

ACCOMACK-NORTHAMPTON PLANNING DISTRICT COMMISSION
MINUTES OF THE
OCTOBER 19, 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
Rickie Ross **	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:

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 7:04 p.m.

2. Invocation

Commissioner Hart offered the Invocation.

3. Minutes of September 21, 2020 Meeting

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

Commissioner Hart moved to approve the Minutes of the September 21, 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 Crockett moved to approve the Bills Payable and current Financial Statement as presented. Seconded by Commissioner Hart, the motion carried by unanimous vote.

6. September Financial Status Report

The attached report indicated that 23.24 percent of the FY 2021 Budget has been expended while 25 percent of the fiscal year had passed.

Commissioner acceptance of this report was requested.

Commissioner Crockett moved to accept the Financial Status Report as presented. 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 State Budget has been adopted.

8. Contracts

Contracts presented support projections in the draft July 2020 budget. Both contracts continue existing projects.

DEQ Virginia Coastal Zone Management Program, Technical Assistance \$129,905
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. Funds include \$64,405 in non-federal match funds and \$55,963 in contractual funds.

Authorization to execute the contract is requested.

DEQ Virginia Coastal Zone Management Program, Promoting Ecotourism to Support Conservation of Conserved Lands and Resilient Communities \$151,402
Management and development of the FY2021 Program to include staff support for the GreenWorks Committee, improving ecotourism related opportunities, resources, and trainings to help protect economic resiliency, and to support maintenance of conservation lands. Funds include \$77,402 in non-federal match funds, \$46,501 of which is matched by partnering PDCs and \$102,501 in contractual funds.

Authorization to execute the contract was requested.

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

9. Projects

Informational Items

3003 Intergovernmental Coordination and Information Brenette Hinmon, ext.100

No Report

Director of Planning Report

Below is a comprehensive list of Planning Department projects, should you wish to contact the project manager for more information. Details about featured projects follow the list.

3320 - EDA-Economic Development Planning

S. Alexander

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

S. Alexander

3589 - VDEM Hazard Mitigation Plan 2022

S. Alexander

3535 - TNC Climate Adaptation
S. Alexander

3537 - TNC NFWF Public Engagement
S. Alexander

3590 - VDEQ 319 TMDL Implementation (Septic)
S. Alexander

3008 - Wachapreague Hotel Market Study
C. Vaughn

3401 - VDOT Rural Transportation Planning-SPR
C. Vaughn

3585 - VDEQ Chesapeake Bay Phase III WIP TA
C. Vaughn

3553 - VDEQ VCZMP 306 Oyster and Water Trail Collaboration
J. Steelman

3558 - VDEQ VCZMP 306 Ecotourism Resiliency
J. Steelman

3541 & 3551 - VCZMP Technical Assistance
J. Steelman

3571 - A-N Ground Water Committee Projects
J. Steelman

3583 - GreenWorks
J. Steelman

3587 - Navigable Waterways Committee
G. Williams

3764 - Town of Parksley Downtown Revitalization
G. Williams

3556 - FY20 VA Port Authority Dredging Project: Quinby
G. Williams

3557 - FY20 VA Port Authority Dredging Project: Kings Creek
G. Williams

3576 - FY21 VA Port Authority Dredging Project: Wachapreague
G. Williams

3578 - FY21 VA Port Authority Dredging Project: Folly Creek
G. Williams

3577 - FY21 VA Port Authority Dredging Project: Red Bank Creek
G. Williams

3559 - FY21 VA Port Authority Dredging Project: Hungars Creek
G. Williams

3579 - FY21 VA Port Authority Dredging Project: Nassawadox Creek
G. Williams

3009 - Chincoteague Firehouse
G. Williams

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.

The County of Northampton has requested technical assistance with a user survey of the completed portion of the Southern Tip Bike and Hike Trail. Accomack County has requested technical assistance with the conversion of two County-owned roadways to VDOT's system of secondary roads in an area near Metompkin.

Staff requested the Commission approve the Resolution Support for the Accomack County Multi-use Trail, between the Melfa and Bloxom, SMART SCALE application.

Commissioner Phillips moved to approve the Resolution Support for the Accomack County Multi-use Trail SMART SCALE application. Seconded by Commissioner Leatherbury, the motion carried by unanimous vote.

