



## Sustainable Jersey Certification Report

This is the Sustainable Jersey Certification Report of Bordentown City, a Sustainable Jersey silver certified applicant.

Bordentown City was certified on October 28, 2022 with 615 points. Listed below is information regarding Bordentown City's Sustainable Jersey efforts and materials associated with the applicant's certified actions.

### Contact Information

The designated Sustainable Jersey contact for Bordentown City is:

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### Actions Implemented

Each approved action and supporting documentation for which Bordentown City was approved for in 2022 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

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

10 Points

**Program Summary:** As previously reported, Bordentown City Cats (BCC) presence dates back nearly 20 years to its informal founding in the early 2000's as a small group of citizens concerned about Bordentown City's burgeoning feral cat population. In fact, in 2002, one of the founding members of BCC was also member of the newly formed Environmental Commission, and at that time brought the feral cat issue to the group as a matter needing attention. Shortly after that, BCC entered into a partnership with the City, and was designated the lead group to feed, provide medical care, trap/neuter/release, and pursue adoption of cats and kittens from the existing cat colonies. Since then, the group has evolved into an officially registered 501c3 non-profit with several dozen volunteers and a full-online presence. With that evolution comes a heightened responsibility to educate the local community on methods to create a more humane and sustainable approach to animal control, which has been the group's core mission. The group's new website, which will provide easy access to this information for those in the community, will be live soon. As a recent update, the City of Bordentown is working with BCC to find a much needed permanent space. An article that mentions the City's support can be found at this link: <https://www.tapinto.net/towns/bordentown/sections/pets/articles/bordentown-city-cats-hosting-major-online-fundraiser-for-new-facility>. Educational materials are unchanged from 2019 and remain attached as supporting documentation. While the Covid-19 made it difficult to for many organizations to pursue in-person opportunities, BCC was persistent in its goals. Here is a list of the educational events hosted and an approximate number of people reached: • 2021 Bordentown Cranberry Festival - 500 • 2022 Bordentown City Green Fair - 150 • 2022 Multiple Chamber of Commerce events - tbd • 2022 Farmers' Market - tbd; BCC has been at the market several weeks this year as of 8-14-22 • Multiple Adoption events (various dates) - 150

**PDF:** [TRAP NEUTER RETURN EDUCATION](#)

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

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##### Pledge Supporting NJ Wildlife Action Plan

10 Points

**Program Summary:** At a regular meeting of the Board of Commissioners of the City of Bordentown conducted on February 11, 2019, a resolution was passed for the Pledge Supporting New Jersey's Wildlife Action Plan. Since passage of the Pledge, Bordentown City has taken the following steps to implement the Pledge Supporting New Jersey's Wildlife Action Plan: 1) With the support of the City's Department of Public Works, the Green Team has completed the first three phases of a multi-phase habitat restoration project. The project is located at the entrance of Hilltop Park, and continues along the steep bluff bordering the park. The goal of this project is to remove invasive, non-native vegetation, and replace it with native plants that are low maintenance, support a variety of wildlife, and are aesthetically attractive. The first

phase involved removing invasive vegetation from the park entrance, and planting native herbaceous perennials; volunteers continued with the second and third phases, removing invasive vegetation and planting native shrubs in each of these sections. A plant list is included with supporting documentation, however note that quantities were adjusted and additional varieties were incorporated as planting progressed. In addition to the plant varieties listed under "Hilltop Park Entrance Garden", we have also planted winterberry and *Itea*. 2) The Green Team continues to maintain and improve two pollinator gardens, one at Lime Kiln Alley Park, and the other bordering the Bordentown City Community Garden. The garden bordering the Community Garden was replanted in 2021 with the assistance of a local Girl Scout Troop. The pollinator gardens are maintained regularly by volunteers, with support for the City's Department of Public Works. Photos of the gardens are attached. 3) In 2021 the Bordentown City Environmental Commission retained the NJ Invasive Species Strike Team to complete a survey of invasive species. The report provides excellent guidance as to the location and type of invasives species, and identifies the most appropriate party to address specific situations, such as professional, public works, or volunteers. More information about the NJ Invasive Strike Team can be found at <https://www.fohvos.info/invasive-species-strike-team/> 4) An Environmental Commission member and the City's Department of Public Works assisted an Eagle Scout candidate with installation of three bat houses at Lime Kiln Alley Park. 5) On August 28, 2022, a "Spotted Lanternfly Murder/Pub Crawl" was held. Community members gathered for instructions and background information about the Spotted Lanternfly, then divided into groups to hunt down and kill this invasive pest. Three pubs participated and prizes were given to the top three groups. More information can be found at <https://centraljersey.com/2021/09/01/bordentown-city-residents-take-part-in-lanternfly-murder-pub-crawl/#:~:text=BORDENTOWN%20%E2%80%93%20Bordentown%20City%20resident%20Brenna,to%20China%2C%20India%20and%20Vietnam.>

IMAGE: [BAT HOUSES AT LIME KILN ALLEY PARK](#)

IMAGE: [GIRL SCOUTS AT COMMUNITY GARDEN POLLINATOR GARDEN](#)

IMAGE: [POLLINATOR GARDEN AT LIME KILN ALLEY PARK](#)

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

WORD: [HILLTOP PARK POLLINATOR GARDEN PHOTOS](#)

PDF: [PLANT LIST FOR HILLTOP PARK POLLINATOR GARDEN](#)

## Arts & Creative Culture

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### Establish a Creative Team

10 Points

**Program Summary:** The Bordentown City Creative Team was officially established by resolution at a public meeting by the Bordentown City Commissioners in August 2013 and reaffirmed in 2016, and 2019. In April of 2022, the Board of Commissioners decided to appoint a new Creative Team. The Team has been asked to focus on the City's creative resources and to engage residents and businesses to build sustainability and growth for the City's economic well being. It is intended that newly appointed members of the Creative Team will highlight existing resources and involve residents thereby boosting sustainability in economic growth and awareness in environmental sustainability. The Creative Team will seek to establish a vision for the community about how the arts and culture can contribute to the City's future. More information about the team and a list of members can be found on the City's website at: <https://cityofbordentown.com/creative-team/>. The 2022 resolution re-establishing the Creative Team is attached, along with meeting minutes detailing the member appointments. The newly appointed team members expect to hold their first meeting in late August or early September. As for past Creative Team activities, the Covid-19 prevented most of the usual events that the team traditionally organized. To the delight of residents, the Gingerbread House contest was resumed in November 2021. An article announcing the contest winners can be found here: <https://www.tapinto.net/towns/bordentown/sections/community-announcements/articles/gingerbread-house-challenge-winners-announced>

PDF: [CREATIVE TEAM 2022 RESOLUTION, GOV BODY MEETING MINUTES, AND AGENDA](#)

PDF: [PEGASUS THEATRE COMPANY MOVES TO BORDENTOWN.PDF](#)

IMAGE: [CONCERTS IN THE PARK 2022](#)

WORD: [CREATIVE TEAM SUPPORTING DOCUMENTATION](#)

## Community Partnership & Outreach

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### Create Green Team

10 Points

 Bronze Required

**Program Summary:** The Bordentown City Green Team was formally established by the City's governing body in 2010, and as of 2022 continues to foster sustainability efforts intended to benefit a small City with a population of under 5,000 people. For several years Green Team meetings have been combined with Environmental Commission meetings on the 2nd Wednesday of the month, for better efficiency and effectiveness. We have found that most Green Team volunteers prefer to rely on email and social media posts for communication, and there is usually a very good response to these forms of communication, rather than regularly scheduled meetings. For many years the Green Team operated without a budget, and relied on in-kind donations of equipment, supplies and services. However, now Green Team initiatives are funded by the BCEC budget. The highlight of each Green Team "year" is the annual Green Fair, held in June. In 2020 the Green Fair was held virtually, but by 2021 was back in person. In 2022 the Green Team will celebrate its 13th annual Green Fair. As of 2022 the Green Team has maintained or supported ongoing projects, such as the Community Garden, Shade Tree planting, Fleet Inventory, Native Plant Demonstration Garden; Lime Kiln Alley Park Pollinator Garden, Community Garden pollinator garden, Hilltop Park vegetation restoration project, Earth Talks, Rain Barrel workshops, Community Paper shredding days, Green Business Recognition, and Green Challenges, and waste reduction initiatives. A summary of the Green Team's events and ongoing projects is attached; there may be additional projects underway that are not listed or still in development. Bordentown City is fortunate to have a wonderful and talented volunteer base. We continue to tap into the many skills and specialties of city residents as we strive for a more sustainable community. The Environmental Commission and Green Team have explored

ways to partner with the Bordentown Township Environmental Commission and Green Team, creating a synergy that enables both communities to use its volunteer base most effectively, gain a wider audience for events and activities, and realize savings through cost sharing. Of particular note, Community Paper Shredding events and the annual Green Fair are now partner activities. The Green Team, with the support of the governing body and the Bordentown City Environmental Commission (BCEC), achieved Sustainable Jersey Bronze level certification in 2010, and Silver level certification in 2013, 2016, and 2019. We are hard at work to continue valuable projects already underway, and to identify new ways to contribute to the well being of the people, planet and prosperity of our community.

**PDF:** [2022 PROCLAMATION REAFFIRMING THE GREEN TEAM](#)

**WORD:** [GREEN TEAM MEMBERS 2021-2022](#)

**WORD:** [SUMMARY OF 2021-2022 PROJECTS AND EVENTS](#)

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## Community Education & Outreach

15 Points

**Program Summary:** The Bordentown City Environmental Commission (BCEC) strives to inform and inspire the community through programs, lectures, publications, and social media platforms, covering a variety of environmental and sustainability topics. Typically, in-person events are held at the Carlslake Community Center, but location can vary based on topic, availability, and attendance. In addition to the annual Green Fair, the BCEC participates in two large community wide events annually, the Bordentown Street Fair in May, and the Cranberry Festival in October. Usually, an educational theme is selected for each event; by way of examples, the importance of native species and stormwater management were recent topics at recent events. In 2021 the BCEC was on hand nearly every week at the Bordentown Farmers Market, to disseminate information about the Spotted Lanternfly. In May 2022, the BCEC participated in the Bordentown Regional School District STEM Fair. We have highlighted four important efforts below: Bordentown City Environmental Commission website; Social Media outreach; the comprehensive 2021 Newsletter; and Spotted Lanternfly education/community insect control efforts. 1) As reported previously, the Bordentown City Environmental Commission's website ([www.bcec.us](http://www.bcec.us)) is informative, current, and continually updated. Here, residents can find "tips" to help make Bordentown City more sustainable; a multitude of documents, such as the Open Space Plan, links to all sorts of pertinent topics and other environmental-oriented organizations, as well as information about upcoming programs and events. The website address is noted on promotional material (such as flyers), on social media, and on Bordentown City's official website: <https://cityofbordentown.com/bordentown-city-environmental-commission/>. The City's website specifically links the community to the BCEC website. 2) The BCEC's social media outreach began in 2017, and continues to bring attention to local issues, events, projects, and newsworthy items. In 2021 through the present, the Bordentown City Green Team's Facebook page has been used to promote Zero Waste Wednesdays, featuring tips and locally available zero waste products; .Meatless Monday; information about local recycling; supported work by local organizations such as the Bordentown Historical Society and Bordentown Rotary; brought attention to sustainability actions taken by other communities; included news about National Invasive Species Week and information about Spotted Lanternfly; posted information about upcoming meetings and events; and featured projects accomplished by the BCEC and Green Team. 3) In October 2021 the BCEC produced its most comprehensive newsletter in several years. The newsletter featured sustainability tips; highlighted BCEC events; provided information about ongoing projects such as local pollinator gardens, and the City's Pizza Box recycling effort; discussed the BCEC's efforts to combat Spotted Lanternfly; supported the Planning Board with information about the City's updated Comprehensive Master Plan; and provided information from other municipal committees. While some topics included on the website, Facebook Page and newsletter are also addressed in other portions of City's Sustainable Jersey application, these print and online forums provide an opportunity to display and educate the public about a wide variety of topics, bringing in a mix of sustainability actions not covered elsewhere in the Sustainable Jersey program. Two initiatives were undertaken to drive people to the BCEC website to view the newsletter. First, "teaser cards" were distributed throughout the community, especially at local shops. The cards provided a preview of what people would find in the newsletter. Second, there were a series of social media posts highlighting a different section of the newsletter each day. We have attached a sample screenshot as supporting documentation. 4) Prompted by tremendous public concern, the City Clerk and the BCEC organized a multi-pronged approach to educate residents about the Spotted Lanternfly, and arm them with tools to combat the insect. On July 28, 2021, the BCEC hosted a presentation, both online and in-person, by George Hamilton, Extension Specialist in Pest Management at Rutgers University. The event was promoted on social media and via an email blast. A screenshot of the social media post is attached as supporting documentation. A recording of the talk was made available to neighboring environmental commissions and groups. Following the talk, the BCEC partnered Girl Scouts who were working towards their Bronze Awards, to distribute education material and talk to the public about the Spotted Lanternfly almost weekly at the Bordentown Farmers Market. In addition to literature, fly swatters, spray bottles and egg mass scrapers were distributed free of charge. Finally, the Green Team lent their support to a local resident who organized a community wide "Spotted Lanternfly Murder" event, held in September 2021, during which time teams of residents scouted out and killed the insects.

