



# Sustainable Jersey Certification Report

This is the Sustainable Jersey Certification Report of Chatham Boro, a Sustainable Jersey silver certified applicant.

Chatham Borough is a Sustainable Jersey Certified community since 2010 Bronze, and continues at the Silver Certification Level through 2012, 2015-2018, 2018-2021,2021-2024. Also, recipients in 2012, 2015, & 2018 Champion Award, Medium Municipality, and Collaboration Awards with Chatham Township 2009 & in 2018 adding Madison expanding a regional approach to certification and sustainability.

## Contact Information

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## Actions Implemented

Each approved action and supporting documentation for which Chatham Boro was approved for in 2024 appears below. Note: Standards for the actions below may have changed and the documentation listed may no longer satisfy requirements for that action. Additionally, points associated with actions prior to 2013 certifications may not be accurate.

### Community Partnership & Outreach

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#### Green Team

10 Points

Bronze Required

**Program Summary:** CHATHAM BOROUGH'S CREATE A GREEN TEAM The Chatham Borough Green team has been actively involved in educating and supporting a Sustainable future for Chatham Borough since it was originally created in 2009. The Team's mission is to recommend to Mayor and Council ways that Chatham Borough can become more sustainable. It seeks to nurture, support, and sustain environmentally safe and healthy practices and products; to educate the public about sustainable activities and to incorporate and maintain Sustainable Jersey policies and practices. Team members are all dedicated volunteers with a strong interest in sustainability. The Resolution for the 2024 Green Team

along with the supporting documents attached.

PDF: [GREEN TEAM MEETINGS](#)

PDF: [GREEN TEAM MEMBERS](#)

PDF: [GREEN TEAM MISSION STATEMENT](#)

PDF: [2024 GREEN TEAM RESOLUTION](#)

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## Community Education & Outreach

15 Points

**Program Summary:** The Chatham Borough Environmental Commission maintains an active presence on Facebook with regular educational posts. Our goal on the Facebook page is to vary our approach as a means of appealing to a wide audience, all of whom are interested in a variety of topics and varying levels of detail. The page can be found at

<https://www.facebook.com/ChathamBoroughEnvironmentalCommission> The Commission AND Green Team reach out to the public at various local events, such as the Fishawack Festival, the Sustainability Fair, and the Farmers' Market in the spring and summer. Three Community Outreach programs the Chatham Borough Green Team presented were Be Bear Aware, Gardening for Pollinators and Environmental Commission Community Outreach Programs. Bear Aware: In December 2022, NJDEP estimated that the population of black bears in northwestern counties, including Morris County, to be approximately 3,000 bears and growing. Given the increase in human-bear interactions and cull concerns, Chatham Borough Environmental Commission partnered with Chatham Township Environmental Commission to provide education to the combined communities about the lifestyles, habitats, and threats to bears, how to co-exist respectfully, and respond safely in the case of unexpected encounters. Earth Month: The Environmental Commission used several methods to provide simple steps to help the community be more "green." A series of videos/pictures were put on the EC Facebook page with members of the community demonstrating daily steps toward sustainability. Efforts culminated in an Earth Day Fair on April 22, 2023. At the fair residents interested in further steps were encouraged to meet and discuss aspects of the posted content with relevant exhibitors. Gardening for Pollinators: Gardening for pollinators included several webinars on the importance of maintaining a health network of native plants. In conjunction with the Great Swam Watershed Association a native plant sale and distribution were held. 32 customers from Chatham purchased 161 individual species kits (5 per kit) and multi-species kits (25 per kit).

PDF: [EARTH MONTH SIMPLE GREEN ACTIONS.PDF](#)

PDF: [GARDENING FOR POLLINATORS CHECKLIST 7-31-24.PDF](#)

PDF: [VIDEO SAMPLES OF SIMPLE EARTH MONTH ACTIONS.PDF](#)

PDF: [BEAR AWARE EDUCATIONAL OUTREACH](#)

PDF: [GARDENING FOR POLLINATORS ADVERTISING.PDF](#)

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## Green Fair

10 Points

**Program Summary:** UNFORTUNATELY, THE MUSIC FILE FROM THE ORIGINAL SUBMITTAL HAS BEEN LOST. THE LINK HAS BEEN REMOVED. Chatham Borough's Green "Sustainable" Fair Promotes Clean & Green Living! This popular community event, held alongside the Chatham Borough Farmers' Market each year, was held October 14th rescheduled from Saturday, September 23, 2023 (due to extreme rain) 8:00 A.M. to 1:00 P.M. in South Railroad Plaza. Once again, this popular community event organized by the Chatham Borough Environmental Commission and Green Team showcased local businesses and organizations focused on living a clean and green life in Chatham. The Chatham Township Environmental Commission collaborated with a strong presence at the fair. Clean & Green Living local businesses and services such as compost services, home conversion to solar power, discounted home energy audit

registration and upcycled materials transformed into gifts and novelties. Gardeners enjoyed a display of battery and electric-operated garden equipment, while learning how to nurture native plants and support wildlife, birds, butterflies, and pollinators. Conservation groups included the Sierra Club, Great Swamp Water Association, and Friends of Drew Forest offered public activity registration and distributed hiking maps, area walks, and nature guides to local areas of natural beauty. Morris County Park system representatives inspired participants to visit local parks, forests, and lakes. The Green Fair ran in tandem with an EV EXPO which showcased two areas devoted to electric vehicles. In one area, local dealerships got to show off exciting new models of fully electric and hybrid vehicles. Attendees included Audi, BMW, Chevrolet, Honda, Karma, Lucid, Polestar, Toyota, VW, Volvo, and more. Cyclists may also test-ride an electric bicycle. “National Drive Electric Week” a second portion of electric vehicles was supported by NJ EVA. Spectators talked candidly with current owners’ battery range, the nation’s charging networks were popular topics of discussion Residents with their own plug-in cars were encouraged to bring their vehicles to the show. This year’s theme “Clean & Green” named as an initiative to encourage a move towards clean energy use: when the opportunity arises for residents to replace home appliances, gardening equipment, or transportation methods, the Fair showcased cleaner alternatives to those powered by gas or oil. Live music provided by the talented musicians from the School of Rock made the Event intergenerational Visitors even had the chance to see the Rutgers University Solar Car, built by students and powered by sunshine.

**PDF:** [SUSTAINABILITY\\_FAIR\\_ACTION\\_CHECK\\_LIST.PDF](#)

**PDF:** [UPDATED DATE SUSTAINABILITY FAIR.PDF](#)

**WORD:** [GREEN FAIR 10-14-2023 CHATHAM BOROUGH & TOWNSHIP ENVIRONMENTAL COMMISSION.DOCX](#)

**PDF:** [ACTIONS IN MOTION-BAG COLLECTION UPDATED.PDF](#)

**PDF:** [EVENT FLOORPLAN, PARTICIPANTS, PRESS RELEASE GREEN FAIR 2023 UPDATED.PDF](#)

## Emergency Management

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### Emergency Communications Planning

15 Points

**Program Summary:** CHATHAM BOROUGH’S EMERGENCY COMMUNICATIONS PLANNING Chatham Borough’s Emergency Operations Plan (EOP) follows a standard structure consisting of a basic plan and multiple annexes. The annexes relating to communications are the “Public Information Annex” (owned by the municipality’s Public Information Officer) and the “Alert, Warning, and Communications Annex” (owned by the municipality’s Chief of Police). The Emergency Operations Plan was developed under the leadership of Steven M. Davenport, Emergency Management Coordinator, and has been formally approved by the Morris County Office of Emergency Management and the New Jersey Office of Emergency Management. Components of the plan detail the implementation of various channels used for emergency notifications, including phone, email, text, local radio, television, print media, physical signs, and word of mouth. They also define the members, resources, and responsibilities of the Emergency Public Information Group. Recently, the EOP was utilized during Tropical Storm Isaias, Winter Storm Orlena, and the COVID-19 pandemic. The EOP allowed for information to be efficiently disseminated during events when it was difficult for residents to stay connected.

