



LEESBURG ENVIRONMENTAL ADVISORY COMMISSION

Tuesday
March 1, 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 March 1, 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. February 1, 2022*
4. Chairperson's Statement
5. Petitioners
6. Old Business
 - a. Energy Conservation and Management Policy
 - b. Annual Report for Town Council
 - c. Flower and Garden Show Planning
 - d. Keep Leesburg Beautiful Planning
 - e. Review of Strategic Plan Tasks
7. New Business
8. Staff Items
 - a. Attendance Policy*
9. Adjournment

(*) Material attached

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**Town of Leesburg Environmental
Advisory Commission Meeting Minutes
February 1, 2022**

The Town of Leesburg's Environmental Advisory Commission (EAC) met on February 1, 2022 at 7:00 p.m. in the Town Hall at 25 West Market St., Leesburg, Virginia.

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

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

Absent: Ami Mason

Staff Representatives: Richard Klusek

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 6-0-1 (motion by Replogle, second by Bolthouse) with addition of update from Tree Commission meeting and Solar Forum.

Approval of Minutes: The meeting minutes of January 4th, 2022 were approved 6-0-1 (motion by Bolthouse, second by Sheaffer).

Chairperson's Statement: We have a full agenda.

Petitioners: Earl Hower from Tree Commission

Elections: Bolthouse motioned with second by Jones to elect Sheaffer as Chair, Braddford as Vice Chair, and Jones as Secretary 6-0-1.

Old Business:

- a. Tolbert Award:*** There were 5 nominees. Discussed potentially providing a scholarship in future years. Lexi Howard was selected for the Tolbert Award for her Project Pollinate. Approved 6-0-1 (Sheaffer motion, second by Bolthouse).

Approved spending \$129.10 for the Tolbert Award 6-0-1 (Braddford motioned, second by Bolthouse).

- b. Annual Report:** Replogle has shared draft. We divvied up components to get back to Replogle. We should get responses back to Replogle in 2 weeks so that it is ready for Council by March 8 (second meeting is March 22). Rich needs Annual Report by February 25 to give him time to disseminate it.
- c. Tree Commission:** Earl Hower discussed joint concerns of Tree Commission and EAC. Propose having a work session to work out details. On Feb 28, Tyler will present to council at working session on additional plans for tree planting. He stressed that while the two commissions can work together on common goals, they have separate missions.
- d. Recycling Update and Tour:** Tree recycling information campaign reached 6400 people. Tours of the facility are not available at this time due to Covid complications.
- e. Energy Conservation and Management Policy:** Sheaffer had shared Energy Manager position details via email. It was suggested that we include the Energy Manager Position as part of presentation to council with annual report. Timing is crucial because budget season is soon. Paul work with Rich and staff to determine the best way to present information to Council and Town Staff regarding the EAC recommendation that Council instruct the town to create an Energy Manager position with the details from Paul's email. We would possibly email information prior to presenting to Council with Annual Report. Approved 6-0-1 (Bolthouse motions, Braddford seconds).
- f. Flower and Garden Show Planning:** Discussed Bolthouse research on seed packets. We would like to get natives. 500 packets with single type of seed for somewhere between \$800 - \$1000. Possibly print posters for approximately \$200. Can reuse the mulch display from last year but will need new mulch. It was suggested to give out saplings, but we should check with Tree Commission before going that route. The EAC will allocate \$1000 to order seeds while working with Staff for Flower & Garden Show. Approved 6-0-1 (Bolthouse motions Faugust seconds).
- g. Keep Leesburg Beautiful Planning:** Litter pick up event on April 2, 2022. Raflo Park. Rich will invite Mayor and Town Council. Work with Scouts and school system to include kids. DPW has had a map in the past. Each EAC member will reach out to 5 groups to try increase attendance.
- h. Review Strategic Plan:** EAC Student Representative is interesting but there are details that need to be researched such as who selects the representative. Moved completed and rejected items. Loudoun EAC is brand new and we can follow up in late spring.

New Business:

None

Staff Items:

- a. Town Council passed an ordinance regarding attendance or Board and Commission members. If commissioners miss 3 meetings in a row or 4 meetings in a year, they will be removed.

