



Sustainable Jersey Certification Report

This is the Sustainable Jersey Certification Report of New Milford Boro, a Sustainable Jersey bronze certified applicant.

New Milford Boro was certified on October 20, 2021 with 190 points. Listed below is information regarding New Milford Boro's Sustainable Jersey efforts and materials associated with the applicant's certified actions.

Contact Information

The designated Sustainable Jersey contact for New Milford Boro is:

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Actions Implemented

Each approved action and supporting documentation for which New Milford Boro was approved for in 2021 appears below. Note: Standards for the actions below may have changed and the documentation listed may no longer satisfy requirements for that action. Additionally, points associated with actions prior to 2013 certifications may not be accurate.

Community Partnership & Outreach

Create Green Team

10 Points

 Bronze Required

Program Summary: New Milford's Borough appointed members for the new Green Team on July 27, 2020. The Green Team comprises people from various skill sets, professional and personal experience and personal interests. Apart from the core green team members, the team also has supporting members from different departments of the New Milford Borough namely, the Borough administration, New Milford Police Department, New Milford Planning Board etc. New Milford's different organizations like the Mayor and Council, Environmental and Energy commission, Shade Tree commission, Department of Public works, and many other private citizens are striving to improve the local environment. The Green team's goal is to bring together all of these efforts and contribute to the community of New Milford. The team is actively working towards New Milford's Sustainable Jersey Bronze certification. The Green team will continue to work on actions and pick up new activities which the community can benefit from and also help New Milford for future certifications and procuring future grant opportunities. Attachments: Resolution for Green Team appointments for 2020 Resolution for Green Team appointments for 2020 Green Team activities

PDF: [GREEN TEAM RESOLUTION - 2020](#)

PDF: [GREEN TEAM ACTIVITIES SUMMARY](#)

PDF: [GREEN TEAM RESOLUTION - 2021](#)

Energy

Energy Tracking and Management

20 Points

 Bronze Priority  Silver Priority

Program Summary: New Milford was one of the recipients of the 2021 Free Technical Assistance for Energy Initiatives program. As part of this program, New Milford created a sub-committee with members from the Borough Administration, Purchasing Department, Green team, Director of DPW, and the Council Liaison for the Green Team and Environmental Commission. As part of this Technical Assistance Program, the New Milford team underwent training on the benefits of tracking and monitoring Energy Consumption of the Municipal buildings by using the Energy Star Portfolio Manager(ESPM) New Milford manages an active account with ESPM. There was some initial delay in receiving the bulk energy data from the vendor, so for the June submission deadline, the team prepared an inventory of our municipal buildings including the age, square footage and hours of operation and ported all historical data to ESPM. To validate which meters belong to corresponding buildings, the buildings department provided photographs of actual meters from various buildings with meter numbers. The team made a new document mapping PSEG accounts with meter numbers to corresponding major buildings in the town. The team also reviewed the historical energy data and found that the third party ENGIE cost was not available, so at this point of time, energy cost analysis may not be accurate enough for comparison, however the energy utilization and SEP reports for these buildings are complete. Apart from ESPM, New Milford also manages an excel sheet to track current energy data for 2021. The SEP reports generated are also attached. For 2 buildings that were shared in June deadline, namely Police Department and Fire Department #2, the Green team plans to conduct more reviews with PSEG and ENGIE historical data. There are 5 major buildings Municipal building, Fire Department, Senior Center, Recreation Department and DPW buildings for which the SEP reports have been generated and attached. Attachments Include: 1. New Milford Running Energy Data 2021 2. New Milford Energy Meters Pics 3. New Milford Historical Energy Data 2019-2021 4. New Milford Statement of Energy Performance- SEP generated through ESPM

EXCEL: [NEW MILFORD ENERGY RUNNING DATA 2021](#)

PDF: [ENERGY METERS BUILDINGS PHOTOS](#)

EXCEL: [NEW MILFORD HISTORICAL ENERGY DATA JAN2019 FEB2021](#)

