

ACCOMACK-NORTHAMPTON PLANNING DISTRICT COMMISSION  
MINUTES OF THE  
August 19, 2019 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
Robert Duer	Northampton County
Rev. Charles J. Kellam	Northampton County
Spencer Murray	Northampton County

COMMISSIONERS ABSENT:

John Coker	Northampton County
Vacant	Northampton County
Arthur Leonard	Town of Chincoteague

OTHERS PRESENT:

Elaine Meil	Sandy Taylor
Curt Smith	Melissa Matthews
Russ Williams	Bobbie Jo Wert

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 July 15, 2019 Meeting

The minutes of the July 15, 2019 Meeting was presented.

Commissioner Hart moved to approve the Minutes of the July 15, 2019 Meeting. Seconded by Commissioner Turner, the motion carried by unanimous vote.

4. Public Participation

Bobbie Jo Wert thanked the Board for the Resolution gifted to her Central Accomack softball team for winning the Virginia State title.

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 Major, the motion carried by unanimous vote.

6. July Financial Status Report

Auditors from Dunham, Aukamp & Rhodes, PLC visited the office on July 29<sup>th</sup> and 30<sup>th</sup> to perform some preliminary testing and will return on September 23<sup>rd</sup> and 24<sup>th</sup> to complete the audit requirements.

The July and August Financial Status Reports will be presented at the September meeting.

No action was required.

7. Grants

Grant Writing

In accordance with the grant writing policy, staff is requesting permission to develop the following grant applications and authority to develop grant applications, upon receipt of a request and the organization or jurisdiction agrees to the Commission's policy to pay for half the costs of the grant application development.

## Grant Applications

### *Existing Programs*

A Virginia Coastal Zone Management Program Technical Assistance – Development of the FY2020 Program to include staff support for the Ground Water Committee, the technical assistance program for local jurisdictions and organizations, and the annual special project.

B Virginia Department of Transportation Technical Assistance – Development of the FY2020 Program to include staff support for the Transportation Technical Advisory Committee, the technical assistance program for local jurisdictions and organizations, and special projects.

C U.S. Economic Development Administration Planning Assistance – Development of the FY2020 Program to include staff support for the Economic Development Committee and the technical assistance program for local businesses, jurisdictions, and organizations.

D U.S. Housing and Urban Development Housing Counseling – Continuation of funding for counseling and education services in the areas of homeownership, rental, foreclosure and homelessness.

E Virginia Housing and Development Authority Counseling and Education Program – Continuation of funding for counseling and education services in the areas of homeownership, rental, foreclosure and homelessness.

F. Virginia Homeless Solutions Program. – Continuation of funding for financial assistance and case management for the prevention of homelessness and/or rehousing families who have become homeless.

## Assistance Requests

### *Members*

G Accomack County – Development of requested applications, contingent on A-NPDC funding and staff availability, for all requests.

H Northampton County - Development of requested applications, contingent on A-NPDC funding and staff availability, for all requests.

I Town of Chincoteague - Development of requested applications, contingent on A-NPDC funding and staff availability, for all requests.

### *Non-members*

J Waterway Improvement Funds - Development of applications to study and/or implement improvements to Eastern Shore waterways for Accomack and Northampton Counties, as requested by the Eastern Shore Regional Navigable Waterways Committee.

K Various, Infrastructure – Development of requested applications by subdivisions of the Commonwealth (Incorporated Towns, ESVBA) or A-NPDC Subcommittees

(Transportation, Ground Water, Economic Development, and Navigable Waterways), contingent on A-NPDC funding and staff availability, to provide infrastructure improvements and/or new infrastructure.

Authorization was requested.

*New Applications*

VDOT Transportation Alternatives Program grants

To leverage potential Community Development Block Grant funding received by the Town of Parksley, staff is assisting the Town in development of two VDOT Transportation Alternatives Program (TAP) projects utilizing CDBG funds as match. Staff time to develop TAP applications is funded through the VDOT Rural Transportation Planning grant and outlined in the FY-20 Scope of Work. The projects include a streetscaping project to improve sidewalks, crosswalks, street lighting, and streetscaping in the downtown area, and a Safe Routes to School project to construct a sidewalk with street lighting that connects Downtown Parksley with Metompkin Elementary school and the planned regional library.

