

ACCOMACK-NORTHAMPTON PLANNING DISTRICT COMMISSION
MINUTES OF THE
OCTOBER 18, 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
Harrison Phillips	Accomack County
Rickie Ross	Accomack County
Gwendolyn F. Turner	Accomack County
David Fauber	Northampton County
Rev. Charles J. Kellam	Northampton County
Betsy Mapp	Northampton County
Arthur Leonard	Town of Chincoteague

COMMISSIONERS ABSENT:

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

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

2. Invocation

Commissioner Hart offered the Invocation.

3. Minutes of September 20, 2021 Meeting

The minutes of the September 20, 2021 Meeting were presented.

Commissioner Major moved to approve the Minutes of the September 20, 2021 Meeting. Seconded by Commissioner Hart, 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. September Financial Status Report

The attached report indicates that 24.6 percent of the FY 2022 Budget has been expended while 25 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. Contracts

Contracts presented support projections in the draft July 2021 budget. Both contracts continue existing projects.

DEQ Virginia Coastal Zone Management Program, Technical Assistance \$131,644

Development of the FY2021 Program to include staff support for the Ground Water Committee, the technical assistance program for local jurisdictions and organizations, and the annual special project. Funds include \$67,144 in non-federal match funds and \$55,000 in contractual funds.

Authorization to execute the contract was requested.

DEQ Virginia Coastal Zone Management Program, Promoting Ecotourism to Support Conservation of Conserved Lands and Resilient Communities \$149,002

Management and development of the FY2021 Program to include staff support for the GreenWorks Committee, improving ecotourism related opportunities, resources, and trainings to help protect economic resiliency, and to support maintenance of conservation lands. Funds include \$75,002 in non-federal match funds, \$40,800 of which is matched by partnering PDCs and \$106,955 in contractual funds.

Authorization to execute the contract was requested.

Commissioner Hart moved to grant authorization to execute both contracts as requested. Seconded by Commissioner Crockett, the motion carried by unanimous vote.

8. 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 Econ. Recovery Response, Planning & Implementation	A. Doyle
3589 - VDEM Hazard Mitigation Plan 2022	A. Mills
3535 - TNC Climate Adaptation	J. Steelman
3590 - VDEQ 319 TMDL Implementation (Septic)	S. Matthews
3008 - USDA Wachapreague Hotel Market Study	A. Mills
3401 - VDOT Rural Transportation Planning-SPR	A. Mills
3585 - VDEQ Chesapeake Bay Phase III WIP TA	J. Steelman
3553 - VDEQ VCZMP 306 Oyster and Water Trail Collaboration	J. Steelman
3558 - VDEQ VCZMP 306 Ecotourism Resiliency	J. Steelman
3541 & 3551 - VCZMP Technical Assistance & Resiliency Planning	J. Steelman
3571 - A-N Ground Water Committee Projects	J. Steelman
3583 - GreenWorks	J. Steelman
3587 - Navigable Waterways Committee	G. Williams
3764 - Town of Parksley Downtown Revitalization	G. Williams
3556 - FY20 VA Port Authority Dredging Project: Quinby	G. Williams
3557 - FY20 VA Port Authority Dredging Project: Kings Creek	G. Williams
3576 - FY21 VA Port Authority Dredging Project: Wachapreague	G. Williams

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>

Notice Legislative Priorities Fall Meeting

Anne Doyle, ext. 115

The Legislative Priorities Fall Meeting with Senator Lewis and Delegate Bloxom will take place on Monday, November 8, 2021 from 2-4 pm. The meeting will be held in the conference room of the Accomack County Airport. Northampton County, Accomack County and the Town of Chincoteague have been asked to submit their top three priorities for the 2022 Session of the General Assembly.

3008 USDA-Wachapreague Hotel Market and Sewer Study

Ashley Mills, ext. 127

Rob Duma from Davis, Bowen, and Friedel, Inc. presented his 75% completed draft preliminary engineering report to the Wachapreague town council at their work session meeting on Thursday, October 7, 2021. Mr. Duma provided the council with four alternatives in regards to pumping stations. Alternative three, the grinder pump collection system, was deemed the most feasible and is estimated to cost approximately \$3.63 million. Mr. Duma noted that after receiving feedback from the Town, this estimate could change during the completion of the remaining 25% of the draft PER. A copy of the 75% draft is available at the Wachapreague Town Hall, the A-NPDC office, and the Town of Wachapreague's website.

3571 A-N Ground Water Committee Projects

Jessica Steelman, ext. 114

The Eastern Shore of Virginia Ground Water Committee (GWC) will be meeting October 19, 2021 at The Enterprise Building from 10am-noon for a *Well & Water Forum* to include presentations from GWC Hydrologist Britt McMillan and VDH staff. As with all GWC meetings, this meeting is open to the public.

