

ACCOMACK-NORTHAMPTON PLANNING DISTRICT COMMISSION  
MINUTES OF THE  
MARCH 15, 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	

\*\* Attendance thru Zoom

1. Call to Order

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

2. Invocation

Commissioner Hart offered the Invocation.

3. Minutes of January 19, 2021 Meeting

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

Commissioner Hart moved to approve the Minutes of the January 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. January/February Financial Status Report

The attached report indicated that 63.75 percent of the FY 2021 Budget has been expended while 66.67 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 Phillips, the motion carried by unanimous vote.

7. Contracts

Makemie Park Septic Improvements CDBG Contract for Services \$70,625

This agreement is for project administration, and professional and technical services to administer the planning grant and Urgent Need implementation grant for activities with the Makemie Park Septic Improvements.

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

Commissioner Hart moved to grant authority for the Executive Director to execute the Makemie Park Septic Improvements CDBG Contract contingent on Accomack County approval. Seconded by Commissioner Phillips, the motion carried by unanimous vote.

8. Election of Officers

The following officer terms are up for election effective March 1:

Chairman, Rev. Charles J. Kellam  
Vice Chairman, Gwendolyn F. Turner  
Executive Committee Member, Donald L. Hart. Jr.

Having served three terms, the officers are not eligible for re-election.

A report from the Nominating Committee consisting of Commissioners Crockett, Major and Leatherbury was requested.

Commissioner Major stated the Nominating Committee met prior to the meeting. They nominated the following:

Chairman, Harrison Phillips  
Vice Chairman, Betsy Mapp  
Executive Committee Member, Rev. Charles J. Kellam

The nominations passed by consensus.

It was decided that Commissioner Kellam continue to preside over this meeting, and Chairman Phillips would take over at April's meeting.

9. 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>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>

**3320 & U.S. EDA Planning and Economic Disaster** Shannon Alexander, ext.  
**3325 Recovery & Response** 115

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The Economic Development Committee met December 9th and will meet again June 9th at 2:00pm. Thomas P. Miller & Associates has been contracted to complete the U.S. EDA required 5-year update to the Regional Economic Development (aka CEDS) Plan, which will be enhanced to include resilience and recovery throughout and will be completed by the end of the 2021 calendar year. Staff served on the Ready, Set, Go Task force with partners from all three Chambers of Commerce, the ESVA Tourism Commission, and the ESCC. Together we organized and facilitated 5 industry sector roundtables with employers and business leaders in the region the week of March 8th. The results will be used to create a foundation from the CEDS update, develop resilience training events, and help the partners continue to best serve the business community and foster economic growth and recovery in the coming months and years.

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Welcome the new Regional Planner, Ashley Mills, to the A-NPDC family. Staff have been coordinating with NPS representatives on the RTCA efforts and with partners in the region on the newly formed Eastern Shore Rail Trail Working Group. The main goal of the working Group is to provide support to the rail trail efforts. Community engagement is one of their focuses and a new partnership with ESRH has been established to distribute educational materials about the trail and associated positive health impacts. Please see the Community Profile as shared. Staff await direction from the Commission regarding TTAC. Staff continue to participate in VTrans webinars, Smart Scale Regional Meetings, VIMS coastal infrastructure resiliency study meetings, and other VDOT required and suggested obligations.

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Both VDEQ and SERCAP extended their support of this project to the end of the 2021 calendar year. To date eleven resident systems have been inspected and pumped, and one resident is in the process of having their drain field replaced. There are still substantial funds available for this project. Please help spread the word to your neighbors, constituents, and friends and family. This program's project area includes the watersheds for Kings Creek (north of Cape Charles), Hungars, Mattawoman, Jacobus, Barlow Creeks, and the Gulf (Bayside from approximately Birdsnest south to Eastville).

### **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

*H. Hennessy*  
*H. Hennessy*  
*J. Hope*  
*R. Williams*

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Community Partners of the Eastern Shore (CPES) general membership meeting was held virtually on March 10th. A review was presented of Standard Operating Procedures for Coordinated Entry into the VHSP program, and HUDs definition of homeless. The Homeless Management Information System (HMIS) committee met virtually on March 9th. A review was presented of the Point-In-Time count conducted on January 27, 2021. Raw data indicated the number of homeless counted to be significantly higher than 2020. All Point in Time Count data was submitted to DHCD on time, and they will issue a detailed report in the summer.

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

Hugh Hennessy,  
ext.124

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Staff have begun pre-purchase housing counseling for 12 households during January and February. 4 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. A copy of the Review and Certification is attached.

**3662            *Virginia Housing Housing Counseling &***  
***Education***

Hugh Hennessy, ext.124

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Staff met with the Executive Director of the Historic Onancock School to explore the possibility of conducting in-person Homebuyer Education classes later this year. The function space would be very suitable for holding a socially distant in-person class and the quoted fees were reasonable. In January we began a partnership to participate in monthly webinars for pre-purchase housing counseling hosted by Ava Gabrielle-Wise of US Sustainable Development Corporation in Exmore. Four of the dozen attendees on the January webinar signed up and began one-on-one pre-purchase housing counseling in February. Virginia Housing has launched a new partnership to assist housing counseling grantees in hosting webinars for pre-purchase counseling, the program is called “Chatting It Up -- Live”. Virginia Housing is hosting an introductory webinar to explain the program to grantees on March 11th.

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Activities have begun on a new Regional Housing Study with Virginia Housing funding in partnership with Northampton County and DHCD. A management team was formed in December, and has met 3 times. Development of a Request for Proposal is almost complete, and the RFP will be issued to appropriate consulting firms as soon as possible. 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	TBD
3690	Occohannock Neck Road Project	TBD
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

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Staff is currently writing the Community Improvement Grant for submission by April 1st. Staff continues to work with J.W. Salm Engineering and the town of Onancock completing a full report for the neighborhood.

