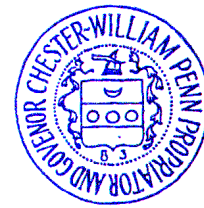




THE COUNTY OF CHESTER



COMMISSIONERS
Marian D. Moskowitz
Josh Maxwell
Michelle Kichline

Brian N. O'Leary, AICP
Executive Director

PLANNING COMMISSION
Government Services Center, Suite 270
601 Westtown Road
P. O. Box 2747
West Chester, PA 19380-0990
(610) 344-6285 Fax (610) 344-6515

Chester County Environmental and
Energy Advisory Board

Hybrid Meeting – GSC Suite 270/Zoom
Government Services Center
April 27, 2022

AGENDA

2:30 p.m. 1. CALL TO ORDER

- A. Welcome
- B. Introduction of New Member – Karena DiLeo
- C. Introduction of Sustainability Director – Rachael Griffith

Jess Cadorette, Chair

2:35 p.m. 2. ACTION ITEM

- D. Adoption of January 26, 2022 Minutes

Jess Cadorette, Chair

2:40 p.m. 3. DISCUSSION ITEMS

- E. EEAB Bylaws Revision – Proposed Term Limits
- F. EEAB Subcommittee Reports
 - 1) Environmental Subcommittee
 - 2) Clean Energy Subcommittee

Brian O'Leary

*Rachael Griffith
Jim Wylie, Subcommittee Chair*

3:15 p.m. 4. UPDATES AND COMMENTS

- G. Outreach Updates
 - 1) Natural Resource Protection Outreach
 - 2) Additional Outreach Activities

Carol Stauffer/Rachael Griffith

- H. C-PACE Update

Rachael Griffith

- I. Regional Power Purchase Agreement Update

Jan Bowers/Carol Stauffer

- J. Planning Commission Director's Report
 - 1) Utility Scale Solar Guide
 - 2) Protected Open Space - 2021 Totals

Brian O'Leary

- K. Other Updates

Board Members

- L. Public Comment

4:00 p.m. 5. ADJOURNMENT

Next quarterly meeting – July 27, 2022

Attachments:

Draft January 26, 2022 Minutes; Draft EEAB Bylaws Amendment



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Environmental and Energy Advisory Board
Government Services Center Suite 351/Zoom

January 26, 2022
Hybrid meeting

MINUTES

MEMBERS PRESENT IN PERSON: Paul Spiegel, Vice-Chair; Brian O'Leary, Secretary; Jan Bowers; David Busch; Steve Krug; Will Williams.

MEMBERS PRESENT VIA ZOOM: Jess Cadorette, Chair; Jon Altshul; Seung Ah Byun; Mark Connolly; Carol DeWolf; Ann Hutchinson; Scott Neumann; Rachel Roberts; Dave Stauffer; Chris Strohmaier; Kevin Warren; Jim Wylie.

OTHERS PRESENT IN PERSON: Beth Cunliffe, CCPC; Gene Huller, CCPC; Benny Nein, CCPC; Rachael Griffith, CCPC; Carol Stauffer, Assistant Director, CCPC; Suzanne Wozniak, CCPC.

OTHERS PRESENT VIA ZOOM: Carolyn Conwell, CCPC.

VISITORS: Jeff Cantwell.

CALL TO ORDER:

The Environmental and Energy Advisory Board meeting held in the Government Services Center Room 351 and via Zoom video/audio on Wednesday, January 26, 2022 was called to order at 2:32 P.M. by Chair Jess Cadorette.

ACTION ITEMS:

Appointment of the 2022 Officers:

A MOTION TO NOMINATE MS. CADORETTE TO SERVE AS CHAIR, MR. SPIEGEL TO SERVE AS VICE-CHAIR, AND MR. O'LEARY TO SERVE AS SECRETARY FOR 2022 WAS MADE BY MS. DEWOLF, SECONDED BY MR. KRUG, AND PASSED BY UNANIMOUS VOTE OF THE COMMISSION.

Mr. Krug stated that the recommendation from the nominating committee would be for the board to consider a 2-year term limit for officers to serve, however the bylaws would need to be revised. Ms. DeWolf suggested that the Board consider that option at a future date.

