



Sustainable Jersey Certification Report

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

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

Contact Information

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Actions Implemented

Each approved action and supporting documentation for which Chatham Boro was approved for in 2021 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

Animals in the Community Education *Retired 12/31/23*

10 Points

Program Summary: CHATHAM BOROUGH'S ANIMALS IN THE COMMUNITY EDUCATION The Chatham Borough Green Team collaborates with the Chatham Township Environmental Commission, The Library of the Chathams and the Great Swamp Watershed Association (GWSA) Outdoor Education Center (a part of the Morris County Parks Department), to sponsor a series of webinars directed at community residents to promote living in harmony with the natural wildlife with whom we share our environments. The Borough contracted with the GWSA Outdoor Education Center to present three programs to residents in 2021, hosted via Zoom through the Library of the Chathams website. The expenses, planning and publicity for these programs is jointly shared by Chatham Borough and Chatham Township. Educational materials from the event can be found on the Chatham Borough Website's Environmental Commission page; the link is:

<https://www.chathamborough.org/chatham/Boards%20%26%20Commissions/Environmental%20Commission/>
The program “Coyotes in the Neighborhood” aired on April 1, 2021, at 6pm. Coyotes are frequent visitors on both the Borough and Township properties. During the program residents learned about the coyotes’ greatest times of movement and living patterns and were provided with strategies for keeping safe during interactions with the coyotes. There were 22 computers connected via Zoom, with two children each on four of them, and several adults. The second program “Owls of New Jersey” aired on April 29th. Attendees learned how to recognize the different owls with whom we share our habitat and to identify the sounds they make. The owl population can be found throughout our area. There were 18 computers connected to the Zoom call including several families and a teacher from Lafayette upper elementary school, who indicated she would share the information with children in her classes. A third program “Bears in the Community” will take place in September 2021, closer to their season of movement in preparation for hibernation. Bears are more prevalent in the Township, but they do appear on Borough residents’ properties as well. Jenny Gaus-Meyers is presenting all three programs. She is a professional wildlife educator and Manager of the Division of Educational and Interpretive Programming for the Morris County Park Commission. The Green Team has sponsored many educational programs with the GSWA Outdoor Education Center over the past decade. All the animals featured in the programs are active co-inhabitants in our communities. Programs such as these reassure residents about our ability to live in harmony with our native species, how to protect their pets, and how to deal with these animals should their paths cross ways. These animals can enrich our lives. The educational programs we present help allay fear, stem behaviors that are harmful to both animals, humans, and their personal pets, and help us maintain balance in our ecosystems.

PDF: [FILE 1 - PUBLICITY](#)

PDF: [FILE 2 - INFORMATION SHEET.PDF](#)

PDF: [OWLS OF NEW JERSEY](#)

Arts & Creative Culture

Establish a Creative Team

10 Points

Program Summary: CHATHAM BOROUGH’S ESTABLISH A CREATIVE TEAM Chatham Borough is dedicated to enhancing and supporting artistic expression to benefit all Chatham residents. While the COVID Pandemic has restricted public activities, we hope to see more opportunities become available during 2021. The Green team created the Chatham Borough Creative Arts Council as a standing Green Team sub-committee at the May 18, 2021 meeting. The CBCAC draws together representatives from cultural and civic organizations that have supported artistic expression for decades. These individuals include Carolyn Dempsey, Borough Council President, Galina Natenzon, Assistant Director, Library of the Chathams, Julie Reich, Director, Senior Center of the Chatham, Minati O’Connell, Chair Cultural Committee of the Chathams, Janice Piccolo, Director, CB Department of Community Services, Margie Lowe, CB Department of Community Services staff member, Shirley Wu, Chair, Chinese Cultural Association of the Chathams, artists, Cate Hackett and Madeline Kaplan, Owen Truppo, CHS Key Club President, and Rozella Clyde, Environmental Commissioner and Green Team Chair, is CBCAC Chair. CB Master plan (p.25) mandates “public gathering spaces that will become community treasures”. The aesthetics of landscaping in both residential and commercial properties to create welcoming and inviting spaces is woven throughout the Master plan. The number of public sculptures that have been maintained in public spaces by the library and train station parking lots, the planters that are arranged with attractive seasonal displays with the assistance of the Garden Club of the Chathams, and the maintenance of a Community affairs office that works with the “My Chatham committee” to make Chatham a warm and welcoming location across the year all demonstrate the Chatham borough commitment to maintain the arts as a vital aspect of Chatham Borough life. Public art inspires, enriches, and enhances residents’ lives. With it, our community is more unified and has a stronger sense of identity.

PDF: [FILE 1 - CREATIVE ARTS COUNCIL REPORT](#)

PDF: [FILE 2 - MEETING MINUTES ESTABLISHING THE CREATIVE ARTS COUNCIL](#)

PDF: [FILE 3 - CREATIVE ARTS COUNCIL MEMBERS](#)

Community Partnership & Outreach

Green Team

10 Points

 Bronze Required

Program Summary: CHATHAM BOROUGH'S CREATE A GREEN TEAM The Chatham Borough Green team has been actively involved in educating and supporting a Sustainable future for Chatham Borough since it was originally created in 2009. The Team's mission is to recommend to Mayor and Council ways that Chatham Borough can become more sustainable. It seeks to nurture, support, and sustain environmentally safe and healthy practices and products; to educate the public about sustainable activities and to incorporate and maintain Sustainable Jersey policies and practices. Team members are all dedicated volunteers with a strong interest in sustainability. The Resolution for the 2021 Green Team can be seen in File 1. Summaries of activities and efforts may be found in the 2020 Report to the Environmental Commission (including names and affiliations of members currently serving on the Green Team), and Green Team Update covering the first half of 2021. Both are included in File 2. File 3 contains meeting minutes.

PDF: [FILE 1 - RESOLUTION](#)

PDF: [FILE 2 - GREEN TEAM ACTIVITIES](#)

PDF: [FILE 3 - MEETING MINUTES SAMPLE](#)

Community Education & Outreach

15 Points

Program Summary: CHATHAM BOROUGH'S COMMUNITY EDUCATION AND OUTREACH The Chatham Borough Environmental Commission maintains an active presence on Facebook with regular educational posts. Our goal on the Facebook page is to vary our approach as a means of appealing to a wide audience, all of whom are interested in a variety of topics and varying levels of detail. The page can be found at <https://www.facebook.com/ChathamBoroughEnvironmentalCommission> The Commission AND Green Team reach out to the public at various local events, such as the Fishawack Festival, the Sustainability Fair, and the Farmers' Market in the spring and summer. Three Community Outreach programs the Chatham Borough Green Team sponsored this year include the month long April Pollinator Plant Sale sponsored in conjunctions with the Great Swamp Watershed Association and an alliance of municipalities associated with the GSWA; a series of PowToon Videos created by Green Team member Maddie Kaplan and shared on our Environmental Commission social media sites, and the publication of the Chatham Borough Calendar containing important community information that is delivered to every Borough residence and posted on the municipal website. At least half of this calendar is devoted to informing residents about ways to live a greener and more sustainable life. Details for each event or initiative may be found in the subsequent checklists and documents.

PDF: [FILE 1 - SUBMISSION CHECKLIST - GARDENING FOR POLLINATORS](#)

PDF: [FILE 2 - GARDENING FOR POLLINATORS DESCRIPTION, PUBLICITY, AND MATERIALS](#)

PDF: [FILE 3 - SUBMISSION CHECKLIST - VIDEO SERIES](#)

PDF: [FILE 4 - VIDEO SERIES DESCRIPTION AND PUBLICITY](#)

PDF: [FILE 5 - SUBMISSION CHECKLIST - CHATHAM BOROUGH CALENDAR](#)

PDF: [FILE 6 - CHATHAM BOROUGH CALENDAR DESCRIPTION AND DOCUMENT](#)

