



**TOWN OF HARRISBURG, NORTH CAROLINA
HARRISBURG TOWN HALL
SUSTAINABILITY BOARD MEETING**

**March 8, 2023
6:30 PM**

AGENDA

1. CALL TO ORDER

- A. This meeting will be held in person in the Town Hall Council Chambers and may also be accessed via the Zoom platform at the following link:

<https://us02web.zoom.us/j/82909751722?pwd=RXk2bXpFRUVPUk1LSVVvYjlobkpadz09>

Meeting ID: 829 0975 1722
Passcode: 977926

Or join by phone:
309.205.3325
312.626.6799

- B. AGENDA ADOPTION

- C. SPECIAL PRESENTATIONS

1. Presentation by Zac Gordon, Town of Harrisburg Planning Director

- D. PUBLIC COMMENT - Anyone wishing to address the Board may do so during the Public Comment section. Please state your name and address for the record, be courteous and do not repeat what has already been said. Please keep your comments about the subject and not personal in nature.

2. CONSENT AGENDA

- A. Consideration of Approval of 02/08/2023 HSAB meeting minutes.

3. COUNCIL UPDATES

4. ADVISORY BOARD UPDATES

5. OLD BUSINESS

- A. Discussion of Social Media Calendar.
B. Discussion and update on recycle bins' toppers and signage.
C. Update of recruitment efforts of HSAB members.
D. Discussion of updates to 2023 Arbor Day project.

- E. Discussion of Upcoming Street Clean Up for HSAB Members.
- F. Discussion of Creation of a Master Sustainability Document for assistance with Town staff.

6. NEW BUSINESS

- A. Election of HSAB Officers for 2023 calendar year.
- B. Discussion of 2023 Earth Day opportunities.

7. ADJOURNMENT

Town of Harrisburg's Vision Statement

Harrisburg will be the best small town in North Carolina based on low density housing, excellent economic opportunities, a safe living environment, and efficient and effective municipal services. Amenities such as excellent recreational programs, adequate open space, attractive shopping opportunities, a diversity of restaurants, and a connected system of roadways, sidewalks, greenways, and bicycle lanes will continue to enhance the quality of life of the Town. These services and amenities will be provided while retaining reasonable tax rates and debt levels.



TOWN OF HARRISBURG

Agenda Item Details

Title:

Consideration of Approval of 02/08/2023 HSAB meeting minutes.

Presenting Personnel:

Lee Connor, Deputy Town Manager

Suggested Motion or Action:

If approved:

Motion to approve attached HSAB meeting minutes for the 02/08/2023 HSAB meeting.

Description/Background:

Attached are the minutes of the 02/08/2023 HSAB meeting.

Recommendation:

None

Fiscal Impact:

None

Attachments:

1. HSAB 02.08.23 Meeting Minutes



**TOWN OF HARRISBURG, NORTH CAROLINA
HARRISBURG TOWN HALL
SUSTAINABILITY BOARD MEETING**

**February 08, 2023
6:30 PM**

Minutes

1. CALL TO ORDER Meeting was called to order at _6:31_pm

- A. This meeting will be held in person in Town Hall Council Chambers and virtually via the Google Meet platform at the following link:
 - a. People in attendance: Faith Silva, Keziah Hubler, Michelle Abbott, Glorisha Jones, Lee Connor, Rodney Dillinger, Ken Huster
 - b. People in virtual attendance: JJM
 - c. AGENDA ADOPTION Meeting agenda was moved to adopt by Keziah Hubler, Glorisha Jones second the motion. Agenda adopted at 6:31 pm
- B. SPECIAL PRESENTATIONS - None for the month of Feb
- C. PUBLIC COMMENT - Anyone wishing to address the Board may do so during the Public Comment section. Please state your name and address for the record, be courteous, and do not repeat what has already been said. Please keep your comments about the subject and not personal in nature. NONE.

2. CONSENT AGENDA

- A. Approve minutes from HSAB 12/14/22 meeting
 - a. Minutes were moved to adopt by Michelle Abbott, Glorisha Jones second the motion. Minutes adopted at 6:32 pm

3. COUNCIL UPDATES

- A. Updates from Town Council and Town staff in attendance

Lee updates-

- EV station at Town Hall has been removed. Needing a motherboard replacement and other costs, Charge Point said due to age and issues that the only way to fix it was to replace the entire EV station. No budget currently or in the upcoming budget. Thinking about if Town Hall is the best location for it. Town Manager concerned about the town doing the business of EV stations. Lee to keep HSAB posted about any grants to see if they will replace the station and where the new location might be. The one in Harrisburg Park will remain.
- Plan was to have Zach, Planning Director, talk to HSAB about UDO re-write. Going through the Planning Board this month. Plan to have a big process of public engagement. Plan for modifications and tweaking to the current document. Zach still is to come and speak to HSAB to discuss how we can be involved. **ACTION ITEM: let Rodney know best month to meet with Zach**
- Council is currently reviewing all advisory boards to ensure consistency. Council has asked staff to come

forward with some proposals to achieve that. Keziah asked given our low numbers, how many applicants should we strive for to fill up the board. Lee suggested 7 is the likely number of members for the board, but nothing has been finalized. Faith asked about changing by-laws since it is hard to meet quorum with current members. Suggestion to word it that the quorum is a certain percentage of “active members” vs. a set number. Lee said the standard is 50% plus one. Something to consider when reviewing the by-laws of advisory boards. No definitive answer, per Lee.