Adoption of October 27, 2021 Minutes:

A MOTION TO ADOPT THE MINUTES FROM THE OCTOBER 27, 2021 MEETING WAS MADE BY MR. ALTSHUL, SECONDED BY MR. O'LEARY, AND PASSED BY UNANIMOUS VOTE OF THE BOARD.

DISCUSSION ITEMS:

Proposed EEAB Subcommittees:

Ms. Stauffer discussed the creation of two EEAB subcommittees to assist with CCPC's 2021/2022 work program initiatives that relate directly to the Climate Action Plan's (CAP) strategies and *Landscapes3*, as well as other immediate or short-term priorities identified in the CAP. The proposed subcommittees are as follow:

A. Sustainable/Clean Energy Subcommittee

This subcommittee would focus on initiatives specific to the advancement of clean energy, no/low emissions transportation, and energy conservation initiatives. EEAB representatives that are most knowledgeable on alternative energy and climate change issues would be particularly helpful on this subcommittee.

B. Environmental Subcommittee

This subcommittee would primarily focus its attention on several 2021 Work Program initiatives, including the woodland and tree preservation effort, the municipal open space initiative, and the Open Space and Protect Summits. There would also be opportunities to help promote initiatives on waste reduction and diversion. The Land Conservancy, CCCD, Parks, and WRA representatives and others with an interest in resource protection could be particularly helpful on this subcommittee.

Several members volunteered during the meeting for a sub-committee. A question was asked regarding whether outside members could be on the sub-committees. Mr. Wylie suggested allowing volunteers outside of the advisory board to take part in the sub-committees but would have no voting rights of the board. The draft list of volunteers to date will be emailed to the members following the meeting to confirm if there are any additional volunteers. Responses will be requested by mid-February with the scheduling of initial sub-committee meetings to follow.

Grid-Scale Solar Guide:

The members were provided with the Solar Power Trends document. Mr. O'Leary presented an overview of the framework of the Grid-Scale Solar Guide, which will be a web document.

This guide will focus on grid-scale solar facilities, and primarily be used as a resource for municipalities. Originally, the work for this guide was split between Chester and Montgomery County staff with guidance from the proposed Environmental and Energy Board Sustainable Energy Subcommittee. Now, DVRPC has taken over the production of the document; however, Chester County will post materials on its website.

EEAB members gave input on the draft website materials, particularly the section listing potential locations for grid-scale summary, which are in priority order. The board would like the highest priority to be roofs and parking areas. In addition, they felt that farmland with high-quality agricultural soils should be a potential location for grid-scale solar facilities.

UPDATES AND COMMENTS:

Regional Power Purchase Agreement Update:

Ms. Stauffer and Ms. Bowers updated the board on the status of the Chester County Regional Power Purchase Agreement. Delaware Valley Regional Planning Commission (DVRPC) staff, along with representatives from Bucks, Chester, Montgomery, and Delaware counties, conducted interviews in October 2021 for a consultant to explore specific options on how best to aggregate and procure renewable energy for the counties.

Enel X North America, based in Boston, was chosen as the consultant to lead the partners through the process. Workshops for county officials and department participants will be held in February 2022.

Climate Action Plan Outreach:

Ms. Stauffer provided an update on the status of the Climate Action Plan (CAP). Requests have been received for staff to attend meetings and present the Climate Action Plan to Chester County organizations. Ms. Stauffer has presented the plan at the Christina River Basin Task Force, participated in two student newspaper interviews, presented at the Chester County Core Conservation Plan Community, and at a Clean Energy Planning series webinar in West Chester. Additionally, Ms. Stauffer plans to present the CAP in March to a group of Northern Chester County EAC's and PC's.

The Chester County Climate Action Plan was adopted by the County Commissioners on October 7, 2021. The plan is available on the Planning Commission Climate Action Planning webpage <https://chescoplanning.org/Environmental/ClimateAction.cfm>.

Planning Commission Director's Report:

Mr. O'Leary mentioned that the Sustainability Director position, which was approved for the 2022 Planning Commission budget, has been posted to the county website.

Mr. O'Leary asked members if they were interested in future presentations at the meetings related to the topics and mission of the Environmental and Energy Advisory Board. The members are interested and indicated it would be helpful for the progress of the Climate Action Plan.

