



## Sustainable Jersey Certification Report

This is the Sustainable Jersey Certification Report of Stafford Twp, a Sustainable Jersey bronze certified applicant.

Stafford Twp was certified on December 17, 2020 with 200 points. Listed below is information regarding Stafford Twp's Sustainable Jersey efforts and materials associated with the applicant's certified actions.

### Contact Information

The designated Sustainable Jersey contact for Stafford Twp is:

<b>Name:</b>	MATT VON DER HAYDEN
<b>Title/Position:</b>	TOWNSHIP ADMINISTRATOR / ADMINISTRATION
<b>Address:</b>	260 EAST BAY AVENUE MANAHAWKIN, NJ 08050
<b>Phone:</b>	609-597-1000 X 8516

### Actions Implemented

Each approved action and supporting documentation for which Stafford Twp was approved for in 2020 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:** The green team was created in September of 2019. The resolution is attached below. The first meeting will be in October of 2019 and the team will meet monthly moving forward. Also attached below is an agenda that describes how the initial meeting will go. The agenda reviews the Sustainable Jersey program, actions to address in 2019, and allows for a

discussion among members. The meeting will take place at 260 East Bay Avenue, Manahawkin NJ 08050. Minutes for the first meeting have been attached as well.

**PDF: [GREEN TEAM RESOLUTION](#)**

**WORD: [GREEN TEAM AGENDA](#)**

**PDF: [GREEN TEAM MINUTES 10-07-2019](#)**

**PDF: [GREEN TEAM AGENDA 12-02-2019](#)**

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## Community Education & Outreach

10 Points

**Program Summary:** The Township Administrator, Matthew von der Hayden held two Flood Mitigation Assistance Workshops in July and August of 2019 to educate residents about the Community Rating System. A PowerPoint presentation explaining what the CRS program does for the community was created, and links on where to find more information regarding the program was provided. A sign in sheet was provided to keep track of how many people attended the workshops and how many of them were willing to participate in the program. CRS brochures were passed out on Founders Day on June 8, 2019; at the CRS workshop on July 25, 2019; and on National Night Out on August 6, 2019. A Drainage Workshop was also held on September 9, 2019. Short term drainage improvements were discussed and plans for long term drainage improvements were introduced. The Blue Acres program was also reviewed and residents were asked about their interest in it. Residents were asked to provide feedback at the end of the workshop.

**PDF: [DRAINAGE WORKSHOP PRESENTATION](#)**

**PDF: [DRAINAGE WORKSHOP SIGN-IN SHEET](#)**

**POWERPOINT: [FLOOD MITIGATION ASSISTANCE \(FMA\) WORKSHOP PRESENTATION](#)**

**PDF: [FMA WORKSHOP SIGN-IN SHEET 7/25/19](#)**

**PDF: [FMA WORKSHOP SIGN-IN SHEET 8/20/2019](#)**

**PDF: [IN-PERSON EVENT CHECKLIST FOR DRAINAGE AND FMA WORKSHOPS](#)**

## Energy

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### Energy Tracking & Management

10 Points

 Bronze Priority  Silver Priority

**Program Summary:** Stafford Township completed their very own Energy Tracking and Management spreadsheet to better understand how much energy they are using throughout their buildings. Good energy usage information is critical to identifying and prioritizing potential building performance improvement opportunities and tracking the actual impact of any upgrade investments that are made. As municipalities improve the energy performance of their public buildings, that action can inspire more widespread energy improvements throughout the community. Must Revised Note - 7/6/2020 - Please find attached the Township of Stafford's Local Government Energy Audit application which includes all the requested information to receive the

10 points for this action.

