

**ACCOMACK-NORTHAMPTON PLANNING DISTRICT COMMISSION**  
**MINUTES OF THE**  
**May 15, 2023 Meeting**  
**ENTERPRISE BUILDING**  
**ACCOMAC, VIRGINIA**

COMMISSIONERS PRESENT:

Harrison Phillips	Accomack County
C. Reneta Major	Accomack County
Rev. Charles J. Kellam	Northampton County
Vanessa Johnson	Accomack County
Robert Crockett	Accomack County
Betsy Mapp	Northampton County
Donna Smith	Accomack County
Donald L. Hart, Jr.	Accomack County
Arthur Leonard	Town of Chincoteague
John Coker	Northampton County

COMMISSIONERS ABSENT:

Gwendolyn F. Turner	Accomack County
Adam Charney	Northampton County
L. Dixon Leatherbury	Northampton County

OTHERS PRESENT:

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

1. Call to Order

The May 15, 2023 meeting of the Accomack-Northampton Planning District Commission (A-NPDC) was called to order by Chairman Phillips at 7:00 p.m.

2. Invocation

Commissioner Kellam offered the Invocation.

3. Minutes of the November 21, 2022 and April 17, 2023 Meetings

The Minutes of the November 21, 2022 and April 17, 2023 meetings were presented. Commissioner Hart moved to approve the minutes as presented. Seconded by Commissioner Mapp, the motion was carried by unanimous vote.

4. Public Participation

Lee Pamid, Accomack County's Deputy County Administrator, attended the meeting.

5. Financial Status Report

The report indicated that 83.19 percent of the FY 2023 Budget has been expended while 84 percent of the fiscal year has passed. Commission acceptance of this report was requested.

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

7. FY 2023 Budget Amendments

Adoption of the following budget amendments was requested:

A-NPDC Planning Projects

1.	3680	Urgent Needs	\$21,266.00
			<u>+203,000.00</u>
			\$224,266.00
2.	3569	DEQ VCZMP Year 6	\$69,696.00
			<u>+39,210.00</u>
			\$108,906.00
3.	3568	DEQ VCZMP Year 5	\$ 6,250.00
			<u>+21,000.00</u>
			\$27,250.00
4.	3695	VHDA Front Door Project	\$ 87,350.00
			+ <u>80,000.00</u>
			\$167,350.00

ITEMS 1-4 represented the amendments to include additional pass-through funds.

**The net change to the FY 2023 budget was \$343,210.00**

**The requested amendments would be reflected on the next financial status report.**

Commissioner Mapp moved to approve the FY 2023 Budget Amendments. Seconded by Commissioner Hart, the motion was carried by unanimous vote.

#### 8. FY 2024 Budget Draft

The most recent FY 2024 Budget Draft was presented.

The major highlights and items for discussion were as follows:

##### PROJECTED REVENUES:

- Level State and level funding from the Localities are included.
- The following grants had been submitted:
  - USDA Accomack EDA Park (\$30,000 admin)
  - Saxis Living Breakwaters (\$30,000 admin)
  - DCR Saxis Park (\$30,000 admin)
  - DHCD Downpayment Assistance (\$10,000 admin)
  - Homeless Assistance GOLF (\$20,000 admin)
  - Credit Improvement (\$10,000 admin)

If awarded, \$130,000 would be added to Revenues.

- New applications awarded included the following:
  - VDH SWAP Septic (\$367k/\$48k admin)
  - Wachapreague CPF Grant (\$750k/\$30k admin)

##### PROJECTED EXPENDITURES:

- As directed by A-NPDC Commissioners to follow Accomack County guidelines established in their budget and Personnel Policies, a 6.5% salary increase for all employees and Executive Director effective July 1 is projected in the current year budget. If the state approves the 7% salary increase for all employees, then the A-NPDC will add the .5% increase to employee salaries.
- The VRS benefit of Health Insurance Credit remains the same at 1.01%.
- Health Insurance Premiums rates increased by 18%. Vision and dental rates remained the same. The FY2024 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 premiums.

- Fringe Rate was increased for full-time staff from 26% to 27.38%. The fringe rate has increased primarily due to the Health Insurance Premium increase.
- Operating expenses have been reviewed and adjusted accordingly as compared to current estimates and year-to-date expenses for April 2023.

