

ACCOMACK-NORTHAMPTON PLANNING DISTRICT COMMISSION
MINUTES OF THE
January 21, 2025 Meeting
ENTERPRISE BUILDING
ACCOMAC, VIRGINIA

COMMISSIONERS PRESENT:

Robert Crockett	Accomack County
C. Reneta Major	Accomack County
Mike Tolbert	Town of Chincoteague
Rev. Charles J. Kellam	Northampton County
Betsy Mapp	Northampton County
Gwendolyn F. Turner	Accomack County
L. Dixon Leatherbury	Northampton County
John Coker	Northampton County
Donald L. Hart, Jr.	Accomack County
Calvin Washington	Accomack County

COMMISSIONERS ABSENT:

Donna Smith	Accomack County
Vanessa Johnson	Accomack County
Adam Charney	Northampton County

OTHERS PRESENT:

Russ Williams	Sandy Taylor
Anne Doyle	Alexandria Thompson
Elaine Meil	
Eric Luchansky	

1. Call to Order
The January 21, 2025 meeting of the Accomack-Northampton Planning District Commission (A-NPDC) was called to order by Chairman Mapp at 7:00 p.m.
2. Invocation
Commissioner Hart offered the Invocation.

3. Minutes of the November 18, 2024 Meeting

The Minutes of the November 18, 2024 Meeting were presented. Commissioner Hart moved to approve the minutes as presented. Seconded by Commissioner Major, the motion was carried by unanimous vote.

4. Public Participation

There was no public discussion.

Commissioner Crockett introduced the new member, Mike Tolbert, to the Commissioners. Mr. Tolbert is the Town Manager of Chincoteague.

Ms. Taylor introduced the new A-NPDC staff member. Alexandria Thompson is the new Accountant for the Accomack-Northampton Planning District Commission.

5. Financial Status Report

The report indicated 46.04 percent of the FY 2025 Budget had been expended while 50 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 Hart, the motion was carried by unanimous vote.

7. Budget Amendments

Ms. Taylor stated the grant projection we originally had in the budget is being removed. The reason is because we have received grants to cover the amount of the grant projection. We have received the following funds:

3600	Drone Up	\$10,000.00
3661	VAH HUD - Housing Counseling Services	\$6,781.00
3554	DEQ VIMS Working Waterfront	\$10,000.00
3607	Southeast Crescent Regional Commission	\$20,000.00
3620	Delmarva Resilience Project	\$11,250.00

This budget amendment change is for \$25,530. This will be reflected in the March financial status report.

Commissioner Hart moved to approve the Budget Amendments. It was seconded by Commissioner Major, the motion was carried by unanimous vote.

Ms. Taylor wanted to mention a correction needed on Page 23, Budget Amendment #2. Project #3218, USDA Safety Action Plan, should be USDA Rural Business Development Grant - Melfa Industrial Grant through the Economic Development Authority of Accomack County. The only revision required is changing USDA to FHWA.

Commissioner Crockett moved to approve the above correction in the minutes from USDA to FHWA. It was seconded by Commissioner Major, the motion was carried by unanimous vote.

10. 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
3592 - Bay Act DEQ BMPs	R. Chandler
3211 - USDA for Melfa Industrial Park for Economic Development Authority	A. Doyle
3526 - DEQ/CZM Technical Assistance & Resiliency Planning	R. Chandler
3401 - VDOT Rural Transportation Planning	A. Doyle
3589 - VDEM Hazard Mitigation Plan 2026	R. Chandler
3221 - Wachapreague Sewer Installation Project	A. Doyle
3587 - Eastern Shore Regional Navigable Waterways Committee	K. Singleton
3353 - Waterway Dredging Northampton County - Nassawadox Creek Phase 1	K. Singleton
3571 - A-N Ground Water Committee Projects	E. Meil
3334 - Agricultural Study	K. Singleton
3580 - DEQ Chesapeake Bay WIP	E. Luchansky
3218 - Safety Action Plan - USDOT Safe Streets for All Program	H. Spurlock
3675- USDOT RAISE Grant for Eastern Shore Rail Trail	A. Doyle
3620 - Delmarva Agricultural Community Resilience	R. Chandler
366250 - Continuum of Care (CoC)	J. Hope
3661 - HUD Housing Counseling Services	A. Wert
3662 - Virginia Housing Counseling & Education	A. Wert
315710 - Family Self-Sufficiency (FSS)	R. Williams
300640 - Town of Onancock - Northeast Neighborhood	E. Luchansky
3690 - Occohannock Neck Road Project	E. Luchansky
3823 - Accomack County VA HMGP 4291-VA-009 Elevation Project	E. Luchansky
4710 - Accomack County VA 4401-VA-016 Elevation / Acquisition	E. Luchansky
3801 - East Horntown Planning Grant	E. Luchansky
3340 - Holland Lane - Cheriton Planning Grant	E. Luchansky
4401- VDH Septic and Well Assistance Program	E. Luchansky
300660 - Makemie Park Urgent Need Project	E. Luchansky