**WORD:** [COMMUNITY EDUCATION AND OUTREACH - WEBSITE](#)

**WORD:** [COMMUNITY EDUCATION AND OUTREACH - SPOTTED LANTERNFLY](#)

**WORD:** [COMMUNITY EDUCATION AND OUTREACH - NEWSLETTER](#)

**WORD:** [COMMUNITY EDUCATION AND OUTREACH - SOCIAL MEDIA](#)

**IMAGE:** [COMMUNITY EDUCATION IN-PERSON SPOTTED LANTERNFLY FACEBOOK POST](#)

**IMAGE:** [BCEC NEWSLETTER- SOCIAL MEDIA DRIVER](#)

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## Green Challenges

10 Points

**Program Summary:** Bordentown City undertook a "Plastic Reduction Pledge" as a Green Challenge, using this survey link: <https://www.surveymonkey.com/r/2YLH7WG>. The intention was to present a variety of options from which people could choose to reduce plastic use on a daily basis. We later learned that a free Survey Monkey account only permitted us to see about 40 responses, so unfortunately about 50 responses through this link could not be counted. We then posted a google forms link to continue the challenge, as well as a QR code for people to access from their cell phone. This survey link can also be found on the Environmental Commission's website and was posted on both the City and Green Team Facebook Pages. The pledge was promoted at community events (STEM fair on May 18, 2022, Street Fair May 21-22, and Green Fair on June 11. A total of 109 people (2.7%) took the plastic reduction pledge. The pledge is ongoing and we hope to add to that number.

**PDF:** [PLASTIC REDUCTION PLEDGE - SCREEN SHOTS FROM EC WEBSITE](#)

## Green Fair

10 Points

**Program Summary:** In 2021 the Bordentown City Environmental Commission and Green Team were pleased to host the 12th annual Green Fair. The Green Fair has been held consistently since 2010, with the exception of the 2020 virtual fair, on the second Saturday in June, beginning at 10 am and ending at 3 or 4pm. The fairs have been held at the Carslake Community Center, which features both indoor and outdoor event space. In 2020 the Green Fair became a partnership event with Bordentown Township. This partnership was intended to broaden the reach and audience of the fair, as well as to utilize resources and valuable volunteer time more effectively. The event has been advertised with postcards and posters at local businesses; postcards; yard signs; and extensive internet/email/social networking marketing, including posting on the Bordentown City, Bordentown City Environmental Commission, and other community websites. Upwards of 50 exhibitors have participated in each Green Fair, and a list of 2021 exhibitors is attached. While there were slightly fewer exhibitors in 2021 due to the pandemic, public turn out for the event was excellent. In addition to vendors and organizations that promote sustainable communities, the Green Fairs have included local food vendors and live music. Highlights of recent fairs included free yoga classes; history presentations featuring the nearby historic Gilder House, the ever-popular plant swap; bicycle registration by the Bordentown City Police Department; used bicycle collection for the Boys and Girls Club Bicycle Exchange. In 2021 recycling and upcycling opportunities included used tee shirts, crayons, and sneakers. In 2021 attendees were offered native plants as a thank you gift, and there was a free raffle for a composter. We are pleased that the Green Fair has become a well-established community event that educates, entertains and inspires, and people look forward to visiting the fair year after year. We have attached the Green Fair flyer, press release, and list of exhibitors as supporting documentation.

WORD: [HOLD A GREEN FAIR - QUALITATIVE ASSESSMENT](#)

IMAGE: [BORDENTOWN GREEN FAIR FLYER 2021](#)

WORD: [GREEN FAIR PRESS RELEASE FOR 2021](#)

PDF: [GREEN FAIR EXHIBITORS 2021](#)

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## "Green" Your Green Fair \*Retires 12/31/23\*

10 Points

**Program Summary:** Now approaching the 13th Annual Green Fair, the Bordentown City Green Team strives to "green" it's Green Fair, and each year we are able to make modifications towards this goal. As in years past, attendees are always encouraged to use alternate transportation (take the Riverline, bike and walk to fair); recycle and reduce waste (posting of signs to compost, recycle...); and conserve energy. The promotional Green Fair postcard specifically includes: 1) a note encouraging people to walk or ride a bike to the fair; 2) directions from the Riverline light rail stop and closest bus stop to the fair location. In addition, we shared promotional materials about the fair with towns located along the RiverLine route. Beginning in 2014 and to the present, we continued to meet our goal to use less printed media and increase efforts to advertise the Green Fair with electronic media (post cards instead of full size flyers, Facebook, newspaper articles and electronic billboard on Rt. 130). In 2018 we purchased durable signage for those signs that we use yearly, so that we can reuse them rather than creating new ones each year. We re-use our Green Fair yard signs by updating yearly. The Green Team makes a special effort to invite local businesses, and every year we feature works by local sustainable artists and local vendors. In 2021, exhibitors from Bordentown City and the nearby area included BarB Jewelry, Bordentown Home for Funerals, Dancing Flame Candles, local artist Andrea Schlaffer, Leaping Dog Art Studios, Nana's House, and Second Chance Glass. A more complete list of vendors is attached as supporting documentation. Food vendors were asked to provide locally produced food, vegetarian and vegan options, minimize packaging and biodegradable utensils. See supporting document "Food Vendor Guidelines," which is distributed to food vendors by email prior to the fair, for further details. Local participating restaurants included HoopHouse and Sundays. We have a free drawing for eco / sustainable prizes, including a composter and/or a rain barrel. Native plants were offered to all visitors in 2021 (red and blue lobelia, iris and penstemon), as well as reusable shopping bags. Approximately two thirds of the Green Fair is held outdoors. Recycling cans are disbursed around the grounds, as well as in the community center. Every year the Green Team collects various items that can be, reused, recycled or repurposed. In 2021 the following items were collected: bicycles for the Boys and Girls Club of Trenton; tee shirts (upcycled into reusable shopping bags); oral hygiene products and packaging, snack and candy wrappers (for Terracycle); used sneakers (for GotSneakers); crayons (upcycled into candles); and empty pill bottles. In the past, the Green Team made it a practice to provide water for volunteers and exhibitors. In 2019 we transitioned from providing individual plastic water bottles and instead set up a water station with large jugs of water and paper cups. To encourage younger citizens to adopt a 'green consciousness' the Green Team continues to offer the 'Green Passport' available to children - the passport required visiting 6 designated exhibitors at the fair to learn a fact and obtain a stamp for their passport - when all passport stamps were secured the passport holder receives an eco-prize for their efforts. In the past we used helium balloons to identify specific exhibitors for the passport program, since 2019 we have been using reusable orange construction flags instead.

WORD: [GREEN FAIR POSTCARD SIDE 2](#)

WORD: [FOOD VENDOR GUIDELINES 2021](#)

WORD: [GREEN FAIR PRESS RELEASE FOR 2021](#)

IMAGE: [PHOTO OF RECYCLING RECEPTACLE BY TREE](#)

IMAGE: [GREEN FAIR 2021 OUTDOOR VENDORS](#)

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## Energy

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### Make Your Town Solar Friendly

15 Points

**Program Summary:** The City of Bordentown offers the following, in support of being a Solar-Friendly Community. 1) Being that Bordentown City is a small municipality with part time state inspectors who manage and operate the Construction Office, the City added a "Construction" department page on its website to provide contact info and hours of operation for the public to know who, how, and when to contact the Construction Office for permits related to all things including solar installation. <https://cityofbordentown.com/construction-electrical-plumbing/> 2)The Construction Office webpage also includes information about how members of the community can install solar. The online permitting checklist, which remains unchanged from 2019, is attached, and can be found on the City website here: <https://cityofbordentown.com/installing-solar/>. 3) Zoning permits are not required for solar installation (see attached email). This substantially reduces review time and cost for solar installation. 4) A Solar panel training class was completed by emergency responders on August 24, 2022. Details are attached as supporting documentation.

PDF: [CITY OF BORDENTOWN SOLAR PERMITTING CHECKLIST](#)

PDF: [EMAIL FROM ZONING BOARD SECRETARY](#)

WORD: [LETTER CONFIRMING SOLAR TRAINING FOR EMERGENCY RESPONDERS](#)

PDF: [SOLAR TRAINING CLASS POWER POINT](#)

PDF: [SOLAR TRAINING SIGN IN SHEET](#)

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## Fleet Inventory

10 Points

🥉 Bronze Priority   🥈 Silver Priority

**Program Summary:** Working with the Department of Public Works, the Bordentown City Green Team first developed a Fleet Inventory using the Sustainable Jersey framework in 2013. Since that time, the Fleet Inventory has been updated several times. The 2021 Fleet Inventory is attached. The prior years excel form was updated, and should accurately reflect the City's fleet inventory, as there are no electric vehicles on the fleet to date. Bordentown City's fleet is currently comprised of sedans, vans, light and heavy use trucks and other equipment for more specialized services. The City's trucks are maintained regularly by a staff mechanic. As of 2013, the City had purchased three vehicles that are capable of using alternative fuels; one of those vehicles is still in use. Since 2018, two older vehicles have been taken out of service and five vehicles have been added, as follows: Public Property, Building and Grounds: The 2003 Peterbuilt Refuse Truck was removed from the fleet. A 2019 Peterbuilt Refuse truck and a 2019 Ford F250 were added to the fleet. Police: The 2019 Chevrolet Impala was removed from the fleet. A 2011 Mazda sedan, 2019 Ford Explorer, and a 2020 Ford Explorer were added to the fleet. Streets and Roads: No change. Comparing to the last Fleet Inventory completed in 2018, the overall total mileage for the fleet was 39,734 miles greater in 2021 than it was in 2018. While overall fuel cost was about the same (\$32,102 miles in 2021 vs \$33,434 in 2018), the amount of diesel fuel used decreased by 1,600 gallons, and the amount of gas used increased slightly by 650 gallons. Despite adding five vehicles to the fleet and associated increased mileage, there was a decrease in emissions from 2018 to 2021. This is likely attributable to the newer, more fuel-efficient models in use. In 2019 the City had met one target action by removing the 1999 Ford Crown Victoria from the fleet. One of 2019 recommended actions, "Purchase a smaller, very fuel-efficient vehicle to follow the street sweeper" saw some improvement, with replacement of the 1999 Crown Victoria with a 2012 Chevrolet Caprice, however there are further steps that could be taken to reduce emissions in this situation. As future target actions, the Green Team recommends: 1) that the City purchase electric sedans as older police vehicles are replaced; and 2) police patrol by bicycle when conditions allow. The Fleet Inventory is a valuable tool that can be used by the governing body and Director of Public Works to assess the costs, both economic and environmental, associated with the current fleet of vehicles.

EXCEL: [BORDENTOWN CITY 2021 FLEET INVENTORY](#)

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## Public Electric Vehicle Charging Infrastructure

15 Points

**Program Summary:** The City of Bordentown received a grant in the amount of \$ 8,000.00 from NJDEP It Pay\$ to Plug In-NJ EV Charging Grant Program, and has installed (2) ChargePoint Dual-port Bollard Units located at 101 Park Street, Bordentown, NJ. (On the side of the gym). The installation has been completed, and the charging stations became available for public use on September 20, 2022. Public and residents now have the opportunity to plug into these units at a minimum cost to the consumer. We have attached the ordinance, letter from the City Administrator addressing required details, and a photograph of the charging station. We have attached a screenshot of the social media post announcing that the charging stations are available for public use and associated details.

WORD: [PHOTOS OF EV CHARGING STATION](#)

PDF: [BORDENTOWN CITY EV GOVERNING BODY RESOLUTION](#)

IMAGE: [CLOSE UP PHOTO OF EV CHARGING STATIONS](#)

PDF: [COMMISSIONERS MEETING AGENDA AUGUST 29, 2022 - AMENDING CITY CODE TO INCLUDE EV FEES](#)

PDF: [LETTER FROM ADMINSTRATOR SIGNED](#)

IMAGE: [SCREENSHOT - EV CHARGING STATIONS AVAILABLE TO THE PUBLIC](#)

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## Food

### Community Food Pantry/Bank & Soup Kitchen

10 Points

**Program Summary:** There are many organizations located within Bordentown City that provide support to those in need, including a local food pantry and meals prepared by area faith-based organizations. The City's website now includes a link to a directory of these resources, found at <https://cityofbordentown.com/mayors-health-and-wellness-support-and-information>. In addition, we have also attached a graphic that has been circulated via social media, detailing resources in the area. While the directory mentioned above serves people of all ages, seniors are particularly well served by a Senior Nutrition Program, hosted by Bordentown City at the Carslake Center three days a week for in person attendance. Attendees receive a nutritious lunch, and also have the opportunity to engage in social activities, exercise, movies are offered, books, puzzles, etc. In addition, the Meals on Wheels Program prepares meals at Carslake Center each day to be delivered to those seniors and shut ins registered for the program; the County trucks come to Carslake Center to pick up the meals that have been prepared, packaged and made ready for delivery. There is a once-a-year social gathering where seniors from other nutrition centers are bused in and guest speakers are invited to welcome everyone, local businesses and health representatives come and offer free services or gifts or health information to those present. It is usually held in October each year and is important to the seniors and the County. Carslake Center is a big enough facility for this program, and during the COVID-19 pandemic, when COVID was still largely affecting many programs and county, state and local offices, two other nutrition programs were shut down and moved to Carslake Center, in addition to the current program already there. Bordentown City became the "headquarters" for three centers to continue their programs which at that time were delivering meals to everyone due to COVID restrictions and staffing shortages. The County Program maintains an office space in the Senior Room along with bookcases containing books, magazines, games and puzzles. They have storage lockers off the kitchen where paper goods and seasonal decorations and items are stored along with cooking utensils, a locked refrigerator and freezer space for storing foodstuffs, etc. So they are afforded more than enough space for all of their needs in maintaining and running a smooth operation servicing the senior population of both Bordentown City and Bordentown Township as well as the Meals On Wheels program.

