

ACCOMACK-NORTHAMPTON PLANNING DISTRICT COMMISSION
MINUTES OF THE
JULY 19, 2021 MEETING
ENTERPRISE BUILDING
ACCOMAC, VIRGINIA

COMMISSIONERS PRESENT:

Robert Crockett	Accomack County
Donald L. Hart, Jr.	Accomack County
Reneta Major	Accomack County
Harrison Phillips	Accomack County
Rickie Ross	Accomack County
Gwendolyn F. Turner	Accomack County
David Fauber	Northampton County
Rev. Charles J. Kellam	Northampton County
L. Dixon Leatherbury	Northampton County
Betsy Mapp	Northampton County
Arthur Leonard	Town of Chincoteague

COMMISSIONERS ABSENT:

Vanessa Johnson	Accomack County
Vacant	Northampton County

OTHERS PRESENT:

Elaine Meil	Sandy Taylor
Russ Williams	Melissa Matthews

1. Call to Order

Chairman Phillips called the meeting to order at 7:04 p.m.

2. Invocation

Commissioner Kellam offered the Invocation.

3. Minutes of June 21, 2021 Meeting

The minutes of the June 21, 2021 Meeting were presented.

Commissioner Major moved to approve the Minutes of the June 21, 2021 Meeting. Seconded by Commissioner Hart, 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. Financial Reports

The attached report indicated that 78.05 percent of the FY 2021 Budget has been expended while 100 percent of the fiscal year had passed.

Commissioner acceptance of this report was requested.

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

7. FY 2021 Audit

Auditors from Dunham, Aukamp & Rhodes, PLC will visit the office on July 20th & 21st to perform some preliminary testing and will return on September 14th & 15th to complete the audit requirements.

No action was requested at this time.

8. Contracts

DEQ Watershed Implementation Plan Phase III FY21 \$58,000

The project provides funds to complete outreach for septic pumpouts, assist Chesapeake Bay applicants with applying for the Indoor Plumbing Rehabilitation program, and provide local technical assistance on bay cleanup and water quality. It provides \$58,000 toward administration expenses and is matched by \$12,000.

Retroactive authorization to execute the contract was requested.

HUD Housing Counseling and Education FY22 \$49,000

The project provides funds to pay staff costs associated with assistance to local residents with housing pre-purchase, budget counseling and foreclosure. It provides \$49,000 toward administration expenses.

Authorization to execute the contract was requested.

VHSP Continuum of Care FY22 \$27,109

The project provides funds to pay staff costs associated with coordination activities related to the Virginia Homeless Solutions Program. Families are assisted with prevention, rapid rehousing and limited amount is also available for sheltering. It provides \$27,109 toward administration expenses.

Authorization to execute the contract was requested.

Commissioner Hart moved to grant authorization to execute the contract for all above listed contracts. Seconded by Commissioner Crockett, 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	<i>TBD</i>
3325 - EDA-Disaster Economic Recovery Response, Planning & Implementation	<i>TBD</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>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</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* Ashley Mills, ext. 127

Staff coordinated with the Town of Wachapreague and Davis, Bowen, and Friedel, Inc. to conduct the first of two presentations regarding the sanitary sewer system study at the Wachapreague Town Council Meeting on Thursday, July 8th. Business owners and other stakeholders were engaged to comment and ask questions and were encouraged to participate in a survey intended to gather information regarding interest in connecting to a sanitary sewer system, sewage flows, and the costs businesses are willing to endure to connect. The presentation and survey link can be found on the A-NPDC website.

3585 *VDEQ Chesapeake Bay Phase III WIP TA* Jessica Steelman, ext. 114

Staff developed the WIP III Grants Library publication featuring successful grant applications and sample grants from partner agencies where the A-NPDC offered letters of support. Staff also developed the WIP III Grant Opportunities Database, a living resource for localities to reference funding sources for various projects that fall under the WIP III priorities. Both publications will be updated as new grants are funded and funding sources information is provided by funding agencies.

3556 *FY20 VA Port Authority Dredging Project: Quinby* Grayson Williams, ext. 129

The USACE sent a formal response to the Eastern Shore Regional Navigable Waterways Committee to acknowledge the need of dredging the channel but not accepting the geo-tube design. If they were to proceed with dredging, they would have to continue their off-boarding process, which caused the channel to be shoaled in after three years. The Eastern Shore Regional Navigable Waterways Committee sent a response letter to the USACE acknowledging their receipt and addressing the concerns of the shoaling caused by their off-boarding method. The Eastern Shore Regional Navigable Waterways Committee and the A-NPDC plans to hold a meeting with the USACE to further discuss this matter in late July.

