



## Sustainable Jersey Certification Report

This is the Sustainable Jersey Certification Report of Maplewood Twp, a Sustainable Jersey silver certified applicant.

Maplewood Twp was certified on December 20, 2016 with 385 points. Listed below is information regarding Maplewood Twp's Sustainable Jersey efforts and materials associated with the applicant's certified actions.

### Contact Information

The designated Sustainable Jersey contact for Maplewood Twp is:

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<b>Title/Position:</b>	TOWNSHIP COMMITTEE MEMBER / TOWNSHIP COMMITTEE
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### Actions Implemented

Each approved action and supporting documentation for which Maplewood Twp 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.

#### Animals in the Community

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##### Companion Animal Management Plan \*Retired 12/31/22\*

10 Points

**Program Summary:** During the past three years Maplewood Township has developed, passed a pilot ordinance and worked with local animal rescue groups to conduct a feral cat colony trap-Neuter-Vaccination-release program. The designated by Township Committee resolution volunteer TNVR organization is Furry Hearts Rescue. As of this date 5/27/16, 17 feral cat colonies are under the supervision of Furry Hearts Rescue. A dozen spay/neuter vaccinate clinics in the Associated

Humane Society mobile van were held at the Town Hall. The Township has contracted with St. Hubert's Animal Welfare for ACOservice which includes spay/neuter return of feral cats and adoption services for dogs and cats. Public education has been done for the whole residential and business community. Over 150 feral cats have received TNVR care. We are currently in the planning stage to work with People for Animals to increase TNVR.

**PDF: [COMPANION ANIMAL MANAGEMENT PLAN DOCUMENTATION](#)**

**PDF: [COMPANION ANIMAL MANAGEMENT PLAN DOCUMENTATION](#)**

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## Community Partnership & Outreach

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### Green Team

10 Points

 Bronze Required

**Program Summary:** MAPLEWOOD GREEN TEAM The present Maplewood Green Team was formed by Resolution of the Maplewood Township Committee on May 5, 2009 under the guidance of then Deputy Mayor for Environment, Fred Profeta. This Resolution expanded a loosely organized "green team" of about 20 residents into a group to meet regularly in order to advise the governing body, and conduct Green Day Fairs, etc. In an Ordinance enacted June 19, 2012 (see Upload 1: Ord. 2692-12), the Township Committee reorganized the Green Team structure, provided for permanent members, and called for the election of a Green Team Executive Committee from among the permanent members. The Executive Committee meets monthly. In addition to permanent members, the Green Team continues to include many volunteer members. On 9/18/12 the Township Committee appointed the Green Team permanent members. The terms for members are staggered for the next 3 years, but then will be 3 year terms as appointed by the Township Committee. The 2016 Green Team permanent membership is: • Camilla Zelevansky, member (term expires 12/31/16) \* Tracey Woods, member (term expires 12/31/16) \* Kristy Ranieri, member (term expires 12/31/16) \* Sheila Baker-Gujral, Co-chair (term expires 12/31/17) \* Fred Profeta, Vice Chair (Term expires 12/31/17) \* Clare Payton, Co-chair (term expires 12/31/18) \* Bill Steinbrunn, member (term expires 12/31/18) \* Township Committeeman Greg Lembrich - (Non-voting) (term expires 12/31/16) \* Township Business Administrator Joseph Manning (Non-voting) (Term expires 12/31/16)

**PDF: [ORDINANCE ESTABLISHING THE MAP](#)**

**PDF: [GREEN TEAM GOALS 2016](#)**

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### Green Fair

10 Points

**Program Summary:** ACTION: HOLD A GREEN FAIR The Township of Maplewood held its eighth annual Maplewood Green Day Fair on June 18, 2016. The estimated attendance was between 2,000 and 3,000 members of the Maplewood and surrounding communities of South Orange,

Millburn, and Union. This event is organized and running jointly by the Maplewood's Green Team and the Maplewood Township. The township supported the event financially by sponsoring the event, securing "seed money" for overhead and advanced expenses, and paying for an events coordinator consultant. Sponsors included local retailers such as the Able Baker, Acorn Home Improvement, the Lichtman Rabney Group, Profeta Farms, and Arturo's Osteria and Pizzeria, as well as state and nationally-recognized companies such as Whole Foods, PSE&G, New Jersey Clean Communities, pur20, and Pearl's Premium Lawn Seed. There were over 70 booths at the 2016 event, with companies and organizations ranging from private companies with goods and services in the sustainability arena, to nonprofit organizations supporting and defending sustainability issues, to local community groups in the schools, religious organizations, and Girls/Boy Scout Troops. There was a stage for short talks given on important sustainability topics from experts in the field. There were also cats available for adoption by Furry Hearts Rescue. This year we had an Electric Car (EV) show, featuring the all-electric Tesla and Ford Focus EV. In addition, a Green Meals Food Pavilion showcased local, organic, vegetarian foods and/or foods that in some way lower our carbon footprint. In addition, our strategy this year was to involve children by having children "doing" and teaching others, rather than passive learning from experts. We had five local schools participate and demonstrate what they are doing for the Sustainable Jersey for Schools Certification program. Finally, there was attention paid to bicycling, with a free valet bike parking lot. This event was highly promoted with street banner ads across Maplewood Avenue, at the community pool and at the tennis courts, along with wide-spread media releases, e-mail blasts from the Township, and a more extensive social media campaign done in conjunction with sponsors.

