



**Town of Leesburg Environmental Advisory Commission**  
**Meeting Minutes**  
**September 5, 2023**

The Town of Leesburg's Environmental Advisory Commission (EAC) met on September 5, 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, Leigh Anne Faugust, Katherine Murphy, Patricia Hatfield, Ami Mason, Deanna Glick

**Absent:**

**Petitioners:** Philip Marshall

**Observers:** Jen Chu

**Staff Representatives:** Deb Moran

**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](http://www.LeesburgVA.gov)."

**Approval of Agenda:** The agenda was approved 7-0-0 (motion by Hatfield, second by Bolthouse).

**Approval of Minutes:** The meeting minutes of July 20, 2023, were approved 5-0-2 (motion by Sheaffer, second by Hatfield). The meeting minutes of August 1, 2023, were approved 6-0-1 (motion by Murphy, second by Sheaffer).

**Chairperson's Statement:** Over the past month have reviewed the strategic plan tasks and several need updating.

**Quorum Rules Discussion:** The EAC discussed the quorum rules and how many Commissioners may meet at a time so work can continue between meetings and how and whether to issue public notice.

**Petitioners' Time:** Mr. Marshall of the Leesburg Tree Commission discussed collaborating with the EAC to work on the spotted lantern fly and how to eliminate the Tree of Heaven. The discussion centered on locating an appropriate place in town, and then working neighborhood

by neighborhood. There is need to provide outreach to residents on identifying the trees and reporting to the Town. The EAC discussed advice for the trees based on size and what advice would be appropriate for Town residents. The EAC discussed starting at Town Branch and planting trees behind the bowling alley or providing a demonstration at First Friday on methods to eradicate the Tree of Heaven, time herbicide treatment, and then remove. The EAC discussed a possible partnership with local nurseries to purchase and plant native trees to replace Tree of Heaven. Ms. Murphy will update the Strategic Plan Tracker to include the various options.

### **Staff Items:**

- ***Sustainability Report:*** Ms. Moran explained the Town sustainability baseline had been performed using data collection and analysis to make recommendations for the Town. She plans on presenting the report on October 2, 2023 to the Town Council. Ms. Moran asked the EAC to assemble any accomplishments achieved thus far. Ms. Glick will summarize whatever the team has down and can send to Ms. Moran by September 10t, 2023.
- ***Public EV Chargers:*** Ms. Moran provided an overview of her partnership with the Town Attorney to assess appropriate fees for use of the public chargers for electric vehicles to cover the cost of the chargers and maintenance costs. She added that the chargers will also be used for Town fleet vehicles that are domiciled in the Town Parking Garage.

### **Old Business:**

- a) ***Review of Strategic Plan Task:*** The EAC will add a column with deliverable date and reviewed the strategic plan task list, and the following updates were made:
  - a. Keep Leesburg Beautiful – Ms. Moran sent an email invitation to Town employees and members of the various boards and commissions on August 7, 2023 for the bi-annual litter cleanup. The EAC discussed providing to the winner a golden trash can award.
  - b. Recycling – Ms. Glick is still considering how to label the recycling bins. There were no updates on the purple bin program but the audit results identified that there was approximately 13% glass within the recycling. Recycling outreach options were identified to Holiday-specific Dos & Don'ts, to issue in November. Ms. Glick will circulate three days before approval.
  - c. Sustainable deconstruction – There is a tax credit program and Ms. Moran will look into receiving a presentation for the EAC.
  - d. Educational outreach – Ms. Mason will come up with some ideas for educational outreach and Ms. Hatfield and Ms. Mason will do seed bombs at Frederick Douglas for children.

- e. Road salting – The EAC will look into VDOT requirements for minimum treatment.
- f. Composting – food waste composting will be discussed at October Town Council meeting.
- g. The Town Baseline will be discussed in October Town Council meeting and seeking broader guidance on small scale or bigger projects.

**New Business:**

**Adjournment:** The meeting was adjourned at 8:50 pm approved 7-0-0 (motioned by Bolthouse, second by Murphy).