



Carroll County Environmental Advisory Council

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Karen Leatherwood, Chair

Brenda Dinne, Staff Liaison
Department of Land
& Resource Management

Meeting Summary for October 21, 2015

Members

Karen Leatherwood, Chair
Curtis Barrett - Absent
Ellen Cutsail - Absent
David Hynes
Amy Krebs
Frank Vleck
Sandy Zebal

County Government

Brenda Dinne, Special Projects Coordinator /
EAC Staff Liaison
Cindy Myers-Crumbacker, Recording Secretary

Other Attendees

None

1. CALL TO ORDER –

Ms. Leatherwood officially called the October 21, 2015, meeting to order at 3:03 p.m. in the Reagan Room of the County Office Building.

2. INTRODUCTION OF NEW MEMBER: AMY KREBS –

Amy Krebs was appointed to fill Josh Hatkins' vacant seat. She introduced herself, sharing that she has been a Carroll County resident for four years. The other members present introduced themselves to her and shared some of their background.

3. PUBLIC COMMENTS AND CONCERNS –

No public comments were offered.

4. APPROVAL OF MEETING MINUTES –

No corrections or comments were made about the September 16, 2015, minutes.

APPROVAL OF MINUTES - Motion 230-15: Motion was made by Frank Vleck and seconded by David Hynes to approve the September 16, 2015, meeting minutes. Motion carried.

5. CHAIR AND COMMITTEE REPORTS –

a. *Solid Waste Subcommittee:*

Ms. Leatherwood reported that the Solid Waste Advisory Council (SWAC) continues to work on preparing recommendations to present to the Commissioners. The SWAC members are reviewing all previous proposals regarding solid waste.

Frank raised the issue of mulch no longer being free at the Northern Landfill. Ms. Leatherwood clarified that a private contractor is creating the mulch. Quality control was an issue. The contractor is producing a better quality now and, therefore, is more valuable. Yard waste is still being accepted at the landfill, but there now is a charge for the mulch. The contractor's services create a cost savings to the County through avoidance of equipment repair costs. Ms. Leatherwood will check to see if there has been any changes to the yard waste materials that are accepted and report back at the next meeting.

6. TREE COMMISSION –

Ms. Krebs inquired about the EAC's role as the tree commission. Ms. Zebal gave a few examples of prior activities. She indicated that the EAC had reviewed requirements for distances between trees in the landscape ordinance. Complaints regarding tree roots have been reviewed as well. Ms. Dinne added that Chapter 16 of the County Code, which is the chapter creating the EAC, includes the tree commission as part of the EAC's role. No activity as the tree commission has occurred recently.

7. STAFF LIASION REPORT

Ms. Dinne informed the members that Melvin Baile officially resigned from the EAC on October 7. He is also serving on the Board of Zoning Appeals, so did not have time to do both. Ms. Leatherwood signed a letter of appreciation and a certificate of appreciation, which will be framed and provided to him. The Board is aware that a seat remains to be filled.

Amy Krebs was appointed to fill Josh Hatkins' seat. Materials in the member packets will be updated to reflect new EAC members, the new vice chair (to replace Melvin Baile) (later in this agenda), and new committee members. The updated information will be handed out at the November meeting.

At the November meeting, agenda items currently include continued discussion on work plan projects. In addition, at the request of the EAC at the September meeting, the Carroll County Health Department is tentatively scheduled to give an overview of best available technology (BAT) septic systems.

Ms. Dinne also asked the members to copy her on all e-mails related to EAC business, even if it is with just one other member, just to ensure that discussions are open as appropriate to comply with the Open Meetings Act.

8. OLD BUSINESS –

a. *Business Community MS4 Workshop – Updates*

Ms. Leatherwood provided Ms. Krebs with some background on the purpose, development, and status of the workshop.

Ms. Dinne provided each member with additional flyers/registration forms and asked that they distribute them as they have an opportunity to get more attendees for the workshop. She also shared that all the materials were previously ready, but just need to have the dates updated where applicable – primarily on the agenda and PowerPoint copies. The materials are already collated and were ready to stuff in the folders. Where revisions

to the date need to be made, those items will just have to be replaced in the packets. There may not be packet assembly for the committee.

Ms. Dinne gave an overview of each Workshop committee's responsibilities. Amy Krebs chose to be on the Materials /Registration Committee. She also said she has a strong background in Stormwater Management.

Ms. Dinne indicated that she also will provide more flyers to the WRCC members to give out to businesses in the municipalities. Ms. Leatherwood said she had called all registrants after the workshop was postponed from the October 5 date to make sure they knew the workshop date had changed to January.

8. NEW BUSINESS –

a. *Elect New Vice Chair*

With Mr. Baile's resignation, the vice chair position is open. A new vice chair needed to be elected. Ms. Leatherwood nominated David Hynes.

Vice Chair Selection - Motion 231-15: Motion was made by Sandra Zebal and seconded by Frank Vleck to approve David Hynes as the new Vice Chair. Motion carried.

b. *2016 Meeting Dates*

Ms. Dinne provided the members with the proposed EAC meeting dates for the 2016 calendar year. She clarified that these dates only include the regular monthly meetings. They do not include the joint meeting(s) with the Board or any other additional meetings. She said she will coordinate with the Commissioners' office for the January joint meeting as it gets closer. She also indicated that, as has been done in previous years, the proposed schedule includes three evening meetings. She pointed out that the November and December meetings will again be held on Thursday, rather than the usual Wednesday schedule, as the Wednesday time conflicts with another meeting she has to attend.

