

Mayor
Christy Clark

Mayor Pro Tem
Jennifer Hunt

Commissioners
Scott Coronet
Edwin Quarles
LaToya Rivers
Heather Smallwood
Nick Walsh



Town Manager
Anthony Roberts

Deputy Town Manager
Jackie Huffman

Assistant Town Manager
Bobby Williams

Town Attorney
Emily Sloop

Town Clerk
Janet Pierson

AGENDA

Environmental Sustainability Committee Meeting

May 14, 2026 - 3:30 PM

TOWN HALL (14704 N Old Statesville Road)

Commissioner Liaison: Mayor Pro Tem Jennifer Hunt

Town Staff Liaison: Brad Priest, Mary Propst

Advisory Board Members: Chair Diane McLaine, Vice-Chair Padma Priya Jayaram, Heiner Dornberg, Dan Fogel, Dana Hicks, Trisha Knight, Anne Marie O'Neill, Natalie Paavola, Tim Sanborn, Lisa Zelina

1. Call to Order

2. Approval of Minutes

2.A. Approval of the April 2026 meeting minutes. ()

3. Public Comments, Requests, or Presentations

4. Business

4.A. Attendance Rules/Non-Attendance Discussion ()

4.B. Grower's Market Planning ()

4.C. Tree City USA - Committee Recommendation ()

4.D. Mecklenburg County Solid Waste Site Visit Discussion ()

4.E. Review Goals/Calendar ()

4.F. Email Protocol ()

4.G. Other Discussion ()

5. Adjourn

Next Meeting – June 11, 2026

General Meeting Information

Environmental Sustainability Committee:

This Committee advises and makes recommendations to the Town Board about Huntersville's environmental sustainability efforts. The committee does this by focusing on four priority areas: Community Education and Engagement, Green Building and Infrastructure, Reducing Greenhouse Gas Emissions, and Enhancing Natural Beauty and Livability. Each committee member is appointed for a term of not more than three (3) years. For more information, visit www.huntersville.org.

Meeting Time, Place and Agenda:

All meetings are open to the public and the public is invited and encouraged to attend. The Committee meets in the Town Center at 3:00 p.m. on the third Thursday of each month (unless otherwise posted). Agendas are published Mondays before the meeting on our website. The Commission reserves the right to deviate from the agenda.

Public Comment and Public Hearing Policy:

Persons desiring to address the Board during the public comment period or a public hearing shall sign up via the speaker sign-up sheet no later than five (5) minutes prior to the designated meeting start time. Once the meeting has begun, a person may not sign up to speak. Persons who have signed up to speak shall be allowed to speak for up to three (3) minutes. The Mayor shall have the discretion to shorten the allotted speaking time depending on the number persons registered to speak and in consideration of the length of the agenda. *(Public Comment and Public Hearing Policy - Amended March 3, 2026)*

Special Accommodations:

Please contact the Town Clerk, 72 hours prior to the meeting, for special accommodations to attend this meeting and/or if this information is needed in an alternative format. Janet Pierson can be reached at clerk@huntersville.org or 704-875-6541.

Environmental Sustainability Committee

April 9, 2026 Meeting

Members Present: Priya Jayaram (Vice Chair), Dana Hicks, Tim Sanborn, Anne Marie O'Neill, Heiner Dornburg, Lisa Zelina, and Trisha Knight

Members Absent: Diane McClaine and Natalie Paavola

Town Elected Officials and Staff Present: Bobby Williams, Assistant Town Manager; Mary Propst, Town Arborist; Brad Priest, Assistant Planning Director

Vice Chair Jayaram called the meeting to order at 3:33 with a quorum.

The Committee made no agenda changes.

Presentations and Public Comment

1. Welcome new member Lisa Zelina: The Committee welcomed new member Lisa Zelina to the Committee. She introduced herself, sharing previous experience working with environmental grants and area nonprofits, and stated she looked forward to working with everyone.
2. Mecklenburg County Solid Waste Presentation: Jeffrey Smithberger, Director of Mecklenburg County Solid Waste, gave a presentation to the Committee about Mecklenburg County's solid waste and recycling management program.

