



**Clarke County Litter Committee**  
**Berryville/Clarke County Government Center, 2<sup>nd</sup> Floor**  
**101 Chalmers Court, Berryville, Virginia 22611**  
**Suite B Conference Room**

**Tuesday, March 19, 2024 5:30 pm**

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes of the February 20, 2024 meeting
4. Public Comments
5. Event Planning
  - a. April 2024 Earth Day Planning
  - b. Other 2024 Event Planning
6. Meeting Topics
  - a. EPS Campaign Application Handout
  - b. Grants: DEQ Authorized Use of Funds
  - c. Grants: Keep VA Beautiful
7. Keep Clarke Clean Signage Update – VDOT and Miss Utility
8. Other Business
  - a. Mail Packets before meetings?
9. Adjournment
  - The next regular Litter Committee meeting will be on Tuesday, April 16<sup>th</sup> at 5:30pm in the Suite B Conference Room located on the 2nd floor of the Berryville-Clarke Government Center at 101 Chalmers Court, Berryville VA 22611.



# Clarke County Litter Committee

**DRAFT** – Meeting Minutes

Tuesday, February 20, 2024 – 5:30PM

Berryville/Clarke County Government Center – Suite B Conference Room

ATTENDANCE			
Ashley Harrison (Chair)	✓	John Keim	✓
Tom Bauhan (Vice-Chair)	✓ <sup>E</sup>	Mary Martin	X
Matthew Bass (BoS Representative)	✓	Christi McMullen	✓ <sup>L</sup>

E – Denotes electronic participation

L – Denotes a late arrival

**STAFF PRESENT:** Kristina Maddox (Office Manager / Zoning Officer)

**OTHERS PRESENT:** None

**CALL TO ORDER:** Chair Harrison called the meeting to order at 5:30pm.

## Approval of Agenda – February 20, 2024

The Committee voted 4-0-2 to approve the agenda for the February 20, 2024 meeting.

Motion to approve the February 20, 2024 agenda as presented by Staff:			
Harrison	AYE	Keim	AYE (seconded)
Bauhan	AYE	Martin	ABSENT
Bass	AYE (moved)	McMullen	ABSENT

## Approval of Meeting Minutes – January 23, 2024

The Committee voted 4-0-2 to approve the January 23, 2024 meeting minutes as presented.

Motion to approve revised January 23, 2024 meeting minutes as presented by Staff:			
Harrison	AYE	Keim	AYE (seconded)
Bauhan	AYE	Martin	ABSENT
Bass	AYE (moved)	McMullen	ABSENT

**Public Comments** – None.

## Keep Clarke Clean Signage Update

Ms. Maddox said this task is still in progress while Staff collaborates with VDOT and noted that Ms. Lemmon received feedback from VDOT on the material and dimensions required for the signposts. The committee discussed that sturdy, metal posts are preferred for the heavy signs – similar to what Parks and Recreation used. Ms. Maddox informed the committee that the Town of Berryville has yet to erect the sign but will do so as their time allows.

## Upcoming Meeting Topics – EPS Campaign Planning

Mr. Bauhan said another initiative is to promote an incentive program for local businesses to make the eco-friendly switch from EPS materials earlier than the allotted date in 2030. Ms. Maddox reminded the committee that the grant money would need to be fully spent by the end of June and

suggested the group personally go door-to-door to discuss the incentive program versus mailing letters due to the lack of response last year. Ms. Maddox agreed to forward a list of local restaurants to the committee so the group could coordinate the responsibilities and will also forward the mailing details to Mr. Bauhan to create a draft flyer. Ms. Maddox informed the committee that DEQ approved the incentive program this year only and said she would check with the county's finance department on details.

Ms. McMullen arrived at 5:41pm.

