ACCOMACK-NORTHAMPTON PLANNING DISTRICT COMMISSION
MINUTES OF THE
August 15, 2022 Meeting
ENTERPRISE BUILDING
ACCOMAC, VIRGINIA

COMMISSIONERS PRESENT:

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

COMMISSIONERS ABSENT:

Rickie Ross  Accomack County
Betsy Mapp  Northampton County
Vacant  Northampton County

OTHERS PRESENT:

Elaine Meil  Sandy Taylor
Leanna Bowden  Anne Doyle
Eric Luchansky  Russ Williams

1. Call to Order

The August 15, 2022 meeting of the Accomack-Northampton Planning District Commission (A-NPDC) was called to order by Chairman Phillips at 7:03 p.m.

2. Invocation

Commissioner Major offered the Invocation.
3. **Minutes of the July 18, 2022 Meeting**

The Minutes of the July 18, 2022 meeting were presented. Commissioner Hart moved to approve the minutes as presented. Seconded by Commissioner Turner, the motion was carried by unanimous vote.

4. **Public Participation**

There was no public participation.

5. **Financial Status Report**

Auditors from Dunham, Aukamp, & Rhodes, PLC. visited the office on August 1st and 2nd to perform some preliminary testing and would return in September to complete the audit requirements.

The July and August Financial Status Reports would be presented at the September meeting.

6. **Financial Statement / Bills Payable**

The Financial Statement, including the current Bills Payable were presented. Commission approval of the Financial Statement was requested.

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

7. **Projects**

    **Informational Items**

    3003 - Intergovernmental Coordination and Information B. Hinmon

**Director of Planning Report**

Below is a comprehensive list of Planning Department projects, should you wish to contact the project manager for more information.

- 3220 - EDA-Economic Development Planning A. Doyle
- 3325 - EDA-Disaster Economic Recovery Response, Planning & Implementation A. Doyle
- 3589 - VDEM Hazard Mitigation Plan 2022 A. Mills
- 3008 - USDA Wachapreague Hotel and Sewer Study A. Mills
- 3401 - VDOT Rural Transportation Planning - SPR A. Mills
- 3580 - VDEQ Chesapeake Bay Phase III WIP Technical Assistance J. Steelman
- 3568 - VDEQ VCZMP 306 Ecotourism Resiliency J. Steelman
- 3526 - VCZMP Technical Assistance & Resiliency Planning J. Steelman
- 3571 - A-N Ground Water Committee Projects K. Singleton
- 3583 - GreenWorks Committee K. Singleton
3334 - Agricultural Study
3587 - Navigable Waterways Committee
3764 - Town of Parksley Downtown Revitalization
3556 - FY20 VA Port Authority Project: Quinby
3557 - FY20 VA Port Authority Dredging Project: Kings Creek Phase 1
3576 - FY21 VA Port Authority Dredging Project: Wachapreague Phase 1A
3578 - FY21 VA Port Authority Dredging Project: Folly Creek Phase 1A
3577 - FY21 VA Port Authority Dredging Project: Red Bank Creek Phase 1A
3559 - FY21 VA Port Authority Dredging Project: Hungars Creek Phase 1A
3579 - FY21 VA Port Authority Dredging Project: Nassawadox Creek Phase 1A
3351 - FY22 VA Port Authority Dredging Project: Kings Creek Phase 2
3352 - FY22 VA Port Authority Dredging Project: Folly Creek Phase 1B
3355 - FY22 VA Port Authority Dredging Project: Red Bank Creek Phase 1B
3353 - FY22 VA Port Authority Dredging Project: Nassawadox Creek Phase 1B

3220, 3325

Economic Development and Economic Recovery

Anne Doyle
ext. 115

PDC staff continue to collaborate with workforce development partners, including ESCC, ODU, and the Chambers of Commerce, the Virginia Employment Commission and the Virginia Department of Labor and Industry (DOLI). On July 28th at ESCC, Juanita Harrison, Eastern Shore consultant for DOLI, announced the start of two new Registered Apprenticeship Programs: NASA Wallops’ CNC Machinist Program and Perdue’s Electrical Maintenance Program. Staff have also submitted the itinerary for the Virginia Secretary of Commerce and Trade to visit the Eastern Shore on September 26-27, 2022.