**PDF:** [BORDENTOWN CITY AGREEMENT WITH BURLINGTON COUNTY](#)

**IMAGE:** [SAMPLE SOCIAL MEDIA GRAPHIC - RESOURCES FOR THOSE IN NEED](#)

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## Community Gardens

20 Points

**Program Summary:** General The Ellen Wehrman Community Garden (hereafter, "Garden") has been in continuous operation since its first official season in May of 2016. The Garden is located on property owned by the Bordentown Regional School District Board of Education, and is managed by the City and resident volunteers through an agreement between the parties. This Garden is centrally located and within a walkable distance for most residents. Plots measuring 11' by 6' are available to residents for \$25/season. The garden has a fence around its perimeter and a shed for tools and equipment, all of which were purchased with funds from the Bordentown City Environmental Commission budget. All gardeners have access to the shed and its contents. Last year the Garden realized a host of improvements including raised beds, improved walkways, a community pumpkin patch, and a revamped pollinator garden. Each gardener helps to maintain the grounds and surrounding areas. Periodic workdays and social functions enable plot holders to meet community members and share gardening tips. At the end of the season, gardeners host a dinner incorporating vegetables that were grown at the garden into the menu. The Garden Director hopes to improve and expand programs offered in the future. The Bordentown City Department of Public Works has provided much needed support, starting in 2016 with site preparation, followed by installation of water lines in 2018. On an annual basis, Public Works assists with vegetative debris removal (beyond what is composted); trucks compost to the site; and maintains the water line. Organic Growing Only organic gardening methods are allowed at the Garden. Plot holders must sign a contract that states: 7. a) No pressure-treated wood of any kind is to be used in the Garden. b) Only organic gardening methods may be used. I will use only OMRI (Organic Materials Review Institute) approved products for pest and weed control and fertilizers in my plot. A list of these products can be found in the garden shed. When purchasing, acceptable products have the Organic Materials Review Institute logo on the label. Compost from a local CSA farm is provided for plot holders, so that they can enrich the soil with organic matter. Building healthy soil has been a high priority. Donations to Food Bank One garden plot has been reserved for many years by a faith-based organization, and all produce is donated to the Trenton Area Soup Kitchen (TASK). A letter confirming donations is attached. Starting with the 2022 gardening season, plot holders will be encouraged to donate excess produce to a local church, in addition to donations to TASK. Links to website and social media: <https://cityofbordentown.com/?s=community+garden>  
<https://www.facebook.com/101353192496302/posts/111596924805262/?d=n> <https://www.facebook.com/bordentowncitygarden/>

**PDF:** [COMMUNICATION RE ORGANIC MATERIALS](#)

**WORD:** [COMPLETED COMMUNITY GARDEN QUESTIONNAIRE](#)

**WORD:** [LETTER FROM TASK CONFIRMING DONATIONS](#)

**WORD:** [COMMUNITY GARDEN APPLICATION AND PLOT HOLDER CONTRACT](#)

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## Buy Fresh Buy Local Programs

10 Points

**Program Summary:** In 2019, the Bordentown City Green Team began doing some preliminary research on what local farms, CSAs, vineyards, and farmers' markets were available in their geographic region. They found many online sources such as [www.localharvest.org](http://www.localharvest.org) and [www.findjerseyfresh.com](http://www.findjerseyfresh.com), but soon realized that there were many assets that weren't publicly listed. It was then that they realized the best way to collect accurate information would be face to face outreach, phone calls and use of social media. Through these efforts they were able to come up with a thorough list of produce farms, livestock farms, CSAs, vineyards, and farmers' markets in the region. With that information they worked with the Bordentown City Creative Team to design a tri-fold brochure that also called out the importance of buying local and provided online resources. The brochure was updated in 2022 and distributed at local events and by local business. The flyers have been handed out at events such as the Street Fair, Green Fair, and Farmers' Market; and have been posted on the City website (Farmers Market tab, Mayor's Wellness tab, and BC Environmental Commission tab), and the BCEC website.

**PDF:** [BUY FRESH, BUY LOCAL BROCHURE](#)

**IMAGE:** [PHOTO OF BUY FRESH BUY LOCAL ON DISPLAY AT 2022 STEM FAIR](#)



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## Farmers Markets

10 Points

**Program Summary:** The Bordentown City Farmers' Market was launched on July 15, 2009 as a collective partnership between the Bordentown City Environmental Commission, Burlington County Freeholders, Bordentown City Commissioners, Downtown Business Association and community stakeholders. The market is now running on its 13th successful year, and going strong. In 2019 a new market manager, Hillery Lamb, and co-manager, Sruti Desai, were appointed by the City Commissioners. Together they polled the community and market vendors and realized that a shift in the day/time of the market was critical to its survival. It was from this research that they shifted the market from Wednesdays 3PM-dusk to Sundays 9AM-1PM. The market location remains at Carslake Community Center with amenities offered such as ample space for vendors, free parking, public restrooms, indoor space in case of inclement weather, electricity, park benches and picnic tables for seating/hanging out, shaded grassy area for market goers and musicians to hang out, and open space for activities like yoga. In 2020 for ease, simplicity, and transparency, both the manager and co-manager worked together with the City CFO to digitize the vendor application and document submission process and even allow for online vendor payments using WIPP. It was in 2020 that the pandemic struck, bringing the country to its knees. While everything around us was shut down for safety purposes, it was understood that the farmer's market would serve as a safe space for the community to get a small taste of normalcy and human interaction. With safety top of mind, the manager and co-manager worked tirelessly to bring an in-person weekly market while so many other farmer's markets throughout NJ were drive thru only. They designed a market map and plotted out a detailed plan to build a market that had one entry point and one exit point, kept vendors spaced out safely, required everyone to wear masks (unless a health issue was communicated), encouraged vendors to accept online payments to avoid handling of cash, and had market goers using reusable shopping bags and maintaining social distance. In April 2020 the market manager and co-manager also worked with the Farmers Against Hunger, City of Bordentown, and Bordentown Township to organize a free farm market. It was a one day event run from the Bordentown Regional High School parking lot to give away 8500 lbs of fresh produce to those in need right before the Easter holiday. Read more about it by visiting - <https://www.burlingtoncountytimes.com/story/news/local/2020/04/13/bordentown-free-farm-market-serves/1360519007/> In 2021, the hunt for market vendors proved extremely difficult because the pandemic caused many small businesses to close up shop. This included many of the bakers, food trucks, crafters, etc. On the other end, farmers had seen a massive boost in business during the pandemic and in reaction stretched themselves thin across many new markets, creating a bit of inconsistency with supply at the Bordentown Farmer's Market. All factors combined, the market turnout was not as strong as 2020, but it prevailed nonetheless. In 2022, the City Commissioners appointed 2 new market manager - Yasmin Qazilbash and Cara Murphy. Their appointment came quite late in the season so the vendor turnout was not quite as strong as previous seasons, but the community continues to come out in support on a weekly basis and big plans are set for next year! All fees for the market are collected by the City CFO and offset cost for market manager seasonal stipend, signage, promotion, and manpower provided by Public Works Dept for set up, take down, and cleanup of the market each week. The City provides the market with weekly garbage and recycling pick up, signage throughout the City, and as of 2022 the market is promoted in the monthly City newsletter. Check out the following for market promotional efforts: City website - <https://cityofbordentown.com/bordentown-city-farmers-market/> Facebook - <https://www.facebook.com/BordentownFarmersMarket> Instagram - <https://www.instagram.com/bordentownfarmersmarket/>

PDF: [2020 MARKET VENDOR REPORT](#)

IMAGE: [2020 MARKET LAYOUT](#)

IMAGE: [2020 MARKET COVID-19 GUIDELINES](#)

PDF: [2021 MARKET VENDOR REPORT](#)

PDF: [AUGUST 2022 CITY NEWSLETTER PROMOTING THE FARMER'S MARKET](#)

PDF: [2021 MARKET APPLICATION](#)

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## Green Design

### Green Building Policy/Resolution

5 Points

**Program Summary:** In an effort to promote sustainable building practices, the City of Bordentown passed a resolution endorsing the adoption of green building practices at its February 2019 Commission meeting, and renewed this commitment by resolution at the August 8, 2022 Commission meeting. Under this policy, the City will consider green building practices for municipal buildings, and encourage green design for residential and commercial construction. The link to Bordentown City's online resolutions can be found at: <https://ecode360.com/BO1079/documents/Resolutions/?>. Scroll to Resolution #22-117. A screenshot is attached as supporting documentation, as well as a copy of the signed resolution.

WORD: [MEMO DISTRIBUTING GREEN BUILDING POLICY](#)

IMAGE: [GREEN GROUNDS AND MAINTENANCE POLICY ADOPTED BY RESOLUTION 2022 -SCREENSHOT](#)

PDF: [2022 GREEN BUILDING POLICY ADOPTED BY RESOLUTION - SIGNED](#)

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### Green Building Education

5 Points

**Program Summary:** We are submitting for option one under this action. In an effort to provide educational materials about Green Building, the Bordentown City Green Team developed a "Green Building Information for Homeowners" brochure, first created in 2013 and updated in 2022. The brochure has been made available in hard copy at the construction official's office and at local events, such as the Green Fair, Street Fair, and Cranberry Festival. The fact sheet is also available available on the City and Environmental Commission websites:

<https://cityofbordentown.com/planning-board/>; <https://cityofbordentown.com/construction/>; and <https://bcec.cityofbordentown.com/local-info/> .

**PDF:** [SCREENSHOT OF CITY WEBSITE FOR PLANNING AND ZONING W-GREEN BUILDING EDUCATION](#)

**PDF:** [GREEN BUILDING EDUCATION BROCHURE UPDATED 2022](#)

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## Health & Wellness

### Anti-Idling Education & Enforcement Program

10 Points

**Program Summary:** In an effort to improve air quality, Bordentown City initiated its "no idling" education and enforcement program in 2013. On June 10, 2013 the City Commissioner's passed a resolution for Idle Free Zones in Bordentown City. The resolution was reaffirmed on February 11, 2019 and May 9, 2022 at a public Commissioner's meeting. Initially, Green Team members surveyed the City to identify locations where drivers tend to let vehicles idle. Out of the nearly fifteen potential sites, three were identified as priority locations for the City's initial anti-idling program - two sites in close proximity to schools and one by the local deli. The Green Team worked with the Police Department and Bordentown Public Works to erect signage in these locations. Subsequently, additional no idling signs were posted at the Bordentown Beach and the back entrance to Clara Barton School, East Burlington and Hopkinson Streets. As noted in the attached letter, education and enforcement of New Jersey's no idling law is a priority for the Bordentown City Police Department. In addition to the general public, police officers have been instructed to turn off squad cars whenever possible. To provide further information to the community, the Bordentown Police and Environmental Commission members distribute education material obtained from the NJ Department of Environmental Protection, including a pamphlet entitled "Idling...What's the Problem?" at various public events throughout the year. The brochure is also on the Bordentown City Environmental Commission website, <https://bcec.cityofbordentown.com/local-info/>. We have attached as supporting documentation: 2022 Resolution Supporting No Idling Photos of No Idling signs at McFarland and Clara Barton Schools and the local deli, unchanged from our last submission Photos of new No Idling signs at the Bordentown Beach and the Burlington Street side of Clara Barton School; photos of educational materials from NJDEP and example of distribution at the Bordentown Street Fair, 2022 2022 map of targeted No Idling locations No Idling flyer Letter from Police Chief

**PDF:** [2022 NO IDLING RESOLUTION](#)

**WORD:** [NO IDLING SIGNS POSTED IN 2022, EDUCATIONAL MATERIALS](#)

**IMAGE:** [ANTI-IDLING SIGNS IN BORDENTOWN CITY](#)

**PDF:** [NO IDLING INFORMATION SHEET](#)

**PDF:** [TARGETED NO IDLING ZONE MAP 2022](#)

**PDF:** [LETTER FROM POLICE CHIEF RE: NO IDLING](#)

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### Building Healthier Communities

20 Points

**Program Summary:** Bordentown City is a small community of fewer than 4,000 people that is served by a dedicated staff of approximately 40 full time employees. While lacking a recreation department, the City manages facilities and hosts programs that support health and fitness in a variety of ways. Bordentown City originally joined the Mayor's Wellness Campaign in 2010, and the current Mayor renewed the City's participation in 2022. The city has organized, engaged in and encouraged health and wellness initiatives for youth, employees, community members, seniors, as outlined below. Youth: The City funds, through budget allocation and a Municipal Alliance Grant, B.R.A.D. (Bordentown Residents Against Drugs) which focuses on the youth in schools providing for various programs in the schools to raise awareness about drugs and alcohol, strengthen the family unit, health awareness, etc.; hosts the Bordentown Area Basketball League; and hosts the Bordentown Little League. Employees: The governing body annually adopts the Safety and Wellness Agreement with the self-insured Joint Insurance Fund for its employees; has adopted a Workplace Wellness Best Practices policy; conducts health and wellness events for employees; and provides employees with a monthly newsletter containing healthy living education and tips. Community: The City website features information on a wide variety of health-related topics; the City has adopted a resolution establishing Bordentown City as a Stigma Free Zone for Mental Health Awareness; hosts yoga classes at the annual Green Fair and farmers market; hosts several Alcoholic and Narcotic Anonymous groups at municipal buildings; and hosts the annual St. Paddy's Day 5K Race. Seniors: City Clerk posts information about health and wellness events on the bulletin board in the senior room at the community center; hosts senior nutrition program and Meals on Wheels. We have attached documents to demonstrate how Bordentown City has implemented and supported initiatives in all of the four categories listed above, as well as the Mayor's Wellness Campaign.

