

**ACCOMACK-NORTHAMPTON PLANNING DISTRICT COMMISSION**  
**MINUTES OF THE**  
**June 17, 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
Donna Smith	Accomack County
Donald L. Hart, Jr.	Accomack County

COMMISSIONERS ABSENT:

Vacant	Accomack County
Vanessa Johnson	Accomack County
L. Dixon Leatherbury	Northampton County
John Coker	Northampton County
Adam Charney	Northampton County

OTHERS PRESENT:

Elaine Meil	Anne Doyle
Eric Luchansky	Leanna Rasmussen
Russ Williams	Sandy Taylor
Myra-Riley Taylor	

1. Call to Order

The June 17, 2024 meeting of the Accomack-Northampton Planning District Commission (A-NPDC) was called to order by Chairman Mapp at 7:02 p.m.

2. Invocation

Commissioner Hart offered the Invocation.

3. Minutes of the May 20, 2024 Meeting

The Minutes of the May 20, 2024 Meeting were presented. Commissioner Hart moved to approve the minutes as presented. Seconded by Commissioner Turner, the motion was carried by unanimous vote.

#### 4. Public Participation

Myra-Riley Taylor from the Bayside Community in Onancock, Virginia attended the meeting.

#### 5. Financial Status Report

The report indicated that 68.5 percent of the FY 2024 Budget was expended while 92 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/Annual Work Program

The Budget Committee met 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 remained 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 was 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 had been reviewed and adjusted accordingly as compared to current estimates and year-to-date expenses for April 2024.

OTHER NOTES:

- The FY2025 projected indirect cost rate is projected at 39.43%.
- All programs managed by the A-NPDC were detailed along with the program goals, FY2025 Goals & Objectives, budgeted revenues and expenditures.

Commission adoption of the Proposed FY2025 Budget/Annual Work Program was requested. Commissioner Major moved to approve the FY2025 Budget/Annual Work Program as requested. Seconded by Commissioner Kellam, the motion was carried by unanimous vote.

## 8. Projects

### **Informational Items**

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#### **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
3592 - Bay Act DEQ BMPs	A. Doyle
3568 - VDEQ VCZMP 306 Ecotourism Resiliency	A. Doyle
3526 - VCZMP Technical Assistance & Resiliency Planning	A. Doyle
3571 - A-N Ground Water Committee Projects	E. Meil
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

3220

*Economic Development Administration - Economic Development Planning*

Anne Doyle  
Ext. 115

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A new Comprehensive Economic Development Strategy (CEDS) needs to be developed, completed and released to the region by 2026. The plan must be posted electronically with an ability to update the economic indicators informing the plan on a quarterly basis. Progress continues to be made on several mega-themes for the CEDS: 1) Design and construction of the Eastern Shore Rail Trail is spurring business development in Tourism, Retail, and Hospitality; 2) Autonomous Systems including hydro drones and aerial drones are opening up test markets for Shoreline Resilience and Healthcare; and 3) Entrepreneurship surrounding new technology, including 3-D fabrication and electric vehicle energy, is moving forward in very beneficial ways. The region's Economic Development Committee has added five new members and will be meeting next on June 13, 2024.

3600

*Drone Medical Package Delivery*

Anne Doyle  
Ext. 115

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The project has been very active, conducting additional medicine delivery flights to patients within the 1-3-mile delivery radius as well as conducting short-range flight tests with the new drone system that will be used for flights to Tangier. A demonstration of drone medicine delivery on Tangier Island is anticipated later in the summer. Planning District Commissioners will be notified should they wish to attend the demonstration. A-NPDC is working with DroneUp, Riverside and ODU to prepare a grant application for Stage 2 of the project that will operationalize the initiative on the Eastern Shore and in some of Virginia's other medically underserved regions.

3592

*Technical Assistance for the Bay Act*

Anne Doyle  
Ext. 115

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A-NPDC is working with incorporated towns to bring them into compliance with the Chesapeake Bay Preservation Act. Initially, staff have posted links to each town's webpage listing its Bay Act actions. Work continues for each town to incorporate Bay Act measures into its comprehensive plan and adopt specific ordinances surrounding Bay Act rules and how the work must be undertaken.

3211

*USDA Rural Business Development Grant*

Anne Doyle  
Ext. 115

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Recall the Economic Development Authority of Accomack County contracted with A-NPDC to administer the USDA-funded project totaling \$304 thousand, including \$90 thousand for Stormwater master planning, for the development and marketing of the Melfa Industrial Park. Staff has prepared a Request for Proposal (RFP) package for the market feasibility study that EDA board members have approved for advertisement on the eVA platform in June.