3401

VDOT - Rural Transportation Planning

Ashley Mills
Ext. 127

Staff submitted four SMART SCALE applications on August 1st in an effort to secure funding to construct the Eastern Shore Rail Trail. The total ask for all four applications is $66,780,835, with overlapping trail segments:

- Entire Trail (minus Cape Charles): $39,386,692
- Northampton County (minus Cape Charles): $12,920,683
- Melfa to Onley: $6,061,125
- Onley to Parksley: $8,412,335

Staff has registered to attend the VDOT Local Programs Fall Conference being held in Roanoke in October.
Elaine Luria’s office notified staff that its Community Projects Fund application to bring public sewer service to the Town of Wachapreague was successful. Unfortunately, the House Appropriations Committee has tentatively, but significantly reduced the Wachapreague funding from $3.1 million to $750 thousand. The Town of Wachapreague now has a firm cost estimate to complete construction of the public sewer system and is meeting with Senator Warner’s office to discuss funding sources to make up the shortfall.

Town of Parksley Downtown Revitalization

Final inspection of the Town Center/Bandshell and Alleyway phase of the project was scheduled for Friday, August 12th. The Virginia Department of Housing and Community Development has also rescheduled its compliance review of the project for later this month. Downtown facade improvements continue to be completed by respective business owners.

VA Port Authority Dredging Projects

Staff is preparing to close out the following VPA Planning & Survey Projects:
3556 - Quinby Phase 1A
3557 - Kings Full Phase 1
3576 - Wachapreague Phase 1A
3578 - Folly Phase 1A
3577 - Red Bank Phase 1A
3559 - Hungars Phase 1A
3579 - Nassawadox Phase 1A

Folly, Red Bank, and Nassawadox are moving forward with the next phase: dredging and beneficial use. These projects were funded in FY22.

FY22 VA Port Authority Dredging Project: Kings Creek Phase 2

Kings Creek Phase 2, Dredging & Beneficial Use project has been out to bid one time; the single bid received was significantly over budget. Staff is preparing to conduct a post-mortem and bid the project again, possibly using eVa as a procurement tool.
Advisors and staff continue to finalize its comprehensive well program and water supply plan. Staff continues to collect additional information on groundwater supply and its potential use including water testing, historical review, and reaching out to the residents of Captain’s Cove to assess concerns made during public comment at the March 15, 2022 ESVA Ground Water Committee meeting. GWC Advisor continues assessing groundwater monitoring drilling and supplemental monitoring techniques including the potential enhancement of saltwater intrusion tools and modeling. The Committee continues to stress the importance of surficial aquifer utilization for new or expanded withdrawal use when feasible.

At the last GreenWorks Committee meeting, April 2022, the Committee unanimously passed a motion to dissolve the Committee. With the remaining funds, staff will seek funding from Virginia Department of Forestry’s Virginia Trees for Clean Water fund to implement region-wide community, street, and neighborhood tree plantings.

A Community Flood Preparedness Fund (CFPF) request for funding was approved by the Department of Conservation and Recreation (DCR) for a flood prevention and protection study to address the impacts of climate change on crop planning and production on agriculture on the Eastern Shore. Staff is in the process of finalizing a Sponsored Research Agreement with Virginia Tech.

**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 the featured projects follow the list.

- 3661 - HUD-Housing Counseling Services  
  - A. Wert
- 3662 - VHDA HCE Foreclosure/Housing Counseling  
  - A. Wert
- 366250 - Homeless Solutions COC Activities  
  - J. Hope
- 3360 - Regional Housing Plan  
  - R. Williams

Community Partners of the Eastern Shore continues to work on the qualification of Advisory Board members. Some candidates are still seeking approval from their agencies. Planning has begun for a
possible movie showing this fall. The HMIS committee met on August 9th. The main topic of the meeting was planning for the 2023 Point In Time Count.

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

Andrea Wert  
Ext. 124

Nineteen clients are receiving homeownership counseling. This is five more than the last report. Two clients are at the prequalification stage, including one Section-8 family. There are sixteen clients working to repair their credit and increase their savings, four more than last report. No clients are currently receiving counseling for foreclosure. The application was submitted for the recurring Federal FY22 HUD Housing Counseling grant with the expectation that the recurring funding will be awarded at a slightly higher budget than last year. All remittances have been paid for the HCE Covid grant and project closing processes are underway.

**Virginia Housing Counseling & Education**

Andrea Wert  
Ext. 124

Staff continues to conduct Financial Literacy, Rental Topics, and Fair Housing classes for new HCV recipients during intake briefings. These briefings are currently being conducted twice monthly, with a current average of 8 to 10 attendees each time. Planning has begun for a New Home Ownership Certification class sometime this Fall. Virginia Housing requirements for conducting this class include participation of other stakeholders that must be certified to teach portions of the class, and staff is actively recruiting for those positions. The application has been submitted for the recurring FY23 Housing Counseling and Education grant with the expectation that the recurring funding will be awarded at a slightly higher budget than FY22.

**Virginia Housing Regional Housing Study**

Russ Williams  
Ext. 119

The completed study was presented to the Boards of Supervisors in both counties. The study is posted at A-NPDC’s website, and has been distributed digitally to the counties and all of the towns. Final remittances have been paid and project closing is underway.

