



Sustainable Jersey Certification Report

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

Middletown Twp was certified on December 20, 2019 with 375 points. Listed below is information regarding Middletown Twp's Sustainable Jersey efforts and materials associated with the applicant's certified actions.

Contact Information

The designated Sustainable Jersey contact for Middletown Twp is:

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Actions Implemented

Each approved action and supporting documentation for which Middletown Twp was approved for in 2019 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: 2019: Middletown Animal Control believes that an educated public is the best tool for harmonious living between neighbors, their pets, and the varied wildlife we have in our area. Teaching residents about not only proper pet care, but also about being a respectful pet owner can help forestall many issues between neighbors. The very basics of being a respectful pet owner concerning vaccinations and licensing, leash laws, curbing your pet, and basic

obedience are repeatedly enforced during field work and outreach programs. We believe that not only does education help neighbors to live more peacefully together, but also helps to cut down on more extreme enforcement measures like fines and court summonses. Further, we spend a lot of time speaking with our residents about wildlife. Using pictures and videos of wildlife and exotic animals that have been captured and assisted, we try to teach people about which animals live alongside us in our neighborhoods. Showing our residents how to live peaceably with those animals help stop unnecessary Police and Animal Control calls. We strongly enforce and teach the philosophy "If you care, leave it there" to promote a balance between residents and the wildlife. We stress that healthy wildlife should be left alone, newborn and juvenile animals typically do not require human interference, and that sick or injured animals should only be handled by professionals. Outreach programs that enforce and educate about the principles referred to above are held by Animal Control Staff at different locations to different population groups throughout the Township including: Mobile Town Halls, senior communities. Documentation of these outreach efforts are attached.

PDF: [DISPLAY BOARDS](#)

PDF: [EDUCATIONAL MATERIALS](#)

PDF: [ANIMALS IN THE COMMUNITY EDUCATION DOCUMENTATION FOR POLICE](#)

PDF: [ANIMALS IN THE COMMUNITY EDUCATION DOCUMENTATION \(FALL 2018 NEWSLETTER\)](#)

WORD: [ANIMALS IN THE COMMUNITY EDUCATION OUTLINE](#)

Companion Animal Management Pledge *Retired 12/31/22*

5 Points

Program Summary: In coordination with the Director of Health, Animal Control officers and Middletown Green Team, the Middletown Township Committee adopted the Companion Animal Pledge in 2019. Pledge uploaded and proof of internal distribution uploaded.

PDF: [COMPANION ANIMAL MANAGEMENT PLEDGE](#)

PDF: [COMPANION ANIMAL MANAGEMENT PLEDGE \(INTERNAL DISTRIBUTION\)](#)

Pledge Supporting NJ Wildlife Action Plan *Retired 12/31/22*

10 Points

Program Summary: 2019 Update: Please see the uploaded documents that provides a summary of activities that have been undertaken by Middletown within the past 2.5 yrs that align with the goals in the Pledge. On August 16, 2010, the Middletown Township Committee adopted a resolution pledging support for New Jersey's Wildlife Action Plan. The Township recognizes the ecological value of all communities and will make municipal land-use decisions with the intent to protect the well being of wild animals and their communities.

PDF: [NJ WILDLIFE ACTION PLAN PLEDGE](#)

PDF: [2019 ACTIVITY SUMMARY](#)

PDF: [ANIMAL CONTROL \(SHARED SERVICES FOR HOLMDEL\)](#)

PDF: [ANIMAL CONTROL \(SHARED SERVICES FOR HIGHLANDS\)](#)

PDF: [ANIMAL CONTROL \(SHARED SERVICES FOR HAZLET\)](#)

Community Partnership & Outreach

Green Team

10 Points

 Bronze Required

Program Summary: 2019 Update: The Middletown Green Team (formerly known as the Green Team Advisory Committee "GTAC") remains very much active since its creation in 2009 and meets on, or around, a quarterly basis. NEW! in 2019, the Green Team has chosen to Host community outreach events sometimes in place of their quarterly meetings. The Green Team felt the need to reach out and connect with its residents. In 2019, the Green Team has hosted two community outreach events to 1) promote the NJ Clean Energy Program for residents and businesses in the evening at the Township Library and 2) to educate residents about the Township's recent Recycling Education & Enforcement Campaign at the Middletown Recycling Center on a Saturday during Earth Month. The Green Team continues to maintain the Township's Certification in the SJ Program.

