



# 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 November 12, 2024 5:30 pm

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes of the August 20, 2024 meeting
4. Public Comments
5. Event Planning
  - a. Upcoming Event Dates:
    - Dec 7<sup>th</sup>: Berryville Christmas Parade
  - b. Future Event Planning:
    - Rain barrel pickup
    - Christmas parade
    - Earth Day event planning start
    - Early 2025 events
6. Discussion
  - a. Non-profit steps/timeline
  - b. Bylaws
  - c. Public Communication
  - d. Trash Receptacles at the Boat Ramps (Friends of the Shenandoah)
7. Other Business
8. Adjournment
  - The next regular Litter Committee meeting will be on Tuesday, December 17 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

Meeting Minutes

Tuesday August 20, 2024 – 5:30PM

Berryville/Clarke County Government Center – Suite B Conference Room

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

E – Participating Electronically

**STAFF PRESENT:** Lorien Lemmon (Conservation Planner)

**OTHERS PRESENT:** Doug Shaffer (Board of Supervisors Liaison)

**CALL TO ORDER:** Chair Harrison called the meeting to order at 5:35pm

**Approval of Agenda: August 20, 2024**

The Committee voted 4-0-1 to approve the agenda as presented by staff.

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

**Approval of Meeting Minutes: July 16, 2024**

The Committee voted 4-0-1 to approve the July 16, 2024 meeting minutes as presented.

Motion to approve July 16, 2024 meeting minutes as presented:			
Harrison	AYE	Martin	AYE
Bauhan	ABSENT	McMullen	AYE (seconded)
Keim	AYE (motion)		

**Public Comments:** None.

**Non-profit Discussion – Ashley Tibbens:** Not present.

**Event Planning:**

**a. Upcoming Event Dates:**

The Committee discussed the agreed upon upcoming events:

- Sept 21: Boat Ramp pickup
- Oct 5: Adopt-A-Highway pickup
- Nov 9: Adopt-A-Highway
- Dec 7: Berryville Christmas Parade

Chair Harrison stated that the next scheduled event was the boat ramp pick up on September 21. She stated that they also have the scheduled Adopt-A-Highway event where they are going to lend

a hand to other participants. Chair Harrison added that she is trying to get into contact with some other participants. She added that the next event is the Christmas Parade and she has the truck, trailer and all the supplies used last year.

#### **b. Future Event Planning**

- Farmer's Market – Rain barrels, donations?
- Christmas parade

Chair Harrison proposed an idea to take the rain barrels to the fairgrounds and hold a workshop for the community to instruct them on how they work and how to use them. She added that they could also do a painting workshop where they can decorate and paint their rain barrels. Chair Harrison asked if they can accept donation from people coming to the workshops. Ms. Lemmon stated that they could do that. Ms. Lemmon stated that the rain barrels will be delivered to the maintenance department and they are going to install the kits on them. Ms. Lemmon added that she likes the idea of doing them at the fairgrounds but once they are taken out of the maintenance department they can't be returned because they are going to need the room. Ms. Lemmon added that if they get the rain barrels in by October they can do the workshop at the craft sale they have annually. Chair Harrison added that she will ask if they can be stored at the ruitan and have a couple different events and use them for the Earth Day event as well. Chair Harrison added that they will discuss the Christmas Parade more as it gets closer.

#### **Discussion:**

##### **a. Non-profit steps/timeline – Christi McMullen**

Ms. McMullen presented a research PowerPoint she put together on going non-profit. She stated that as a non-profit you will need directors, a name to register, and a registered agent. She added that this part isn't that difficult. She stated that it would be beneficial to have a lawyer. Chair Harrison had made some recommendations on who she felt would be a good addition to the board of directors if that is the route they take. Chair Harrison added that they can continue to reach out to other non-profits and collect as much information as possible. Ms. Lemmon added that she had reached out to the Humane Society because they do work with Clarke County but they have not replied. Mr. Kein added that he thinks they need a lot more information from people who have experience with it and doing more research. Ms. McMullen stated that she thinks having a lawyer to discuss legal issues would be beneficial. Ms. McMullen added that they are blessed to have Ms. Lemmon and if they go non-profit they will need to do everything she does. Chair Harrison added that she would be willing to take the \$1,000 courses for information on the grants. Ms. McMullen added that she thinks there is a lot more that goes into it and she feels that they won't be as successful as a non-profit. Ms. Lemmon added that the grant she applied is through June of 2025 so they will be a part of the county until then if they decide to go non-profit. Mr. Shaffer added to weigh the options out. Chair Harrison added that this is something she wants to do professionally and she enjoys what the Litter Committee does.

