
City of Erie

Environmental Advisory Council

Erie, Pennsylvania

AGENDA

Wednesday, February 26, 2025

A regular meeting of the City of Erie Environmental Advisory Council will be held Wednesday, February 26, 2025, at 3:00 pm in Bagnoni Council Chambers, 626 State Street, Erie PA. The meeting will also be streamed live on the City's [YouTube page](#) and [Facebook page](#).

1. ROLL CALL

Member Name	Present	Absent
John (Michael) Campbell		
Robert (Bob) Howden		
Aaron Kerr		
Sr. Pat Lupo		
Sherri (Sam) Mason		
Matthew Puz		
Freda Tepfer		

2. APPROVAL OF JANUARY 2025 MEETING MINUTES

3. PUBLIC COMMENT

4. OLD BUSINESS

A. Priority: LCAP Priorities

- a. The Funders Network – P4P Grant

B. Secondary Priorities: Single-Use Plastics and Litter Mitigation

- a. Plastic Bag Ban Ordinance Review and Comment

C. EAC Bylaws

D. EAC Annual Report

5. NEW BUSINESS

6. ADJOURNMENT

City of Erie

Environmental Advisory Council

Erie, Pennsylvania

MINUTES

Wednesday, January 22nd at 3:00 p.m.

The regular meeting of the City of Erie Environmental Advisory Council was held Wednesday, January 22, 2025 beginning at 3:00 pm in Bagnoni Council Chambers, 626 State Street, Erie PA. The meeting was also streamed live on the City's [YouTube page](#) and [Facebook page](#).

1. ROLL CALL

Member Name	Present	Absent
John Michael (Michael) Campbell	X	
Robert Howden	X	
Aaron Kerr		X
Sr. Pat Lupo	X	
Sherri (Sam) Mason	X	
Matthew Puz	X	
Freda Tepfer	X	

Associate members present: Molly Tarvin, Jenna Walmsley. Molly and Jenna made brief self-introductions.

2. ELECTION OF OFFICERS

Nominations for 2025 officers were taken from members present:

Chair – Matthew Puz nominated by Freda, seconded by Robert, unanimous approval;

Vice-Chair – Sherri Mason nominated by Sherri, seconded by Sr. Pat, unanimous approval;

Secretary – Michael Campbell nominated by Freda, seconded by Sherri, unanimous approval.

3. AGENDA REVISION & APPROVAL OF DECEMBER 2024 MEETING MINUTES

Motion to add “Revisit EAC Bylaws” to agenda Sherri, seconded by Mike, unanimous approval

Motion to approve December 2024 minutes by Sherri, seconded by Freda, unanimous approval.

4. VISITORS & PUBLIC COMMENT

Mayor Schember, Cooper Moore (City of Erie Assistant Planner), and Ereik Iwanenko (City of Erie Stormwater Management) were present.

5. OLD BUSINESS

5A. LCAP Priorities -- Meetings with various government groups

Aaron Kerr's summary report of his meeting with the Sewer Authority (SA) on December 17, 2024 (copy provided with agenda and minutes) was reviewed and discussed. One item on the SA's agenda of significance to EAC was incinerator issues at the wastewater treatment plant. One of their two incinerators needs to be replaced and the landfill may be unable to continue receiving the plant's incinerator waste in the future. Chief of Operations at the plant – Basil Ronzitti – and the SA are working with contractors to consider sustainable processes of addressing the incinerator and solid waste issue, including methane gas conversion. Jackie indicated that she will invite Basil Ronzitti to the next EAC meeting.

5B. Secondary Priorities: Single use plastics and litter mitigation

a. Plastic Bag Ban Ordinance – Sherri Mason made preliminary inquiries into Pennsylvania communities instituting bans on single-use plastics and the efficacy of plastic bag bans (attachment/copy of PennEnvironment article by Faran Savitz entitled “Passing local ordinances in PA to ban plastic bags, Styrofoam”). Sherri asked to EAC to consider our interest in advancing a plastic bag ban in Erie. EAC member questions/discussion included:

Robert: effect of a City ordinance-based ban on events like rib-fest (exclusion?);

Matt: need to clearly defining “plastic bag” (size, type) in ordinance to avoid possible loopholes;