OTHER NOTES:

- The FY2024 projected indirect cost rate is projected at 34.26%
- FY2024 programs goals and objectives would be presented in June

9 . 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.

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
3008 - USDA Wachapreague Hotel and Sewer Study	A. Mills
3401 - VDOT Rural Transportation Planning - SPR	A. Mills
3580 - 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
3334 - Agricultural Study	K. Singleton
3587 - Navigable Waterways Committee	J. Steelman
3764 - Town of Parksley Downtown Revitalization	A. Doyle
3556 - FY20 VA Port Authority Project: Quinby	J. Steelman
3557 - FY20 VA Port Authority Dredging Project: Kings Creek Phase 1	J. Steelman
3576 - FY21 VA Port Authority Dredging Project: Wachapreague Phase 1A	J. Steelman
3578 - FY21 VA Port Authority Dredging Project: Folly Creek Phase 1A	J. Steelman
3577 - FY21 VA Port Authority Dredging Project: Red Bank Creek Phase 1A	J. Steelman
3559 - FY21 VA Port Authority Dredging Project: Hungars Creek Phase 1A	J. Steelman

3579 - FY21 VA Port Authority Dredging Project: Nassawadox Creek Phase 1A J. Steelman  
3351 - FY22 VA Port Authority Dredging Project: Kings Creek Phase 2 J. Steelman  
3352 - FY22 VA Port Authority Dredging Project: Folly Creek Phase 1B J. Steelman  
3355 - FY22 VA Port Authority Dredging Project: Red Bank Creek Phase 1B J. Steelman  
3353 - FY22 VA Port Authority Dredging Project: Nassawadox Creek Phase 1B J. Steelman

**3220, 3325**

***Economic Development and Economic Recovery***

Anne Doyle  
ext. 115

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Staff have completed and closed out the EDA-Disaster Economic Recovery Response, Planning & Implementation grant, #3325. The Planning District Commission's Economic Development Committee will next meet in June and will discuss progress made towards achieving planned goals within each industry cluster. With Committee members' assistance, work continues in forming a long-term workforce development strategy and structure for the Eastern Shore that establishes processes and systems over time that become economic growth habits.

**3401**

***VDOT - Rural Transportation Planning***

Ashley Mills  
Ext. 127

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Staff submitted a Congressionally Directed Spending Request for \$1M to construct 1.55 miles of the Eastern Shore Rail Trail through the Town of Parksley. Senators Kaine and Warner submitted this request to the Appropriations Committee for further consideration.

Staff has contacted several localities regarding potential applications to the Transportation Alternatives (TA) Program and intends to submit at least one application. Pre-applications open on May 15th.

**30081**

***Wachapreague - USDA and DEQ***

Ashley Mills  
Ext. 127

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Funding for the Wachapreague Sewer Project is in place. Staff will execute the appropriate grant agreements.

**3589**

***Hazard Mitigation Plan - VDEM***

Ashley Mills  
Ext. 127

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The final reimbursement is still in process. Once this has been completed, the project will be closed out.

**3764**

***Town of Parksley Downtown Revitalization***

Anne Doyle  
Ext. 115

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The Virginia Department of Housing and Community Development has now approved a final facade spend plan to complete the Parksley Downtown Revitalization Project. The Town of Parksley has begun procuring the items included in the final revitalization spend plan.

3584

*VDEQ Chesapeake Bay Phase III WIP Technical Assistance*

Jessica Steelman  
Ext. 114

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Staff will be providing technical assistance (TA) to the localities of Exmore and Tangier. The scope of this TA involves updating of locality Chesapeake Bay Preservation Act (CBPA) regulations in respective plans. Staff attended the quarterly Watershed Roundtable meeting on May 1st; agenda items included the Roundtable’s Clean the Bay Day event, upcoming native plantings at the ESYCC, and a training on BMPs and the watershed.

3553 & 3555

*Red Bank & Nassawadox Creeks*

Jessica Steelman  
Ext. 114

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Surveys were scheduled for mid-May to gather additional information on *The Connector* segment at Red Bank Creek and for vibracores at Nassawadox Creek placement site.

