

ACCOMACK-NORTHAMPTON PLANNING DISTRICT COMMISSION
MINUTES OF THE
October 17, 2022 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
Donald L. Hart, Jr.	Accomack County
Robert Crockett	Accomack County
Betsy Mapp	Northampton County
John Coker	Northampton County

COMMISSIONERS ABSENT:

Rickie Ross	Accomack County
Vacant	Northampton County
L. Dixon Leatherbury	Northampton County

OTHERS PRESENT:

Elaine Meil	Sandy Taylor
Leanna Bowden	Anne Doyle
Eric Luchansky	Russ Williams
Patrick Tompkins	Myra-Riley Taylor

1. Call to Order

The October 17, 2022 meeting of the Accomack-Northampton Planning District Commission (A-NPDC) was called to order by Chairman Phillips at 7:03 p.m.

2. Invocation

Commissioner Kellam offered the Invocation.

3. Minutes of the September 19, 2022 Meeting

The Minutes of the September 19, 2022 meeting were presented. Commissioner Hart moved to approve the minutes as presented. Seconded by Commissioner Major, the motion was carried by unanimous vote. Commissioner Coker abstained whereas he was absent during the September meeting.

4. Public Participation

Myra-Riley Taylor attended from Onancock, Virginia.

5. ESCC Lab School Initiative

Dr. Patrick Tompkins from Eastern Shore Community College referenced the following agenda to the Commission.

- What are Lab Schools?
 - The Virginia General Assembly in 2022 provided \$100 million for the College Partnership Laboratory School Fund. This fund will be used to support planning and implementation grants for lab schools. Lab Schools are a partnership between a higher education institution and school division(s).
- What is the statutory purpose of lab schools:
 - Stimulate the development of innovative education programs for preschool through grade 12 students.
 - Provide opportunities for innovative instruction and assessment.
 - Provide teachers with a vehicle for establishing schools with alternative innovative instruction and school scheduling, management, and structure.
 - Encourage the use of performance-based educational programs.
 - Establish high standards for both teachers and administrators.
 - Encourage greater collaboration between education providers from preschool to the postsecondary level.
 - Develop models for replication in other public schools.
- What is the focus of the Eastern Shore lab school?
 - The focus of the lab school will be to enhance the ability of the schools and community college to provide a curriculum in science, technology, IT, and math that prepares our students for the aerospace industry. Eastern Shore Community College (ESCC), working in partnership with schools, will develop a curriculum consisting of new and modified existing courses that best fit the workforce needs of the aerospace industry. Examples include electronics, computer science, and manufacturing, among others.
- Why this focus?
 - Wallops Island, Virginia, is one of only four locations in the United States where rockets can be launched into orbit. It is home to NASA Wallops Flight Facility (WFF), managed

by NASA Goddard Space Flight Facility, Virginia Commercial Space Flight Authority (Virginia Space), and the Mid-Atlantic Regional Spaceport (MARS). To support these organizations, there are a number of private contractors located on Wallops Island. In addition to these industries, we recently celebrated the groundbreaking for a Rocket Lab manufacturing facility for the Neutron rocket which will create 250 new jobs, exacerbating the significant need for a highly trained workforce. The Eastern Shore Lab School will develop curriculum that will provide a pathway for students to be qualified for the growing number of jobs in the aerospace industry, specifically here on the Eastern Shore.

