

ACCOMACK-NORTHAMPTON PLANNING DISTRICT COMMISSION
MINUTES OF THE
April 17, 2023 Meeting
ENTERPRISE BUILDING
ACCOMAC, VIRGINIA

COMMISSIONERS PRESENT:

Harrison Phillips	Accomack County
C. Reneta Major	Accomack County
Rev. Charles J. Kellam	Northampton County
Vanessa Johnson	Accomack County
Gwendolyn F. Turner	Accomack County
Robert Crockett	Accomack County
Betsy Mapp	Northampton County
Donna Smith	Accomack County
Donald L. Hart, Jr.	Accomack County
Adam Charney	Northampton County
L. Dixon Leatherbury	Northampton County

COMMISSIONERS ABSENT:

Arthur Leonard	Town of Chincoteague
John Coker	Northampton County

OTHERS PRESENT:

Elaine Meil	Sandy Taylor
Anne Doyle	Eric Luchanksy
Russ Williams	Myra-Riley Taylor
Leanna Bowden	

1. Call to Order

The April 17, 2023 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 Crockett offered the Invocation.

3. Minutes of the March 20, 2023 Meeting

The Minutes of the March 20, 2023 meeting were presented. Commissioner Crockett moved to approve the minutes as presented. Seconded by Commissioner Major, the motion was carried by unanimous vote.

4. Public Participation

Myra-Riley Taylor from Onancock, Virginia attended the meeting.

5. Financial Status Report

The report indicated that 61.90 percent of the FY 2023 Budget has been expended while 75 percent of the fiscal year has passed. Commission acceptance of this report was requested.

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

7. Projects

Informational Items

Grant Application Partnership

A. Doyle

The Planning group received notice of award from USDOT for the *Drone Medical Package Delivery for Improved Transportation and Better Patient Outcomes* (partnership with ODU, Riverside Health System and DroneUp). The award for this planning and prototyping project is \$1,877,000. We are awaiting final notice from the Commonwealth Transportation Board of the recommended award of \$8.1 million through Federal SMART SCALE funding to VDOT to design and build a portion of the Eastern Shore Rail Trail. Also, we are awaiting funding notice from USDA to the Economic Development Authority of Accomack County for \$303,500 in planning funds to develop the Melfa industrial park.

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 has held two meetings with committee members Nick Chuquin, who is President of Riverside Shore Memorial Hospital. As the healthcare sector is a new industry cluster for the Comprehensive Economic Development Strategy, the Committee has identified needs for this sector in the areas of employee recruitment and retention and in employee training and certification. These needs and subsequent goals will be incorporated into the Committee’s initiative 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

Attached was the FY 2024 Rural Work Program, as approved by our VDOT District Planner.

Staff requested that the Commission review and move to support the Resolution necessary to enter the contract.

Commissioner Crockett moved to approve the VDOT Resolution necessary to enter the contract. Seconded by Commissioner Mapp, the motion was carried by unanimous vote.

30081

Wachapreague - USDA and DEQ

Ashley Mills
Ext. 127

The Town of Wachapreague received an additional funding award from DEQ for approximately \$600,000 to assist in the funding of sewer construction within the Town. A-NPDC staff will be administering this project and funds should be available to begin construction in September 2023.

3589

Hazard Mitigation Plan - VDEM

Ashley Mills
Ext. 127

Staff submitted a final request for reimbursement. Once funds are received, the project will be officially closed.

3764

Town of Parksley Downtown Revitalization

Anne Doyle
Ext. 115

The Virginia Department of Housing and Community Development has now approved a final facade spend plan to complete the Parksley Downtown Revitalization Project. The remaining funds can now be used for town revitalization before the project is completed and closed out this year. Staff are working with the Town to procure and install the approved enhancements.

3581

Community Resilience & Sustainability Plan

Jessica Steelman
Ext. 114

Staff has developed a framework for this plan, identified and invited agency/sector individuals to participate on the Steering Committee, and posted the job listing for a *Coastal Resilience Planning Intern*. The Steering Committee kick-off meeting will be hosted this spring and will be tasked with guiding the plan development, engaging their constituents (locality and industry sector), and ranking resilience projects for priority.

3551

Kings Creek Phase 2

Jessica Steelman
Ext. 114

Staff has put the RFP on the eVA procurement site and advertised it in the ES Post. The pre-bid meeting was held 3/10/2023, with Q&A distributed via the procurement platform as an amendment. Proposals are due April 13, 2023 by 12:00PM. Once the RFP is closed, staff will compile proposal packages with ranking criteria for ESRNWC Selection Committee to review and score.

