

ACCOMACK-NORTHAMPTON PLANNING DISTRICT COMMISSION
MINUTES OF THE
JUNE 21, 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:

David Fauber	Northampton County
Vacant	Northampton County
Arthur Leonard	Town of Chincoteague

OTHERS PRESENT:

Elaine Meil	Sandy Taylor
Russ Williams	Melissa Matthews

** Attendance thru Zoom

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 May 17, 2021 Meeting

The minutes of the May 17, 2021 Meeting were presented.

Two errors were pointed out and corrected.

Commissioner Hart moved to approve the Minutes of the May 17, 2021 Meeting after the correction of errors. Seconded by Commissioner Kellam, 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 Leatherbury, the motion carried by unanimous vote.

6. Financial Reports

The attached report indicated that 72.55 percent of the FY 2021 Budget has been expended while 92 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 Mapp, the motion carried by unanimous vote.

7. FY 2021 Budget Amendments

Adoption of the following budget amendments were requested:

A-NPDC Planning Projects

1.	3573	HHW	\$ 0.00
			+ 1,200.00
			<u>\$ 1,200.00</u>

A-NPDC Housing Projects

2.	366270/71	Virginia Housing Alliance	\$ 0.00
			+ 2,785.00
			<u>\$ 2,785.00</u>
3.	3663	VHDA Covid Support CoC	\$ 0.00
			+ 24,000.00
			<u>\$ 24,000.00</u>
4.	3670/01	DHCD – Rent & Mortgage Relief	\$ 0.00
			+ 270,833.00
			<u>\$270,833.00</u>

ITEMS 1-4 represent the funds received in FY20.

The net change to the FY 2021 budget is \$298,818.00.

The requested amendments were reflected on the current financial status report.

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

8. Contracts

Community Development Block Grant Planning Grants - Holland Lane (Cheriton) & East Horntown

The Commission previously authorized the staff to assist Accomack and Northampton Counties with development of two planning grants. One is for Holland Lane in Cheriton for Northampton County and the other is East Horntown in Accomack County. Staff turnover and the pandemic response disrupted grant writing. Staff is now prepared to write both grant applications and have the resources to manage the grants. Is it the preference of the Commission to continue under the previous authorizations or reauthorize the writing of the Holland Lane Planning Grant and the East Horntown Planning Grant?

Discussion was requested.

The Board, by consensus, reaffirmed permission for staff to write the Holland Lane & East Horntown CDBG grants.

VPA Waterway Maintenance Fund- Folly Creek \$103,000

This agreement is for project administration, and professional and technical services to administer the project. This project will complete the engineering services for the disposal strategy of dredged material, develop construction documents for dredging, and complete and submit the permits necessary for dredging the channel.

Contingent on Accomack County approval, authorization for the Executive Director to execute the contract was requested.

VPA Waterway Maintenance Fund- Hungars Creek \$103,000

This agreement is for project administration, and professional and technical services to administer the project. This project will complete the engineering services for the disposal strategy of dredged material, develop construction documents for dredging, and complete and submit the permits necessary for dredging the channel.

Contingent on Northampton County approval, authorization for the Executive Director to execute the contract was requested.

VPA Waterway Maintenance Fund- Nassawadox Creek \$103,000

This agreement is for project administration, and professional and technical services to administer the project. This project will complete the engineering services for the disposal strategy of dredged material, develop construction documents for dredging, and complete and submit the permits necessary for dredging the channel.

Contingent on Northampton County approval, authorization for the Executive Director to execute the contract was requested.

VPA Waterway Maintenance Fund- Red Bank \$103,000

This agreement is for project administration, and professional and technical services to administer the project. This project will complete the engineering services for the disposal strategy of dredged material, develop construction documents for dredging, and complete and submit the permits necessary for dredging the channel.

Contingent on Northampton County approval, authorization for the Executive Director to execute the contract was requested.

VPA Waterway Maintenance Fund- Kings Creek \$822,000

This agreement is for project administration, and professional and technical services to administer the project. This project will complete the dredging of the creek based on the services completed in the FY 2020 VPA project.

Contingent on Northampton County approval, authorization for the Executive Director to execute the contract was requested.

Commissioner Crockett moved to grant permission for the Executive Director to execute the above listed contracts. Seconded by Commissioner Hart, the motion carried by unanimous vote.

FY22 VDOT Letter of Authorization \$58,000

The FY2022 VDOT Letter of Authorization has been received. It provides funds for technical assistance and planning funds. It is a recurring grant.

Retroactive authorization to execute the contract was requested.

Commissioner Hart moved to grant retroactive authorization to execute the FY22 VDOT contract. Seconded by Commissioner Major, 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 *G. Williams*
3579 - FY21 VA Port Authority Dredging Project: Nassawadox Creek *G. Williams*
3009 - Chincoteague Firehouse *G. Williams*

3008 ***USDA Wachapreague Hotel Market Study*** Ashley Mills, ext. 127

REVPAR International completed the Hotel Market Study fieldwork in March and the subsequent analysis at the end of April. A letter was received last month detailing preliminary findings and conclusions. It was determined, based on the market area analysis and current hotel supply and demand trends, that there is insufficient market and financial support for the development of a 61-key upscale hotel at the current location of the Wachapreague Inn. It is the contractor's opinion that a 30-count room hotel would be more feasible and supported by the market.

3320 ***EDA - Economic Development Planning*** Jessica Steelman, ext. 114

Thomas P. Miller & Associates will be facilitating the Resilience & Recovery Strategy workshop in early August to further efforts on the Comprehensive Economic Development Strategy plan. This workshop will include the A-N EDC and be open to the public.