**IMAGE: [SETH BOYDEN SCHOOL HIGHLIGHTED THEIR OUTDOOR CLASSROOM](#)**

**IMAGE: [EPA REPRESENTED](#)**

**IMAGE: [BOB MCCOY, ENVIRONMENTAL ADVISORY COMMITTEE CHAIR, GIVING A LIGHTNING TALK](#)**

**IMAGE: [TOWNSHIP OF MAPLEWOOD HAD THEIR OWN TENT AND DISCUSSED SUSTAINABILITY INITIATIVES WITH RESIDENTS](#)**

**IMAGE: [ELECTRIC VEHICLES ON DISPLAY](#)**

**IMAGE: [MAPLEWOOD/SOUTH ORANGE/MILLBURN RE:YARD PROGRAM REPRESENTED](#)**

## Diversity & Equity

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### Diversity on Boards & Commissions

10 Points

 Bronze Priority  Silver Priority

**Program Summary:** For the past 15 years, the Township Committee has sought to appoint members of volunteer Boards and Committee in a manner that reflects the make-up of the community. There are 16 Boards and Committees with 112 possible appointments. As of June 1, 2016, 99 appointments have been made. Attached is community profile information with comparisons to all 99 appointments. The profile also shows more detailed information on 46 people serving on six Boards and Committees and on the five-member elected Township Committee. In doing a deeper analysis of these 99 appointments, the Mayor has asked the Township Committee to recommit itself to reaching members of the community who are not reflected in current appointments. These include African Americans and Latinos, 30 to 39 and 40 to 49 year olds, and renters. The Township will work on this recruitment with the South Orange/Maplewood Community Coalition on Race (CCR), a nationally, recognized nonprofit organization that builds suburban communities free of racial segregation in housing patterns and community involvement. The Township will work with the CCR's Civic Engagement Institute, four

three-hour workshops geared to people who want to volunteer. The Township also will work with the Maplewood Civic Association and the Maplewood Memorial Library to re-institute “Welcome to Maplewood” programs for new residents that will include recruitment of volunteers. In addition, the Township will discuss volunteer recruitment strategies with the reconstituted South Orange/Maplewood Clergy Association. By December 31, 2018, the Township Committee will increase by 50 percent the appointments of people of color, going from the current 22 appointments to 33. The Committee also will increase by 25 percent the appointments of those between 30 and 49 years of age and increase by 10 percent the appointments of renters. Note: At the June 8, 2016 meeting of the Township Committee, the Mayor reported on the current status of the membership of Boards and Committees and asked the Township Committee to approve the plan above. The attached minutes from the June 8, 2016 Township Committee meetings include the Mayor's analysis and his recommendation. The minutes show a unanimous vote by the Township Committee to adopt the policy.

**EXCEL:** [DIVERSITY ON BOARDS & COMMISSIONS DOCUMENTATION](#)

**WORD:** [DIVERSITY ON BOARDS & COMMISSIONS DOCUMENTATION](#)

**HTML:** [DIVERSITY ON BOARDS & COMMISSIONS DOCUMENTATION](#)

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## Lead Education & Outreach Programs

10 Points

**Program Summary:** Lead Education and Outreach Programs; This program is pursued in several ways: 1. Unlike many local or county Health Departments in NJ, the Maplewood Health Dept. sees childhood lead poisoning as a priority. Upon request of home owners (who usually have small children) the Health Dept. will inspect homes for lead paint hazards and also lead in soil hazards. This is primary prevention in that we prevent childhood lead cases and do not wait until there are elevated blood lead levels before doing an inspection. During 2015, 17 homes were checked for lead paint and soil hazards. Up through the end of May 2016, 6 homes were inspected. 2. Soil directly around the perimeter of homes in Maplewood often has high levels of lead. This is due to the age of the homes and the many times the homes were painted over the years. Education of residents about this soil hazard is an important part of inspections and frequent phone calls from concerned parents. The attached info from Rutgers is very helpful. 3. Regular information about lead paint hazards and the need to use EPA Lead Safe certified contractors is distributed in newsletter. 4. Concerns and calls about lead in water were very frequent this spring. The Health Officer posted needed information about lead in water hazards on the most popular local web site. (attached). 5. The Maplewood Green Team and Environmental Advisory Committee regularly put out info about lead at public events. The Health Officer spoke at the local Sierra Club this spring about lead in water and paint. The Health Officer is a licensed lead Inspector/Risk Assessor. Lead Education and Outreach is fully integrated into Lead Safety Training programs.

