



Sustainable Jersey Certification Report

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

Chatham Twp was certified on October 20, 2021 with 380 points. Listed below is information regarding Chatham Twp's Sustainable Jersey efforts and materials associated with the applicant's certified actions.

Contact Information

The designated Sustainable Jersey contact for Chatham Twp is:

Name:	JESSICA ROMEO
Title/Position:	CHATHAM TOWNSHIP GREEN TEAM CHAIR / CHATHAM TOWNSHIP GREEN TEAM
Address:	49 PINE STREET CHATHAM, NJ 07928
Phone:	973-477-5325

Actions Implemented

Each approved action and supporting documentation for which Chatham Twp 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: The Chatham Borough Green Team collaborates with the Chatham Township Environmental Commission, The Library of the Chathams and the Great Swamp 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 GReat Swamp 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. Due to the programs being presented virtually, education materials were not distributed to attendees. 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 October 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 Great Swamp Outdoor Education Center over the past decade. All of 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.

IMAGE: [COYOTE EDUCATION PROGRAM APRIL 1, 2021](#)

WORD: [ANIMAL PROGRAMS PUBLICITY](#)

PDF: [CHATHAM COYOTE FACTSHEET](#)

PDF: [OWL HANDOUT](#)

Community Partnership & Outreach

Green Team

10 Points

 Bronze Required

Program Summary: Program Summary Since its creation the Green Team has been very active. During 2020, the Green Team met 10 times. The Chatham Township Green Team was designated by resolution of the Township Committee to be comprised of the members of the Chatham Township Environmental Commission. In a February 2021 resolution the Chatham Township Committee affirmed the continuing validity of the 2009 resolution. Both resolutions are copied in File 1. Current Green Team members are members of the Environmental Commission listed in the 2020 report to the Township Committee. Recent projects have included researching possible locations for EV charging stations, getting approval from Green Acres to site the charging stations on two parking areas included in the Township's ROSI, and getting grant applications submitted to the state for funding. We have also researched EV charger potential vendors and visited their respective installations. We conducted our 4th annual seedling giveaway on April 24, 2021 at the Municipal Center parking area. Over 1000 seedlings distributed. We arranged virtual wildlife education programs with Chatham Borough, hosted thru our shared Library. We partnered with

the Great Swamp Watershed Association to promote and distribute native pollinator garden plants. Distribution was on May 1, 2021 with a local Master Gardener on hand to answer questions. We are developing Pesticide and Water Conservation ordinances for the Township Committee to evaluate. Expect the Pesticide ordinance to be introduced at the committee meeting on May 27,2021.

PDF: [FILE 1 RESOLUTIONS](#)

PDF: [GREEN TEAM RESOLUTION 2021](#)

PDF: [ENVIRONMENTAL COMMISSION REPORT 2020](#)

Community Education & Outreach

10 Points

Program Summary: We launched the month-long pollinator plant sale drive with a 45- minute Zoom webinar, “Gardening for Pollinators: Every Yard Matters” in which Hazel England, GSWA Director of Education, Outreach and Land Stewardship explained why it is important to plant native plant pollinator gardens to sustain wildlife. This webinar was advertised in our Social Media and in a Constant Contact mailing to over 3000 Chatham residents. Customers placed their orders online between April 1 and 22nd. Then volunteers from each community met at the Great Swamp Watershed Office headquarters to cut apart the trays of plants and assemble the individual orders. There were large yard, small yard kits and individual plants available. Each community organized a pick-up location. In Chatham Township, three Green Team members set up tables on Saturday May 1st with trays of plants where 45 customers picked up a total of 200 plant sets at the parking area of the municipal building. We distributed a colorful 6-sided print flyer describing local plants with color images of each plant, and suggested ways to organize the kits in their yards. There was also a list of non-native plants that would result in yards “dead” to local pollinators. There was a tremendous level of excitement as people arrived to pick up their plants. We explained the literature and answered questions. A local Master Gardener was on hand to answer questions. Copies of the flyer and original descriptive brochure are attached. This was the first time the GSWA held this sale. It was a great success with over 17 municipalities participating. There were wonderful networking opportunities. It was a wonderful experience for all. This entire program took three months of coordinated planning by the involved green teams via email and in person. The planning took place in March, the webinar, on-line sale and order sorting in April, and the Distribution and planting in May. Our second project was our 4th annual seedling distribution program on April 24, 2021. 1000 seedlings distributed to about 200 residents along with planting information and tree variety information. see checklist.

