

ACCOMACK-NORTHAMPTON PLANNING DISTRICT COMMISSION
MINUTES OF THE
June 20, 2023 Meeting
ENTERPRISE BUILDING
ACCOMAC, VIRGINIA

COMMISSIONERS PRESENT:

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

COMMISSIONERS ABSENT:

Adam Charney	Northampton County
Donald L. Hart, Jr.	Accomack County

OTHERS PRESENT:

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

1. Call to Order

The June 20, 2023 meeting of the Accomack-Northampton Planning District Commission (A-NPDC) was called to order by Chairman Phillips at 7:02 p.m.

2. Invocation

Commissioner Crockett offered the Invocation.

3. Minutes of the May 15, 2023 Meeting

The Minutes of the May 15, 2023 Meeting were presented. Commissioner Crockett moved to approve the minutes as presented. Seconded by Commissioner Major, the motion was carried by unanimous vote. Commissioner Turner abstained whereas she was absent during the May Meeting.

4. Public Participation

There was no public participation.

5. Financial Status Report

The report indicated that 73.85 percent of the FY 2023 Budget has been expended while 92 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 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 Crockett moved to approve the Financial Statement and Bills Payable. Seconded by Commissioner Leonard, the motion was carried by unanimous vote.

7. FY 2024 Budget/Annual Work Plan

The most recent FY 2024 Budget/Annual Work Plan 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 and .5% increase (contingent upon adoption of Virginia State Budget) 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 18%. Vision and dental rates remained the same. The FY2024 Budget reflected 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.
- Deferred Compensation Commission 50% match of the employee's contribution up to \$60 per month. All employees who contribute \$10-\$60 per pay period to the Plan and have been employed by the Commission for at least 12 consecutive months are eligible to receive the 50% match.
- Fringe Rate was increased for full-time staff from 26% to 27.38%. The fringe rate had 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 May 2023.

OTHER NOTES:

- The FY2024 projected indirect cost rate was projected at 34.26%
- All programs managed by A-NPDC were detailed along with the program goals, FY2024 Goals & Objectives, budgeted revenue and expenditures.

Chairman Phillips asked the difference between the VRS Hybrid and VRS Plan I and II due to the Hybrid Expenditure of \$7,000. Ms. Meil stated that the \$7,000 Hybrid Expenditure is for Short Term Disability. She stated the differences vary between the plans including retirement percentage of salaries for service years, short term disability, and employment years to be considered vested.

Commissioner Crockett inquired about the high increase of the budget for Operating Expenses line item Professional/Contractual. The proposed budget included an amount of \$2,670,000 for Professional/Contractual Expenses and that high increase is due to the A-NPDC administering the DroneUp Drone.

The Budget Committee met at 6:30 PM prior to the June Commission meeting to review the proposed FY2024 Budget/Annual Work Plan. Commissioners were welcomed to attend.

Commission approval of the Proposed FY2024 Budget/Annual Work Plan was requested. Commissioner Mapp moved to approve the FY2024 Budget/Annual Work Plan. Seconded by Commissioner Coker, the motion was carried by unanimous vote.

8 . Projects

Informational Items

Director of Planning Report

Below is a comprehensive list of Planning Department projects, should you wish to contact the project manager for more information.

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

With the Economic Development Committee Chair and other stakeholders, staff had decided to pursue the U.S. Department of Commerce's *Regional Technology and Innovation Hubs* funding opportunity. The Commerce Department's Economic Development Administration Tech Hubs program would create tech hubs in regions across the country by bringing together private industry, higher education institutions, state and local governments, economic development organizations, and workforce development partners to supercharge ecosystems of innovation for technologies that are essential to our economic and national security. The goal would be to create good paying jobs and solidify the technological advances that define the next century. The Planning District Commission's Economic Development Committee met in June and discussed progress made towards achieving planned goals in the aerospace, agribusiness, and entrepreneurship industry sectors. With Committee members' assistance, work continued in forming a long-term workforce development strategy and structure for the Eastern Shore that established processes and systems over time that became economic growth habits.

