



LEESBURG ENVIRONMENTAL ADVISORY COMMISSION

Tuesday
January 4, 2022
7:00 P.M.

Town Hall
Lower Level Conference Room 2
25 West Market Street

COMMISSIONERS

Julie Bolthouse (24)
Kohler Brafford (24)
Leigh Anne Faugust (24)
Martha Jones (24)
Ami Mason (22)
Bill Replogle (22)
Paul Sheaffer (22)

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 January 4, 2022

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

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes:
 - a. December 7, 2021*
4. Chairperson's Statement
5. Petitioners
6. Old Business (60 Minutes)
 - a. Recycling Update and Tour
 - b. Energy Conservation and Management Policy
 - c. Annual Report for Town Council
 - d. Flower and Garden Show Planning
 - e. Keep Leesburg Beautiful Planning
 - f. Review of Strategic Plan Tasks
7. New Business
 - a. None
8. Staff Items
 - a. Tolbert Award Update
 - b. Elections
9. Adjournment

(*) Material attached

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Town of Leesburg Environmental Advisory Commission
Meeting Minutes
December 7, 2021

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

Call to Order: Vice Chair Sheaffer called the meeting to order at 7:02p.m.

Roll Call: Present: Paul Sheaffer, Bill Replogle, Kohler Brafford, Martha Jones, Ami Mason, and Leigh Anne Faugust. Absent: Julie Bolthouse

Staff Representatives: Richard Klusek

Visitors: Nathaniel Odgedegbe

Paul Sheaffer stated: "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 "

Approval of Agenda: The agenda was approved 5-0-2 (motion by Brafford, second by Replogle Martha Jones absent for approval of agenda).

Approval of Minutes: The meeting minutes of November 3, 2021 were approved as presented 4-0-2-1 (motion by Jones, second by Sheaffer).

Elections: Brafford made a motion to elect Sheaffer as Chair, Brafford as Vice-Chair and Jones as secretary. (Brafford motions, Faugust seconds, passes 6-0-1)

Chairperson's Statement: Chairperson Sheaffer thanks Ami and Leigh Anen for joining the EAC.

Petitioners: None

MS4 Permit Update: Nathaniel Odgedegbe from the Department of Public Works provided an update regarding the Town's MS4 permit. Reviewed Clean Water Act. Purpose of MS4 Permit Program – 6 minimum control measures. *Note: PowerPoint will be emailed out to EAC.*

Old Business:

- a. Recycling Update and Tour:*** Brief overview of the past measures to improve recycling efficiencies. Klusek to reach out to Patriot/Public Works and see when opportunities are available to visit. Replogle shared results of outreach campaign on Facebook for recycling advertising. Results are great. New campaign for holiday-focused ads will be running in the coming weeks. Replogle motions to continue recycling campaign on Facebook, four posts with \$25 per post, Sheaffer seconds, motion passes 6-0-1.
- b. Energy Conservation and Management Policy:*** Klusek spoke with Town Manager about budget request for new position. Klusek suggested the EAC assist with outlining the requirements of this new position. EAC reached consensus that best approach was to have full-time position for

environmental compliance and safety specialist, in addition to the sustainability aspect of the position. EAC could make initial pitch to Town Manager with assistance from associated staff. Members to gather information on this to review and discuss at next meeting to draft formal proposal. Paul to spearhead effort. Sheaffer motions to have himself create a draft proposal for the Town Manager with the future presentation to Town Council. (Replogle seconds, passes 6-0-1).

- c. **Live in Leesburg:*** Brafford to schedule time with Leah for spring with fertilizer and lawn treatment segment. Replogle presented idea for pre-recording a segment on recycling. News release for the Town could also be generated for recycling campaign.
- d. **Budget Requests:*** \$3,500 budget for EAC for year. July 1st through June 30th is budget FY.
- e. **Strategic Plan Update:*** Sheaffer explained strategic plan. EAC members to revisit current spreadsheet and identify if they'd like to continue with their current associated task, change, add, or remove themselves for items.

New Business:

- a. **None***

Staff Items (Klusek):

- a. **Annual Report:*** First quarter item. Will go on next meeting's agenda.
- b. **Water Conservation Challenge:*** In month of April. Klusek to sign us up.
- c. **Tolbert Award:*** Nomination period is now open and ends January 23rd, 2022.

Adjournment: The meeting was adjourned at 9:00 pm, approved 6-0-1 (motion by Brafford, second by Sheaffer).