

ACCOMACK-NORTHAMPTON PLANNING DISTRICT COMMISSION
MINUTES OF THE
March 21, 2022
ENTERPRISE BUILDING
ACCOMAC, VIRGINIA

COMMISSIONERS PRESENT:

Robert Crockett	Accomack County
Donald L. Hart, Jr.	Accomack County
Vanessa Johnson	Accomack County
Harrison Phillips	Accomack County
Rev. Charles J. Kellam	Northampton County
Betsy Mapp	Northampton County
Rickie Ross	Accomack County
Gwendolyn F. Turner	Accomack County
Arthur Leonard	Town of Chincoteague
John Coker	Northampton County
L. Dixon Leatherbury	Northampton County

COMMISSIONERS ABSENT:

C. Reneta Major	Accomack County
Vacant	Northampton County

OTHERS PRESENT:

Elaine Meil	Sandy Taylor
Russ Williams	Leslie Mason
Anne Doyle	

1. Call to Order

The March 21, 2022 meeting of the Accomack-Northampton Planning District Commission (ANPDC) was called to order by Chairman Phillips at 7:00pm.

2. Invocation

Commissioner Hart offered the Invocation.

3. Consent Agenda

Chairman Phillips referenced the Consent Agenda, which included the following items for consideration and approval:

1. Adoption of Meeting Minutes – November 15, 2021
2. Approval of Financial Statement/Bills Payable – January 11, 2022
3. Acceptance of the December Financial Status Report
4. Adoption of the FY 2022 Budget Amendments
5. Authorization to Execute the following contracts:

DEQ 2022 A-NPDC Locality Implementation Program \$58,000

EDA Technical Assistance \$70,000

Community Flood Preparedness Fund - Agricultural Study of the Eastern Shore \$47,121

3661 HUD Housing Counseling FY21 \$45,000

6. Approve selection of Taylor Bank Line of Credit and authorize execution of all necessary documents to close the loan.
7. Retroactive authorization to approve \$1,500 bonuses for A-NPDC staff.

Commissioner Crocket moved to approve the Consent Agenda as presented; Seconded by Commissioner Hart. The motion carried with Commissioner Turner and Coker abstaining as he/she did not attend the March meeting.

4. Public Participation

There was no public participation.

5. Virginia Coastal Resilience Master Plan

Chairman Phillips introduced Mr. Matt Dalon, Program Manager with the Department of Conservation & Recreation. Virginia's coastal areas face significant impacts from rising sea levels and increased storm flooding. In December 2021, former Governor Northam released Virginia's First Coastal Resilience Master Plan. The Master Plan will guide the Commonwealth and local government partners in making decisions to ensure long-term sustainability of Virginia's coastal resources and communities. Mr. Dalon presented a power point presentation on the Master Plan and answered questions.

6. Financial Statement/Bill Payable

The Financial Statement and current Bills Payable were presented.

Commission approval of the current Financial Statement and Bills Payable was requested.

Commissioner Hart moved to approve the Bills Payable and current Financial Statement as presented. Seconded by Commissioner Crockett, the motion carried by unanimous vote.

7. January/February Financial Status Report

The attached report indicates that 61.17 percent of the FY 2022 Budget has been expended while 66.67 percent of the fiscal year has passed.

Commissioner acceptance of this report was requested.

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

8. FY 2022 Budget Amendments

Adoption of the following budget amendments is requested:

1.	3714	CDBG Town of Onancock	\$	0.00
			+	<u>5,000.00</u>
			\$	5,000.00

ITEM 1 represents the amendment to include FY22 administrative funds.

2.	3765	CDBG Makemie Park Septic Reconstruction	\$	0.00
			+	<u>10,000.00</u>
			\$	10,000.00

ITEM 2 represents the amendment to include FY22 administrative funds.

3.	3590	DEQ ES Septic Residential Septic Improvement Project	\$	0.00
			+	<u>7,700.00</u>
			\$	7,700.00

ITEM 3 represents the amendment to include FY22 administrative funds.