3571

*A-N Ground Water Committee Projects*

Kellen Singleton  
Ext. 129

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The Residential Well Testing Subcommittee will lead in the detailed planning and oversight of the Residential Well Testing Program. The subcommittee has proposed and will determine the feasibility of a collaborative effort with regional high schools. 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. The Committee advisor is also moving forward in drafting a Surficial Aquifer Characterization Plan that will provide quantitative information on yield and water quality for the surficial aquifer. Jeremy Eggers, Office of Communications Associate Chief at NASA’s Goddard Space Flight Center, Wallops Flight Facility and team will present the Committee with an update on PFAS status at The Wallops Research Park (WRP) and sites that may have been affected by past aviation accidents/incidents. The Committee continues to stress the importance of surficial aquifer utilization for new or expanded withdrawal use when feasible.

3334

*Agricultural Study*

Kellen Singleton  
Ext. 129

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On April 6th, staff with Dr. Mark Reiter, Eastern Shore AREC and Carmie Savage, ESSWCD also in attendance, received a second quarterly update and presentation from the principal investigator, Dr. Abhilash Chandel of Virginia Tech. Dr. Chandel and his team have collected 32 years of Virginia Eastern Shore climate, planting, yield, and satellite data totalling 20 TB of data towards Objective I and II.

**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  
3360 - Regional Housing Plan

J. Hope  
R. Williams

**366250**

*Continuum of Care (CoC)*

Russ Williams  
Ext. 119

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The Year 2 application for this two-year recurring project has been completed and submitted. Level funding is expected. Community Partners of the Eastern Shore's General Membership met on May 10<sup>th</sup>. A free movie showing of the film "Encanto" will be offered at the Onancock Elks on May 21<sup>st</sup>. The PIT data was submitted to the Virginia Department of Housing and Community Development. Final report results are typically distributed mid-summer.

**3661**  
**3668**

*HUD Housing Counseling Services &  
Virginia Housing HCE Foreclosure*

Andrea Wert  
Ext. 124

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24 clients are receiving homeownership counseling. 2 clients have prequalified for a loan and is looking for a home. 15 clients are working to repair their credit and increase their savings. 5 clients have followed the program and been referred to USDA for pre-qualification. 2 clients are currently receiving foreclosure counseling and assistance with loan modifications. 1 client recently resolved their foreclosure by receiving a modification. 4 clients have successfully purchased homes in the past 9 months. 3 of these families were formerly Section 8 tenants.

**3662**

*Virginia Housing Counseling & Education*

Andrea Wert  
Ext. 124

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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 again being conducted twice monthly, with an average of 10 attendants in each class. The application for FY24 of the combined Housing Counseling recurring grant has been submitted.

**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  
- HMGP - DR-4001 & DR-4411  
3823 - HMGP - DR-4291  
4401 - Accomack County VA 4401-VA-016 Elevation/Acquisition Project

E. Meil  
E. Luchansky  
E. Luchansky  
E. Luchansky

**300640** *Town of Onancock - Northeast Neighborhood* Eric Luchansky  
Ext. 118

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Demolition bids were received on April 17th. They were within budget. Staff now works with the homeowners to clear some title issues.

**3760** *Gospel Temple/Adams Crossing Neighborhood Revitalization CDBG* Eric Luchansky  
Ext. 118

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DHCD visited on April 4th to look at client files. Staff now wait for DHCD to officially close the project.

**300660** *Makemie Park Urgent Need Project* Kellen Singleton  
Ext. 129

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To date all 21 septic systems have been installed, per the initial construction agreement. Accomack County and staff have drafted an addendum to the initial agreement to include the remaining five septic installations and four well installations and abandonments. The second in a series of community outreach and septic training events was held on March 31st. On April 5-6 the DHCD conducted an in-person interim compliance review of the Makemie Park Urgent Need Project.

**3801** *East Horntown Planning Grant* Eric Luchansky  
Ext. 118

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Staff continues to obtain surveys and housing agreements. A neighborhood meeting is scheduled for May 16th.

**3690** *Occohannock Neck Road Project* Bruce Herbert  
Ext. 128

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Interior work is being completed on the two bedroom and one bedroom home.

The surveying of the new development at Sunnyside is complete and in the design phase. A preliminary drawing has been provided for the purpose of preparation of land clearing bid proposals. Staff is working on the bid package.

**3823** *Accomack County VA HMGP 4291-VA-009 Elevation Project* Eric Luchansky  
Ext. 118

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The sixth home is currently elevated. The foundation work is in progress.

