

ACCOMACK-NORTHAMPTON PLANNING DISTRICT COMMISSION
MINUTES OF THE
NOVEMBER 15, 2021 MEETING
ENTERPRISE BUILDING
ACCOMAC, VIRGINIA

COMMISSIONERS PRESENT:

Robert Crockett	Accomack County
Donald L. Hart, Jr.	Accomack County
Vanessa Johnson	Accomack County
Reneta Major	Accomack County
Rickie Ross	Accomack County
Gwendolyn F. Turner	Accomack County
Rev. Charles J. Kellam	Northampton County
Betsy Mapp	Northampton County
Arthur Leonard	Town of Chincoteague

COMMISSIONERS ABSENT:

Harrison Phillips	Accomack County
David Fauber	Northampton County
L. Dixon Leatherbury	Northampton County
Vacant	Northampton County

OTHERS PRESENT:

Elaine Meil	Sandy Taylor
Russ Williams	Melissa Matthews Chance
Anne Doyle	

1. Call to Order

Vice-Chairman Mapp called the meeting to order at 7:00 p.m.

2. Invocation

Commissioner Kellam offered the Invocation.

3. Minutes of October 18, 2021 Meeting

The minutes of the October 18, 2021 Meeting were presented.

Commissioner Hart moved to approve the Minutes of the October 18, 2021 Meeting. Seconded by Commissioner Turner, 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 Crockett, the motion carried by unanimous vote.

6. October Financial Status Report

The attached report indicates that 31.85 percent of the FY 2022 Budget has been expended while 33.33 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.

7. FY 2023 Budget Requests

In the past, both Accomack & Northampton Counties have required that fiscal year Budget Requests be submitted in December or early January.

For FY 2022 Accomack County (\$70,703), Northampton County (\$35,352) and the Town of Chincoteague (\$7,000) approved level funding as follows:

Accomack

General - \$65,036

Greenworks - \$5,667

Northampton

General - \$32,518

Greenworks - \$2,834

Chincoteague

General - \$7,000

In addition to level funding, Accomack and Northampton Counties allocated \$5,000 each for the Eastern Shore Regional Navigable Waterways Committee.

Commission guidance concerning FY 2023 Budget Requests to the localities was requested.

Commissioner Crockett moved to request level funding for FY 2023. Seconded by Commissioner Turner, the motion carried by unanimous vote.

8. FY 2021 Audit

The FY 2021 Draft Audit was presented.

The Budget Committee was unable to meet prior to the Commission Meeting to review the attached FY 2021 Draft Audit prepared by Dunham & Aukamp, PLC due to Chairman Phillips being unable to attend the meeting. The Budget Committee members are Commissioners Phillips, Kellam and Vacant.

Please note the following:

- Management Discussion and Analysis (MDA) is included on pages 3-5. Additional Explanation can be added by the Commission to the MDA if deemed appropriate.
- There were no findings or questioned costs.
- Audit Page 47 summarizes Budget to Actual.

Pending Budget Committee recommendations, acceptance of the FY 2021 Audit as prepared by Dunham & Aukamp, PLC was requested.

Commissioner Hart moved to accept the FY 2021 Audit as prepared by Dunham & Aukamp, PLC. Seconded by Commissioner Major, the motion carried by unanimous vote.

9. Next Meeting

The following By-Laws Amendment to Article IV, Section 1, Regular Meetings, was approved in March 2011:

Regular monthly meetings of the Commission shall be held at 7:00 p.m. on the third Monday of each month, except January, February and December, at a place to be determined by the Commission. The regular January meeting will be held at 7:00 p.m. on the third Tuesday. No regular meetings will be held in February and December. The Commission may change the date and time of any regular meeting at any prior meeting and may adjourn any meeting from time to time or to another place.

Therefore, the next regular meeting is scheduled for Tuesday, January 18, 2022.

