

**ACCOMACK-NORTHAMPTON PLANNING DISTRICT COMMISSION**  
**MINUTES OF THE**  
**March 18, 2024 Meeting**  
**ENTERPRISE BUILDING**  
**ACCOMAC, VIRGINIA**

COMMISSIONERS PRESENT:

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

COMMISSIONERS ABSENT:

Donna Smith	Accomack County
Donald L. Hart, Jr.	Accomack County
Vacant	Accomack County

OTHERS PRESENT:

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

1. Call to Order

The March 18, 2024 meeting of the Accomack-Northampton Planning District Commission (A-NPDC) was called to order by Chairman Mapp at 7:05 p.m.

2. Invocation

Commissioner Kellam offered the Invocation.

3. Minutes of the January 16, 2024 Meeting

The Minutes of the January 16, 2024 Meeting were presented. Commissioner Crockett moved to approve the minutes as presented. Seconded by Commissioner Leonard, the motion was carried by unanimous vote.

4. Public Participation

Shane and Jessica Steelman from Accomac, Virginia attended as well as Myra-Riley Taylor from the bayside community in Onancock, Virginia. There was no public discussion.

5. January/February Financial Status Report

The report indicated that 47.87 percent of the FY 2024 Budget was expended while 66.67 percent of the fiscal year had passed.

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

7. FY 2024 Budget Amendments

Adoption of the following budget amendments were requested:

1.	3334	VRA - Ag Study	\$ 100.00
			<u>+11,500.00</u>
			\$11,600.00

ITEM 1 represents the amendment to include FY24 pass-through funds.

2.	3569	DEQ VACZM 306 Year 6	\$12,000.00
			<u>+18,000.00</u>
			\$30,000.00

ITEM 2 represents the amendment to additional FY24 administrative funds.

3.	3583	Green Works/Waste Watchers	\$ 0.00
			<u>+1,400.00</u>
			\$1,400.00

ITEM 3 represents the amendment to include FY24 pass-through funds.

4.	3661	HUD Housing Counseling Services	\$38,625.00
			<u>+43,000.00</u>
			\$81,625.00

ITEM 4 represents the amendment to include additional FY24 administrative funds.

5.	366240	DHCD CoC	\$ 0.00
			<u>+6,900.00</u>
			\$6,900.00

ITEM 5 represents the amendment to include additional FY24 administrative funds.

6.	3757	Virginia Housing - Homeless Assistance GOLF	\$ 0.00
			<u>+20,000.00</u>
			\$20,000.00

ITEM 6 represents the amendment to include additional FY24 administrative funds.

7.	3695	VHDA Front Door Project (Direct)	\$ 0.00
			<u>+60,000.00</u>
			\$60,000.00

ITEM 7 represents the amendment to include FY24 pass-through funds.

The net change to the FY2024 budget is \$160,800.00

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

Commissioner Crockett moved to approve the FY 2024 Budget Amendments as presented. Seconded by Commissioner Coker, the motion was carried by unanimous vote.

#### 8. Election of Officers

The following officer terms were up for election effective March 1:

Chairman, Vacant  
 Vice Chairman, Betsy Mapp  
 Executive Committee Member, Rev. Charles Kellam

Having served three terms, the officers were not eligible for re-election.

A report from the Nominating Committee consisting of Commissioner Major, Commissioner Crockett, and Commissioner Coker was presented.

**They nominated Betsy Mapp for Chairman, C. Reneta Major for Vice Chairman and the Executive Committee member, Reverend Charles Kellam. The slate was approved by unanimous vote.**

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. 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. Doyle
3401 - VDOT Rural Transportation Planning - SPR	A. Doyle
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
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

3211

***USDA Rural Business Development Grant***

Anne Doyle  
Ext. 115

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The Economic Development Authority of Accomack County entered into a contract with the A-NPDC to administer the USDA-funded project totaling \$304 thousand, including a \$90 thousand match from Accomack County for the development of the Melfa Industrial Park. The Stormwater Master Plan and survey work began at the end of February 2024. Cornerstone Environmental has mobilized to the industrial park site and has begun clearing and grubbing, including the removal and disposal of trees, brush, weeds, debris, roots, and other material. Cornerstone is reestablishing the maintenance roads around the ditches. Using aerial drone survey, the contractor believes ditch integrity largely remains intact. The physical survey of the property has been rescheduled for June 2024. The Request for Proposal (RFP) for the market feasibility study is under development. It will be advertised electronically through eVA in order to reach the widest audience possible.

