

**ACCOMACK-NORTHAMPTON PLANNING DISTRICT COMMISSION**  
**MINUTES OF THE**  
**May 16, 2022 Meeting**  
**ENTERPRISE BUILDING**  
**ACCOMAC, VIRGINIA**

COMMISSIONERS PRESENT:

Robert Crockett - Virtual	Accomack County
Harrison Phillips	Accomack County
C. Reneta Major	Accomack County
Rev. Charles J. Kellam	Northampton County
Betsy Mapp	Northampton County
Arthur Leonard	Town of Chincoteague
Vanessa Johnson	Accomack County
Gwendolyn F. Turner	Accomack County
John Coker	Northampton County
L. Dixon Leatherbury	Northampton County

COMMISSIONERS ABSENT:

Donald L. Hart, Jr.	Accomack County
Rickie Ross	Accomack County
Vacant	Northampton County

OTHERS PRESENT:

Elaine Meil	Sandy Taylor
Leanna Bowden	Anne Doyle
Eric Luchansky	Bob Berry - Virtual
Myra Riley-Taylor	

1. Call to Order

The May 16th, 2022 meeting of the Accomack-Northampton Planning District Commission (ANPDC) was called to order by Chairman Phillips at 7:03 p.m.

2. Remote Participation Policy

Commissioner Leonard moved to adopt the A-NPDC Remote Participation Policy. Seconded by Commissioner Kellam, the motion was carried by unanimous vote.

*Accomack-Northampton Planning District Commission Policy for Remote Participation*

Pursuant to § 2.2-3708.1 of the Code of Virginia, the following policy is established for members' remote electronic participation in Board of Commissioners meetings due to a personal matter or a disability. A Commissioner may participate in a meeting through electronic communication means from a remote location that is not open to the public only as follows:

A. A personal matter

a. On or before the day of a meeting, the member shall notify the Chair of the Accomack-Northampton Planning District Commission (the "Commission") that the member is unable to attend the meeting due to a personal matter. The member must identify with specificity the nature of the personal matter. The Chair determines whether to permit remote participation.

b. A quorum of the Commission must be physically assembled at the primary or central meeting location. The decision to permit remote participation shall be based solely on the criteria in this resolution, without regard to the identity of the member or matters that will be considered or voted on during the meeting. The Secretary of the Board of Commissioners shall record in the Commission's minutes the specific nature of the personal matter and the remote location from which the absent member participated. If the absent member's remote participation is disapproved because such participation would violate this policy, such disapproval shall be recorded in the Commission's minutes.

c. Participation by the absent member due to a personal matter shall be limited in each calendar year to 2 meetings.

B. A temporary or permanent disability

a. The member shall notify the Chair of the Commission that the member is unable to attend the meeting due to a temporary or permanent disability or medical condition that prevents his or her physical presence.

b. A quorum of the Commission must be physically assembled at the primary or central meeting location. The Secretary of the Commission shall record in the Commission's minutes the fact of the disability or other condition and the remote location from which the absent member participated.

C. For any remote participation, the Commission shall make arrangements for the voice of the absent member or members to be heard by all persons in attendance at the meeting location.

D. Should technological problems occurring during a meeting interrupt a Member's remote participation, when the problem becomes known, the Chair, at his discretion, may briefly call a recess

to address the problem. If the problem cannot be resolved at the end of a brief recess, the meeting will continue from the point of recess so as to complete the business of the Commission. The Member's inability to participate remotely shall be recorded as an excused absence from the point of interruption.

Commissioner Mapp moved to allow Commissioner Crockett to attend remotely. Seconded by Commissioner Major, the motion was carried by unanimous vote.

3. Invocation

Commissioner Hart offered the Invocation.

4. Consent Agenda from April

Commission approval of the Consent Agenda was requested. Commissioner Leatherbury moved to approve the Consent Agenda. Seconded by commissioner Kellam, the motion was carried by unanimous vote.

5. Minutes of the March 21, 2022 Meeting and Notes of the April 18, 2022 Meeting

The Minutes of the March meeting were presented. Commissioner Major moved to approve the minutes as presented. Seconded by Commissioner Coker, the motion was carried by unanimous vote. Commissioner Turner abstained since she was absent for the meeting.

6. Public Participation

A citizen from the Bayside Community in Onancock, Virginia attended.

7. Closed Session

Motion to enter into 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***

Made by Commissioner Mapp, seconded by Commissioner Leatherbury the motion carried unanimously.

The following board members were present: Commissioner Crockett (virtually), Commissioner Phillips, Commissioner Major, Commissioner Kellam, Commissioner Mapp, Commissioner Leonard, Commissioner Jonhson, Commissioner Turner, Commissioner Coker, and Commissioner Leatherbury and voted affirmative. Ms. Meil and Mr. Berry (virtually) were also present.