4.	3760	Gospel Temple/Adams Crossing	\$	10,000.00
			+	<u>20,000.00</u>
			\$	30,000.00

ITEM 4 represents the amendment to include FY22 administrative funds.

5.	315710 Fraud Recovery, Section 8 Repayments	\$ 18,000.00
		+ 7,000.00
		\$ 25,000.00

ITEM 5 represents the amendment to include FY22 administrative funds.

The net change to the FY 2022 budget is \$49,700.

The requested amendments will be reflected on the next financial status report.

Commissioner Hart move to approve the FY2022 Budget Amendments as presented, Seconded by Commissioner Turner, the motion carried by unanimous vote.

9. Election of Officers

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

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

Having served one term, officers are eligible for re-election.

A report from the Nominating Committee consisting of Commissioners Major, Johnson and Mapp was presented by Commissioner Mapp.

They nominated Harrison Phillips for Chairman, Betsy Mapp for Vice Chairman and for Executive Committee member, Reverend Charles Kellam.

The slate was approved by unanimous vote.

10. 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 Economic Recovery Response, Planning & Implementation	A. Doyle
3589 - VDEM Hazard Mitigation Plan 2022	A. Mills

3590 - VDEQ 319 TMDL Implementation (Septic)	<i>S. Matthews</i>
3008 - USDA Wachapreague Hotel and Sewer 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>
3558 - VDEQ VCZMP 306 Ecotourism Resiliency	<i>J. Steelman</i>
3526 - VCZMP Technical Assistance & Resiliency Planning	<i>J. Steelman</i>
3571 - A-N Ground Water Committee Projects	<i>J. Steelman</i>
3587 - Navigable Waterways Committee	<i>J. Steelman</i>
3764 - Town of Parksley Downtown Revitalization	<i>A. Doyle</i>
3556 - FY20 VA Port Authority Dredging Project: Quinby	<i>J. Steelman</i>
3557 - FY20 VA Port Authority Dredging Project: Kings Creek	<i>J. Steelman</i>
3576 - FY21 VA Port Authority Dredging Project: Wachapreague	<i>J. Steelman</i>
3578 - FY21 VA Port Authority Dredging Project: Folly Creek	<i>J. Steelman</i>
3577 - FY21 VA Port Authority Dredging Project: Red Bank Creek	<i>J. Steelman</i>
3559 - FY21 VA Port Authority Dredging Project: Hungars Creek	<i>J. Steelman</i>
3579 - FY21 VA Port Authority Dredging Project: Nassawadox Creek	<i>J. Steelman</i>

3320 *Economic Development - Workforce Development Forum* Anne Doyle, ext. 115

A-NPDC sponsored the Virginia Eastern Shore Workforce Development Forum on Thursday, February 10th in collaboration with the Eastern Shore Community College, the Virginia Employment Commission and a volunteer advocate. The Eastern Shore’s core employers, regional agencies, and citizens heard presentations by NASA’s Wallops Flight Facility, Coastal Precast Systems, and Virginia Career Works concerning pathways to achieve economic growth through an active and robust workforce pipeline. Following the Forum, a series of industry roundtable discussions have taken place and a meeting among the Chambers of Commerce, ESCC, and the Virginia Employment Commission is scheduled for March 18th.

3589 *VDEM - Hazard Mitigation Plan 2022* Ashley Mills, ext. 127

Staff completed the 2021 update of the Eastern Shore of Virginia Hazard Mitigation Plan. The Virginia Department of Emergency Management reviewed the Plan and requested minor edits which were completed by staff in the month of February. Electronic and hard copies were sent to FEMA for review. Upon FEMA approval, staff will notify localities to begin the adoption process via resolution. At least one locality must formally adopt the plan by the end of April.

3526 *VDEQ VCZMP 306 Technical Assistance & Resiliency* Jessica Steelman, ext. 114

The Climate Adaptation Working Group (CAWG), facilitated with these funds to address resiliency and support local, state, and federal resiliency efforts, met on 3/10/2022. The meeting resulted in identifying a need for a CAWG newsletter and targeted outreach to encourage and support localities in applying for Community Flood Preparedness Funding (round 3) due April 8th.

