

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	K. Singleton
3587 - Navigable Waterways Committee	J. Steelman
3764 - Town of Parksley Downtown Revitalization	A. Doyle
3556 - FY20 VA Port Authority Project: Quinby	J. Steelman
3557 - FY20 VA Port Authority Dredging Project: Kings Creek Phase 1	J. Steelman
3576 - FY21 VA Port Authority Dredging Project: Wachapreague Phase 1A	J. Steelman
3578 - FY21 VA Port Authority Dredging Project: Folly Creek Phase 1A	J. Steelman
3577 - FY21 VA Port Authority Dredging Project: Red Bank Creek Phase 1A	J. Steelman
3559 - FY21 VA Port Authority Dredging Project: Hungars Creek Phase 1A	J. Steelman
3579 - FY21 VA Port Authority Dredging Project: Nassawadox Creek Phase 1A	J. Steelman
3351 - FY22 VA Port Authority Dredging Project: Kings Creek Phase 2	J. Steelman
3352 - FY22 VA Port Authority Dredging Project: Folly Creek Phase 1B	J. Steelman
3355 - FY22 VA Port Authority Dredging Project: Red Bank Creek Phase 1B	J. Steelman
3353 - FY22 VA Port Authority Dredging Project: Nassawadox Creek Phase 1B	J. Steelman

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.

30081

Wachapreague - USDA

Ashley Mills
Ext. 127

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.

3764

Town of Parksley Downtown Revitalization

Anne Doyle
Ext. 115

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.

3556, 3557,
3576, 3578,
3577, 3559, 3579

VA Port Authority Dredging Projects

Jessica Steelman
Ext. 114

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.

3351

FY22 VA Port Authority Dredging Project: Kings Creek Phase 2

Jessica Steelman
Ext. 114

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.

3661
3668

***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

3662

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.

3660

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
3665 - DEQ Septic Pump-Out Project
3335 - Accomack County CDBG Planning Grant
3760 - Gospel Temple/Adams Crossing CDBG

E. Luchansky
S. Matthews
E. Luchansky
E. Luchansky

300660 - Makemie Park Urgent Need Project	K. Singleton
300702 - Metompink 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	<i>Town of Onancock - Northeast Neighborhood</i>	Eric Luchansky Ext. 118
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Pre-contract activities have been completed. The funds are expected to be deposited August 15th.

3760	<i>Gospel Temple/Adams Crossing Neighborhood Revitalization CDBG</i>	Eric Luchansky Ext. 118
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The project is complete. Staff has worked on closing out the grant.

300660	<i>Makemie Park Urgent Need Project</i>	Kellen Singleton Ext. 129
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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	<i>Metompink CDBG - Program Income</i>	Bruce Herbert Ext. 128
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Inspection date should be scheduled by the end of September.

3690	<i>Occhannock Neck Road Project</i>	Bruce Herbert Ext. 128
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The Town of Exmores 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 soliced 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