PDF: [NEW MILFORD STATEMENT OF ENERGY PERFORMANCE- SEP](#)

Building Healthier Communities

20 Points

Program Summary: The Borough of New Milford offers various programs and activities to build New Milford into a healthier community. There are many departments and committees in the Borough of New Milford that offer programs for youth, adults, employees and the entire community. With the pandemic and everything switching to online, the New Milford Public Library began offering various online classes even though the library was physically closed to visitors. The programs offered by the New Milford Library can be found here at <http://www.newmilford.njlibraries.org/adults/> and <http://www.newmilford.njlibraries.org/kids/>. The New Milford Recreation Department(<http://newmilfordrecreation.com/>) also offers programs for youth and adults. Most programs that were cancelled in the pandemic have resumed back in Spring 2021. The New Milford Mayor & Council has a commitment to overall health & wellness. Senior Citizen Advisory Board acts in an advisory capacity to the Senior Activity Center to promote the physical, emotional and economic well being of seniors and encourage their participation in all aspects of community life. Programs available to the seniors can be found here at https://www.newmilfordboro.com/site/cpage.asp?cpage_id=180058041&sec_id=180013952. The Stigma Free Committee(<https://www.facebook.com/nmnjstigmafree/>) and New Milford Municipal Alliance(<https://www.facebook.com/NMMunicipalAlliance/>) conduct awareness programs to make New Milford NJ a Stigma-Free Zone by sharing resources, training, and information on mental illness and emotional wellbeing. A copy of the Mayor's pledge of participation for 2020 is also attached. Attached checklist documents have details on the programs offered for youth, adult and Senior Age groups.

WORD: [CHECKLIST YOUTH](#)

WORD: [CHECKLIST COMMUNITY](#)

WORD: [CHECKLIST SENIORS](#)

PDF: [MAYORS PLEDGE OF PARTICIPATION](#)

Natural Resources

Environmental Commission

10 Points

Program Summary: The environmental and energy commission was established in 1987 by New Milford ordinance Ord. No. 87:9. The ordinance can be found at <https://ecode360.com/35552864>. The commission meets several times a year to discuss matters related to energy conservation, environmental protection, waste management, etc. The commission participates in National Night Out as part of its public outreach campaign. The commission is working closely with the Green Team helping to meet its goal of achieving Sustainable Jersey certification. Attachments Include: 1. EEC Creation Ordinance: 87:9 2. EEC Annual Report 2020

PDF: [EEC CREATION ORDINANCE: 87:9](#)

PDF: [EEC ANNUAL REPORT 2020](#)

Tree Protection Ordinance

10 Points

Program Summary: The Tree Protection Ordinance can be found at <https://ecode360.com/35554248?highlight=protect,protection,tree,trees&searchId=9377858073656380> This ordinance was passed in 2018(2018:22) sets guidelines for protecting trees during major construction

WORD: [TREE PROTECTION ORDINANCE 2018:22](#)

Community Forestry Management Plan and NJCUF Accreditation

20 Points

Program Summary: The Department of Public Works of New Milford and Shade Tree Committee together work for the preservation of existing borough trees and the replacement of trees lost through age and storms. The approved Community Forestry Management Plan for the Borough of New Milford is approved for 2019-2023. CORE Trained Community Representatives and CEU trainings are listed on the 2020 NJ Urban and Community Forestry Accreditation Status Report. Attachments Include: 1. NJCUF Annual Accomplishment Report 2. AAR 2020 Accreditation Status Report 3. Approved CFMP 2019

PDF: [NJCUF ANNUAL ACCOMPLISHMENT REPORT](#)

PDF: [AAR 2020 ACCREDITATION STATUS REPORT](#)

PDF: [APPROVED CFMP 2019](#)