**Director of 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**  
  E. Luchansky
- **3665 - DEQ Septic Pump-Out Project**  
  S. Matthews
- **3335 - Accomack County CDBG Planning Grant**  
  E. Luchansky
- **3760 - Gospel Temple/Adams Crossing CDBG**  
  E. Luchansky
300660 - Makemie Park Urgent Need Project  K. Singleton
300702 - Metomkin CDBG - Program Income  B. Herbert
3690 - Occhannock Neck Road Project  B. Herbert
3680 - Accomack County COVID CDBG Urgent Needs  E. Meil
- HMGP - DR-4001 & DR-4411  E. Luchansky
3823 - HMGP - DR-4291  E. Luchansky
4401 - Accomack County VA 4401-VA-016 Elevation/Acquisition Project  E. Luchansky

300640  

_Town of Onancock - Northeast Neighborhood_  

Eric Luchansky  
Ext. 118

Pre-contract activities have been completed. The funds are expected to be deposited August 15th.

3760  

_Gospel Temple/Adams Crossing Neighborhood Revitalization CDBG_  

Eric Luchansky  
Ext. 118

The project is complete. Staff has worked on closing out the grant.

300660  

_Makemie Park Urgent Need Project_  

Kellen Singleton  
Ext. 129

A majority of the Makemie Park Septic Reconstruction Project was bid out on July 28th at 3:51PM. The bid consists of 21 out of the 26 planned project dwellings. The solicitation “Septic Systems at Makemie Park/Accomack County/Invitation for Bids #743,” was published in the July 29th edition of the Eastern Shore Post and can be found on the Accomack County Government IFB’s and RFP’s procurement page. A non-mandatory pre-bid meeting was held on August 4th. The meeting was attended by representatives of the A-NPDC, the Accomack County Finance Department, MSA Engineering, community leaders, and two local contractors. The closing date for this IFB is August 23rd at 4PM. The Southeast Rural Community Assistance Project, Inc. (SERCAP) has been contacted to secure additional funding required to move forward with the five additional dwellings.

30070  

_Metomkin CDBG - Program Income_  

Bruce Herbert  
Ext. 128

Inspection date should be scheduled by the end of September.

3690  

_Occhannock Neck Road Project_  

Bruce Herbert  
Ext. 128

The Town of Exmore’s waste water expansion continues to delay any progress with construction. Alternative new home sites have been identified and AOSE contracts have been awarded to begin development. Plans have been selected, and bids will be solicited once septic designs have been approved.
The next two homes are lifted. The foundations are currently being installed. Staff is working on securing contracts with the next two homes.

The contract has been executed. A kick off meeting is scheduled for August 12th.

8. Executive Director’s Memo

Tangier A-NPDC Community Outreach Day
Ten staff were able to attend. The Outreach Day was an attempt to bring the A-NPDC programs and services to the island since it is difficult for residents to access our services. A-NPDC was grant writer and construction manager of the David Nichols Health Center and they were willing to partner with us to provide services. The temporary A-NPDC lobby was the porch of the Center and appointments were held in an office in the building. Several things were accomplished.

- The remaining seven sets of food vouchers for the island were distributed ($2,975).
- Discussions were held with three persons regarding flood damage that was not covered by insurance or necessary repairs. Staff has reached out to the Town to determine their level of interest in sponsoring a Community Development Block Grant planning grant to determine the full extent of repairs and elevations needed on the island in preparation to obtain various implementation grants.
- Discussion was held with one business owner regarding the Accomack County Urgent Needs Small Business Assistance programs.
- One Housing Quality Standards (HQS) inspection was completed on a house to assist a family with deciding on whether or not to repair or demolish one structure.
- One Section 8 Housing Choice Voucher application appointment was held. Staff assisted the individual by connecting them and assisting them with a call to a Social Security Administration contact that could help them obtain the necessary documentation.
- Coincidentally with the outreach day, food was being distributed on the island and discussions with town persons involved in the distribution indicated a freezer and shelving would help their efforts. The former medical center is owned by the town and might be a suitable location. One grant opportunity was identified. Staff has reached out to the Town to determine their level of interest and support for this project.

Accomack County Regional COVID19 Urgent Needs
- Shore Delivery Corps offered to conduct delivery of youth lunches to Accomack and Northampton schoolchildren who were enrolled in the delivery program. In the first two weeks, food was delivered to over 200 locations, including over 500 children who received youth lunches. The project has been extended to one more additional week, for a total of seven weeks. Separately, we have the funds to help 6 more businesses with reimbursement due to the pandemic. We have two leads.
Draft Virtual A-NPDC Meeting & Remote Participation Policy

The draft policy is presented below. According to § 2.2-3708.3, it would only be effective September 1, 2022. A modification to the draft language was made to item B.1.d to make it more fluent.

