

ACCOMACK-NORTHAMPTON PLANNING DISTRICT COMMISSION
MINUTES OF THE
November 17, 2025 Meeting
ENTERPRISE BUILDING
ACCOMAC, VIRGINIA

COMMISSIONERS PRESENT:

Robert Crockett	Accomack County
C. Reneta Major	Accomack County
Rev. Charles J. Kellam	Northampton County
Betsy Mapp	Northampton County
Mike Tolbert	Town of Chincoteague
Donald L. Hart, Jr.	Accomack County
Calvin Washington	Accomack County
Vanessa Johnson	Accomack County
Donna Smith	Accomack County
Adam Charney	Northampton County
John Coker	Northampton County

COMMISSIONERS ABSENT:

Gwendolyn F. Turner	Accomack County
L. Dixon Leatherbury	Northampton County

OTHERS PRESENT:

Anne Doyle	Sandy Taylor
Elaine Meil	Eric Horito
Faith Lewis	Russ Williams
Myra Riley-Taylor	

1. Call to Order
The November 17, 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 Kellam offered the Invocation
3. Minutes of the October 20, 2025 Meeting
The minutes of the October 20, 2025 Meeting were presented. Commissioner Hart moved to approve the minutes as presented. It was seconded by Commissioner Major, the motion was carried by unanimous vote.

4. October Financial Status Report

The report indicated 41.42 percent of the proposed FY 2026 Budget had been expended while 33.33 percent of the fiscal year had passed.

Commissioner Crockett moved to approve the Financial Status Report as presented. It was 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 Crockett moved to approve the Financial Statement and Bills Payable. It was seconded by Commissioner Hart, the motion was carried by unanimous vote.

6. FY 2025 Audit

The A-NPDC Budget/Loan Committee met prior to this meeting to review the FY 2025 Draft Audit. The FY 2025 Draft Audit was prepared by Dunham & Aukamp, PLC. There were no findings, questioned costs, or errors. The Committee recommended to approve the FY 2025 Audit.

Commissioner Major moved to approve the FY 2025 Audit as presented. It was seconded by Commissioner Crockett, the motion was carried by unanimous vote.

7. FY 2027 Budget Requests

For FY 2026 Accomack County (\$68,821), Northampton County (\$34,143) and the Town of Chincoteague(\$7,000) approved level funding. In addition to the level funding, Accomack and Northampton Counties allocated \$5,000 each for the Eastern Shore Regional Navigable Waterways Committee.

Commissioner Coker moved to approve the level funding budget requests for the Eastern Shore Regional Navigable Waterways Committee, Eastern Shore of VA Ground Water Committee, and the Planning District. It was seconded by Commissioner Crockett, the motion was carried by unanimous vote.

8. Projects

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
3211 - USDA for Melfa Industrial Park for Economic Development Authority	A. Doyle
3593 - DEQ Regional Water Supply Plan	R. Chandler
3547 - DEQ/CZM Technical Assistance & Resiliency Planning	R. Chandler
3401 - VDOT Rural Transportation Planning	A. Doyle
3589 - VDEM Hazard Mitigation Plan 2026	R. Chandler

has designated A-NPDC as the regional planning unit (RPU) serving as the clearing house for the Eastern Shore's counties and incorporated towns.

3547

DEZ/CZM Technical Assistance & Resiliency Planning

Rita Chandler

Funding has been approved for the FY25 period: 10/01/2025 - 9/30/2026 in the amount of \$64,500 federal funding and \$64,500 match. Projects for FY25 include Technical Assistance, Engagement, Coordination, and Trainings; Navigable Waterways, Wetlands & Groundwater Preservation and Protection; Updating of the A-NPDC website; continuation of the Hazard Mitigation Plan Update; facilitation and support of state agencies in resilience planning efforts.

3401

VDOT - Rural Transportation Planning

Anne Doyle

Staff submitted quarterly reports to VDOT for transportation work performed in the July-September period.