3401

*VDOT - Rural Transportation Planning*Ashley Mills
Ext. 127

Staff had begun preparing a pre-application to submit to the Transportation Alternatives (TA) Program for a small segment of the Eastern Shore Rail Trail through the Town of Parksley. Pre-applications were due June 30th.

30081

*Wachapreague - USDA and DEQ*Ashley Mills
Ext. 127

Funding for the Wachapreague Sewer Project is in place. Staff is awaiting word from HUD that grant agreements are ready to be executed.

3589

*Hazard Mitigation Plan - VDEM*Ashley Mills
Ext. 127

There were errors on VDEM with the final reimbursement request. We are waiting to hear this has been corrected, then the project will be closed out.

3764

*Town of Parksley Downtown Revitalization*Anne Doyle
Ext. 115

As part of the Department of Housing and Community Development grant, the Town of Parksley has purchased plantings, fencing, new streetlight globes, and other outdoor lighting towards completion of the final revitalization spend plan. Commercial and wayfinding signage are under design, and a new town mural is planned.

3581

ESVA Community Resilience & Sustainability Plan (CRSP)

Jessica Steelman
Ext. 114

The kick-off steering committee meeting was held at the Eastern Shore Yacht & Country Club (ESYCC) on 5/25/2023; participants include members of the public (resident experts and professionals), local agencies (ESSWCD, Counties), and state partners (DOF, DWR, FWS, TNC), and academia (VIMS). The Steering Committee identified priority threats, local/regional projects and solutions, and project categories. Members were tasked with reaching out to stakeholders that are missing at the Steering Committee table (i.e. agriculture, aquaculture, etc.); exploring and sharing comparable projects to those identified as needs on the shore; and signing up to co-facilitate community sessions.

3587

Eastern Shore Regional Navigable Waterways Committee (ESRNWC)

Jessica Steelman
Ext. 114

During the ESRNWC Special Meeting, held on 5/30/2023, Mr. Andy Dunton was appointed Chairman; nominations are being accepted for Vice Chair and Accomack County appointed member. The Select Committee now includes: Chairman Andy Dunton, Member Supervisor John Coker, and Member John Tavolaro. The Select Committee has been charged with reviewing, ranking, and awarding the Kings Creek Proposal, for anticipated project start date of 9/5/2023.

3571

A-N Ground Water Committee Projects

Kellen Singleton
Ext. 129

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 presented the Committee with an update on PFAS status at The NASA's Goddard Space Flight Center and the Town of Chincoteague. The presentation can be found on the Ground Water Committee's ANPDC website. The Committee commends Jones and Son Inc. for their sustainable utilization of the surficial aquifer at Jones Farm 1. 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

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. The study timeline has been extended. A third quarter update is being planned in the coming period.

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
3360 - Regional Housing Plan	R. Williams

366250	<i>Continuum of Care (CoC)</i>	Russ Williams Ext. 119
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Community Partners of the Eastern Shore’s General Membership will meet on July 12th. A presentation will be made by Virginia Heals on their Trauma Informed Toolkit. The Department of Housing and Community Development has issued the Homeless Point-In-Time Count report for our area. The report indicates a slight decrease from last year of sheltered and unsheltered individuals experiencing homelessness. As reported in May, the Year 2 application for this two-year recurring project has been completed and submitted, and level funding is expected.

3661 3668	<i>HUD Housing Counseling Services & Virginia Housing HCE Foreclosure</i>	Andrea Wert Ext. 124
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19 clients are receiving homeownership counseling. 2 clients have prequalified for a loan and are looking for a home. 17 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. Our clients are currently experiencing delays or up to 4 months in communications and approvals from USDA. 2 clients are currently receiving foreclosure counseling and assistance with loan modifications.. 4 clients have successfully purchased homes in the past 10 months. 3 of these families were formerly Section 8 tenants.

