

ACCOMACK-NORTHAMPTON PLANNING DISTRICT COMMISSION
MINUTES OF THE
March 17, 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
Donna Smith	Accomack County
Vanessa Johnson	Accomack County

COMMISSIONERS ABSENT:

Adam Charney	Northampton County
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OTHERS PRESENT:

Russ Williams
Sandy Taylor
Elaine Meil
Eric Luchansky

1. Call to Order
The March 17, 2025 meeting of the Accomack-Northampton Planning District Commission (A-NPDC) was called to order by Chairman Mapp at 7:01 p.m.
2. Invocation
Commissioner Washington offered the Invocation.
3. Minutes of the January 21, 2025 Meeting
The Minutes of the January 21, 2025 Meeting were presented. Commissioner Hart moved to approve the minutes as presented. Seconded by Commissioner Smith, the motion was carried by unanimous vote.

4. Financial Status Report

The report indicated 52.74 percent of the FY 2025 Budget had been 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 Hart, the motion was carried by unanimous vote.

5. Financial Statement / Bills Payable

The Financial Statement, including the current Bills Payable were presented. Commission approval of the Financial Statement was requested.

Commissioner Major moved to approve the Financial Statement and Bills Payable. Seconded by Commissioner Hart, the motion was carried by unanimous vote.

6. Budget Amendments

There were 11 budget amendments. The net change to the FY2025 budget was \$326,275.00.

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

7. Election of Officers

Commissioner Coker, Chairman of the Nominating Committee, moved to keep the following officers.

Chairman, Betsy Mapp

Vice Chairman, C. Reneta Major

Executive Committee Member, Rev. Charles Kellam

The motion was made by Commissioner Crockett to approve this recommendation. It was seconded by Commissioner Hart, 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. Details about featured projects follow the list.

3220 - EDA-Economic Development Planning	A. Doyle
3600 - Drone Medical Package Delivery - In Close-out	A. Doyle
3592 - Bay Act DEQ BMPs - In Close-out	A. Doyle
3211 - USDA for Melfa Industrial Park for Economic Development Authority	A. Doyle
3547 - DEQ/CZM Technical Assistance & Resiliency Planning	R. Chandler
Xxxx- DEQ Water Supply Plan	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
3571 - A-N Ground Water Committee Projects	R. Chandler
3334 - Agricultural Study - In Close-out	A. Doyle
3580 - DEQ Chesapeake Bay WIP	E. Luchansky
3353 - Waterway Dredging Northampton County - Nassawadox Creek Phase 1	K. Singleton
3365 - Waterway Dredging Northampton County - Nassawadox Creek Phase 2	K. Singleton
3355 - Waterway Dredging Northampton County - Red Bank Creek Phase 1	K. Singleton
3620 - Delmarva Agricultural Community Resilience	S. Dudas
3352 - Waterway Dredging Accomack County - Folly Creek Phase 1	K. Singleton
3354 - Dredge Material Management Initiative	K. Singleton
3218 - Safety Action Plan - USDOT Safe Streets for All Program	H. Spurlock
3675 - FHWA RAISE Grant for ESRT	A. Doyle

3220	<i>Economic Development Administration - Economic Development Planning</i>	Anne Doyle, ext. 115
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Contributing to regional economic development, a strategic market planning study has begun that will focus on the agriculture/aquaculture and aerospace as well as some other target business sectors. In support of the study, stakeholder interviews have been conducted during the last two months. Staff continues to make progress on the new Comprehensive Economic Development Strategy (CEDS). Progress continues to be made as time and funding permit.

3600	<i>Drone Medical Package Delivery</i>	Anne Doyle, ext. 115
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Project close-out will be taking place during the month of March. A-NPDC, Riverside, ODU, and DroneUp intend to apply to USDOT for Stage Two funding in Summer 2025. 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	<i>Technical Assistance for the Bay Act</i>	Anne Doyle, ext. 115
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Grant close-out is underway and is awaiting reimbursement of the final invoice. The broad purpose of this grant was to assist towns with incorporating resilience measures into their planning processes. A-NPDC staff 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 plan currently being developed by bGlobal Consulting Group. The stormwater master plan is nearing completion with the Economic Development Authority of Accomack County making decisions on wetland delineation, lot subdivisions, and tenant maintenance agreements.

