

ACCOMACK-NORTHAMPTON PLANNING DISTRICT COMMISSION  
MINUTES OF THE  
September 17, 2018 MEETING  
HELD AT THE ENTERPRISE BUILDING  
ACCOMAC, VIRGINIA

COMMISSIONERS PRESENT:

Robert Crockett	Accomack County
Laura Belle Gordy	Accomack County
Donald L. Hart, Jr.	Accomack County
Reneta Major	Accomack County
Harris Phillips	Accomack County
Rickie Ross	Accomack County
Gwendolyn F. Turner	Accomack County
Roland Bailey	Northampton County
John Coker	Northampton County
Robert Duer	Northampton County
Rev. Charles J. Kellam	Northampton County

COMMISSIONERS ABSENT:

Spencer Murray	Northampton County
Arthur Leonard	Town of Chincoteague

OTHERS PRESENT:

Elaine Meil	Susan Haycox
Bobbie Jo Wert	Curt Smith
Melissa Matthews	Kat Edwards
Myree Taylor	Peggy Corbin
Shirleen Shrieves	Eyre Baldwin

1. Call to Order

Chairman Kellam called the meeting to order at 7:00 p.m.

2. Invocation

Commissioner Crockett offered the Invocation.

3. Minutes of August 20, 2018 Meeting

The minutes of August 20, 2018 Meeting were presented.

Commissioner Hart moved to approve the Minutes of the August 20, 2018 Meeting. Seconded by Commissioner Turner, the motion carried by unanimous vote. Commissioner Murray abstained.

4. Public Participation

Eyre Baldwin spoke about his current work in the Town of Cape Charles. The Historic Rosenwald Schoolhouse was purchased for \$275,00 with the ultimate goal of putting it in the hands of education/job training. He asked the Board for help, not with financing, but with developing the concept. Board Members asked Mr. Baldwin to come back and give updates of the progress being made.

5. Bills Payable/Financial Statement

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 Hart moved to approve the Bills Payable and current Financial Statement as presented. Seconded by Commissioner Phillips, the motion carried by unanimous vote.

6. August Financial Status Report

The report indicated that 16.18 percent of the FY 2019 Budget had been expended while 16.67 percent of the fiscal year had passed.

Commission acceptance of this report was requested.

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

7. Contracts

Authority for the Executive Director and Chairman to execute the following contract for the period July 1, 2018-June 30, 2019 was requested.

Fiscal Year 2019 PDC/DHCD Contribution Contract - Total \$75,971

For your information, A-NPDC has absorbed several state cuts from an appropriation of \$90,000 in FY 2008. The higher level was never restored, and funding has remained at the same level for the last seven years.

Commissioner Hart moved to grant authority for the Executive Director and Chairman to execute the FY 2019 PDC/DHCD Contribution Contract. Seconded by Commissioner Turner, the motion carried by unanimous vote.

8. Projects

**9970**      *Capital Expenditures*

Elaine Meil, ext. 116

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No activity.

**3002**      *Special Administrative Cost*

Elaine Meil, ext. 116

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Invoices are being paid as they are received for items that cannot be directly charged to the programs through the indirect rate. These include items like Commissioner travel, certain Attorney fees and certain staff development items. The Virginia Association of Planning District Commission annual summer conference will be held in July.

**3003**      *Intergovernmental Coordination and Information*

Brenette Hinmon, ext.100

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No Report.

**3010**      *Planning Assistance Activities*

Elaine Meil, ext. 116

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Assisted a local official with a housing tour and discussion of the obstacles and opportunities for affordable housing within their district.

**3016                      *Management Assistance Activities***

Elaine Meil, ext. 116

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Administrative staff continue to work with clients to assist them in obtaining assistance, answering questions, and providing assistance to project and program staff with callbacks and tracking of incomplete documentation. A-NPDC received over 4,000 individual client visits last year and increase of over 1,000 in person visits.

**COMMUNITY DEVELOPMENT PROJECTS**

**3061                      *Asset Management***

Melissa Matthews, ext 110

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All Asset Management files are kept current. Deeds of Trust are recorded as received, and expired Deeds of Trust are released twice a year. Staff works diligently to assure all properties have and maintain homeowner's insurance.

**3080                      *Housing Project Development***

Bobbie Jo Wert, ext. 126

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Staff is assisting the Eastern Shore of Virginia Housing Alliance with developing a financial strategy that would provide for the construction of affordable rental units in an area close to Tyson Foods and Parksley. Staff continues to work on several other projects in Northampton County.

