



Clarke County Litter Committee
Berryville/Clarke County Government Center, 2nd Floor
101 Chalmers Court, Berryville, Virginia 22611
A/B Meeting Room

Tuesday, February 15, 2022 5:30 pm

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes – January 18, 2022
4. Organization Items
 - Chair – Ashley Harrison
 - Rules for Electronic Attendance
 - Mission statement adopted
5. Map for Prioritizing Cleanup – Progress Report
 - Jeff still soliciting location data
 - Litter complaints from Sheriff’s Department – Matthew Bass
 - Shenandoah River Keeper input on priority areas
6. Planning and Engagement for spring 2022 litter events
 - Local scout leaders – Kris Klipfer and Lucy Stokes
 - Young people and National Honor Society, Spring Clean Up Day – Michelle Marino
 - Consider Assisting Shenandoah River Keeper with bridges at Routes 7 and 50, Lockes Landing ramp and road, Ellerslie Road, Watermelon Park?
7. Media outreach and announcements – John Keim
8. Adopt a Road.
9. Litter grant awards from DEQ
 - FY22 \$7,981.00
 - i. Offer financial assistance to scheduled Shenandoah River Cleanup
 - ii. Offer financial assistance to SU River Campus event on Parker Lane.
 - iii. Brainstorm other ideas
 - FY23 Opportunity May require or recommend polystyrene education component
10. Other Business
11. Adjournment



Clarke County Litter Committee

DRAFT – Meeting Minutes

Tuesday, January 18, 2022 – 5:30PM

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

ATTENDANCE:	
Ashley Harrison	X
Tom Bauhan	✓
John Keim	✓
Meg Roque	✓
Mary Martin	X

STAFF PRESENT: Brandon Stidham (Director of Planning), Jeffrey Feaga (Preservation Planner / GIS Coordinator), Kristina Maddox (Office Manager / Zoning Officer)

OTHER PRESENT: Matthew Bass (Board of Supervisor Liaison)

Call to Order:

Mr. Stidham called the meeting to order at 5:41PM. He explained that Alison Teetor retired at the end of 2021 and that Jeff Feaga and Kristina Maddox will co-staff going forward.

Approval of Agenda:

The Committee voted 3-0-2 to approve the January 18, 2022 meeting agenda as presented by Staff.

Motion to approve the January 18, 2022 Meeting Agenda as presented by Staff:	
Ashley Harrison	ABSENT
Tom Bauhan	MOVED
John Keim	AYE
Meg Roque	SECONDED
Mary Martin	ABSENT

Approval of Meeting Minutes – November 16, 2021:

The Committee voted 3-0-2 to approve the November 16, 2021 Meeting Minutes as presented by Staff.

Motion to approve the November 16, 2021 Meeting Minutes as presented by Staff:	
Ashley Harrison	ABSENT
Tom Bauhan	AYE
John Keim	MOVED
Meg Roque	SECONDED
Mary Martin	ABSENT

Organizational Meeting:

Mr. Stidham communicated that the Chair of the Committee responsibilities include reviewing the agenda presented by Staff ahead of time and facilitating meetings. He said that Staff will provide proper support for meetings. He added that the Committee can entertain nominations for the available position or someone can volunteer.

The Committee voted 3-0-2 to elect Ms. Harrison to serve as Litter Committee Chair for 2022.

Motion to approve Ms. Harrison as Litter Committee Chair for 2022:	
Ashley Harrison	ABSENT
Tom Bauhan	AYE
John Keim	AYE
Meg Roque	AYE
Mary Martin	ABSENT

The Committee agreed to meet every third Tuesday at 5:30PM in the A/B Conference Room of the Berryville/Clarke County Government Center. Staff is to provide a copy of 2022 meeting dates at the next meeting.

Mr. Keim asked if the meeting date and time is flexible to accommodate Committee members' schedules. Mr. Stidham responded that we can be flexible on changing the date and time but we would need to update the website ahead of time.