TBA ***FY 2022 VPA Waterway Maintenance Fund Projects*** Grayson Williams, ext. 129

Staff submitted five projects on behalf of Northampton and Accomack Counties to the Virginia Port Authority on March 1, 2021, for FY 2022 funds to support shallow draft dredging projects on the Eastern Shore of Virginia. On May 25, 2021, the Virginia Port Authority passed a resolution to award the four projects to Northampton County and one project to Accomack County for a total of \$1,234,000. Four projects for Northampton and Accomack will develop the final documents for dredging and one project will dredge Kings Creek in Northampton County.

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

Community Partners of the Eastern Shore (CPES) general membership meeting was held virtually on May 12. Presentations were given by USDA, VA Heals, and UniteUs. The Homeless Management Information System (HMIS) committee met on June 8th. Staff gave a presentation to the committee on required habitability inspections. Point-In-Time count homelessness data for the Eastern Shore is being reviewed by DHCD and the report will be made available mid-summer.

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

Staff have begun pre-purchase housing counseling for 2 new households in May and June. 3 households are currently receiving mortgage default / foreclosure counseling. An application has been submitted for the recurring HUD Housing Counseling and Housing Counseling and Education grants for the next fiscal year.

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

Staff is hosting a series of online webinars titled "Chatting It Up Live" (CIUL). CIUL is a three part series of one hour classes for prospective first time home buyers. Va. Housing has suggested that A-NPDC offer these classes in lieu of in-person Home Buyer Education classes or any other type of virtual classes. The classes cover "Preparing for Homeownership", "Explorer Lenders and Mortgages" and "Finding the Right Home". 12 people attended the first class on June 9th. 15 people have registered for the next two classes being held on June 16th and June 23rd.

A contract between Northampton County and the consultant for facilitation services and housing needs analysis has been signed. A kick-off meeting with the consultant and stakeholders will be scheduled for the middle of July. Community meetings will be scheduled and advertised shortly after the Kick-Off event. Staff has begun collecting 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	<i>Elaine Meil</i>
	HMGP - DR-4001 & DR-4411	<i>Eric Luchansky</i>
3823	HMGP - DR-4291	<i>Eric Luchansky</i>

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

Staff was notified on 6/21/2021 that this grant would not be funded.

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

Construction was completed on two homes the week of 05/31/2021. The applicants moved in on 06/02/2021 and 06/04/2021. The bids for substantial reconstruction and demolition of the existing structures were submitted on 05/12/2021. Staff is waiting on approval from the management team to proceed. A variance was accepted by the Accomack Board of Zoning and appeals for the property located on Lankford Highway. It is anticipated that construction will begin the week of 06/14/2021.

300660

Makemie Park Urgent Need Project

Grayson Williams, ext. 129

A Project Management Team meeting was held on June 9, 2021. During the May 10, 2021, PMT, it was decided to move forward with MSA to complete the designs. Contract negotiations are still underway with MSA. The Environmental Review is currently under review by the respective agencies.

300702

Metompkin CDBG - Program Income

Bruce Herbert, ext. 128

Purchase orders for the asphalt borings, re-staking of VDOT right of way, and the clean-up have been submitted. Once approved, VDOT will be contacted to schedule a final inspection. Once that date is established, the subcontractors will be scheduled accordingly. The survey has not been completed yet. Public Works has cleaned the site. VDOT will not accept Brandon Stapleton's accreditations. I have contacted Chris Isdell for a list of acceptable contactors.

3690

Occohannock Neck Road Project

Bruce Herbert, ext. 128

The bid process for the new wells is in progress. Garnering the required number of bids locally has been difficult. Quotes have been received from Bundick Well and Pump as well as Somerset Well Drilling. Contractors from the Tidewater area have been contacted. Bert's Well and Pump from Smithfield have expressed an interest, however they are limited to 150' in depth. According to the Health Department, the average well depths in that area are 180' plus. We are waiting for their response. The house footprint of 40' x 44' has been submitted to George Ed Young. The driveways have been installed. A recordable site plan will be prepared after GEY surveys the completed driveways. Purchase orders have been submitted for new wells on lot 1 & 2 as we continue the bidding process for the remaining lots.

3823

Town of Onancock - Northeast Neighborhood

Eric Luchansky, ext. 118

Summit Engineering is currently revising contract language to meet the standards set forth by Accomack County.

10. Executive Directors Report

Virginia Housing & Development Authority

Staff completed and submitted the request for funds. VHDA has stated they expect to announce awards in late June and early July.

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.

Personnel Policies Amendment

The Commonwealth has amended the Code of Virginia on legal holidays. (§ 2.2-3300. (Effective until March 1, 2021) Legal holidays.) A-NPDC Personnel Policies have not been amended to make the changes. The following changes will make the Personnel Policies match the legal holidays as of March 1, 2021.

Make the following changes to p.10 Personnel Policies, under the subheading Holidays and within the holiday list; add "Election Day - Tuesday following the first Monday in November", delete "Lee-Jackson Day - Second Friday in January", and add "Juneteenth - June 19".

Action was requested.

Commissioner Crockett moved to add Election Day and Juneteenth as legal holidays and delete Lee-Jackson Day. Seconded by Commissioner Hart, the motion carried by unanimous vote.

Requests for Assistance

None

The State of Virginia recently changed its overtime rules. Staff is currently trying to figure out how to work within the new guidelines. Commissioner Crockett suggested Elaine call Kathy Carmen, the County Human Resource director, for guidance.

11. Chairman's Report

No report was given at this time.

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