3220

*Economic Development Administration - Economic Development
Planning*

Anne Doyle, ext. 115

Contributing to regional economic development, a strategic market planning study has begun that will focus on the agriculture/aquaculture and aerospace industry sectors. Related supplier and service commercial sectors will be included. Staff continue to make progress on the new Comprehensive Economic Development Strategy (CEDS) that will be developed and released to the region by 2026. Progress continues to be made as time and funding permit.

3600

Drone Medical Package Delivery

Anne Doyle, ext. 115

USDA notified A-NPDC that its \$15 million grant application for Stage Two of the Drone Medical Package Delivery project to operationalize the initiative on the Eastern Shore was not awarded. There will be another opportunity to apply to USDOT for Stage Two funding in Summer 2025 and partners with Riverside Health System, Drone Up and ODU are onboard for a second try. On December 9th, A-NPDC coordinated a Drone Discovery Day at the Eastern Shore Community College to inform prospective and current students about drone pilot training, drone usage in multiple sectors, and related certification courses ESCC will conduct. DroneUp (medical package delivery) and SRS (agricultural cover crop planting) companies demonstrated their respective use cases and discussed actual career paths for drone pilots during the event.

3592

Technical Assistance for the Bay Act

Rita Chandler, ext. 129

The broad purpose of this grant is to assist towns with incorporating resilience measures into their planning processes. A-NPDC staff are coordinating the participation of incorporated town leadership in a training event held on 11/20/2024, and created web pages for the towns to cover locality maps and plans related to compliance with the Chesapeake Bay Preservation Act, zoning requirements, historic district measures, and tree permits.

3211

USDA Rural Business Development Grant

Anne Doyle, ext. 115

Staff is coordinating stakeholder interviews with regional business leaders. The purpose of the interviews is to get input on the types of businesses area leaders would like to see established in the Melfa Industrial Park. This information will be summarized in a regional marketing strategy currently being developed by bGlobal Consulting Group. The stormwater master plan is nearing completion with decisions on wetland provisions and lot subdivisions having been made by the EDA Board.

3526

DEZ/CZM Technical Assistance & Resiliency Planning

Rita Chandler, ext. 129

A-NPDC staff provided the Water Supply Planning contacts for localities and the Regional Planning Area to DEQ by the due date of December 8, 2024. A-NPDC staff attended the quarterly TAC meeting on 11/13/2024. The Shore Strong Project plan overview and timeline were submitted to DEQ on 12/04/2024 and a project discussion meeting was attended on 12/13/2024. Quotes and work plans for a Facilitator for the project have been solicited and are being evaluated during the month of January. Staff attended the Eastern Virginia Ground Water Management Advisory Meeting in Richmond, on December 16, 2024.

3401

VDOT - Rural Transportation Planning

Anne Doyle, ext. 115

Staff is assisting the Eastern Shore Rail Trail Foundation by producing marketing materials, including printed rack cards, to be used with public outreach efforts as well as fundraising efforts. In compliance with the Rural Work Program, staff continue to attend the Accomack Northampton Transportation District Commission monthly meetings. A-NPDC is also using the Rural Work Program to advance planning and scoping of the comprehensive Safety Action Plan.

3589

VDEM Hazard Mitigation Plan 2026

Rita Chandler, ext. 129

Planning is underway for the update to the Hazard Mitigation Plan. A phone conference was held with the Berkley Group who consulted with the A-NPDC on the 2021 update, and was followed up with a discussion meeting on 11/22/2024. A scope of work proposal was received from Berkley Group on 12/10/2024 and was reviewed by A-NPDC during December. Proposed modifications were submitted to the Berkley Group on 1/14/2025 for review and comment.

3221

Wachapreague - HUD and DEQ

Anne Doyle, ext. 115

The Wachapreague project schedule continues to advance: The pump station has received power from A&N Electric Coop. with load testing of the generator completed. Grinder pumps have been installed/connected on all properties except the Island House. Once this installation is completed, the project will be at substantial completion.

