



Sustainable Jersey Certification Report

This is the Sustainable Jersey Certification Report of West Cape May Boro, a Sustainable Jersey bronze certified applicant.

West Cape May Boro was certified on October 12, 2016 with 175 points. Listed below is information regarding West Cape May Boro's Sustainable Jersey efforts and materials associated with the applicant's certified actions.

Contact Information

The designated Sustainable Jersey contact for West Cape May Boro is:

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Actions Implemented

Each approved action and supporting documentation for which West Cape May Boro was approved for in 2016 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

Green Team

10 Points

 Bronze Required

Program Summary: The Borough of West Cape May Green Team originally was totally a function of the Environmental Commission (EC). In June 2014, WCM received a Sustainable Jersey Small Grant for installation of bike racks near its Farmers Market location. During this time period the EC served as the Green Team. Subsequently, it was felt the Green Team should be more

representative of the community. During regular EC meetings, discussions were held regarding the Borough becoming certified in the Sustainable Jersey program. At the time WCM was only registered. Once the commitment was made in September 2015 to move forward with the certification process it was understood that recognition of a formal Green Team was mandatory. Even during the time (2014) of the EC Green Team grant procurement, there was a group consisting of WCM Borough employees and citizens working together to support sustainable initiatives. It was decided to use the Sustainable Jersey model of having an EC sustainability subcommittee being part of a larger group of those individuals to form a Municipal Green Team. Two members of the EC volunteered to head-up the endeavor. Discussions with the Mayor led to the recognition of the Green Team which was already operating on an informal basis. A resolution was passed on April 16, 2016 acknowledging this group as the WCM Municipal Green Team. During the above time period the informal Green Team was already active in a community "Open Space" project. This project can found in our Innovative Community Project action submission. In addition, EC sustainable subcommittee met with the Mayor, drafted a "Sustainable Land Use Pledge," and had it passed as a resolution on March 23, 2016. The community of WCM is proud to have a Green Team of wonderfully representative individuals dedicated to the sustainability cause.

PDF: [GREEN TEAM RESOLUTION](#)

Community Education & Outreach

10 Points

Program Summary: WCM Environmental Commission provides Education Outreach Programs to the local community on a on-going basis. Programs are held evenings in the Town Hall auditorium. Provided in the documents section are examples of programs presented by Pat Sutton. Pat Sutton lives near Cape May. She has keenly studied the natural world for over 30 years. Pat has been a working naturalist since 1977, first for the Cape May Point State Park and then for 21 years with New Jersey Audubon's Cape May Bird Observatory, where she was the Naturalist and Program Director (1986 to 2007). Pat has a Masters Degree from Rowan University in Environmental Education and an undergraduate degree in Literature from the State University of New York at Oneonta. Today, Pat is a free-lance writer, photographer, naturalist, educator, lecturer, tour leader, and wildlife garden consultant. Sutton's own wildlife garden is a "teaching garden" featured in many programs and workshops she teaches and is included on many tours, including tours of private wildlife gardens that she has led for 22 years. The WCM Environmental Commission provided 2 workshops for Pat to speak. She gave "Battling Invasive Plants" (2/12/16) and "Milkweeds for Monarchs" (4/17/15) presentations in WCM Town Hall within the past 14 months. In addition, Evelyn Lovitz (Cape May County Certified Master Gardener) gave a presentation at WCM Town Hall (3/27/15) about "Biodiversity on Cape Island." WCM Environmental Commission also sponsors "Children Activity Night" a few times throughout the year. Families come to the town hall and take part in hands on environmental activities, discussions and a view a relevant themed video of the evening. Promotional flyers, press releases, bio's and informational hand-out examples are provided below.

