



Clarke County Litter Committee

2023 Clarke County Fair
890 W Main St, Berryville, VA 22611

Tuesday, August 15, 2023 5:30 pm

The Clarke County Litter Committee will hold a brief meeting located in a vendor booth at the Clarke County Fair. The exact location of the booth is to be determined. Once the meeting adjourns, the committee will be available at the booth and will be picking up trash within the fairgrounds.

1. Call to Order
2. Approval of Agenda
3. Approval of Meeting Minutes
 - July 18, 2023
4. Public Comments
5. Upcoming Planning, Engagement, and Scheduling in 2023
 - *Sat, 9/16 at 8:00am: Farmer's Market & Town Pick Up (7:15am set up)
 - *Fri, 10/6 at 1pm-3pm: Electronic Recycling at C2 Management
 - Sat, 11/18 at 9:00am: Boat Ramp Pick Up
 - Sun, 12/3 at 9:00am: Adopt-a-Road Clean Up

**changes to event, time, or date*
6. EPS Campaign
 - Distribution update
7. Other Business
 - Remaining Fund Discussion
 - Review of DEQ Grant Funding categories/prep for budget discussion in September
8. Adjournment
 - The next regular Litter Committee meeting will be on Tuesday, September 19th at 5:30pm in the A/B Meeting Room located on the 2nd floor of the Berryville/Clarke Government Center.

Upcoming Agenda Discussion Topics

- Keep Clarke Clean Art & Slogan Contest"
 - Location discussion/permission
- Media Outreach Details
 - Clarke County representation
 - QR Code update
 - Local business EPS recipient's article
- Other Business
 - Review of DEQ Grant Funding categories/Budget Discussion



Clarke County Litter Committee

DRAFT – Meeting Notes

Tuesday, July 18, 2023 – 5:30PM

Berryville-Clarke County Government Center – A/B Meeting Room

ATTENDANCE	
Ashley Harrison (Chair)	✓
Tom Bauhan (Vice Chair)	✓
Matthew Bass (BOS Representative)	✓
John Keim	X
Mary Martin	✓
Meg Roque	X

STAFF PRESENT: Kristina Maddox (Office Manager / Zoning Officer), Lorien Lemmon (Conservation Planner / GIS Coordinator)

OTHERS PRESENT: None.

Call to Order

Chair Harrison called the meeting to order at 5:43pm.

Approval of Agenda

Mr. Bauhan made the motion to approve the agenda as presented by Staff, seconded by Mr. Bass

Approval of Meeting Minutes

June 20, 2023 – Mr. Bauhan moved to approve the June 20th, 2023 meeting minutes as presented by Staff, seconded by Ms. Martin.

Public Comments

None.

Planning, Engagement, and Scheduling in 2023

Ms. Maddox and Ms. Lemmon discussed the recent pick-up along the intersection of Routes 340 and 7 that occurred on July 15th and asked the committee to reaffirm the dates and times for the other planned events. The committee discussed contacts for a booth for the upcoming Clarke County Fair on August 15th and moved the planned town pickup to the following month, September 16th, during the Farmer’s Market event. Ms. Maddox confirmed the date for the electronic recycling day hosted by C2 Management on October 7th and Mr. Bass inquired as to what types of items would be accepted. Ms. Maddox explained that C2 Management would provide that information in an advertisement that would be posted by staff on the Clarke County Facebook page.

Chair Harrison asked the committee if more Litter Committee brochures could be handed out at more places such as at the Clarke County Fair booth, at the Farmer’s Market table, and at the restaurants that are receiving EPS containers. Ms. Martin asked if QR codes that link to a Litter Committee website would be possible. Ms. Lemmon agreed to ask county staff about QR codes.

Chair Harrison reviewed the boat ramp pick up scheduled for November 18th and the required second Adopt-A-Highway event, scheduled for December 3rd. Ms. Maddox confirmed that this second event is a requirement of the DEQ Litter Grant and that the committee has until March 2024 to satisfy that requirement.

The committee approved the events and dates by consensus.

“Keep Clarke Clean Art & Slogan Contest” Update

Ms. Maddox displayed the signs and magnets from the “Keep Clarke Clean Art & Slogan Contest” to the committee. The committee plans to hand out the magnets at the booth at the Clarke County Fair and at the table at the Farmer’s Market. If any are left over, Mr. Bass volunteered to distribute them to the local elementary schools. Mr. Bass also suggested loaning some of the signs to the schools and the committee discussed where across the county they would like the signs to be posted. The committee agreed to continue brainstorming locations before moving forward with posting the signs.

EPS Campaign Update

Mr. Bauhan reported that he delivered 200 9x9 inch clamshell containers and a feedback questionnaire to the Lone Oak Tavern and that the owner was very appreciative to receive the order. The committee agreed to evenly distribute the containers and cups ordered by the DEQ Litter Grant and only to businesses that initially responded to solicitation by the Litter Committee. Ms. Lemmon volunteered to pick up the feedback questionnaire a month after orders are distributed. The committee discussed other businesses that may benefit from this program and made a note to focus on those for the FY24 grant.

Mr. Bauhan asked about when the EPS funding from the DEQ grant would be available and Ms. Lemmon explained that the grant cycle usually begins with an acceptance letter received in December and the funds being released in January of 2024.