**PDF:** [CODE BLUE SOP](#)

**PDF:** [ALERTS & WARNINGS](#)

**PDF:** [COMMUNICATION CHECKLIST WITH WEBSITE UPDATES](#)

**PDF:** [PUBLIC INFO ANNEX](#)

## Energy

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## Energy Efficiency for Municipal Facilities

20 Points

 Bronze Priority  Silver Priority

**Program Summary:** CHATHAM BOROUGH'S EFFICIENCY FOR MUNICIPAL FACILITIES The Borough of Chatham Municipal Building and Police Department have undergone a series of energy-efficient upgrades since 2015 that have allowed us to significantly reduce both our Site and Source EUI. In May 2010, Steve Winter Associates conducted a Local Government Energy Audit (LGEA) for the Borough under the LGEA Program, outlining a series of recommended upgrades that the Borough should undertake to save on energy costs and reduce emissions in the Municipal Building. Since the audit was completed, the Borough has completed all of the upgrades recommended in the audit, most significantly replacing all original windows (which were single-glazed windows) with a low-E double-glazed type in November 2015. Source EUI declined 12.5% from November 2015 to December 2017, while Site EUI declined 12.6% over the same time period. Thus, the efforts of the Borough to track energy use and cost in municipal buildings has allowed us to focus on areas for improvement. By doing so, we were able to secure upgrades to the Municipal Building that have resulted in tangible reductions in energy usage. We request 20 points under this action for completing a LGEA and showing at least a 10 percent reduction in energy usage since the upgrade was completed. ADDED FOR 2-25-2024 Submission 2023 & 2024 Review process for four Borough Facilities: Borough Hall, ECLC School building owned by the municipality, Fire House, The Stanley Center has been completed by Donnelly Engineering and Ryan Electric for upgrades in each building for HVAC and Electric, both JCP&L and PSE&G will oversee the retrofits through Direct Install where significant energy savings can be accessed through new equipment, zero % interest for 5 years on current energy statements.

PDF: [FILE 1 - COST SAVINGS](#)

PDF: [FILE 2 - PREVIOUS ENERGY AUDIT](#)

PDF: [FILE 3 - PREVIOUS AUDIT REPORT](#)

PDF: [DIRECT INSTALL FOUR BUILDINGS 1-21-2024 PROPOSALS.PDF](#)

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## Energy Tracking & Management

20 Points

 Bronze Priority  Silver Priority

**Program Summary:** Chatham Borough has tracked the energy consumption of four key municipal buildings since 2009. These include the Municipal Building and Police Department, the Public Works and Water Plant, the Fire Department, and the Early Childhood Learning Center (ECLC). In 2020, the Stanley Center was added to the list. Invoices received from PSE&G and First Energy are loaded into the Energy Star Portfolio Manager system. The Energy Star Portfolio Manager (ESPM) system facilitates data sharing with Sustainable Jersey, granted through permitting read access. The Purchasing Agent is responsible for entering energy usage data into the Energy Star Portfolio Manager, coinciding with processing invoices for payment. This data is accessible to the Borough Council and Borough Administrator. Significant deviations from anticipated values are subject to evaluation by the Borough Engineer, who collaborates with other Borough departments to minimize the energy consumption of municipal buildings. The water plant consistently accounts for the largest electricity consumption and is vital for pumping and maintaining water pressure in the Borough's well water system. Historical water plant data has proven instrumental in identifying pipe leakages, enabling prompt repairs to prevent unnecessary energy usage. Since Chatham is among very few communities having its own aquifer and water plant, in 2011, significant research into data classification and potentially changing the ESPM was conducted. It was determined by Chatham, ESPM, and SJ that using "OTHER" to classify our water plant data resulted in better data comparisons. The Borough seeks 20 points for this category. This system remains essential for investigating and promptly remediating any deviations from expected energy usage.

EXCEL: [CHATHAM PORTFOLIO ETM.XLSX](#)

EXCEL: [CHATHAM USAGE DATA ETM UPDATED.XLSX](#)

PDF: [ENERGY MANAGMENT PROCEDURE.PDF](#)

PDF: [CHATHAM SEP REPORTS MERGED MG 07.31.24.PDF](#)

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## Residential Energy Efficiency Outreach

20 Points

**Program Summary:** Chatham Borough adopted a resolution in October in 2022 to award a competitive contract to CIEL Power to provide home energy audit services to all Borough residents. In 2023, residents were encouraged to take part in the Energy Efficiency Initiative set forth by the Borough. The focus being part of Chatham's commitment to sustainable living and focusing on heating, air conditioning, insulation and hot water systems. News Articles to the public as well as detailed information on this program were included on the Borough website and remain there to this day. Attached documentation of all are below. Vendor indicated 60 resident orders competed and 7 retro fits to improve the quality and savings. <https://chathamborough.org/search-results?q=ciel+power>

PDF: [RESOLUTION FOR RESIDENTIAL HOME AUDIT SERVICES.PDF](#)

PDF: [CHATHAM BOROUGH HOME ENERGY EFFICIENCY PROGRAM.PDF](#)

WORD: [ANNOUNCEMENT OF CIEL ENERGY PROGRAM.DOCX](#)

PDF: [EC CHAIR SOCIAL MEDIA CIEL PSEG.PDF](#)

IMAGE: [MAYOR THADEUS KOBYLARZ HOME ENERGY LETTER 6-2-2023.JPG](#)

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## Fleet Inventory

10 Points

🏅 Bronze Priority 🏅 Silver Priority

**Program Summary:** CHATHAM BOROUGH'S FLEET INVENTORY Chatham Borough Public Workes Mechanic has the responsibility of tracking the Borough fleet for maintenance, fuel and emissions, repairs, usage and proposed replacement. In total, the Borough of Chatham has 54 vehicles and mechanical devices used across the Police Department, Fire Department, and the Department of Public Works. Of those 54 vehicles/devices, four vehicles, used by the Fire Department are outsourced to manufactures that take care of the maintenance for special apparatus with firefighting component vehicles. Chatham Borough's current vehicles are gas or diesel-powered. This gives us a tremendous amount of room for growth. With the newly developed, updated inventory and needs assessment by department, the Environmental Commission, with the Mayor and Borough Council authorization, developed, and passed resolutions to purchase electric or hybrid vehicles for the Borough's fleet. An executed contract with Hoffman Ford, in the fourth quarter of 2023, to acquire a Police Interceptor Hybrid. The Police Department is patiently the delivery of a hybrid SUV to be utilized as a patrol car. Caught up in the supply chain demand slowdown since Covid, the Borough is expecting delivery by this summer. Chatham's plan is to continue to replace older vehicles with hybrids / electrics as inventory is updated.

PDF: [DRIVER TRAINING LOG](#)

EXCEL: [SJ\\_FLEET\\_INVENTORY\\_SPREADSHEET\\_2023.XLSX](#)

PDF: [FLEET INVENTORY REPORT](#)

PDF: [RESOLUTIONS](#)

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## Electric Vehicle Community Outreach

10 Points

**Program Summary:** EV COMMUNITY OUTREACH Chatham Borough in collaboration with its neighbors, Chatham Township and the Borough of Madison, has hosted two bi-annual EV EXPOs in 2022 and 2023; four events in total. These events are promoted by a variety of means: Direct email communication through the Borough's office of communications, through social media posts from the Borough and from the Environmental Commission, and six local community forums. In addition, email invitations have been sent to the High School club advisers for clubs relating to science, innovation, and the environment and promoted by the high school Green Team. A large banner advertising the EXPO was placed a month before the event at street level at the entrance to the Station parking lot, next to Borough Hall on the main thoroughfare to downtown giving increased visibility about the car show to pedestrians, shoppers, commuters and those going to Borough Hall on municipality business. All outreach materials are an open invitation to residents, schools, businesses, commuters, and shoppers to see a range of new electric vehicles, (PEV and hybrids) presented by local dealerships. An owners' event coinciding with National Drive Electric Week and co-captained by the NJEVA resulted in registration of local owners and enthusiasts who brought their own cars, knowledge and first-hand experiences to the audience. In 2022, an electric bicycle test drive area proved popular. In 2023, the students from Rutgers University Solar racing Car team brought their competition racing car and answered questions from crowds of visitors. Examples of the publicity, outreach and pictures from the event are included within the EV Outreach Task Report upload. On June 24, 2024 Chatham Borough sent a letter to the owners and property managers of the town's multifamily properties (example uploaded). Names and addresses have been removed from the example due to privacy concerns. A toolkit of information based on the NJDEPs guidance and funding opportunities was enclosed in the mailing. Driving Electric is digitally promoted to all in the Borough including the multifamily units at this web site: <https://www.chathamborough.org/government/news/634-drive-electric>. The Environmental Commission also posts information about charging for Multi-Unit Dwellings to renters, owners and operators on 6 local social media forums.

