

ACCOMACK-NORTHAMPTON PLANNING DISTRICT COMMISSION  
MINUTES OF THE  
APRIL 19, 2021 MEETING  
ENTERPRISE BUILDING & VIRTUAL ZOOM MEETING  
ACCOMAC, 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

COMMISSIONERS ABSENT:

Arthur Leonard	Town of Chincoteague
Vacant	Northampton County
Vacant	Northampton County

OTHERS PRESENT:

Elaine Meil	Sandy Taylor
Shannon Alexander **	Russ Williams
Melissa Matthews	Eric Luchansky
Bruce Herbert	

\*\* Attendance thru Zoom

1. Call to Order

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

2. Invocation

Commissioner Kellam offered the Invocation.

3. Minutes of March 15, 2021 Meeting

The minutes of the March 15, 2021 Meeting were presented.

Commissioner Hart moved to approve the Minutes of the March 15, 2021 Meeting. 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 Hart moved to approve the Bills Payable and current Financial Statement as presented. Seconded by Commissioner Kellam, the motion carried by unanimous vote.

Director of Administration Taylor requested acceptance of a Resolution to assign new signatories to the A-NPDC account at BB&T and to the A-NDC account at Atlantic Union Bank. The new signatories are Commissioners Kellam, Phillips, Mapp and Executive Director Meil.

Commissioner Hart move to accept the Resolution assigning new signatories to the two accounts as requested. Seconded by Commissioner Major, the motion carried by unanimous vote.

6. Financial Reports

The attached report indicated that 69.90 percent of the FY 2021 Budget has been expended while 75 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 Major, the motion carried by unanimous vote.

7. FY 2021 Budget Amendments

Adoption of the following budget amendments was requested:

A-NPDC Development Projects

1.	3008	USDA Wachapreague Hotel	\$	0.00
				<u>+12,100.00</u>
				\$12,100.00

ITEM 1 represents the amendment to include USDA funds for the Town of Wachapreague Rural Business Development Grant.

A-NPDC Projects

2.	3537	NFWF TNC Public	\$17,500.00
			<u>- 17,500.00</u>
			\$ 0.00

ITEM 2 represents the amendment to exclude the NFWF TNC Public funds from the current budget.

3.	3596	Virginia Tourism Corporation Marketing Plan Revision	\$	0.00
				±
				<u>6,000.00</u>
			\$	6,000.00

ITEM 3 represents the amendment to include VA Tourism Corporation funds for the Virginia Water Trail marketing plan.

4.	3590	DEQ E. S. Septic Residential Septic Improvement Project	\$	0.00
		Pass-through funds		<u>+ 5,000.00</u>
				\$ 5,000.00

ITEM 4 represents the amendment to include DEQ funds to the A-NPDC to manage the septic pump out program.

A-NPDC Housing Projects

5.	3665	DEQ Septic Pump Out (Ches Bay Implementation Grant)	\$	500.00
				±
				<u>9,700.00</u>
			\$	10,200.00

ITEM 5 represents the amendment to include DEQ funds to the A-NPDC to manage the septic pump out program.

6.	3669	Accomack County RMRP	\$	0.00
				±
				<u>2,610.00</u>
			\$	2,610.00

ITEM 6 represents the amendment to include Accomack County RMRP administrative funds to manage the RMRP program.

Eastern Shore of Virginia Housing Alliance

7.	3103	IP/R HOME Program Management – A&N	\$39,500.00
			<u>- 20,000.00</u>
			\$19,500.00

ITEM 7 represents the amendment to exclude IPR funds from the current budget.

8.	4103	IP/R HOME Program HS & Insp – A & N	\$32,000.00
			<u>- 15,000.00</u>
			\$17,000.00

ITEM 8 represents the amendment to exclude IPR funds from the current budget.

The net change to the FY 2021 budget is (\$17,090.00).

The requested amendments will be reflected on the next financial status report.

Commissioner Hart moved to adopt the budget amendments as requested. Seconded by Commissioner Major, the motion carried by unanimous vote.

8. FY 2022 Budget Requests

Accomack County adopted its FY 2022 Budget with level funding recommended to the A-NPDC and ESVHA along with \$5,000 to the Eastern Shore Navigable Waterways Comm.