3662	<i>Virginia Housing Counseling & Education</i>	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 5-10 attendants in each class. Staff have successfully recruited the required real estate professional and mortgage professional to assist in New Home Ownership Certification classes. Virginia Housing is only offering the required training for these volunteers quarterly, so we are hopeful that everything is in place to schedule classes before the end of 2023.

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
4401 - Accomack County VA 4401-VA-016 Elevation/Acquisition Project	E. Luchansky

300640	<i>Town of Onancock - Northeast Neighborhood</i>	Eric Luchansky Ext. 118
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Contracts were ready for 3 homes to be demolished in the project area. The demolitions were expected to be complete by the end of June.

3760	<i>Gospel Temple/Adams Crossing Neighborhood Revitalization CDBG</i>	Eric Luchansky Ext. 118
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The project is closed out.

300660	<i>Makemie Park Urgent Need Project</i>	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. After approval of the Makemie Park Management Team, the addendum work moved forward with a May 22 Pre-Construction Conference and subsequent Notice To Proceed. Construction and installation of the four new required wells is complete. The second in a series of community outreach and septic training events was held on March 31st. A third in a series of community outreach and septic training events is being planned. On April 5-6 the DHCD conducted an in-person interim compliance review of the Makemie Park Urgent Need Project.

3690	<i>Occhannock Neck Road Project</i>	Bruce Herbert Ext. 128
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The two bedroom home on lot 3 should be completed within the month. Water and sewer connections have been promised by the Town of Exmore in two weeks. Andrea Wert is working with a potential buyer for this house. The one-bedroom is completed on the outside with interior work continuing.

The Sunnyside Village septic system permitting and design has been put out to bid. Once all well and septic areas have been identified, a bid proposal for clearing the lots will be prepared.

The Virginia Avenue home demolition has been awarded to Advantage Lawn Care. Demolition should be completed by the next meeting.

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

The sixth home was elevated. The foundation work was in progress.

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

Foundation engineering work was underway to elevate one home in the project.

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

A neighborhood meeting was conducted on May 30, 2023. An informative power point presentation was given on the proposed project.

3340 *Holland Lane - Cheriton Planning Grant* Bruce Herbert
Ext. 128

All the required tasks for the planning grant have been completed and was submitted to DHCD on May 9th. Staff has contacted DHCD and is waiting for a response.

VDH Septic and Well Assistance Program Eric Luchansky
Ext. 118

Staff received bids back from Bundick and Boggs to replace/repair two septic systems. Staff hopes to have contracts signed before July.

9. Executive Director's Memo

Accomack County Regional Urgent Needs

The close out forms had been submitted. The final tally was 618 vouchers distributed.

Navigable Waterways Update

Staff attended the special meeting and Andy Dunton was elected the new Chairman. A change was made to offer a virtual management team meeting once a month during active periods of the projects that will be evaluated by staff and the committee at 6 months and one year.

Draft FY24 A-NPDC Budget

Staff had prepared the draft FY24 A-NPDC budget. Adoption was requested in June.

FEMA Elevation Requests

Last month, the Commission requested staff work to include a repetitive flood loss on Tangier as well as include Northampton County in the new elevation program. Director Luchansky worked with VDEM's consultant and had 16140 Main Ridge included in the Accomack County request and was also able to obtain the necessary documentation and submit four Northampton County properties.

Request for Assistance

The Town of Tangier had requested assistance with a planning grant to improve the community and housing. The letter was attached.

Authorization to prepare the planning grant was requested. Commissioner Crockett moved to approve the authorization to prepare the Town of Tangier planning grant. Seconded by Commissioner Leonard, the motion was carried by unanimous vote.

10. Chairman's Report

Chairman Phillips proposed to forgo the August meeting whereas the Executive Director would be absent, and Financials would not be presented due to the audit. Further action would be taken in the July meeting.

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.