PDF: [2017-2019 GREEN TEAM ACTIVITY AND AGENDAS](#)

PDF: [GREEN TEAM 2010 RESOLUTION \(INCLUDES MISSION\)](#)

PDF: [2017-2019 GREEN TEAM SUMMARY OF ACTIVITIES](#)

EXCEL: [2019 GREEN TEAM MEMBERS/AFFILIATIONS](#)

PDF: [2017-2019 GREEN TEAM APPOINTMENTS BY RESOLUTION](#)

Emergency Management

Emergency Communications Planning

15 Points

Program Summary: Since Hurricane Sandy, major improvements to the township's communication channels during emergencies and non-emergencies have been made, especially through the use of the township website, alerts and social media. Middletown Office of Emergency Management (OEM) regularly conducts preparedness drills, assists organizations with their emergency plans and seeks to educate the public about the value of emergency preparedness. OEM is actively involved with several county projects including the Hazard Mitigation Plan, Registry Ready, and a Mass Distribution Plan. Middletown's Community Emergency Response Team (CERT) is operated by the Middletown OEM. The Middletown CERT is one of the largest in Monmouth County, with more than 100 active members.

PDF: [FLIER](#)

PDF: [PROMOTIONAL MATERIAL \(EMAIL BLAST\)](#)

PDF: [PROMOTIONAL MATERIAL \(MIDDLETOWN MATTERS NEWSLETTER\)](#)

WORD: [WINTER STORM TOBY EXERCISE \(MAR 20 2018\)](#)

PDF: [EMERGENCY COMMUNICATIONS PLANNING PAMPHLET](#)

WORD: [EMERGENCY COMMUNICATIONS PLANNING CHECKLIST - REVISED](#)

Vulnerable Populations Identification for Emergencies

10 Points

Program Summary: The Middletown Office of Emergency Management is responsible for the township's all-hazard Emergency Operations Plan. The plan outlines how Middletown will function during emergency or disaster conditions. The office regularly conducts preparedness drills, assists organizations with their emergency plans and seeks to educate the public about the value of emergency preparedness. OEM is actively involved with several county projects including the Hazard Mitigation Plan, Registry Ready, and a Mass Distribution Plan.

WORD: [VULNERABLE POPULATIONS CHECKLIST](#)

WORD: [OEM AND SPECIAL NEEDS REGISTRY SCREEN SHOT](#)

Energy

Energy Efficiency for Municipal Facilities

10 Points

 Bronze Priority  Silver Priority

Program Summary: In 2009, Middletown participated in the New Jersey Clean Energy (NJCEP) Local Government Energy Audit (LGEA) Program, and completed EE improvements for 15 buildings with incentives from the NJCEP DI Program and the Township's Energy Efficiency and Conservation Block Grant. In 2017, and as recommended by the Township's 2017 Climate Corps Fellow, the Township applied to participate in the NJCEP LGEA Program. In 2018 the Township was accepted into the program for 24 buildings, our CNG station, and various ball field lighting. It's been about 8 years since we last participated, and amazingly there are still savings to be had by adding more buildings to the audit to complete our portfolio; considering LED lighting (in 2009 LED lighting was not an option); and adding outdoor recreation lighting at municipal parks and our CNG Station which was not included in the 2009 audit. The 2018 audit is much more robust compared to the 2009 audit with the overall goal to reduce our energy consumption and municipal carbon footprint. The auditor completed the walk-throughs in August 2018, and the audits will be complete within the next 2 months, and will be uploaded accordingly.

PDF: [LGEA APPROVAL](#)

PDF: [CERTIFYING STATEMENT](#)

Energy Tracking & Management

10 Points

 Bronze Priority  Silver Priority

Program Summary: 2019: The Township continues to maintain an excel spreadsheet of energy consumption for most of it's buildings. The buildings included in the Portfolio represent about 1/3

of all of the Township's electric accounts. They were chosen to track because they are the highest consuming accounts with the most potential for annual savings. The excel spreadsheet is maintained by the Sustainability Manager. Once a month, the Manager updates the table with the town's energy consumption data. The bills are scanned into a records information management system (RIM) that makes it readily accessible for data entry, and contacts at NJNG, and each oil supplier have been established making the data entry easier. The Township hopes to enter the consumption data into the EPAs energy star portfolio, but for now, we are tracking our own consumption with excel.

EXCEL: [ENERGY TRACKING SPREADSHEET \(TAB 1: CONSUMPTION, TAB 2: BUILDING PROFILES\)](#)

PDF: [ENERGY TRACKING AND MANAGEMENT DOCUMENTATION: BENCHMARKING REPORTS](#)