Staff requests authorization to submit two (2) applications for VDOT Transportation Alternatives Program funding, on behalf of the Town of Parksley, due November 1, 2019.

Commissioner Crockett moved to grant authorization for staff to develop the above listed grant applications and authority to submit two applications for VDOT Transportation Alternatives Program funding on behalf of the Town of Parksley. Seconded by Commissioner Phillips, the motion carried by unanimous vote.

8. Projects

**9970 Capital Expenditures**

Elaine Meil, ext. 116

---

No activity.

**3002 Special Administrative Cost**

Elaine Meil, ext. 116

---

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 was attended by Commissioner Hart, Commission Turner and Chairman Kellam.

**3003 Intergovernmental Coordination and Information**

Brenette Hinmon, ext.100

---

No report.

**3010 Planning Assistance Activities**

Elaine Meil, ext. 116

---

No activity.

**3016 Management Assistance Activities**

Elaine Meil, ext. 116

---

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 in FY18 an increase of over 1,000 in person visits from FY17. A new report will be available for FY19 in the September Board packet.

**COMMUNITY DEVELOPMENT PROJECTS**

**3061 Asset Management**

Melissa Matthews, ext 110

---

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

---

Staff continues to assist 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.

**3222 Town of Cape Charles Comp Plan Update**

Clara Vaughn, ext. 127

---

Staff assisted the Town of Cape Charles Planning Commission and staff in the Comprehensive Plan Update Kickoff July 25. Staff gave an informational presentation to the public and facilitated focus groups to identify stakeholders' top priorities for the update.

---

*Economic Development Committee Activities*

The Full EDC met on June 12, where the Committee decided to develop an annual prioritized list for projects in the Economic Development Plan. The industry focal area subcommittees will meet during October and the full EDC meets again December 11. The Economic Development Practitioners group will meet again later this Summer. A General Assembly Prioritization meeting among PDC member jurisdictions has been scheduled for September.

Staff hosted a meeting of stakeholders interested in formalizing a regional program for entrepreneurs on June 12. Staff are working with VDACS and other partners to identify funding for a study and recruitment strategy intended to culminate in the development of a new sawmill in the region. Staff participated in meetings with Onancock Main Street and held an exploratory discussion with Town of Onancock Staff regarding a Downtown Revitalization Planning Grant. Staff attended the VA Main Street Conference in Lynchburg during July.

Staff requested approval of the application process for prioritization of Planning Grants for non-member towns. Several questions need to be asked in order for staff to narrow down applicants and eventually select a recipient. The questions are:

1. Does the Town meet the eligibility requirements of having more than 50% low to moderate residents?
2. Is the locality up to date on Town audits?
3. Has the Town identified matching funds, or have a strong idea where to find funding?
4. Has the Town previously received CDBG funds? If so, when?
5. Does the Town have the staffing capacity to handle work requirement for the grant?
6. Does the Town's business community support the Planning Grant?
7. Does the Town have a need for the Grant funding?
8. The Town's grant cannot conflict with the A-NPDC's Regional Plan.

Staff will present a summary of the applications for the A-NPDC Board to base its priorities on.

Commissioner Crockett moved to grant approval of the application process for prioritizing of Planning Grants for non-member towns. Seconded by Commissioner Hart the motion carried by unanimous vote.

## **PLANNING PROJECTS**

### ***3355 USDA Rural Business Development - Agricultural Feasibility Study***

Clara Vaughn, ext. 127

---

Consultants are soliciting farmers, artisans and other stakeholders to participate in two focus groups. One group will provide insight into a food hub intermediary as a central point for organizing produce aggregation, sales, and other efforts and what this might look like. The other will discuss a regional artisan destination as a physical location and what this might incorporate, where it should be located, how participants should be selected, and other factors. The goal of the groups is to refine preliminary recommendations provided through data collection, interviews, site visits, and surveys that, if implemented, will improve economic opportunities for local agriculture and aquaculture producers and artisans. Due to the later start date of the project and need for additional time to refine strategy recommendations, a time-only extension was requested from and approved by USDA Rural Development.

