



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

Tuesday, March 15, 2022 5:30 pm

1. Call to Order
2. Approval of Agenda
3. Litter Committee photo
4. Approval of Minutes – January 18, 2022 (unable to approve on Feb 15, 2022 due to lack of quorum of committee members also in attendance at Jan 18, 2022 meeting)
5. Approval of Minutes – February 15, 2022
6. Map for prioritizing cleanup – progress report
 - Jeff still soliciting location data
7. Planning and engagement for spring 2022 litter events
8. Equipment list for spring 2022 litter events
 - VDOT borrow
 - Purchase through Litter Grant Funds
9. Media outreach and announcements – John Keim
10. Safety and liability
11. Litter grant awards from DEQ
 - Other potential uses of FY 22 grant money
 - Ideas to propose for use of the FY 23 grant funds
12. Other business
13. 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)



Clarke County Litter Committee

DRAFT – Meeting Minutes

Tuesday, February 15, 2022 – 5:30PM

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

ATTENDANCE	
Ashley Harrison (Chair)	✓
Tom Bauhan	X
John Keim	✓
Meg Roque	X
Mary Martin	✓

STAFF PRESENT: Jeffrey Feaga (Preservation Planner / GIS Coordinator), Kristina Maddox (Office Manager / Zoning Officer), Cathy Kuehner (Director of Public Information)

OTHER PRESENT: Matthew Bass (Board of Supervisor Liaison), Michelle Marino (Berryville Main Street), Lucy Stokes (Girl Scout Troop Leader), Kris Klipfer (Girl Scout Troop Leader) Christi McMullen (citizen with glass recycling ideas)

Call to Order: Chair Harrison called the meeting to order at 5:31PM. Jeff Feaga noted that Christi McMullen, a citizen that wanted to share information about glass recycling, was in attendance and wanted a few minutes to speak about the topic. The agenda was amended to include this topic.

Approval of Agenda:

The Committee voted 3-0-0 to approve the February 15, 2022 meeting agenda as amended.

Motion to approve the February 15, 2022 Meeting Agenda as presented by Staff:	
Ashley Harrison (Chair)	AYE (SECONDED)
John Keim	AYE (MOVED)
Mary Martin	AYE

Approval of Meeting Minutes – January 18, 2022:

The Committee voted 1-0-2 to approve the January 18, 2022 Meeting Minutes as presented by Staff. Because of the abstentions, the minutes from January 18, 2022 will need to be voted on again when the three members (Tom Bauhan, John Keim, and Meg Roque) who attended the January meeting are present at a future meeting.

Motion to approve the January 18, 2022 Meeting Minutes as presented by Staff:	
Ashley Harrison (Chair)	MOVED (ABSTAINED)
John Keim	AYE (SECONDED)
Mary Martin	ABSTAINED

Mr. Feaga explained the state code associated with attending meetings electronically. Mr. Bass explained that having an electronic meeting policy is standard these days and suggested that the committee adopt the policy.

Organizational Items:

The Committee voted 3-0-0 to approve the Rules for Electronic Attendance as presented by Staff.

Motion to approve the Rules for Electronic Attendance as presented by Staff:	
Ashley Harrison (Chair)	AYE (SECONDED)
John Keim	AYE (MOVED)
Mary Martin	AYE

Map for Prioritizing Cleanup – Progress Report

Mr. Feaga presented a map of various scenic roads, busy state and federal highways, and streams within Clarke County with private roads removed. The map is a work in progress and he continues to solicit locations from members. Mr. Keim noted that the roads leading to the Frederick County Dump, Opequon Road and the portions of Salem Church Road and Senseny Road, had a lot of litter. He added that the area was somewhat busy, but that there was room to park there and that older volunteers could pick up litter and remain safe. Mr. Bass mentioned that VDOT will collect the orange trash bags if called ahead of time for a pick up. Ms. Kuehner mentioned that Wayne Tapscott of VDOT would be able to supply orange bags and potentially arrange pick up for litter cleaned up during a work event. Ms. Harrison noted that all the roads to the river had a litter problem.