Tree Planting Programs

10 Points

Program Summary: Annual tree planting is an ongoing activity in New Milford. Approximately 75 trees per year have been planted over the past five years. Continued effort will be placed on planting the right tree in the right place. Currently, only trees small enough to grow under utility lines are placed in these areas. Trees that are susceptible to known insect and disease issues, such as bacterial leaf scorch and the impending emerald ash borer, should be discouraged from future planting throughout the Borough. Educational packets on these topics, as well as proper planting technique and application of mulch, will be created and posted on the Borough website for public use. The Borough of New Milford continues to hold annual Arbor Day celebrations. The event is planned by Shade Tree Commission(STC), the Department of Public Works and the local elementary schools. It is an excellent way to educate the younger generation on the benefits of trees. A member of the STC dresses up in a tree costume at the local kindergarten. Typically, a tree planting occurs during the event. This year Arbor Day Tree Seedling Giveaway was conducted on 24 April, 2021 in partnership with new Milford Girl Scout Troop #5569. Additionally the Borough also provides Free Seedlings to its residents to help replant trees lost in our community. Attached information on the Tree Seedling Giveaway Event. The New Milford Public Works Department also partnered with NJWAP(New Jersey Watershed Ambassador Programs) to host a tree planting event on 17th April 2021 within the floodplain restoration properties. The Tree planting plan document has list and number of species that were planted and the locations of the tree planting programs. Attachments Include: 1. Tree Seedling Giveaway Program Flier 2. NM_Tree_Planting_Eventbrite 3. Tree Planting FB photos 4. Tree Planting Document has species and planting locations (Attachment A and Attachment B) 5. AAR 2020 with planting budget and expense report

IMAGE: [TREE SEEDLING GIVEAWAY PROGRAM FLIER](#)

PDF: [NM_TREE_PLANTING_EVENTBRITE](#)

IMAGE: [TREE PLANTING EVENT FB PHOTOS](#)

PDF: [TREE PLANTING DOCUMENT](#)

PDF: [AAR 2020 WITH PLANTING BUDGET AND EXPENSE REPORT](#)

Public Information & Engagement

Municipal Communications Strategy

10 Points

Program Summary: The Borough of New Milford continuously strives to improve its webpage design and contents with a main focus of being user friendly. The development of the webpage included inputs from all departments and committees to improve communication with the residents. Attached submission checklist highlighting major implementations part of this process. Additionally, the Green team members have reviewed all requirements and provided feedback from a public user point of view to the Borough Administration. Some of the items in the checklist are still in need of supporting documentation which will be provided before the next submission deadline. Attachments: 1. Submission Checklist

WORD: [MUNICIPAL COMMUNICATION STRATEGY CHECKLIST](#)

Online Municipal Public Service Systems

10 Points

Program Summary: With the pandemic in 2020, the Borough of New Milford improved the Borough Webpage to include most of its in-person operations to be made available online to facilitate the public to access information and service remotely. At this time residents can easily conduct routine business and interactions with the Borough of the New Milford's Webpage electronically, saving time and resources. The Borough of New Milford's online service request also called "Citizen Service Request" form allows residents and visitors to request service, submit complaints & compliments, or make comments regarding the Borough of New Milford. Additionally copies of all Administrator/Clerk forms are also available to public users electronically on the Borough Administrator Page in addition to OPRA requests which can be submitted electronically. The citizens also have the option to pay property taxes online and also sign up for to receive New Milford Tax Department Notifications. Attachments Include: 1. Submission Checklist - Online Municipal Public Service Systems 2. Promotional Materials

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

PDF: [PROMOTIONAL MATERIALS](#)

