

**ACCOMACK-NORTHAMPTON PLANNING DISTRICT COMMISSION**  
**MINUTES OF THE**  
**September 16, 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
Vanessa Johnson	Accomack County
L. Dixon Leatherbury	Northampton County
John Coker	Northampton County
Donald L. Hart, Jr.	Accomack County
Calvin Washington	Accomack County

COMMISSIONERS ABSENT:

Adam Charney	Northampton County
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OTHERS PRESENT:

Elaine Meil	Leanna Rasmussen
Russ Williams	Sandy Taylor
Anne Doyle	Eric Luchansky
Myra-Riley Taylor	Vernon, Bayside Community

1. Call to Order

The September 16, 2024 meeting of the Accomack-Northampton Planning District Commission (A-NPDC) was called to order by Chairman Mapp at 7:04 p.m.

2. Invocation

Commissioner Hart offered the Invocation.

3. Minutes of the July 15, 2024 Meeting

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

The August 19, 2024 A-NPDC Meeting was canceled due to inclement weather.

4. Public Participation

Myra-Riley Taylor and Vernon from the Bayside Community in Onanocck, Virginia attended the meeting.

5. Financial Status Report

The report for expenditures for July & August were unable to be printed until FY24 had been closed in the GMS accounting software. Updated reports would be presented at the October meeting.

Auditors from Dunham, Aukamp & Rhodes, PLC were scheduled to be at the A-NPDC office on Monday, September 09th and Tuesday, September 10th. However, they had to cancel due to illness, and a rescheduled date had not been set yet.

No action was requested or taken.

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. 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
3600 - Drone Medical Package Delivery	A. Doyle
3592 - Bay Act DEQ BMPs	A. Doyle
3211 - USDA for Melfa Industrial Park for Economic Development Authority	A. Doyle
3526 - VCZMP Technical Assistance & Resiliency Planning	A. Doyle
3568 - VDEQ VCZMP 306 Ecotourism Resiliency	A. Doyle
3401 - VDOT Rural Transportation Planning	S. Lewis
3589 - VDEM Hazard Mitigation Plan 2026	S. Lewis
3221 - Wachapreague Sewer Installation Project	S. Lewis
3587 - Navigable Waterways Committee	K. Singleton
3571 - A-N Ground Water Committee Projects	E. Meil
3334 - Agricultural Study	K. Singleton
3580 - DEQ Chesapeake Bay WIP	E. Luchansky
3764 - Town of Parksley Downtown Revitalization	A. Doyle
3353 - Waterway Dredging Northampton County - Nassawadox Creek Phase 1	K. Singleton
3365 - Waterway Dredging Northampton County - Nassawadox Creek Phase 2	K. Singleton
3351 - Waterway Dredging Northampton County - Kings Creek Phase 2	K. Singleton
3355 - Waterway Dredging Northampton County - Red Bank Creek Phase 1	K. Singleton



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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 was 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 had agreed to partner with the A-NPDC, adding Hazard Mitigation Planning to its quarterly meeting agenda; its next meeting is on October 24th. The quarterly report for the reporting period April 1 - June 30 was submitted by July 15th.

3221

*Wachapreague - HUD and DEQ*

Shamika Lewis, ext. 127

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Since the July 9th financial meeting all project and expenditure reports had been prepared and a reimbursement request was submitted to DEQ for \$2.4 Million. Staff was granted access to the Department of Housing and Urban Development’s (HUD) Disaster Recovery Grant Reporting System (DRGR). The project’s action plan was successfully submitted and approved in DRGR in order to draw down \$750,000 in HUD congressional earmark funding. The Hampton Roads Sanitation District (HRSD) had agreed to cover \$53,409 of the \$60,000 shortfall for Change Order 6. This had not halted construction of the Wachapreague sewer installation project.

3587

*Eastern Shore Regional Navigable Waterways Committee (ESRNWC)*

Kellen Singleton, ext. 114

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The Nassawadox Creek project had submitted its Joint Permit Application and was awaiting issuance from the regulatory agencies before it could move forward to the construction phase. A-NPDC staff and committee members met with VMRC staff on 8/16 to discuss Nassawadox Creek DMMP considerations. Nearshore berm disposal was under reconsideration. Red Bank Creek and Folly Creek dredging projects remained in the active design phase. A topo survey for Folly Creek had been completed. The committee had decided to move forward with contractor-sourced material management with priority efforts in the absence of other alternatives. The Virginia Port Authority had 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 Memorandum of Understanding was under review. On June 25th, the Northampton Board of Supervisors adopted a resolution to request the transfer of the remaining balance, \$993,144.77 of the Kings Creek Dredging Project VPA Funds to the Nassawadox Creek Dredging effort. The next ESRNWC meeting would be held on Thursday, October 17, 2024, at the Enterprise Building.