**PDF:** [SUPPORTING DOCS FOR HEALTHY EMPLOYEES](#)

**PDF:** [STIGMA FREE RESOLUTION 2022](#)

**WORD:** [BUILDING HEALTHY COMMUNITIES CHECKLIST - YOUTH](#)

**PDF:** [PARTICIPATION IN MAYOR'S WELLNESS CAMPAIGN](#)

**WORD:** [BUILDING HEALTHY COMMUNITIES CHECKLIST - COMMUNITY](#)

**PDF:** [EMPLOYEE CHECKLIST UPDATED OCT 2022.PDF](#)

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### Smoke-Free and Tobacco-Free Public Places

10 Points

**Program Summary:** The Bordentown City Mayor initially announced intention to pass an ordinance to prohibit smoking in some of the City's



public parks and playgrounds at a June 2016 public Commissioner's meeting. The effort was doubled with a City newsletter sent out to residents in August 2016 requesting feedback. On April 8, 2019 the governing body passed the attached Ordinance 2019-04, banning smoking at Hilltop Park, Second Street Park, Carslake Community Center Park, Gilder Field, West Street Park, and Lime Kiln Alley Park. A memo was sent out to necessary city employees and department heads to advise. The ordinance will be enforced by Bordentown City employees, Police Department, and Housing Inspector. No-Smoking signs have been placed in each of these locations (pictures attached) and violators will be charged fines upwards of \$250 (1st offense), \$500 (2nd offense), and \$1000 (3rd offense). The Bordentown City Green Team has posted on Facebook about the harms of smoking especially in these public spaces designated as non-smoking zones (screenshot attached). The Police Department set up a table at the 2019 Green Fair and among several topics was educating the community on areas designated for non-smoking and the risks that kids and adults are exposed to when subjected to second hand smoke. Rather than hand out materials about smoking, they chose to approach the topic by having conversations with folks as they think it will be more impactful in the long run.

PDF: [AUGUST 2016 CITY NEWSLETTER](#)

PDF: [SMOKE-FREE AND TOBACCO-FREE PUBLIC PLACES ORDINANCE 2019-04](#)

PDF: [MEMO DISTRIBUTING RESOLUTION 2019](#)

PDF: [PICTURES OF NO SMOKING SIGNS](#)

IMAGE: [POLICE DEPT AT 2019 GREEN FAIR EDUCATING ON NON-SMOKING AREAS](#)

IMAGE: [SCREENSHOT OF BORDENTOWN CITY GREEN TEAM FACEBOOK POST](#)

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## Removing Lead in Drinking Water

10 Points

**Program Summary:** Residential Lead Testing Bordentown City's lead education and outreach efforts were prompted in part because the city-run Bordentown Water System found elevated levels of lead in drinking water in some homes in numbers exceeding the NJ Department of Environmental Protection's action level in the second half of 2017. Since then, the City has conducted lead education and outreach through a number of public forums, mailers, emails to subscriber list, and notices posted on City website. The Bordentown City Commissioners have taken an active role by investigating the source of lead in the water, working with the NJ DEP, EPA and Burlington County Health Department to get the right information and resources into residents' hands, and consistently maintaining a high level of transparency. Since 2018, the city has developed and maintained a lead testing service, free to all residents. Since its start, the city has performed over 500 customer requested sampling, in addition to the regular testing that the city performs in compliance with state requirements. Residents simply contact the Water Department; sample bottles and instructions are dropped off to their house; the bottles are picked up the next day; and test results are mailed within two weeks. The City's website maintains a significant amount of information, including Lead and Copper Maps. Interestingly, waters sampling results within the portion of the water system for which the City is responsible, such as at the plant and service lines, are compliant with standards for lead levels. However, within individual homes there may be an interior plumbing problem whereby the building materials (primarily lead solder and brass fixtures) inside people's homes may contribute and/or cause lead to leech into the water as it travels throughout the home. All of this is supported by the extensive water sampling and analyses that the city has undertaken in the past few years. Lead Service Letters In 2021, the State of Jersey passed a law directing all utilities that they are required to inventory all water service lines throughout the distribution system of the water department, notify residents with lead or galvanized steel service lines of the potential presence of lead in their service lines (March 2022), and begin to develop a plan for the replacement of all lead service lines within the next ten years. In compliance with these state regulations, Bordentown City mailed out 267 individual letters. These letters noted that the privately owned water service line (the lateral from the curb to the home underneath the sidewalks) was known to be a galvanized pipe, which the state now classifies as "lead" service. Additional efforts are under way to identify any additional homes with galvanized service lines; these homes will be notified as the information becomes available. In the past two months and in cooperation of the homeowners, the city has discovered and replaced twelve (12) galvanized services from the curb to the home. We have attached documents that are mailed to all water customers, that contain information about lead in drinking water. Due to the COVID-19 pandemic, all other updates were posted on the City website, rather than additional mass mailings.

PDF: [BORDENTOWN CITY DRINKING WATER REPORT 2021](#)

PDF: [INFORMATION SENT TO RESIDENTS WITH DRINKING WATER REPORT](#)

PDF: [INFORMATION SENT TO RESIDENTS WITH WATER BILL](#)

## Innovative Projects

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### Innovative Community Project 1

10 Points

**Program Summary:** In March 2019, the Bordentown City Environmental Commission (BCEC) was approached by Jeff Tober of Fernbrook Farms to gauge interest in establishing a partnership between the City and the farm to spearhead a Pizza Box Composting Program where the City could collect pizza boxes from residents that would then be used in single row crops on the farm. The goal of this program was three pronged - 1) reduce the city's waste stream since currently pizza boxes are not recyclable if there is any oil or food remnants on them, 2) provide Fernbrook Farm with a carbon-based material that could be used to suppress weeds while recycling the carbon/organic matter from the boxes back into the soil, and 3) get residents to think about their waste and the alternatives to landfills that exist like composting. The BCEC worked with the City's Recycling Coordinator to design, construct, and fund the construction of a drop box to be placed in a public space where residents could easily access it at all times of day. Estimated cost to construct each bin was approximately \$300-\$500 for materials and labor. The Pizza Box Composting Program was introduced to the public at the Street Fair on May 18th & 19th, 2019 and since that time has garnered a lot of public attention and excitement. Since it's unveiling, two additional drop boxes have been added, and all three boxes are packed with pizza boxes between farmer pick-ups. In 2020 7,254 boxes were collected, and that number increased to 9,020 in 2021. Over the two-year period, a total of 16,274 boxes were collected, diverting 4 tons of pizza from the landfill to the farm at no cost to tax payers. As of March 2022, 1,852 boxes had been collected. The number of farms participating in the program has varied from one to three. Currently Rancocas Creek Farm in Southampton and Abe's Acres Farm in Hightstown pick up pizza boxes on an alternating schedule. Bordentown City is leading the charge by being the first municipality in New Jersey to introduce a Pizza Box Composting Program. We are so excited to work with

other municipalities to offer advice on how to establish partnerships with local farms and implement a similar program. The Program has received a fair share of media attention. Jeff Tober of Rancocas Creek Farm shared a recording from WMMR, found at <https://wmmr.com/> - go to the 9/20 podcast and go to about 2:10 or so, where the BCEC and Abes Acres Farm are mentioned. Additionally, the Program was featured on ABC, and the recording can be found at <https://www.facebook.com/localish/videos/726880864810627/>. Given the current climate in our country surrounding recycling and waste collection, it is imperative that municipalities like ours continue to get creative with rolling out initiatives to promote recycling and reuse of materials.

PDF: [PIZZA BOX DESIGN AND EARLY PHOTOS](#)

PDF: [PIZZA BOX RECYCLING INFOGRAPHIC](#)

IMAGE: [GRAPHIC ON DROP OFF BIN](#)

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### Innovative Community Project 3

10 Points

**Program Summary:** In 2021 Bordentown City was invited to partner with Bordentown Township for an end of autumn pumpkin collection. The goal was to keep pumpkins that were no longer needed as fall decoration out of the landfill, and provide beneficial reuse of the organic matter. Each municipality managed its own collection; however, the event was jointly advertised and all of the pumpkins were delivered to Abe's Acres Farm in Hightstown, NJ. The Bordentown City Public Works Department was able to provide a limited space for the pumpkin collection that was available 24/7 for drop off. Given that the public works department was too short staffed to assist with the project (partly due to the pandemic), aside from providing space, the Bordentown City Environmental Commission partnered with Farmers Against Hunger (FAH), neatly fitting into one of FAH's goals of reducing produce waste. The FAH representative provided bins shown in the attached photo; picked up full bins and dropped empty bins midway through the collection period; stored the pumpkins in a refrigerated area until the end of the collection; and delivered all of the pumpkins to the farm. The event was promoted via social media and flyers posted at local businesses. Over 8,000 pounds of pumpkins were collected. This was a really fun project with lots of wins - less tonnage going to the landfill, beneficial reuse of organic material for compost, and increased public awareness of the volume of waste residents generate. The environmental commission and green team intend to run the project again this fall. An email confirming governing body support is attached.

IMAGE: [PHOTO -PRIOR TO LAST PUMPKIN PICK UP 2019](#)

IMAGE: [PUMPKIN COLLECTION FLYER](#)

IMAGE: [PUMPKIN COLLECTION DROP OFF SIGN](#)

PDF: [EMAIL CONFIRMING PUMPKIN COLLECTION 2022](#)

### Land Use & Transportation

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#### Sustainable Land Use Pledge

10 Points

 Bronze Priority  Silver Priority

**Program Summary:** With an eye towards guiding future land use withing Bordentown City, the governing body adopted a Sustainable Land Use Pledge at its regular meeting on May 9, 2022. A copy of the resolution is attached, as well as memo distributing it to the appropriate boards and committees.

PDF: [MEMO DISTRIBUTING SUSTAINABLE LAND USE PLEDGE](#)

PDF: [SUSTAINABLE LAND USE PLEDGE - RESOLUTION 2022-073](#)

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#### Bicycle & Pedestrian Audits

10 Points

**Program Summary:** In 2019 a small group of Bordentown City Environmental Commission members and Green Team volunteers assembled to create a team focused on working off of the previous circulation studies to conduct a bicycle and pedestrian audit of the major arteries of Bordentown City, including: • Farnsworth Avenue - in progress • Crosswicks Street - completed • Elizabeth Street - completed • Park Street - completed • Burlington Street - completed The team started out with a general discussion about the purpose and goal of conducting an audit and identified the above list of arteries to review. They used the AARP Toolkit as a guide to assess the current conditions and design of these roadways, articulate findings, and offer recommendations for change. Attached is a document that provides the audit, findings, and recommendations for the bike and pedestrian audit conducted this summer. Also attached are some pictures marked with findings from audit.

IMAGE: [ELIZABETH ST - PIC 1](#)

IMAGE: [ELIZABETH ST - PIC 2](#)

IMAGE: [ELIZABETH ST - PIC 3](#)

IMAGE: [PARK ST - PIC 1](#)

PDF: [REVISED BICYCLE AND PEDESTRIAN AUDIT](#)

IMAGE: [PARK ST - PIC 2](#)

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## Complete & Green Streets for All Policy

10 Points

**Program Summary:** Bordentown City Commissioner's adopted the Tier 1 Complete and Green Streets for All Policy by resolution at the August 8, 2022 meeting. As a small, walk-able town, the updated policy will continue to guide the City's efforts to accommodate pedestrians, bicyclists and other non-motorized means of transportation.

**PDF:** [COMPLETE AND GREEN STREETS RESOLUTION 2022](#)

**WORD:** [MEMO DISTRIBUTING COMPLETE AND GREEN STREETS POLICY](#)

**WORD:** [COMPLETE AND GREEN STREETS CHECKLIST 2022 BORDENTOWN CITY](#)

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## Effective Parking Management

10 Points

**Program Summary:** As an historic community, the streets in Bordentown City evolved long before the industrial revolution and certainly well before individual car ownership became common place. With parking needs exceeding the number of available parking spaces, especially in the downtown, the City has successfully used several strategies over the past few years to ease parking pressure. In an attempt to further address this issue, the City retained Arterial and Urban Engineers in March 2022, to complete a Streetscape and Parking Plan, using a grant from the Delaware Valley Regional Planning Commission. A public information session was held on May 12, 2022, and was intended to gather input from residents about priorities and preferences. A community survey was circulated and posted on the City's website, in order to reach as many residents as possible. A second information session was held on July 6, 2022, where draft recommendations and plans were presented for feedback. Information and links to materials can be found at: <https://cityofbordentown.com/bordentown-city-streetscape-and-parking-plan/>. While the final report is not yet available, the governing body set forth an interim parking policy, which may be updated upon receipt and review of recommendations from Arterial and Urban Engineers. The interim parking policy is substantial enough to function independently of the final report, while allowing the governing body to incorporate additional goals and guidelines at a later date. Summarily, the City intends to use existing parking areas more effectively and relieve parking pressures in the downtown; support use of valet parking in the downtown restaurant area; pursue shared parking arrangements; encourage use of mass transit; implement strategies that encourage pedestrian and bicycle travel; utilize the newly acquired five acre Point Breeze property for overflow parking; and explore solutions where resident parking needs are in competition with employee parking needs during business hours. With regard to implementing shared parking, the August 29, 2022 Commissioner's meeting agenda includes Resolution 2022-129, "Authorize a Memorandum of Understanding Between NJ Transit and The City of Bordentown for Use Of The River Line Station Parking Lot". We have attached: 1) the RFP that was used to solicit professional services for the Streetscape and Parking Study; 2) the City's interim parking policy that incorporates strategies that have already proven effective, as well as additional strategies that will better manage and lessen parking demands. 3) the August 29, 2022 Commissioner's meeting agenda

**PDF:** [EFFECTIVE PARKING MANAGEMENT - RESOLUTION AND POLICY](#)

**PDF:** [RFP FOR STREETScape AND PARKING PLAN](#)

**PDF:** [COMMISSIONERS MEETING AGENDA AUGUST 29, 2022 - SHARED PARKING](#)

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## Green Infrastructure Planning

10 Points

**Program Summary:** Bordentown City's Tier 1 Impervious Coverage Assessment, prepared by a member of the Environmental Commission, is attached. After careful consideration, it was decided that the short term (3-5 years) goal for Bordentown City will be to utilize green infrastructure techniques to manage stormwater run off from 3.6 acres of impervious cover. This figure is based on 2% of the total municipal impervious cover as calculated in the Tier 1 report. The initial project will focus on Carslake Community Center and the Gilder Field complex, which includes the DPW yard. The City is targeting the southern portion of the site, which includes the community center, upper parking lot, lawn, and a portion of the access road. Downspout planters have already been installed, and the City has applied for a grant to fund construction of a bioretention basin. Several other locations for future Green Infrastructure improvements have been identified, and additional details for those locations are described in the attached short term plan. The mapping for green infrastructure planning were on display for public review at the City's annual street fair, May 21-22, and displayed again at the Green Fair on June 11. An initial plan was presented to the Planning Board at it's June 6, 2022 meeting.