- How will this be done?
 - Curriculum development/modification
Working with our aerospace industry partners we will identify skills and knowledge needed for our students to be successful employees. Content experts at the schools and community college will work together to create an educational pathway where courses at the schools transfer seamlessly to the college and to the workplace.
 - Certification of High School Teachers to Teach Dual Enrollment Courses
Our local school divisions continue to make offering dual enrollment courses a priority to assure the long-term educational success of our graduates. In an effort to offer more dual enrollment courses we need to expand the number of teachers who are qualified to teach dual enrollment courses. Certification requires the teacher to have a masters and at least 18 graduate credit hours in the field of the dual enrollment courses they are teaching. Two impediments for teachers becoming certified is the cost of graduate tuition and finding the time to complete the course work. The Eastern Shore Lab School will provide funding for tuition as well as a stipend for teachers who engage in and complete certification.
 - Dual enrollment tuition assistance
Increasing dual enrollment will have a corresponding increase in tuition costs for the school divisions. The Eastern Shore Lab School will have, as part of its budget, dollars to support dual enrollment tuition for students pursuing the areas of science, math, and IT.
 - Early career readiness
A concern raised by our colleagues in the aerospace industry is that our students are simply not aware of the range of great paying jobs and careers right here on the shore. To prime this workforce pipeline, we need to begin the career exploration with our middle school students. We currently have career coaches in every high school on the Shore and the Eastern Shore Lab School hopes to provide funding for career coaches for the middle schools working with students in career exploration.
- Timeline
 - Fall 2022 - prepare and submit planning grant for \$200,000
 - Winter 2022 - BOE begin reviewing applications

- Spring 2023 - Use planning grant to write final proposal up to \$1 million for the Eastern Shore Lab School.
- Summer/Fall 2023 - BOE will review proposals
- Spring 2023 - If approved launch Eastern Shore Lab School

6. Financial Status Report

The report indicated that 19.99 percent of the FY 2023 Budget has been expended while 25 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 Leonard, the motion was carried by unanimous vote.

7. 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 Major, the motion was carried by unanimous vote.

8. Projects

Informational Items

3003 - Intergovernmental Coordination and Information B. Hinmon

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

PDC staff continues to collaborate with Economic Development Committee Chair Patrick Tompkins and workforce development partners, including ESCC, ODU, the Chambers of Commerce, the Virginia Employment Commission, and the Virginia Department of Labor and Industry. The structure of the NASA Wallops' *CNC Machinist Registered Apprenticeship Program* has been completed, with two apprentices hired. The design of the *Electrical Maintenance Registered Apprenticeship Program* is underway. The collaboration group is continuing work to form a regional youth apprenticeship. Chair Tompkins has proposed the Economic Development Committee add representation from the healthcare industry sector.

3401

VDOT - Rural Transportation Planning

Ashley Mills
Ext. 127

Staff attended the 2022 LAP VDOT Workshop in Roanoke October 4th - 6th. Staff took part in several informational work sessions in order to learn more about opportunities to fund the Eastern Shore Rail Trail and other potential transportation projects. Staff organized meetings with VDOT representatives, consultants, and several localities for project collaboration and networking.

Staff has been in contact with many VDOT representatives regarding the status of the funded Cape Charles segment of the Eastern Shore Rail Trail. We hope to receive an update in the coming weeks.

30081

Wachapreague - USDA and DEQ

Ashley Mills
Ext. 127

The Wachapreague Hotel & Sewer Feasibility project funded by USDA is complete. The grant has been closed and staff submitted final reports in August.

The state and federally funded sewer installation project is active; staff prepared a short-fall funding application for the Town of Wachapreague to submit to Virginia Department of Environmental Quality in early September.

3589

Hazard Mitigation Plan - VDEM

Ashley Mills
Ext. 127

The Town of Onley did not vote to adopt the 2021 Eastern Shore of Virginia Hazard Mitigation Plan during the October council meeting due to questions regarding the accuracy of US Census population and housing data. Staff is working with the Town in order to address this by the November meeting. Staff is waiting for an update from the Town of Hallwood; all other jurisdictions have adopted the Plan and are in good standing until April of 2027.

3764

Town of Parksley Downtown Revitalization

Anne Doyle
Ext. 115

The final completion inspection of the Town Center/Bandshell and Alleyway phase of the project took place on Friday, September 30th. The contractor has several minor, punch list items to perform within the next two weeks. Two of the facades that were included in the architect's design for Parksley facades, the Eastern Shore Railway Museum's Maintenance Building and the Dining Car, were showcased during the Town of Parksley's Museum Rededication Reception held on October 8th. Downtown facade improvements continue to be completed by respective business owners and the results are both impressive and beautiful.