Jackie: to assist with ordinance process, suggested a member of City Council (liaison) be invited to EAC meeting to facilitate advancing idea;

Freda: asked about a possible ban on plastic bottles, Sherri indicated no awareness of cities doing this and it would be better to begin “small” with bags;

Matt: possible benefits of consulting with neighboring municipalities as the ordinance idea/ Proposal is advanced (Jackie indicated that she could meet with Millcreek and other municipality planners to coordinate, but this would be best done after the ordinance concept is formally advanced by the City);

Jenna (associate EAC member): indicated support;

Motion to support Sherri investigating/advancing further a plastic bag ordinance in Erie by Freda, seconded by Mike, unanimous approval.

b. Sherri invited EAC to tune-in to upcoming screening of film “Ripple of Plastic” at the Warner Theater on World Water Day, March 20. Sherri has an important part in the film.

6. NEW BUSINESS

6A. Ereik Iwanenko – City of Erie Stormwater Best Management Practices (power-point presentation on MS4 program & handout) – Ereik reviewed the following:

Statutory requirements of the MS4 program under the federal and state laws for eliminating water pollution and managing stormwater discharges;

Specific things that the City has to do, including instituting control measures, publicly reporting illicit discharges, developing plans to reduce pollution via stormwater, and sampling/ monitoring discharges (begun in 2024 at 16 locations)

Results of sampling and monitoring so far – no violations!

6. NEW BUSINESS - continued

6A. Ereik Iwanenko – City of Erie Stormwater Best Management Practices – continued

Questions/discussion by EAC members included concern about runoff from dumpsters, agricultural impacts in City, plugged drains, and timing of monitoring sampling (done in dry weather). Associate member Molly Tarvin asked about impact of salt usage on roads and parking lots in winter (brine used by City to reduce rock salt applied). Sherri said that she would share with Molly PSU-Behrend's proposal to address salt issues.

6B. EAC Bylaws – There was brief discussion about:

- a) board member attendance and bylaws policy as stated in Article 4(4); a suggestion was made to allow "leave of absence" with EAC approval;
- b) wording of Article 5(1) "may" instead of "shall" on selection of Associate Members by the EAC; and
- c) the stated requirements in Article 5(3) for time commitments for students (a number of months versus "one-year") and the possibility that the expectation could be directed by the EAC on a case-by-case basis (e.g. high school students might only be able to participate in the summer months).

Jackie indicated that she would draft revisions to the bylaws for EAC approval at the next meeting.

6C. Associate, Non-voting Members – Following brief discussion of the application of Sara Wettekin for Associate Membership of the EAC, Sara's membership was approved. Motion Sherri, second Freda, unanimous approval.

6D. EAC Annual Report – Article 9(3) of EAC Bylaws indicated that the EAC is to "submit an annual report of its activities, goals and plans." Jackie indicated that she will draft a summary report for EAC to consider. 2025 Chair Matthew Puz indicated he would work with Jackie on this.

7. ADJOURNMENT

Freda moved, Sherri seconded, unanimous approval. Meeting adjourned 4:20 PM.

Respectfully submitted by JM Campbell

Drafted by PennEnvironment

For more information or questions: Faran Savitz, faran@pennenvironment.org

WHEREAS, the [Municipality type] Code and the Pennsylvania Municipalities Planning Code authorizes the [legislative body] of the [Municipality name] (“[legislative body type i.e. Borough Council]”) to make, amend, and adopt ordinances that are consistent with the constitution and laws of the Commonwealth when necessary for the proper management, care and control of the [Municipality type] and the maintenance of peace, good government, health and welfare of the [Municipality name] (“[Municipality type]”) and its citizens;

WHEREAS, Article 1, Section 27 of the Pennsylvania Constitution, known as the Environmental Rights Amendment (the "Amendment"), provides that people have the right to clean air, pure water, and to the preservation of the natural, scenic, historic, and esthetic values of the environment. Pennsylvania's public natural resources are the common property of all the people, including generations yet to come. As a Trustee of these resources, the Commonwealth shall conserve and maintain them for the benefit of all the people.

