

ACCOMACK-NORTHAMPTON PLANNING DISTRICT COMMISSION
MINUTES OF THE
April 15, 2024 Meeting
ENTERPRISE BUILDING
ACCOMAC, VIRGINIA

COMMISSIONERS PRESENT:

Robert Crockett	Accomack County
C. Reneta Major	Accomack County
Arthur Leonard	Town of Chincoteague
Rev. Charles J. Kellam	Northampton County
Betsy Mapp	Northampton County
Gwendolyn F. Turner	Accomack County
John Coker	Northampton County
Donna Smith	Accomack County

COMMISSIONERS ABSENT:

Adam Charney	Northampton County
L. Dixon Leatherbury	Northampton County
Donald L. Hart, Jr.	Accomack County
Vanessa Johnson	Accomack County
Vacant	Accomack County

OTHERS PRESENT:

Elaine Meil	Anne Doyle
Eric Luchansky	Leanna Rasmussen
Russ Williams	Sandy Taylor
Shane Steelman	Shirlene Shrieves
Myra-Riley Taylor	

1. Call to Order

The April 15, 2024 meeting of the Accomack-Northampton Planning District Commission (A-NPDC) was called to order by Chairman Mapp at 7:06 p.m.

2. Invocation

Commissioner Kellam offered the Invocation.

3. Minutes of the March 18, 2024 Meeting

The Minutes of the March 18, 2024 Meeting were presented. Commissioner Turner moved to approve the minutes as presented with the amendment to remove a sentence stating “Commissioner Smith attended virtually from Richmond, Virginia.” Seconded by Commissioner Crockett, the motion was carried by unanimous vote.

4. Public Participation

Mr. Shane Steelman, Accomac, stated he was seeking remedy and was going to file liens on bonds and opined violations had occurred. He presented multiple Commissioners with a file, and requested reimbursement based on the invoices submitted. Mr. Steelman expressed that Commissioner Crockett did not do his public duty and presented him with a code of ethics handout.

Discussion ensued between Chairman Mapp and Mr. Steelman on identifying himself.

He then expressed that he should be spending time with his family and that today was his grandmother’s 90th birthday. Mr. Steelman stated that he wanted to be paid for his wife’s work and was acting as an attorney in fact and his thumbprint signature served as a notary on the presented paperwork. He stated “all my rights are reserved under UCC1-308 and I don’t need a lawyer. They’re for children and incompetent adults.” He then stated “So, fifteen days to let us know something or the appropriate authorities will be informed of everything listed there.”

Furthermore, he stated there were affidavits from multiple previous employees. He opined the Board was not taking their jobs seriously. He thanked the Board for their time and wished them a good evening. There was no discussion from the Board to Mr. Steelman.

Mr. Steelman exited the meeting.

Commissioner Crockett suggested the A-NPDC Board conduct a closed session before the end of the meeting.

5. March Financial Status Report

The report indicated that 50.65 percent of the FY 2024 Budget was expended while 75 percent of the fiscal year had passed.

Commissioner Crockett moved to approve the Financial Status Report as presented. Seconded by Commissioner Coker, 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 Coker, the motion was carried by unanimous vote.

7. Projects

Informational Items

Director of Planning Report

Below is a comprehensive list of Planning Department projects, should you wish to contact the project manager for more information. Details about featured projects follow the list.