WORD: [POLLINATOR GARDEN CHECKLIST](#)

WORD: [SEEDLING CHECKLIST](#)

IMAGE: [HOW TO PLANT SEEDLINGS](#)

IMAGE: [POLLINATOR GARDEN SALE PROMOTION](#)

IMAGE: [SEEDLING GIVEAWAY PROMOTION](#)

Green Fair

10 Points

Program Summary: Held on Saturday, September 14, 2019, from 9 am to 1 pm, the Green Fair was a "greener" green fair. The theme/goal was:. Since the Green Fair took place on Borough

property and funding was provided by sponsors and vendors, Chatham Township government did not have a large role. Township media was used to publicize the Green Fair . The Township provided the “sandwich board” sign at the Farmer’s Market reminding people of the Green Fair. Township Committee members were supportive and were present at the fair. Substantial volunteer effort for the fair was provided by Chatham Township Green Team members. Reusable lawn signs were posted around Chatham Borough and Chatham Township advertising the fair. Chatham Township sponsored a workshop for children led by a GSWA educator on invertebrates in streams. Green Fair sponsors included St Barnabas Medical Center/RWJ Barnabas Health, JAG Physical Therapy, Solar City and Powerflow Yoga.. An excellent summary is attached as Green Fair summary

WORD: [CHATHAM GREEN FAIR NARRATIVE](#)

PDF: [HOLD A GREEN FAIR ASSESSMENT](#)

PDF: [VENDOR INFORMATION](#)

PDF: [GREEN FAIR SUMMARY](#)

PDF: [VENDORS](#)

Emergency Management

Vulnerable Populations Identification for Emergencies

10 Points

Program Summary: Chatham Township handles its list of vulnerable populations primarily thru our Police Department. The police, in turn, regularly communicate with our two fire departments, Chatham Township Fire Department and Green Village Fire Department, and the Chatham Emergency Squad to keep everyone informed of the needs of certain individuals in the community. Various factors such as age, health status, disability, language or ethnicity may make an individual less likely to respond to emergency situations. Keeping track of vulnerable populations means the police, fire, emergency personnel can do their best job of keeping everyone safe and healthy in challenging times. As a routine function, some elderly residents participate in a daily check in program with the police department, not checking in would create a reason to double check on the resident, many who live alone.

PDF: [VULNERABLE POPULATIONS CHECKLIST](#)

Food

Community Gardens

15 Points

Program Summary: The Chatham Community Garden was formed in the summer of 2013 as a joint project of Chatham Borough and Chatham Township. During 2014, its first growing season,

its title was the Joint Community Garden of the Chathams. As the 2021 season begins it is known as the Chatham Community Garden. Both municipal governments have actively supported the garden. In August 2013 the Chatham Township Committee approved a resolution to allow the joint garden installation at Woodland Park, which is primarily owned by Chatham Township. Plots were offered to residents of both communities. Applications for the 2021 season were due by December 31, 2020 (a copy of the application and rules of the garden are attached). In 2020 Chatham Township DPW donated the labor to bring loads of compost and wood chips to the garden. The DPW continues to assist with maintenance of underground water pipes. The garden is managed by a committee with representatives from Chatham Township and Chatham Borough and each municipal governing body has assigned a liaison to the committee. The committee meets monthly in person or by zoom to plan events, manage expenses, and clarify rules as necessary. Garden chores such as mowing and pollinator garden upkeep are assigned to plot holders. A subgroup is researching options to repair or replace fencing. We are also looking into some tree trimming. 2020 was a difficult year for the garden. We were able to open by making appointments to garden, to keep the per person interactions low. We did manage to communicate by email. Educational materials were distributed regarding cover crops and how to grow garlic. We worked with the Girl Scouts to collect fresh vegetable donations from our gardeners to the local food bank. Details in attached files. The need for food distribution due to the pandemic increased during 2020, so we continued the practice of placing a cooler for produce donations near the entrance gate. The donations are delivered every Wednesday morning to the food distribution site during the growing season. 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 Township requests 20 points for this action.

PDF: [SJ21 FILE 3 FOOD DONATIONS](#)

PDF: [SJ21 FILE 2 APPLICATION AND RULES](#)

WORD: [COMMUNITY GARDEN MEETING AGENDA](#)

WORD: [CHATHAM TWP COMMUNITY GARDEN QUESTIONNAIRE.DOCX](#)

Green Design

Upgrade/Retrofit-Light Pollution

10 Points

Program Summary: Chatham Township takes pride in regulating ambient outdoor lighting. Our most recent effort is to replace 30 year old lighting at Nash Field, primarily used for baseball, but the area has basketball and weather permitting, ice skating. The resolution authorizing the contract takes care to note that it will improve the quality of the light and also contain it to the desired area. Please see uploaded resolution from the Township Committee meeting of May 27, 2021. Also please see copy of the relevant sections of the municipal code as it relates to outdoor lighting. These regulations have been in effect since 2005.