Rodney updates-

- Town Council budget meeting 2/7/23 - goals, values, mission statement, arbor funds, town center.
- Looking to take some of the arbor funds to pay for turf at what park? Rodney wanted thoughts from HSAB. Idea is to extend playing time. **ACTION ITEM: get back to Rodney re: turf**

4. OLD BUSINESS

- A. Toppers for Waste and Recycling Bins: Kez Hubler, Ken Huster, and Lee Connor to provide updates. - Ken asked Lee for printer info from Lee. Prototype is cut and made. Kez asked Lee about template for current recycling labels on bins so new ones can be made. **ACTION ITEM: Lee to get Ken printer contact. Ken to get some quotes. Lee to get the old template of the label to Kez.**
- B. E-billing Statement - Michelle offered to Lee to continue discussions on e-billing. Lee would like to pursue it in March. **ACTION ITEM: Michelle to email Lee in early March**

5. NEW BUSINESS

- A. New member approval and recruitment: Discussion of possible recruitment opportunities to get our board up to the suggested 7 members.- Faith mentioned recruitment on a personal level through current board members. Faith suggested HSAB creates social media posts for recruitment. Asked Lee if that would be an option in collaboration with April. Lee stated to send the promo flyer to him and he can reformat and ask April to publish. Rodney talked about recruiting, and the possibility of individual members being represented on other boards. Faith said we will discuss further as a board, and mentioned when we would be able to get on other boards, term ends etc. Plan for more discussion and engagement with Lee. Glorisha asked for clarification about whether we would be active members of the other board, or rather guests who speak in response to points made. Ken explained maybe HSAB splits to other boards, but a committee remained for discussion in between board meetings. Faith suggested HSAB get an idea of how we all feel about it and report back to Lee. **ACTION ITEM: have more feedback for next meeting for Lee**
- B. Discuss upcoming budget items - Lee explained the HSAB budget built into the main budget. Have been put into departments that they directly impact. Arbor Day in Parks and Recreation budget. Will be discussed on 2/25/23 by Town Council who have not yet seen it. Faith asked how HSAB would use the budgets, given that they are in other departments. Lee said we would have the help of the departments in whose budget the item is housed, but in general HSAB would be involved. Should be the same as how our spending has been handled in the past.
 - a. Arbor Day Tree Giveaway
 - b. Permanent & Promotional Educational Signage
 - c. Earth Day Event
 - d. Street Clean Up Supplies (for HSAB-specific use)
- C. Develop a plan for regular social media posts -
 - a. Unveil new social media calendar- community education. Faith has created a social media calendar, currently 2 topics per month. Will discuss and approve as a board, then send it to Lee for review. Emphasis on having it easier for April and being gotten to her in a timely manner. Keziah mentioned that this was a Town Council initiative in terms of educating the community.

- D. Organize the next street clean-up for HSAB members - Faith is going to ask the board for feedback on an upcoming date. Lee mentioned staff clean up of town streets and collaboration with our board. Lee will let us know the dates when they are settled.
 - a. Possible upcoming dates Feb 12, Feb 25, Feb 26, March 4, March 5-
HSAB members will respond to a pole to decide on the date
- E. Create a Calendar of town events so we can provide advice to departments when they start the planning process (e.g. July 4th, Christmas tree lighting, UDO rewrite, etc) - the idea is to be a low burden to Town Staff. Keziah mentioned it would be something provided well in advance that could be used when planning events. Lee said it sounds like a good idea, but to ensure it doesn't create extra work for town staff.
50th anniversary planning for the event in October - one day event, plan for a well known musical act, similar to July 4th, possibility of a drone show, inflatables, vendors, food, etc. Mentioned Rockin' the Burg. Faith mentioned the idea to create a living document about ways to make events more sustainable. Lee said this document may also help in everyday planning of the Town Staff. Michelle mentioned using July 4th ideas from last year to incorporate into the document. Keziah mentioned it would be good to simplify things and have it all in one place. **ACTION ITEM: Create working document and share with Lee**

6. ADVISORY BOARD UPDATES

- A. Sustainability Show & Tell: Brief round robin for HSAB members to share relevant products, services, technology, causes, etc. that they use/support.
Faith showed laundry detergent sheets and silicone food grade ziplock bags.

7. ADJOURNMENT Meeting was moved to adjourn by Michelle Abbott, second by Glorisha Jones. Meeting adjourned at 7:29 pm

Town of Harrisburg's Vision Statement

Harrisburg will be the best small town in North Carolina based on low density housing, excellent economic opportunities, a safe living environment, and efficient and effective municipal services. Amenities such as excellent recreational programs, adequate open space, attractive shopping opportunities, a diversity of restaurants, and a connected system of roadways, sidewalks, greenways, and bicycle lanes will continue to enhance the quality of life of the Town. These services and amenities will be provided while retaining reasonable tax rates and debt levels.