The US Department of Transportation awarded a Safe Streets for All (SS4A) planning grant to A-NPDC. The grant is for \$200,000 with a 20% match being provided by both Accomack and Northampton Counties. The project will develop a comprehensive Safety Action Plan for all roadways on the Eastern Shore by collecting crash data and prioritizing locations where an engineered solution is needed. VDOT's Safety Office in Richmond will assist with crash data collection and analysis.

Staff have assisted the Eastern Shore Rail Trail Foundation with a marketing and social media plan and will continue to support public outreach for the trail. 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](http://bit.ly/FUNDESRTF).

The VDEM grant kick-off meeting was held in April. Subsequent to the kick-off, 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. Details of this forward action will be summarized in the next report, which is due no later than July 15th.

A-NPDC continues to move forward with revised project limits for the \$23M RAISE grant awarded by the Federal Highway Administration (FHWA). The new logical termini will be Birdsnest to the South and the Parkway intersection in Melfa to the North. A-NPDC staff have shortlisted three professional engineering firms that will be interviewed for selection in July. The selected firm's first two tasks will be to modify the project limits and to modify project costs given that VDOT is no longer administering the project.

The Town of Wachapreague entered into agreement with A-NPDC to administer the HUD/ARPA/DEQ-funded project totaling \$3.92 million. Due to the contractor's Change Order 6, there is an additional shortfall of approximately \$60,000. A-NPDC staff have submitted a final request to DEQ to cover the shortfall and are awaiting DEQ's response. This has not halted construction of the Wachapreague sewer installation project; all Right-of-Entry agreements have been executed. Construction is anticipated to be completed by/before the end of 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. Beneficial reuse remains considerations. The Town of Tangier has expressed interest in the Nassawadox effort. 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 June meeting of the Ground Water Committee will take place on Tuesday, June 18, 2024. The Residential Well Testing Subcommittee has finalized the initial project scope for the Residential Well Testing Program. Staff is moving forward with an addendum to Arcadis' contract. 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 will meet July 10th at ESCC. The Homeless Management Information System committee met on June 11th. This committee has begun work on a local 10 year plan to end homelessness. 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.

29 clients are receiving homeownership counseling. 3 clients have prequalified for a loan and were looking for a home, but due to USDA freezing funding they have now been put on a waitlist. 26 clients are working to repair their credit, pay down debt, and increase their savings and/or income. 2 clients have successfully saved their homes with the help of the Virginia Mortgage Relief Program. 6 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 8-10 attendants in each class.

Staff is preparing a landlord education event to be conducted on July 22nd at ESCC. Invitations will be sent out to existing Section 8 landlords. Advertisements will be run in the ES Post and on social media. This will be a limited seating event and require RSVP for attendance. The application for this recurring grant was submitted in May. 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

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15 Watson is still under construction. Staff met with the town to prioritize the remaining rehabs. Contracts will be issued to the next two homes this month. Staff has submitted a grant for \$1.5 million to install sidewalks in the project area.

3760

*Gospel Temple/Adams Crossing Neighborhood Revitalization CDBG*

Eric Luchansky  
Ext. 118

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The project is closed out.

300660

*Makemie Park Urgent Need Project*

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. Decommissioning details for the communal Makemie Park Sewage Disposal Area have been collected and assessed. An IFB will be developed and published in the interim period for decommissioning. SERCAP, Inc. has approved a \$38,000 allocation for the effort.

3690

*Occohannock Neck Road Project*

Eric Luchansky  
Ext. 128

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The one-bedroom home was sold. The two-bedroom home is still currently for sale. Staff is working with a drafting company to prepare designs for a duplex and two bedroom home.

3823

*Accomack County VA HMGP 4291-VA-009 Elevation Project*

Eric Luchansky  
Ext. 118

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All necessary paperwork is obtained to acquire and demolish one home in Saxis.

4710

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

Eric Luchansky  
Ext. 118

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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

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Staff has submitted a grant to demolish four derelict homes and rebuild 5 substandard homes.

3340

*Holland Lane - Cheriton Planning Grant*

Eric Luchansky  
Ext. 128

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Staff has submitted a grant to demolish one derelict home and rebuild two substandard homes.



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

Ms. Myra-Riley Taylor asked if there was an update regarding the home that was not flushing properly. Mr. Luchansky stated that Precision Plumbing came out and suggested there was no issue with the internal plumbing. The next step is to contact Bundick Well and Pump and have them meet at the home with Precision Plumbing to diagnose the problem.

9. Executive Director's Memo

23 Market Street, Onancock Property Holdings, LLC Loan

The property closed and funds had been received for the partial release.

First Tangier Drone Flight

Staff were awaiting the Governor's response on the date of the first flight.

Informational Item

Ms. Meil shared the demographic statistics of the Eastern Shore as a whole, as well as Accomack and Northampton Counties.

10. Chairman's Report

No report was given at the time.

11. Other Matters

No other matters were discussed at this time.

12. Adjournment

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