**EXCEL: [ENERGY TRACKING MANAGEMENT SPREADSHEET](#)**

**EXCEL: [BUILDING INFORMATION REQUESTED - LGEA AUDIT](#)**

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## Fleet Inventory

10 Points

 Bronze Priority  Silver Priority

**Program Summary:** The Townships completion of the fleet inventory is going to be extremely beneficial to the community and the environment as a whole. Having this inventory will allow the Township to track and evaluate its current vehicles and see what kind of impact said vehicles are having on the environment. By evaluating the data given to us by the fleet inventory, Stafford Township is able to see how they can improve their energy efficiency as well as reduce their emissions through the use of alternative vehicles. Not only is it good to have this information now and observe the data, this is something that the Township will be able to refer to when deciding on what kinds of cars to purchase moving forward. Must Revise Note - 7/6/2020 - Attached is the Excel version of the Fleet Inventory, along with the Fleet Narrative for Stafford Township. Thank you for your evaluation of the application.

**PDF: [FLEET INVENTORY DOCUMENTATION](#)**

**EXCEL: [FLEET INVENTORY - EXCEL](#)**

**PDF: [FLEET NARRATIVE - STAFFORD TOWNSHIP](#)**

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## Public Electric Vehicle Charging Infrastructure

15 Points

**Program Summary:** The Township of Stafford reviewed a number of electric vehicle charging stations. After determining that a dual port charging station (Level 2) that is networked to track usage was the best fit for the Township, three quotes were obtained to determine quality and cost of the charging stations. After reviewing the three quotes it was determined that Electric Vehicle (EV) Charge Solutions is the best fit based off quality and cost. The Township has a certified electrician on staff and that staff member installed the stations. The stations are installed at the Township Municipal Building (260 East Bay Avenue, Manahawkin, NJ 08050) and the Bay Avenue Community Center (775 East Bay Avenue, Manahawkin, NJ 08050). Pictures of both stations are attached. The Township was able to acquire the charging stations with funding from the New Jersey Department of Environmental Protection through the It Pays to Plug In Program. The charging stations are posted on the EV Connect Platform which uses an app to find the stations for EV users. A picture of that is uploaded to show public accessibility to both stations. The signs for both charging stations are posted next to each station. At this point both stations are free to use but we are monitoring the usage to see if a charge will be assessed. Currently no revenue is generated by the stations. The stations were just installed in July, 2020 so they just became available to submit with this 2020 certification application.

**IMAGE: [PICTURE - TOWNSHIP MUNICIPAL BUILDING - CHARGING STATION](#)**

**IMAGE: [PICTURE - BAY AVENUE COMMUNITY CENTER - CHARGING STATION](#)**

**IMAGE: [PUBLIC ACCESSIBILITY MAP](#)**

**PDF: [LETTER OF SUPPORT](#)**

## Food

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### Community Gardens

10 Points

**Program Summary:** The Township of Stafford has three community gardens - Mill Creek Community Garden, Bay Acres Community Garden, and Community Garden Manahawkin Lake Park. They are planned, developed, worked, and sustained by the community. The gardens are grown collectively and we have young and old people working together to manage and maintain these grassroots gardens. Local community groups such as Stafford Historical Society, boy scouts, girl scouts, and civic associations work with Stafford Township Recreation Department offering suggestions and ideas for the development of the gardens. There is a page on the Township's website that keeps residents up to date on the happenings, volunteer opportunities, and educational incentives the three gardens have to offer. The Community Garden Manahawkin Lake Park was established in 2014 in conjunction with the Hunger Foundation of Southern Ocean County (HFSOC) to promote community involvement and increase awareness about the growing need for hunger relief. When the garden was established, Public Works and the Recreation Department collaborated with volunteers to establish the garden beds and irrigation. Estimated costs provided by the Township was \$1,500.00 in fencing and irrigation plus an estimated 140 hours of labor. Many items have been donated including annual plants/seeds, benches, shed, tools etc. The Mill Creek Community Garden was established in 2015. Most of the lumber needed to build the gardens was donated, as were many of the established fruit trees and plants. Costs for the municipality were fencing and labor. To establish the garden, estimated costs were \$750.00 and 100 hours of labor. Volunteers work the garden collectively and like the other gardens can pick a daily harvest from any bed. The Bay Acres Community Garden was established in Spring of 2019. Initial costs were lumber for fencing and garden beds. Township costs were \$950.00 in lumber and 100 hours of labor. Volunteers work the garden collectively and can pick a daily harvest. Here is a link to one of the garden's Facebook page; <https://www.facebook.com/staffordcommunitygarden/> All of the community gardens encourage area youth to volunteer and hope to in the future have garden beds dedicated for education purposes. The community gardens bring awareness to the fact that hunger exists here in Stafford Township and educates volunteers about how to grow fresh food. Must Revise Note - 7/6/2020 - Please find attached the requested Community Garden Submission Questionnaire and backup documentation to document this action. Thank you for your review of the action. We are only applying for the 10 points associated with this action at this time. Must Revise Note - 10/22/2020 - An updated questionnaire has been provided to address the "Must Revise" comments. Thank you for your help.