3589

VDEM Hazard Mitigation Plan 2026

Rita Chandler

The Hazard Mitigation Plan update is nearing completion with all chapters drafted and a final Steering Committee meeting to be held on November 13, 2025. Incorporated towns have provided substantive input. The project is on track for an on-time, on-budget completion.

3587

*Eastern Shore Regional Navigable Waterways Committee
(ESRNWC)*

Kellen Singleton

The ESRNWC held its fourth quarter meeting of the year on October 16, 2025. Representatives from Rep. Kiggans' Office, USACE, USCG, DWR, VCR-LTER, TNC, and the Kilmon Cove Dredging Committee were in attendance. Regional dredging needs, regulatory constraints, committee Bylaws, and ATON updates were discussed - including UVA's Coastal Research Center request for the USCG to reestablish ATONs that marked the West to East navigational channel from Oyster Harbor to Sand Shoal Inlet, Tangier Island dredged-material disposal capacity, procedural Bylaw amendments, Dredge Material Management Initiative waterbody prioritization, and Bradford Bay/Finney Creek dredging concerns. Staff will deliver a request for assistance to Rep. Kiggans in securing federal reprogramming of USACE Norfolk District dredging funds to correct documented shortfalls in the recently completed Bradford Bay-Finney Creek maintenance dredging. In addition, staff is working with engineers to update and extend services contracts with the counties and the PDC, has procured Carlexson Consulting through

MPPDC cooperative procurement for programmatic technical management services, initiated the Dredge Material Management Initiative waterbody characteristic effort and corresponding RFP for implementation, and is directing additional wetland and other regulatory screening for Tangier dredged-material disposal. The Committee's next meeting will be held on January 15, 2026, at the A-NPDC Enterprise Building.

3353

*Waterway Dredging Northampton County - Nassawadox Creek
Phase 1*

Kellen Singleton

Staff addressed and coordinated with the Tangier Island Town Council at its April 15, 2025 meeting regarding the upland disposal plan. A pre-application meeting with VMRC, VIMS, USACE, DEQ, Town of Tangier officials, engineers, and staff was held on April 29 to review dredged-material transport and disposal site surveying, site selection, and logistics. A follow-up pre-permitting meeting with VMRC, VIMS, USACE, and DEQ was held on August 20 to share on-site wetland screening updates for the five potential placement sites and to discuss next permitting steps. Since that time, engineers have provided an updated preliminary capacity estimate for the prioritized airport-adjacent parcel, indicating that the Tangier alternative can accommodate projected Nassawadox Phase 1B volumes pending verification. Beach placement will be necessary to meet disposal requirements. Next steps include completing a formal wetland delineation at the selected site(s), finalizing capacity verification and associated survey work, and preparing a revised permit submission reflecting the Tangier upland placement plan.

3352

Waterway Dredging Northampton County - Folly Creek Phase 1

Kellen Singleton

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. Funding will be applied for in the next round of the Waterway Maintenance Fund requests.

3354

Dredge Material Management Initiative

Kellen Singleton

On April 30, 2024, the VPA authorized \$3,048,500 in Waterway Maintenance Grant Funding (FY25) to the Middle Peninsula Chesapeake Bay Public Access Authority for planning efforts to advance the Middle Peninsula Planning District Commission and Accomack-Northampton Planning District Commission's Dredge Material Management Initiative. A service agreement has been executed. The PMP has been reviewed by ESRNWC members with subsequent professional procurement. Staff has procured Carlexson Consulting through MPPDC cooperative procurement for programmatic technical management services. With the input of partnering

agencies and stakeholders, ESRNWC membership will determine priority waterbodies for in-depth characterization. A Project Management Team kick-off meeting is planned for November 12th.

3571

A-N Ground Water Committee Projects

Rita Chandler

In compliance with Virginia's Public Procurement Act, staff has completed the RFP process to update the Groundwater Supply Plan and is selecting a Hydrologist Consultant for the next contract period, which has been adjusted to run in concurrence with the state fiscal year. The selection committee reports that one firm has received the highest scores and contract price negotiations are in progress at this time.

3580

DEQ Chesapeake Bay WIP

Eric Horito

Staff collected 77 applications for new septic systems and/or wells. Currently verifying the applicants are within the Chesapeake Bay Watershed. AOSE services are being procured for two locations. No new updates.

3218

Safety Action Plan - USDOT Safe Streets for All Program

Harvey Spurlock

The third meeting of the steering committee is scheduled for November 19th. The agenda includes a discussion of the emphasis area analysis outcomes and proposed countermeasures for the region.

Staff attended the monthly Accomack-Northampton Transportation District Commission to provide an update on project status. A resolution adopting a fatal crash/serious injury reduction goal of 40% by 2050, which was recommended by the steering committee, was presented and unanimously approved.

3675

USDOT RAISE Grant - Eastern Shore Rail Trail

Anne Doyle

Funding for this awarded project, which was cleared for Agreement in October 2024, remains unavailable. FHWA staff are not furloughed and have remained in communication.

3620

Delmarva Agricultural Community Resilience Project

Sherry Dudas

This project, led by Virginia Tech and NOAA, is developing 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. Staff is hoping to possibly coordinate a meeting of stakeholders that can be convened as part of the requirements for the VDACS-AFID grant (see below). A-NPDC funding for this four-year project was reduced by 74% to \$23,320.

3201

***VDACS- Agriculture & Forestry Industries Development (AFID)
Fund Planning Grant***

Sherry Dudas

Award of a \$34,910 grant to the A-NPDC for the agriculture, aquaculture, and forestry sectors of the Comprehensive Economic Development Strategy was announced by the Governor for Accomack and Northampton County. The grant will leverage monies received for the larger CEDS if it is successfully awarded by the EDA to the A-NPDC. Staff has scheduled a meeting of a VDOF area forester and the Northampton Cooperative Extension Agent for later in November and is in the process of coordinating a meeting of stakeholders, to possibly occur in the winter of 2026.

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.

336250- Continuum of Care	J. Hope
3661 - HUD-Housing Counseling Services	A. Wert
3662 - VHDA HCE Foreclosure/Housing Counseling	A. Wert

366250

Continuum of Care (CoC)

Jen Hope

The Community Partners of the Eastern Shore General Membership met November 12th. The next General Membership meeting is scheduled for January 14th. The Homelessness Point In Time Count is scheduled for the evening of January 28th. CPES members held a planning meeting for PIT on October 30th. A-NPDC staff will again be the lead agency for the PIT effort, including reporting and in-the-field canvas.

3661

HUD Housing Counseling Services

Andrea Wert

We currently have 11 active clients working diligently to pay down debt and collections while simultaneously building savings and improving their credit scores. One client has been approved and is actively searching for a home, while another is mortgage-ready and waiting for a drop in interest rates before proceeding. Additionally, four clients with approved loans have requested to suspend their cases temporarily as they await better housing stock options and more favorable interest rates. On the foreclosure prevention front, we've successfully resolved four cases—two through loan modifications and two through deferments. Over the past two years, seven clients have achieved homeownership through our program, reflecting the continued impact and effectiveness of our counseling efforts.

3662

Virginia Housing Counseling & Education

Andrea Wert

Staff reported for the 1st quarter 40% of the project's annual goals have been met. Fair Housing, Rental Topics, and Financial Literacy classes will begin again with the next scheduled Section-8 briefing. Staff is actively planning a landlord education event to be held at ESCC in January or February.

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. Horito
3690 - Occhannock Neck Road Project	E. Horito
3823 -FEMA - VDEM Accomack County	E. Horito
4710- HMGP - DR-4001 & DR-4411	E.
Horito	
3340 - Holland Lane CDBG Planning Grant	E. Horito
4401 - VDH Septic and Well Assistance Program	E. Horito
3337 - Chincoteague Septic System Program	E. Horito

300640

Town of Onancock - Northeast Neighborhood

Eric Horito

The extension request was approved for an additional three months. Bid documents have been sent out for the sidewalk project on Pine Street. Staff is preparing contracts for the rehabilitation of 2 Watson Street.

3690

Occohannock Neck Road Project

Eric Horito

All houses on Occohannock Neck Road are complete. Staff is working with a realtor to sell the two available homes.

3823

Accomack County VA HMGP 4291-VA-009 Elevation Project

Eric Horito

Staff is working on closing out this grant.

4710

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

Eric Horito

Staff met with the contractor and homeowner to discuss plans to move forward due to the high cost of the project. The homeowner will contribute any additional funds that's needed to pay for work that is outside the amount covered in the grant. The project is delayed due to the government shutdown.

3340

Holland Lane - Cheriton Planning Grant

Eric Horito

Staff is working on closing out this grant.

4401

VDH Septic and Well Assistance Program

Eric Horito

All well and septic installation work has been completed for the D2PI SWAP project. Compiling completion reports for the Virginia Department of Health.

3337

Chincoteague Septic System Program

Eric Horito

Bid documents have been sent out for three septic installations. Procuring designs and permits for four more septic systems.

9. Executive Director's Memo

Federal Funds Report

Due to the government shutdown, there are no updates.

2025 Community Survey

There have been 126 online surveys accepted and approximately 50 were collected at the Eastern Shore Agricultural Fair.

Ground Water Committee - Vaulted Deep Presentation

Thirty members of the public and seven committee members attended. Administrator Mason read the official position of Accomack County at an appropriate moment during the presentation. The presentation Vaulted Deep gave was available in the October 2025 Ground water packet. The company answered questions as they went and that created a very lively discussion. The behavior that could have strained the patience of those present was kept in order by the Vice Chairman.

Health Care Insurance Benefits Agreement

Accomack County has forwarded a Health Care Insurance Benefits Agreement. Staff has sent back some questions regarding the agreement.

10. Other Matters

Since there will not be a meeting in December 2025, Commissioner Crockett thanked Commissioner Coker for his service on the A-NPDC board.

Commissioner Hart asked the A-NPDC staff to research if there were any grants available for cell service on the Eastern Shore. The reason for the inquiry was there are several dead spots up and down the Eastern Shore. This is very important in cases of emergency. Staff will look into this matter.

Elaine Meil's contract is expiring soon. She presented her evaluation to the Board.

11. Closed Session

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

Paragraph A.1. Discussion, consideration, or interviews of perspective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body; and evaluation of performance of departments or schools of public institutions of higher education where such evaluation will necessarily involve discussion of the performance of specific individuals. Any teacher shall be permitted to be present during a closed meeting in which there is a discussion or consideration of a disciplinary matter that involves the teacher and some student and the student involved in the matter is present, provided that the teacher makes a written request to be present to the presiding officer of the appropriate board. Nothing in this subdivision, however, shall be construed to authorize a closed meeting by a local governing body or an elected school board to discuss compensation matters that affect the membership of such body or board collectively.

PURPOSE:
Executive Director Employment Contract & Amendment

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 Crockett, seconded by Commissioner Major the motion carried unanimously.

The following board members were present: Commissioner Smith, Commissioner Mapp, Commissioner Major, Commissioner Crockett, Commissioner Charney, Commissioner Hart, Commissioner Kellam, Commissioner Washington, Commissioner Coker, Commissioner Johnson, Commissioner Tolbert, voted affirmative.

After the closed session, Chairman Mapp reconvened the meeting. Motion was made by Commissioner Hart, 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. The Commissioners requested this business be extended until the January 2026 meeting. Roll call votes were taken, Commissioner Kellam, Commissioner Hart, Commissioner Mapp, Commissioner Johnson, Commissioner Crockett, Commissioner Smith, Commissioner Tolbert, Commissioner Major, Commissioner Coker, Commissioner Charney, Commissioner Washington voted affirmative.

12. Public Participation

There was no public participation at this time.

13. Next Meeting

The next meeting is scheduled for Tuesday, January 20, 2026.

14. Adjournment

There being no further business brought before the Commission, Commissioner Coker moved to adjourn the meeting. It was seconded by Commissioner Crockett, the motion was carried by unanimous vote. The meeting was adjourned at 7:48 p.m.

Chairman, Betsy Mapp

Executive Director, Elaine K. N. Meil