Commercial Energy Efficiency Outreach

10 Points

Program Summary: 2019: Beginning in the Spring 2017, and as recommended by the Township's Climate Corps / EDF Fellow, the Middletown Green Team established a sub-committee/working group to brainstorm ways in which to conduct outreach to inform Middletown businesses of the financial incentives available through the NJ Clean Energy Program, and NJNG SAVEGREEN Program. Following in the Summer 2017, the Middletown Climate Corps Fellow, in coordination with the Middletown Green Team, invited NJNG EE Marketing Manager, Susan Ellman (also a Middletown resident), and Jerry Ryan NJNG EE Operations Manager to a Middletown Green Team Meeting to discuss the "Commercial Energy Efficiency Outreach" Sustainable Jersey Action and potential ways to conduct outreach to local businesses for energy efficiency. In 2019, the Middletown Green Team's efforts to conduct outreach to local businesses really ramped up. Mailing: In 2019, the Middletown Green Team obtained Mayoral Support , and Mayor Perry prepared a letter from his Office to encourage businesses to take advantage of the NJCEP and NJNG SAVEGREEN on Main Program. A mass mailing to Middletown businesses was conducted in May 2019 (Mayor's Letter and mailing list uploaded) Outreach efforts: In 2019 the Middletown Green Team hosted an outreach event (in place of their regular meeting) where representatives from NJNG and NJCEP shared information about financial incentives available to business owners to upgrade their business for energy efficiency. Educational materials and handouts were available at the meeting, and the slide show was shared in the Township's weekly e-blast to thousands of residents, and uploaded to the Middletown Green team website (<https://www.middletownnj.org/533/Save-Energy-Programs-for-Residents-and-B>) To kick off Small Business Month, on May 8, 2019, Mayor Perry in coordination with Freeholder Arnone, held a Small Business Roundtable to invite Middletown business owners to exchange ideas. In each packet of information for each attendee, the Mayor's Letter and informational flyer was included describing the NJCEP and NJNG SAVEGREEN on Main Program. *After the event, Susan Ellman's team followed up the Mayor's Letter with the business owners who attended the roundtable. The Middletown Green Team will continue to work with Susan Ellman to monitor the participation of Middletown business owners. Also, Middletown Township announced its partnership with the Eastern Monmouth Area Chamber of Commerce (EMACC) at the May 8 2019 Roundtable to help provide local businesses with an effective channel to network, exchange ideas and market themselves. The Middletown Green Team requested that the EMACC follow up the roundtable and send the Mayor's letter and flyer to their Middletown membership and/or make available on their website to reinforce the Township's efforts. The Middletown Green Team will continue to track participation in coordination with our partners.

PDF: [MAYOR'S LETTER \(2019\)](#)

PDF: [BUSINESS LIST](#)

PDF: [INFORMATIONAL FLYER](#)

PDF: [COMMERCIAL ENERGY EFFICIENCY OUTREACH DOCUMENTATION 2/8/19 EBLAST \(WITH EVENT PHOTO\)](#)

Residential Energy Efficiency Outreach

10 Points

Program Summary: The Middletown Green Team is instrumental for outreach to residents for energy efficiency programs. NJNG Save Green Project conducted a presentation at a Green Team meeting to provide information about EE Program available to residents. From that and based on the interest from the Green Team, NJNG proposed a pilot program with Middletown to offer no-cost energy audits to income eligible residents. The obligation of the Township would be to develop and market the program in coordination with NJNG. Supporting docs are attached describing this ongoing effort.

WORD: [PR: NJNG MIDDLETOWN PILOT FOR RESIDENTIAL ENERGY AUDITS](#)

PDF: [EBLAST](#)

WORD: [EE OUTREACH TO RESIDENTS - SCREEN SHOT](#)

PDF: [TWP WEBSITE-NEWS](#)

PDF: [RESOLUTION OF APPROVAL FOR NJNG MIDDLETOWN PILOT](#)

Fleet Inventory

10 Points

 Bronze Priority  Silver Priority

Program Summary: The Township of Middletown has a fleet inventory comprised of approximately 400 vehicles. Approximately 150 of the vehicles are medium to heavy trucks, 100 are passenger vehicles and the remaining 150 consists of Police vehicles. These vehicles are used in daily municipal operations and emergency services. The medium to heavy trucks are for the Department of Public Works' operations. The Department of Public Works contains a Fleet Maintenance Division. This Division operates in their own garage at the DPW complex. The eleven mechanics service passenger vehicles, trucks, specialized equipment, generators, lawn mowers, etc. The garage also contains a paint shop as well as a welding shop. Regularly scheduled preventative maintenance, as well as repair for Township vehicles is performed at this location. The Township participates in the Municipal Excess Liability Joint Insurance Fund, which offers training courses including Accident Investigation, CDL Drivers' Safety Regulations, Coaching the Maintenance Vehicle Operator, Distraction Driving, Defensive Driving, Flagger / Workzone Safety, Forklift Safety, Heavy Equipment Safety, Leaf Collection Safety Awareness, Snow Plow Operation Safety, etc. The current fleet inventory contains a total of 8 CNG vehicles with clean idle diesel technology and a CNG Jitney, thereby reducing our NOx emission footprint. Moving forward, the Township is investigating purchasing vehicles that utilize alternative fuels in order to further improve our vehicle efficiency. Vehicle idling is monitored via the GPS system program in almost all of our vehicles. Excessive idling within the fleet is identified and corrected immediately. Our main target for the future is to increase our energy efficiency. This will include purchasing (fuel efficient, electric, alternative gas) vehicles, preparing specific routes to reduce trip mileage, using car sharing strategies, training drivers to use fuel-efficient driving strategies, etc.

