

ACCOMACK-NORTHAMPTON PLANNING DISTRICT COMMISSION
MINUTES OF THE
NOVEMBER 16, 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
Arthur Leonard **	Town of Chincoteague

COMMISSIONERS ABSENT:

Vacant	Northampton County
--------	--------------------

OTHERS PRESENT:

Elaine Meil	Sandy Taylor
Bobbie Jo Wert	Shannon Alexander
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 October 19, 2020 Meeting

The minutes of the October 19, 2020 Meeting were presented.

It was noted that the Board vacancy is from Northampton County, not Accomack County as listed on the attendance record.

Commissioner Hart moved to approve the Minutes of the October 19, 2020 Meeting with the above correction. Seconded by Commissioner Major, 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 Mapp moved to approve the Bills Payable and current Financial Statement as presented. Seconded by Commissioner Crockett, the motion carried by unanimous vote.

6. October Financial Status Report

The attached report indicated that 36.01 percent of the FY 2021 Budget has been expended while 33.33 percent of the fiscal year had passed.

Commissioner acceptance of this report was requested.

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

7. FY 2020 Audit

They FY 2020 Draft Audit was inserted in the packet.

The Budget Committee was scheduled to meet prior to the Commission Meeting to review the attached FY 2020 Draft Audit prepared by Dunham & Aukamp, PLC. The Budget Committee members are Commissioners Phillips, Kellam and Zamorski. Commissioners who would like to attend the Budget Committee meeting are welcome.

Please note the following:

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

Pending Budget Committee recommendations, acceptance of the FY 2020 Audit as prepared by Dunham & Aukamp, PLC was requested.

Commissioner Hart moved to accept the FY 2020 Audit as prepared by Dunham & Aukamp, LLC. Seconded by Commissioner Major, the motion carried by unanimous vote.

8. FY 2021 Budget Adoption

They FY 2021 Budget was attached.

Commission adoption of the FY 2021 Budget was requested.

Discussion was made regarding employee bonuses vs. pay raises. After much deliberation, Commissioner Hart moved to follow what Accomack County does for their employees and to follow suit, and then he moved to approve the FY 2021 Budget with that one potential adjustment. Seconded by Commissioner Major, the motion carried by unanimous vote.

9. FY 2022 Budget Requests

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

For FY 2021 Accomack County (\$70,703), Northampton County (\$35,352) and the Town of Chincoteague (\$7,000) approved level funding as follows:

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

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

Commission guidance concerning FY 2022 Budget Requests to the localities is requested.

Commissioner Hart moved to ask both Counties and the Town of Chincoteague for the same funding as last year. Seconded by Commissioner Major, the motion carried by unanimous vote.

10. Anthem Rebate

Accomack County received from Anthem a “Covid rebate” based on the April insurance remittance. Accomack County Board of Supervisors approved, at the October meeting, to turn those funds around to employees who pay into the plan for coverage.

The A-NPDC has received \$1,532.69

Commission approval of turning the funds received around to the employees is requested.

Commissioner Major moved to turn the Anthem rebate around to the employees. Seconded by Commissioner Hart, the motion carried by unanimous vote.

11. 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	<i>S. Alexander</i>
3325 - EDA-Disaster Economic Recovery Response, Planning & Implementation	<i>S. Alexander</i>
3589 - VDEM Hazard Mitigation Plan 2022	<i>S. Alexander</i>
3535 - TNC Climate Adaptation	<i>S. Alexander</i>
3590 - VDEQ 319 TMDL Implementation (Septic)	<i>S. Alexander</i>
3008 - Wachapreague Hotel Market Study	<i>C. Vaughn</i>
3401 - VDOT Rural Transportation Planning-SPR	<i>C. Vaughn</i>
3585 - VDEQ Chesapeake Bay Phase III WIP TA	<i>C. Vaughn/B. Wert</i>
3553 - VDEQ VCZMP 306 Oyster and Water Trail Collaboration	<i>J. Steelman</i>
3558 - VDEQ VCZMP 306 Ecotourism Resiliency	<i>J. Steelman</i>
3541 & 3551 - VCZMP Technical Assistance	<i>J. Steelman</i>
3571 - A-N Ground Water Committee Projects	<i>J. Steelman</i>
3583 - GreenWorks	<i>J. Steelman</i>
3587 - Navigable Waterways Committee	<i>G. Williams/S. Alexander</i>
3764 - Town of Parksley Downtown Revitalization	<i>G. Williams</i>
3556 - FY20 VA Port Authority Dredging Project: Quinby	<i>G. Williams</i>
3557 - FY20 VA Port Authority Dredging Project: Kings Creek	<i>G. Williams</i>
3576 - FY21 VA Port Authority Dredging Project: Wachapreague	<i>G. Williams</i>
3578 - FY21 VA Port Authority Dredging Project: Folly Creek	<i>G. Williams</i>
3577 - FY21 VA Port Authority Dredging Project: Red Bank Creek	<i>G. Williams</i>
3559 - FY21 VA Port Authority Dredging Project: Hungars Creek	<i>G. Williams</i>
3579 - FY21 VA Port Authority Dredging Project: Nassawadox Creek	<i>G. Williams</i>
3009 - Chincoteague Firehouse	<i>G. Williams</i>