The county hired a firm to manage the C-PACE program with the Planning Commission assisting to manage it. Guidelines have been provided to the County.

Other Updates:

Mr. Krug mentioned that the Smart Energy Initiative of Southeastern Pennsylvania – 10th Annual Energy Briefing will be held virtually on February 1, 2022, 8:30-10:00 a.m. More information can be found here <https://smartenergypa.org/february-1-2022-10th-annual-energy-briefing-830-1000-a-m-in-person-w-virtual-option/4371/>

Ms. Roberts shared that the mushroom industry in Chester County, and nationwide, is assessing what type of mushroom industry sustainability certification program will work best to improve best management practices, create efficiencies, and further the goal of even more sustainable mushroom farming. They are working with a consultant from California, "SureHarvest." The goal of a certification program would be to assist and monitor mushroom farms' true sustainable and carbon footprint reduction efforts, to highlight the existing sustainability efforts and to acknowledge the industry's special factors, such as its mushroom compost that mitigates toxins and sequesters carbon.

The next quarterly meeting will be on April 27, 2022.

Public Comment:

There were no questions or comments from the public.

ADJOURNMENT

THERE BEING NO FURTHER BUSINESS, A MOTION TO ADJOURN AT 3:58 PM. WAS MADE BY MR. O'LEARY SECONDED BY MR. SPIEGEL, AND PASSED BY UNANIMOUS VOTE OF THE BOARD.

Respectfully submitted,

A handwritten signature in black ink that reads "Brian N. O'Leary". The signature is written in a cursive style with a long, sweeping tail on the letter 'y'.

Brian N. O'Leary, AICP
Secretary

BNO/CJS/slw

DRAFT

BYLAWS

CHESTER COUNTY ENVIRONMENTAL AND ENERGY
ADVISORY BOARD

Adopted May 28, 2020

Proposed for amendment at JULY 27, 2022 meeting

BYLAWS

CHESTER COUNTY ENVIRONMENTAL AND ENERGY ADVISORY BOARD CHESTER COUNTY, PENNSYLVANIA

ARTICLE I Name of Board

- 1.1 The name of this organization shall be CHESTER COUNTY ENVIRONMENTAL AND ENERGY ADVISORY BOARD.

ARTICLE II Authorization

- 2.1 The County Board of Commissioners (herein known as the “Commissioners”) authorized the establishment of the Chester County Environmental and Energy Advisory Board (herein known as the “Board”) with resolution number 35-19, adopted on September 12, 2019.

ARTICLE III Purpose

- 3.1 The Board shall provide review and recommendations to the Commissioners and pertinent County Departments which would, inter alia, include:
- 3.1.a Recommending best environmental and energy practices in the areas of buildings, facilities and operations; fuels, vehicles, and transportation; food; responsible purchasing; housing; energy sources; air quality; stormwater management; natural resource protection; solid waste; recycling; water; wastewater; and climate change.
 - 3.1.b Identifying environmental and energy policies the County has adopted and recommending ways to promote and educate about Chester County’s environmental and energy initiatives.
 - 3.1.c Identifying and recommending voluntary actions, projects, and programs for municipalities, businesses, non-profits, and other partners to implement county environmental and energy policies.
 - 3.1.d Reviewing and providing input into a Climate Action Plan.
 - 3.1.e Recommending environmental and energy related actions, projects, and programs to the Commissioners for implementation.

ARTICLE IV Membership

- 4.1 Members shall be appointed by the Commissioners. Except for ex-officio members, each member is to serve a two-year term, except that, when the Board is first created, half of the members shall be appointed for three years and half for two years.