PDF: [COMMUNITY GARDEN VOLUNTEER FORM](#)

PDF: [STAFFORD TOWNSHIP COMMUNITY GARDEN PROGRAM MATERIALS](#)

PDF: [COMMUNITY GARDEN - SIGNAGE AND OUTREACH](#)

PDF: [COMMUNITY GARDEN - QUESTIONNAIRE](#)

PDF: [COMMUNITY GARDEN - QUESTIONNAIRE - UPDATE](#)

## Innovative Projects

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## Innovative Community Project 1

10 Points

**Program Summary:** The Township of Stafford has a storm damaged Beech tree that is approximately 300 years old which couldn't be saved. The tree was cut down and then turned into an innovative community project. Based off of public safety concerns that the tree could fall on a power line, into the road, or on residents even, the Township decided to instead use it as an artistic rendering of the Township of Stafford. The Township wanted to incorporate local wildlife and natural elements of the area and that's exactly what was accomplished. At the top, a proud osprey perches on a branch, clutching a striped bass in its talons. An egret, some cattails, and pine trees were below the raptor. Below that was a water line, with fish and terrapins, and in the background was the Barnegat Lighthouse. Pictures of this have been uploaded. Information about this project was shared with residents via the Township's Facebook page and residents were updated every step of the way. The residents of the Township are pleased with the artwork and it's been described as a great tribute to the Township. Multiple online publications were written about the project as well and it was aired on a radio station, 105.7. Here is a link to one of the articles. <https://www.jerseyshoreonline.com/southern-ocean/town-hall-treasure-beech-tree-turned-masterpiece/>.

**PDF: [TOWNSHIP OF STAFFORD INNOVATIVE COMMUNITY PROJECT PICTURES](#)**

**PDF: [TOWNSHIP OF STAFFORD INNOVATIVE COMMUNITY PROJECT ARTICLES](#)**

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## Innovative Community Project 2

10 Points

**Program Summary:** For Stafford's second innovative action, we are submitting one of our programs called the, "On P.O.I.N.T. Program". This stands for proactive outreach in need and treatment, and this program serves to address the substance abuse and mental health issues in Ocean County. Through this program, Stafford is able to provide on-site social workers to the public twice a week out of their police department. This program has so many benefits, but the main two deal with the police force and the people themselves that are utilizing the program. A large number of police officers respond to calls from the same household on multiple occasions, and this is because although they are able to stop the immediate issue and restore peace momentarily, they are not able to address the underlying causes of these issues (mental health, substance abuse, etc.) This program will allow the police to cut down on their number of acute emergency services and give people who are dealing with these types of problems a reliable, trustworthy and trained social worker to talk to. Must Revise Note: 7/6/2020 - The On Point Program is highlighted on the Stafford Township Police Department Website here: <https://www.staffordnj.gov/DocumentCenter/View/921/ON-Point-overview-webpage?bidId=> Attached is the updated overview updated in 2020. This information is put out on the web, in the Township Municipal Building and Channel 22 (Local Public Access Channel). On item number 2, the wrong document was uploaded, we apologize for the error. The program overview was the document that was meant for this section. That document is now included in the submission. The program is still active in the Township. Thank you for your review.