PDF: [NASH FIELD LIGHTING RESOLUTION](#)

WORD: [OUTDOOR LIGHTING CODE](#)

Health & Wellness

Anti-Idling Education & Enforcement Program

10 Points

Program Summary: Chatham Township and Chatham Borough began a joint anti-idling program in 2007 that continues to the present. Metal anti-idling signs were posted at all the schools and in idle-frequent locations in both municipalities. Laws are purposely cited on bottom of each metal street sign: NJAC 7:27-14, 15 and NJSA 39:3-70.2 to enable local police to be able to enforce the laws in Chatham Township. The Chatham Township Committee passed an anti-idling resolution in 2007 and affirmed that resolution in February 2021 . The Chatham Township Green Team has mapped idle-frequent locations in Chatham Township. In the summer of 2012 Chatham Township posted 5 additional anti-idling signs at 3 idle-frequent locations : US Post Office; Recycling Depot; and Senior Services area at the Municipal Building. There are now anti-idling signs at all idle-frequent locations on Chatham Township municipal property. See Pictures of all anti-idling signs . The anti-idling message resonated in the schools, where it has been picked up and continued by the PTO Green Teams. The Chatham Borough Green Initiatives Committee (CBGI) and Chatham Township Environmental Commission therefore expanded outreach to local private schools. Chatham Day School conducted an anti-idling campaign with sandwich boards at the car line and a newsletter notice. Anti-idling is woven into many Chatham Township activities. . The Chatham Township website has an anti-idling page. The Chatham Township Green Team displays the Turn the Key, Be Idle Free flyer at many public events throughout the year. The Environmental Committee at Chatham High School conducted an Anti-Idling awareness campaign with the Township and Borough police departments in April 2021. Residents waiting in the after school pick up lines quickly got the message. Article attached.

WORD: [ANTI IDLING NEWSPAPER ARTICLE](#)

PDF: [ANTI IDLING REAFFIRMED](#)

PDF: [ANTI IDLING PRIORITY LOCATION MAP](#)

PDF: [ANTI IDLING SIGNS IN CHATHAM TOWNSHIP](#)

IMAGE: [ANTI IDLING PHOTO](#)

PDF: [CHATHAM TWP IDLE FREE RESOLUTION 2007.PDF](#)

Building Healthier Communities

20 Points

Program Summary: The Borough of Chatham and Chatham Township instituted the Mayors Wellness Campaign which is overseen by the Mayors Wellness Advisory Committee (MWAC). This 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 the mayor and members of the Township Committee. The campaign's mission seeks to empower residents of the Chathams to make their health and wellness a priority. The MWAC 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 ultimate goal of improving health and reducing the skyrocketing health care costs. The COVID pandemic has provided ample opportunity to do that. The MWC meets each month to discuss ways that residents can get involved in community

programs that contribute to improved health and wellness. The MWC 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 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 (Township), 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. Chatham Township and Chatham Borough collaborated on this action because we work together and most of the items apply to both communities. We also partner with neighboring Madison on multiple initiatives. Chatham Borough and Chatham Township 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 residents, especially our youth and our seniors. The Senior Center of the Chathams is located in the lower level of the Chatham Township municipal building. The Township's primary contribution is financial, providing generous space for programs and adequate parking. Youth Segment-- The Library of the Chathams is a joint library and Chatham Township, by agreement, provides more than half the financial support. The library is located in Chatham Borough. Chatham Township is a partner in TriTownCares, with representation of Chatham Township residents on the organizing team. The Township representatives participate in the meetings and help organize the various events. The link from the Township website goes directly to the Borough of Madison website as they took the lead on this initiative. While the Covid Ambassador program was a Chatham Borough initiative,(and I did not remove that item from the checklist) that is because Chatham Township does not have any "downtown" that would make such an effort practical. The Borough downtown functions as the main local shopping area for Township residents, so many Township residents were impacted by that initiative. However, the mayors in the Township have also continued to issue mayor's reports. I have attached Mayor Kelly's last report from December 2020 as an example. All the mayor's addresses are posted on the Township website.