Accomack-Northampton Planning District Commission Policy for Remote Participation

Pursuant to § 2.2-3708.3 of the Code of Virginia, the following policy is established for remote electronic participation and all-virtual public meetings of the Board of commissioners meetings.

A. A Commissioner may participate in a meeting through electronic communication means from a remote location that is not open to the public only as follows:

1. A personal matter
   a. Prior to a meeting, the member shall notify the Chair of the Accomack-Northampton Planning District Commission (the “Commission”) that the member is unable to attend the meeting due to a personal matter. The member must identify with specificity the nature of the personal matter. The Chair determines whether or not to permit remote participation.

   b. A quorum of the Commission must be physically assembled at the primary or central meeting location. The decision to permit remote participation shall be based solely on the criteria in this resolution, without regard to the identity of the member or matters that will be considered or voted on during the meeting.

   c. The Secretary of the Board of Commissioners shall record in the Commission’s minutes the specific nature of the personal matter and the remote location from which the absent member participated.

   d. Participation by the absent member due to a personal matter shall be limited in each calendar year to three (3) meetings. Remote participation shall be counted against the member’s limit even if an all-virtual meeting is subsequently called due to lack of a quorum in the primary meeting location.

2. A temporary or permanent disability
   a. The member shall notify the Chair of the Commission that the member is unable to attend the meeting due to a temporary or permanent disability or medical condition that prevents his or her physical presence.

   b. A quorum of the Commission must be physically assembled at the primary or central meeting location.

   c. The Secretary of the Commission shall record in the Commission’s minutes the fact of the disability or other condition and the remote location from which the absent member participates.
3. A medical condition of a family member that prevents physical attendance.
   a. The member shall notify the Chair of the Commission that the member is unable to
      attend the meeting due to the need to provide care to a family member.
   b. A quorum of the Commission must be physically assembled at the primary or central
      meeting location.
   c. The Secretary of the Commission shall record in the Commission’s minutes the family
      member’s medical condition that required the member to provide care and the remote
      location from which the absent member participated.

4. If the absent member’s remote participation is disapproved because such participation would
   violate this policy, such disapproval shall be recorded in the Commission’s minutes with
   specificity.

5. For any remote participation, the Commission shall make arrangements for the voice of the
   absent member or members to be heard by all persons in attendance at the meeting location.

6. Should technological problems occurring during a meeting interrupt a Member’s remote
   participation, when the problem becomes known, the Chair, at his discretion, may briefly call a
   recess to address the problem. If the problem cannot be resolved at the end of a brief recess,
   the meeting will continue from the point of recess so as to complete the business of the
   Commission. The Member’s inability to participate remotely shall be recorded as an excused
   absence from the point of interruption.

B. All-Virtual Public Meeting
No electronic communication means will be provided to the public for in person public meetings.
Commission meetings will only be all-virtual only as follows:

1. The Chairman determines there exists a condition where an all-virtual meeting serves
   the public interest and calls an all-virtual meeting that meets the following requirements.
   a. Electronic access must be provided to the public.
   b. A monitored phone number must be publicly provided so the Commission can be
      alerted if the transmission of the meeting provided by the Commission fails. Failure of
      the Commission transmission requires the Commission to take a
      recess until public access is restored.
   c. The agenda and agenda packet, unless exempt, must be provided to the public
      at the same time as the members.
d. The agenda and agenda packet, unless exempt, must be provided to the public at the same time as the members.

e. The Public is afforded the opportunity to comment virtually, including by way of written comments, when comments are customarily received.

f. No more than two members are together in any one remote location unless that location is open to the public.

g. Commission transmission to the public resumes before the public body votes to certify any closed session.

2. All-virtual meetings can only be held three (3) times per calendar year.

C. Committees, subcommittees or other entities designated by the Commission that perform delegated functions of the Commission or advise the Commission can hold all-virtual meetings determined by the Chair or members so long as they meet the requirements of B.1.a-B.1.f.

The Draft Virtual A-NPDC Meeting & Remote Participation Policy was presented. Commission adoption of the Draft Virtual A-NPDC Meeting & Remote Participation Policy was requested.

Commissioner Hart moved to adopt the Draft Virtual A-NPDC Meeting & Remote Participation Policy. Seconded by Commissioner Leonard, the motion was carried by unanimous vote.

9. Chairman’s Report

No report was given at this time.

10. Other Matters

No other matters were discussed at this time.

11. Adjournment

There being no further business brought before the Commission, Commissioner Leonard moved to adjourn the meeting. Seconded by Commissioner Hart, the meeting was then adjourned.

Copy Teste:

Harrison Phillips
Chairman

Elaine K. N. Meil
Executive Director