TOWN OF HARRISBURG

Agenda Item Details

Title:

Discussion of Social Media Calendar.

Presenting Personnel:

Lee Connor, Deputy Town Manager

Suggested Motion or Action:

If approved:

Motion to move forward with the social media calendar project.

Description/Background:

Members of HSAB brought a discussion to the advisory board at the last meeting regarding a social media calendar that would provide for a couple of days each month to highlight different sustainable topics to the community. This calendar has been provided to Town staff for review and the Town's Communications Director will work with HSAB to send out the content via the Town's social media platforms. The advertisements would be prepared by members of HSAB and made available to the Communications Director for conversion into Town branding parameters. Time commitments of Town staff should be minimal with this project. Faith Silva of HSAB to provide an update.

Recommendation:

None

Fiscal Impact:

None

Attachments:

None



TOWN OF HARRISBURG

Agenda Item Details

Title:

Discussion and update on recycle bins' toppers and signage.

Presenting Personnel:

Lee Connor, Deputy Town Manager

Suggested Motion or Action:

None

Description/Background:

For the last several meetings, there has been discussion of trying a test run around Town Hall of new recycle bin toppers that would help reduce waste contamination to recycle bins in Town facilities. There have also been discussions about putting new signage on the recycle bins that is more reader friendly and targeted than what is currently there. Both Town staff and HSAB members have been working together on this project and will update HSAB on current status.

Recommendation:

None

Fiscal Impact:

None

Attachments:

None



TOWN OF HARRISBURG

Agenda Item Details

Title:

Update of recruitment efforts of HSAB members.

Presenting Personnel:

Lee Connor, Deputy Town Manager

Suggested Motion or Action:

None

Description/Background:

With Ken Huster being reappointed by Town Council at their February Town Council meeting for one of the open advisory board slots, that leaves 4 remaining open slots, with only 2 to be filled currently. HSAB members discussed options to advertise for these open positions during the last meeting and will follow up with further discussion.

Recommendation:

None

Fiscal Impact:

None

Attachments:

None



TOWN OF HARRISBURG

Agenda Item Details

Title:

Discussion of updates to 2023 Arbor Day project.

Presenting Personnel:

Lee Connor, Deputy Town Manager

Suggested Motion or Action:

None

Description/Background:

The FY2024 budget provided to Town Council had \$5,000 included to do a similar event to last year and match funds, potentially again with the Cannon Foundation, for a total of \$10,000 of trees to give away to Town residents to support Arbor Day. Faith Silva to provide updates with grants and timelines.

Recommendation:

None

Fiscal Impact:

\$5,000 of Town funds currently in consideration with FY2024 budget for trees.

Attachments:

None



TOWN OF HARRISBURG

Agenda Item Details

Title:

Discussion of Upcoming Street Clean Up for HSAB Members.

Presenting Personnel:

Lee Connor, Deputy Town Manager

Suggested Motion or Action:

None

Description/Background:

In the February 2023 HSAB meeting, there was discussion of setting the next street clean up day for HSAB members. That date has been set for 3/4/2023 on Rocky River Road.

Recommendation:

None

Fiscal Impact:

None

Attachments:

None



TOWN OF HARRISBURG

Agenda Item Details

Title:

Discussion of Creation of a Master Sustainability Document for assistance with Town staff.

Presenting Personnel:

Lee Connor, Deputy Town Manager

Suggested Motion or Action:

HSAB to determine next steps with creating this document.

Description/Background:

HSAB members discussed in the February HSAB meeting wanting to put together a document that would allow Town staff to have as more of a guide to HSAB to ask questions and some best practices. Out of that meeting, the idea of a master sustainability document was discussed that would provide advice to departments when they start the planning processes (e.g. July 4th, Christmas tree lighting, UDO rewrite, etc.) and other general sustainability advice. Keziah Hubler to give an update on the progress of this document.

Recommendation:

None

Fiscal Impact:

None

Attachments:

None



TOWN OF HARRISBURG

Agenda Item Details

Title:

Election of HSAB Officers for 2023 calendar year.

Presenting Personnel:

Suggested Motion or Action:

Motion to elect Chair, Vice Chair and Secretary for term to end January 2024.

Description/Background:

HSAB bylaws state that the Board shall consist of a Chair, Vice-Chair and a Secretary. Normally, these positions are elected at the January meeting, but were pushed back due to the open board member positions. However, now that membership is up to 5 active members, this process can resume.

The Board shall elect a member for each position. The person receiving the highest number of votes shall be declared elected. Once elected, they shall remain in the position until the January 2024 HSAB meeting, when new officers are elected.

Recommendation:

None

Fiscal Impact:

None

Attachments:

None



TOWN OF HARRISBURG

Agenda Item Details

Title:

Discussion of 2023 Earth Day opportunities.

Presenting Personnel:

Lee Connor, Deputy Town Manager

Suggested Motion or Action:

None

Description/Background:

Discussion of opportunities for HSAB to bring attention to Earth Day this year through Town engagement.

Recommendation:

None

Fiscal Impact:

None

Attachments:

None