

ACCOMACK-NORTHAMPTON PLANNING DISTRICT COMMISSION
MINUTES OF THE
July 21, 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
John Coker	Northampton County
Donald L. Hart, Jr.	Accomack County
Calvin Washington	Accomack County
Vanessa Johnson	Accomack County
Donna Smith	Accomack County

COMMISSIONERS ABSENT:

Adam Charney	Northampton County
Gwendolyn F. Turner	Accomack County

OTHERS PRESENT:

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

1. Call to Order
The July 21, 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 Kellam offered the Invocation.
3. Minutes of the June 16, 2025 Meeting
The minutes of the June 16, 2025 Meeting were presented. Commissioner Hart moved to approve the minutes as presented. It was seconded by Commissioner Crockett, the motion was carried by unanimous vote with one abstention.

4. Financial Status Report

The report indicated 96.23 percent of the FY 2025 Budget had been expended while 100 percent of the fiscal year had passed. Mrs. Taylor reminded the Commission there will be several end of the year adjustments made before the audit. Another report will be given at the next meeting that will show the adjustments.

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

Auditors from Dunham, Aukamp, & Rhodes, PLC. will be visiting the office on August 4th and 5th to perform some preliminary testing and will return September 8th and 9th to complete the audit requirements.

7. Agreements and Contracts

The Virginia Department of Environmental Quality has offered a modification to the existing contract, Grant Agreement #17629, to install an additional 6 wells and 4 septic BMPs. The contract amount would rise from \$149,500 to \$487,500. The administration portion of the contract would change from \$37,395 to \$104,538. Commission approval to execute the modification was requested.

We have received the Memorandum of Understanding, MOU, for the AFID Grant for \$34,910 to sign. This is to include the aquaculture, agriculture, and forestry chapter into the Comprehensive Economic Development Strategy. We are requesting Commission approval to sign the MOU, Memorandum of Understanding.

Commissioner Hart moved to authorize the execution of the modification to the existing contract, Grant Agreement #17629, and also to sign the AFID's Memorandum of Understanding. 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

Federal funding through the Department of Commerce/Economic Development Administration was unfrozen in late June, but A-NPDC must reapply for the funds with an application deadline of July 16th. Prior to the announcement unfreezing the funds, staff was nonetheless performing the region's economic development work in several key areas: providing grant writing support to local, county and regional agencies, staffing and coordinating meetings for the region's only Economic Development Committee, and preparing the region's Comprehensive Economic Development Strategy (CEDS). On the grant side, staff prepared and submitted on July 3rd a *GO Virginia Per Capita Grant* application (\$3M) for Eastern Shore Community College's **FAA Unmanned Systems College Initiative and Talent Pipeline Program**.

3211

USDA Rural Business Development Grant

Anne Doyle, ext. 115

Recall A-NPDC applied for and is administering this grant for the Economic Development Authority of Accomack County that owns and operates the Accomack County Industrial Park at Melfa. Two firms were contracted for progress toward site-ready development of the Melfa Industrial Park: Cornerstone Environmental LLC, to complete the stormwater master plan, and bGlobal Consulting, to prepare the strategic market plan, the site analysis, and the marketing/advertising plan. These consultants are nearing completion of their analyses,

recommendations and plan preparation. Their body of work will be shared with EDA Board Members later this month.

3221

HUD /DEQ Wachapreague Sewer Installation Project

Anne Doyle

A-NPDC has submitted its final request for reimbursement before administratively and financially closing-out the project with both the Virginia Department of Environmental Quality and HUD.

3547

DEZ/CZM Technical Assistance & Resiliency Planning

Rita Chandler, ext. 111

A-NPDC Staff attended the CZM-PDC meeting in Mattaponi, VA on June 24, 2025. Highlights of the meeting included an update on CZM funding which has been approved for level funding for next year. There are still delays expected, possibly until January 2026; however, pre-award costs will be approved back to October 01, 2025, once award is made. Planning should include utilizing matching funds prior to the award notice. NOAA has had staff reductions from 8 persons down to 1, which will lead to processing delays. A presentation by Triangle-Environmental on elevated septic systems was informative and a consideration for a lower cost, more environmentally friendly approach that may be a possibility for the future on the Shore.

