

# **Sustainable Jersey Certification Report**

This is the Sustainable Jersey Certification Report of High Bridge Boro, a Sustainable Jersey bronze certified applicant.

High Bridge Boro was certified on October 25, 2021 with 165 points. Listed below is information regarding High Bridge Boro's Sustainable Jersey efforts and materials associated with the applicant's certified actions.

## **Contact Information**

The designated Sustainable Jersey contact for High Bridge Boro is:

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# **Actions Implemented**

Each approved action and supporting documentation for which High Bridge 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:** High Bridge is home to both humans and wildlife. The goal of our program is to educate our youth on what wildlife lives in our environment and how to coexist with the many species found in our town. We try to foster positive human-wildlife interactions while developing an awareness and appreciation for our local wildlife. The Borough Environmental Commission works with the Hunterdon County Parks System, Go Hunterdon, and Raritan

Headwaters Association to present wildlife educational programs to the High Bridge School Environmental Clubs. The club members then "turn key" the information to other students. The 2020-2021 school year wildlife presentations from the Hunterdon County Park System were on: native and invasive plants, Bats, Bears, Snakes, and Turtles of our town and county. The Raritan Headwaters Presentation was on identifying macroinvertebrate and how they are a clue to the health of our river. A local beekeeper also gave a presentation on honeybees in our town. The chair of the borough Green Team created a survey for residents and students to pick wildlife symbols for our town. A member of the Borough Environmental Commission presented several lessons on blue birds and helped students build nesting boxes. Lynn Hughes was involved in planning and participated in each workshop. She is a teacher in the school system as well as the environmental club advisor. She is on town council and is the liaison for the Borough Environmental Commission and municipal Green Team. Students had hands on experience of identifying native and invasive plants, planting native plant seeds, placing blue bird nesting boxes on school property, and participating in a survey to choose wildlife symbols for our town. BeeKeeper Planting native seeds in our school garden. Bluebird nesting boxes Students sharing bluebird information to younger students in the outdoor classroom River Monitoring of our local river River monitoring identification flow chart and checklist High Bridge Native Symbols Survey Help us pick Wildlife Symbols for High Bridge Directions: Pick your top choice for each category. Trees: Tulip Tree, Redbud, Northern Red Oak, American Sycamore, Sassafras Flowers: Common Blue Violet, Common Milkweed, Trout Lily, Skunk Cabbage, Mayapple Birds: Red Bellied Woodpecker, American Bald Eagle, Eastern Blue Bird, Pileated Woodpecker, Black Capped Chickadee Updated on 07.27.2021 - Photos can be found in High Bridge, NJ Wildlife Education Program Narrative and Photos.docx

PDF: RARITAN HEADWATERS - RIVER TRIP FOR ENVIRONMENTAL CLUB.PDF

WORD: HIGH BRIDGE, NJ WILDLIFE EDUCATION PROGRAM NARRATIVE AND PHOTOS.DOCX

**WORD: BLUEBIRD LESSON PLAN.DOCX** 

WORD: ANIMALS IN THE COMMUNITY FURTHER DOC. .DOCX

PDF: NABS FACTSHEET - MONITORING - 24MAY12 DRAFT.PDF

WORD: HOW TO BUILD A BLUEBIRD NESTING BOX.DOCX

#### **Community Partnership & Outreach**

#### **Green Team**





**Program Summary:** The Green Team was formed in 2009 by the High Bridge Borough Council resolution and achieved Bronze level status in 2011. The activity of the Green Team since that time has fluctuated although many of the Sustainable Jersey actions were maintained. At the end of 2017 the Green Team was revitalized with 5 active members and much of 2018 focused on our recertification efforts, improving public awareness of existing programs and seeking to expand our team to more fully implement our activities and expand them. The GT also applied for two grant opportunities during 2018, and was awarded one grant of volunteers to beautify a park within the Commons on the Wye park. The latest resolution reappointing the Green Team and a list of the current members is attached. The Green Team meets the last Monday of every month at the Borough Hall. A list of goals and actions completed in 2017 is also attached.