TBD

CFPF Regional Community Resilience Plan

Jessica Steelman
Ext. 114

In an effort to increase the number of community flood mitigation projects that meet criteria for the Community Flood Preparedness Fund (CFPF), staff applied for funding from the Community Flood Preparedness Fund through DCR and the Virginia Coastal Resilience Master Plan initiative. This plan will enhance the A-NPDC's ability to fill capacity gaps across localities who are currently not eligible for CFPF project implementation funds, and by way of the plan, make those localities eligible to apply for project funding. A regional resilience plan is instrumental in increasing coastal resilience and protection for the community and its culture, preserving natural habitats, and using nature-based solutions (NBS) where possible.

The A-NPDC was awarded \$375,000 in funding, and was able to secure the match waiver.

3571

A-N Ground Water Committee Projects

Kellen Singleton
Ext. 129

Advisors and staff continue to finalize its comprehensive well program and water supply plan. A Statement of Principle was adopted by the Committee on August 16, 2022. Staff continues to collect additional information on groundwater supply and its potential use including water testing, historical review, and reaching out to the residents of Captain's Cove to assess concerns made during public comment at the March 15, 2022 ESVVA Ground Water Committee meeting. GWC Advisor continues assessing groundwater monitoring drilling and supplemental monitoring techniques including the potential enhancement of saltwater intrusion tools and modeling. 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 communicating with WasteWatcher members to determine next steps.

3334

Agricultural Study

Kellen Singleton
Ext. 129

A Community Flood Preparedness Fund (CFPF) request for funding was approved by the Department of Conservation and Recreation (DCR) for a flood prevention and protection study to address the impacts of climate change on crop planning and production on agriculture on the Eastern Shore. Staff has finalized a Sponsored Research Agreement with Virginia Tech. The comprehensive study will run to August 2023 with scheduled quarterly updates from the Principle Investigator to Staff and Technical Advisors.

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 new Advisory Board conducted their 1st meeting on September 22nd. The General Membership canceled their September meeting and will meet next in November. VA Department of Housing and Community Development (DHCD) has started the processes for the 2023 Point in Time Count, and the HMIS committee is planning accordingly

3661
3668

*HUD Housing Counseling Services &
Virginia Housing HCE Foreclosure*

Andrea Wert
Ext. 124

23 clients are receiving homeownership counseling. This is two more than the last report. One client is at the prequalification stage. One client has a contract on a house. Nineteen clients are working to repair their credit and increase their savings. No clients are currently receiving counseling for foreclosure. Staff expects the contract for the recurring HUD Housing Counseling grant to be offered this week.

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 once a month. Staff continues planning for a New Home Ownership Certification class sometime later this Fall.

3660

Virginia Housing Regional Housing Study

Russ Williams
Ext. 119

All reporting is complete and remittances paid. Staff is waiting for the funders to initiate the project close out.

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

As of the week of October 10th, DHCD notified staff that the award letter had been mailed to the Town of Onancock.

3760

Gospel Temple/Adams Crossing Neighborhood Revitalization CDBG

Eric Luchansky
Ext. 118

The project is complete. Staff has worked on closing out the grant.

300660

Makemie Park Urgent Need Project

Kellen Singleton
Ext. 129

A majority of the Makemie Park Septic Reconstruction Project was bid out on July 28th at 3:51PM. The bid consists of 21 out of the 26 planned project dwellings. After assessing the bid submission a Notice of Award was distributed and posted to Boggs Water and Sewage, Inc. on August 25th. The bid submission is within the project budget. A services contract with Boggs Water and Sewage, Inc was finalized September 7th. A pre-construction project meeting took place Wednesday, September 14th at 10:00AM. The meeting was attended by A-NPDC, the Accomack County Administrator and staff, DHCD representatives, as well as representatives of Boggs Water and Sewage, Inc. An official Notice to Proceed was issued to Boggs, Water and Sewage, Inc. on September 20th. Installation for five units is 95% complete. The Southeast Rural Community Assistance Project, Inc. (SERCAP) has been contacted to secure additional funding required to move forward with the five additional dwellings that require well work..

