

ACCOMACK-NORTHAMPTON PLANNING DISTRICT COMMISSION
MINUTES OF THE
JANUARY 19, 2021 MEETING
VIRTUAL ZOOM MEETING
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
Gwendolyn F. Turner **	Accomack County
Rev. Charles J. Kellam	Northampton County
L. Dixon Leatherbury **	Northampton County
Arthur Leonard **	Town of Chincoteague

COMMISSIONERS ABSENT:

Rickie Ross	Accomack County
Betsy Mapp	Northampton County
David Zamorski	Northampton County
Vacant	Northampton County

OTHERS PRESENT:

Elaine Meil	Sandy Taylor **
Bobbie Jo Wert **	Shannon Alexander **
Melissa Matthews **	Russ Williams

** Attendance thru Zoom

1. Call to Order

Chairman Kellam called the meeting to order at 7:09 p.m.

2. Invocation

Commissioner Hart offered the Invocation.

3. Minutes of November 16, 2020 Meeting

The minutes of the November 16, 2020 Meeting were presented.

Commissioner Hart moved to approve the Minutes of the November 16, 2020 Meeting. Seconded by Commissioner Crockett, 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. December Financial Status Report

The attached report indicated that 53.06 percent of the FY 2021 Budget has been expended while 50 percent of the fiscal year had passed.

Commissioner acceptance of this report was requested.

Commissioner Crockett moved to accept the Financial Status Report as presented. Seconded by Commissioner Leatherbury, the motion carried by unanimous vote.

7. FY 2021 Budget Amendments

Adoption of the following budget amendments was requested:

1.	3325	EDA – Supplemental – COVID19	\$ 500.00
			<u>+181,500.00</u>
			\$ 182,000.00

ITEM 1 represents the amendment to include a recently funding grant from EDA to fund a Disaster Economic Recovery Response, Planning & Implementation grant.

2. 3556 Waterway Dredging – Quinby \$ 5,000.00
+ 10,000.00
\$ 15,000.00

3. 3557 Waterway Dredging – Kings Creek \$ 5,000.00
+ 10,000.00
\$ 15,000.00

ITEM 2 and 3 represents the amendment to adjust the VPA funding to include additional administrative funds for the fiscal year.

4. 3661 HUD-Housing Counseling Services \$ 36,836.00
+ 25,000.00
\$ 61,836.00

ITEM 4 represents the amendment to include additional administrative funds for the fiscal year.

5. 3114 CHERP \$ 0.00
(COVID Homeless Emergency Response Prog) + 329.00
\$ 329.00

ITEM 5 represents the amendment to include DHCD administrative funds to support emergency shelter operations for the fiscal year.

The net change to the FY 2021 budget is \$226,829.00.

The requested amendments will be reflected on the next financial status report.

Commissioner Crockett moved to adopt the above listed budget amendments. Seconded by Commissioner Leatherbury, the motion carried by unanimous vote.

8. FY 2022 Budget Requests

At the direction of the Commission in November, the FY 2022 budget requests were submitted to the localities as follows:

	<u>Accomack</u>	<u>Northampton</u>	<u>Chincoteague</u>	<u>Total</u>
FY 2021 Funded	\$65,036	\$32,518	\$ 7,000	\$104,554
FY 2021 Navigable Waterways Comm.	\$ 5,000	\$ 5,000	-	\$ 10,000
FY 2021 Greenworks	\$ 5,667	\$ 2,834	-	\$ 8,501
Total Request	\$75,703	\$40,352	\$ 7,000	\$123,055

9. Grants

VPA Waterway Maintenance Fund Applications

On behalf of each County, applications for dredging and beneficial use projects are developed annually to the Virginia Port Authority. No match is required. Staff works with the Eastern Shore Regional Navigable Waterways to select projects.

Staff requests authorization to submit the applications for the Counties of Accomack & Northampton respectively, due March 1.

Commissioner Hart moved to grant authorization for staff to submit the applications for both counties. Seconded by Commissioner Crockett, the motion carried by unanimous vote.

10. Contracts

Watershed Implementation Grant Phase III \$58,000

This contract, between DEQ and the A-NPDC, is to provide technical assistance to implement Phase III of the Chesapeake Bay clean-up efforts.

Staff requested authority to sign the Watershed Implementation Grant Phase III contract.

Commissioner Crockett moved to grant staff permission to sign the Watershed Implementation Grant Phase III contract. Seconded by Commissioner Hart, the motion carried by unanimous vote.

11. Nominating Committee

The following officer terms are up for election effective March 1:

Chairman, Rev. Charles J. Kellam
Vice Chairman, Gwendolyn F. Turner
Executive Committee Member, Donald L. Hart, Jr.