**WORD: GREEN TEAM 2021.DOCX** 

PDF: RESOLUTION GREEN TEAM, PAGE 3

#### **Community Education & Outreach**

15 Points

**Program Summary:** (1) The HB Environmental Commission has a long-standing relationship with Raritan Headwaters particularly with our participation in stream monitoring and the annual Stream Clean-up. April 17th, 2021 marked our 31st year of participating in the Spring clean-up. The Stream clean up is promoted on our Highbridge.org website, the Environmental Commission Facebook page, and through the municipal resident email. This year's clean-up had 52 participants along our river we collected over 500 plastic bottles, glass bottles, and aluminum cans (In-person event sheet, and collection totals support attached). The EC Chairperson facilitates this event and reviews with all participants the importance of reducing pollution to our waterways and informing participants using the talking points provided from Raritan Headwaters (documentation attached) (2) In 2021 local residents set out to restore the borough's historical mid 18th century farm, Springside Farm. Over three educational community workdays, March 13, March 27, and April 10, 21021, volunteers were educated on invasive plant species and cleared over 4000 sq ft of overgrown vegetation, then planted 25 trees over Arbor Day Weekend (documentation attached) (3) Spring 2021, Nature Interpretive Guide, Mia Baldwin, took residents on a virtual tour of High Bridges Historical mid 18th century farmstead Springside Farm. The video was posted on the High Bridge Environmental Commission Facebook Page, The Save Springside Farm Facebook Page and The High Bridge History Facebook Page. The video is part of the #wildhighbridge initiative tat also includes posts that are posted on the High Bridge Environmental Commission Facebook page too.

WORD: STREAM CLEAN UP IN PERSON EVENT SHEET, COLLECTION TOTALS
WORD: COMMUNITY OUTREACH SPRINGSIDE FARM WORKDAYS .DOCX

IMAGE: RIVER CLEAN UP41721.JPG

WORD: HB SPRINGSIDE FARM CLEANUP DAYS.DOC

WORD: STREAM CLEAN UP TALKING POINTS
WORD: HB VIRTUAL NATURE WALK.DOC

#### **Diversity & Equity**

#### **Lead Education & Outreach Programs**

10 Points

**Program Summary:** History: March 28, 2011 High Bridge Borough Green Team began work on the lead education outreach program. We inventoried our housing stock and learned that 75% of borough homes were built before 1950 (1010) and 25% were built after 1978 federal ban thus making this a valid project. We presently have 1343 dwellings in the borough. Multiple dwellings are checked every 5 years for lead poisoning. Annual discussions continue with borough officials and staff: Mayor & Council, Administrator, Clerk, Construction Code Officer, Board of Health, and Department of Public Works. October 2020, the borough Board of Health and Environmental

Commission organized and presented a lead education program for students at the High Bridge Elementary School Environmental Club. The club members then turned keyed the information to students in grades K-4. During Lead Poisoning Awareness Week education flyers went home to all borough elementary school parents. Education and outreach continues to be ongoing. Lead education is permanently placed on the borough web site (highbridge.org) in both Spanish and English with links to county, state, and federal sites. An informative article is published in every Fall edition of the Borough Newsletter. Every October the borough makes a proclamation recognizing National Lead Poisoning Week. We are committed to annual education and outreach as well as public recognition of National Lead Poisoning Week. Updated on 07.27.2021 - Summary - Doc with screenshots, newsletter fall/winter and website - Attached two EPA brochures the Green Team / Environmental Commission distributes at school every October

