ACCOMACK-NORTHAMPTON PLANNING DISTRICT COMMISSION
MINUTES OF THE
AUGUST 16, 2021 MEETING
ENTERPRISE BUILDING
ACCOMAC, VIRGINIA

COMMISSIONERS PRESENT:

<table>
<thead>
<tr>
<th>Name</th>
<th>County</th>
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<tbody>
<tr>
<td>Robert Crockett</td>
<td>Accomack County</td>
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<tr>
<td>Donald L. Hart, Jr.</td>
<td>Accomack County</td>
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<tr>
<td>Vanessa Johnson</td>
<td>Accomack County</td>
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<tr>
<td>Reneta Major</td>
<td>Accomack County</td>
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<tr>
<td>Harrison Phillips</td>
<td>Accomack County</td>
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<tr>
<td>Gwendolyn F. Turner</td>
<td>Accomack County</td>
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<tr>
<td>Rev. Charles J. Kellam</td>
<td>Northampton County</td>
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<tr>
<td>Betsy Mapp</td>
<td>Northampton County</td>
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<tr>
<td>Arthur Leonard</td>
<td>Town of Chincoteague</td>
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COMMISSIONERS ABSENT:

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Rickie Ross</td>
<td>Accomack County</td>
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<tr>
<td>David Fauber</td>
<td>Northampton County</td>
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<tr>
<td>L. Dixon Leatherbury</td>
<td>Northampton County</td>
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<tr>
<td>Vacant</td>
<td>Northampton County</td>
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OTHERS PRESENT:

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<thead>
<tr>
<th>Name</th>
<th>County</th>
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<tr>
<td>Elaine Meil</td>
<td>Sandy Taylor</td>
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<tr>
<td>Russ Williams</td>
<td>Melissa Matthews Chance</td>
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<tr>
<td>Eric Luchansky</td>
<td>Anne Doyle</td>
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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 20th and 21st to perform some preliminary testing and will return on September 20th-22nd 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

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  
A. Doyle

3325 - EDA-Disaster Econ. Recovery Response, Planning & Implementation  
A. Doyle

3589 - VDEM Hazard Mitigation Plan 2022  
A. Mills

3535 - TNC Climate Adaptation  
J. Steelman

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

3008 - USDA Wachapreague Hotel Market Study  
A. Mills

3401 - VDOT Rural Transportation Planning-SPR  
A. Mills

3585 - VDEQ Chesapeake Bay Phase III WIP TA  
J. Steelman

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

3558 - VDEQ VCZMP 306 Ecotourism Resiliency  
J. Steelman

3541 & 3551 - VCZMP Technical Assistance & Resiliency Planning  
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

3589  VDEM Hazard Mitigation Plan  
Ashley Mills, ext. 127

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.
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.

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.

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  
3662 - VHDA HCE Foreclosure/Housing Counseling  
366250 - Homeless Solutions COC Activities  
3360 - Regional Housing Plan

**Continuum of Care (CoC)**

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.

**HUD Housing Counseling Services & Virginia Housing HCE Foreclosure**

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.

**Virginia Housing Counseling & Education**

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.

**Virginia Housing Regional Housing Study**

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.

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<thead>
<tr>
<th>Project Code</th>
<th>Project Description</th>
<th>Project Manager</th>
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<tbody>
<tr>
<td>300640</td>
<td>Town of Onancock-Northeast Neighborhood</td>
<td>Eric Luchansky, ext. 118</td>
</tr>
<tr>
<td>3665</td>
<td>DEQ Septic Pump-Out Project</td>
<td>Seth Matthews</td>
</tr>
<tr>
<td>3335</td>
<td>Accomack County CDBG Planning Grant</td>
<td>TBD</td>
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<tr>
<td>3760</td>
<td>Gospel Temple/Adams Crossing CDBG</td>
<td>Eric Luchansky</td>
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<tr>
<td>300660</td>
<td>Makemie Park Urgent Need Project</td>
<td>Grayson Williams</td>
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<tr>
<td>300702</td>
<td>Metompkin CDBG - Program Income</td>
<td>Bruce Herbert</td>
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<tr>
<td>3690</td>
<td>Occohannock Neck Road Project</td>
<td>Bruce Herbert</td>
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<tr>
<td>3680</td>
<td>Accomack County COVID CDBG Urgent Needs</td>
<td>Elaine Meil</td>
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<td>HMGP - DR-4001 &amp; DR-4411</td>
<td>Eric Luchansky</td>
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<tr>
<td>3823</td>
<td>HMGP - DR-4291</td>
<td>Eric Luchansky</td>
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**300640 Town of Onancock - Northeast Neighborhood**

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

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

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.

**300660 Makemie Park Urgent Need Project**

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.
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.

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.

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

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.

__________________________________
Harrison Phillips  
Chairman

Copy Teste:

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Elaine K. N. Meil  
Executive Director