Green Fair

10 Points

Program Summary: CHATHAM BOROUGH'S HOLD A GREEN FAIR The Sustainability Fair of the Chathams was held from 8am to 1pm on Saturday, September 14th, 2019, adjacent to the Chatham Borough Farmers' Market. The fair was organized by Chatham Borough Environmental Commission, Chatham Township Environmental Commission, and the Mayors' Wellness Committee of the Chathams. Situated at Railroad Plaza South in Chatham Borough, many events were held for those in attendance, including a presentation from Ms. Jamie Banks, Executive Director of Quiet Communities, a nonprofit organization that supports efforts for quieter communities and cleaner air quality; an interactive and informative presentation on Macro Invertebrates for Youth presented by the Great Swamp Watershed Association; an Urban Track Group Walk; and a Step Toward Sustainability promotion with random drawings for prizes. The planning and preparations for the Sustainability Fair started in May of 2019. The fair featured many local health, wellness, and environmentally oriented groups and vendors. The exhibitions at the fair were divided into four categories, Food and Waste Management, Community Development, Environmental Stewardship, and Health and Wellness. Booths were color coded according to category, allowing for attendees to navigate according to the subject which interested them most. The fair was advertised on several platforms, including TapInto Chatham, and RennaMedia.com, along with Constant Contact email mailings, publication in the Chatham Borough Calendar, posts on the Chatham Community Facebook Forum, and information posted on the municipal website. Sponsors of the event included ShopRite and Peapack Gladstone Bank. There were many participants in the fair, including Chatham Boy Scouts Troop 8, Chatham Emergency Squad, Culligan Water, GameChanger Fitness, The Municipal Alliance Committee of the Chathams, Madison Area YMCA, Morris County MUA, Morris Habitat for Humanity, NJ Assn. of Railroad Passengers, Quiet Communities, Sustainable Haus LLC, and Tri-Town 55+. Approximately 1,650 people visited the Sustainability Fair in 2019. Out of an abundance of caution for the health and safety of the community, the fair was cancelled in 2020 due to the pandemic, and is scheduled to return in September of 2021.

PDF: [FILE 1 - QUALITATIVE ASSESSMENT](#)

PDF: [FILE 2 - PUBLICITY, OUTREACH, AND VENDORS](#)

Emergency Management

Emergency Communications Planning

15 Points

Program Summary: CHATHAM BOROUGH'S EMERGENCY COMMUNICATIONS PLANNING Chatham Borough's Emergency Operations Plan (EOP) follows a standard structure consisting of a basic plan and multiple annexes. The annexes relating to communications are the "Public Information Annex" (owned by the municipality's Public Information Officer) and the "Alert, Warning, and Communications Annex" (owned by the municipality's Chief of Police). The Emergency Operations Plan was developed under the leadership of Steven M. Davenport, Emergency Management Coordinator, and has been formally approved by the Morris County Office of Emergency Management and the New Jersey Office of Emergency Management. Components of the plan detail the implementation of various channels used for emergency notifications, including phone, email, text, local radio, television, print media, physical signs, and word of mouth. They also define the members, resources, and responsibilities of the Emergency Public Information Group. Recently, the EOP was utilized during Tropical Storm Isaias, Winter Storm Orlena, and the COVID-19 pandemic. The EOP allowed for information to be efficiently disseminated during events when it was difficult for residents to stay connected. In addition, during January 2021, the EOP was exercised during a table-top exercise involving a simulated hurricane. The EOP was updated after the table-top exercise to reflect lessons learned.

PDF: [FILE 1 - SUBMISSION CHECKLIST](#)

PDF: [FILE 2 - PUBLIC INFORMATION ANNEX](#)

PDF: [FILE 3 - ALERT, WARNING, AND INFORMATION ANNEX](#)

Vulnerable Populations Identification for Emergencies

10 Points

Program Summary: CHATHAM BOROUGH'S VULNERABLE POPULATIONS IDENTIFICATION FOR EMERGENCIES The safety and wellbeing of Chatham Borough residents is a top priority for the municipality. Special needs populations within the Borough receive extra support during emergency situations. Severe weather protocol in the Police Department includes contact with every participant prior to the event so that proactive measures can be taken. Structure fire and haz-mat incidences include notification of the Office of Emergency Management (OEM) Coordinator as part of the response process. Quick access to critical information about residents who are registered can greatly assist first responders when dealing with an emergency situation. Chatham Borough's special needs residents appreciate the added security they receive as part of the Register Ready program. Chatham Borough's principal emergency communication tool is Rave Mobile Safety, branded in Chatham Borough as "Alert Chatham Borough" (ACB). A bright-red button near the top of every page on the Chatham Borough website invites residents to sign up for ACB. Each registrant is presented with the opportunity to advise of any special needs, and many do. The Rave database of subscribers can be queried by running a search asking to see subscribers with one or more identifiers (File 2). In case of an emergency, we can communicate with all those people via Rave, which has the capability to communicate via text, email, voice, Twitter, Facebook, and/or Smart911. Depending on the nature and imminence of the emergency, we would also have the Police Department conduct in-person welfare checks. There are currently 5229 registrants on Alert Chatham Borough (i.e., Rave). The population of Chatham Borough is approximately 8800. The Borough promotes the use of ACB by residents on the Borough of Chatham website and on local broadcast channels 21 (CableVision) and 32 (Verizon FIOS) Bulletin Board. (File 3)

PDF: [FILE 1 - SUBMISSION CHECKLIST](#)

PDF: [FILE 2 - VULNERABLE POPULATION IDENTIFIERS](#)

PDF: [FILE 3 - PUBLICITY](#)

Energy

Energy Efficiency for Municipal Facilities

30 Points

 Bronze Priority  Silver Priority

Program Summary: CHATHAM BOROUGH'S EFFICIENCY FOR MUNICIPAL FACILITIES The Borough of Chatham Municipal Building and Police Department have undergone a series of energy-efficient upgrades since 2015 that have allowed us to significantly reduce both our Site and Source EUI. In May 2010, Steve Winter Associates conducted a Local Government Energy Audit (LGEA) for the Borough under the LGEA Program, outlining a series of recommended upgrades that the Borough should undertake to save on energy costs and reduce emissions in the Municipal Building. Since the audit was completed, the Borough has completed all of the upgrades recommended in the audit, most significantly replacing all original windows (which were single-glazed windows) with a low-E double-glazed type in November 2015. Source EUI declined 12.5% from November 2015 to December 2017, while Site EUI declined 12.6% over the same time period. Thus, the efforts of the Borough to track energy use and cost in municipal buildings has allowed us to focus on areas for improvement. By doing so, we were able to secure upgrades to the Municipal Building that have resulted in tangible reductions in energy usage. We request 20 points under this action for completing a LGEA and showing at least a 10 percent reduction in energy usage since the upgrade was completed.

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

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

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

Energy Tracking & Management

20 Points

🏅 Bronze Priority 🏅 Silver Priority

Program Summary: CHATHAM BOROUGH'S ENERGY TRACKING & MANAGEMENT Chatham Borough has been tracking municipal energy usage for our three main facilities since 2009, using the Energy Star Portfolio Manager system. Data is input monthly for all three Chatham Borough facilities; the Municipal Building and Police Department, Public Works and Water Plant, and Fire Department, based on invoices received from our gas and electricity vendors. Data from the Energy Star Portfolio Manager system is shared with Sustainable Jersey through permitting read access. The Borough was able to use the system to track the effects of the energy efficiency upgrades that were installed following the recommendations of the LGEA audits conducted in 2010. Programmable energy efficient furnaces, energy efficient lightbulbs, and windows were replaced in the Municipal Building, an historical landmark building. In 2020, the Public Works Department began replacing light fixtures with energy efficient LED fixtures at the Public Works and Municipal buildings. Energy use data is entered into the Energy Star Portfolio Manager by the Purchasing Officer when invoices are processed for payment. Energy Star Portfolio Manager data is made available to the Borough Council and Borough Administrator as needed. If there are any significant departures from expected values these are to be evaluated by the Borough Engineer who will involve other Borough departments as necessary with the aim to minimize the energy use of the Borough's buildings. As in the past, the largest consumption of electricity is by the water plant which is needed to pump and maintain water pressure for the Borough's well water system. Historic water plant data has allowed management to recognize pipe leakages, which can then be readily repaired to avoid unnecessary use of energy. The Borough is requesting 20 points for this category as this system is essential to monitoring the ongoing use of energy and identifying any unexpected increases in consumption that can then be investigated and promptly remediated, as necessary. After much trail by Green Team Member Ernest Dorflinger by altering the title OTHER for our Water Plant and discussion with Zenon Tech-Czarny, it was discovered by changing the classification to Public Services: Drinking Water Treatment or Public Services: Water Treatment Plant, less, not more direct information was provided. An Energy Score was STILL NOT provided. For consistency in our tracking, since 2011, and to gain the most information regarding our aquifer water system, Zeon from SJ and Chatham agreed to leave the classification as it has always been OTHER.