Mr. Stidham commented that State code allows committees to participate electronically if members are unable to attend for various reasons. He said the Committee will have to adopt electronic meeting rules and that he would provide a template to use and discuss at the next meeting. He said sickness is a reason for a member to participate electronically an unlimited amount of times but if a member is unable to attend due to work or personal reasons, they can only do so twice in a calendar year. He added that as this particular committee has five members we must have a quorum physically present in the room in order for business to be conducted electronically. For example, he said, that if three members were in the room, two members could call in and participate electronically.

Mr. Feaga asked if the preference was to meet every month for the entire year or every other month as needed. Mr. Keim suggested the Committee meet every month to start and will decide later on if every other month is better.

Mission Statement:

The Committee agreed upon the first mission statement example provided by Staff. Mr. Bass said the name needs to be changed from Litter and Recycling to Litter within the statement to read as follows:

“The mission of the Clarke County Litter Committee is to educate, inspire, and empower our community to improve the environment through beautification, litter prevention, and recycling.”

The Committee voted 3-0-2 to approve the Mission Statement as amended.

Motion to approve the Litter Committee Mission Statement as amended:	
Ashley Harrison	ABSENT
Tom Bauhan	MOVED
John Keim	SECONDED
Meg Roque	AYE
Mary Martin	ABSENT

Litter Grant Award for FY22 \$7,981.00:

Mr. Feaga explained that the application for the 2022 litter grant was due in June last year but that he has yet to see the online application for 2023. He said he reached out to the State to see when the applications will be available or even if the grant opportunity would be renewed for 2023. He noted this particular grant is non-competitive and funded through the Department of Environmental Quality (DEQ). He plans to

provide an update to the members once he receives a response. When asked by Mr. Keim what could be done with the grant, Mr. Feaga provided examples including planning an organization, recycling, youth education, cleanups, law enforcement, and public communications.

Mr. Stidham provided examples of how the money had been used in the past in problem litter areas including recycling containers, anti-littering signs, various school programs, and large recycling dumpsters. Ms. Roque mentioned the possibility of getting cargo nets for trucks. Mr. Stidham suggested if that were something the Committee wanted to do, they would need to think about how to distribute them. Many members agreed to put up a notice at the Convenience Center to notify citizens while the Planning Department Staff managed it from the office. Additionally, Ms. Roque suggested having a Farmer's Market tent and table in the spring to make people aware of the litter committee, nets, etc.

Road map for prioritizing litter cleanup:

Mr. Stidham said he would check if there were any recorded problem areas or locate where anti-litter signs might have posted in the past to include in the map. Many members agreed when Mr. Stidham asked how the Committee felt about placing a higher priority on the scenic byways within the County. Various roads were discussed including Bishop Mead Road, Swift Shoals Road, roads along the railroad, and Lockes Mill Road. Mr. Bass said he would ask the Sheriff's Department for a log of litter complaints. Mr. Keim suggested that the Committee submit a Clarke Monthly ad to contact us with any problem areas. Mr. Stidham said it might be a good idea to talk to the Director of Public Information, Cathy Kuehner, who has a good working relationship with the press contacts. He agreed that it would be a good idea if the Committee submitted an ad to the Clarke Monthly on a bi-monthly or quarterly basis for informational purposes. Mr. Keim agreed to submit a draft to Ms. Kuehner to review.

Local Girl Scout Litter Pickup Patch Discussion:

Mr. Bass said he planned to speak with a Girl Scout troop leader and also another person involved in Girl Scouts. Additionally, Mr. Keim said he would learn more about the service hours needed through the National Honors Society where his son serves as President. It was asked by Mr. Keim if there needs to be an official document written in order for these clubs to be officially recognized.

Another topic of discussion was keeping the younger volunteers off the major roads and rather in various parks (Rose Hill, Chet Hobert, Virginia National), Fairgrounds, Lockes Landing, various bridges, and the parking lots of Bears Den and Ravens Rock. Additionally, it was discussed that March is a good timeframe as vegetation has yet to grow and snakes are dormant. A scheduled date and details will be set at the next Litter Committee meeting in February.

Front Royal / Warren County Litter Initiatives:

The November meeting packet included litter initiatives from Front Royal and Warren County in order to provide ideas.