3220 - EDA-Economic Development Planning	A. Doyle
3211 - USDA for Melfa Industrial Park for Economic Development Authority	A. Doyle
3600 - Drone Medical Package Delivery	A. Doyle
3221 - Wachapreague Sewer Installation Project	S. Lewis
3589 - VDEM Hazard Mitigation Plan 2026	S. Lewis
3401 - VDOT Rural Transportation Planning - SPR	S. Lewis
xxxx - FHWA RAISE Grant for ESRT	A. Doyle
3584 - VDEQ Chesapeake Bay Phase III WIP Technical Assistance	E. Luchansky
3568 - VDEQ VCZMP 306 Ecotourism Resiliency	A. Doyle
3526 - VCZMP Technical Assistance & Resiliency Planning	K. Singleton
3571 - A-N Ground Water Committee Projects	K. Singleton
3334 - Agricultural Study	K. Singleton
3587 - Navigable Waterways Committee	K. Singleton
3764 - Town of Parksley Downtown Revitalization	A. Doyle
3578 - FY21 VA Port Authority Dredging Project: Folly Creek Phase 1A	K. Singleton
3577 - FY21 VA Port Authority Dredging Project: Red Bank Creek Phase 1A	K. Singleton
3579 - FY21 VA Port Authority Dredging Project: Nassawadox Creek Phase 1A	K. Singleton
3353 - FY22 VA Port Authority Dredging Project: Nassawadox Creek Phase 1B	K. Singleton

3211

USDA Rural Business Development Grant

Anne Doyle
Ext. 115

The Economic Development Authority of Accomack County entered into a contract with the A-NPDC to administer the USDA-funded project totaling \$304 thousand, including a \$90 thousand match from Accomack County for the development of the Melfa Industrial Park. The Stormwater Master Plan and survey work is well underway on the 181-acre site. Cornerstone Environmental has performed much of the debris removal of maintenance roads and stormwater ditches. LiDAR and data capture using aerial drone survey is complete. The Request for Proposal (RFP) for the market feasibility study will be advertised in mid-April using the eVA electronic marketplace to reach the broadest audience.

3401

VDOT - Rural Transportation Planning

Shamika
Lewis
Ext. 127

Last month, the Accomack-Northampton Transportation District Commission (ANTDC) and the A-NPDC agreed to start the application process for federal Safe Streets for All (SS4A) planning grants. These grants are intended for **all** road and traffic safety improvement projects in both counties. During an online meeting on March 21st, VDOT and their consultants agreed to assist the A-NPDC with the application process. The first SS4A application was submitted on April 3rd for funding to create the Safety Action Plan. This initial grant request was for an estimated \$200,000 and requires a 20% match.

SMART SCALE applications were completed to fund trail segments from Birdsnest to Cheriton and from Parksley to Onley. Both applications were prepared by the A-NPDC and successfully submitted by each of the counties as required by VDOT. On May 8th at 5pm, VDOT plans to hold a public hearing for the Cape Charles and Cheriton trail segments at Cheriton's Fire Station. Though both of these projects will be managed separately, VDOT plans to combine them into one construction bid.

3589

VDEM Hazard Mitigation Plan 2026

Shamika
Lewis
Ext. 127

In February, the Federal Emergency Management Agency (FEMA) and the VA Dept. of Emergency (VDEM) awarded funds to A-NPDC for the All Hazards Mitigation Plan update. The grant award was formally accepted by A-NPDC Commissioners on March 18th, at which time the agreement was executed and returned to VDEM. The grant kick-off meeting with VDEM was held on April 4th. The first quarterly report will be submitted to VDEM by April 15th.

TBD

USDOT RAISE Grant - Eastern Shore Rail Trail

Anne Doyle
Ext. 115

A-NPDC continued to move forward with revised project limits for the RAISE project with the Federal Highway Administration (FHWA). The new logical termini will be Birdsnest to the South and the Parkway intersection in Melfa to the North. Staff have vetted a Request for Proposal for annual engineering services to modify both the project limits and project costs, given that VDOT is no longer administering the project. Staff have conducted pre-proposal discussions with engineering firms that are experienced in building multi-use trails.

3221

Wachapreague - HUD and DEQ

Shamika
Lewis
Ext. 127

The Town of Wachapreague entered into agreement with A-NPDC to administer the HUD/ARPA/DEQ-funded project totaling \$3.92 million. Construction on the Wachapreague sewer installation project is underway. All funding streams are obligated and, to date, three invoices from HRSD have been processed. Construction is anticipated to be completed by/before the end of 2024.