##### **b. Getting HS students involved**

Ms. McMullen stated she reached out to the principal and the NHS teacher has changed. She added that they will not be able to attend the back to school night because that is only for student led programs. She added that the principal forwarded her to the environmental club teacher and asked

to reach out and let them know what they could do to help. Ms. Lemmon stated she would put them on the volunteer list so they will get notifications on when our pick up events are. Ms. McMullen stated that if anyone reaches back out she will let everyone know. Chair Harrison stated that they can still try to get NHS students involved as well.

**c. Trash receptacles at the Boat Ramps**

Chair Harrison moved the discussion on and asked if they were still waiting on funding. Ms. Lemmon stated yes and that she is just keeping things on the agenda as a reminder and she is still reaching out to different companies as well. Chair Harrison added that once they get the funds they can invite them to the meeting and discuss the overall plan.

**d. Long Branch activity 2025?**

Chair Harrison stated that they could potentially have them join them for the Earth Day event. She added that she will reach out and hopefully build a relationship with the new director and stay in communication with them. She added that we could invite them to a meeting as well for a discussion.

**Other Business:**

Mr. Keim added that he has reached out to other organizations on the Adopt-A-Highway event on November 9. He added that he is waiting on responses and that Ed Carter has stated he will be in contact soon. Chair Harrison stated that she wanted to start publishing in the newsletter more and in the Clarke Monthly so the community knows when their events are scheduled.

**Adjournment**

There being no further business, the Litter Committee voted 4-0-1 to adjourn at 6:32 pm. The next regularly scheduled meeting is on Tuesday, September 17, 2024 at 5:30pm in the Suite B Conference Room located on the second floor of the Berryville-Clarke Government Center in Berryville, VA.

<b>Motion to adjourn the August 20, 2024 meeting at 6:32 pm:</b>			
Harrison	<b>AYE</b>	Martin	<b>AYE (moved)</b>
Bauhan	<b>ABSENT</b>	McMullen	<b>AYE</b>
Keim	<b>AYE (seconded)</b>		

\_\_\_\_\_  
Ashley Harrison, Chair

\_\_\_\_\_  
Danielle Ritter, Clerk to the Committee

Berryville Main Street's annual Clarke County Christmas Parade will be held on Saturday, December 7th starting at noon.

Applications are due no later than November 20th, 2024, (free entry) and can be completed on our website below. Please send an email to Ashley Tibbens at [Treasurer@BerryvilleMainStreet.com](mailto:Treasurer@BerryvilleMainStreet.com) to request a paper application if needed.

\*Once applications are submitted, you will receive an email confirmation with your entry number and map.

Please have your emailed entrant number ready for presentation at entrance. Line-up will occur in the order in which entries arrive. There is a holding area for entrants waiting for their parties to join. Santa will be the last unit in the parade. No other Santa "imitators" will be allowed.

\*The Parade Organizers assume no responsibility for liability either before, during or after the parade. Parade organizers also reserve the right to refuse entrants to the parade for offensive/controversial themes.

Contact Person (required)

First Name

Last Name

Email (required)

Sign up for news and updates

Phone

Name of Organization (required)

Number of Participants

Type of Entry (required)  
float, wagon, car, walking, etc

Please list any special requests or considerations

Groups invited to 2024 Earth Day event - **who do we want to add???**

<b>Group</b>
Blue Ridge Mountain Civic Association
Clarke County Democrats
Clarke County Lions Group
Mark's Equipment Repair
Millwood Community Association
Nantucket-Treweryn Beagles
NHS Coordinator CCHS
Northern Shenandoah Valley Audobon Society
Northern Shenandoah Valley Master Gardener Association
Rotary Club
Ruritan / Fairground
Shenandoah Riverkeeper
St Bridget Knights of Columbus
FWW Post 9760 @ Auxillary
Women's Club of Clarke County
Women's Club of Clarke County
Blue Ridge Wildlife Center
Seed Saving
Convenience Center Employees
C2 Management
Winchester Landfill
Blandy Experimental Farm
<b>Individuals</b>
Ed Carter (VDOT) speaker
Officer Clausen (sp?) Conservation Officer (speaker?)
Officer Tom Christiansen (sp?) Conservation Officer (speaker?)
Litter Committee Members (Ashley, Tom, John, Mary, Christi, Lorien)
Chris Boies (speaker? - yes!) +1

