

**Carroll County  
ENVIRONMENTAL  
ADVISORY COUNCIL**



225 N Center Street  
Westminster, MD 21157-5194  
Telephone: 410-386-2145  
Fax: 410-386-2924  
[eac@ccg.carr.org](mailto:eac@ccg.carr.org)

**Sandra Zebal, Chair  
Kim Petry, Vice Chair**

**Brenda Dinne, Staff Liaison  
Department of Land Use,  
Planning, and Development**

**Members Present:**

Sandra Zebal, Chair  
Karen Leatherwood  
David Pyatt  
Brian Rhoten  
Chris Spaur

**County Government:**

Cindy Myers-Crumbacker, Recording Secretary  
Brenda Dinne, Special Projects Coordinator  
Tom Devilbiss, Acting Director, Land Use, Planning & Development  
Gale Engles, Bureau Chief, Bureau of Resource Management

**Members Absent:**

Robyn Gilden  
Kim Petry

**Other Attendees:**

Jon Richardson, CC Health Dept.  
Ellen Cutsail, Town Council of Union Bridge  
Carrie Knauer, Carroll County Times  
Suzanne Hill

**1. CALL TO ORDER** - Ms. Sandra Zebal, Chair, officially called the October 11, 2011, meeting to order at 3:12 p.m. Ms. Zebal then asked for approval of the September 13, 2011 minutes.

The Council was able to view the minutes on the TV screens and watch as Ms. Crumbacker made any corrections or changes. Ms. Zebal asked that the copy of the Environmental Principles with the changes in red that the Council made be added as another attachment to the minutes.

**2. APPROVAL OF MINUTES – MOTION NO. 141-11:** Motion was made by Dave Pyatt, seconded by Brian Rhoten, approving the September 13, 2011 minutes with the added attachment. Motion carried.

**3. ANNOUNCEMENTS FROM THE CHAIR** – Ms. Zebal announced that next month's meeting will be an evening meeting held on Tuesday, November 8, 2011 at 6:30 p.m. in Room 003. The meetings will no longer be video taped due to the lack of staff availability. Ms. Dinne asked Ms. Crumbacker to check with Chris Swam to see if another day or time would be better.

**4. COMMUNICATIONS** – None

**5. EAC PURPOSE AND DIRECTION** – Ms. Dinne handed a list of items that were discussed with Chief of Staff, Steve Powell to be relayed to the Council. (See attachment). Discussion, guidance and clarifications were made by Ms. Dinne and Mr. Devilbiss. Additionally, press releases need Steve Powell's approval before going out. A Work Plan and annual meeting with the Board of Commissioners will be planned. A member of the EAC will present these work products and/or recommendations to the Board.

Dave Pyatt and Karen Leatherwood asked if it is ok to meet with Chuck Ingram and Maria Myers to discuss Solid Waste. Tom Devilbiss answered, "Yes." Mr. Devilbiss informed the Council that the Board of Commissioners likes to have information brought to them.

## **6. OLD BUSINESS** –

- a. **Energy Use & Cost Savings Update** – Mr. Devilbiss advised the Council that it is ok to proceed with gathering data about the energy usage in county buildings. He asked, “What does the Council propose to do with the updated information?” Ms. Zebal asked if it was ok to invite Mr. Whitson of the Bureau of Facilities to explain the Johnson Controls term contract. Mr. Devilbiss said “Yes”, however if additional staff, time and expenses were needed, this would have to be discussed again. The economical and environmental benefits being provided with the Johnson Controls contract would be good to present to the Board of Commissioners. Mr. Devilbiss will get time scheduled with the Board of Commissioners for the Council to request permission to get Energy Use & Cost Savings data collected. At this time, a list of questions from Kim Petry and John Modica will be compiled to send to Mr. Whitson for answers. Mr. Devilbiss will arrange to have Mr. Whitson or a representative come to the next meeting to answer questions about the Johnson Controls contract. A presentation from Johnson Controls may be arranged after the meeting with Mr. Whitson if there are more questions not answered.
- b. **Environmental Awareness Awards** - Kim Petry, Sandra Zebal and Robyn Gilden, the judges for these awards, made changes to the questions for the Nomination Form. These will be incorporated with the date changes. The forms will be posted to the Carroll County Government website and Press Releases sent out.

## **7. NEW BUSINESS** – None

## **8. SUBCOMMITTEE REPORTS** –

- a. Tree Committee – Brian Rhoten

The annual Forestry Workshop sponsored by the City of Westminster was held at Carroll Community College on October 7, 2011. Trees were planted at the college with the Environmental Award trees in hopes of eventually having a small forest. Since being advised by the County Attorney’s office that the EAC is the Tree Commission, separate monthly meetings will no longer be held.

- b. Solid Waste Management – Dave Pyatt

Dave Pyatt reported that a meeting has been scheduled with Maria Myers and Chuck Ingram on October 20<sup>th</sup> at 3:00 in the Public Works conference room.

## **9. TOPICS FOR FUTURE DISCUSSION-**

- a. Wendi Peters will be speaking at the November meeting to share the efforts Mt. Airy has made in respect to recycling.

<p><b><u>10. ADJOURN: MOTION NO. 142-11:</u></b> Motion made by Brian Rhoten, seconded by Dave Pyatt, to adjourn. Motion carried. Meeting adjourned at 4:40 p.m.</p>
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***Please inform the secretary if you are unable to attend***

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## Environmental Advisory Council (EAC) Purpose and Direction

October 11, 2011

- a) Overall Purpose:
    - Advise the Board on environmental issues, not already addressed by staff, to help inform Board decisions
    - Recommend measures to mitigate environmental impacts of County-supported projects
    - Examine issues as they relate to the Board of County Commissioners ("Board") Environmental Principles
  
  - b) Protocol for Work Products
    - Topics/projects approved in work plan
    - Additional projects, findings and recommendations, media
    - Presenting input to Board
  
  - c) Roles of EAC Members & Staff
    - EAC:
      - Research, discussion, advice on issues per work plan or special request
      - Address issues not being addressed by staff
      - Supplement staff projects as needed/requested
      - Present, in writing and/or in person, EAC findings and advice to Board
    - Staff:
      - Facilitate group discussions and meetings
      - Facilitate communication and interaction with Board
      - Support administrative tasks – preparing minutes, scheduling meetings, drafting agendas, etc.
      - Provide direction on issues for possible EAC research and/or discussion
  
  - d) Work Plan and Annual Meeting of Board & EAC
    - Draft work plan
    - Meet w/ Board to discuss & approve
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