

ACCOMACK-NORTHAMPTON PLANNING DISTRICT COMMISSION
MINUTES OF THE
September 21, 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

COMMISSIONERS ABSENT:

Rickie Ross	Accomack County
Vacant	Northampton County
Arthur Leonard	Town of Chincoteague

OTHERS PRESENT:

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

** Attendance thru Zoom

1. Call to Order

Chairman Kellam called the meeting to order at 7:02 p.m.

2. Invocation

Commissioner Major offered the Invocation.

3. Minutes of August 17, 2020 Meeting

The minutes of the August 17, 2020 Meeting were presented.

Commissioner Hart moved to approve the Minutes of the August 17, 2020 Meeting. 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 Leatherbury, the motion carried by unanimous vote.

6. July/August Financial Status Report

The Commission is operating under March 2019 Continuing Expenditure Resolution.

The auditors were at the A-NPDC office Monday, September 14th – Wednesday, September 16th finalizing FY20. The Report of Expenditures for July & August are unable to be printed until FY20 has been closed in the GMS accounting software. The closing will occur by Friday and the Report of Expenditures will be printed and emailed to the Commission Members.

The Virginia Retirement System rate has increased above last year's rate while still within the total amount budgeted for last year, but the budget category is being expended at a higher rate.

Commission approval of the Report of Expenditures and increased VRS rate was requested.

Commissioner Crockett moved to grant approval of the Report of Expenditures and increased VRS rate. Seconded by Commissioner Phillips, the motion carried by unanimous vote.

7. FY 2021 Budget

The FY2021 Budget was presented.

The Commission approval of the FY 2021 Budget was requested.

It was the consensus of the Board to postpone adoption of the FY 2021 Budget until the General Assembly meets.

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.

A. Virginia Department of Housing and Community Development (DHCD) Northampton County COVID-19 Urgent Needs - DHCD is making available current Community Development Block Grant (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. Northampton County has requested A-NPDC develop and submit an Urgent Need Application.

Authorization to develop and submit the Urgent Needs application for Northampton County was requested.

B. Virginia Department of Housing and Community Development (DHCD) – DHCD has verbally indicated the Makemie Park CDBG Urgent Need Application has been approved for \$1,000,000. At this time, written confirmation has not been received. DHCD encouraged Accomack County to apply for additional funds for the project under the CDBG Planning Grant. These funds would be used to secure the PER/AOSE, a requirement to proceed with the overall project. Staff has been acting under the original authority in securing the CDBG Urgent Needs funds. This authority does not include the new Makemie Park CDBG Planning Grant.

Retroactive Authority was requested to submit the Accomack County CDBG Planning Grant Application for the Makemie Park Project.

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

9. Contracts

Accomack County Rent & Mortgage Relief Complementary Program \$20,000

Executive Director Meil asked and received approval from Chairman Kellam to add this request to the contracts memo due to the emergency nature of the request. All funds must be spent by December 31, 2020.

Accomack County will provide up to \$100,000 of CARES Act funds for the program and its associated administration and case management. The agreement establishes program guidelines and to provide up to \$20,000 toward case management services and program administration to A-NPDC to oversee the payment of rent, mortgage and associated payments that are related to COVID-19 for Accomack County residents who do not qualify for the state relief program and have incomes that are no greater than 150% of area median income.

Authorization to execute the agreement was requested.

Fiscal Year 2021 PDC/DHCD Contribution Contract \$75,971

For your information, A-NPDC has absorbed several state cuts from an appropriation of \$90,000 in FY 2008. The higher level was never restored, and funding has remained at the same level for the last thirteen years.

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

10. Projects

Informational Items

3003 ***Intergovernmental Coordination and Information*** Brenette Hinmon, ext.100

One application for A-95 was received on 7/15/2020 from SERCAP Inc. to make improvements to improve the potable water quality, living conditions and overall health of residents in Virginia who rely on domestic water wells and septic systems. Eastern Shore needs funding because of its rural location, low-income status, aging housing stock, and shallow well systems which are prone to becoming contaminated from failed septic systems. Application was completed by 8-15-2020. There was no conflict.