Business Items

1. Election of Officers: Staff commented that Diane McLaine communicated to the Committee that she would be agreeable to continue to serve as Chair if the Committee chooses. After discussion, the Committee unanimously approved to continue to have Diane McClaine as Chair, and Priya Jayaram as Vice Chair.
2. Treasure Tree Update – Grand Oak Elementary / Arbor Day Event: The Committee discussed that the Arbor Day Event would be Friday 9:30 am, and all are welcome to attend.
3. May Grower's Market Date and Participation: After discussion, the Committee selected May 16th to set up a booth at the Grower's Market. Member Tim Sanborn would contact Mecklenburg County Solid Waste to obtain recycling flyers for distribution at the market and will coordinate with the Town Parks and Recreation Department regarding the facilities needed for the booth setup.

4. Member Updates: Due to time constraints, no updates were forwarded.
5. Review/Update Action Items: Due to time constraints, no updates were forwarded.
6. Other Discussion: No other items were discussed.

Adjournment – Tricia Knight made the motion, seconded by Dana Hicks. Motion carried unanimously.



Title: Environmental Sustainability Committee Rules of Procedure

Description: North Carolina Statue § 160A-146 The Council may create commissions to promote orderly and efficient administration of Town affairs

Adopted By: Town Board of Commissioners

Date: February 5, 2024

The Environmental Sustainability Committee (“ESC”) shall provide input and guidance to the Town of Huntersville Board of Commissioners (“Town Board”) regarding its strategic objective to promote environmental sustainability within the Town of Huntersville (“Town”) subject to such limitations as may be imposed by law.

ARTICLE I. PURPOSE AND DUTIES

The purpose of the ESC is to serve in a non-binding, advisory role to the Town Board in matters pertaining to policies and practices regarding environmental sustainability within the Town and it shall be organized for the following purposes:

1. Draft an Environmental Sustainability Plan (“Plan”) for the Town Board’s consideration to promote continued environmental sustainability within the Town. The Plan shall prioritize:
 - a) Community education and engagement;
 - b) Green building and infrastructure;
 - c) Reducing greenhouse gas emissions; and
 - d) Enhancing natural beauty and livability.
 - e) Addressing environmental inequities and community resilience.
2. Advise the Town Board on the implementation of the Plan, once adopted.
3. Advise the Town Board on ways to encourage environmental stewardship on existing or proposed initiatives and on potential opportunities for conservation, waste reduction, recycling, and energy efficiencies and alternatives.
4. Identify potential resources, grants, and programs that can reinforce sustainability goals within the Town.
5. Act as liaison to educate citizens on environmental sustainability issues affecting the Town as directed by the Town Board. Activities may include the following:
 - a) Recommend procedures for waste reduction and other sustainable practices at festivals and/or special events.
 - b) Assist staff in researching effectiveness and costs of sustainable practices and make reports to the Town Board of any recommendations.
 - c) Participate in community outreach to educate citizens on environmental issues and related Town programs.

- d) Collect feedback from citizens on new or proposed efforts to determine effectiveness.
- 6. Other projects as specifically directed by the Town Board.

ARTICLE II. MEMBERSHIP

Section 1. Membership and Appointment.

A. Voting Membership.

The ESC shall consist of nine voting (9) members appointed by the Town Board. The voting members shall reside in or own and operate a business within the Town of Huntersville. Career and/or educational experience in the fields of education, climate and environmental sciences, environmental law, forestry and urban forestry, energy conservation and alternative energy sources, and sustainable development and business practices are preferred for voting members.

B. Non-Voting Membership.

The ESC shall also consist of two (2) non-voting, ex-officio members appointed by the Town Board to provide input as development of the Plan progresses. The non-voting, ex-officio members shall include one representative from the Town Board and one representative from the Town of Huntersville Parks and Recreation Commission. If the non-voting, ex-officio member is unable to attend a meeting, they may send a designee from their respective Board or Commission to attend the meeting.