### ***3401 VDOT Rural Transportation Planning-SPR***

Clara Vaughn, ext. 127

---

Staff continue to work with VDOT engineers and local stakeholders to develop designs for two Transportation Alternatives Program grant applications in the Town of Parksley. One project seeks to improve sidewalk connectivity, crosswalks, lighting and streetscaping in downtown Parksley. The other provides a sidewalk with lighting connecting downtown Parksley to Metompkin Elementary School. Staff met with VDOT engineers and representatives from the Town of Parksley August 5 to gather feedback for final project designs. Applications will be submitted this fall on behalf of the Town of Parksley, contingent upon approval through VDOT's pre-application screening process.

Staff met with VDOT engineers, the Town of Cape Charles, and Northampton County to develop designs for a Bicycle and Pedestrian Safety Program grant application to construct Phase IV of the Southern Tip Bike & Hike Trail, running from the Cape Charles Marina to the Food Lion shopping center. However, this application will not be submitted this fall, as staff received notice July 26 that VDOT has paused Safety Program funding to re-evaluate the program.

Staff continue to refine a scoring system that will be used to identify priority areas for sidewalk improvements in the Eastern Shore of Virginia Pedestrian Facilities Study Update. Results will be used to identify top projects for implementation across the region.

Staff plan to ground truth ditch outfall locations mapped by VIMS researchers using high-resolution LiDAR data in ArcGIS. Findings will be used to improve accuracy of remote mapping used to show locations where tidal water is entering ditches and contributing to roadway flooding.

Staff are tracking the VTrans Update process and plan to attend a regional workshop gathering feedback on August 13.

---

Population Projections:

The University of Virginia Weldon Cooper Center released the latest round of 2020-2040 population projections for Virginia and its localities on July 1. The projections show that growth is anticipated across the Commonwealth, but with a strong urban-rural divide that leads to projected population declines in many rural areas, including the Eastern Shore.

Between 2020-2040, these latest projections predict a 22 percent decrease in population in Accomack County and 15 percent decrease in population in Northampton County. This is based on an “annualized” growth rate from 2010 to 2018, meaning future population change is predicted based on prior patterns from these years. There is a high degree of uncertainty because factors such as social, economic, natural, and political events have the ability to shape population in unpredictable ways. Despite these challenges, however, establishing data on projected future populations is important in planning capital investments in infrastructure, such as transportation projects.

---

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

Shannon Alexander, ext. 115

---

The contract with VCZMP was fully executed on November 8, 2018. The three-panel interpretive kiosks for both the Town of Saxis and Onancock have been installed. Staff continues to work with TNC to finalize the design of the seaside signage, which is to be installed by the end of September 2019, when the project concludes. Staff is working with Accomack County Department of Public Works personnel to have the frames installed prior to mid-September, in advance of the panel installation at the public access facilities at Queen Sound, Gargatha, and Folly Creek Landings.

---

**3665**      ***DEQ Septic Pump-out Project***

Bobbie Jo Wert, ext. 126

---

The Virginia Department of Environmental Quality (VDEQ) and the A-NPDC executed a grant contract to implement a septic pump-out program to reduce nonpoint source pollution to directly enhance the quality of local waters draining directly to the Chesapeake Bay. All activities will serve areas within the Chesapeake Bay watershed including Accomack County, Northampton County, and all of its Incorporated Towns. Septic pump-outs will be eligible only to owner-occupied residential properties within the Chesapeake Bay watershed whose household’s income does not exceed 80% of AMI. The grant will run no later than April 30, 2020.



355201

***DEQ VCZMP 309 Rural Enhancement Authority***

Clara Vaughn, ext. 127

---

A-NPDC and Middle Peninsula PDC staff successfully coordinated the Rural Coastal Virginia Community Enhancement Authority summit July 25 at the Virginia Institute of Marine Science in Gloucester Point. A-NPDC staff and representatives from both Accomack and Northampton Counties attended the summit focusing on regional problems and solutions Coastal Virginia faces and may address as a unified voice via the RCVEA. Each County will be presented a draft resolution for joining the RCVEA in the coming months.

