



LEESBURG ENVIRONMENTAL ADVISORY COMMISSION

**Tuesday
March 2, 2021
7:00 P.M.**

Town Hall
Lower Level Conference Room 2
25 West Market Street

COMMISSIONERS

Maria Bergheim (24)

Julie Bolthouse (24)

Kohler Brafford (24)

Jennifer Chu (22)

Martha Jones (24)

Gabriella Kelemen (22)

Paul Sheaffer (22)

Members of the public may participate in person or via webex. Any members of the public wishing to participate via webex should contact Richard Klusek at 703-771-2758 at least one day prior to the meeting to request log in information.

If you require any type of reasonable accommodation, as a result of a physical, sensory or mental disability, to attend and/or participate in this meeting, please contact Richard Klusek at 703-771-2758. Three days advance notice is requested.

LEESBURG ENVIRONMENTAL ADVISORY COMMISSION

Mission: To promote and protect the environmental interests of the Town.

MEETING AGENDA Tuesday March 2, 2021

7:00 P.M. Lower Level Conference Room 2, Town Hall

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes: February 2, 2021*
4. Chairperson's Statement
5. Petitioners
6. Staff Items
 - a. 2020 Tolbert Award
 - b. Elections
 - c. Suggested Updates to Bylaws*
 - d. Preparation of Annual Report
 - e. EAC Photos
 - f. Meeting Schedule – April and July
 - g. Rain Barrel Workshops
 - h. Westpark Update
7. Old Business (60 Minutes)
 - a. EAC Strategic Plan Update
 - b. Flower and Garden Show
 - c. Keep Leesburg Beautiful
 - d. Vegetation management/goats
8. New Business
 - a. Keystone Energy
 - b. EV Charging Station Rebates
9. Adjournment

(*) Material attached

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**Town of Leesburg Environmental Advisory Commission
Meeting Minutes
February 2, 2021**

The Town of Leesburg's Environmental Advisory Commission (EAC) met on February 2nd, 2021 at 7:00 p.m. in the Town Hall at 25 West Market St., Leesburg, Virginia.

Call to Order: Chair Chu called the meeting to order at 7:00 p.m.

Roll Call: Present: Commissioners Jennifer Chu, Maria Bergheim, Kohler Brafford, Gabe Kelemen, Paul Sheaffer, Julie Bolthouse, and Marth Jones.

Staff Representatives: Richard Klusek, Nathaniel Ogedegbe

Observer: Earl Hower, Chair of the Tree Commission

Chair Chu stated: "This meeting is being held electronically pursuant to and in compliance with the Amended Ordinance to Ensure the Continuity of Government During the State of Emergency Caused by the COVID-19 Pandemic, adopted by the Leesburg Town Council on January 12, 2021. As set forth on the agenda for this meeting, members of the public who wish to participate or to provide comments during the public comment portion of the meeting may do so by participating in person or by contacting Richard Klusek at 703-771-2758 to request Webex log in information. Additionally, comments may be emailed to EAC@Leesburgva.gov.

The following commissioners were physically present: Commissioners Jennifer Chu, Maria Bergheim, Kohler Brafford, Gabe Kelemen, and Paul Sheaffer. Commissioners Jones and Bolthouse participated via WebEx.

Approval of Agenda: The agenda was approved 7-0 (motion by Chu, second by Kelemen) with the addition of Westpark to Old Business and the email on the Master Gardener event to New Business.

Approval of Minutes: There being no major corrections, the meeting minutes of January 5th, 2021 were approved as presented 5-0-2 (motion by Sheaffer, second by Kelemen, Bolthouse and Jones abstain). Sheaffer noted the year in the first sentence needed to be corrected to 2021.

Chairperson's Statement: Chairperson Chu welcomed the Commissioners and said we are excited to have them. Klusek let the new Commissioners know he is available to help them if they have any questions.

Tree Chair Hower presented the EAC with a notebook of the Tree Commission accomplishments, and explained what was in the notebook, and stated the Tree Commission would like to work with the EAC on some items.

Staff Items (all Klusek other than e):

a. 2020 Tolbert Award. The Nomination Period is over with zero nominations. Outreach included

social media and press releases. The Town will perform the outreach activities again and extend the date by two weeks. Chu tried to follow-up with the Girl Scout troop, but the project was not appropriate. Each EAC member should think of an awardee and complete the form by the new due date, which Klusek will provide.

- b. Upcoming Election.* The EAC agreed to wait until the next meeting to nominate or vote. Kelemen is stepping down as co-chair. Chu wants to stay as chair. Kohler and Sheaffer agreed to discuss the co-chair and secretary spots.
- c. Updates to Bylaws.* Our Bylaws need to be modified to address some topics like election timing, when minutes are due, etc. Klusek will update the Bylaws and send a draft to the EAC. The EAC will send any suggested edits to Klusek by February 21st.
- d. Preparation of Annual Report.* The EAC should complete our annual report during the first quarter, or shortly after. Kelemen is working on it, and it will be in the same format as last year. Kelemen needs help with the content, and we went over the draft. All current EAC Commissioners will be listed. Goal for final document is April. Kelemen will distribute the current draft to the EAC.
- e. MS4 Permit.* Nathaniel Ogedegbe, who coordinates the MS4 for the Town, presented the current version where we recently received our permit. He will send us the link to this approved Permit. This brought up our previous discussion of the mulch pile at Ida Lee. He said if the EAC still has concerns, email Phil Jones.
- f. EAC Commission Portal.* EAC has access to it. It has lots of information we need on bylaws, IT training, HR paperwork, etc. Office 365 should be available in around 3 months.
- g. EAC Photo.* We will do headshots instead. All but Kelemen and Sheaffer should send a headshot to Kelemen and Klusek.

Old Business:

- a. EAC Strategic Plan Implementation.* The EAC continued review of the ideas in the four priority areas in the existing Strategic Plan – recycling and waste management, pesticide use, water quality, and energy conservation. Kelemen provided input to the items with her name in it on the tracking spreadsheet. Bolthouse and Jones should submit any new ideas they want to lead and indicate which actions they want to join. New Town Council members might be more interested in the EAC if we share our tracking list with them periodically. As part of reviewing the minutes each month, we should show the status table.
- b. Flower and Garden Show.* Smart Landscaping theme. Discussed giving away flower seed packages to draw people to our table. Make a poster of the pamphlet on Smart Landscaping. Show battery operated technologies like lawn mowers. Soils and mulches display. Have diorama. If we want to spend money, a vote by full commission is needed.
- c. Keep Leesburg Beautiful.* Event is led by the DPW and we need to follow the DPW lead. This Spring's event could be like last one, or like the rally one we did ourselves. The Town will let us know the format. Discussed online map with litter locations.

- d. ***C-Pace Update.*** Chu put something together for the Town's website, which they are implementing. She also contacted Virginia Pace Authority, the contracted program administrator for the Loudoun County C-PACE program, and confirmed that they can give a presentation on the program to the Town, if there is interest. She shared this information with the Town Economic Development staff. This item is now closed.
- e. **Westpark.** The EAC developed an email and sent it to Mayor Burk. Brafford will follow-up.

New Business:

- a. ***Vegetation Management/Goats.*** Mayor wants a position from the EAC regarding the goats. We need more information from the Town on the costs of each solution before can make a recommendation. The Town will send us this information prior to the next meeting.
- b. ***Recycling Update.*** Next meeting
- c. ***Mulch Pile at Ida Lee Park.*** Was discussed under Staff Items.
- d. **Master Gardener email.** EAC members should do outreach on this event.

Adjournment: The meeting was adjourned at 9:08 pm, approved 7-0 (motion by Sheaffer, second by Kelemen).

LEESBURG ENVIRONMENTAL ADVISORY COMMISSION

Bylaws and Rules of Procedure

The following Bylaws and Rules of Procedure are adopted in order to facilitate the exercise of the Environmental Advisory Commission of the Town of Leesburg in Virginia.

ARTICLE I

SELECTION OF CHAIRMAN, VICE CHAIRMAN, and SECRETARY

Section 1-1. Chairman, Vice Chairman, and Secretary.

The officers of the Environmental Advisory Commission shall be a chairman, vice chairman, and secretary. The elections shall be held and the term shall commence on the second meeting of the commission each ~~new fiscal~~calendar year. Chairman, Vice Chairman, and secretary candidates must receive the votes of a majority of the members present. The Chairman, Vice Chairman, and Secretary shall serve until the second meeting of the succeeding ~~fiscal~~calendar year or until a successor is elected. Vacancies in ~~either any~~ office shall be filled by an election in the first meeting after the vacancy announcement. The successor fills the remainder of the unexpired term. Candidates receiving the votes of a majority of the members present will ascend to these positions.

Commented [RK1]: Note that Town Code encourages elections between January and March of each year.

ARTICLE II

DUTIES OF CHAIRMAN, VICE CHAIRMAN, and SECRETARY

Section 2-1. Chairman.

