



LEESBURG ENVIRONMENTAL ADVISORY COMMISSION

**TUESDAY**  
**January 21, 2020**  
**7:00 P.M.**

Town Hall  
Second Floor Conference  
25 West Market Street

COMMISSIONERS

Maria Bergheim (20)  
Kohler Brafford (20)  
Jennifer Chu (20)  
Bobbi Elliott (22)  
Gabriella Kelemen (22)  
Paul Sheaffer (20)  
Sarah Yeager (22)

*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 January 21, 2020**

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

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes: December 3, 2019\*
4. Chairperson's Statement
5. Petitioners
6. Staff Items (20 Minutes)
  - a. Tolbert Award
  - b. Annual Report
  - c. April Meeting/Spring Break
  - d. Water Conservation Challenge
  - e. Strategic Plan Update
  - f. Live in Leesburg
7. Old Business (60 Minutes)
  - a. Recycling
  - b. Keep Leesburg Beautiful
  - c. Flower and Garden Show
8. New Business (10 Minutes)
  - a. Student Representative
  - b. HOAs

9. Adjournment

(\* ) Material attached

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**Town of Leesburg Environmental Advisory Commission  
Meeting Minutes  
December 3, 2019**

The Town of Leesburg's Environmental Advisory Commission (EAC) met on December 3, 2019 at 7:00 p.m. in the Town Hall at 25 West Market St., Leesburg, Virginia.

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

**Roll Call:** Present: Commissioners Jennifer Chu, Maria Bergheim, Gabriella Kelemen, Sarah Yeager, and Kohler Brafford. Paul Sheaffer present via phone  
Staff Representatives: Richard Klusek

**Approval of Agenda:** The agenda was approved as amended 6-0-1 (motion by Brafford, second by Sheaffer, Elliott Absent, Yeager Abstain).

**Approval of Minutes:** There being no corrections, the meeting minutes of November 5, 2019 were approved as presented 5-0-1-1 (motion by Bergheim, second by Sheaffer, Elliott Absent, ).

**Chairperson's Statement:** Chairperson Chu stated we have a busy meeting and to proceed to the staff items.

**Petitioners:** Food Loop Requesting Space for Compost Pile (Lauren Gassman). Ms. Gassman presented suggestion on building a community composting pile. Currently, there is no service for composting available in Leesburg that is easily accessible by the community. Ms. Gassman has been operating a composting service for the last month at the Leesburg farmer's market and has a weekly and biweekly subscription that she collects compost from. Ms. Gassman claimed that HOAs do not permit a composting pile for commercial use. Ms. Gassman suggests HOA could have a pile that is handled by a third party contractor. Kelemen asked if there was a code or statute that regulates the creation of compost piles, Ms. Gassman replied that she could not find a provision but emails Melanie from the Leesburg Economic Development. Kohler asked Ms. Gassman if it was her goal to have every HOA or neighborhood have their own compost pile and if it would be possible to find an offsite location to pool the compost until she received the city's approval. Kelemen asked how many subscribers Food Loop had to which Ms. Gassman replied a couple and that she charged \$24 for biweekly pick up and \$32 for weekly pick up, and most customers were located in Leesburg. Bergheim asked if she could get local support, perhaps from a church? Ms. Gassman responded that was the next step. Kelemen commented that it was a long shot but Ms. Gassman could talk to Parks and Rec or recently approved a butterfly garden to see if they had any spots, and to approach them with a well thought out plan. Ms. Gassman talked to John Cleaves and Katie who said it was a good idea but they would have to do proper vetting of other proposals. Chu remarked that the EAC could not write a letter in support of businesses and Kelemen suggested Mason Enterprise Center. Ms. Gassman said she was planning to bring the idea forward to them. Kohler suggested Ms. Gassman do a cost analysis and determine how much household waste in Leesburg is actually compost. Bergheim volunteered to write up a proposal and submit for discussion at the next meeting.

**Staff Items:**

- a. Tolbert Award Solicitation for Nominees (Klusek). Richard reminded the EAC that they needed to identify people for the award and to submit names soon.
- b. Annual Report (Klusek). The EAC needs someone to write up the annual report and present it in the Springtime. He suggested the EAC use the Annual Report presentation to present the strategic Plan. The Annual Report is typically presented around March.
- c. Endorsing Budget (Klusek). Klusek requested that the EAC should endorse the current budget for the next year. Brafford motioned to make a budget request of \$3,500 for 2021, Kelemen seconded. Approved 6-0-1 Elliott Absent.