WORD: [COMMUNITY HEALTH CHECKLIST](#)

WORD: [HEALTHY YOUTH CHECKLIST](#)

WORD: [HEALTHY SENIORS CHECKLIST](#)

PDF: [MWC PLEDGE OF PARTICIPATION](#)

PDF: [MAYOR'S ADDRESS](#)

Innovative Projects

Innovative Community Project 1

10 Points

Program Summary: Chatham Township passed a plastic bag ban in 2019, to be effective March 1, 2020. This ordinance was the result of a partnership with Chatham Township, Chatham Borough, and Madison. A study group, led by Green Team co chair Jessica Romeo, was founded and ordinance details were discussed with guidance from ANJEC. One of the main reasons for taking a regional approach was not to disadvantage any local businesses. There would not be much incentive for shoppers to simply avoid the issue by going to a nearby town. Another important reason for the action was to join the many municipalities in NJ that had already implemented such a ban. It was hoped that our action would help and support a statewide ban, which in fact has happened but is not yet fully implemented. The ordinance took effect on March

1, 2000 and despite the pandemic that soon followed, the Township had few complaints from residents or businesses. Attached is the ordinance. Also attached is a local Girl Scout presentation that summarizes the reasons for the plastic bag ban and the publicity to promote it.

PDF: [PLASTIC BAG ORDINANCE 2019-17](#)

PDF: [GIRL SCOUT PLASTIC BAG BAN PROJECT](#)

IMAGE: [PLASTIC BAG ARTICLE](#)

PDF: [PLASTIC BAG ADDITIONAL INFORMATION](#)

Innovative Community Project 2

10 Points

Program Summary: Chatham Township, along with Morris Township, Morristown, Morris Plains, Madison and Chatham Borough, has been awarded a \$90,000 grant from the New Jersey Department of Community Affairs (DCA) to identify and implement a program to share costly public works equipment and maintenance functions. The consortium has agreed to a group-wide assessment of how to reduce costs and improve services by sharing public works equipment, some of which is highly specialized, costly, and does not require full time work. The consortium will also examine ways to regionalize some maintenance and repair functions for their fleets, which also often require specialized skills, equipment, and certification. This award is one of only 22 Local Efficiency Achievement Program (LEAP) grants to local governmental entities across New Jersey.

PDF: [LEAP GRANT DETAILS](#)

Innovative Community Project 3

10 Points

Program Summary: The 1000 Mask Challenge is a great example of acting quickly to help the community, in this case both Chatham Township and Chatham Borough. At the start of the pandemic, the highest rated N95 masks were in short supply and needed to be saved for front liners. Nevertheless there was a need for others in the community to have a decent supply of masks. Under the direction of Library of the Chathams Director Karen Brodsky, the 1000 mask challenge was initiated. Fabric, elastic and thread were acquired, with some supply challenges. Volunteers willing to sew masks were recruited. Another group was tasked with making supply kits with enough materials to sew about 25 masks. This involved cutting two types of fabric from large bolts into more manageable pieces, cutting enough elastic for 25 masks from large spools and including thread. The kits with all the supplies and directions were packed into Chatham Library totes that had been produced by contract with our local sheltered workshop, the ECLC. (Education, Careers and Lifelong Community). A third cadre of volunteers picked up assembled kits and delivered to the volunteers sewing. When the 25 masks were finished, this group picked them up, often dropping off another kit, and delivered to a central location. Most of the completed masks went to the Chatham Emergency Squad to be sterilized for use by their crews and also as needed to the municipal buildings, library, etc. They were also distributed to nurses so Morristown and Overlook Hospitals. See attached article. As a side note, the tote bags have been used by Friends of the Library volunteers to deliver and pick up books for library patrons who wished to limit outside contact during the pandemic.

IMAGE: [COURIER ARTICLE](#)

IMAGE: [COURIER ARTICLE PAGE 6](#)

IMAGE: [LIBRARY TOTE BAGS](#)

Land Use & Transportation

Sustainable Land Use Pledge

10 Points

 Bronze Priority  Silver Priority

Program Summary: Program Summary: Chatham Township's Sustainable Land Use Pledge resolution was adopted at the Township Committee meeting on July 9, 2009 .The resolution was formally distributed to the Planning Board, Zoning Board and Environmental Commission on July 10, 2009. On June 28, 2012 the Township Committee passed a resolution affirming continuing support of Chatham Township's Sustainable Land Use Pledge . That resolution was also distributed to the Planning Board, Zoning Board and Environmental Commission . On February 8, 2018 the Township Committee passed a resolution affirming continuing support of Chatham Township's Sustainable Land Use Pledge .That resolution was also distributed to the Planning Board, Zoning Board and Environmental Commission . The process for approving a Sustainable Land Use Pledge began at the start of June 2009, when Township Green Team recommended to the Chatham Township Committee that a resolution based on the model pledge be adopted. The Township Committee began discussion of the amended model land use pledge at its meeting on June 11th. To obtain maximum input it was determined that the pledge should be presented to the Planning Board for its comments and that the resolution should be processed in the same manner as an ordinance (i.e. introduced at one meeting with a public hearing and adopted at a subsequent meeting). Copies of the proposed pledge resolution were made available at the municipal building, the Library of the Chathams and on the Chatham Township website. In addition the local press was informed and several articles followed. The sustainable land use pledge resolution was introduced and a public hearing was opened at the June 25th Township Committee meeting. After review by the Township Attorney the resolution was adopted on July 9 2012. File 3 contains documents related to the 2009 process of approving the sustainable land use pledge resolution. The Township Committee reaffirmed the pledge by resolution in February 2021. Please see attached.