PDF: [4/17/15 MONARCH'S EVENT OUTREACH MATERIAL](#)

PDF: [3/27/15 GARDEN ED OUTREACH MATERIAL](#)

IMAGE: [2016 FAMILY NIGHT FLYER](#)

IMAGE: [2/12/16 INVASIVE PLANT FLYER](#)

IMAGE: [2/12/16 INFORMATION HANDOUT](#)

Energy

Municipal Onsite Solar System

10 Points

Program Summary: In July 2008 WCM completed installing solar panels on the Borough Town Hall roof. The 7,560 kW system supplies electricity to the 11,414 sq. ft. building. A total of \$1,590 was saved in just the initial year. The solar panels have now been operating for the past seven plus years. Energy Enterprises was the contractor who installed the “SunPower” commercial electric system. 36 SunPower 210 watt solar panels were installed on the roof. The combined solar panel effort has saved WCM Town Hall in Atlantic City Electric bills as well as the sale of SREC’s. A picture of the “Success Story” WCM Town Hall wall plaque has been provided in the documents section.

PDF: [TOWN HALL SOLAR WALL PLAQUE](#)

PDF: [RESOLUTION TO CONTRACT FOR SOLAR PANEL INSTALLATION](#)

PDF: [SOLAR PANELS CONTRACT](#)

PDF: [EVIDENCE OF SOLAR PANEL PAYMENT](#)

Wind Ordinance

10 Points

Program Summary: Government representatives of West Cape May and its citizens agreed wind and solar energy are abundant, renewable, and nonpolluting energy resources. Converting wind and solar energy to electricity can reduce the dependence on nonrenewable energy resources, and decrease the air and water pollution that results from the use of conventional energy sources. Existing local zoning regulations had created a burden for residents seeking small wind systems. It was found necessary to standardize and streamline the requirements for small wind energy systems. As a result, the Borough of WCM Board of Commissioners adopted Ordinance No. 421-09 Establishing Regulations for Small Wind Energy Systems. Subsequently, the Planning & Zoning Board found the Small Wind Ordinance to be consistent with the land use plan element and the housing plan of the Borough of WCM Master Plan. A notice of Final Adoption was printed in the local newspaper (Cape May Star & Wave) informing the public of the wind ordinance.

PDF: [SMALL WIND ORDINANCE](#)

PDF: [PLANNING BOARD APPROVAL OF WIND ORDINANCE](#)

PDF: [PROOF OF NEWS PAPER PUBLICATION](#)

Food

Farmers Markets

10 Points

Program Summary: This is the 13th season of the highly successful West Cape May Farmers Market. By popular demand, the market will once again run a full ten weeks for the summer of 2016. The Market is held every Tuesday from June 28 to August 30, rain or shine at the beautiful Backyard Park of the Municipal Complex, 732 Broadway, West Cape May. The West Cape May Farmers Market supports and fosters local agriculture by providing a direct market for producers, providing consumers an opportunity to purchase locally produced agricultural goods, and educating the community about the importance of local agriculture. The Market features not only fresh produce and herbs, but, among others, purveyors of antiques; live art demonstrations; fresh coffee; barbecue, seafood and kettle corn. Also in the lineup are children's activities! The West Cape May Farmers Market is a function of the Borough Shade Tree and Environmental Commissions and is currently directed by a Committee of Volunteers. The Committee is comprised of two members of each Commission, two members of Public, the Public Works Manager, a member of the Governing Body, and the Market Manager. Membership may be altered at the discretion of the WCM Governing Body.

PDF: [FARMERS MARKET RULES FOR 2016](#)

PDF: [WCM FARMERS MARKET LOGO](#)

PDF: [WCM WEB PAGE SCREEN SHOT OF FARMERS MARKET](#)

PDF: [WCM CALENDAR OF EVENTS](#)