**Old Business:**

- a. Resurrecting Recycling (Chu). Chu reminded the commission that Patriot had discussed putting stickers on the toters informing households of potential contamination. According to discussions, Patriot and Department of Public Works believed that they would only have to use the stickers a couple of times before the residents “got the picture” and stopped contaminating their recycling. Kelemen claimed the program was implemented and there was a video online showcasing the program. Chu said she will follow up with Renee to ensure that the program was active. The EAC then discussed glass recycling. Chu claimed Renee said recycling glass was a problem as it breaks on the road during collection, contaminates what is recyclable, however, Renee’s position is they don’t want people to lose the behavior of recycling glass and so it is best to not tell people they cannot recycle glass. Yeager asked who would pick up the glass then? Chu presented two options: 1.) tell people they don’t recycle glass and throw the glasses away, or 2.) Join other cities who are part of the “Purple Can Club” though she noted we would have to pay a haul and tipping fee. Brafford recommended reeducating consumers to pick alternatives. Yeager suggested educating children at the school who can pass the information to their parents. Chu stressed that the message needed to be consistent between Patriot, the town and the website. Chu further recommended that the EAC obtain numbers to crunch and do a cost analysis to see which would be most affordable if we wanted to recycle the glass: use bins or contractors? Chu presented two more possible courses of action for a total of 4: 1.) do nothing and continue to pay the haul away fee, 2.) purchase bins and set them around the city for people to use, 3.) hire a contractor to separate the glass from the recyclables and haul it away or 4.) tell people to stop recycling glass. Chu recommended shelving the discussion until a cost analysis of the aforementioned courses of action was complete.
- b. Strategic Plan Update (Sheaffer): Kelemen moved to present the Strategic Plan and Annual Report at the Council meeting in the first quarter of 2020. Yeager seconded. Approved 6-0-1 Elliott Absent. Klusek asked whether he should circulate the Strategic Plan to Town Staff to get comments. Kelemen moved for Rich to circulate the Strategic Plan draft to the Town Staff for review, Yeager second. Approved 6-0-1, Elliott Absent).
- c. Amending the EAC Bylaws (Chu): Yeager moved to accept as is, Kelemen objected with concern. Kelemen did not agree with the Chairman limiting speakers to 5 minutes. Brafford motioned to approve increasing the submission of minutes from 5 to 10 days and then cancelled the motion. Chu said by-laws will go unamended. Klusek suggested at a future meeting, Section 1-1 should be changed to reflect the Chairman, Vice Chairman and Secretary shall serve until the second meeting of the calendar year.

- d. Keep Leesburg Beautiful (Chu): Chu presented the dates of March 28 or April 4 to Klusek who said he would pass the options to the Town Staff for approval. Chu asked if the EAC could give coupons to local business. Klusek replied that it gets tricky as it could suggest favoritism of one business over another but that he would find out the answer. Chu asked if local businesses offered free coupons could we use those? Klusek said he would ask. Chu then asked if the EAC could have multiple booths at the clean-up event. Klusek said he would ask. Chu then suggested EAC to put clean up events on the EAC portal. Chu motioned to coordinate with DPW to promote “Keep Leesburg Beautiful Clean Up Events” on the EAC portal. Yeager second. Approve 6-0-1 Elliott Absent). Yeager will lead the Keep Leesburg Beautiful event.
- e. Flower and Garden Show (Chu): Chu talked to Renee about promoting recycling at the EAC booth. Chu asked Klusek if the EAC could raffle off prizes donated by businesses? Klusek said he would ask Town Staff. Chu asked if we could borrow a mulch display from a local business to provide a hands-on exhibit of mulch. Klusek replied that this seemed possible as long as there is no advertising for a specific business on the display.
- f. Portal (Kelemen): Kelemen asked Klusek what is the status of uploading the portal. Kelemen said Betsy was good with the portal as soon as Klusek approved it and the request was submitted in September but she did not hear anything back. Klusek said he would review it again.
- g. DPW Meeting with goats: Chu will follow up with Renee on the outcome of the meeting.

**New Business:**

- a. None

**Adjournment:** The meeting was adjourned at 9:08 pm, approved 6-0-1 with motion Yeager and second by Kelemen, Elliott Absent.