3571

A-N Ground Water Committee Projects

Kellen Singleton
Ext. 129

The Residential Well Testing Subcommittee will lead in the detailed planning and oversight of the Residential Well Testing Program. The subcommittee's first meeting was held March 10th and will hold its second meeting April 14th. The subcommittee has proposed and will determine the feasibility of a collaborative effort with regional high schools. 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. The Committee advisor is also moving forward in drafting a Surficial Aquifer Characterization Plan that

will provide quantitative information on yield and water quality for the surficial aquifer. The Committee continues to stress the importance of surficial aquifer utilization for new or expanded withdrawal use when feasible.

3334

Agricultural Study

Kellen Singleton
Ext. 129

On April 6th, staff with Dr. Mark Reiter, Eastern Shore AREC and Carmie Savage, ESSWCD also in attendance, received a second 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, planting, yield, and satellite data totalling 20 TB of data towards Objective I and II.

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

The Year 2 application for this two year recurring project has not yet been released. Staff has collected data in preparation. Community Partners of the Eastern Shore's General Membership met on March 8th. The agenda included an update on the Homeless Point-In-Time count, and member highlight presentations by the Community Services Board and Eastern Shore Area Agency on Aging. The PIT data was submitted to the Virginia Department of Housing and Community Development. Final report results are typically distributed mid-summer.

3661
3668

*HUD Housing Counseling Services &
Virginia Housing HCE Foreclosure*

Andrea Wert
Ext. 124

21 clients are receiving homeownership counseling. 1 client has prequalified for a loan and is looking for a home. 16 clients are working to repair their credit and increase their savings. 5 clients have followed the program and been referred to USDA for pre qualification. 3 clients are currently receiving foreclosure counseling and assistance with loan modifications. 3 clients have successfully purchased homes in the past 8 months.

Staff continues to conduct Financial Literacy, Rental Topics, and Fair Housing classes for new HCV recipients during intake briefings. These briefings are again being conducted twice monthly, with an average of 10 attendants in each class. The application for FY24 of the combined Housing Counseling recurring grant has been submitted.

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

A pre bid meeting was held on April 11th for the 6 demos. Bids are due back on April 17th. Engineering designs for a sidewalk spanning Pine Street have been drafted and are in development to be put out for bid.

DHCD visited on April 4th to look at client files. Staff now waits for DHCD to officially close the project.

To date all 21 septic systems have been installed, per the initial construction agreement. Due to the urgent nature of the project, Accomack County and staff are working on an addendum to the initial agreement to include the remaining five septic installations and four well installations and abandonments. The second in a series of community outreach and septic training events was held on

March 31st. On April 5-6 the DHCD conducted an in-person interim compliance review of the Makemie Park Urgent Need Project.

3801

East Horntown Planning Grant

Eric Luchansky
Ext. 118

Staff continues to obtain surveys and housing agreements. Staff is preparing to host a neighborhood meeting to go over the planning grant process.

3690

Occohannock Neck Road Project

Bruce Herbert
Ext. 128

Work on the two bedroom home has progressed at a disappointing pace. The contractor has either overextended himself, or is unable to maintain sufficient staff. The one bedroom has not progressed any further since January. Hopefully the contractor will complete his obligations in a more timely manner

The surveying of the new development at Sunnyside is complete and in the design phase. A preliminary drawing has been provided for the purpose of preparation of land clearing bid proposals. Staff is anticipating the bid process to be completed by the board's next meeting.

Kevin McCluskey of Design Development has been consulted on the design of the duplex plans for Virginia Avenue. Staff is in the preliminary stages of plan development. The Northampton County Code Official has clarified what portions of the plans need to be sealed. The demolition process will begin next week with preparation of demolition bid proposals.

3823

Accomack County VA HMGP 4291-VA-009 Elevation Project

Eric Luchansky
Ext. 118

Work is being done to elevate the sixth house in the project.

4401

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

Eric Luchansky
Ext. 118

Staff is holding a meeting to approve the acquisition of the home located on Saxis Road. The meeting will be held on April 17th by the A-NDC.

Holland Lane-Cheriton Planning Grant

Bruce Herbert
Ext. 128

Staff continues to complete required tasks. Surveys have been obtained from all available residents. Letters have been sent to residents that have been unavailable. The draft infrastructure assessment has been completed. Preparations for the next management team meeting, and the public meeting continue on track. All tasks should be completed by April 14th.

8. Grants

Grant Writing

In accordance with the grant writing policy, staff is requesting permission to develop the following grant applications.

FY23 HCE Credit Improvement Focus Area- \$40, 000

Virginia Housing was making available of Housing Counseling and Education (HCE) Credit Focus Grant. The intent is to improve the credit score and financial stability of clients receiving counseling and education services. Assistance would be provided to eligible clients by paying down certain eligible debts.