PDF: [FILE 3 PLEDGE PROC DOCS](#)

PDF: [2021 DISTRIBUTION MEMOS](#)

PDF: [SUSTAINABLE LAND USE PLEDGE 2021](#)

Natural Resources

Natural Resource Inventory

20 Points

 Bronze Priority  Silver Priority

Program Summary: The Chatham Township 2013 NRI was carried out by volunteer members of the Environmental Commission in consultation with the Township engineer, John Ruschke of Hatch, Mott, MacDonald, and the Township planner, Frank Banisch of Banisch Associates. The 2013 NRI is an update of the 1999-2005 NRI with new and revised content and maps. The 1999 NRI, prepared by volunteers, was based on the first Township NRI, done in 1974 also by volunteers. The NRIs of 1974, 1999 and 2013 are available on the Chatham Township Environmental Commission web page (<http://www.chathamtownship-nj.gov/CTEC/index.html>). The 2013 NRI is intended to be viewed on line. However for SJ review purposes a pdf copy of the 2013 NRI is being submitted in three sections as files 2, 3 and 4 [Note that the chapter links in File 2 work only in the on line version]. File 1 summarizes what has been updated in the 2013 NRI. File 5 documents the incorporation of the 2013 NRI into the Master Plan. The NRI update policy is found in File 6. The two main environmental changes in Chatham Township between 1999 and 2013, and described in the 2013 NRI, were - the redevelopment and infill of parcels and small subdivisions, with many modest houses being demolished and replaced with bigger homes ("McMansions"), and - the preservation of large tracts of open space. Other significant environmental events in the period included the adoption of strict storm water control regulations and the requirement by the New Jersey Department of Environmental Protection that its conservation easements on wetlands and wetland transition areas be recorded in the office of the Morris County Clerk. The 2013 Natural Resources Inventory incorporates information on all these items. References within the chapters show that the 2013 NRI was updated within the past ten years.

PDF: [FILE 1 UPDATE SUMMARY](#)

PDF: [FILE 2 CT_NRI_SECT. 1](#)

PDF: [FILE 3 CT_NRI_SECT. 2](#)

PDF: [FILE 4 CT_NRI_SECT. 3 MAPS](#)

PDF: [FILE 5 PBRDRES_NRI_TO_MPLAN](#)

PDF: [FILE 6 CT_NRI_UPDATE_POLICY](#)

Environmental Commission

10 Points

Program Summary: Chatham Township has had an environmental commission since the early 1970s. A copy of the ordinance as amended is being submitted as File 1. File 2 contains our most recent annual report (2020) which lists our activities for that year, and is submitted to demonstrate that we are an active environmental commission.

PDF: [ENVIRONMENTAL COMMISSION DOCUMENTATION](#)

PDF: [ENVIRONMENTAL COMMISSION ANNUAL REPORT 2020](#)

Environmental Commission Site Plan Review

10 Points

Program Summary: Program Summary Since the Chatham Township Environmental Commission was established by Township ordinance in 1968 the Commission has made its primary task the review of development applications as well as permit applications to the NJDEP. The EC has prepared and regularly updated a Natural Resource Inventory so all application documents are made available to the Commission. Each application is reviewed by the Development Subcommittee and comment memos are prepared for those with significant

environmental features. Planning Board and Board of Adjustment site visits are attended by EC members and EC Associates who take photos and record their observations. EC members and Associates also attend Board and town Council meetings and comment in person as necessary. The Commission follows the ANJEC guidelines found in "Site Plan/Subdivision Review Environmental Analysis" (<http://www.anjec.org/pdfs/SitePlanReview10.pdf>) for the preparation of memos. Among the items mentioned in a Findings of Fact and Recommendations report are: Commission's sources of information including the commission site inspection report, plans and materials reviewed, and the engineer's reports; Mention of any conservation easement on the property; Current site description; Historical uses including possible underground storage tanks and pesticide residue from farming operations; Current surrounding local conditions (distances to the Great Swamp National Wildlife Refuge, the Loantaka County park, C1 streams); Current regional conditions; Conditions on and off site during construction, especially for steep slopes; Conditions following occupancy, noting violation of any conservation easement and disturbance of slopes and wetlands; Applicable Township ordinances and NJDEP permit requirements; Permits required from other agencies such as the Morris County Soil Conservation District. The report is sent to the relevant Board, to the NJDEP in the case of wetlands or habitat issues, and to the County when legal violations are uncovered. Oversight of development applications has prevented many problems and is well worth the effort.