WHEREAS, the Amendment imposes two basic duties on the Commonwealth and its political subdivisions such as the [Municipality type]- one is to prohibit the degradation, diminution, and depletion of the public natural resources and the second is to act affirmatively via legislative action to protect the environment, *Pennsylvania Environmental Defense Foundation v. Commonwealth of Pennsylvania*, 161 A.3d 911 (Pa. 2017); and

WHEREAS, this Ordinance is enacted to achieve the [Municipality type]'s duties under the Amendment by minimizing the degradation, diminution and depletion of the public natural resources and to affirmatively enact legislation designed to protect the environment; and

WHEREAS, for the reasons set forth in more detail below, [legislative body type ie: Borough Council] intends to preserve, maintain, and enhance the health of its residents and visitors, as well as the public natural resources and common property within the [Municipality type], by regulating the distribution of single-use plastic bags, expanded polystyrene food service products, and single-use plastic utensils within the [Municipality name];

WHEREAS, the [legislator type] has met the procedural requirements of 53 P.S. § 10101, et seq., the Pennsylvania Municipalities Planning Code, for the adoption of the proposed ordinance, including holding a public hearing; and

WHEREAS, [legislator type], after due consideration of the proposed ordinance at a duly advertised public hearing, has determined that the health, safety and general welfare of the residents of [Municipality name] will be served by this amendment of the [Municipality name] Ordinance to regulate the distribution of single-use plastic bags, expanded polystyrene food service products, and single-use plastic utensils within the [Municipality];

NOW, THEREFORE, BE IT ORDAINED AND ENACTED by the [legislator type] of the [Municipality name], [county name] County, Pennsylvania, it is hereby enacted and ordained by the authority of same, as follows:

CHAPTER [code to be inserted or amended]. PROHIBITION ON USE OF CERTAIN SINGLE-USE PLASTICS PRODUCTS BY RETAIL ESTABLISHMENTS.

§[section number]. Purpose and Findings.

A. Purpose

- a. The purpose of this Chapter is to reduce the use of single-use plastic bags, expanded polystyrene food service products, and single-use plastic utensils by retail establishments within the [Municipality].
- b. To curb litter on the streets, in the parks, and in the trees, protect the local streams, rivers, waterways and other aquatic environments, reduce greenhouse gas emissions, reduce solid waste generation, promote the use of reusable, compostable, and recyclable materials within the [Municipality], and to preserve the natural, scenic, historic, and esthetic values of the [Municipality].
- c. To relieve the pressure for landfills to manage the disposition of single-use products.

B. Findings.

- a. The use of single-use plastic bags, expanded polystyrene food service products, and single-use plastic utensils have severe environmental impacts, including greenhouse gas emissions, litter, harm to wildlife, ground level ozone formation, atmospheric acidification, water consumption, and solid waste generation.
- b. There are several commercial establishments within the [Municipality] which provide single-use plastic bags, expanded polystyrene food service products, and single-use plastic utensils to their customers.
- c. The majority of such single-use plastic bags, expanded polystyrene food service products, and single-use plastic utensils are made from plastic or other material that does not readily decompose.
- d. Approximately one hundred billion single-use plastic bags are discarded by United States consumers each year. Given the difficulty of recycling these materials, less than 1 percent of single-use plastic bags are returned for recycling in the United State, and in the [Municipality], such bags are not curbside recyclable.
- e. Approximately five hundred million single-use plastic straws are discarded by United States consumers every day. In the [Municipality], such straws are not readily recyclable.
- f. Numerous studies have documented the prevalence of single-use plastic bags, expanded polystyrene food service products, and/or plastic straws littering the environment, blocking storm drains, entering local waterways, and becoming stuck in or upon natural resources and public property.
- g. The taxpayers of the [Municipality] pay the costs related to the cleanup of single-use plastic bags, expanded polystyrene food service products, and single-use plastic utensils from the roadways, trees, sewers, waters, and parks within the [Municipality type].
- h. From an overall environmental and economic perspective, the best alternative to single-use plastic bags is a shift to reusable, compostable, or recyclable paper bags, and the best alternative

to single-use plastic utensils are reusable utensils, recyclable paper utensils, or utensils made from other natural products, if a utensil is required.

i. There are several alternatives to single-use plastic bags, expanded polystyrene food service products, and single-use plastic utensils readily available in and around the [Municipality].

j. An important goal of the [Municipality] is to procure and use sustainable products and services.

k. An important goal of the [Municipality] is to preserve the natural, scenic, historic, and esthetic values of the [Municipality].