3587

***Eastern Shore Regional Navigable Waterways Committee
(ESRNWC)***

Kellen Singleton, ext. 114

The Nassawadox Creek project has submitted its Joint Permit Application and is awaiting issuance from the regulatory agencies before moving to the construction phase. The next ESRNWC meeting has been postponed to Thursday, January 30, 2025, at the Enterprise Building. The 2026 Waterway Maintenance Fund presentation will be held on February 13, 2025.

3353

***Waterway Dredging Northampton County - Nassawadox Creek
Phase 1***

Kellen Singleton, ext. 114

The dredging project of Nassawadox Creek has been put on the VMRC January 28, 2025 meeting for discussion. Staff will be in attendance and will give a report to the Navigable Waterways Committee on January 30, 2025.

3571

A-N Ground Water Committee Projects

Elaine Meil, ext. 116

The GroundWater Committee met on November 19th. During the week of October 28, 2024 A-NPDC collected residential well water samples in both Accomack and Northampton counties for the Ground Water well testing project. Individual testing results are expected to be mailed in January.

3334

Agricultural Study

Kellen Singleton, ext. 114

The study and data have been received. No further updates are expected.

3580

DEQ Chesapeake Bay WIP

Eric Luchansky, ext. 118

Staff continues to educate clients on the proper use of well and septic systems.

3218

Safety Action Plan - USDOT Safe Streets for All Program

Harvey Spurlock, ext. 115

The grant administration agreement has been executed by the Federal Highway Administration and the project is underway. A Request for Qualifications for the engagement of a consultant for plan preparation was advertised in eVA on January 15, 2025 with consultant proposals due on February 15, 2025. Kickoff meetings have been helped with the local VDOT Residency, the VDOT Safety Office in Richmond, and the Federal Highway Administration. VDOT's Central Safety Office will collect and perform an analysis of the crash data - to include 2024 data - for the comprehensive safety action plan.

3675

USDOT RAISE Grant - Eastern Shore Rail Trail

Anne Doyle, ext. 115

A-NPDC's engineering firm, Alpha Consulting, has provided an updated engineer's cost estimate for the project as well as a revised logical termini report. Both reports have gone to the Office of the Secretary of Transportation for approval. The Federal Highway Administration will conduct an on-site meeting with staff at the end of January.

3620

Delmarva Agricultural Community Resilience Project

Rita Chandler, ext. 129

This project, led by Virginia Tech and NOAA, will develop a regional collaborative of local and regional governments and extension organizations in rural areas of coastal Virginia, Maryland, and Delaware with the overall goal to build enduring capacity for planning and implementation of community supported risk reduction efforts that engage the strengths and capabilities of a broad range of actors in the rural coastal zone.

Director of Housing Development 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
315710 -Family Self Sufficiency (FSS)	A. Wert

366250

Continuum of Care (CoC)

Jen Hope, ext. 123

Community Partners of the Eastern Shore's General Membership met on January 8th at Eastern Shore Community College. The staff from the Virginia Department of Housing and Community Development (DHCD) made a presentation on the Homeless Point-In-Time Count. The Point-In-Time Count will be conducted on the evening of January 22nd. A-NPDC staff coordinated and will be participating in the overnight canvas.

3661

HUD Housing Counseling Services

Andrea Wert, ext. 125

23 clients are receiving homeownership counseling. 3 clients have received a pre-approval through Virginia Housing for a mortgage (two are current Section 8 clients). 20 clients are working to repair their credit, pay down debt, and increase their savings and/or income. 3 clients should be ready to secure mortgage approval barring any unforeseen setbacks. There are no current foreclosure clients. 7 clients have successfully purchased homes in the past 23 months, and 3 of these families were formerly Section 8 tenants.

3662

Virginia Housing Counseling & Education

Andrea Wert, ext. 125

Staff continues to conduct Financial Literacy, Rental Topics, and Fair Housing classes for new HCV recipients during intake briefings. Staff has resumed conducting briefings twice monthly, with 6-14 attendants in each class. Staff is still seeking partners for 1st Time Homebuyer Certification classes. Certification classes require commitment from realtor and a mortgage professional, including required training. Virginia Housing offers on-line training as an alternative to the in-person classes.

315710

Family Self-Sufficiency (FSS)

Russ Williams ext. 124

HUD awarded A-NRHA the Family Self Sufficiency (FSS) program as a supplement to administration of the HCV/Section 8 program. FSS offers financial incentives to qualified working HCV families, including escrow accounts and one-on-one housing counseling. The goal of the program is to build credit and assets in an effort to graduate from assistance and purchase a home, or otherwise become

self-sufficient. FSS aligns well with our existing Housing Counseling programs. Staff has enrolled five qualified applicant families into the program.