One application for A-95 was received on 7-30-2020 from Bowman Engineering for the town of Exmore for installation of a low-pressure grinder collection system through the entire town, the project will also consist of a new Town-owned wastewater treatment plant. The agency is being asked to consider providing financial assistance for the proposal. The application was completed on 8-30-2020. There was no conflict.

Director of Planning Report

3009 *Chincoteague Firehouse*

Grayson Williams, ext. 129

Staff is in the process of finalizing the architectural/engineering report and the feasibility study for the Chincoteague Historic Firehouse. Hill Studio (contracted architect/engineer) completed various concepts on how to rehabilitate the first and second floor of the firehouse. Along with these concepts, a preliminary pro forma sheet was developed to determine expenses and funding sources for the implementation phase of the project. These concepts were presented to the Chincoteague Historic Fire House Redevelopment Fire Hall Steering Committee. The steering committee voted on pursuing the first floor of the firehouse to be used as open seating and a mixed-use area. The second floor is to be four 1-bedroom apartments and two 2-bedroom apartments for local working-class individuals. Staff will present these findings to the Chincoteague Town Council on September 17, 2020.

3764 *Town of Parksley Downtown Revitalization*

Grayson Williams, ext. 129

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. Staff convened the Facade Advisory Board (FAB) August 31 and the bandshell and alleyway designs were approved, those designs will be submitted to DHR for approval. The FAB will meet again September 14 to approve the facade designs, which will also be submitted to DHR immediately thereafter.

3008 *Wachapreague Hotel Market Study*

Clara Vaughn, ext. 127

Staff is finalizing the contract with the Town of Wachapreague to administer the USDA Rural Business Development Grant for 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.

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

Shannon Alexander,
ext. 115

In late August staff re-advertised the position with an RFP, closing September 11th, as a contractual position. Staff shared the Commission's comments and drafted a scope of work for David Rowan to draft the necessary contract. Staff hopes to award the contract by the end of the month of September. In the next several months, another RFP will be issued to secure an experienced economic development firm to update and include resiliency measures into the EDA-approved regional Economic Development Plan. Additionally, quotes for a new A-NPDC server have been obtained to replace the outdated server and several new laptops have been purchased to promote organizational social distancing.

3589 ***VDEM Hazard Mitigation Plan 2022***

Shannon Alexander, ext.
115

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 September for a Steering Committee kickoff meeting during the fall or winter of CY2020.

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

Clara Vaughn, ext. 127

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 and 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.

The County of Northampton has requested technical assistance with a user survey of the completed portion of the Southern Tip Bike and Hike Trail.

Staff received notice of VDOT's regular Title VI review of A-NPDC next month.

Both Northampton County and the Town of Cape Charles have signed Resolutions of Support for the Southern Tip Trail Phase IV SMART SCALE application. Staff requested the Commission approve the Resolution for the application.

Commissioner Crockett moved to approve the Resolution of Support for the Southern Tip Trail Phase IV SMART SCALE application. Seconded by Commissioner Phillips, the motion carried by unanimous vote.

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

The Ecotourism Steering Committee met on September 3rd and will meet again in December for the first meeting in the new contract year, which focuses on resiliency. The 36-month Marketing Strategy has been completed and the application to implement actions contained therein will be submitted to VTC in mid-September. The new www.VirginiaWaterTrails.org website and the itinerary tool for the Virginia Oyster Trail are active and online, and efforts are being made by all regions to refine all map layers before the end of the contract September 31.

Staff is updating an ecotourism business database for economic planning, outreach, and educational purposes. Staff are working with the web design company to update the A-NPDC website in order to make all projects, including VCMP-funded projects, more easily found and accessible to Eastern Shore residents and PDC partners.

