

ACCOMACK-NORTHAMPTON PLANNING DISTRICT COMMISSION
MINUTES OF THE
October 16, 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 *Zoom*	Sandy Taylor
Anne Doyle	Eric Luchansky
Russ Williams	Leanna Rasmussen
Andrea Wert	

1. Call to Order

The October 16, 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 Crockett offered the Invocation.

3. Minutes of the September 18, 2023 Meeting

The Minutes of the September 18, 2023 Meeting were presented. Commissioner Hart moved to approve the minutes as presented. Seconded by Commissioner Smith, the motion was carried by unanimous vote.

4. Public Participation

There was no public participation.

5. September Financial Status Report

The report indicated that 18.43 percent of the FY 2024 Budget was expended while 25 percent of the fiscal year had passed.

Commissioner Crockett moved to approve the Financial Status Report as presented. Seconded by Commissioner Hart, 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 Smith, the motion was carried by unanimous vote.

7. 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. Details about featured projects follow the list.

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

The September 27th DBE/SWaM Small Business Outreach Event for the Eastern Shore, hosted by VDOT, A-NPDC and ESCC, was a success with over 30 businesses represented. There is an awareness of the upcoming infrastructure projects on the Shore and local businesses want to participate to keep the state and federal funding to build these projects here on the Shore. A-NPDC is also partnering with the Bay Consortium Workforce Development Board to host a workforce convening to highlight workforce initiatives on the Shore, including the Nexus Project, a tri-state collaboration for growing, leveraging and expanding technology and autonomous systems. The Eastern Shore Community College will also provide an update on the progress of the Aerospace Academy Lab School. The event will be held on Wednesday, October 25th from 5-7pm at the Island House Restaurant in Wachapreague.

TBD

USDA Rural Business Development Grant

Anne Doyle
Ext. 115

The Economic Development Authority of Accomack County has entered into a contract with the A-NPDC to administer the USDA-funded project for development of the Melfa Industrial Park.

3401

VDOT - Rural Transportation Planning

Ashley Mills
Ext. 127

Staff submitted a Transportation Alternatives Program (TAP) application requesting \$1.09M for a segment of the Eastern Shore Rail Trail through a portion of the Town of Parksley.

TBD

USDOT RAISE Grant - Eastern Shore Rail Trail

Anne Doyle
Ext. 115

A-NPDC staff continue to work through project limits with the Federal Highway Administration before the project agreement can be finalized. A-NPDC is also exploring options for changing the project limits of the awarded SMART SCALE grant. The goal is to maximize the number of miles constructed along the trail with funding that has been awarded through both the Rebuilding American Infrastructure with Sustainability and Equity (RAISE) discretionary grant program and the SMART SCALE funding program.

Wachapreague - HUD

Ashley Mills
Ext. 127

TBD

The HUD grant agreement has been executed for \$750,000.00. Staff is working with the Town of Wachapreague and HRSD to determine administration of the remaining grant funds from ARPA and The General Assembly's earmark through the Department of Environmental Quality. Staff is currently drafting a contract agreement with the Town.

3764

Town of Parksley Downtown Revitalization

Anne Doyle
Ext. 115

Progress continues to be made on 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)

Anne Doyle
Ext. 115

The first community session will be hosted in Wachapreague in November. 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

In collaboration with Northampton County, the committee has the Kings Creek Phase 2 project currently under construction. Dredging and beneficial use began September 28 and is anticipated for completion by the end of the year. 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. Dredging material management and project funding remain considerations.

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 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. Surficial Aquifer mischaracterization and Yorktown-Eastover

Aquifer overutilization remain areas of increasing concern. The Committee advisor is moving forward in drafting a Surficial Aquifer Characterization Plan that will provide quantitative information on yield and water quality for the surficial aquifer. 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

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

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. Dredging and beneficial use began September 28 and is anticipated for completion by the end of the year.

3353

Nassawadox Creek Phase 1B

Kellen Singleton
Ext. 129

The Joint Permit Application needed for the dredge construction phase of Nassawadox Creek has been completed by the project engineer, signed by Northampton County, and submitted. Representatives from USACE, VMRC, VIMS, the project engineer, and staff will meet October 17th to discuss steps moving forward.

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

366250

Continuum of Care (CoC)

Jen Hope
Ext. 123

Community Partners of the Eastern Shore's General Membership will meet on November 8th. The Homeless Management Information System (HMIS) committee met on October 10th. This committee is responsible for conducting the annual Point-In-Time homelessness count. The date for the 2024

PIT count is tentatively set for January 25th. A-NPDC staff will be assisting in the overnight canvas of the Eastern Shore.

3661

HUD Housing Counseling Services

Andrea Wert
Ext. 124

34 clients are receiving homeownership counseling. 2 clients have prequalified for a loan (one with FHA and one with VA) and are looking for a home. 27 clients are working to repair their credit and increase their savings. There are currently no clients receiving foreclosure counseling. 5 clients have successfully purchased homes in the past 14 months. 3 of these families were formerly Section 8 tenants. HUD does not track outcomes for successful home purchases. Attached is a graphic highlighting statewide outcomes reported as part of this grant.

The 5 clients that had been referred to USDA for pre-qualification have all returned for counseling to secure alternative loan options. All of these mortgage-ready clients have been waiting 6 to 8 months without response. Staff attended USDA's Home Loan Packager Workshop on October 12th in an effort to determine how to move our clients through the process in a more timely fashion than the local USDA office has the capacity to do so.