Since Commission By-Laws state that a Nominating Committee of two Accomack Commissioners and one Northampton Commissioner be appointed at the meeting prior to the elections, staff requests that Chairman Hart appoint the Nominating Committee for elections to be held at the next scheduled meeting. Having served three terms, the officers are not eligible for re-election.

Chairman Kellam nominated Commissioners Crockett, Major and Leatherbury to the Nominating Committee.

12. Next Meeting

The following By-Laws Amendment to Article IV, Section 1, Regular Meetings, was approved in March 2011:

Regular monthly meetings of the Commission shall be held at 7:00 p.m. on the third Monday of each month, except January, February and December, at a place to be determined by the Commission. The regular January meeting will be held at 7:00 p.m. on the third Tuesday. No regular meetings will be held in February and December. The Commission may change the date and time of any regular meeting at any prior meeting and may adjourn any meeting from time to time or to another place.

Therefore, the next regular meeting was scheduled for Monday, March 15, 2021.

13. 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	<i>S. Alexander</i>
3325 - EDA-Disaster Economic Recovery Response, Planning & Implementation	<i>S. Alexander</i>
3589 - VDEM Hazard Mitigation Plan 2022	<i>S. Alexander</i>
3535 - TNC Climate Adaptation	<i>S. Alexander</i>
3537 - TNC NFWF Public Engagement	<i>S. Alexander</i>
3590 - VDEQ 319 TMDL Implementation (Septic)	<i>S. Alexander</i>
3008 - USDA Wachapreague Hotel Market Study	<i>C. Vaughn</i>
3401 - VDOT Rural Transportation Planning-SPR	<i>C. Vaughn</i>
3585 - VDEQ Chesapeake Bay Phase III WIP TA	<i>C. Vaughn/B. Wert</i>
3553 - VDEQ VCZMP 306 Oyster and Water Trail Collaboration	<i>J. Steelman</i>
3558 - VDEQ VCZMP 306 Ecotourism Resiliency	<i>J. Steelman</i>
3541 & 3551 - VCZMP Technical Assistance & Resiliency Planning	<i>J. Steelman</i>
3571 - A-N Ground Water Committee Projects	<i>J. Steelman</i>
3583 - GreenWorks	<i>J. Steelman</i>
3587 - Navigable Waterways Committee	<i>G. Williams/S. Alexander</i>

The HMP Kick Off meeting was held virtually December 1st. Meetings will be held monthly on the third Tuesday at 2:00pm through August of 2021 to meet the aggressive timeline to have an updated plan adopted by localities by February 2022. The Berkley Group, LLC has been engaged to complete the HAZUS model work. to organize and facilitate the monthly Committee meetings, and coordinate the HIRA efforts, ensuring all meet regulatory requirements.

The Economic Development Committee met December 9th and will meet again June 9th at 2:00pm. An RFP for services to update the regional CEDS plan will be issued by the end of the month of January 2021. Staff will present a fact sheet about aircraft taxes and associated economic impacts, as developed by the Regional Disaster Economic Recovery Coordinator.

Staff successfully closed out the project on December 31, 2020. DEQ and staff worked to finalize the 2021 Virginia Chesapeake Bay Watershed 2021 PDC Locality Implementation Program Scope of Work. To date, Staff has not received a Grant Agreement.

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

Director of Housing Development Report

Below, please find a list of A-NPDC related Housing Department projects, should you wish to contact the project manager for more information. Details about featured projects follow the list. This list does not include the projects under the Accomack-Northampton Regional Housing Authority or the Eastern Shore of Virginia Housing Alliance.

300640	Town of Onancock-Northeast Neighborhood Revitalization Project	
3665	DEQ Septic Pump-Out Project	Bobbie Jo Wert, Ext. 126
3335	Accomack County CDBG Planning Grant	Bobbie Jo Wert, Ext. 126
3760	Gospel Temple/Adams Crossing CDBG	Bobbie Jo Wert, Ext. 126
300660	Makemie Park Urgent Need Project	Bobbie Jo Wert, Ext. 126
300702	Metompink CDBG - Program Income	Bobbie Jo Wert, Ext. 126
3690	Occohannock Neck Road Project	Bobbie Jo Wert, Ext. 126
301025	Mary N. Smith Cultural Enrichment	Bobbie Jo Wert, Ext. 126
3680	Accomack County COVID CDBG Urgent Needs	Bobbie Jo Wert, Ext. 126
3685	Northampton County COVID CDBG Urgent Needs	Bobbie Jo Wert, Ext. 126
	HMGP - DR-4001 & DR-4411	Eric Luchansky, Ext. 118
3823	HMGP - DR-4291	Eric Luchansky, Ext. 118

300640 Town of Onancock - Northeast Neighborhood Revitalization Project Bobbie Jo Wert, ext. 126

The Town of Onancock executed the Preliminary Engineering Report contract with J.W. Salm Engineering on 12/05/2020. The total budget exceeded the budgeted amount in the Planning Grant. The PER is a robust study that will address numerous long-term infrastructure improvements. Both, A-NPDC and the Town of Onancock agreed to contribute additional funds to offset the budget overrun. Staff is currently working with J.W. Salm on completing the Preliminary Engineering Report. The Second Neighborhood Meeting was held 01/06/2021.

