



# Carroll County Environmental Advisory Council

225 N Center Street  
Westminster, MD 21157-5194  
Telephone: 410-386-2140  
Fax: 410-386-2924  
[eac@carrollcountymd.gov](mailto:eac@carrollcountymd.gov)

Frank Vleck, Chair  
Craig Paskoski, Vice Chair

Brenda Dinne, Staff Liaison/Secretary  
Department of Land  
& Resource Management

## Meeting Summary for January 20, 2021

### Members

- Cathleen Anthony
- Curtis Barrett
- Ellen Cutsail (absent)
- Jesse Drummond (absent)
- Natalie Kartalia (absent)
- Charlene Norris
- Craig Paskoski
- Tiffany VanDerwerker
- Frank Vleck

### County Government

- Brenda Dinne, Special Projects Coordinator/  
EAC Staff Liaison/Secretary
- Karen Miller, Recording Secretary
- Tom Devilbiss, Director, Land and Resource  
Management (LRM)

### Other Attendees

- None

### 1. CALL TO ORDER –

- Mr. Vleck, Chair, officially called the January 20, 2021, meeting of the Environmental Advisory Council (EAC) to order at 3:03 PM in a virtual GoToMeeting.
- Public participants must join the meeting by calling the phone number listed on the agenda.

### 2. APPROVAL OF MEETING MINUTES –

#### Discussion/Decision:

- Approval of the November minutes was discussed. No changes were made.

**APPROVAL OF MINUTES – Motion 376-21:** Motion was made by Craig Paskoski and seconded by Tiffany VanDerwerker to approve the November 18, 2020, meeting minutes as written. Motion carried.

### 3. STAFF LIAISON REPORT –

#### Discussion/Decision:

- The next regular EAC meeting is scheduled for February 17, 2021, at 6:30 PM and will be a virtual GoToMeeting.
- The annual joint meeting with the Board is scheduled for Thursday, January 28, 2021, from 1:00 PM to 2:00 PM. Mr. Vleck will review the 2020 Annual Report with the Board. Mr. Paskoski will review the projects in the proposed 2021 Work Plan.
- Tentative agenda topics for the February 17 meeting are as follows:
  - 2021 Environmental Action Awards status update
  - Environmental Stewardship Booklet scope
  - Additional speaker to be determined
- Frank Vleck, Jesse Drummond, and Charlene Norris have been reappointed.

**Action Items:**



**Reference/Attachment(s):**

- n/a

**4. NEW BUSINESS –**

**a. Overview of Environmental Codes Ad Hoc Committee Purpose – Tom Devilbiss, LRM**

**Discussion/Decision:**

- The EAC may continue to provide an ad hoc committee in the future for appeals to certain environmental codes. Mr. Devilbiss gave an overview of the purpose and function of the ad hoc committee.
- The committee of 3-5 members is appointed by the Commissioners to act on their behalf.
- A variance is requesting permission that is otherwise not allowed in the code. Variances are utilized for relief or assistance from a technical requirement, not from the process. An appeal cannot be requested simply because one does not agree with the process.
- When a variance is denied, then an appeal may be requested. It is the requestor’s responsibility to show burden of proof specified in that code chapter.
- The County Attorney’s Office (CAO) heads the appeals proceedings.
- The ad hoc committee will decide on whether to approve the appeal. If the applicant is not happy with the decision, in some cases, the decision may be appealed to the court.

**Action Items:**



**Reference/Attachment(s):**

- n/a

**5. BUSINESS IN PROGRESS –**

**a. 2021 Environmental Action Awards – Status**

**Discussion/Decision:**

- The [2021 Environmental Action Awards](#) nominations are in full swing. Nomination packets have been distributed in hard copies. However, most information has been electronically publicized through email, press releases, GovDelivery, website, and such.
- Nominations are due March 1, 2021.
- Ms. VanDerwerker and Mr. Barrett secured sponsors for the 2021 award winners. Atlantic Blue Water Services will provide a \$500 scholarship to the winner of the Student Engagement category. That winner will also receive a \$25 Olive Garden gift card. The winners of the Positive Practices and Educational Outreach categories will each receive \$75 in gift cards to Salerno’s Restaurant. Mr. Vleck is working with Lehigh Cement Company as a potential scholarship sponsor for future awards cycles.

**Action Items:**



**Reference/Attachment(s):**

- [Nomination Packet](#)

**b. Awards Process Evaluation – Evaluation Criteria – Discussion and Potential Decision**

**Discussion/Decision:**

- The EAC members agreed at the November 18 meeting on the evaluation criteria to be used to evaluate the nominations submitted. At this meeting, the EAC reviewed several approaches for accompanying points matrices with which to rank nominations against the evaluation criteria. This is meant for EAC use only in helping to compare nominations. A 100-point scale will be used, whereby a maximum number of points are available for each criterion, all totaling to 100. For each nomination, EAC members will assign up to the maximum number of points for each criterion. Totals for each nomination will be compared to help determine the winner in each category.
- The EAC approved the combined evaluation criteria and accompanying points matrix approach that will be used.

**APPROVAL OF THE 2021 ENVIRONMENTAL ACTION AWARDS NOMINATION CRITERIA, EVALUATION CRITERIA AND POINTS MATRIX – Motion 377-21:** Motion was made by Tiffany VanDerwerker and seconded by Cathleen Anthony to approve the 2021 Environmental Action Awards evaluation criteria and to use the 100-point scale points matrix based on the average points. Motion carried.

**Action Items:**



- Ms. Dinne: Create 100-point scale matrix and send to EAC members before March 1, 2021.

**6. OTHER –**

- Ms. Dinne shared information on a few bills introduced to the Maryland General Assembly this session that the EAC may find interesting.

**Action Items:**



**7. PUBLIC COMMENTS & CONCERNS –**

None.

**8. ADJOURN REGULAR MEETING –**

- The meeting adjourned at 4:19 PM. The next regular monthly meeting is scheduled for Wednesday, February 17, at 6:30 PM as a GoToMeeting (virtual meeting).

**MEETING ADJOURNMENT – MOTION 378-21:** Motion was made by Curt Barrett and seconded by Craig Paskoski to adjourn the January 20, 2021, meeting. Motion carried.

**Upcoming Meetings:**

- Annual Joint Meeting with the Board of County Commissioners – Thursday, January 28, 2021 @ 1 PM, Virtual GoToMeeting*
- Regular Monthly Meeting – Wednesday, February 17, 2021 @ 6:30 PM, Virtual GoToMeeting*



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Frank Vleck, Chair  
Craig Paskoski, Vice Chair

Brenda Dinne, Staff Liaison/Secretary  
Department of Land  
& Resource Management

## Meeting Summary for February 17, 2021

### Members

- Cathleen Anthony (absent)
- Curtis Barrett
- Ellen Cutsail (absent)
- Jesse Drummond
- Natalie Kartalia (absent)
- Charlene Norris (absent)
- Craig Paskoski
- Tiffany VanDerwerker
- Frank Vleck

### County Government

- Brenda Dinne, Special Projects Coordinator/  
EAC Staff Liaison/Secretary
- Karen Miller, Recording Secretary

### Other Attendees

- None

### 1. CALL TO ORDER –

- Mr. Vleck, Chair, officially called the February 17, 2021, meeting of the Environmental Advisory Council (EAC) to order at 6:35 PM in a virtual GoToMeeting.
- Public participants must join the meeting by calling the phone number listed on the agenda.

