



**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)