PDF: [2019 FLEET INVENTORY](#)

Purchase Alternative Fuel Vehicles

10 Points

Program Summary: In 2012 the Township purchased two (2) natural gas fueled recycling vehicles. They are currently in operation. In 2017 the Township purchased an additional six (6) bi-fuel CNG pick up trucks. Purchase Orders for the natural gas and bi-fuel vehicles have been uploaded. The purchase of alternative fuel vehicles are part of an overall plan to "green" the Township's fleet over time.

PDF: [PURCHASE ALTERNATIVE FUEL VEHICLE DOCUMENTATION](#)

PDF: [PURCHASE BI-FUEL VEHICLES DOCUMENTATION](#)

Food

Community Gardens

10 Points

Program Summary: 2019 Update: The TKCC Community Garden continues to operate in the North Middletown -Ideal Beach neighborhood. The TKCC Community Garden remains an asset to the neighborhood specifically as a learning tool, community development tool, and highlights healthy eating. The garden is maintained by many "hands," including the Township Department of Public Works, TKCC staff, kids who come to the TKCC Open Rec Program, Ideal Beach Community Association, resident volunteers, and other civic groups like the Girl Scouts. Updated documents and photos for 2019 have been uploaded. Thanks to working with a local nursery, Molzon's Landscaping Nursery, we were able to keep our costs down. We spent \$122.67 to purchase seeds, seedlings, and young plants for our community members to plant. Additionally, members of our neighborhood group, the Ideal Beach Community Association, donated plants as well as their time to help get the garden turned over and ready for the season. With the help of our summer staff and preschool camp, we were able to harvest throughout. Our camp families were given first priority to receive the produce grown. Any leftover produce was donated to our Senior Center, where Interfaith Neighbors prepares food daily for our residents, both that come into the center and those who receive healthy lunches via our Meals on Wheels program. Project History: The Community Garden at the Tonya Keller Community Center was established around 2012 resulting from the Neighborhood Preservation Program, a state funded program, that the Township administered for the North Middletown/Ideal Beach neighborhood. Through several public meetings and surveys, it was discovered that there was a lot of community support to establish a community garden.

IMAGE: [2019 GARDEN CLEAN UP FLYER](#)

PDF: [COMMUNITY GARDENS DOCUMENTATION: 2019 SPRING AND SUMMER PHOTOS](#)

PDF: [COMMUNITY GARDENS DOCUMENTATION: TOWNSHIP WEBSITE: TKCC GARDEN](#)

Green Design

Green Building Policy/Resolution

5 Points

Program Summary: 2019: The Resolution remains in effect, and is uploaded. Also there is a link on our Green Team website. Screen shot uploaded as well. In 2010, the Township Committee adopted Resolution No. 10-216 to set a leadership example in the area of green building through the implementation of energy efficiency audits and upgrades to municipal building stock; implementation of the Township's approved EECS (part of the USDOE's EECBG Program); by determining our municipal and community carbon footprint and identifying ways to mitigate impacts; by determining the degree to which municipal operating costs and carbon footprint can be reduced by centralizing certain municipal administrative operations; and by completing an Energy Plan. There has been significant work done since the adoption of this pledge as evidenced in the Township's completed "actions"

PDF: [GREEN BUILDING POLICY RESOLUTION](#)

WORD: [GREEN BUILDING POLICY/RESOLUTION DOCUMENTATION](#)

Health & Wellness

Building Healthier Communities

20 Points

Program Summary: Middletown's Mayor's Wellness Campaign launched May 9, 2019. Promotional video, comcast interview with the Mayor (video link: <https://comcastnewsmakers.com/Videos/2019/3/8/NJ190306-3?autoplay%E2%80%8B%27A=0>) Health and Wellness lectures will be held on the 2nd Thursday of the month from 6:30pm - 7:30pm through October 2019. Middletown Recreation group activities will be held the third Saturday of the month at 9:00am starting May 18th. All programs are free to Middletown Residents. Supporting documentation including template forms for each population group has been uploaded.