3665 DEQ Septic Pump-out Project Bobbie Jo Wert, ext. 101

To date, 56 applications have been received and processed. 20 have received pump-out services, 12 have incomplete applications, 3 are under review and 21 did not meet the eligibility requirements. Staff has exhausted a significant amount of resources in marketing the program. Staff has fielded over 100 inquiries since the presentation during the Northampton County Board of Supervisors meeting at the end of October. The grant is scheduled to expire in March 2021. Additional funds are available.

**3335 *Accomack County CDBG Planning Grant –
Prioritization***

Bobbie Jo Wert, Ext. 126

Staff is seeking guidance from the Accomack County Board of Supervisors on proceeding with the next pre-planning grant for East Horntown.

**3760 *Gospel Temple/Adams Crossing Neighborhood
Revitalization CDBG***

Bobbie Jo Wert, ext.
126

Round 1 consists of two demolition projects and three demolition with substantial reconstruction projects. Contracts have been signed for all five and Notice to Proceeds have been issued to the contractors. A-NPDC will participate in the DHCD Grant Management Workshop January 26th - January 29th.

The GT/ACN Management Team continues to meet on the third Monday of each month at 1 PM. Due to COVID-19, the meets are held virtually using the ZOOM platform. The next GT/ACN Management Team meeting is scheduled for Monday, January 19th, at 1 PM.

300660 *Makemie Park Urgent Need Project*

Bobbie Jo Wert, ext. 126

DHCD conducted a Facilitated Planning Session in late November. During this meeting, it was discovered by DHCD the Planning Grant Staff submitted in August had not been approved or awarded. The Planning Grant is necessary to begin the AOSE elements to the Urgent Need application. Staff is working to complete the Planning Grant activities which includes the development of the AOSE RFP.

30072 *Metompkin CDBG - Program Income*

Bobbie Jo Wert, ext. 126

Staff continue to work with VDOT to have Savage and Finney Drive taken into VDOT's Secondary System. Staff has had difficulty finding the required documents at the Clerk of Court necessary to finalize the process. Once obtained, Staff will begin the process of contact Miss Utility and initiate the three-core testing process.

3690 *Occohannock Neck Road Project*

Bobbie Jo Wert, ext. 126

Staff is working to select the house designs. Due to the inflation of construction materials, Staff is evaluating whether stick-built construction or manufactured homes purchase in bulk would be the most feasible option for development of the four lots.

301025 *Mary N. Smith Cultural Enrichment*

Bobbie Jo Wert, Ext 126

A-NPDC Staff members continue to assist Accomack County and Mary N. Smith Alumni Association with their CDBG Pre-Planning Grant. Several virtual meetings will be held in early spring, and staff may be requested to assist with drafting the Planning Grant. The Google Community Survey launched October 13th. The link to the survey is: <https://forms.gle/B7wvmsfaAYV7nkfy9>.

3680 *Accomack County COVID-19-Urgent Needs*

Bobbie Jo Wert, ext. 126

DHCD held a Contract Negotiation Meeting in mid-November. Staff has been working to finalize all required items as a part of the negotiations. The Facilitated Planning Session is to be held on Thursday, January 22.

3685 *Northampton County COVID-19-Urgent Needs*

Bobbie Jo Wert, Ext. 126

On behalf of Northampton County, Staff submitted the Northampton County COVID-19 Urgent Needs application in November. The application was for Small Business Recovery Assistance (SBRA). The application remains pending in the CAMS system. Staff reached out to DHCD, and learned they ran out of CARES Act funds in the Fall. They are unable to approve the project at this time; however, they hope to circle back to this in the Spring when they have additional funds.

Hazard Mitigation Grant Program - Hurricane Florence (DR-4001) Tropical Storm Michael (DR 4411) Bobbie Jo Wert, ext. 126

Our application was sent to FEMA as an oversubscription. This means other applications ranked higher than ours, and we are on a waiting list (#3) pending additional funds. Staff learned on September 25th, VDEM requested reconsideration of funds for DR-4001 and DR-4411. If FEMA grants the reconsideration of funds, VDEM staff feels confident our application will be funded. The application was for 2 acquisitions and 1 elevation.

