



LEESBURG ENVIRONMENTAL ADVISORY COMMISSION

**Tuesday
July 6, 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 July 6, 2021

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

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes:
 - a. June 1, 2021*
4. Chairperson's Statement
5. Petitioners
6. Old Business (60 Minutes)
 - a. Recycling*
 - b. EAC Strategic Plan Update*
7. New Business
 - a. None
8. Staff Items
 - a. EV Charging Stations
9. Adjournment

(*) Material attached

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**Town of Leesburg Environmental Advisory
Commission Meeting Minutes
June 1, 2021**

The Town of Leesburg's Environmental Advisory Commission (EAC) met on June 1, 2021 at 7:00 p.m. in Town Hall at 25 West Market St., Leesburg, Virginia.

Call to Order: Chairperson Chu called the meeting to order at 7:01 p.m.

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

Staff Representatives: Richard Klusek

Petitioner/Observer: None

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.

It is the practice of the Town of Leesburg to record meetings of the Town's standing boards and commissions. All Town Council, Board and Commission meetings are recorded and can be found on the Town's Web site at www.leesburgva.gov.

The following commissioners are physically present: Commissioners Jennifer Chu, Maria Bergheim, Kohler Brafford, Gabe Kelemen, Martha Jones, Paul Sheaffer, and Julie Bolthouse.

Approval of Agenda: The agenda was approved 7-0 (motion by Brafford, second by Jones).

Approval of Minutes: Approval of minutes from May meeting. (Motion by Bolthouse, second by Jones. Passed 7-0.)

Chairperson's Statement: Chairperson Chu has no statement.

Old Business:

- a. C-PACE Update:* Chu shared that the Loudoun C-PACE program was expanded to include residential properties with 5 dwelling units or more and to include stormwater improvement projects and resiliency projects. Chu will forward to Russ Seymour suggested edits to the Town of Leesburg C-PACE webpage to incorporate the changes to the Loudoun C-PACE program.
- b. Soil Test Vouchers:* Chu reached out to VT lab for soil tests to learn if EAC could financially incentivize Town residents to get soil tests. The VT lab will not allow us to pre-pay for soil tests but we can pick up the tab at the end of a period of time (e.g., monthly). Master Gardeners currently hand out soil test vouchers. Discussion tabled.
- c. Recycling:* No update on glass recycling and purple bins.
- d. EAC Strategic Plan Update:* Reviewed spreadsheet. Sheaffer to manage spreadsheet and will send to Chu and Klusek two weeks before next month's meeting. Add update from Keith Markel on Town EV charging stations. Take a peek at the EAC portal and determine if we should update the content, as well as if it's worth the EAC's time to continue to maintain. Send comments to Martha prior to next meeting.

New Business:

- a. USDA Community Composting and Food Waste Reduction Grant:* Budget would have to be prepared for submission. July 16th submission deadline. Town would have to contribute 25% of total awarded grant value. Added to the EAC matrix for continued evaluation.
- b. EAC Budget:* EAC has \$3,500 allocated budget for next fiscal year. Now is the time to draft requests for additional money.

Staff Items (Klusek):

- a. None to report.*

Adjournment: The meeting was adjourned at 8:55 pm, (motion by Brafford, second by Sheaffer). Passed 7-0.

From: [Philip Jones](#)
To: [Jennifer Chu](#); [Renée LaFollette](#)
Cc: [Richard Klusek](#)
Subject: RE: EAC - Recycling update
Date: Wednesday, June 2, 2021 4:16:32 PM

Jennifer,

Please see the responses below in blue to your original questions. My apologies for the delayed response as we were working with Patriot to get the latest recycling contamination rates. Let me know if I can answer any other of your questions.