This 3-year grant successfully completed all deliverables for Year 1 (ended 9/30/2021), with a region-wide, public access launch site assessment that will be further developed for infrastructure needs and resiliency in Year 2. The Ecotour Guide Course certified 10 individuals in 2021; the 2022 iteration of the course will be held January - March. Additional efforts during Year 1 focused on providing Business Resiliency Training to local Eastern Shore businesses, educating owners and representatives on the following topics: how to plan for natural and man-made hazards, how to assess the resiliency of their businesses, and where to find financial and educational resources.

**3541/3551 VCZMP Technical Assistance & Resiliency
Planning**Jessica Steelman, ext. 114

This recurring grant completed all deliverables for the current year (ended 9/30/2021), with success in developing a region-wide Resiliency Project Database, which was developed with the Climate Adaptation Work Group (CAWG) and local stakeholders. This database was used to submit 84 projects to Rear Admiral Ann Phillips and her consultant Dewberry for development of the Virginia Coastal Resilience Master Plan (CRMP). Staff participated in work groups, public meetings, reviews, and feedback sessions for the master plan. Staff also participated in CRMP Technical Advisory Committee meetings throughout the year.

As part of the CRMP effort, staff applied for and was awarded funding from the new Community Flood Preparedness Fund (CFPF) for an agricultural resiliency study, entitled *The Impacts of Climate Change on Crop Planning and Production: An Agricultural Study of the Eastern Shore*.

3764 Town of Parksley Downtown RevitalizationGrayson 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.

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.

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| 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> |

<i>366250</i>	<i>Continuum of Care (CoC)</i>	Russ Williams, Ext. 119
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The raw Point-In-Time count homelessness data for the Eastern Shore was issued by DHCD, and the final report should be available soon. The HMIS committee continues to prepare for the next PIT count in January. The next meeting of Community Partners General Membership is scheduled for November 10.

<i>3661 & HUD Housing Counseling Services & Virginia 3668 Housing HCE Foreclosure</i>	Hugh Hennessy, ext.124
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Staff has noticed a decline in new inquiries for pre-purchase counseling during the past month. There are now seven pre-purchase clients “in process”, one of these clients is going through loan underwriting with a lender. Four households are receiving mortgage default/foreclosure counseling.

<i>3662 Virginia Housing Counseling & Education</i>	Hugh Hennessy, ext.124
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Staff facilitated an in-person two night six hour Home Buyer Education class at the community college on Oct. 6th and 7th. The class featured presentations by a staff member and four guest speakers covering six aspects of the home buying process. Forty eight individuals registered for the class, of which twenty one registrants attended the class both evenings and earned Certificates of Completion. The certificates can be used with Virginia Housing and USDA - Rural Development loan applications.

Community meetings are scheduled for October 19th and 20th, to take place in Eastville, Exmore, Melfa, and Atlantic. The meetings have been advertised and outreach materials have been sent out to the counties, incorporated towns, community partners, and other stakeholders. Resident, landlord, and business surveys are now available online, and will be available in hardcopy form soon. 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	<i>Town of Onancock - Northeast Neighborhood</i>	Eric Luchansky, ext. 118
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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	<i>Gospel Temple/Adams Crossing Neighborhood Revitalization CDBG</i>	Eric Luchansky, ext. 118
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The third home in the project area has been completed. Demolition of the fourth home and fifth home is complete. Construction for the fourth and fifth house has begun. 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

Metompkin 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

The preliminary budget process is underway. Cost estimates for one, two, three, and four bedroom homes are being completed. Progress continues on track for a January construction start date.

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.

9. Executive Directors Report

Accomack County Regional Urgent Needs

Small Business Assistance. Five applications have been approved.

Food Vouchers. Staff has received fourteen restaurant and eight market applications.

Food Bank Equipment. Complete.

Shore Delivery Corps, Eastern Shore Community Foundation. Complete.

Food Distribution ESCAA/AAA. As of September 8, 2021, 152 eligible families have received 2,810 meals. As of August 28, 2021, 78 people have received deliveries of PPE.

Additional meals have been delivered but due to staff exposure to COVID-19, the documentation was unable to be retrieved at the office and sent to A-NPDC while staff

waited for Return to Work procedures to complete. Meals continued to be delivered albeit at a slower pace during the same period as well.

Community Service Board Equipment. Complete

Boys and Girls Clubs. An extension was requested. Details on the program are being sought.

Planning Grants

Northampton County has provided the next priority for a CDBG planning grant. It is a community near Eastville. Staff are seeking additional details. The next Accomack County planning grant submission is Wishart's Point.

Accomack County CDBG Priorities

1. East Horntown
2. Wishart's Point
3. Graysville (Church Road)
4. Whitesville
5. Linhaven Circle
6. Bayside Community
7. Sanford

Northampton County CDBG Priorities

1. Holland Lane
2. Eastville area affordable housing development

Requests for Assistance

None

10. Chairman's Report

No report was given at this time.

11. Other Matters

No other matters were discussed at this time.

12. 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