

ACCOMACK-NORTHAMPTON PLANNING DISTRICT COMMISSION
MINUTES OF THE
January 17, 2023 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
Robert Crockett	Accomack County
Betsy Mapp	Northampton County
John Coker	Northampton County
Donna Smith *Zoom*	Accomack County
L. Dixon Leatherbury	Northampton County
Donald L. Hart, Jr.	Accomack County

COMMISSIONERS ABSENT:

Vacant	Northampton County
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OTHERS PRESENT:

Elaine Meil	Sandy Taylor
Anne Doyle	Eric Luchanksy
Russ Williams	Leanna Bowden
Adam Charney	

1. Call to Order

The January 17, 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 Major offered the Invocation.

3. Minutes of the November 21, 2022 Meeting

The Minutes of the November 21, 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

Adam Charney, the Cape Charles Mayor, attended and is in the process of becoming an Accomack-Northampton Planning District Commission Commissioner.

5. Financial Status Report

The report indicated that 48.38 percent of the FY 2023 Budget has been expended while 50 percent of the fiscal year has passed. Commission acceptance of this report was requested.

Commissioner Hart moved to approve the financial report. Seconded by Commissioner Crockett, the motion was carried by unanimous vote.

6. Financial Statement / Bills Payable

The Financial Statement, including the current Bills Payable were presented. Commission approval of the Financial Statement was requested.

Commissioner Hart moved to approve the Financial Statement and Bills Payable. Seconded by Commissioner Kellam, the motion was carried by unanimous vote.

7. FY 2023 Budget Amendments

Adoption of the following budget amendments were requested.

A. 3571	Eastern Shore of Virginia Groundwater Committee	\$ 80,000.00
		<u>+ 20,000.00</u>
		\$100,000.00

ITEM 1 represents the amendment to include additional funds provided by Northampton County.

B. Grant Projection		\$18,000.00
		<u>- 18,000.00</u>
		\$ 0.00

ITEM 2 represents the amendment to exclude projected funding from the current budget.

C. 3581	Regional Community Needs Resilience Plan	\$ 0.00
		<u>+30,000.00</u>
		\$30,000.00

ITEM 3 represents the amendment to include FY23 administrative funds.

D. 3687	VHDA Front Door Project	\$ 0.00
		<u>+30,000.00</u>
		\$30,000.00

ITEM 4 represents the amendment to include FY23 administrative funds.

E.	301025	Mary N. Smith Planning Grant	\$ 30,000.00
			<u>- 30,000.00</u>
			\$ 0.00

ITEM 5 represents the amendment to exclude the Mary N. Smith Planning Grant administrative funds from the current budget.

F.	3589	VDEM Hazard Mitigation	\$ 0.00
			<u>\$ 3,360.00</u>
			\$ 3,360.00

ITEM 6 represents the amendment to include FY23 administrative funds.

G.	3731	Onancock NE CDBG Housing Specialist	\$ 0.00
			<u>+35,000.00</u>
			\$35,000.00

ITEM 7 represents the amendment to include FY23 administrative funds.

H.	3680	Accomack Regional Urgent Needs	\$ 0.00
			<u>+13,266.00</u>
			\$13,266.00

ITEM 8 represents the amendment to include FY23 administrative funds.

The net change to the FY 2023 budget was \$83,626.

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

The FY 2023 Budget Amendments were presented. Commission approval of the FY 2023 Budget Amendments was requested.

Commissioner Crockett moved to approve the FY 2023 Budget Amendments. Seconded by Commissioner Leatherbury, the motion was carried by unanimous vote.

8. Request Commission Approval to apply for a USDA Regional Business Development Opportunity Grant Application for the Industrial Park in Melfa

Agency/Grant Information

USDA's Rural Business Development Opportunity grant is a competitive grant designed to provide technical assistance to support small and emerging private businesses in rural areas. These funds have been used to coo the small farmers and complete the 2019 Feasibility Study for Regional Marketplace, Food Hub and Cooperative Marketing Opportunities for Eastern Shore of Virginia Grown and Made Products, and the 2022 Marketing Study - Hotel at Wachapreague and associated reviews and preliminary engineering studies.

After discussion with the Accomack County Administrator, the study's scope would be limited to the industrial park and would not include the Accomack County Airport.

Purpose

The Economic Development Authority would request preparation of a market research study, a conceptual design/survey, and an environmental review for the Accomack Industrial Park. The Economic Development Authority also wishes to review and catalog infrastructure investments that have been made in the industrial park, including broadband, power, water, and sewer. Such a study would determine and prioritize site development in relation to the region's comprehensive economic development strategy. If awarded, the ultimate goal of the study would be to determine the top opportunities for future investment at the site leading to economic development and prosperity for the Eastern Shore.

A-NPDC

If awarded, the PDC would administer the grant and perform community engagement.

The USDA Regional Business Development Opportunity Grant Application was presented. Commission approval of the USDA Regional Business Development Opportunity Grant Application was requested.