3008 USDA Wachapreague Hotel Market Study

Clara Vaughn, ext. 127

Staff continues to work with USDA Rural Development and the Town of Wachapreague to execute contracts for an approved Rural Business Development Grant. This grant funds a Hotel Market Study and Financial Analysis assessing feasibility of revitalization and expansion of the historic Wachapreague Hotel, and a Preliminary Engineering Report and Detailed Cost Estimate for Sanitary Sewer System connection needed to accommodate an increase in hotel capacity. USDA approved on October 30 contract documents for the A-NPDC to manage this project on behalf of the Town, including solicitation of subcontractors to complete the Hotel Market Study and Sanitary Sewer System PER; and a survey of businesses and institutions in Wachapreague that may connect to a future sanitary sewer system to determine interest in sewer hook-up; costs business owners are willing to bear in association with connection to a future sanitary sewer system; sewage flows; and potential expansion and revitalization of the Waterfront District.

**3551&3558 DEQ VCZMP TA / Resiliency & Ecotourism
Resiliency**

Jessica Steelman, ext. 114

VCZMP TA: Staff facilitated an October GWC meeting, where DEQ updated the Committee on current number of permits on the ES at various stages in the permitting process and the GWC Consultant - Britt McMillan - provided an update on the groundwater preservation plan and the regulatory advisory panel for general permit for use of the surficial aquifer.

VCZMP Resiliency: In early November, staff attended a meeting of Coastal PDC Executive Directors and key resiliency planning staff with Rear Admirable Phillips, Special Assistant to the Governor for Coastal Adaptation and Protection. The Hazard Mitigation Plan (project #3589) Kick Off Meeting will be held virtually on December 1 at 1:00pm. The next CAWG meeting, which will discuss the State Resiliency Master Plan Framework, will be held January 12 at 1:00pm.

Ecotourism: Staff application for the match-free VTC Marketing Leverage Grant was awarded in full (\$20,000) for implementing the Virginia Water Trail marketing strategy over the next year, helping pave the way for a sustainable path for VWT and the Ecotourism Course.

3387 Navigable Waterways Committee

Grayson Williams, ext. 129

The Eastern Shore Regional Navigable Waterways Committee meeting was held via Zoom at 2:00 pm on October 15th. The Committee sent a letter to Senator Lewis and Delegate Bloxom to explain the need for increased state investment in the VPA-managed Waterway Maintenance A Request for Proposal (RFP) was finalized for our FY21 projects - Folly Creek & Wachapreague Channel; Red Bank, Nassawadox, & Hungars Creek. This RFP was published to the Eastern Shore Post on October 23, and also on eVA. Proposals from contractors are due by 5:00 PM on Friday, November 20 and contract(s) are anticipated to be executed by mid-December. A copy of the RFP can be found on the A-NPDC website at the following link. http://www.a-npdc.org/wp-content/uploads/2020/10/VPA-WMF-ALL-RFP-2020_FINAL.pdf

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

Shannon Alexander, ext.115

Only two responses to the RFP for the contractual Regional Disaster Economic Recovery Coordinator were received. David Rowan drafted a template necessary contract, which was enhanced to meet federal contract requirements. Staff is in contract negotiations with the contractor. In the next few months, an RFP will be issued to secure an experienced economic development firm to update, adding further 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 enable continued operations in the case of a COVID case within our office.

Director of Housing Services Report

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

3661 - HUD-Housing Counseling Services	<i>H. Hennessy</i>
3662 - VHDA HCE Foreclosure/Housing Counseling	<i>H. Hennessy</i>
366250 - Homeless Solutions COC Activities	<i>J. Hope</i>
3360 - Regional Housing Plan	<i>R. Williams</i>

366250	<i>Continuum of Care (CoC)</i>	Russ Williams, Ext. 119
---------------	---------------------------------------	-------------------------

Community Partners of the Eastern Shore (CPES) general membership meeting for November has been canceled. The Homeless Management Information System (HMIS) committee met on November 10th. DHCD announced that the Point-In-Time count will be conducted on January 27, 2021. HUD has not yet released their parameters for the count. The committee is discussing a sheltered-only count and is looking into other alternatives if no guidance is provided. CPES is sponsoring a free outdoor showing of the film “The Public”, scheduled for Thursday November 12th at the Exmore Town Park. Planned showings last spring were canceled due to the pandemic.

3661	<i>& HUD Housing Counseling Services &</i>	Hugh Hennessy, ext.124
3668	<i>Virginia Housing HCE Foreclosure</i>	

Four new prospective clients received pre-purchase counseling in October. The forbearance periods provided by mortgage servicers to clients with past due mortgages are ending. We are counseling one new and six ongoing foreclosure clients.

3662	<i>Virginia Housing Counseling & Education</i>	Hugh Hennessy, ext.124
-------------	---	------------------------

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 early next year. Virginia Housing offers their own virtual class, and clients seeking remote classroom certification are referred to them.