**PDF: [ADDITIONAL MULIT MEIDA OUTREACH.PDF](#)**

**PDF: [EV OUTREACH TASK REPORT COMBINED.PDF](#)**

**PDF: [NJ DEP CHECKLIST - ALL MULTI UNIT LETTERS.PDF](#)**

## Food

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### Community Food Pantry/Bank & Soup Kitchen

10 Points

**Program Summary:** The CUMC food pantry that runs each week on Wednesday started very informally in March of 2020 when Rev. Jeff Markay put up a shelf on Main Street just outside the door to the church sanctuary. The food disappeared right away, and it started that some would leave food and those in need would take. From that, the Chatham United Methodist Church, along with Borough Council members, Chatham Township EC Chairwoman and GSA Troops from the Borough and Township along with former Councilmember Len Resto, Mayor Carolyn Dempsey and volunteers created the Chatham Community Food Distribution which distributes fresh bread, milk, eggs, butter, produce and personal care items each Wednesday afternoon. We had our first distribution in late April 2020. The pantry with non-perishable food was moved to behind the church when a Girl Scout Troop who had saved money to celebrate their senior year with a Broadway show, instead donated their money for weatherproof cabinets for the pantry. The Girls Scouts also grow organic produce at the Community Garden and donate it to the Food Pantry each week. We do informally deliver food to residents who can't attend the distribution. There is no sign-up list, but we have gotten to know the "regulars" and if they contact us that they can't make it, we will deliver. I personally deliver to 1-2 families every week. It happens very often that there is illness, injury, or personal circumstances that can prevent people from coming. We do have many families that walk up to the food distribution. If they are unable to carry their food home, we have volunteers who often offer to drive them home. A local bakery, Fleur de Sel donates fresh eggs, butter and milk each week to the collaborated distribution efforts. March of 2024 will be the 5th uninterrupted year supporting the community. Applicable Websites: CUMC - <http://www.chathamumc.com/cumc-community-food-pantry/>

Chatham Borough - <https://chathamborough.org/how-do-i> The Chatham Borough Site links to the Morris County Site which has a list of Food Resources - <https://www.hcdnnj.org/assets/documents/Morris%20County%20Resource%20Guide.pdf>

**WORD:** [LIST OF CONTRIBUTORS](#)

**WORD:** [SOCIAL AND NEWS ADS](#)

**PDF:** [PROMOTIONAL FLYERS](#)

**PDF:** [THANK YOU LETTER](#)

**WORD:** [FOOD DISTRIBUTION LIST OF WEB SITES.DOCX](#)

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## Community Gardens

20 Points

**Program Summary:** CHATHAM BOROUGH AND CHATHAM TOWNSHIP JOINT COMMUNITY GARDENS The Chatham Joint Community Garden was established in 2010. After numerous attempts at selecting a proper location, the Committee decided to relocate the garden to Woodland Park, off Woodland Ave. This undeveloped small park is owned by both the Borough and Chatham Township. With local volunteers, merchants and sponsors donating of their time, labor and materials, the Garden became a reality for its first Woodland Park growing season in 2014. All plots are still currently rented, with a revolving wait list. Garden maintenance is performed by all plot holders and follows organic gardening practices. These include not using pesticides, herbicides, or fertilizers not labelled "Organic". The use of chemicals such as Miracle Grow or Round Up are prohibited. Gardeners agree to organically treat and/or remove diseased plants and pests as soon as they appear in order to eliminate disease and infestation. Donations from the Chatham Community Garden are delivered to the Chatham United Methodist Church food distribution site each Wednesday during the growing season. The Community Garden Committee holds meetings via Zoom or conference call. This action has been updated for 2024 by including the 2024 online application link (below), food distribution donation and environmentally friendly gardening documentation, and the completed required questionnaire. Chatham Borough is seeking 20 points for this Action. <https://chathamcommunityservices.regfox.com/community-garden-of-the-chathams>

**PDF:** [CUMC LETTER OF THANKS](#)

**PDF:** [CHATHAM JOINT COMMUNITY GARDENS FACEBOOK PAGES.PDF](#)

**WORD:** [COMMUNITY GARDEN APPLICATION RULES FOR 2024 UPDATED 12-4-23.DOCX](#)

**WORD:** [COMMUNITY GARDEN SUBMISSION QUESTIONNAIRE - CHATHAM BOROUGH.DOCX](#)

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## Farmers Markets

10 Points

**Program Summary:** CHATHAM BOROUGH FARMERS' MARKETS 2024 will be the 18th season of the Chatham Borough Farmer's Market (CBFM). The 2024 season will run from June 15th through November 16th every Saturday from 8 am to 1 pm. CBFM is located at the Chatham Borough Train Station. This is a central location that allows many residents to walk or bike, has ample parking for those who choose to drive, and is accessible from other towns via the New Jersey Transit train lines. Products sold included produce, empanadas, dried fruits, nuts, baked goods, farm flowers, pickles, pizza, artisan cheese, prepared pasta meals, baked goods, pierogis, and specialty meats and eggs. Revenue in 2023 from vendor fees and a grant totaled \$14,401 and expenses were \$11,581. Almost half is earmarked for promotional advertising. The CBFM receives substantial support from the town of Chatham. This includes promotion in the Chatham Borough calendar, compensation to the Market and On-Site Managers, use of the town insurance policy, use of the Borough owned train station parking lot, traffic control by the Borough Police Force, clerical support from the Department of Community Services, and the service of the Department of Public Works for onsite water, trash and painting of the stripes and stall markings. The governing body provides a Farmers' Market Advisory Committee Liaison to facilitate communication



between the CBFM and Mayor and Council. Events that take place throughout the market season may include local bands, pet day at the market, bike safety event, and food samplings and a permanent Chatham Area Chamber of Commerce fee-free attendance availability to local businesses all 24 weeks of the market. Social Media handles can be found at <https://www.facebook.com/pages/Chatham-Borough-Farmers-Market/> <https://www.instagram.com/chathamboroughfarmersmarket/> CBFM information can be found on the Borough's website at <https://www.chathamborough.org/chatham/About%20Chatham/Farmer%27s%20Market/> The weekly newsletter, distributed through Constant Contact to over 700 subscribers, alerts customers, vendors, and the media to market highlights. Advertisements and press releases are sent for publication to The Courier (the local official paper), Renna Media, Edible Jersey magazine, and the local online newspaper The Alternative Press. CBFM is also promoted through sponsorship of a local Little League Softball teams and space purchased in theater Playbills in the School District of the Chathams. CBFM is a member of the New Jersey Council of Farmers and Communities (NJCFC); a not-for-profit organization whose mission is to support and strengthen the ties between New Jersey towns and cities and rural farming communities. NJCFC operates with cooperation and assistance from the NJ Department of Agriculture, Rutgers Cooperative Extension, and New Jersey Farm Bureau. CBFM has been a certified member of NJCFC since its inception, ensuring all produce is Jersey Grown through onsite farm inspections.

**PDF: [8-28-23 -2023 FARMERS' MARKET VENDOR REPORT.PDF](#)**

**PDF: [2023 CBFM MARKET APPLICATION AND FEES.PDF](#)**

**PDF: [2023 CBFM PROMOTIONAL MATERIALS.PDF](#)**

## Health & Wellness

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### Anti-Idling Education & Enforcement Program

10 Points

**Program Summary:** CHATHAM BOROUGH'S ANTI IDLING EDUCATION AND ENFORCEMENT PROGRAM

Chatham Borough and Chatham Township have had a joint anti-idling program since 2007, when the Mayors of both towns signed an anti-idling letter, and anti-idling campaigns were conducted in the shared school system. Metal anti-idling signs have been posted at all the schools in our shared school system district, and in idle-frequent locations in both municipalities. Memorial Park; Shepard Kollock Park; ECLC/Lum Field; and Borough Hall are now anti-idle locations on Borough municipal properties. The Chatham Borough Environmental Commission's "Green Team" mapped idle-frequent locations owned by private companies and sent letters urging them to install anti-idling signs, as the Borough has no funding to purchase these signs for private organizations. In addition to the school campaigns, anti-idling brochures are offered to the public during the Sustainability Fair, Farmers' Market and the Fishawack Festival (town festival). The Chatham Borough Police Department enforces anti-idling compliance, however due to community support actual enforcement has not been necessary. We are extremely pleased that our communities have embraced this important action. At the April 26, 2021 Council Meeting, the Chatham Borough governing body passed Resolution 21-183 in support of Idle-Free Zones. The meeting was televised on Cablevision channel 21 and Verizon channel 32, and is available for viewing on the municipal website at

<https://www.chathamborough.org/chatham/Agendas%20%26%20Minutes/Mayor%20%26%20Council/> The resolution was renewed at the January 22 2024 Council Meeting (attached below).

**PDF: [IDLE FREE ZONE MAP](#)**

**PDF: [IDLE FREE PUBLICITY](#)**

**PDF: [IDLE FREE SIGNAGE](#)**

**PDF: [IDLE FREE RESOLUTION 2024](#)**



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## Best Practices for Local Boards of Health

5 Points

**Program Summary:** BEST PRACTICES FOR LBOH NARRATIVE The Chatham Board of Health has the responsibility to keep our town food safe and healthy. Contracted with the Westfield Regional Health Department, the BOH oversees public health, sanitary inspections, enforcement activities, disease prevention, and health promotion and education. The BOH meets monthly, aside from July and August. During meetings, the BOH addresses current health-related issues, new programs, and receives monthly updates and reports from the Chatham School System, the Health Officer, Animal Control, and the Registered Environmental Health Specialist. Over the past year, the Board of Health has advertised and implemented sun safety and skin protection reminders, youth COVID-19 vaccination locations, free at home COVID-19 tests, free rabies vaccines for pets, various free adult vaccinations, tips to avoid the flu, information on back-to-school health, wildlife safety tips, insect repellent tips, dog licensing, wildfire smoke factsheets, and mental health resources. \*The annual information session occurs during the reorganization meeting. This year it occurred on January 11th, 2024.