PDF: [SUBMISSION FORMS](#)

PDF: [YOUTH](#)

PDF: [ENTIRE COMMUNITY](#)

PDF: [SENIORS](#)

PDF: [LET'S GET MOVING PRESENTATION](#)

Innovative Projects

Innovative Community Project 3

10 Points

Program Summary: Construction of CNG Fueling Station on Middletown Township DPW site through NJNG Partnership, and obligation to "green" municipal fleet. The fueling station is open to the public 365/24/7. The 2017 usage data for Middletown municipal fleet and the public has been uploaded. As part of the agreement with NJNG, Middletown must green their fleet and transition to Natural Gas Vehicles (NGVs); keep the station open to the public 365/24/7; and purchase a minimum of 50,000 gallons per year from the CNG station. The Township is operating the municipal fleet consistent with the NJNG agreement. Currently, the Township operates 8 cng vehicles including 2 packer trucks, and 6 ford pick up trucks. Continuing efforts to green the fleet, the Township recently applied for the VW settlement funds to replace: 13 diesel refuse vehicles to CNG vehicles. 3 diesel Jitney Buses to CNG vehicles. Funding awards will be announced in Sept-Nov 2018.

WORD: [CNG FUELING STATION, PRESS RELEASE](#)

PDF: [TOWNSHIP COMMITTEE RESOLUTION INTENT TO PROCEED CNG STATION AND AGREEMENT WITH NJNG](#)

PDF: [PB RESOLUTION \(CIP REVIEW\) CNG STATION](#)

PDF: [2017 USAGE DATA, CNG STATION IN MIDDLETOWN](#)

Land Use & Transportation

Sustainable Land Use Pledge

10 Points

 Bronze Priority  Silver Priority

Program Summary: The Green Team reviews the Pledge for currency and applicability every 6-9 months. The Green Team is really the best entity to take on this responsibility because the membership contains representatives from the Township's Planning, Public Works, and Parks Departments, and the Environmental Commission. If the Pledge would require any modification, the Green Team can easily coordinate with the Township's Planning department and Mayor and Committee for those changes.

PDF: [SUSTAINABLE LAND USE PLEDGE](#)

PDF: [MEMO FOR INTERNAL DISTRIBUTION](#)

PDF: [MEETING MINUTES](#)

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

Local Economies

Support Local Businesses

Program Summary: 2019: Middletown Township is seeking credit under (2) Business Promotion Activities. The Middletown Township Committee initiated and continues to run the "Made in Middletown" campaign to shine a light on Middletown's small businesses that are so vital to the town's economy. The Mayor and Township Committee have visited several small businesses throughout Middletown. During their visit, they meet with the owner to discuss what their business offers to residents, what makes them successful, what they give back to the community, as well as present them with a certificate to thank them for being "Made in Middletown". Middletown has highlighted the following businesses with more to come! - Suzi's Sweet Shoppe - Belford Bistro - Code Ninja - Guttenplan's - Jersey Joe's - Hotel for Dogs - Red Light Coffee - TSTBBQ Restaurant and Mini Golf - Belford Brewing Company - Jersey's Joes - Koch Florist On Fridays, the Township spotlights the business in its weekly e-newsletter, Middletown Minutes, which is distributed to over 10,000 residents and a number of media outlets. In the article, we link to the business's website and/or Facebook page. It is also disseminated throughout social media by members of the Township Committee on the following Saturday, because "every Saturday is Small Business Saturday in Middletown". As far as the media, the Two River Times is planning on including information about the "Made in Middletown" program in their Business Page in the fall.

PDF: [RED LIGHT COFFEE](#)

PDF: [E-BLAST JUNE 29 2018](#)

PDF: [E-BLAST AUGUST 3 2018](#)

PDF: [MADE IN MIDDLETOWN WEBPAGE SCREENSHOT](#)

WORD: [QUALITATIVE ASSESSMENT](#)

PDF: [SUPPORT LOCAL BUSINESSES DOCUMENTATION \(FALL 2018 NEWSLETTER LAUNCH\)](#)

Natural Resources

Environmental Commission

Program Summary: 2019 Update: The Middletown Environmental Commission remains in existence. 2019 membership has been uploaded and documentation of activity in coordination with the American Littoral Society. The Environmental Commission is an advisory body that focuses on the protection, development or use of natural resources including water resources, located within the territorial limits of Middletown Township. Primarily, the Middletown Township Environmental Commission conducts site plan and subdivision reviews for all planning and zoning board applications for any environmental concerns. Also, one member of the Environmental Commission along with a Township Governing Body member volunteer and represent Middletown Township on the recently formed Navesink River Municipalities Commission, a partnership with NJDEP and Clean Ocean Action and affected municipalities, that is dedicated on ensuring that the Navesink River remains an environmentally viable waterway, specifically with the aim to reduce bacteria counts in the Navesink. Shell fish beds have been restricted due to the contamination and the groups activities have proven to be successful - as counts are decreasing. Source of contamination is human, wild animal and domestic animal waste. The EC also participates in educational fairs by hosting a table at events such as the COA's Rally for the Navesink held in Marine Park in early 2018. In addition the EC drafts articles for the town's newsletter. Just recently, and associated with their efforts to clean the Navesink, they highlighted responsible pet