**PDF:** [LEAD EDUCATION AND OUTREACH PROGRAMS DOCUMENTATION](#)

**PDF:** [LEAD EDUCATION AND OUTREACH PROGRAMS DOCUMENTATION](#)

## Energy

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### Energy Tracking & Management

20 Points

🏅 Bronze Priority 🏅 Silver Priority

**Program Summary:** Energy Tracking and Management In June 2012, Maplewood contracted with EnergySolve for a variety of services including tracking municipal energy use in the Energy Star Portfolio Manager system (ESPM). EnergySolve enrolled all eleven of Maplewood's regularly occupied buildings in ESPM including at least twelve months of historical electricity and gas data for each building. This data allowed the generation of baseline Energy and Emission Performance reports. In March 2014 Maplewood terminated its contract with EnergySolve after deciding that it no longer met their needs. The Maplewood Environmental Advisory Committee has taken responsibility for keeping this ESPM information updated with data starting in March 2015 including data for a twelfth building that was acquired in 2015. This data collection will allow Maplewood to embark on the process of requesting a complete Local Energy Audit in the fall of 2016 and begin implementing energy improvements, ideally through the NJ Clean Energy Program's comprehensive Energy Savings Improvement Plan.

**EXCEL:** [MAPLEWOOD ESPM ENERGY PERFORMANCE REPORT](#)

**WORD:** [PLAN FOR ONGOING ET&M MAINTENANCE](#)

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## Municipal Onsite Solar System

10 Points

**Program Summary:** Sustainable New Jersey Re-Certification Maplewood, New Jersey Solar Demonstration Project The Maplewood Police & Court Building was dedicated in 2008 as the first LEED-certified municipal building in the State (LEED Silver). Featured in Courts Today, the building was selected as New Jersey's top Green Building in the 2009 Golden Trowel Awards, and has been acknowledged as an exemplar of green judicial building design by New Jersey Planning Officials and the New Jersey Society of Municipal Engineers. As such, this building generated considerable interest within our community, across the state, and has and generated significant media coverage. The building currently houses the Maplewood Police Department, court operations of both Maplewood and South Orange, and the Joint Violations Bureau of Maplewood and South Orange. By constructing this building according to LEED specifications, the Township demonstrated its commitment to renewable energy technologies that function on a local level, thereby setting an example both to other municipalities, and to our residents who could, on a smaller scale, employ similar technologies in their own homes. Thus, it was the Township's intent to keep the public informed about the how the buildings' systems functioned over time. For example, one of the building's attributes is the photovoltaic array on the roof. The Township has two data monitoring systems in place to keep the interested public informed about the solar energy operations within the building. There is a readout display in the building lobby, noting daily current readings. Additionally, there is a publicly accessible website that tracks the system: <http://view2.fatspaniel.net/SolarEnergySystems/maplewoodpolice/HostedAdminView.html?&eid=76359>. The system hit 100,000 kilowatt hours of lifetime generation in early July 2012, which the Township was posted as a \"Newsflash\" on the town website.

**PDF:** [DATA SCREEN](#)

**PDF:** [ANNOUNCEMENT](#)

## Food

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## Community Gardens

10 Points

**Program Summary:** Maplewood Community Gardens is a sustainable organic garden established in 2010 by an ordinance of the township. The garden's mission is: 1) to provide opportunities for residents to engage in the best practices of organic gardening together and 2) to share the harvests with local food pantries, senior centers, senior residences, and the homeless through the IHN network. The primary foundation of the garden is that the members work together to maintain the gardens and operate with a communal spirit. All members contribute to the work that's necessary to the daily functioning of the gardens. By garden plot, members are assigned a maintenance week to mow and weed the common areas and water the plots of out-of-town gardeners. All members also participate in two workdays each season, one to begin the season and one at the end. Members also volunteer for food pantry, composting and other maintenance tasks. We are self-supporting and dependent upon the talents and knowledge of members to exist. We originated at the Town Hall site in 2010 with 30 raised beds. In 2011, we expanded to another site, adding 15 beds beside the First Aid Squad. In 2012, we added seven beds at Town Hall and 22 beds at First Aid Squad for a total of 74 raised beds, with 84 members. In 2013, 5 of the 74 beds are designated for food pantries. Volunteers harvest produce and deliver it to the B'nai B'rith Federation Home, Senior Residences and churches involved with the Interfaith Hospitality Network (IHN) and St. Joseph's Food Pantry. In 2016 the community garden spirit was extended to Maplewood's three elementary schools. The gardens were built to include drip irrigation installations that will allow for efficient water conservation for many years of operation. The involvement of children and their parents will engender respect for healthy foods in the next generation of Maplewoodians.

**PDF: [QUALITATIVE ASSESSMENT TEMPLATE COMMUNITY OR SCHOOL GARDENS](#)**

**PDF: [COMMUNITY OR SCHOOL GARDENS PUBLICITY MATERIALS](#)**

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## Farmers Markets

10 Points

**Program Summary:** Township of Maplewood's Farmers Market The Maplewood Farmers Market is in its 22nd season of serving residents in Maplewood and surrounding towns. The market is located in the Indiana Street municipal parking lot, which is on Springfield Avenue, the Township's largest commercial corridor. The Avenue is a major traffic artery connecting Maplewood with Union on the west and Irvington and Newark on the east. Bus stops for two major routes (#25 & #70) are within one block of the market. This prime location is one of the many reasons the Farmers Market thrives. The 2016 Farmers Market opened on June 6th and will close on November 21st. It operates on Mondays from 2 pm to 7 pm and consists mainly of two farmers and vendors. Both farmers accept Families First/EBT cards. The office of the Township Administrator is in charge of the Farmers Market. During the market season, weekly notice of the market is sent to the community via various means of communications: 1. A display advertisement in the weekly newspaper, News Record of Maplewood & South Orange (see photo) 2. Email blast to over 4,000 residents. 3. Posted on the main calendar of the official township's website. 4. Posted in the news flash section of the Township's official website; this has the ability to notify users who have signed on to the township's Facebook and Twitter accounts. 5. Posted in the quarterly township newsletter: The Maple Leaflet. 6. Permanent sign of the Farmers Market is placed at its current location. 7. Two banners are strung across Springfield Avenue (see photo) 8. Portable signs are placed by the train station and in front of Town hall. 9. Portable sign is also placed at the

community pool which serves approximately 600 residents daily. 10. Stories in local Internet newsletters (see Village Green story) The Maplewood Health Department conducts periodic inspections to make sure everything is safe according to the health code standards. There are five vendors at the market this year: 1. Hoboken Farm – Fresh Mozzarella cheese, artisan breads, crab cakes, steaks, gourmet ravioli 2. Alstede Farms LLC (Farmers) – Fruits, vegetables 3. Stony Hills Garden & Farm Market (Farmers) – vegetables, fruits, eggs, jelly 4. Pickles & Olives 5. Paolo’s Kitchen (gluten free products) The fees for having a spot at the Farmers’ Market are \$55.00 registration and \$400.00 for the season. All fees are used to publicize the market and obtain signage.

**IMAGE:** [FARMERS MARKETS DOCUMENTATION](#)

**WORD:** [FARMERS MARKETS DOCUMENTATION](#)

**PDF:** [FARMERS MARKETS DOCUMENTATION](#)

**IMAGE:** [FARMERS MARKETS DOCUMENTATION](#)

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## Making Farmers Markets Accessible

5 Points

**Program Summary:** The Maplewood Farmers Market is in its 22nd year of servicing residents from Maplewood and surrounding towns. It is located on the Indiana Street municipal parking lot, which is on Springfield Avenue, Maplewood's largest commercial corridor. The Avenue is a major traffic artery connecting Maplewood with Union on the west and Irvington and Newark on the east. There is off-street and on-street parking at the site. This prime location is one of the many reasons that keeps the Farmers Market thriving. Two major bus routes have stops within one block of the market. The #25 and #70 bus goes through Maplewood, Irvington and Newark. The Farmers Market runs from June to November. It operates on Mondays from 2 pm to 7 pm and consists mainly of two farmers and four specialty vendors. Both farmers accepts Families First/EBT cards. We also allow non-profit agencies and companies to distribute literature at the market.

**PDF:** [FARMERS MARKET MAP](#)

**PDF:** [MAKING FARMERS MARKETS ACCESSIBLE DOCUMENTATION](#)

**PDF:** [MAKING FARMERS MARKETS ACCESSIBLE DOCUMENTATION](#)

## Innovative Projects

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### Innovative Community Project 1

10 Points

**Program Summary:** DeHart Park Natural Field Demonstration Project After the November 2008 rejection by Maplewood voters of a bond referendum to fund the construction of an artificial turf sports field in DeHart Park, the Township Committee decided to pursue a paradigm-shifting approach to natural grass field design and maintenance. As a playing field with heavy demands from multiple users it was recognized that standard approaches were inadequate to allow the level of use that was required while maintaining field quality. Community members identified examples of towns in Connecticut, New York, and Massachusetts where aggressive, soil-health

focused techniques were producing the results that were desired. Going well beyond the IPM approach, these towns were succeeding with nearly organic practices that produced durable fields with few pest and weed issues. No examples in New Jersey were found, nor were there any contractors or suppliers identified with significant experience with organic and natural field techniques. Due to various issues, the field was extensively overhauled starting in 2009 by a contractor who claimed experience with organic fields. Within a year of reopening in the fall of 2010, it became apparent that there were serious problems with the health of the field. In the fall of 2011 Osborne Organics from Massachusetts, a recognized expert in natural fields, evaluated the field and identified aspects where the original construction did not meet the design specifications and where maintenance practices were inadequate. The field was closed again and extensively overhauled under his guidance using NJ contractors and suppliers. To this day, the field continues to be maintained in a completely organic manner. Since 2015, maintenance has been provided by Mike Kolenut of Lincoln Landscaping, Inc. The field is fertilized with a completely organic soy amino acid fertilizer. This is a non-GMO fertilizer which aids in tuning bacteria into nitrogen. Aggressive aerating, and over-seeding programs have been implemented, utilizing disease resistant fescues, thus eliminating the need for weed killers and pre-emergents. By balancing the PH and organic matter levels, bacteria and fungi grow and multiply quicker. This increases the worm population, which in turn leads to a healthier field. The field is a model for other communities that are interested in a completely organic multi-purpose field, and proves that sustainable sports fields can be successful with the assistance of NJ contractors with this expertise.

**PDF: [OSBORNE REPORT](#)**

**PDF: [OUTREACH ACTIVITIES](#)**

**PDF: [INNOVATIVE COMMUNITY PROJECT 1 DOCUMENTATION](#)**

**WORD: [PHOTOS OF FIELD, MAINTENANCE TECHNIQUES, AND OUTREACH](#)**

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## Innovative Community Project 2

10 Points

**Program Summary:** The Maplewood Green Team announced that it will launch the Maplewood Adopt-A-Park Site program at Maplewood Green Day on Saturday, April 27. Maplewood Township boasts six parks with a variety of amenities such as nature trails, ball fields, tennis courts, playgrounds and a duck pond. Those who enjoy the parks understand how they enhance the community's quality of life. Now, the township's Green Team is seeking volunteers to help keep the greenways clean through its' Adopt-A-Park Site program. Maplewood's six public parks have been divided into areas that are small enough for a family, organization or group to conduct a trash clean-up in about an hour. By adopting a park site, each group is agreeing to clean their site at least once a month. The groups will be recognized for their work on the [www.MaplewoodIsGreen.org](http://www.MaplewoodIsGreen.org) website.

**PDF: [OTHER 2 DOCUMENTATION](#)**

**PDF: [OTHER 2 DOCUMENTATION](#)**

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## Innovative Community Project 3

10 Points

**Program Summary:** re:Yard is a community-oriented program that awards lawns, gardens and

yards for being sustainable and reducing many of the negative environmental impacts of standard yard care developed collaboratively by volunteers from the Green Teams of Maplewood, Millburn, and South Orange. To receive re:Yard certification, a yard must earn points by satisfying requirements from credits within the re:Yard guidelines. As a yard accumulates enough points, the participant achieves different levels of certification (Member, Bronze, Silver, Gold). The first step was creating guidelines for the program in six categories: Site and Soil, Water Use and Water Quality, Energy and Air, Plants and Animals, Materials and Resources, and Beyond the Yard. The guidelines were peer reviewed by gardening experts then the team developed promotional materials, a website, and promotion plan to share the program with the community. The program launched October 3, 2015 with a gardening workshop at the Elks Lodge in South Orange. Local experts demonstrated proper yard preparation and participants learned about yard detoxing, soil-testing, composting, native plants, drip-irrigation, rain gardens and more. To entice participation, a free drawing for giveaways was done at the event that included Wizard Dueling Tumbler backyard composters, soil-testing kits, bulbs and a free yard/garden consultation. Promotion of the program continues with events and social media outreach driving new participants to the website. Person to person, hands-on events have proven to be the most successful at recruiting new participants to re:Yard, with over 100 members signed up to date. The structure of the re:Yard program allows metrics to be tracked over time for each yard's reductions in storm water run off, pesticide and synthetic fertilizer use, as well as net carbon reduction.

**WORD: [INNOVATIVE COMMUNITY PROJECT 3 DOCUMENTATION](#)**

**PDF: [INNOVATIVE COMMUNITY PROJECT 3 DOCUMENTATION](#)**

**PDF: [INNOVATIVE COMMUNITY PROJECT 3 DOCUMENTATION](#)**

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## Land Use & Transportation

### Historic Preservation Element \*Retired 12/31/22\*

10 Points

**Program Summary:** The Township of Maplewood adopted a Historic Preservation Plan Element (HPPE) in its Municipal Master Plan in 2004. The Master Plan was reexamined in 2011. The HPPE was amended in 2008 and 2016.

**PDF: [HISTORIC PRESERVATION ELEMENT DOCUMENTATION](#)**

**PDF: [HISTORIC PRESERVATION ELEMENT DOCUMENTATION](#)**

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### Effective Parking Management

10 Points

**Program Summary:** This Parking Study has been commissioned by the Township in association with the project "Maplewood Village Parking Plan" for the Township of Maplewood. The "Maplewood Village Parking Plan" also includes an existing zoning analysis, a future redevelopment analysis, and a set of conceptual development recommendations. The purpose of this Parking Study is to issue a set of recommendations based upon the downtown parking investigation and the results of the aforementioned analyses. The Township is actively pursuing

restriping of existing parking lots to increase their efficiency and increase the number of parking spaces. Areas throughout the Township such as Dunnell Road and Maplewood Ave, which are near the train station, are being considered for parking restriping as well as other areas in the Township. This increases the available parking without increasing impervious cover and stormwater runoff. Additional measures taken by the Township include 2 hour parking restrictions to encourage more foot traffic. The Township has also permitted tenants of residential complexes to park in public parking lots overnight to reduce the onstreet parking demand. Newly uploaded documents include the 2016 Striping Improvement plans, which were implemented to improve the efficiency of parking and were constructed (see uploaded invoice from Straight Line Striping), this includes areas where there is shared parking. Also uploaded are the Time Limit Parking Ordinance, which revises parking times to 2 hours.