**PDF:** [CHATHAM BOROUGH BOARD OF HEALTH 2024.PDF](#)

**PDF:** [LOCAL HEALTH ASSESSMENT - HEALTH PROGRAMS IN CHATHAM.PDF](#)

**PDF:** [BOH MINUTES.PDF](#)

**PDF:** [2024 BOH BEST PRACTICES CERTIFACES - ALL 10.PDF](#)

**PDF:** [LOCAL BOARD OF HEALTH ORIENTATION TRAINING LETTER OF COMPLETION-2.PDF](#)

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## Building Healthier Communities

15 Points

**Program Summary:** CHATHAM BOROUGH and CHATHAM TOWNSHIP JOINT MAYORS' WELLNESS ADVISORY COMMITTEE are BUILDING HEALTHIER COMMUNITIES NARRATIVE The Borough of Chatham instituted the Mayors Wellness Campaign which is overseen by the Mayors Wellness Advisory Committee. The Mayor's Wellness Advisory Committee of the Chathams is made up of the Mayor, members of the Borough Council and health and wellness experts. In addition, the Advisory Committee partners with members from Chatham Township, including their Mayor and members of their Town Council. The Joint Advisory Committee's mission seeks to empower Chatham's residents to make their health and wellness a priority. The MWACC is dedicated to helping community members commit to and maintain a healthy lifestyle. Part of the efforts include equipping the mayors and other key leaders with the tools to develop and implement active-living initiatives in the community with the goal of improving health and reducing the skyrocketing health care costs. The COVID pandemic has provided ample opportunity to do that. The MWACC meets each month to discuss ways that residents can get involved in community programs that contribute to improved health and wellness. The MWACC partners with local organizations and businesses to help sponsor and create events of value to both Chatham Borough and Chatham Township residents. The following are of some of the other businesses and stakeholders that are involved: New Jersey Health Care Quality Institute, New Jersey State League of Municipalities, TransOptions, Chatham Borough Farmers' Market, ShopRite of Chatham, Westfield Regional Health Department, Municipal Alliance Committee of the Chathams, Madison Chatham Coalition, Chatham Borough Environmental Commission, Chatham Township Environmental Commission, North Jersey Health Collaborative, and the Green Teams of both Chatham Borough and Chatham Township.. Chatham Borough earned "Healthy Town" status in 2018 by the New Jersey Health Care Quality Institute for its efforts to promote healthy living and is committed to maintaining a healthy environment for all Borough residents, especially our youth and seniors. In support of seniors in our communities, the Borough, and the Township of the Chathams provides annual funding to the Senior Center of the Chathams – a shared service between the Township and the Borough located in Chatham Township. The Chatham Borough municipality also developed the Senior Citizens Advisory Committee in 2018 to actively involve senior citizens in community-minded events, establish effective communication methods, and create programs that

benefit their community while working alongside the local government and organizations, a Direct advisory committee, with a Council Liaison, to the Borough's Governing Body. In 2024 the MWC is committed to publishing monthly How To Care for Your Health published articles in the Chatham Living Magazine, Renna Media monthly newsprint, TAP Into Chatham online news, and the official Courier town paper. March 2, 2024 the MWC will join the Chamber of Commerce along with MWC representative Cooperman RWJBarnabas to provide FREE glucose, cholesterol and blood pressure screenings at a display table with Health Ready information. Planning for Gold Health Star

PDF: [MAYOR DEMPSEY'S PLEDGE.PDF](#)

PDF: [FEBRUARY HEALTH ARTICLE AND CHATHAM BOROUGH NEWSLETTER.PDF](#)

PDF: [2024 MWC ADISORY MEMBERSHIP - MEETING DATES.PDF](#)

PDF: [CHAMBER HEALTH FAIR 3-2-2024.PDF](#)

PDF: [BHC SENIOR SUBMISSION.PDF](#)

PDF: [BHC YOUTH SUBMISSION.PDF](#)

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## Integrating Health Into Municipal Decision Making

10 Points

**Program Summary:** INTEGRATING HEALTH INTO MUNICIPAL DECISION MAKING NARRATIVE Chatham Borough has taken strides to better incorporate health into our municipal decision-making. By taking the Planning Healthy Communities Initiative course, our two representatives were able to bring back valuable information on how to integrate health into our municipality. Now Chatham Borough is equipped with the skills to bring community health into the planning and decision-making process. We consider the impact of health in policy areas such as education, housing, transportation, economic development, and more. When planning we understand the context of health influences, social determinants of health, and health equity. Additionally, we strive to understand the impact of relevant stakeholders when making collaborative efforts to promote health. With these skills, and collaboration with the Board of Health, Chatham Borough can effectively make decisions and consider the health impact. \*Summer Scheduling of Chatham Boorugh Governing Body is limited and therefore the final Resolution will be adopted on August 12, 2024

PDF: [RESOLUTION #24-XX HEALTH IN ALL POLICIES APPROACH.PDF](#)

PDF: [INTEGRATING HEALTH IN MUNI DECISION MAKING ACTION QUESTIONNAIRE.PDF](#)

EXCEL: [HIAP CHECKLIST.XLSX](#)

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## Local Health Assessment & Action Plan

40 Points

**Program Summary:** Administrators, Chatham's Local Board of Health, and Westfield Regional Board Health Department servicing Chatham Borough collaborated to distribute Sustainable Jersey's Local Health Assessment through Survey Monkey to Chatham residents. Made up of twenty questions, the survey was publicized on the borough's website as a headliner, the environmental commission page, at the weekly Saturday Farmers Market, and the Senior Center, and sent out in the resident Constant Contact through the office of the administration during the months April, June, July, August. Based on the results, it was evident that the town had predominant issues in mental health concerns, transportation for senior-disabled residents, and bike/pedestrian safety, including e-bike users. Conclusions were apparent, based on the quantity of answers with rankings in these areas. The Action Plan development as a town is structured to include Chatham Partner Services to develop and communicate strategies towards improvement. Avenues in Motion, along with the Chatham Police Department, serve as expert contributors regarding transportation and pedestrian safety. This ongoing relationship positions Chatham for success in these important safety concerns. The Chatham Mayor's Wellness Advisory Committee, the Chatham-Madison Coalition, and Project Community Pride are housed and overseen by the Madison area

YMCA as partners that will collaborate with the Senior Center to implement programs and plans to improve in these areas. Making strides in these areas will make our town safer for pedestrians and bicyclists, and fashion mental health resources for readily accessible utilization. By providing more ways of transportation for our senior residents to decrease loneliness. In recreation, across 19 sports and all age groups and the pool, there was a total of 6,178 participants. Our Stakeholder Committee comprises the Borough Administrator, Governing Body Liaison, from the borough, Board of Health representatives, youth representation, Senior Center Director, Faith-based Institution. Stakeholder Committee: Steve Williams (Administrator) Melanie Politi (Assistant to the Borough Administrator/BOH), Kay Kaiser (Board of Health President), Katherine Hay (Council Member), Andrew Zoltan (Board of Health Vice President), Janice Piccolo (Community Services Director), Phoebe Kanellakos (Youth Community Services Intern), Dr. Christine Steinberg (Educational Family Nurse Practitioner), Julie Reich (Senior Center Director), Reverend Markay (United Methodist Church/Food Pantry)

**PDF:** [PARTNERS CONTACTS.PDF](#)

**EXCEL:** [SURVEY ANALYSIS.XLSX](#)

**PDF:** [ACTUAL LOCAL HEALTH ACTION PLAN CHATHAM BOH EXECUTED](#)

**PDF:** [HEALTH ACTION PLAN APPROVAL PROCESS BOH, PLANNING BOARD, GOVERNING BODY.PDF](#)

**PDF:** [LOCAL HEALTH ASSESSMENT WORKSHEET](#)

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## Safe Routes to School

10 Points

**Program Summary:** Chatham Safe Routes to School is part of a national effort supported by New Jersey Department of Transportation, with Avenues In Motion a northeast Transportation Management Association in NJ. Avenues in Motion address traffic congestion, safety, economic development, air quality, community programming and livability. The program is designed to enable and encourage children to walk and bike to school, to make these activities a safer and more appealing transportation alternative, thereby encouraging a healthy active lifestyle from an early age. In addition, the goals of the Chatham SRTS project are to facilitate the planning, development, and implementation of projects and activities that will improve safety and reduce traffic, fuel consumption, and air pollution in the vicinity of schools. Chatham Borough has incorporated crossing guards at all major intersections along the most popular walking trails and sidewalks near our schools. These crossing guards oversee the safety and security of our student and parent walkers while also encouraging community spirit through their friendly demeanor. Some additional initiatives with Chatham SRTS include research into the expansion and addition of sidewalks along busy roadways to make walking and biking safer. This is being addressed in coalition with our sister community of Chatham Township. Chatham Borough Traffic Safety Officers partnered with the Chatham Girl Scouts, who sought to educate youth on the dangers of texting while walking. Avenues in Motion will award a Certificate in April 2024. URL to NJ SRTS website showing our SILVER Certification: <https://www.saferoutesnj.org/current-safe-routes-to-school-recognition-program-winners/>