APPROVAL OF 2016 Meeting Dates - Motion 232-15: Motion was made by Frank Vleck and seconded by David Hynes to approve the 2016 Meeting Dates. Motion carried.

c. *2016 Environmental Awareness Awards: Process Review*

Ms. Leatherwood recapped the background and history of the Environmental Awareness Awards for Ms. Krebs.

Ms. Dinne briefly reviewed the process with the EAC. Between now and January, staff are to update the materials to reflect this awards cycle. This has already been done, and Ms. Myers is reviewing the materials to ensure all updates were captured. She is also reviewing and updating, as needed, the distribution list.

Currently, awards are given in five different categories – individual, agriculture, institutional, student, and business. The EAC is welcome to review and revise, if deemed appropriate.

The public campaign will launch in January, using the typical methods to get the word out. A news release will be sent out in January. The information also will be distributed to schools, libraries, etc. Nominations will be accepted until March 1, 2016. The nominations will be sent to the committee to review. Turnaround time needs to be quick, with each

committee member's votes returned to Ms. Dinne by March 15 or so. The nominees with the most votes will be the winners. Ms. Dinne will need adequate time to tally the votes, schedule a joint awards presentation date with the Board, and prepare letters to the chosen award recipients with this information. The joint presentation is typically held in April, close to Earth Day. If any award winners cannot make the joint presentation with the Board, they are invited to attend the following EAC meeting to receive the award from the EAC.

Ms. Dinne also indicated that, in the past, a tree planting in honor of the awards recipients was also held. The trees are planted at Carroll Community College. The committee secures tree donations (two to three trees, not one per award winner) and arranges for delivery. The County facilities staff actually plants the trees. Usually one or two Board members attend as well. The timing of this event generally coincides with Arbor Day (or the Friday closest to it). The EAC elected not to include the tree planting with the 2014 awards cycle. Frank Vleck felt a tree planting should be included in this cycle and volunteered to donate trees from Wakefield Valley Nursery. All agreed.

Discussion on who would serve on the awards committee this year resulted in a suggestion by Mr. Hynes that the entire EAC participate. All were interested in reviewing the applications. Ms. Dinne offered that this would strengthen the voting/tally process.

Ms. Zebal inquired about the decision for the last awards cycle regarding eligibility for a previous winner to win again. Ms. Dinne said she would check on it. She said she would send the awards nomination form and criteria to all members to review prior to the next meeting. Any changes to the categories or criteria could be discussed at the November meeting.

d. 2016 Work Plan: Process Review & Potential Projects

Ms. Leatherwood provided Ms. Krebs with an overview of the work plan process.

Ms. Dinne said that the **general public MS4 workshop** was already on the work plan. This item would continue over to the 2016 work plan. Ms. Vleck suggested scheduling the workshop date in winter or spring of 2017. He felt this would give the EAC time to regroup after the business workshop, time to review what worked and didn't work from that workshop, and therefore, more time to develop the general public workshop. Ms. Dinne indicated that there was not a deadline in the permit for holding the workshop, but we do want it to be held within this permit term. She would check to be sure there were not any other issues with pushing back the date.

Ms. Krebs asked about the topics and presenters for the business workshop. Ms. Leatherwood replied that the workshop is meant to give businesses an overview of the kinds of things they can do to prevent stormwater pollution. Ms. Dinne added that the agenda included an overview of stormwater and associated regulations, good housekeeping best management practices (BMPs), how to perform a self-inspection, and how to get recognized for these efforts to keep Carroll's waters clean. Staff presents the information. She also suggested that, with the general public workshop, the agenda item on how to get recognized could be replaced with or supplemented with the volunteer opportunities available and how to sign up.

Ms. Zebal suggested that the EAC look at the **solar requirements in residential districts** again, as she felt the requirements are very restrictive. Ms. Dinne reminded the EAC that, as an advisory group, they cannot identify their own topics on which to advise the Board.

Generally, in the advisory role, the EAC responds to specific requests from the Board for a topic on which the Board needs advice or assistance. The EAC is free, however, to suggest projects related to its public education role. She offered to discuss this with Mr. Devilbiss to see if the Board would be in need of and amenable to additional review and recommendations from the EAC on the requirements for solar in residential districts.

Members discussed the difficulty in discerning a sales pitch from unbiased information that might help them make a decision. Ms. Krebs inquired whether a public education piece for solar could be a project. Ms. Leatherwood asked Mr. Hynes to do some brief research before the next meeting to determine if it would be easy for the EAC to give guidance in the form of public education materials. His research should include what things need to be considered, what the options are, and who can benefit. She offered that he should not spend too much time, only enough to get a sense whether this is something the EAC could tackle.

The members discussed the current size requirements for solar in residential districts. Ms. Zebal indicated that the maximum size is 120 square feet. Ms. Dinne believed this is partially to address aesthetic concerns. Ms. Vleck felt this issue would not be going away soon and would be good for the EAC to address. The EAC members will discuss Mr. Hynes' research at the November meeting and provide Ms. Dinne with direction on if and what to include in the proposed work plan.

Ms. Dinne concluded the discussion by reviewing the **work plan approval process**. She said the proposed work plan needs to be approved before the joint meeting with the Board. This gives the EAC members time in November and December to review and discuss the work plan. The work plan can be approved in December or January.

9. **OTHER** –

Ms. Myers reminded the members that the next meeting will be held on a Thursday, not Wednesday.

10. **ADJOURN REGULAR MEETING** –

ADJOURNMENT - MOTION 233 -15: Motion was made by Sandra Zebal and seconded by Frank Vleck to adjourn the October meeting. Motion carried.

The meeting adjourned at 4:17 p.m. The next regular monthly meeting is scheduled for **Thursday**, November 19, 2015, at 3:00 p.m. in the Reagan Room of the County Office Building.