Regarding the county's ability to enact a more stringent EPS policy than the state, Mr. Bass read,"§ 10.1-1425. Preemption of certain local ordinances. The provisions of this article shall supersede and preempt any local ordinance which attempts to regulate the size or type of any container or package containing food or beverage or which requires a deposit on a disposable container or package" from the Code of Virginia. He said he does not believe a locality can enact a resolution that is more stringent than the state. He also read, "§ 10.1-1424.3. Expanded polystyrene food service containers prohibited; civil penalty. A. Beginning July 1, 2023, no food vendor that is a restaurant or similar retail food establishment and is part of a chain with 20 or more locations offering for sale substantially the same menu items and doing business under the same name, regardless of the form of ownership of such locations, shall dispense prepared food to a customer in an expanded polystyrene food service container," from the Code of Virginia. His assumption is that law will be amended at some point.

Ms. McMullen provided details on eco-friendly materials and a vendor list with pricing details. She informed the committee that even though products are titled eco-friendly they may still contain a plastic coating and some of the lids still contain polystyrene. She did research on items that contain a cornstarch lining or made of sugarcane paper that are more expensive but better overall for the environment. She said that if it is not possible to do the rebate program as discussed, perhaps we could purchase a more compostable product for local businesses.

To summarize next steps, Vice-Chair Bauhan is going to draft the letter to business owners and Ms. McMullen is going to continue her research on products. Ms. Maddox noted that DEQ is allowing us to do this program this year only and that we would have to return to providing information and sample products going forward. She also made it a point that Joint Administrative Services (JAS) has to ensure the incentive program can be done.

### **Upcoming Event Planning – April 2024 Earth Day Planning**

Chair Harrison said rather than focusing on speakers for the event, that the committee should focus on gaining participants and she suggested the Clarke County adopt-a-highway participants be involved. The committee discussed the vendor tables and decided they do not necessarily need to be environment-focused, that civic organizations of any kind are welcome to have a table as long as they RSVP. The committee also decided that participants in the event would get a swag bag with a coloring book, crayons, and other items.

Vice-Chair Bauhan left the meeting at 6:21pm.

Mr. Keim said he would like to write an article for the Clarke Monthly about the Adopt-a-highway program to let people know what they can do to help.

Ms. Harrison noted that one of her focus points this year is to lighten Staff's load as much as possible and also to adopt the bylaws for future clarification.

**Adjournment**

There being no further business, the Litter Committee agreed to adjourn at 6:22pm to the next regularly scheduled meeting on Tuesday, March 19<sup>th</sup> 2024 at 5:30pm in the Suite B Conference Room located on the second floor of the Berryville-Clarke Government Center in Berryville, VA.

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Ashley Harrison, Chair

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Kristina Maddox, Clerk

## Earth Day Planning Progress

Litter Committee Member RSVP – Will any of you not be available for the Earth Day event?

### **Day of:**

Location: Fairgrounds

**9:00-9:30: Welcome guests, sign waivers, and assign litter committee members to groups**

**9:30-11:00: Speaker presentations/meet and greet/table visit**

Speakers: Travis Sumption, Ashley, Matt, Conservation Police (??)

**11:00-12:00: Litter Clean Up w/assigned Litter Committee member**

Locations: Fairgrounds (Christi?), Chet Hobert Park (Ashley?), Rose Hill Park (Tom?) (permission pending), 2-3 more locations depending on Committee RSVP

**12:00-1:30: Refreshments/Pizza/Glass-crushing demo by Christi**

Location: Fairground

### **End of Event**

### Progress so far:

Jan 2024: Ashley obtained permission for the Fairgrounds to host our event

Jan 2024: Lorien/Kristina reached out to Sheriff Sumption and confirmed his availability

2/27/2024: Kristina emailed/mailed letter (in packet) to local organizations inviting them to event – as of 3/12/2024 no RSVPs

3/5/2024: John sent article to Cathy for approval to include in Clarke Monthly

3/9/2024: Matt approved updated waiver

3/12/2024: Kristina/Lorien/Christi currently working on swag bags to hand out: 50 coloring books, crayons. Christi to provide water bottle stickers and pins for Adopt-A-Highway

### Things to discuss:

2 or 3 additional pick up locations

Gaining participants – 1 volunteer from high school as of 3/12/2024

Create set-up schedule for local org tables and volunteer pick up supplies



**Clarke County Litter Committee**  
**Berryville-Clarke County Government Center**  
**101 Chalmers Court, Suite B**  
**Berryville, VA 22611**

February 26, 2024

Blandy Experimental Farm  
400 Blandy Farm Ln, Boyce, VA 22620  
Boyce, Virginia 22620

Dear Blandy Experimental Farm,

The Clarke County Litter Committee cordially invites you to participate in our second annual celebration of Earth Day!