3764

Town of Parksley Downtown Revitalization

Anne Doyle
Ext. 115

Project closeout continues with a compliance review conducted with DHCD on March 27th. Storefront signs have been installed. The contractor was awaiting warmer weather to perform storefront sign installation.

3587

Eastern Shore Regional Navigable Waterways Committee (ESRNWC)

Kellen Singleton
Ext. 129

The next scheduled meeting of the Eastern Shore Navigable Waterways Committee was on Thursday, April 18, 2024. The Nassawadox Creek project has submitted its Joint Permit Application and is awaiting issuance from the regulatory agencies before it can move to the construction phase. Red Bank Creek and Folly Creek dredging projects continue to be in active design phase. Dredging material management and project funding remain considerations. The committee has decided to move forward with contractor sourced material management.

3571

A-N Ground Water Committee Projects

Kellen Singleton
Ext. 129

The April meeting of the Ground Water Committee would take place on Tuesday, April 16, 2024. During the meeting, members reported on the progress made by the subcommittee on Residential Well Testing Programs. Updates were provided on any changes made to regulatory policies.

3334

Agricultural Study

Kellen Singleton
Ext. 129

Contractor Virginia Tech had completed all data collection for the project. It has produced a dashboard for accessing the data and is currently testing the dashboard before moving it into production. Once in production, the dashboard would enable multiple scenarios to be examined that will ultimately inform crop production on the Eastern Shore.

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.

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| 3661 - HUD-Housing Counseling Services | A. Wert |
| 3662 - VHDA HCE Foreclosure/Housing Counseling | A. Wert |
| 366250 - Homeless Solutions COC Activities | J. Hope |

366250

Continuum of Care (CoC)

Jen Hope
Ext. 123

Community Partners of the Eastern Shore's General Membership met May 8th at the Eastern Shore Public Library in Parksley. Raw data has been returned for the January 24th homeless Point in Time count. The data indicates a decrease in families and individuals served. The full report is expected sometime this summer. The grant application for this recurring grant was submitted. Level funding for the Continuum of Care is anticipated.

3661

HUD Housing Counseling Services

Andrea Wert
Ext. 124

31 clients were receiving homeownership counseling. 3 clients had prequalified for a loan and are looking for a home (one with FHA & USDA, one with VA & one with FHA). 1 Client has prequalified and currently has a contract on a house. 22 clients are working to repair their credit, pay down debt, and increase their savings and/or income. 2 clients are receiving foreclosure counseling, one of which has been notified they have been approved for VMRP relief. 5 clients have successfully purchased homes in the past 18 months, and 3 of these families were formerly Section 8 tenants. 1 client was referred by Telemon as a young adult to learn how to handle his money and prepare for the future.

Staff had trained and passed the necessary exam to receive certification, and was working with FAHE to become a packager of the USDA 502 Direct Loan Applications. This program will allow for assistance for our clients directly with their applications.

3662

Virginia Housing Counseling & Education

Andrea Wert
Ext. 124

Staff continued to conduct Financial Literacy, Rental Topics, and Fair Housing classes for new HCV recipients during intake briefings. These briefings were being held twice monthly, with 6-13 attendants in each class.

Staff conducted a presentation for the parents at the Accomac Head-Start on March 20th. An overview of available Housing Services programs and Fair Housing regulations was presented.

In an effort to increase the number of rental units available to Section-8 and Homeless Assistance clients, housing counseling staff have begun planning for a landlord outreach/orientation presentation. The turnover in rental property ownership has grown substantially in the past few years, and many of the new landlords are unaware of the programs we have available.

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
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	E. Luchansky
3690 - Occhannock Neck Road Project	E. Luchansky
3680 - Accomack County COVID CDBG Urgent Needs	E. Meil
4710- HMGP - DR-4001 & DR-4411	E. Luchansky
3823 - HMGP - DR-4291	E. Luchansky
4401 - VDH Septic and Well Assistance Program	E. Luchansky

300640	<i>Town of Onancock - Northeast Neighborhood</i>	Eric Luchansky Ext. 118
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The sidewalk design was under review at VDOT. One home rehabilitation is underway.