C. Town Staff Liaisons.

The Town Manager shall appoint one or more Town staff liaisons to the ESC who shall assist the ESC with carrying out its duties and responsibilities. A staff liaison shall act as the Secretary of the ESC. The Secretary shall be responsible for correspondence, taking attendance at meetings, preparing minutes and meeting notices, ensuring that the North Carolina Open Meeting Law is complied with, and other duties as noted herein. The Town staff liaison(s) shall not be considered members of the ESC.

Section 2. Terms of Service.

ESC members shall be appointed to serve three-year staggered terms by the Town Board annually in June. Upon the initial appointment of members to the ESC, the Town Board shall implement staggered terms for members, meaning that three (3) voting members of the ESC membership shall be appointed for an initial term to run from March 1, 2024 to June 30, 2027, three (3) voting members shall be appointed for an initial term to run from March 1, 2024 to June 30, 2026, and three (3) voting members shall be appointed for an initial term to run from March 1, 2024 to March 1, 2025.¹ Thereafter, appointments shall be for three-year terms from July 1 to June 30th. If a vacancy should occur on the ESC for any reason, an appointment to that vacancy shall be made for the duration of the unexpired term.

Section 3. Attendance.

In order for the ESC to carry out its responsibilities, it is necessary for members to attend the meetings. Members should notify the Secretary if they cannot attend a meeting at least three business days prior to the scheduled meeting. The Secretary may recommend to the Town Board that any member who misses three (3)

¹ The beginning of the initial terms may be adjusted if the ESC's first meeting is scheduled after March 2024.

or more meetings within a six-month period be removed and replaced with a replacement member.

Section 4. Vacancies and Reasons for Dismissal.

All members serve at the pleasure of the Town Board. Members may be dismissed for any reason, with or without cause.

Any member who feels they can no longer serve due to failure to meet the ESC's membership requirements or otherwise fulfil the duties of a member may resign from the ESC. Such resignation must be in writing and delivered to the Secretary. The Secretary shall promptly send a copy of the written resignation to the Town Clerk.

Vacancies shall be filled at the earliest convenience of the Town Board. Should a vacancy of the Chairperson or Vice-Chairperson occur, a majority of the voting ESC members shall elect a new Chairperson or Vice-Chairperson at the next regularly scheduled meeting. The new Chairperson or Vice-Chairperson shall fill the office until the next scheduled election pursuant to Article III.

The Secretary shall be responsible for maintaining a current list of ESC members, including the effective date of their appointment and the expiration of their term. The Secretary shall keep the Town Clerk informed as to when any term is to expire and provide notice of said expiration at least 60 days prior to the expiration date.

ARTICLE III. OFFICERS

Section 1. Election of Officers.

The voting members of the ESC shall elect a Chairperson and Vice-Chairperson from the ESC's voting membership on an annual basis. The elections shall be the first item of business at the ESC's July meeting or at its first scheduled meeting thereafter. Notwithstanding the foregoing, the inaugural elections shall take place as the first item of business at the ESC's initial meeting in 2024. The next scheduled election shall occur in July 2025 or the first meeting scheduled thereafter unless a vacancy of office occurs prior to that time requiring an election pursuant to Article II, Subsection 4 above.

Section 2. Presiding Officer.

The presiding officer of each meeting of the ESC shall be the Chairperson. In situations where the Chairperson is unavailable or unable to participate in the meeting or any particular matter before the ESC, the Vice-Chairperson shall preside. In the event that neither the Chairperson nor the Vice-Chairperson is available, the voting members of the ESC, by affirmative vote of the majority, may appoint an acting presiding officer who shall have all powers of the Chairperson while acting as presiding officer.

Section 3. Powers and Duties of the Chairperson (or Presiding Officer).