3353

*Waterway Dredging Northampton County - Nassawadox Creek Phase 1*

Kellen Singleton, ext. 114

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The dredging of Nassawadox Creek was scheduled to begin after the completion of Phase 1B, which focused on the material management plan, including securing necessary permits and addressing environmental concerns. This phase was crucial for ensuring the proper and compliant management of dredged material. Funding had also been secured for a Dredge Material Management Initiative that would expedite future dredging efforts. While the exact duration and extent were being finalized, it was expected to address significant navigation and environmental issues in a 24,200 cubic yard area at the mouth of Nassawadox Creek. The Eastern Shore Regional Navigable Waterways Committee (ESRNWC) was collaborating closely with local stakeholders and regulatory bodies to ensure a comprehensive approach. A-NPDC staff and committee members met with VMRC staff on 8/16 to discuss Nassawadox Creek DMMP considerations. Nearshore berm disposal was under reconsideration by VIMS and the VMRC. Upland material management alternatives were being explored including contractor-sourced mainland disposal and Tangier Island beneficial use.

3571

*A-N Ground Water Committee Projects*

Elaine Meil, ext. 116

The Ground Water Committee does not have a July meeting. The Committee met on August 20th. Staff had been advertising the 2024 well testing program and obtained applicants with Columbia wells. Outreach efforts included newspaper and Facebook advertisements, flyers in the Eastern Shore post offices and direct mail. Fifty-two applicants had been received. The well testing program was expected to take place in October 2024.

3334

*Agricultural Study*

Kellen Singleton, ext. 114

Dr. Abhilash Chandel of Virginia Tech had delivered study deliverables which were currently under review by staff including 32 years of Virginia Eastern Shore climate, planting, yield, and satellite data totaling 26 TB of data for the project and a dashboard for presenting and accessing the data. The dashboard enables multiple scenarios to be examined that would inform crop production on the Eastern Shore. Dr. Chandel’s progress was presented to members of the Coastal Planning District Commission at its May 23, 2024 meeting.

3580

*DEQ Chesapeake Bay WIP*

Eric Luchansky, ext. 118

Staff continued to educate clients on the proper use of well and septic systems.

3218

*Safety Action Plan - USDOT Safe Streets for All Program*

Anne Doyle, ext. 115

Staff conducted a virtual kickoff meeting with the VDOT Safety Office in Richmond on August 23rd. VDOT had agreed to assist us with crash data analysis for the comprehensive safety action plan. Tim Lewis of the Federal Highway Administration (FHWA) met with staff in-person for the overall SS4A Kickoff Meeting on August 27th. The agreement had been drafted and sent to FHWA for review, November was the projected start date. Staff continued to participate in webinars on the topic hosted by the United States Department of Transportation (USDOT) and other entities such as the Federal Interagency Committee on EMS who hosted the 2024 Post-Crash Care Summit on August 6th.

TBD

*USDOT RAISE Grant - Eastern Shore Rail Trail*

Anne Doyle, ext. 115

Resulting from a successful RFP solicitation, staff had selected a professional engineering firm to perform staff augmentation and engineering annual services in compliance with the RAISE grant. The engineering annual services contract had been executed. The selected firm, Alpha Consulting, would complete its first two tasks by September 27th: to modify the project limits and to modify project costs given that VDOT had no longer administered the project.

**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
- 315710 - Family Self-Sufficiency (FSS) A. Press

366250

*Continuum of Care (CoC)*

Jen Hope, ext. 123

Community Partners of the Eastern Shore’s General Membership met on September 11th at ESCC. A presentation was given by Eastern Shore Rural Health, member updates were presented, and planning for the upcoming year was discussed. The Homeless Management Information System committee held an event on August 6th specifically for service providers, focusing on local homeless shelter services. Point-In-Time Count numbers had been processed. The report indicated a decline in local homelessness, as defined by HUD. Level funding was awarded for this ongoing grant and the contract had been made available.

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26 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. 2 client has received a pre-approval through Virginia Housing for a mortgage (one is a current Section 8 client) with 1 additional client submitting application for mortgage.. 20 clients are working to repair their credit, pay down debt, and increase their savings and/or income. 2 clients should be ready to secure mortgage approval in 2024 barring any unforeseen setbacks. There are no current foreclosure clients. 6 clients have successfully purchased homes in the past 21 months, and 3 of these families were formerly Section 8 tenants. Staff participated in the ESRH Outreach events held at the various medical centers in early August. Program materials were distributed to approximately 250 individuals. 3 potential clients have already reached out for Homeownership counseling.