PDF: LEAD-IN-YOUR-HOME-BOOKLET-COLOR-2020-508.PDF

PDF: PROC - 008-2020 - LEAD POISONING AWARENESS PROCLAMATION - YEARLY COPY.PDF

IMAGE: SCREEN SHOT 2021-04-10 AT 1.29.44 PM.PNG

PDF: GOV. LEAD PUB.PDF

PDF: EPA\_LEAD\_BROCHURE-POSTERLAYOUT\_508.PDF

WORD: LEAD EDUCATION AND OUTREACH\_NEWSLETTER AND WEBSITE.DOCX

#### **Energy**

#### **Energy Efficiency for Municipal Facilities**

15 Points

😭 Bronze Priority 😩 Silver Priority

Program Summary: High Bridge has five municipally owned buildings: Department of Public Works (DPW), Borough Hall, Fire Department, Rescue Squad, and Police Department. The DPW building was recently extensively renovated, including new lights, 2 bays, a wash bay, and a truck wash system that recycles the water. A grant application was submitted to the New Jersey Clean Energy Program for funding to replace outdated, inefficient equipment for the other four boroughowned buildings under the Direct Install Program administered by the New Jersey Board of Public Utilities (NJBPU). Because the DPW building had recently been renovated, it was not included in this grant application. Another application was submitted to the Energy Efficiency and Conservation Block Grant (EECBG) Rebate Program, which provides supplemental funding for eligible New Jersey local government entities to lower the cost of installing energy conservation measures as part of the American Recovery and Reinvestment Act (ARRA). The projects submitted for energy efficiencies consisted of lighting and lighting controls and HVAC and HVAC controls at the following Borough Properties: the Borough Hall, Fire Department, Police Building, and Rescue Squad. High Bridge Borough received \$153,000 in grant funding for these projects. Donnelly Energy Solutions was selected through competitive State bidding to perform the energy assessment to identify and install eligible equipment replacements at no cost to the Borough. Donnelly Energy Solutions initiated work in August of 2011 and completed all upgrades by the end of September, 2011.

PDF: BUILDING DETAILS

PDF: ENERGY AUDIT FILE

PDF: ENERGY AUDIT FILE 2

#### **Anti-Idling Education & Enforcement Program**

10 Points

Program Summary: Priority Location to target program: Our team met in October 2020 to review previously determined idling concern areas in the borough. Our two schools remain our area of focus. The train station is the only other area where idling might occur, but does not seem an issue at this time. (See map of locations). Since we are a car/walking small school district with no bus service, idling near our two schools is our main issue. We identified the parking area at the bottom of the path which most school children walk daily to and from school. About 25 cars park in this area waiting for their children to be picked up after school lets out. Most cars are there 30 minutes before dismissal. We also identified the front door area as a concern where our virtual material pick up closet is located. We then worked with Go Hunterdon, the school principals, borough & school green team representatives, and the school environmental club in November 2020 to create a plan to continue to address idling issues in these areas. Go Huntedon presented an anti-idling awareness presentation to the environmental club through Google Classroom in Nov. 2020. Two idling surveys were conducted: one before and one after our educational Antiidling awareness campaign. Educational information is on both the borough and the school web sites. No Idling signs from student contest in 2015 are still posted at the pick up area and the front door of the school. (Photos in Anti-Idling summary 2021.docx) A no Idling pledge is posted on our school web site. (Photo in Anti-Idling summary 2021.docx) Anti Idling information is posted on our school and borough web sites and in the borough newsletter. (Photos in Anti-Idling summary 2021.docx) Students observed the number of cars seen idling over a week's time in Jan. and then Feb. 2021. Results were a decline in the number of cars idling: Bottom of path reduced from 13 to 3 cars and front door from 11 to 6 cars. Reduction happens when we frequently remind our students and residents about anti-idling. Update on 07.27.2021 - Extra space in description has been removed - Additional details added to description - Pictures can be located in Anti-Idling summary 2021.docx from school property

WORD: <u>ANTI-IDLING SUMMARY 2021.DOCX</u>
WORD: <u>IDLING SURVEY RESULTS 2021 .DOCX</u>

PDF: RES - 042-2021 - ENVIRO - ANTI-IDLING - ANNUAL COPY.PDF

IMAGE: HIGH BRIDGE IDLING MAP 2021.JPG
PDF: #3MINUTESORLESSCAMPAIGN.PDF
PDF: IDLING\_PERSONAL\_VEHICLES.PDF

#### **Safe Routes to School**

10 Points

**Program Summary:** The municipal Green Team along with the Borough School District Green Team work on this action supported by the Borough Police. SRTS team members consist of the district school superintendent, principal, 2 teachers, and 2 PTO reps plus the borough chief of police, one councilwoman, and a rep from HART (local SRTS advocate). Our team which includes Borough Councilwomen who also supervises the Environmental Club sponsored 14 Walk to School Events this past year. We started on International Walk to School Day and then held one walk every month as well as 5 days during Earth Week. HART also presents bicycle safety workshops at

the elementary school annually. Our police train all new crossing guards as well as re-train all returning guards annually (see supporting documentation). The borough council and mayor pass a SRTS resolution of support annually. We have recently worked on submitting a SRTS grant to connect another section of our town to our existing SRTS. Our school has just received notice of earning the Gold SRTS recognition!