l. It is the [Municipality]'s desire to conserve resources, reduce the amount of greenhouse gas emissions, waste, litter, water pollution, and to protect the public health and welfare, including wildlife, all of which increases the quality of life for the [Municipality type]'s residents and visitors.

m. Studies have documented that placing a mandatory charge on single-use plastic bags, banning expanded polystyrene food service products, and not providing single-use plastic utensils will dramatically reduce the use of such items.

n. As required by the Environmental Rights Amendment to the Pennsylvania Constitution, the [Municipality type] seeks to preserve the natural, scenic, historic, and esthetic values of the [Municipality type].

o. It is the [legislative body]'s desire to conserve resources, reduce the amount of greenhouse gas emissions, waste, litter, water pollution, and to protect the public health and welfare, including wildlife, all of which increases the quality of life for the [Municipality type]'s residents and visitors.

§[section number]. Definitions.

(1) "Customer" means any person purchasing goods or services from a Retail Establishment.

(2) "Effective Date" means the effective date of the ordinance that added this Chapter to [insert Municipality name/code].

(3) "Exempted Bag":

(a) means a bag used inside a retail establishment by a customer to deliver perishable items to the point of-sale at that establishment

(b) shall include:

(i) a bag used to package bulk items such as fruit, vegetables, nuts, grains, or candy;

(ii) a bag used to contain or wrap meats or fish; to contain unwrapped prepared foods or bakery goods;

(iii) a bag used solely to contain live animals, such as fish or insects sold in a pet store;

(iv) a bag sold in packaging containing multiple bags and packaged at the time of manufacture of the bag.

(4) "Expanded Polystyrene" means blown polystyrene and expanded and extruded foams that are thermoplastic petrochemical materials utilizing a styrene monomer and processed by a number of techniques, including: fusion of polymer spheres, known as expandable bead 20 polystyrene; injection molding; foam molding; and extrusion-blow molding, also known as extruded foam polystyrene.

(5) "Expanded Polystyrene Food Service Product":

(a) means a product made of expanded polystyrene that is used for selling, providing, or transporting food or beverages

(b) shall include:

- (i) food containers;
- (ii) plates;
- (iii) hot and cold beverage cups;
- (iv) trays; and
- (v) clamshells.

(c) shall not include:

- (i) food or beverages that have been packaged in expanded polystyrene outside the [type of Municipality] before receipt by a food service establishment or store;
- (ii) a product made of expanded polystyrene that is used to package raw, uncooked, or butchered meat, fish, poultry, or seafood; or
- (iii) non-foam polystyrene food service products.

(6) "Plastic" means a synthetic material made from linking monomers through a chemical reaction to create a polymer chain that can be molded or extruded at high heat into various solid forms that retain their defined shapes during their life cycle and after disposal, including material derived from either petrochemicals or a biologically based polymer, such as corn or other plant sources.

(7) "Recycled Paper Bag" means a paper bag that meets the following, but not including an Exempted Bag:

- (a) contains no old growth fiber;
- (b) contains a minimum of 40% post-consumer recycled content; and
- (c) is labeled in a highly visible manner with the name of the manufacturer and the percentage of post-consumer recycled content of the bag in an easy-to-read font size.

(8) "Retail Establishment" means a location where food or other products are offered to the public for direct sale or delivery to a customer, including but not limited to the following: supermarket, convenience store, service station, delicatessen, department store, dollar store, clothing store, restaurant, pharmacy, food truck, farmers' market or delivery service, but not including drycleaners.

(9) "Reusable Bag" means a carryout bag that is designed and manufactured for multiple uses and is:

- (a) made of cloth or other machine-washable fabric that has stitched handles; or
- (b) a polypropylene bag that has stitched handles.

(10) "Single-use Plastic Bag" means a bag made through a blown-film extrusion process, but not including an Exempted Bag.

(11) "Single-Use Plastic Utensil":

- (a) means any item used or provided by a Retail Establishment to serve, consume, or manipulate food or beverages that is primarily made from Plastic.
- (b) includes but is not limited to straws, forks, spoons, sporks, knives, chopsticks, drink stirrers, beverage spill plugs, toothpicks, novelty cocktail accessories, and other drink or food accoutrements.