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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 6-8 attendants in each class. Staff held a landlord education event on July 22nd at ESCC. Nearly 40 invitees attended the event. An overview of Section-8 was presented for new landlords, and a detailed review of upcoming regulatory changes was presented for the entire group. Survey feedback for the event has been overwhelmingly positive. Virginia Housing sent notification that the FY25 grant has been awarded in the amount of \$90,000. This represents a significant increase over FY24. The contract has been made available.

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HUD awarded A-NRHA the Family Self Sufficiency(FSS) program as a supplement to administration of the HCV/Section 8 program. FSS offers financial incentives to qualified working HCV families, including escrow accounts and one-on-one housing counseling. The goal of the program is to build credit and assets in an effort to graduate from assistance and purchase a home, or otherwise become self-sufficient. FSS aligns well with our existing Housing Counseling programs. Final approval from HUD has been given to enroll families in the program.

**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
3690 - Occhannock Neck Road Project	E. Luchansky
3823 -FEMA - VDEM Accomack County	E. Luchansky
4710- HMGP - DR-4001 & DR-4411	E. Luchansky
3801 - East Horntown CDBG Planning Grant	E. Luchansky
3340 - Holland Lane CDBG Planning Grant	E. Luchansky
4401 - VDH Septic and Well Assistance Program	E. Luchansky
300660 - Makemie Park Urgent Need Project	K. Singleton

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15 Watson was under construction. Staff projected to move in by the third week of September. 29 Church St was scheduled for demolition.

3690	<i>Occohannock Neck Road Project</i>	Eric Luchansky, ext. 118
Staff signed a contract to build a duplex on Virginia Avenue, a one-bedroom home, and a two-bedroom home on Occohannock Neck Rd. The foundations for all three are underway. Staff was preparing a bid to clear the land on Wilson Court.		
3823	<i>Accomack County VA HMGP 4291-VA-009 Elevation Project</i>	Eric Luchansky, ext. 118
Staff was working with an attorney to acquire and demolish one home in Saxis. It was projected to be completed by the fourth week of September.		
4710	<i>Accomack County VA 4401-VA-016 Elevation/Acquisition Project</i>	Eric Luchansky, ext. 118
Staff was working with an attorney to acquire and demolish one home in Saxis. It was projected to be completed by the fourth week of September. Staff received a bid of \$407,258 to install a piling foundation for one home. A bid to elevate the home was due on September 24th. We have the funds to cover the project.		
Discussion and approval of the bid was requested. Commissioners requested that Staff present previous bids on homes for this project and the assessment values. Commissioners were in agreement with allocating a cap for each home. This would be presented again at the October meeting.		
3801	<i>East Horntown Planning Grant</i>	Eric Luchansky, ext. 118
Staff had submitted a grant to demolish four derelict homes and rebuild 5 substandard homes.		
3340	<i>Holland Lane - Cheriton Planning Grant</i>	Eric Luchansky, ext. 118
Staff had submitted a grant to demolish one derelict home and rebuild two substandard homes.		
4401	<i>VDH Septic and Well Assistance Program</i>	Eric Luchansky, ext. 118
One septic tank and well are scheduled to be repaired at the end of the month. Staff has a bid out to replace one septic tank and one well in Painter. Staff is waiting on a design from the health department to bid out septic and well services in Nassawadox.		
<u>21247 Bayside Road Septic Replacement</u>		
The residents of 21247 Bayside Road received a grant that provided an alternative septic system that replaced their previous conventional system. The eligible activities of this grant only include the replacement of the septic system. Indoor plumbing is ineligible. After the replacement of the septic system, the residents complained that they were unable to flush their toilet. All attempts by staff to replicate the issue have been unsuccessful, each time, through several visits, the toilet has worked and the water is visibly reaching the septic system.		
On June 19th, 2024 Eric Luchansky met with Pete Duer of Bundick Well and Pump and the resident to assess the claim that the toilet would not flush into the newly constructed septic system. Mr. Duer removed the concrete lid to expose the holding tank while on site. The resident flushed the toilet from inside the home. Eric Luchansky and Pete Duer witnessed the flushed toilet water entering into the holding tank. A video of the event was captured by Eric Luchansky. The resident acknowledged that the toilet had flushed into the tank.		
Subsequently, on July 15th, 2024 Ms. Myra Riley-Taylor indicated at the PDC meeting that the toilet at 21247 Bayside Road was still not flushing. Ms. Riley-Taylor spoke about this issue at the July Commission meeting and indicated that she had encountered a resident at Walmart using the facilities because the toilet was not flushing.		
At the request of Commissioner Crockett and with Ms. Riley-Taylor acquiescence, an additional attempt was requested and scheduled to include Ms. Riley-Taylor. Staff met with Jimmy Bundick and Pete Duer of Bundick Well and Pump, the resident and Ms. Riley-Taylor on August 7th. Mr. Bundick removed the concrete lid to expose the holding tank while a resident of 21247 Bayside Road flushed the toilet from inside the home. Eric		