3760	<i>Gospel Temple/Adams Crossing Neighborhood Revitalization CDBG</i>	Eric Luchansky Ext. 118
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The project is closed out.

300660	<i>Makemie Park Urgent Need Project</i>	Kellen Singleton Ext. 129
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To date all 26 septic systems have been installed, per the initial construction agreement and contract addendum.

3690	<i>Occhannock Neck Road Project</i>	Eric Luchansky Ext. 128
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The one bedroom home was sold. The two bedroom home was still currently for sale. Staff is speaking with a few prospective buyers. Staff is working to bid out a package that would include a one bedroom home, three bedroom home, and a duplex.

3823	<i>Accomack County VA HMGP 4291-VA-009 Elevation Project</i>	Eric Luchansky Ext. 118
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Six homes have been elevated to date. Staff was waiting for approval from VDOT before acquiring and demolishing the home in Saxis.

4710

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

Eric
Luchansky
Ext. 118

A bid was received to elevate one home in early April.

3801

East Horntown Planning Grant

Eric
Luchansky
Ext. 118

Staff was working to compile data to aid in writing an improvement grant.

3340

Holland Lane - Cheriton Planning Grant

Eric
Luchansky
Ext. 128

Staff was working to compile data to aid in writing an improvement grant.

4401

VDH Septic and Well Assistance Program

Eric
Luchansky
Ext. 118

Three homes are complete. Three homes are in the process of engineering design. Once complete, bid documents will be sent out to prospective contractors.

8. Contracts

FY 2025 Rural Transportation Planning Program

The Virginia Department of Transportation once again had asked the Accomack-Northampton Planning District Commission to provide transportation planning assistance to localities and organizations on Virginia's Eastern Shore. In turn, the Virginia Department of Transportation had agreed to provide A-NPDC with Rural Transportation Planning Assistance Program funds through the Federal Highway Administration in order to conduct research and provide adequate planning capacity and training. Upon approval of the presented resolution for FY 2025 Rural Transportation Planning Funds, A-NPDC would be directed to administer the federal funds and all tasks associated with the Rural Transportation Planning Program.

Authorization to adopt the Resolution and to enter into Agreement with VDOT was requested.

Commissioner Crockett moved to adopt the FY 2025 Rural Transportation Planning Program Resolution as presented. Seconded by Commissioner Turner, the motion was carried by unanimous vote.

9. Executive Director's Memo

RC&D Council Dissolution

The council had been dissolved. A copy of the final minutes were attached.

23 Market Street, Onancock Property Holdings, LLC Loan

Regarding the partial release, the closing of the lot known as "Kellam Market" was scheduled for May.

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:

Consultation with briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body. For the purposes of this subdivision, "probable litigation" means litigation that has been specifically threatened or on which the public body or its legal counsel has a reasonable basis to believe will be commenced by or against a known party. 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:
Threatened Litigation***

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 Crockett, seconded by Commissioner Coker the motion carried unanimously.

The following board members were present: Commissioner Kellam, Commissioner Turner, Commissioner Mapp, Commissioner Crockett, Commissioner Smith, Commissioner Leonard, Commissioner Major, Commissioner Coker, and voted affirmative. Ms. Meil was also present.

After the closed session, the Chair reconvened the meeting. Motion was made by Commissioner Crockett, seconded by Commissioner Major 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 Kellam, Commissioner Turner, Commissioner Mapp, Commissioner Crockett, Commissioner Smith, Commissioner Leonard, Commissioner Major, Commissioner Coker, and voted affirmative. Ms. Meil was also present.

11. Chairman's Report

No report was given at the time.

12. Other Matters

No other matters were discussed at this time.

13. Adjournment

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

Betsy Mapp, Chairman

Elaine K. N. Meil
Executive Director