ownership related to dog waste in the town's Spring 2018 Middletown Matters (<https://www.middletownnj.org/ArchiveCenter/ViewFile/Item/119>) In the past they have undertaken special projects funded largely by matching grants from the state Department of Environmental Protection. Residents are appointed to the commission by the Township Committee. One member is a member of the Planning Board. The term of office is a three-year term. Meetings are held the third Wednesday of each month at 7p.m. in the Conference Room at Town Hall, 1 Kings Highway. Call 732-615-2014 for more information.

PDF: [MIDDLETOWN ENV COMMISSION ORDI](#)

PDF: [2017-2018 ENVIRONMENTAL COMMISSION MTG MINUTES](#)

PDF: [ENVIRONMENTAL COMMISSION DOCUMENTATION \(SPRING 2018 NEWSLETTER\)](#)

PDF: [2018 ANNUAL REPORT FOR THE MIDDLETOWN ENVIRONMENTAL COMMISSION](#)

PDF: [2019 RESOLUTION APPOINTING MEMBERS TO ENVIRONMENTAL COMMISSION](#)

Environmental Commission Site Plan Review

10 Points

Program Summary: The Environmental Commission focuses on the protection, development or use of natural resources including water resources, located within the territorial limits of Middletown Township. The Environmental Commission reviews all planning and zoning board applications including site plans and subdivisions. The commission conducts their review of site and subdivision plans at monthly meetings with consideration to existing environmental conditions such as underground systems (tanks and wells), existing vegetation, historic pesticide use and land uses, natural waterways and buffers, and the effects of adding impervious and changes to drainage. The commission makes recommendations to the applicant such as the reconsideration of the location of a staging area for top soil in order to preserve existing vegetation sometimes substantial trees. The Board Secretary solicits comments from the EC, and the Planning Department incorporates the EC Comments into their technical memorandum so to be addressed by the applicant in testimony.

EXCEL: [DEVELOPMENT APPLICATIONS REVIEWED BY EC](#)

PDF: [ENVIRONMENTAL COMMISSION APPLICATION REVIEW CHECKLISTS](#)

Clustering Ordinance

10 Points

Program Summary: No description was provided.

PDF: [CLUSTER PERFORMANCE DEVELOPMEN](#)

Operations & Maintenance

Green Cleaning Products & Motorized Cleaning Equipment

10 Points

Program Summary: 2019 Update: The Township continues to purchase and use "green" cleaning products. The products previously mentioned below are still in use. There has been no change. Under the Right to Know (RTK) Act, Township DPW Staff receive annual training, and products containing chemicals are labeled by DPW staff with the chemical name and Chemical Abstract Service (CAS) number of the containers' ingredients, and Material Safety datasheet. Since the Township's participation in the Sustainable Jersey program, it has been the goal of the Department of Public Works to begin the conversion to "green" cleaning products. A summary of invoices are attached, and show that between May 2018 and June 2019, of the total purchases the Township DPW has made for cleaning products, over 30% of those products are "green" and certified by Green Seal.

PDF: [GREEN CLEANING PRODUCTS PURCHASE SUMMARY 2018-2019](#)

PDF: [GREEN CLEANING PRODUCTS \(5/2018-6/2019 INVOICES\)](#)

PDF: [GREEN CLEANING PRODUCTS DOCUMENTATION](#)

Recycled Copy Paper

10 Points

Program Summary: The Middletown Green Team is made up of a mix of Township staff and residents. The Purchasing Director, Lynn Mattei has been on the Middletown Green Team since its creation. Her involvement has been key in understanding how the Township does its purchasing from cleaning and products to municipal vehicles. We asked Lynn if she could look into switching over from regular copy paper to recycled paper. After researching the pricing through WB Mason, and the Middlesex Regional Co-op it was discovered that recycled paper was only an additional \$3.00 per box -a nominal amount. The Township purchases recycled paper for their use now and going forward.

PDF: [2017 RECYCLED COPIER PAPER INVOICES](#)

PDF: [2018 RECYCLED COPIER PAPER INVOICES](#)

Public Information & Engagement

Improve Public Engagement in Planning and Zoning

10 Points

Program Summary: 2019 Response to first round of comments: -Zoning Board minutes are uploaded to the website. The link is provided in the checklist. -Citizen Input Rules have been updated on the website to inform the public when input may be given for items not appearing on the agenda. The link is provided in the checklist. Most of the improvement in providing Planning and Zoning documents come from the Township's initiative to dramatically upgrade its online platform. The new platform allows for Department Head's to maintain their own Department webpage with current information and documents. In addition the online platform allows

automatic email notifications as documents are uploaded. Board agendas, meeting minutes, Board packets with site plan and subdivision applications, development forms and checklists are all available on the Township website, and easily found and accessed. Please see 1:3-5 in the 2018 Board rules, that addresses public input at Board hearings. The meeting is also open to the public for items not appearing on the Agenda in the beginning of each meeting. A sample Agenda has been uploaded.