(c) shall not include Utensils provided under the following circumstances:

- (i.) When packaged with beverages prepared and packaged outside of the [Municipality type], provided such beverages are not altered, packaged or repackaged within the [Municipality type]; and

(ii.) When provided as an assistance device to reasonably accommodate a disability.

§[*section number*]. Single-use Plastic Bags.

(1) Beginning 90 days after the Effective Date, Retail Establishments are prohibited from providing a Single-use Plastic Bag to a customer at the retail establishment or through a delivery.

§[*section number*]. Single-use Paper Bags.

(1) Beginning 90 days after the Effective Date, Retail Establishments are prohibited from providing a non-Recycled Paper Bag to a customer at the retail establishment or through a delivery.

(2) A retail establishment may provide a consumer a Recycled Paper Bag at the point of sale if the bag is provided to the consumer for a charge of not less than \$0.15 per bag.

(3) All monies collected by a retail establishment under this section for provision of a Recycled Paper Bag shall be retained by the retail establishment.

(4) Any charge for a Recycled Paper Bag shall be separately stated on any receipt provided to the customer at the time of sale and shall be identified as the "Carry-Out Bag Charge" thereon.

§[*section number*]. Reusable Bags.

(1) A retail establishment may provide a consumer a Reusable Bag at the point of sale if the bag is provided to the consumer for a charge of not less than \$0.15 per bag.

(2) All monies collected by a retail establishment under this section for provision of a Reusable Bag shall be retained by the retail establishment.

(3) Any charge for a Reusable Bag shall be separately stated on a receipt provided to the customer at the time of sale and shall be identified as the "Carry-Out Bag Charge" thereon.

§[*section number*]. Signage Requirement.

(1) Beginning 30 days after the effective date, and for six months thereafter, Retail Establishments are required to post at all points of sale conspicuous signage: informing customers that Single-use Plastic Bags and non-Recycled Paper Bags will no longer be provided by the establishment as of the date the prohibition begins; explaining what types of bags and purchases are impacted; and providing any other information the [*Municipality*] may require by regulation.

§[*section number*]. Expanded Polystyrene Food Service Product.

(1) Beginning 90 days after the Effective Date, Retail Establishments are prohibited from providing an Expanded Polystyrene Food Service Product to a customer at the retail establishment or through a delivery.

§[*section number*]. Single-Use Plastic Utensils

(1) Beginning 90 days after the Effective Date, Retail Establishments are prohibited from providing Single-Use Plastic Utensils, except upon request of the Customer.

§[*section number*]. Enforcement.

(1) A person, store, or food service establishment that violates the requirements of this subchapter shall:

(a) be subject to a civil penalty of \$50.00 for a first offense;

(b) be subject to a civil penalty of \$100.00 for a second offense; and

(c) be subject to a civil penalty of \$200.00 for a third or any subsequent offense.

(2) For the purposes of enforcement under this subchapter, an offense shall be each day a person, store, or food service establishment is violating a requirement of this subchapter

(3) In addition to the penalties set forth in this Chapter, the [Municipality] may seek legal, injunctive, or other equitable relief to enforce this Chapter.

(4) The failure of the [Municipality] to enforce any provision of this Ordinance shall not constitute a waiver by the [Municipality] of its rights to future enforcement hereunder.

§[section number]. Effective Date

(1) This ordinance shall take effect [effective date or timeline]

CITY OF ERIE ENVIRONMENTAL ADVISORY COUNCIL BYLAWS

ARTICLE 1. NAME OF COUNCIL

The name of this organization shall be the City of Erie Environmental Advisory Council (“EAC”).

ARTICLE 2. AUTHORIZATION

The authorization for the establishment of the EAC is set by the City of Erie Council Ordinance No. 1-2023.

ARTICLE 3. PURPOSE

The purpose of the City of Erie EAC is to propose and/or recommend solutions to environmental issues as identified by either City Council, the Mayor, the EAC members, and/or the general public, to carry out the duties as outlined in City of Ordinance Sect. 198.05.