**PDF: [INNOVATIVE COMMUNITY PROJECT 2 DOCUMENTATION](#)**

**PDF: [INNOVATIVE COMMUNITY PROJECT 2 DOCUMENTATION](#)**

**PDF: [INNOVATIVE COMMUNITY PROJECT 2 DOCUMENTATION](#)**

**PDF: [ON POINT PROGRAM REVIEW](#)**

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## Innovative Community Project 3

10 Points

**Program Summary:** For Stafford's third innovative action, we are submitting our "S.H.I.P Program" which stands for Stafford Helps Its People. This programs works to help the residents of our town in any way that we can, especially during the difficult times that COVID-19 has brought. S.H.I.P. provides a variety of resources ranging from providing phone numbers that residents can use to call someone and talk when they are feeling lonely to providing volunteers to grocery shop for people who are unable to leave the house, while still practicing social distancing. This has been a wonderful way to reach out to our community during these unprecedented times and make sure that all of Stafford's residents are being taken care of. We were able to utilize our township website and our "Mayor's Forum" broadcast as another way to inform the residents about what is going on in regards to COVID-19 and to remind them about S.H.I.P. and encourage them to use the resources that we have provided. Through the Mayor's Forum, the mayor sits down with various department heads and staff of the township and talk about how the specific department has been affected, what they are changing to adapt and abide by the stay at home orders, and also inform the residents about things they can do to stay involved while being at home. This is a great way to utilize something that the township was already doing and use it to inform residents about something that is on everyones mind - COVID-19. In addition from it being out the townships website, there is also a link on our Facebook page to make it as accessible as possible. Must Revise Note - 7/6/2020 - Currently the S.H.I.P. program is still running. We have 39 volunteers that help get food, prescriptions and any other need for those that need help during the COVID-19 pandemic. These volunteers are in a one on one relationship with the resident that needs assistance. We have 50 residents that are paired up with volunteers. Some volunteers have two residents they are helping to get to that 50 number. The Township's Recreation Department coordinates this effort and also is working with Fulfill of Ocean and Monmouth Counties to get food to those that in most need at this time. Attached is a Facebook post that has been used to promote the program.

PDF: [TOWNSHIP WEBSITE PDF](#)

PDF: [MAYOR'S FORM POWERPOINT](#)

PDF: [MAYOR'S FORM POWERPOINT \(2\)](#)

PDF: [RESOLUTION SHIP PDF.PDF](#)

IMAGE: [FACEBOOK POST](#)

## Land Use & Transportation

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### Sustainable Land Use Pledge

10 Points

 Bronze Priority  Silver Priority

**Program Summary:** On February 11, 2020 Stafford Township passed a resolution authorizing the Sustainable Land Use Pledge. This will have a positive impact of the community because it will encourage more residents to be mindful of their actions that effect Stafford's natural resources. Although the Township already promotes the preservation of these resources, this resolution was

able to formalize the work and efforts that the Township has already been doing. Attached below is the resolution. Must Revise Note: 7/6/2020 - Please find attached the email and memo sent out in February, 2020 on this pledge. The memo was sent out as a hard copy to all parties referenced in the memo. Thank you for your review of the application.

**PDF: [SUSTAINABLE LAND USE PLEDGE DOCUMENTATION](#)**

**PDF: [MEMO - PLEDGE](#)**

**PDF: [EMAIL - PLEDGE](#)**

## Natural Resources

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### Environmental Commission

10 Points

**Program Summary:** The Township of Stafford's Environmental Commission is an advisory board which reviews all development applications that come before the Planning Board or Zoning Board of Adjustment. The Environmental Commission also makes ordinance recommendations to protect and preserve the environmental quality of the Township. In addition, the Environmental Commission organizes the Township's annual Arbor Day celebration. The Arbor Day event is the culmination of teaching the students, K through 12, environmental awareness through a poster, poem and essay contest, and other hands on experiences. The Environmental Commission also participates in the Tree City USA program administered by the National Arbor Day Foundation. Acceptance into this program requires the Township to meet certain goals which it has exceeded over the past 30 years by obtaining the Tree City Growth award. The Environmental Commission also holds regular meetings monthly in which residents are allowed to attend and share their questions, concerns, and or comments. Minutes and Agendas from said meetings are posted on the Municipal website. In addition, the Township of Stafford is a groundwater guardian community and we pursue new projects each year to continue that status. Being the recipient of these awards and participating in such programs demonstrates our commitment to educate our community and protect our natural resources. Must Revise Note - 7/6/2020 - Please find attached the list of the Environmental Commission members with their titles. Thank you for your review.