3526

DEZ/CZM Technical Assistance & Resiliency Planning

Rita Chandler, ext. 111

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. The DEQ Water Supply Plan kick-off meeting will be held on March 13 at the Parksley Regional Library & Heritage Center. The Shore Strong Project plan overview and timeline were submitted to DEQ on 12/05/2024 and project discussion meetings were attended on 01/13/2025 and 03/03/2025. Facilitator training for the Photovoice project was held on 02/06, 02/10, and 02/13 and attended by A-NPDC staff. The final selection of a Facilitator for the Photovoice project is expected to be completed by mid-March. Staff participated in DEQ Coastal Hazards Phase I 309 Assessment meeting on 02/06/2025. Phase II 309 Coastal Hazards Assessment meeting will be held on 03/04/2025.

3401

VDOT - Rural Transportation Planning

Anne Doyle, ext. 115

Staff is assisting the Eastern Shore Rail Trail Foundation by producing marketing materials for public outreach and development efforts, and planning for the Foundation's website update and tie -in to social media. In compliance with the Rural Work Program, staff continue to attend the Accomack Northampton Transportation District Commission and Foundation monthly meetings.

3589

VDEM Hazard Mitigation Plan 2026

Rita Chandler, ext. 111

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 reviewed by A-NPDC during December. Proposed modifications were submitted to the Berkley Group on 1/14/2025 for review and comment and the agreement was finalized on 01/31/2025. The kick-off meeting for update of the Hazard Mitigation Plan was held on 02/14/2025. The first Project Management Team Meeting will be held on 03/17/2025.

3221

Wachapreague - HUD and DEQ

Anne Doyle, ext. 115

The Wachapreague project is now in substantial completion with all sewer lines and grinder pumps fully installed, connected and operating. The pump station has received power from A&N Electric Coop. with load testing of the generator completed. In addition to the final inspection with the contractor, there remains the finalization of the maintenance agreement, the financial close-out and the reporting close-out.

3587

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

Kellen Singleton, ext. 114

The Nassawadox Creek project has submitted its Joint Permit Application. A-NPDC staff and project engineers are in the process of revising the current permit application to reflect an upland disposal effort on Tangier Island before moving to the construction phase. A Folly Creek draft JPA has been drafted and is under review by the committee. Discussions are ongoing with APO TNC regarding collaboration to beneficially utilize materials in habitat build-up. The next ESRNWC meeting is scheduled for Thursday, April 17th.

3353

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

Kellen Singleton, ext. 114

Moffat and Nichol have completed and submitted the project JPA, signed off by Northampton County. During the VMRC January 28, 2025 meeting the Virginia Marine Resources Commission Board unanimously denied the Nassawadox Creek Dredging Project, despite strong regional and local support. Citing for the denial were environmental concerns, particularly potential impacts to subaqueous habitats, and submerged aquatic vegetation (SAV) related to the dredge material disposal plan. Staff identified four potential upland sites on Tangier Island, which were presented and reviewed by VIMS, VMRC, and USACE staff. Additional funding has been requested through the Virginia Port Authority Waterway Maintenance Fund to implement the planned removal of 22,400 CY of dredge material and upland placement on Tangier Island in a presentation and written proposal delivered to VPA staff on February 13th and 28th, respectively.

3352

Waterway Dredging Northampton County - Folly Creek Phase 1

Kellen Singleton, ext. 114

The ESRNWC has determined to move forward and prepare a permit for mechanical dredging with a contractor-supplied upland placement site. A draft JPA has been completed, including the JPA form, DMMP specific to Folly Creek, gradation/Sediment data from vibracore samples, and permit figures. The draft is under review by the committee.