ARTICLE 4. MEMBERSHIP

- 1) The EAC shall be composed of seven (7) residents of the City of Erie. Members shall be appointed in accordance with the following procedures:
 - (a) Four (4) members shall be appointed by City Council.
 - (b) Three (3) members shall be appointed by the Mayor.
 - (c) EAC members' terms of office shall expire on the first Monday in January following the last year of their respective terms.
 - (d) Duly appointed EAC members shall serve a term of three (3) years, except that initial appointments shall be so staggered that the terms of approximately 1/3 of the membership shall expire each year.
 - (e) Must have some knowledge and/or expertise in environmental matters.
 - (f) Members with a variety of backgrounds are recommended.
 - Examples: hydrologists, biologists, landscape architects, engineers, attorneys, educators, planners, and policy analysts or advocates.
 - (g) At least one member should have expertise/background in social, racial and/or environmental justice.

- 2) The City Council may select among themselves one Council member to attend meetings and to serve as a member of the EAC in a nonvoting capacity. The Council member cannot be an officer of the EAC and their presence shall not count towards determining a quorum.

- 3) Any vacancy on the EAC shall be filled by the Mayor or City Council dependent upon who made the original appointment for the vacant seat. In the event of the vacancy

of the Chair, the Vice-Chair shall automatically at the vacancy carry out the Chair's duties until the EAC elects a new chair.

- 4) The EAC Chairperson or a majority of the Members present at any duly scheduled EAC meeting may vote to "notify" (as defined below) any EAC member who is absent from any two (2) consecutive regular monthly EAC meetings or who is absent from three (3) regular monthly meetings during any twelve-month period without reasonable cause. The notification shall; (1) be written (2) be confirmed by email that includes a summary of the Member's attendance record; and (3) request the Member to reply by email within twenty calendar days or appear in person at the next regular monthly EAC meeting, whichever occurs later. If a Member notified as above fails to respond, or if the Member's reply in the judgment of the EAC Members present at a regular meeting indicates nonfeasance in office, the then staff lead of the EAC shall notify the Mayor and City Council of the situation, giving the relevant facts in the matter with a recommendation from the EAC to remove such EAC Member from office for neglect of duties.
- 5) Any appointed Member who thereafter relocates their residence from the City of Erie during the term of appointment shall forfeit his/her appointment resulting in a vacancy.
- 6) Throughout their term on the EAC, all EAC members must notify the EAC and the City Council of any potential conflicts of interest that could result in personal or professional gain either directly or indirectly to them, their families, or associates, by their involvement with the EAC.
- 7) In no instance shall an Advisory Council member serve for more than six (6) consecutive years. Upon completion of a Council member's second term which consists of (6) consecutive years, said member may continue as an honorary member, taking part in all phases of the Council membership, with the exception of voting.

ARTICLE 5. ASSOCIATE, NON-VOTING MEMBERS

- 1) To encourage community interest and provide broader input, the EAC may select up to seven (7) Associate Members:
 - a) Up to two (2) City of Erie high school students.
 - b) Up to two (2) college students from the local colleges or universities.
- 2) Up to three (3) environmental experts who may or may not be a City of Erie resident. Associate Members may be recommended by EAC members or apply directly to the EAC via the website or in person during public comment during an EAC meeting.

- 3) Interested applicants for Associate Members will submit a letter to the EAC, describing their background and reasons for becoming a member. Preference will be given to applicants who can make at least a one-year commitment to attend meetings.
- 4) Government Liaisons
 - a) A member of Erie City Council.
 - b) A member of the City of Erie Planning Commission.
 - c) City of Erie Sustainability Coordinator.
 - d) Erie County Sustainability Coordinator.

ARTICLE 6. OFFICERS

- 1) The officers of the EAC shall consist of a Chair, Vice-Chair and Secretary.
- 2) The Chair shall preside at all meetings of the EAC and shall have the duties normally conferred by parliamentary usage of this office. He/She shall be an ex-officio member of all committees. He/She shall enforce all bylaws and regulations of the EAC. The Chair shall be elected by a simple majority of the EAC membership at the first EAC meeting each January or as otherwise decided by the EAC. The Chair shall prepare meeting agendas in coordination with the EAC City staff lead and the agenda shall be approved at the start of each meeting.
- 3) The Vice-Chair or other member as agreed upon by the EAC shall carry out the Chair's duties in case of absence, incapacity, or resignation of the Chair.
- 4) The Secretary, with the assistance of such staff as is available from the City, shall keep the minutes and records of the EAC.
- 5) The Staff Lead provides notice of all meetings to EAC members, arranges proper and legal notice of hearings, attends to correspondence of the EAC and such other duties as are normally carried out by a Staff Lead. The Staff Lead may delegate these duties to another member as agreed upon by the EAC.
- 6) Officers shall serve for one year or until their successors are elected.

