



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

The Town of Leesburg's Environmental Advisory Commission (EAC) met on March 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 7:00 p.m.

Roll Call:

Present: Paul Sheaffer, Julie Bolthouse, Kohler Brafford, Ami Mason, Leigh Anne Faugust (remote), and Deanna Glick.

Absent :

Petitioners:

Observers: 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 modified to include items b-d in New Business and was approved 5-0-0 (motion by Sheaffer, second by Bolthouse)

Election of Officers: Brafford nominated as Secretary by Bolthouse, accepted nomination. Approved 6-0-0. Bolthouse nominated as Vice Chair by Brafford. Bolthouse accepted. Approved 6-0-0.

Approval of Minutes: The meeting minutes of February 7, 2023 were approved 6-0-0 (motion by Bolthouse, second by Mason).

Chairperson's Statement: Sheaffer reflected on our busy agenda.

Petitioners: None

Old Business:

- a. **Tolbert Award:** There are five total nominations. Emma Lloyd nominated by Bolthouse, second by Brafford. Approved 6-0-0. Motion by Bolthouse to write a letter to all Tolbert Award candidates thanking them for their submissions. Seconded by Glick, approved 6-0-0.
- b. **Preparation for Flower and Garden Festival:** We will order 2 pounds of milkweed seeds and 500 magnets (only for Leesburg residents). Bolthouse motioned, second by Mason, to have Mason send seed packet design to Bolthouse for production. Approved 6-0-0. Brafford motioned, Sheaffer second, to approve the use of up to \$500 in funds for the purchase of seed packets. Approved 5-0-0. Bolthouse motioned, Sheaffer seconded, approval of up to \$250 for the purchase of seeds. Approved 6-0-0. Bolthouse motion, seconded by Brafford, Glick and Sheaffer to work on design for magnet design. Approved 6-0-0. Bolthouse motion, seconded by Mason, utilize up to \$400 in funds to purchase recycling magnets. Approved 6-0-0. Bolthouse motioned, Brafford seconded, Sheaffer to spend up to \$100 on ordering new EAC shirts. Approved 6-0-0.
- c. **Annual Report:** Presentation to Council on March 28th. Sheaffer to send final draft to Klusek.
- d. **Keep Leesburg Beautiful:** Mason to notify Klusek if available for Live In Leesburg plug on Friday, April 21st.
- e. **Recycling Discussion:** No Discussion
- f. **Tree Banking Initiative:** No Discussion
- g. **Rain Barrel Workshops:** No rain barrels currently available. EAC to determine if they wish to continue the program.
- h. **Review of Strategic Plan Tasks:** No Discussion

New Business:

- a) **International Dark Sky Week:** Brafford motion, Sheaffer seconded, Bolthouse write Council sharing EAC's recommendation for issuing a proclamation for International Dark Sky Week. 6-0-0.
- b) **Interview with Liberty:** Glick to speak with Liberty on Friday, March 10th.
- c) **Generators at data centers:** Table to May's meeting. Bolthouse to distribute additional information.
- d) **Electric Vehicle chargers at high schools:** Bolthouse raised awareness. Klusek to assist with looking into this further.

Staff Items:

- a. **Board and Commission networking event:** scheduled for March 30th.
- b. **Next Meeting:** April 4th. Klusek asked if we'd like to reschedule due to spring break. Monday the 10th adopted.

Adjournment: The meeting was adjourned at 9:03 pm approved 6-0-0 (motioned by Brafford, second by Bolthouse).