

ACCOMACK-NORTHAMPTON PLANNING DISTRICT COMMISSION  
MINUTES OF THE  
MAY 17, 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
Gwendolyn F. Turner **	Accomack County
Rev. Charles J. Kellam	Northampton County
L. Dixon Leatherbury **	Northampton County
Betsy Mapp	Northampton County

COMMISSIONERS ABSENT:

Rickie Ross	Accomack County
David Fauber	Northampton County
Vacant	Northampton County
Arthur Leonard	Town of Chincoteague

OTHERS PRESENT:

Elaine Meil	Sandy Taylor
Russ Williams	Grayson Williams
Melissa Matthews	Jessica Steelman
Steve Ale **	

\*\* Attendance thru Zoom

1. Call to Order

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

2. Invocation

Commissioner Hart offered the Invocation.

3. Minutes of April 19, 2021 Meeting

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

Commissioner Hart moved to approve the Minutes of the April 19, 2021 Meeting. Seconded by Commissioner Major, 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. Financial Reports

The attached report indicated that 77.06 percent of the FY 2021 Budget has been expended while 84 percent of the fiscal year had passed.

Commissioner acceptance of this report was requested.

Commissioner Crockett moved to accept the Financial Status Report with one change. Element 3670/01 DHCD Rent & Mortgage Relief shows a large negative balance due to funding crossing over two fiscal years. In the past, a budget amendment was made to correct an issue like this. Even though the new budget would offset this amount, Commissioner Crockett requested a budget amendment be made to balance this deficit for auditing purposes. Seconded by Commissioner Hart, the motion carried by unanimous vote.

7. FY 2022 Budget/Annual Work Program

The Budget Committee met at 6:30 PM prior to the May 17 Commission meeting to review the attached proposed FY 2022 Budget/Annual Work Program. All Commissioners were welcome to attend.

The major highlights and items for discussion were as follows:

**PROJECTED REVENUES:**

- ✓ Increase funding from the State and level funding from the Localities are included.
- ✓ HUD Housing Counseling, VHDA Housing Counseling and Education (HCE), Housing Counseling and Homeless Solutions Management (DHCD), VCZM Technical Assistance, and the DEQ 306 Water Trails Project for Year 5 have not been officially offered, but are based on applications and previous year awards. We have received positive feedback from the funding agencies for each of these projects.
- ✓ New applications awarded include the Accomack Regional Urgent Needs, DHCD Housing Plan, and the VDHA Housing Plan.
- ✓ HUD Section 8 Fraud Recovery program (A-NRHA) reflects a slight decrease in revenues while staff continues to investigate fraud.

**PROJECTED EXPENDITURES:**

- ✓ As directed by A-NPDC Commissioners to follow Accomack County guidelines established in their budget and Personnel Policies, a 5% salary increase effective July 1 is projected in the current year budget.
- ✓ The VRS benefit of Health Insurance Credit increased from .26% to 1.01%.
- ✓ Health Insurance Premiums rates increased by 4.8%. Vision and dental rates remained the same.
- ✓ Fringe Rate is reflected separately for full-time staff (28.49%) and part-time staff (9.41%).
- ✓ The fringe rate has increased primarily due to the Health Insurance Premium increase and the VRS cost incurred by the increase in Hybrid employees.
- ✓ Operating expenses have been reviewed and adjusted accordingly as compared to current estimates and year-to-date expenses for May 2021.

OTHER NOTES:

- ✓ Excess revenues over expenditures are projected to be \$8,123.00.
- ✓ The projected indirect cost rate is projected at the same FY 2021 rate of 35.51%. The Indirect Cost Rate Agreement was submitted to HUD on 12/30/2020. U.S. Department of Health and Human Services is waiting for HUD approval. When approval is received the review process will begin.
- ✓ All programs managed by the A-NPDC are detailed along with the program goals, FY 2022 objectives, budgeted revenues and expenditures.

Commission adoption of the Proposed FY 2022 Budget/Annual Work Program was requested.

Chairman Harris stated that the Budget Committee recommended approving the FY 2022 Budget as presented. Seconded by Commissioner Mapp, the motion carried by unanimous vote.

8. Grants

Virginia Housing & Development Authority

Staff has been informed that VHDA will be releasing a new grant opportunity to fund a Revolving Fund for affordable housing. After discussions with senior leaders, it is clear it would allow development of the Occohannock Neck Road properties. The funds would be a grant to PDCs with the expectation that as units are developed and sold the proceeds would flow back into the revolving fund. Although details aren't finalized it is expected that the PDC may be able to provide a \$20,000-\$50,000 subsidy from the Fund per property. Currently, staff estimates development of a three bedroom house is \$175,000.

Authorization to apply was requested.