**4401** *Accomack County VA 4401-VA-016 Elevation/Acquisition Project* Eric Luchansky  
Ext. 118

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A-NDC voted to accept the acquisition of the property at 23668 Saxis Road. The legal work is in the process of being completed. A request for a quote was sent out to three qualified engineering firms for foundational design work. Quotes are due back on May 9th.

3340

*Holland Lane-Cheriton Planning Grant*

Bruce Herbert  
Ext. 128

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A neighborhood meeting was completed at the Cheriton Fire Department on 04/26/2023. All activities needed by DHCD have been completed in order to receive the full planning grant award.

*VDH Septic and Well Assistance Program*

Eric Luchansky  
Ext. 118

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Staff is working with the health department to bid well and septic designs for two households.

10. Grants

ANEC had requested A-NPDC Planning staff submit a grant application to USDOT for the construction of public electric vehicle charging stations. The *Charging and Fueling Infrastructure Discretionary Grant Program* (CFI Program) is a competitive grant program to strategically deploy publicly accessible electric vehicle charging and alternative fueling infrastructure in the places people live and work – including rural areas. CFI Program investments will make modern and sustainable infrastructure accessible to all drivers of electric, hydrogen, propane, and natural gas vehicles. ANEC desires for the Planning District Commission to apply for the Community Charging and Fueling Grant Program. Its goal is to strategically deploy electric vehicle (EV) charging infrastructure and other alternative fueling infrastructure projects in rural communities in publicly accessible locations, including town centers and local neighborhoods, particularly in underserved and disadvantaged communities.

**Approval was requested.**

Commissioner Crockett asked what the amount of administrative funding would be for the A-NPDC. Director Anne Doyle responded that she requested \$34 million dollars. Commissioner Hart inquired about the locations of the charging stations. Director Anne Doyle noted that they would most likely be constructed in towns or the 2 visitor center locations.

Commissioner Hart moved to approve the submission of The Charging and Fueling Infrastructure Discretionary Grant Program . Seconded by Commissioner Coker, the motion was carried by unanimous vote.

11. Contracts

CBPA Technical Assistance for Localities

\$24,950

The funding comes from DEQ through the US EPA under the Chesapeake Bay Implementation Grant (CBIG), Catalog of Federal Domestic Assistance Number 66,466. Deliverables include administrative responsibilities (budget and progress reports, etc.) and hosting multiple ESVA localities required CBPA information on the A-NPDC website.

**Authorization to execute the agreement was requested.**

Commissioner Hart moved to approve the authorization to execute the CBPA Technical Assistance for Localities . Seconded by Commissioner Major, the motion was carried by unanimous vote.

12. Executive Director's Memo

Accomack County Regional Urgent Needs

The final program of the grant was underway. One distribution of food vouchers to Tangier Island was completed, the second and final distribution was scheduled. The Chincoteague distribution was completed except the last three who had a scheduled pickup. All families pulled would be replacements for returned mail and no shows.

658 Families Pulled

April Island Distributions - 81 Distributed (12.3%)

May 1, 2023 - 172 Distributed (38.4%)

May 10, 2023 - 2nd Distribution

May 17, 2023 - 3rd Attempt Distribution

May 31, 2023 - Final Distribution - Returned Mail and No Show Pull

Ms. Meil presented the option to attempt to continue with the Urgent Needs Food Voucher Program as funds became available. Commissioner Hart moved to approve Ms. Meil and the staff to attempt to continue with the Urgent Needs Food Voucher Program. Seconded by Commissioner Leonard, the motion was carried by unanimous vote.

Navigable Waterways Update

Staff attended the April Navigable Waterways meeting. Due to ongoing dredging projects and the Chairman's resignation, the Committee Vice Chairman was scheduling a special meeting to address the vacancy on the selection committee.

Draft FY24 A-NPDC Budget

Staff had prepared the draft FY24 A-NPDC budget. Staff intended to ask for adoption in June.

Next Meeting

Discussion on the June meeting date was requested due to the recognition of the Juneteenth holiday. Commissioners requested that the June meeting be held on Tuesday, June 20th at 7:00 p.m.

13. Chairman's Report

No report at this time.

14. Other Matters

No other matters were discussed at this time.

15. Adjournment

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