Litter Complaints from Sheriff’s Department – Mr. Bass said the litter report from the Sherriff’s office was sparse and had few charges. Most of the data is old and it is unlikely that we can glean any useful information from it (to guide litter pick up events). He said he spoke to Commonwealth Attorney, Anne Williams, who would be happy to attend a meeting and inform the committee of what it takes to prosecute someone for littering.

Shenandoah River Keeper Input on Priority Areas

Mr. Feaga mentioned that Mark Frondorf from the Shenandoah River Keepers frequently monitors the litter along the river and organizes annual litter cleanups around Earth Day. The River Keeper Network would like a local organization to take the initiative to pick up around the boat landing in the county at the Rt. 7 bridge, the Rt. 50 bridge, Lockes Landing, and places in between such as along Ellerslie Road. Mr. Feaga mentioned that these areas may be safe for young people to collect litter if adults were in attendance.

Planning and Engagement for spring 2022 Litter Events:

Local Scout Leaders – Kris Klipfer and Lucy Stokes

Ms. Stokes said that the landing along the river are potential places for a clean up as long as adults are present. She mentioned that she needs supplies for her 4th and 5th graders. Ms. Stokes said there are 15 girls in her troop and the age range is 10-11 years old. She said they earn “journeys” rather than patches but the events typically must be self-sustaining. She provided a suggestion that the troop could design the flyers for next year’s litter pick up event. Ms. Klipfer’s preference for her troops of 4-5 year olds is that they are not near water or by roads but rather help with events at the park and fairgrounds. It was confirmed that there are 7 total troops in the area of various age groups and each have approximately 15 participants each. Ms. Klipfer has the contact information for other troops in the county and could reach out to them if desired.

Young people and National Honor Society, Spring Cleanup Day – Michelle Marino

Ms. Marino mentioned that they have engaged high school volunteers in the past. With regards to dates, it was decided that fitting an event between other events at the end of March and/or beginning of April would be good timeframes for the spring litter pickup. Ms. Marino provided a list of upcoming events to be aware of including the downtown yard sale, Easter egg hunt at Chet Hobert, Blandy’s Flower Festival at the Fairgrounds, and Lockett’s Fair.

Mr. Keim suggested that we should try to pick a time as soon as possible in order to give people more time to plan. March 26th converged as a likely day to plan a litter pick up event, with some interest on April 2nd. Mr. Keim noted that he would relay the date of the 26th to the National Honor Society. Mr. Keim and Ms. Marino suggested that pizza, gift cards, competitions, and badges would all be incentives for the litter pick up day. Mr. Feaga mentioned that the DEQ litter grant did not allow for purchase of food.

Ms. Harrison suggested that the older participants could pick up litter near the river and that the younger participants could pick up litter at the park. Following the work portion of the day, the participants could meet back at the park.

The Committee decided it might be beneficial to have some equipment handy that could be used regularly by any volunteers picking up trash in the county. This includes equipment such as high visibility vests.

Mr. Feaga suggested that another clean up day occur on April 23rd in order to correspond with the week of Earth Day when the Shenandoah River Keepers and their collaborators were conducting their own clean up event. Mr. Keim agreed that morning of April 23rd in the morning will be a good time to pick up litter along the river. He added that some of the National Honor Society students would probably want to pick between volunteering on March 26th or April 23rd. Ms. Stokes noted that April 2nd could be a potential rain date for the March 26th litter pick-up event.

Media Outreach and Announcements – John Keim

Various committee member and guests suggested that the event be posted on social media. Ms. Kuehner mentioned that she manages the Clarke County official Facebook page and the official county website, including the calendar. She also writes for Clarke Monthly. If the litter committee wanted to get information together by the March 1 deadline, then an event could get promoted in Clarke Monthly. Ms. Kuehner mentioned that photos can be a very powerful promotor of an event, and that photos could be sent to her or she could take some photos. Ms. Kuehner said that the Convenience Center along quarry road would be a great place for scouts to set up an information table to explain what can and cannot be recycled.

Mr. Bass suggested that it is a good idea to plan for a Clarke Monthly article that described the event date, what we are trying to do, and to introduce the litter committee. Ms. Keuhner said that a photograph of the litter committee could be beneficial, especially if it accompanied an announcement of a March 26th event. Mr. Bass mentioned that the hours between 3-5 pm will work best for the March 26th event. The Committee nominated Mr. Keim to work with Ms. Keuhner on writing an article.