EXCEL: [FILE 1 - BUILDING PORTFOLIO AND ENERGY USAGE DATA](#)

PDF: [FILE 2 - STATEMENTS OF ENERGY PERFORMANCE](#)

PDF: [FILE 3 - ENERGY TRACKING MANAGEMENT PROCEDURE](#)

Food

Community Gardens

20 Points

Program Summary: CHATHAM BOROUGH'S COMMUNITY GARDENS The Chatham Joint Community Garden was established in 2010 as a partnership between the Borough, PSE&G, volunteers, and corporate and civic sponsors, however in early 2013, PSE&G could no longer offer use of its land for the Community Garden. After numerous attempts at selecting a proper location, the Committee decided to relocate the garden to Woodland Park, off Woodland Ave. This undeveloped small park is owned by both the Borough and Chatham Township. With local volunteers, merchants and sponsors donating of their time, labor and materials, the Garden became a reality for its first Woodland Park growing season in 2014. All plots are still currently rented, with a revolving wait list. Garden maintenance is performed by all plot holders and follows organic gardening practices. These include not using pesticides, herbicides, or fertilizers not labelled "Organic". The use of chemicals such as Miracle Grow or Round Up are prohibited. Gardeners agree to organically treat

and/or remove diseased plants and pests as soon as they appear in order to eliminate disease and infestation. During the 2020 pandemic, the need for food distribution in Chatham increased due to financial hardships causing food insecurity. Gardeners leave a cooler out on Monday evenings near the garden gate in which to place excess harvest. Donations from the Chatham Community Garden are delivered to the food distribution site each Wednesday during the growing season. The Community Garden Committee holds meetings at the Library of the Chathams or via Zoom. This action has been updated for 2021 by including the 2021 application, food distribution donation and environmentally friendly gardening documentation, and the completed required questionnaire. Chatham Borough is seeking 20 points for this Action.

PDF: [FILE 1 - SUBMISSION QUESTIONNAIRE](#)

PDF: [FILE 2 - 2021 COMMUNITY GARDEN APPLICATION AND RULES](#)

PDF: [FILE 3 - FOOD DONATIONS](#)

Farmers Markets

10 Points

Program Summary: CHATHAM BOROUGH'S FARMERS MARKETS This year is the 15th season of the Chatham Borough Farmer's Market (CBFM). The 2021 season will run from June 19th through November 20th every Saturday from 8 am to 1 pm. CBFM is located at the Chatham Borough Train Station. This is a central location that allows many residents to walk or bike, has ample parking for those who choose to drive, and is accessible from other towns via the New Jersey Transit train lines. In 2020, Governor Murphy deemed farmers' markets as essential food hubs, and with conditional approval by our Board of Health (BOH) the market ran with a modified floor plan to comply with COVID-19 restrictions. The market limited vendor participation to allow food vendors only, who had participated in the market the previous year, thus lessening the BOH workload during the pandemic. The modified 2020 market had 24 vendors appearing throughout the season. Products sold included organic and conventional produce, empanadas, dried fruits, nuts, baked goods, Italian ices, farm flowers, pickles, pizza, artisan cheese, hard cider, and wine. Revenue in 2020 from vendor fees and a grant totaled \$12,332 and expenses were \$12,069, almost half earmarked for promotional advertising. The CBFM receives substantial support from the town of Chatham. This includes promotion in the Borough calendar, compensation to the Market and On-Site Managers, use of the town insurance policy, use of the train station parking lot, traffic control by the Borough Police Force, clerical support from the Department of Community Services, and the service of the Department of Public Works to take care of the trash and painting of the stripes and stall markings. The governing body provides a Farmers' Market Advisory Committee Liaison to facilitate communication between the CBFM and Mayor and Council. Most events traditionally scheduled throughout prior seasons were cancelled due to the pandemic, but previously included visits from dietitians, local bands, and health-related and food cooking demonstrations such as AED tutorials. In 2020 the market hosted the League of Women Voters and the "Rightfully Hers" pop-up exhibit on loan from The National Archives, in partnership with the Women's Suffrage Centennial Commission. The exhibit commemorated the 100th anniversary of the 19th Amendment, sharing the story of women's fight for their right to vote. CBFM has active Facebook and Instagram pages with over 2,500 combined followers, which can be viewed at <https://www.facebook.com/pages/Chatham-Borough-Farmers-Market/110011434705> and <https://www.instagram.com/chathamboroughfarmersmarket/>. Instagram is updated throughout the day when the market is operating. CBFM information can be found on the Borough's website at <https://www.chathamborough.org/chatham/About%20Chatham/Farmer%27s%20Market/> The weekly newsletter, distributed through Constant Contact to over 500 subscribers, alerts customers, vendors and the media to market highlights. Advertisements and press releases are sent for publication to The Courier (the local official paper), Renna Media, Edible Jersey magazine, and the local online newspaper The Alternative Press. CBFM is also promoted through sponsorship of a local Little League team and space purchased in theater Playbills at district schools. CBFM is a member of the New Jersey Council of Farmers and Communities (NJCFRC); a not for profit organization whose mission is to support and strengthen the ties between New Jersey towns and cities and rural farming communities. NJCFRC operates with cooperation and assistance from the NJ Department of Agriculture, Rutgers Cooperative Extension, and New Jersey Farm Bureau. CBFM is a certified member of NJCFRC since its inception ensuring all produce is Jersey Grown through onsite farm inspections.

PDF: [FILE 1 - PROMOTIONAL MATERIALS](#)

PDF: [FILE 2 - VENDOR APPLICATION AND MARKET GUIDELINES](#)

Health & Wellness

Anti-Idling Education & Enforcement Program

10 Points

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

Chatham Borough and Chatham Township have had a joint anti-idling program since 2007, when the Mayors of both towns signed an anti-idling letter, and anti-idling campaigns were conducted in the shared school system, including this year at Chatham High School. Metal anti-idling signs have been posted at all the schools in our shared school system district, and in idle-frequent locations in both municipalities. Chatham Borough posted four additional anti-idling signs at idle-frequent locations in the fall of 2011: Memorial Park; Shepard Kollock Park; ECLC/Lum Field; and Borough Hall and there are now anti-idling signs at ALL idle-frequent locations on Borough municipal properties. The Chatham Borough Environmental Commission's "Green Team" mapped idle-frequent locations owned by private companies and sent letters urging them to install anti-idling signs, as the Borough has no funding to purchase these signs for private organizations. In addition to the school campaigns, anti-idling brochures are offered to the public during in all municipal offices and at the Sustainability Fair. The Chatham Borough Police Department enforces anti-idling compliance, however due to community support actual enforcement has not been necessary. We are extremely pleased that our communities have embraced this important action. At the April 26, 2021 Council Meeting, the Chatham Borough governing body passed Resolution 21-183 in support of Idle-Free Zones. The meeting was televised on Cablevision channel 21 and Verizon channel 32, and is available for viewing on the municipal website at <https://www.chathamborough.org/chatham/Agendas%20%26%20Minutes/Mayor%20%26%20Council/>

PDF: [FILE 1 - RESOLUTION](#)

PDF: [FILE 2 - SIGN LOCATION MAP](#)

PDF: [FILE 3 - SIGN LOCATION PHOTOS](#)

PDF: [FILE 4 - ENFORCEMENT PROCEDURE](#)

PDF: [FILE 5 - BROCHURE AND PUBLICITY](#)

Building Healthier Communities

20 Points

Program Summary: CHATHAM BOROUGH'S BUILDING HEALTHIER COMMUNITIES The Borough of Chatham instituted the Mayors Wellness Campaign which is overseen by the Mayors Wellness Advisory Committee. The Mayor's Wellness Advisory Committee of the Chathams is made up of the Mayor, members of the Borough Council and health and wellness experts. In addition, the Advisory Committee partners with members from Chatham Township, including their Mayor and members of their Town Council. The Joint Advisory Committee's mission seeks to empower Chatham's residents to make their health and wellness a priority. The MWACC is dedicated to helping community members commit to and maintain a healthy lifestyle. Part of the efforts include equipping the mayors and other key leaders with the tools to develop and implement active-living initiatives in the community with the goal of improving health and reducing the skyrocketing health care costs. The COVID pandemic has provided ample opportunity to do that. The MWACC meets each month to discuss ways that residents can get involved in community programs that contribute to improved health and wellness. The MWACC partners with local organizations and businesses to help sponsor and create events of value to both Chatham Borough and Chatham Township residents. The following are of some of the other businesses and stakeholders that are involved: New Jersey Health Care Quality Institute, New Jersey State League of Municipalities, TransOptions, Chatham Borough Farmers' Market, ShopRite of Chatham, Westfield Regional Health Department, Municipal Alliance Committee of the Chathams, Madison Chatham Coalition, Chatham Borough Environmental Commission, Chatham Township

Environmental Commission, North Jersey Health Collaborative, and the Green Teams of both Chatham Borough and Chatham Township.. Chatham Borough earned "Healthy Town" status in 2018 by the New Jersey Health Care Quality Institute for our efforts to promote healthy living and is committed to maintaining a healthy environment for all Borough residents, especially our youth and seniors. In support of seniors in our communities, the Borough, and the Township, of the Chathams provides annual funding to the Senior Center of the Chathams - a shared service between the Township and the Borough located in Chatham Township. The Chatham Borough municipality also developed the Senior Citizens Advisory Committee in 2018 to actively involve senior citizens in community-minded events, establish effective communication methods, and create programs that benefit their community while working alongside the local government and organizations, a Direct advisory committee, with a Council Liaison, to the Borough's Governing Body.