Making Farmers Markets Accessible

5 Points

Program Summary: The 13th annual West Cape May Farmers Market is held in the "Backyard Park" located behind the borough Town Hall. As indicated in our Farmers Market action description, it is a function of the Borough of West Cape Committee of Volunteers. Access to the Farmers Market is in compliance with ADA standards. Local police are in presence directing traffic to keep safety for both vendors and visitors. Parking spaces including those marked handicap are available. Through a Sustainable Jersey Small Grant (2014), bike racks and signage have been installed near the park to encourage visitors to bicycle to the market. A NJ TRANSIT bus route runs directly in front of the market on Broadway. On Broadway there are two clearly marked bus stops #16533 & #16538 on Transit Route 522 that are within a quarter mile of the market. In addition, when searching the NJ Transit "my bus" website, people can find bus stops directly across from the Town Hall. However, the roadside signs are not present. Regardless, NJ TRANSIT bus drivers will make a curtesy stop directly in front of the market upon request. Maps and information are supplied below. The use of EBT (Electronic Benefits Transfer) was available at the Farmers Market 2016. This summer, the vendor Fruitwood Farms, 419 Elk Rd, Monroeville, NJ 08343 had the capability of EBT. They are a member of the WIC & Seniors Farmers' Market Nutrition Program. We were proud to have EBT available to our attendees.

PDF: [FARMERS MARKET TRANSIT MAPS](#)

PDF: [NJ TRANSIT MY BUS INFORMATION](#)

PDF: ["MY BUS" SEARCH FOR NJ TRANSIT STOP IN FRONT OF FARMERS MARKET](#)

IMAGE: [FRUITWOOD FARMS AT WCM FARMERS MARKET 2016](#)

PDF: [FRUITWOOD FARMS EBT VERIFICATION AT WCM FARMERS MARKET 2016](#)

Innovative Projects

Innovative Community Project 1

10 Points

Program Summary: The West Cape May Shade Tree Commission is an active and vibrant group in the Borough. The members are aware of the need for a healthy tree canopy and works toward the continuation of its growth. Accordingly, the commission conducts tree planting programs. Community tree planting has been recognized annually on Arbor Day as well as other times of the year. In fact, Tree City USA recognizes that West Cape May has celebrated Arbor Day by planting trees for the last 17 years. The recent 2016 Arbor Day planting is an example of an Innovative Community Project to increase the Tree Canopy percentage for the Borough and surrounding community. This innovative project is more of a celebration of “Arbor Day Month” rather than the last Friday in April as a specific planting date. Initially, a Proclamation for Arbor Day was issued by the Mayor. The Shade Tree Commission and the NJ Shade Tree Federation work together to provide trees for planting. This year (2016) the NJ State Shade Tree Federation Arbor Day native tree dispersment allotment for Cape May County - West Cape May Regional Tree Distribution Center was a total of 250 trees! 100 White Dog Wood trees, 100 White Swamp Oak and 50 Bald Cypress saplings were made available to the public. Informational flyers and advertisements were published. This year’s project was seen as another success. The planting locations were intended for private residences and it is up to the individual to maintain. Advice in the planting and caring for the saplings was made at the time of distribution. The Borough and surrounding community can always contact the Shade Tree Commission for advice through the West Cape May webpage. The trees were donated by the Foundation so the commission only incurred the cost of \$200 for advertising and promotion. A truly inexpensive and innovative way to increase the tree canopy for the “Cape Island” community.

PDF: [2016 ARBOR DAY PROCLAMATION](#)

PDF: [TREE GIVEAWAY ADVERTISEMENT](#)

PDF: [2016 ARBOR DAY FACEBOOK POSTS](#)

PDF: [TREE DISPLAY ON GIVEAWAY DAY](#)

IMAGE: [PICTURE 2016 ARBOR DAY DOGWOOD PLANTING](#)

Land Use & Transportation

Sustainable Land Use Pledge

10 Points

 Bronze Priority  Silver Priority

Program Summary: At the February 2016 Environmental Commission (EC) meeting, the Sustainable Land Use Pledge was discussed. In concert with the WCM effort to become a certified town in the Sustainable Jersey program, the EC agreed the town council endorsing the “Sustainable Land Use Pledge” was in order. It was determined by all members that the pledge should move forward and be backed by resolution. The newly formed EC sustainability subcommittee representatives met with the Town Mayor to discuss the pledge. The subcommittee is part of the newly forming Municipal Green Team. The Mayor thought favorable of the pledge and agreed to present the pledge draft at the next Borough Commission’s work session. On March

23, 2016 a regular meeting of the commissioners was held that included the discussion of the Land Use Pledge. In the open public session all involved thought the pledge represented the town well. WCM Resolution #65-16 Sustainable Land Use Pledge was passed. Notification of the resolution was distributed to the town CFO and Planning & Zoning Board Chairman.