**3201                      *Town of Parksley Downtown Revitalization***

Curt Smith, ext. 114

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Staff held a project meeting on September 6. Staff continue assisting the Town with developing guidelines for the Facade Improvement Program and soliciting commitments from downtown property owners to participate in the program. The Town decided to revisit the blight classifications established for downtown properties in 2017. The first of two public hearings will be held on October 8 during the Town Council meeting. The project team will be finalizing its list of desired projects for inclusion in the grant application. Once this is accomplished, staff will solicit an engineer for preliminary engineering design and cost estimates. The project management committee will meet again on October 4.

*Economic Development Committee Activities*

The Full EDC met on June 6. The four industry sector subcommittees will meet in October and the next full EDC meeting will be in December. The Committee is seeking two private sector representatives from Accomack County to serve.

Staff continue working on specific activities within the Economic Development Plan including developing an inventory of local products and stores that sell local products, development of a regional brand, creation of small business entrepreneurial opportunities, a regional forestry industry inventory and feasibility study, a regional market analysis and feasibility study for value-added agricultural product opportunities, and a comprehensive marketing strategy for the Wallops Complex. Staff published the ED newsletter during July.

*GO Virginia Economic Development Initiative*

Staff held discussions with local representatives on the Region 5 Council regarding potential projects for the region. There is at least one proposal involving development of a small business incubator under development.

*Regional Navigable Waterways Committee*

Staff continue to assist the Committee and the Town of Wachapreague regarding a USACE Beneficial Dredge Spoil Use project for the Cedar Island/Wachapreague area. Staff have held discussions with the US Coast Guard and Committee members regarding removal of navigational markers. Staff have begun preparing maps and information to support the ES Regional Navigable Waterways Committee as they consider projects to prioritize for funding from the VA Waterway Maintenance Fund. The Committee last met in Eastville on July 19th and will meet again October 25th in Accomac.

**PLANNING PROJECTS*****3355 USDA Rural Business Development - Agricultural Feasibility Study***Clara Vaughn, ext. 127

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The A-NPDC on Aug. 22 distributed a Request for Proposals from consultants interested in leading a feasibility study examining business opportunities for agricultural producers on Virginia's Eastern Shore, focusing on value-added products, a regional marketplace, and an Eastern Shore brand. The deadline for interested parties to submit proposals is Sept. 21. The A-NPDC will review submissions and intends to select a consultant to lead to study by the end of the month.

Staff requested the Commission consider the resolution included on the pink sheet in the packet, which USDA requires in its contract. In signing the sheet, the Commission agrees to adopt and abide by the covenants contained in the agreements named in the resolution and authorizes the A-NPDC Executive Director to execute these agreements.

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Commissioner Hart moved to adopt the resolution and abide by the covenants contained in the agreements named in the resolution and authorized the Executive Director to execute the agreements. Seconded by Commissioner Phillips, the motion carried by unanimous vote.

**3401**

***VDOT Rural Transportation Planning-SPR***

Clara Vaughn, ext. 127

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VIMS scientists continue to use data collected during site visits to refine methods for accurately mapping roadside ditches in GIS. Findings will be used to identify ditch location and elevation, which will reveal areas where tidal waters are entering ditches, resulting in storm water drainage issues. Testing is expected to last several months and result in a formal report.

The A-NPDC facilitated a VDOT workshop on Transportation Alternatives (TA) Set-Aside funding last month attended by town staff and non-profits. Follow-up discussions prompted Onley, Onancock and Cape Charles to discuss priority projects eligible for funding, including sidewalk updates, a Market Street road diet, and walking/biking trails.

**3402**

***VDOT-Southern Tip Bike Trail Phase III & IV  
Feasibility Assessment –  
Capeville Road to Cape Charles***

Clara Vaughn, ext. 127

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A-NPDC staff are working to prepare an application for VDOT Safety Program funding that would complete final engineering, environmental review and/or construction of a portion of Phase III & IV of the Southern Tip Hike and Bike Trail. The A-NPDC is in discussions with Town of Cape Charles and DCR regarding ownership of the trail and continues to explore potential funding available for engineering and construction of remaining portions of Phase III & IV of the trail.

***Town of Chincoteague T-21 Admin. –Second phase***

Kat Edwards, ext. 119

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PDC staff participated in a conference call between the Town and VDOT. The purpose of the call was to outline VDOT's position on the streetscape and Safe Routes to School projects. VDOT has completed all of the review and determined that there is not enough documentation to justify federal participation in 2C. Their findings on 2D and Safe Routes to School were more positive. The call concluded without a definite answer regarding whether or not the Town could expect any further reimbursement after combining the outcomes for all three projects. A follow-up letter was sent to the Town but the Town Manager, Jim West said no real detail on anticipated outcomes was present in the letter.