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	<i>A. Doyle</i>
3325 - EDA-Disaster Econ. Recovery Response, Planning & Implementation	<i>A. Doyle</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>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>

Staff continues to take steps towards the transfer of Metompkin’s Finney Drive and Savage Drive into the state secondary highway system. Junk removal and clearing of overgrown vegetation has already been completed. An initial survey of the roads took place over the summer, however, VDOT requests that a second survey using wooden stakes be completed. In order to transfer the roads, the County must guarantee an unencumbered right of way before VDOT will consider acceptance of the roadway. In order to do this, staff is working to obtain utility as-builts, easements, and signed quitclaim deeds. Once all documents have been acquired, and provided the Board of Supervisors adopts a resolution approving the transfer of roads, VDOT will issue permits for the utilities and assume maintenance of the roadway. The November 3rd Metompkin Streets Work Group meeting was canceled due to several members unable to attend. The next meeting is tentatively scheduled for Wednesday, December 1st at 2:00PM.

There will not be a Ground Water Committee meeting in November; however, a *Well and Septic Forum* will take place as planned on November 16th, 10:00am-noon, in the PDC conference room. The *Forum* is meant to convey basic information that citizens will use. Questions from the public will be asked and answered by a panel consisting of Jon Richardson from the Virginia Department of Health and Britt McMillan, the Committee’s consulting hydrologist. As with all Ground Water Committee meetings, this session is open to the public and will be recorded and placed on the Committee’s webpage.

This 3-year grant successfully completed all deliverables for Year-1 (ended 9/30/2021), and is reviewing the scope of work for upcoming grant Year-2. The Coastal Virginia Ecotourism Alliance’s collaborative accomplishment is its development of the Virginia Water Trails website, which is now active: viriniawatetrails.org. In addition, the Alliance, made up of the Northern Neck, Middle Peninsula, Lower Chickahominy, and Eastern Shore districts, will offer another round of Ecotour Guide certification courses beginning in January 2022. Please review the brochures (handouts on conference table) for both grant-funded activities.

3764 Town of Parksley Downtown Revitalization

Grayson Williams, ext. 129

Progress continues with a change order being processed to add street lights and plantings to the *Harvest Alleyway*, as well as a cable trench to connect electrical lines to the bandshell area. Concrete was poured for the bandshell foundation and the walkway was completed in the *Harvest Alleyway*. The contract for the facade program is currently being reviewed by the Town’s attorney.

FY21 VA Port Authority Dredging Projects

Grayson Williams, ext. 129

A public meeting was held on September 29, 2021 at 6:00 pm on the esvawaterways.org website to discuss dredged material management for Folly Creek, Hungars Creek, Nassawadox Creek, and Red Bank Creek. The contractor and A-NPDC staff facilitated the meeting and answered questions from the public.

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 Point-In-Time count homelessness data for the Eastern Shore was issued by DHCD. Data was consistent with prior reports that there is a slight increase in homelessness this year. The HMIS committee continues to prepare for the next PIT count in January. Community Partners General Membership meeting took place November 10.

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

Hugh Hennessy, ext.124

Staff has noticed a decline in new inquiries for pre-purchase counseling during the past month. There are now nine pre-purchase clients “in process”. One client is no longer being underwritten by a lender due to credit issues that need to be resolved. Four households are receiving mortgage default/foreclosure counseling.

3662

Virginia Housing Counseling & Education

Hugh Hennessy, ext.124

One of the attendees from the Home-Buyer Education class in October contacted the agency and has begun housing counseling. Planning has started for another class to be held after the holidays.

3660

Virginia Housing Regional Housing Study

Russ Williams, ext.119

Community meetings were held on October 19th and 20th in Eastville, Exmore, Melfa, and Atlantic. Turnout was light, but a good deal of valuable input was received from those that attended. Resident, landlord, and business surveys have closed. 383 surveys were completed. The project is on schedule to have a draft report available in December and a final document available in March 2022.

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 is currently working with the town gathering survey data to resubmit the application. Staff and town spark plugs are currently pursuing surveys within the neighborhood.

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

Eric Luchansky, ext.
118

Construction for the fourth and fifth house has begun. Framing has begun for the fourth home and the foundation has been built for the fifth home. Construction is on pace to be completed prior to the project end date of January 2022.