FY 2021 VPA Waterway Maintenance Fund Projects Grayson Williams, ext. 129

A stakeholder meeting was held on July 15, 2021 at 6:00 PM to discuss and educate local stakeholders on disposal management plans for dredged materials on Folly Creek, Nassawadox Creek, Red Bank Creek, and Hungars Creek. The meeting will be held virtually on esvawaterways.com. A survey is also online and will be promoted for local stakeholders to submit responses on how to dispose of the dredged materials.

3535 *TNC Climate Adaptation* Jessica Steelman, ext. 114

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 qualify plans so they are able to apply for CFPF in the second round of awards.

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) general membership meeting was held on July 14. Point-In-Time count homelessness data for the Eastern Shore is being reviewed by DHCD and the report should be made available soon.

**3661 & HUD Housing Counseling Services & Virginia
3668 Housing HCE Foreclosure**

Hugh Hennessy, ext.124

Staff is contacting attendees of the three “Chatting It Up Live” Zoom Meetings held in June to offer one-on-one housing counseling services. Three households are currently receiving mortgage default / foreclosure counseling.

**3662 Virginia Housing Housing Counseling &
Education**

Hugh Hennessy, ext.124

During June staff hosted a series of online webinars titled “Chatting It Up Live” (CIUL). CIUL is a three part series of one hour classes webinars for prospective first time home buyers. The classes cover “Preparing for Homeownership”, “Exploring Lenders and Mortgages” and “Finding the Right Home”. A total of 22 participants joined the Zoom Meeting webinars.

3660 Virginia Housing Regional Housing Study

Russ Williams, ext.119

The kick-off meeting with the consultant and stakeholders was held on July 15th. Community meetings will be scheduled for September and October and advertised shortly. Staff continues to collect information for the consultant.

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 HMGP - DR-4001 & DR-4411	<i>Elaine Meil</i> <i>Eric Luchansky</i>
3823	HMGP - DR-4291	<i>Eric Luchansky</i>

300640	<i>Town of Onancock - Northeast Neighborhood</i>	Eric Luchansky, ext. 118
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Staff was notified that the grant was not awarded. Staff is currently waiting for the scoring sheet to assess the next steps with the grant.

3760	<i>Gospel Temple/Adams Crossing Neighborhood Revitalization CDBG</i>	Eric Luchansky, ext. 118
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Construction has begun on the third home in the project area. Staff is working on preliminary construction activities on the fourth home. Staff was notified by DHCD that \$80,000.00 was available from the IPR Flex program. Staff is working currently with the homeowner of the fifth house.

300660	<i>Makemie Park Urgent Need Project</i>	Grayson Williams, ext. 129
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A Project Management Team meeting was held on June 14, 2021. Contract negotiations are still underway with MSA for the septic designs. The delay in formally awarding the contract is due to a contract extension of 6 months between DHCD and Accomack County being requested to move forward with the project as it expired on April 30. Staff turnover in the initial stages of the planning grant, transitioning new staff to undergo the project and identify documentation needed caused delays in the progress of the project

300702	<i>Metompkin CDBG - Program Income</i>	Bruce Herbert, ext. 128
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VDOT has now agreed to accept Brandon Stapleton's inspections. Staff is waiting for Shoreline surveyors to identify VDOT'S right of way. The community outreach meeting was held. All stakeholders are pleased to see the project nearing completion. Advantage Lawn Care has scheduled the mowing to be completed within the next two weeks.

A grant extension was applied for and approved through July 31, 2021. Well permits were issued by the health department on July 8th. Bundick won the bids for the wells. Wells are scheduled to be completed and invoiced by July 15th. Currently, we have two prospective first time home buyers. We are in the process of finalizing funding for the construction of four new homes.

Accomack County signed the contract for engineering designs. Staff is currently working with Summitt Engineering to design the foundations of the homes in the project area.

10. Executive Directors Report

Accomack County Regional Urgent Needs

All five partners (A-NPDC, ESAAA/CAA, Eastern Shore of Virginia Community Foundation (for Shore Delivery Corps), Boys and Girls Clubs of Southeast Virginia, Eastern Shore Community Services Board) have signed their Memorandums of Understanding.

The Small Business Assistance program is now active and accepting applications. As of this writing, two applications have been received. The Restaurant application has been submitted to DHCD and staff are working through details to activate this portion of the grant. The mileage logs and funding requests for Eastern Shore of Virginia Community Foundation has been sent to DHCD for review prior to submission of reimbursement to the County.

Requests for Assistance

None

11. Chairman's Report

No report was given at this time.

12. Other Matters

Chairman Harris asked if there were any grants available for road extensions and improvements. Executive Director Meil responded that the only road extensions and/or improvements available must be tied to a housing project in that area.

13. Adjournment

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

Harrison Phillips
Chairman

Copy Teste:

Elaine K. N. Meil
Executive Director