

ACCOMACK-NORTHAMPTON PLANNING DISTRICT COMMISSION
MINUTES OF THE
May 20, 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
Adam Charney	Northampton County
L. Dixon Leatherbury	Northampton County
Donald L. Hart, Jr.	Accomack County
Vanessa Johnson	Accomack County

COMMISSIONERS ABSENT:

Vacant	Accomack County
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OTHERS PRESENT:

Elaine Meil	Anne Doyle
Eric Luchansky	Leanna Rasmussen
Russ Williams	Sandy Taylor
Lee Pambid	

1. Call to Order

The May 20, 2024 meeting of the Accomack-Northampton Planning District Commission (A-NPDC) was called to order by Chairman Mapp at 7:00 p.m.

2. Invocation

Commissioner Hart offered the Invocation.

3. Minutes of the April 15, 2024 Meeting

The Minutes of the April 15, 2024 Meeting were presented. Commissioner Crockett moved to approve the minutes as presented. Seconded by Commissioner Hart, the motion was carried by unanimous vote.

4. Public Participation

There was no public discussion.

5. Financial Status Report

The report indicated that 61.68 percent of the FY 2024 Budget was expended while 84 percent of the fiscal year had passed.

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

6. Financial Statement / Bills Payable

The Financial Statement, including the current Bills Payable were presented. Commission approval of the Financial Statement was requested.

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

7. FY2025 Budget Draft

The Budget Committee would meet at 6:30 PM prior to the June Commission meeting to review the proposed FY 2025 Budget/Annual Work Program. All Commissioners were welcomed to attend.

The major highlights and items for discussion were as follows:

PROJECTED REVENUES:

→ Level State and level funding from the Localities were included.

→ The following grants had been submitted:

- ◆ DHCD Onancock Sidewalk Project - \$1M
- ◆ CDBG Holland Lane - \$750K
- ◆ CDBG East Horntown - \$1M
- ◆ USDOT Safe Streets for All (SF4A) Safety Action Plan - \$200K
- ◆ DEQ Final Short fall funding request Wachapreague Sewer Installation - \$60K
- ◆ USDOT SMART Grant - Phase II - Drone/medical package delivery - \$10M
- ◆ US Department of Commerce Economic Development Administration Drone Cover Crop Planting - \$250K

New applications awarded include the following:

- ◆ VPA - Dredging Material Management Initiative Accomack & Northampton Counties - \$1.5M
- ◆ Wishart's Point Planning Grant - \$50K

PROJECTED EXPENDITURES:

- As directed by A-NPDC Commissioners to follow Accomack County guidelines established in their budget and Personnel Policies, a 3% salary increase for all employees and Executive Director effective July 1 was projected in the current year budget.
- The VRS benefit of Health Insurance Credit remains the same at 1.01%
- Health Insurance Premiums rates increased by 8% and dental rates increased by 10%. The FY 2025 Budget reflects the amount paid on behalf of family health insurance plans. The amount paid for any family insurance plan is \$150 per month or at least 41% of the total health insurance premium.
- Fringe Rate is decreased for full-time staff from 27.38% to 27.04%. The fringe rate has decreased primarily due to changes in employee coverage.
- Operating expenses have been reviewed and adjusted accordingly as compared to current estimates and year-to-date expenses for April 2024.

OTHER NOTES:

- **Excess revenues over expenditures are projected to be \$3,777.00.**
- FY2024 projected indirect cost rate is projected at 44.07%. The Indirect Cost Rate Agreement was submitted to U.S. Department of the Interior on 1/29/2024. An Indirect Cost Rate Agreement is expected by the end of May.
- The FY2025 projected indirect cost rate is projected at 39.43%.
- FY2025 program goals and objectives will be presented in June.

8. 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. Consultant Cornerstone Environmental Services has completed approximately 50% of the stormwater management plan on the 181-acre site. The Request for Proposal (RFP) package for the market feasibility study is currently under review by EDA board members before being advertised using the eVA electronic marketplace to reach the broadest audience.