After the closed session, the Chair reconvened the meeting. Motion was made by Commissioner Major, 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 Crockett (virtually), Commissioner Phillips, Commissioner Major, Commissioner Kellam, Commissioner Mapp, Commissioner Leonard, Commissioner Jonhson, Commissioner Turner, Commissioner Coker, and Commissioner Leatherbury and voted affirmative. Ms. Meil and Mr. Berry (virtually) were also present.

8. Financial Status Report

The report indicated that 72.99 percent of the Fiscal Year 2022 Budget was expended while 84 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.

9. Financial Statement / Bills Payable

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

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

10. Fiscal Year 23 Draft of Budget / Annual Work Program

The most recent FY 2023 Budget Draft and Annual Work Program was attached for review. The major highlights and items for discussion were as follows:

PROJECTED REVENUES:

- ✓ Level State and level funding from the Localities are included.
- ✓ Onancock NE Neighborhood CDBG, Holland Lane CDBG, East Horntown CDBG, VRA Ag Study, VA Housing Barrier Reduction Grant and Mary N Smith Planning Grant have not been

officially offered, but we have received positive feedback from the funding agencies for each of these projects.

- ✓ New applications awarded include the Virginia Housing Front Door Project (Occohannock Neck) and the VRA Ag Study.

#### PROJECTED EXPENDITURES:

- ✓ As directed by A-NPDC Commissioners to follow Accomack County guidelines established in their budget and Personnel Policies, a 5% salary increase for all employees effective July 1 is projected in the current year budget. Salary adjustments from the wage survey have been partially funded. The Executive Director has budgeted a \$2,000 adjustment.
- ✓ The VRS benefit of Health Insurance Credit remains the same at 1.01%
- ✓ Health Insurance Premium rates decreased by 6%. Vision and dental rates remained the same.
- ✓ Fringe Rate is decreased for full-time staff from 28.49% to 26%.
- ✓ The fringe rate has decreased primarily due to the Health Insurance Premium decrease.
- ✓ Operating expenses have been reviewed and adjusted accordingly as compared to current estimates and year-to-date expenses for April 2022.

#### OTHER NOTES:

- ✓ **Excess revenues over expenditures are projected to be \$16,399.00**
- ✓ The FY2023 projected indirect cost rate is projected at 37.44%. The Indirect Cost Rate Agreement was submitted to HUD on 12/30/2021. The U.S. The Department of Health and Human Services is waiting for HUD approval. When approval is received the review process will begin.
- ✓ All programs managed by the A-NPDC are detailed along with the program goals, FY 2023 objectives, budgeted revenues and expenditures.

The Budget Committee would meet at 6:30 PM prior to the June Commission meeting to review the attached proposed FY 2023 Draft Budget/Annual Work Program. Commissioners were welcomed to attend.

## 11. Grants

### Earmark Funding

- Staff submitted for \$8.3 million to Elaine Luria's office to provide assistance to the applicants on the Indoor Plumbing Rehabilitation/General Rehabilitation waiting list.
- Staff submitted for \$3.1 million to Elaine Luria's office to bring public sewer service to the Town of Wachapreague.
- The Navigable Waterways Committee submitted for \$3 million to Elaine Luria's office for a dredging project in Machipongo.

Commissioner Coker moved to approve the funding requests. Seconded by Commissioner Mapp, the motion was carried by unanimous vote.

## 12. 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
3590 - VDEQ 319 TMDL Implementation (Septic)	S. Matthews
3008 - USDA Wachapreague Hotel and Sewer Study	A. Mills
3401 - VDOT Rural Transportation Planning - SPR	A. Mills
3585 - 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
3587 - Navigable Waterways Committee	J. Steelman
3764 - Town of Parksley Downtown Revitalization	A. Doyle
3556 - FY20 VA Port Authority Dredging Project: Quinby	J. Steelman
3557 - FY20 VA Port Authority Dredging Project: Kings Creek	J. Steelman
3576 - FY21 VA Port Authority Dredging Project: Wachapreague	J. Steelman
3578 - FY21 VA Port Authority Dredging Project: Folly Creek	J. Steelman
3577 - FY21 VA Port Authority Dredging Project: Red Bank Creek	J. Steelman
3559 - FY21 VA Port Authority Dredging Project: Hungars Creek	J. Steelman
3579 - FY21 VA Port Authority Dredging Project: Nassawadox Creek	J. Steelman

**3320**

### ***Economic Development - Workforce Development***

Anne Doyle  
ext. 115

---

The PDC has completed the first quarter of the Economic Development Administration's annual grant for 2022. Coordination continues with the Chambers of Commerce and the Eastern Shore Community College to develop workforce strategies. Meetings this month have focused on ESCC becoming an official testing center for professional certification programs that are important to Eastern Shore industry sectors. Currently, employees must travel to Maryland or Hampton Roads for certification testing.

