

**ACCOMACK-NORTHAMPTON PLANNING DISTRICT COMMISSION**  
**MINUTES OF THE**  
**September 18, 2023 Meeting**  
**ENTERPRISE BUILDING**  
**ACCOMAC, VIRGINIA**

COMMISSIONERS PRESENT:

Donna Smith	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
Donald L. Hart, Jr.	Accomack County
Gwendolyn F. Turner	Accomack County

COMMISSIONERS ABSENT:

Adam Charney	Northampton County
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OTHERS PRESENT:

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

1. Call to Order

The September 18, 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 Johnson offered the Invocation.

3. Minutes of the July 17, 2023 Meeting

The Minutes of the July 17, 2023 Meeting were presented. Commissioner Hart moved to approve the minutes as presented. Seconded by Commissioner Leonard, the motion was carried by unanimous vote. Commissioner Turner abstained whereas she was absent during the July meeting.

#### 4. Public Participation

Myra-Riley Taylor from the Bayside Community attended the meeting.

#### 5. July and August Financial Status Report

The Report for Expenditures for July & August are unable to be printed until FY23 has been closed in the GMS accounting software. Updated reports will be presented at the October meeting.

Auditors from Dunham, Aukamp & Rhodes, PLC are scheduled to be at the A-NPDC office on Monday, September 18th - Wednesday, September 20th.

No action was required.

#### 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. 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
3600 - Drone Medical Package Delivery	A. Doyle
3589 - VDEM Hazard Mitigation Plan 2021	A. Mills
3401 - VDOT Rural Transportation Planning - SPR	A. Mills
3584 - VDEQ Chesapeake Bay Phase III WIP Technical Assistance	E. Luchansky
3568 - VDEQ VCZMP 306 Ecotourism Resiliency	A. Doyle
3526 - VCZMP Technical Assistance & Resiliency Planning	A. Doyle
3571 - A-N Ground Water Committee Projects	K. Singleton

3334 - Agricultural Study	K. Singleton
3587 - Navigable Waterways Committee	K. Singleton
3764 - Town of Parksley Downtown Revitalization	A. Doyle
3557 - FY20 VA Port Authority Dredging Project: Kings Creek Phase 1	K. Singleton
3578 - FY21 VA Port Authority Dredging Project: Folly Creek Phase 1A	K. Singleton
3577 - FY21 VA Port Authority Dredging Project: Red Bank Creek Phase 1A	K. Singleton
3579 - FY21 VA Port Authority Dredging Project: Nassawadox Creek Phase 1A	K. Singleton
3351 - FY22 VA Port Authority Dredging Project: Kings Creek Phase 2	K. Singleton
3353 - FY22 VA Port Authority Dredging Project: Nassawadox Creek Phase 1B	K. Singleton

**3220, 3325**

***Economic Development and Economic Recovery***

Anne Doyle  
ext. 115

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A-NPDC’s Economic Development Committee will partner with VDOT and ESCC to host a DBE/SWaM Small Business Outreach Event for the Eastern Shore. The event will take place on Wednesday, September 27th from 9:00 A.M. to noon. Construction of the Rail Trail is one opportunity, but small businesses in agriculture/landscaping, aerospace, healthcare, hospitality, and other sectors—all who wish to compete for government contracts—are encouraged to attend. Firms will learn about DBE/SWaM certification and will have a chance to network with small business service providers.

**3401**

***VDOT - Rural Transportation Planning***

Ashley Mills  
Ext. 127

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The Federal Highway Administration approved in July the upcoming FY 2024 Rural Transportation Planning Work Program. In addition, staff have been informed the State budget for FY 2024 includes \$4 million for the Eastern Shore Rail Trail. Commissioner Crockett moved to approve the Executive Director’s recommendation to take part in the SMART Scale. Seconded by Commissioner Coker, the motion was carried by unanimous vote.