**PDF: [TOWNSHIP OF STAFFORD ENVIRONMENTAL COMMISSION ORDINANCE](#)**

**PDF: [TOWNSHIP OF STAFFORD ENVIRONMENTAL COMMISSION ANNUAL REPORT](#)**

**PDF: [ENVIRONMENTAL COMMISSION - LIST WITH TITLES](#)**

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### Environmental Commission Site Plan Review

10 Points

**Program Summary:** Stafford Townships Environmental Commission was established to protect, develop, and ensure the proper use of natural resources within the territorial limits of the Township. In order to do these things the Environmental Commission reviews all site plans and development applications to evaluate potential environmental impacts. After reviewing the site plans, the Environmental Commission makes recommendations to the Planning Board for the applications. Some of the things that the Environmental Commission specifically focuses on is

protecting the use of natural resources, including open space preservation, water resource management, air pollution control, solid waste management, noise control, storm water management and soil and landscape protection. This team is a crucial part to our Township and ensures that Stafford is taking the proper precautions when building to protect and preserve our environment. Must Revise Note - 7/6/2020 - The Environmental Commission action was updated to reflect the requested information for that action. If you should need more information on this action please let me know at mvonderhayden@staffordnj.gov

**PDF: [REVIEW & ACTIONS](#)**

**PDF: [DESCRIPTION OF IMPLEMENTATION](#)**

## Public Information & Engagement

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### Municipal Communications Strategy

10 Points

**Program Summary:** Township Administrator, Matthew von der Hayden completed an inventory of the communication channels used by the municipality to share information with the public. This inventory was done in May of 2019. The Township's website is the go to for all of the latest news and it is updated everyday. There is a news bulletin on the homepage of the website. The Township also uses Facebook, bulletin boards in the municipal building, and a public access channel, channel 22 to get information to the public. Residents can also register their phone numbers and email addresses via the Township's website to receive emergency and non emergency communications. Matthew works closely with department heads to identify information that's being shared and how fast residents receive notifications. Using all of these different channels has helped the Township of Stafford to communicate faster and effectively with its residents. Residents do not need to make a trip to the municipal building every time. Everything that is needed can be found online with just a few clicks. Must Revise Note - 7/6/2020 - Please find attached the updated checklist provided by Lauren Skowronski. We appreciate the help in completing this checklist properly. Thanks so much! Matt

**PDF: [TOWNSHIP OF STAFFORD MUNICIPAL COMMUNICATIONS STRATEGY CHECKLIST](#)**

**PDF: [TOWNSHIP OF STAFFORD MUNICIPAL COMMUNICATIONS STRATEGY CHECKLIST - UPDATE](#)**

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### Digitizing Public Information

10 Points

**Program Summary:** The Township of Stafford actively updates its municipal website with information that is of high interest to its resident. All of this information can be reached with just a few clicks. Township Administrator, Matthew von der Hayden works closely with the IT department to make this possible. Doing this has helped reduce the amount of service calls that the clerk's office receives on a daily basis. Printing costs have reduced as well. Residents have access to ordinances, resolutions, and the Township code. There is information on the local school, and the governing board. Snow removal schedules, trash and recycling pickup schedule, and permit forms are available online as well. Response to Reviewer Feedback - 8/19/2020 Please find the updated

checklist provided. Thanks so much Lauren for all your help!