# Clarke County Litter Committee: 2025 Thinking Ahead

## JANUARY

- Meeting: Annual Organizational (Elect Chair/Vice-Chair, approve calendar, approve bylaws, etc.)
- Meeting: 2025 Planning (goals, purchases), Earth Day Event

## FEBRUARY

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

## MARCH

- Event: Adopt-A-Highway collaborative pickup?
- Meeting: Planning for Earth Day Event, EPS Campaign

## APRIL

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

## MAY

- Event: Environmental Advocate of the Year Award at the Board of Supervisor's Meeting (5/20/25)
- Meeting: All grant expenditures must be made and received by end of June
- Pickup? And Date?

## Events we have done:

- Event: Farmer's Market & Town of Berryville Pick Up
- Event: Boat Ramp Pick Up
- Event: Rt 7/340 Roadside Pick Up
- Event: Adopt-a-Road Pick Up
- Event: Boat Ramp pickup
- Event: Adopt-A-Highway pickup Collaboration – Tilthammer Rd
- Event: Adopt-A-Highway pickup (11/9/24)

## JUNE

## JULY

## AUGUST

- Event: Clarke County Fair (Mid-August 2025)

## SEPTEMBER

## OCTOBER

- Longbranch Adopt-A-Highway party?

## NOVEMBER

## DECEMBER

- Event: Town of Berryville Parade (Early December 2025)



## 1. Purpose

The general purpose of the Clarke County Litter Committee (the “Committee”) is to raise public awareness to discourage littering and promote recycling by educating, inspiring, and empowering the community to improve the environment through beautification and litter prevention.

2. **Membership.** The Committee membership, including voting and alternate members, non-voting liaisons, and terms of office shall be as designated by the Board of Supervisors.

## 3. Annual Organizational Meeting and Election of Officers

A. Annual Organizational Meeting. The Committee shall hold an organizational meeting annually in January to elect officers, to adopt a meeting schedule for the year, and to review and re-adopt the Committee by-laws.

B. Selection of Chair and Vice-Chair. The Committee elect from its membership a Chair and a Vice-Chair to serve a one year term. Election of officers shall be held at the Committee’s annual organizational meeting.

C. Election procedure. The Staff designee shall convene the annual organizational meeting by opening the floor for nominations for Chair. Once all nominations are made, the floor shall be closed to nominations and opened for discussion of the nominees. Once discussion is complete and floor closed, the Staff designee shall call for a vote on each candidate in the order of their nomination. The candidate receiving a majority vote of the members present shall be declared elected and shall assume office immediately. The Chair-Elect shall repeat the process above for election of the Vice-Chair.

D. Vacancies. Any vacancies in office shall be filled at the next regular Committee meeting by the election procedure outlined in Section C above. Vacancies shall be filled for the unexpired term.

## 4. Duties of Officers

A. Duties of the Chair. The Chair shall preside at all meetings, appoint standing and special committees, rule on all procedural questions subject to a reversal by 2/3 majority vote of the members present, coordinate the work of the Committee with continuing cooperation with the Board of Supervisors, and carry out other duties as assigned to the Committee.

B. Duties of the Vice-Chair. The Vice-Chair shall act in the absence or inability of the Chair, have the power to function in the same capacity as the Chair whenever so authorized by the Chair, and carry out other duties as assigned by the Chair.

- C. Temporary Chair. In the event that the Chair and Vice-Chair are both absent from a meeting but a quorum of the membership is present, the Committee shall appoint a temporary chair for that meeting by a majority vote of those present.

## **5. Meetings**

- A. All meetings shall be open to the public and conducted in accordance with the Virginia Freedom of Information Act (§2.2-3700 et. seq.). Meetings shall be subject to the additional requirements included in this Article.

- B. Scheduling and Purpose of Meetings.