**PDF:** [TIER 1 IMPERVIOUS COVERAGE ASSESSMENT FOR BORDENTOWN CITY](#)

**PDF:** [BORDENTOWN CITY SHORT TERM GREEN INFRASTRUCTURE PLAN](#)

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## Green Infrastructure Implementation

10 Points

**Program Summary:** The Bordentown City Environmental Commission (BCEC) and Green Team have long recognized the value of green infrastructure to protect local waterways from erosion and pollutants. In coordination with the City's Department of Public Works, it was decided that initial efforts to implement green infrastructure should focus on the Carslake Community Center/Gilder Field complex. The property also includes the City's public works garage and recycling depot. Stormwater drainage is directed to Thornton Creek, which ultimately drains to the Abbott Marsh and Delaware River, a high-quality wildlife resource. In addition to better stormwater management, green

infrastructure installed at this location will serve as a demonstration project, to encourage the community to utilize stormwater management techniques that are better for the environment. We are submitting two downspout planter boxes as our initial green infrastructure implementation. On May 14, 2022 volunteers installed a downspout planter box at the community center, and a second planter box was installed on August 26. The planter boxes are inspected monthly. Education has been undertaken with a multi-pronged approach. On June 6, 2022 members of the BCEC did a short presentation about stormwater runoff and green infrastructure at the Planning Board meeting. The mapping developed as part of the Green Infrastructure Planning was shared, to demonstrate how development within the City affects the surrounding waterways and wildlife habitat. The benefits of green infrastructure were described: filter pollutants; slow or prevent release of stormwater into the drainage system; and the potential to improve public safety by reduced flooding. Members of the planning board were invited to look at the downspout planter box after the meeting. The planter box has an educational sign with a brief summary of its benefits, and a website link for more information. A photo of the downspout planter was posted on social media with an invitation to residents to send photos of their sustainable stormwater management projects to the Green Team. The purpose is to gather information for a future "Green House and Garden Tour", where people can share and inspire more widespread use of green infrastructure.

PDF: [INSTRUCTIONS FOR DOWNSPOUT PLANTER BOX](#)

PDF: [DOWNSPOUT PLANTER BOX MATERIALS COST INFORMATION](#)

EXCEL: [CARSLAKE DOWNSPOUT PLANTER BOX INSPECTION LOG](#)

WORD: [DOWNSPOUT PLANTER BOX MAINTENANCE INSTRUCTIONS - UPDATED](#)

IMAGE: [DOWNSPOUT PLANTER BOX WITH EDUCATIONAL INFO](#)

WORD: [DOWNSPOUT PLANTER BOX PHOTOS](#)

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## Historic Preservation Element

10 Points

**Program Summary:** The Bordentown City historic preservation element contains the basic components required by the Municipal Land Use Law: a historic resource inventory, a significance standards statement and a master plan-impact analysis on historic resources. The City's element goes further by promoting good stewardship through an analysis of potential private-sector impacts on historic resources and exploring a number of public policy alternatives to address and avoid negative outcomes. Finally, the element establishes a municipal historic preservation goal, objectives and strategies through a series of historic preservation education, encouragement and enforcement mechanisms. It has proven an effective tool for the planning board and has resulted in enhanced quality of development within the City. The governing body of Bordentown City adopted a Historic Preservation ordinance in 1984 and amended it in 2010, under which a Historic Preservation Committee was formed. This committee is not active presently as the governing body works directly with the Bordentown City Historical Society (non-profit organization) to directly review and enforce historic preservation elements within the city.

PDF: [APPENDICES FROM HISTORIC PRESERVATION ELEMENT](#)

WORD: [HISTORIC PRESERVATION ELEMENT DOCUMENTATION](#)

## Local Economies

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### Green Business Recognition Program

10 Points

 Bronze Priority  Silver Priority

**Program Summary:** Bordentown City is fortunate to have a busy and vibrant downtown, with an active Downtown Bordentown Association. The Green Business Recognition program that the Green Team developed highlights businesses that are voluntarily implementing strategies to reduce energy consumption and waste, use sustainable materials, offer greener products, and contribute to the local community. Attached you will find a detailed write up about our Green Business Recognition Program as well as supporting documents. The program was started in 2015 and continues to gain momentum. For 2022 there are three recipients of the Green Business Award – C.J. Mugavero, owner of the Artful Deposit, being honored for her commitment to an environmentally sustainable business district through eco-friendly business practices, advocating for walkable city initiatives, and through her leadership on city beautification projects; Christine Wendland, owner of HoopHouse Bakery and Café, for her commitment to reducing her restaurant's carbon footprint with locally sourced and seasonal produce, composting waste, and collaborating with other local businesses to provide residents with healthy, local food and products; Leslie Chiara, of Bombadil Plant Shop, for creating a sustainable network of local farms, vendors, and wellness practitioners for the community; by modeling responsible use of resources; and by providing customers with environmentally and socially conscious products. All three nominees will be presented their award by the Mayor at the August 8, 2022 public Commissioner's Meeting. A newspaper article showcasing the award recipients and agenda for the August 8, 2022 public meeting are attached.

IMAGE: [GREEN BUSINESS RECOGNITION PROGRAM WINDOW DECAL](#)

WORD: [GREEN BUSINESS PRESS RELEASE FOR 2022](#)

WORD: [GREEN BUSINESS RECOGNITION SUPPORTING DOCUMENTATION](#)

PDF: [NEWSPAPER ARTICLE SHOWCASING 2019 GREEN BUSINESS AWARDS](#)

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## Buy Local Campaign

10 Points

**Program Summary:** As reported in prior applications, the Bordentown City business district is a mix of restaurants, small retail shops, professional services, and small light industrial. The main business district is on Farnsworth Avenue, Crosswicks Street, Second Street, and

other businesses located on various side streets. The varied mix of businesses offers an art gallery, vintage and contemporary clothing, fair trade goods, a vintage bookshop and eight restaurants, in addition to professional service offices. Other businesses are scattered throughout the City. The Downtown Bordentown Association is a 501(c)(3) non-profit organization comprised of some 70 members all located in the one-square-mile confines of the Bordentown City limits. The DBA's mission is to promote Bordentown City as a great place to live, dine, shop and work. The Association has made great strides in attaining this goal through the use of social media and websites. Until 2020, up to 30,000 copies of an "Historic Bordentown City" annual brochure were circulated locally and throughout the state. In 2021 a QR code sign was initiated, intended to direct visitors to the DBA website. The QR code was developed in partnership with the City of Bordentown, and in an environmentally responsible manner, reduces paper and printing costs. The DBA hosts a number of special events that encourage visitors to "shop local." Foremost of these is the Cranberry Festival. Now in its 32nd year, the festival is essentially a crafters fair and typically brings 40,000 to 50,000 visitors over the two-day period. While the Covid-19 pandemic affected the number and type of events the DBA hosted in 2021, the DBA still managed to keep the downtown exciting and vibrant. In 2021 the DBA partnered with the Bordentown Kiwanis Club to collect socks for a local homeless shelter. Also in 2021, the DBA organized a Friday night music series called "September Sidewalks", inviting visitors to enjoy local music while they dined and shopped in the downtown. The DBA wrapped up 2021 with a "Deck the Doors" holiday decorating contest. This was an online event that encouraged all residents to decorate their doors for the holiday and then vote online for their favorite. In 2022 the DBA hosted its first "Stepping Out for Spring" event that featured sidewalk sales, music and outdoor dining. This event was held in conjunction with the Bordentown Arts "Porchfest", where local musicians performed throughout the city utilizing residential front porches as stages. The DBA runs two "Chocolate Walks", one during the holiday season and one at Valentine's Day. The Association aggressively promotes and participates in Small Business Saturday each year. The DBA hosts a gift certificate program called Bordentown Bucks where residents and visitors can purchase a gift certificate for a dollar amount of their choice that can be used at any local participating businesses. This offers people a great gift idea for their loved ones and brings business back to the downtown. The DBA also partners with the City on beautification projects such as flower decorations for the hanging baskets on our lampposts, large planters on the street corners of the business district, and other landscape projects. The DBA works in close cooperation with City government, commissions and committees such as the Creative Team, The Green Team, Economic Development Committee and others to actively promote such events as The Green Fair, The Gingerbread House Challenge, Clean Communities activities). The Association provides handbills and window posters to their members for all events and aggressively promotes them via its website and social media. In 2018, the City instituted a shuttle service to accommodate patrons on Friday and Saturday nights who can now park at the two main parking lots on the outskirts of town and be shuttled onto Farnsworth Avenue. Shuttle service continues in 2022, and pick up/drop off locations have been expanded. The DBA provided the "wrap" for the vehicle promoting its presence and pays for and distributes small handbills promoting it to retail and restaurant customers as well as featuring it on its website. The DBA also works closely with the City Public Works Department and the Bordentown Police Department to encourage and enforce proper trash disposal and use of the recycle trash receptacles. The DBA maintains a very active social media presence, namely on Instagram and Facebook, where they put up almost daily posts showcasing and spotlighting different businesses in town with hopes to encourage patronage and support. You can check out some of their posts by visiting the links below: <https://www.facebook.com/DowntownBordentownNJ/> [https://instagram.com/bordentowncitynj?utm\\_source=ig\\_profile\\_share&igshid=19exxbnrwxii](https://instagram.com/bordentowncitynj?utm_source=ig_profile_share&igshid=19exxbnrwxii)

IMAGE: [CITY OF BORDENTOWN - WEBSITE LINK TO SUPPORT DOWNTOWN BORDENTOWN ASSOCIATION](#)

IMAGE: [DOWNTOWN BORDENTOWN ASSOCIATION WEBSITE SCREENSHOT](#)

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## Support Local Businesses

10 Points

**Program Summary:** Bordentown City has long recognized that a vibrant downtown with successful businesses is key to a stable and sustainable community. The city supports local businesses in a variety of ways, which are detailed in the attached narrative. This narrative describes partnerships and initiatives, and serves as our Qualitative Assessment for recent activities. We have also attached a Qualitative Assessment for a 2020 local grant program for local businesses; although the program was more than 12 months ago, we felt it important to include here to show support that was provided during the Covid-19 pandemic.

PDF: [ECONOMIC DEVELOPMENT ADVISORY COMMITTEE BROCHURE](#)

PDF: [ECONOMIC DEVELOPMENT ADVISORY COMMITTEE SURVEY](#)

IMAGE: [MERCER - BURLINGTON COUNTY CHAMBER OF COMMERCE EVENT](#)

PDF: [SOUTH JERSEY CHAMBER OF COMMERCE EVENT - BORDENTOWN CITY MAYOR ON PANEL](#)

WORD: [SUPPORT LOCAL BUSINESSES - DETAILED NARRATIVE AND QUALITATIVE ASSESSMENT](#)

WORD: [QUALITATIVE ASSESSMENT - LOCAL BUSINESS GRANT PROGRAM](#)

## Natural Resources

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### Natural Resource Inventory

20 Points

 Bronze Priority  Silver Priority

**Program Summary:** The Bordentown City Environmental Resource Inventory (ERI) was first completed by volunteers in 2006. At that time, it was used as the basis for the 2007 Bordentown City Conservation Element of the Master Plan. In 2020, a group of Environmental Commission members formed a subcommittee to review and update the ERI, carefully reviewing each section, and adding new/updated information throughout the document. The ERI was finalized in July 2022 and forwarded to the Planning Board for adoption. The ERI was adopted by the Planning Board on August 1, 2022. A copy of the ERI can be found at: <https://ecode360.com/BO1079/document/673199940.pdf> We have attached a letter from the Planning Board Secretary confirming that the ERI was adopted into the Master Plan. The attached memo describes how the ERI will be kept up to date.

PDF: [PLANNING BOARD AGENDA AUGUST 1, 2022](#)

WORD: [MEMO RE: PROCESS FOR UPDATING ENVIRONMENTAL RESOURCE INVENTORY](#)

PDF: [LETTER CONFIRMING ERI ADOPTED](#)

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## Environmental Commission

10 Points

**Program Summary:** Bordentown City's Environmental Commission (BCEC) has operated continuously since its establishment in 2002. The BCEC is comprised of volunteers who are residents of Bordentown City and are appointed by the Mayor. The BCEC serves as an advisory board to the Planning Board and governing body with focus on environmental issues and opportunities. The Commission informs elected officials and the public, serves on committees, researches issues, develops educational programs, and advocates for sound environmental policies. The BCEC is able to form subcommittees run by non-appointed volunteers to pursue issues of local importance as they relate to the environment, arts, history and culture. Presently, under the BCEC umbrella is the Green Team which facilitates the City's participation in the Sustainable Jersey Program, the Creative Team whose mission is to create shared culture through community and develop a creative assets inventory, and a subcommittee to update the City's Environmental Resource Inventory. Current local issues that directly impact Bordentown City and neighboring communities include - invasive species, creating and maintaining pollinator habitat, recycling and energy conservation, environmental education, and local planning documents. The BCEC website, <https://bcec.cityofbordentown.com>, provides comprehensive information about BCEC activities, local issues, calendar of events, links to other websites, pictures and an extensive database of resourceful information.