3553

***DEQ VCZMP 309 WWF Master Plan Implementation***

Clara Vaughn, ext. 127

---

Staff are researching and interviewing owners of nine working waterfront businesses in Accomack and Northampton counties to result in write-ups on featured businesses, to be featured in a StoryMaps project highlighting the economic value and culture of working waterfronts in Rural Coastal Virginia. This and an outreach video showcasing working waterfronts will be used as tools to educate community leaders and the public on the importance of working waterfronts in the A-NPDC, MPPDC, and Northern Neck PDC regions.

355202

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

Shannon Alexander, ext. 115

---

The Middle Peninsula has compiled relevant assets into an inventory and GoogleMaps, the Northern Neck is working with the newly incorporated nonprofit The Virginia Oyster Trail (previously part of the Artisan Center of Virginia) on refinement of the digital engagement tool for the Virginia Oyster Trail, the A-NPDC staff organized and facilitated the 2019 Virginia Certified Ecotour Guide course concluded in March with 16 new graduates. A-NPDC staff facilitated a Bayside Water Trail stakeholder meeting in Cape Charles, will hold a second in Onancock in August, and a third in Saxis in September, with final digital approval in the late fall. The Ecotourism Steering Committee for the three rural coastal peninsular regions met on March 6th, June 6th, and will again September 6th to guide the overall project. The new [www.VirginiaWaterTrails.org](http://www.VirginiaWaterTrails.org) website and the itinerary tool for the Virginia Oyster Trail are active and online, but will continue to be refined over the next year and a half, with a hard roll out anticipated for spring of 2020. Efforts are being reported at the visitor industries Economic Development Subcommittee and incorporated into the regional economic development plan as well. Staff coordinated with the Chamber of Commerce and Tourism Commission to offer an interpretive kayaking experience for two influencers that will be on the Eastern Shore the second week of July. This will help provide social media exposure for the Ecotour Guide program and the new Water Trails website.

Staff has solicited commitments from local representatives of local, state, and federal government, academic and non-government organizations to participate in a reorganized version of the ESVA Climate Adaptation Working Group. The partners met on July 30 to define new goals and objectives for the group that are centered on developing draft policies and action plans for local governments within the region. Working group members will work with interested localities to explore policies addressing sea-level rise and flooding and develop draft action plans for consideration accordingly. This effort is anticipated to expedite completion of the highest priority implementation actions.

Staff have coordinated with the Special Assistant to the Governor for Coastal Resilience on the development of the VA Coastal Resilience Master Plan and hosted a tour of the NASA Wallops Flight Facility on August 5.

Staff have participated in RAFT meetings for Accomack and Northampton Counties and Tangier and will participate in a final RAFT regional workshop on August 14. Staff hosted a tour of Tangier on July 26 with Town Officials, members of the RAFT advisory team, The Nature Conservancy, UVA, and Oyster Company of Virginia on to advance designs for living breakwaters to mitigate daily erosion and enhance coastal habitat at highest priority locations around the island. The partners are now working to finalize preliminary designs and cost estimates so that funding for the projects may be pursued. Staff participated in the final RAFT regional workshop on August 14. Staff met with researchers from NASA to explore the potential for conducting research and modeling for future precipitation patterns that can be useful for adaptation plans for natural resource-based industries and stormwater infrastructure.

---

**3541 & 3551    *A-N VCZM Technical Assistance, FY  
18 Qtr3***

Shannon Alexander, ext.115

---

Staff continues to serve the Eastern Shore of Virginia Ground Water Committee, the Regional Navigable Waterways Committee, and offer technical assistance to localities in the region.

As part of the necessary education and training events, staff presented to about 300 sixth grade students at the Watershed Festivals in April. The Eastern Shore Soil and Water Conservation District implemented the Shore Big Trees and Eastern Shore Natives Outreach and Education at Metompink Elementary and the Montessori School May 30th.

Staff attended the Coastal PDC meeting at Fort Monroe June 4th, the Coastal PDC conference call July 9th, and will attend the Coastal Policy Team meeting on September 12th. In collaboration with GreenWorks goals, staff attended the Mid-Atlantic Marine Debris Summit in June and brings new ideas and partnerships to the region as a result.

