



**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](http://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 6<sup>th</sup> 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 5<sup>th</sup>. 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 20-21<sup>st</sup>. 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).