3401

VDOT - Rural Transportation Planning

Shamika Lewis
Ext. 127

Last month, the initial application for federal Safe Streets for All (SS4A) planning grants was submitted for an estimated \$200,000, requiring a 20% match. If awarded, VDOT's Safety Office will assist with crash data collection and analysis. SMART SCALE pre-applications were completed and submitted by Accomack and Northampton Counties to fund trail segments from Parksley to Onley and from Birdsnest to Cheriton. The latter would fully fund the Northampton County segments of the rail trail.

On May 8th, VDOT held a public hearing for the Cape Charles and Cheriton rail trail segments. Those who were not in attendance can still email comments to kenneth.mckinna@vdot.virginia.gov until May 18th.

A-NPDC submitted the FY-2024 Rural Transportation Planning Work Program application and quarterly report to VDOT. Staff also met with VDOT's Title VI representative for the region and confirmed A-NPDC's compliance with the Program.

On June 21st at 5pm the Eastern Shore Rail Trail Foundation will host its first fundraiser at "Off the Rails" restaurant in Parksley. In partnership with the Railway Museum and the Chamber of Commerce, it will be a Welcome Reception for the Le Tour de Shore bike event: bit.ly/FUNDESRTF.

Since the grant kick-off meeting with VDEM on April 4th, the first quarterly report was successfully submitted in the VDEM system. The next report is due no later than July 15th.

On April 24th, staff met with VDEM representatives to discuss statewide hazard mitigation planning. The intent is for the Commonwealth of Virginia Hazard Mitigation Plan to better integrate regional/local needs and plans into an “Enhanced Plan” that would make additional hazard mitigation grant funds available in Virginia.

The Eastern Shore Disaster Preparedness Coalition has agreed to partner with the A-NPDC, adding Hazard Mitigation Planning to its quarterly meeting agenda.

TBD***USDOT RAISE Grant - Eastern Shore Rail Trail***Anne Doyle
Ext. 115

A-NPDC continues 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. The Request for Proposals for annual engineering services to modify both the project limits and project costs was advertised in eVA and has a deadline of May 17th at 4pm, is due in to 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. A-NPDC is requesting additional funds from DEQ of approximately \$60,000 to cover the contractor’s Change Order 6. Construction is anticipated to be completed by/before the end of 2024.

3587***Eastern Shore Regional Navigable Waterways Committee (ESRNWC)***Kellen Singleton
Ext. 129

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. The Virginia Port Authority has approved the dual MPPDC/A-NPDC Dredge Material Management Effort allocating up to \$3,048,500 to the Middle Peninsula Chesapeake Bay Public Access Authority for planning efforts. The next ESRNWC meeting will be held on Thursday, June 20, 2024 at the Enterprise Building.

The May meeting of the Ground Water Committee will take place on Tuesday, May 21, 2024. The Residential Well Testing Subcommittee has finalized the initial project scope for the Residential Well Testing Program. Staff is moving forward with professional procurement for the effort. GWC advisor continues assessing groundwater monitoring drilling and supplemental monitoring techniques including the potential enhancement of saltwater intrusion tools and modeling as well as identifying future locations for well testing. Surficial Aquifer mischaracterization and Yorktown-Eastover Aquifer overutilization remain areas of increasing concern. The Committee advisor is moving forward in drafting a Surficial Aquifer Characterization Plan that will provide quantitative information on yield and water quality for the surficial aquifer. The Committee continues to stress the importance of surficial aquifer utilization for new or expanded withdrawal use when feasible.

Dr. Abhilash Chandel of Virginia Tech has completed all data collection including 32 years of Virginia Eastern Shore climate, planting, yield, and satellite data totalling 26 TB of data for the project. The team has produced a dashboard for accessing the data and is currently testing the dashboard before moving it into production. Once in production, the dashboard will 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.

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

Community Partners of the Eastern Shore's General Membership met May 8th at the Eastern Shore Public Library in Parksley. A presentation about the Library and a tour were conducted. 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.

