



Town of Leesburg Environmental Advisory Commission
Meeting Minutes
January 3, 2023

The Town of Leesburg's Environmental Advisory Commission (EAC) met on January 3, 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, and Kohler Brafford.

Absent : Martha Jones, Leigh Anne Faugust

Petitioners: None

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 4-0-1 (motion by Sheaffer, second by Bolthouse)

Approval of Minutes: The meeting minutes of December 12, 2022 were approved 4-0-1 (motion by Bolthouse, second by Mason).

Chairperson's Statement: No statement.

Old Business:

- a. *Recycling:*** Site visit scheduled for Wednesday, January 18th at 2:00pm. Mayor Burk and Councilman Steinberg will be in attendance with EAC members. Purple bin location in Town still in discussion.
- b. *Tree Planting Initiative:*** Treesburg.org is up and running. We'll need to find an EAC member who can help coordinate with Tree Commission with Replogle no longer on the commission.

- c. **Preparation For Flower and Garden Show:** Is scheduled for April 15 and 16, 2023. Recycling is desired theme. EAC will determine what the main focus of the event should be at February's meeting, per the Council meeting on 1/28 and what they share as their focus for the year.
- d. **Keep Leesburg Beautiful:** April 22nd desired date. Location can be Raflo Park. EAC members to think of ways to bring people together for the event, to surpass low attendance in the past.
- e. **Annual Report:** Update of last year's Annual Report template agreed upon. Sheaffer to tackle.
- f. **Tolbert Award:** EAC members need to start thinking about who to nominate and spread the word. Press release will occur as well. Mayor Burk and Sheaffer to draft and sign a letter to send out to local high schools.
- g. **Review of Strategic Plan Tasks:** Table to next meeting.

New Business:

- a. None

Staff Items:

- a. Two vacancies currently need to be filled on the EAC.
- b. Budget requests suggested to be in writing soon, if desired. Current budget allocation expires June 30th.
- c. Water conservation activities can be promoted. Occurs during April.
- d. Rain barrels. Klusek suggests EAC can be a bit more active in encouraging involvement instead of letting Soil & Water taking the reins.

Adjournment: The meeting was adjourned at 8:23 pm approved 4-0-1 (motioned by Brafford, second by Bolthouse)