Staff is closing out the FY20 Project Year (project #3553), which accomplished certifying 18 Ecotour Guides, addition of the Bayside to the Virginia Water Trails map on viriniawatertrails.org/eastern-shore/, submission of a marketing grant application to the Virginia Tourism Corporation, and the report "Impacts of Litter Assessment" for the Eastern Shore. In continuing collaborative efforts with rural coastal partners, this CZM Ecotourism project has commenced the first year of a new three-year VCZMP-funded focal area (project #3558), with the goal of exploring means of resiliency for and using the ecotourism economic sector in the coastal region.

Both the Bandshell Musicians' area in the Town Commons area and the two alleyway designs were approved by DHR. The Facade Advisory Board (FAB) has approved the business facade designs, which have now been submitted to DHR. Despite delays due to COVID, this project is moving forward quickly. Bid documents are in development and appropriate contractors will be engaged in the coming months.

The next quarterly Eastern Shore Regional Navigable Waterways Committee will be held via Zoom at 2:00pm on October 15th. More information can always be found at the following link <http://www.a-npdc.org/accomack-northampton-planning-district-commission/coastal-resources/regional-navigable-waterways-committee/>. Staff has been asked to serve on a new VMRC Work Group considering Beneficial Use of Dredged Materials from the Baltimore Channel. FY20 projects - Quinby Channel and Kings Creek - are well underway with the engineering contractor developing site plans, joint permit applications, and construction bid documents. FY21 projects - Folly Creek & Wachapreague Channel; Red Bank, Nassawadox, & Hungars Creek - will have a single RFP issued mid-October and contract(s) are anticipated to be executed by mid-December. New application(s), due to VPA March 1, 2021, are in discussion and early development.

Director of Housing Services Report

366250*Continuum of Care (CoC)*Russ Williams, Ext. 119

Community Partners of the Eastern Shore (CPES) general membership meeting for November has been canceled. At the September meeting 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 October 13th. HUD has not yet released the parameters for the annual Homeless Point-In-Time count. The committee has discussed alternatives if no guidance is provided, including conducting their own survey with local service providers.

3661 & HUD Housing Counseling Services & Virginia
3668 Housing HCE ForeclosureHugh Hennessy, ext.124

The COVID-19 outbreak has dampened requests for pre-purchase counseling. There was one new prospective client for pre-purchase counseling in October. The forbearance periods provided by mortgage servicers to clients with past due mortgages are ending. We expect an increase in foreclosure counseling as a result.

A New Homebuyer Certification Class was held on September 23rd and 24th at the ESAAA Senior Citizen Center building in Hare Valley. 5 people attended the class and received certification. Another class is tentatively scheduled for December. Virginia Housing offers their own virtual class, and clients seeking remote classroom certification are referred to them.

3670 & DHCD Eastern Shore Rent and Mortgage Relief Program & Accomack County RMRP Complementary Program Hugh Hennessy, ext.124
3671

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 110 households for payment assistance. To date 27 applications have been approved totaling \$54,442 in relief. 33 households are pending, waiting for additional documentation. The vast majority of applications have been for rent relief, but with the forbearance periods ending for delinquent mortgages we expect to receive more mortgage relief applications. DHCD is advising that this current form of the program will accept applications through November 13th, and any applications received after that date will be put on a waiting list for an updated program. Accomack County's Complementary Program covering qualified residents with an area median family household income of up to 150%, or \$84,600, will end on December 30, 2020.

Director of Housing Development Report

Below, please find a list of A-NPDC related Housing Department projects, should you wish to contact the project manager for more information. Details about featured projects follow the list. This list does not include the projects under the Accomack-Northampton Regional Housing Authority or the Eastern Shore of Virginia Housing Alliance.

300660 126	Makemie Park Urgent Need Project	Bobbie Jo Wert, Ext.
300702 126	Metompkin CDBG - Program Income	Bobbie Jo Wert, Ext.
3690 126	Ocohannock Neck Road Project	Bobbie Jo Wert, Ext.

300640

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

Bobbie Jo Wert, ext.
126

Staff is working to solicit qualified companies to conduct the PER. Housing inspections and work write-ups will be complete by the end of the month. Staff is working to identify the homeowners of the derelict structures in the neighborhood. The environmental review process has begun. The next public meeting will be held within the next 30-days.

The next Northeast Neighborhood Management Team meeting will be held virtually on October 19, 2020, at 6 PM at the Onancock Town Hall.