**PDF:** [ORDINANCE CREATING BORDENTOWN CITY ENVIRONMENTAL COMMISSION](#)

**PDF:** [BORDENTOWN CITY ENVIRONMENTAL COMMISSION - CHAPTER 33](#)

**IMAGE:** [BCEC WEBSITE SCREENSHOT 2022](#)

**PDF:** [BORDENTOWN CITY ENVIRONMENTAL COMMISSION ANNUAL REPORT 2021](#)

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## Environmental Commission Site Plan Review

10 Points

**Program Summary:** For over a decade, Bordentown City's Mayor has been responsible for the appointment of a Planning Board member who also serves on the Bordentown City Environmental Commission (BCEC), and has the role of liaison between the two boards. This person attends both the City Planning Board and Environmental Commission meetings. The Planning Board meets every 1st Monday of the month and the BCEC meets every 2nd Wednesday of the month. The liaison reviews site plans that are received by the Planning Board, makes comments during the meeting in support the BCEC mission, and shares a summary of planning board actions with the environmental commission. This process remains unchanged and the 2019 letter from the Mayor has been left in place a supporting documentation. The BCEC meeting agenda always includes time for the Planning Board report and allows the liaison to advise the BCEC of Planning Board activities. We have attached an example of the BCEC agenda and meeting minutes. Bordentown City is a one square mile town with limited parcels of land zoned for commercial or industrial use that are not already developed. That being said, the Planning Board reviews a limited number of site plans in a given year. At the June 2022 Environmental Commission meeting, it was decided that it would be beneficial to convene monthly work meetings, comprised of a small group of Environmental Commission members, to assist with site plan review and draft comments consistent with the Environmental Commission's mission. The primary goal is to address issues that directly impact the environmental welfare and sustainability of the City. A small committee of Environmental Commission members, including the Planning Board liaison, met in late July 2022 to review two proposals scheduled for the August 1 Planning Board meeting. One was a small development proposal of a garage/workshop at a single-family home; the other was a draft proposal to expand trailer parking and a new access road at one of the few industrial sites located in the city. The BCEC's comments (attached) were forwarded to the Planning Board Chairperson and Secretary, and read aloud at the meeting. Typically, roadway/sidewalk projects that are done in the City are handled by the governing body and City engineer. Plans are not typically shared with the Planning Board or BCEC. However, since 2017 elected officials have increased transparency and community involvement by scheduling public meetings to discuss roadway projects in the conceptual stage and after preliminary design plans have been prepared. For the 2021 resurfacing of Oliver Street and 2022 resurfacing of Union Street, members of the BCEC and local residents have met with the Deputy Mayor and City Engineer urge them to incorporate sustainable design in the plans for both projects. They called for things like adequate space for street trees, and green infrastructure to manage stormwater.

**PDF:** [BORDENTOWN CITY ECODE - PLANNING BOARD MEMBERS](#)

**WORD:** [BORDENTOWN CITY ECODE - ENVIRONMENTAL COMMISSION SITE PLAN REVIEW](#)

**WORD:** [BCEC COMMENTS ON DEVELOPMENT PROPOSAL FOR AUG 1 2022 PLANNING BOARD MEETING](#)

**PDF:** [ENVIRONMENTAL COMMISSION SITE PLAN REVIEW LETTER](#)

**WORD:** [BCEC CHECKLIST FOR SITE PLAN REVIEW](#)

**PDF:** [BCEC AGENDA AND MINUTES MAY 2022 AND MINUTES JUNE 2022](#)

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## Water Conservation Education Program

10 Points

**Program Summary:** The Bordentown City Environmental Commission has hosted Rain Barrel Workshops every year beginning in 2012 through 2019. The target audience has included all Bordentown City residents, a town of nearly 4,000 located in northern Burlington County, and over time expanded to neighboring communities such as Bordentown Township and Fieldsboro. The workshops are always open to all NJ residents who wish to attend. The program targets outdoor water use and conservation, especially in residential areas and other areas where outdoor water use is habitual. Rain Barrel Workshop attendees are educated about water pollution via storm water runoff and then provided with the materials and instructions needed to assemble their own 55-gallon rain water collection device. The attendees were also instructed on how to install their completed rain barrels at their homes. The "rain barrel" is installed underneath of a downspout, typically on the side or rear of a home, which has been retrofitted to direct stormwater into the top of the barrel. This rain water can be safely used to water plants, for example. Rain barrels facilitate "water recycling" and will reduce household demand for city or well water during dry periods if used properly. The 2013, 2014, 2016, 2018 and 2019 workshops were led by Mike Haberland of Rutgers Cooperative Extension. In 2015 and 2017, the workshops were led by our Watershed Ambassador. Information was presented via a PowerPoint slideshow at the Carslake Community Center

in Bordentown City. All of the workshops sponsored by the Rutgers Cooperative Extension and the Bordentown City Environmental Commission cost attendees \$45.00 per barrel, paid directly to Rutgers. No costs to Bordentown City were incurred. Additional information can be found at: [http://www.water.rutgers.edu/Stormwater\\_Management/rainbarrels.html#home](http://www.water.rutgers.edu/Stormwater_Management/rainbarrels.html#home) Although advertising varied slightly from year to year, in general flyers describing the program, cost to participants, and registration information were distributed to the Bordentown City Environmental Commission email list, City email subscriber list, posted on the BCEC website, posted on Facebook, posted on the Rutgers Green Knight and NJBuzz websites, and flyers were physically posted in public locations such as the library, local businesses and restaurants, and handed out at events like Earth Day.

**PDF:** [RAIN BARREL WORKSHOP 2018](#)

**PDF:** [RAIN BARREL WORKSHOP 2019](#)

**IMAGE:** [RAIN BARREL WORKSHOP - EARTH DAY 2019](#)

**PDF:** [RUTGERS RAIN BARREL WORKSHOP PRESENTATION](#)

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## Community Forestry Management Plan & NJUCF Accreditation

20 Points

**Program Summary:** The Bordentown City Shade Tree Committee is comprised of volunteers appointed by the Mayor. Committee members, assisted by additional community volunteers, ensure annual tree planting, as well as maintenance of street trees and trees located on municipal property. The City is proud to celebrate 23 years as a Tree City USA recipient. Approval of Bordentown City's current Community Forestry Management Plan has been extended to 2026. The CFMP is attached as supporting documentation. Bordentown City was approved for NJ Urban Community Forestry Accreditation in 2019, 2020 and 2021. The Shade Tree Commission engages volunteers of all ages to assist with the annual Arbor Day Tree planting events, and nine new trees were planted in 2022. Additional street tree plantings were completed by contract. Shade Tree Committee members attend conferences and seminars to stay up to date on issues affecting trees, ensuring best practices and the values that trees contribute to the well-being of the community.

**PDF:** [BORDENTOWN CITY NJ URBAN COMMUNITY FORESTRY ACCREDITATION 2021](#)

**PDF:** [BORDENTOWN CITY COMMUNITY FORESTRY MANAGEMENT PLAN](#)

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## Tree Maintenance Programs

10 Points

**Program Summary:** The Bordentown City Shade Tree Committee (BCSTC) monitors the City's street trees and also receives input from City residents. The BCSTC prioritizes the trees that need to be removed or pruned, and assesses based on their annual budget from the City. Each tree is evaluated individually based upon safety and liability issues. In 2021, seventeen trees were planted, fifteen were pruned, and 12 were removed. Most tree planting is completed by volunteers, with assistance from the Department of Public Works. In 2021, approximately 25 volunteers assisted with the planting. For tree removal and maintenance, the BCSTC creates the bids, supervises the work by contractors, and inspects the final work for approval. Problem trees are removed and stumps ground. Pruning is done selectively as warranted. In 2021, the cost of tree planting was \$3,303; removals were \$4,550; and maintenance was \$5,930. NOTE: All Tree removals and maintenance are contracted and paid from the Bordentown City budget. City Public Works does not engage in tree maintenance program.

**PDF:** [BORDENTOWN CITY SHADE TREE COMMITTEE ANNUAL REPORT 2021](#)

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## Tree Planting Programs

10 Points

**Program Summary:** The Bordentown City Shade Tree Committee has organized and planned an Arbor Day Tree Planting every year since 2004. The 2018 and 2019 Tree Planting utilized volunteers from the community to plant 14 trees in 2018 and 10 trees in 2019. Photos are attached. Funding for the annual tree planting comes out of the Shade Tree Committee's annual budget. In 2018 expenses were approximately \$2,463, including purchase of trees, stakes and wire, mulch, and delivery of trees. The post-planting maintenance program (1-3 years) involves: New trees are monitored by Shade Tree members on quarterly basis. Public Works waters the trees periodically during the course of the first year, and as needed thereafter. Support stakes are removed after one year by Shade Tree members. Minor pruning is carried out as needed during first 1-3 years by Shade Tree members. The Bordentown City Shade Tree Committee's Annual Report and 2018 Updates and Activities summary are attached as supporting documentation.

**PDF:** [BORDENTOWN CITY SHADE TREE COMMITTEE ANNUAL REPORT 2018](#)

**PDF:** [2018 BORDENTOWN CITY SHADE TREE COMMITTEE UPDATES AND ACTIVITIES](#)

**PDF:** [TREE PLANTING PHOTOS 2018](#)

## Operations & Maintenance

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### Adopt a Green Purchasing Policy by Resolution \*Retires 12/31/23\*

5 Points



**Program Summary:** A Green Purchasing Policy was adopted by the governing body on May 9, 2022. A copy of the policy, resolution and a memo distributing the to the appropriate committees and departments are attached.

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

**PDF:** [MEMO DISTRIBUTING GREEN PURCHASING POLICY](#)

**PDF:** [GREEN PURCHASING POLICY](#)

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## Green Grounds & Maintenance Policy

10 Points

**Program Summary:** For more than a decade or longer, Bordentown City has tended towards green grounds and maintenance practices. As described in previous submissions, the City uses no pesticides or fertilizers in its landscaped areas or sports fields. The City limits supplemental irrigation to one baseball field, and planters along Farnsworth Avenue are watered carefully from a truck-mounted water tank as needed. However, in order to broaden its green grounds and maintenance policies and practices, the Bordentown City governing body approved a Green Grounds and Maintenance Policy on June 10, 2013 and reaffirmed it on February 11, 2019 and August 8, 2022. The policy includes Efficient Landscape Design; Minimize Water Consumption; Recycled Materials and Composting; and Integrated Pest Management. The Green Grounds and Maintenance policy adopted August 8, 2022 is attached. A copy of the policy can be found at <https://ecode360.com/BO1079/documents/Resolutions>. Scroll down to Resolution #2022-118.

**PDF:** [GREEN GROUNDS AND MAINTENANCE POLICY ADOPTED BY RESOLUTION 2022](#)

**WORD:** [MEMO DISTRIBUTING GREEN GROUNDS AND MAINTENANCE POLICY](#)

**IMAGE:** [GREEN GROUNDS AND MAINTENANCE POLICY ADOPTED BY RESOLUTION 2022 -WEBSITE SCREENSHOT](#)

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## Integrated Pest Management \*Retires 12/31/23\*

10 Points

**Program Summary:** Bordentown City's approach to pest management remains much the same previously reported. The Bordentown City Commissioners originally adopted a Green Grounds and Maintenance Policy on June 10, 2013. They reaffirmed their support and establishment of green policies and practices by re-adopting Resolution 2019-32 on February 11, 2019, and Resolution 22-118 on August 8, 2022. Through this policy, the City has committed to take a variety of actions to "green" its landscaping practices, and in some cases, continue green practices that are already in place. Bordentown City Public Works department generally does not use pesticides to manage insects, plant disease or weeds in parks or landscaped area. There is one exception to this practice, for Gilder Field, which is the City's main baseball field. This facility is treated, in accordance with all applicable regulations, with nitrogen fertilizer and crabgrass control. While in the past poison ivy growing along a fence at the Carslake Community Center/Gilder Field Complex was treated with herbicides, that practice has been replaced with a vinegar, salt, and dish soap mixture. Mr. Robert Erickson, Director of Public Works, also noted that the City has weekly pick up of vegetative waste from City residents. This enables residents to control pests by mechanical means, rather than reliance on pesticides to do so. There are several landscaped areas in the City that especially thrive without the addition of fertilizers or use of pesticides- (1) Native Plant Demonstration Garden, located behind the local library and installed in about 2010, it continues to thrive despite very limited care and is an excellent example of how native plants are a good choice for "green" landscaping; (2) Butterfly Garden located in Lime Kiln Alley Park that was installed in the spring of 2013 and is not treated with pesticides or fertilizer because the City anticipates that this garden will flourish with beautiful flowers and grasses with minimal care; (3) Since the City's last report, the Environmental Commission completed a habitat restoration project at the entrance to Hilltop Park. Bordentown City is able to maintain aesthetically pleasing grounds without use of pesticides or fertilizers. However, there are some locations in the City where this strategy presents challenges, as weed species quickly become established, and it's very difficult to manage invasive species, such as a knot weed without the use of herbicides. The environmental commission hopes to develop a strategy to better manage these situations in the future.