3401

*VDOT - Rural Transportation Planning*

Anne Doyle  
Ext. 115

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Staff attended VDOT's Eastern Shore Rail to Trail Stakeholder meeting on February 7th and participated in two SMART SCALE Round 6 trainings on February 20th and February 22nd to receive updates on the grant program's changes. Recall that the SMART SCALE funding has no match requirement, thus is highly competitive. Staff also participated in initial discussions with VDOT's safety office to lay the groundwork for developing a comprehensive safety action plan for the region. Both the Federal Highway Administration (FHWA) and VDOT's Safety Office have encouraged A-NPDC to apply for a federal *Safe Streets for All* (SS4A) planning grant. Based upon this advice, A-NPDC staff request approval from Commissioners to move forward with submitting a grant application for approximately \$200 thousand, due in April 2024. There is a required 20% match. Action is requested.

TBD

*USDOT RAISE Grant - Eastern Shore Rail Trail*

Anne Doyle  
Ext. 115

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A-NPDC is moving forward with revised project limits for the RAISE project with the Federal Highway Administration (FHWA). The new logical termini will be Birdsnest to the South and the Parkway intersection in Melfa to the North. Staff have drafted a Request for Proposal for staff augmentation that would allow for engineering assistance to modify both the project limits and project costs, given that VDOT is no longer administering the project. Staff will conduct pre-proposal discussions with engineering firms that are experienced in building multi-use trails.

3221

*Wachapreague - HUD and DEQ*

Anne Doyle  
Ext. 115

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The Town of Wachapreague entered into agreement with A-NPDC to administer the HUD/ARPA/DEQ-funded project totaling \$3.92 million. Construction on the Wachapreague sewer installation project is underway. All funding streams are obligated and, to date, three invoices from HRSD have been processed. Construction is anticipated to be completed by/before the end of 2024.

3764

*Town of Parksley Downtown Revitalization*

Anne Doyle  
Ext. 115

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Project closeout has commenced with a compliance review scheduled with DHCD for March 27th. Storefront signs have been completed. The contractor is awaiting warmer weather to perform storefront sign installation.

3587

*Eastern Shore Regional Navigable Waterways Committee (ESRNWC)*

Kellen Singleton  
Ext. 129

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No report.

3571

*A-N Ground Water Committee Projects*

Kellen Singleton  
Ext. 129

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No report.

3334 *Agricultural Study* Kellen Singleton  
Ext. 129

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No report.

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

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No report.

3353 *Nassawadox Creek Phase 1B* Kellen Singleton  
Ext. 129

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No report.

**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

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Community Partners of the Eastern Shore's General Membership meets on March 20th. Updates will be provided by participating service providers and committees. Director Luchansky will be presenting an informative overview of A-NPDC Housing Development projects. Raw data has been returned for the January 24th homeless Point in Time count. The data indicates a decrease in families and individuals served. The full report should be available sometime this summer. The grant application for this recurring grant has been made available and will be submitted before the end of March. Level funding is anticipated.

3661 *HUD Housing Counseling Services* Andrea Wert  
Ext. 124

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28 clients are receiving homeownership counseling. 2 clients have prequalified for a loan and are looking for a home (one with FHA & USDA, one with VA). 1 Client has prequalified and currently has a contract on a house. 23 clients are working to repair their credit and increase their savings. 1 client is receiving foreclosure counseling. 5 clients have successfully purchased homes in the past 18

months, and 3 of these families were formerly Section 8 tenants. 1 client was referred by Telemon as a young adult to learn how to handle his money and prepare for the future.

Staff has trained and passed the necessary exam to receive certification, and is currently working with FAHE to become a packager of the USDA 502 Direct Loan Applications. This program will allow staff to assist our clients directly with their applications.

**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 being held twice monthly, with 6-13 attendants in each class.

Staff conducted a presentation at Eastern Shore Area Agency on Aging for the Head-Start parents. The agenda included an overview of available Housing Services programs, and a review of Fair Housing regulations. The same program will be presented to the Head Start parents in Accomac on March 20th.

**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	E. Luchansky
3690 - Occhannock Neck Road Project	E. Luchansky
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  
Ext. 118

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The sidewalk design is under review at VDOT. One home rehabilitation contract is signed. Work is expected to begin in late March.