Adopt a Road

Mr. Feaga made the committee aware of the Adopt-a-Road application within the packet.

Litter Grant Awards from DEQ

Mr. Feaga reviewed various potential uses of Litter Grant money and gave his suggestions. He noted the DEQ grant money has typically been directed toward the purchase of recycling bins and the hauling of recycled materials. He thought some money could go toward the Shenandoah River Keepers such as gloves and tools like come along hand winches and mattocks they could use and we would own. He pointed out that we would be in need of storage space for the items. Additionally, he said items such as adult and kid gloves, yield signs, trash bags, and vests are other options. Ms. Martin said the State could provide some of those items. When asked about voting on specific items to be purchased, Mr. Feaga noted the committee was a working group versus a committee that controlled a budget and that voting on the DEQ litter grant funds was not necessary, but he wanted to remain transparent about the use of the funds and continue to solicit ideas about potential uses for the funds. Mr. Feaga noted that it was fine if The Committee wanted to vote to authorize him to put together a list of materials and costs for litter clean up events.

Organizational Items:

The Committee voted 3-0-0 to approve Mr. Feaga to put together a list of equipment and expenditures needed for general clean up events.

Motion to approve the creation of a list of equipment and expenditures for litter clean up events:	
Ashley Harrison (Chair)	AYE (MOVED)
John Keim	AYE (SECONDED)
Mary Martin	AYE

Other Business:

Ms. Harrison said she would reach out to Nolan Thomas with the Friends of the Shenandoah River to see if they were doing any litter cleanups in the area. Mr. Feaga noted that he spoke to Gene Lewis at the River Campus at Shenandoah University (SU) and they said SU would potentially like to pick up litter on Parker Lane, which is the access route for the River Campus area.

Mr. Bass left the meeting at 6:27PM to attend the Board of Supervisors meeting at 6:30PM.

Mr. Feaga said that Clarke County can apply for a fiscal year 2023 DEQ Litter Grant, once applications are available. It will probably be a similar amount to what was offered in fiscal year 2022. The Litter Committee could have more ownership over what is to be done with that grant money, especially if they are involved in writing it and have ideas about what they would like to do with money. Mr. Feaga noted that there may need to be a polystyrene education component for the grant funds. He would determine if the polystyrene component is mandatory or optional.

The committee members noted that many of them use their personal email addresses and probably will not use their Clarke County email addresses going forward.

Christi McMullen discussed the importance of recycling glass to reduce the amount of material going to the landfill. She provided some materials that discussed the potential use of glass crushing machines that create a sand product that can be applied to many different uses. Mr. Feaga said that he is serving on the Regional Solid Waste Committee and that part of the purpose of that committee will be to determine the amount of waste and recycling that is produced in Clarke County, which would be important for determining the utility and potential for glass recycling techniques. Mr. Feaga shared his contact information with Ms. McMullen if she wanted to share any more information about glass recycling.