### 2. APPROVAL OF MEETING MINUTES –

#### Discussion/Decision:

- Approval of the January minutes was discussed. No changes were made.

**APPROVAL OF MINUTES – Motion 379-21:** Motion was made by Curt Barrett and seconded by Craig Paskoski to approve the January 20, 2021, meeting minutes as written. Motion carried.

### 3. STAFF LIAISON REPORT –

#### Discussion/Decision:

- The next regular EAC meeting is scheduled for March 17, 2021, at 3:00 PM and will be a virtual GoToMeeting.
- Tom Devilbiss, Director, Land and Resource Management (LRM) will be retiring at the end of March.
- Tentative agenda topics for the March 17 meeting are as follows:
  - 2021 Environmental Action Award – Discussion & Decisions
  - Tree Planting Resource Guide - Discussion
  - Community Solar Amendment Public Outreach Booklet Scope
  - Overview of Large MS4 Jurisdictions' Tentative NPDES (Stormwater) Permits – Tom Devilbiss
  - County Attorney's Office's Ad Hoc Committee Process

**Action Items:**



**Reference/Attachment(s):**

- n/a

**4. NEW BUSINESS –**

**a. 2021 Update to Environmental Stewardship Booklet – Discussion**

**Discussion/Decision:**

- Ms. Dinne is in the process of updating all the information in the booklet. Topics she has added include the following:
  - Financial Assurance Plans under Urban Stormwater Mitigation Projects
  - Protecting Carroll County Waters website hub for stormwater information
  - Community Solar Zoning Text Amendment
  - Solar public outreach pieces
  - Projects completed by EAC since the last booklet, plus mention of the ad hoc committee
  - Electric charging stations at the County Office Building
- Other additions/revisions suggested include updated pictures to replace some of the older images and the Environmental Action Awards and scholarship awards.
- A tentative draft of the booklet could be done by April. However, the draft will not be finalized until after the County budget process, which may impact some of the stormwater cost figures, and the adoption of the community solar zoning text amendment, with which the Board could decide not to proceed.
- Final version should be ready for review and approval in the summer.

**Action Items:**

- ★ Ms. Dinne Contact Public Works to see if they track metrics regarding fuel savings and carbon footprint reduction.

**Reference/Attachment(s):**

- n/a

**b. Tree Planting Resource Fact Sheet – Discussion**

**Discussion/Decision:**

- The EAC members discussed topics that would be important to address in this 1-page (back and front) guide. Potential topics include, but are not limited to:
  - How to plant a tree
  - Selection and maintenance
  - Benefits
  - Policies/Regulations
  - Reforestation/Afforestation
  - Tree Planting Events
- This guide is intended to provide a list of links under each topic that would be a good source of information about the topic. The guide will link to resources, such as universities, government agencies, and non-profits, that provide factual information and are not for profit.

- Ms. Dinne will combine the topics discussed at this meeting, with those suggested by Ms. Anthony, plus anything additional that might be useful to create a broader list of topics. This list will be discussed at the next meeting to narrow it down to the most valuable content.

**Action Items:**

- ★ Ms. Dinne Create broad list of topics for discussion and brainstorming at the March 17 meeting.

**Reference/Attachment(s):**

- n/a

**5. BUSINESS IN PROGRESS –**

**a. 2021 Environmental Action Awards – Status**

**Discussion/Decision:**

- Nominations are still welcome through March 1, 2021. Ms. Dinne will send all nominations to the EAC members on March 2. The members will review and provide their rankings back to Ms. Dinne by March 12.
- Due to the cancellation of the annual Earth Day event, the EAC will need to seek another venue for the awards presentation this year.
- In addition to the award winners, honorary mentions may also be acknowledged.

**Action Items:**

- ★ Ms. Dinne Send all nominations and the ranking tables to the EAC members on March 2.
- ★ All EAC members Review and rank each nomination and email results to Ms. Dinne by March 12.
- ★ Ms. Dinne Compile points for each nominee by the March 17 meeting.

**Reference/Attachment(s):**

- n/a

**c. 2021 Work Plan – Final**

**Discussion/Decision:**

- The County Commissioners concurred with the proposed 2021 Work Plan.
- Based on the discussion with the Board on January 28, two additional projects were included in the work plan. Both projects are public outreach booklets – one to address litter, particularly along roadways, and one to provide a comprehensive guide to recycling for residents. The recycling booklet will be coordinated with the Recycling Manager.
- The work plan is available on the EAC webpage.

**Action Items:**

- ★

**Reference/Attachment(s):**

- [2021 Work Plan](#)

**6. OTHER –**

None.

Motions	Action Items	Attachments
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**7. PUBLIC COMMENTS & CONCERNS –**

None.

**8. ADJOURN REGULAR MEETING –**

- The meeting adjourned at 7:45 PM. The next regular monthly meeting is scheduled for Wednesday, March 17, at 3:00 PM as a GoToMeeting (virtual meeting).

**MEETING ADJOURNMENT – MOTION 380-21:** Motion was made by Curt Barrett and seconded by Craig Paskoski to adjourn the February 17, 2021, meeting. Motion carried.

**Upcoming Meetings:**

- ☐ *Regular Monthly Meeting – Wednesday, March 17, 2021 @ 3:00 PM, Virtual GoToMeeting*





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Frank Vleck, Chair  
Craig Paskoski, Vice Chair

Brenda Dinne, Staff Liaison/Secretary  
Department of Land  
& Resource Management

## Meeting Summary for March 17, 2021

### Members

- Cathleen Anthony
- Curtis Barrett
- Ellen Cutsail (absent)
- Jesse Drummond
- Natalie Kartalia (absent)
- Charlene Norris (absent)
- Craig Paskoski
- Tiffany VanDerwerker
- Frank Vleck

### County Government

- Brenda Dinne, Special Projects Coordinator/  
EAC Staff Liaison/Secretary
- Karen Miller, Recording Secretary
- Tom Devilbiss, Director, Land and Resource  
Management (LRM)
- Chris Heyn, Bureau Chief, Bureau of Resource  
Management (BRM)
- Jim Almon, Assistant County Attorney, Dept. of  
the County Attorney (CAO)

### Other Attendees

None

### 1. CALL TO ORDER –

- Mr. Vleck, Chair, officially called the March 17, 2021, meeting of the Environmental Advisory Council (EAC) to order at 3:01 PM in a virtual GoToMeeting.
- Public participants must join the meeting by calling the phone number listed on the agenda.

### 2. APPROVAL OF MEETING MINUTES –

#### Discussion/Decision:

- Approval of the February minutes was discussed. No changes were made.

**APPROVAL OF MINUTES – Motion 381-21:** Motion was made by Jesse Drummond and seconded by Curt Barrett to approve the February 17, 2021, meeting minutes as written. Motion carried.