33 clients are receiving homeownership counseling. 4 clients have prequalified for a loan and are looking for a home (one with FHA & USDA, one with VA & one with FHA). The 1 Client that prequalified and had a contract on a house has had to move on, as USDA froze their funding and the client was too far down the priority list. 27 clients are working to repair their credit, pay down debt, and increase their savings and/or income. 1 client is receiving foreclosure counseling and working with the Virginia Mortgage Relief Program . The other foreclosure client from the last report successfully avoided foreclosure via VMRP. 5 clients have successfully purchased homes in the past 19 months, and 3 of these families were formerly Section 8 tenants.

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

Staff is preparing a landlord education event to be conducted sometime this Summer. Aside from orientation to new landlords and discussion of upcoming regulatory changes, data from surveys taken at the Spring 2022 event is being incorporated into the agenda.

The application for this recurring grant has been made available and is due for submission on May 23rd. An undetermined increase in funding is expected.

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

Town of Onancock - Northeast Neighborhood

Eric Luchansky
Ext. 118

A new roof was installed on the rehabilitation located at 15 Watson Street. Staff is working to get under contract for the 8 additional rehabilitations in the project area.

3760

Gospel Temple/Adams Crossing Neighborhood Revitalization CDBG

Eric Luchansky
Ext. 118

The project is closed out.

300660

Makemie Park Urgent Need Project

Kellen Singleton
Ext. 129

To date all 26 septic systems have been installed, per the initial construction agreement and contract addendum. Decommissioning details for the communal Makemie Park Sewage Disposal Area and subsequent IFB are being collected and assessed. SERCAP, Inc. has approved a \$38,000 allocation for the effort.

3690

Occohannock Neck Road Project

Eric Luchansky
Ext. 128

The one-bedroom home was sold. The two-bedroom home is still currently for sale. Staff has procured a designer to produce plans for a duplex and a custom 2-bedroom home.

3823

Accomack County VA HMGP 4291-VA-009 Elevation Project

Eric Luchansky
Ext. 118

Staff is preparing a contract to have one home acquired and demolished in Saxis.

4710

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

Eric Luchansky
Ext. 118

Staff is preparing a bid package in an attempt to lower the original price to elevate one home in Parksley.

3801

East Horntown Planning Grant

Eric Luchansky
Ext. 118

Staff is writing a grant to improve housing, well, and septic in Horntown. It is due June 12th.

Mr. Luchansky Stated there would be a second public hearing on May 30th at 5pm at the A-NPDC.

Staff is writing a grant to improve housing, well, and septic in Holland Lane. It is due June 12th.

Mr. Luchansky stated there would be a second public hearing on May 28th at 5pm at the Northampton County Work Session.

Staff are preparing to bid out the next three jobs for septic replacement.

9. Grants

Town of Onancock

Staff is preparing a CDBG grant application for the Town of Onancock to install a sidewalk and improve drainage. This is Phase II of the previous application which was written before inflation had increased. The sidewalk and drainage were originally part of the first application but had to be removed due to inflation driven cost overruns with construction bids.

Authorization to apply was requested.

Accomack County - Horntown

Staff is preparing a CDBG grant application for Accomack County to improve housing conditions in Horntown.

Authorization to apply was requested.

Northampton County - Holland Lane

Staff is preparing a CDBG grant application for Northampton County to improve housing conditions on Holland Lane.

Authorization to apply was requested.

Commissioner Crockett moved to approve the Town of Onancock, Accomack County - Horntown, and Northampton County - Holland Lane Grants as presented. Seconded by Commissioner Turner, the motion was carried by unanimous vote.

10. Contracts

Wishart's Point Planning Grant

Accomack County was awarded a planning grant application for \$50,000.00 that was submitted on December 29, 2023. Accomack County has offered for the A-NPDC to administer the contract.

Authorization for the A-NPDC to enter the contract was requested.

Commissioner Crockett moved to authorize the A-NPDC to enter the contract with Accomack County as requested. Seconded by Commissioner Major, the motion was carried by unanimous vote.

11. Executive Director's Memo

23 Market Street, Onancock Property Holdings, LLC Loan

Nothing new to report.

First Tangier Drone Flight

The first Tangier drone flight has the following potential dates; June 24, 25, 27, July 8 or 9. If any Commissioner was interested in attending.

12. Chairman's Report

No report was given at the time.

13. Other Matters

No other matters were discussed at this time.

14. Adjournment

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