: GOLD RECOGNITION LEVEL

PDF: RES 143-2018

**PDF: RES 170-2018 GRANT APP** 

WORD: WALK TO SCHOOL GREEN CHALLENGE

**PDF: SILVER RECOGNITION** 

**PDF: CROSSING GUARD TRAINING** 

#### **Innovative Projects**

### **Innovative Community Project 2**

10 Points

**Program Summary:** Since the mid 90's, the population of the Monarch butterfly has been on a severe decline. The lessened presence of milkweed plants in our landscape has played a role in this decline. During the Monarchs annual return to the Northeast, female butterflies lay their eggs on their only host plant, milkweed. High Bridge has used successful strategies and will follow the guidelines of the National Wildlife Federation's Mayor's Monarch Pledge to conserve the Monarchs summer habitat. HB Mayor Michelle Lee had been a signatory for 2020, 2021. The preservation of milkweed in High Bridge will help provide the needed habitat for Monarchs and Monarch caterpillars and contribute to the rebounding of the Monarch population. Public Works staff, guided by City Council can properly identify and locate milkweed colonies and areas are not mowed. These colonies attract many pollinators, including Monarchs. The annually collected seed pods are collected, made into 100 informational seed packets and distributed to attendees to the Annual September Community Day. In Spring 2019 areas adjacent to three of the largest colonies were tarped in the spring to rid them of invasive species and seeded in fall 2020 with a pollinator seed mix to add nectar producing plants to the sites and to incease biodiversity. Not Complete -To be Completed Summer 2021 through Fall 2022 In 2021, the areas will increase in size and biodiversity through the use of the Native Plant Society of New Jersey Phillips 66 \$500 Grant Award received by the High Bridge Environmental Commission. The award will fund educational signage, seed mix and supplies. Community members will be able to participate in hands on educational restoration workshops while improving the landscape. The outline for the next phase of the project is attached.

**WORD: MONARCH HABITAT AWARD/SCHEDULE** 

**WORD: MONARCH HABITAT PHOTOS** 

**Land Use & Transportation** 

#### **Green Infrastructure Planning**

20 Points

**Program Summary:** High Bridge was one of the communities in the Highland's Keep the Rain from the Drain Project and the Rutger's Resource Dept conducted an Impervious Cover Assessment and Green Infrastructure Action Plan (a.k.a. Reduction Action Plan) & Green Infrastructure Strategic Plan (aka Green Infrastructure Feasibility study). The ICA indicates approximately 14.1% of High Bridge Borough has an impervious cover. This level of impervious cover suggests that the streams in High Bridge Borough are likely impacted streams. Members of the Green Team have become Green Infrastructure Champions program through the Rutger's Water Resources Dept (Chris Obropta) and have been looking for opportunities to improve stormwater runoff through green infrastructure projects and incorporating green infrastructure in development projects. Our goal is to achieve a 10% reduction through using green infrastructure practices to disconnect an impervious surface from a storm sewer system. This goal will need the commitment of our residents, business, and local government and we are looking to develop educational opportunities as well as demonstration projects such as a rain garden in one of the identified areas or other areas identified independently. \

**PDF: IMPERVIOUS COVER ASSESSMENT HB** 

PDF: GREEN INFRASTRUCTURE ACTION PLAN AKA RAP

PDF: GREEN INFRASTRUTURE STRATEGIC PLAN AKA GREEN INFRASTRUCTURE FEASIBILITY STUDY)