Other Business

It was agreed that at the next meeting, the focus will be on targeting a March date for litter clean up and working with Girl Scouts on that initiative. Jeff Feaga will provide an update on the litter grant as well as modifications to the mapping. It was suggested that Cathy Kuehner attend our next meeting to work with John Keim on an article for the Clarke Monthly. John Keim said he would draft something ahead of time to review with Cathy. Staff will send an email to the Committee with future action items as a reminder.

Mr. Stidham explained that when more than two Committee members have a group discussion either in person or electronically, it is considered to be a meeting and is a violation of Open Meeting rules. He said if the members wish to circulate something, they should do so by sending an email directly to Staff who will then distribute to members.

There was a discussion surrounding social media including various Facebook groups to post information to. It was decided to ask Cathy Kuehner to post something to the County's main page and people can share the information from there to various Facebook groups. Mr. Bass proposed that something be added to our County webpage to solicit problem litter areas.

Adjournment:

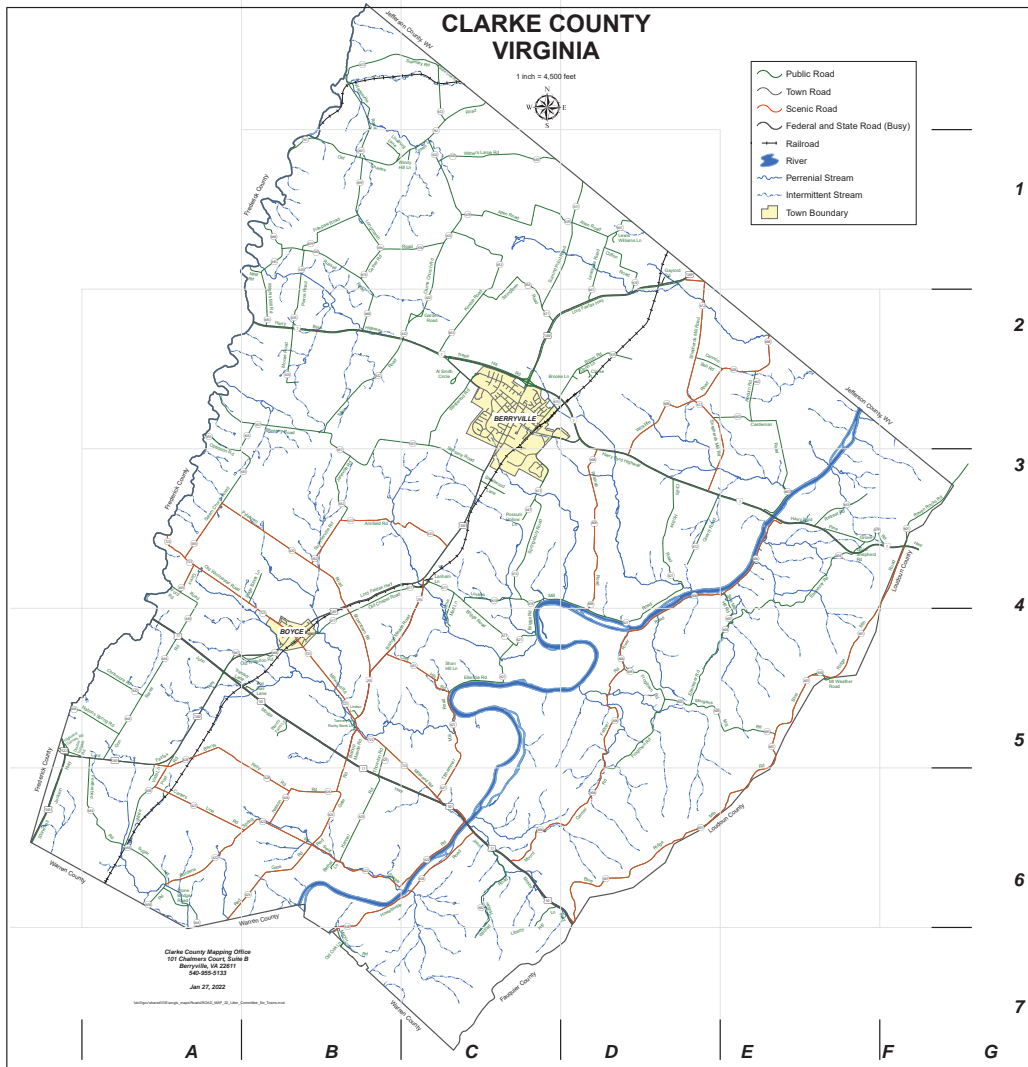
There being no further business, the Committee agreed to adjourn the meeting at 6:25PM. The next Clarke County Litter Committee Meeting is on Tuesday, February 15, 2022 at 5:30PM.

