

**ENVIRONMENTAL ADVISORY COMMISSION MINUTES**  
**May 3, 2012**

**1. CALL TO ORDER**

Members of the Environmental Advisory Commission met on the above date at 5:30 p.m. in the Conference Room of the Public Works Facility. Mr. Jay Holley, Chairperson, called the meeting to order and welcomed members and guests. The following attended the meeting:

**2. ROLL CALL**

**MEMBERS:**

Mr. Jay Holley	Mr. Owen Burney
Mr. Scott Anderson	Mr. Hugh Cox
Dr. Robert Chin	Mrs. Laura Williamson
Dr. Michael Behm	

**OTHERS PRESENT:**

Mr. Kinsey Holton, City of Greenville  
Ms. Amanda Braddy, City of Greenville  
Ms. Cheryl Tafoya, City of Greenville  
Mr. Delbert Bryant, City of Greenville  
Mr. Kevin Heifferon, City of Greenville  
Mr. Kenneth Jackson, City of Greenville

**3. ADDITIONS/DELETIONS TO THE AGENDA**

The Lighting Stakeholders Group Update was removed from the agenda as the group did not meet.

**4. APPROVAL OF APRIL 5, 2012 MINUTES**

Mr. Holley noted the minutes should be amended to reflect the attendance of Council Member Blackburn. Mr. Cox made a motion to approve the April 5, 2012 minutes as requested. A second was made by Mr. Burney and the motion passed unanimously.

**5. PUBLIC COMMENT PERIOD**

There were no public comments.

**6. NEW BUSINESS**

**A. Announcements**

- Mr. Holley welcomed Dr. Robert Chin and Dr. Michael Behm to the Environmental Advisory Commission.
- Mr. Holley commented that he has set a goal during his tenure as Chairperson to adhere to the agenda and stay on track with topics of discussion. Mr. Holley stated he would like to see each topic remain within its allotted time and if more time is needed, the item could be discussed at a subsequent meeting.

**B. Recycling Update**

Ms. Cheryl Tafoya, City of Greenville's Recycling Coordinator, was present to give an update on recycling efforts of the City. Ms. Tafoya reported the recycling rewards program was still underway. To date, 365 Visa gift cards and 55 credits to GUC utility bills have been awarded.

Ms. Tafoya also reported all Pitt County Schools and the Boys and Girls Clubs were on a recycling program. A small business recycling project has been initiated. This program allows for businesses with less than 25 employees to be eligible to receive recycling bins. Four businesses are currently participating and additional businesses have applied and are being reviewed.

Ms. Tafoya has received grants for composting organic waste and litter clean-up. The composting grant would allow for a training site to be established with residents learning to compost. Once the training session is completed, the resident would receive a composting bin for their residence. Keep Greenville Beautiful sponsored the litter clean-up grant and will be used for providing pocket ashtrays and portable ashtrays for cigarette butt clean-up.

Ms. Tafoya commented the recycling efforts of the City are being advertised by mass media and public involvement such as booths at public functions and this has raised awareness for recycling in the City of Greenville. Ms. Tafoya also commented on City Council's support in recycling efforts. Mr. Bryant, Sanitation Superintendent for the City of Greenville, commented City Council has been supportive of the multi-family recycling efforts. Mr. Bryant reported multi-family recycling centers were currently in operation and additional centers were in construction, which will also increase the rate of recycling.

#### **C. Tree Master Plan**

Mr. Kevin Heifferon, City of Greenville's Building and Grounds Superintendent, was present to discuss the Tree Master Plan for the City of Greenville. Mr. Heifferon reported in November 2011 a grant was received from the State Department of Forestry. The grant provides \$15,000 to develop an urban forestry master plan for the City of Greenville. This plan would establish a roadmap document for improving urban forestry within the City by providing specifications for standard operating procedures for future planting efforts (i.e. identify area neighborhoods in need of trees, diversity of trees, etc.) and maintenance of current growth (i.e., trimming of trees in rights-of-way, trimming of trees in neighborhood areas, etc.).

Mr. Heifferon asked for EAC's input for the Urban Forestry Master Plan. Mr. Heifferon passed out a survey and asked each member to complete it and return to him by May 11, 2012. A copy of the survey will be available with the May 3, 2012 EAC minutes.

#### **D. EAC – Bylaw Review**

Mr. Holley stated the City Manager's office asked each commission to review their bylaws. Mr. Cox noted the bylaws presented in the agenda package were not an up to date version. Mr. Holton obtained the newest version and those were passed out to everyone.

Mr. Holley asked if the bylaws were established by the City Council. Mr. Holton stated the bylaws were initially established by City Council; however, it was undetermined as to

whether amendments to the bylaws were adopted solely by the commission or approval of amendments by City Council is required. Mr. Holton will research this and return the information at the June 7, 2012 EAC meeting.