1. The Committee shall establish the meeting schedule for the upcoming year at the annual organizational meeting. The meeting schedule shall include business meetings and service events.
2. The Committee shall only discuss and vote on business matters at scheduled business meetings.
3. Service events include community litter pick-ups and outreach events in which Committee members and volunteers are conducting service activities in furtherance of the Committee's purpose. Business matters shall not be discussed or voted on at service events. Business meetings and service events may be scheduled simultaneously.

- C. Cancellation of Meetings.

1. A scheduled meeting or service event shall be cancelled upon recommendation of the Staff designee and concurrence of the Chair or the Vice-Chair in the Chair's absence. Reasons for meeting cancellation include but are not limited to absence of a quorum, inclement weather, or cancellation of the service event.
2. In the event that a meeting is cancelled, the Staff designee shall attempt to re-schedule the meeting for the following week. If a quorum cannot be obtained for the rescheduled meeting date, all business items will be deferred to the Committee's next scheduled business meeting.

- D. Agendas. Staff shall be responsible for preparing the Committee's meeting agendas.

1. The regular meeting agenda shall include, at a minimum, the following items:
  - a. Call to order and determination of quorum
  - b. Approval of the agenda
  - c. Approval of minutes
2. The order and content of the agenda may be changed by a majority vote of the members present at the meeting.

- E. Parliamentary procedure in Committee meetings shall be governed by the most current edition of Robert's Rules of Order as modified by any applicable provisions of these By-

Laws.

F. Meeting Minutes.

1. Staff shall be responsible for recording the minutes of each meeting at which a quorum of the members are present and for maintaining an attendance record.
2. For service events, the minutes shall be limited to the time and date of the event, member attendance, event purpose, location, and a statement that no business was discussed or conducted at the service event.

**6. Meeting Decorum**

- A. Meeting attendees are to be respectful of the opinions of others and shall refrain from shouting, booing, hissing, stomping, clapping, holding side conversations, or any other disruptive behaviors which impede the orderly conduct of Committee meetings.
- B. Any meeting attendee that participates in unacceptable behavior shall be ruled out-of-order by the Chair and, if necessary, be asked to leave the premises.

**7. Removal of Committee Member**

- A. Whenever a Committee member has been absent from three (3) consecutive regular meetings, or absent from four (4) or more regular meetings in any twelve (12) month period, the Staff designee shall inform the Board of Supervisors. The Board shall inquire if there has been any mitigating circumstance that indicates the member's attendance will improve in the future. In the absence of such an indication, the Board, in its discretion, may request the resignation of the member or may remove the member.
- B. A Committee member may be removed at the discretion of the Board of Supervisors.

**8. Electronic Meeting Participation**

Pursuant to Code of Virginia §2.2-3708.2, the following policy is established for members of the Committee to participate electronically in meetings from remote locations for reasons specified as follows:

- A. Such member is unable to attend the meeting due to a temporary or permanent disability or other medical condition that prevents the member's physical attendance.
- B. Such member is unable to attend the meeting due to a personal matter and identifies with specificity the nature of the personal matter. Participation by a member pursuant to this subsection is limited each calendar year to two meetings.

Procedures for authorizing electronic participation in a meeting:

- A. Electronic participation in a meeting shall only be permitted if a quorum of the Committee is physically assembled at the designated meeting location.
- B. Any member requesting to participate electronically in a meeting shall notify the Chair of the reason for electronic participation as specified in Subsection 1 above, on or before the day of the meeting. The Chair shall determine whether the request for electronic participation complies with the provisions of Subsection 1 above and shall either approve or disapprove the request.
- C. If electronic participation is approved by the Chair, the Clerk of the Committee shall record in the meeting minutes the remote location from which the member participated. The meeting minutes shall also indicate the reason for the member's electronic participation as described in Subsection 1 above.
- D. If electronic participation is disapproved by the Chair, the reason for such disapproval shall be recorded in the minutes with specificity.
- E. For any electronic participation, arrangements shall be made to ensure that the voice of the member participating electronically may be heard by all persons in the designated meeting location.

**9. Five-Year Review**

On or about November 17, 2026 and every five years thereafter, the Committee shall submit to the Board of Supervisors a report of the Committee's effectiveness in fulfilling its purposes.