Commissioner Crockett moved to approve the USDA Regional Business Development Opportunity Grant Application. Seconded by Commissioner Hart, the motion was carried by unanimous vote.

9. Projects

Informational Items

Grant Application Partnership

A. Doyle

The Planning group continues to await funding agency decisions on the following three applications:

1. USDOT - *The Drone Medical Package Delivery for Improved Transportation and Better Patient Outcomes* (partnership with ODU, Riverside Health System and DroneUp), 2. Virginia Department of Education - *The Aerospace Academy Lab School of the Eastern Shore* (partnership with ESCC, Northampton and Accomack Public Schools), 3. USDA - *The Delaware, Maryland and Virginia Cooperative Program for Regional Food Business Centers* (partnership with the Eastern Shore Entrepreneurship Center).

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

The Planning District Commission's Economic Development Committee met in December and elected Joe Betit as its new chairman, as well as two new committee members: Nick Chuquin, President of Riverside Shore Memorial Hospital, and Brandon Mowrey, Director of Business Development and Marketing for Coastal Precast Systems. As the healthcare sector is a new industry cluster for the Comprehensive Economic Development Strategy, the Committee will identify needs and develop goals for this sector. Workforce development discussions continue with both counties and the Chambers of Commerce, the Virginia Employment Commission, the Virginia Department of Labor and Industry, the Bay Consortium of GoVirginia, and ESCC. Two initiatives are moving forward. The first is in the Hospitality/Retail sector with formation of apprenticeships for the following occupations: Lodging Manager, Food Service Manager, and Retail Operations Specialist. For Visitor Services, a youth summer internship will also be structured primarily for high school juniors and seniors. The second initiative is to develop a long-term workforce development strategy and structure for the Eastern Shore that establishes processes and systems over time that become economic growth habits.

3401

VDOT - Rural Transportation Planning

Ashley Mills
Ext. 127

VDOT attended the December and January Eastern Shore Rail Trail Work Group meetings held by PDC staff in order to discuss upcoming funding opportunities. PDC staff will be submitting an application to the RAISE program, due on February 28th, that would help to fund the development of the Eastern Shore Rail Trail. Staff requests approval to submit this application with VDOT assistance.

30081

Wachapreague - USDA and DEQ

Ashley Mills
Ext. 127

On behalf of the Town of Wachapreague, staff updated project cost estimates given new value engineering estimates by HRSD's design/build contractor of the sewer system's pump station. The current shortfall is approximately \$900,000. It is hoped the shortfall can be allocated during the upcoming General Assembly session. allocation..

3589

Hazard Mitigation Plan - VDEM

Ashley Mills
Ext. 127

This project was completed in December. Staff is working on final reports.

3351, 3352,
3353, 3355, 3587

VA Port Authority Dredging Projects & ESRNWC

Jessica Steelman
Ext. 114

The ESRNWC will meet in January to vote on final placement sites for: Red Bank Creek, Nassawadox Creek, and Folly Creek. Accomack County has requested a staff presentation on the Committee's selections for BoS approval.

The King's Creek RFP will be posted to eVA (state procurement site), ES Post, and Shore Daily mid-January.

TBD

ESVA Community Resilience & Sustainability Plan

Jessica Steelman
Ext. 114

The VRA/DCR (Community Flood Preparedness Fund) funded resilience plan and capacity building project - *ESVA Community Resilience & Sustainability Plan* - will host an advisory committee kick-off meeting in February or March, dependent upon committee member availability.

3764

Town of Parksley Downtown Revitalization

Anne Doyle
Ext. 115

Staff are patiently awaiting the Virginia Department of Housing and Community Development's approval of the revised budget. Until this happens, grant reimbursement remains halted. Once the revised budget is in place, remaining funds can be used for town revitalization before the project is completed and closed out. The final completion inspection of the Town Center/Bandshell and Alleyway phase of the project has taken place.

3571

A-N Ground Water Committee Projects

Kellen Singleton
Ext. 129

The Ground Water Committee welcomed Ann Hayward Walker as its newest addition. She brings 40 years of experience in coastal planning, project management, and disaster resilience to the Committee. Advisors and staff continue to finalize its comprehensive well program and water supply plan. GWC Advisor continues assessing groundwater monitoring drilling and supplemental monitoring techniques including the potential enhancement of saltwater intrusion tools and modeling as well as identifying future locations for well testing. In January, staff and leadership plan to present to the Committee the final draft of the *Captain's Cove Ground Water and Residential Water Supply Report* for review and subsequent issuing. 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 determining next steps that aligns with the original GreenWorks Committee MOU

3334

Agricultural Study

Kellen Singleton
Ext. 129

In December, staff received a quarterly update and presentation from the principal investigator, Dr. Abhilash Chandel of Virginia Tech. Dr. Chandel and his team have collected 32 years of Virginia Eastern Shore climate data, so far computing 2.8 million data points, totaling more than 2 TB of data towards Objective I. The next update is scheduled for the first week of March.

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 General Membership met on January 11th. The agenda included training for the Homeless Point-In-Time count. The PIT will be conducted on January 25th. A-NPDC staff will be participating in the overnight canvas of the region.