- Glass recycling
 - Is the Town still considering separate glass collection?
[The Town has received pricing on glass collection but the item has not moved forward due to budget concerns.](#)
 - DPW had requested a quote from Patriot for 4 sites for glass collection. Where are the 4 sites that DPW is considering?
[No sites have been agreed upon at this time. The challenge with central collection sites is that the areas need to be monitored closely for glass debris and there are currently no locations with adequate space and staffing.](#)
 - How much would this cost, after factoring savings from NOT hauling glass to WM?
[The most recent quote from Patriot is \\$85,000 for the 4 pick-up locations. This does not include any savings from glass removal from the other waste streams as there is not enough data available to calculate savings. Providing glass collections would provide an unknown amount of savings as those material volumes and potential glass contamination are eliminated.](#)
 - What would be the size of the collection bins? Same size as the purple dumpsters?
[The size would be the same as the large purple dumpsters utilized by Loudoun County.](#)
- Recycling contamination
 - What were the results of the previous initiative to notify residents about contamination in the blue totes (i.e., stickers on totes)? Was it effective?
[The previous initiatives have been successful in reducing recycling contamination from about 20% to 5% where it sits today.](#)
 - What are the current contamination rates?
[The current recycling contamination rate is only 5%. This means that 5% of the loads are tagged as containing contaminated waste. This is a very low percentage of recycling contamination.](#)
 - Is DPW considering another sticker campaign? Maybe monthly or every other month, just to remind residents about contamination?
[The current contamination rates are low and as a result DPW is not planning on adding another sticker campaign in the immediate future.](#)
 - Does Patriot back-charge the Town if there's too much contamination in the recycling totes?
[No, Patriot pays all of the additional fees associated with contaminated recycling and does not back charge the Town.](#)

Thanks,

Philip Jones, PE

Stormwater and Environmental Manager

Department of Public Works and Capital Projects

Town of Leesburg, Virginia

25 W. Market Street, Leesburg, VA 20176

Ph: 703-737-7129

Cell: 571-233-0401

Fax: 703-737-7065

From: Jennifer Chu

Sent: Monday, May 24, 2021 10:23 PM

To: Renée LaFollette <RLaFollette@LEESBURGVA.GOV>; Philip Jones <PJones@LEESBURGVA.GOV>

Cc: Richard Klusek <Rklusek@LEESBURGVA.GOV>

Subject: Re: EAC - Recycling update

Thanks, Renee!

We were wondering about the contamination issue because we were noticing a lot of non-recyclables (styrofoam, plastic bags) in the recycling toters again.

Any info is appreciated. We're just trying to revisit the issue and see if there's any way to improve the recycling rates. We know this is an ongoing battle.

Thanks,

Jen

From: Renée LaFollette

Sent: Monday, May 24, 2021 9:04 AM

To: Jennifer Chu; Philip Jones

Cc: Richard Klusek

Subject: RE: EAC - Recycling update

Jennifer –

I will get you some answers. Don't know that I really have much detail, but will try to get some for you. It may take me a few days to get the answers primarily to the contamination issue.

Renee

From: Jennifer Chu

Sent: Sunday, May 23, 2021 10:51 PM
To: Renée LaFollette <RLaFollette@LEESBURGVA.GOV>
Cc: Richard Klusek <RKLusek@LEESBURGVA.GOV>
Subject: EAC - Recycling update

Hi, Rene,

At the last EAC meeting, the group revisited recycling and we had a few questions. When you get a chance, could you please provide an update on the following:

- Glass recycling
 - Is the Town still considering separate glass collection?
 - DPW had requested a quote from Patriot for 4 sites for glass collection. Where are the 4 sites that DPW is considering?
 - How much would this cost, after factoring savings from NOT hauling glass to WM?
 - What would be the size of the collection bins? Same size as the purple dumpsters?
- Recycling contamination
 - What were the results of the previous initiative to notify residents about contamination in the blue toters (i.e., stickers on toters)? Was it effective?
 - What are the current contamination rates?
 - Is DPW considering another sticker campaign? Maybe monthly or every other month, just to remind residents about contamination?
 - Does Patriot back-charge the Town if there's too much contamination in the recycling toters?

Thank you in advance for any information you can provide.