**30081**

***Wachapreague - USDA and DEQ***

Ashley Mills  
Ext. 127

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Staff has been informed that the grant agreement totalling \$750,000 with HUD is forthcoming.

**3589**

***Hazard Mitigation Plan - VDEM***

Ashley Mills  
Ext. 127

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This project has been closed out.

Staff applied for another grant through VDEM and FEMA for the next update of the Eastern Shore of Virginia Hazard Mitigation Plan. If awarded, the beginning stages of the Plan update could begin late Spring/Early Summer 2024.

**3764**

***Town of Parksley Downtown Revitalization***

Anne Doyle  
Ext. 115

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As part of the Department of Housing and Community Development grant, the Town of Parksley is purchasing storefront signs, awnings, sidewalk planters and hanging baskets towards completion of the final revitalization spend plan. Also, A-NPDC staff is moving forward with demolishing a derelict building on Bennett Street.

**3581** *ESVA Community Resilience & Sustainability Plan (CRSP)* Kellen Singleton  
Ext. 129

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The first community session will be hosted in Wachapreague this month. It will be a listening session geared towards engaging residents region-wide so their stories, concerns, and needs can be incorporated into the final plan.

**3587** *Eastern Shore Regional Navigable Waterways Committee (ESRNWC)* Kellen Singleton  
Ext. 129

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In collaboration with Northampton County, the committee has the Kings Creek Phase 2 project currently under construction. The Nassawadox Creek project is undergoing the JPA permit review process and issuance before moving to the construction phase. In active design/survey phase are the following dredging projects: Red Bank Creek and Folly Creek.

**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 and continues to meet regularly. 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. In August, the Committee approved the FY2024 budget and elected Northampton Supv. John Coker as Chairman and Accomack Supv. Paul Muhly as Vice Chairman. Mr. Steve Sturgis was appointed to the GWC replacing Ms. Roberta Kellam, Northampton. Jason Pope, Hydrologist at U.S. Geological Survey, presented initial findings of The Virginia Eastern Shore Groundwater Model: A Nexus for Hydrologic Information Exchange and Analysis across Federal, State, and Local Agencies. 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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Dr. Abhilash Chandel of Virginia Tech has completed the data collection of 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.

**3351** *Kings Creek Phase 2* Kellen Singleton  
Ext. 129

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Northampton County has entered into a contract with Michels Construction, Inc. to perform the dredging and beneficial placement of the Kings Creek Phase 2 project. A preconstruction conference with the

contractor was held on September 7, 2023. Representatives from Michels Construction Inc., the Eastern Shore Regional Waterways Committee, Northampton County, the Town of Cape Charles, Cherrystone Aquafarms, the Coast Guard, the A-NPDC, and other local businesses and stakeholders were in attendance. A regulatory pre-dredge meeting among state and federal agencies, the project engineer, the contractor, and staff was held on September 11th. The dredge window for Kings Creek is short, beginning after Labor Day and ending before January 1st. The Notice to Proceed has been issued. Mobilization has begun and dredging is anticipated to begin October 2.

3353

*Nassawadox Creek Phase 1B*

Kellen Singleton  
Ext. 129

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The Joint Permit Application needed for the dredge construction phase of Nassawadox Creek has been completed by the project engineer and has been signed by Northampton County before anticipated submission during the week of September 11th.

**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

*Continuum of Care (CoC)*

Russ Williams  
Ext. 119

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Community Partners of the Eastern Shore's General Membership met on September 13th. A presentation was made by USDA explaining resources available locally. The HMIS committee met on September 12th. Detailed planning has started for the 2024 Point-In-Time homelessness count to be conducted in January. Year-2 of the 2-year CoC grant was awarded with level funding.