PDF: [IMPROVE PUBLIC ENGAGEMENT IN PLANNING AND ZONING \(2018 BOARD RULES\)](#)

WORD: [IMPROVE PUBLIC ENGAGEMENT IN PLANNING AND ZONING CHECKLIST \(UPDATED\)](#)

PDF: [SAMPLE AGENDA](#)

Online Municipal Public Service Systems

15 Points

Program Summary: Middletown Township has had much success in relation to improving the ease of availability of public information via our website. With the Launch of Middletown's new, redesigned website, Residents are now able to submit and track service requests; report problems; pay for parking permits, recreation registration, pet licenses, traffic tickets, and property taxes. In addition, the Township webpage contains a list of all forms and applications, organized by department with information regarding available services in high demand determined by focus groups; and is connected to a mobile app that provides all of these services to residents over their smartphone.

PDF: [WEBSITE LAUNCH PRESS RELEASE](#)

WORD: [ONLINE MUNICIPAL PUBLIC SERVICE SYSTEMS CHECKLIST](#)

WORD: [2019 TOWNSHIP SERVICES \(AVAILABLE ONLINE VIA WWW.MIDDLETOWNNJ.ORG\)](#)

PDF: [FALL 2018 NEWSLETTER INFO HOW TO SIGN UP FOR EMERGENCY ALERTS](#)

Waste Management

Prescription Drug Safety & Disposal

10 Points

 Bronze Priority  Silver Priority

Program Summary: The Police Department has partnered with the DEA and the NJ Attorney General in the Project Medicine Drop program full time. In the past the Township has always participated in the 2 weekend program collections. Now, the Township has installed a permanent "Drop Box" in June 2017. It is installed in the main lobby next to the elevator and is available 24/7/365 to anyone who wishes to dispose of unwanted/unused medications. The Middletown Township detectives will handle removing and taking the disposed meds for destruction, as well as maintaining information for required recordkeeping and audits. It is for medications only. (No needles or suspected illegal substances) The box is fastened to the floor and is under 24hr recorded video surveillance for security purposes.

PDF: [PRESCRIPTION DRUG SAFETY AND DISPOSAL JUNE 2017 PRESS RELEASE](#)

PDF: [PRESCRIPTION DRUG SAFETY AND DISPOSAL \(NJ CONSUMER AFFAIRS ONLINE DATABASE\)](#)

PDF: [PRESCRIPTION DRUG SAFETY AND DISPOSAL \(FALL 2017 MIDDLETOWN MATTERS, W/PHOTO\)](#)

PDF: [POLICE QUICK LINKS \(USDEA\)](#)

WORD: [PRESCRIPTION DRUG SAFETY AND DISPOSAL DOCUMENTATION ON TOWNSHIP WEBSITE](#)

PDF: [COLLECTION SUMMARY \(QUARTERLY REPORTING\)](#)

Recycling & Waste Reduction Education & Compliance

20 Points

 Bronze Priority  Silver Priority

Program Summary: In January 2019, the Township, in coordination with the contracted hauler, conducted a waste audit (200 lb sample) and found that the Township's contamination rate of the recyclables was 14.1% with over 70% of the contamination caused by plastic bags. Following, in March 2019 and continuing to the present, Middletown Township launched a township-wide Recycling Educational Campaign to help residents understand what can and cannot be recycled and how to do so properly in our single stream recycling system, and ultimately cleaning the recycling stream, and reducing household waste. The educational campaign also covers recycling topics that go beyond the curb including what is accepted at our Recycling Center. Items that may not belong in the curbside recycling can be accepted at our recycling center. For example, the Recycling Center has a dedicated bin for clean plastic shopping bags and plastic toys. Since the enforcement efforts have begun, 139 residential properties have been tagged for violations (database uploaded). Enforcement will continue until the township's sees a significant reduction in the contamination rate, and change in behavior.