**IMAGE:** [SCREENSHOT\\_24-6-2024\\_13246\\_WWW.SAFEROUTESNJ.ORG.JPEG](#)

**POWERPOINT:** [BOROUGH OF CHATHAM 2024 SILVER.PPTX](#)

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## Tobacco Free Community

10 Points

**Program Summary:** With support from the Board of Health, Chatham Borough's Mayor and Council introduced, and passed on first reading, BOH Ordinance #10-01 AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE BOROUGH OF CHATHAM, COUNTY OF MORRIS, STATE OF NEW JERSEY AMENDING AND SUPPLEMENTING CHAPTER 195, ENTITLED PARKS, PLAYGROUNDS AND RECREATION AREAS OF THE BOROUGH CODE TO PROHIBIT SMOKING OR THE USE OF TOBACCO RELATED PRODUCTS WITHIN THE

BOROUGH'S PARKS, PLAYGROUNDS, RECREATION AREAS, BOROUGH HALL AND THE LIBRARY on October 25, 2010. The Ordinance was adopted at the following Council meeting on November 8, 2010, with no public opposition. In 2020 Chatham Borough Board of Health along with Mayor and Council passed a new Ordinance, BOH 2020-07 ENACTING REGULATIONS ON THE RETAIL ELECTRONIC SMOKING DEVICE ESTABLISHMENTS. The Ordinance includes purpose, definitions, and regulations and manufacturing, sales, licensing and distribution of electronic smoking devices. The public was informed via news, on-site education at the schools in collaboration with MACC Municipal Alliance Committee of the Chathams, and the Borough website. The Westfield Health Department utilizes local teenage volunteers to conduct random Tobacco Age Sale Enforcement (TASE) throughout the year and the HOPE (Healthy Outreach using Peer Education) Leadership Group quizzed the high school students to disseminate information on vaping for the 2023 Great American Smoke Out. Additionally, all department heads, including police, DPW, and employees in Chatham Borough are made aware of new Ordinances, Resolutions when passed as standard practice. All documentation to such attached in files.

**PDF:** [NO SMOKING ORDINANCE](#)

**PDF:** [VAPING REGULATIONS ORDINANCE](#)

**WORD:** [PUBLICITY](#)

**PDF:** [COMMUNITY OUTREACH PHOTO](#)

## Innovative Projects

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### Innovative Community Project 1

10 Points

**Program Summary:** Chatham Borough 2023 Native Garden Demonstration Project - A collaboration of multiple entities in Chatham Borough turned multiple barren gardens into beautiful examples of Native Plants. The objective of the gardens is to present, promote and educate the public about the benefits to our environment of gardening with plants Native to New Jersey. The resulting gardens were highlighted as examples of native gardens by Congresswoman Mikie Sherill at the Great Swamp Outdoor Education Center in January 2024. A detailed narrative about the Native Garden Demonstration Project as well as other beautification projects can be found in the attached document "The Chatham Borough 2023 Native Garden Demonstration Project.docx.

**WORD:** [THE CHATHAM BOROUGH 2023 NATIVE GARDEN DEMONSTRATION PROJECT.DOCX](#)

**PDF:** [CHATHAM BOROUGH NATIVE POLINATOR GARDENS EXAMPLE BY CONGRESSWOMAN MIKIE SHERRILL.PDF](#)

**PDF:** [PRESENTATIONS, PLANNING, CONSTRUCTION, NATIVE PLANT SELECTION, TOWN & COUNTRY GARDEN SKILLED VOLUNTEERS.PDF](#)

**PDF:** [TOWN & COUNTRY GARDEN CLUB LINKS, PROJECT MEMO COMMUNITY SERVICES, CONSTRUCTION PERMIT, COUNCIL AGENDA.PDF](#)

**PDF:** [GARDEN PARK BEFORE & AFTER - COURIER NEWS ARTICLE - MIKIE SHERRILL EVENT.PDF](#)

**WORD:** [BEFORE & AFTER MAIN STREET NATIVE PLANT DEMONSTRATION GARDEN.DOCX](#)

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### Innovative Community Project 2

10 Points

**Program Summary:** On April 27, 2024, Chatham Borough hosted "Celebrate Trails Day," a multifaceted event promoting environmental awareness, passive recreation and community engagement. The highlight was the official ribbon-cutting and opening of the Historic River Trail at Shepard Kollock Park. Funding was partially provided by the Morris County Preservation Trust Fund Trail Construction Grant Program. This trail features a 1.5-mile ADA-accessible surface path and a 1.5-mile wood chip trail through

the Passaic River woodlands. The project includes natural seating, historical markers and places to hike, fish and kayak. Mayor Dempsey, Council Member Strickland, and other dignitaries recognized the hard work that made the trail a reality. The trail was added to the national trails map as part of the "Celebrate Trails" project by "Rails to Trails Conservancy". The Chatham Historical Society contributed five historical markers outlining significant events along the river from the fishing and hunting activities of the Lenape, to a revolutionary War encampment to the arrival of the MCT trolley system. The event included the Borough's annual "Clean-up Day." Volunteers from local organizations, including Sprout House pre-school, Lions Club, Kiwanis, scout groups, and the Town & Country Garden Club, picked up trash and spread mulch along the trail. Environmental Commission (EC) members educated attendees on the benefits of native plants, emphasizing their role in supporting local wildlife, improving stormwater management, and reducing maintenance. An "invasive plant strike force" consisting of volunteers, Green Team and EC members and the DPW, replaced invasive plants with native species. The EC organized a Scavenger Hunt encouraging exploration of the trail's natural and historical significance. The Chatham Beekeeping Club and the county's Mosquito Control Squad presented engaging exhibits. The boy scouts led a river-dipping activity, demonstrating how residents can monitor local water quality. Celebrate Trails Day was a resounding success, fostering community spirit and environmental stewardship in Chatham Borough. A summary video of the day can be found at the following link. This video will also be added to the Rails to Trails Conservancy website highlighting the value of their local trails.

<https://www.youtube.com/watch?v=xkgh4ptfLNk>

PDF: [CELEBRATE TRAIL DAYS ADVERTISING EXAMPLES.PDF](#)  
PDF: [PRESS RELEASE CHATHAM HISTORIC RIVERSIDE TRAIL RIBBON CUTTING.PDF](#)

## Land Use & Transportation

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### Sustainable Land Use Pledge

10 Points

 Bronze Priority  Silver Priority

**Program Summary:** CHATHAM BOROUGH'S SUSTAINABLE LAND USE PLEDGE Chatham Borough has had a Sustainable Land Use Resolution since 2021. The Land Use Resolution has been renewed annually. The resolution was renewed by the planning board on February 7th, 2024 and by the Council on February 12, 2024. The 2024 resolutions are attached below. Both resolutions have been posted on the municipal website as part of the meeting agendas and distributed to all Borough entities as part of Chatham Borough's normal governmental procedures once approval. The minutes of the Council meeting indicating the passing of the resolution were posted on the Borough's website. Besides the Borough's website, resolutions are posted in Borough Hall and available from the Clerk's office.

PDF: [2024 LAND USE PLEDGE GOVERNING BODY.PDF](#)  
PDF: [COUNCIL LAND USE RESOLUTION.PDF](#)

## Local Economies

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### Support Local Businesses

10 Points

**Program Summary:** SUPPORT LOCAL BUSINESSES NARRATIVE Chatham Borough strives to promote

and support its local businesses through many outlets. In 2022, the Chatham Chamber of Commerce was formed during the holidays to produce more support for local businesses post-pandemic. Chatham businesses are advertised in the Chatham Courier the Borough's official newspaper, on a yearly basis as the center of the foldout during the economic stimulus Towns Wide Street Fair Fishawack Festival a Cultural Heritage Event. Fishawack Festival in its 55 th year in 2024, offers children activities and promotes shop-dine-use local businesses. Community – Commerce – Connecting. Businesses can also advertise with medium-low-cost rates during this annual event. edition. Not only does this support the local business within the Chamber of Commerce, but it also supports the courier which is a local business itself. For the 2024 Fishawack Festival, During Chatham's cultural heritage event, the businesses of the Chatham Chamber of Commerce were offered to come at a reduced rate, and the Chamber organization paid their reduced fee. At the Chatham Borough Farmers Market, the Chamber local businesses have a space reserved for them at the market and are offered the opportunity to attend FEE- free. The Summer Thursday Nights Chatham's Concert Series, concertgoers are encouraged to go downtown to pick up, or to have delivered to Fire House Plaza (directly behind Main Street eateries) dinner dessert and more. Additionally Broadway Under the stars brings many people that help support local.