3537 ***TNC NFWF Public Engagement*** Shannon Alexander, ext. 115

The A-NPDC entered into a federal subaward with prime recipient TNC in the spring of 2020 to do much of the outreach and education associated with the NFWF project titled “Building oyster reefs and enhancing saltmarsh habitat to strengthen coastal resilience on Virginia’s Eastern Shore. The project is behind schedule due to COVID-19 complications. The next project Steering Committee meeting is September 15th. The project contract expires 11/30/2022.

3451 & 3551 ***A-N VCZM Technical Assistance, FY 19*** Jessica Steelman, ext. 114

Staff has discontinued efforts towards a VDACS AFID grant application to investigate surficial aquifer quality and quantity characteristics, particularly for suitability due to lack of engagement and response from the landowner and 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, as this annual contract cycle starts October 1.

The next Coastal PDC meeting is September 17th and Coastal Policy Team meeting September 23. 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 members were invited to attend a [virtual meeting, hosted by VDEQ](#), regarding the Virginia State Water Resources Plan (which includes the Eastern Shore of Virginia Groundwater Management Area), as this meeting was scheduled by VDEQ to fall on the same day and time of the regular GWC meeting on September 15th at 10am. Staff is pursuing an in-person option for the October meeting, but as of yet has not secured a venue.

Staff is participating on the Eastern Shore Groundwater Regulatory Advisory Panel for SB1599, facilitated by VDEQ, which will reconvene, after a long COVID-19 pause, on September 18.

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 September 9, 2020. Staff continues to collaborate with HRGreen and other coastal PDCs to discuss best programs for influencing behavior and improving recycling options and relevant 2020 General Assembly legislation.

Staff continues to work with VDEQ and other PDCs and the last PDC Urban Sector meeting was September 11, 2020. The contract will end December 31, 2020 and a new contract is anticipated to begin January 1, 2021.

Director of Housing Services Report

Community Partners of the Eastern Shore (CPES) general membership met on September 9th. The Food Bank of Southeastern Virginia and the Eastern Shore announced an initiative where partner agencies can have food available for their clients at their office locations. The Food Bank is also looking for volunteers to meet their increased volume during the pandemic. Social Services announced for both counties the application period for energy assistance will run from October 13th through November 13th.

The Homeless Management Information System (HMIS) committee met on September 8th. They have begun detailed planning for the homeless Point-In-Time Count scheduled for late January 2021.

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

Hugh Hennessy,
ext.124

The COVID-19 outbreak has dampened requests for pre-purchase counseling. Since August 1st through the first week in September five new households have begun pre-purchase counseling. Because of federal government requirements that mortgage lenders provide forbearance periods on mortgage payments and moratoriums on foreclosures, there has not been a spike in foreclosure activity. Prospective foreclosure clients are seeking mortgage payment assistance through the DHCD Rent and Mortgage Relief Program (see below).

3662 Virginia Housing Counseling & Education

Hugh Hennessy,
ext.124

A New Homebuyer Certification Class is scheduled for September 23rd and 24th at the ESAAA Senior Citizen Center building in Hare Valley. A dozen people have signed up to attend the class, the space will accommodate 15 attendees. Virginia Housing (formerly VHDA) offers their own virtual class, clients are also referred to them.

3670 DHCD Eastern Shore Rent and Mortgage Relief Program

Hugh Hennessy,
ext.124

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 85 households for payment assistance. To date 20 applications have been approved totaling \$42,217 in relief. 34 households are pending, waiting for additional documentation. Four applications were from households seeking mortgage payment assistance.

Director of Housing Development Report

300640 Town of Onancock - Northeast Neighborhood Revitalization Project

Bobbie Jo Wert, ext.
126

Housing inspections and work write-ups are in process. The next public meeting will be held within the next 30-days.

The next Northeast Neighborhood Management Team meeting will be held virtually on September 15, 2020, at 6 PM by Zoom.