Waste Management

Prescription Drug Safety and Disposal

10 Points

 Bronze Priority  Silver Priority

Program Summary: New Milford has a designated prescription drug drop-off place, called the "Project Medicine Drop" which is located in the lobby of the New Milford Police Station located at address 930 River Road New Milford, NJ. The police station has a special container that allows residents to drop unwanted drugs and supplements for proper disposal. The New Milford Police Department (NMPD) does not count the number of prescriptions collected because that would be an invasion of privacy to our residents, instead the assigned police officer weighs the drugs at scheduled times. The drugs are then transferred to the Covanta Sustainable Solutions which approves the final proper disposal of the materials collected and reported. To promote "Project Medicine Drop", New Milford publishes the service to Borough's website on various pages. This project was a partnership between New Milford and NJ Consumer Affairs state which sponsored the activity. This project was initiated in 2018 and collected medicines have been safely disposed of since then. New Milford Police Department continuously educates the residents through their facebook page posts about the project medicine drop off and also shared information on "Deactivating Drugs programs like DeTerra" to residents during the Town-wide August Night Out conducted on Aug 3, 2021 this year. The Green team also handed over bookmarks with QR codes with information on Project Medicine Drop Off at the August Night out 2021 and also shared additional bookmarks with New Milford Public Library to distribute during circulation. Link to our municipal website. https://www.newmilfordboro.com/default.asp?sec_id=180013952 Link to NMPD website. https://www.newmilfordboro.com/default.asp?sec_id=180020267 Link to NJ Consumer Affairs Site <https://www.njconsumeraffairs.gov/meddrop/Pages/Locations.aspx> Link to New Milford Health Department <https://www.newmilfordboro.com/page/180013952/180057745/Health-Department#:~:text=Residents%20may%20drop%20off%20expired,Department%202024%20hours%20a%20day.&text=This%20program%20is%20offered%20at,at%202021%20D8> Attachments: 1. Latest Project Medicine Drop - Custody Log Sheet 2. PMD Destruction Summary from Covanta 3. Borough Webpage and New Milford Police Department Webpage screenshots 4. DeTerra Informational materials shared by NMPD during August Night Out 5. New Milford Police Department Facebook posts screenshots and other educational materials

PDF: [LATEST PROJECT MEDICINE DROP - CUSTODY LOG SHEET](#)

PDF: [BOROUGH WEBPAGE AND NEW MILFORD POLICE DEPARTMENT WEBPAGE SCREENSHOTS](#)

PDF: [DETERRA INFORMATIONAL MATERIALS SHARED BY NMPD DURING AUGUST NIGHT OUT](#)

PDF: [PMD DESTRUCTION SUMMARY FROM COVANTA](#)

PDF: [NEW MILFORD POLICE DEPARTMENT FACEBOOK POSTS SCREENSHOTS AND OTHER EDUCATIONAL MATERIALS](#)

Recycling and Waste Reduction Education and Compliance

20 Points

 Bronze Priority  Silver Priority

Program Summary: The Department of Public Works of New Milford encourages strong recycling policies for its residents. All information about Recycle and Waste Collection is shared with the residents through the Annual Calendars and the electronic copies of the same are available on the DPW Webpage on the Borough Website -> https://www.newmilfordboro.com/site/cpage.asp?cpage_id=180057738&sec_id=180013952. Additionally, the Recycling Center maintains an active Facebook page with regular updates and notifications, information and posts can be found here -> <https://www.facebook.com/NewMilfordRecycling> The Borough also provides recycle information on the recycling app called Recycle coach, instructions to download the app is available on the borough DPW webpage https://www.newmilfordboro.com/site/cpage.asp?cpage_id=180057738&sec_id=180013952. The Borough coordinated with the community public schools to design a recycle truck design contest which was open to school students. Winning artwork is turned into decals to decorate the municipal recycle trucks. This project created awareness to students as well as the decorated trucks with student artworks was a good public outreach and awareness initiative on the importance of recycling. To improve public awareness on recycling, the Department of Public Works (DPW) hands out printed materials and reusable items like recycled water bottles, reusable shopping bags and other giveaways at the August Night Out conducted every year. The Green team also collaborated with the DPW and handed out Bookmarks with QR codes to available recycling programs in the town like the Recycling Calendar, Prescription Drugs disposal, and the Grass Cut-it Leave it Program. The DPW also conducts an in town bi-annual Paper shredding event and the dates are published in the recycle calendar, recycle coach app , and also available on the Borough Website and also frequent reminders are posted on the facebook pages. For violations and adherence to compliance, Inspection is made by the recycling foreman on each collection Thursday and he meets and discusses any issues with contaminated materials with residents at that time. New Milford does not issue summons or violations for collection issues. Letter from recycle coordinator certifying absence of inspection reports attached. Attachments Include: 1. Recycle Education and Compliance Strategy with attachments 2. Municipal Recycle Ordinance 3. Municipal Recycle Calendar 4. Recycle Webpage Screenshot 5. Recycle Supporting documents screenshot - accepted materials, FB page, Recycle Coach 6. Letter from Recycle Coordinator & Sample violations notice