PDF: [SUSTAINABLE LAND USE PLEDGE RESOLUTION](#)

Natural Resources

Environmental Commission

10 Points

Program Summary: West Cape May Environmental Commission is a viable active group of members who meet once a week. Any further discussion is through email, text message and/or phone call. Committee also initiates and provides Outreach Educational programs. Environmental Commission works in unison with Shade Tree Commission, Planning Board, and Historic Preservation Commission. Meeting minutes are submitted to Town Clerk office. Borough of West Cape May Environmental Commission 2016 Meeting Dates: • January 6 • February 3 • March 2 • April 6 • May 4 • June 1 • July 6 • August 3 • September 7 • October 5 • November 2 • December 7 Jan 4, 2017 reorg Environmental Commission Meetings will be held on the first Wednesday of each month except where noted*. All meetings are scheduled for 6:30 p.m. at Borough Hall, 732 Broadway, West Cape May, New Jersey.

PDF: [ENVIRONMENTAL COMMISSION WEBLINK](#)

PDF: [ENVIRONMENTAL COMMISSION MEMBERS](#)

PDF: [ENVIRONMENTAL COMMISSION MEMBERS](#)

PDF: [ENVIRONMENTAL COMMISSION 2015 ANNUAL REPORT](#)

PDF: [WCM EC ORDINANCE](#)

Environmental Commission Site Plan Review

10 Points

Program Summary: WCM's Environmental Commission meets a minimum of once a month to review various initiatives and plan for future activities. Included in the monthly agenda is a Planning Board report. One of the Environmental Commission members is also a Planning and Zoning Board Class IV member. A Class IV member is a citizen of the municipality who is appointed by the mayor to a four year term. As per ordinance, no member of the planning board shall be permitted to act on any matter in which there is, either directly or indirectly, any personal or financial interest. All building applications are sent to the Environment Commission representative for review. Any issues or environmental concerns are discussed at the Environmental Commission meeting. In turn, those concerns are expressed at the Planning Board meeting. Sometimes there are relevant concerns. At others times there is no comment by the Environmental Commission representation due to lack of any issue. In addition, all copies of DEP applications are held in the Borough Clerk's office that are available to all residents for review as well as planning board applications. Generally, members of the Planning Board and

Environmental Commission get notification by the Town Clerk via email and attachment when an application to the DEP is made. Below is a list of building application reviews and a detailed description of one of the reviews.

PDF: [LIST OF EC SITE PLAN REVIEWS](#)

PDF: [SITE PLAN FACTS AND FINDING](#)

Tree Protection Ordinance *Retires 12/31/25*

10 Points

Program Summary: WCM is noted for the number and variety of its trees, including the presence of a number of trees and tree species of special value. The presence of these trees contributes significantly to the quality of life in West Cape May. In recent years, there have been a number of occasions on which trees of significant historic, aesthetic or ecological value have been cut down or otherwise removed, to the detriment of the general public welfare. It is important as well that the Borough's trees be maintained and preserved in a way that does not injure the public health, safety or welfare. Accordingly, WCM instituted Ordinance No. 494-15. This ordinance regulates the removal of trees and shrubs on public and private property in the Borough of West Cape May. The ordinance can be found on the West Cape May website home page. Refer to Quick Links and click on Code Online. <http://wcm.jsecomputers.com>