### 3. STAFF LIAISON REPORT –

#### Discussion/Decision:

- The next regular EAC meeting is scheduled for April 21, 2021, at 3:00 PM.
- Tom Devilbiss, Director, Land and Resource Management (LRM) will be retiring and his last day will be next Friday, March 26, 2021. Christopher Heyn, Bureau Chief, Bureau of Resource Management will be the Acting Director with Tom's departure.
- Tiffany VanDerwerker is resigning as her and her family are moving to North Carolina.
- Mr. Vleck reached out to Ms. Cutsail and Ms. Kartalia regarding their intentions of continuing with the EAC and being available for meetings. If they are not able to commit, he would like to fill their positions with someone else. They would be welcome to return if their circumstances change and a position becomes available.

- Tentative agenda topics for the April 21 meeting include continued discussion of the Tree Planting Resource Guide; review of the text of the Community Solar Zoning Text Amendment Public Outreach Booklet; and the 2021 Environmental Action Awards Ceremony.

**Action Items:**



**Reference/Attachment(s):**

- n/a

**4. NEW BUSINESS –**

None.

**5. BUSINESS IN PROGRESS –**

**a. Ad Hoc Committee – County Attorney Process – Jim Almon**

**Discussion/Decision:**

- The County Attorney’s Office (CAO) handles the process for the appeal of a staff decision on an applicable environmental code. Once a decision is appealed, the CAO will schedule a public hearing with the board designated by the County Commissioners.
- The attorney assigned to the Ad Hoc Committee would not be the same attorney assigned to the EAC and the Department of Land & Resource Management, as that person represents the staff who made the decision. The attorney assigned to the Ad Hoc Committee will provide the committee members with the applicable code and materials to review ahead of the hearing.
- Neither the applicant or their representative nor the Ad Hoc Committee members should have any communication with each other outside of the hearing on the issue being appealed.
- An administrative hearing is very informal, and hearsay is allowed, whereas a court proceeding is more structured.

**Action Items:**



**Reference/Attachment(s):**

- n/a

**b. Community Solar Zoning Text Amendment Public Outreach Booklet – Scope**

**Discussion/Decision:**

- On March 16, 2021, the Planning Commission recommended adoption of the proposed community solar amendment to the Board. Staff will brief the Board on the proposed text amendment and request the Board direct staff to proceed to public hearing.
- Ms. Dinne reviewed the scope for this project. Given the quick turnaround time and the fact that she is the lead on the amendment process, she will draft the text of the booklet. The EAC will then review the content of the draft text for the booklet to ensure it is understandable to the public and includes relevant content.

**Action Items:**

- ★ Ms. Dinne Compile initial draft text of booklet before April meeting.

**Reference/Attachment(s):**

- n/a

Motions	Action Items	Attachments
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**c. Tree Planting Resource Guide – Discussion**

**Discussion/Decision:**

- Potential topics to include in the resource guide were reviewed. All topics discussed will be included for now. The EAC members will research links to webpages that are educational or scientific based rather than private or for-profit businesses. EAC members will complete their research and add their links under the appropriate topic(s) in a shared document by May 14. Ms. Dinne will compile them for discussion at the May 19 meeting. They can be whittled down at that time if needed.
- Miss Utility will be added as a link under the appropriate topic, as the law requires people to contact Miss Utility before digging.

**Action Items:**

- ★ Ms. Dinne                      Create shared Google Doc.
- ★ All EAC members          Provide about 3-5 links for each topic by May 14.

**Reference/Attachment(s):**

- n/a

**d. 2021 Environmental Action Awards – Discussion & Decision**

**Discussion/Decision:**

- The winners for the 2021 Environmental Action Awards are as follows:
  - Educational Outreach – Kris Phillips and JP Miller
  - Positive Practices – JeannieBird Baking Company
  - Student Engagement – Elsa Schoberg
- Honorable Mentions for the Student Engagement category include Caring for Our Climate and Zach Wetzel.
- All winners and honorable mentions will receive a certificate and will be included on the press release and website.
- Final outcome letters will be mailed out to nominees by the beginning of April.
- All sponsors will be invited to attend the awards ceremony.
- As a result of the Bureau of Resource Management’s Earth Day celebration with the Outdoor School being cancelled, the venue for this year’s awards ceremony was discussed.
- April 21 is a good day to hold the presentations as it is the next EAC meeting and the day before Earth Day.
- An estimated timeline for April 21 is as follows:
  - 3 PM – 4 PM: Regular EAC meeting
  - 4 PM – 4:30 PM: BCC and EAC present awards to EAA Winners
  - 4:30 PM – 5 PM: Earth Day Talk and Tour of the water quality projects onsite

**Action Items:**

- ★ Staff                              Send letters to all nominees, send press release, update Awards webpage with winner information, arrange ceremony logistics, prepare certificates for winners and Honorable Mentions, order awards, invite Atlantic Blue to ceremony.
- ★ Mr. Barrett                      Invite Salerno’s and Olive Garden to the ceremony.

**Reference/Attachment(s):**

- n/a

Motions	Action Items	Attachments
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**6. OTHER –**

- Mr. Barrett brought up Commissioner Wantz’ concern for an increase in litter throughout the county. Ms. Dinne indicated that this topic was incorporated to the work plan via a public outreach piece on litter, as the EAC does not have the resources to administer or implement a program. The work plan item will be delayed until the next NPDES MS4 permit is issued, as the County will want to take credit for the work under the new permit.

**7. PUBLIC COMMENTS & CONCERNS –**

None.

**8. ADJOURN REGULAR MEETING –**

- The meeting adjourned at 4:24 PM. The next regular monthly meeting is scheduled for Wednesday, April 21, at 3:00 PM as a GoToMeeting (virtual meeting).

**MEETING ADJOURNMENT – MOTION 382-21:** Motion was made by Craig Paskoski and seconded by Curt Barrett to adjourn the March 17, 2021, meeting. Motion carried.

**Upcoming Meetings:**

- Regular Monthly Meeting – Wednesday, April 21, 2021 @ 3:00 PM, Virtual GoToMeeting*
- 2021 Environmental Action Awards Ceremony – Wednesday, April 21, 2021 @ 4:00 PM, Westminster Community Pond Pavilion*



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Frank Vleck, Chair  
Craig Paskoski, Vice Chair

*Brenda Dinne, Staff Liaison/Secretary*  
Department of Land  
& Resource Management

## Meeting Summary for April 21, 2021

### Members

- Cathleen Anthony
- Curtis Barrett
- Ellen Cutsail (absent)
- Jesse Drummond
- Natalie Kartalia (absent)
- Charlene Norris (absent)
- Craig Paskoski
- Frank Vleck (absent)

### County Government

- Brenda Dinne, Special Projects Coordinator/  
EAC Staff Liaison/Secretary
- Karen Miller, Administrative Support

### Other Attendees

None

### 1. CALL TO ORDER –

- Mr. Paskoski, Vice Chair, officially called the April 21, 2021, meeting of the Environmental Advisory Council (EAC) to order at 3:04 PM at the Westminster Community Pond Pavilion.

### 2. APPROVAL OF MEETING MINUTES –

#### Discussion/Decision:

- Approval of the March minutes was discussed. No changes were made at this time. A quorum was not present to hold a vote. This item will be added to the May agenda.

### 3. STAFF LIAISON REPORT –

#### Discussion/Decision:

- The next regular EAC meeting is scheduled for May 19, 2021, at 3:00 PM.
- Tentative agenda topics for the May 19 meeting include continued discussion of the Tree Planting Resource Guide; final review and possible approval of the Community Solar Zoning Text Amendment Public Outreach Booklet; review and discussion of the Environmental Stewardship Booklet – 2021 Update; tree planting ceremony for award winners; and removal of two members.