The Chairperson (or presiding officer) shall have the following powers and duties:

1. The duty to engage in discussion and vote on any matter before the ESC unless otherwise excused. Notwithstanding the foregoing, the Chairperson may not break a tie on a motion on which he or she already voted.
2. The power rule on procedural matters during a meeting, call a brief recess of a meeting at any time, and adjourn a meeting in an emergency. At any other time, adjournment shall be by motion, duly approved.

3. The power to recognize members. A member must be recognized by the Chairperson in order to address the ESC.
4. The power to enforce these rules and maintain order and decorum during ESC meetings.

ARTICLE IV. MEETINGS

Section 1. Meetings to Be Open to the Public.

All meetings of the ESC shall be open to the public and any person may attend its meetings. For purposes of these rules, a meeting of the ESC occurs whenever a majority of the ESC members gather, either in person or simultaneously by electronic means, to conduct hearings, deliberate, vote, or otherwise transact public business within the ESC's jurisdiction. The term "majority" as used herein means, unless otherwise specified, a simple majority, that is, more than half.

Section 2. Regularly Scheduled Meetings.

During the course of the Plan's development, the ESC shall hold regular monthly meetings on the second Thursday of each month, subject to change. The ESC shall adopt a regular meeting schedule showing the dates, times, and places of its regular meetings for the year. The first schedule of meetings shall be adopted at the ESC's initial meeting in 2024 as the second item of business. Subsequently, the annual schedule of meetings shall be adopted as the second order of business at the ESC's July meeting or at its first scheduled meeting thereafter.

After the Plan has been adopted by the Town Board, the ESC will meet on an as needed basis.

A. Notice of Regular Meeting Schedule.

The Secretary shall ensure that a copy of the ESC's current regular meeting schedule, complete with the date, time, and place of each regular meeting, is filed with the Town Clerk and posted on the Town's website.

B. Change to Regular Meeting Schedule.

The ESC may revise its regular meeting schedule to change the date, time, or place of a particular regular meeting or all regular meetings within a specified period. The Secretary shall ensure that the revised regular meeting schedule is filed with the Town Clerk at least seven (7) consecutive calendar days before the first meeting held pursuant to the revised schedule. The Secretary shall also ensure that the revised schedule is posted on the Town's website.

Section 3. Special Meetings.

Special meetings may be called as necessary for Town-sanctioned training or work sessions, heavy workload, or to conduct official ESC business within the ESC's jurisdiction. Only the business that is specified in the notice of the meeting may be transacted during a special meeting.

A majority of the voting ESC members may at any time call a special meeting of the ESC by signing a notice stating the date, time, and place of the special meeting and the subjects to be considered. Alternatively, a special meeting may be called by a majority vote of the ESC in open session during a regular meeting or another duly called special meeting.

A. Notice to the Public.

At least 48 hours before a special meeting, the Board shall cause written notice of the meetings date, time, place, and purpose(s) to be:

- i Posted on the Town's principal bulletin board or, if the Town has no such bulletin board, at the door of the ESC's usual meeting room.
- ii Mailed or delivered to each newspaper, wire service, radio station and television station and person who has filed a written request for notice with the Secretary.
- iii Posted on the Town's website.

B. Notice to Board Members.

For all special meetings, notice of the meeting date, time, place, and purpose(s) shall be mailed, emailed, or delivered to all members of the ESC at least 48 hours before the meeting.

Section 4. Electronic Board Meetings and Member Participation.

Members who are not physically present may not participate in a meeting of the ESC by electronic means except in accordance with this rule.

A. Electronic Meetings During a State of Emergency.

During any state of emergency declared in accordance with N.C.G.S. § 166A- 19.20 that is applicable within the Town limits, meetings of the ESC may be held remotely as electronic meetings using technology such as Zoom or another teleconferencing platform. Under such conditions, an electronic meeting shall be treated as though it were a meeting at which all the ESC members who are simultaneously communicating are physically present.

Any electronic meeting held under this rule must comply with the requirements of NC.G.S § 166A-19.24, including all notice and access requirements. The public notice for any regular, special, emergency, or recessed, meeting that is subject to this paragraph shall specify how the public can access the electronic meeting in real time.