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

Grayson Williams, ext. 129

A Facilitated Management Session was held on September 27, 2021, with DHCD to discuss the project management plan for the Makemie Park Urgent Need project. The AOSE (authorized onsite soil evaluator) has been on site for the first six properties to have their septic design completed. One property has been completed and the other five are currently being worked on. The implementation grant will initiate in November or December of 2021.

300702 ***Metompinkin CDBG - Program Income***

Bruce Herbert, ext. 128

The regularly scheduled meeting with the community stakeholders was not conducted September 1, 2021 due to lack of progress. Currently researching specific utilities on site. Staff is in the process of processing Deeds of Quit Claim for utilities as the plans become available.

3690 ***Occohannock Neck Road Project***

Bruce Herbert, ext. 128

Several floor plans for two, three, and four bedrooms are being developed. Alternative materials and practices are being investigated. Steeper pitched roofs, metal roofing, and conditioned crawl space, are being evaluated to reduce the long term cost of ownership and longevity of the home. The possibility of additional funding for energy conservation methods are being considered. The Town of Exmore has guaranteed water and sewer by the first of the year. The goal is to have the first home out to bid by December 15, 2021.

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

Eric Luchansky, ext. 118

Summit Engineering provided designs for the homes in the grant. Staff is currently working on bid packages for house lifters and contractors.

11. Executive Directors Report

Accomack County Regional Urgent Needs

Small Business Assistance. Seven applications have been approved.

Food Vouchers. Staff has obtained commitments for restaurants and markets to subscribe to the program. The first 540 families have been scheduled to pick up their food vouchers.

Food Bank Equipment. Complete.

Shore Delivery Corps, Eastern Shore Community Foundation. Complete.

Food Distribution ESCAA/AAA. As of November 5, 2021, information has been received that shows 149 families of 200 have received their full allotment of twelve weeks of food delivery. All remaining families are still in delivery. The head of household meals are tracked to determine draw requests and a total of 6,476 head of household meals have been delivered. Individuals living in those households also received meals.

PPE Distribution ESCAA/AAA. As of November 4, 2021, information has been received that shows 892 of 3,000 residents have received PPE.

Community Service Board Equipment. Complete

Boys and Girls Clubs. No update.

Planning Grants

DHCD has sent a letter explaining that they do not have planning grant funds for FY21. They expect funds to be available again in April 2022. Staff will resubmit the grant applications for East Horntown and Holland Lane.

Occohannock Neck/Front Door project

Occohannock Neck lots. The first housing design is close to completion. Staff is estimating the cost. Assuming the Exmore well and septic line is under construction, staff is projecting procurement in January and a February construction start date.

The Second Project. Due to the development time for multifamily housing, the decision to pursue a multifamily rental project or additional homeownership units needs to be made. Staff has identified an affordable 35 acre parcel for sale that could be used for rental housing. After development of the four Occohannock Neck homeownership parcels, the Virginia Housing grant requires and provides some funds to develop six additional units. These can be either homeownership or rental housing. The rental housing would have income restrictions. Clarification is needed on the limits Virginia Housing will use. An update will be provided at the meeting.

Line of Credit. Staff has asked the Accomack-Northampton Regional Housing Authority (A-NRHA) to provide a line of credit for the development of housing under this grant, specifically to begin construction on the Occohannock Neck units. The following terms were proposed. A-NRHA will consider the matter at their regular November meeting.

“A requirement of the grant is for A-NPDC to obtain a Line of Credit to construct the housing units with quarterly reimbursement from Virginia Housing (formerly VHDA). Staff recommends A-NRHA consider whether or not to offer A-NPDC a revolving line of credit for the purpose of developing housing sites and constructing affordable housing for the Virginia Housing FY22 A-NPDC Housing Development Program Grant with the following terms.

1. Line Limit of \$250,000
2. 3.25% annual interest rate
3. A-NPDC pays all closing costs
4. Term of up to 4 years with a \$500 origination fee for the initial year and a \$100 renewal fee for each subsequent year.”

Requests for Assistance

None

12. Chairman’s Report

No report was given at this time.

13. Other Matters

No other matters were discussed at this time.

14. 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