**3542**      ***DEQ Interpretive Signage Project-  
Atlantic Coast & Bayside***

Shannon Alexander, ext. 115

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Waiting on documentation to be finalized.

**3552**      ***DEQ VCZMP 309 Working Waterfront  
Policies***

Shannon Alexander, ext. 115

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Staff has continued collaborating with partners with the Middle Peninsula, Northern Neck, and Hampton Roads Planning District Commission concerning outcomes of the 2018 General Assembly session. As a result of combined efforts, the following bills were passed by the House and Senate and have been signed by the Governor: SP693, HB1096, HB1093, HB1091, HB1307, HB1308, and HB1092. Many of these will aid in solving problems with accessibility (i.e. dredging) including establishing and funding of the Waterway Maintenance Fund. The Working Waterfront Steering met January 9<sup>th</sup> and 31<sup>st</sup> and June 21<sup>st</sup>. Staff has worked with legal counsel concerning Working Waterfront Development areas, established during the 2017 General Assembly and then completed a 4-page outreach document to be used in communication with local jurisdiction staff and elected officials. Staff has distributed 1,500 Working Waterfront rack cards to partners with the MPPDC and NNPDC and is distributing 1,500 on the Eastern Shore to stakeholders such as the Chamber of Commerce, Association of Realtors, etc. The project has been extended and will be completed by the end of the 2019 calendar year. Year 3, the final year, of this project will still begin on October 1, 2018 and will continue these efforts and expand progress in outreach and education about Working Waterfronts.

**3553**      ***DEQ VCZMP 306 Oyster and Water Trail  
Collaboration***

Shannon Alexander, ext. 115

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The Middle Peninsula has compiled relevant assets into an inventory and GoogleMaps, the Northern Neck is working with the Artisan Center of Virginia on a digital engagement tool for the Virginia Oyster Trail, the Virginia Certified Ecotour Guide course wrapped up with 18 participants earning their full certification, and A-NPDC staff are working to update the Seaside Water Trail including facilitating stakeholder meetings. The Ecotourism Steering Committee for the three rural coastal peninsular regions met on January 30<sup>th</sup>, April 10<sup>th</sup>, August 16<sup>th</sup>, subcommittees are meeting during September, and the Committee will meet again in mid-to-late October. The mission statement, vision statement, and objectives have been determined for this Alliance, the logo is finalized, the website mockup has been approved and is being finalized. Staff has coordinated with the RCC Workforce Development and intends to facilitate the Virginia Certified Ecotour Guide Course beginning in January of 2019. The project has been extended until the end of the 2018 calendar year.

The Climate Adaptation Working Group met June 27<sup>th</sup> to develop a list of needed adaptation activities within the region to enhance stakeholders' abilities to leverage available funding opportunities. Staff has created a draft annual report, which will be finalized in the next month. Staff is working with partners to develop a plan moving forward for CAWG management and meeting facilitation.

Staff developed and had legal counsel review an updated operating agreement for the ES Waterway Access Authority (ESWAA) that addressed the concerns of both County Boards. Accomack County has reviewed and indicated that they will not be considering joining the regional authority at this time. A response from Northampton County has not been provided to date. Staff is reviewing potential project management options for projects for which the ESWAA would have been responsible (dredging, beneficial use, FEMA acquisitions, and more).

The Resilience Adaptation Feasibility Tool (RAFT) regional kickoff meeting was held on August 14 bringing together participating communities from Accomack, Northampton, Cape Charles, Onancock, Tangier, Saxis, Chincoteague, and Wachapreague. A regional kickoff meeting has been scheduled for August 14. The participating localities each developed one-year action checklists with specific activities to be undertaken which will have immediate impacts on enhancing coastal resilience. Staff will continue to support the RAFT team and participating localities with these activities going forward.

Staff will be serving as mentor for VIMS Graduate Student, Justin Shawler, who will be researching the seaside barrier islands and working with local communities and stakeholders. Mr. Shawler was selected as a recipient for a VA Sea Grant Graduate Research Fellowship that will take place during 2018-2020. Among the items Mr. Shawler's work will address is the development of a sediment budget for the seaside barrier island system, which is a critical data gap in understanding how the system may evolve into the future.

A final project workshop and field trip has been scheduled for November 9 at the VIMS lab in Wachapreague. Barrier island and back barrier land owners and managers, local government and other community leaders will be invited to learn about new information regarding evolution of the seaside barrier island system and a new barrier island model. Invitations will be distributed in the near future.