### ***3665 DEQ Septic Pump-out Project***

Seth Matthews, ext. 101

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Since takeover of the project, approximately 20 applications were handed out door-to-door by Staff in March. Five pump outs have been found, processed and ordered. The grant is scheduled to expire at the end of March 2021. There is funding for 8 more pump-outs pending receipt of applications and documents.

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

Eric Luchansky, ext. 118

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Substantial reconstructions of two homes are currently being conducted in the area. The property located at 18490 Gospel temple Road was demolished on 01/25/2021. As of 03/09/2021 the construction is 33% complete. The property located 18275 Adams Crossing Road was demolished on 01/19/2021. The foundation is complete and they will be framing the building the week of 03/08/2021. The demolition of the Toppin property will take place the week of 03/08/2021. Staff continues to hold monthly project management team meetings.

**300660 Makemie Park Urgent Need Project**

Grayson Williams, ext. 129

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Staff tracked down and completed the coordination of the Makemie Park planning grant contract on February 22. Staff also met with a community leader at Makemie Park to update her on the status of the grant. Staff will complete all activities for the planning grant before April 30, 2021. Once the planning grant is complete, pre-contract activities for the implementation grant will need to be complete by June 19, 2021. Staff is developing 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 and will receive responses by the end of March into early April. 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

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Staff met with the Advisory Committee on January 22. No decision was made on the selection of an engineer. Staff entered into negotiations with Summit Engineering on March 2nd. Staff expects a revised proposal from Summit Engineering the week of 03/08/2021. Once obtained an advisory committee meeting will be held.

10. Executive Directors Report

Transportation Technical Advisory Committee Update

The first resolution is “A Resolution of the Accomack-Northampton Planning District Commission to Dissolve the Accomack-Northampton Transportation Technical Advisory Committee” and the second resolution is “A Resolution of the Accomack-Northampton Planning District Commission to Establish the Regional Transportation Advisory Committee to Promote Regional Participation and Consensus Building on Transportation-Related Issues within the Planning District.”



A status update on the four parts to the October motion regarding the Transportation Technical Advisory Committee (TTAC) is presented.

1. TTAC received a copy of the attorney's opinion.
2. The Commission will give further consideration to whether or not the TTAC is necessary. (Option I dissolves the TTAC)
3. Staff has drafted a resolution and obtained and incorporated Attorney guidance to continue TTAC. (Options II & III continue the TTAC under a new name so there is a clear demarcation regarding TTAC and any previous authorities can be cleanly discontinued)
4. The Commission will consider the TTAC membership. (Options II & III present two membership options.)

Staff has spoken to the Virginia Department of Transportation and also investigated what other Planning District Commissions are doing. Staff found that many Commissions choose to use a work group that addresses individual issues as they arise. The A-NPDC Attorney has provided guidance.

**Option I:** Dissolve TTAC and continue as a working group called by the Commission, as needed, for discrete issues and projects. A resolution is presented that would formally dissolve the TTAC.

**Option II:** Continue with RTAC that fixes deficiencies in TTAC's creation. Membership changes to five members appointed by the Commission.

**Option III:** Continue with RTAC that fixes deficiencies in TTAC's creation. Retains the TTAC membership composition.

Commission action was requested.

Commissioner Crockett moved staff adopt Option I to dissolve the TTAC. Seconded by Commissioner Harris, the motion carried by unanimous vote.

Commissioner Hart moved to adopt the Resolution of the Accomack-Northampton Planning District Commission to Dissolve the Accomack-Northampton Planning District Commissioner Transportation Technical Advisory Committee. Seconded by Commissioner Major, the motion carried by unanimous vote.

Commissioner Leatherbury suggested we send letters to the TTAC members thanking them for their service and explaining the dissolution. This motion passed by consensus.

#### Loan Request

A complete loan application from a Northampton County business has been received that requests \$30,000 for equipment. Community Development Coordinator Hennessy assisted in reviewing the application. He is a former loan officer who worked out bad commercial loans. A list of eight questions was sent back and no response has been received.

Community Development Coordinator Hennessy has suggested some changes to the existing loan policy based on practices that banks have used regarding commercial loans. Once this loan is completed those changes will be brought to the Commission for consideration.

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**3680      *Accomack County Regional COVID-19-  
Urgent Needs***

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Elaine Meil, Ext. 116

The draft Project Management Plan is circulating to the proposed Project Management Team. Some comments have been received. All advertisements have been run. The DHCD contract for the project is expected this month.

Some negotiations had to be completed to correct an issue in the application. The application proposed four thousand households to be assisted with a \$200 food voucher but the budget only contained \$100,000 for this activity, at most only 500 households could be assisted one time for that budget, and four thousand households were to receive \$25 food vouchers where the detail stated assistance would be ten weeks every two weeks suggesting \$125 per household. Simplifying and modifying this project caused a delay while discussion occurred between A-NPDC and DHCD. The new Local Restaurant and Local Market Support Program will provide \$400 one time in a combination of market and restaurant vouchers for 750 eligible households. Instead of multiple distributions, this will simplify and speed up the process of getting this assistance to restaurants and households quickly. The entire budget will be \$300,000. Unless further discussions are required, this is the program expected to be in the COVID-19 Urgent Needs program design.

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Requests for Assistance  
Paused.

11. Chairman's Report

Chairman Kellam thanked the Board for allowing him to serve 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.

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Rev. Charles J. Kellam  
Chairman

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Elaine K. N. Meil  
Executive Director