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
3690 - Occhannock Neck Road Project	E. Luchansky
3823 -FEMA - VDEM Accomack County	E. Luchansky
4710- HMGP - DR-4001 & DR-4411	E. Luchansky
3801 - East Horntown CDBG Planning Grant	E. Luchansky
3340 - Holland Lane CDBG Planning Grant	E. Luchansky
4401 - VDH Septic and Well Assistance Program	E. Luchansky
300660 - Makemie Park Urgent Need Project	E. Luchansky

300640	<i>Town of Onancock - Northeast Neighborhood</i>	Eric Luchansky, ext. 118
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29 Church Street was demolished in December. 8 Watson is scheduled for demolition in early February. 30 Boundary Avenue's roof has been replaced. The windows are projected to be replaced next. The rehabilitation for 5 Spady Lane is projected to begin next week.

3690	<i>Occohannock Neck Road Project</i>	Eric Luchansky, ext. 118
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The interior work is being done at the one-bedroom and two-bedroom home on Occohannock Neck Road. The foundation for the duplex is under construction on Virginia Street.

3823	<i>Accomack County VA HMGP 4291-VA-009 Elevation Project</i>	Eric Luchansky, ext. 118
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Staff is working to acquire one property in Saxis..

4710	<i>Accomack County VA 4401-VA-016 Elevation/Acquisition Project</i>	Eric Luchansky, ext. 118
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23668 Saxis Road has been acquired. Demolition of the structure is scheduled for early February. Staff has assigned an agreement to redesign the foundation at 18658 Johnson's Landing.

3801	<i>East Horntown Planning Grant</i>	Eric Luchansky, ext. 118
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Staff had submitted a grant to demolish four derelict homes and rebuild 5 substandard homes.

3340

Holland Lane - Cheriton Planning Grant

Eric Luchansky, ext. 118

Staff has submitted a grant to demolish one derelict home and rebuild two substandard homes. Staff is working with DEQ to repair the two proposed house wells and septic systems.

4401

VDH Septic and Well Assistance Program

Eric Luchansky, ext. 118

One well was completed in Nassawadox. A bid to install 3 septic systems is due at the end of the month. The locations are Saxis, Parksley, and Nassawadox.

300660

Makemie Park Urgent Need Project

Eric Luchansky, ext. 118

All paperwork has been submitted to close out this grant.

11. Executive Director's Memo

Enterprise Building

The estimates of the study were presented. The full study also includes oversize preliminary construction drawings.

The lowest cost option is estimated at \$259,100. Commissioner Hart asked if there were any options or possible grants that could be applied for and aid in the costs. Staff will certainly investigate this and report the findings. Commissioner Crockett requested to bring the costs of not using the Hampton Roads Sanitation District for comparison. Commissioner Tolbert will send information on the pre-manufactured modular pump stations they are using currently for each commercial business in the Town of Chincoteague.

Crispus Attucks & Mill Run Apartments

East Coast Property Management had stopped managing the Crispus Attucks and Mill Run Apartments as of 12/31/2024. A-NPDC took over management 01/01/2025 and has procured someone to aid in the management of these properties.

2024 Columbia Well Regional Testing

Individual results are expected to be sent out in January.

12. Agreements and Contracts

The planning Department is asking for approval to execute the following three agreements.

USDOT/Federal Highway Administration Grant Agreement - Safe Streets & Roads for All Program - (200,000: \$160,000 federal, \$40,000 county match)

NOAA/Virginia Tech Delmarva Agricultural Community Resilience Project - (\$90,000 for planning /implementation consultation)

FEMA/VDEM Hazard Mitigation Plan: Professional Services Contract with Berkley Group - (Contract in negotiation, amount range is \$70-75 thousand)

Commissioner Hart moved to approve the execution of the above three agreements. It was seconded by Commissioner Major, the motion was carried by unanimous vote.

13. Nominating Committee

A nominating committee needed to be appointed at this meeting prior to the elections. Chairman Mapp appointed Accomack Commissioner Hart, Accomack Commissioner Crockett, and Northampton Commissioner Coker to serve on the nominating committee.

14. Next Meeting

The next meeting is scheduled for Monday, March 17, 2025 at 7:00 p.m.

15. Other Matters

There were no other matters to discuss.

16. Adjournment

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

Chairman, Betsy Mapp

Executive Director, Elaine K. N. Meil