30070

Metompink CDBG - Program Income

Bruce Herbert
Ext. 128

The clean up is complete. The survey for the VDOT right of way should be completed this week. Once complete, the VDOT inspection may be scheduled.

3690

Occohannock Neck Road Project

Bruce Herbert
Ext. 128

October 11, 2022, the Northampton County Health Department denied a sewage disposal permit. The inability of Bowman Engineering and the Town of Exmore to address the corrections requested by the health department has resulted in our denial. Bowman Engineering has been contacted by staff and As of October 12, 2022 Bowman is working with the Health Department to rectify the issue. We have prepared for this by proceeding with plans for 5 new one and two bedroom duplexes. Plans have been selected, site engineering has been secured and under development. Our efforts now focus on bidding a comprehensive package including all units in one contact. Construction should begin early next year.

3823

Accomack County VA HMGP 4291-VA-009 Elevation Project

Eric Luchansky
Ext. 118

The second and third homes are set down. The fourth and fifth homes are expected to be elevated the week of October 10th.

4401

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

Eric Luchansky
Ext. 118

The appraisal company has appraised the two homes eligible for acquisition. Staff is waiting for the results.

9. Executive Director's Memo

Personnel Policies

The final draft was provided as an insert. As recommended by the attorney, staff will be provided a copy, have a week to review and then a staff training event will be held. Staff will then have a week to sign the required acknowledgement form. Consideration to set forth the personnel policies herein shall be effective on and after December 1, 2022 and will replace the personnel policies effective on July 1, 1995, as amended was requested. Commissioner Mapp moved to approve the consideration to set forth the personnel policies herein shall be effective on and after December 1, 2022 and will replace the personnel policies effective on July 1, 1995, as amended. Seconded by Commissioner Leonard, the motion was carried by unanimous vote.

A-NPDC Camera Surveillance

Staff had received three quotes for a camera surveillance system and front door control system for the outside of the Enterprise Building. The system was designed to potentially provide video of anyone who breaks into the property. In the last ten years, three outside incidents have occurred; the license plates were stolen off an A-NPDC car, an employee's handbag was stolen from their car and the double paned top front window had its outside pane shattered (staff retrieved what appeared to be a ball bearing inside the window). Although police reports were made, none of the persons involved was ever identified. A-NPDC is required to hold the provide records of thousands of Eastern Shore residents. For this reason, staff recommends we further secure the building by installing the system.

The system includes four cameras (one for each door/corner, one for the back parking lot as seen from the building), and includes a system that controls the lock on the lobby door, labor to install and the first three-year product license.

The license provides limited analysis of video (marks when people are in the video), storage and alarm features. The three year license costs \$2,900. Since this item was not originally included in the budget, staff is asking the Commission to consider the matter.

Authorization to install the system using \$17,500 A-NDC reserve funds was requested. Commissioner Crockett moved to approve the installation of the system using \$17,500 of A-NDC reserve funds. Seconded by Commissioner Major, the motion was carried by unanimous vote.

10. 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

Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter.

PURPOSE:
Consultation & Agreement

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 Hart, and Commissioner Crockett and voted affirmative. Ms. Meil 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 Hart, and Commissioner Crockett and voted affirmative. Ms. Meil was also present.

11. Chairman's Report

Commissioner Phillips requested a special meeting for the Commission to be held on November 9, 2022 at 7:00 pm in the Enterprise Building.

12. Other Matters

No other matters were discussed at this time.

13. 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.