#### Action Items:



#### Reference/Attachment(s):

- n/a

### 4. NEW BUSINESS –

#### a. Removal of Members - Vote

#### Discussion/Decision:

- Removal of members was discussed. A quorum was not present to vote on the recommendation.

- The members present requested that a special meeting be scheduled specifically and solely for the purpose of voting on the recommendation to the Board of County Commissioners (“Board”) to remove two EAC members. This meeting can be held via a GoToMeeting as long as the agenda is posted and the public has access.
- An e-Newsletter will be sent through GovDelivery to announce the meeting date and time.

**Action Items:**

- ★ Ms. Dinne Schedule GoToMeeting and post agenda.

**Reference/Attachment(s):**

- n/a

**5. BUSINESS IN PROGRESS –**

**a. Community Solar Zoning Text Amendment Public Outreach Booklet – Discussion**

**Discussion/Decision:**

- The public hearing with the Board is scheduled for April 29. The record will remain open for 10 calendar days.
- If the Board approves the zoning text amendment, Ms. Dinne will update the booklet as needed.
- The recent draft booklet was discussed. No additional comments were added at this time. Members will continue to review draft and submit changes to Ms. Dinne by April 30.

**Action Items:**

- ★ All EAC members Provide comments to Ms. Dinne by April 30.
- ★ Ms. Dinne Revise draft of booklet before the May meeting.

**Reference/Attachment(s):**

- n/a

**6. OTHER –**

- Mr. Drummond mentioned that Carroll County residents may be able to have Tesla SolarCity roof/shingles on their home. A licensed installer in the region would be required for installation.

**7. PUBLIC COMMENTS & CONCERNS –**

None.

**8. ADJOURN REGULAR MEETING –**

- The meeting adjourned at 3:23 PM. The next regular monthly meeting is scheduled for Wednesday, May 19, 2021, at 3:00 PM as a GoToMeeting (virtual meeting). A quorum was not present for to vote on a motion to adjourn.

**Upcoming Meetings:**

- Special Meeting – date and time to be determined, Virtual GoToMeeting
- Regular Monthly Meeting – Wednesday, May 19, 2021 @ 3:00 PM, Virtual GoToMeeting

Motions	Action Items	Attachments
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Frank Vleck, Chair  
Craig Paskoski, Vice Chair

Brenda Dinne, Staff Liaison/Secretary  
Department of Land  
& Resource Management

## Meeting Summary for April 30, 2021 Special Meeting

### Members

- Cathleen Anthony
- Curtis Barrett
- Ellen Cutsail (absent)
- Jesse Drummond
- Natalie Kartalia (absent)
- Charlene Norris
- Craig Paskoski
- Frank Vleck

### County Government

- Brenda Dinne, Special Projects Coordinator/  
EAC Staff Liaison/Secretary
- Karen Miller, Administrative Support

### Other Attendees

None

### 1. CALL TO ORDER –

- Mr. Vleck, Chair, officially called the April 30, 2021, meeting of the Environmental Advisory Council (EAC) to order at 11:31 AM.

### 2. NEW BUSINESS –

#### a. **Vote on Removal of Members – Ellen Cutsail and Natalie Kartalia (15 minutes)**

### Discussion/Decision:

- Ms. Dinne provided background information. She read the relevant text from the EAC Bylaws.  
***EAC Bylaws - Section 3. Member's Attendance at Meetings.***  
*Members are expected to demonstrate their commitment to serving on the EAC by making every effort to attend all meetings and arrive punctually. Members must attend at least half of the regularly scheduled EAC meetings within any given 12-month period to be eligible for reappointment. Any member of the EAC, who is frequently absent, may be referred to the Board of County Commissioners to be considered for removal from membership. Any such recommendation must be made by the Chairperson after an official vote of the EAC.*
- The purpose of the meeting was to consider and vote on the recommendation to remove Ellen Cutsail and Natalie Kartalia from the EAC. Both are dealing with personal circumstances that don't allow them to commit the time needed to attend meetings or participate in the work. Ellen has not attended a regular meeting since January 2020. Natalie has not attended a regular meeting since August 2020. Both are welcome to apply to serve again if their circumstances change, and they are able to commit the time.
- Mr. Vleck explained that, while he hated to have to proceed with this action, the EAC is low on members attending, especially since Ms. VanDerwerker moved away. He felt it was important at this time to have a full complement of members who are able to participate and attend regularly.

**MOTION TO RECOMMEND REMOVAL OF MEMBERS – Motion 383-21:** Motion was made by Curt Barrett and seconded by Craig Paskoski to recommend the Board remove Ellen Cutsail and Natalie Kartalia from the EAC. Motion carried.

- The next step is for Mr. Vleck to sign the letter recommending to the Board to remove Ms. Cutsail and Ms. Kartalia from the EAC. The decision to remove is made by the Board, as the Board is responsible to appoint the members. Mr. Vleck will sign the letter, and Ms. Dinne will forward it to the Board.
- Any member may help find new members and encourage them to apply. An online application is available on the County’s [Boards & Commissions](#) webpage.

**Action Items:**

- ★ Mr. Vleck      Sign letter of recommendation to Board
- ★ Ms. Dinne      Forward letter to Board

**Reference/Attachment(s):**

- n/a

**3. PUBLIC COMMENTS & CONCERNS –**

None.

**4. ADJOURN REGULAR MEETING –**

- The meeting adjourned at 11:40 AM. The next regular monthly meeting is scheduled for Wednesday, May 19, at 3:00 PM as a GoToMeeting (virtual meeting).

**MEETING ADJOURNMENT – MOTION 384-21:** Motion was made by Craig Paskoski and seconded by Jesse Drummond to adjourn the April 30, 2021, special meeting. Motion carried.

**Upcoming Meetings:**

- Regular Monthly Meeting – Wednesday, May 19, 2021 @ 3:00 PM, Virtual GoToMeeting*





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Craig Paskoski, Vice Chair

Brenda Dinne, Staff Liaison/Secretary  
Department of Land  
& Resource Management

## Meeting Summary for May 19, 2021

### Members

- Cathleen Anthony
- Curtis Barrett
- Jesse Drummond
- Charlene Norris (absent)
- Craig Paskoski
- Frank Vleck

### County Government

- Brenda Dinne, Special Projects Coordinator/  
EAC Staff Liaison/Secretary
- Karen Miller, Administrative Support

### Other Attendees

- Frances Yuhas, Turning Point Energy

### 1. CALL TO ORDER –

- Mr. Vleck, Chair, officially called the May 19, 2021, meeting of the Environmental Advisory Council (EAC) to order at 3:06 PM in a virtual GoToMeeting.
- Public participants must join the meeting by calling the phone number listed on the agenda.

### 2. APPROVAL OF MEETING MINUTES –

#### **a. March 17, 2021**

#### Discussion/Decision:

- Approval of the March minutes was discussed. No changes were made.

**APPROVAL OF MINUTES – Motion 385-21:** Motion was made by Curt Barrett and seconded by Craig Paskoski to approve the March 17, 2021, meeting minutes as written. Motion carried.