PDF: [MUNICIPAL RECYCLE ORDINANCE](#)

PDF: [MUNICIPAL RECYCLE CALENDAR](#)

PDF: [RECYCLE WEBPAGE SCREENSHOT](#)

PDF: [RECYCLE SUPPORTING DOCUMENTS SCREENSHOT](#)

PDF: [RECYCLE EDUCATION AND COMPLIANCE STRATEGY WITH ATTACHMENTS](#)

PDF: [NEW MILFORD RECYCLING COORDINATOR LETTER & WARNING NOTICE.PDF](#)

Community Paper Shredding Day

5 Points

Program Summary: New Milford has provided two yearly paper shredding events for the past fifteen years. The shredding event is typically the first Saturday in May and November from 9 am to 1pm or until the truck is loaded. The dates for 2020 were May 2nd and November 7th and the dates for 2021 are May 1st and November 6th. New Milford provides the location and Atlantic Coast Fibers and the Bergen County Utilities Authority provide the shredding truck. The event was held at the Public Works complex until its popularity grew. The shredding day is now held in the New Milford Swim Club Parking lot located just south of the Recycling Center; this is a larger area which allows for better traffic flow. For the May 2021 event 75 vehicles passed through and brought items to shred. Two Public Works employees staff the event and assist residents with their materials. They install signs that direct residents to the truck and barricades and cones to steer traffic in and out of the parking lot. New Milford prints and mails a Recycling/solid Waste flyer each December. The paper shredding event is listed in the flyer. The Borough also lists the event on the Web site at The Borough of New Milford, NJ - DPW - Garbage / Recycling (newmilfordboro.com). the event is also posted on the Borough's Recycling Facebook page @newmilfordrecycling. Prior to the Facebook page it was listed in the local paper under community events. Paper Shredding Day is a popular event in New Milford. In the two weeks before the event the staff in Public Works see an increase in Phone calls, requesting information. The Borough has discussed increasing the event to three days in 2022. Attachments Include: 1. New_Milford_Recycling_FB_Information 2. New Milford Mayor FB Post on Paper Shredding 3. New Milford Recycle Calendar 2021

IMAGE: [NEW MILFORD RECYCLING FB INFORMATION](#)

IMAGE: [NEW MILFORD MAYOR FB POST ON PAPER SHREDDING](#)

PDF: [NEW MILFORD RECYCLE CALENDAR 2021](#)

Household Hazardous Waste

10 Points

Program Summary: Household Electronics: The Recycle Depot has a Household Electronics bin for the residents of New Milford. Details on accepting household electronics are published on the Borough DPW website. Household Electronics is also collected curbside and the collection schedule is available to residents on the RECYCLE COACH APP and on the municipal calendar. Used motor oil is also collected at the recycle bin and residents are advised to contact the attendant to empty oil cans. Attachments Include: Recycle Depot Accepted Materials Screenshot Recycle Calendar 2021 Recycle Depot Bin Photo for Hazardous Electronic Waste New Milford Tonnage Report -2020 New Milford Tonnage Report -2019

IMAGE: [RECYCLE DEPOT ACCEPTED MATERIALS SCREENSHOT](#)

PDF: [RECYCLE CALENDAR 2021](#)

PDF: [RECYCLE DEPOT BIN PHOTO FOR HAZARDOUS ELECTRONIC WASTE](#)

EXCEL: [NEW MILFORD TONNAGE REPORT -2020](#)

EXCEL: [NEW MILFORD TONNAGE REPORT -2019](#)