PDF: [SJ21 - SUBMISSION FORM FOR ALL POPULATIONS.PDF](#)

PDF: [FILE 4 - SUPPORTING DOCUMENTS FOR EMPLOYEES](#)

PDF: [CHECK TO SENIOR CENTER 2021.PDF](#)

PDF: [SENIOR CENTER CONTRIBUTION 2021.PDF](#)

PDF: [FILE 6 - MAYORS WELLNESS CAMPAIGN ANNUAL PLEDGE OF PARTICIPATION](#)

Safe Routes to School

10 Points

Program Summary: CHATHAM BOROUGH'S SAFE ROUTES TO SCHOOL Chatham Safe Routes to School is part of a national effort supported by the New Jersey Department of Transportation. The program is designed to enable and encourage children to walk and bike to school, to make these activities a safer and more appealing transportation alternative, thereby encouraging a healthy active lifestyle from an early age. In addition, the goals of the Chatham SRTS project are to facilitate the planning, development, and implementation of projects and activities that will improve safety and reduce traffic, fuel consumption, and air pollution in the vicinity of schools. Chatham Borough has incorporated crossing guards at all major intersections along the most popular walking trails and sidewalks near our schools. These crossing guards oversee the safety and security of our student and parent walkers while also encouraging community spirit through their friendly demeanor. Some additional initiatives with Chatham SRTS include research into the expansion and addition of sidewalks along busy roadways to make walking and biking safer. This is being addressed in coalition with our sister community of Chatham Township. Chatham Borough Traffic Safety Officers partnered with the Chatham Girl Scouts, who sought to educate youth on the dangers of texting while walking. In the fall of 2020, our officers came up with the idea of a poster competition which would aim to address safe walking practices by texting middle school students. Signs were created and were put up throughout Chatham Borough to encourage safe walking and address the hazards associated with texting while walking. Chatham Borough received SRTS Silver Certification for 2021 as noted on the New Jersey Safe Routes website at <https://www.saferoutesnj.org/current-safe-routes-to-school-recognition-program-winners/>

PDF: [FILE 1 - CHATHAM BOROUGH 2021 SAFE ROUTES SILVER RECOGNITION](#)

Innovative Projects

Innovative Community Project 1

10 Points

Program Summary: MADISON CHATHAM COALITION Chatham Borough is a founding member and active participant in the Madison Chatham Coalition, an innovative approach to civic engagement and resource conservation founded in 2015. MCC is funded through an Office of National Drug Control Policy and

Substance Abuse and Mental Health Services Administration grant in partnership with the Substance Abuse and Mental Health Services Administration (SAMHSA) and administered locally through the Madison Area YMCA. The grant requires the local community to report the work hours community members invest in meetings, outreach activities and educational programs. The YMCA houses the coordinator and Teen Task Force, provides grant financial services, hosts the website and provides publicity. These crucial elements provide excellent client services and reduced operational expenses through the joint effort. Monthly Zoom meetings, include community representatives from Chatham Borough, Chatham Township and Madison. Resources are easily shared through the membership communities and collaboration allows for less duplication of efforts and easily accessed resources with the private area YMCA which offers unique effective resources accessible through this Coalition membership MCC strengthens community collaboration, educates youth (ages 12-18) and adults about the risks associated with underage marijuana and alcohol use and seeks to reduce youth substance use through community wide change. MCC plans actions and activities designed to educate the public, help youth make and keep healthy lifestyle choices, and reduce youth substance use by implementing specific educational and environmental strategies. Teen Task Force, initiated in 2018, provides a strong youth voice. MCC maintains a website with a library of downloadable information, infographics, webinars and links to useful sites for community members and service providers. MCC conducts public outreach at Fishawack, The CPD Night out against Crime, Out of the Darkness walk, Sticker Shock, Keeping Alcohol sale legal, at the YMCA and in the schools. The attached infographic identifies twelve sectors (youth, parents, include, religious organizations, business, the media, schools, Law enforcement, civic and volunteers, healthcare professionals, local government, youth-serving organizations, and others) Councilman Len Resto, Green Team Chair Rozella Clyde, Board Secretary Kelly Loofborrow, Mayor's Wellness committee member Lisa DeRosa, parent Gwen Reddick represent Chatham Borough. <https://www.madisonchathamcoalition.org/>. While the groups' mission is clearly Health, Wellness and Safety, it is the collective members that allows for these often-overlooked services to be provided FREE of charge to membership communities residents. This is exemplary service WITHOUT increasing municipal budgets. Another WIN - WIN Shared Service for Chatham Borough!

PDF: [FILE 1 - HIDDEN IN PLAIN SIGHT FLYER](#)

WORD: [FILE 2 - MADISON-CHATHAM COALITION NEWSLETTER](#)

PDF: [FILE 3 - AUGUST 2021 MCC MEMBERSHIP LIST](#)

Innovative Community Project 2

10 Points

Program Summary: CHATHAM BOROUGH'S CHATHAM COMMUNITY FOOD DISTRIBUTION Despite Chatham Borough being an affluent community, our poverty rate pre-Covid was 2.8%. Unfortunately, Covid-19 has raised that to just under 5%. Most affected were lower wage workers in service industries such as hospitality, food service, and travel. Also affected were well-to-do "white collar" jobs where all members of a family lost employment and suddenly found themselves collecting unemployment benefits plus exhausting savings. The Chatham United Methodist Church immediately started a "Pop-Up" pantry in March 2020 in front of their church at 460 Main Street in Chatham Borough. The pantry was open 24/7 and residents who could donate were asked to leave non-perishables there and those in need could take items. By May, it was clear more was needed. We joined forces with Boxcarapp.com (www.boxcarapp.com), a logistics company that was helping our neighboring municipality, Madison Borough, with obtaining food for Madison residents in a contact-free way. Boxcar allowed us the ability to order produce, gallons of milk and dozens of eggs through their platform. We set up a Wednesday afternoon fresh goods distribution in late April 2020 and are rapidly approaching our one year of operation. A \$40 box of produce includes potatoes, tomatoes, onions, lettuce, blueberries, oranges, apples, a cantaloupe, and a pineapple. This is in addition to the milk and eggs. The church's food ministry collects left over bread and bagels from Panera Bread in Madison and Chatham Bagels in Chatham for distribution on Wednesdays. Local businesses donate milk, eggs, butter, coffee, candy and other items. Locally, Girl Scouts, Boy Scouts, the Chatham High School Key Club, The Kiwanis Club, among many others, have come together to donate as do many residents on a weekly basis. Especially needed were toiletries and other life necessities, such as toilet paper and feminine hygiene products, not covered by the federal food stamp program. Our donors include restaurants that are struggling themselves! One volunteer coordinates shelf-stable lunches for school children, which are a huge hit. Local cleaner, Colony Cleaners, regularly donates face masks to be distributed. Finally, a group called the "Helping Hands of Chatham" collects money to purchase \$25 supermarket gift cards to distribute to hungry families. Chatham Borough government also assists. Council President Carolyn Dempsey and

Council Member Len Resto volunteer each week in distributing meals and Len coordinates donations made and delivered to his home. In addition, the Department of Public Works sends a truck to pick up the produce each week for the past year. Finally, the Chatham Borough Volunteer Fire Department lends us their large coolers to keep milk and eggs cold during the warm weather months and Fire Chief Jeffrey Fricke has been a stalwart volunteer assisting us each week. Our first week had 21 cars come through serving 30 families. We are now averaging 57 cars serving 80 families. The increases have come about due to glitches in unemployment check distribution and affluent families having exhausted their savings thus finding themselves in need. As an added service, Council President Dempsey has worked with Borough staff to arrange for the Morris County "Navigating Hope" van to come to Chatham. This van provides bi-lingual services for assistance with the S.N.A.P. program, cash assistance where needed, assistance with rent and housing, among other services. It takes a village and Chatham and environs have been a great village. We will continue the program for as long as we have enough donations to continue.