**3589**

### ***VDEM - Hazard Mitigation Plan 2022***

Ashley Mills  
Ext. 127

---

The 2021 Eastern Shore of Virginia Hazard Mitigation Plan was advanced to approval-pending-adoption (APA) status on April 15th and was formally adopted via resolution first by Northampton County on April 26, 2022, restarting the clock on the next 5-year expiration and placing the Plan in good standing. Accomack County and several other participating jurisdictions plan to consider their resolutions at their next meeting. FEMA will follow up with a formal adoption approval letter for each community adoption resolution received.

3401

***VDOT - Rural Transportation Planning***

Ashley Mills  
Ext. 127

---

Staff continued to work with VDOT in the preparation of four SMART SCALE applications for the Eastern Shore Rail Trail. Technical assistance was provided to the Accomack Northampton Transportation District Commission in the preparation and submission of a Community Project Funding Request for the northernmost segment of the Trail extending through the Town of Parksley to just south of Hallwood. Attached was the FY-2023 Rural Transportation Planning Work Program, as approved by the VDOT District Planner.

**Commissioners moved to approve the resolution. Commissioner**

30081

***Wachapreague - USDA***

Ashley Mills  
Ext. 127

---

Staff submitted a *Community Projects Fund* application totalling \$3.1 million through Elaine Luria's office to bring public sewer service to the Town of Wachapreague. The Wachapreague project would include construction of a sewer line connecting to the HRSD system, construction of a pump station on property provided by VIMS, and installation of a collection system. The project allows the Town to meet current and future waste water management needs to avert health risks, create flood resiliency, protect the fragile ecosystem, and pave the way for economic resurgence. This essential infrastructure project also responds to FEMA floodplain preparedness and resource management through the installation of equipment above the base flood elevation and would be designed to withstand major flooding events associated with storms. Design engineer Rob Duma has stated the final environmental review for the Wachapreague Sewer Study should be wrapped up within the next month.

3764

***Town of Parksley Downtown Revitalization***

Anne Doyle  
Ext. 115

---

Construction of the Town Center/Bandshell and Alleyway phase of the project will be complete in late Spring. It is pending the Town's approval of a final change order. Based upon business owners' preference to perform improvements independently, the decision was made not to rebid the facade work.

Various business owners have completed some of the facade improvements and their storefronts look great.

3559

***FY21 VA Port Authority Dredging Project: Hungars Creek***

Jessica Steelman  
Ext. 114

---

Phase 1A (planning and surveying) has concluded and resulted in a hydrographic survey identifying no current need to dredge Hungars Creek.

3557

***FY20 VA Port Authority Dredging Project: Kings Creek***

Jessica Steelman  
Ext. 114

---

Phase 1 (planning/surveying and dredged material management plan [DMMP]) have been completed and the bid package for Phase 2 (dredging) has been developed and is in review for publication. Dredging of Kings Creek can only take place June-December with regards for aquaculture, and dredged material can only be disposed of after Labor Day with regards for public beach access.

Accomack County Board of Supervisors 5/5/2022 voted and passed the request to VPA for the transfer of WMF funds initially allocated to Quinby Creek and Wachapreague Channel to Northampton County for use at the Kings Creek dredging project due to increased costs since delay of implementation due to protest and permitting.

3568

***VDEQ VCZMP 306 Ecotourism Resiliency***

Jessica Steelman  
Ext. 114

---

Led by A-NPDC staff, the Coastal Virginia Ecotourism Alliance, for the [Virginia Water Trails](#), was presented with the [Gold Medal Award for the Governor's Environmental Excellence Awards 2022](#). The awards recognized the significant contributions of environmental and conservation leaders in four categories: sustainability, environmental project, greening of government, and implementation of the Virginia Outdoors Plan. They are given to businesses and industrial facilities, not-for-profit organizations and government agencies..

3571

***A-N Ground Water Committee Projects***

Kellen Singleton  
Ext. 129

---

Staff continued to finalize its comprehensive well program. Staff and advisors continued to collect additional information on groundwater supply and its potential use.

**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  
366250 - Homeless Solutions COC Activities  
3360 - Regional Housing Plan

A. Wert  
J. Hope  
R. Williams

**366250**

***Continuum of Care (CoC)***

Russ Williams  
Ext. 119

---

A showing of the film “Inside Out” was presented on Saturday April 23rd at 8:00 PM at Exmore Park, and approximately 30 people attended. Community Partners General Membership meeting took place March 9th. CPES is currently reorganizing their leadership structure to add an Advisory Board to work with the Executive Committee. They have completed the revision of the bylaws and remain on target for the reorganization to be completed by July 1, 2022.