A substantial completion walk-through was conducted on February 28th for Town Center/Bandshell and the Harvest Alleyway deliverables for the project. The contract for the Facade Program will be rebid. It is commendable that some business owners within the facade project limits have performed building improvements on their own. Others have opted to submit materials receipts for reimbursement.

VA Port Authority Dredging Projects

Jessica Steelman, ext. 114

The Eastern Shore Regional Navigable Waterways Committee (ESRNWC) submitted an application to VPA for Phase 2 Nassawadox Creek for dredging and beneficial use placement of dredged material. Bid documents are being prepared for King’s Creek Dredging Phase 2. Contracts for Phase 1B of Nassawadox, Hungars, Red Bank, & Folly Creeks are being prepared.

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

The 2022 Point-in-Time Count was conducted overnight on January 26th. Raw numbers were returned in late February, and the final report is expected sometime in the Summer. A movie showing of the film “Inside Out” is scheduled for Saturday April 23rd at 8:00 PM at Exmore Park.

Community Partners General Membership meeting took place March 9th. CPES is currently reorganizing their leadership structure to add an Advisory Board to work with the Executive

Committee. The change will provide for input from more partners at the executive level. The reorganization is expected to be completed by July 1, 2022.

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

There are seven clients “in process”, most of whom are working to repair their credit and increase their savings. The number of households seeking assistance with mortgage default and foreclosures has declined to one family.

3662 Virginia Housing Counseling & Education Hugh Hennessy, ext.124

Staff conducted classes on Financial Literacy and Fair Housing for the Hispanic community. The event was held at Eastern Shore Community College on Saturday, February 19th and was attended by eight people. A Hispanic real estate broker at Coldwell Banker Harbor provided translation assistance and outreach to the Spanish speaking community. Staff conducted Financial Literacy and Fair Housing classes for new HCV recipients during three intake briefings.

3660 Virginia Housing Regional Housing Study Russ Williams, ext.119

Mullin and Lonergan Associates/EPR-PC, as consultant for the project, provided the draft report to the Management Team in early February. The Management Team has reviewed the report for comments and suggestions. All comments and suggestions were forwarded to the consultant on March 4th, with the expectation that a final document will be presented for approval by the end of the month.

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	<i>Eric Luchansky</i>
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

The town was awarded \$978,117 to rehabilitate homes, demolish derelict structures, provide additional sidewalks, provide ditch maintenance, and update existing lighting in the neighborhood. Staff is currently working on the pre contract activities.

3760

*Gospel Temple/Adams Crossing Neighborhood
Revitalization CDBG*

Eric Luchansky, ext. 118

The fifth house was completed as of the week of March 14th. Staff is working on closing out the project.

300660

Makemie Park Urgent Need Project

Kellen Singleton, ext. 129

The AOSE (authorized onsite soil evaluator) is scheduled to have all the septic designs complete by April. Once complete staff will bid for contractors to install the septic systems. Monthly meetings are currently being conducted.

300702

Metompkin CDBG - Program Income

Bruce Herbert, ext. 128

We are still in the process of clarifying required easements and quick claim deeds. Once this process is completed we can move forward with preparations for the final VDOT inspection. A meeting will be conducted Wednesday April 6, 2022 to update the community.

3690

Occohannock Neck Road Project

Bruce Herbert, ext. 128

The construction process has begun for the first two bedroom home. Permits for construction and excavation of footings will be completed this week. The Town of Exmore is still working on providing water and sewer to the property. Plans for the second home are in the development stages.

3823

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

Eric Luchansky, ext. 118

Bids for elevation and construction were received January 14, 2022. Contracts have been signed for the first house to be elevated. Staff is currently working to sign contracts for the second house.

11. Executive Directors Report

Accomack County Regional Urgent Needs

Small Business Assistance. Fifteen applications have been approved.