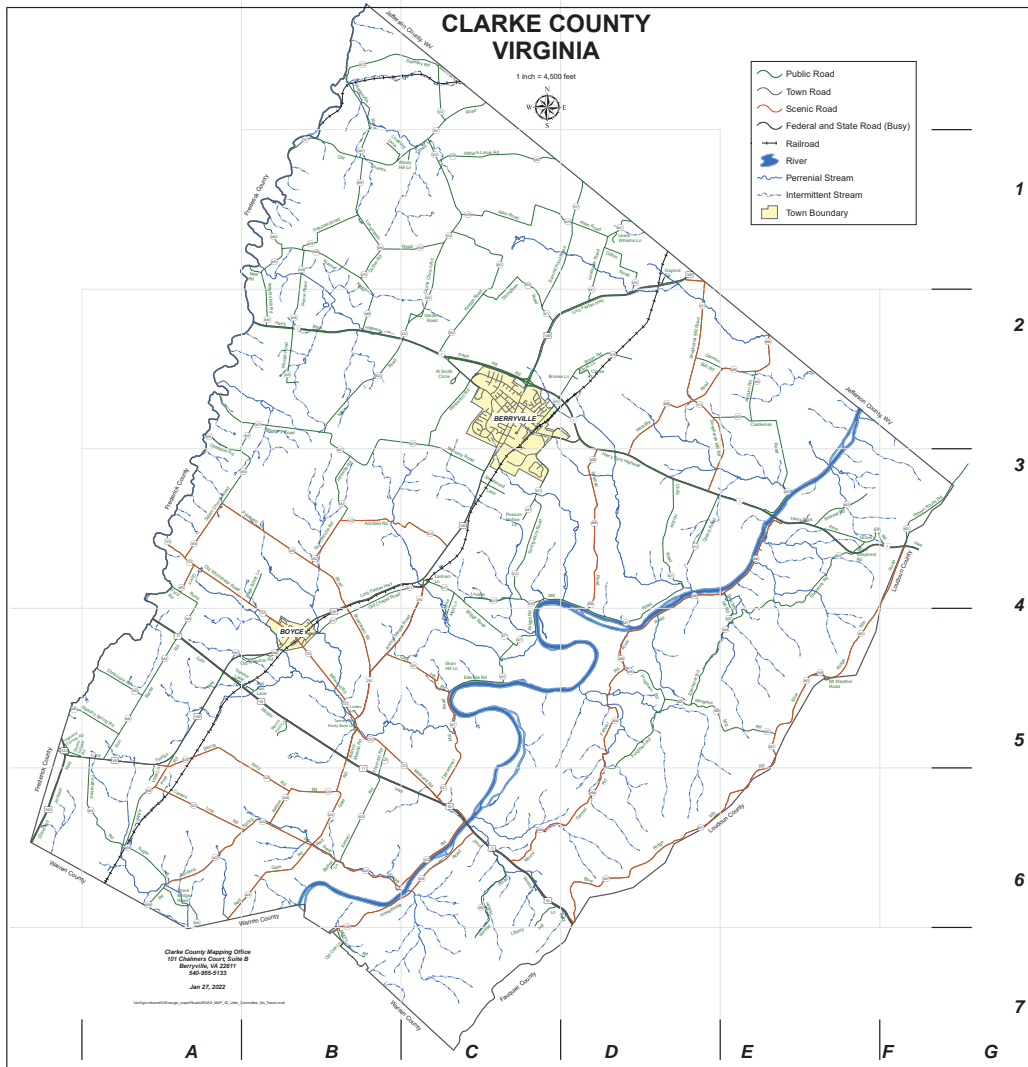
Adjournment:

There being no further business, the Committee agreed to adjourn the meeting at 6:40PM. The next Clarke County Litter Committee Meeting is on Tuesday, March 15, 2022 at 5:30PM.

The Committee voted 3-0-0 to adjourn the February 15, 2022 Litter Committee meeting at 6:40PM.

Motion to adjourn the February 15, 2022 Litter Committee meeting at 6:40PM:	
Ashley Harrison (Chair)	AYE
John Keim	AYE (SECONDED)
Mary Martin	AYE (MOVED)

Jeffrey Feaga (Clerk)



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10 Pieces Reflective Kids Safety Vest Child Safety Visibility Vest Children

\$25.99

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Size: Large (Pack of 24)

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12 Pairs Small Heavy Duty Durable Cowhide Leather Work Gloves I Driver Gloves for Truck Driving, Warehouse, Gardening, Farming

\$42.90

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\$15.99

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SAFETY GUIDELINES and RESPONSIBILITIES

DRAFT

*to be reviewed before cleanup begins when working on projects organized by the
Clarke County Litter Committee*