PDF: [SITE PLAN REVIEW](#)

WORD: [SUMMARY](#)

Open Space Plans

10 Points

Program Summary: The Chatham Township Open Space Plan was updated by the Open Space Committee in 2020 and approved by the Planning Board at its meeting on November 16, 2020. Minutes of that meetings are attached. The original plan was written in 1998. The updated plan reflects recent acquisitions and includes the Sustainable Jersey requirements. Updates were made to reflect the changes in land acquisitions made by public entities. The public entities include Chatham Township, Morris County, and the US Department of Interior/US Fish and Wildlife. Hatch Mott McDonald provided the Open Space Committee with a new Open Space map and also provided the total acreage in ownership by the various public entities. Some of the previous section titles were changed to more closely tie them with Sustainable Jersey's listing of sections. The updated Open Space Plan is attached . Local scouts are actively involved in the Township's open space areas with projects from tree planting, trail maintenance and stream quality monitoring. Local residents actively support these endeavors.

PDF: [PLANNING BOARD MEETING MINUTES 11/16/20](#)

PDF: [OPEN SPACE MASTER PLAN UPDATE 2020](#)

IMAGE: [FIRST DAY WALK FOR OPEN SPACE ARTICLE](#)

Easement Inventory & Outreach

10 Points

Program Summary: In year 2000 the Chatham Township Environmental Commission began a project to inventory and monitor all the conservation easements in the Township, either held by the Township, the New Jersey Department of Environmental Protection or others. Using funds from

several grants and relying heavily on volunteers an initial inventory was produced, a map and brochure were prepared and an on-the-ground assessment of all the easements was performed. Documentation on each easement including deeds, maps, Planning Board and Board of Adjustment resolutions, Township resolutions accepting conservation easements, copies of NJDEP documents, and monitoring reports are filed together in the Township municipal building. The inventory and map are updated on a continuing basis as new easements are acquired. Informal monitoring occurs when issues come to light, in which case memos are sent to the appropriate organization. When a property with a conservation easement changes hands the Commission sends a notification letter to the new owner. The Municipal Conservation Easement Stewardship Program Plan Worksheet for Chatham Township is attached as File 1. File 2 contains the CT easement brochure. The CT Municipal Easement Inventory database is submitted as File 3 and the easement map is included as File 4.

WORD: [FILE 1 CONSERV. EASEMNT STWRDSHIP WORKSHEET](#)

PDF: [FILE 2 CT EASEMENT BROCHURE](#)

PDF: [FILE 3 CT MUN. EASEMNT INVEN. D_BASE](#)

PDF: [FILE 4 CT EASEMENTS MAP](#)

Operations & Maintenance

Green Grounds & Maintenance Policy

10 Points

Program Summary: ;The Chatham Township Environmental Commission and Green Team has been working since 2018 to get rid of pesticides on township owned property, especially our playing fields which are primarily used by our younger children. We presented plenty of evidence of harm done to children and our drinking water by the use of pesticides on playing fields. Of course NJ schools have long banned most chemicals on school owned property, so we wanted to get the same protection for our younger children. Working with our Township Administrator, an agreement was reached to try organic methods. We worked with Lincoln Landscaping, a NOFA certified landscaper to maintain fields without pesticides. Our new Township Administrator, Bob Hoffman, was supportive of these efforts. The time came to formalize the Township's policy and this was done by the Green Grounds and Maintenance Resolution passed.

<https://chathamtownship-nj.gov/environmental>

PDF: [GREEN GROUNDS RESOLUTION](#)

PDF: [GREEN GROUNDS POLICY](#)

PDF: [GREEN GROUNDS NOTICE TO DEPARTMENT HEADS](#)

Recycled Materials & Composting

10 Points

Program Summary: The Township contracts with New Jersey Sports & Exposition Authority to process our street sweepings. Every street in the Township is swept twice a year. The sweepings are deposited at the public works yard where DPW employees screen them to eliminate trash. The

remainder is collected by the New Jersey Sports & Exposition Authority at a cost to the Township of \$1200 in 2020, and recycled into pavement, etc.

