



Strategizing for Success: Actions to Help Your Town Get Certified

August 10, 2021

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Housekeeping

GoToWebinar Items

- All attendees are muted.
- Questions? Enter them in the questions box, or raise your hand.
- If calling by phone enter the “Audio Pin”

Presentation Posting

- Recording and presentation slides will be posted by the end of the week here:
<https://www.sustainablejersey.com/resources/presentations/webinars/#c3597>
- (Resources – Presentations – Webinars – Certification & Recertification)



Agenda

1. Overview of certification requirements
2. Discussion of low-hanging fruit priority actions
3. Discussion of low-hanging fruit actions
4. Takeaways



Certification Requirements



- Total of at least 150 points
- Mandatory Green Team
- Implement 2 of 13 priority actions
- Actions completed in 6 of 18 categories



- Total of at least 350 points
- Mandatory Green Team
- Implement 3 of 13 priority actions
- Actions completed in 8 of 18 categories



Priority Actions

Priority actions are fundamental first steps in charting a course for a sustainable future.

- Climate Adaptation: Flooding Risk
- Diversity on Boards & Commissions
- **Energy Tracking & Management**
- **Energy Efficiency for Municipal Facilities**
- Fleet Inventory
- **Green Business Recognition Program**
- Municipal Carbon Footprint
- Municipal Water Story *NEW 2021*
- **Natural Resource Inventory**
- **Prescription Drug Safety and Disposal**
- Recycling and Waste Reduction Education & Compliance
- **Sustainable Land Use Pledge**
- Water Conservation Ordinance

Bold actions are those we will discuss during the webinar today



Actions We Will Discuss

Community Partnership & Outreach

- Community Education & Outreach

Emergency Management & Resiliency

- Vulnerable Populations Identification for Emergencies

Food

- Community Food Pantry/Bank & Soup Kitchen
- Community Garden
- Expanded Supplemental Food Programs
- Farmers Markets & Making them Accessible

Health & Wellness

- Building Healthier Communities
- Safe Routes to School
- Tobacco Free Community

Innovative Projects

- Innovative Community Project 1-3

Natural Resources

- Environmental Commission & Site Plan Review
- Natural Resource Protection Ordinances
- Community Forestry Management Plan & NJUCF Accreditation

Operations & Maintenance

- Recycled Paper

Public Information & Engagement

- Municipal Communications Strategy
- Digitizing Public Information

Waste Management

- Community Paper Shredding Day
- Household Hazardous Waste
- Non-Mandated Material Recycling
- Recycling Depot
- Backyard Composting Program
- Reusable Bag Education Program



Priority Actions

Energy Efficiency for Municipal Facilities, Energy Tracking & Management, Sustainable Land Use Pledge, Green Business Recognition Program, Natural Resource Inventory, Prescription Drug Safety & Disposal





Energy Efficiency for Municipal Facilities

5 to 50 Points

This action awards points to municipalities on a sliding scale for taking increasingly more effective steps to reduce energy consumption, starting with energy audits and culminating with deep energy savings.

Who to contact: Business Administrator, Public Works Staff, Facilities Managers, Billing Department

Questions about the energy actions? Contact Energy Program Manager, Nancy Quirk, at quirkn@tcnj.edu



Energy Efficiency for Municipal Facilities

- **5 points** - Local Government Energy Audit (LGEA) or ASHRAE Level 2 Audit for at least one building
- **10 points** - LGEAs or ASHRAE Level 2 Audits that covers all buildings
- **15 points** - 10% decrease in energy consumption in one building
- **20 points** - LGEAs that covers all buildings PLUS 10% decrease in energy consumption in one building
- **30 points** - 10%-19% decrease in energy consumption in all buildings
- **40 points** - 20%-29% decrease in energy consumption in all buildings
- **50 points** - 30%+ decrease in energy consumption in all buildings



Energy Efficiency for Municipal Facilities

What to Submit:

- Summary of which approach was taken and high-level conclusions.
- 5, 10 Points: Copy of the LGEA(s) or private ASHRAE Level 2 Audit(s) and building inventory.
- 20 Points: LGEA and Energy Use Intensity (EUI) Spreadsheet
- 15, 30, 40, 50 Points: EUI Spreadsheet with supporting documentation
- See [action description](#) for more details and requirements for other point levels.