3571

A-N Ground Water Committee Projects

Rita Chandler, ext. 111

The Ground Water Committee met on February 18th. The Committee sent a comment letter to DEQ regarding a new withdrawal for the Yorktown, where the wells have not been drilled, that was required to conduct an alternative source investigation of the Columbia surficial aquifer but only within the next ten years. DEQ responded but issued the permit for the Yorktown.

The Committee may be requesting legislative changes to the Code of Virginia and Virginia Administrative Code.

Residential well testing results were received and sent out on 02/10/2025 to the residents who participated in well water testing in October 2024. Two sites that tested positive for E.Coli will need to be re-tested.

A Ground Water Training will be held with the Eastern Shore Master Gardener's on March 12, 2025.

3334

Agricultural Study

Anne Doyle, ext. 115

All work on the study has been completed and the project is being closed-out. A meeting with the grantor, Virginia Department of Conservation and Recreation, is taking place on March 6th to learn if they will honor their agreement and reimburse A-NPDC for approximately \$9,500 in personnel expenses incurred in managing the project.

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. 127

Four submittals were received in response to A-NPDC's request for proposals. All four were deemed fully responsive. Submitting firms are Kimley-Horn, Mead and Hunt, Wallace Montgomery, and the Timmons Group. A selection committee has been appointed and is currently performing a down-select. Staff is attending the monthly Accomack-Northampton Transportation District Commission to provide status.

3675

USDOT RAISE Grant - Eastern Shore Rail Trail

Anne Doyle, ext. 115

The federal government is re-assessing staffing within USDOT and A-NPDC's grant coordinator at the Federal Highway Administration (FHWA) has accepted the federal deferred resignation offer. For a time, this left our project in limbo, but we have a replacement coordinator. Our new project engineering coordinator with FHWA will be Vanna Lewis, P.E. Staff expects FHWA (through the Office of the Secretary of Transportation) to provide the grant agreement to A-NPDC for signature in the near future.

3620

Delmarva Agricultural Community Resilience Project

Sherry Dudas, 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.

336250 - Continuum of Care	J. Hope
3661 - HUD-Housing Counseling Services	A. Wert
3662 - VHDA HCE Foreclosure / Housing Counseling	A. Wert
315710 - Family Self Sufficiency (FSS)	R. Williams

366250	<i>Continuum of Care (CoC)</i>	Jen Hope, ext. 123
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Community Partners of the Eastern Shore's General Membership met on March 12th at Eastern Shore Community College. A presentation was provided by the Kempsville Center for Behavioral Health. A short presentation was provided by CSB on the Coalition Assessment that the CoC is conducting. The next General Membership is scheduled for May 14th. .

3661	<i>HUD Housing Counseling Services</i>	Andrea Wert, ext. 125
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26 clients are receiving homeownership counseling. 4 clients have received a pre-approval through Virginia Housing for a mortgage (two are current Section 8 clients). 22 clients are working to repair their credit, pay down debt, and increase their savings and/or income. 2 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. The application for the next fiscal year will be released soon. This application is for the ongoing funding of both the HUD Housing Counseling program and the Housing Counseling Education program.

3662	<i>Virginia Housing Counseling & Education</i>	Andrea Wert, ext. 125
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Staff continues to conduct Financial Literacy, Rental Topics, and Fair Housing classes for new HCV recipients during intake briefings. Staff has conducting briefings twice monthly, with 8-10 attendants in each class. Staff is still seeking partners for 1st Time Homebuyer Certification classes.

315710	<i>Family Self-Sufficiency (FSS)</i>	Russ Williams ext. 124
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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 are actively recruiting qualified families from the existing Section 8 tenant roster. There are currently 6 families contracted and participating in 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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8 Watson is scheduled for demolition in March. 30 Boundary Avenue is nearing completion. 5 Spady Lane is 60% complete. Rehabilitation contracts for 4 Cross Street and 12 Church Street are signed and the work has begun.