The event will take place at the Clarke County Fairgrounds on Saturday, April 20, 2024, from 9:00 a.m. to 12:00 p.m. In addition to litter pickup at designated locations across the county including the Fairgrounds, Chet Hobert Park, Rose Hill Park, and others, this event is sponsored by the Committee to connect our community organizations to volunteers and resources that help Keep Clarke Clean.

We will begin the day with greetings from County and Committee leadership. Attending groups and individuals will then disperse to pick up litter and return to the Fairgrounds by noon for refreshments, pizza, and a glass-crushing demonstration from our very own Christi McMullen. Participants will also receive swag bags courtesy of the Committee.

Civic organizations are encouraged to set up tables and provide information and membership opportunities for our community-oriented participants. To register and reserve a table location – which will be on a first-come, first-served basis – please RSVP with your group name and point-of-contact no later than April 10 by emailing us at [litterfree@clarkecounty.gov](mailto:litterfree@clarkecounty.gov).

We look forward to celebrating Earth Day 2024 with you!

Sincerely,

*The Clarke County Litter Committee*

**(540) 955-5132**  
**[www.clarkecounty.gov](http://www.clarkecounty.gov)**

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# Clarke County Litter Committee: 2024 Thinking Ahead

## JANUARY

- Meeting: 2024 Planning (goals, meeting calendar, etc)

## FEBRUARY

- Meeting: Equipment Inventory Assessment, EPS Campaign, Earth Day Event

## MARCH

- Meeting: Planning for Earth Day Event, EPS Campaign

## APRIL

- Event: Earth Day
- Meeting: Environmental Advocate of the Year Discussion

## MAY

- Event: Farmer's Market & Town of Berryville Pick Up
- Event: Adopt-a-Road Pick Up
- Event: Environmental Advocate of the Year Award at the Board of Supervisor's Meeting
- Meeting: All grant expenditures must be made and received by end of June

## JUNE

- Event: Rt 7/340 Roadside Pick Up

## JULY

- Event: Adopt-a-Road Pick Up

## AUGUST

- Event: Clarke County Fair

## SEPTEMBER

- Event: Farmer's Market & Town of Berryville Pick Up

## OCTOBER

- Event: E-Recycling with C2 Management

## NOVEMBER

- Event: Boat Ramp Cleanup

## DECEMBER

- Event: Town of Berryville Parade
- Event: Adopt-a-Road Pick Up

- E. Awards will be processed out as funds are released to DEQ by the Treasurer. This occurs after the close of the Commonwealth's Fiscal Year, and reconciliations by the Treasurer. Until the funds are released, no grant payments can be processed. Grants are typically awarded beginning in September of each year.

### III. AUTHORIZED USES OF FUNDS

- A. The grant shall be used for litter prevention and recycling program implementation, continuation, and/or expansion. Authorized uses of the grant funds include:
  - 1. Salaries, wages, or other personnel costs
  - 2. Office supplies, postage, telephone
  - 3. Printing and program materials
  - 4. Travel expenses
  - 5. Locally conducted meetings, workshops, and awards
  - 6. Audiovisual material on litter or recycling
  - 7. Equipment such as: educational, litter receptacles, recycling, source reduction and reuse equipment, audiovisual, safety, and the renting of such equipment
  - 8. Award materials
  - 9. Cleanup supplies
  - 10. Annual dues for solid waste related associations (Maximum cap of \$100)
  - 11. Litter collection and/or recycling collection contracts
  - 12. Solid Waste Disposal fees, fuel, and transportation ONLY ASSOCIATED with a volunteer cleanup