Staff continues to serve as a mentor for VIMS Graduate Student, Justin Shawler, who is 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.

**3571**      ***A-N Ground Water Committee Projects***

Shannon Alexander, ext.115

---

The Ground Water Committee met June 18 and will meet again on August 20. Staff has and continues to reach out to DEQ, the U.S. EPA, our representatives, 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 Groundwater Protection and Preservation Plan is updated with new data from the 2018 Water Supply Plans and new information, legislation, and permits prior to the conclusion of the 2019 calendar year. The Committee Consultant has provided summary presentation on VDEQ Consent Orders and aquifer water quality information and presented at the Environment Virginia Conference in Lexington on March 26<sup>th</sup>.

On behalf of the Committee and the Chairman, staff submitted a public comment on the draft permits for the 49 poultry operations in the VDEQ Consent Order and to VDH regarding the draft Hardship Guidelines. Staff will be collaborating with the ESSWCD to organize and facilitate educational events once their new soil trailer is delivered (anticipated delivery in August).

**3573**      ***VDH HHWC Site Development***

Shannon Alexander, ext.115

---

Virginia Department of Health (VDH) Household Hazardous Waste Collection (HHWC) Site Development includes a Joint Resolution of Agreement for long-term funding/management of the new facility between Accomack and Northampton Counties. Accomack County Department of Public Works staff completed three relevant trainings during the months of June and July. The building was delivered and installed on July 18, and continues to have slight alterations to be able to function appropriately. The new goal for the grand opening no later than the end of September, as VDH granted an extension through that date. Staff is working with the Accomack County Emergency Management Services, Regional HazMat Response Team leaders, and the Painter Fire Company to develop a safety plan and will have a meeting to review roles and responsibilities in August. Staff supplied a draft SOW/Contract for the collection services, which should be published by Accomack County staff in mid-August. The collection service contractor will influence the maintenance and operations plan for the new facility and program. The A-NPDC was also awarded a \$3,000 grant from the VDEQ Litter Prevention and Recycling competitive grant to match some of the funds for this portion of the VDH grant and multiply the effectiveness of the outreach for proper disposal of waste, including HHW, in the region, this was contracted and final products submitted to VDEQ at the end of July.

***VDEQ Litter Prevention and Recycling***

Shannon Alexander, ext.115

---

The Virginia Department of Environmental Quality (VDEQ) offered an award of \$3,000 of the requested \$12,000, from the VDEQ Litter Prevention and Recycling competitive grant. This served as pass through funding and match funds. The final Accounting and Performance Reports was submitted prior to the August 1, 2019 deadline. The contract was completed by REAL Virginia, William Dyas, and involved subcontracts to local educators.

**3583**

***Green Works***

Shannon Alexander, ext.115

---

Staff continues to distribute monthly GreenNews E-Newsletter, editions are available via link on the A-NPDC website. The GreenWorks Committee met February 19th and the next meeting will be July 10th. Staff continues to help provide guidance to Waste Watchers about organizational practices and manage the Sponsor-A-Road pilot program, which was extended by a year on 5/23/2019, and may be renewed for an additional one-year term. GreenWorks has reimbursed Waste Watchers for costs associated with the KAB Annual Litter Survey, the Essay Contest, and necessary equipment for Operation Our Clean Road Events. Staff provided assistance in an application to KVB for a grant for anti-litter educational signage at public water access facilities in the region. Waste Watchers is working with Keep it Beach Clean of Virginia Beach for outreach materials for public access facilities and on the Straw Free campaign for local restaurants. Staff continues to serve on the Accomack County Solid Waste Committee.

**3556 & 3557**

***VA Port Authority Dredging Projects***

Curt Smith, ext.114

---

The VPA awarded both applications for the Waterway Maintenance Fund Grant Program. The projects are for permit, engineering, and all other necessary planning work for dredging and beneficial use projects in the state portion of the Quinby Channel in Accomack County and for Kings Creek in Northampton County. VPA supplied a draft copy of the contract on July 8 and staff has distributed this and the MOA for contract administration for legal council's review.