Mr. Holley also questioned the requirement of reviewing Environmental Impact Statements (EIS) on major development projects. He stated no EIS had been submitted for review during his time on the commission. Mr. Anderson stated he did not feel there had been any major development projects that required EIS review. Mr. Anderson questioned what the requirements of a “major” project were and when EAC would become involved in the review process. Mr. Holley asked if an Environmental Assessment should be considered for review as well as the EIS. Mr. Cox made a motion to have the definition of Environmental Impact Statements and Environmental Assessments clarified and to define how these documents should be reviewed by EAC. A second was made by Ms. Williamson. After further discussion, it was determined Mr. Holley and Mr. Anderson would research the information requested by Mr. Cox’s motion and report the information back to EAC at the June 7, 2012 meeting. The motion passed unanimously.

Mr. Holley also expressed concern that EAC was not being utilized by City Council in its advisory role as outlined in the bylaws. Mr. Holton suggested the City Council agenda be added to the EAC package to inform members of topics that may be of interest to the group.

Mr. Holley directed attention to Article VII – Committees. He asked if any committees or work groups would be constrained to meet public notice requirements. Mr. Holton stated by direction of the Public Information Officer, any committee established by EAC would have to abide by public notice requirements if more than two EAC commission members sat on a committee. Mr. Holley made a motion to have Mr. Holton research and advise if work groups or ad-hoc groups would have to meet the public notice requirements. Dr. Chin seconded the motion and the motion passed unanimously.

Mr. Holton also noted Article VIII – Meetings should be amended to reflect EAC did not meet during the month of July.

#### **E. EAC – Proposed Calendar**

Mr. Holton began the discussion by presenting members with the proposed EAC calendar. An amendment was made to include Tree Preservation discussion in the month of August. Mr. Cox made a motion to approve the proposed calendar. Dr. Chin seconded the motion. The motion passed unanimously.

### **7. OLD BUSINESS**

#### **A. EAC Grant Program – Select Recipients**

Mr. Holley detailed the grant program created by EAC for the new members present. He explained the grant for this cycle was established using Stormwater funds and the target group selected was school related organizations, such as PTAs, clubs, etc. The grant elicited one applicant. The review of the application by EAC members brought forth a motion by Mr. Cox to accept the 4-H club of Wahl-Coates Elementary School for award of the grant. The motion was seconded by Dr. Chin and passed unanimously.

Mr. Holley and Ms. Williamson noted a subcommittee needed to be established at this time to determine the funding of the next grant cycle, the target group, the ease of completing the application other essential information. The subcommittee would need to meet outside of EAC and report back to EAC their recommendations. Ms. Williamson agreed to contact the Wahl-Coates Elementary School's 4-H club and obtain feedback on the application process. Further discussion on this topic was tabled to the June 7, 2012 meeting.

**B. Brochure for Plastic Waste – Finalizing Ideas**

Mr. Williamson noted key elements of the brochure had not been finalized. These details included language of the brochure, the target group, the key message to be conveyed, etc. Mr. Williamson asked if there was a need for a subcommittee to be established to further development of the brochure. Dr. Chin questioned if EAC has committed itself to producing the brochure and what the impact of the brochure would be and how it measured. Mr. Holley explained he would like this to be a contribution to increasing recycling and would be reflected in the recycling report. Mr. Holley also noted EAC has no budget at this time and production of the brochure would depend on the cooperation of the Public Information Office.

Mr. Holley asked Mr. Holton to forward plastic waste information that had been submitted in previous meetings to the Dr. Chin and Dr. Behm for review and tabled the discussion to the June 7, 2012 meeting.

**C. GCPP – Discussion of Future**

Mr. Holley noted the original mission of GCPP was climate protection and commented he felt discussion of changing the name of the group and the focus of the group be addressed. Mr. Cox stated that he felt GCPP should not be dissolved. Mr. Cox made a motion to have each EAC member submit two names to him to solicit for GCPP membership. Mr. Holley seconded the motion and the motion passed unanimously. The discussion of the name change and focus of the group was tabled to the June 7, 2012 meeting.

**D. EECBG Update**

No information was presented on this topic.

**E. Lighting Stakeholders Group Update**

This item was not discussed as the Lighting Stakeholders Group did not meet.

**8. OTHER– FYI**

**A. Recycling Report**

**B. UST Report**

Mr. Holley noted the UST report has been modified to reflect existing or new spills as compared to the old report which provided information on actions taken on closed spills.

**C. EAC Membership Roster**

9. **PROPOSED AGENDA ITEMS** – The following items are proposed for the June 7, 2012 meeting:
  - A. **EAC Grant Award Announcement**
  - B. **Sustainability Plan**
  - C. **GCPP – Discussion of Future**
  - D. **EECBG Update**
  - E. **Lighting Stakeholders Group Update**
  - F. **Brochure for Plastic Waste**
  - G. **Bylaws Update**
  - H. **EAC Grant Cycle – Subcommittee**
  
10. **Adjournment** –There being no further business to discuss, the meeting adjourned at 7:45pm.