#### B. Grant Fund Expense Categories:

- 1. Salary, Wages, and Fringe Benefits
- 2. Supplies
- 3. Contractual Services
- 4. Travel
- 5. Other

*The non-competitive litter prevention and recycling grant funds are to be used ONLY to support the educational activities of the litter and recycling programs in the localities. Funding is to be used for educational activities that support anti-littering and pro-recycling efforts. Purchasing equipment such as computers, cell phones, desks, etc. is no longer permissible because it is possible for this type of equipment to be used to support programs other than just the litter and recycling program. If a litter program manager wants to spend funding in a way that is not addressed by the guidelines, or he/she believes that a purchase should be justifiable as an essential supply; he/she may contact DEQ. DEQ will consider the request and will inform the locality on the decision.*

**Salary, Wages and Fringe Benefits:** Money paid to support the litter and recycling program managers.

**Essential Supplies:** Includes office supplies, postage and telephone expenses necessary to administer the program, premiums to promote the litter and recycling program. Essential supplies can include litter and recycling materials and supplies such as litter grabbers, trash can liners and lids, premiums and any other expendable supplies used solely in the litter and recycling program that are deemed as essential for educating the



public about litter prevention and recycling. Non-essential items such as food, t-shirts, ponchos, etc. are **not** considered essential and the grant funds may not be used for non-essential items. Trash cans and recycling bins may be purchased if they are part of your anti-littering campaign and they serve to educate the public as to how and where to appropriately dispose of litter.

**Contractual Services:** Funding to support the litter and recycling program. Includes contracts to groups/individuals/businesses for conducting litter cleanups, household hazardous waste day collections, tire amnesty programs, arrangements made with groups to conduct litter cleanups or sorting of recycling. Contractual services may include payments for school programs such as assemblies with litter and recycling themes and payment for printing educational materials. Although the litter and recycling money cannot be used for payment of ongoing waste disposal fees; if the waste disposal fee is directly related to a volunteer litter cleanup, the money may be used for the disposal of the collected litter. Contractual Services may also include the rental of backhoes or dump trucks in association with volunteer litter cleanups only.

**Travel:** Includes registration for litter and recycling conferences and workshops including mileage, lodging and meals. All travel related expenditures are required to meet state guidelines. Refer to the state guidelines for reimbursable mileage rates for use of vehicles.

**Other:** Any other expenses associated with the litter and recycling program that are allowable in the guidelines. For questions about whether or not an item may or may not be included; contact the litter prevention and recycling grant coordinator at (804) 698-4000 or at [va-landr@deq.virginia.gov](mailto:va-landr@deq.virginia.gov).

#### **IV. UNAUTHORIZED USES OF GRANT FUNDS**

Grant funds shall not be used for the following:

- A. Meals associated with award events. Applicants are encouraged to use other sources of funds for such purposes.
- B. Purchase of mass media time or space over \$500.
- C. For any project or item not directly related to litter prevention or recycling, including (but not limited to):
  1. Beautification projects, landscaping, purchase of trees or shrubs, or lawn services.
  2. Purchase of equipment for lawn maintenance or for collection, transportation, and disposal of solid waste.

#### **V. GENERAL ACCOUNTABILITY: PERFORMANCE AND ACCOUNTING REPORTS**

The Applicant shall keep accounting records for the grant funds. A [Performance Report](#) (electronically via Survey Monkey) and an [Accounting Report](#) (via mail) for the previous grant program year shall be submitted to **DEQ no later than August 1<sup>st</sup>**. Subsequent grants shall not be approved until the Performance Report and Accounting Report Form for the previous grant program year have been received by DEQ. The Performance Report and Accounting Report must be signed by the County Administrator, City Manager, Town Manager or the locality's or Coordinating Agency's Chief Financial Officer. For a non-governmental agency, the Performance Report and Accounting Report form shall be signed by the agency's Executive Director or Chief Financial Officer.