To date, twenty-nine applications have been received and processed. Ten have received pump-out services, five were transferred into Shannon's DEQ Project, five have incomplete applications, and nine did not meet the eligibility requirements. Staff has exhausted a significant amount of resources in marketing the program. As of publication, Staff is processing seven new applications.

3335 *Accomack County CDBG Planning Grant –
Prioritization*

Bobbie Jo Wert, Ext. 126

The A-NPDC Staff completed the windshield Housing Survey and Assessments for the Bayside Community. Staff has recommended the Accomack County Board of Supervisors to amend its Accomack County CDBG Planning Grant Prioritization List to include the Bayside Community and approve the ranking as follows:

East Horntown
Wishart's Point
Graysville (Church Road)
Whitesville
Linhaven Circle
Bayside Community
Sanford

Additionally, A-NPDC recommended that the pre-planning phase for the East Horntown area begin.

A-NPDC Staff members 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 has also ranked the MNS Community Center. Staff seeks guidance from the Accomack County BOS on how to proceed.

A-NPDC Housing Projects

300660 *Makemie Park Project*

Bobbie Jo Wert, ext. 126

DHCD has asked for Accomack County to complete a Planning Grant Application for the PER/AOSE work that needs to be completed prior to starting the project. This will be a requirement of the pre-contract activities. Staff submitted the grant the very next day. We have not received any further correspondence regarding the application.

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. 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 to solicit three quotes from qualified vendors to complete the three-core sample and lawn maintenance in order to proceed.

3690 *Occohannock Neck Road Project*Bobbie Jo Wert, ext. 126

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.

3760 *Gospel Temple/Adams Crossing Neighborhood
Revitalization CDBG*Bobbie Jo Wert, ext.
126

The AOSE determined there will need to be four 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. SERCAP initially indicated they are unable to assist. Last week, staff received notice SERCAP will be able increase their contribution to a total of \$90,000.

VDH has issued three of the four permits and the solicitation of bids for demolition and new construction will be sent by the end of the week.

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, September 21, at 1 PM on ZOOM.

Hazard Mitigation Grant Program - Hurricane Florence (DR- 4001) Tropical Storm Michael (DR 4411) Bobbie Jo Wert, ext. 126

2019 Application Status Update

At this time, the Accomack County 2019 HMGP application is labeled as an “oversubscription.” This means the project will be funded if additional funds become available under this disaster.

3823 *Accomack County VA HMGP 4291-VA-009* Eric Luchansky, ext. 118
Elevation Project

The HMGP Ranking Committee met to rank and select the Engineering and Surveying company. Unfortunately, the selection criteria were not detailed enough to allow for proper ranking. The Request for Proposal is being revised and will be advertised by the end of the month.

11. **Executive Directors Report**

U.S. Economic Development Authority (EDA) Non-Binding Commitment Letter of \$4,000,000 for the Town of Exmore

Last fall, the Commission authorized staff to assist Northampton County in obtaining FY19 EDA disaster supplemental funding for three projects; address wastewater treatment issues, reconstruction and expansion of sewer in the Town of Exmore, construct wastewater lines and address wastewater treatment issues in the Town of Nassawadox and reconstruct the Machipongo School as an emergency shelter. The process took longer than anticipated due to the COVID-19 pandemic that required EDA to prioritize CARES Act funding awards.

However, upon review of the white paper with specific emphasis on the nexus statements related to the storm events, EDA invited the Town of Exmore to apply for funds. In August, Director of Planning Alexander completed the invitation from EDA to request FY19 Disaster Supplemental funding. On August 28, 2020, the Town of Exmore received the EDA Non-Binding Commitment Letter for \$4,000,000 EDA share with a \$1,000,000 local share requirement for construction of a wastewater treatment plant.