Adjournment: The meeting was adjourned at 9:06 pm approved 6-0-1 (motioned by Bolthouse, second by Jones)

The Town of
**Leesburg,
Virginia**

PRESENTED: January 25, 2022

ORDINANCE NO. 2022-O-007

ADOPTED: January 25, 2022

AN ORDINANCE: AMENDING TOWN CODE SECTION 2-195 REGARDING ATTENDANCE BY MEMBERS OF BOARDS AND COMMISSIONS

WHEREAS, advisory boards and commissions serve an important function in assisting the Town Council; and

WHEREAS, regular attendance by the appointed members of those boards and commissions is essential to the proper operation and function thereof and to fulfilling their respective statutory mandates; and

WHEREAS, the Town Council believes it is in the public interest to codify attendance standards for members of advisory boards and commissions, as well as making the consequences of non-attendance clear and uniformly enforced; and

WHEREAS, amending Town Code Section 2-195 is necessary to effectuate those changes. .

THEREFORE, ORDAINED, by the Council of the Town of Leesburg in Virginia as follows:

SECTION I. That Chapter 2, Article V, Section 2-195 of the Town Code of Leesburg, Virginia is hereby amended to read as follows:

Sec. 2-195. - Duties.

[The preceding section is unchanged.]

(b) ~~The chair shall record and report any attendance of each member to the Town Clerk. problems to the town council, which has the authority to require a member to resign. Attendance problems include, but are not limited to, If the any member is absent from three consecutive meetings, or is absent from any four meetings within any calendar year 12-month period, then the member shall automatically be removed from the position and the town council shall fill the vacancy in the manner set forth in Town Code Section 2-194. The foregoing shall not apply to the Planning~~

AN ORDINANCE: AMENDING TOWN CODE SECTION 2-195 REGARDING
ATTENDANCE BY MEMBERS OF BOARDS AND
COMMISSIONS

Commission or the Board of Zoning Appeals, where appointment and removal are governed by applicable state law.

[Subsequent sections remain unchanged.]

SECTION II. This ordinance shall be in effect upon its passage.

PASSED this 25th day of January, 2022.


Kelly Burk, Mayor
Town of Leesburg

ATTEST:


Clerk of Council



**THE TOWN OF LEESBURG
MEMORANDUM
OFFICE OF THE TOWN MANAGER**

To: Board and Commission Members

From: Kaj H. Dentler, Town Manager 

Subject: Board and Commission Attendance Changes

Date: February 14, 2022

On January 25, 2022, Council approved changes to Town Code Section 2-195 regarding attendance by members of Town Boards and Commissions. As a result, any member missing three consecutive meetings or four in a calendar year will be automatically removed by the Clerk of Council from the Board or Commission. A copy of the adopted Ordinance is attached for your reference.

Due to the change in the Town Code, Board and Commission Chairs are no longer required to notify Council of attendance issues, and the criteria for evaluating automatic removal begins with the passage of the Ordinance. Therefore, automatic removals, if applicable, will begin in April 2022. The Clerk of Council will notify the member, Chair and staff liaison when removal occurs, and work with the appropriate Council Member to identify a replacement as quickly as possible. The changes do not apply to the Planning Commission or Board of Zoning Appeals members as membership and removal of those members are governed by applicable State Code.

While there may be legitimate reasons for missing meetings, including health issues, Council noted that an absence regardless of the reason did not allow a member to fully participate and contribute to the work and overall mission of the Board or Commission. Therefore, members will be removed regardless of the reason for the absence. Please keep in mind that the Electronic Participation Policy does allow for members to participate twice per year on the phone if a member is unable to physically attend. A copy of the Electronic Participation Policy is available on the Boards and Commissions Portal.

Please note that no changes were made to Town Code Section 2-195(c) requiring Boards and Commissions to meet monthly and as necessary upon the call of the Chair or two or more members of the body. However, only the regularly scheduled business meeting will be the criteria for evaluating a member's attendance requirement.

In closing, thank you for your service to the Town of Leesburg. Should you have any questions regarding attendance requirements or removal policy, please contact Eileen Boeing, Clerk of Council, at eboeing@leesburgva.gov or (703) 771-2733.

Attachment: (1) 2022-O-007 – Amending Town Code Section 2-195b Regarding Attendance by Members of Town Boards and Commissions

cc: Town Council
Chris Spera, Town Attorney
Eileen Boeing, Clerk of Council
Board and Commission Staff Liaisons