



Minutes - Final

Environmental Advisory Council

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Monday, February 12, 2024

5:15 PM Allentown Public Library basement conference room, 1210  
Hamilton Street (free parking in rear of building)  
or Via Zoom:

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Join Zoom Meeting

[https://us02web.zoom.us/j/83865583441?](https://us02web.zoom.us/j/83865583441?pwd=ZG1HUWxuVXJlQmRtTGZlMUx0eVNWZz09)

[pwd=ZG1HUWxuVXJlQmRtTGZlMUx0eVNWZz09](https://us02web.zoom.us/j/83865583441?pwd=ZG1HUWxuVXJlQmRtTGZlMUx0eVNWZz09)

Meeting ID: 838 6558 3441

Passcode: 996786

One tap mobile

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Attendees: Tim O'Brien, Kyle Ropski, Felice Cragin, Lacey Pasco, Jess Rosen, Maria Ocasio, Jennifer Swann, Jeremy Taylor, Santo Napoli

**Old Business**

1. Approval of January's Minutes
2. Approval of 2024 EAC goals
3. Status updates on goals from leads and interns
4. Filling Vacancy (Tim O'Brien)

1. Approval of January's Minutes

Approved.

2. Approval of 2024 EAC goals

Document sent prior to meeting was approved.

3. Status updates on goals from leads and interns

- a) Kyle's communication presentation suffered a severe disruption when the newly made Allentown EAC account was suspended by Google and all files were deleted :( He is going to appeal which will take a few days.
- b) Jennifer is working with our interns on additional cleanup in coordination with groups at Muhlenberg College such as Greek life.
- c) Intern Jess Rosen indicated that their team is starting to collect data from Lehigh County and the municipal GHG inventory.
- d) Maria will be hosting a free webinar based around sustainability coordinator on Feb 28th, 2024. What we can look forward to and expect from the position. Meet and Greet with other cities coordinators.

- e) Intern Felice noted that the original plan to coordinate/organize/work with the Library on Muhlenberg's Campus may be done by other groups. If this is the case, Felice will have more availability for initiatives to meet the requirement of the program.
  - f) Resident Jeremy Taylor indicated his support for initiatives regarding Kline's Island / US Water Alliance side goal.
  - g) Tinku Updates (Out of order)
    - i) Jeb Bortz from Public Works and I attended the kick-off meeting with Wilson Engineering who has been assigned as the shared energy manager. The City submitted the preliminary form with my input. On Friday Jeb, David Petrik and I spoke further with the Wilson team about the scope of work for the City. Focus will be on developing the strategy for submission to DOE for the EECBG grant application to get the \$170,000 allocated to Allentown. Will also look at the solar panels on the Public Works building and the existing cogen facilities at Kline's Island for any improvements and RECs.
    - ii) Muhlenberg interns Jessica Rosen and Reanna Schober are doing the city-wide inventory and inventory for Allentown operations respectively. Inventory is based on 2022 data. We have been given access to ICLEI's ClearPath tool for the inventory. Interns have received training on the tool. The City has agreed to issue the requests to PPL and UGI for city-wide gas and electric data. The City has also provided data on its own gas and electric use and will provide data on fleet vehicle fuel use. Ann Saurman has already sent data for curbside collection of solid waste/recycling and its composting operations. In addition, Jessica sent a request to the County commercial and industrial data that the City does not collect.
    - iii) CDP Disclosure is launched in April.
4. Filling Vacancy (Tim O'Brien)
- Tim is officially on the team and will be cc'd on further internal communications.

[15-6658](#) AEAC Minutes - January 22, 2024

**Attachments:** [AEAC Minutes - January 22, 2024](#)

[15-6657](#) Allentown EAC 2024 Goals

**Attachments:** [Allentown EAC 2024 Goals](#)

**New Business**

1. Renewing membership
2. Filling any upcoming Vacancy
3. Coordinating Arbor Day. Genesis reached out.
4. EAC's Summer intern application
5. Nominating Kyle for co-chair!

1. Renewing membership

n/a

2. Filling any upcoming Vacancy

The EAC is looking for motivated members to fill its additional positions. Maria requests that current members whose terms have expired let her know by Friday if they wish to renew their membership or not.

3. Coordinating Arbor Day.

Genesis (communications director) from the City Allentown reached out regarding the City's Arbor Day proceedings. Felice will help with coordination of this event. The event is the 26th of April. Maria is jazzed about it. We need to be in communication with Genesis on our interest in both earth and arbor day.

4. EAC's Summer intern application

Tinku responded to Muhlenberg's application portal for a summer intern position for the EAC. We hope they will continue with the work our current interns are doing as well as additional tasks. Kyle met with Beth Halpern over at Muhlenberg OCE and confirmed that the submission was made.

5. Nominating Kyle for co-chair!

Nominated, passed.