Revised Fees for Services Policies and Rates & New Project Review

In 2005 prior to the October meeting, several items were discussed regarding the Commission’s strategic plan. Details regarding additional Commission funds being used to support various DHCD Community Development Block Grants was discussed. Also, a staff person was also laid off. It appears that the financial difficulties and the strategic plan prompted adoption of the policies.

On October 17, 2005, the Commission wrote a letter to all towns regarding the “50% rule”. On November 21, 2005 the Commission approved the New Project Review policy. It was detailed in the October 17, 2005 minutes and included that the A-NPDC staff would provide the Commission the following information for their review; 1) Nature of the request, 2) Estimated cost to complete; and 3) Grant funds, if any, available for the request.

No other additional information surrounds these discussions but town requests begin to show a new requirement for the town to pay 50% of the estimated costs of the Requests for Assistance. The Town of Eastville was the first town to come under the New Project Review policy.

Executive Director Meil completed a search of keywords for the “Revised Fees for Services Policies and Rates” and also reviewed the 2005 strategic plan file and was unable to locate a copy of the policy. To the best of her recollection, in practice, the two policies have been combined and show up in two locations in the minutes of the Commission.

When non-member Towns request assistance that cannot be funded completely with available grant funds, a request for assistance is included in the Executive Director memo under Requests for Assistance. This request includes a description of the project, work or grant application and an estimate is prepared as well as a recommendation to the Commission. The recommendation for non-member Towns is they should pay 50% of the costs and also includes other requirements. The Commission then acts as is seen fit.

Member jurisdiction (Accomack County, Northampton County, Town of Chincoteague) requests that cannot be funded completely with available grant funds are also included in the Requests for Assistance. This request includes a description of the project, work or grant application and an estimate is prepared as well as a recommendation to the Commission. The recommendation for member jurisdictions includes other requirements but does not include that the member pay 50% of the Commission costs. The Commission then acts as is seen fit.

When Commission members and non-member Towns request assistance that can be funded completely with available grant funds, the request is written into the Grants memo and authority is requested to complete the work. The Commission then acts as is seen fit.

Commission Authority Conflict - Transportation Technical Advisory Committee Bylaws & FY21 VDOT Regional Transportation Scope of Work

A full packet of background information has been included regarding this issue and each item has been assigned a letter for reference. Relevant sections have been highlighted for easy review.

The Transportation Technical Advisory Committee (TTAC) has a meeting on September 22, 2020 and is considering changes to their bylaws that have implications on the authority of the Commission over the A-NPDC’s 27-year-old Regional Rural Transportation Work Program.

Members of the TTAC have been seeking independent authority from VDOT over approval of the A-NPDC's Rural Transportation Work Program and also asserting that TTAC already has approval authority over the scope of work. Correspondence and discussion of TTAC members (A) is included in the background information packet.

Purpose of the TTAC

TTAC was formed by the Commission in May 1993 "to advise the Commission, as per the (VDOT FY94 Transportation Planning) Scope of Work approved at the March 1993 meeting." The original March 1993 resolution (D) does not name the subcommittee and the current resolution (E) does not name the subcommittee.

VDOT states "The RTC [Rural Technical Committee] should help guide the development of the Regional Long-Range Transportation Plan and help identify regional and local work elements for the rural planning assistance scope of work." (Developing a Regional Long-Range Plan for Transportation, Phase I Guidebook (VDOT, 2006))

Background of Conflict

This conflict arose over the A-NPDC staff agreeing to write pre-applications for SmartScale. Correspondence of TTAC members expressing dissatisfaction (C) with A-NPDC staff services is included. Although A-NPDC staff stated they did not think they could complete all the pre-applications in January 2020, two A-NPDC staff completed and submitted fourteen pre-applications. The Counties requested ten of those pre-applications and all ten requests were completed and submitted.

Staff wrote and submitted five pre-applications for Accomack County (four advanced and Redwood Road was deemed ineligible and did not advance), wrote and submitted four pre-applications for Northampton County (all four advanced), wrote and submitted two pre-applications for Northampton County under A-NPDC (one advanced and Cemetery Road was deemed ineligible and did not advance), and wrote three pre-applications for the regional Rail-to-Trail project under A-NPDC.

