

ACCOMACK-NORTHAMPTON PLANNING DISTRICT COMMISSION
MINUTES OF THE
September 19, 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
Donald L. Hart, Jr.	Accomack County
Robert Crockett	Accomack County
Betsy Mapp	Northampton County

COMMISSIONERS ABSENT:

Rickie Ross	Accomack County
Vacant	Northampton County
L. Dixon Leatherbury	Northampton County
John Coker	Northampton County

OTHERS PRESENT:

Elaine Meil	Sandy Taylor
Leanna Bowden	Anne Doyle
Eric Luchansky	Russ Williams
Michael Aukamp	Myra-Riley Taylor

1. Call to Order

The September 19, 2022 meeting of the Accomack-Northampton Planning District Commission (A-NPDC) was called to order by Chairman Phillips at 7:00 p.m.

2. Invocation

Commissioner Hart offered the Invocation.

3. Minutes of the August 15, 2022 Meeting

The Minutes of the August 15, 2022 meeting were presented. Commissioner Hart moved to approve the minutes as presented. Seconded by Commissioner Leonard, the motion was carried by unanimous vote.

4. Public Participation

Myra-Riley Taylor attended from Onancock, Virginia.

5. Financial Status Report

The Report for the Expenditures for July & August were unable to be printed until FY22 is closed in the GMS accounting software. Updated reports would be presented at the October meeting.

Auditors from Dunham, Aukamp & Rhodes, PLC visited the office Monday, September 19th to Wednesday, September 21st.

6. Financial Statement / Bills Payable

The Financial Statement, including the current Bills Payable were presented. Commission approval of the Financial Statement was requested. Michael Aukamp attended the meeting to discuss A-NPDC restricted funds.

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 are actively collaborating with workforce development partners, including ESCC, ODU, the Chambers of Commerce, the Virginia Employment Commission, and the Virginia Department of Labor and Industry. The structure of the NASA Wallops' *CNC Machinist Registered Apprenticeship Program* is nearly complete and the structure of the *Electrical Maintenance Registered Apprenticeship Program* is underway. The collaboration group is also developing work-based learning resources with the goal of forming a regional youth apprenticeship. While the Secretary of Commerce's visit to the Eastern Shore was postponed, staff continued to identify economic development opportunities arising from the planned Eastern Shore Rail Trail and the planned Wallops Flight Facility expansion.

3401

VDOT - Rural Transportation Planning

Ashley Mills
Ext. 127

Staff attended an event in Cape Charles where Sen. Tim Kaine announced \$2.5 million of federal funding for construction of the first phase of the Eastern Shore Rail Trail. Staff designed a banner to display for the ESRT Foundation and updated brochures and rack cards to distribute during the event. Staff is working to receive an update from VDOT on the finalization of design plans for the trail segment, which is expected to include a trailhead, Park & Ride Lot, a pedestrian phase and signal upgrades, and 2.3 miles of 10' wide paved path.

30081

Wachapreague - USDA

Ashley Mills
Ext. 127

The USDA-funded project has been completed and the grant is closed. Final reports were submitted at the end of August. The state and federally funded sewer installation project is active; staff prepared a short-fall

funding application the Town of Wachapreague submitted to the Virginia Department of Environmental Quality on September 6th. The USDA-funded project has been completed and the grant is closed. Final reports were submitted at the end of August. The state and federally funded sewer installation project is active; staff prepared a short-fall funding application the Town of Wachapreague submitted to the Virginia Department of Environmental Quality on September 6th.

3589

Hazard Mitigation Plan - VDEM

Ashley Mills
Ext. 127

All but three localities that participated in the hazard mitigation planning process have now passed resolutions formally adopting the Plan. Staff is working with the remaining localities to pass their resolutions in order to ensure they remain eligible to receive certain federal funding.

3764

Town of Parksley Downtown Revitalization

Anne Doyle
Ext. 115

The second substantial completion inspection of the Town Center/Bandshell and Alleyway phase of the project took place on Friday, August 12th. The contractor's precast wall caps were found to be unacceptable. As a result, the construction management team unanimously determined the contractor should lay a four-inch rowlock course of masonry around the entire cap area. The concrete center cap area is to be sloped across the brick to allow for adequate drainage. The contractor also agreed to install electrical boxes on the side of the stage toward the parking lot. The above work will be performed with no net change to the contract price. In other areas of the construction zone, the contractor has completed the lighting in the alleyway. The contractor has also completed final work on the alleyway's planting beds and has completed a final grass mowing of the workzone. Grass and planting bed maintenance are now the Town of Parksley's responsibility. Downtown facade improvements continue to be completed by respective business owners and the results are both impressive and beautiful.