3670 &
3671

***DHCD Eastern Shore Rent and Mortgage Relief
Program & Accomack County RMRP
Complementary Program***

Hugh Hennessy, ext.124

The program has generated applications from over 135 households for payment assistance. To date 40 applications have been approved totaling \$112,000 in relief. 40 households are pending, waiting for additional documentation. The vast majority of applications have been for rent relief, however we assisted one mortgage relief applicant for \$8356, bringing that client's mortgage current. DHCD has advised us that applications for this phase of the program will be accepted through November 13th, and advice is pending on the next phase. 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. Through the complimentary program we have approved 3 applications for utility assistance totaling \$1700.

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.

300640	Town of Onancock-Northeast Neighborhood Revitalization Project	
3665	DEQ Septic Pump-Out Project	Bobbie Jo Wert, Ext. 126
3335	Accomack County CDBG Planning Grant	Bobbie Jo Wert, Ext. 126
3760	Gospel Temple/Adams Crossing CDBG	Bobbie Jo Wert, Ext. 126
300660	Makemie Park Urgent Need Project	Bobbie Jo Wert, Ext. 126
300702	Metompinkin CDBG - Program Income	Bobbie Jo Wert, Ext. 126
3690	Occohannock Neck Road Project	Bobbie Jo Wert, Ext. 126
	Mary N. Smith Cultural Enrichment	Bobbie Jo Wert, Ext. 126
	Accomack County COVID CDBG	
	Urgent Needs	Bobbie Jo Wert, Ext. 126
	Northampton County COVID CDBG	
	Urgent Needs	Bobbie Jo Wert, Ext. 126
	HMGP - DR-4001 & DR-4411	Eric Luchansky, Ext. 118
3823	HMGP - DR-4291	Eric Luchansky, Ext. 118

300640

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

Bobbie Jo Wert, ext.
126

Staff is currently in contract negotiations with J.W. Salm for a Preliminary Engineering Report. Staff anticipates finalizing the process by November 13th. Staff continues to gather income eligibility data to determine LMI status for the project. Staff is working to complete tasks necessary to submit a CDBG Comprehensive Community Improvement Grant in March of 2021.

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. 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. 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. DHCD required a rebid. They are due back on November 13, 2020.

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, November 16th, at 1 PM.

***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 Elevation
Project*** Eric Luchansky, ext. 118

The HMGP Selection Committee reviewed the Engineering proposals. Summit Engineering, was the highest-ranking company. Staff is negotiating the contract in hopes to award by November 13th.

12. Executive Directors Report

Transportation Technical Advisory Committee Update

The attorney's opinion was shared with TTAC. It elicited a response from TTAC Chairman McGhee that is attached. TTAC Chairman McGhee requested that TTAC be delayed until direction and responsibilities are provided.

Executive Director Meil conferred with Chairman Kellam regarding the matter about scheduling of TTAC meetings. Chairman Kellam decided that they should continue to follow their custom in scheduling, rescheduling or cancelling their meetings until the Commission gives them further guidance.

Should TTAC continue to operate under their existing custom or does the Commission want to give further guidance until the Commission acts completely on the October TTAC motion?

Guidance was requested.

Commissioner Crockett moved to follow the Chairman's recommendation. The motion passed by consensus.

There were four parts to the October motion.

1. TTAC received a copy of the attorney's opinion.
2. The Commission will consider whether or not the TTAC is necessary.
3. Staff will draft a resolution and obtain Attorney Review.
4. The Commission will consider the TTAC membership.

Staff has completed a rough draft of the new resolution that has some outstanding questions that need to be answered before it could be sent over to the attorney for review. Staff anticipates that the reviewed resolution will be presented at the January A-NPDC meeting.

Internet Usage Policy

Staff is still seeking some other Virginia county policies.

Hampton Road Chief Administrative Officers Committee Comments on Amendments to the Chesapeake Bay Preservation Act and Regulations

DEQ is proposing amendments to the Chesapeake Bay Preservation Act Regulations. A letter, attached, has been drafted from the Hampton Road Chief Administrative Officers Committee requesting the State Water Control Board postpone action and requesting that DEQ use the regulatory advisory panel or something similar to solicit local government input and comments.

A-NPDC has been requested to consider approving sending along the same comments as well. County staff were informed about the one input session that was held and the County staff intended to attend. Staff will seek their comments for further report at the meeting.

Consideration was requested.

Commissioner Mapp motioned to send the A-NPDC comments requesting the State Water Control Board postpone action and requesting that DEQ use the regulatory advisory panel or something similar to solicit local government input and comments. Seconded by Commissioner Hart, the motion carried by unanimous vote.

Requests for Assistance

Paused.

13. Next Meeting

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

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

Therefore, the next regular meeting is scheduled for Tuesday, January 19, 2021.

14. Chairman's Report

No report was given at this time.

15. Other Matters

No other matters were discussed at the time.

16. Adjournment

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

Copy Teste:

Rev. Charles J. Kellam
Chairman

Elaine K. N. Meil
Executive Director