**PDF: [EFFECTIVE PARKING MANAGEMENT DOCUMENTATION](#)**

**PDF: [EFFECTIVE PARKING MANAGEMENT DOCUMENTATION](#)**

**PDF: [EFFECTIVE PARKING MANAGEMENT DOCUMENTATION](#)**

**PDF: [EFFECTIVE PARKING MANAGEMENT DOCUMENTATION](#)**

## Local Economies

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### Green Business Recognition Program

10 Points

 Bronze Priority  Silver Priority

**Program Summary:** The Maplewood Green Team established the Maplewood Green Business Recognition Program with the backing of the Township Committee (Deputy Mayor Kathleen Leventhal was on the committee) and in consultation and cooperation with local business organizations – the Maplewood Chamber of Commerce, the Springfield Avenue Partnership, and the Maplewood Village Alliance. In addition, we consulted with Athena Sarafides at the New Jersey Department of Environmental Protection (NJDEP) to discuss the NJ Sustainable Business Registry Program (NJSBR) and to make sure we were proceeding forward along similar lines with similar goals. Our sustainability business consultants will be promoting the NJSBR program but we are not yet making it a criterion for participation. During our launch season, we are recruiting participants on a general level. Going forward, we plan to design tiers into the program. The Co-Chairs of the program have made formal PowerPoint presentations to the Maplewood Township Committee, the Maplewood Chamber of Commerce, the Springfield Avenue Partnership, and the Maplewood Village Alliance. (See attached Power Point.) The official name and logo have been established (see supporting materials). Once participants are registered and accepted into the program, they receive a framed certificate and a window cling for them to display in their place of business. Their information will be incorporated into a business profile, which will be highlighted on the website (<http://www.maplewoodisgreen.org/maplewood-green-business-program>) and in social media (Facebook, Twitter, Instagram). In addition, business participation will be recognized at our annual Green Fair (Maplewood Green Day). (Green Business Program members are offered a discount on Green Day fees.) Included in documentation are pictures of two Maplewood Green Businesses -- Roman Gourmet and Maplewood Deli and Grille. Pictures of their window recognition have been submitted. Forms which were filled out contain proprietary business info. and we do not have clearance to release the completed forms at this date.

**PDF: [GREEN BUSINESS PROGRAM BROCHURE](#)**

**POWERPOINT: [GREEN BUSINESS PROGRAM POWERPOINT](#)**

**PDF: [GREEN BUSINESS SURVEY](#)**

**PDF: [GREEN BUSINESS REGISTRATION](#)**

## Support Local Businesses

10 Points

**Program Summary:** On May 19, 2016, 35 local, place-based and home based business owners attended “Doing Business with the Township,” a session designed to facilitate the purchasing of more local goods and services. Mayor Victor De Luca welcomed those in attendance. Each attendee then introduced her/himself and explained the goods or services she/he provides. Township Administrator Joseph Manning and Deputy Administrator/Purchasing Agent Cesar Correa presented information on the following: • What types of businesses does the Township use? • How do I find out about these opportunities? • What qualifications do I need to work with the Township? • What are the insurance requirements? • How much time does it take for the Township to make a decision on a purchase? • How long do I have to wait to get paid? • What is the bidding/proposal/quote process? The directors of ten Township departments described what products they purchase and the services they might need in the future. Deborah Collins, Director of the Essex County Office of Small Business Development and Affirmative Action, gave a presentation on how the County office can assist Maplewood businesses. The session ended with a business card exchange between Department Directors and the business people in attendance. Residents and businesses were notified of this session through public announcements at the April 19th, May 3rd and May 17th Township Committee meetings; posts on various Facebook pages; two stories on the Village Green, a local Internet news service; and a Township email blast sent on May 3rd and 17th to 4,200 addresses. Additionally, announcements were sent out by the two Special Improvements Districts and the Maplewood Chamber of Commerce. As a result of the session, Department Directors are more knowledgeable about the goods and services that are available locally and will follow through with these contacts with future purchases.

**WORD:** [SUPPORT LOCAL BUSINESSES DOCUMENTATION](#)

**WORD:** [SUPPORT LOCAL BUSINESSES DOCUMENTATION](#)

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## Natural Resources

### Natural Resource Inventory

20 Points

 Bronze Priority  Silver Priority

**Program Summary:** Maplewood completed its first Natural Resource Inventory on August 24th, 2006. It was prepared by Maser Consulting of Mount Arlington, New Jersey and was titled, “Environmental Resources Inventory.” In subsequent planning activities and documents the titles “Environmental Resources Inventory” and “Natural Resource Inventory” have been used interchangeably to refer to the same document. It included all of the elements required by Sustainable Jersey. In the fall of 2006 it was presented to the Maplewood Township Committee and accepted by them as an essential planning document. In 2008 Maplewood went through the process of creating and adopting a formal Open Space and Recreation Plan Element to

supplement its 2004 Master Plan. The Environmental Resources Inventory was listed as one of the foundational documents for this Plan Element. Again as part of the Maplewood Master Plan Re-examination that was completed in 2011, the 2006 Natural Resources Inventory was cited and incorporated as one of the foundational documents. Maplewood is in the process of organizing an update of the Natural Resource Inventory. Maplewood has been a fully built out community for several decades, meaning that almost all parts of the Inventory are still current. Nevertheless there have been a number of small changes that warrant an update at this time. In the future the Inventory will continue to be updated every six years.

PDF: [M71111130.PDF](#)

PDF: [NRI MASTER PLAN REEXAM EXCERPT](#)

PDF: [NRI POLICY FOR EVERY 6 YEARS](#)

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## Environmental Commission

10 Points

**Program Summary:** Maplewood's Environmental Advisory Committee is established and its members appointed under Ordinance 2685-12 adopted on March 6, 2012 which updated a similar ordinance adopted in 1997. It is an active member of the Association of New Jersey Environmental Commissions and performs the functions of an environmental commission. It meets nine times per year and performs a significant role in environmental policy matters that come before Maplewood's governing body.