ARTICLE 7. CODE OF ETHICS

- 1) It is the general responsibility of EAC members to perform their duties with integrity and impartiality and to avoid situations in which bias, prejudice, or personal gain could influence decisions. The overall success of EAC depends on all members adhering to these standards.

The EAC has adopted a Code of Ethics which shall apply to the following members: EAC members, board members, volunteers, and/or any other involved individual. The Code of Ethics is as follows:

- (a) Shall not disclose confidential information acquired in the course of their association or employment with EAC for the purpose of personal benefit or gain.
- (b) Shall not, for personal gain or for the gain of others, use information not available to the general public, or divulge confidential information without its authorized release; nor shall any employees receive compensation for consultation which substantially draws upon official ideas or data which are not disclosed to the general public.
- (c) Shall not hold financial interests that conflict with the performance of EAC's duty.
- (d) Shall require to act impartially and report fraud, abuse, and corruption to appropriate authorities, satisfy in good faith their obligations as citizens, and adhere to all laws and regulations that provide equal opportunity to all individuals regardless of race, religion, sex, national origin, age, or disability.
- (e) Shall conduct themselves in a professional manner to demonstrate the public's trust and confidence in their position as a community leader with EAC.
- (f) Shall not discriminate unfairly by the dispensing of special favors or privileges to anyone, whether for enumeration or not.
- (g) Shall not engage in or accept private employment or render private services when such employment or service is in direct conflict with EAC's official operations and duties.
- (h) Shall never falsify, forge, or improperly alter any Company document to ensure all transactions are recorded in their proper account.
- (i) Shall not ask for or receive any additional compensation, gift, favor, or reward from any source for service or work for which the officer or employee received compensation from EAC, with exception to offerings customary in scale and expense, in an appropriate setting, and/or an offering not intended, or does not appear to improperly influence a business decision.
- (j) Bribery. It is illegal for all EAC members to engage in bribery. Bribery, including, but not limited to, offering, giving, soliciting or receiving of any item of value as a

means of influencing the actions of another in the form of a gift, money, property, privilege or favor is a form of corruption.

(k) Compensation. Members shall receive no compensation for their services, but they may be reimbursed for expenses actually and necessarily incurred by them in the performance of their duties, provided that the expenses have the prior approval of the City's Managing Director.

2) Conflict of Interest. Members of councils, advisory boards, or committees of the City of Erie and its affiliated organizations or entities which make recommendations or decisions on financial matters must avoid any conflict or appearance of conflict between their own interests and those of the City, particularly as these interests relate to business relationships with the City, either individually, in a representative capacity, or as a result of a family relationship or close friendship. All members acknowledge the Conflict of Interest Policy and confirm that the members have read and understand its content by signing the Conflict of Interest Form.

ARTICLE 8. MEETINGS AND VOTING

- 1) Regular meetings. Regular meetings of the EAC shall be held at the Bagnoni Council Chamber, 626 State St, Erie at such times as will be determined by the membership of the EAC at their first meeting for each year. Notice of meetings of the EAC shall be posted as required by law and advertised in a newspaper of general circulation.
- 2) Special Meetings. Special meetings may be requested by the Chair, or by a majority of the EAC members. Such special meetings shall be held at the Bagnoni Council Chambers at such date and hour as may be designated by the person or persons authorized herein to call such a meeting. Notice of special meetings of the EAC shall be posted at the Erie City Hall and advertised in a newspaper of general circulation at least twenty-four hours prior to each meeting and the substance of the meeting shall be limited to the purpose originally stated for the special meeting.
- 3) Written or phone notice of such a special meeting shall be given by the Chair and/or Staff Lead to the EAC members at least twenty-four hours prior to the special meeting.
- 4) Quorum. In the event a quorum is not present at any meeting, the members may reschedule the meeting for a later date with the required notice. A quorum shall consist of four of the current voting members. The act of the majority of the members present at a meeting at which a quorum is present shall be the act of the EAC.