**PDF: [TOWNSHIP OF STAFFORD - DIGITIZING PUBLIC INFORMATION SUBMISSION CHECKLIST](#)**

## Sustainability & Climate Planning

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### Municipal Carbon Footprint

10 Points

 Bronze Priority  Silver Priority

**Program Summary:** The Township of Stafford has completed the Municipal Carbon Footprint. Having this form completed will serve many benefits to the community and their surrounding environment. By completing this form, we are able to calculate the amount of greenhouse gas emissions that are produced by our local government and community. By doing this we are able to see what buildings are producing the most, and try and think of new and creative ways to cut down on these emissions. Not only does the municipal carbon footprint include all of the buildings that the township owns, it also includes the fleet inventory, so this provides the town with a very accurate reading on the amount of emissions that are being produced. Greenhouse gas emissions are one of the leading contributors to global warming, so anything that can be done to cut down of these emissions is useful. Response to Reviewer Feedback - 8/19/2020 - I am not sure how to address these comments. On the vehicles, when taking the audit of vehicles we rounded the number as the vehicles are used on a daily basis. These numbers are constantly moving so we are taking a snapshot in time. This was completed back in February and March, 2020 so the numbers are only good for that one day so we rounded to make it more efficient. On the utility request, there are 12 months of data from what we have reported from Atlantic City Electric. In certain months if a pump station or building was shut down there may not be a reading. The Township has seasonal communities so some stations do get shutdown.

**EXCEL: [MUNICIPAL CARBON FOOTPRINT DOCUMENTATION](#)**

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### Community Asset Mapping

10 Points

**Program Summary:** The Township of Stafford compiled a community asset map which will serve to provide them with a multitude of critical elements of sustainability planning. By completing this map, the Township is able to inform the members of its community how they can improve and utilize their local resources to sustain and enhance the town for future generations. In addition to the general public, this map also allows the town to track their buildings as well as the changes they make to the buildings over the course of the years. As a Township and community that is constantly striving to better their community and preserve their resources, this community asset map will be extremely useful and will be something that Stafford will continue to update and reflect on.

**PDF: [COMMUNITY ASSET MAPPING DOCUMENTATION](#)**

**PDF: [COMMUNITY ASSET MAPPING DOCUMENTATION](#)**

## Waste Management

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### Prescription Drug Safety & Disposal

10 Points

 Bronze Priority  Silver Priority

**Program Summary:** The Township of Stafford has a permanent drop-off location for prescription drugs. It was established in April of 2017 and has been in operation ever since. The drop-off is located in the Municipal building at 260 East Bay Avenue, Manahawkin NJ 08050. The building is open 24 hours a day, 365 days a year. As of September 2019, The Township of Stafford Police Department has collected and disposed of 1,248 pounds of prescription drugs. The quarterly reports are attached below. The drugs are sealed in a cardboard box and held in a secure evidence vault until they are transported to Covanta Union Recycling Center, located in Rahway, New Jersey where they are disposed of properly.

**PDF: [PHOTO OF DROP-OFF AREA, LINK TO POLICE DEPARTMENT WEBSITE, AND SOCIAL MEDIA POSTS](#)**

**PDF: [PRESCRIPTION DROP BOX STATISTICS](#)**

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### Recycling Depot

10 Points

**Program Summary:** The Township of Stafford owns and operates a recycling depot located at 320 Haywood Road in Manahawkin, NJ 08050. The recycling depot is managed by the Department of Public Works and is open from 7:30 a.m. to 2:00 p.m. Monday through Friday. On Saturdays, it runs from 8:00 a.m. to 12:00 noon. Dumping after hours are discouraged. The recycling depot takes bulk trash such as furniture, mattress, box spring etc and metal items such as appliances, bed rails etc. In addition to providing residents with information regarding the recycling depot on the municipal website, the Township also distributes a zone schedule flyer called "Know Your Zone" to remind residents about recycling. This flyer shows images of what's accepted at the depot as well as the location and drop off hours. Operating this recycling depot reduces the need for land filling, it saves energy, and it helps prevent pollution. More information can be found on the website. <https://staffordnj.gov/211/Sanitation-Recycling-Division> . Update: 8/19/2020 to address the Reviewer Feedback: The backup information to show that the Recycling Depot is in use was updated and uploaded based off the feedback received. The Recycling Depot accepts bulk trash such as furniture, mattresses, box springs etc., metal items such as appliances, bed rails, etc. and yard waste. The pictures shown in the backup shows the Recycling Depot in use as described above.

**PDF: [RECYCLING DEPOT - BACKUP 8-19-2020](#)**