**3661**  
**3668**

***HUD Housing Counseling Services &  
Virginia Housing HCE Foreclosure***

Andrea Wert  
Ext. 124

---

Four new clients are receiving homeownership counseling. One client is at the prequalification stage. There are seven clients working to repair their credit and increase their savings. Currently, no clients are seeking foreclosure/default counseling.

**3662**

***Virginia Housing Counseling & Education***

Andrea Wert  
Ext. 124

---

Staff continues to conduct Financial Literacy and Fair Housing classes for new HCV recipients during intake briefings. A Landlord Education event was held at ESCC on April 27th. Topics to be presented are an introduction to Section 8 and VHSP, Fair Housing, a review of tenant landlord regulations, and landlord best practices. There were 36 people in attendance. The event received overwhelmingly positive reviews.

**3660**

***Virginia Housing Regional Housing Study***

Russ Williams  
Ext. 119

---

The final completed Housing Study was approved by the Project Management Team at the end of April. Digital distribution to the Counties and other interested parties has begun, and a limited number of hard copies have been published.

**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

<b>300640</b>	<b><i>Town of Onancock - Northeast Neighborhood</i></b>	Eric Luchansky Ext. 118
---------------	---	----------------------------

---

Staff was completing the pre-contract activities. Project is projected to begin July 1st.

<b>3760</b>	<b><i>Gospel Temple/Adams Crossing Neighborhood Revitalization CDBG</i></b>	Eric Luchansky Ext. 118
-------------	---	----------------------------

---

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

<b>300660</b>	<b><i>Makemie Park Urgent Need Project</i></b>	Kellen Singleton Ext. 129
---------------	--	------------------------------

---

Staff had designed and commissioned project signage. All wells and planned disposal areas have been identified and located. Following a budget revision the project will be ready to bid.

<b>30070</b>	<b><i>Metompkin CDBG - Program Income</i></b>	Bruce Herbert Ext. 128
--------------	---	---------------------------

---

Staff worked to determine if the corrected armoring of a discharge pipe is acceptable for VDOT inspection. We are still waiting to receive the easement and deed documents required from Charter before we can move forward and schedule an inspection with VDOT.

<b>3690</b>	<b><i>Occhannock Neck Road Project</i></b>	Bruce Herbert Ext. 128
-------------	--	---------------------------

---

Staff had bid on the first two homes in the area. Currently waiting on water and sewer designs to be submitted to the town of Exmore. Once Exmore has the designs from the engineer building permits will be issued.

---

The first home has been elevated. The foundation is currently being installed. Staff is waiting on foundation redesign for the next two homes. Once received, work will begin.

### 13. Contracts

#### Northampton County Waterway Maintenance Program

- Staff requested support to execute the *Agreement for Project Administration & Professional and Technical Services* to render certain services in connection with a program that will provide the planning and design activities for Red Bank Creek and Nassawadox Creek, as specified in the Port of Virginia Waterway Maintenance Fund Grant Program. The contract amount is \$26,000.

#### Accomack County Waterway Maintenance Program

- Staff requested support to execute the *Agreement for Project Administration & Professional and Technical Services* to render certain services in connection with a program that will provide the planning and design activities for Folly Creek, as specified in the Port of Virginia Waterway Maintenance Fund Grant Program. The contract amount is \$13,000.

#### Cedar Island Marsh Migration Project

- Staff requested support to execute an agreement with VIMS to provide assistance in outreach, engaging stakeholders, and participation in the Cedar Island Project Team meetings. The contract amount is \$2,500.

Commissioner Major made a motion to authorize the Executive Director to execute the contracts. Seconded by Commissioner Leonard, the motion was carried by unanimous vote.

### 14. Executive Director's Memo

#### Accomack County Regional Urgent Needs

- An extension was requested to complete the requirements of the grant.

#### Organizational Chart Amendment

- Just over a decade ago, the Section 8 program maintained a specialized position in the lobby of A-NPDC to manage new admissions and the waiting list. Under the previous Executive Director, that individual was promoted and the position reverted back to administrative assistant and was refilled.
- In the past several years, meeting the needs of the clients of the housing programs has led to greater inefficiency since most questions had to be referred to the back office. One of the administrative assistants has taken over handling the waiting list and has developed a strong specialized knowledge of the housing programs and has expressed great interest in further

training that would assist housing clients. Staff had developed the budget and proposed the addition of a Housing Specialist position under the Director of Administration.

- Commission approval was requested to add a Housing Specialist position in the Administration Department to the organizational chart.

Commissioner Coker made a motion to approve this amendment. Seconded by Commissioner Turner, the motion was carried by unanimous vote.

#### Next Meeting

- Discussion on the June meeting date was requested due to the recognition of the Juneteenth holiday. Commissioners requested that it be held Wednesday, June 22nd at 7:00pm.

#### 15. Chairman's Report

No report was given at this time.

#### 16. Other Matters

No other matters were discussed at this time.

#### 17. Adjournment

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