A member of the ESC participating by simultaneous communication under this section shall be counted as present for quorum purposes only during the period while simultaneous communication is maintained for that member.

Votes of each member made during a remote meeting under this section shall be counted as if the member were "physically present" only during the period while simultaneous communication is maintained for that member. All votes must be taken by roll call.

Each member who attends by electronic means shall identify himself or herself in each of the following situations:

- i. when roll is taken for a vote or at the beginning of the meeting for purposes of identifying members who are attending;
- ii. before taking part in deliberations, including making any motions, proposing any amendments, or raising any points of order; and

iii. before voting.

The minutes of the remote meeting shall indicate that the meeting was conducted by electronic means, which members took part electronically, and when such members joined or left the electronic meeting.

B. Electronic Meetings State of Emergency is Not in Effect.

If a State of Emergency is not in effect in accordance with N.C.G.S. § 166A-19.20, meetings of the ESC may be held remotely as electronic meetings using technology such as Zoom or another teleconferencing platform upon a consensus from the Town Board allowing the remote meetings.

The same requirements and provisions for holding remote meetings under a declared state of emergency as set forth by Subsection A. of this section shall apply to remote meetings held pursuant to this Subsection B.

Section 5. Cancellation of Meetings.

The Secretary shall be responsible for cancelling any meetings for which: 1) there is no ESC business; 2) when inclement weather or states of emergency prevent meeting; or 3) for which a quorum of ESC members is unable to attend by giving reasonable notice to all members before the time set for the meeting. Notice of the cancellation shall also be posted on the Town's website.

Section 6. Agenda.

Meeting agendas shall be set by the Town staff liaison(s). The Secretary shall prepare a proposed agenda to be distributed, along with any attachments, to ESC members prior to each meeting.

The Secretary shall place items on the meeting agendas according to the following order of business:

- A. Call to Order.
- B. Approval of the Previous Meeting Minutes.
- C. Public Comment Period.
- D. Business Items.
- E. Adjournment.

Section 7. Duty to Vote.

It is the duty of each member, including the Chairperson, to vote unless otherwise excused. The ESC may excuse members from voting on any matter involving their own financial interest, official conduct, when a member has indicated an inability to be impartial in any matter before the ESC or is otherwise prohibited from voting by law.

Should a member fail to vote on any matter before the ESC, without having been excused from such vote, such abstention will count as an affirmative vote.

ARTICLE V. ACTION BY THE BOARD.

Section 1. Quorum.

A majority of the members shall constitute a quorum. No action of the ESC may be taken at any meeting where less than the required quorum is present, except to adjourn the meeting. The non-voting, ex-officio members and Town staff liaisons shall not be considered for purposes of determining a quorum.

Section 2. Motions and Voting.

Action of the ESC may be taken upon a motion made by any member, including the Chairperson, when duly seconded. A motion shall be adopted if approved by the affirmative vote of a majority of the members present and not excused after full discussion and debate of the motion by the members.

Section 3. Withdrawal of Motion.

The member who introduces a motion may withdraw their motion unless the motion has been amended or put to a vote.

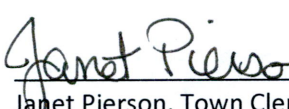
ARTICLE VI. AMENDMENTS.


These Rules of Procedure shall at all times be consistent with all applicable laws. Should any provisions of these Rules of Procedure be inconsistent with such laws of the State of North Carolina, said laws shall control.

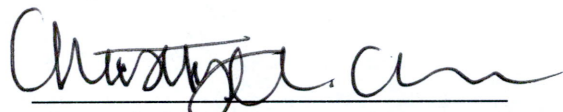
The Town Board, by a majority vote, shall adopt these Rules of Procedure. These Rules may be amended at any time by an affirmative vote the majority of the Town Board.

Adopted this 5 day of February, 2024.

ATTEST:


Janet Pierson, Town Clerk




Christy Clark, Mayor