Food Vouchers. Staff has obtained commitments for restaurants and markets to subscribe to the program. A total of 707 families have received assistance.

Food Bank Equipment. Complete.

Shore Delivery Corps, Eastern Shore Community Foundation. Complete.

Food Distribution ESCAA/AAA. Complete. During the program, a total of 9,027 hot meals were delivered.

PPE Distribution ESCAA/AAA. As of February 22, 2022, Donna Smith of ESAAA/CAA reported 1,700 of 3,000 residents have received PPE.

Community Service Board Equipment. Complete

Boys and Girls Clubs. No update.

Occohannock Neck/Front Door project

Occohannock Neck lots. The first housing design has been bid. The first two bedroom house has been laid out and the building permit has been sought.

A-NPDC Website

Staff is ready to launch the new website. A-NPDC does not control the a-npdc.org domain. Once again the individual who controls the domain has made an update and caused the a-npdc.org website to go down. This happened last year at the same time. Repeated phone calls were needed last year to resolve this issue and are again being made. This arrangement began many decades ago and it is unclear what the original agreement was over a-npdc.org. Each year, A-NPDC has paid for the host to register the domain. Staff is requesting that two additional domains; esvaplan.com (\$12) and esvaplan.org (\$10) be purchased. Once control is reasserted over a-npdc.org, staff recommends esvaplan.com be phased in as the main A-NPDC website so the organization website will stay active and a-npdc.org can be slowly phased out.

The consensus was to relaunch the website as esvaplan.org

Staff Increases Needed for Retention

Staff was able to obtain title and salary information for 252 positions. One hundred and eighty-nine positions also included years of service. These positions came from Northampton County, Accomack County Social Services, Worcester County Social Services, Northampton County Social Services and Accomack County. The analysis is included.

Executive Director Meil found that every position at A-NPDC has a deficit against the average of at least \$600. Staff recommends A-NPDC adjust the salaries in a two phase process 1) authorize an immediate \$600 adjustment to every A-NPDC position including the Executive Director (annual cost \$9,000, FY22 cost \$2,250) and 2) complete the salary adjustments by individual position in the FY23 budget.

Commissioner Crocket made a motion that all A-NPDC positions including the Executive Director will receive a \$600 adjustment effective April 1, 2022. Seconded by Commissioner Coker, the motion carried by unanimous vote.

Regional Cigarette Tax Board Information Request

County Administrator Mason asked staff to look into the regional cigarette tax boards. Regional Planner Steelman was able to obtain some additional information from the Northern Virginia Cigarette Tax Board. One of the staff on the NVCTB helps other localities and regions get started. In Northern Virginia, they have found the NVCTB reduces administrative expenses over individual localities running the operations. A chart is provided below of the cigarettes sold by jurisdiction and the net revenue received per locality over the last three fiscal years.

NVCTB Member Jurisdictions

Locality	Tax Rate	FY 2021 Packs of Cigarettes Sold	Population	Packs Per Population
Faifax County	\$0.30	18,412,245	1,146,163	16.06
Alexandria City	\$1.26	1,764,641	159,277	11.08
Fairfax City	\$0.85	235,928	23,937	9.86
Falls Church City	\$0.85	633,257	14,593	43.39
Fredericksburg City	\$0.31	1,784,090	28,880	61.78
Manassas City	\$0.65	891,703	41,956	21.25
Manassas Park City	\$0.75	308,300	16,752	18.40
TOTAL CITIES & COUNTY		24,030,164	1,431,558	16.79

Clifton	\$0.30	5,420	301	18.01
Dumfries	\$0.75	248,637	6,106	40.72
Haymarket	\$0.75	187,830	1,687	111.34
Herndon	\$0.75	248,752	24,573	10.12
Hillsboro	\$0.05	17,920	169	106.04
Leesburg	\$0.75	867,937	54,488	15.93
Lovettsville	\$0.40	60,650	2,267	26.75
Middleburg	\$0.55	38,470	835	46.07
Purcellville	\$0.75	309,140	10,285	30.06
Round Hill	\$0.40	78,980	657	120.21
Vienna	\$0.85	252,967	16,518	15.31
Warrenton	\$0.20	900,994	9,982	90.26
TOTAL TOWNS		3,217,697	127,868	25.16
TOTAL MEMBERS NVCTB		27,247,861	1,559,426	17.47