#### **b. April 21, 2021**

#### Discussion/Decision:

- Approval of the April 21 minutes was discussed. No changes were made.

**APPROVAL OF MINUTES – Motion 386-21:** Motion was made by Curt Barrett and seconded by Craig Paskoski to approve the April 21, 2021, meeting minutes as written. Motion carried.

**c. April 30, 2021**

**Discussion/Decision:**

- Approval of the April 30 minutes was discussed. No changes were made.

**APPROVAL OF MINUTES – Motion 387-21:** Motion was made by Curt Barrett and seconded by Craig Paskoski to approve the April 30, 2021, special meeting minutes as written. Motion carried.

**3. STAFF LIAISON REPORT –**

**Discussion/Decision:**

- In-person meetings may resume at the County Office Building. The next regular EAC meeting is scheduled for June 23, 2021, at 6:30 PM.
- Although holding evening meetings virtually is an option, the members chose to hold them in-person, as the public is more likely to be able to attend an evening meeting.
- Mr. Barrett may not be able to attend the June 23 meeting due to prior obligations.
- Tentative agenda topics for the June 23 meeting are as follows:
  - 2021 Environmental Stewardship Booklet
  - Tree Planting Resource Guide

**Action Items:**

★

**Reference/Attachment(s):**

- n/a

**4. NEW BUSINESS –**

- a. None.

**5. BUSINESS IN PROGRESS –**

- a. **Community Solar Zoning Text Amendment Public Outreach Booklet – Approval**

**Discussion/Decision:**

- The text was adopted May 13, 2021 and officially became effective May 19, 2021.
- Revisions to the draft were reviewed. Pages were added to accommodate information received from the public and solar developers while the draft was being developed.
- The booklet will be available online. Hardcopies will be made in June.

**APPROVAL OF THE COMMUNITY SOLAR ZONING TEXT AMENDMENT BOOKLET – Motion 388-21:** Motion was made by Cathleen Anthony and seconded by Craig Paskoski to approve the content of the Community Solar Zoning Text Amendment booklet. Motion carried.

**Action Items:**

- ★ Ms. Dinne Make additional revisions, as appropriate.

**Reference/Attachment(s):**

- n/a

Motions	Action Items	Attachments
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**b. Tree Planting Resource Guide – Discussion**

**Discussion/Decision:**

- The final Resource Guide is to be one page, front and back.
- Anticipated completion in June or July.
- Information about fruit trees was added. A link can be added to the Maintenance category to address reviving struggling/dying trees.
- Ms. Dinne will request suggestions for links from appropriate staff as well.

**Action Items:**

- ★ Ms. Dinne: Request suggestions for additional links from appropriate staff.

**Reference/Attachment(s):**

- n/a

**c. Environmental Stewardship Booklet 2021 Update – Status**

**Discussion/Decision:**

- Updates have been made but the budget numbers for the stormwater mitigation section need to be confirmed once the budget is adopted, which is scheduled for May 25.
- The Community Solar Zoning Text Amendment was a new topic added, along with the Financial Assurance Plans and Watershed Protection & Restoration Program under Urban Stormwater Mitigation. The Tree Planting Resource Guide will be added as well.
- The EAC will review the final draft at the June 23 meeting.

**Action Items:**

- ★ Ms. Dinne: Prepare final draft before June 23 meeting.

**Reference/Attachment(s):**

- n/a

**d. 2021 Environmental Action Awards – Tree Planting Ceremony – Discussion**

**Discussion/Decision:**

- The EAC decided, as part of revamping the awards process, not to hold a tree planting ceremony in September this year. Rather, in 2023, the EAC will pursue, if feasible, combining the awards ceremony with the tree planting ceremony. Not only would this provide a more impactful event, but it would allow the tree planting to occur close to Arbor Day.

**Action Items:**

- ★

**Reference/Attachment(s):**

- n/a

**6. OTHER –**

- To date, one application has been received for a seat on the EAC. The Board of County Commissioners meet quarterly to discuss and fill vacancies on boards and commissions. The next meeting is scheduled for early June.

Motions	Action Items	Attachments
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- Mr. Vleck reminded current members of the importance to respond to the monthly meeting invitation as soon as possible. It is important to know if a quorum will be present.

**Action Items:**



**Reference/Attachment(s):**

- n/a

**7. PUBLIC COMMENTS & CONCERNS –**

None.

**8. ADJOURN REGULAR MEETING –**

- The meeting adjourned at 3:58 PM. The next regular monthly meeting is scheduled for Wednesday, June 23, at 6:30 PM in Room 204 of the County Office Building.

**MEETING ADJOURNMENT – MOTION 389-21:** Motion was made by Craig Paskoski and seconded by Cathleen Anthony to adjourn the May 19, 2021, meeting. Motion carried.

**Upcoming Meetings:**

- Regular Monthly Meeting – Wednesday, June 23, 2021 @ 6:30 PM, Room 204, County Office Building*



# Carroll County Environmental Advisory Council

225 N Center Street  
Westminster, MD 21157-5194  
Telephone: 410-386-2140  
Fax: 410-386-2924  
[eac@carrollcountymd.gov](mailto:eac@carrollcountymd.gov)

Frank Vleck, Chair  
Craig Paskoski, Vice Chair

Brenda Dinne, Staff Liaison/Secretary  
Department of Land  
& Resource Management

## Meeting Summary for June 23, 2021

### Members

- Cathleen Anthony
- Curtis Barrett
- Jesse Drummond
- Charlene Norris (absent)
- Craig Paskoski
- Frank Vleck

### County Government

- Brenda Dinne, Special Projects Coordinator/  
EAC Staff Liaison/Secretary
- Karen Miller, Administrative Support

### Other Attendees

- None

### 1. CALL TO ORDER –

- Mr. Vleck, Chair, officially called the June 23, 2021, meeting of the Environmental Advisory Council (EAC) to order at 6:30 PM in Room 204 of the County Office Building (COB).

### 2. APPROVAL OF MEETING MINUTES –

#### a. May 19, 2021

#### Discussion/Decision:

- Approval of the May minutes was discussed. No changes were made.

**APPROVAL OF MINUTES – Motion 390-21:** Motion was made by Curt Barrett and seconded by Cathleen Anthony to approve the May 19, 2021, meeting minutes as written. Motion carried.

### 3. STAFF LIAISON REPORT –

#### Discussion/Decision:

- The EAC meetings will no longer be streamed live or recorded.
- The July 21, 2021, meeting is canceled, as the EAC is ahead of schedule on its work products and several will be absent.
- The next regular EAC meeting is scheduled for August 18, 2021, at 3:00 PM. So far, tentative agenda topics for the August 18 meeting include:
  - Zebra Mussel Eradication Informational Presentation
- The Board of County Commissioners (“Board”) invited a new member to serve on the EAC. The acceptance letter has not yet been received.
- New badges have been issued for all members. Old badges were collected from members present and will be returned to Human Resources.
- The final Community Solar Zoning Text Amendment booklets are available online.
- Short links to some of the Carroll County Government website are temporarily not working.

**Action Items:**



**Reference/Attachment(s):**

- [Community Solar Zoning Text Amendment booklet](#)

**4. NEW BUSINESS –**

- a. None.

