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 13th – Wednesday, September 15th. However, due to the Federal extension of the corporation tax return deadline of September 15th, the auditing firm rescheduled the visit for Monday, September 20th – Wednesday, September 22nd.

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

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
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.

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.
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.

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

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  
  - H. Hennessy
- 3662 - VHDA HCE Foreclosure/Housing Counseling  
  - H. Hennessy
- 366250 - Homeless Solutions COC Activities  
  - J. Hope
- 3360 - Regional Housing Plan  
  - R. Williams

**366250 Continuum of Care (CoC)**

Russ Williams, Ext. 119

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.
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.

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.

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.

<table>
<thead>
<tr>
<th>Project ID</th>
<th>Project Name</th>
<th>Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>300640</td>
<td>Town of Onancock-Northeast Neighborhood</td>
<td>Eric Luchansky</td>
</tr>
<tr>
<td>3665</td>
<td>DEQ Septic Pump-Out Project</td>
<td>Seth Matthews</td>
</tr>
<tr>
<td>3335</td>
<td>Accomack County CDBG Planning Grant</td>
<td>TBD</td>
</tr>
<tr>
<td>3760</td>
<td>Gospel Temple/Adams Crossing CDBG</td>
<td>Eric Luchansky</td>
</tr>
<tr>
<td>300660</td>
<td>Makemie Park Urgent Need Project</td>
<td>Grayson Williams</td>
</tr>
<tr>
<td>300702</td>
<td>Metompkin CDBG - Program Income</td>
<td>Bruce Herbert</td>
</tr>
<tr>
<td>3690</td>
<td>Occohannock Neck Road Project</td>
<td>Bruce Herbert</td>
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<tr>
<td>3680</td>
<td>Accomack County COVID CDBG Urgent Needs</td>
<td>Elaine Meil</td>
</tr>
<tr>
<td></td>
<td>HMGP - DR-4001 &amp; DR-4411</td>
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</tr>
<tr>
<td>3823</td>
<td>HMGP - DR-4291</td>
<td>Eric Luchansky</td>
</tr>
</tbody>
</table>
Staff is currently working with the town gathering survey data to resubmit the application.

Construction of the third home in area is projected to be completed the week of September 20th. Demolition of the fourth home was completed September 6th. Construction is scheduled to start the week of September 20th.

A Project Management Team meeting was held on August 11, 2021 and a public meeting was held on August 30, 2021 at the local church. Fifteen individuals showed up to the meeting to discuss the project and take questions from property owners involved with the project. Majority of the questions were focused on the actual designs of the systems which the contracted engineer was able to answer. Currently six properties will have their septic designs completed during the planning phase and the other twenty one properties will have their designs completed during the implementation phase of the project. The contract with the AOSE has been fully endorsed and site inspections have been completed for the six properties apart of the planning phase of the project.

The regularly scheduled meeting with the community stakeholders was conducted September 1, 2021. VDOT has added additional requirements prior to final inspection. Plans showing all utilities that fall within the right of way are now required. I am in the process of processing Deeds of Quit Claim for utilities as the plans become available.

The site plans have been completed by GEY Inc. and distributed to both the town of Exmore’s public works department as well as the staff working on the design of the new homes. We are continuing to develop a house design that compliments the neighborhood, and remains within budget. Water and sewer connections are still expected to be completed by December.
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.

_________________________________
Harrison Phillips
Chairman

Copy Teste:

_________________________________
Elaine K. N. Meil
Executive Director