A-NPDC	Level	\$65,036
GreenWorks	Level	\$ 5,667
ES Navigable WW	Level	\$ 5,000
	Total	\$75,703

Groundwater	Level	\$30,021
-------------	-------	----------

Northampton County is still in deliberations concerning its FY 2022 Budget. However, the following funding is recommended by their budget committee to the A-NPDC programs:

A-NPDC	Level	\$32,518
GreenWorks	Level	\$ 2,834
ES Navigable WW	Level	\$ 5,000
	Total	\$40,352

Groundwater	Level	\$22,606
-------------	-------	----------

The Town of Chincoteague has included level funding of \$7,000 to the A-NPDC in its proposed FY 2022 Budget.

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	<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 - USDA Wachapreague Hotel Market Study	<i>A. Mills</i>
3401 - VDOT Rural Transportation Planning-SPR	<i>A. Mills</i>
3585 - VDEQ Chesapeake Bay Phase III WIP TA	<i>E.Meil/J.Steelman</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 & Resiliency Planning	<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>

The United States Department of Agriculture Rural Business Development Grant, being managed by staff for the Town of Wachapreague, has successfully moved through two RFPs and entered contracts with REVPAR International to complete the Hotel Market Study and with and which will be enhanced to include resilience and recovery throughout and Davis, Bowen, & Friedel to complete the PER and ER for wastewater system improvements. Work by both contractors is anticipated to be complete four months from now, during the next fiscal year. The products created will not only assist the Town in determining their best course forward, but can be used as a resource to other Towns who may be exploring solutions for their wastewater concerns. Additionally, the expert data compiled for the Hotel Market Study will be supplied to TPMI, and used to enhance our Regional Economic Development Plan (CEDS). In July and August, staff will develop and distribute a survey to Town business owners and representatives, with questions created based on the results of the two contractual products.

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>

The Wachapreague Channel project was awarded to Waterway Survey and Engineering in March. A project Kick Off meeting was held on 4/7/21. Waterway plans to start the channel surveying either on the week of April 19 or May 3. Waterway has partnered with Stantec, the firm who has been working with VIMS on the Cedar Island project, and thus is well poised to carry this project out efficiently and effectively.

The Folly Creek, Hungars Creek, Nassawadox Creek, and Red Bank contracts were awarded to Moffatt and Nichol (M&N) in March. M&N completed the channel survey for Red Bank due to a prior contract near this area. M&N is expected to complete the channel survey for the other two waterways the weekend of 4/10/21. These three are only Part A of Phase I and will focus strongly on community and adjacent landowner engagement. M&N will use publicinput.com to design a unique publicly accessible resource to share information and solicit input in a transparent manner.

---

Attached is the FY 2022 RWP, as approved by our VDOT District Planner.

Staff requested that the Commission review and move to support the Resolution necessary to enter the contract.

Commissioner Hart moved to support the Resolution and enter into the contract. Seconded by Commissioner Kellam, the motion carried by unanimous vote.

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

---

Community Partners of the Eastern Shore (CPES) is reviewing the database designed by Unite Us for use by member agencies. Unite Us is an outcome-focused technology company that builds coordinated care networks of health and social service providers. The showing of the movie “The Public” scheduled for late April has been postponed until the summer.

**3661 & 3668**    *HUD Housing Counseling Services & Virginia  
Housing HCE Foreclosure*      Hugh Hennessy,  
ext.124

---

Staff have begun pre-purchase housing counseling for 4 households during March. 1 household closed on the purchase of a 3 bedroom house in Birdsnest. The client obtained a mortgage through the USDA. 3 households are currently receiving mortgage default / foreclosure counseling. A-NPDC received its renewed Housing Counseling Certification and Performance Review Report from HUD on January 27th. This certification expires January 2024.

---

Staff is hosting a Home Buyer Education class at Historic Onancock School during the 2nd quarter. The function space at HOS meets requirements for a socially distant in-person class and the quoted fees were reasonable. Staff is preparing on-line/hybrid Financial Literacy and Fair Housing workshops to better meet the needs of the community.

---

A Request for Proposal was approved for distribution, advertised, and distributed to 21 different consulting firms. 5 proposals were received. Both DHCD and VH have indicated a flexible deadline of February 2022 for completion of the study.

### **Housing Development Report**

Below, please find a list of A-NPDC related Housing Development Department projects, should you wish to contact the project manager for more information. Details about featured projects follow the list.