IMAGE: [STREET SWEEPINGS PURCHASE ORDER](#)

Public Information & Engagement

Improve Public Engagement in Municipal Government

10 Points

Program Summary: Chatham Township welcomes the participation of residents at public meetings and makes it easy for residents to communicate with elected officials and township employees at other times as well. Please see completed checklist as well as a recent Township Committee agenda.

PDF: [TOWNSHIP COMMITTEE MEETING AGENDA](#)

WORD: [IMPROVE PUBLIC ENGAGEMENT IN MUNICIPAL GOVT CHECKLIST](#)

Online Municipal Public Service Systems

15 Points

Program Summary: Chatham Township recently redesigned the municipal website. It's now much easier for residents, contractors and anyone doing business with the Township to quickly access what is needed. This has been even more effective during the pandemic as the municipal building was closed to walk ins for over one year!

WORD: [ONLINE MUNICIPAL COMMUNICATIONS CHECKLIST](#)

Digitizing Public Information

10 Points

Program Summary: Chatham Township has updated its website to make information accessible to residents 24/7. Information on meetings, minutes of meetings, ordinances and contacts are readily available. There are links to social media used by the Township as well as frequently searched for items such as school system, recreation, pool, library, fire departments and local churches. Many of our Boards and Commissions have members with term and dates, some are entirely made of volunteers, and some have members that are appointed by nature of their position as a Township Committee person. Information is available on this in several places on our website, but the most direct path from our homepage is as follows: Government>Boards & Committees>whatever committee you were looking for info on (i.e. Board of Health, etc.).

WORD: [DIGITIZING PUBLIC INFORMATION CHECKLIST UPDATED](#)

Sustainability & Climate Planning

Municipal Carbon Footprint

10 Points

 Bronze Priority  Silver Priority

Program Summary: Program Summary Chatham Township established 2017 as the Baseline year for this Municipal Carbon Footprint action. Previous emissions inventories have been completed for baseline years 2006, 2008 and 2011 but a 2017 municipal carbon footprint has been calculated and is being submitted in order to complement the 2017 Community Carbon Footprint. Stationary combustion of fuels by Chatham Township was limited to natural gas combustion. Therm usage for each month for each meter at all municipal locations was obtained by the Green Team from PSE&G bills and entered on the Municipal Carbon Footprint tool (MCFT) provided by Sustainable Jersey. Annual usage was calculated, divided into four categories of municipal operations (Building & Facilities; Street Lights & Traffic Signals; Water & Wastewater Treatment Facilities; and Other) and entered on the MCFT. Chatham Township's monthly kilowatt-hours of electricity consumption for each municipal meter or billing account number was obtained by the Green Team from JCP&L bills and entered on the MCFT. Annual usage was calculated and divided into four categories of municipal operations (Building & Facilities; Street Lights & Traffic Signals; Water & Wastewater Treatment Facilities; and Other) and entered on the MCFT. Chatham Township maintains computerized records of the fuel usage of each vehicle in its fleet. Annual fuel consumption of the fleet during 2017 in gallons was obtained from those records and entered on the MCFT. Annual mileage of each vehicle was recorded, summed by type and entered on the MCFT. Emissions were calculated by the MCFT. An additional and difficult addition to MCF was the requirement to include emissions from waste related activities; the methodology for that process is described in File 2. There were no Significant Purchased Services for Chatham in 2017. The completed MCFT is attached as File 1 and submitted as the Municipal Carbon Footprint of Chatham Township for Baseline year 2017.

EXCEL: [FILE 1 CT MUN CARB FPRINT CALCULATOR 2017](#)

PDF: [FILE2 WASTERELATEDEMISSIONSCALCS](#)

Waste Management

Prescription Drug Safety & Disposal

10 Points

 Bronze Priority  Silver Priority

Program Summary: The Chatham Township Drug Take-back Program was organized and implemented by the Chatham Township Police Department in September 2014. A medication drop box was installed in the lobby of the Police Department. The Medicine drop Box is an initiative of Morris County Prevention is Key (MCPK). The Police Department collaborated with the Morris

County Prosecutor's Office (MCPO), the Morris County Sheriff's Department(MCSD)and Community Coalition for a Safe & Healthy Morris Morris to develop this project. After submitting a Standard Operating Procedure to the MCPO, the Police Department ordered the Medicine Drop Box, which was permanently secured to the Police Department lobby floor. To secure dual control separate locks were placed on the box by officers of the MCSD and the Police Department. The box is under constant camera surveillance. The Drop Box is available 24/7 365, although residents are encouraged to use the service when the lobby is open. The MCSD collects the Drop Box contents periodically and transports to Coventry in Newark, NJ for safe incineration. The availability and importance of the Drug Take-back Program was publicized widely at the initiation of the program and it has continued to be publicized on Chatham Township websites, flyers and county and state media. The rate of participation is now more than two and a half times what it was in 2015. In 2020 the drop boxes collected approximately 450 pounds of unused, unwanted, or expired drugs in Chatham Township. Photos of the Drop Off area are attached. In addition CT police participated in national Drug Take-Back day on 4/24/21 as shown in picture file.