PDF: [TREE PROTECTION ORDINANCE NO. 494-15](#)

PDF: [DESCRIPTION OF TREE PROTECTION ORDINANCE STANDARDS](#)

Community Forestry Management Plan & NJUCF Accreditation

20 Points

Program Summary: The West Cape May community understands the value of tree cover. The Shade Commission has worked together with community members, boards, and commissions to develop a Community Forestry Plan and Tree Canopy Goal. A primary mission of the Shade Tree Commission is to maintain the health and expand the tree canopy throughout the Borough. This effort can provide a tree canopy which is safe, beneficial to the migratory bird population, appreciated and protected, and adds to the quality of life in the community. Members of the Shade Tree Commission have met the NJ DEP's Community Forestry Program standards according to the "Community Forestry Assistance Act." The initiative has been an on-going endeavor of the Shade Tree Commission for several years. Accordingly, WCM Shade Tree Commission members have completed CORE training and submitted an Annual Accomplishment Report. The Borough of West Cape May has received an "Approved Status" for their current 2015 Community Forestry Status Report (end-year). The Community Forestry Management Plan has been adopted by the Borough. The table of contents for this lengthy document has been provided below. Scanned sections of this document can be uploaded upon request. The current Borough of West Cape May "Tree Canopy Goal" is provided below.

PDF: [COMMUNITY FORESTRY STATUS REPORT](#)

PDF: [WCM FORESTRY NARRATIVE REPORT](#)

PDF: [COMMUNITY FORESTRY MANAGEMENT PLAN](#)

PDF: [MUNICIPAL INFORMATION FORM](#)

PDF: [TREE CANOPY GOAL](#)

Tree Planting Programs

10 Points

Program Summary: The West Cape May Shade Tree Commission is an active and vibrant group in the Borough's community. The members are aware of the need for a healthy tree canopy and work toward the continuation of its growth. Accordingly, the Shade Tree Commission in conjunction with the Borough's Department of Public Works conducts tree planting programs annually. These particular tree planting programs are designated for municipal properties and curbside locations. The plantings not only make the Borough a more attractive place but also add functionality to the ecosystem. In this manner the Borough's tree canopy can thrive and expand. Additionally, a special tree was planted in the Borough's Wilbraham Park and dedicated to Harriet Tubman, a member of this community and a major 'conductor' in the "Underground Railroad."

PDF: [WCM TREE PLANTING PROGRAM REPORT](#)

PDF: [TREE PLANTING EXPENDITURES](#)

PDF: [TREE TYPES AND SIZING](#)

Operations & Maintenance

Recycled Copy Paper

10 Points

Program Summary: The WCM Borough government is a contributor to a "Green Way" doing things. The Borough Town Hall business department acquires its paper through a Green Purchasing Program. All paper used in the town hall is made of 30% recycled content. The business department purchased a carton of "Branch Laser 30" paper on 12/18/15 and prior to that on 3/31/15. "Branch Laser 30" is multipurpose recycled paper consisting of 30% post-consumer waste. A picture of a packet of paper can be found in the documents section.

IMAGE: [PURCHASED RECYCLED PAPER PICTURE](#)

PDF: [RECYCLED PAPER PURCHASE ORDER](#)

Public Information & Engagement

Digitizing Public Information

10 Points

Program Summary: As the use of computers and personal electronic devices evolved, so did the

West Cape May public information website (<http://wcm.jsecomputers.com>). On the easy to use WCM Home Page one can find general information areas with a Quick Links menu showing main phone numbers, events, code online, forms and payment options for taxes and water bills. Having that available information at first glance of the home Web Page makes for easy navigation. In addition, the WCM website, through drop down menus, includes email and phone contact information for all governing body members, key municipal staff/departments, and all local emergency services; public meeting dates, times, locations; Commissioners' meeting agendas, minutes of the public meetings of the Board of Commissioners and Planning/Zoning Board, ordinances, a list of municipal boards and commissions with their members & term expiration dates; non-emergency public services to the town, permit applications and forms, licenses, etc. with appropriate contact information; recreational activities and programs; a local school information link; and a link for Request for Proposals (RFP). Revised General Ordinances are readily available with one click (<http://clerkshq.com/default.ashx?clientsite=WestCapeMay-nj>). Under Borough Departments one can find Uncodified Ordinances and Pending Ordinances as well. Attached is a list with some of the various hyperlinks on the WCM website.