PDF: [FILE 1 - COUNCIL PRESENTATION](#)

PDF: [FILE 2 - PUBLICITY AND PHOTOS](#)

Innovative Community Project 3

10 Points

Program Summary: CHATHAM BOROUGH'S CENSUS SUPPORT COLLABORATION During the month of February 2020, the Green Team and Library of the Chathams planned a public outreach program to support the collection of the 2020 Census data. This collaboration was spearheaded by Dr. Rozella Clyde, Green Team Chair and Galina Natenzon, Assistant Director for the Library of the Chathams. The library set up ten computer stations in the Lundt meeting room in the library's lower level on individual desks for use by any member of the public with computer function challenges. The Green Team organized a number of volunteers to monitor the computer stations and assist the public in logging onto the site. Since the volunteers were not Census employees, they were not permitted to actually complete the Census forms for the public, but the volunteers would be able to open the site and access the form for those seeking assistance. The kiosks were scheduled to be available Monday through Friday from 10am to 12pm and on Tuesday and Friday evenings from 7pm to 9pm during regular library hours. The Census portal was scheduled to open on March 17th. Volunteers planned to support public access to the site for approximately one month, through April 7th. When the COVID 19 pandemic forced the library to close its doors, this plan was not able to be made operational. In response, the library used its website and newsletter to inform patrons of the telephone numbers available for assistance in several languages and urged residents to use them. The Green Team encouraged residents without access to computers to utilize the phone numbers through public messages and municipal information systems. The Borough's website provided the same information. Dr. Clyde attended televised Council meetings and mentioned these options during the public comments portion. The information was also shared on the Environmental Commission's Facebook page. This initiative resulted in a 2020 Census self-response rate of 83.7% for Chatham, of which 78.2% was internet-based. This was an increase of 3.2% over Chatham's 2010 Census self-response rate.

PDF: [FILE 1 - PRESS RELEASE](#)

PDF: [FILE 2 - PUBLICITY](#)

Land Use & Transportation

Sustainable Land Use Pledge

10 Points

 Bronze Priority  Silver Priority

Program Summary: CHATHAM BOROUGH'S SUSTAINABLE LAND USE PLEDGE Green Team member Joseph

Treloar looked into the possibility of Chatham Borough undertaking the Sustainable Jersey Sustainable Land Use Pledge action and what would be involved. Believing that the action would be good for the Borough, Mr. Treloar raised it for discussion during Chatham Borough's March 16, 2021 Green Team meeting. All agreed that it would be a good action for Chatham Borough to undertake, including Torri Van Wie, the Chair of the town's Environmental Commission. Ms. Van Wie used the Model Sustainable Land Use Pledge provided by Sustainable Jersey to draft a similar pledge for Chatham Borough. The draft pledge was sent to Councilwoman Jocelyn Mathiasen, and it was added to the Chatham Borough Council agenda as a consent item for the April 26, 2021 meeting, at which time it was passed unanimously as Resolution #21-182. The resolution was posted on the municipal website on Friday, April 23, 2021 as part of the meeting agenda, and distributed to all Borough entities as part of Chatham Borough's normal governmental procedures once it received Council approval. The minutes of the Council meeting indicating the passing of the resolution were posted on the Borough's website. The municipality is already abiding by many of the clauses in the pledge, specifically in the implementation of solar panels on the River Road multi-family residential complex. Analysis has been conducted to promote the ability for commuters to walk and bike to the train station from this complex. We have also suggested the use of triple-pane glass in the construction of the building and are in the process of working through a green building checklist that will be introduced to the Planning Board within the calendar year. Our hope as an EC is to use the checklist as a means of encouraging developers of all project sizes and zoning areas to adhere to the most efficient buildings and the ability for those buildings to use solar to generate energy.

PDF: [FILE 1 - SUSTAINABLE LAND USE PLEDGE RESOLUTION](#)

Bicycle & Pedestrian Audits

5 Points

Program Summary: CHATHAM BOROUGH'S BICYCLE AND OR PEDESTRIAN AUDIT REVISED The Mayors' Wellness Committee of the Chathams, with guidance from TransOptions, conducted a walkability assessment of Chatham Borough's Main Street's existing sidewalks and pedestrian infrastructure. This information will be used towards creating a 3.3 mile walking route along the Main Street corridor, to improve the safety, mobility and accessibility of Chatham Borough's pedestrians. The walking route, called Urban Track, will launch with an Inaugural Walk on Saturday, September 8th, 2018 at the Sustainability Fair of the Chathams. This information will act as a resource for the Borough regarding simple improvements and enhancements that will improve pedestrian's experience and safety walking along the 3.3 mile loop. TransOptions is a transportation management firm that delivers programs and services that improve mobility, the environment and overall quality of life in Northern New Jersey.

PDF: [FILE 1 - PEDESTRIAN AUDIT - WALKABILITY ASSESSMENT](#)

PDF: [FILE 2 - OUTREACH AND ASSESSMENT](#)

PDF: [FILE 3 - URBAN TRACK INAUGURAL WALK INVITATION](#)

Complete & Green Streets for All Policy

10 Points

Program Summary: CHATHAM BOROUGH'S ADOPT A COMPLETE STREETS POLICY The Chatham Borough Complete Streets Policy Plan and Appendix and Checklist were written by Professional Planner Susan Blickstein and a project team that included the Mayor, the Borough Engineer, and representatives from the Chatham Borough Council, Police Department, Environmental Commission, Green Initiatives Committee, and Planning Board. An important goal is to create, over time, a comprehensive network of streets and intersections providing connections for all users - pedestrians, bicyclists, transit users, transit vehicles, senior citizens, and people with disabilities, as well as motor vehicles - to key trip generators, including jobs, schools, residences, recreational and public facilities, retail and public transit. The Checklist institutionalizes Complete Streets measures by ensuring that they will be considered in every streets project. The checklist goes in the file of every streets project in Chatham Borough. Performance measures to track Complete Streets progress include the following: increases in ADA-compliant upgrades to sidewalks, crosswalks, and

curb ramps; increases in pedestrian scale lighting; increases in bicycle lanes, multi-use trails, shared roadway markings or bicycle safety signage; increases in bicycle parking opportunities; and increases in streets retrofitted with traffic calming measures. The Chatham Borough Planning Board adopted the Complete Streets Policy Plan Appendix and Checklist as an amendment to the Chatham Borough Master Plan on March 21, 2012. The Master Plan (including the Complete Streets Policy) was reexamined and updated, and adopted on November 16, 2016. Chatham Borough Council passed a Resolution in support of the Complete Streets Policy Plan Appendix and Checklist on April 9, 2012 and the resolution was passed again on May 29, 2018. The Complete Streets Policy was distributed via email to all department heads on September 5, 2018 and is available to all employees in the Borough Reference Library, housed in the office of the Administrative Secretary.

PDF: [FILE 2 - COMPLETE STREETS POLICY](#)

PDF: [FILE 3 - MASTER PLAN](#)

PDF: [FILE 4 - ORIGINAL RESOLUTION - 2012](#)

PDF: [FILE 1 - RESOLUTION REVISED](#)

PDF: [FILE 5 - DISTRIBUTION TO DEPARTMENT HEADS](#)

Local Economies

Support Local Businesses

10 Points

Program Summary: Since July of 2019, Chatham Borough has focused on initiating business development to attract and retain new innovative business and technologies while supporting thriving local established businesses. Chatham was recognized by the Morris County Economic Development Corporation for one of the first “co-working” workspaces and declaration of three areas in need of redevelopment aimed at unique opportunities for startup and thriving businesses. During the COVID-19 Pandemic, Chatham Mayor and Council along with dedicated groups of volunteers, have worked tirelessly to facilitate events, programs, and actions to benefit local Chatham businesses. The Mayor and Council waived fees for outside dining, added tables to Main Street sidewalks, and sponsored a dining pavilion at Reasoner Park, to encourage residents to dine and shop local. The Mayor and Council also offered to all businesses the ability to promote themselves on the cable access channel through self-made or volunteer aided MP4 videos. Certain areas of Main Street, which are traditionally designated as parking, were used as pick up points. In another effort to increase resident attendance and local consumerism, Spring Serenade concerts were added to the dining pavilion. On most Thursdays, one or two groups performed at Reasoner Park. The Startup/Moveup initiative will continue business development through the 2021 year and beyond.