WORD: [NARRATIVE](#)

IMAGE: [EC PROMO FLYER](#)

PDF: [PRESCRIPTION DRUG BOX AT POLICE DEPT](#)

IMAGE: [CHATHAM TWP POLICE DEPT PAGE](#)

Community Paper Shredding Day

5 Points

Program Summary: 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.

WORD: [PUBLICITY](#)

IMAGE: [COMMUNITY PAPER SHREDDING EVENT](#)

Non-Mandated Materials Recycling

25 Points

Program Summary: Recycling in Chatham Township is done mostly by two methods. Curbside recycling by the Morris County MUA twice a month. Drop off items at the Tanglewood recycling

center on Tuesdays and Saturdays. Chatham Township has been recycling numerous materials not mandated by the state or Morris County. Attached is the 2021 recycling brochure mailed to all residents in November 2020. The brochure on page 2 lists plastic #5. The 2020 tonnage report is attached and lists other items recycled by Chatham Township: line 73--large rigid plastic line 85--Bakery buckets, floral buckets and shrink wrap In addition, a bin for donations of used clothing (textiles) is located at the recycling center. Report attached Residents may also drop off large rigid plastic at the Tanglewood facility. Chatham Township helps residents recycle by mailing the brochure each year. Also the Township website has a large RECYCLE button which allows for queries of where to recycle various items. In addition we participate in the RECYCLE COACH app, a convenient tool with local information.

PDF: [2021 RECYCLING BROCHURE](#)

EXCEL: [2020 TONNAGE REPORT](#)

PDF: [TEXTILE REPORT](#)

PDF: [COOKING OIL REPORT AND SHRINK WRAP](#)

WORD: [CHATHAM TOWNSHIP NON MANDATED RECYCLING CHECKLIST](#)

IMAGE: [CLOTHING ON RECYCLE COACH](#)

Recycling Depot

10 Points

Program Summary: Chatham Township has established a Recycling Depot. The Chatham Township Recycling Depot is located at the foot of Tanglewood Lane and provides a place for residents to drop off a variety of items listed in the brochure. The number of accepted items increased significantly with the start of Single-Stream Recycling in August 2011. The Recycling Depot underwent a major modification to accommodate this new method. Large bins were placed on either side of a walkway and all recyclable items were mixed in the bins. This method was in place until late 2017 but snowfall made some of the cardboard items unacceptable. In 2017 Morris County Municipal Utilities provided a trash compactor, which now keeps recycled items protected from the elements. Pictures of the Recycling Depot (including photo of the location sign) are attached . The 2021 recycle brochure mailed to all residents in November 2020 is attached; the brochure provides information about curbside recycling as well as the location and hours of the Chatham Township Recycling Depot. The same information is provided on the Recycling page of the Chatham Township website. There are signs on the streets pointing residents to the Depot. Hours of operation at the Recycling Depot are: Tuesdays from 8:30 am - 11:30 am and Saturdays from 8:00 am - 12 noon.

PDF: [2021 RECYCLING BROCHURE](#)

IMAGE: [RECYCLING CENTER PHOTOS](#)

PDF: [RECYCLING CENTER PHOTOS](#)

Materials Reuse Program

10 Points

Program Summary: CHATHAM TOWNSHIP'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 donate their books by dropping them off for the sale, instead of recycling them in their weekly curbside single stream recycling collection. CDs and DVDs are also

donated. 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 the 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 Township website, space on the lobby bulletin board, at the Sustainability Fair (hosted by the Chatham Borough Farmers' Market), through the farmers' market newsletter. 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 picked up by multiple charities. Once all options are exhausted, leftover books are disposed of by either recycling or dumpster (for unusable or soiled hardcover books). Many books go to Taiwan and Malawi for distribution to schools, libraries, shops and reading booths. 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. The Friends of the Library have been able to hold two outdoor book sales open to the public, on April 17, 2021 and May 15, 2021. These events were well received by the public and over \$10,000 was raised in support of the Library of the Chathams.

IMAGE: CHATHAM TOWNSHIP GOVERNMENT SUPPORT LETTER

PDF: TAIWAN BOOKS THANK YOU

PDF: FRIENDS BOOKSALE PUBLICITY