Thanks,
Jennifer

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Recycling and Waste Management	Description	EAC Lead	Ongoing Notes	End Goal
Litter cleanups - twice per year	<p>Litter cleanup events within the Town</p> <p>Spring cleanup is coordinated with Keep Leesburg Beautiful</p> <p>Fall cleanup is an EAC-only sponsored event</p>	Sheaffer Chu	<p>Discussed Spring 2021 cleanup at Jan 5, 2021 EAC meeting</p> <p>Next cleanup will be April 10, 2021 - KLB - SUCCESSFUL</p> <p>Consider app maps for next event in October 2021 - decide on date in August meeting. Chu will work with DPW on app map.</p>	<p>Successful ongoing semi-annual litter cleanups</p> <p>Reduce litter / Cleaner streets, sidewalks, and parks</p>
More recycling bins in Town	<p>Pair one large recycling trash bin everywhere there is an existing regular trash bin</p>	Brafford	<p>Klusek to see if Town maintains an inventory with locations</p> <p>Klusek to provide EAC with map of existing trash / recycling bins</p> <p>EAC to recommend locations for additional recycling bins</p> <p>Chu started work on location of trash cans and recycling cans in Town</p> <p>Brafford and Chu to do a field trip</p>	<p>Reduce recycling contamination</p> <p>Increase the number of recycling bins within Town</p>
Glass recycling	<p>Replicate Loudoun County program within Town</p>	Bergheim Chu	<p>Where to locate on Town property?</p> <p>Cost to Town of adding and maintaining glass recycling?</p> <p>Bergheim reviewed purple recycling bin locations for glass recycling. Renee (DPW) mentioned the Town is looking into the acquisition of four purple recycling bins total. Trying to determine location of the purple bins. Chu will ask Renee for an update on recycling (glass recycling, purple bins, level of contamination in blue toters).</p>	<p>Better local solution for glass recycling</p>
Recycling outreach	<p>Educational outreach event(s) featuring the recycling board</p> <p>Outreach event(s) may piggyback on other Town events, such as First Friday, etc.</p>	Kelemen	<p>Determine frequency and which Town events are appropriate</p> <p>Consider outreach as opportunity to educate and gauge resident support for potential initiatives/policies such as Zero Waste Resolution, etc.</p> <p>Work with Art Commission on project involving recycling.</p>	<p>Promote recycling awareness and education</p>

Recommendations for better Town recycling program	Recommendation to Town to improve overall trash and recycling programs Make list of suggested improvements to Town	Bergheim Chu	Do more research about what happens with the Town's recycling Evaluate opportunities to expand the types of products that can be recycled (e.g., compost, bins in Town Hall for batteries, CFLs, etc.)	Improved recycling program
Restaurant waste reduction	Encourage waste reduction strategies at restaurants by providing a list of alternative packaging material (eg paper straws, recycled napkins, biodegradable utensils, etc.)	Bolthouse	Next year - post COVID	Less waste from restaurants going to landfill
Upcycling challenge	The challenge would be to create something new out of something old (unwanted item or material). This could be for students, businesses, craftsmen and women, or just anyone. The goal is encourage creativity, entrepreneurship, and waste reduction.	Bolthouse	See "Recycling Outreach" comment on working with the Art Commission. We should come up with an idea to present to them. Bolthouse and Kelemen to develop and idea.	Less waste
Compost recycling (grant)	Federal grant for composting programs	Bolthouse	Wait until next year	Less waste

Pesticide Use	Description	EAC Lead	Ongoing Notes	End Goal
Educational outreach via landscaping / lawncare pamphlet	Smart practices in landscaping Include other chemicals (not just pesticides) and fertilizers	Brafford, with Chu taking lead once pamphlet is complete	Brafford to develop first draft Consider doing a video? Live in Leesburg segment Use the poster ideas from the F&G show as part of the pamphlet Check to see what DPW has already done?	Make printed pamphlet available at Town Hall Make electronic version of pamphlet available on EAC portal Live in Leesburg segment on sustainable landscaping / lawncare best practices Outreach to HOAs
Work with Town to continue to decrease pesticide use	Work with Town on restricting use of neonicotinoids, glyphosate, chlorpyrifos and identifying cost-effective alternative herbicides Recommendation to Town on reducing pesticide use in other public use areas	tbd	Mayor would like a recommendation from EAC to continue the goat program (Town Branch waterway maintenance) Decided for Spring 2021 to use weed-whacking, will revisit in Fall 2021	Effective, cost-effective alternatives to current pesticide use

My Backyard program (VA Coop Extension program)	Set up a program similar to Rain Barrel workshops	Chu Kelemen	Coordinate with Master Gardeners? Consider a children's version of the program Chu will get input on how to develop and promote the program. Put on the Leesburg webpage	Assist and guide residents with healthy soil, lawns, trees, shrubs, perennial flowers, and more.
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Water Quality	Description	EAC Lead	Ongoing Notes	End Goal
The Poop Pledge	Promote clean up of pet waste through existing programs and outreach	Kelemen	Promote existing PAWS program during EAC events Identify areas within the Town for outreach to enhance compliance Assess distribution, usage of, need for additional Dog Clean Up Stations Need to recommend how to improve the PAWS programs Need some visual to show the impact - some type of outreach event Work with HOAs somehow	Reduce quantity of pollutants entering Town water ways
Road salt and pretreatment reduction	Identify locations for road salt reduction Find sustainable chemical alternatives to current treatment	Chu		Less treatment being applied
Drain markings	Sponsor event or workshop Identify other ways to expand DPW effort	Chu	Need app? Good for scouts.	Reduction in improper materials being dumped in the drains
Rain Barrel Workshops	EAC promotion Additional workshops	Brafford	Normally April and May - we need to allocate funding? Continue subsidies for 2021	More residents using rain barrels

