



LEESBURG ENVIRONMENTAL ADVISORY COMMISSION

Tuesday
March 5, 2024
6:30 P.M.

Town Hall
Lower Level Conference Room 2
25 West Market Street

COMMISSIONERS

Julie Bolthouse (24)
Leigh Anne Faugust (24)
Ami Mason (24)
Paul Sheaffer (26)
Katherine Murphy (24)

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 Deb Moran at 571-560-1114. Three days advance notice is requested.

LEESBURG ENVIRONMENTAL ADVISORY COMMISSION

Mission: To promote and protect the environmental interests of the Town.

MEETING AGENDA

March 5, 2024

6:30 P.M. Lower Level Conference Room 2, Town Hall

1. Call to Order
 - a. Meeting Recording Disclosure
2. Approval of Agenda
3. Approval of Minutes:
 - a. February 6, 2024*
4. Chairperson's Statement
5. Petitioners
6. Staff Items
 - a. Upcoming Items in Front of Council
 - b. Annual Presentation to Town Council
7. Old Business
 - a. Keep Leesburg Beautiful Planning
 - b. Flower and Garden Festival Planning
8. New Business
 - a. Tolbert Award Voting
9. Next Meeting Date
 - a. April 2nd, 2024
10. Adjournment

(*) Material attached

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Town of Leesburg Environmental Advisory Commission
Meeting Minutes
February 6, 2024

The Town of Leesburg’s Environmental Advisory Commission (EAC) met on February 6, 2024, at 6:30 p.m. in the Town Hall at 25 West Market St., Leesburg, Virginia.

Call to Order: Chair Sheaffer called the meeting to order at 6:30.m.

Roll Call:

Present: Paul Sheaffer, Julie Bolthouse, Katherine Murphy, Ami Mason

Absent: Leigh Anne Faugust

Petitioners: None

Observers: Jen Chu

Staff Representatives: Deb Moran, Renee LaFollette

Chair 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 3-0-1-1 (motion by Murphy, second by Mason).

Approval of Minutes: The meeting minutes of January 6, 2024, were approved 3-0-1-1 (motion by Sheaffer, second by Mason).

Chairperson’s Statement: No statement.

Petitioners’ Time: None

Staff Items:

- a. Q&A with Public Works –
 - a. Year Round Yard Waste Pick Up – Renee explained that the budgetary impact is the primary barrier to year round pick up of yard waste. 4-0-1 (motion Katherine, second by Paul). Paul will draft memo on this issue to the Town Council and will remind them about the glass recycling issue as well.
 - b. Encouraging Use of Native Plants – Katherine suggested a promotional flyer encouraging use of natives by residents.
 - c. Town’s Use of Salt – Renee explained how the Town limits their use of brine/rock salt while balancing safety and ADA compliance – calibrating

spreaders, training, street sweeper used to clean up residual, and educational efforts in the works to get the word out to businesses and residents.

- d. Keep Leesburg Beautiful Trash Pick Up – April 6th date selected. Julie said she will be out of Town. Deb will confirm the availability of Mayor.
- b. Tolbert Award Advertisements – Deb reminded EAC to promote the Tolbert Award. Nominations are due 5pm on March 5th. Deb shared the new logo design. Logo will be placed on the award. Suggestion to change the roots to blue was made. EAC members committed to sharing the award in the Town to try to increase submissions.

Old Business:

- a. Budget – Need to submit any budget requests, consider flower and garden small items to include. Discussed \$700 for compost bins for raffle, \$100 for posters, \$300 for countertop compost containers, and \$500 for small items. May hand out seeds again, need to determine if we have milkweed seeds still.
- b. Proposed Code Amendments for EV Charging – No concerns.
- c. Dark Sky Proclamation* - Deb will send proclamation to Town Council. 4-0-1 (Bolthouse moved, Murphy second)
- d. Flower and Garden Festival – April 20-21st. Ami and Katherine will not be able to help man the booth as they are busy those days.

New Business:

- a. 2024 Project Review – Paul requested that everyone review the EAC Strategic Plan Activity Tracker and identify or add any items you want to take the lead on this year prior to our next EAC meeting.

Adjournment: The meeting was adjourned at 8:10 pm approved 4-0-1 (motion by Bolthouse, second by Murphy).