**5. BUSINESS IN PROGRESS –**

- a. **Tree Planting Resource Guide - Discussion**

**Discussion/Decision:**

- A few more links were added by staff members, and the final draft was formatted.
- Slight formatting changes were discussed and agreed upon. No substantive changes were made. The EAC approved the document as final, as amended.

**APPROVAL OF THE TREE PLANTING RESOURCE GUIDE – Motion 391-21:** Motion was made by Jesse Drummond and seconded by Curt Barrett to approve the Tree Planting Resource Guide as amended. Motion carried.

**Action Items:**



**Reference/Attachment(s):**

- [Tree Planting Resource Guide](#)

- b. **Environmental Stewardship Booklet 2021 Update – Review and Possible Approval**

**Discussion/Decision:**

- The final draft was discussed with no changes made.
- After presenting the booklet to the Board in the end of July, it will be sent to the regular distribution list, Carroll County Delegation, and available online.

**APPROVAL OF THE ENVIRONMENTAL STEWARDSHIP BOOKLET 2021 – Motion 392-21:** Motion was made by Curt Barrett and seconded by Craig Paskoski to approve the Environmental Stewardship Booklet 2021 as written. Motion carried.

**Action Items:**



**Reference/Attachment(s):**

- [Environmental Stewardship Booklet](#)

**6. OTHER –**

- None.

**Action Items:**



**7. PUBLIC COMMENTS & CONCERNS –**

None.

**8. ADJOURN REGULAR MEETING –**

- The meeting adjourned at 7:26 PM. The next monthly meeting is scheduled for Wednesday, August 18, at 3:00 PM in Room 204 of the County Office Building.

**MEETING ADJOURNMENT – MOTION 393-21:** Motion was made by Cathleen Anthony and seconded by Craig Paskoski to adjourn the June 23, 2021, meeting. Motion carried.

**Upcoming Meetings:**

- CANCELED – Regular Monthly Meeting – Wednesday, July 21, 2021 @ 3:00 PM, Room 204, County Office Building*
- Regular Monthly Meeting – Wednesday, August 18, 2021 @ 3:00 PM, Room 204, County Office Building*



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Frank Vleck, Chair  
Craig Paskoski, Vice Chair

Brenda Dinne, Staff Liaison/Secretary  
Department of Land  
& Resource Management

## *Agenda*

Wednesday, July 21, 2021 @ 3:00 PM  
County Office Building, Room 204

*Note: The following items and time schedule are an estimate, subject to change without notice. Items may be added to or removed from the final agenda.*

The July 21, 2021, meeting of the Environmental Advisory Council is **anceled**.

### *Upcoming Meetings/Events:*

- *Regular Monthly Meeting – Wednesday, August 18, 2021 @ 3:00 PM – County Office Building, Room 204*

### **The Americans with Disabilities Act**

The Americans with Disabilities Act applies to the Carroll County Government and its programs, services, activities, and facilities. Anyone requiring an auxiliary aid or service for effective communication or who has a complaint should contact Gina Valentine, The Americans with Disabilities Act Coordinator, 410.386.3800, 1.888.302.8978, MD Relay 7-1-1/1.800.735.2258 or email [gvalentine@carrollcountymd.gov](mailto:gvalentine@carrollcountymd.gov) as soon as possible but no later than 72 hours before the scheduled event.





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Frank Vleck, Chair  
Craig Paskoski, Vice Chair

Brenda Dinne, Staff Liaison/Secretary  
Department of Land  
& Resource Management

## Meeting Summary for August 18, 2021

### Members

- Cathleen Anthony(absent)
- Curtis Barrett
- Jesse Drummond (absent)
- Charlene Norris
- Tom Scanlan
- Craig Paskoski
- Frank Vleck (absent)

### Other Attendees

- None

### County Government

- Brenda Dinne, Special Projects Coordinator/EAC Staff Liaison/Secretary
- Karen Miller, Administrative Support
- Chris Heyn, Director, Department of Land & Resource Management
- Pat Varga, Floodplain Management/GIS Specialist, BRM
- Jonathan Bowman, Forest Conservation/Landscape Specialist, BRM
- J.P. Smith, Jr., Program Manager, Agricultural Land Preservation

### 1. CALL TO ORDER –

- Mr. Paskoski, Vice Chair, officially called the August 18, 2021, meeting of the Environmental Advisory Council (EAC) to order at 3:06 PM in Room 003 of the County Office Building (COB).
- New member, Tom Scanlan, introduced himself and shared his background.

### 2. APPROVAL OF MEETING MINUTES –

#### a. June 23, 2021

#### Discussion/Decision:

- Approval of the June minutes was discussed. No changes were made.

**APPROVAL OF MINUTES – Motion 394-21:** Motion was made by Curt Barrett and seconded by Charlene Norris to approve the June 23, 2021, meeting minutes as written. Motion carried.

### 3. STAFF LIAISON REPORT –

#### Discussion/Decision:

- In October 2020, Carroll County reached 75,000 acres of permanently preserved agricultural land toward achieving the 100,000-acre goal. To celebrate and to gain support for the remaining 25,000 acres, an event called [Celebrating 75,000 Acres Preserved & Growing](#) will be held on Saturday, October 16, 2021, from 10 AM to 4 PM as part of the Farm Museum's Fall Harvest Celebration. The event will feature a commemorative ceremony, a [bus tour](#) of nearby preserved farms, and an Agricultural Land Preservation Program exhibit. All activities are free, although online pre-registration is required for the bus tour.

- The next regular EAC meeting is scheduled for September 15, 2021, at 3:00 PM at the County Office Building. Tentative agenda topics for the September 15 meeting include:
  - Zebra Mussel Eradication Informational Presentation

**Action Items:**



**Reference/Attachment(s):**

- n/a

**4. NEW BUSINESS –**

**a. LRM Environmental Codes Revisions – Informational Presentation – LRM Staff**

**Discussion/Decision:**

- The Carroll County Land & Resource Management Department has been working on proposed revisions to some of the Code chapters administered/implemented by the Department. Chris Heyn, Director, introduced the Code chapters for which revisions are proposed – Chapter 153 Floodplain Management, Chapter 38 Floodplain Construction, Chapter 154 Water Resource Management, Chapter 150 Forest Conservation, Chapter 159 Agricultural Land Preservation, and Chapter 160 Right to Farm. The revisions are not in response to a specific problem that was raised. Rather, most of the proposed revisions are housekeeping and other minor revisions meant to clarify and simplify the requirements of the chapters.
- Pat Varga, Floodplain Specialist, reviewed the proposed revisions to Chapters 153 and 38. The purpose of the changes are to increase the flood insurance discount for county residents, clarify existing requirements, remove redundancy, and provide consistency with other County codes.
- Pat Varga also reviewed the proposed revisions to Chapter 154. These changes are primarily intended to incorporate existing policies, simplify the review process, and provide consistency.
- Jon Bowman, Forest Conservation & Landscape Specialist, reviewed the proposed changes to Chapter 150. The changes to this chapter are for compliance with State minimum standards, to improve fairness, and to provide more clarity and predictability to the process.
- J.P. Smith, Jr., Agricultural Land Preservation Program Manager, reviewed the proposed revisions to Chapters 159 and 160. The proposed revisions to these chapters are primarily meant to remove obsolete text, improve the structure and flow of the chapter, to address easements granted without purchase, and to clarify certain provisions.