#### **Natural Resources**

#### **Environmental Commission**

10 Points

Program Summary: The Environmental Commission (EC) was established by ordinance (URL: https://ecode360.com/14092493#14092493 ). The Environmental Commission continues to serve in the protection, development or use of natural resources and wildlife within High Bridge Borough. The EC organizes and assists with the Borough Recycling Events, maintenance of Borough Planters, and monthly monitoring of the High Bridge segment of the Colombia Trail. In 2020 monthly monitoring of our open space site at Solitude Dam was initiated due to increased visitors. The EC continues its work in education and awareness campaigns focusing on singlestream recycling, water quality and conservation and sustainability lawn care, and ongoing and/or emerging issues affecting our natural resources such as the Ash Borer and Lantern Fly. The EC continued to partner with the Raritan Headwaters Association in Stream Monitoring and Stream Cleaning and River-friendly Community program. In 2020 the EC developed a brochure of its significant trees. The EC maintains a web page on the High Bridge Borough Website, a FACEBOOK page and contributes articles and information to the Borough Newsletter which is mailed to all residents. Information and updates about the Environmental Commission are also provided at monthly Borough Council meetings by the Municipal liaison. Council minutes are also listed on the Borough website, and all Borough residents can access the information. No written annual report is prepared since the activities of the Commission are reported to the Borough Council meetings by the Commission's Municipal Liaison however, Each December, accomplishments of the current

year, their effects on the Borough, and plans for the coming year are updated on the EC page of the High Bridge Borough website. A list of 2020 planned goals, and accomplishments for 2020 as well as an example of a meeting agenda are included in supporting documentation as well as the 2020 annual resolution that includes the updated boards/committee/commission assignments (p.g.2).

WORD: EC 2020 GOALS

WORD: 2020 ACCOMPLISHMENTS AND DECEMBER 2020 MINUTES
PDF: RESOLUTION OF 2020 BOARD ETC. EC LISTED ON PAGE 2

#### **Open Space Plans**

10 Points

Program Summary: On May 18, 2020, the planning board gave final approval for High Bridge's second Open Space and Recreation Plan (see attached minutes). The first plan was completed in 2001. This plan was made possible by a grant from the Highlands Water Protection and Planning Council ("Highlands Council") on December 18, 2018. The Borough Council authorized the drafting of this Plan on December 21, 2018, to inventory and evaluate Borough-owned facilities and advance the Borough's goals of recreation tourism and economic development. The Borough owns a total of 286+ acres of preserved land, which represents 18.4% of High Bridge's land area. The Mayor and council put together a sub-committee to work with the Borough's planner Darlene Green from Maser Consulting (now Colliers Engineering & Design). The committee was made up of volunteers from the green team, environmental commission, economic development committee, DPW, residents, along with the Mayor and council members. Meetings began in late spring/early summer of 2019 to review the borough's ROSI. Each of the borough's open spaces was reviewed. A survey was put together using Survey Monkey asking residents and students questions and options about the borough-owned land. The resident survey was sent out to residents via email, posted on the borough's website, and discussed at council meetings. The survey was comprised of 13 questions. High Bridge Middle School students were also surveyed using a Google Form all 155 students answered the seven questions asked of them. The committee's goals and objectives were put together using the data that was received from the residents and students. Some of the recommendations were, utilize the Borough's parks and open spaces to increase recreation and eco-tourism within High Bridge. Increase pedestrian and cyclist linkages between the various park and open space areas within the Borough and to parks in adjacent communities Seek outside sources of funding and grants to upgrade and install new amenities. The plan includes a vision for each of its open spaces and an action plan. This plan was reviewed by each department/committee to set goals for action items. The actions were broken down into short, mid, and long timeframes. This plan is now the borough's playbook for all of its open space and recreation areas and many of the short timeframe action items have already been completed.

