



Town of Leesburg Environmental Advisory Commission

Meeting Minutes November 7, 2023

The Town of Leesburg's Environmental Advisory Commission (EAC) met on November 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 7:03 p.m.

Roll Call:

Present: Paul Sheaffer, Julie Bolthouse, Leigh Anne Faugust, Katherine Murphy, Ami Mason, Deanna Glick

Absent: Patricia Hatfield

Petitioners: Philip Marshall

Observers:

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."

Approval of Agenda: Added Bylaw changes to the agenda under staff items, the Flower and Garden festival to new business, and an update on Deconstruction update to old business. The modified agenda was approved 6-0-1 (motion by Faugust, second by Murphy).

Approval of Minutes: Ms. Glick identified one change to the meeting minutes of September 5, 2023 to clarify in section Old Business (a)(b) that the reference to circulation of three days before approval refers to the EAC's review and not the Town. The meeting minutes of September 5, 2023 were approved 6-0-1 (motion by Sheaffer, second by Bolthouse). The meeting minutes of October 10, 2023, were approved 3-0-4 (motion by Murphy, second by Bolthouse).

Chairperson's Statement: No statement

Petitioners' Time: Mr. Marshall of the Leesburg Tree Commission followed up on September's meeting discussion on the spotted lantern fly and elimination of the Tree of Heaven in the Town. Mr. Marshall discussed the best method to eradicate the Tree of Heaven and provided posters for distribution that provide information on reporting sightings of the spotted lantern

fly, which will update to a Loudoun County map. Mr. Marshall added that there is a new program to report tree plantings.

Old Business

- **Fall Keep Leesburg Beautiful Debrief** – The EAC identified areas of improvement including improvements to: (1) the information on locations/sites for cleanup; (2) the directions to those sites; (3) include a map showing listed cleanup locations; and (4) signage and publication for community awareness of the events. The EAC discussed possible purchase of a “Do You Want to Join Me” T-shirt with information on Keep Leesburg Beautiful. Ms. Moran provided information on linking the Town program to the national program. The national program has additional costs and time commitment for weighing trash and identifying cleanup locations. The EAC will discuss it during a future meeting. Mr. Sheaffer stated that he has received information at the Town Keep Leesburg Beautiful event on monitoring tests for water quality.
- **Food Waste Composting** – Ms. Moran informed the EAC that the Town has identified a location for drop off at the Liberty Lot. The Town contacted four vendors and two thought they could do it in an economically feasible way with competitive pricing. The next step is for the Town Council to confirm hiring the company and beginning the program.
- **Glass Recycling Memo** – Mr. Scheaffer circulated on November 7th, 2023 a memo for EAC consideration and feedback on the topic of glass recycling. The memo recommends to the Town Council to inform citizens to either take glass to the purple bins or to throw it away in the trash. Ms. Moran showed the purple box glass recycling locations are available on Google maps; however, there are some restrictions on phrasing for promotions outside of Town limits. The memo language was approved 6-0-1 (motion by Murphy, second by Mason).
- **Tolbert Awards** – The EAC will discuss at the next meeting promoting the Tolbert Awards.
- **Review of Strategic Plan Task** – Ms. Glick provided an update about magnets on recycling bins through Leesburg. The EAC decided to wait on ordering the magnets until after the Town decides on the recommendation for glass recycling. Ms. Mason has begun work on the landscaping brochure. Ms. Faugust discussed the Conservation Good Turn Award, which is an opportunity for Cub Scout packs and BSA Scout troops to partner with conservation or environmental organizations (federal, state, local, or private) to carry out a conservation Good Turn in their home communities. Ms. Faugust will provide an update at the December EAC meeting.

Staff Items:

- **Bylaw clarifications** – Ms. Moran updated the Committee on certain clarifications and changes applicable for the EAC rules. Mr. Sheaffer will revise and circulate a version of the EAC Bylaws incorporating the changes. Among other changes:
 - There is no longer a requirement for twelve (12) meetings, the new minimum is nine (9).

- All meeting dates are set in advance at the start of the year. Ms. Moran to add a discussion of the 2024 meeting dates to the December meeting agenda.
- Meetings can be rescheduled as necessary for conflicts but, if so, they will not be counted against EAC members for attendance.
- Stipends will only be paid for members who attend the month's meeting.
- Meeting dates can change by email if then ratified at the next regularly scheduled meeting.

New Business:

- **Budget spending** – Ms. Moran updated the EAC on new requirements for Town approval of all spending other than recurring costs such as Keep Leesburg Beautiful. The EAC will need to ensure that all spending is presented for Town Council approval in enough advance that the spending can occur before the end of the fiscal year.
- **Transmission line** – Ms. Bolthouse informed the EAC that there is a new transmission line planned for PJM that could potentially go through Town of Leesburg but the planning is in the early stages.

Adjournment: The meeting was adjourned at 8:11 pm approved 6-0-1 (motion by Bolthouse, second by Murphy).