**PDF: [29949-FISHAWACK FLYER 11 X 17-V3 PAGINATED\\_FLATPRINT.PDF](#)**

**IMAGE: [CBFM VENDOR FLYER.PNG](#)**

**PDF: [CONCERT SERIES FINAL 7-16-24.PDF](#)**

**PDF: [FINAL QUALITATIVE ASSESSMENT.PDF](#)**

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## Natural Resources

### Natural Resource Inventory

20 Points

 Bronze Priority  Silver Priority

**Program Summary:** The Chatham Borough Environmental Commission began work on updating the Environmental Resource Inventory (aka Natural Resource Inventory) in 2019 but those efforts were suspended due to the Covid-19 pandemic. In 2022, a sub-committee of the Environmental Commission was formed for the purpose of updating the ERI. In Feb 2023, the Borough applied to the PSEG Foundation for financial assistance but was not unsuccessful. Subsequently, funds were earmarked in the 2023 and 2024 municipal budget to cover consultancy, photography, state searches, printing and binding fees. In August of 2023, the Chatham Council passed a resolution awarding a professional Service agreement to the Land Conservancy on the advice of the Environmental Commission Chair. A statement of Work and fee schedule was agreed and signed at the end of August allowing work to commence. The Environmental Commission worked closely with the Land Conservancy to review and update the entire ERI. Document inputs came from the Environmental Commission, the Land Conservancy and multiple municipal employees. In May of 2024, the updated Environmental Resource Inventory (ERI) was presented at the Borough Council Meeting. In June, the Planning Board approved and adopted the Inventory as part of Chatham's Master Plan. Per New Jersey (MLUL/N.J.S.A. 40:55D-28) the Master Plan and the Environmental Resource Inventory will be updated every 10 years.

**PDF: [CHATHAM BOROUGH ERI-FINAL \(6.04.2024\)R.PDF](#)**

**PDF: [CHATHAM BOROUGH ERI PRESENTATION 5.13.24 PPT.PPTX.PDF](#)**

**PDF: [APPROVED ERI RESOLUTION JUNE 19 2024.PDF](#)**

**PDF: [ORDINANCE 24-08 APPROPRIATION OF MASTER PLAN FUNDING.PDF](#)**

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### Environmental Commission

10 Points

**Program Summary:** CHATHAM BOROUGH'S ENVIRONMENTAL COMMISSION The Chatham Borough Environmental Commission (CBEC) is a State mandated entity which consists of seven members, appointed by the Mayor, who may also appoint two alternate members. All members are volunteers who reside in Chatham Borough. One member of the Environmental Commission is also a member of the Chatham Borough Planning Board. Other members of CBEC are also members the Open Space and Historic Trust Advisory Committee and the Community Garden. CBEC also maintains contacts with local civic and regional entities which may have an interest in environmental issues. Environmental Commission meetings are held on the 2nd Wednesday of every month at 8:00 P.M. The meetings are open to the public and are posted on the Chatham Borough website and in the Chatham Borough calendar, which is distributed free of charge to all residents. Environmental Commission information in the Borough code may be viewed at <http://ecode360.com/6791691?highlight=environmental#6791691>

**PDF: [EC MEETING DATES AND EC MEETING AGENDAS 2023.PDF](#)**

**PDF: [EC MEETING MINUTES 2023.PDF](#)**

**PDF: [EC MEMBERSHIP, RESOLUTION APPOINTMENTS, COUNCIL AGENDA MEETING.PDF](#)**

**PDF: [EC CHAIR SUSIE ROBERTSON ENVIRONMENTAL COMMISSION ANNUAL REPORT AND LINK.PDF](#)**

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## Environmental Commission Site Plan Review

10 Points

**Program Summary:** The Planning Board notices meetings approximately every two weeks during the year. The Environmental Commission Chair sits as a Class 4 member of the Planning Board, and another Commissioner sits on the Zoning Board of Adjustment. All plans submitted to the Boards are reviewed by at least one EC Commissioner. Planning Board proceedings feature on the monthly EC agenda. The plans are either discussed in advance of the Boards' meetings or proceedings are reported on afterwards. The EC Chair has an environmental checklist, the ERI, and reports from the Borough's Engineer and Planner as guidelines for the review for each plan. Site visits are made when there are environmentally sensitive issues, especially in the case of larger developments. The guidelines for the review include: • Review of flood, landscape, slope, recharge, and water resource maps. • Impervious surface coverage. • Opportunity to recommend: high efficiency windows/doors, insulation, appliances, solar, heat pumps, make-ready for EV charging, use of native, low-water, drought-resistant plants, and/or removal of invasive plants. green infrastructure proposals for stormwater runoff, for example, disconnecting downspouts or sump pumps from street and diverting water to swales or rain gardens. The Commission may recommend against a project exceeding the maximum impervious surface coverage allowance, or will recommend stormwater abatement measures, such as rain gardens, in keeping with best practices. The Environmental Commission Chair writes a report on each application, and these remarks and recommendations are delivered in person at the Application hearing and discussed with the applicant and attorney. For example, in 2022, during the Application for Charley's Aunt, the EC recommended the use of high efficiency windows and doors and better insulation. In 2023, the lot subdivision application, native plant recommendations and tree cover preservation was made with regard to the landscaping plans for the new construction

**PDF: [APPLICATIONS REVIEWED 22-24.PDF](#)**

**PDF: [11-1-22 SITE REVIEW REPORT.PDF](#)**

**PDF: [5-1-23 EC SITE REVIEW RECOMMENDATIONS.PDF](#)**

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## Winter Best Practices to Reduce Road Salt Impacts

15 Points

**Program Summary:** Chatham Borough executes all regulations in accordance with DEP involving inventory of winter road maintenance practices and equipment. Road Salt application training is attended



by the director as well as road crew foreman annually to ensure the practices are implemented according to regulation. Attached is supporting documentation. Chatham seeks 15 points for this action, 10 points for inventory and 5 points for training.

PDF: [WINTERIZATION PERSONNEL.PDF](#)

PDF: [SALT ORDINANCE 2024.PDF](#)

PDF: [CHATHAM BOROUGH WATERSHED AND PARTICULATES INFORMATION.PDF](#)

EXCEL: [WINTER BEST PRACTICE REQUIRED SPREADSHEET 7-12-24.XLSX](#)

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### **Tree Protection Ordinance \*Retires 12/31/25\***

**10 Points**

**Program Summary:** CHATHAM BOROUGH'S TREE PROTECTION ORDINANCE Chatham Borough has a Tree Protection Ordinance which extends to trees on private property. This ordinance was adopted by Chatham Borough Council in 2001 (Ordinance 01-14, codified as Chapter 165, Article XV) and can be found through a link on the municipal website at <https://ecode360.com/6794129>. A permit is required to cut down any tree over 6 inches in diameter and may be obtained from the Department of Community Services. There is a permit application fee and a "live tree" fee related to the number of trees involved. The fee may be waived if the Construction Official or a Certified Tree Expert determines that the tree is dead. The purpose of the tree protection ordinance is as follows: The Borough Council of the Borough of Chatham finds that the preservation, maintenance, protection and planting of trees aids in the stabilization of soil by the prevention of erosion and sedimentation; reduces storm water runoff and the potential damage it may create; aids in the removal of pollutants from the air and assists in the generation of oxygen; provides a buffer and screen against noise and pollution; provides protection against severe weather, aids in the control of drainage and restoration of denuded soil subsequent to construction or grading; provides a habitat for birds and other wildlife and otherwise enhances the environment; protects and increases property values; preserves and enhances the Borough's physical and aesthetic appearance, and generally promotes the public health and welfare. The regulations contained herein are designed to maintain such beneficial impacts while not interfering with the right of the Borough property owner appropriately to preserve, protect and remove trees. The ordinance addresses the required components outlined in the Sustainable Jersey Action.