300640	Town of Onancock-Northeast Neighborhood	<i>Eric Luchansky</i>
3665	DEQ Septic Pump-Out Project	<i>Seth Matthews</i>
3335	Accomack County CDBG Planning Grant	TBD
3760	Gospel Temple/Adams Crossing CDBG	<i>Eric Luchansky</i>
300660	Makemie Park Urgent Need Project	<i>Grayson Williams</i>
300702	Metompkin CDBG - Program Income	<i>Bruce Herbert</i>
3690	Occohannock Neck Road Project	<i>Bruce Herbert</i>
3680	Accomack County COVID CDBG Urgent Needs	<i>Elaine Meil</i>
	HMGP - DR-4001 & DR-4411	<i>Eric Luchansky</i>
3823	HMGP - DR-4291	<i>Eric Luchansky</i>

---

Staff completed a CIG application for the Town of Onancock. A grant was submitted on March 31, 2021 for \$978,117.



**3665 DEQ Septic Pump-out Project**

Seth Matthews, ext. 101

---

The grant expired at the end of March and final reporting has been submitted to DEQ. Staff will report to the Commission once the grant has been closed. In total, 31 pump-outs were completed.

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

Eric Luchansky, ext. 118

---

Substantial reconstructions of three homes are currently being conducted in the area. One property located on Gospel Temple Road was demolished on 01/25/2021. Construction is now 66% complete. Another property located on Adams Crossing Road was demolished on 01/19/2021. Construction is now 66% complete. The demolition of a third property was completed 03/11/2021. The property has been surveyed and construction is imminent. Staff has identified two additional candidates to build homes for. Staff continues to hold monthly project management team meetings.

**300660 Makemie Park Urgent Need Project**

Grayson Williams, ext. 129

---

Staff developed an RFQ to solicit responses for the AOSE services needed to design all of the alternative septic systems for the homes located in the Makemie Park Project area. Quotes for the RFQ are due Friday, April 16, 2021, by 5:00 PM. Staff is completing the required Environmental Review and submitting it to the respective agencies for their review and comments. Staff is also developing user agreements for each property owner to sign for the planning grant and Urgent Needs implementation grant.

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

Eric Luchansky, ext. 118

---

Staff has negotiated the engineering contract with Summit Engineering. An advisory committee meeting is set to be scheduled the week of April 20th to accept the contract to begin the foundational designs on the homes.

10. Executive Directors Report

Loan Request

No additional information has been received.

Accomack County Regional COVID-19 Urgent Needs

The Virginia Department of Housing and Community Development is preparing the contract. They have indicated it will be available at the end of April.

Commission Discussion About 13220 Muir's Path

The property at 13220 Muir's Path was originally included in the substitution list of the Accomack County Hazard Mitigation Grant Program. As projects were removed, it was picked up and included in the final project contract.

The elevation certificate and property card was attached. The house is mixed construction with numerous additions and porches. The oldest part dates to circa 1766 and additions were added in 1866 and 1930. The original application indicates there are four sections. It also appears there are four porches and also four chimneys. The initial application reported that the main two story structure is stucco on brick and wood frame. There is more than one floor elevation in the main floor of the house.

Each of these components would need to be elevated simultaneously and any slip or separation could cause damage to the house and its interior. Additionally, it is not all wood frame construction and includes brick masonry. Community Development Coordinator Herbert will present a short report on the house.

The original project assigned \$175,000 in benefits to each elevation. This house was not one of the original project houses. The elevation is expected to cost well in excess of the \$175,000 in average benefits.

Executive Director Meil spoke to Accomack Administrator Mason and discussed the matter. The preference was to complete the step to obtain the engineering designs for the house and a new cost estimate from the engineer. This would then be considered at the HMGP Advisory Committee overseeing the project. The estimates for all the house elevations would be considered by the Advisory Committee and the Committee would create a formal recommendation to the Commission and the County. The sense was this would also create a standard procedure to follow for any applications that would require a complicated elevation in the future as well.

Discussion was requested.

Commissioner Hart recommended the Board agree with Accomack Administrator Mason suggested, which was to proceed with obtaining the engineering designs for the house lift and the new cost estimate. The cost is most likely going to be more than is affordable, but the designs should be completed. Commissioner Crockett agreed and asked Executive Director Meil to make this a precedent and written policy for future projects.

Requests for Assistance  
None

11. Chairman's Report

Chairman Phillips thanked the Board for bearing with him during his first meeting as Chairman.

12. Other Matters

No other matters were discussed at this time.

13. Adjournment

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

Copy Teste:

---

Harrison Phillips  
Chairman

---

Elaine K. N. Meil  
Executive Director