**PDF:** [LETTER FROM DPW CONFIRMING INTEGRATED PEST MANAGEMENT](#)

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## Minimize Water Consumption \*Retires 12/31/23\*

10 Points

**Program Summary:** The Bordentown City governing body reaffirmed a Green Grounds and Maintenance Policy in 2019 and upon a three-year review, it was reaffirmed on August 8, 2022. Through this policy, the City has continued its "green" landscaping practices into 2022. The City maintains water-wise landscaped areas in the City - (1) Native Plant Demonstration Garden, located behind the local library that is a great example of how native plants are a good choice to avoid the need for irrigation, (2) Butterfly Garden and Meadow located in Lime Kiln Alley Park, both flourishing with flowers and grasses without the need for irrigation of any kind, (3) Gilder Field baseball field is watered using a manual zoned "big gun" sprinkler system that enables watering to be directed to specific parts of the field versus the entire field, (4) Hilltop & Farnsworth Avenue native plant garden planted in 2021 for beautification of the adjacent park and walkable roadway that needs no irrigation appurtenances. In addition to water-wise landscaping, there are seasonal flower boxes and hanging baskets along the main street planted and watered during the spring and summer months. The Bordentown City Public Works Department manages water usage for these seasonal plantings in a very conscientious manner by effectively managing water usage for these plantings by following a watering schedule (Monday, Wednesday, Friday) that is modified when the plantings soil are moist from rain. The Public Works truck carries a 200-gallon water tank used to water the planters; one tank can cover two rounds of watering. A City maintained water line was installed in 2018 for the Community Garden to aid in a more effective means of controlling the use of water by garden plot owners in place of a water tank. The Bordentown City owned, and managed water utility provides Bordentown City, Bordentown Township and Fieldsboro with quality water annually. The City licensed operator and water utility employees monitor the water system for possible leaks and schedules repairs to be completed as quickly possible once detected. A rotating schedule each week has an employee on call 24/7 to respond to any reports of possible water service or

water main leaks to initiate repairs immediately if necessary. When repairs are severe that it requires more staff than the water utility employs, a larger company is on call for the City to assist which reduces not only the time residents are without water but completes the repairs quickly and efficiently to reduce the loss of water created by the water system leak. The City has applied to and been approved by the NJ Water Infrastructure Bank for a low interest loan to purchase and replace the existing water meters in every household and commercial business serviced by the Bordentown City Water Utility. These new meters will allow for easier leak detection by the homeowner/business owner to be reported to the Water Utility as well as enable the Water Utility employees to monitor areas throughout the water system on a daily, weekly, monthly, quarterly, etc. basis for early detection of a leak within the system; preventive measures to reduce the loss of water and improve the conservation of water by the utility. The removal and installation program for these new meters is slated to begin in the spring of 2023 once bids have been advertised and a contract awarded.

**IMAGE:** [200 GALLON WATER TRUCK ON CITY PUBLIC WORKS TRUCK](#)

**PDF:** [LETTER FROM DPW CONFIRMING WATER USE IS MINIMIZED](#)

**PDF:** [GREEN GROUNDS AND MAINTENANCE POLICY ADOPTED BY RESOLUTION 2022](#)

**WORD:** [LIME KILN ALLEY PARK AND HILLTOP PARK NATIVE PLANT GARDEN PHOTOS](#)

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## Public Information & Engagement

### Municipal Communications Strategy

10 Points

**Program Summary:** Bordentown City has improved its communication strategies since the last certification in 2019. While the City website remains the primary source of information for contact information, meeting schedules and agenda, municipal finance documents and other public documents, the City has added landing pages more specific to developments and topics that closely affect its residents as well as a landing page where all development plans, construction projects and plans, etc. can be accessed by the public. Landing pages are dedicated to the City's Master Plan update, Cannabis Licensing, etc. The City has developed an email mailing list that now reaches approximately 1,041 residents; email notifications are sent regularly regarding events, meetings, updates, construction projects, etc. The Mayor is administrator of the newly created official City of Bordentown Facebook page that residents can join; postings are done on a daily basis about meetings, construction, street sweeper operations, water leaks, events, etc. A newsletter is also utilized and emailed to residents containing not only City information but also information about programs that can help residents with payment of utility bills, rental assistance, mortgage assistance, etc. all as a result of Covid 19 pandemic. We have attached the required checklist; "Then" refers to when we last certified in 2019; "now" refers to 2022 communication strategies. City Website: <https://cityofbordentown.com/> Master Plan Landing Page: <https://cityofbordentown.com/june-18-2021-revised-bordentown-city-comprehensive-master-plan/> Cannabis Licensing and Information: <https://cityofbordentown.com/implement-provisions-of-the-new-jersey-cannabis-regulatory-enforcement-assistance-and-marketplace-modernization-act/> Streetscape and Parking Plan: <https://cityofbordentown.com/bordentown-city-streetscape-and-parking-plan/> Developments and Projects: [https://ecode360.com/BO1079/documents/Comprehensive\\_Plans/](https://ecode360.com/BO1079/documents/Comprehensive_Plans/)

**WORD:** [MUNICIPAL COMMUNICATION STRATEGIES CHECKLIST](#)

**PDF:** [SAMPLE NEWSLETTER](#)

**PDF:** [NIXLE SIGN UP](#)

**PDF:** [SAMPLE EBLAST](#)

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### Improve Public Engagement in Municipal Government

15 Points

**Program Summary:** The governing body of Bordentown City has taken strides in making public meetings more inviting, inclusive, and open for public discussion. One of their main goals is to ensure transparency in government. Commissioners are quick to offer their personal phone numbers and email addresses to engage in conversation with community members, they welcome public comment to engage in discussion about things that excite or concern folks, and they address residents in a friendly way that makes government more approachable. Community members may sign up for email alerts, which provide timely information such as changes to public meetings (<https://cityofbordentown.com/receive-alerts-city/>). The city's website now provides a wealth of information, including links to current and priority topics on the home page. The website also includes information about what committees exist in town, their roles, contact information, how one can become a member, times/places for meetings, etc. Residents may now attend commission meetings via a Zoom Platform as well as in person. In addition to regular meetings, the commissioners have hosted public information sessions and invited residents to participate in surveys in an effort to guide the city's actions on a variety of topics. The attached checklist provides additional detail. Note that website links are underlined accessible from the checklist text.

**PDF:** [SAMPLE MEETING AGENDA](#)

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

**IMAGE:** [NEWSLETTER](#)

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### Improve Public Engagement in Planning and Zoning

10 Points

**Program Summary:** In an effort to improve public engagement in planning and zoning, the City of Bordentown has: Posted an annual list of meetings on the City's website; agendas are posted the Friday prior to the meeting; minutes are now available on the City's website. The

topics to be covered at each meeting are clearly and concisely listed on the agenda. During meetings, the Planning Board Chair or the attorney carefully explain procedural requirements and the purpose of each action. The rules for citizen input are described on the City's website. They are also explained at each meeting so that the public understands when they can make comments during a public hearing, and when they can make general comments not related to an item on the agenda. The City has posted digital copies of items such as the Master Plan, natural resource inventory, Community Asset Map, and tax maps and many other documents of interest on the City website. Relevant municipal codes and ordinances posted in an online searchable database. The Planning Board collected public input during the Master Plan reviewing process through an online survey. A screenshot of a social media post (by the Planning Board Chairperson) inviting residents to take the survey is attached.

**IMAGE:** [IMPROVE PUBLIC ENGAGEMENT IN MUNICIPAL GOVERNMENT SUPPORTING DOCUMENTATION](#)

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

**PDF:** [SCREENSHOT OF CITY WEBSITE FOR PLANNING AND ZONING](#)

**IMAGE:** [INVITATION TO MASTER PLAN SURVEY - SCREEN SHOT](#)

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## Online Municipal Public Service Systems

10 Points

**Program Summary:** The City Clerk has worked hard with our website developer to add several functionalities to the City website that allow members of the community to easily find ways to pay bills, obtain information on how to obtain licenses and permits, and get email alerts to stay up to date. The website now has a "Report a Problem" tab at the top of the homepage. We anticipate that this addition will provide a good communication tool for residents.

**WORD:** [ONLINE MUNICIPAL PUBLIC SERVICES CHECKLIST](#)

**IMAGE:** [CITY OF BORDENTOWN WEBSITE - REPORT A PROBLEM SCREENSHOT](#)

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## Digitizing Public Information

10 Points

**Program Summary:** The Bordentown City Clerk does an outstanding job of maintaining the City's website, keeping it up to date and adding pertinent information as it becomes relevant. The website now includes: a links to the City's Facebook page; email and phone contact information for all governing body members, key municipal staff/departments, and all local emergency services; public meeting dates, times, locations; agendas and minutes of all public meetings of the governing body and appointed boards which are required to keep minutes; a list of municipal boards and commissions, their members & term expiration dates; non-emergency public services to the town; links to recreational organizations (Bordentown City does not have a Recreation Department); local school information including addresses and contact information; Open Public Records Act request form; RFPs, RFQs and vendor bid notifications for goods and services and construction projects over the municipal bid threshold. The City website also includes ordinances, resolutions, executive orders and administrative codes, and crime statistics are included in monthly commission meeting minutes. Digital copies of the City's tax maps can be accessed from the website in PDF format. Block and Lot information is searchable from the "Pay tax/water bill" button. We have attached the required checklist and other supporting documentation.

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

**PDF:** [SCREENSHOT CONTACT INFORMATION AREA SCHOOLS AND RECREATION ORGANIZATIONS](#)

## Sustainability & Climate Planning

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### Community Asset Mapping

10 Points

**Program Summary:** Through the mapping process, it has become more and more evident that Bordentown City is in need of community guides to serve as way-finders for both residents and visitors. Presently, the guides available cater to specific audiences, i.e. the Downtown Bordentown Association booklet highlights local shops, services, and restaurants and only ones that are members of the organization. There are no guides or resources that fully encompass all of the assets the community has to offer. Creating a database of all of the assets within our one square mile town would allow people to connect with existing businesses, organizations, schools, restaurants, studios, workshops, service industries, artists, trades people, historical sites, parks, open spaces, etc. Physical guides could be printed with this information and available to grab from City Hall, the RiverLine transit stop, local shops and restaurants, the library, the post office, etc. It could be made digitally available on the City website, Downtown Bordentown Association website, Bordentown City Environmental Commission website, and Bordentown City Green Team and Creative Team Facebook pages, among others. This wealth of information would not only be an asset to visitors, but it would have the ability to provide the community with insight on how future businesses and development should complement the existing fabric of the community. The Bordentown City Green Team is hopeful that the community asset mapping will build capacity for positive change in the community and influence future community visioning and land use planning decisions. Members of the Bordentown City Environmental Commission worked to convert the community assets information collected to a easy to use, web-based map. Here members of the community can find where the assets are location and see pictures, contact information, and short bios where available. This online presence allows for the map to be shared to a much larger audience, attract input, and provide outsiders some insider information. The map is also much easier to continuously update and maintain than a printed guide that becomes costly to update and reprint with each change. It is well understood that Community Asset Mapping is the first step in identifying the valued aspects of a community - what sets Bordentown City apart from anywhere else. The activity of gathering the information in various public and social media forums allows community members the

informal opportunity to discuss the community's needs, address community challenges, and be forward thinking. We are hopeful that this project will guide future community visioning and land use planning and inform visitors on all of the things the City has to offer. Future community engagement is key to build a more sustainable Bordentown City. On April 28, 2019, the Bordentown City Environmental Commission teamed up with the Creative Team to present the new Community Assets Map to the public and engage people in conversation about the project. People were very excited to see us taking the community map into the 21st century and making it much easier to interact with from the public standpoint. Together both teams were successful in furthering the collection of assets. It is evident that the Creative Assets Inventory is a crucial element to making the community map as all encompassing as it should be. We will present the map at the Street Fair in May 2019, the Green Fair in June 2019, and Farmers' Market from June-September. The goal is to make the map an interactive exhibit at all public events in town and use surveying tools to collect information that is helpful to describing the assets we include.

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

**PDF:** [BC COMMUNITY ASSET MAP 2019.03.25](#)

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

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## Waste Management

### Prescription Drug Safety & Disposal

10 Points

 Bronze Priority  Silver Priority

**Program Summary:** After having participated in the "Operation Take Back New Jersey" medicine disposal initiative in both 2014 & 2016 (program was not in effect in 2015), Bordentown City saw the ongoing need for collection of unused, unwanted, and expired medications. In August 2016, the Bordentown City Police Department became a permanent medication drop off facility after having a drop box ordered, delivered and installed per requirements of NJ Drug Enforcement Administration. The drop box is located at the Bordentown City Police Department at 324 Farnsworth Avenue, Bordentown, NJ 08505 and it can be accessed by the public 24 hours a day all year round (picture attached). The attached Project Medicine flyer is distributed at public events such as the Green Fair, Street Fair, and Cranberry Festival. The flyer is posted on the City website (<https://cityofbordentown.com/police-department-events/>), and displayed outside of City. Information about the Project Medicine Drop Box for Bordentown City is listed online by Burlington County (<http://www.co.burlington.nj.us/DocumentCenter/View/6295/Prescription-Medicine-Dropbox-Locations?bidId=>) and by NJ Consumer Affairs (<https://www.njconsumeraffairs.gov/meddrop/pages/locations.aspx#Burlington>). The Police Department set up a table at both the 2020 and 2021 Green Fairs to pass out program flyers and share information about the drop box. A smaller, portable drop box was on site at the 2021 Green Fair. The Police Chief provides the quarterly reports of drop box collection totals, which are read by the mayor during public Commissioner's meetings. A letter summarizing the collection process and weight of collected medication is attached.

**IMAGE:** [PHOTO OF DROP BOX AT POLICE STATION](#)

**IMAGE:** [PRESCRIPTION MEDICATION DROP BOX FLYER](#)

**PDF:** [LETTER FROM POLICE CHIEF W/ PRESCRIPTION MEDICATION COLLECTION INFORMATION](#)

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### Community Paper Shredding Day

5 Points

**Program Summary:** Since 2018 Bordentown City has partnered with Bordentown Township to host and cost-share community paper shredding events. These events are held twice a year, in the spring and fall, at the Township's public works yard from 9 am to noon. Bordentown City is represented by approximately four Environmental Commission or Green Team members to assist with the on-site event. We have listed below the dates (within the last 18 months) that Bordentown City participated, tonnage of paper shredded, and approximate number of households participating: 5/7/22: event postponed due to weather, will be held 7/9/22 10/2/21: 5,110 pounds, approximately 417 households 5/1/21: 4,300 pounds, approximately 275 households 9/26/20: 12,995 pounds, approximately 750 households 5/20/20: event cancelled due to Covid-19 The City promoted these events via email, flyers, and social media. The flyer for 2021 is attached as supporting documentation, along with guidelines that were distributed.