- 4.2 Membership shall consist of the following:
- 4.2.a Four Chester County citizens
 - 4.2.b Four Chester County business representatives
 - 4.2.c One representative of Chester County Economic Development Council's Smart Energy Initiative (SEI)
 - 4.2.d One representative of Chester County Association of Township Officials
 - 4.2.e One representative of Chester County Municipal Managers Consortium
 - 4.2.f Two representatives of Chester County's land conservancies
 - 4.2.g Two representatives of utility companies serving Chester County
 - 4.2.h Executive Director of Chester County Planning Commission (ex officio)
 - 4.2.i Executive Director of Chester County Water Resources Authority (ex officio)
 - 4.2.j Chester County Director of Parks and Preservation (ex officio)
 - 4.2.k Chester County Director of Emergency Services (ex officio)
 - 4.2.l Director of Chester County Conservation District (ex officio)
 - 4.2.m Director of Chester County Facilities (ex officio)
- 4.3 The six county department directors shall be ex officio with no term limit. Ex officio members of the board shall be full voting members and may be represented by a designated alternate when they are unable to attend a board meeting.

ARTICLE V Officers

- 5.1 The officers of the Board shall consist of Chair, Vice-Chair, and Secretary. The terms of officers shall be one year, with no more than three (3) total consecutive terms for either the chair or vice-chair.
- 5.2 The Chair shall preside at all meetings and hearings of the Board and shall have the duties normally conferred by parliamentary usage on such officers. At each meeting, the Chair shall submit such recommendations and information as may be considered proper concerning the business affairs and policies of the Board.
- 5.3 The Vice-Chair shall act for the Chair in his/her absence. In case of the resignation or death of the Chair, the Vice-Chair shall perform such duties as are imposed on the Chair until such time as the new Chair shall be selected.
- 5.4 The Secretary shall keep the Minutes and records of the Board, and with the assistance of such staff as is available, shall prepare the agenda of regular and special meetings under the direction of the Chair, provide notice of all meetings to Board members, arrange legal notice of meetings, attend to correspondence of the Board, and such other duties as are normally carried out by a Secretary.

ARTICLE VI Election of Officers and Reorganization

- 6.1 An annual organization meeting of the Board and election of officers shall be held at the first meeting of the calendar year.

- 6.2 Nominations shall be made from the floor or by a nominating committee at the annual organization meeting, and election of officers set forth in Section 5.1 of Article V shall follow immediately thereafter.
- 6.3 A candidate receiving a majority vote of the entire membership of the Board shall be declared elected.
- 6.4 Vacancies in office shall be filled by the Board by regular election procedures at the next regular meeting.
- 6.5 The Chair shall notify the Commissioners of any vacancies of members from the Board.

ARTICLE VII
Meetings

- 7.1 Meeting dates, times and locations for the year shall be determined by the Board at its organization meeting. Meetings shall be held on a quarterly basis, or as needed. In the event of conflict with holidays or other events, a majority of the members present at an official meeting may change the date or location of said meeting. Notice of all public meetings shall be posted on the Planning Commission website.
- 7.2 Notice of the time and place of additional meetings, except special meetings, or changes to the scheduled quarterly meetings shall be posted on the Planning Commission website.
- 7.3 A quorum shall consist of a majority of currently appointed members of the Board. A quorum shall be required to take action on business items. Action shall be by a majority of the members participating in the meeting and voting, which can be done in person or remotely via an electronic device. Voting shall be by voice vote. A record of the vote shall be kept as part of the Minutes.
- 7.4 Special meetings may be called by the Chair. It shall be the duty of the Chair to call a special meeting when requested to do so by a majority of members of the Board. The Secretary shall notify all members of the Board in writing or by e-mail not less than five (5) days in advance of such special meetings.
- 7.5 All meetings, or portions of meetings, at which official action is taken, shall be open to the general public. However, the Board may meet in executive session for discussion purposes, in compliance with the Pennsylvania Sunshine Law.
- 7.6 Unless otherwise specified, “Robert’s Rules of Order” shall govern the proceedings at the meetings of this Board.

ARTICLE VIII
Order of Business

- 8.1 The Secretary of the Board, under the direction of the Chair, shall establish the agenda for each regular, special, and executive meeting.

ARTICLE IX
Amendments

- 9.1 These Bylaws may be amended by a majority vote of the entire membership of the Board.
- 9.2 Notice of the proposed change in the Bylaws must be given at least thirty (30) days prior to the meeting at which the amendments to the Bylaws shall be considered, and this notice must be in writing by first-class mail or email to all members of the Board.

ADOPTED THIS DATE: July 27, 2022

ATTESTED:

Brian O’Leary, Secretary

Jessica Cadorette, Chair