3661
3668

*HUD Housing Counseling Services &
Virginia Housing HCE Foreclosure*

Andrea Wert
Ext. 124

17 clients are receiving homeownership counseling. Two clients have prequalified for a loan and are looking for a home. 12 clients are working to repair their credit and increase their savings. 6 clients have followed the program and been referred to USDA for pre qualification. One client is currently receiving foreclosure counseling and assistance with a Borrower Assistance Package from Virginia Housing. One client has successfully purchased a home, closing in October. .

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 now being conducted monthly. Due to a lack of required partners in banking and real estate, staff has postponed plans for a New Home Ownership Certification class, and continues to recruit for those partnerships.

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

Staff is working on bidding for 6 homes to be demolished.

3760

Gospel Temple/Adams Crossing Neighborhood Revitalization CDBG

Eric Luchansky

The big-picture goal of this restoration project is to create a biogenic habitat with an indefinite lifespan that will host sessile organism colonization, finfish and shellfish foraging, and habitat for juvenile marine species; an ideal outcome would consist of a permanent oyster brood stock, a well-known foraging area for gamefish, and safe harbor for young of the year marine species. The specific objective of this project is to construct the X and Diamond reef molds, then cast those molds, resulting in shovel-ready oyster reefs for continuing development of the Saxis Shoreline Systems.

Authorization to execute the agreement was requested.

Commissioner Hart moved to execute the Chesapeake Bay Trust Award #21632 agreement.. Seconded by Commissioner Leonard, the motion was carried by unanimous vote.

Coastal Resilience Planning Internship \$18,000

The Accomack-Northampton Planning District Commission (A-NPDC), Planning Department is seeking an enthusiastic and knowledgeable individual to assist in the development in the ESVA Community Resilience & Sustainability Plan (CRSP). A resilience plan is instrumental in increasing coastal resilience and protection for the community and its culture, preserving natural habitats, and historical assets. The CRSP will be project-based with a focus on flood control and resilience; it will simultaneously incorporate nature-based infrastructure to the greatest extent possible, and be based on the best available science, incorporating climate change, sea level rise, storm surge, and current flood maps. This paid part-time internship will be comprised of two main functions: (1) Public Engagement and (2) Resource Assessment.

Authorization to seek part-time contractual personnel was requested.

Commissioner Mapp moved to approve the authorization to seek part-time contractual personnel. Seconded by Commissioner Major, the motion was carried by unanimous vote.

11. Executive Director's Memo

Accomack County CDBG Regional COVID19 Urgent Needs

The final close out forms were submitted. On December 28, 2022, DHCD Program Manager Peerman contacted us and asked us to extend the contract and complete one more project to expend the remaining funds. After consulting Accomack County Administrator Mason, a letter requesting a final distribution of food vouchers has been requested.

The food voucher waiting list still contains 351 families having submitted applications. Since it has been over six months, staff expect an attrition rate of 25-50% from that list due to family unresponsiveness to attempted contact, changes in addresses, and deaths. Therefore, the project proposed will assist Low and Moderate Income families from Accomack and Northampton Counties with a \$400 food voucher on a first come, first served basis with families on the waiting list being first. Once approved, the funds are expected to assist approximately 590 families. The waiting list will be reopened with notice being published in the newspaper.

12. Nominating Committee

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

Chairman, Harrison Phillips

Vice Chairman, Betsy Mapp

Executive Committee Member, Rev. Charles Kellam

State 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 request that Chairman Phillips appoint the Nominating Committee for elections to be held at the next scheduled meeting.

Having served two terms, the officers **are eligible** for re-election.

13. 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***

At the conclusion of any closed meeting, the public body holding such meeting shall immediately reconvene in an open meeting and shall take a roll call or other recorded vote to be included in the minutes of that body, certifying that to the best of each member's knowledge:

I certify (or The Commission certifies) that (i) only public business matters lawfully exempted from open meeting requirements under this chapter and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public body.

Made by Commissioner Hart, seconded by Commissioner Crockett 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 Coker, Commissioner Smith, Commissioner Hart, Commissioner Leahterbury, and Commissioner Crockett and voted affirmative. Mr. Charney 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 Coker, Commissioner Kellam, Commissioner Mapp, Commissioner Leonard, Commissioner Jonhson, Commissioner Turner,

Commissioner Smith, Commissioner Hart, Commissioner Leatherbury, and Commissioner Crockett and voted affirmative. Mr. Charney was also present.

14. 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 or December. The Commission may change the date and time of any regular meeting at any proper meeting and may adjourn any meeting from time to time or to another place.

Therefore, the next regular meeting is scheduled for Monday, March 20, 2023.

No action required at this time.

15. Chairman's Report

No report at this time.

16. Other Matters

No other matters were discussed at this time.

17. Adjournment

There being no further business brought before the Commission, Commissioner Leonard moved to adjourn the meeting. Seconded by Commissioner Mapp, the meeting was then adjourned.