3526

VCZMP Technical Assistance & Resiliency Planning

Jessica Steelman
Ext. 114

Staff hosted and facilitated the Climate Adaptation Working Group (CAWG) Summer 2022 Workshop on 8/17/2022; there were 35 attendees from localities, state agencies, and local partners. The workshop consisted of small group discussions, polls and surveys, and five guest speakers, addressing topics on resilience policy, industry sector resilience, blue carbon, and local resilience and adaptation efforts taking place currently.

3571

A-N Ground Water Committee Projects

Kellen Singleton
Ext. 129

Advisors and staff continue to finalize its comprehensive well program and water supply plan. A Statement of Principle was adopted by the Committee on August 16, 2022. 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.

3583

GreenWorks Committee

Kellen Singleton
Ext. 129

At the last GreenWorks Committee meeting, April 2022, the Committee unanimously passed a motion to dissolve the Committee. Staff is communicating with WasteWatcher members to determine next steps.

3334

Agricultural Study

Kellen Singleton
Ext. 129

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

366250

Continuum of Care (CoC)

Russ Williams
Ext. 119

Community Partners of the Eastern Shore's new Advisory Board will conduct their 1st meeting on September 22nd. The General Membership canceled their September meeting and will meet next in November. The HMIS committee continues planning for the 2023 Point In Time Count. Planning continues for a movie showing this Fall.

3661
3668

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

Andrea Wert
Ext. 124

21 clients are receiving homeownership counseling. This is two more than the last report. Two clients are at the prequalification stage, one of these has a contract on a house. Both clients are Section-8 families. Including the family with the contract, this would be three clients purchasing homes since the beginning of 2021. There are sixteen clients working to repair their credit and increase their savings. No clients are currently receiving counseling for foreclosure. The application was submitted for the recurring Federal FY22 HUD Housing Counseling grant with the expectation of award imminent.

3662

Virginia Housing Counseling & Education

Andrea Wert

The new recurring Housing Counseling and Education grant has been awarded. 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. Staff continues planning for a New Home Ownership Certification class sometime this Fall.

3660***Virginia Housing Regional Housing Study***Russ Williams
Ext. 119

Project close out processes are underway. All reporting is complete and remittances paid.

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 - Metompkin 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. Staff is currently waiting for funds to be deposited.

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 bids for “Septic Systems at Makemie Park/Accomack County/Invitation for Bids #743”, were opened August 23rd at 4PM. The bid opening was attended by A-NPDC and Accomack County Finance Department staff, as well as representatives of Boggs Water and Sewage, Inc. After assessing the bid submission a Notice of Award was distributed and posted to Boggs Water and Sewage, Inc. on August 25th. The bid submission exceeds the project budget. A services contract with Boggs Water and Sewage, Inc was finalized September 7th. A pre-construction project meeting is scheduled for Wednesday, September 14th at 10:00AM. 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

Metompkin CDBG - Program Income

Bruce Herbert
Ext. 128

Inspection date should be scheduled by the end of September.

3690

Occohannock Neck Road Project

Bruce Herbert
Ext. 128

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 solicited once septic designs have been approved.

3823

Accomack County VA HMGP 4291-VA-009 Elevation Project

Eric Luchansky
Ext. 118

The foundations are installed for homes 2 and 3. They are projected to be set down this week. Contracts for the next two applicants have been signed. Work is expected to begin the week of September 19th.

4401

Accomack County VA 4401-VA-016 Elevation/Acquisition Project

Eric Luchansky
Ext. 118

The contract has been executed. An appraisal company has been located to appraise the two properties for acquisition/demolition.

8. Grants

VDH Septic and Well Assistance Program

This grant would provide well and septic assistance to 12 families on the Eastern Shore of VA. Staff continued to work closely with the department of health. The health department coordinated the applications and inquiries.

Authorization to apply was requested. Commissioner Hart moved to approve the grant as presented. Seconded by Commissioner Crockett, the motion was carried by unanimous vote.