- 5) Voting. Each voting member is entitled to one vote, with the voting governed by parliamentary procedure according to Robert's Rules of Order.
- 6) Notes: Notes from meetings will be kept and copies of the meeting's notes will be sent to each member of the EAC and to the Secretary for City Council for distribution to City Council and the Administration.
- 7) A tabling motion, if passed, has the effect of laying the matter over until the next regularly scheduled meeting unless otherwise specified. The matter should be included on the agenda for the next EAC meeting.
- 8) All meetings not called to order for any reason within fifteen (15) minutes of the time designated may be cancelled.
- 9) Any Code of Conduct of the City approved by the City Council shall apply to the EAC and all of its meetings.
- 10) All meetings or portions of meetings shall be open to the public and subject to the Sunshine Act. The EAC may meet in closed session for any of the limited exceptions provided in section 707 of the Sunshine Act, as amended.

ARTICLE 9. DUTIES OF THE ENVIRONMENTAL ADVISORY COUNCIL

- 1) Provide objective advice on environmental matters to the Mayor and City Council and to any City agency or authority requested by the Mayor or City Council.
- 2) For each issue that the EAC reviews, it will generate a report to each member setting forth its findings and dissenting opinions if any.
- 3) The EAC shall submit an annual written report of its activities, goals and plans as required by applicable City ordinances.
- 4) The study of issues:
 - a) As the EAC hears issues from the community regarding the environment, the EAC will determine which issue(s) need to be explored or can be explored effectively. The EAC will keep City Council and the Administration informed of the issues and activities on which it has chosen to focus.
 - b) After receiving a request for a study from the City Council or Administration, the EAC will examine the issue and provide the City Council or Administration with a written report setting forth its recommendations and dissenting opinions (if any).
- 5) Subcommittees and special task forces may be formed by a majority vote of a quorum of EAC members at any regular or special meeting of the EAC. The EAC may appoint

associate, non-voting members of the general public to a subcommittee or special task force as it deems necessary and appropriate.

ARTICLE 10. ORDER OF BUSINESS

- 1) The order of business at regular meetings shall be:
 - a) Roll Call
 - b) Approval of minutes
 - c) Amendments to agenda
 - d) Introduction of visitors
 - e) Public Comment
 - f) Report of officers and committees
 - g) Old business
 - h) New business
 - i) Adjourn
- 2) The order of business at any meeting may be altered at the discretion of the Chair or presiding officer.
- 3) A motion from the floor must be made and passed in order to dispense with any item on the agenda.
- 4) Non-Agenda Matters. No binding or final action may be taken on any matter not on the written agenda except by unanimous vote of the members in attendance or two-thirds vote of the entire membership.

ARTICLE 11. AMENDMENTS

- 1) The EAC shall have the power to amend the bylaws by vote at any regular or special meeting which requires majority vote of a quorum. No amendment shall be recommended unless a copy of such proposed amendment has been included in or enclosed with the notice of such meeting.
- 2) The EAC shall not have the power to recommend any amendment to the bylaws which would alter the status of the Environmental Advisory Council

ARTICLE 12: EFFECTIVE DATE

March 27, 2024

2024 Annual City of Erie Environmental Advisory Council Report

The City of Erie Environmental Advisory Council (Council) is the active council to advise the City of Erie on environmental matters. The responsibilities of the Council are numerous, including: (i) identifying environmental problems, (ii) recommending plans and programs to appropriate agencies to improve the quality of the environment, (iii) making recommendations as to the possible use of open land areas, (iv) promoting the community environmental program, and (v) advising local governmental agencies in the acquisition of property on environmental matters. The following is a summary of the Council's activities over 2024.

All regularly scheduled meetings of the Council were held this year.

The Council accomplished the following activities:

1. Identified creating a Local Climate Action Plan as a priority.
2. Identified addressing single use plastics and litter mitigation as a secondary priority.
3. Assisted with the Partners for Place grant.
4. Members of the Council presented to several agencies/authorities in the City of Erie to the role and function of the Council.
5. Appointed two non-voting members to the Council.

The Council hopes to continue making progress on all its identified priorities while continuing outreach of City agencies/authorities during 2025. The members of the Council will continue to make progress with helping to create an environment that all citizens will be proud of.

Respectfully submitted,

Matthew Puz, Jr.
Chairman

J. Michael Campbell
Secretary