PDF: [WCM HYPERLINKS LIST](#)

Waste Management

Prescription Drug Safety & Disposal

10 Points

 Bronze Priority  Silver Priority

Program Summary: The Borough of West Cape May has a total area of 1.175 square miles. At the 2010 United States Census, there were 1,024 people. The City of Cape May is slightly larger with a total land area of 2.743 square miles and a population of 3,607 people. Geographically, both communities are located on what is referred to as Cape Island. Accordingly, the communities are entered into a Interlocal Services Agreement. This agreement documents West Cape May's desire to contract shared services with the City of Cape May for law enforcement and dispatching services. An example of this shared service agreement is the Prescription Drug Safety and Disposal Sustainable Jersey action. The Cape May Police Department is one of the year round "Prescription Drug Drop Off Locations in Cape May County." Officers in police stations located both in West Cape May and the City of Cape May will collect prescription medicine for disposal on a "24/7" basis. In addition, as part of "Operation Take Back New Jersey," the Cape May Police Department and the Drug Enforcement Administration (DEA) offers the public the advertised opportunity twice a year to prevent pill abuse and theft by ridding their homes of potentially dangerous expired, unused, and unwanted prescription drugs. The local program is part of "The National Prescription Drug Take-Back Day." The twice a year initiative has been on-going for the past 5 years. The last two were 4/30/2016 and 9/26/2015. Amount are weighed and received by a representative of the DEA.

PDF: [INTERLOCAL SERVICE AGREEMENT](#)

PDF: [CAPE MAY COUNTY PRESCRIPTION DRUG DROP OFF LOCATIONS](#)

PDF: [PRESCRIPTION DRUG SAFETY AND DISPOSAL WCM NEWS](#)

PDF: [CM DRUG TAKE BACK POUND REPORT 2016](#)

PDF: [WCM HOME PAGE WITH NATIONAL PRESCRIPTION DRUG DROP OFF LINK](#)

IMAGE: [WEST CAPE MAY OPERATION TAKE BACK DAY APRIL 2016](#)

Recycling Depot

10 Points

Program Summary: The Borough of West Cape May has a Recycling Depot located in back of Town Hall. It is easily accessible and is open Monday through Friday 8:00a to 3:00p. Materials such as cardboard/newspaper, glass, plastic, metal, and organic waste are collected there. WCM does contract with a trash collector that performs curbside single stream recycling pickup once a week on Wednesday. In addition, WCM residents have the opportunity to bring recyclable materials to the Cape May County Municipal Utilities Authority (CMCMUA) transfer station located in a nearby community. WCM Public Works department also does a once a week commercial pickup around town. Where the WCM Recycling Depot becomes most used is during the summer tourist season. WCM borders the City of Cape May with its beautiful beaches and abundant recreational activities. The summer rental business is an opportunity for local residents to offer tourists a chance to stay in a neighborhood type rural house setting away from crowded beach streets. "Green Minded" renters have a place to bring their recyclables during their stay. Rentals usually run Saturday to Saturday that does not coincide with trash pickup. The DPW observes a large increase in material at the depot during the rental season. In the tonnage report under sector, R relates both to material from the Recycling Depot as well as material brought by residents to the CMCMUA transfer station.

PDF: [RECYCLING DEPOT PHOTOS](#)

PDF: [WCM RECYCLING DEPOT WEBSITE INFORMATION](#)

PDF: [WCM TONNAGE REPORT](#)

PDF: [WCM INFORMATION FLYER](#)