Commissioner Mapp moved to grant authorization for staff to apply for the VHDA Revolving Fund for affordable housing grant. 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	<i>G. Williams</i>
3579 - FY21 VA Port Authority Dredging Project: Nassawadox Creek	<i>G. Williams</i>
3009 - Chincoteague Firehouse	<i>G. Williams</i>

---

### ***3589 VDEM Hazard Mitigation Plan 2022***

Ashley Mills, ext. 127

---

The HMP Steering Committee has met several times since the Kick Off meeting; locality meetings took place in March. Berkeley Group is in the process of completing the HAZUS model and updating mitigation strategy and hazards chapters. The next HMP Steering Committee meeting will be on May 18th at 2:00PM.

---

### ***3764 Town of Parksley Downtown Revitalization***

Grayson Williams, ext. 129

---

A notice to proceed was executed on April 23, 2021, for RH Contracting to begin work for the downtown and alleyway improvements of the grant. Mobilization started on April 27, 2021, along with the demolition of the downtown area. Closure of the alleyways will begin approximately the week of May 24, 2021, with demolition to start the following week, June 1. Construction will be completed on November 19, 2021, for the downtown and alleyways. The Facade improvements are still in contract negotiation with RH Contractor was the sole bid submitted.

---

The Eastern Shore Regional Navigable Waterways Committee held their quarterly meeting on April 15, 2021. A discussion was held on the applications that were submitted to the Virginia Port Authority for the Waterway Maintenance Fund in March, updates from the Army Corps of Engineers, and the United States Coast Guard.

---

A living resource was created that will be updated and maintained regularly by the A-NPDC staff with the guidance of the Climate Adaptation Working Group (CAWG) and the localities, and with support from NOAA VCZMP to maintain an ongoing list of resiliency projects on the Eastern Shore. A-NPDC staff submitted a fixed copy of project priorities to Wetlands Watch, which included those projects for which there were no (or quite few) data gaps in the database fields. The total number of the projects in the full living database currently is 126, but 42 of them had too many datagaps to be appropriate for submission to Wetlands Watch at this time. A-NPDC staff will need a crosswalk from Wetlands Watch with the unique ID number that is assigned to each project once entered into the air table, managed by Wetlands Watch.

### **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>

---

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 showing of the movie "The Public" scheduled for late April has been postponed until June or July. 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 & HUD Housing Counseling Services &  
3668 Virginia Housing HCE Foreclosure**

Hugh Hennessy, ext.124

---

Staff have begun pre-purchase housing counseling for 3 new households during April. 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 Virginia Housing Counseling & Education**

Hugh Hennessy, ext.124

---

After discussions with managers at Virginia Housing, staff are taking steps to move forward with 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 ANPDC 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". Staff are targeting to roll out CIUL in June. The classes will help ANPDC meet its Education goals on the HUD 9902 report.

---

**3660 Virginia Housing Regional Housing Study**

Russ Williams, ext.119

---

Five proposals to facilitate and prepare the Regional Housing Study were received and reviewed by the Selection Committee. The proposal submitted by Mullin & Lonergan Associates/EPR was recommended to the Management Team and approved. Contract negotiations with Mullin have begun with the expectation that a project kick-off meeting will be scheduled for some time in July.

**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

The application has been submitted with approval expected this summer. Staff continues to monitor the status of funding weekly.

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

---

Seth Matthews, ext. 101

The grant expired at the end of March and final reporting has been submitted to DEQ. Staff is preparing to apply again for the project for the coming fiscal year.

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

---

Eric Luchansky, ext. 118

Construction for one home on Gospel Temple Road is currently at 85%. Bundick Well and Pump is scheduled to install the well and septic system the week of 05/10/2021. Construction for one home on Adams Crossing Road is currently at 75%. Bundick Well and Pump is scheduled to dig a well at the property the week of 05/10/2021. A pre bid conference was conducted on 04/29/2021 for properties located on Lankford Highway and Adams Crossing Road. The bids for substantial reconstruction and demolition of the existing structures are due 05/12/2021. An application for a variance was submitted to Accomack Board of Zoning and appeals for the property located on Lankford Highway. It is anticipated that the variance will be accepted. Once accepted by the Board, construction will begin.

**300660**   ***Makemie Park Urgent Need Project***

---

Grayson Williams, ext. 129

Staff scheduled the first project management team meeting for May 10, 2021 to discuss the only quote that was submitted in response to the RFQ.

**300702**   ***Metompkin CDBG - Program Income***

---

Bruce Herbert, ext. 128

Purchase orders for the asphalt borings, restaking 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.



Purchase orders for the asphalt borings, restaking of VDOT right of way, and the clean up. 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. Berts 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.

**3823 Accomack County VA HMGP 4291-VA-009 Elevation Project**

Eric Luchansky, ext. 118

---

Staff has negotiated the engineering contract with Summit Engineering and the Advisory Committee approved the contract on 04/28/2021. The County is currently reviewing the contract.

10. Executive Directors Report

Loan Request

No additional information has been received.

Accomack County Regional COVID-19 Urgent Needs

The Virginia Department of Housing and Community Development held a final discussion regarding the contract. It has been sent to the county for final signature.

Discussion ensued.

Requests for Assistance

None

11. Chairman's Report

No report was given at this time.

12. Other Matters

Executive Director Meil announced the office lobby would be opening to the public on May 18<sup>th</sup>.

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