



LEESBURG ENVIRONMENTAL ADVISORY COMMISSION

**TUESDAY**  
**March 6, 2018**  
**7:00 P.M.**

Town Hall  
Second Floor Conference  
25 West Market Street

COMMISSIONERS

Minu Beijan (18)  
Maria Bergheim (20)  
Brian Burton (20)  
Charles Greenough, Chairman (18)  
Bettina Guerre (18)  
Sarah Lothman (18)  
Helik Shemer (20)

*If you require a reasonable accommodation to participate in this meeting, please contact Karen Cicalese at 703-771-2434. Three days advance notice is requested. Assisted Listening System devices are available at the meeting.*

# LEESBURG ENVIRONMENTAL ADVISORY COMMISSION

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

## MEETING AGENDA

**Tuesday, March 6, 2018**

7:00 P.M. Second Floor Conference Room, Town Hall

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes: February 6, 2018\*
4. Chairperson's Statement
5. Committee Member Comments
6. Petitioners
7. Staff items (15 Minutes)
  - a. New Commission Liaison
  - b. EAC Mission and By-Laws\*
  - c. EAC Portal Update
  - d. Water Conservation Challenge Update
  - e. Rain Barrel Update
8. Old Business (60 Minutes)
  - a. Developing an energy savings initiative for Town government energy use including discussion with Girard Gurgick, PACE program expert. (Greenough).
  - b. Town sponsorship of a student competition focusing on the environment (Burton).
  - c. Herbicide use along Town Branch (Bergheim).
  - d. Flower & Garden Festival 2018 (Greenough).
  - e. Solar CO-OP (Beijan)
  - f. Recycling (Beijan)
  - g. EAC Budget (Greenough).
9. New Business (20 Minutes)
10. Adjournment

(\* ) Material attached



**Town of Leesburg Environmental Advisory Commission  
Meeting Minutes  
February 6, 2018**

The Town of Leesburg's Environmental Advisory Commission (EAC) met on February 9, 2018 at 7:00 p.m. in the Town Hall at 25 West Market St., Leesburg, Virginia.

**Call to Order:** Chairman Greenough called the meeting to order at 7:03 p.m.

**Roll Call:** Present: Commissioners Beijan, Bergheim, Burton, Greenough, Guerre, Lothman, and Shemer.  
Staff Representatives: Irish Grandfield  
Absent: Commissioner None

**Approval of Agenda and Minutes:** A motion to adopt the agenda was approved (7-0) as amended to add three items:

- Discussion with Tree Commission members
- Recycling
- Solar Co-op

**Approval of Minutes:** A motion to adopt the meeting minutes of January 2, 2018 was approved with one amendment (7-0) to remove Commissioner Shemer from item "C" under new business (Solar Co-op).

**Chairman's Statement:** Chairman Greenough welcomed all and congratulated Mr. Grandfield on his upcoming retirement.

**Commissioners Comments:** Commissioner Guerre indicated she would like to see the Commission complete the projects they are currently working on before taking up anything new.

**Petitioners:** The Environmental Advisory Commission had a discussion with four members of the Tree Commission regarding the proposal before Council to combine the two Commissions. All agreed that combining the two commissions would result in the inability to pursue some environmental and/or tree issues that are currently under way. Both Commissions are against the merger. Commissioners were encouraged to show up and speak to Council at their February 13 public hearing on the possible merger. The EAC passed a motion (7-0) to develop a list of EAC accomplishments to share with Council and show up to oppose the merger of the two commissions at the Council public hearing. Chairman Greenough and Commissioner Guerre volunteered to develop the list of EAC accomplishments.

**Staff Items:** none.

**Old Business:**

- a. Energy Savings Initiative for Town Government Energy Use – The Commission discussed the draft proposal and the desire to provide some estimates of the potential energy and cost savings before taking this initiative forward to Council. Mr. Grandfield recommended talking with the energy managers at Loudoun County government for assistance. Mr. Grandfield agreed to

- provide contact information for the appropriate Loudoun County staff.
- b. Town Sponsorship of Environmental Student Competition – Commissioner Burton indicated this initiative is still a work is in progress. It was suggested that Commissioner Burton investigate any other similar Commission programs that might provide some guidance for development of this initiative. Commissioner Burton was going to discuss with the Tree Commission their experiences with education and outreach efforts.
  - c. Herbicide Use along Town Branch – Commissioner Bergheim will further investigate use of “Burn-Out” as a natural alternative to the currently used herbicide. She will call the manufacturer to get more information on availability, handling, cost, and effectiveness. If those issues are determined to be satisfactory then the EAC will suggest to the Town Department of Public Works that the product be tried on a test plot.
  - d. EAC Mission and By-Laws – discussion postponed.
  - e. Flower and Garden Booth – Planning continues for the April event. Chairman Greenough will coordinate with the Town’s Department of Public Works on having dog waste bags to giveaway to interested residents.
  - f. EAC Budget – Commissioner Shemer proposed making sure any purchases for Flower & Garden booth were those that fit with the EAC’s “sustainability” theme.

**New Business:**

- a. Solar CO-OP – Commissioner Beijan discussed the possibility of the Town sponsoring a solar Co-op. It was suggested that she talk with Dominion Power’s “Generation Team.”
- b. Recycling – Commissioner Beijan asked for other Commissioner’s help in moving this item forward.

**Adjournment:** There being no further business, the meeting adjourned at 9:12 pm (7-0).

# **LEESBURG ENVIRONMENTAL ADVISORY COMMISSION**

## **Bylaws and Rules of Procedure**

The following Bylaws and Rules of Procedure are adopted in order to facilitate the exercise of the Environmental Advisory Commission of the Town of Leesburg in Virginia.

### **ARTICLE I**

#### **SELECTION OF CHAIRMAN, VICE CHAIRMAN, and SECRETARY**

##### **Section 1-1. Chairman, Vice Chairman, and Secretary.**

The officers of the Environmental Advisory Commission shall be a chairman, vice chairman, and secretary. The elections shall be held and the term shall commence on the second meeting of the commission each new fiscal year. Chairman, Vice Chairman, and secretary candidates must receive the votes of a majority of the members present. The Chairman, Vice Chairman, and Secretary shall serve until the second meeting of the succeeding fiscal year or until a successor is elected. Vacancies in either office shall be filled by election. The successor fills the remainder of the unexpired term. Candidates receiving the votes of a majority of the members present will ascend to these positions.

### **ARTICLE II**

#### **DUTIES OF CHAIRMAN, VICE CHAIRMAN, and SECRETARY**

##### **Section 2-1. Chairman.**

The Chairman shall preside over all meetings of the Environmental Advisory Commission and shall:

- (a) Receive communications on behalf of the Environmental Advisory Commission and report the same at the next meeting.
- (b) Ensure the orderly conduct of all meetings.
- (c) The chair shall report any attendance problems to the town council, which has the authority to require a member to resign if the said member is absent from three consecutive meetings.
- (d) Carry out all other duties as established by the Environmental Advisory Commission.

Section 2-2. Vice Chairman.

The Vice Chairman shall act as chairman of the Environmental Advisory Commission when the Chairman is absent or unable to fulfill his duties.

Section 2-3. Secretary.

The Secretary is responsible for recording minutes and action items of meetings within five calendar days of the meeting, ensuring their accuracy and availability, and coordinating with Town staff for the proper retention of agendas, minutes, and other legal documents as may be required by Commonwealth law and approved by the chairman.

ARTICLE III**DUTIES OF THE ENVIRONMENTAL ADVISORY COMMISSION**

The duties of the Environmental Advisory Commission are specified in the Town Code (section 2-222) and include:

The Leesburg Environmental Advisory Commission's mission is to promote and protect the environmental interests of the town. The Environmental Advisory Commission reviews town planning and policy documents as they relate to the environment, conducts an annual environmental awards program, and advises the town council on town environmental concerns. The following are additional powers and duties of the Leesburg Environmental Advisory Commission:

- (a) Review significant town planning and policy documents periodically and provide recommendations on updating its environmental elements as needed.
- (b) Identify and pursue sources of funds for implementation of the commission's goals.
- (c) Administer an annual environmental awards program for conservation and beautification projects and other environmentally responsible efforts, encouraging business and citizen participation.
- (d) At the request of the planning commission concurrently review plans for

development (e.g., rezoning or special exception plans) for potential environmental impacts and provide comment to the planning commission for incorporation within the planning commission's comments on the plans.

- (e) Conduct or recommend to the town council commissioning of studies that address the town's environmental concerns.
- (f) Interface with representatives of the town and/or neighboring jurisdictions to collect information on environmental issues of interest to the town.
- (g) Initiate, facilitate, plan, direct and/or coordinate community-wide efforts that are supportive of the commission's goals. Such efforts may include coordination with local volunteer, private, and government organizations.
- (h) Promote public interest in the general improvement of the environment.
- (i) Provide at least annually a report to the town council on the activities and accomplishments of the Environmental Advisory Commission.

## ARTICLE IV

### **MEETINGS**

#### Section 4-1. Meetings of the Environmental Advisory Commission.

The Environmental Advisory Commission will meet the first Tuesday of the month or more often as necessary upon the call of the Chairperson or two or more members at 25 West Market Street. The Commission meetings will be open to the public and will convene at 7:00 p.m.

The time and location of Environmental Advisory Commission meetings can be changed as required for the expedient conduct of Environmental Advisory Commission business.

Environmental Advisory Commission procedure shall be governed by Robert's Rules of Order, Newly Revised Edition by Sara Corbin Robert, Scott, Foresman and Company, as follows:

- (a) A majority of the members present shall constitute a quorum and action of the

Commission shall be valid when authorized by a majority of those present and voting.

(b) No new business items will be considered after 9:00 p.m.

ARTICLE V

**ENVIRONMENTAL ADVISORY COMMISSION/STAFF RELATIONSHIP**

It is the Town Manager's responsibility to ensure and supervise the adequate staffing and administrative support necessary for the Commission to conduct its business.

ARTICLE VI

**ETHICS**

The Environmental Advisory Commission is an arm of local government and deals with matters of importance and concern to local citizens. Activities of the Environmental Advisory Commission may come under close public scrutiny. It is vitally important that the Commission perform all of its activities fairly and openly without any hint of unethical conduct. The board/commission shall be knowledgeable of the requirements of the state Freedom of Information Act (Code of Virginia, § 2.2-3700 et seq.), State and Local Government Conflict of Interests Act (Code of Virginia, § 2.2-3100 et seq.) requirements, and the town's board and commission handbook.

ARTICLE VII

**PROCEDURAL CHANGES**

All guidelines, rules and items within the Bylaws may be amended by a two thirds vote of those present provided that five days notice of intent to amend has been provided to all Commission members.

Revised April 11, 2011