

ACCOMACK-NORTHAMPTON PLANNING DISTRICT COMMISSION  
MINUTES OF THE  
AUGUST 16, 2021 MEETING  
ENTERPRISE BUILDING  
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
Gwendolyn F. Turner	Accomack County
Rev. Charles J. Kellam	Northampton County
Betsy Mapp	Northampton County
Arthur Leonard	Town of Chincoteague

COMMISSIONERS ABSENT:

Rickie Ross	Accomack County
David Fauber	Northampton County
L. Dixon Leatherbury	Northampton County
Vacant	Northampton County

OTHERS PRESENT:

Elaine Meil	Sandy Taylor
Russ Williams	Melissa Matthews Chance
Eric Luchansky	Anne Doyle

1. Call to Order

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

2. Invocation

Commissioner Crockett offered the Invocation.

3. Minutes of July 19, 2021 Meeting

The minutes of the July 19, 2021 Meeting were presented.

Commissioner Hart moved to approve the Minutes of the July 19, 2021 Meeting. Seconded by Commissioner Crockett, 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. July Financial Status Report

Auditors from Dunham, Aukamp & Rhodes, PLC visited the office on July 20<sup>th</sup> and 21<sup>st</sup> to perform some preliminary testing and will return on September 20<sup>th</sup>-22<sup>nd</sup> to complete the audit requirements.

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

No action was requested.

7. Projects

**Informational Items**

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

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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>A. Doyle</i>
3325 - EDA-Disaster Econ. Recovery Response, Planning & Implementation	<i>A. Doyle</i>
3589 - VDEM Hazard Mitigation Plan 2022	<i>A. Mills</i>
3535 - TNC Climate Adaptation	<i>J. Steelman</i>
3590 - VDEQ 319 TMDL Implementation (Septic)	<i>S. Matthews</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>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</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>

### **3589     *VDEM Hazard Mitigation Plan***

Ashley Mills, ext. 127

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Staff continues to work with Berkley Group in order to update the Eastern Shore of Virginia's Hazard Mitigation Plan for 2021. Over the last several weeks, staff has worked diligently to finalize each chapter within the Plan. Chapters 1-8 were submitted to VDEM for review on Friday, August 8, and additional chapters will be sent throughout the months of August and September. Staff intends to hold another HMP Steering Committee meeting in October to provide localities and the public the opportunity to review and provide feedback on the Plan. After public review, A-NPDC and Berkley Group will submit the Plan to FEMA for approval.

**3571    *A-N Ground Water Committee Projects***

Jessica Steelman, ext. 114

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The Eastern Shore of Virginia Ground Water Committee (GWC) will be meeting August 19, 2021 from 10A-12P at the Enterprise Building in Accomac for their monthly meeting. The August meeting will be conducted as a workshop meeting to hone in on priority groundwater projects for the current and coming fiscal years. A-NPDC staff developed several materials to guide this workshop, including a table of groundwater projects, a survey for GWC members to voice their top choices, and a bar graph displaying the priority projects as informed by the survey. Britt McMillan, the GWC Consultant with ARCADIS and Jason Pope with USGS are working together to evaluate groundwater projects and identify any duplicative or overlapping projects that are currently taking place with USGS efforts to update the Eastern Shore Groundwater Model. Upcoming business meetings will be: September 14, 2021 from 10A-12P in Northampton County (location TBD) and October 19, 2021 from 10A-12P at the Enterprise Building in Accomac featuring a Well & Septic Forum, with guest speakers Britt McMillan and a representative from VDH.

**3535    *TNC Climate Adaptation***

Jessica Steelman, ext. 114

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The Climate Adaptation Work Group will be hosting their second annual meeting July 28th from 10:00am-2:00pm to review the Community Flood Preparedness Funds (CFPF) program, identify localities with existing plans that qualify for funding, and offer outreach and assistance to localities in need of qualifying plans so they are able to apply for CFPF in the second round of awards.

**3764    *Town of Parksley Downtown Revitalization***

Grayson Williams, ext. 129

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The Facade Advisory Board moved to remove the four seasons alleyway from the project due to extreme delays in executing an easement with the property owner to begin work. The decision was made due to no action being made on the matter over the past five months. Meetings will be held through the month of August to allocate the unexpended funds on additional improvements to the town of Parksley within DHCD standards. Work continues to be ahead of schedule on the downtown site work and harvest alleyway.

## **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>

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<b>366250</b>	<b><i>Continuum of Care (CoC)</i></b>	Russ Williams, Ext. 119
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Point-In-Time count homelessness data for the Eastern Shore is being reviewed by DHCD. Staff has been advised that the report will be available sometime in September. The HMIS committee has already begun planning for the next PIT count in January. Community Partners General Membership meeting is scheduled for September 8th

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<b>3661 &amp; 3668</b>	<b><i>HUD Housing Counseling Services &amp; Virginia Housing HCE Foreclosure</i></b>	Hugh Hennessy, ext.124
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Staff has received inquiries for Housing Counseling Services from twenty households since the week of July 19th. Three households are currently receiving mortgage default / foreclosure counseling

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<b>3662</b>	<b><i>Virginia Housing Housing Counseling &amp; Education</i></b>	Hugh Hennessy, ext.124
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Staff has begun planning an “in-person Home Buyer Education class” to be held in October. Two of three guest speakers have agreed to give presentations, and we have contacted a third and are waiting to hear back from them. We are working on making arrangements with a venue, we have one definite option and are waiting for a reply from a second possible venue.