PDF: [FILE 1 - QUALITATIVE ASSESSMENT](#)

PDF: [FILE 2 - BUSINESS SUPPORT PHOTOS AND DOCUMENTS](#)

Natural Resources

Natural Resource Inventory

20 Points

 Bronze Priority  Silver Priority

Program Summary: CHATHAM BOROUGH'S NATURAL RESOURCE INVENTORY The current Chatham Borough Natural Resources inventory was last updated in 2012. It was reviewed and incorporated as a part

of the Master Plan revision in 2016. The Environmental Commission began reviewing and discussing the steps needed to be put in place to update this inventory in 2019. These discussions were suspended when the COVID pandemic precautions necessitated the closing of all borough offices and the mission of borough government was redirected to maintaining public safety and supporting our struggling economic community. The Chatham Borough Environmental Commission has joined forces with a number of surrounding communities to form the Northern Jersey Sustainable Municipal Alliance (NJSMA). We have also worked with the Great Swamp Watershed Association to educate and provide access to native plants and encourage the development of pollinator and rain gardens. Much of the information necessary for updating the NRI will be available from Morris County resources and from resources shared with neighboring communities as part of NJSMA working groups. As we begin to emerge from the COVID precautions, the Environmental Commission has committed to making the NRI revision a top priority. While the existing plan had placed the major focus on detailing the variety of flora and fauna, the reorganized plan will also incorporate attention to protecting and expanding our parks, trails and other open space elements. Chatham Borough's drinking water supply comes from the aquifer municipal wells. Our updated Stormwater ordinance was adopted by the Chatham Borough Council in March 2021. Maintenance of our wetlands and protection of our water supply are integral to residents' quality of life. The Environmental Commission has consistently taken actions to educate residents in lawn care and pest control activities to maintain communications with our lawn care businesses to protect these water resources and improve that quality of life for all Borough residents.

PDF: [FILE 1 - NRI CHATHAM BOROUGH](#)

PDF: [FILE 2 - UPDATE POLICY](#)

PDF: [FILE 3 - NRI SUMMARY](#)

Environmental Commission

10 Points

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

PDF: [FILE 1 - ANNUAL REPORT AND ADDENDUM](#)

Community Forestry Management Plan & NJUCF Accreditation

20 Points

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

2025. Chatham Borough's signed plan can be found on the NJ Department of Environmental Protection website under 2021 NJUCF Accreditation Status at: <https://www.nj.gov/dep/parksandforests/forest/community/>. Our municipalities plan is on page 110. The Borough's Shade Tree Commission is annually responsible for planting trees in public areas throughout the town, in addition to management and maintaining of existing trees on public property. Chatham Borough's participation in the NJUCF is very important for the community, as it allows the Borough to apply for many different types of grants, relating to goals concerning Sustainability and tree care. Because of the wide opportunity of grants available to Municipalities which receive accreditation from the NJUCF, it has the potential for great impact upon the community.

PDF: [FILE 1 - 2020 NJUCF ACCREDITATION](#)

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

Tree Maintenance Programs

10 Points

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

PDF: [FILE 1 - TREE MAINTENANCE PROGRAM REPORT](#)

PDF: [STC 5 YEAR PLAN](#)

Tree Planting Programs

10 Points

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

PDF: [FILE 1 - TREE PLANTING PROJECT REPORT 2017](#)

PDF: [FILE 2 - TREE PLANTING SAMPLE PHOTOS](#)

Public Information & Engagement

Municipal Communications Strategy

10 Points

Program Summary: CHATHAM BOROUGH'S MUNICIPAL COMMUNICATIONS STRATEGY The Municipality communicates frequently with the public through several different outlets. The municipal website is designed to optimize ease of use over all types of devices. The site can be viewed in over 100 different languages, thanks to a handy dropdown feature. Email blasts are sent often and keep residents updated on current events. Local access television channels broadcast meetings and informative slides continuously. Social media accounts are updated to disseminate information relevant to their respective followers. The Borough Calendar and the Mayor's Letter are delivered to all residents annually. The interactive RecycleCoach app keeps residents apprised of recycling rules and dates. The Communications Coordinator reports over 1,600 email blasts, social media posts, and website updates in 2020.

PDF: [FILE 2 - CHATHAM BOROUGH CALENDAR](#)

PDF: [FILE 1 - SUBMISSION CHECKLIST](#)

PDF: [FILE 3 - MAYOR'S ANNUAL LETTER](#)

Improve Public Engagement in Municipal Government

15 Points

Program Summary: CHATHAM BOROUGH'S IMPROVE PUBLIC ENGAGEMENT IN MUNICIPAL GOVERNMENT Chatham Borough has an active website where information remains current through often daily updates by the Communications Coordinator. Rules for citizen input at public meetings are posted in an accessible and easily found location. Office hours have been added by our Council members to allow for interaction with the community. A number of public information sessions were held to as we continue to collect input for Chatham's River Road Redevelopment Project. In addition, a survey was set up via Planet Civic to gather feedback from residents regarding potential improvements to recreational amenities in need of refurbishment. We continue to explore ways to improve how the public engages with municipal government.

PDF: [FILE 1 - SUBMISSION CHECKLIST](#)

PDF: [FILE 2 - SAMPLE COUNCIL AGENDA](#)

PDF: [FILE 3 - PUBLIC INPUT RULES](#)

Improve Public Engagement in Planning and Zoning

10 Points

Program Summary: CHATHAM BOROUGH'S IMPROVE PUBLIC ENGAGEMENT IN PLANNING AND ZONING Planning and Zoning information is readily available for the public to access on Chatham Borough's website. Regular meetings of the Planning Board and Zoning Board are open to the public and agendas and notices can be found on the municipal website as well as posted to the bulletin board at the municipal building. We use PlanetCivic to gather input from residents and business owners on a variety of topics relevant to the Borough, including the recent survey to garner feedback from residents to help shape plans for recreation-based upgrades at Garden Park. We continue to make improvements to how the public engages with our Planning and Zoning Boards.

PDF: [FILE 1 - SUBMISSION CHECKLIST](#)

PDF: [FILE 2 - SAMPLE PLANNING BOARD AGENDA](#)

PDF: [FILE 3 - SAMPLE ZONING BOARD AGENDA](#)

Digitizing Public Information

10 Points

Program Summary: CHATHAM BOROUGH'S DIGITIZING PUBLIC INFORMATION Chatham Borough's municipal website is designed to optimize ease of use over all types of devices. In addition to meeting agendas and minutes, directories and writable forms and applications, visitors can find information through links on the homepage, as well as the Chatham Borough Calendar, news alerts and events updates. The site can be viewed in over 100 different languages, thanks to a handy dropdown feature. All employees have recently been trained in Granicus as the Borough prepares to launch the platform in 2021.

PDF: [FILE 1 - SUBMISSION CHECKLIST](#)

Sustainability & Climate Planning

Municipal Carbon Footprint

10 Points

 Bronze Priority  Silver Priority

Program Summary: CHATHAM BOROUGH'S MUNICIPAL CARBON FOOTPRINT Chatham Borough first completed a Municipal Carbon Footprint (MCF) in 2010, using 2009-10 data that tracked to our energy audits. In 2012, Chatham Borough updated the MCF using 2011 data. This updated MCF uses data from 2018. The Chatham Borough Finance Office tracks most of the data needed for Scope 1, Scope 2, and Scope 3 emissions. Monthly usage and billing data on energy used in all municipal buildings is tracked there. The same office also tracks electricity usage and billing for all municipal buildings and for street lights and traffic signals. The office provided the data used in the MCF. The relevant parts of their spreadsheets are uploaded in the file. The Gasoline and Fuel Usage data were obtained from the Department of Public Works and the Chatham Police Department. The Chief Mechanic tracks data about each vehicle, including mileage and fuel usage, for both DPW and the Police Department. This software was used to develop the Chatham Borough Fleet Inventory, which includes annual diesel or gasoline usage for each vehicle. Data from these sources was input into the Sustainable Jersey MCF calculator to develop the 2018 Chatham Borough Municipal Carbon Footprint, which appears in the file.

