOSE was necessary to thoroughly assess and properly design the new septic systems. Accomack County is under contract with MSA, P.C. The initial inspection has been completed, and the permitting request is currently under review with the Eastern Shore Health Department. Upon their review and approval, Staff will be able to solicit bids for demolition, water, sewer, and substantial reconstruction for families identified in Phase 1.

The AOSE determined there will need to be three alternative systems installed instead of only one, as previously projected. This has created a budget shortfall of approximately \$50,000. Staff sought additional funds from SERCAP. Facing budget cuts in the near future, SERCAP indicated they could possibly guarantee an additional \$15,000 towards the end of the project, but they could not provide the \$50,000 in its entirety. Staff reached out to the Indoor Plumbing Rehabilitation Program Administrator for DHCD. They have provisionally approved

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an IPR Set-Aside for the first-time indoor plumbing units in the Gospel Temple Adams Crossing Neighborhood. Staff continues to monitor expenditures and budget accordingly.

The GT/ACN Management Team continues to meet on the third Monday of each month at 1 PM. Due to COVID-19, the meets are held virtually using the ZOOM platform. The next GT/ACN Management Team meeting is scheduled for Monday, August 17th, at 1 PM on ZOOM.

The GT/ACN HRB held its first meeting in May, virtually. Members approved the Pre-Qualified Contractor list and ranked the applicants into two phases. Once we are able to bid out the project, the GT/ACN HRB will reconvene.

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

Bobbie Jo Wert, ext. 126

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### 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***      Eric Luchansky, ext. 118

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On May 20<sup>th</sup>, 2020, the Accomack Board of Supervisors voted to remove the Acquisition property located 23470 Holly Cove Road, Onancock VA 23417.

On June 12<sup>th</sup>, 2020, the applicant located at 23356 Saxis Road Sanford, VA 23426 submitted a written and signed statement withdrawing from FEMA's Hazard Mitigation Grant Program.

On June 10<sup>th</sup>, 2020, the applicant located at 20294 Saxis Road Saxis, VA 23427 submitted a written and signed statement withdrawing from FEMA's Hazard Mitigation Grant Program.

The original application included 13 elevation projects and 3 acquisitions. When VDEM requested staff to reduce the project in half, several families were placed on a reserve alternate list. Per VDEM, when the aforementioned units withdrew from their application, staff replaced the units from the original applications reserve alternate list. The following units have been added to the 4291 FEMA HMGP project: 20055 Saxis Road, Saxis VA 23427, 20153 Saxis Road, Saxis VA 23427, and 13230 Muirs Path, Harborton VA 23389.

A request for proposal for house movers and contractors was advertised in the Eastern Shore Post on June 26th. The advertisement was in error and should have been advertised for

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Engineering and Surveying Services. A mandatory pre-bid walkthrough of the 10 homes was conducted on July 9th. One Engineering firm was present at the pre-bid. A second request for proposal for Engineering and Surveying services was advertised in the Eastern Shore Post on July 17th and 24th. Two firms were present at the mandatory pre-bid on July 27th. Two bids were submitted on August 7th. A ranking committee is currently being formed to rank the proposals.

11. Executive Directors Report

A-NDC's Enterprise Building

The successor company to Eastern Shore Communications, Declaration Networks Group, has discontinued the antenna operations on the Enterprise Building. The company's antenna has been removed from the Enterprise Building.

Vehicle Replacement

The budget included the replacement of the oldest vehicle (2008 Toyota Yaris) in the A-NPDC fleet. Over ten years ago, all three vehicles were on the same replacement schedule, which put a major burden on the A-NPDC finances whenever they needed replacement. It has taken ten years to stagger the end of the useful life of the entire fleet.

It is expected it will be many months before the new vehicle will arrive due to the pandemic disruptions. Staff estimates the next oldest car has 75,000 miles of useful life remaining. Without replacing the Yaris, that will be reached midway through next fiscal year. Replacement now should reduce wear and tear on that vehicle and extend that car's life another year beyond next year. Authorization to sell the Yaris and order the new vehicle was requested.

Commissioner Hart moved to grant authority for Executive Director Meil to sell the Yaris and order a new vehicle. Seconded by Commissioner Major, the motion carried by unanimous vote.

Requests for Assistance

Northampton County has requested assistance to develop a Community Development Block Grant (CDBG) project in Cheriton. Staff met with County Administrator Kolakowski and Mayor Lemond to discuss the project. It would include demolition, rehabilitation and construction of new housing. Northampton County will be the applicant. Staff recommends approval of the request with the following standard conditions.

1. A-NPDC will administer any successful project and receive the entirety of the administration funding for any successful CDBG planning grant or CDBG implementation grant.
2. Since Northampton County is an A-NPDC member, A-NPDC will provide grant writing technical assistance (staff cost estimated to be \$8,000) for the CDBG implementation grant tentatively scheduled to be submitted March 2021.

3. DHCD will require conditions with any awards. A-NPDC will discuss those conditions with the County and it is possible that some costs will need to be paid by the County to complete a planning grant award or to successfully complete pre-contract activities for a CDBG implementation grant to be determined by both parties at the meeting.
4. The County will maintain their CAMS account. A-NPDC staff will draft necessary project documents and the County will provide a staff member that will approve and submit the necessary documents in the County's CAMS account as well as upload the necessary County documents, such as the County's audit.
5. The County will handle all advertising arrangements and costs for the required public hearings. To assist the County, A-NPDC will provide notices that comply with DHCD requirements.
6. The County will make County staff and materials available for all required state in-person audit meetings.

Authorization to offer Northampton County assistance with the six conditions was requested.

Commissioner Mapp moved to grant authorization to offer Northampton County assistance with the six above listed conditions. Seconded by Commissioner Phillips, the motion carried by unanimous vote.

Staff requested approval to change the COVID 19 EDA CARES ACT hire from an A-NPDC staff member to a two-year contracted position.

After some discussion, Commissioner Crockett suggested the A-NPDC attorney, David W. Rowan, put together a contract with a provision that the contract may be stopped at any time. Commissioner Hart moved to procure the contract with the above provisions. Seconded by Commissioner Major, the motion carried by unanimous vote.

12. Chairman's Report

No report was given at this time.

13. Other Matters

VDOT Smart Scale Resolution of Support

Northampton County is applying to VDOT to realign Bayside Road and Wilsonia Neck Drive for Smart Scale Application 7158. They have requested that the Commission consider providing a resolution of support for the project. The Northampton County Board of Supervisors approved a letter of support on August 11, 2020. The application is due in August.

Commissioner Mapp moved to approve the VDOT Smart Scale Resolution of Support for Northampton County. Seconded by Commissioner Dixon, the motion carried by unanimous vote.

14. 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