**3587**

***Navigable Waterways Committee***

Shannon Alexander, ext.115

---

The last quarterly Eastern Shore Regional Navigable Waterways Committee was held in Accomack on April 18th. The meeting scheduled to be held in Eastville on July 18th was cancelled and the next meeting will be October 17. Staff have held discussions with the USCG and Committee members regarding removal of navigational markers. Staff submitted comments to the US Army Corps' plans for a beneficial use of dredge material project for the Cedar Island/Wachapreague area and completed the USCG survey regarding their plans to improve distribution of maritime safety information (MSI). Staff are preparing comments to DEQ concerning the expansion of the Wolf Trap Placement Area in the Chesapeake Bay.

The project will implement septic residential improvement projects within the EPA approved Watershed Implementation Plan for The Gulf, Barlow, Mattawoman, Jacobus and Hungars Creeks on the Bayside in Northampton County. SERCAP has agreed to help cover the VDEQ owner cost-share requirements up to \$13,500 (20% of the construction budget). Planning staff is working closely with Housing staff on this project. Staff has developed a list of mailing addresses based on the Indoor Plumbing Needs Assessment data from 2014 and sent out 200 targeted mailings about this program offering. Staff worked with VDEQ to develop an approved Residential Septic Program Design and Guidelines. Staff developed and published an RFP for BMP implementation contractual services. Staff is working with ESSWCD to organize an educational event in lieu of the well and septic forum, in order to educate residents about proper maintenance and protection measures for their private well and septic systems. Staff is working with VDEQ and SERCAP to expand this project, which is anticipated to provide aid to almost double the original number of households. Staff attended the mandatory VDEQ annual grantee meeting in Augusta County in late July.

---

**3585 DEQ Chesapeake Bay Phase III Watershed Implementation Plan (WIP)** Clara Vaughn, ext. 127

---

The comment period for the statewide Draft Phase III WIP closed June 7. EPA has made publicly available its evaluation of the plan.

---

**3585 DEQ Chesapeake Bay Phase III Watershed Implementation Plan (WIP) Technical Assistance** Clara Vaughn, ext. 127

---

Staff attended a meeting with VDH Central and local office staff July 24 to discuss House Bill 2322, "Onsite sewage treatment systems; VDH shall develop a plan for oversight and enforcement." Staff have continued to track EPA review of Virginia's Draft Phase III WIP and are in communications with DEQ regarding EPA's review of the Eastern Shore basin's plan.

---

**3335 Accomack County CDBG Planning Grant - Prioritization** – Bobbie Jo Wert, ext. 126

---

Staff submitted the CDBG - Community Improvement Grant for the Gospel Temple/Adams Crossing Community on March 29, 2019. Staff will continue to meet with the management team and neighborhood to finalize various aspects of the planning grant and additional funding options.

On June 19, 2019, the Accomack County Board of Supervisors voted to endorse efforts to remedy the failing sewer system in Makemie Park. The Board noted this endorsement might delay the next housing improvement area, Horntown, by at least one (1) year. The Housing

---

Service and Housing Development team will continue to provide referral services to agencies that may be able to provide alternative housing solutions, like USDA, VHDA or SERCAP.

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

**3661 & HUD Housing Counseling Services & VHDA** Mary Smolinski, ext.124  
**3662 Housing Counseling & Education**

---

One client successfully completed the requirements for VHDA's Credit Improvement Program and was able to lower her debt and increase her credit score. One client received a Certificate of Eligibility from USDA. Two clients obtained pre-qualification letters from VHDA. Two clients brought their mortgages current. Homeownership calls and appointments have experienced a slight increase, with a slight decrease in Foreclosure Intervention activity. Have one verified home purchase for July.

#### ***Makemie Park Project***

Bobbie Jo Wert, ext. 126

---

Virginia Department of Health staff completed an on-site sanitary survey of Makemie Park on Thursday, July 25th. The objective is to determine if an alternative sewage system would fit on each property. A meeting has not been set to discuss the findings.

The Accomack County Board of Supervisors voted to endorse the proposed plan to apply for a Community Development Block Grant (CDBG) Urgent Needs Funding.