3661  
3668

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

Andrea Wert  
Ext. 124

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31 clients are receiving homeownership counseling. 1 client has prequalified for a loan and is looking for a home. 25 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. *Note: All 5 of the clients that have been referred to USDA have not received a response for up to 8 months, and have been referred to other lenders.* There are currently no clients receiving foreclosure counseling. 5 clients have successfully purchased homes in the past 13 months. 3 of these families were formerly Section 8 tenants. The FY 24 grant application has been accepted and remains pending. The new funding will be effective October 1, 2023, the beginning of the Federal fiscal year. A slight increase in funding is expected..

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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. Funding for FY24 has been awarded in the amount of \$55,000. This represents an increase of 10% over FY23.

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

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2 demolition contracts are signed. Bids for the rehabilitation of 10 homes are due back on September 15th. Staff is currently writing a grant to make up for expected budget overages in relation to the rehabilitation portion of the project..

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

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The project is closed out.

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

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To date all 26 septic systems have been installed, per the initial construction agreement and contract addendum. All conflicting wells have been abandoned and replaced. Staff and District 3 Supvr. Johnson has initiated a door-2-door info, outreach, and recordation signing effort. A decommissioning procedure

for the current Makemie Park Sewage Disposal Area has been drafted. The project engineer will assess the communal system and property. SERCAP, Inc. has approved a \$38,000 allocation for the effort. The contractor and staff continue to engage Makemie Park residents to address landscaping and residential plumbing impacts as well as future AOSS maintenance needs. 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.

**3690**

***Occohannock Neck Road Project***

Bruce Herbert  
Ext. 128

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Both homes are complete and awaiting the issuance of the Certificate of Occupancy. Interest in both homes has been encouraging. Plans for a three bedroom home have been developed and will be included in the bid with the fourth home. Bids for the AOSE services required for the six lots at Sunnyside Village have been received. Progress continues with the development of the duplex lots. Work write-ups for the duplex plans are in process.

Staff hopes by grouping the remaining Occohannock Neck Homes with the five duplexes to be built in Sunnyside Village, we will attract more efficient and cost effective contractors.

The Virginia Avenue home demolition has been awarded to Advantage Lawn Care. Demolition is scheduled for completion this month.

**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 steps and landings are currently under construction

**4401**

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

Eric Luchansky  
Ext. 118

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

**3801**

***East Horntown Planning Grant***

Eric Luchansky  
Ext. 118

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Staff are working with neighborhood citizens to qualify for assistance. Inspections are in process of being scheduled.

**3340**

***Holland Lane - Cheriton Planning Grant***

Bruce Herbert  
Ext. 128

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DHCD has not notified staff concerning the grant status.

***VDH Septic and Well Assistance Program***

Eric Luchansky  
Ext. 118

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Two septic construction contracts are signed. One septic system is installed. One is in the process of being designed. One is scheduled for construction/installation in late September.

**8. Grants**

**USDA Rural Business Development Grant**

Staff requested approval to enter into a Memorandum of Understanding with the Economic Development Authority of Accomack County to perform administrative services for the development

of the Melfa Industrial Park that is owned by the Economic Development Authority. A-NPDC will procure a marketing research study that will inform the future direction and development of the Industrial Park.

Commissioner Crockett moved to approve the USDA Rural Business Development Grant MOU as requested. Seconded by Commissioner Hart, the motion was carried by unanimous vote.

Additionally, Ms. Doyle spoke about a 2nd grant submission that would be a transportation alternative application.

Staff also requested to submit a transportation alternative application for the Eastern Shore Rail Trail. Commissioner Phillips moved to adopt the resolution of support for the Eastern Shore Rail Trail as presented. Seconded by Commissioner Crockett, the motion was carried by unanimous vote.

## 9. Contracts

### FY2024 Virginia Homeless Solutions/Continuum of Care - \$37,750

The intent of the VHSP/CoC Grant is to fund administrative support for the local CoC, including administration of the VHSP Homeless Management Information System (HMIS), Coordinated Entry and Assessment, and other CoC planning activities. This contract is for the Year-2 funding of this two year project.