A working meeting for the CZM Shore Strong project was held on July 8, 2025, at the Island Community House in Chincoteague to prepare for the Community Showcase Exhibit in August.

3401

VDOT - Rural Transportation Planning

Anne Doyle, ext. 115

The FY 2026 grant period got underway on July 1, 2025. One activity VDOT wants to engage the A-NPDC in is a study of freight traffic to-from Virginia Ports along Route 13. Coordination with the Accomack Northampton Transportation District Commission and the Eastern Shore Rail Trail Foundation continues. Two-thirds of the Rail Trail is funded (between Cape Charles and Onley) with construction underway on one-tenth of the trail.

3589

VDEM Hazard Mitigation Plan 2026

Rita Chandler, ext. 111

Planning is underway for the update to the Hazard Mitigation Plan. On June 18, 2025 a status review meeting between A-NPDC and the Berkley Consultant was held. More than 155 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 July 02, 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 and addressing public concerns with the 2024-2025 ACOE Wachapreague/Finney Creek & Bradford's Bay Dredging Project. 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.

3571 *A-N Ground Water Committee Projects* Rita Chandler, ext. 111

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 and select a Hydrologist Consultant for the next contract period. The selection committee, Paul Grossman, Susan Mastyl, and Rita Chandler will convene in July to review and select a consultant to update the plan and select a Hydrologist Consultant. 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.

3580 *DEQ Chesapeake Bay WIP* Eric Horito, ext. 128

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

The first of three steering committee meetings was conducted on June 11. Topics of discussion included a review of the plan purpose, program requirements, the role of the steering committee and goals and objectives for the plan. The meeting was well attended with excellent participation by the members. The second meeting is being scheduled for the week of July 14th. The topics of this meeting will include selecting emphasis areas for analysis, the target goal, and criteria of the high injury network. Preliminary crash data analysis is in process.

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

Funding for this awarded project, which was cleared for Agreement in October 2024, remains unavailable. After providing A-NPDC with an Agreement execution date of *May 30, 2025*, the Office of the Secretary of Transportation and the Federal Highway Administration in Washington have formed a Grants Review Task Force (GRTF) that will provide an additional layer of grant review to ensure the project work is in keeping with the Administration's goals. The new Agreement date whereby funding would be available is September 30, 2025.

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.

Heirs Property Education Mediation Program

Staff are conducting a presentation on Monday, July 28, 2025, at the Jerusalem Baptist Church. This presentation is to educate the community on heir property issues. Both counties are funding this program. These funds are used to provide mediation for families. We will answer the families' questions and counsel them regarding title searches, affidavit of ownership, wills,

and assist in funding if possible. Staff will be present to help with applications for anyone interested.

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 General Membership July 9th. A presentation on gambling addiction was given for the attendees. The next General Membership meeting is scheduled for September 10th. The Virginia Department of Housing and Community Development (DHCD) has issued the Annual Homeless Point-In-Time Count report which is below. The FY 26 grant award is pending. Level funding is expected.

Date of PIT Count: 1/22/2025

Population: Sheltered and Unsheltered Count

Total Households and Persons

	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Total Number of Households	7	10	2	19
Total Number of Persons	15	17	2	34
Number of Children (under 18)	8	6	0	14

Historical totals:

2020- 39 persons, 31 sheltered, 8 unsheltered
2021- 51 persons, 35 sheltered, 16 unsheltered
2022- 62 persons, 37 sheltered, 25 unsheltered
2023- 56 persons, 28 sheltered, 28 unsheltered
2024- 34 persons, 29 sheltered, 5 unsheltered
2025- 34 persons, 32 sheltered, 2 unsheltered

3661***HUD Housing Counseling Services*****Andrea Wert, ext. 125**

18 clients are receiving homeownership counseling. 5 clients have received a pre-approval through Virginia Housing for a mortgage (two are current Section 8 clients). 18 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 forbearance with the lender through September. A repayment plan can be negotiated at the end of that term. Staff secured the cancellation of foreclosure sale for a 2nd client, and that family is currently under review by the lender for possible modification options. 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 6-12 attendants in each class.