3690	<i>Occhannock Neck Road Project</i>	Eric Luchansky, ext. 118
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The two bedroom home on Occhannock Neck is currently being drywalled. We have a buyer lined up. A sales agreement is in process. The one bedroom home is being painted. The duplex on Virginia Street will be sided this week.

3823	<i>Accomack County VA HMGP 4291-VA-009 Elevation Project</i>	Eric Luchansky, ext. 118
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No update.

4710	<i>Accomack County VA 4401-VA-016 Elevation/Acquisition Project</i>	Eric Luchansky, ext. 118
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Staff has acquired 23668 Saxis Road, Sanford, VA. The demolition contract is signed.

3801

East Horntown Planning Grant

Eric Luchansky, ext. 118

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 is working to install a new well and septic on Holland Lane.

4401

VDH Septic and Well Assistance Program

Eric Luchansky, ext. 118

One septic is expected to be replaced in Nassawadox this week. One septic in Sanford and Parksley will be replaced at the end of the month. Work to replace a well and septic in Capeville and Pungoteague is underway.

300660

Makemie Park Urgent Need Project

Eric Luchansky, ext. 118

All paperwork has been submitted to close out this grant.

9. Grants

AARP Community Challenge Grant - This grant would enable Town of Wachapreague staff to coordinate and conduct two community volunteer ditch clean-out activities, including two volunteer training activities using the AARP Disaster Resilience Tool Kit. The grant funds would also enable the purchase of tools, supplies, and a close caption camera to use for the volunteer drainage clean-outs and training events.

Virginia Housing Regional Development Grant - Virginia Housing offered this grant opportunity to construct new affordable units. This grant would allow us to partner with private developers, develop raw land, and build single family homes to sell to middle income families.

Virginia DEQ Regional Water Supply Planning Grant Application - The state has requested Planning District Commissions to coordinate the development of a Regional Water Supply Plan for each Regional Planning Area (RPA) in the Commonwealth. A-NPDC will serve as the lead application agent for the RPA. The resolution is requested to be adopted by the Commission and submitted to DEQ for the preparation of a comprehensive, regionwide Water Supply Plan for the Eastern Shore of VA. State funding is anticipated to offset a portion of the costs.

The approval and authorization to accept these three grants is requested. The motion was made by Commissioner Crockett to approve, authorize, and accept these grants. It was seconded by Commissioner Hart, the motion was carried by unanimous vote.

10. Agreements and Contracts

The Planning Department is asking for approval to execute the WIP 2025 Contract, which has been offered to us. The project includes technical assistance for reducing nutrients to the Chesapeake Bay. It provides \$58,000 of federal funds to complete assistance activities.

Authority to execute this contract is being requested. Commissioner Hart moved to authorize the execution of this contract. It was seconded by Commissioner Turner, the motion was carried by unanimous vote.

11. Executive Director's Memo

Enterprise Building

A meeting was held between HRSD, Accomack County Public Works, the Town of Accomac, and Taylor Dukes. The County is considering releasing an RFP for an engineer to design a sewage collection line for downtown Accomac that would run from the current pump station along Front Street. The town representative indicated they did not want to operate a utility department.

Taylor Dukes from the Town of Exmore suggested the county or town needs to own the collection system because they would receive a wholesale rate. If HRSD were to own the system the rates would be significantly higher than the wholesale rate. The Town of Wachapreague chose that option and they are paying significantly more than the Town of Exmore.

2024 Columbia Well Regional Testing

Individual results have been sent out

12. Other Matters

There were no other matters to discuss.

13. Public Participation

There was no public participation.

14. Next Meeting

The next meeting is scheduled for Monday, April 21, 2025.

15. Adjournment

There being no further business brought before the Commission, Commissioner Crockett moved to adjourn the meeting. It was seconded by Commissioner Major, the motion was carried by unanimous vote. The meeting was adjourned at 7:29 p.m..

Chairman, Betsy Mapp

Executive Director, Elaine K. N. Meil