PDF: PLANNING BOARD APPROVAL DOCUMENTS.PDF

PDF: OPEN-SPACE-AND-RECREATION-PLAN-2020.PDF

IMAGE: SCREENSHOT 2021-05-31 191200.PNG

PDF: MAY 18 MINUTES ADOPTING OPEN SPACE AND RECREATION PLAN AS ELEMENT OF MASTER PLAN

PDF: FINAL OPEN SPACE AND RECREATION PLAN - 2020 - ADOPTING RESOLUTION.PDF

**Water Conservation Education Program** 

10 Points

**Program Summary:** Water Conservation Education Program The Environmental Commission (EC) began program planning/development at monthly meetings in 2006. We started the school programs in 2007 and added the residential piece in 2008. In 2010, we added the website informational page. We continue to implement all water conservation programs each year. Our target audiences are the Borough schools; with special focus on the school environmental club and the residents. We partner with local organizations to bring in speakers / programs. The types of water uses addressed are home, school, outdoor and indoor water conservation and retail conservation (see supporting document) We have incorporated various outreach methods. The Borough newsletter includes water conservation awareness and tip articles. Conservation information in found on the environmental committee page of borough web site. At the 2018 Community Day event the EC hosted an interactive Q & A that included questions on water usage and conservation with over 200 community members participating. In summary, our program has been successful in increasing water conservation awareness both with the borough students and residential adults. Since the inception, every borough elementary and middle school student has experienced the yearly assemblies and take a yearly WaterSense quiz (see supporting documentation). Yearly 50 elementary environmental club members experience the school water education/conservation lesson. 25 students participate in the Raritan River water stewardship program yearly (see supporting documentation). All these programs focus on both local and global water concerns. The students are encouraged to "turn-key" what they have learned about conserving this precious resource with neighbors and family. Every household receives water conservation/ pollution awareness information three times a year in our borough newsletters. The borough web site is available year round 24/7 for anyone to check out the environmental page (see supporting documentation of water conservation tips available on the website- there are resource hyperlinks at the end of the tips page). As a result of our water conservation education program continues to see a decrease in the yearly average water usage: 85,617,000 gallons in 2011, 77,026,000 gallons in 2012 to 71,856,000 gallons in 2013 and and 67,840,000 in 2017.

WORD: <u>KIDS PROGRAM</u>
PDF: <u>STUDENT WATER QUIZ</u>

**WORD: OUTREACH STUDENTS AND RESIDENTS** 

PDF: HIGH BRIDGE WEBSITE WATER CONSERVATION TIPS PRINT OUT

**WORD: WATER CONSERVATION EVENTS AND PROGRAMS** 

#### **Tree Protection Ordinance \*Retires 12/31/25\***

10 Points

Program Summary: No description was provided.

WORD: NARRATIVE FOR TREE ORDINANCE
PDF: TREE PROTECTION ORDINANCE
PDF: BOROUGH CODE ORDINANCE 2006-3

**Waste Management** 

🙎 Bronze Priority 🙎 Silver Priority

Program Summary: In 2019 The High Bridge Borough Police installed a permanent prescription drug disposal dropbox. The box is located in the entrance foyer to the Police Department at 99 West Main and is accessible 24/7/365 allowing anonymity (Photo attached). The program continues to be promoted on the municipal and Police Department website (https://highbridge.org/wp-content/uploads/2019/06/Project-Medicine-Drop.pdf; https://highbridge.org/public-safety/police copies included in documention). It is also promoted through our Borough Newsletter, The Bridge, which is sent to all residents (copy included in documentation see p5 column 3). As with other participants in Project Medicine Drop, we are listed on the NJPrevent.com , NJ Office of Consumer Affairs and the Hunterdon County Websites. 117 lbs of medications have been collected since 2/2020. This does not include the collections from the Operation Take Back events organized by the DEA.

IMAGE: PHOTO OF PRESCRIPTION DROP BOX LOCATED AT HIGH BRIDGE POLICE STATION

WORD: MEDICINE DROP OFF PROMOTION ON MUNICIPAL POLICE WEBSITE CURRENT

PDF: 2020 TOWN NEWSLETTER PROMOTING PROGRAM- P5 COLUMN 3

#### **Community Paper Shredding Day**

5 Points

Program Summary: Paper Shredding Event Summary Sat., June 27, 2020 The High Bridge Borough Environmental Commission sponsors this annual free event for our residents, local schools, and businesses. It is held rain or shine at our borough Union Forge Park parking lot that is centrally located in our town. The event runs from 9am - Noon A resolution in support of this event is passed every year by the town council. (See attached resolution). This event is part of a broader effort to educate our residents about recycling paper. (See imbedded web site screen shot) We also hold a town wide litter pick up day in coordination with this event. (See imbedded newsletter article) This event is promoted through flyers, borough web site, newsletter article, and Borough Public Service Announcement E-blasts. June 2020, we had 97 people who participated. We collected 7,500 pounds / 3.75 tons of paper (see attached vender report) Our next paper shredding event is scheduled for June 26, 2021. ( See web site screen shot) Borough Newsletter

**WORD: PAPER SHREDDING EVENT 2020 SUMMARY JUNE 27.DOCX** 

WORD: DOCUMENT SHREDDING EVENT FLYER.DOCX PDF: SHRED IT 2020 DETAIL REPORT COPY.PDF **WORD: RES 2020 SHREDDING EVENT COPY.DOC**