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

3690

*Occohannock Neck Road Project*

Eric Luchansky  
Ext. 128

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The one bedroom home was sold. The two bedroom home is still currently for sale. Staff is speaking with a few prospective buyers. Staff is working to bid out a package that would include a one bedroom home, three bedroom home, and a duplex.

3823

*Accomack County VA HMGP 4291-VA-009 Elevation Project*

Eric Luchansky  
Ext. 118

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Six homes have been elevated to date. Staff is waiting for approval from VDOT before acquiring and demolishing the home in Saxis.

4710

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

Eric Luchansky  
Ext. 118

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The engineering design is complete. Staff is working with the engineer on putting out the bid documents.

3801

*East Horntown Planning Grant*

Eric Luchansky  
Ext. 118

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Staff is beginning to prepare the application for a comprehensive improvement grant. Staff are still conducting inspections and holding monthly meetings.

3340

*Holland Lane - Cheriton Planning Grant*

Eric Luchansky  
Ext. 128

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No update.



Three homes are complete. Three homes are in the process of engineering design. Once complete, bid documents will be sent out to prospective contractors. One home has had issues with the plumbing backing up in the house. Bundick Well and Pump has determined that it is not from the septic system but instead the actual plumbing in the house to the septic system. The Health Department does not consider the plumbing to be a part of this grant and would be the homeowners responsibility. Commissioner Crockett asked if there were any additional funds to fix this issue. Ms. Meil stated that funds from Program Income could be used for this homeowner to fix the plumbing issues. All Commissioners were in agreement with no further discussion.

#### 10. Grants

##### SMART SCALE - ESRT Onley to Parksley, \$10.7M

Planning staff, in coordination with the Accomack Northampton Transportation District Commission and the Eastern Shore Rail Trail Foundation, requested authorization to apply for a SMART SCALE grant to design and build an 8.3-mile segment of the Eastern Shore Rail Trail between Onley and Parksley. The amount requested is approximately \$10.4 million. There is no required locality match.

##### SMART SCALE ESRT Cheriton to Birdsnest, \$10.4M

Planning staff, in coordination with the Accomack Northampton Transportation District Commission and the Eastern Shore Rail Trail Foundation, requested authorization to apply for a SMART SCALE grant to design and build an 11-mile segment of the Eastern Shore Rail Trail between Cheriton and Birdsnest in Northampton County. The estimated project cost is \$10.4 million. There is no required locality match.

##### Safe Streets for All - Safety Action Plan, \$200,000

Planning staff, in coordination with the Accomack Northampton Transportation District Commission and the Eastern Shore Rail Trail Foundation, request authorization to apply for a Safe Streets for All (SS4A) grant through the Federal Highway Administration. The application will request approximately \$200,000 to perform a comprehensive safety action plan for the Eastern Shore of Virginia. In an unanimous vote, both the Eastern Shore Rail Trail Foundation and the Accomack Northampton Transportation District Commission approved submission of the application during their board meetings on March 5, 2024. The SS4A grant category requires a 20% locality match (approximately \$40,000 in local funds for \$160,000 in federal funds). Board of Supervisor Members from both Counties will request funding authorization. Should the grant be awarded, the Accomack Northampton Transportation District Commission will serve as study's leader. A-NPDC will perform grant administration.

Authorization to apply for the above grants was requested. Commissioner Coker moved to approve the above grants as presented. Seconded by Commissioner Crockett, the motion was carried by unanimous vote.

Virginia Port Authority - Dredge and Beneficial Use, \$1.99M

Planning staff requests authorization to apply for a VPA Waterway Maintenance Funding to further dredging projects on Virginia's Eastern Shore and develop a long range plan for the beneficial use of the dredge material that would increase coastal sustainability.

Authorization to apply for the VPA grant was requested. Commissioner Coker moved to approve the VPA grant as presented. Seconded by Commissioner Turner, the motion was carried by unanimous vote.

11. Contracts

Federation of Appalachian Housing Enterprises, Inc (Fahe)

The purpose of the MOU is to package USDA Section 502 Direct Loans for funding by the agency. This would allow our housing counseling staff to assist clients in a more timely fashion. Authorization to apply for the Fahe Contract was requested.