3662

Virginia Housing Counseling & Education

Andrea Wert
Ext. 124

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. Required partners will be training in December to assist in New Home Ownership Certification classes. Staff plans on conducting a minimum of 2 classes in 2024. Attached is a graphic highlighting statewide outcomes reported as part of this grant.

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
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
4710- HMGP - DR-4001 & DR-4411	E. Luchansky
3823 - HMGP - DR-4291	E. Luchansky
4401 - VDH Septic and Well Assistance Program	E. Luchansky

300640

Town of Onancock - Northeast Neighborhood

Eric Luchansky

One home has been demolished. Another is scheduled to be demolished this week. Staff is preparing to submit a grant for \$855,250.00 through DHCD to account for construction price overages. ANEC is scheduled to update the lighting in the area in the month of October.

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

The project is closed out.

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

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. A third in a series of community outreach and septic training events is being planned. A final DHCD compliance review is scheduled for October 30 and 31.

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

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

The sixth home is nearing completion. 20055 Saxis Road has confirmed that they will participate in the grant and have their home acquired/demolished.

4710 *Accomack County VA 4401-VA-016 Elevation/Acquisition Project* Eric Luchansky
Ext. 118

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

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

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

Northampton County has been awarded the planning grant for \$50,000.00. The A-NPDC will administer. A meeting is expected to be held in the month of October.

4401 *VDH Septic and Well Assistance Program* Eric Luchansky
Ext. 118

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

8. Grants

Northeast Neighborhood of Onancock One Time Supplemental Funding

The Northeast Neighborhood of Onancock was originally funded \$250,000.00 to rehabilitate 10 homes in January of 2022. The 10 homes were put out to bid and the total rehabilitation of the homes came in at \$840,100.00. Staff had prepared a grant application on behalf of the town of Onancock for \$855,250.00.

DHCD Down Payment Assistance Grant (DPA)

Staff requested authorization to apply for a Down Payment Assistance grant. DHCD has streamlined and increased the value of the assistance to the clients and reimbursement for performance to agencies. Clients could receive as much as \$40,000 representing 10% of appraised value of the house purchased.

DHCD Virginia Individual Development Account (IDA)

Staff requested authorization to apply for a Virginia Individual Development Account grant. DHCD was opening up 120 slots across the state to assist individuals with earned income to enhance their savings toward a home purchase. A dollar saved would be matched up to \$10 for a maximum of \$10,000.

Priority Application

Since DHCD was opening the DPA and IDA applications at the same time and needed the same staff resources, depending on the complexity of the applications, staff recommended that DPA be the first priority and IDA be the second priority.

Commissioner Hart moved to approve the Northeast Neighborhood of Onancock One Time Supplemental Funding Grant, DHCD Down Payment Assistance Grant, DHCD Virginia Individual Development Account, and Priority Application staff recommendations as requested. Seconded by Commissioner Major, the motion was carried by unanimous vote.

9. Contracts

DHCD Annual State Contract

\$89,971

The Department of Housing and Community Development has sent the Financial Assistance Contract. It provides the funding from the General Assembly for the annual state general funds.

Southeast Crescent Regional Commission

\$20,000

A-NPDC was awarded \$20,000.00 from the Southeast Crescent Regional Commission that will cover administration costs to aid new neighborhoods in need with applications for planning grants.

Commission Mapp moved to execute the Contracts as presented. Seconded by Commissioner Coker, the motion was carried by unanimous vote.

10. Executive Director's Memo

RC&D Dissolution

The meeting to consider the dissolution was planned for the end of October.

FHWA \$23.25 Million Eastern Shore Rail Trail Project Information Update

Staff met with Tim Lewis of the Federal Highway Administration about the rail trail project. No action was required.

Terminus. Although we could ask for a modification to the new southern terminus (across from the Barrier Island Center) it would involve a substantial increase in time to get to the FHWA agreement. The project also has to have a strong argument to be approved.

Mr. Lewis said if staff gets the modifications through his recommendation by the end of the year, he would expect the agreement from headquarters in June although he has no control over that office's timetable. Multiple approvals are needed and the office it must be sent through has 600 projects from RAISE, TIGER, and BUILD. Until then, no costs associated with the work can be reimbursed. Staff is developing options including investigating whether or not VDOT will agree to fund the other SMARTSCALE project if the federal project terminus is unchanged.

Mr. Lewis also told staff that the southern terminus should either have a grant cost savings to make a strong argument that the modification is beneficial to the federal government or an even better argument would be a cost increase where the overage from the grant is paid for by a local source.

Maintenance, VDOT specifications. Mr. Lewis discussed maintenance. As part of the discussion about what is built, FHWA would require it to be maintained. Although FHWA allowed them to use that

material, they also required it to be maintained. The design of the trail is critical that it not be overbuilt. The project is not required to meet VDOT standards; instead the specifications must be approved by Mr. Lewis' office. If it is not maintained, FHWA can issue a 90 day notice to repair. If the repair is not made, FHWA can then stop federal funding until it is repaired.

Commissioner Crockett asked how much maintenance updates would be and who is the responsible party for that. Commissioner Coker is going to ask that question at the next Eastern Shore Rail Trail meeting.

11. Chairman's Report

No report at this time.

12. Other Matters

No other matters were discussed at this time.

13. Adjournment

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