The grant agreement is for nine elevations and one acquisition, for a total of ten units. Several applicants have withdrawn from the project, and Staff has pulled applicants from the substitution list. Six of the elevation applicants have contributed deposits and signed statements of intents. One applicant sold their home, and the new owner does not wish to participate, reducing the total number of units to nine. The substitution list has been exhausted. The one applicant located in Saxis VA is requesting to have their home acquired. Should Accomack County approve the acquisition, they will participate in the elevation of their second unit. The Accomack Board of Supervisors will vote on the acquisition at their monthly meeting January 20th. Staff remain uncertain if the ninth and final applicant will participate. The HMGP Advisory Committee will meet by the end of January 2021 to review and approve the contract proposed by Summit Engineering.

14. Executive Directors Report

Transportation Technical Advisory Committee Update

A package of materials is included. There is guidance from the A-NPDC Attorney and two resolutions. The first resolution is “A Resolution of the Accomack-Northampton Planning District Commission to Dissolve the Accomack-Northampton Transportation Technical Advisory Committee” and the second resolution is “A Resolution of the Accomack-Northampton Planning District Commission to Establish the Regional Transportation Advisory Committee to Promote Regional Participation and Consensus Building on Transportation-Related Issues within the Planning District.”

A status update on the four parts to the October motion regarding the Transportation Technical Advisory Committee (TTAC) is presented.

1. TTAC received a copy of the attorney’s opinion.
2. The Commission will consider whether or not the TTAC is necessary. (Option I dissolve the TTAC)
3. Staff has drafted a resolution and obtained and incorporated Attorney guidance to continue TTAC. (Options II & III continue the TTAC under a new name so there is a clear demarcation regarding TTAC and any previous authorities can be cleanly discontinued)
4. The Commission will consider the TTAC membership. (Options II & III present two membership options.)

Staff has spoken to the Virginia Department of Transportation and also investigated what other Planning District Commissions are doing. Staff found that many Commissions choose to use a work group that addresses individual issues as they arise. The A-NPDC Attorney has provided guidance.

Option I: Dissolve TTAC and continue as a working group called by the Commission, as needed, for discrete issues and projects. A resolution is presented that would formally dissolve the TTAC.

Option II: Continue with RTAC that fixes deficiencies in TTAC's creation. Membership changes to five members appointed by the Commission.

Option III: Continue with RTAC that fixes deficiencies in TTAC's creation. Retains the TTAC membership composition.

Commission action was requested.

Commissioner Crockett suggested to let the Board think it over and bring it back at the March Board Meeting. This suggestion was agreed to by all Commissioners.

Memorandum of Understanding between the Accomack-Northampton Regional Housing Authority and the Accomack-Northampton Planning District Commission

The Virginia Public Procurement Act (relevant section included below) does not require government to government exchange of goods and routine services to go through a procurement. However, U.S. Housing and Urban Development recommends it is a best management practice to have an agreement that defines government to government relationships. Therefore, staff drafted a Memorandum of Understanding that defines the existing working relationship between A-NPDC and A-NRHA with one change. Once signed the working relationship of A-NRHA and A-NPDC will require a written notice of one hundred and twenty (120) days before it would terminate. The attorney has reviewed the draft and provided an approved copy. At the November 2020 meeting of A-NRHA, it was approved and signed.

Approval to execute the Memorandum of Understanding by the Chairman was requested.

Commissioner Crockett moved to grant approval for the Chairman to execute the Memorandum of Understanding as requested. Seconded by Commissioner Leonard, the motion carried by unanimous vote.

“Virginia Public Procurement Act

§ 2.2-4300. Short title; purpose; declaration of intent

A. This chapter may be cited as the Virginia Public Procurement Act.

B. The purpose of this chapter is to enunciate the public policies pertaining to governmental procurement from nongovernmental sources, to include governmental procurement that may or may not result in monetary consideration for either party. This chapter shall apply whether the consideration is monetary or nonmonetary and regardless of whether the public body, the contractor, or some third party is providing the consideration.”

Loan Request

A complete loan application from a Northampton County business has been received that requests \$30,000 for equipment. The Loan Fund Subcommittee will meet and begin to prepare the loan fund credit memo.

Due to technical difficulties with Zoom, the loan fund meeting did not take place. It will be brought back for consideration at the March Board Meeting.

Requests for Assistance

Paused.

15. Chairman's Report

Chairman Kellam wished everyone a Happy New Year and that everyone stays safe.

16. Other Matters

Commissioner Crockett moved that Commissioner Major be the Chairman of the Nominating Committee. The motion passed by consensus.

17. Adjournment

There being no further business brought before the Commission, the meeting was adjourned.

Rev. Charles J. Kellam
Chairman

Copy Teste:

Elaine K. N. Meil
Executive Director