PDF: [FILE 1 - MUNICIPAL CARBON FOOTPRINT](#)

Waste Management

Prescription Drug Safety & Disposal

10 Points

 Bronze Priority  Silver Priority

Program Summary: CHATHAM BOROUGH'S PRESCRIPTION DRUG SAFETY AND DISPOSAL Chatham

Borough takes prescription drug collection very seriously and promotes the program in many ways. Our municipality enjoys shared services with surrounding towns to reduce costs. For example, the Library of the Chathams, the School District of the Chathams, Chatham Recreation and the Chatham Emergency Squad are all shared services between the Borough and Township of Chatham. In addition, the Construction Department, Joint Municipal Court, and IT services are shared with the Borough of Madison. Another very important shared service between Chatham Borough and these two neighboring towns are medicine drop boxes. As a service the municipalities share, the Chatham Township Police Department and the Madison Police Department both have free medicine drop boxes called “MedReturn”, that are easily accessible to the public 24/7 at 401 Southern Boulevard, Chatham, and 62 Kings Road, Madison, respectively. The drop off program is advertised on the our municipal website at <https://www.chathamborough.org/chatham/How%20Do%20.../Dispose%20of/Medication/>, as well as in the “Medicine Disposal” link on the web page of the Environmental Commission. The program is also promoted in the Chatham Borough Calendar, distributed to all residents free of charge and listed on county, state and national websites. Additional information about the drop boxes can be found on the websites of the Chatham Township Police Department <https://chathamtownship-nj.gov/index.asp?SEC=8D4D6947-DA13-44B6-959A-7A86659C1D43&DE=DC3FF76C-F67D-4C3D-81CC-9EDD6B14D3E0> and the Borough of Madison <https://www.rosenet.org/653/Medication-Return> . Area drug take back programs are advertised in the local newspaper, though flyers distributed at the Chatham Borough Sustainability Fair, and on Borough-oriented Facebook pages. The collection boxes are emptied about once a month when full. Coordinators from the Morris County Sheriff’s Office transport box contents to Coventry in Newark where the drugs are incinerated. In 2020, the drop boxes collected approximately 450 pounds of unused, unwanted, or expired drugs in Chatham Township and 540 pounds in Madison. Donations to the drop boxes are anonymous, therefore the number of people served is not known. To supplement collection by the two police departments, CVS Pharmacy, located in Chatham Borough, also collects unused prescription drugs. The drop box is maintained by MedSafe. Pharmacy staff do not maintain information about the type, number or volume of prescriptions collected, but the box cannot be accessed without the pharmacist who holds the key. CVS is located at 471 Main Street, Chatham, NJ 07928 and open during regular pharmacy hours. In addition, the Chatham Borough Police Department participated in National Prescription Drug Take-Back day on October 24, 2020.

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

Commercial & Institutional Recycling

10 Points

Program Summary: CHATHAM BOROUGH’S COMMERCIAL & INSTITUTIONAL RECYCLING Chatham Borough has had a Commercial and Institutional recycling program in place, by Ordinance, for over 30 years. An annual mailing is sent to all town businesses by the Recycling Coordinator. In 2020 through the Tonnage Report, over 3,400 tons of Commercial & Institutional recycled materials were recorded. The totals are lower than Chatham Borough’s historical figures due to postponement of projects during the pandemic. The recycling ordinance is posted on the municipal website at <https://ecode360.com/6795534>, and is attached in File 1. The Annual Recycling Tonnage Reporting mailing is sent out to all municipal businesses and institutions every January. The mailing includes a letter and reporting form, and is included in File 2. The Tonnage Report may be seen in File 3.

PDF: [FILE 1 - RECYCLING ORDINANCE](#)

PDF: [FILE 2 - TONNAGE REPORT LETTER TO BUSINESSES AND INSTITUTIONS](#)

PDF: [FILE 3 - 2020 TONNAGE REPORT](#)

Community Paper Shredding Day

5 Points

Program Summary: CHATHAM BOROUGH’S COMMUNITY PAPER SHREDDING DAY The Senior Center of the Chathams, a shared service by Chatham Borough and Chatham Township, performs paper shreds for the

community two times per year. The Senior Center held its most recent paper shred at Chatham Middle School at 480 Main Street in Chatham Borough on April 24, 2021, from 9 AM to 12 PM. The event shredded 8,156 pounds of paper from about 125 participants, making it another successful event. The Center suggested donations of \$5 per grocery bag, \$10 per medium cardboard box, and \$15 for a large trash bag or storage bin. There were two generous sponsors for the event, Chatham Disposal Company and Homewell Care Services. The event was publicized through press releases and on various Facebook pages and forums. Lawn signs were also made and printed for distribution around town. Several volunteers from the Senior Center helped to staff the event, helping move paper from cars to the shredder, while three members of the Chatham High School Key Club assisted in directing cars and traffic. To maintain social distancing and CDC requirements, masks were required, and customers were not permitted to exit their vehicle. All patrons watched their paper shredded from inside of their vehicle by way of a small video screen and camera system affixed to the side of the truck. The event was again a success for the Center, and they plan to hold another shred this coming October 2021.

PDF: [FILE 1 - PUBLICITY](#)

Non-Mandated Materials Recycling

35 Points

Program Summary: CHATHAM BOROUGH'S NON-MANDATED MATERIALS RECYCLING In addition to materials that are mandated for recycling by New Jersey and Morris County, Chatham Borough also recycles: bulky rigid plastics, plastics #5 PP, textiles, cooking oil (food-service establishments), consumer electronics, telephone books, grass, and tree parts/yard trimmings. Plastics #5, and telephone books are included in weekly curbside single-stream recycling collection. (MCMUA is the recycling hauler for Chatham Borough). Other non-mandated materials can be dropped off for recycling at Chatham Borough Recycling Depot (electronics, textiles) which is open Saturday mornings, from 9 am to noon, and the mulch area (grass, tree parts/yard trimmings) during spring and summer on Saturdays from noon to 4 pm and on Wednesdays from 1 pm to 4 pm, and during expanded hours in the fall. Cooking oil recycling is arranged by each food-service establishment. The contractor is Darling Ingredients (dba DAR PRO Solutions), who processes animal fats and kitchen grease into green diesel fuel. The Chatham Borough recycling ordinance requires that textiles, cooking oil (food-service establishments), and telephone books, all be recycled. That ordinance can be viewed here: <https://ecode360.com/6795534>. The ordinance does not require that plastics #5 PP and bulky rigid plastics be recycled, although Chatham Borough does recycle those materials. Cooking oil collection is mandated for all food establishments through our recycling ordinance as seen in File 2 (233-3.3 section D, Ordinance page 9) and is recorded in the tonnage report in File 3 (Commercial - Food Waste - 9.9 tons - Darling Ingredients). A mailing is sent annually to all commercial businesses outlining recycling requirements. Telephone book collection is included in the single stream recycling. One way it is promoted is through the graphic in the Recycling section of the municipal website at <http://www.zumu.com/zumu/chatham/SS%20Simplified%20Flyer.pdf>. The telephone books are comingled and then separated out along with other paper products at the recycling facility. In the Tonnage Report it falls under Other Paper, but not listed separately, as the telephone books are not weighed separately. Chatham Borough recycling education starts at an early age with programs at the elementary schools annually. In 2021, students virtually attended Professor W's Earth Science Circus, a recycling and litter abatement assembly. Chatham Borough utilizes the RecycleCoach app and publicizes its recycling programs through the Chatham Borough calendar, distributed annually, free of charge, to all Chatham Borough residents and businesses. It is posted on the Borough website at <https://www.chathamborough.org/chatham/RightSideButtons/2021%20Chatham%20Borough%20Calendar.pdf>. The Chatham Borough website also includes links to information about the Borough recycling programs via a "How Do I" dropdown on the top of each page and may be accessed at: <https://www.chathamborough.org/chatham/How%20Do%20I.../Dispose%20of/>. America Recycles Day is celebrated at the Chatham Borough Farmers' Market with educational giveaways. The Chatham Borough Environmental Commission includes information about the Chatham Borough recycling programs in their displays at many public events annually, including the Fishawack Festival and the Sustainability Fair. Samples of promotional material are in File 4. Chatham Borough is seeking 40 points for this action, comprised of Bulky Rigid Plastics (10 points), Plastics listed #5 on the Plastic Packaging Resin Identification Code (10 points), Textiles (5 points), Cooking Oil (5 points) and Other (10 points) points awarded for recycling two additional materials not mandated for recycling by state law or the applicable county recycling plan (telephone books).