A-NPDC had a meeting to review the FY21 Scope of Work with the TTAC and no comments were made. The FY21 Scope of Work includes \$10,000 of A-NPDC staff time toward locality SmartScale project assistance.

Conflict arose when A-NPDC staff said they could not complete full applications. The conflict has continued since late May. At the TTAC meeting in July, it was decided that members would review the bylaws independently and publicize changes in preparation to adopt changes in September and also to consider amendment of the A-NPDC's FY21 A-NPDC Rural Transportation Program Contract. These items are scheduled for the meeting tomorrow. In late August, members of TTAC were able to obtain a negative private twitter post of the TTAC A-NPDC staff member and Chairman McGhee requested a new A-NPDC staff member assignment for the TTAC. This reassignment has occurred.

Bylaws Changes

The proposed TTAC bylaws changes (B) are included in the packet of information. Where new additions were made that were unclear, they have been highlighted for easy review. If these changes are approved, the cumulative effect would be to eliminate Commission authority over membership appointments, add to the purposes of the subcommittee including one to authorize independent TTAC coordination with VDOT, vest all authority between meetings into an executive committee smaller than a quorum of the subcommittee and eliminate Robert's Rules to govern procedural matters.

The existing TTAC bylaws (F) also have a defined purpose other than the original stated purpose regarding the TTAC in May 1993. The original TTAC bylaws could not be located in 2010. The Commission was informed at the December 21, 2009 Commission meeting. No action was taken by the Commission. New bylaws were approved by TTAC. Upon review, it does not appear that the Commission ever gave authority for the subcommittee to have bylaws either in 1993 or in 2010.

Currently, the Commission appoints all members of the TTAC and one staff person, Director of Planning Alexander is a member of the subcommittee. Due to the short timeframe, Executive Director Meil recommends that the Commission provide guidance and have Director of Planning Alexander bring the Commission's advice and counsel to TTAC prior to their acting.

Guidance was requested.

Commissioner Crocket made a motion to request a formal opinion from the attorney on two matters; a) whether the Technical Transportation Advisory Committee (TTAC) has the authority to separate from the Commission, especially regarding changing the appointing body of the Committee membership, and b) what the respective authorities of TTAC and A-NPDC are regarding TTAC bylaws. The motion was seconded by Commissioner Phillips and passed unanimously.

Discussion ensued. Commissioner Crockett requested the Executive Director to inform TTAC of the Commission's action.

Further discussion ensued.

Commissioner Mapp observed that TTAC was asking for authority from the wrong entity. Commissioner Hart asked several questions regarding the TTAC and A-NPDC authorities. He also requested to know if a particular person had proposed these changes. Commissioner Mapp requested to know the membership of the Committee. Executive Director Meil said the membership list would be emailed to the Commissioners. Commissioner Crockett noted that the most important thing was to find out who had the authority and address it at the next Commission meeting.

Website Rebranding

As the Commission requested, some additional details are provided to help illustrate the potential need for formal recognition of A-NPDC and its associated partner organizations' informal name. The Google My Business Performance statistics are included.

Several years ago, there was a very significant rain event during the middle of the day that caused the A-NPDC staff to congregate in the lobby looking to see if the rain would slacken because they didn't want to go outside for lunch. Almost the entire staff decided to pool their funds to order a couple pizzas for delivery with a new service that has just been offered. A staff member made the call and proceeded to tell the delivery service the A-NPDC name and the building address. The delivery staff person said he needed landmarks so we said we were the brick building across from the new courthouse and in between the post office and Suntrust bank. The man was still confused and finally asked where we were in relation to the housing office. We said we are the housing office and he said he knew exactly where to go and he would be right there.