### FY2024 Virginia Housing Homeless Assistance - \$20,000

The intent of the Virginia Housing Homeless Assistance grant is to supplement administrative and other costs associated with A-NPDC's administration of the Virginia Homeless Solutions Program. This is a competitive grant application that is only available to individual agencies every 3 years.

### FY2024 Virginia Housing Credit Improvement - \$40,000

The intent of the Housing Counseling and Education (HCE) Credit Focus Grant is to improve the credit score and financial stability of clients receiving counseling and education services. Assistance of up to \$2000 will be provided to up to 15 clients to directly resolve qualified debts. Grant funds must supplement an agency's housing counseling program, and not be the sole source of funding. Up to \$10,000 of the grant total will be applied to administration, contingent on direct services provided.

### FY2024 Virginia Housing Counseling and Education - \$55,000

The intent of the Housing Counseling and Education (HCE) Grant is to fund HUD-approved Housing Counseling Programs to educate families and individuals in order to help them make smart decisions regarding improving their housing situation and meeting the responsibilities of tenancy and homeownership. Virginia Housing grant funds must supplement an agency's housing counseling program, and not be the sole source of funding.

### **Authorization to retroactively sign these Contracts was requested.**

Commissioner Hart moved to retroactively sign the Contracts as presented. Seconded by Commissioner Major, the motion was carried by unanimous vote.

## 10. Executive Director's Memo



### RC&D Dissolution

The RC&D Council has voted to dissolve the Council. As required by their bylaws, the four Legal Sponsors also have to approve the dissolution in writing. A-NPDC is one of those sponsors along with Accomack County, Northampton County and the Eastern Shore Soil & Water Conservation District. They are requesting a representative to meet to discuss the closure. It appears that guidance from the Commission to the Representative may also be needed.

Discussion was requested. Appointment of a representative was requested.

Many commissioners asked why the Council is dissolving. Ms. Meil stated that it seems to be the lack of funding. Commissioner Crockett asked if a commissioner needed to attend or if Ms. Meil was able to be the representative of the A-NPDC. Ms. Meil stated that she would attend the Council meeting for the A-NPDC. Commissioner Crockett moved to approve Ms. Meil to represent the A-NPDC in the matter of the RC&D Council dissolution. Seconded by Commissioner Coker, the motion was carried by unanimous vote.

### 11. Closed Session

It was requested that the Commission move to enter Closed Session according to Section 2.2-3711 of the Code of Virginia of 1950, as amended, for the purpose of:

Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body.

#### ***PURPOSE:***

#### ***Occohannock Neck Property***

At the conclusion of any closed meeting, the public body holding such meeting shall immediately reconvene in an open meeting and shall take a roll call or other recorded vote to be included in the minutes of the body, certifying that to the best of each member's knowledge:

I certify (or The Commission Certifies) that (i) only public business matters lawfully exempted from open meeting requirements under this chapter and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public body.

Made by Commissioner Hart, seconded by Commissioner Major the motion carried unanimously.

The following board members were present: Commissioner Phillips, Commissioner Major, Commissioner Kellam, Commissioner Mapp, Commissioner Leonard, Commissioner Johnson, Commissioner Turner, Commissioner Coker, Commissioner Smith, Commissioner Hart, and Commissioner Crockett and voted affirmative. Ms. Meil was 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 Phillips, Commissioner Major, Commissioner Coker, Commissioner

Kellam, Commissioner Mapp, Commissioner Leonard, Commissioner Jonhson, Commissioner Turner, Commissioner Smith, Commissioner Hart, and Commissioner Crockett and voted affirmative. Ms. Meil was also present.

Commissioner Leonard made the motion to accept the executive director's recommendation as discussed. Seconded by Commissioner Mapp, the motion was carried by unanimous vote.

12. Chairman's Report

No report at this time.

13. Other Matters

No other matters were discussed at this time.

14. Adjournment

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