Media Outreach Details

The committee complimented Mr. Keim’s article in the Clarke Monthly issue for July. Chair Harrison reminded the committee that any information pertaining to the Litter Committee needs to be approved before being published. Chair Harrison inquired about posting pickup dates on the calendar in Clarke Monthly and Ms. Maddox responded that the committee would need to allocate funds for publishing costs.

Mr. Bass suggested that for Earth Day in 2024, Litter Committee do a press conference that could be in conjunction with the artwork contest, information about the pickup events, and can include speakers from the sheriff’s department reiterating that littering is a crime. Chair Harrison mentioned that most citizens do not realize that littering is against the law and Ms. Lemmon noted that law enforcement is one of the pledges included in the grant application and a press conference with law enforcement officials would satisfy this pledge.

Other Business

Mr. Bauhan suggested collaborating with Mr. Keim about creating an article about the local businesses that have been responsive to the EPS campaign. The idea would be to highlight these businesses efforts to utilize more environmentally friendly takeout containers and hopefully inspire other businesses to follow suit.

Chair Harrison mentioned that discussion of the Litter Committee budget for FY 2024 should be added to the agenda for September.

Adjournment

There being no further business, Mr. Bass moved and Mr. Bauhan seconded that the Committee adjourn to the next regularly scheduled meeting on Tuesday, August 15th at the Clarke County Fair at 5:30pm. The motion to adjourn was approved unanimously.



GY 2023 PERFORMANCE REPORT FOR THE NON-COMPETITIVE VIRGINIA LITTER PREVENTION AND RECYCLING GRANT

Grant Period: July 1, 2022 through June 30, 2023

Deadline for application: August 1, 2023

Primary Agency: _____

Localities Represented: _____

The Authorized Official certifies that the information provided on this form is accurate.

PROGRAM MANAGER:

Name: _____ **Title:** _____

Address: _____

Primary Phone: _____

Email: _____

Litter/Recycling Website: _____

PAID STAFF AND VOLUNTEERS:

Number of Full-Time Paid Staff: _____

Number of Part-Time Paid Staff: _____

Annual Hours Worked by Paid Staff: _____

Total Number of Volunteer Hours (for all events): _____

TOTAL PROGRAM SUPPORT:

Total DEQ Grant Award: _____

Amount of Locality Cash: _____

Amount of Locality In-Kind Services: _____

Amount of Private Sector Cash: _____

Amount of Private Sector In-Kind Service: _____

Value of Volunteer Work: _____

(Value of volunteer work = Number of hours x \$24.49)

Amount of Cash from Other Sources: _____

Amount of In-Kind Services from Other Sources: _____

Other Sources Description: _____

Subtotal of All Cash: _____

Subtotal of All In-Kind Services: _____

Grand Total for Cash and In-Kind Services: _____

PUBLIC COMMUNICATION:

Public Presentations (not including Youth Education):

Number of Group Presentations/Workshops: _____

Total Attendance of Presentations/Workshops: _____

Number of Staffed Displays/Events: _____

Total Attendance at Events/Exhibits: _____

Number of Unstaffed Events/Exhibits/Displays: _____

Total Attendance for Staffed Events: _____

Types of Materials Distributed (check all that apply):

- Coloring Books
- Litterbags
- Pencils
- Stickers
- Other (List): _____
- None

Types of Communication (check all that apply):

- | | |
|---|--|
| <input type="checkbox"/> Brochures | <input type="checkbox"/> Public Service TV Announcements |
| <input type="checkbox"/> Emails | <input type="checkbox"/> Twitter Postings |
| <input type="checkbox"/> Facebook Posting | <input type="checkbox"/> Websites |
| <input type="checkbox"/> Newsletters | <input type="checkbox"/> EPS Campaign* |
| <input type="checkbox"/> Newspapers | <input type="checkbox"/> Other (List): _____ |
| <input type="checkbox"/> Public Service Radio Announcements | <input type="checkbox"/> None |

*Select both "EPS Campaign" and "Other" with a description to report EPS Campaign communications

YOUTH EDUCATION:

Presentations/Workshops:

Number of Youth Presentations/Workshops: _____

Total Attendance at Youth Presentations/Workshops: _____

Number of Youth Leader Training Sessions: _____

Total Attendance at Youth Leader Training Sessions: _____

Environmental Clubs:

Number of Youth Environmental Clubs: _____

Number of Club Members: _____

Other Youth Events:

Total Number of Other Youth Events: _____

Total Attendance at Other Youth Events: _____

Litter Clean-up:

Total Number of Program Clean-up Events: _____

Total Number of Volunteers for all Clean-up Events: _____

Total Litter Collected from All Activities (cubic yds): _____

Assign-a-Highway Program (and similar programs using inmates or those assigned to community service):

This does not include VDOT Adopt-a-Highway Cleanup data unless you organized a staffed event

Number of Probationers Assigned: _____

Number of Road Miles Cleaned: _____

Total Litter Collected from the
Assign-a-Highway Program (cubic yds): _____

Recycling:

What recycling programs did you perform using the grant funds? _____

Law Enforcement:

What law enforcement programs did you perform using the grant funds? _____

Program Funding Allocation:

Please estimate the % of your grant funds used for the litter prevention program activities and for the recycling program activities for the GY 2023. The total for litter and recycling should come to 100%. If you received no funds in the previous year(s), enter 50 and 50 in each box.

Grant Funds used in Litter Prevention Program (%): _____

Grant Funds used in Recycling Program (%): _____