

ACCOMACK-NORTHAMPTON PLANNING DISTRICT COMMISSION
MINUTES OF THE
January 20, 2026 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
L. Dixon Leatherbury	Northampton County
Donald L. Hart, Jr.	Accomack County
Calvin Washington	Accomack County
Vanessa Johnson	Accomack County
Gwendolyn F. Turner	Accomack County

COMMISSIONERS ABSENT:

Mike Tolbert	Town of Chincoteague
Donna Smith	Accomack County
Adam Charney	Northampton County

OTHERS PRESENT:

Anne Doyle	Sandy Taylor
Elaine Meil	Eric Horito
Faith Lewis	Russ Williams
Sherry Dudas	

1. Call to Order
The January 20, 2026 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 November 17, 2025 Meeting
The minutes of the November 17, 2025 Meeting were presented. Commissioner Hart moved to approve the minutes as presented. It was seconded by Commissioner Crockett with one abstention, the motion was carried by unanimous vote.

4. December Financial Status Report

The report indicated 55.02 percent of the proposed FY 2026 Budget had been expended while 50 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 2026 Budget Amendments

FY 2026 Budget Amendments were presented for adoption for administrative services for the following DEQ Water Supply, Department of Forestry Trees Rail Trail, USDA AC Industrial Park, UVA VA Equity Atlas, and DHCD Capacity Grant.

FY 2026 Budget Amendments were presented for adoption for contractual services for Wachapreague Sewer and Chincoteague Sewer.

FY 2026 Budget Amendments were presented for adoption for client services for DHCD HCE Housing Council and Groundwater Committee.

FY 2026 Budget Amendment was presented for adoption for Grant Project for Department of Forestry Rail Trail, USDA Industrial Park, DEQ Water Supply, and DHCD Homeless Solutions.

The net change to the FY 2026 Budget is \$107,584.

Commissioner Hart moved to approve the FY 2026 Budget Amendments presented. It was seconded by Commissioner Crockett, the motion was carried by unanimous vote.

7. Nominating Committee

Since the Commission By-Laws state a Nominating Committee of two Accomack Commissioners and one Northampton Commissioner be appointed at the meeting prior to the elections. The two Accomack Commissioners were Commissioner Crockett and Commissioner Turner. The Northampton Commissioner was Commissioner Leatherbury.

Having served two terms, the following officers are eligible for re-election.

Chairman- Betsy Mapp

Vice Chairman- C. Reneta Major

Executive Committee Member- Rev. Charles Kellam

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
3587 - Navigable Waterways Committee	K. Singleton
3353 - Waterway Dredging Northampton County - Nassawadox Creek Phase 1	K. Singleton
3352 - Waterway Dredging Accomack County - Folly Creek Phase 1	K. Singleton
3354 - Dredge Material Management Initiative	K. Singleton
3571 - A-N Ground Water Committee Projects	R. Chandler
3580 - DEQ Chesapeake Bay WIP	E. Horito
3218 - Safety Action Plan - USDOT Safe Streets for All Program	H. Spurlock
3675 - FHWA BUILD/RAISE Grant for ESRT	A. Doyle
3620 - Delmarva Agricultural Community Resilience Project	S. Dudas
3201 - VDACS Agriculture & Forestry Industry Development Plan	S. Dudas

3220

Economic Development Administration - Economic Development Planning

Anne Doyle

Federal funding through the Department of Commerce/Economic Development Administration (EDA) continues to be paused from January 2025. Absent funding, staff continued throughout 2025 to perform the region's economic development work in several key areas, including providing grant writing support to local, county, and regional agencies and performing committed task work on the region's Comprehensive Economic Development Strategy (CEDs). The consequence of losing this federal funding is that A-NPDC has scaled back staffing the region's Economic Development Committee, resulting in the cancellation of the December 2025 committee meeting. The funding available was fully expended in November.

The Commission has supported regional economic development through matching the EDA grant at the level of \$15,000 per year from the general funds. This is insufficient to continue the Committee workplan alone.

The EDA grant provided an additional \$70,000 toward this work.

Staff thinks a reasonable work plan lies in between these two amounts and is requesting the Commission's guidance with regards to continuance of the regional Economic Development Committee.

State funding successes for economic development are also jeopardized by the loss of federal EDA funding. In 2025, staff prepared Virginia Brownfields Assistance Fund (VBAF) grants, all of which were approved. Because application work for this state grant category was to have been covered by the federal EDA grant, A-NPDC staff has no ability to continue future initiatives to revitalize abandoned commercial buildings.

Recent successes include Phase I medical drone delivery for Riverside and partners, HRSD regional wastewater transmission planning, the Wachapreague HRSD wastewater transmission extension, marketing and preliminary engineering studies for Chincoteague Firehouse Revitalization and the Accomack Industrial Park.

3211

USDA Rural Business Development Grant

Anne Doyle

A-NPDC has completed its management of this grant for the Economic Development Authority of Accomack County (EDA), owner and operator of the Accomack County Industrial Park at Melfa. All deliverables for the grant have been met: the market report was completed as well as a website, LinkedIn page, and application for future funding through the Virginia Economic Development Partnership. The EDA, with Accomack County participation, hosted a successful visit by Virginia's Secretary of Commerce and Trade on Friday, November 14th. As a result of the visit by Virginia leadership, three Eastern Shore objectives were met: 1) Accomack County submitted a request for \$9M from the Commonwealth for public sewer service and wastewater treatment capacity expansion in northern Accomack, 2) the Commonwealth has officially supported ESCC's funding request to launch a new workforce development program, and 3) the Commonwealth has supported inclusion of the Melfa Industrial Park into the Virginia Business Ready Sites Program.

3593

DEQ Regional Water Supply Plan

Rita Chandler

For FY2026, the second year of the performance period, staff applied for and received notice of award for the maximum amount of \$9,240 to prepare the region's water supply plan. The grant agreement will be issued in mid-December. The Virginia Department of Environmental Quality 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 October-December period. VDOT held a regional meeting on December 3rd to discuss the Eastern Shore Rail Trail. Two Commonwealth Transportation Board members attended in addition to VDOT's Hampton Roads District Engineer. Notable during this meeting, VDOT presented two engineered solutions for fixing Parallel Road in Trehernville. Due to right-of-way challenges, Northampton County will need to lead this project.

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 was held on November 13, 2025. A check-in meeting was held on December 17th to review comments received from both counties. 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 quarterly meeting of CY2025 on October 16, 2025, with participation from Rep. Kiggans' Office, USACE, USCG, DWR/TNC, VCR-LTER, and the Kilmon Cove Dredging Committee. Meeting discussion included regional dredging priorities and regulatory coordination, Tangier Island dredged-material disposal planning for Nassawadox Creek, and navigation/ATON coordination items raised by regional partners. Since the October meeting, correspondence and interagency coordination have continued on multiple fronts, including: (i) transmittal of the final Wachapreague WCV federal reprogramming request letter to Congresswoman Kiggans (11/10/25); (ii) submittal of the Oyster Harbor/Oyster Creek-Sand Shoal Channel/Sand Shoal Inlet Waterway Data Sheet to USCG (10/22/25); and (iii) transmittal

of the Quinby Creek federal navigation channel letter to VMRC (1/9/26) requesting reconsideration of permit conditions affecting the federal maintenance dredging effort. In support of USACE Eastern Shore projects, staff is also compiling justification materials and coordinating partner commitments associated with Parker Creek and Deep Creek beneficial-use monitoring requirements, and a Northampton County request has been advanced for near-term survey support tied to the Little Machipongo River federal maintenance schedule. DMMI coordination continues in parallel, with channel delineation data remaining a gating input for defensible mapping and prioritization.

3353

*Waterway Dredging Northampton County - Nassawadox Creek
Phase 1*

Kellen Singleton

Coordination with the Town of Tangier and state and federal partners continues to advance the Tangier Island upland placement alternative for Nassawadox Creek dredged material following VMRC's denial of the prior nearshore berm approach. Final placement sites on Tangier have been formalized and the formal wetland delineation is complete, with follow-up site work planned to confirm field conditions. Updated planning estimates for the Tangier upland disposal approach place total project costs at approximately \$4.191M. Next steps include submission of a permit for four additional vibracores with February–March field work anticipated, completion of topographic surveys at the beach area, east of the runway, and a potential transfer site in late January/early February, and an additional pre-application meeting targeted for late January. Permit resubmittal is anticipated in April, provided additional special studies are not requested, and contractor outreach will begin once placement sites are confirmed.

3352

Waterway Dredging Northampton County - Folly Creek Phase 1

Kellen Singleton

The Folly Creek Phase 1B package remains positioned for implementation, with the draft JPA completed along with the supporting Folly-specific DMMP, gradation/sediment data from vibracores within the proposed dredge area, and permit figures. Remaining near-term items include completing the adjacent property owner (APO) table and aligning the implementation funding strategy for the next applicable VMRC Waterway Maintenance Fund cycle (FY27).

3354

Dredge Material Management Initiative

Kellen Singleton

The DMMI continues under the current WMF planning effort in coordination with regional partners, with the Project Management Team meeting monthly to manage scope, schedule, budget, and coordination. Channel delineation data remains the primary technical dependency; challenges obtaining consistent GIS-ready delineations are limiting defensible mapping and prioritization across waterbodies and are being addressed in parallel with procurement planning.

A draft technical support RFP is in development to transition the initiative into execution, including a desktop baseline, GIS mapping, tiered prioritization, and a sediment characterization/sampling plan with an optional field component as needed.

3571

A-N Ground Water Committee Projects

Rita Chandler

The Groundwater Supply Plan selection committee has selected Arcadis as the contracted Hydrologist Consultant for the next contract period, which has been adjusted to run in concurrence with the state fiscal year. Contract negotiations are completed and the fully executed contract is done with no increase to the contract rate for the upcoming contract period.

3580

DEQ Chesapeake Bay WIP

Eric Horito

Four designs and permits for septic systems are being handled by the local Health Department. Once permits are in hand, the installation work will be sent out to bid.

3218

Safety Action Plan - USDOT Safe Streets for All Program

Harvey Spurlock

The third meeting of the steering committee was conducted November 19th. Historical crash data analysis, coupled with input from the committee, resulted in the identification of ten priority sites. The consultant is currently developing mitigation strategies for the sites selected.

Staff attended the monthly Accomack-Northampton Transportation District Commission to provide an update on project status.

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 have advised, since October 2025, that the project is currently awaiting final approval by the office of the Secretary of Transportation. Staff have scheduled a trip to Washington, D.C. for meetings on Capitol Hill and at USDOT.

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 met with project team members in December and set the Eastern Shore of Virginia listening sessions for Thursday, Feb. 5th at the AREC facility. Staff will assist with registration and facilitation at the meeting.

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 Counties. The grant will leverage monies received for the larger CEDS if it is successfully awarded by the EDA to the A-NPDC. Staff is coordinating a meeting of forestry stakeholders with the VDOF area forester and the Northampton Cooperative Extension Agent for late January to discuss forestry initiatives, including workforce development.

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

The Community Partners of the Eastern Shore General Membership met January 14th. Training for the Homelessness Point-In-Time Count was the primary focus. The PIT Count is scheduled for the evening of January 28th. A-NPDC staff will again be the lead agency for the PIT effort, including reporting and in-the-field canvas.

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. Over the past two years, seven clients have achieved homeownership through our program, reflecting the continued impact and effectiveness of our counseling efforts.

Staff reported through the 2nd quarter 84% of the project's annual goals have been met. Fair Housing, Rental Topics, and Financial Literacy classes are conducted during Section-8 briefings. Staff is actively planning a landlord education event to be held at ESCC on March 17th. The event will be advertised. A limited number of spaces will be available.

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
3768 - Accomack County VA 4512-DR-VA-0026 Elevation /Acquisition	E. Horito
4401 - VDH Septic and Well Assistance Program	E. Horito
3337 - Chincoteague Septic System Program	E. Horito

Significant change in the Management Team has delayed the project. Working with DHCD to get a final extension request.

3690	<i>Occohannock Neck Road Project</i>	Eric Horito
No Update.		
3823	<i>Accomack County VA HMGP 4291-VA-009 Elevation Project</i>	Eric Horito
No Update. Staff is working on closing out this grant.		
4710	<i>Accomack County VA 4401-VA-016 Elevation/Acquisition Project</i>	Eric Horito
Pending a budget revision request to FEMA, the project is on hold. It is expected that the budget revision will be approved, and once it is, the homeowner will contribute additional funds, prior to starting the elevation, that's needed to pay for work that is outside the amount covered in the grant.		
3768	<i>Accomack County VA 4512-DR-VA-0026 Elevation Acquisition</i>	Eric Horito
FEMA has awarded Accomack County a new grant for the elevations of eight properties: three in Tangier, three in Onancock, and two in Parksley. Seven out of the eight homeowners have stated their interest in participating in the project with the eighth working to get all heirs in agreement. There is a substitution list of four additional houses if any of the selected eight opt out. Staff will procure elevation certificates and engineering designs once I have signed letters from all eight homeowners.		
4401	<i>VDH Septic and Well Assistance Program</i>	Eric Horito
Staff is working on closing out this grant.		
3337	<i>Chincoteague Septic System Program</i>	Eric Horito
Contracts have been awarded for the installation of three septic systems. Procuring designs and permits for four more septic systems.		

9. Agreements and Contracts

FY2026 BUILD Planning Application for the Eastern Shore's Working Waterfronts

Staff requests the Commission's approval to develop and submit an application to the Better Utilizing Investments to Leverage Development (BUILD) Grant Program. Entitled "Revitalizing the Eastern Shore's Working Waterfronts," the application seeks funds between \$1-\$2 Million to plan and design improvements to the region's network of public wharves and harbors so that they better meet the needs of the Eastern Shore's marine economies.

Commissioner Hart moved to approve the submission of the application to the Better Utilizing Investments to Leverage Development (BUILD) Grant Program. It was seconded by Commissioner Crockett, the motion was carried by unanimous vote.

Commissioner Hart moved to approve the resolution to the Better Utilizing Investments to Leverage Development (BUILD) Grant Program. It was seconded by Commissioner Crockett, the motion was carried by unanimous vote.

10. Executive Director's Memo

Health Care Insurance Benefits Agreement

Accomack County has provided a draft Health Care Insurance Benefits Agreement. Staff raised a question regarding one element. This relates to the early retiree health insurance continuation benefit. County staff immediately responded that it was not intended to restrict that benefit but the response did provide an answer regarding whether or not the agreement needs modification. Staff recommends that the agreement be authorized with the option to sign an amended agreement should that change need to occur.

Commissioner Crockett moved to approve and execute the agreement as amended with the early retiree health insurance continuation benefit. It was seconded by Commissioner Major, the motion was carried by unanimous vote.

Long Term Plan for Unrestricted Net Position

The Commission requested an analysis of the unrestricted net position of the A-NPDC and to provide project options.

The construction schedule usually drives the amount of cash on hand. Contractors complete work and are paid from A-NPDC cash, a reimbursement claim is then submitted to federal, state and local officials, the reimbursement is then paid back to A-NPDC on the federal, state or local payment processing schedule. This lag can cause A-NPDC cash to dip.

Also due to the way many non-construction grants are paid by quarter or semi-annually, the end of quarters is also a time when A-NPDC is owed reimbursements for almost all of the non-construction contracts. Reports are due usually 15 days after the end of the quarter. For example, the Chesapeake Watershed Implementation Planning Grant which is reimbursed semi-annually grows to \$35,000 by the end of December. Staff payroll for that grant is paid

twice per month but reimbursed to A-NPDC once per six months. All of this causes a natural dip in cash at the end of quarters.

The FY2025 audit provides the best description of the A-NPDC position although that audit ended June 30, 2025. The FY2025 audit shows A-NPDC liabilities were \$840,162 and represents cash that must be expended in the future.

Staff presented the following Long Term Plan for Unrestricted Net Position.

1. Use the month with the lowest cash on hand for planning purposes of the preceding twelve subtracting liabilities.

\$1,117,641 (September 2025)
\$ 840,162 (Liabilities FY2025 Audit)
\$ 277,479

2. Maintain a cash savings as a rainy day fund.

As of January 2026, a six month cash savings would be \$685,366 (\$114,228 per month). Since the Great Recession, the Government Finance Officers Association recommends a minimum of two months be kept on hand (\$228,456).

3. Staff will bring projects, plans or policy development to the Commission for prioritization. Emphasis will be focused on cost effective regional improvements that fill unfunded gaps and broadly benefit the general public.
4. Commission authorization is required to expend funds on a project, plan or policy development.

After further discussion among the Commissioners, they did not want to change or act on this topic presently.

11. Other Matters

Commissioner Turner wanted to thank the A-NPDC for the beautiful flowers that were sent to her during her son's transition. She appreciated them immensely.

12. Public Participation

There was no public participation at this time.

13. 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 Turner the motion carried unanimously.

The following board members were present: Commissioner Kellam, Commissioner Johnson, Commissioner Turner, Commissioner Hart, Commissioner Crockett, Commissioner Mapp, Commissioner Leatherbury, and Commissioner Washington voted affirmative.

After the closed session, Chairman Mapp reconvened the meeting. Motion was made by Commissioner Crockett, seconded by Commissioner Turner 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 Johnson, Commissioner Turner, Commissioner Hart, Commissioner Crockett, Commissioner Leatherbury, Commissioner Mapp, and Commissioner Washington voted affirmative.

14. Next Meeting

The next meeting is scheduled for Monday, March 16, 2026.

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 8:20 p.m.