Kristina A. Maddox (Clerk)

DRAFT

LITTER COMMITTEE ELECTRONIC MEETING POLICY

1. Pursuant to Code of Virginia §2.2-3708.2, the following policy is established for members of the Clarke County Litter Committee (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.
2. 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.





Virginia Department of Transportation

Adopt-A-Highway Permit Application

Those person(s) associated with the group named below intend to enhance the environment and improve the appearance of local roadsides through organized litter pickups, and request permission to “Adopt-A-Highway.”

Name of Group/Individual: _____

Type of Group (please circle the closest match): Family/friends -- Individual -- Business -- School group --
 Community Group -- Faith-based Organization -- Private Club -- Government/military -- Miscellaneous/other

Primary Contact:		Secondary Contact:	
Email Address:		Email Address:	
Phone (home):	(work):	Phone (home):	(work):
Mailing Address:		Mailing Address:	
City:	State:	ZIP:	
City:	State:	ZIP:	

The work will be performed under and in accordance with the Virginia Department of Transportation’s Adopt-A-Highway *Conditions* and *Safety Guidelines*, both attached to this permit and incorporated herein by reference. The permit authorizing this work is issued under the VDOT *Land Use Permit Manual* 24 VAC 30-151-10 et seq.

Applicants to whom permits are issued shall at all times indemnify and save harmless the Commonwealth Transportation Board, members of the Board, the Commonwealth, and all Commonwealth employees, agents and officers, from responsibility, damage or liability arising from the exercise of the privileges granted in such permits.

The Virginia Department of Transportation may terminate this permit at any time the applicants do not comply with the permit or at any time, the applicants’ work is deemed unsafe or causes a conflict with traffic. The Department reserves the right to revise or discontinue the Adopt-A-Highway program at any time.

Adopt-A-Highway Application (page 2)

Safety Information

Number of persons between the ages of 10 and 18 participating _____. No one under age 10 can participate in the program. If there are persons ages 10-17, how many adults will be participating _____. Describe any special safety precautions that might be required due to a participant’s condition (e.g., uses a wheelchair)

_____.

Route Information (if you are adopting more than one route, please provide additional information on the back)

Permission is requested to “adopt” a section of Route _____ or _____

Park & Ride parking lot in _____ County. The section begins at

_____ and ends at

_____ for a total of

____.____ miles.

We request the following title to appear on the Adopt-A-Highway sign (limit to 48 characters including spaces) _____.

I have read and I understand the Adopt-A-Highway Conditions and the Adopt-A-Highway Safety Guidelines regarding participation in the program:

Applicant’s signature _____ Date _____

Please return this completed form to:

Coordinator: _____

Residency: _____

Address: _____

City/Zip: _____ Phone: _____

Adopt-A-Highway Application (page 3)

Additional Routes

Permission is requested to “adopt” a section of Route _____
or _____ Park & Ride parking lot in _____ County. The section
begins at _____ and ends at
_____ for a total of ____
miles.

Permission is requested to “adopt” a section of Route _____ in _____ County.
The section begins at
_____ and ends at
_____ for a total of ____
miles.

Notes

.....
PERMISSION is hereby given insofar as the Commonwealth Transportation Board has the right, power, and authority under Sections 33.1-12(3), 1-197, and 33.1-198 of the Code of Virginia (1950) as amended, to grant by permit and/or by the rights granted herein to perform the work as described.

Residency Administrator: _____ **Date:** _____

8/2020 Rev

From Guidelines for the Virginia Litter Prevention and Recycling Grants

- 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 non-competitive litter prevention and recycling grant coordinator at (804) 698-4159 or at prina.chudasama@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.
- 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 1st**. 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.