Each jurisdiction pays a portion of the monthly costs that the NVCTB incurs to operate. Below is the NET tax revenue distribution to each jurisdiction for the last 3 fiscal years:

Jurisdiction	FY19	FY20	FY21
County of Fairfax	\$ 5,787,235.00	\$ 5,428,503.61	\$ 4,947,031.59
City of Alexandria	\$ 2,522,201.15	\$ 2,340,145.27	\$ 2,168,053.06
City of Falls Church	\$ 261,366.72	\$ 225,048.37	\$ 193,150.87
City of Fairfax	\$ 600,324.65	\$ 566,144.71	\$ 518,369.65
City of Fredericksburg	\$ 435,540.83	\$ 748,689.79	\$ 497,625.13
City of Manassas	\$ 605,900.22	\$ 572,961.06	\$ 551,688.07
City of Manassas Park	\$ 226,877.59	\$ 236,117.44	\$ 221,597.49
Town of Round Hill	\$ 23,008.81	\$ 28,257.08	\$ 29,134.29
Town of Lovettsville	\$ 23,016.73	\$ 20,402.83	\$ 22,361.21
Town of Hillsboro	\$ 1,762.98	\$ 1,347.75	\$ 316.36
Town of Middleburg	\$ 24,876.73	\$ 21,727.82	\$ 19,959.13
Town of Haymarket	\$ 148,153.76	\$ 142,370.26	\$ 134,995.60
Town of Dumfries	\$ 191,956.96	\$ 180,594.57	\$ 178,715.97
Town of Purcellville	\$ 209,942.85	\$ 217,575.16	\$ 222,166.12
Town of Leesburg	\$ 734,242.46	\$ 671,951.00	\$ 623,774.10
Town of Warrenton	\$ 161,217.25	\$ 172,607.12	\$ 151,885.40
Town of Clifton	\$ 1,889.42	\$ 2,118.81	\$ 1,455.77
Town of Herndon	\$ 229,386.46	\$ 209,756.59	\$ 178,771.74
Town of Vienna	\$ 206,303.82	\$ 185,378.19	\$ 207,033.31
Totals	\$ 12,395,204.39	\$ 11,971,697.43	\$ 10,868,084.86

Requests for Assistance

The Town of Saxis requested a quote for administration services to manage a potential DCR LCWF funded recreation project to develop a recreation area on Dennis Lane. A-NPDC staff have developed an administrative scope of work in the amount of \$30,000 to defer the costs to manage the administrative requirements. The Town has tentatively included this quote in their grant request.

Authorization to assist the Town of Saxis was requested. Commissioner Hart moved to assist the Town. Seconded by Commissioner Leonard, the motion carried by unanimous vote.

Analysis of Positions for Executive Director's Memo

Executive Director Meil classified each position into six categories that are relevant to A-NPDC.

Category 1 - Administrative includes administration assistants, secretaries and other similar positions.

Category 2 - Finance assistants include positions such as accounts analyst, payroll clerks, bookkeepers and other similar positions.

Category 3 - Specialists include positions that provide a specific technical skill set.

Category 4 - Program and project coordinators include positions that have authority to make decisions, oversee and complete work on a single project or multiple projects or programs.

Category 5 - Directors include positions that have authority to make decisions and manage staff within an area of responsibility.

Category 6 - Executive include positions that have executive authority.

Chart 1

Classification	Average of Annual Salary	Count of Annual Salary
1 -Admin	\$37,937	30
2-Fin	\$38,641	14
3-Spe	\$38,268	25
4-Coor	\$44,154	101
5-Dir	\$69,609	27
6-Exe	\$97,712	7
(blank)	\$39,623	48
Grand Total	\$45,876	252

Positions Received & Average Salary

Northampton County (45) - \$54,878

Accomack County DSS (47) - \$42,102

Worcester DSS (68) - \$51,474

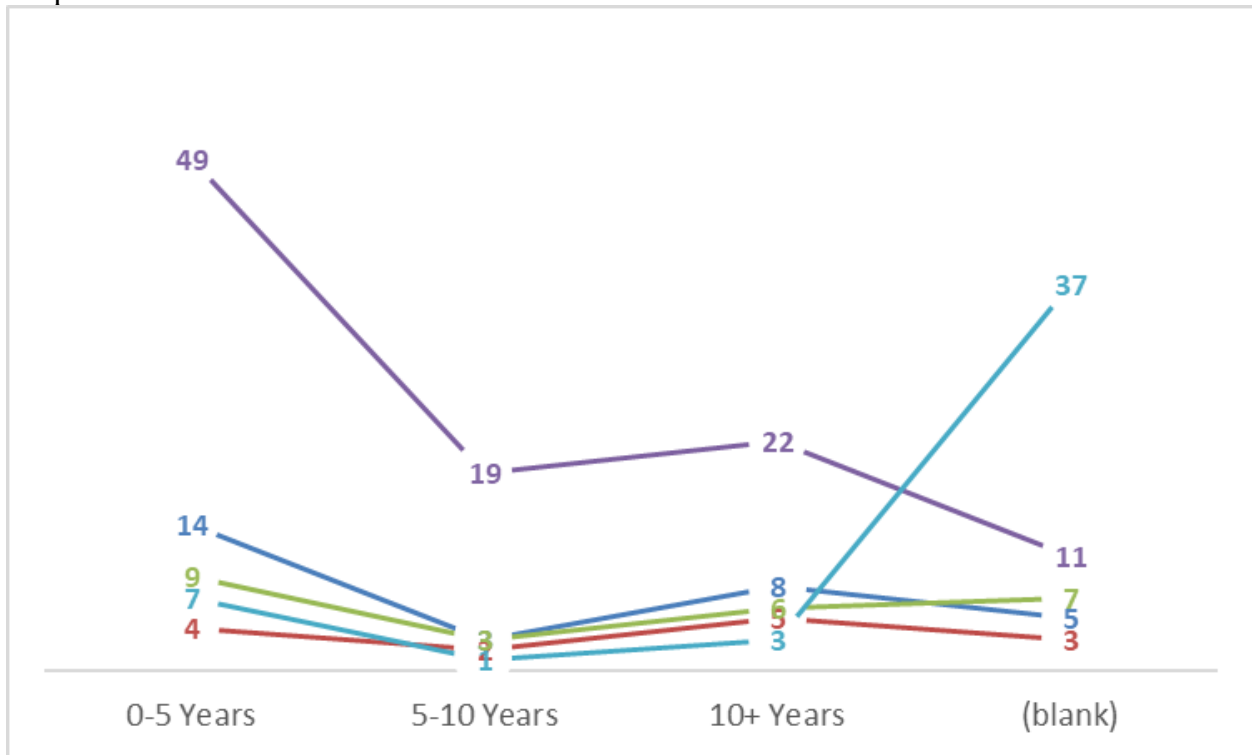
Northampton County DSS (29) - \$43,662

Accomack County (53, vacant only) - \$38,380

Chart 2

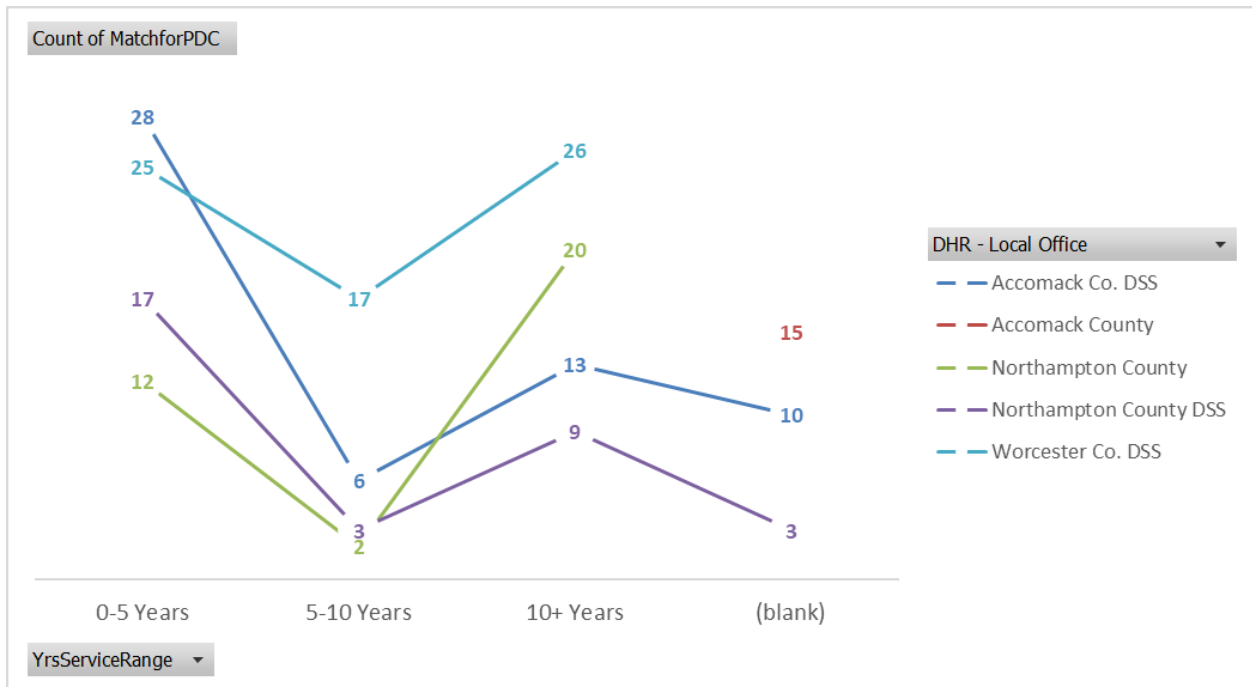
Average of Annual Salary	Column Labels							
	1	2	3	4	5	6	(blank)	Grand Total
0-5 Years	\$32,473	\$33,186	\$38,282	\$39,439	\$77,158	\$102,668	\$34,122	\$40,357
5-10 Years	\$41,036	\$54,646	\$36,653	\$48,126	\$72,678		\$26,054	\$46,741
10+ Years	\$53,063	\$39,944	\$44,572	\$52,181	\$67,665	\$96,885	\$75,213	\$60,107
(blank)	\$27,179	\$33,075	\$33,538	\$42,243			\$38,145	\$37,237
Grand Total	\$37,937	\$38,641	\$38,268	\$44,154	\$69,609	\$97,712	\$39,623	\$45,876

Graph 1



Employee retention is an issue for the 5-10 year positions in every classification.

Graph 2



Employee Retention in each organization. Accomack County only supplied vacant positions so retention could not be evaluated.

Chart 3

Classification	Average of Annual Salary	Count of Annual Salary	A-NPDC Avg	Difference
1	\$37,937	30	37100	(\$837)
2	\$38,641	14	Vacant	
3	\$38,268	25	33500	(\$4,768)
4	\$44,154	101	43571	(\$583)
5	\$69,609	27	61750	(\$7,859)
6	\$97,712	7	92000	(\$5,712)
(blank)	\$39,623	48		
Grand Total	\$45,876	252		

13. Chairman's Report

No report was given at this time.

14. Other Matters

No other matters were discussed at this time.

15. Adjournment

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

Copy Teste:

Betsy Mapp
Vice-Chairman

Elaine K. N. Meil
Executive Director