**Action Items:**



**Reference/Attachment(s):**

- [Proposed Code Changes](#)

**5. BUSINESS IN PROGRESS –**

**a. None**

Motions	Action Items	Attachments
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**6. OTHER –**

None.

**7. PUBLIC COMMENTS & CONCERNS –**

None.

**8. ADJOURN REGULAR MEETING –**

- The meeting adjourned at 4:25 PM. The next monthly meeting is scheduled for Wednesday, September 15, at 3:00 PM in Room 003 of the County Office Building.

**MEETING ADJOURNMENT – MOTION 395-21:** Motion was made by Curt Barrett and seconded by Charlene Norris to adjourn the August 18, 2021, meeting. Motion carried.

**Upcoming Meetings:**

- ☐ *Regular Monthly Meeting – Wednesday, September 15, 2021 @ 3:00 PM, Room 003, County Office Building*



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Frank Vleck, Chair  
Craig Paskoski, Vice Chair

Brenda Dinne, Staff Liaison/Secretary  
Department of Land  
& Resource Management

## Meeting Summary for September 15, 2021

### Members

- Cathleen Anthony
- Curtis Barrett
- Jesse Drummond
- Charlene Norris (absent)
- Tom Scanlan
- Craig Paskoski (absent)
- Frank Vleck

### County Government

- Brenda Dinne, Special Projects Coordinator/  
EAC Staff Liaison/Secretary
- Karen Miller, Administrative Support
- Zachary Neal, Hydrogeologist, BRM

### Other Attendees

- None

### 1. CALL TO ORDER –

- Mr. Vleck, Chair, officially called the September 15, 2021, meeting of the Environmental Advisory Council (EAC) to order at 3:01 PM in a virtual GoToMeeting.
- New member, Tom Scanlan, re-introduced himself and shared his background.
- Public participants must join the meeting by calling the phone number listed on the agenda.

### 2. APPROVAL OF MEETING MINUTES –

#### a. August 18, 2021

#### Discussion/Decision:

- Approval of the August minutes was discussed. No changes were made.

**APPROVAL OF MINUTES – Motion 396-21:** Motion was made by Curt Barrett and seconded by Cathleen Anthony to approve the August 18, 2021, meeting minutes as written. Motion carried.

### 3. STAFF LIAISON REPORT –

#### Discussion/Decision:

- The next regular EAC meeting is scheduled for October 20, 2021, at 3:00 PM and will be a virtual GoToMeeting.
- Tentative agenda topics for the October 20 meeting are as follows:
  - Bee City Designation – Monica Schmitt, City of Westminster
  - 2022 Work Plan Projects
  - 2022 Meeting Dates
- Full Contact Information sheet will be provided to members at the October meeting, or as soon as we have contact information for any new members appointed in September.

**Action Items:**



**Reference/Attachment(s):**

- n/a

**4. NEW BUSINESS –**

- a. **Zebra Mussel Eradication at Hyde's Quarry – Informational Presentation – Zach Neal**

**Discussion/Decision:**

- Zach Neal, Hydrogeologist within the Carroll County Department of Land & Resource Management, presented on the zebra mussel eradication process at Hyde’s Quarry. Mr. Neal explained what zebra (and quagga) mussels are and their impact on the water body and ecosystem. He discussed the process for deciding to eradicate the zebra mussels, determining a contractor to work with, and physically eradicating the zebra mussels.

**Action Items:**



**Reference/Attachment(s):**

- [Hyde’s Quarry Zebra Mussel Eradication Presentation](#)

**5. BUSINESS IN PROGRESS –**

- a. None

**6. OTHER –**

None.

**7. PUBLIC COMMENTS & CONCERNS –**

None.

**8. ADJOURN REGULAR MEETING –**

- The meeting adjourned at 3:57 PM. The next monthly meeting is scheduled for Wednesday, October 20, at 3:00 PM as a GoToMeeting (virtual meeting).

**MEETING ADJOURNMENT – MOTION 397-21:** Motion was made by Jesse Drummond and seconded by Tom Scanlan to adjourn the September 15, 2021, meeting. Motion carried.

**Upcoming Meetings:**

- Regular Monthly Meeting – Wednesday, October 20, 2021 @ 3:00 PM, Virtual GoToMeeting

Motions	Action Items	Attachments
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Frank Vleck, Chair  
Craig Paskoski, Vice Chair

*Brenda Dinne, Staff Liaison/Secretary*  
Department of Land  
& Resource Management

## Meeting Summary for October 20, 2021

### Members

- Cathleen Anthony (absent)
- Curtis Barrett
- Jesse Drummond
- Charlene Norris
- Tom Scanlan
- Craig Paskoski
- Frank Vleck

### County Government

- Brenda Dinne, Special Projects Coordinator/  
EAC Staff Liaison/Secretary
- Karen Miller, Administrative Support
- Chris Heyn, Director, LRM

### Other Attendees

- Monica Schmitt, Westminster Bee City USA Committee Member

### 1. CALL TO ORDER –

- Mr. Vleck, Chair, officially called the October 20, 2021, meeting of the Environmental Advisory Council (EAC) to order at 3:02 PM in a virtual GoToMeeting.
- Public participants must join the meeting by calling the phone number listed on the agenda.

### 2. APPROVAL OF MEETING MINUTES –

#### a. September 15, 2021

#### Discussion/Decision:

- Approval of the September minutes was discussed. No changes were made.

**APPROVAL OF MINUTES – Motion 398-21:** Motion was made by Jesse Drummond and seconded by Curt Barrett to approve the September 15, 2021, meeting minutes as written. Motion carried.

### 3. STAFF LIAISON REPORT –

#### Discussion/Decision:

- The next regular EAC meeting is scheduled for November 17, 2021, at 6:30 PM and will be a virtual GoToMeeting.
- Tentative agenda topics for the November 17 meeting are as follows:
  - 2022 Work Plan
  - 2021 Annual Report
- The annual joint meeting with the Board of County Commissioners is tentatively scheduled for January 27, 2022.
- Maria Myers, Recycling Manager, may be a guest speaker in 2022.

- The EAC supported the request by Hannah McNett, science teacher at Manchester Valley High School, for the EAC to serve as a Community Partner for the school’s Maryland Green School Recertification. The partnership would just involve EAC members being available if students have questions.
- The [Celebrating 75,000 Acres Preserved & Growing](#) event was held Saturday, October 16, 2021. Despite the weather, the event had a good turnout.

**Action Items:**



**Reference/Attachment(s):**

- n/a

**4. NEW BUSINESS –**

**a. 2022 Meeting Dates – Review and Potential Approval**

**Discussion/Decision:**

- The proposed meeting dates for 2022 were discussed. No comments were made.

**APPROVAL OF 2022 MEETING DATES – Motion 399-21:** Motion was made by Tom Scanlan and seconded by Charlene Norris to approve the 2022 Meeting Dates as written. Motion carried.