## Keep Virginia Beautiful Green Grant



### **Our spring 2024 Green Grants application process will be open soon!**

To see last year's projects and programs, follow [THIS LINK](#) for a list of the 2023 Green Grant Awards.

Our Green Grants program empowers groups all across Virginia to make an environmental impact in their own communities. This is one of the ways we can engage the people who live in Virginia to improve our natural and scenic environment. We believe in a shared responsibility to end littering, improve recycling and beautify communities, and we know with your determination and our support, much can be accomplished!

Keep Virginia Beautiful accepts grant applications in spring each year, and funds thirty awards in amounts of \$500, \$750, or \$1,000. The applications are evaluated and scored by a panel of experts in their fields.

In June, one Green Grant award is announced one each day. The grants are awarded to schools, parks, counties and towns, environmental groups, associations, nonprofits, and service organizations in four different categories: Litter Prevention, Cigarette Litter Prevention, Community Beautification, and Recycling.

The general [Grant Application Guidelines](#) should be read before an application is submitted.

#### **DESCRIPTION OF GRANT CATEGORIES:**

##### **Litter Prevention**

Grants are awarded to groups that aim to clean up, prevent, or reduce litter. Funding will support cleanup supplies, cleanup events, including water cleanups. Studies show that an area that does not contain litter less likely to become littered in the future. The purpose of these grants is to support sustainable prevention and reduction of litter in Virginia. Read more about [litter facts](#) and resources.

##### **Cigarette Litter Prevention**

Cigarette butts account for over 30% of all U.S. roadway litter and storm drain litter. Grants are awarded for projects that include public education and awareness of the issue of cigarette litter, placing cigarette butt receptacles at transition points (such as entrances to public buildings), recycling cigarette butts through the [TerraCycle](#), and/or distributing pocket or portable ashtrays to adult smokers. Learn more about [Cigarette Litter Prevention](#).

## Community Beautification

The purpose of this grant is to support beautification efforts within Virginia's communities. Grants are awarded to groups who create projects or programs that beautify and benefit the community, such as community gardens, renovating vacant lots, removing or repainting graffiti, creating green public spaces, and community revitalization projects. Here's a booklet about [placemaking](#) for inspiration!

## Recycling and Waste Reduction

Grants in the Recycling category are awarded to groups that implement or expand programs to increase recycling, as well as other inventive ways to reuse or repurpose recyclable/non-recyclable items, or other ways to reduce waste in Virginia. Funding will support recycling receptacles, fix-it fairs, re-usable produce and shopping bags, water refilling stations, and other efforts to eliminate the dependence on single-use plastics. Learn about [Terracycle's](#) free recycling programs for many household items such as toothpaste and shampoo bottles.

# Final Report for Green Grant Award Form

**Name of Organization** *(Required)*

**Contact First Name** *(Required)*

**Contact Last Name** *(Required)*

**Contact Email** *(Required)*

**Category of grant award** *(Required)*

- Community Beautification
- Cigarette Litter Prevention
- Litter Prevention
- Recycling

**Amount of grant award** *(Required)*

- \$500
- \$750
- \$1,000

**Region where project/program took place** *(Required)*

- Northern Virginia
- Central Virginia
- Hampton Roads
- Eastern Shore
- Shenandoah Mtns/Valley
- Southwest Virginia

**Zip Code where project/program took place** *(Required)*

Date project/program was completed *(Required)*

Number of volunteers involved *(Required)*

Total hours worked by all volunteers combined

*(Required)*

Pounds of litter picked up, if applicable:

Pounds of recyclable items collected, if applicable:

Number of any other items picked up i.e. 25 tires, 2,500 cigarette butts:

State type of item and number collected

Number and type of trees planted, if applicable:

Number of flowers or shrubs planted, if applicable:

Other work performed such as trails cleared, graffiti painted over:

Any other metrics or information not mentioned above:

How were your grant funds spent? *(Required)*

Please tell us the success of your project or program, and describe its impact on your community: *(Required)*

Any additional notes or comments: