



LEESBURG ENVIRONMENTAL ADVISORY COMMISSION

TUESDAY
August 6, 2019
7:00 P.M.

Town Hall
Second Floor Conference
25 West Market Street

COMMISSIONERS

Maria Bergheim (20)
Sarah Yeager (22)
Jennifer Chu (20)
Bobbi Elliott (22)
Gabriella Kelemen (22)
Vacant (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 August 6, 2019

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

1. Call to Order
2. Election of Officers
3. Approval of Agenda
4. Approval of Minutes: June 4, 2019*
5. Chairperson's Statement
6. Petitioners
7. Staff items (5 Minutes)
 - a. Energy Savings Initiative (Klusek)
8. Old Business (30 Minutes)
 - a. Strategic Plan Update (Sheaffer)
 - b. Environmental Portal Update (Kelemen)
 - c. Smartphone Apps Update (Kelemen)
 - d. Acoustic on the Green Debrief (Chu)
 - e. Green Business Award (Chu for Lafon)
 - f. Recycling (Chu)
9. New Business (30 Business)
10. Adjournment

(*) Material attached

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**Town of Leesburg Environmental Advisory Commission
Meeting Minutes
June 4, 2019**

The Town of Leesburg's Environmental Advisory Commission (EAC) met on June 4, 2019 at 7:00 p.m. in the Town Hall at 25 West Market St., Leesburg, Virginia.

Call to Order: Vice Chairperson Chu called the meeting to order at 7:02 p.m.

Roll Call: Present: Commissioners Jennifer Chu, Gabe Kelemen, Paul Sheaffer, Christopher LaFon, and Maria Bergheim

Staff Representatives: Richard Klusek

Approval of Agenda: The agenda was approved as presented. Added items - 1) Table at Acoustics on the Green with recycling information, 2) Development of smartphone apps for recycling and storm drain monitoring, and 3) Town Council Green Business Award. Approved 5-0 with motion by Chu and second by LaFon.

Approval of Minutes: There being no corrections, the meeting minutes of May 7, 2019 were approved as presented. Approved 5-0 with motion by Chu and second by LaFon.

Chairman's Statement: None.

Petitioners: None.

Staff Items:

- a. Energy Savings Initiative (Klusek). The Energy Management and Conservation Policy will be presented to the Council on June 25th. Sheaffer and Billigmeier agreed to attend. The EAC discussed benchmarking and internal audits.
- b. EAC Annual Report Presentation (Klusek). The EAC 2018 Annual report will also be presented on June 25th to Town Council.

Old Business:

- a. Annual Report Presentation (Billigmeier/Chu)*. Covered under Staff Items. No additional substantial discussion.
- b. Strategic Planning Session Debrief (Billigmeier/Chu). The EAC discussed session draft notes and decided further review was needed to make sure all of the information was captured. The EAC discussed developing a document similar to the one developed by COPA. Then, the EAC would need to review and present the Strategic Plan to the Town Council for their endorsement, resulting in more exposure with Town Council. Some items, like glyphosates, need to be broader. People are asking to become more involved with environmental events – a major priority area should be education and getting more people and Town Council involved. The EAC also decided to develop 2019 action items.

The EAC discussed having a Commissioner put together the next vision for the Strategic Plan, which would include plans for what we are going to do, global strategic statement for the Town Council endorsement, and items to be accomplished in 2019. A motion for Sheaffer to develop a draft product for the August meeting and present to the Town Council in August passed 5-0 with motion by Chu and second by Kelemen. Each Commission member should take a lead area – e.g., LaFon engagement/partnership, Elliott water quality.

- c. EAC Bylaws (Billigmeier/Chu). Kelemen provided comments on Billigmeier comments. With Billigmeier not present, it was decided to wait until next meeting, and forward Billigmeier comments to each Commissioner.
- d. Environmental Portal Update (Kelemen). The EAC discussed the links and creating a dummy mock-up of how the website should look. EAC identified missing things – e.g., no page for the environmental award, etc. Kelemen will develop a PowerPoint mock-up that navigates through the pages and send to the Commissioners before the August meeting. Commissioners can suggest new pages. It was noted the EAC should not state policies or positions.

New Business:

- a. The following items from the Strategy meeting were discussed in more detail:
 - 1. Smartphone apps
 - i. Kelemen reached out to school staff on two ideas:
 - 1) Recycling. App indicates what is acceptable.
 - a) Scan something – is it recyclable?
 - 2) Storm draining monitoring. For Town Inventory.
 - ii. Kelemen talked with the computer science teacher; they are interested.
 - iii. It was decided that Kelemen needs to get something in writing from the computer science teacher, and Klusek will present the idea to Public Works.
 - iv. The EAC discussed making this a contest with a request for proposal “the Town needs your help to help the environment”. The EAC would review the entries, select top 5, and Town Council would decide the winner. A Spring timeframe would be better for the senior projects. The EAC would launch the project in the Fall. Kelemen will continue to take the lead. Some big organizations might be interested in joining.
 - 2. Acoustic on the Green. Motion to have a table on recycling at the July 13th event to the Town Council for approval. Chu will be the contact person. Motion passed 5-0 with Chu proposing and Bergheim second. Klusek to approach Town manager.
 - 3. Green Business Award. No further discussion other than LaFon to take lead.
 - 4. Recycling. The EAC discussed Toter stickers and piloting them in one quadrant. The EAC also discussed having a representative from Patriot come to an EAC meeting. Klusek will look into if we can invite someone from Patriot and we will revisit next meeting. Klusek will also talk with Public Works. It was decided to discuss the issue during the October meeting or have a special meeting in October to focus on recycling. A motion to have a special second October meeting on recycling was passed 5-0 with motion by Sheaffer and second by Kelemen.

Adjournment: There being no further business, the meeting was adjourned at 9:05 pm with a motion by Kelemen and a second by Sheaffer.