A-NPDC has a very large volume of daily phone calls. Administrative Assistant Hinmon conducted a two-day survey of as many incoming phone calls as she had time to ask a few questions. Approximately, sixty phone calls were asked about the name of the organization and almost every person could not tell Ms. Hinmon the organization's formal name. When time allowed, she was able to ask some individuals how they googled us. The common response was "Accomack housing".

A google search of Accomack housing provides the best links to our office for individuals looking for housing on the Eastern Shore. Northampton housing takes you to a Massachusetts housing authority and Eastern Shore housing is cluttered but the Accomack-Northampton Regional Housing Authority is on the first page.

Available Domains

planESVA

houseESVA

houseAccomack & houseNorthampton are available.

Accomackhousing is available but Northamptonhousing is not.

Potential Options

A No Change. Keep www.a-npdc.org and add no domains.

B Add one additional domain and point www.a-npdc.org and begin rebranding. Eventually staff end up with changed email addresses (ex. jdoe@houseESVA.com)

C Add two domains and point them to www.a-npdc.org and keep the current email address naming convention (ex. jdoe@a-npdc.org).

D Consideration of the matter in the next fiscal year. Inclusion of a budget to expand the Commission's options for potential rebranding.

Due to changing circumstances detailed under grant writing pause below, staff recommends the selection of D.

Guidance was requested.

Commissioner Hart made the motion to select option “D”. Seconded by Commissioner Phillips, the motion passed. All members by rollcall voted aye, with the exception of Commissioner Zamorski, who voted nay.

Grant Writing Pause

Staff capacity to write large grants at this time is strained. Unexpectedly, two additional requests for assistance have been received that resulted from the COVID-19 emergency and another non-member town has begun talking about development of another grant. Additionally, EDA FY19 Disaster Assistance has moved more rapidly than expected. The COVID-19 response grant writing has resulted in over \$750,000 in funds with immediate delivery of COVID-19 emergency services.

While A-NPDC staff want to continue to assist in grant writing, a pause is needed for at least six months until the April Commission meeting on writing any new grants that are not already under development today. Regional needs related to the pandemic disaster or very important projects might still need to be considered, as determined by the Commission itself, but, in general, A-NPDC staff involvement in the development of new implementation projects and programs will pause until staff can make some progress on starting the current implementation work and make significant progress on fulfilling the existing grant writing obligations.

The current roster of projects considered under development that will or may need continued access to grant writing and administration services are identified in the FY21 draft A-NPDC budget, the approved grants, requests for assistance, and contracts since July 1, 2020 and continued development of the ongoing Town of Onancock housing project, Northampton County Cheriton housing project, Accomack County COVID-19 Urgent Needs project, Northampton County COVID-19 Urgent Needs project (if approved), the Chincoteague Firehouse Redevelopment project, the Gospel Temple/Adam’s Crossing project, the East Horntown housing project planning phase, the Exmore Wastewater Treatment and Sewer replacement and expansion project, Parksley downtown improvements project and the Makemie Park Urgent Needs project.

Permission to pause general grant writing services for projects that are not on the roster of projects is requested until the April Commission meeting.

Commissioner Phillips made the motion to pause the grant writing until the April Commission meeting, seconded by Commissioner Leatherbury, the motion passed by unanimous vote.

Requests for Assistance

None received.

12. Chairman's Report

No report was given at this time.

13. Other Matters

No other matters were discussed at the time.

Commissioner Leatherbury made the motion to go into closed session pursuant to Section 2.2-3711 of the Code of Virginia of 1950, as amended, for the purpose of discussion of personnel matters. Seconded by Commissioner Major, the motion carried by unanimous vote.

Commissioner Hart made the motion to reenter open session and certify that (i) only public business matters lawfully exempted from open meeting requirements under this chapter and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public body. Seconded by Commissioner Phillips, all members certified yes, by rollcall.

14. Adjournment

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

Rev. Charles J. Kellam
Chairman

Copy Teste:

Elaine K. N. Meil
Executive Director