The Ground Water Committee met August 21<sup>st</sup>, and will meet again September 18<sup>th</sup>. Staff has and continues to reach out to DEQ, the U.S. EPA, and private companies to acquire requested data and policy information concerning underground storage tanks, instances of discharge non-compliance, enforcement, importance of use of the unconfined aquifer, etc. Staff continues to work with the Consultant to ensure that the Water Supply Plans for both Counties will be completed prior to the conclusion of the calendar year. The Committee Consultant has provided summary presentation on VDEQ Consent Orders and aquifer water quality information.

Staff followed the progress of HB1307 and HB1308, both signed by the Governor in March, which would allow unique storm water management procedures for rural Tidewater. Staff attended a meeting of the Middle Peninsula localities to discuss their progress and next steps in implementing this program in the rural coastal regions. Staff met with Accomack and Northampton County staff to review this potential new approach to storm water management.

The HHWC was held May 5<sup>th</sup>, from 10am to 2pm at the following convenience centers: Eastville, Grangeville, and Chincoteague. There were a total of 72 participants, which is average since 2004. A total of 2,046 lbs. of waste was collected for proper disposal. Since 2004 over 40,000 lbs. (over 20 tons) of hazardous materials have been kept from polluting the local system. The contract to establish a regional permanent, year-round household hazardous waste collection site with Virginia Department of Health has been signed. The project should be fully implemented by August of 2019.

The first stakeholder meeting took place Aug. 23 and focused on reviewing DEQ data for best management practices (BMPs) on Virginia's Eastern Shore. One major takeaway was that BMPs currently on the ground, but not accounted for in the WIP, should be captured in the revised "pollution diet" for the Chesapeake Bay. The next stakeholder meeting will be Sept. 21.

3335      *Accomack County CDBG Planning Grant –  
Prioritization*

Bobbie Jo Wert, Ext. 126

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Staff has begun initial housing assessments for the Gospel Temple/Adams Crossing Project Area. The first community meeting was held on August 21, 2018. The second community meeting is scheduled for September 11, 2018.

Staff has reached out to East Horntown, Wishart's Point, Church Road, Whitesville, Linhaven Circle, and Sanford in order to schedule informational meetings. Date, time and location is to be determined. The meetings will allow for staff to provide information regarding housing services, housing counseling, and referral services to appropriate funding sources.

Staff is scheduled to meet with Bayside area representatives on Monday, September 17, 2018.

### **A-NPDC HOUSING PROJECTS**

3661 & 3662      *HUD Housing Counseling Services &  
VHDA Housing Counseling &  
Education*      Patricia Connolly Grove, ext.124

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Four people from Housing Services and one from Housing Development attended a Train the Trainer Class presented by VHDA to obtain certification to be a Qualified Trainer for VHDA's Homeownership Education Program.

Twenty-two people attended the Homeownership Education Class which was a two evening class held at ESCC. Twenty-one of the twenty-two who attended completed the course and received a certificate which is a requirement for many First Time Homebuyer Programs. There were volunteer Presenters for the Real Estate, Lender, Home Inspection, and Closing portions of the class.

366120      *Down Payment Assistance*

Patricia Connolly Grove, ext.124

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No activity.

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The Community Partners of the Eastern Shore (CPES), the local Continuum of Care, will host its General Membership meeting on September 11, 2018, at the Eastern Shore Community College – Workforce Development Center.

CPES members continue to work on standardizing the Coordinated Entry procedure for our most vulnerable population. This system is designed to ensure clarity, transparency, consistency, and accountability for those who are having a housing crisis.

CPES continues to partner with Virginia State Police and Community Service Board to address the opioid epidemic and its impact on homelessness. Staff participates on the Community Opioid Panel of Experts (COPE) committee.

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*Accomack County VA HMGP 1491-001-037*  
*2004 Elevation Project*

John Aigner, ext. 118

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Last correspondence January 15, 2013. No additional information available.

**3823** *Accomack County VA HMGP 4024-012 Elevation Project* John Aigner, ext. 118

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The letter for closeout of the 4024 Project from VDEM has been received by Accomack County.

The application that was submitted for Accomack County is at FEMA pending review and approval. No additional information is available.

9. Executive Directors Report

RC&D Council

Staff continues to seek applicants for the RC&D Council vacancy.

A-NDC - Enterprise Building

Staff has obtained a quote for the roof, exterior building trim painting and replacement of the rotten door. Two other quotes were requested but contractors did not decide to offer a quote for the work. Staff is now moving forward with the contractor that provided a scope of work.

Requests for Assistance

None received.

10. Chairman's Report

No report was given at this time.

11. Other Matters

Commissioner Bailey asked if the Town of Cape Charles would be able to do anything with the Nandua Barge. Commissioner Coker informed the Board that the plan was to sell it.

12. Adjournment

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

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Rev. Charles J. Kellam  
Chairman

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Elaine K. N. Meil  
Executive Director