1. The event location where litter is being removed should be examined on the day of the week and during the hours intended for the cleanup to determine if the conditions during those times are appropriate for the ages and abilities of the participants. Be aware of any large ruts in the ground, pipes, and/or water areas as they could be a hazard.
2. All participants are responsible for abiding by these guidelines and responsibilities. For emergencies, it is recommended that someone in the group have the availability of a working cell phone, an adequate first aid kit, and transportation immediately accessible. Know your location and do not hesitate to dial 911.
3. Minors under the age of 18 may participate if their *Agreement to Participate and Release* form was signed by a parent/guardian and is on file with The County. Groups must have at least one (1) adult supervisor at the site when minors are present.
4. Participants are responsible for placing the “*Roadside Cleanup Ahead*” or similar signs before each cleanup and removing the signs after completion of the cleanup.
5. Carpooling to the cleanup site is encouraged to keep roadside parking to a minimum. Park as far from the road’s edge as possible.
6. It is mandatory to wear the supplied reflective safety vest as soon as you leave the car so you are immediately visible to motorists. In addition, wear brightly colored clothing that protects your arms and legs, substantial shoes or boots and gloves. Never wear sandals or open-toed shoes. An LED light attached to your shirt, jacket, arm, backpack, etc. helps ensure you can be clearly seen from both the front and back sides and a hat helps to avoid sunburn.
7. Always walk facing traffic and stay with the group. This will be a constant reminder of the danger ahead of you, allow you to see a dangerous situation before it reaches you, and drivers are more apt to pay attention to a person on the road if they can see a face.
8. Avoid the use of headphones, iPods, cell phones or any wireless device that could interfere with the ability to hear oncoming traffic, safety warnings or other potential dangers.
9. Take plenty of breaks, drink fluids and don’t overexert.
10. Work during daylight hours only. Stop working in bad weather including but not limited to fog, wet roads, and electrical storms.
11. DO NOT spray any pesticides on the adopted section.
12. Guidelines for Picking up Litter:
 - Knives, machetes, axes, etc. should not be carried by participants.
 - Avoid contact with poison ivy and animals.

- You may place recyclable items in separate bags.
- DO NOT pick up litter in the roadway, close to the edge of the road, in median strips, in construction or maintenance sites, in tunnels or bridges.
- DO NOT throw, discharge or otherwise deposit anything liquid or solid into the waters of any fountain, pond, lake, stream, pool or any body of water, or in any storm sewer, sanitary sewer or drain.
- DO NOT overfill or compact trash bags because of the danger of injuries from broken or jagged objects. Fill bags with what goes in easily, and then start with a new bag. Items may be stacked outside of a closed bag if they have dull, pointed edges that might tear the bag or large items that might prevent the bag from closing properly. Never lift anything too heavy.
- DO NOT pick up cardboard boxes with bare hands as this could be a snake's or another animals home.
- DO NOT pick up discarded syringes, hypodermic needles, items that have "potentially infectious waste" written on them, suspected hazardous materials or suspected toxic substances. Please notify the Clarke County Sheriff's Department at their non-emergency number (540) 955-1234.
- **WHEN IN DOUBT, LEAVE IT ALONE**

13. Participants shall remove the trash collected themselves or choose to place all closed trash bags and items on the shoulder of the adopted area at least two feet from the traveled area. Notify VDOT if bags and items need to be collected.

14. When cleanup is complete return all VDOT-supplied items and notify Clarke County Staff of the quantity of litter collected and include any other information such as observations of hazardous materials.

I have read and understand the Safety Guidelines and Responsibilities of participants in Clarke County Litter Committee events; and, affirm to adhere to such.

Signature _____ Date: _____

Printed Name _____

AGREEMENT TO PARTICIPATE AND RELEASE

By deciding to participate in this activity, I understand and acknowledge the accident risk factors involved. I know my own physical capabilities, and I assume all risk and liability in order to participate in these litter cleaning activities

In consideration of the County allowing me to participate in this or future litter cleaning events, I do hereby for myself, my heirs, executor, administrators, and assigns, forever release and discharge Clarke County, its officers, employees, and agents from any and all claims, complaints, demands, actions, causes of actions, and suits at law or equity, for and on account of any accidents, injuries, disabilities, death, property damage, and all losses and expenses of any nature whatsoever that may be sustained by me or anyone below as a result of my participation in this litter cleaning activity.

Signed (Participant) _____ Date: _____

Print _____

Signed (Parent/Guardian) _____ Date: _____
(if participant is 18 years of age and younger)

Print _____

Individual/Group/Organization _____

This form is valid one year from date of signature

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.