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	E. Horito
3690 - Occhannock Neck Road Project	E. Horito
3823 -FEMA - VDEM Accomack County	E. Horito
4710- HMGP - DR-4001 & DR-4411	E. Horito
3801 - East Horntown CDBG Planning Grant	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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12 Church Street is complete. One contract signed for 10 Watson Street. Pending the Northeast Onancock Neighborhood Management team approval, 6 Watson Street will be signed late July. VDOT is still reviewing 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 home (Lot 2) have both finished construction, waiting on final inspection and obtaining a Certificate of Occupancy.

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

East Horntown Planning Grant

Eric Horito, ext. 128

The planning grant is closed out.

3340

Holland Lane - Cheriton Planning Grant

Eric Horito, ext. 128

No update.

4401

VDH Septic and Well Assistance Program

Eric Horito, ext. 1288

The Temperanceville septic system has been bid out. Waiting on results due July 28th.

300660

Makemie Park Urgent Need Project

Eric Horito, ext. 128

Makemie Park has been closed out. Twenty-six new septic tanks were installed. The old system was removed and graded.

9. Executive Director's Memo

Federal Funds Report

Staff has sent in the requested HUD documentation to draw the FSS funds for CY 2024. The funds remain available due to the congressional action taken by staff. The coordinator has agreed to help us immediately draw the first two quarters of FSS for CY2025 before ending the congressional action.

Although delayed seven months, A-NPDC has been invited to submit the Economic Development Administration (EDA) Partnership grant application.

The FHWA Coordinator has informed A-NPDC about a new FHWA process that is required before they will offer an agreement. Now the agreement must receive approval from the BUILD Program Manager in the Office of Administration and a Contracting Officer in the Office of Assistance Agreements. The best case scenario is this new review will take a minimum of one month. Due to the backlog in the Office of Assistance Agreements, FHWA says the worst case

scenario is the review would be completed September 30, 2025. Staff has updated the congressional action request previously submitted.

1.5% Bonus To Staff

Accomack County was able to offer a 1.5% bonus to all employees. To enable A-NPDC staff to receive that same bonus on the same terms, the cost would be \$14,274.93. Bonuses are apportioned to grants and budget line items based on employee time spent.

The bonus will be calculated based on employee's salaries as of July 1, 2025. Full-time regularly scheduled employees will receive 1.5% of their base salary. Part-time employees will receive a prorated bonus based on hours worked from January 1 to May 31, 2025, with a minimum bonus of \$150. To be eligible, employees must be actively employed in a regularly scheduled position as of June 18, 2025. The bonus would be paid by August 12, 2025.

Commission approval was requested to add the 1.5% bonus to the budget and pay the bonuses..

Commissioner Crockett made a motion to add the 1.5% bonus to the budget and pay the bonuses. It was seconded by Commissioner Major. The motion was carried by unanimous vote

11. Other Matters

Since the auditors will be coming August 4th and 5th of next month. We will not have any financial reports to share at the next meeting. It was asked if the Commissioners would like to cancel the August meeting. The next meeting would be in September.

Commissioner Crockett made a motion to cancel the August meeting and return in September. It was seconded by Commissioner Coker. The motion was carried by unanimous vote.

12. Public Participation

There was no public participation at this time.

13. Next Meeting

There was discussion of the auditors coming on August 4th and August 5th. The report would not be available at the time of the August 18, 2025 meeting. The Commissioners decided to cancel the August meeting. The next meeting is scheduled for Monday, September 15, 2025.

14. Adjournment

There being no further business brought before the Commission, Commissioner Hart moved to adjourn the meeting. It was seconded by Commissioner Coker, the motion was carried by unanimous vote. The meeting was adjourned at 7:40 p.m.

Chairman, Betsy Mapp

Executive Director, Elaine K. N. Meil