Commissioner Leonard moved to approve the Federation of Appalachian Housing Enterprises, Inc Contract as presented. Seconded by Commissioner Major, the motion was carried by unanimous vote.

All Hazards Mitigation Plan Update - FEMA-DR-4644-DR-VA-0005, \$136,500

The purpose of the Agreement between the Virginia Department of Emergency Management (VDEM) and A-NPDC, the sub-grantee, is to deliver hazard mitigation planning services. A-NPDC will partner with Eastern Shore communities and other outside agencies to ensure that the plan is evaluated from several different perspectives. The mitigation goals and objectives associated with flood, wind, and other hazards would be updated and would ensure that the region is disaster-ready. The total award is \$136,500, of which 75% is the federal share, 20% is the state share, and 5% is the local required match. A current Hazard Mitigation Plan was required to receive FEMA funding in the event of a disaster.

Watershed Implementation Program WIP Contract # CTR022673

The A-NPDC was funded \$58,000.00 to administer the WIP program issued from DEQ. Additionally DEQ funded the A-NPDC \$14,9500.00 to aid in well and septic construction.

DEQ - 2024 Virginia Coastal Zone Management Program - Technical Assistance and Resiliency, \$129,000

Planning staff requested authorization to apply for Coastal Zone Management funding through DEQ to provide technical assistance to address sustainability challenges on Virginia's rural Eastern Shore. There is a required 50% local/state match for this grant. There is no required locality match.

Authorization to apply for the All Hazards Mitigation Plan Update, Watershed Implementation Program, and DEQ - 2024 Virginia Coastal Zone Management Program Contracts were requested.

Commissioner Leonard moved to approve the authorization for the above Contracts. Seconded by Commissioner Turner, the motion was carried by unanimous vote.

12. Executive Director's Memo

RC&D Council Dissolution

The sponsors met on October 27, 2023 to discuss the RC&D Council recommendation to dissolve. After discussion, the sponsors gave unanimous consent to the Council representatives to select the date of the resolution to dissolve. A-NPDC received a letter on February 15, 2024 requesting A-NPDC vote to officially close the Eastern Shore Resource Conservation & Development Council on April 1, 2024.

Motion to close the Eastern Shore Resource Conservation & Development Council on April 1, 2024 was requested.

Commissioner Crockett moved to accept the dissolution and motioned to close the Eastern Shore Resource Conservation & Development Council on April 1, 2024 as requested. Seconded by Commissioner Charney, the motion was carried by unanimous vote.

23 Market Street, Onancock Property Holdings, LLC Loan

Mr. Spuck had received an offer to purchase the 23 Market Street vacant lot and had requested a partial release on the 23 Market Street property known as "Kellam Market". It is the vacant lot, 85A2-A-48C. Description attached. They propose to pay off \$8,350.29 at the closing sale of the lot. This amount represents the prorated amount of the loan based on the assessed value of both parcels.

The deed of trust would remain on 85A2-A-48D known as "Storehouse" currently assessed at a value of \$203,800.

The loan currently is in good standing at \$45,338.86, as of March 4. Staff had obtained the necessary partial release paperwork.

Authorization to partially release the deed of trust for lot 85A2-A-48C was requested.

Commissioner Crockett approved to partially release the deed of trust for lot 85A2-A-48C as requested. Seconded by Commissioner Leonard, the motion was carried by unanimous vote.

Ms. Meil informed the Board on an informational item. House Bill 818 was passed by both the Senate and House. The Bill is awaiting approval from the Governor of Virginia to be successfully passed.

13. Closed Session

It is 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:

Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body. For the purposes of this subdivision, "probable litigation" means litigation that has been specifically threatened or on which the public body or its legal counsel has a reasonable basis to believe will be commenced by or against a known party. 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:**  
***EEOC & Threatened Litigation***

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 that 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 Leonard, seconded by Commissioner Crockett the motion carried unanimously.

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

After the closed session, the Chair reconvened the meeting. Motion was made by Commissioner Charney, seconded by Commissioner Coker 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 Kellam, Commissioner Turner, Commissioner Mapp, Commissioner Johnson, Commissioner Crockett, Commissioner Leonard, Commissioner Major, Commissioner Coker, Commissioner Charney, and voted affirmative. Ms. Meil was also present.

14. Chairman's Report

No report was given at the time.

15. Other Matters

No other matters were discussed at this time.

16. Adjournment

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