PDF: [CHATHAM TREE PROTECTION ORDINANCE](#)

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### **Community Forestry Management Plan & NJUCF Accreditation**

**20 Points**

**Program Summary:** CHATHAM BOROUGH'S COMMUNITY FORESTRY PLAN AND NJUCF ACCREDITATION Chatham Borough is annually accredited by the NJUCF and meets all the requirements set forth by the organization. Accreditation from the NJUCF requires that one Borough employee and one volunteer have received CORE training. Chatham Borough exceeds the requirements in this section, having four people trained. Likewise, the Borough exceeds the Continuing Education Unit (CEU) Requirements, as eight are required by the NJUCF, and Chatham Borough has twenty. Two volunteers also attended the 2020 Annual Shade Tree Federation Conference to understand and gain the latest information in tree management. Certification from the NJUCF also requires that a Forestry Management Plan be maintained. This five-year plan outlines the Borough's goals and initiatives surrounding tree care planting and maintenance. The NJDEP issued an extension to all communities because of COVID, meaning our next plan is not due until 2025. Chatham Borough's signed plan can be found on the NJ Department of Environmental Protection website under 2021 NJUCF Accreditation Status at:

<https://www.nj.gov/dep/parksandforests/forest/community/>. Our municipalities plan is on page 110. The Borough's Shade Tree Commission is annually responsible for planting trees in public areas throughout the town, in addition to management and maintaining of existing trees on public property. Chatham

Borough's participation in the NJUCF is very important for the community, as it allows the Borough to apply for many different types of grants, relating to goals concerning Sustainability and tree care. Because of the wide opportunity of grants available to Municipalities which receive accreditation from the NJUCF, it has the potential for great impact upon the community.

**PDF:** [2023 ACCREDITATION STAUS](#)

**PDF:** [SHADE TREE COMMISSION SIGNED 5 YEAR PLAN.PDF](#)

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## Tree Maintenance Programs

10 Points

**Program Summary:** CHATHAM BOROUGH'S TREE MAINTENANCE PROGRAMS Most of the tree canopy in Chatham Borough is made up of mature trees. The town is divided into 6 zones and maintains its street trees on a 3-year cycle, two zones per year. Individual trees are also maintained as needed. Maintenance is conducted by the Chatham Borough Department of Public Works and is also contracted out to several private contractors. State roads that transverse Chatham Borough are maintained by NJDOT, and Morris County DPW maintains Chatham Borough trees that are on County roads. Trees in the direct path of the electric distribution system are maintained by JCP&L.

**PDF:** [TREE MAINTENANCE PROGRAM.PDF](#)

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## Tree Planting Programs

10 Points

**Program Summary:** CHATHAM BOROUGH'S TREE PLANTING PROGRAMS To successfully implement the Tree Planting Program into the Chatham Borough Community, the Shade Tree Commission created a tree request form to facilitate planting requests from homeowners in the Borough. Representation from the Shade Tree Commission visited the New Jersey Shade Tree Federation Annual Conference, where a planting guidance was obtained. A meeting with nursery representatives was held to discuss the tree options for the community. The nursery was visited to view the available stock of trees that would potentially be planted in Chatham Borough. Planting information was provided to this nursery, with photos of each location, Borough right of way, road width, and wire information. This information was essential to the project because the nursery needs to know how the growth of the trees in the future would affect the surrounding infrastructure and roads. This information was also provided to ensure that the appropriate trees were planted in the appropriate locations. The nursery was then assisted in markups of where trees would be planted, and which trees would be planted. On the day of the tree plantings, all of the locations were visited to ensure the planting was going smoothly and that there were no issues with any of the trees. After the plantings were completed, follow up visits were made to all of the locations to ensure that the trees were successfully planted in the correct locations. A total of fifty trees were planted around Chatham Borough, including seventeen larger trees (2.5" caliper) in public open spaces.

**PDF:** [TREE PLANTING BUDGET 2023](#)

**PDF:** [PLANTING LOCATIONS](#)

**PDF:** [TREES PLANTED PHOTOS](#)

## Public Information & Engagement

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## Municipal Communications Strategy

10 Points

**Program Summary:** Chatham Borough uses multiple methods of communicating with residents. The municipal website is designed to make it easy for residents to find information using multiple types of devices. Constant Contact emails information about events, surveys and other items of interest to residents that “opt-in”. Smart 911 (aka Alert Chatham Borough) is a customizable system that lets the resident select types of information (Emergency, news, road closures, etc) they would like to receive and how they would like to receive it (emails, phone calls, texts). In addition, each resident receives a hand delivered calendar which has important information regarding planned events, garbage and recycling, library hours, etc. Social media accounts are updated to disseminate information relevant to their respective followers. The Mayor’s Letter is sent to all residents annually. Social Media subscriber information: Constant Contact: 1,737 contacts, 66% email open rate Facebook Followers: 1,664 (89 posts in last 6 months) Instagram: 1,200 Followers X: 1,107 followers

PDF: [MUNICIPAL COMMUNICATIONS STRATEGY.PDF](#)

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## Improve Public Engagement in Municipal Government

15 Points

**Program Summary:** CHATHAM BOROUGH’S IMPROVE PUBLIC ENGAGEMENT IN MUNICIPAL GOVERNMENT Chatham Borough has an active website where information remains current through often daily updates by the Communications Coordinator. Rules for citizen input at public meetings are posted in an accessible and easily found location. Office hours have been added by our Council members to allow for interaction with the community. We continue to explore ways to improve how the public engages with municipal government.

PDF: [SAMPLE COUNCIL AGENDA](#)

PDF: [IMPROVING PUBLIC ENGAGEMENT CHECKLIST](#)

PDF: [SUBMISSION CHECKLIST](#)

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## Improve Public Engagement in Planning and Zoning

15 Points

**Program Summary:** Regular meetings of the Planning Board and Zoning Board are open to the public and agendas and notices can be found on the municipal website as well as posted to the bulletin board at the municipal building. The addition of the Granicus system in September 2023 allows the public to access agendas, meeting notes and meeting videos. In addition, a recent survey is gathering input regarding the Watchung Avenue and River Road Redevelopment Area. Prior surveys have resulted in rich information from the community.

PDF: [ZONING MEETING MINUTES](#)

PDF: [IMPROVE PUBLIC ENGAGEMENT CHECKLIST.PDF](#)

PDF: [ZONING AGENDA SAMPLE](#)

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## Digitizing Public Information

10 Points

**Program Summary:** The ever-evolving homepage of Chatham Borough’s municipal website includes information on Borough Government, Departments, Committees, Services, Applications and the much used “How Do I” section. The Chatham Borough Calendar, Directory, News, Alerts and Events are updated weekly. In the “How Do I / Pay for” section of the website, users can pay Motor Vehicle Traffic or Parking Tickets, Property Taxes, Solid Waste Bills, Water and Sewer Bills and Pet Licensing and Alarm Registration. Also in the “How Do I” section, users can access the Ecodes of the Borough which include the Administrative, General, Board of Health and Shade Tree codes, new codes which are pending adoption, and all Resolutions. With the implementation of the Granicus system, Agendas, Minutes and Videos are now available for Mayor and Council Meetings, Planning Board Meetings and Zoning Board Meetings. Chatham Borough has also implemented the Spatial Data Logic (SDL) system which allows residents to view and sign up for Building Inspections, Parking Permits and Pet Licenses.

**PDF:** [DIGITILIZING PUBLIC INFO CHECKLIST.PDF](#)

## Waste Management

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### Prescription Drug Safety & Disposal

10 Points

 Bronze Priority  Silver Priority

**Program Summary:** CHATHAM BOROUGH’S PRESCRIPTION DRUG SAFETY AND DISPOSAL Chatham Borough takes prescription drug collection and disposal very seriously and promotes the program in many ways. An important shared service between Chatham Borough, Chatham Township, and Madison is unused medicine drop boxes. The Chatham Township Police Department and the Madison Police Department both have medicine drop boxes called “MedReturn”, that are easily accessible to the public 24/7 at 401 Southern Boulevard, Chatham, and 62 Kings Road, Madison, respectively. These boxes have been in the same location for multiple years so residents do not need to search for them. How to safely dispose of unused medication can be found in the “How do I/Dispose of” section of the Chatham Borough webpage at the following link <https://chathamborough.org/how/308-dispose-of> The program is also promoted in the Chatham Borough Calendar (Page scan in uploads), distributed to all residents free of charge, and listed on county, state, and national websites. Additional information about the drop boxes can be found on the websites of the Chatham Township Police Department <https://chathamtownship-nj.gov/index.asp> and the Borough of Madison <https://www.rosenet.org/653/Medication-Return> Between June 2023 and June 2024, Madison collected a total of 485 lbs of disposed drugs, and Chatham Township collected a total of 215 lbs. Area drug takeback programs are advertised in the local newspaper, through flyers distributed at the Chatham Borough Sustainability Fair, and on Borough-oriented Facebook pages. Coordinators from the Morris County Sheriff’s Office transport box contents to Coventry in Newark where the drugs are incinerated. Donations to the drop boxes are anonymous, therefore the number of people served is not known. To supplement collection by the two police departments, CVS Pharmacy, located in Chatham Borough, also collects unused prescription drugs. The drop box is maintained by MedSafe. Pharmacy staff do not maintain information about the type, number, or volume of prescriptions collected, but the box cannot be accessed without the pharmacist who holds the key. CVS is located at 471 Main Street, Chatham, NJ 07928, and is open during regular pharmacy hours. In addition, the Chatham Borough Police Department participated in the National Prescription Drug Take-Back Day on October 28, 2023. Additional information can be found on the Morris County Website: <https://www.morriscountynj.gov/Departments/Sheriff/Community-Programs/Prescription-Drug-Drop-Box-Program>