Luchansky of the A-NPDC, Eric Horito of the A-NPDC, Mr. Bundick, Ms. Riley-Taylor, and the resident witnessed the toilet flush into the holding tank.

Ms. Riley-Taylor, on behalf of the residents, then said a sewage odor was present in the home. Mr. Bundick said that his recommendation to the homeowner was to replace all the interior plumbing drains and pipes as a potential remedy. He also suggested running the water periodically to fill the P-Traps with water to help eliminate the odor. To date, the septic system is in working condition.

Ms. Riley-Taylor spoke that the family was still having issues with the septic system. She stated that the day PDC Staff, Bundick, Ms. Riley-Taylor, and homeowners met, the system did flush and seem to work properly. Since then, homeowners had called Ms. Thornes at VDH and Ms. Thornes indicated that the pipe from the system to the drainfield may be broken. VDH had not contacted the A-NPDC about what was said to the homeowners. Mr. Luchansky stated he would contact Ms. Thornes at VDH about the conversation had with the homeowners.

300660

*Makemie Park Urgent Need Project*

Kellen Singleton, ext. 114

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Accomack County signed a revised contract for \$80,000 to decommission the existing community septic system. Work was underway.

8. Contracts

Virginia Department of Environmental Quality Well and Septic Grant \$149,500.00 The A-NPDC was awarded a grant to install 3 septic systems and 1 well. The total award was \$149,500.00  
Authorization to accept the grant was requested.

bGlobal Consulting \$145,200.00  
On behalf of the Economic Development Authority of Accomack County, A-NPDC publicly procured and negotiated a contract with bGlobal Consulting to perform market planning services for the Industrial Park at Melfa, VA. The consulting firm would plan and prioritize the steps involved in the development of a region-wide industrial park that would leverage the strengths of the Eastern Shore's aerospace and agribusiness sectors to attract new and expanding interests.  
Authorization to accept the grant was requested.

Alpha Corporation Annual Services Agreement \$19,994.18  
Staff was requesting authorization to enter into an annual services contract agreement with Alpha Corporation for Consulting and Engineering Services for the Rail Trail project. The contract amount for Task 1A and 1B is \$19,994.18, and was scheduled to be completed within six weeks.  
Authorization to retroactively enter into the contract agreement with Alpha Corporation was requested.

FY25 Virginia Housing Housing Counseling and Education \$90,000.00  
Recurring funding for HUD-approved Housing Counseling Program to provide group education and direct one-on-one counseling for rental topics, fair housing, financial literacy, new home ownership, eviction, and foreclosure.  
Authorization to retroactively execute the agreement was requested.

FY2025 Virginia Homeless Solutions Program Continuum of Care \$36,500.00  
Recurring funding for the Continuum of Care (Coc). The CoC Program was designed to promote a community-wide commitment to the goal of ending homelessness, to provide funding for efforts by nonprofit providers to quickly rehouse homeless individuals and families, and to promote access to and effective utilization of mainstream programs by homeless individuals



Authorization to retroactively execute the agreement was requested.

Commissioner Crockett moved to authorize Staff to retroactively sign the Virginia Department of Environmental Quality Well and Septic, bGlobal Consulting, Alpha Corporation Annual Services, FY25 Virginia Housing Housing Counseling and Education, and the FY2025 Virginia Homeless Solutions Program Continuum of Care Grants as presented. Seconded by Commissioner Turner, the motion was carried unanimously.

## 9. Executive Director's Memo

### Informational Item

Ms. Meil attended the ArmyCorp Engineers session on Saxis Island, and said there was positive feedback and attendance. They would provide resort oysters to Tangier, Saxis, and Pocomoke to help preserve the banks and reduce the amount of erosion. There was no further discussion.

