



LEESBURG ENVIRONMENTAL ADVISORY COMMISSION

TUESDAY
April 2, 2019
7:00 P.M.

Town Hall
Second Floor Conference
25 West Market Street

COMMISSIONERS

Maria Bergheim (20)
Scott Billigmeier, Chairman (22)
Jennifer Chu (20)
Bobbi Elliott (22)
Gabriella Kelemen (22)
Christopher LaFon (20)
Paul Sheaffer (20)

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 Richard Klusek at 703-771-2758. Three days advance notice is requested.

LEESBURG ENVIRONMENTAL ADVISORY COMMISSION

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

MEETING AGENDA Tuesday April 2, 2019

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

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes: March 5, 2019*
4. Chairperson's Statement
5. Petitioners
6. Staff items (10 Minutes)
 - a. Environmental Portal (Klusek)
 - b. Water Conservation Challenge (Klusek)
 - c. Rain Barrel Workshops (Klusek)
 - d. Energy Savings Policy (Klusek)
 - e. Cigarette Butt Recycling (Klusek)
7. Old Business (90 Minutes)
 - a. Annual Report Update (LaFon)
 - b. Keep Leesburg Beautiful Debrief (Billigmeier)
 - c. Flower and Garden Show Planning (Chu)
8. New Business
9. Adjournment

(*) Material attached

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**Town of Leesburg Environmental Advisory Commission
Meeting Minutes
March 5, 2019**

The Town of Leesburg's Environmental Advisory Commission (EAC) met on March 5, 2019 at 7:00 p.m. in the Town Hall at 25 West Market St., Leesburg, Virginia.

Call to Order: Chairman Billigmeier called the meeting to order at 7:00 p.m.

Roll Call: Present: Commissioners Billigmeier, Chu, Kelemen, Sheaffer, Elliott
Absent: Bergheim, LaFon
Mayor Kelly Burk
Staff Representatives: Richard Klusek, Tyler Wright

Approval of Agenda: A motion to adopt the agenda was approved (5-0-2 Bergheim, LaFon absent)

Approval of Minutes: Commissioner Billigmeier made a motion to adopt the meeting minutes of February 19, 2019. Kelemen requested a correction in the Old Business a. Herbicide Alternative notes. She noted it should be corrected to state the primary reason for tabling the recommendation is because of the cost and difficulty in finding an organization to spray the herbicide alternative product. The EAC Voted 5-0-2 (Bergheim, LaFon Absent) to approve the minutes as amended.

Chairman's Statement: The Chairman welcomed the Mayor and the Town Urban Forester (Tyler Wright) to the meeting.

Petitioners: Minu Beijan shared information from the Piedmont Environmental Council promoting best land management practices and conservation of the Catoctin Creek watershed.

Staff Items:

- a. Group photo. Instead of using a group photo, Klusek suggested each Commissioner send a head shot.
- b. Tolbert Award (Klusek). Billigmeier requested Commissioners attend the March 12th Town Council meeting where the 2019 award will be presented.
- c. Water Conservation Challenge (Klusek). Klusek noted the Town Council approved this action. Billigmeier asked the Commissioners to disseminate information on the Challenge. Klusek will send out an email to Commissioners with relevant information.
- d. Rain Barrel Workshops (Klusek). Two workshops are planned for late April and May. Billigmeier asked the Commissioners to disseminate information on these Workshops.

Old Business:

- a. Annual Report Update (LaFon). An updated version of the Annual Report was circulated prior to and at the meeting. Billigmeier asked for one of the Commissioners to perform a final proof-read of the document. Kelemen volunteered. The EAC voted 5-0-2 (Bergheim, LaFon absent)

for Kelemen to correct any typos and send the document to Klusek who will then distribute to staff for their review.

- b. Keep Leesburg Beautiful (LaFon/Billigmeier). Billigmeier noted that approximately 15 people have signed-up for the trash pick-up event on March 30th. The EAC and the Mayor discussed how the EAC and the Town Council can coordinate the March 30th trash pick-up event. It was decided the event will be led by EAC, coordinating with Town Council, to start the month long (April) Keep Leesburg Beautiful campaign. The kick-off event is also designed to generate media attention. Other ideas discussed were having a sign-up sheet for the Golden Trash Award, and whether we need to separate recycling during the trash pick-up. Chu volunteered to be in charge of a subcommittee to help organize the event. Billigmeier, Kelemen, and Elliott will also be part of this subcommittee, and two meetings are planned. Because this group represents a quorum of the EAC and FOIA requirements, meeting dates and times will be shown on the EAC website at least 3 working days prior to the meetings.
- c. Flower and Garden Show Planning (Billigmeier). The same subcommittee planning the trash pick-up day will also be charged with organizing EAC participation in the Flower and Garden Show. The EAC discussed having a game based on recycling and reviewed some potential brochures to have available for distribution. The EAC will continue to review the brochures for suitability.
- d. Energy Management and Conservation Policy (Sheaffer)*. The EAC reviewed the revised Energy Management and Conservation initiative and voted 5-0-2 (Bergheim, LaFon absent) to submit it to Town Council for adoption. Klusek will follow up with the EAC after discussion with the Town Manager's Office.

New Business:

- a. Cigarette Butt Recycling. The EAC reviewed the possibility of a cigarette butt recycling program like the one used in Middleburg. Mayor Burk indicated the Mayor of Middleburg is pleased with their program. Discussion of cost (\$2,700 for Middleburg) and whether both the summer internship and cigarette butt recycling program could be funded from this year's EAC budget ensued. The EAC needs more information from Middleburg and if Town Staff can efficiently service the butt containers. Klusek will discuss the program with appropriate staff and provide an update at the next regular EAC meeting.

Election of Secretary: Commissioner Billigmeier made a motion to elect Paul Sheaffer as Secretary and it was approved 5-0-2 (Bergheim, LaFon absent).

Additional Information on EAC Participation in Past Flower and Garden Shows: Klusek presented information on EAC participation in previous Flower and Garden Shows and updated the EAC on the supplies on hand. Different ways to engage the public were discussed. Klusek indicated he could supply a laptop so people could sign up for the Water Conservation Challenge. Prizes (e.g., bee home, kitchen compost bin, native trees, nursery gift certificate) were suggested to bring people to the tent.

Adjournment: There being no further business, the meeting was adjourned at 8:59 pm.