Energy Conservation and Sustainability	Description	EAC Lead	Ongoing Notes	End Goal
Continued implementation of the Energy Conservation Policy	Enhance, make sure it is implemented, track energy use	Sheaffer Chu Bolthouse Brafford	Sheaffer, Chu, and Brafford to develop updated draft Sheaffer developed update for Chu and Brafford to review Attached to agenda, then staff review, then to Town Council	Town using less energy and more renewable energy

Traffic energy conservation	Bike lanes, traffic circles, more bike parking	Bergheim Bolthouse	Standing residential traffic committee? Trails committee (no)? DPW is the transportation infrastructure department. Bike lanes.	Less vehicle traffic Better bike paths More sidewalks and paths
Car charging stations	Electric car stations	Sheaffer Chu	Working with Town on Dominion rebates plus recommendation to TC Continue monitoring Town progress	Car charging station in Town parking lots/garages Other charging stations
Solar lighting for pathways	Use of viable energy saving lights to illuminate pathways	Kelemen	Explore solar lighting along the high-traffic pedestrian path from North King to Rust Library Delay until next year	Solar lights on paths
C-PACE	Loan type for efficiency projects	Chu	Chu to develop paragraph for Town website Town website now references County website C-PACE recently approved for residential, as well as commercial applications. Chu will get more details on this. No residential property Town council is looking at it. EAC action completed.	Outreach to facility owners Completed
PV at town and other facilities and community solar	Generate electricity with solar panels	Bolthouse	Review Keystone application and consider recommendation to Town Council Decided not to develop Recommendation, but to incorporate in Energy Conservation Plan Ongoing in future	Increase use of renewable electricity

Other Activity	Description	EAC Lead	Ongoing Notes	End Goal
Flower and Garden Show Booth	Largest and best known Town event, EAC has a booth/table	All	Develop posters and other materials for 2021 event Subcommittee meeting on January 26, 2021 Debrief from 2021 completed	Educational outreach on environmental issues
Bee City USA	National certification program indicating Town's ongoing commitment and support for good pollination practices	Bolthouse	Due preparation for next year and have something ready for Town Council	
EAC Student Representative	Formulate and submit changes to EAC bylaws to add student representative(s) to the Commission	tbd	Assess Commission interest	

Student Environmental App Challenge	competition students design simple app addressing environmental issue, smaller version of Congressional App Challenge	tbd	Assess Commission interest	
Tolbert Award	Annual Town Environmental Award	Chu	Selected compost recycling -- Food Loop Chu to research Girl Scout Troop tree planting project Letters to the non-winners - on Town Letterhead Award presented in May 25th TC meeting	
EAC Portal	Annual maintenance of EAC pages on Town website	Kelemen Martha	Need to look at. Need to update it. Monthly.	Keep pages up-to-date
Tree Commission	Work with Tree Commission as needed	Chu	Consider coordinating on Tree Planting Campaign	
Westpark	Recommendation to Town Council and Board of Supervisors		Check with Mayor on our recommendation	
Ida Lee Brush pile - stormwater	SOP		Received SOP from Phillip Jones	
Biophilic City		Bolthouse	Guest speaker	
Review Town Policies	Evaluate Town Tree Conservation, Tree Preservation, and Open Space ordinances, compare to other VA localities	Bolthouse	Make recommendations on improving Completed with out comments on Leesburg Legacy	
Comments on Town Comprehensive Plan/Legacy Leesburg	Review documents and provide comments	Bolthouse	Subcommittee meeting on March 23, 2021 with Julie Bolthouse taking notes Bolthouse to develop formal draft EAC comments for review by subcommittee 5/4/2021 - reviewed of letter to Town Council, approved	
EAC Annual Report	Annual reporting of EAC activities	Kelemen	Kelemen developed final version In progress: drafting and formatting 2020 report 2020 draft complete, will be part of info package to TC on May 25, 2021	
Soil Test			Chu contract VaTech lab. See email. Consider for next year. Consider something else than these and rain barrel.	