### Enterprise Building

It would cost \$5,000 to prepare three concept plans and cost estimates to connect the Enterprise Building to the pump station. The engineer also said a direct force main connection to the pump station behind the Administration building would be similar in cost to the estimate received for the primary school hook up. However, there are two other concepts including one where the Enterprise Building is hooked up to the Accomack complex system. If the Commission would like to proceed with the study, one additional quote would be needed to finalize the procurement.

Discussion was requested.

Commissioner Crockett moved to approve the request for additional estimates and concept plans. Seconded by Commissioner Coker, the motion was carried by unanimous vote.

### Staff Evaluation Form

The staff evaluation form had been updated. The management team reviewed it and made suggestions which had been incorporated into the new form. Staff would need to amend it from time to time. One such example includes rewriting the Commission priorities after adoption of the next strategic plan. A copy was presented.

Approval to use the form, as amended, starting with the FY25 evaluation cycle was requested.

Commissioner Coker moved to approve the updated Staff Evaluation Form as presented. Seconded by Commissioner Leonard, the motion was carried by unanimous vote.

### Personnel Policy Clarification

When the Personnel Policy manual was updated, it deleted a sentence that was a restatement of Labor Law. It also changed the paid lunch policy. The way the policy is now written is confusing. Staff had proposed a clarification that conveys the long standing policy.

At Ms. Meil's orientation in 2004, it was explained that when the office hours were changed to 8:30 am to 5:00 pm (representing 8 ½ hours daily), all staff were still allowed to take up to a one hour uninterrupted lunch. However, A-NPDC would only pay for 30 minutes of the uninterrupted lunch.

Accomack County also addresses the Lunch break in a similar manner and it is also associated with the office hours as well, Accomack's 30 minutes are made up of two 15 minute discretionary breaks that are included in the number of hours worked while the employees also take a 30 minute unpaid lunch.

As required by labor law, interrupted lunch without relief of all duties must be compensated as work time.

#### “LUNCH BREAK

Full-time employees are given **may take** a one (1) hour lunch period each day. All non-exempt **full-time** employees who leave the premises and are not performing Commission business are paid for the first one-half hour of lunch. The remainder of the hour is unpaid. That period cannot always be taken at a specific time. Lunch periods may be staggered by supervisors, so there is always coverage to perform duties or assist clients. Non-exempt employees should not perform work during this period unless they obtain prior approval from their respective supervisors in writing. Employees should clock in and out for their lunch periods **unless they are taking an interrupted lunch period**. No one should consume food in the reception area. Non-exempt employees should not eat lunch at their desks.” p. 15 Employee Personnel Policies Manual.

#### **Amendment to the Employee Personnel Manual was requested.**

Commissioner Crockett moved to approve staff to amend the Employee Personnel Manual as requested. Seconded by Commissioner Major, the motion was carried by unanimous vote.

#### Organizational Chart & Job Descriptions, Fill One Vacant Position

Director of Administration Taylor had requested the title ‘Grant Accountant’ be changed to “Accountant”, as it is a better description of the work that individual completed. Their work includes grants and organizational accounting as well.

After reviewing the requirements of the RAISE grant, the new FSS program and the need to provide for succession in the future, Executive Director Meil was requesting an update to the Clerical Assistant/Receptionist position that changes the job to Accounts Assistant/Clerk. This would give staff the ability to recruit an entry-level individual who wants to complete a bookkeeping or accounting course and receive on the job training as well or an individual who had finished their education and was seeking a position in this career. The primary duties would range from data entry of financial information to light bookkeeping duties.

Accounting Assistant/Clerk

Status: Full-Time or Part-Time/Non-Exempt                      Position Salary Range: \$40,000-\$55,000

Reporting Responsibility: This position reports to the Director of Administration.

#### **Amendment to delete “Grant” in the Grant Accountant job description and update the organizational chart.**

Commissioner Crockett moved to delete “Grant” in the Grant Accountant job description and update the organizational chart as requested. Seconded by Commissioner Major, the motion was carried by unanimous vote.

#### **Amendment to delete “Clerical Assistant/Receptionist” and replace with “Accounts Assistant/Clerk” and write a new job description with the foregoing details was requested and update the organizational chart.**

Commissioner Major moved to delete “Clerical Assistant/Receptionist” and replace it with “Accounts Assistant/Clerk” and write a new job description with the foregoing details and update the

organizational chart as requested. Seconded by Commissioner Crockett, the motion was carried by unanimous vote.

10. Chairman's Report

Chairman Mapp thanked the Commissioners for supporting the cancellation of the August meeting due to the inclement weather.

11. Other Matters

No other matters were discussed at this time.

12. Adjournment

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

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Chairman, Betsy Mapp

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Executive Director, Elaine K. N. Meil