Non-Mandated Materials Recycling

10 Points

Program Summary: The Non Mandated Recycling Materials that New Milford recycles are 1. Textiles 2. Tires Information on collecting these materials are on the Recycle Page of the Borough Website. <https://www.newmilfordboro.com/page/180013952/180117553/Accepted-Recycling-Items> New Milford Recycle Coordinator confirmed that there is no written agreement available with the Textile company for recycling. However the Tonnage reports for 2020 and 2019 have been attached and it is mentioned that the textiles are recycled by American Recycling Tech(2020) and Trans Am Trading(2019) . Address for American Recycling Tech is 98 Cutter Mill Rd, Great Neck Plaza, NY 11021 Attachments Include : Screenshot of Acceptable Materials Photos of Recycle Depot bins for non-mandated items Tonnage Report 2020 Tonnage Report 2019 Letter from Recycle Coordinator

IMAGE: [SCREENSHOT OF ACCEPTABLE MATERIALS](#)

PDF: [RECYCLE DEPOT BINS PHOTOS TEXTILES AND TIRES](#)

PDF: [LETTER FROM RECYCLE COORDINATOR](#)

PDF: [2019 NEW MILFORD NJDEP TONNAGE REPORT.PDF](#)

PDF: [2020 NJDEP TONNAGE REPORT](#)

Recycling Depot

10 Points

Program Summary: The New Milford Recycling Center has been in operation since the 1980's. The Center is operational Monday through Saturday from 7:30 am to 3:00 pm. The Recycling Center is located in the Public Works complex which is approximately 20 acres in size. The entire facility is an NJDEP exempted Recycling Facility and yearly status reports are required and completed. The Public Works complex is located behind the Borough Hall/Police Department complex at 930 River Road. The facility address is 850 Robert Chester Way. The Kennedy Turf Field complex is located to the east and the New Milford Swim Club is located to the south. Materials collected within the facility are listed in attachment ' A'. While the facility is open there is an attendant available to assist residents and answer questions. Monday through Friday residents are able to purchase recycling cans and lids at the Boroughs cost. In 2020, 267.19 tons of materials were recycled by residents of the Borough at the center. Recycling information with a calendar for curbside pick ups is mailed to every household/business annually. The calendar also has information on the list of recyclables accepted. Information about the recycling center is available on the Borough Webpage - https://www.newmilfordboro.com/site/cpage.asp?cpage_id=180057738&sec_id=180013952 and also on the Recycling Center facebook page - <https://www.facebook.com/NewMilfordRecycling> Attachments include: New Milford Recycle Calendar for 2021 New Miford List of materials collected at Recycle Depot New Milford Recycle Depot Webpage screenshot New Milford Recycle Depot Photographs

PDF: [NEW MILFORD RECYCLE CALENDAR FOR 2021](#)

PDF: [NEW MILFORD LIST OF MATERIALS COLLECTED AT RECYCLE DEPOT](#)

PDF: [NEW MILFORD RECYCLE DEPOT WEBPAGE SCREENSHOT](#)

PDF: [NEW MILFORD RECYCLE DEPOT PHOTOGRAPHS](#)

Grass - Cut It and Leave It Program

5 Points

Program Summary: The Green team of New Milford along with the Department of Public Works began work in March 2021 in preparing educational materials to be handed out to the residents during the August Night Out, conducted on 3rd August 2021. Green team members explained the benefits and importance of the "Cut-It-Leave-it" program to residents who stopped by the Green team and DPW tables. A promotional bookmark was also developed and distributed with QR codes to available waste management programs offered by the Borough of New Milford, the Grass-Cut-It and Leave it program being one of them. Additional pamphlets and bookmarks were handed over to the New Milford Public Library for further distribution during circulation. Attachments Include: Pamphlet with educational information Bookmark with QR code to informational materials

PDF: [NEW MILFORD GRASS CUT IT LEAVE IT PROGRAM PAMPHLET](#)

PDF: [PROMOTIONAL MATERIALS](#)