9. Contracts

FY23 Virginia Housing Counseling and Education \$50,000

Recurring funding for HUD-approved Housing Counseling Program to provide group education and direct one-on-one counseling for rental topics, fair housing, financial literacy, new home ownership, eviction, and foreclosure.

Retroactive authorization to execute the agreement was requested. Commissioner Hart moved to approve the grant as presented. Seconded by Commissioner Turner, the motion was carried by unanimous vote.

FY22 Virginia Housing Federal Fiscal Year 2022 HUD Housing Counseling \$36,000

Recurring funding for HUD-approved Housing Counseling Program to educate families and individuals in order to help them make smart decisions regarding improving their housing situation and meeting the responsibilities of tenancy and homeownership.

Authorization to execute the agreement was requested. Commissioner Mapp moved to approve the grant as presented. Seconded by Commissioner Crockett, the motion was carried by unanimous vote.

FY23 DHCD Accomack-Northampton Planning District Commission Annual State Funding \$89,971

These are the state general funds. Recurring state funding for planning assistance to the district localities, state agencies and federal partners.

FY22 DHCD Virginia Coastal Zone Management Program Technical Assistance Grant \$129,000

Recurring funding for coastal management, resilience, and technical assistance.

FY22 DHCD Virginia Coastal Zone Management Program Ecotourism and Resiliency Grant \$148,000

Final focal year for the ecotourism and resiliency grant; recurring funding to develop a sustainability plan for assets developed during the 6-year project focal area.

Authorization to execute the above grants was requested. Commissioner Hart moved to approve the agreements as presented. Seconded by Commissioner Leonard, the motion was carried by unanimous vote.

10. Executive Director's Memo

Personnel Policies

The draft personnel policies have been received. The Executive Director reviewed and sent back questions and also existing policies that were lost in the rewriting. Duty descriptions were prepared for attorney review of staff position exemption and non-exemption. The Internet Usage Policy was also sent for review.

A-NPDC Attorney

The Attorney Request for Qualification ended on September 2, 2022. One RFQ response was received. The Attorney subcommittee had an interview scheduled on September 15th. The committee would

provide an update and recommendation. Consideration of the recommendation was requested. Commissioner Crockett moved to approve the A-NPDC Attorney consideration as presented. Seconded by Commissioner Major, the motion was carried by unanimous vote.

Urgent Needs

The summer feeding program has ended. Meals were distributed for an additional week. The remaining shelf stable meals were distributed. Through the 6th week, 16,595 shelf stable meals were delivered. Shore Delivery continued delivery after the 6th week until the meals purchased were completely delivered.

Executive Director Contract

The temporary extension of the contract was set to expire on September 30, 2022. Consideration of the contract term was requested. Commissioner Major moved to approve the new contract expiration date of December 31, 2022. Seconded by Commissioner Crockett, the motion was carried by unanimous vote.

11. Closed Session

It is requested that the Commission move to enter Closed Session according to Section 2.2-3711 of the Code of Virginia of 1950, as amended, for the purpose of:

Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body;

PURPOSE: Personnel Performance

Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter.

Made by Commissioner Hart, seconded by Commissioner Leonard the motion carried unanimously.

The following board members were present: Commissioner Phillips, Commissioner Major, Commissioner Kellam, Commissioner Mapp, Commissioner Leonard, Commissioner Jonhson, Commissioner Turner, Commissioner Hart, and Commissioner Crockett and voted affirmative. Ms. Meil was also present.

After the closed session, the Chair reconvened the meeting. Motion was made by Commissioner Hart, seconded by Commissioner Crockett that the Commission had entered the closed session for that purpose as set out in Section 2.2-3711 of the Code of Virginia of 1950 as amended. Roll call votes were taken, Commissioner Phillips, Commissioner Major, Commissioner Kellam, Commissioner Mapp, Commissioner Leonard, Commissioner Jonhson, Commissioner Turner, Commissioner Hart, and Commissioner Crockett and voted affirmative. Ms. Meil was also present.

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, Commissioner Mapp moved to adjourn the meeting. Seconded by Commissioner Leonard, the meeting was then adjourned.

Copy Teste:

Harrison Phillips
Chairman

Elaine K. N. Meil
Executive Director

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