PDF: [ORDINANCE AMENDING THE CODE OF](#)

WORD: [2015 ANNUAL REPORT OF THE MAPLEWOOD ENVIRONMENTAL ADVISORY COMMITTEE](#)

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## Open Space Plans

10 Points

**Program Summary:** In 2004 the Township of Maplewood adopted its Master Plan. Included in that document was a Recreation and Open Space Element. In 2008 the Township took a new look at the Recreation and Open Space Plan and a revised one was contracted for and completed in September of that year. That revised element was adopted by the Planning Board in a Resolution of September 23, 2008. In 2011 a Master Plan reexamination was done pursuant to the requirements of the Municipal Land Use Law. That reexamination report acknowledged the 2008 Recreation and Open Space Plan as still in force and the reexamination was adopted in July 2011 by resolution.

PDF: [OPEN SPACE & RECREATION PLAN](#)

PDF: [MASTER PLAN REEXAM EXCERPTS](#)

PDF: [OSRP PB ADOPTION](#)

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## Water Conservation Education Program

10 Points

**Program Summary:** Drip-Irrigation – WATER CONSERVATION EDUCATION PROGRAM Maplewood Township is conducting an on-going water conservation education community outreach program with the installation of drip irrigation systems. The first system was installed at the South Orange Elks Rent Party Garden in 2013. It's a large community vegetable garden that grows crops for two local food pantries to fight hunger. There have been at least either subsequent drip irrigation demonstration events since 2013. In the Fall of 2016, a comprehensive demonstration was given alongside other expert demonstrations as part of the launch of the re:Yard sustainable gardening program. In the Spring of 2016 , three events were conducted at the local schools: Seth Boyden (April 2016,), Jefferson (May 2016), Tuscan School (June 2016). Other installations demonstrations are planned for the Fall of 2016 at subsequent school and community gardens. Drip irrigation advances sustainability by reducing water usage while increasing garden yield. A drip system can save as much as 80% of the water normally used in watering systems. It can be used on varying scales and is easily replicated at municipal, community and residential levels. Water usage is reduced because drip emitters are placed at the base of the plants and no water is lost to evaporation or run-off. The installation of the drip irrigation system served as the vehicle for the community outreach to the general public. Maplewood is encouraging residents to conserve water. The installation was turned into a hands-on learning event for the public. One of the common barriers to using drip irrigation is that people don't have the information on how to select and install the system. Participants learned by doing as they installed the system. The Maplewood, South Orange and Millburn Green Teams collaborated on the outreach and installation. Publication includes: promotional lawn-signs, a media release, a Maplewood Township e-alert, event flyer distribution, Green Team and Maplewood websites and Facebook pages. The South Orange and Millburn Green Teams promoted the event through their networks. The local-media stories on the local Patch before and after the event provided the benefits of the system.

**WORD:** [WATER CONSERVATION EDUCATION PROGRAM DOCUMENTATION](#)

**PDF:** [WATER CONSERVATION EDUCATION PROGRAM DOCUMENTATION](#)

## Operations & Maintenance

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### Recycled Copy Paper

10 Points

**Program Summary:** Purchasing of copy paper for all departments in the Township of Maplewood is centralized in the Business Administrator's Office. The Township has been using 30% post-consumer recycled paper for at least five years. Attached are a few invoices as demonstration.

**PDF:** [RECYCLED PAPER INVOICES](#)

## Public Information & Engagement

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### Improve Public Engagement in Municipal Government

10 Points

**Program Summary:** The Maplewood Township Committee is very serious in meeting its responsibilities to engage the public. The Township Committee added a second public speaking opportunity to its agenda. Residents are now given a chance to speak at the beginning and end of meetings. Additionally, in order to make the agenda clearer, the Mayor provides a review of the meeting and gives the public a "roadmap" for their involvement. Each year all scheduled Township Committee meetings are posted. For each Township Committee meeting the proposed agenda is posted on Friday afternoon for the meeting that is scheduled for the following Tuesday. Past agendas and minutes can be viewed by using the search features on the municipal website. Meetings are streamed live and videos of past meetings are available on the website. The Township maintains a "Notify Me" sign up feature on its website through which residents can request various types of notifications. More than 4,000 contacts are on the Township's e-mail list. The Police Department maintains a "Nixle" notification program for safety and traffic notices. A request for service feature also exists on the Township's website. This allows a poster to report a problem and to receive a follow-up on the status of its resolution. Links:  
<http://www.twp.maplewood.nj.us/agendacenter> <http://www.twp.maplewood.nj.us/index.aspx?nid=216> (Township Committee information) <http://www.twp.maplewood.nj.us/requesttracker.aspx>  
Information about rules for citizen input is available on the website, including how long they have to speak during the public comment portion of meetings and if they have to sign up to speak, is available here: <http://www.twp.maplewood.nj.us/index.aspx?nid=216>

## Sustainability & Climate Planning

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### Municipal Carbon Footprint