Authorization to develop and submit the grant application was requested.

Virginia Housing Homeless Assistance Grant- \$20, 000

Virginia Housing was making available the Homeless Assistance Grant. The grant is to fund organizations that primarily serve families and individuals experiencing homelessness, individuals fleeing domestic violence as described in the HEARTH Act, and provide emergency shelter and/or permanent supporting housing services.

Authorization to develop and submit the grant application was requested.

FY23 Capacity Building Grant - Tier 1 Strategic Planning- \$20, 000

Virginia Housing was making available the FY23 Capacity Building Grant - Tier 1 Strategic Planning. The grant is to fund non-profit organizations and developers within the housing network to support the required update the Strategic Plan to aid in expanding efficiency and effectiveness of programs

Authorization to develop and submit the grant application was requested.

Commissioner Crockett moved to approve the authorization to develop and submit the grant applications for FY23 HCD Credit Improvement Focus Area, Virginia Housing Homeless Assistance Grant, and FY23 Capacity Building Grant - Tier 1 Strategic Planning. Seconded by Commissioner Johnson, the motion was carried by unanimous vote.

9. Contracts

Technical Assistance for the Town of Tangier Corrective Action Agreement

The Town of Tangier had requested assistance from the A-NPDC to help the Town meet conditions listed in the Town's Corrective Action Agreement (CAA), issued December 2020 from the Virginia Department of Environmental Quality (VDEQ) Office of Watersheds and Local Government Assistance Programs in relation to the Chesapeake Bay Preservation Act. An MOU is requested by

VDEQ for the purposes of establishing the basis for cooperation and support between the Town and the A-NPDC. This technical assistance is funded under the WIP III annual grant, providing resources and assistance to localities within the watershed.

Authorization to execute the agreement was requested.

Technical Assistance for VIMS Cedar Island Back Barrier Marsh Restoration Project

VIMS Project Lead, Chris Hein, had requested A-NPDC technical assistance in the VIMS Cedar Island Project. The A-NPDC will contribute staff time providing support with local community, regional planning bodies, and stakeholder partners; and provide support in organizing public and stakeholder workshops.

The contract is in the amount of \$2,500.00.

Authorization to execute the agreement was requested.

Septic and Well Assistance Program

The A-NPDC had been awarded funding to administer technical services for the design and construction for 8 households with inadequate well or septic systems.

The contract is in the amount of \$367,000.00

Retroactive authorization to execute the agreement was requested.

Commissioner Crockett moved to approve the authorization to execute the Technical Assistance for the Town of Tangier Corrective Action Agreement, Technical Assistance for VIMS Cedar Island Black Barrier Marsh Restoration Project, and Septic and Well Assistance Program Agreements . Seconded by Commissioner Hart, the motion was carried by unanimous vote.

10. Executive Director's Memo

VAPDC Conference

The VAPDC conference would be held on July 26-28 at Hilton Norfolk The Main. Usually 2-3 Commissioners attend. If Commissioners were interested, they were advised to let staff know.

Myrtle Landing Apartments, Cape Charles

This was an information time. This apartment complex was about to be renovated. Many of the residents were reaching out to discuss their concerns. A copy of the letter they were given was attached. The Section 8 Housing Choice Voucher Waiting List was open but the letter indicated the owner is not intending to permanently displace the residents although they would have to move temporarily while their unit is renovated.

FY24 Budget

Staff was drafting the FY24 budget and plans to provide the first draft to the Commission in May. This year the job descriptions and organizational charts would also be presented. The new personnel policies manual removed them from the document reducing the need for updates. Instead, staff would request they become part of the organizational chart document.

Urgent Needs - Food Vouchers

The food vouchers were issued starting April 13, 2023. The Selection Committee had completed the procurement by RFP. The food voucher waiting list had closed and staff had ordered the food vouchers in the manner the selection committee awarded the proposals.

Food Lion would get the mainland Eastern Shore vouchers. Tangier's market, Blue Crab Repair, would get the Tangier vouchers and the Chincoteague Island Valu Foods market would get the Chincoteague vouchers.

The trip to Tangier to distribute was already arranged. The first appointment for pick up would be sent via letter. The grant close out is May 31, 2023, therefore follow-up attempts would be made by phone call. Failure to respond would result in losing the opportunity and another eligible family would be pulled from the waiting list. After the duplicate search, ineligible and incomplete applications were removed, the list stood at 1,004 applications.

Navigable Waterways Committee

Staff had arranged to be present at the next Navigable Waterways Committee.

11. Chairman's Report

No report at this time.

12. Other Matters

No other matters were discussed at this time.

13. Adjournment

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