



LEESBURG ENVIRONMENTAL ADVISORY COMMISSION

Tuesday
March 7, 2023
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)
Deanna Glick (26)
Ami Mason (24)
Vacant (26)
Paul Sheaffer (26)

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

March 7, 2023

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

1. Call to Order
 - a. Meeting Recording Disclosure
2. Elections
3. Approval of Agenda
4. Approval of Minutes:
 - a. February 7, 2023*
5. Chairperson's Statement
6. Petitioners
7. Old Business
 - a. Tolbert Award
 - b. Preparation for Flower and Garden Show
 - c. Annual Report
 - d. Keep Leesburg Beautiful
 - e. Recycling Discussion
 - f. Tree Planting Initiative
 - g. Rain Barrel Workshops
 - h. Review of Strategic Plan Tasks
8. New Business
 - a. International Dark Sky Week
9. Staff Items
 - a. Board and Commission Networking Event
10. Adjournment

(*) Material attached

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Town of Leesburg Environmental Advisory Commission
Meeting Minutes
February 7, 2023

The Town of Leesburg's Environmental Advisory Commission (EAC) met on February 7, 2023, 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 7:01 p.m.

Roll Call:

Present: Paul Sheaffer, Julie Bolthouse, Ami Mason, Leigh Anne Faugust and Deanna Glick.

Absent : Kohler Brafford

Petitioners: Cary Birkitt, Earl Hower, Philip Marshall

Observers: Mayor Kelly Burk, Jennifer Chu

Staff Representative: 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 5-0-1 (motion by Bolthouse, second by Faugust)

Election of Officers: Election of officers was postponed to the next meeting.

Approval of Minutes: The meeting minutes of January, 2023 were approved 3-0-1-2 (motion by Bolthouse, second by Mason Faugust and Glick Abstained).

Chairperson's Statement: Sheaffer introduced new member Deanna Glick.

Petitioners: Cary Birkitt described a fundraiser music festival he is working on to raise money for the Leesburg Host Lions Club. Since the even falls on Earth Day he suggested an environmental component and participation from the EAC.

Earl Hower described ongoing effort's of the Tree Commission's planting initiative. They are working on public education for a tree planting campaign and considering a coupon program to

plan trees. They want to launch a cooperative effort and would like to invite two EAC members to meet on the Last Tuesday of the month.

Old Business:

- a. **Recycling:** Klusek and EAC members discussed the MRF tour that took place on Wednesday, January 18th. It was noted that Council has asked staff to work with the EAC on additional outreach. The EAC will work towards developing materials to describe the “Top 10 Recycling Mistakes”.
- b. **Tree Planting Initiative:** Tree Commission is still looking at Treesburg.org. Looking at Joint meeting with EAC.
- c. **Preparation For Flower and Garden Show:** Scheduled for April 15 and 16, 2023. Recycling will be a focus. EAC will prepare materials for public education efforts. Glick will work on Canva designs for magnets and posters. Sheaffer will work on prize wheel and recycling posters. Bolthouse and Mason will research options for seeds. Magnets for recycling education were considered. Working Group Meeting was scheduled for March 28 at 5:30 pm (Motion by Bolthouse, Second by Faugust 5-0-1).
- d. **Keep Leesburg Beautiful:** April 22nd event date. Location will be Raflo Park. Sheaffer to send flyer to Glick. Alternative signup methods will be evaluated. Website should be revised to focus on the 1 day event. Consideration for providing food to recruit volunteers. Glick will reach out to high schools to recruit students looking for volunteer hours. Flyer will be posted in various locations. Sheaffer to send flyer to Glick for updates. Bolthouse will research map of locations Glick will work on website/signup dedicated to April 22 event. Faugust to research opportunities for scout troops.
- e. **Annual Report:** Sheaffer will take one last look at Annual Report. Presentation to Town Council on March 28 Meeting.
- f. **Tolbert Award:** Still seeking nominations for Tolbert Award. Motion by Mason to purchase award for \$134.45, Second by Bolthouse 5-0-1.
- g. **Review of Strategic Plan Tasks:** Table to next meeting.

New Business:

- a. Mason proposed EAC project to install plantings in area adjacent to Town Parking Garage. Given maintenance challenges, the EAC did not support moving forward on this project.
- b. Earth Day Event: Bolthouse will attend the Earth Day event put on by the Leesburg Host Lions Club and will represent the EAC (Motion by Faugust, Second by Bolthouse 5-0-1)

Staff Items:

- a. Rain Barrel Workshops. LCSWCD is open to having the program again. They are looking at inventories. EAC may want to explore other options for partnerships as well.
- b. Board and Commission networking event scheduled for March 30.
- c. Update regarding Plastic Bag Recycling Tax

Adjournment: The meeting was adjourned at 9:16 pm approved 5-0-1 (motioned by Bolthouse, second by Mason)