3665

DEQ Septic Pump-out Project

Bobbie Jo Wert, ext. 126

To date, forty-two applications have been received and processed. Thirteen have received pump-out services, five were transferred into Shannon's DEQ Project, eight have incomplete applications, and twelve did not meet the eligibility requirements. Staff has exhausted a significant amount of resources in marketing the program. At publication of this memo, Staff is processing four new applications. The grant is scheduled to expire in March 2021. Additional funds are available.

3335

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

Bobbie Jo Wert, Ext. 126

Staff is seeking guidance from the Accomack County Board of Supervisors on proceeding with the next pre-planning grant for East Horntown.

A-NPDC Staff members continue to assist Accomack County and MNSAA. The Google Community Survey launched October 13th and will be accepting responses until November 20th. The link to the survey is: <https://forms.gle/B7wvmsfaAYV7nkfy9>.

3760

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

Bobbie Jo Wert, ext.
126

Round 1 of the bidding process was completed on October 8th. The bids were higher than projected due to the rising cost of lumber. The demolition expense was well above the national average.

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, October 19th, at 1 PM on ZOOM.

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

Bobbie Jo Wert, ext. 126

Our application was sent to FEMA as an oversubscription. This means other applications ranked higher than ours, and we are on a waiting list (#3) pending additional funds. Staff learned on September 25th, VDEM requested reconsideration of funds for DR-4001 and DR-4411. If FEMA grants the reconsideration of funds, VDEM staff feels confident our application will be funded. The application was for 2 acquisitions and 1 elevation.

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

Responses to the new Request for Proposals soliciting qualified engineers are due on Friday, October 16th. The Advisory Committee will meet by the end of the month to rank the responses and begin the contract negotiation process. Staff is in the process of collecting the family's 5% contributions.

10. Executive Directors Report

Transportation Technical Advisory Committee Update

The Transportation Technical Advisory Committee met on September 22, 2020. Director of Planning Alexander gave an update to the entire Committee about the Commission's actions and the Committee took action to table the bylaws discussion. The Chair and Vice Chair were informed prior to the meeting of the Commission's action. The requested attorney opinion from this item has been provided to the Commissioners as a separate insert.

Discussion was requested.

Commissioner Crockett made a motion to forward the attorney's opinion letter to TTAC. He asked for further consideration of the Commission as to whether or not we need a TTAC Committee. He also suggested to clean up old Resolution from 1993 and create a new Resolution with attorney review. The motion was seconded by Commissioner Phillips. Commissioner Hart offered a friendly Amendment to consider the TTAC Committee membership. Commissioners Crockett and Phillips both accepted the Amendment.

Internet Usage Policy

A copy of the current policy is attached. A selection of other social media policies and internet usage policies (including Northampton County and Accomack County) is included as an insert. The Commission members requested information on what might be possible to implement. The Air Force Social Media Guidelines contain some of the most restrictive requirements found but these requirements are in the military order for enlisted airmen and commissioned officers that establish the physical fitness requirements, dependent care, housing care, body piercings, uniforms, and conduct of all manner of activities not restricted as a civilian. The relevant section of the order is included behind the guidelines.

Guidance was requested.

Commissioner Crockett suggested to check with other Localities/Commissions on their internet usage policies.

Budget/Loan Fund Subcommittee

There are two vacancies on the Budget/Loan Fund Subcommittee. Commissioner Phillips is the only current member. This committee meets prior to Commission meetings in the spring to discuss and recommend the budget. Secondarily, as needed, they meet to examine complete loan fund applications and to develop and make a recommendation to the Commission on loan fund application requests.

Appointment of a Commissioner to fill each vacancy was requested.

Commissioner Kellam volunteered to take one vacancy and he nominated Commissioner Zamorski to fill the second vacancy. Seconded by Commissioner Phillips, the motion carried by unanimous vote.

Requests for Assistance

Paused.

Executive Director Meil notified the Board that Accomack County was awarded an Urgent Needs Grant in the amount of \$1,215,493 that will be coming through several community groups on the Eastern Shore. Director of Housing Development Wert will be bringing it to the Board of Supervisors at their next meeting.

11. Chairman's Report

Chairman Kellam thanked everyone for coming and thanked those on Zoom as well.

12. Other Matters

No other matters were discussed at the time.

13. 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