- PDF: [FILE 2 - RECYCLING ORDINANCE](#)
 - PDF: [FILE 3 - 2020 TONNAGE REPORT](#)
 - PDF: [FILE 4 - PUBLICITY AND OUTREACH](#)
 - PDF: [FILE 1 - SUBMISSION CHECKLIST](#)
 - PDF: [FILE 5 - TEXTILE AGREEMENT](#)
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Recycling Depot

10 Points

Program Summary: CHATHAM BOROUGH'S RECYCLING DEPOT The Chatham Borough Recycling Depot, in operation since the 1980's, is located very conveniently in a large lot at the corner of Summit Avenue and Ogden Street. It is open to residents and small businesses every Saturday from 9 am to noon. The recycling hauler for Chatham Borough is Morris County Municipal Utilities Authority (MCMUA). Since Chatham Borough has single-stream recycling, there is no longer a need for signs on many containers in the Recycling Depot; paper, glass, aluminum, and plastic can all be commingled. In addition to a covered 35-yard recycling container received from MCMUA in 2017, the municipality purchased two covered recycling containers in 2019 designed to protect recycled materials from the elements and to make it much easier to load recyclables into access doors located on the sides of each container. Although Chatham Borough has had curbside recycling for residents since 1987, and recycling is picked up every Friday, the Recycling Depot gets a lot of use on Saturdays by both residents and local businesses. Cars stream in and out of the Recycling Depot for the full hours of operation. Recycling Depot hours are listed on the Borough's homepage under the "Events (Monthly Calendar)" section on a continuing basis at www.chathamborough.org. The Recycling Depot hours are also printed in the Chatham Borough calendar, which is distributed every year, free of charge, to all Chatham Borough residents and businesses. The Borough calendar is also posted on the Chatham Borough website. Page 21 of the calendar describes recycling in Chatham Borough, including the Recycling Depot, and Recycling Depot hours are listed each Saturday in the calendar pages. In addition to the items that Chatham Borough collects curbside for recycling, the Recycling Depot also accepts textiles, bulky rigid plastics, and consumer electronics. File 1 contains a list of items accepted at the Recycling Depot. In File 2 is the Chatham Borough website homepage, sample pages from the 2021 Chatham Borough Calendar, and promotional flyers. File 3 contains Recycling Depot photos.

- PDF: [FILE 1 - ACCEPTED ITEMS](#)
 - PDF: [FILE 2 - OUTREACH AND PUBLICITY](#)
 - PDF: [FILE 3 - RECYCLING DEPOT PHOTOS](#)
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Grass - Cut It and Leave It Program

5 Points

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

- PDF: [FILE 1 - LETTER TO LANDSCAPERS](#)
- PDF: [FILE 2 - BROCHURE](#)

Materials Reuse Program

10 Points

Program Summary: CHATHAM BOROUGH'S MATERIALS REUSE PROGRAM An annual community event in Chatham is the highly anticipated Friends of the Library Book Sale, held each March. Residents are encouraged to save their unwanted books instead of recycling them in their weekly curbside single stream recycling collection and drop them off for the sale during collection periods scheduled throughout the year. CDs and DVDs are also collected instead of entering the solid waste system. This community event is spearheaded by the nonprofit Friends of the Library and proceeds are presented to the Library of the Chathams to support Library functions that are not covered in the annual budget. Support from the municipality comes from use of the Library's lower level, where books are collected, stored and sorted prior to the week-long sale, a process that starts in September of the previous year! The sale is promoted by the municipality in the Borough Calendar, space on the Borough Hall lobby bulletin board, at the Sustainability Fair (hosted by the Chatham Borough Farmers' Market), through the farmers' market newsletter, and on the Borough's website and local broadcast channels. Sale patrons can spend hours wandering through the multiple rooms of books. After the sale period ends, unsold items are offered free of charge to anyone who wishes to take them. Following "Free Books" week, the remaining books are sorted again to be distributed to multiple charities including Legacy Book Bins & Catholic Charities. About 6,000 books are sent to Taiwan and Malawi for distribution to schools, libraries, shops and reading booths. Once all options are exhausted, leftover books are disposed of by either recycling or dumpster (for covers removed from hardcover books). In 2019, volunteers collected and sorted over 50,000 donations, maxing out the usable space in the library's lower level. Friends of the Library gifted over \$37,000 to the Library of the Chathams following the book sale, and it is estimated at least 15 tons of books, CDs and DVDs were reused by households, schools, and charitable organizations. Another 50,000 books were collected for the 2020 Book Sale, but due to the Covid pandemic, the sale was postponed. Therefore, promotional documentation for the 2019 sale is provided to support this Action.

PDF: [FILE 1 - PUBLICITY](#)

Pay-As-You-Throw Program

10 Points

Program Summary: CHATHAM BOROUGH'S PAY AS YOU THROW PROGRAM Chatham Borough has had a Pay-As-You-Throw (PAYT) solid waste program since October 1992. This system was selected in an effort to increase recycling in Chatham Borough, decrease solid waste, and improve fairness. Given a per-bag system, people pay more or less for solid waste disposal, depending on how much waste they generate, and was considered a fair way to distribute the rising costs of solid waste collection, according to usage. Residents pay an annual user fee for the program, which is set by municipal resolution, according to contract costs. Current user fees are \$282 per residential unit and \$238 per commercial unit. They then purchase color-coded (green) trash bags from designated local merchants. Currently, the participating merchants are Shop-Rite, Kings Supermarket, and Dreyer's Lumber. Bags are available in 15-gallon or 30-gallon sizes. Only trash placed in the official designated bags will be picked up. Trash is collected twice a week, with the specific days determined by zone of residency. The more trash a residence or business generates, the more bags they must purchase. Currently, 15-gallon bags cost \$7.50 for a roll of 10 bags, and 30-gallon bags cost \$14.40 per roll. The cost of the bags reflects the tipping fee at the Morris County Transfer Station. Bulk pick-up, for acceptable items that are too large to fit in a 30-gallon trash bag, is conducted the first Thursday and Friday of each month, based on zone. Acceptable items include furniture, appliances (with Freon removed), carpeting, luggage, etc. Residents have an immediate incentive to reduce their trash output and to recycle, because the less trash they generate, the fewer bags they must purchase, resulting in lower costs. Chatham Borough encourages recycling by maintaining a curbside single-stream weekly recycling program. Residents and businesses can conveniently recycle commingled aluminum, glass, tin, paper, and other recyclable materials, in addition to plastics labeled #1, #2, and #5, through this curbside recycling program. Chatham Borough also maintains a Recycling Depot, which accepts all

recyclables as well as textiles, electronics, and bulky rigid plastics, and a mulch area that accepts yard waste and offers free mulch and wood chips to residents. The Recycling Depot is open to the public every Saturday from 9:00 am to 12:00 pm. File 1 contains a list of all complementary waste reduction and recycling programs in Chatham Borough. Chatham Borough publicizes its Pay-As-You-Throw and related recycling and waste reduction programs extensively. Each program is described in the Borough calendar, which is delivered free of charge to all Borough residents and businesses and is also available online at www.chathamborough.org. Information about these programs is also available on the Borough website at <https://www.chathamborough.org/chatham/How%20Do%20l.../Dispose%20of/>, and on the Chatham Borough Electronic Bulletin Board, Cablevision Channel 21/FIOS Channel 32. The Chatham Borough Environmental Commission also includes educational materials about these programs at public events throughout the year. Calendar pages, and a sample of educational materials can be viewed in File 2. Also attached is a 2020 Chatham Borough Resolution extending the solid waste contract in File 3. The 2015 bid/contract is included with the portion about PAYT starting on page 18 in File 4.

PDF: [FILE 1 - WASTE REDUCTION AND RECYCLING PROGRAMS](#)

PDF: [FILE 2 - PUBLICITY](#)

PDF: [FILE 3 - 2020 CONTRACT EXTENSION RESOLUTION](#)

PDF: [FILE 4 - 2015 RESOLUTION AND PROGRAM SPECIFICS](#)

Waste Audit of Municipal Buildings or Schools

10 Points

Program Summary: CHATHAM BOROUGH'S WASTE AUDIT OF MUNICIPAL BUILDINGS OR SCHOOLS Food waste is a significant problem in nearly every school environment, a fact widely recognized by both faculty and students at Chatham High School. On Tuesday, February 20th, a team of 11 students, 3 faculty members and one representative from the Chatham Borough Environmental Commission's Green Team came together to dig through and sort garbage at Chatham High School, the district's most populated school. Their findings revealed that a staggering 40% of waste was actually food waste! CHS already possesses a rocket composter, so the biggest challenge will be to have students put their excess food in a receptacle that will ultimately be transported to the composter. The attached files include a Waste Audit Report (including recycling and waste reduction actions to be implemented to reduce waste as a result of the audit), Waste Audit Data and event photos. The team plans to have all incoming Freshmen watch a student-produced video so that they understand the way waste disposal at CHS functions.

PDF: [FILE 1 - AUDIT REPORT](#)

PDF: [FILE 2 - AUDIT DATA](#)

PDF: [FILE 3 - AUDIT PHOTOS](#)