**PDF:** [FILE 1 - DROP BOX LOCATIONS AND PHOTOS](#)

**PDF:** [IMPACTS OF IMPROPER DRUG DISPOSAL.PDF](#)

**PDF:** [OCTOBER 2023 PRESCRIPTION DRUG SAFETY ARTICLE.PDF](#)

**PDF:** [PATCH ARTICLE LINK.PDF](#)

**PDF:** [RESIDENT BOROUGH CALENDAR PAGE RX DRUG DISPOSAL.PDF](#)

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## Community Paper Shredding Day

5 Points

**Program Summary:** CHATHAM BOROUGH'S COMMUNITY PAPER SHREDDING DAY The Senior Center of the Chathams, a shared service by Chatham Borough and Chatham Township, performs paper shreds for the community two times per year. The Senior Center held its first shred on April 22nd, 2023, and included a sneaker recycling drive. The second was held on October 21st, 2023. The events shredded approximately 6,000 pounds of paper from about 300 cars. 200 pairs of sneakers were collected and the April event and shipped to a recycling organization the helps to keep sneakers and other athletic footwear out of landfills. The event was publicized through press releases and on various Facebook pages and forums. Lawn signs were also made and printed for distribution around town. Several volunteers from the Senior Center helped to staff the event, helping move paper from cars to the shredder, while three members of the Chatham High School Key Club assisted in directing cars and traffic.

**PDF:** [WASTE MANGEMENT PAPER SHRED DAY.PDF](#)

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## Non-Mandated Materials Recycling

30 Points

**Program Summary:** Chatham Borough residents recycle Bulky Rigid Plastic and Textile items at the Chatham Borough Recycling Center. The recycling center is located at 90 Summit Avenue and is open to Borough residents every Saturday from 9-12:00. Per the Morris County Municipal Utilities Authority that transports our Rigid Bulk Plastic, .93 tons were recycled. (Chatham Borough Rigid Plastic Loads PDF) Also at the Recycle Depot is a Bin for textile Recycling. These materials are recycled by Texima, LLC. In 2023 1.74 tons of textiles were recycled at Chatham. (Borough of Chatham Tonage Report 2023) Every January Chatham DPW gathers Christmas trees from the curbside of residents. In 2023, 127 cubic yards of Christmas trees were collected and delivered to a local vegetative recycler where it was turned into mulch for resale. (Rotondi Receipts for Christmas Receipts) In 2022, Chatham Borough began recycling Polystyrene (Plastic #6) at the Madison Recycling Center. The Madison Recycling Center is located on Station Road in Madison and is open Tuesdays and Fridays from 8-12:00 and on Saturdays from 9-2:30. Madison does not track the exact weight of the Styrofoam that is recycled, but in 2022, the Madison DPW estimated that 1 ton had been recycled. (This number came from their Sustainable Jersey Entry.) Example of Styrofoam outreach included. All Non-Mandated Materials Recycling are part of the Chatham Borough Calendar and on the Municipal Website. (See Photos) Chatham is requesting 30 points for these programs. Bulk Plastic (10), Textiles (5), Polystyrene (10) and Christmas Trees (5)

**PDF:** [CHATHAM BORO RIGID PLASTIC LOADS.PDF](#)

**EXCEL:** [BOROUGH OF CHATHAM 2023 TONAGE REPORT.XLSX](#)

**PDF:** [ROTONDI RECEIPTS FOR CHRISTMAS TREES.PDF](#)

**PDF:** [NON MANDATED MATERIALS CHECKLIST.PDF](#)

**PDF:** [CB CALENDER AND WEBSITE RECYCLING PAGES.PDF](#)

**PDF:** [COMMUNITY FORUM POST ANNOUNCING THE STYROFOAM SCHEME.PDF](#)

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## Recycling Depot

10 Points

**Program Summary:** Chatham Borough's recycling depot is a large lot at the corner of Summit Avenue

and Ogden Street. It has been in operation since the 1980's. It is open to residents and small businesses every Saturday from 9-12:00. Located at the site are covered recycling containers which have side openings to make loading easier as well as covered roofs to protect the materials within. The recycling hauler for Chatham Borough is Morris County Municipal Utilities Authority (MCMUA). A single-stream recycling system is employed which eliminates the need to separate glass, plastic and cardboard. Recycling depot hours of operation and acceptable materials can be found on the Chatham Borough website on the How Do I/Dispose of site <https://chathamborough.org/how/308-dispose-of>. Depot hours are listed on the monthly pages of the calendar each resident receives annually and are advertised at the recycling depot (see photos). The calendar details recyclable materials and large signs at the depot also detail which materials are recyclable (see photos). In addition to the items that are collected curbside, the Recycling Depot also accepts textiles, bulky rigid plastics and consumer electronics.

**PDF:** [RECYCLING DEPOT ACCEPTABLE ITEMS.PDF](#)

**PDF:** [RECYCLING DEPOT PROMOS AND PHOTOS.PDF](#)

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## Grass - Cut It and Leave It Program

5 Points

**Program Summary:** CHATHAM BOROUGH'S GRASS – CUT IT AND LEAVE IT PROGRAM Chatham Borough has had a quiet Grass Cut It and Leave It! Program for over a decade. Letters to area landscapers are sent periodically as a reminder about the program, and the Grass Cut It and Leave It brochure is available at Borough Hall, distributed at the Chatham Borough Farmers market during the market season, and linked on the Green Team's section of the Environmental Commission page of the municipal website at <http://www.chathamborough.org/chatham/Boards%20%26%20Commissions/Environmental%20Commission/> and. Grass Cut It and Leave It reminders are also posted on the Facebook page of the Environmental Commission.

**PDF:** [LEAF, BRUSH, AND YARD WASTE INFO.PDF](#)

**:** [GRASS CUT IT AND LEAVE IT BROCHURE.ZIP](#)

**PDF:** [OFFICIAL 2024 CALENDAR.PDF](#)

**WORD:** [LETTER TO THE LANDSCAPERS 2023.DOCX](#)

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## Materials Reuse Program

10 Points

**Program Summary:** Reuse 1: For the annual book sale at the Library of the Chathams, the book collection began Jan 14 and ended on February 11. The collection includes Books, CDs, Vinyl Records, Puzzles and Board Games. The book sale was held on March 11-15. This community event is spearheaded by the nonprofit Friends of the Library and proceeds are presented to the Library of the Chathams. Support from the municipality includes the use of the Library's lower level, where over 35 volunteers help with collecting and sorting the donations. The sale is promoted by the municipality in the Borough Calendar, space on the Borough Hall lobby bulletin board, via Constant Comment emails at the Sustainability Fair (hosted by the Chatham Borough Farmers' Market), through the farmers' market newsletter, and on the Borough's website and local broadcast channels. In 2023, five carloads of children's books were sent to Taiwan for distribution to schools, libraries, and prisons. The remaining books were distributed to the following charities: • Books for Malawi - Bibles primarily • Books for Taiwan -- children's books and adult books with pictures • Great Swamp Wildlife Refuge pick up adult nature books and any leftover children's books • Breast Cancer Society picked up 40 boxes of books • Vietnam Vets to pick up all remaining books and records Reuse 2: On October 1, 2023, and May 6, 2023, Chatham Borough residents participated in the biannual Town-Wide Yard Sale. Chatham Borough, Chatham Township and Madison communities participate in the sale. The sale encourages residents to host garage sales on the same day to bring in more buyers to the community while simultaneously reducing waste. In

October, 77 houses participated, while in May 100 houses participated. The sale is hosted by the Great Swamp Watershed Association (GSWA). This event is a fundraiser for the Great Swamp Watershed Association. Residents can list their sales on a digital map for a \$10 tax-deductible donation to the Great Swamp Watershed Association. The sale was also publicized by the Chatham Environmental Commission and the Chatham Municipality. Reuse 3: Along the same thought process, the Chatham High School Green Team and the TEDxYouth@Chatham organizations hosted a “pop-up” formal wear resell store on March 18, 2023, at Chatham High School. The public was encouraged to use this opportunity to sell gently used formal attire. The aim of the sale was to inspire the community to make small changes that reduce textile waste through donations and second-hand shopping. The faculty Team Advisor estimates that 200 clothing items were donated. Approximately 50 items sold. The remaining items that sellers did not want returned were donated to Table of Hope's Prom Shop in Morristown (run through Bethel AME Church).

**PDF: [LIBRARY BOOKSALE ADVERTISEMENTS AND WRITE UP.PDF](#)**

**PDF: [TRI-TOWN GARAGE SALE PROMOTION AND PARTICIPATION.PDF](#)**

**PDF: [COUGAR COUTURE ADVERTISING.PDF](#)**