10 Points

 Bronze Priority  Silver Priority

**Program Summary:** Maplewood's municipal carbon footprint for the calendar year 2015 came to 3,102 metric tons of carbon dioxide equivalent using the Sustainable Jersey calculation methodology. Of this total, electricity use accounted for the largest fraction, 1578 tons or about 51%. Transportation fuels accounted for about 32% of the total, just under 1000 tons. Natural gas use was responsible for the remaining 17%, about 525 tons. There were no other fuels used. Breaking the total figure down in a different way, buildings and facilities were responsible for almost 1570 tons of emissions about 47%. Street lighting and traffic signals accounted for 760 tons and 23%. Among motor fuels, gasoline was the largest source of emissions, about 17% of the total, while diesel and B-5 biodiesel were responsible for 9% and 3% of the total emissions, respectively. Intermittent meter reading by the utility, with many estimated readings meant that annual totals were most accurately calculated by using December 2014 and December 2015 meter readings. All of our gasoline and diesel motor fuels are supplied through single tanks in our Public Works facility and our biodiesel is purchased from a single vendor, Woolley Fuel of Maplewood. Comparing Maplewood's municipal carbon footprint for 2015 with that of 2011 using identical methods shows a 7% decrease in emissions. 2015 emissions were about 230 tons lower than those in 2011. Electricity use was down 9% with the biggest drop due to the introduction of LED street lights and additional contributions from lighting efficiency improvements in the libraries. Natural gas use was about the same, even though 2015 was somewhat colder during the heating season, reflecting some success due to improvements at the libraries and DPW.

**EXCEL:** [MAPLEWOOD MUNICIPAL CARBON FOOTPRINT 2015](#)

**EXCEL:** [MAPLEWOOD MUNICIPAL CARBON FOOTPRINT 2015](#)

## Waste Management

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### Prescription Drug Safety & Disposal

10 Points

 Bronze Priority  Silver Priority

**Program Summary:** Maplewood Township Police Dept. participated in the National Drug Take Back day on April 30, 2016. 67 pounds of materials in three containers were collected. This program will be repeated in Fall 2016. Maplewood has scheduled a second Drug Take Back day on Saturday November 5th from 9:00am until noon at the Maplewood Police Station. the Health Dept. will do advertising and the Police will oversee the collection. Advertising will be done via email blasts, municipal and local news web sites and flyers. This program will be completed by Nov. 20 final deadline. Attached are emails with the Police Dept. 1618 Springfield Ave.,and ADAPT about planning for this Drug Take Back Day. and copy of Township web site page on Alcoholism and Drug Abuse.

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

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

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

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

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### Community Paper Shredding Day

5 Points

**Program Summary:** Since 2015, the Township of Maplewood has offered to residents and businesses, two paper shredding events per year with the intention of improving the Township's recycling program. The Township of Maplewood paid for the all of the expenses which included the cost of the contractor to bring the shredding truck, the advertising and the manpower to oversee the events. The paper-shredding events were held at the Recycling Center located at 359 Boyden Ave. Each event was for a period of four hours, or until the shredding vehicle was filled. Each truck held 10,000 lbs. and was filled at every event. For 2016, the first event was held on April 9th. The second event will be held on October 22nd. The event was advertised to the community in the Township's newsletter, and on the Township website. The vendor for this event was Safe Shredding located in Roseland NJ. The cost of each event is \$1,000 per event.

IMAGE: [COMMUNITY PAPER SHREDDING DAY DOCUMENTATION](#)

IMAGE: [COMMUNITY PAPER SHREDDING DAY DOCUMENTATION](#)

PDF: [COMMUNITY PAPER SHREDDING DAY DOCUMENTATION](#)

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### Recycling Depot

**Program Summary:** Recycling Depot The Maplewood Recycling Center is located at the site of the Department of Public Works at 359 Boyden Ave. It is Open Monday thru Friday from 9am-3pm, and Saturday's from 9am to 12pm. The Recycling Center collects paper, newspaper, cardboard, glass containers, aluminum/bi-metal containers, and plastics. Motor oil, cooking oil, anti-freeze, car tires, light iron/scrap metal, household and car batteries, compact fluorescent bulbs, books, clothing, and textiles are also collected at the Recycling Center. Additionally, appointments can be made for DPW to collect large scrap metal and old appliances from residents. Residents are able to obtain wood chips and mulch which are produced from the chipping of trees that have been removed, and the recycling of leaves. Because the center is a popular Saturday morning location for residents, the governing body frequently use it to host their monthly, "Talk to the Township Committee" meet and greet sessions. Since 2008, Maplewood and South Orange have a shared services with electronics recyclers alternating between the respective recycling centers 8 times per year. The Township has collected 24.6 of consumer electronics in 2014, and 39.19 tons in 2015. In May of 2012, the Township changed the curbside recycling policy from twice a month, to every Monday. This change in policy has made it easier for the residents, and added two collections per year, which has aided in the increase of recyclables over the last three years. The 2014 and 2015 recycling tonnage reports are attached. The depot is advertised on the Township website: <http://www.twp.maplewood.nj.us/index.aspx?nid=597>

**EXCEL: RECYCLING DEPOT DOCUMENTATION**

**EXCEL: RECYCLING DEPOT DOCUMENTATION**

**PDF: RECYCLING - SINGLE STREAM INFORMATION**

**IMAGE: DEPOT PHOTO**

**IMAGE: RECYCLING DEPOT SIGN PHOTO**