The Chairman shall preside over all meetings of the Environmental Advisory Commission and shall:

- (a) Receive communications on behalf of the Environmental Advisory Commission and report the same at the next meeting.
- (b) Ensure the orderly conduct of all meetings.
- (c) The chair shall report any attendance problems to the town council, which has the authority to require a member to resign ~~if the said member is absent from three consecutive meetings due to attendance problems.~~ Attendance problems include, but are not limited to, if the member is absent from three consecutive meetings.

or is absent from any four meetings within any 12-month period.

Commented [RK2]: This language is taken directly from the Town Code.

- (d) Carry out all other duties as established by the Environmental Advisory Commission.

Section 2-2. Vice Chairman.

The Vice Chairman shall act as chairman of the Environmental Advisory Commission when the Chairman is absent or unable to fulfill his duties.

Section 2-3. Secretary.

The Secretary is responsible for recording minutes and action items of meetings within ~~five~~fifteen calendar days of the meeting, ensuring their accuracy and availability, and coordinating with Town staff for the proper retention of agendas, minutes, and other legal documents as may be required by Commonwealth law and approved by the chairman.

ARTICLE III

DUTIES OF THE ENVIRONMENTAL ADVISORY COMMISSION

The duties of the Environmental Advisory Commission are specified in the Town Code (section 2-222) and include:

The Leesburg Environmental Advisory Commission's mission is to promote and protect the environmental interests of the town. The Environmental Advisory Commission reviews town planning and policy documents as they relate to the environment, conducts an annual environmental awards program, and advises the town council on town environmental concerns. The following are additional powers and duties of the Leesburg Environmental Advisory Commission:

- (a) Review significant town planning and policy documents periodically and provide recommendations on updating its environmental elements as needed.
- (b) Identify and pursue sources of funds for implementation of the commission's goals.
- (c) Administer an annual environmental awards program for conservation and

beautification projects and other environmentally responsible efforts, encouraging business and citizen participation.

- (d) At the request of the planning commission concurrently review plans for development (e.g., rezoning or special exception plans) for potential environmental impacts and provide comment to the planning commission for incorporation within the planning commission's comments on the plans.
- (e) Conduct or recommend to the town council commissioning of studies that address the town's environmental concerns.
- (f) Interface with representatives of the town and/or neighboring jurisdictions to collect information on environmental issues of interest to the town.
- (g) Initiate, facilitate, plan, direct and/or coordinate community-wide efforts that are supportive of the commission's goals. Such efforts may include coordination with local volunteer, private, and government organizations.
- (h) Promote public interest in the general improvement of the environment.
- (i) Provide at least annually a report to the town council on the activities and accomplishments of the Environmental Advisory Commission.

ARTICLE IV

MEETINGS

Section 4-1. Meetings of the Environmental Advisory Commission.

The Environmental Advisory Commission will meet the first Tuesday of the month or more often as necessary upon the call of the Chairperson or two or more members at 25 West Market Street. The Commission meetings will be open to the public and will convene at 7:00 p.m.

The time and location of Environmental Advisory Commission meetings can be changed as required for the expedient conduct of Environmental Advisory Commission business.

Environmental Advisory Commission procedure shall be governed by Robert's Rules of Order, Newly Revised Edition by Sara Corbin Robert, Scott, Foresman and Company, as

follows:

- (a) A majority of the members present shall constitute a quorum and action of the Commission shall be valid when authorized by a majority of those present and voting.
- (b) No new business items will be considered after 9:00 p.m.

ARTICLE V

ENVIRONMENTAL ADVISORY COMMISSION/STAFF RELATIONSHIP

It is the Town Manager's responsibility to ensure and supervise the adequate staffing and administrative support necessary for the Commission to conduct its business.

ARTICLE VI

ETHICS

The Environmental Advisory Commission is an arm of local government and deals with matters of importance and concern to local citizens. Activities of the Environmental Advisory Commission may come under close public scrutiny. It is vitally important that the Commission perform all of its activities fairly and openly without any hint of unethical conduct. The board/commission shall be knowledgeable of the requirements of the state Freedom of Information Act (Code of Virginia, § 2.2-3700 et seq.), State and Local Government Conflict of Interests Act (Code of Virginia, § 2.2-3100 et seq.) requirements, and the town's board and commission handbook.

ARTICLE VII

PROCEDURAL CHANGES

All guidelines, rules and items within the Bylaws may be amended by a two thirds vote of those present provided that five days notice of intent to amend has been provided to all

ENVIRONMENTAL ADVISORY COMMISSION BYLAWS & RULES OF PROCEDURE

5

Commission members.

Revised ~~April 11, 2011~~_____