#### **3690 *Occohannock Neck Road Project***

Bobbie Jo Wert, ext. 126

---

Staff continues to meet every two weeks to evaluate the progress of this project. To date, an Option Agreement has been executed, staff has contacted three engineers to obtain pricing to survey and subdivide the property into four lots, Staff has contacted Bundick and Bogg's to receive pricing for well and septic installation, and Staff is working with our attorney to finalize the title search and final documents necessary to purchase the property.

Bobbie Jo Wert, went door-to-door with the current property owner as he issued an eviction notice on June 30, 2019. Families have all sought relocation assistance with our Housing Services team, phone interviews have been conducted and face-to-face interviews have been scheduled. Our Housing Relocator has found several houses, and some families have even found several on their own. One family recently received a Section 8 voucher, two families would like to relocate together and two families would like to explore homeownership opportunities, and interviews will be scheduled in the near future.

---

Community Partners of the Eastern Shore (CPES) will hold a General Membership meeting on September 11th at 10 am at the Community Services Board building in Belle Haven. There are several speakers expected, including Bill Moore from Star Transit.

CPES Public Relations and Resource Assistance Committee held a meeting on August 5<sup>th</sup>. They have begun publishing a newsletter for the member partners, and are currently looking into redesigning the CPES website.

CPES has received the Point-In-Time count from the administrator for the Homeless Management Information System (HMIS). The data shows an increase in both sheltered and unsheltered households, and has been shared with the HMIS committee. The committee has begun preparing for the upcoming P-I-T to be conducted this January.

---

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

---

The Accomack County FEMA application is pending review and approval. Staff recently revised the budget, per Amy Howard, VDEM - HMGP Administrator-Finance Director. With a revised budget of \$1,578,114, A-NPDC staff proposed nine elevation and one acquisition projects. The staff continues to supply additional information as requested. Although confident we will receive funding; we have not received the notification of award.

### **2019 Applications**

The Virginia Department of Emergency Management has announced the Hazard Mitigation Grant Program (HMGP), which will reduce the long-term risks to individuals and property. These funds will be available for the Commonwealth through the Federal Emergency Management Agency (FEMA) because of two Presidential Disasters from damages associated with Hurricane Florence and Tropical Storm Michael. On February 19th, Staff attended the Region 5 - Hazard Mitigation Grant Program Applicant Briefing. A-NPDC staff is working with Accomack and Northampton Counties, and the Incorporated Towns to determine their level of interest. Staff submitted applications for Northampton County (Emergency Wind Retrofit) and Accomack County (scattered site Elevation and Acquisition) on May 30, 2019. More information has been requested for each application. Staff has fulfilled the request.

## 9. Executive Directors Report

### A-NPDC Revolving Loan Fund

The attorney has prepared the documents. The Department of Historic Resources (DHR) responded to the environmental review and requested additional pictures and questions to be answered. Housing Specialist Matthews has completed the fieldwork needed to respond. Director of Housing Development Wert will be submitting the items to DHR. As soon as the environmental review is complete, a closing date will be set for the loan.

A-NDC's Enterprise Building

After numerous attempts to obtain quotes, Beauchamp Construction was selected as the lowest quote (\$59,300) to replace the slate roof of the Enterprise Building, address the gutters in disrepair, and repaint all outside trim. The cost to reuse the existing slate was prohibitive and new slate will be provided. The company expects to begin work by the middle of August.

Requests for Assistance

Director of Planning Smith will be completing the discussion regarding prioritization of town and county requests for CDBG program funds. This program is very competitive and the requirements for a successful application is expensive. These applications can receive planning grant assistance but DHCD knows and tells potential applicants that the planning funds provided will not fully cover the cost of requirements to make a successful implementation application. A-NPDC has found, depending on the complexity of the project, the additional funds needed usually range from \$15,000 to \$30,000. It is important the region have a strategy on applications so no town or county's resources are wasted in a competition against other Eastern Shore applications.

10. Chairman's Report

No report was given.

11. Other Matters

Commissioner Kellam mentioned that Commissioner Hart was named 1<sup>st</sup> Vice-President of the VAPDC.

12. Adjournment

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

---

Rev. Charles J. Kellam  
Chairman

---

Elaine K. N. Meil  
Executive Director

Copy Teste: