

ACCOMACK-NORTHAMPTON PLANNING DISTRICT COMMISSION
MINUTES OF THE
June 16, 2025 Meeting
ENTERPRISE BUILDING
ACCOMAC, VIRGINIA

COMMISSIONERS PRESENT:

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

COMMISSIONERS ABSENT:

John Coker	Northampton County
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OTHERS PRESENT:

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

1. Call to Order

The June 16, 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 Charney offered the Invocation.

3. Minutes of the May 19, 2025 Meeting

The minutes of the May 19, 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. Financial Status Report

The report indicated 82.17 percent of the FY 2025 Budget had been expended while 92 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 Draft / Annual Work Program

The Budget Committee met at 6:30 p.m. prior to this meeting to review the proposed FY 2026 Budget / Annual Work Program.

Projected Revenues:

- Level State and level funding from the localities
- Grants Submitted:
 - USDOT Drone Delivery \$14M
 - VDOT Rural Work \$72K
 - CZM TA \$140K
 - USDA / VDACS Specialty Crop Block Grant \$49K
 - VDHCS - AFID Planning Grant \$35K
 - Go VA Per Capita - (Not submitted as of yet) \$3M
- New Applications Awarded
 - VPA (Dredging Material Management Initiative Acck & NH Counties) \$1.1M

Projected Expenditures:

- A 3% salary increase for all employees and Executive Director effective 7/1/2025 as projected in the Accomack County budget and Personnel Policies.
- VRS benefit of Health Insurance Credit remains at 1.01%.
- Health Insurance Premiums rates increased by 24% and dental rates remained unchanged. The FY 2026 Budget reflects the amount paid on behalf of family health insurance plans.
- Fringe rate is decreased for full time staff from 26.29% to 28.91%. The fringe rate increased primarily due to changes in employee coverage.
- Operating expenses have been reviewed and adjusted as compared to current estimates and year to date expenses for April 2025.

Notes:

- Excess revenues over expenditures are projected to be \$9,535.00

- The FY 2026 projected indirect cost rate is projected at 38.64%. The Indirect Cost Rate Agreement was submitted on 12/31/2024 and is expected by the end of June 2025.
- FY 2026 program goals and objectives will be presented in June 2025.

Commissioner Major moved to approve the Proposed FY 2026 Budget / Annual Work Program on behalf of the Budget Committee. It was seconded by Commissioner Kellam.

Commission adoption of the FY 2026 Budget / Annual Work Program was requested. Commissioner Hart moved to approve the FY 2026 Budget / Annual Work Program. It was seconded by Commissioner Major, the motion was carried by unanimous vote.

7. Agreements and Contracts

Recurring funding for HUD approved Housing Counseling Program to provide group education and direct one on one counseling for rental topics, fair housing, financial literacy, new home ownership, eviction, and foreclosure. Authorization to execute the agreement was requested.

Commissioner Charney moved to authorize the execution of the agreement for the HUD Housing Counseling Program. 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
3221 - Wachapreague Sewer Installation Project	A. Doyle
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

3220

Economic Development Administration - Economic Development Planning

Anne Doyle, ext. 115

This recurring federal grant continues to be on hold in 2025. Yet we are still doing the work on it in two key activities: providing regional grant writing support and staffing the region's only Economic Development Committee. On the grant side, we are preparing a *GO Virginia Per Capita Grant* application (\$3M) for Eastern Shore Community College's **FAA Unmanned Systems College Initiative and Talent Pipeline Program**, which we are asking you to approve later in this meeting. On the economic development activity side, we held a regional Economic Development Committee meeting last week which was attended by over 40 people. The main item which attracted members of the public was the section of the agenda in industrial park development, specifically 1) Coastal Precast Systems proposed business park in Cape Charles, 2) the Economic Development Authority of Wallops Research Park. Another announcement which was well received was VA Spaceport Authority's purchase of the former clam facility in Mappsville - the rehabilitation of which, the Director of External Affairs announced, would produce 100 new jobs for the region.

3211

USDA Rural Business Development Grant

Anne Doyle, ext. 115

The two contracted firms for the Melfa Industrial Park, Cornerstone Environmental LLC (completing the stormwater master plan) and bGlobal Consulting (preparing the strategic market plan and the site analysis) will be completing their work in September. bGlobal has done competitive research in 16 Delmarva industrial parks to see how Melfa stacks up. Happy to share the information should you be interested.

3221

HUD /DEQ Wachapreague Sewer Installation Project

Anne Doyle

We are at the final request for reimbursement stage before project close-out with both the Virginia Department of Environmental Quality and HUD agencies.

3547

DEZ/CZM Technical Assistance & Resiliency Planning

Rita Chandler, ext. 111

The resolution for the A-NPDC to be the RPU for Accomack and Northampton counties and the Town of Chincoteague Water Supply Plan was approved at the commission meeting on 3/17/2025. The approved resolution for A-NPDC as the RPU was accepted by DEQ on 6/03/2025. A-NPDC staff Rita Chandler and Sherry Dudas, co-facilitated the kick-off meeting on 6/03/2025 at the Chincoteague Island Community House for the Shore Strong project. Ted Shockley, Editor and General Manager of the *Eastern Shore Post*, was the guest speaker and participated at the meeting, along with Chincoteague community participants. The next meeting for this project is scheduled for July 8, 2025, which will be a working session to prepare for the Community Showcase Exhibit in August. A Town and County Leadership meeting was hosted

by A-NPDC staff on 5/28/2025 at the ESCC. A presentation was made by Tom Leigh, Alliance for the Bay, on past successful coastal resilience projects in the Delmarva region. His presentation also included potential funding opportunities for resilience projects on the Eastern Shore. A short survey of community resiliency needs was delivered to the meeting attendees. The projects listed by the participants as top priorities were ditch clearing (vegetation, leaves, trash) and flooding mitigation. A-NPDC staff member Sherry Dudas presented a small grant opportunity from AARP that will provide funding for tools for ditch clearing. Assistance was provided for the submission of a grant application to AARP for the Town of Wachapreague, and the status of the application is currently pending.

3401

VDOT - Rural Transportation Planning

Anne Doyle, ext. 115

The FY 2026 grant period gets underway on July 1, 2025. One activity VDOT wants to engage the A-NPDC in is a study of freight traffic on Route 13. I will keep you posted as I learn more about the parameters of VDOT's study.

3589

VDEM Hazard Mitigation Plan 2026

Rita Chandler, ext. 111

Planning is underway for the update to the Hazard Mitigation Plan. The kick-off meeting for update of the Hazard Mitigation Plan was held on 2/14/2025. The first Project Management Team Meeting was held on 3/17/2025 attended by fourteen, including representatives from both counties, VDEM, VIMS, Public Safety, A & N Electric Cooperative, and A-NPDC staff. A check-in meeting with the consultant was held on April 3, 2025 with A-NPDC staff. A virtual project management team meeting, including town and both county representatives, was held on May 21, 2025. The towns and counties are requested to complete the Critical Facilities and Capabilities assessments by June 09, 2025. On June 04, 2025 a status review meeting between A-NPDC and the Berkley Consultant was held. More than 100 community responses to the Hazards Survey have been received since May 13, 2025. The survey will remain open for at least one more week. A-NPDC distributed flyers to Post Offices and all of the Shore libraries the week of June 2nd. The next project management team meeting is scheduled for June 18, 2025.

3587

*Eastern Shore Regional Navigable Waterways Committee
(ESRNWC)*

Kellen Singleton, ext. 114

The ESRNWC held its second CY quarterly meeting on April 17, 2025. Representatives from the U.S. Coast Guard and the Army Corps of Engineers were in attendance. Regional dredging needs and ATON updates were discussed, including the substantial loss of seaside aids to navigation and public awareness. During their April 29, 2025 meeting, the Virginia Port Authority Board resolved to authorize up to \$1,100,000 to the Accomack-Northampton Planning District Commission, to finalize permits and advance the dredging needs of Nassawadox Creek in addition to the transfer up to \$993,144.77, which was previously awarded in Fiscal Year 2022 for Kings Creek, to the County of Northampton for dredging activities associated with Nassawadox Creek. The Waterway Maintenance Fund will be transferring the

administration of the Virginia Port Authority (VPA) to the Virginia Marine Resources Commission (VMRC) based on budget language passed during this year's General Assembly Session. Staff is in the process of updating/extending services contracts with the Counties. The Committee's next meeting will be held on August 21, 2025, at the A-NPDC Enterprise Building.

3353 *Waterway Dredging Northampton County - Nassawadox Creek Phase 1* Kellen Singleton, ext. 114

Staff addressed and coordinated with the Tangier Island Town Council at their April 15, 2025, Town Council Meeting concerning 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 discuss dredge material transport and disposal site surveying, selection, and logistics. During their April 29, 2025 meeting, the Virginia Port Authority Board resolved to authorize up to \$1,100,000 to the Accomack-Northampton Planning District Commission, to finalize permits and advance the dredging needs of Nassawadox Creek in addition to the transfer up to \$993,144.77, which was previously awarded in Fiscal Year 2022 for Kings Creek, to the County of Northampton for dredging activities associated with Nassawadox Creek. The total estimated cost for the Nassawadox Creek Dredging & Tangier Upland Disposal Project is \$4.191 million, accounting for all necessary activities, contingencies, engineering, and administrative requirements, which is now fully funded. Staff and engineers have identified a survey contractor and are scheduling an initial visit to Tangier for prospective placement site characterization, including wetland delineation.

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.

3354 *Dredge Material Management Initiative* Kellen Singleton, ext. 114

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 is being worked on between MPPDC and A-NPDC. A draft agreement is under review by the MPPDC Executive Director and will be executed in June.

The Ground Water Committee met on May 20, 2025. Residential well testing results were received and sent out on 2/10/2025 to the residents who participated in well water testing in October 2024. The two sites that tested positive for E.Coli were retested on 4/15/2025 and the re-test results were provided to the homeowners on 4/17/2025 along with a Virginia Cooperative Extension information paper on household water quality, "Bacteria and Other Microorganisms in Household Water". This project for residential well testing is now complete. The Annual Progress Report from USGS was received on 6/03/2025. During the period Oct 2024 - May 2025, the USGS published logs from FY24's effort to the Geolog Locator online tool and reviewed Eastern Shore logs on the Geolog Locator to ensure complete logs are published online. USGS has begun the analysis of FY24 logs. During the next quarter, USGS will present its analysis of the 2024 logging effort to the A-NPDC Groundwater Committee and begin the field work to log wells in August of 2025. An RFP via eVA has been prepared to update the Groundwater Supply Plan. Once responses are received, a selection committee will be convened to review and select a consultant to update the plan. In addition, an RFP has been prepared for the selection of a Hydrologist Consultant for the next contract period. The new RFP will establish a contract term that is consistent with the Commonwealth of Virginia's fiscal year rather than the current Federal fiscal year.

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

A project kickoff meeting with Kimley Horn was held on June 9. A notional schedule was presented indicating an anticipated project duration of nine months. Three virtual Steering Committee meetings will be held over the life of the project. Meetings will occur at key milestones and to review draft deliverables. Input received from the committee, in conjunction with participation from the community, stakeholders, and representatives, is a critical component of the plan. Date selection for the initial steering committee is being finalized.

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

3675

USDOT RAISE Grant - Eastern Shore Rail Trail

Anne Doyle, ext. 115

We are still currently waiting for the RAISE grant.

3620

Delmarva Agricultural Community Resilience Project

Sherry Dudas, ext. 129

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 has compiled resources for outreach for next steps, which is to survey Cooperative Extension agents and other staff. A collaborative steering team meeting is scheduled for July 14th.

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
315710 - Family Self-Sufficiency (FSS)	C. Guzman

366250

Continuum of Care (CoC)

Jen Hope, ext. 123

The Community Partners of the Eastern Shore next General Membership meeting will be July 9th. Raw numbers for the Annual Homeless Point-In-Time Count have been issued indicating a decrease in local homelessness reported. The Virginia Department of Housing and Community Development (DHCD) typically issues the final report during the summer. Staff will present the final numbers to the Commission once the report is issued. The FY 26 grant award is pending. Level funding is expected.

3661

HUD Housing Counseling Services

Andrea Wert, ext. 125

15 clients are receiving homeownership counseling. 5 clients have received a pre-approval through Virginia Housing for a mortgage (two are current Section 8 clients). 15 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. One client avoided foreclosure when staff negotiated a deferment with the lender. Staff is working with 2 additional foreclosure clients. 7 clients have successfully purchased homes in the past 24 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 is conducting briefings twice monthly, with 5-10 attendants in each class. The FY 26 grant award is pending. Level funding is expected.

315710

Family Self-Sufficiency (FSS)

Candi Guzman ext.
124

HUD awarded A-NRHA the Family Self-Sufficiency (FSS) program as a supplement to the 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. 7 families are currently under contract and receiving counseling services.

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
3690 - Occhannock Neck Road Project
3823 -FEMA - VDEM Accomack County
4710- HMGP - DR-4001 & DR-4411
3801 - East Horntown CDBG Planning Grant

E. Horito
E. Horito
E. Horito
E. Horito
E. Horito

3340 - Holland Lane CDBG Planning Grant	E. Horito
4401 - VDH Septic and Well Assistance Program	E. Horito
300660 - Makemie Park Urgent Need Project	E. Horito

300640	<i>Town of Onancock - Northeast Neighborhood</i>	Eric Horito, ext. 128
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The demolition quota has been met. 12 Church Street is 90% complete. Preparing contract for 6 Watson Street. Once VDOT approves the design for sidewalks, contracts for construction will be signed.

3690	<i>Occohannock Neck Road Project</i>	Eric Horito, ext. 128
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The two-bedroom home (Lot 1) and one-bedroom construction are both complete, waiting on final inspection and obtaining a Certificate of Occupancy. The two-bedroom home (Lot 3) has sold.

3823	<i>Accomack County VA HMGP 4291-VA-009 Elevation Project</i>	Eric Horito, ext. 128
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No update.

4710	<i>Accomack County VA 4401-VA-016 Elevation/Acquisition Project</i>	Eric Horito, ext. 128
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The home in Sanford has been demolished.

3801	<i>East Horntown Planning Grant</i>	Eric Horito, ext. 128
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The planning grant is closed out.

3340	<i>Holland Lane - Cheriton Planning Grant</i>	Eric Horito, ext. 128
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No update.

A septic system is expected to be installed in Temperanceville in early June.

All paperwork has been submitted to close out this grant.

9. Executive Director's Memo

Federal Funds Report

The US Department of Housing and Urban Development (HUD) approved staff for access to the online system to draw down the entirety of one grant which expires at the end of April. Staff is engaged with HUD staff to complete the necessary documentation to draw the funds.

No change to the Economic Development Administration (EDA) on the Partnership grant application.

The FHWA Coordinator has given A-NPDC the tentative date of May 30, 2025 for the agreement on the Rail Trail project. FHWA is completing work on the agreement but it has not been issued.

The NOAA CZM grant application went forward and was submitted on time. Staff was notified it appears to be delayed but will not be eliminated and may not be reduced.

Update to the Small Purchase Procedures

Staff have noticed for smaller jobs such as small rehabilitation projects, contractors are less likely to produce bids for the project and consequently the bids received have failed to provide competitive pricing. As a result staff recommends jobs of this nature be changed to solicitation of quotes.

The last update to the small purchase procedures was in 2017. An updated small purchase procedure was compiled and presented at the meeting.

Commissioner Crockett made a motion to accept the updated small purchase procedure. It was seconded by Commission Charney. The motion was carried by unanimous vote

11. Other Matters

There were no other matters to discuss.

12. Public Participation

There was no public participation at this time.

13. Next Meeting

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

14. Adjournment

There being no further business brought before the Commission, Commissioner Crockett moved to adjourn the meeting. It was seconded by Commissioner Charney, 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