**IMAGE:** [COMMUNITY PAPER SHREDDING EVENT FLYER](#)

**IMAGE:** [COMMUNITY PAPER SHREDDING GUIDELINES FOR FALL 2020 EVENT](#)

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### Household Hazardous Waste

10 Points

**Program Summary:** The City of Bordentown Recycling Center is located at the Gilder Field Complex (207 Crosswicks Street) and is accessible to Bordentown City residents only (proof of residence required at time of drop off). It is free to use and open every Wednesday & Saturday from 8 AM-12PM. Bordentown City Public Works Department handles the day-to-day management of the facility and the City's Recycling Coordinator oversees the overall operation and reporting of what and how much recycled material is collected. At the Recycling Center there is a section set up to collect household hazardous waste, specifically used motor oil and household paint (oil-based and latex) and electronics; see the picture attached. Attached are the following supporting documents: - 2019-2021 DEP Tonnage Report - Burlington County/Bordentown City Recycling Brochure that is mailed to all residents in Bordentown City - Promotional handout card (unchanged from last SJ certification) that is distributed by the Environmental Commission at events throughout the year (in particular, Street Fair in May, Cranberry Festival in October, and the annual Green Fair) to educate residents about the Recycling Depot accepting household hazardous waste - Recycling Depot brochure (unchanged from last SJ certification) that is distributed at the events listed above.

PDF: [2019-2021 BORDENTOWN CITY RECYCLING TONNAGE REPORTS](#)  
PDF: [2022-2023 BORDENTOWN CITY RECYCLING FLYER](#)  
IMAGE: [BORDENTOWN CITY RECYCLING DEPOT INFO FOR RESIDENTS](#)  
PDF: [RECYCLING DEPOT INFO CARD](#)  
WORD: [PHOTOS HOUSEHOLD HAZARDOUS WASTE COLLECTION](#)

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## Non-Mandated Materials Recycling

10 Points

**Program Summary:** A list of materials that are mandated for recycling in Burlington County, NJ can be found in the County's Solid Waste District Plan 2009. This list was used to determine which non-mandated materials are collected at the Bordentown City Recycling Depot. An excerpt of Plan is attached, specifically Table 10-2, listing mandated materials. The Bordentown City Environmental Commission (BCEC) and Green Team have developed a tri-fold brochure with comprehensive recycling information about materials that are mandated by Burlington County, as well as recycling/reuse opportunities for non-mandated materials. The brochure was recently updated and describes materials that are collected curb-side by Burlington County, materials that are collected at the Bordentown City Recycling Depot, and other recycling/reuse avenues for items such as ink cartridges, durable medical goods, magazines and books. The brochure is given out at public events like the Green Fair, Street Fair, and Cranberry Festival as well as Earth Talks hosted by the BCEC and Green Team. Bordentown City collects several non-mandated materials at the Recycling Depot, including paint, concrete, bricks, asphalt and wood. The City's 2019-2021 tonnage report is attached, showing the amounts of these non-mandated materials that were collected during that timeframe.

PDF: [2019-2021 BORDENTOWN CITY RECYCLING TONNAGE REPORTS](#)  
PDF: [BORDENTOWN CITY RECYCLING RESOURCE GUIDE 2022](#)  
WORD: [PHOTOS OF NON-MANDATED MATERIALS COLLECTION](#)  
PDF: [MANDATED RECYCLING MATERIALS IN BURLINGTON COUNTY, NJ](#)

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## Recycling Depot

10 Points

**Program Summary:** As previously reported, the City of Bordentown Recycling Center is located at the Gilder Field Complex (207 Crosswicks Street) and is accessible to Bordentown City residents only (proof of residence required at time of drop off). It is free to use and open every Wednesday & Saturday from 7AM-12PM (fee items are listed on signage but to date, no fees have been charged). Bordentown City Public Works Department handles the day to day management of the facility and the City's Recycling Coordinator oversees the overall operation and reporting of what and how much recycled material is collected. Accepted materials include cans, bottles, paper/cardboard, leaves, branches and stumps, appliances, household hazardous waste products (motor oil and paint), used computer equipment (Goodwill Industries container) and scrap metal (all metal must be separated from trash). No commercial contractors are permitted. Materials collected at the Recycling Center in the past year include: - Paper/Cardboard/Bottles/Aluminum and steel containers/plastic containers - Iron - Concrete - Scrap Metal - Appliances - Antifreeze - Tires - Gas Propane Tanks - Oil - Batteries - Paint - Brush/tree parts/stumps - Computers / Computer Equipment - Wood scraps Estimated number of City residents that used the Recycling Center in the past year: 3,000+ The City's 2019-2021 recycling tonnage reports are attached as supporting documentation. The tonnage figures reflect materials collected curbside by Burlington County as well as materials collected at the Recycling Center. While separate tonnage figures are not available for glass, metals and paper, the figures for all other materials reflect what is collected at the Recycling Center and recycled directly by Bordentown City. The used computer equipment pick-up has been ongoing from 2010 through present, and the full size trailer fills very quickly after it is emptied. Bordentown City has a Recycling Resource Guide for residents, showing what the Recycling Center collects and where residents can locally recycle dozens of other items that the City's Recycle center cannot accept. Finally, to ensure that all residents are aware of this convenient recycling option, at the start of the new year a flyer is sent by mail to every resident with what can and can't be recycled and a calendar for County recycling pick up. On the City website the Recycling Coordinator has provided information on the Recycle Coach App (<https://cityofbordentown.com/recycling/>), which is a convenient service that helps residents know what they can and can't recycle, where to dispose of certain things in their home, and keep track of their recycling pick up schedule. In addition, the Environmental Commission shares information about the recycling depot (hours and materials accepted) at events throughout the year. In order to further facilitate the collection of certain designated recyclable materials, Burlington County established a regional Curbside Pickup Program for recyclables. Bordentown City provides residents with a recycle container funded by the County and these containers are picked up twice a month at minimum by the County.

PDF: [2022 BORDENTOWN CITY RECYCLING FLYER](#)  
PDF: [2019-2021 BORDENTOWN CITY RECYCLING TONNAGE REPORTS](#)  
PDF: [BORDENTOWN ENVIRONMENTAL COMMISSION RECYCLING TIPS](#)  
IMAGE: [BORDENTOWN CITY ENVIRONMENTAL COMMISSION RECYCLING FLYER](#)  
IMAGE: [RECYCLING DEPOT SIGN](#)

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## Backyard Composting Program

5 Points

**Program Summary:** The Bordentown City Environmental Commission (BCEC) supports backyard composting by providing educational information to residents throughout the year; by hosting a free raffle for a composter at the Cranberry Festival held in Bordentown City every October; and by hosting periodic composting workshops. In 2022, an additional composter was raffled at the Green Fair. Informational handouts are on display and made available at most of the events where BCEC members have a table. Our motto is "A Rind is a Terrible Thing to Waste," see attached poster and typical information display, as well as one of the eco-reminder signs that is posted annually at the Green

Fair. Finally, a backyard information sheet can be found on the Environmental Commission website at <https://bcec.cityofbordentown.com/local-info/>. In addition to providing composters and general information to residents, the BCEC held a Backyard Composting workshop on June 25, 2022. Ms. Virginia Lamb of Groundwork, Inc. was retained for the presentation. The event was advertised by social media and mass email (800+ people). While only six people attended the workshop, and the small group allowed for a very detailed discussion during the question-and-answer portion of the presentation. In a one square mile City where there are very small backyards and homes are close to one another, a big concern for many residents has been potential odor and rodent problems. Ms. Lamb discussed the best way to manage backyard composting in a community like Bordentown City, and provided attendees with tips on how to compost the correct way to avoid those issues. More information about Ms. Lamb can be found at her website, <https://www.groundworkec.com/>. We estimate that approximately 250 of the City's residents currently reap the benefits of backyard composting, and many more people are interested. It appears that the cost of purchasing a composter deters people from getting started; we are trying to overcome this issue with the free composters that are distributed by the Environmental Commission. We have also attached educational materials that were used or distributed at the September 2017 Composting workshop that the Green Team held in partnership with the Bordentown Branch of the Burlington County Library. While not within the time frame for this application, the power point presentation and resources may be of value to other communities.

**PDF:** [BACKYARD COMPOSTING SOCIAL MEDIA POST](#)

**WORD:** [BACKYARD COMPOSTING - TYPICAL INFORMATION DISPLAY](#)

**POWERPOINT:** [BACKYARD COMPOSTING POWERPOINT PRESENTATION](#)

**PDF:** [BACKYARD COMPOSTING - INFORMATION FROM RUTGERS](#)

**IMAGE:** [GREEN FAIR - COMPOST REMINDER SIGN](#)

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## Grass - Cut It and Leave It Program

5 Points

**Program Summary:** Since 2013 the Green Team has distributed an educational brochure entitled, "Grass Cut It and Leave It" at the annual Green Fair and other public events such as the Street Fair and Cranberry Festival. This older flyer remains attached as supporting documentation. This year, information about this topic was more broadly distributed on Bordentown City's official social media page, and as a pop-up box on the Environmental Commission's website,. The pop-up box links to a new information sheet that is also attached as supporting documentation. We have attached the graphic that was posted on Bordentown City's social media page, reminding residents to leave grass clippings on their lawn. The link to the BCEC website is <https://bcec.cityofbordentown.com/>. We recently observed that there is conflicting signage at the city recycling depot, indicating that grass clippings should go in trash, since grass clippings can't be mixed with other vegetative waste. While the city has a strong "cut it and leave it program" despite this signage, in the future we would like to improve instructions to residents via signs at the recycling depot..

**PDF:** [GRASS - CUT IT AND LEAVE IT PROGRAM DOCUMENTATION](#)

**PDF:** [GRASS CUT IT AND LEAVE IT SOCIAL MEDIA POST](#)

**PDF:** [GRASS CUT IT AND LEAVE IT INFORMATION SHEET](#)

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## Materials Reuse Program

10 Points

**Program Summary:** In an effort to promote materials reuse, the Bordentown City Environmental Commission, Department of Public Works, Police, and administrative staff work together to host an annual Citywide Yard Sale the first Saturday in June. Residents are encouraged to gather their unwanted household items and let other people give them a new home. The mission is to be green, re-repurpose, re-use, re-cycle! More than just a yard sale, this is a community event that gives neighbors an opportunity to meet and socialize; nonprofit organizations, such as Kiwanis, raise money for a good cause; and young entrepreneurs learn business skills by selling lemonade and home baked cookies. The influx of visitors supports the local downtown, as people walk through the main business area. We have found that a simple yard sale day has a multitude of benefits for the community. The Citywide Yardsale has been held every year since 2009, with the exception of 2020 due to the Covid-19 pandemic. Staff from the Bordentown City Public Works Department assist by hanging the banner shown in the attached photo, which advertises the yard sale several weeks in advance. The event is posted on the BCEC website at: <https://bcec.cityofbordentown.com/events/bordentown-citywide-yard-sale/2022-06-04/>. Finally, we have attached the City's social media post promoting the yard sale. We estimate that approximately 200 - 300 households participate in the sales, and well over 1,000 people patronize the yard sale. In addition, the Environmental Commission partnered with Bordentown Township and local scout troops in a second materials reuse program. The scout troops collected used sports equipment of all kinds, and then the equipment was offered at no cost to visitors at the Green Fair in June. Items included baseball bats and balls, basketballs, athletic footwear, soccer balls, lacrosse sticks and equipment bags. Approximately 500 people attended the fair. A photo and promotional flyer are attached as supporting documentation.

**IMAGE:** [CITYWIDE YARD SALE SOCIAL MEDIA POST](#)

**PDF:** [CITYWIDE YARD SALE TAPINBORDENTOWN ARTICLE](#)

**PDF:** [USED ATHLETIC EQUIPMENT SOCIAL MEDIA POST](#)

**IMAGE:** [SPORTS EQUIPMENT SWAP PHOTO](#)

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## Reusable Bag Education Program

5 Points

**Program Summary:** With a vibrant downtown business district full of shops and restaurants who are bagging up goods on a daily basis, Bordentown City recognizes there is a great opportunity to educate and inform the public about the harm of single use plastic bags. Prior to the NJ Bag Ban, the City used several avenues to promote the use of reusable bags. In prior years, monies have been allocated to the Clean Communities Coordinator and the Bordentown City Environmental Commission, and both have purchased reusable shopping bags that have

been provided to local businesses to share with patrons for free. Anticipating the NJ Bag Ban, the Clean Communities Coordinator took the lead and began promoting reusable bags at the annual Cranberry Festival in 2021; on the City's website; and via social media. The Clean Communities Coordinator also partnered with the Downtown Business Association with donations of reusable bags and eco-friendly take-out containers for shops and restaurants. Finally, residents were invited to pick up reusable bags at City Hall, up to five bags per household. Over 1,300 reusable bags have been distributed to date. The Bordentown Environmental Commission/Green Team has also offered support to "Project Bolsa". This project was initiated as a Girl Scout Bronze Award, with the goal of finding the solution to a challenge. The challenge that was chosen was "too many plastic bags in the world" and their solution was "make reusable bags by upcycling old t-shirts and turning them into shopping bags". Having already been awarded the Bronze Award, one of the Girl Scouts continues the original mission by making reusable bags and distributing them at local events. The Environmental Commission has hosted a tee shirt drive at each annual Green Fair, most recently 2021 and 2022. Project Bolsa's presence at the Green Fair and most weeks at the local farmers market has helped people obtain free, washable reusable bags. For the most part, bag care information has been shared verbally with each person as they receive the bag. Bags made by Project Bolsa, can be machine washed, since these reusable bags are made of either cotton or polyester. More recently, the City has been sharing reusable bag care information via social media, at the following link: <https://www.facebook.com/BordentownCity/posts/pfbid0uDw2Kk6ejpudT37WQt6kiouZSxsS6pAy9oVdBxPPhYu2iso4gW9yL1UH3nqLeXC2l>. The City hasn't added bag care information on a card with each bag, in an effort to avoid using paper, ink, and time resources.

**PDF:** [REUSABLE BAG PROMOTION FLYER AND PHOTO](#)

**PDF:** [REUSABLE BAG INFO AND DISTRIBUTION - SOCIAL MEDIA POST](#)

**WORD:** [REUSABLE BAG CARE INFO POST](#)