

ACCOMACK-NORTHAMPTON PLANNING DISTRICT COMMISSION  
MINUTES OF THE  
SEPTEMBER 20, 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
Rev. Charles J. Kellam	Northampton County
L. Dixon Leatherbury	Northampton County
Betsy Mapp	Northampton County
Arthur Leonard	Town of Chincoteague

COMMISSIONERS ABSENT:

Rickie Ross	Accomack County
Gwendolyn F. Turner	Accomack County
David Fauber	Northampton County
Vacant	Northampton County

OTHERS PRESENT:

Elaine Meil	Sandy Taylor
Russ Williams	Melissa Matthews Chance
Grayson Williams	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 August 16, 2021 Meeting

The minutes of the August 16, 2021 Meeting were presented.

Commissioner Hart moved to approve the Minutes of the August 16, 2021 Meeting. Seconded by Commissioner Major, 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. July & August Financial Status Report

The Report for Expenditures for July & August are unable to be printed until FY21 has been closed in the GMS accounting software. Updated reports will be presented at the October meeting.

The auditors were originally scheduled to be at the A-NPDC office on Monday, September 13<sup>th</sup> – Wednesday, September 15<sup>th</sup>. However, due to the Federal extension of the corporation tax return deadline of September 15<sup>th</sup>, the auditing firm rescheduled the visit for Monday, September 20<sup>th</sup> – Wednesday, September 22<sup>nd</sup>.

No action was requested.

7. Contracts

Contracts presented support projections in the FY22 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, resilience planning, and the annual special project. Funds include \$67,144 in non-federal match funds and \$64,500 in contractual federal 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 FY2022 Program to include staff support for the GreenWorks Committee, improving ecotourism related opportunities, natural resources, 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 \$74,000 in contractual federal funds.

Authorization to execute the contract was requested.

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

8. Projects

Informational Items

*3003 Intergovernmental Coordination and Information* Brenette Hinmon, ext.100

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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	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	G. Williams
3577 - FY21 VA Port Authority Dredging Project: Red Bank Creek	G. Williams
3559 - FY21 VA Port Authority Dredging Project: Hungars Creek	G. Williams
3579 - FY21 VA Port Authority Dredging Project: Nassawadox Creek	G. Williams
3009 - Chincoteague Firehouse	G. Williams

**3401**     *VDOT - Eastern Shore Rail Trail*

Ashley Mills, ext. 127

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Rack cards for the Eastern Shore Rail Trail (ESRT) have been printed and distributed to various locations in Northampton and Accomack Counties. The ESRT Working Group is expanding and continuously seeking additional public outreach and funding opportunities. Canonie Atlantic, Co. is looking to complete the removal of the rail and rail ties in the near future, allowing for a more “shovel ready” project. A-NPDC staff and ESRT Working Group members will be attending events and handing out information regarding the Rail Trail over the next several months in order to gain public awareness and support.

**3571**     *A-N Ground Water Committee Projects*

Jessica Steelman, ext. 114

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The Eastern Shore of Virginia Ground Water Committee (GWC) will be meeting October 19, 2022 at The Enterprise Building from 10A-12P for a *Well & Water Forum* to include presentations from GWC Hydrologist Britt McMillan and VDH staff. As with all GWC meetings, this one is open to the public.

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Construction has continued in the Harvest Alleyway adjacent to Club Car Cafe. Concrete has been poured to construct a walkway from downtown Parksley to the new Regional Library. A change order is being developed to reallocate funds from the removed Four Seasons Alleyway. The change order includes adding street lights and plantings to the Harvest Alleyway and a cable trench for the bandshell area for electric lines.

**3557 FY20 VA Port Authority Dredging Project: Kings Creek**

Grayson Williams, ext. 129

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The Army Corp of Engineers have issued the permit for the dredging of Kings Creek but VMRC has decided that they cannot approve an encroachment or fill within a leased ground, as Virginia law provides total protection of the right to use that ground when we issue a lease. Since there is no written evidence that the property owner has consented to dredging previously and no way to prove he was aware that he was shown all plans, including maintenance dredging, there is no standing on the matter. We will move forward with removing his area of the channel from the permit.

**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
- 3662 -VHDA HCE Foreclosure/Housing Counseling
- 366250 - Homeless Solutions COC Activities
- 3360 - Regional Housing Plan

*H. Hennessy*  
*H. Hennessy*  
*J. Hope*  
*R. Williams*

**366250 Continuum of Care (CoC)**

Russ Williams, Ext. 119

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Point-In-Time count homelessness data for the Eastern Shore is being reviewed by DHCD. Staff has been advised that the report will be available soon. The HMIS committee has begun planning for the next PIT count in January. Community Partners General Membership took place on September 8th. The next meeting will take place in November.

**3661 & HUD Housing Counseling Services & Virginia** Hugh Hennessy, ext.124  
**3668 Housing HCE Foreclosure**

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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”, two of these clients are going through loan underwriting with lenders. Four households are now currently receiving mortgage default/foreclosure counseling.

**3662 Virginia Housing Counseling & Education** Hugh Hennessy, ext.124

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Staff will be facilitating an “in-person Home Buyer Education class” at the community college on Oct. 6th and 7th, the capacity is 30 attendees. Three speakers, who are industry professionals, have agreed to give presentations during the class.

**3660 Virginia Housing Regional Housing Study** Russ Williams, ext.119

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Community meetings have been scheduled for October 19th and 20th, to take place in Eastville, Exmore, Melfa, and Atlantic. Advertisement and outreach for these meetings will begin shortly. The Management Team and the consultant continue to work on resident and landlord surveys, as well as identifying neighborhoods for detailed analysis.

### **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	Ocohanock 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>



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Summit Engineering are currently working on the foundational designs. The designs will be submitted to the ANPDC the week of September 20th.

9. Executive Directors Report

Accomack County Regional Urgent Needs

*Small Business Assistance.* One application has been approved and awarded. Four additional applications are on the project management team meeting agenda for approval.

*Food Vouchers.* Staff has received twelve restaurant and seven market applications. The waiting list is open for clients.

*Food Bank Equipment.* The Food Bank has received the Chromebooks.

*Shore Delivery Corps, Eastern Shore Community Foundation*

The final reimbursement request has been received.

*Food Distribution ESCAA/AAA*

As of September 1, 2021, 148 eligible families have received 2,244 meals.

*Community Service Board Equipment*

The last of the equipment that is to be installed is on backorder.

*Boys and Girls Clubs*

An extension was requested.

DEQ Clean Water Financing and Assistance Program

DEQ staff has reached out and discussed the possibility of A-NPDC partnering with DEQ on a pilot project to assist towns with collection systems and user hookups to the HRSD transmission line. It would be similar to a pilot program they have in Southwest Virginia. Details have not been discussed but it appears that the general idea is a town takes a loan, potentially with no net interest if they qualify for hardship, to build the collection pipe and DEQ assists user hookups with grants.

The Town of Wachapreague collection system was the main topic of conversation and could be eligible for a grant to build the collection system through state American Rescue Plan Act funds that the Clean Water office is administering. The town would need to encourage residential hook up to the system to be competitive for the grant funds. The residential hook up costs could be included as part of the grant request. A work session of the Town Council has been scheduled to discuss the preliminary engineering report and the information learned.

The Board suggested the Executive Director reach out to the PDC in Southwest Virginia, who is currently working with DEQ, and see how things are progressing with them.

Planning Grants

The Holland Lane planning grant was submitted on September 13, 2021. The East Horntown planning grant was submitted on September 15, 2021.

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.

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Harrison Phillips  
Chairman

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Elaine K. N. Meil  
Executive Director