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<b>3660</b>	<b><i>Virginia Housing Regional Housing Study</i></b>	Russ Williams, ext.119
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The kick-off meeting with the consultant and stakeholders was held on July 15th. Work has begun on planning and scheduling the community meetings to be scheduled October. Surveys are in development for residents and landlords, and will be made available for distribution soon

## **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	Ocohanock 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>

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**300640**                      ***Town of Onancock - Northeast Neighborhood***                      Eric Luchansky, ext. 118

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Staff is currently working with DHCD and the town to discuss a resubmission of the application.

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**3760**                      ***Gospel Temple/Adams Crossing Neighborhood  
Revitalization CDBG***                      Eric Luchansky, ext. 118

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Construction has begun on the third home in the project area, and is expected to be complete by September. Staff is working on preliminary construction activities on the fourth home. Work is expected to begin the week of August 16. Staff was notified by DHCD that \$80,000.00 is available from the IPR Flex program. Staff is working currently with the homeowner of the fifth house.

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**300660**                      ***Makemie Park Urgent Need Project***                      Grayson Williams, ext. 129

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A Project Management Team meeting was held on July 14, 2021. Contract negotiations are still underway with the Authorized onsite soil evaluator but the contract should be awarded by the end of the month. The extension for the planning grant has been extended to November 1, 2021 to complete five septic designs. Staff will continue to communicate with property owners and schedule a public meeting to discuss with them the project and timeline.

300702

*Metompkin CDBG - Program Income*

Bruce Herbert, ext. 128

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Clean up complete. VDOT will not accept flagging of right of way. The recorded deed and a survey are insufficient. The surveyor will have to return and install stakes. All other work has been completed. Currently working with VDOT to resolve the situation.

3690

*Occohannock Neck Road Project*

Bruce Herbert, ext. 128

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The town of Exmore is requiring a hook up to town water and sewer. Tap fees have been paid for all four lots. The sewer connection for lot one is paid in full. A partial payment was made for the sewer connection for lot two. All grant funds have been expended. The final grant status report has been submitted.

3823

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

Eric Luchansky, ext. 118

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Summit Engineering made a site visit to the project area. They are currently designing the foundations for the homes in the project.

8. Executive Directors Report

Accomack County Regional Urgent Needs

*A-NPDC Programs*

*Small Business Assistance.* The Small Business Assistance program is now active and accepting applications. As of this writing, twelve applications have been received and one application is expected to be presented for approval at the Urgent Needs Committee on August 16th. If final approval is given, the first applicant will receive approximately \$5,200.

*Food Vouchers.* Staff has received eleven applications or verbal indications an application will be submitted from restaurants and markets. Restaurants and markets are still needed for central Accomack south to southern Northampton.

*Food Bank Equipment.* The Chromebooks for the food distribution sites have been ordered.

*Food Distribution ESCAA/AAA*

ESCAA/AAA has already filled all of their delivered food slots. Their program commenced at the beginning of August. They are in discussions with the other partner organizations regarding the PPE distribution program.

*Community Service Board Equipment*

CSB is in the process of installing their new equipment.

*Boys and Girls Clubs*

Staff has reached out to offer assistance in start up of the youth food distribution. There was staff turnover at the Hampton Road organization and this has caused a slight delay.

Requests for Assistance

The Town of Wachapreague requested assistance to help write a grant to expand their sewer line.

Commissioner Hart moved to grant permission for staff to assist the Town of Wachapreague with the sewer line expansion grant. Seconded by Commissioner Crockett, the motion carried by unanimous vote.

The Town of Exmore requested the A-NPDC assist with compliance of Davis-Bacon on a contractual basis.

Commissioner Mapp moved to grant permission for staff to assist the Town of Exmore with compliance of Davis-Bacon. Seconded by Commissioner Johnson, the motion carried by unanimous vote.

Northampton County requested assistance with grant writing for the Eastville project.

Commissioner Mapp moved to grant permission for staff to assist Northampton County with grant writing for the Eastville project. Seconded by Commissioner Hart, the motion carried by unanimous vote.

Staff requested authorization to sign the VHDA Housing Development Program Grant for \$1 million dollars.

Commissioner Crockett moved to grant authorization for staff to sign the VHDA Housing Development Program Grant. Seconded by Commissioner Mapp, the motion carried by unanimous vote.

9. Chairman's Report

No report was given at this time.

10. Other Matters

No other matters were discussed at this time.



11. Adjournment

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

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Harrison Phillips  
Chairman

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Elaine K. N. Meil  
Executive Director