**Action Items:**



**Reference/Attachment(s):**

- [2022 EAC Meeting Dates](#)

**b. Proposed 2022 Work Plan – Discussion**

**Discussion/Decision:**

- Potential projects to propose for the EAC’s 2022 work plan were discussed.
- Residential Graywater will continue to remain on the work plan awaiting direction from legislation.
- With the upcoming NPDES MS4 permit expected to require a salt management plan to be developed, public outreach for salt management for individual property owners would be helpful.
- Another potential project could be an outreach booklet that provides more information regarding what can and cannot be recycled. This project would be coordinated heavily with Maria Myers, Recycling Manager, and, therefore, needs to be ran by her before possibly including it.
- Since the Board raised the issue of roadside litter previously, a possible project would be a public outreach piece on litter.

**Action Items:**

- ★ Ms. Dinne Develop draft and send to EAC to review before November meeting

**Reference/Attachment(s):**

- n/a

Motions	Action Items	Attachments
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**c. Westminster's Bee City Designation – Informational Presentation – Monica Schmitt**

**Discussion/Decision:**

- Ms. Schmitt is a local beekeeper, a member of the Carroll County Beekeepers Association, and a member of the Westminster Bee City USA committee. She worked on the City’s application to be designated a Bee City USA. She provided an informational overview of the benefits of pollinator species and the Bee City USA application process and requirements.
- The EAC is interested in investigating whether the County could pursue designation as well.

**Action Items:**



**Reference/Attachment(s):**

- [Westminster's Bee City Designation - Presentation](#)

**5. BUSINESS IN PROGRESS –**

- a. None

**6. OTHER –**

None.

**7. PUBLIC COMMENTS & CONCERNS –**

None.

**8. ADJOURN REGULAR MEETING –**

- The meeting adjourned at 4:34 PM. The next monthly meeting is scheduled for Wednesday, November 17, at 6:30 PM as a GoToMeeting (virtual meeting).

**MEETING ADJOURNMENT – MOTION 400-21: Motion was made by Curt Barrett and seconded by Jesse Drummond to adjourn the October 20, 2021, meeting. Motion carried.**

**Upcoming Meetings:**

- Regular Monthly Meeting – Wednesday, January 19, 2022 @ 3:00 PM, location TBD
- Annual Joint Meeting with the Board of County Commissioners – January 2022, location TBD





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Frank Vleck, Chair  
Craig Paskoski, Vice Chair

*Brenda Dinne, Staff Liaison/Secretary*  
Department of Land  
& Resource Management

## Meeting Summary for November 17, 2021

### Members

- Cathleen Anthony
- Curtis Barrett
- Jesse Drummond
- Charlene Norris
- Tom Scanlan
- Craig Paskoski
- Frank Vleck

### County Government

- Brenda Dinne, Special Projects Coordinator/  
EAC Staff Liaison/Secretary
- Karen Miller, Administrative Support

### Other Attendees

- None

### 1. CALL TO ORDER –

- Mr. Vleck, Chair, officially called the November 17, 2021, meeting of the Environmental Advisory Council (EAC) to order at 6:30 PM in a virtual GoToMeeting.
- Public participants must join the meeting by calling the phone number listed on the agenda.

### 2. APPROVAL OF MEETING MINUTES –

#### a. **October 20, 2021**

#### Discussion/Decision:

- Approval of the October minutes was discussed. No changes were made.

**APPROVAL OF MINUTES – Motion 401-21:** Motion was made by Curt Barrett and seconded by Charlene Norris to approve the October 20, 2021, meeting minutes as written. Motion carried.

### 3. STAFF LIAISON REPORT –

#### Discussion/Decision:

- The next regular EAC meeting is scheduled for January 19, 2022, at 3:00 PM. It will be decided in early January if the meeting will be held via GoToMeeting or in person.
- Tentative agenda topics for the January 19 meeting are as follows:
  - 2021 Annual Report – Approval
  - Recycling Update – Maria Myers
- The EAC will hold the afternoon of January 27, 2022, for the annual joint meeting with the Board of County Commissioners.
- A letter should go out this week inviting a new member to serve on the EAC.

**4. NEW BUSINESS –**

- a. None

**5. BUSINESS IN PROGRESS –**

**a. Proposed 2022 Work Plan – Review & Potential Approval**

**Discussion/Decision:**

- A potential work plan project to apply for Bee City USA designation for the Carroll County was discussed. Although the idea of the designation and support for pollinator species was positive, this project was not supported due to the annual fee and resources that would be required. If a community group were interested in administering all the ongoing requirements of the designation, the County may consider supporting it through paying the annual \$500 fee. A link to the Bee City webpage will be added to the EAC’s “Other Resources” webpage. It was suggested that a potential future work plan project could be a public outreach piece on pollinator species.
- Ms. Dinne shared that the Land & Resource Management (LRM) Department will be working on a social media/public outreach plan to make information for the department more accessible. Part of the desire is to raise awareness for the boards and commissions that are supported through LRM and possibly generate interest in serving on these committees. Action items for doing so will be included in the plan.
- The proposed projects in the work plan were all supported – public outreach pieces on salt management for homeowners, litter, recycling, and graywater for homeowners (carried over from prior year).
- Although the Recycling Manager does an outstanding job at getting the word out about recycling, the EAC supports the idea of exploring additional ways that the EAC can help her get the word out. Ms. Myers will be invited to a future meeting to discuss recycling and how the EAC may assist her.
- Preparation work to roll out the public campaign to solicit nominations for the 2023 Environmental Action Awards is included for fall 2022.

**APPROVAL OF MINUTES – Motion 402-21:** Motion was made by Jesse Drummond and seconded by Cathleen Anthony to approve the proposed 2022 work plan with the deletion of last sentence under the litter public outreach piece referencing waiting for the fifth-generation MS4 permit to be issued. Motion carried.

**Action Items:**

- ★ Ms. Dinne Add link on EAC website to Xerces website for Bee City USA Designation.
- ★ Ms. Dinne Invite Recycling Manager to January meeting to update on recycling and share how EAC could assist her.

**Reference/Attachment(s):**

- Proposed 2022 Work Plan

**b. 2021 Annual Report – Review & Potential Approval**

**Discussion/Decision:**

- Chair Vleck noted that the EAC accomplished a great deal in 2021.
- Revisions to the draft were discussed. Ms. Dinne will revise the draft. The EAC will review the revised draft and expect approval at the January 19 meeting.

Motions	Action Items	Attachments
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**Action Items:**

- ★ Ms. Dinne Revise draft annual report and send to EAC to review prior to January 19 meeting.

**Reference/Attachment(s):**

- n/a

**6. OTHER –**

- Chair Vleck thanked everyone for their work and dedication to the EAC during 2021 and wished everyone a happy holiday season.

**7. PUBLIC COMMENTS & CONCERNS –**

None.

**8. ADJOURN REGULAR MEETING –**

- The meeting adjourned at 7:34 PM. The next monthly meeting is scheduled for Wednesday, January 19, 2022, at 3:00 PM.

**MEETING ADJOURNMENT – MOTION 403-21:** Motion was made by Curt Barrett and seconded by Jesse Craig Paskoski to adjourn the November 17, 2021, meeting. Motion carried.

**Upcoming Meetings:**

- ☐ *Regular Monthly Meeting – Wednesday, January 19, 2022 @ 3:00 PM, location TBD*
- ☐ *Annual Joint Meeting with the Board of County Commissioners, location TBD*