PDF: [RECYCLING AND WASTE REDUCTION EDUCATION AND COMPLIANCE STRATEGY](#)

WORD: [CHAPTER 415 OF THE MIDDLETOWN TOWNSHIP CODE: RECYCLING](#)

PDF: [OOPS TAGS DATABASE \(CRP CERTIFIED\)](#)

IMAGE: [POSTER AND POST CARD MAILER](#)

WORD: [RECYCLING AND WASTE REDUCTION EDUCATION DOCUMENTATION \(MAILED NEWSLETTER OUTREACH\)](#)

WORD: [MIDDLETOWN RECYCLE COACH APP](#)

Community Paper Shredding Day

5 Points

Program Summary: Monmouth County has scheduled a dozen 2018 Paper Shredding events in local communities, one location being Middletown, so that Monmouth County residents have opportunities to get rid of old documents and confidential files safely. Located at Middletown High School North, on June 30, 2018 county residents may bring up to 100 lbs. to be shredded. The shredding event will stop once the shredding truck is full. All papers will be shredded on location in the mobile truck. The Shredding Day has been advertised in the township to its residents. The Township is providing a location for the event as well as security by Middletown Township Fire and Police Departments. The township will also set up a constant flow of traffic. Jimmy Naclerio, Superintendent for Clean Communities and Certified Recycling Professional is the municipal coordinator and contact for the County. The 6/30/18 shredding event was a success. Total paper shredded was 10 tons, and about 300 cars participated.

PDF: [ATLANTIC HIGHLANDS HERALD PRESS RELEASE](#)

PDF: [MONMOUTH COUNTY PAPER SHREDDING FLYER](#)

PDF: [TONNAGE OF PAPER SHREDDED, JUNE 30, 2018 EVENT](#)

Household Hazardous Waste

10 Points

Program Summary: Middletown Township is seeking credit for collecting household hazardous waste including anti-freeze, used motor oil and consumer electronics. Used motor oil and anti-freeze is collected at the Middletown Recycling Center and a private hauler (LORCO Petroleum) picks it up on a routine basis. Consumer electronics are collected at the Middletown Recycling Center, and a private hauler (Monmouth Wire and Recycling) picks it up routinely. The items are highlighted in our comprehensive Recycling Chart. The Recycling Chart is available online. HHW collection information is also available on our website, in our bi annual newsletters, and through the new Middletown Recycling Coach app, a mobile and web application that contains garbage, bulk and recycling information. Residents can access collection schedules, events and search acceptable recyclable materials.

PDF: [HOUSEHOLD HAZARDOUS WASTE DOCUMENTATION](#)

PDF: [COMPREHENSIVE RECYCLING CHART](#)

Non-Mandated Materials Recycling

15 Points

Program Summary: The Township is seeking points for recycling: • Bulky rigid plastics (10 points) - 64 tons collected in 2017 • Textiles (5 points) - 27 tons collected in 2017 • Cooking Oil (5 points) - 35,112 Gallons collected in 2017 -Vendor: Green Earth Biodiesel Collection: Cooking oil is collected at the Middletown Recycling Center and picked up by a private hauler routinely. BRPs can be collected curbside on the designated bulk collection day, or brought to the Middletown Recycling Center. A private hauler picks up these items routinely. Textiles are collected curbside on the designated bulk collection day. A private hauler picks up these items on a regular basis. Promotional materials: include the comprehensive recycling chart (available online), Middletown TV Channel, website, bi-annual newsletter, and our newest addition, the Recycling Coach app, a mobile and web application that contains garbage, bulk and recycling information. Residents can access collection schedules, events and search acceptable recyclable materials.

PDF: [NON-MANDATED MATERIALS RECYCLING DOCUMENTATION - RIGID PLASTIC](#)

EXCEL: [NON-MANDATED MATERIALS RECYCLING DOCUMENTATION - COOKING OIL](#)

PDF: [COMPREHENSIVE RECYCLING CHART](#)

PDF: [2017 TONNAGE REPORT \(INCLUDES TEXTILES\)](#)

Recycling Depot

10 Points

Program Summary: The Middletown Recycling Center, located at 52 Kanes Lane, is open and fully staffed Thursday through Monday, 8:30 a.m. to 4:30 p.m., Closed Tuesdays and Wednesdays.

Also Closed New Year's Day, Easter Sunday, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas Day. Among the items accepted at the Recycling Center include: Cardboard, Mixed paper, aluminum and tin cans, co-mingled plastic, tires, bulk plastic, metal, microwaves, refrigerators, car batteries, cooking oil, motor oil, anti freeze. Also, brush and leaves. The Middletown Department of Public works and Engineering advertises the recycling center to its residents via the Township website and calendar, Township TV Channel and Township newsletter "Middletown Matters" Pages from the website and newsletter has been uploaded.

WORD: [2018 TOWNSHIP WEBSITE FOR RECYCLING](#)

PDF: [COMPREHENSIVE RECYCLING CHART](#)

PDF: [RECYCLING CENTER @ KANES LANE, MIDDLETOWN PHOTOS](#)

EXCEL: [2016 TONNAGE REPORT](#)

PDF: [FALL 2017 MIDDLETOWN MATTERS \(RECYCLING FAQs\)](#)