Energy Tracking & Management

10 to 20 Points

Awards 10 points to municipalities that draft a full building portfolio, collect twelve months of complete utility data for each building, and enter that information into an Energy Tracking and Management (ET&M) system to establish a historical baseline.

10 additional points may be earned for completing performance benchmarking and putting an ongoing tracking and reporting system into place to monitor energy usage long-term.

Who to contact: Administrators, facilities managers, maintenance staff, community members, etc.

Questions about the energy actions? Contact Energy Program Manager, Nancy Quirk, at quirkn@tcnj.edu



Energy Tracking & Management

When a municipality participates in the Local Government Energy Audit (LGEA) program (or similar audit), a building inventory is typically created and at least twelve months of utility data collected – this can be used by the municipality to create an ET&M system.

What to Submit (10 Points)

- Building portfolio document with specific information for each building outlined in the [action](#).
- 12 months of energy usage data for all buildings.

What to Submit (Additional 10 Points)

- Either a free benchmarking report prepared through NJCEP, an ESPM Statement of Energy Performance for each building in the inventory, or an equivalent benchmarking report from another service or tool.
- Document describing the reporting process for ongoing use of ET&M, including identification of the staff responsible and a timeline for updating energy usage information.

This action is part of the 2021 Adjusted Lookback Actions -
documentation can date back to 2019



Sustainable Land Use Pledge

10 Points

Awards points to municipalities that adopt a Sustainable Land Use Pledge (SLUP) by resolution. It's adoption commits the municipality to a thoughtful, longer-term re-evaluation of current land use practices and planning policies. The result will be land-use decisions that balance economic, environmental, and social needs and provide the highest possible quality of life for all residents.

SLUP must be no more than 2.5 years old from the date applying for certification

Who to contact: Environmental Commission, Planning and Zoning Boards, municipal governing body.



Sustainable Land Use Pledge

What to Submit:

- Certified copy of the resolution adopting the Sustainable Land Use Pledge.
- Evidence showing it has been distributed to the Planning Board, Zoning Board, Environmental Commission and other relevant boards and commissions.
- *If resubmitting, document a NEW SLUP resolution has been passed*



Green Business Recognition Program

10 to 20 Points

Awards **10 points** to municipalities that establish a Green Business Recognition Program for local companies that includes criteria for participation and a marketing strategy to recognize participants with a minimum of two businesses participating.

Awards **20 points** to municipalities if the Green Business Recognition Program incorporates the criteria established by the New Jersey Sustainable Business Registry Program (NJSBR), and includes participation in the NJSBR (which is free) as a mandatory element in their Recognition Programs. A minimum of three businesses must be participating in the Green Business Recognition Program & the NJSBR.

Who to contact: Environmental Commission, Economic Development Commission, local Chamber of Commerce, Main Street Program. If you want to start a program, or find out if local businesses are part of the NJSBR contact Gina Gambacorto at Gina.Gambacorto@dep.nj.gov



Green Business Recognition Program

What to Submit:

- Short description of the program including how it was developed, when it was implemented, the outreach strategy, the number of businesses contacted, and the number of approved participants.
- **10 Points:** Written description of the program criteria, the marketing plan, and sample materials for promoting the program. List of businesses participating, date they qualified to be recognized, description of the actions taken to meet the program criteria (at least 2 businesses needed).
- **20 Points:** Marketing plan and sample materials for promoting the program. List of businesses participating in the program, the date they qualified to be recognized, description of the actions taken to meet the program criteria (minimum of three qualified businesses required).



Natural Resource Inventory

20 Points

Awards points to municipalities that have developed a Natural Resource Inventory (NRI) that is no more than 10 years old from the date applying for certification. An NRI serves as an index of natural resources and provides baseline documentation for measuring and evaluating resource protection issues. Thus it is an important tool for environmental commissions, planning boards, and zoning boards of adjustment.

Who to contact: Environmental Commissions have the power to conduct the NRI, but an NRI can be initiated by the municipal Planning Board and/or governing body. Integrating the NRI into the Master Plan and zoning will require coordination with the Planning and Zoning Boards. The Mayor and council/committee, and the public, will need to be involved and approve any significant changes.

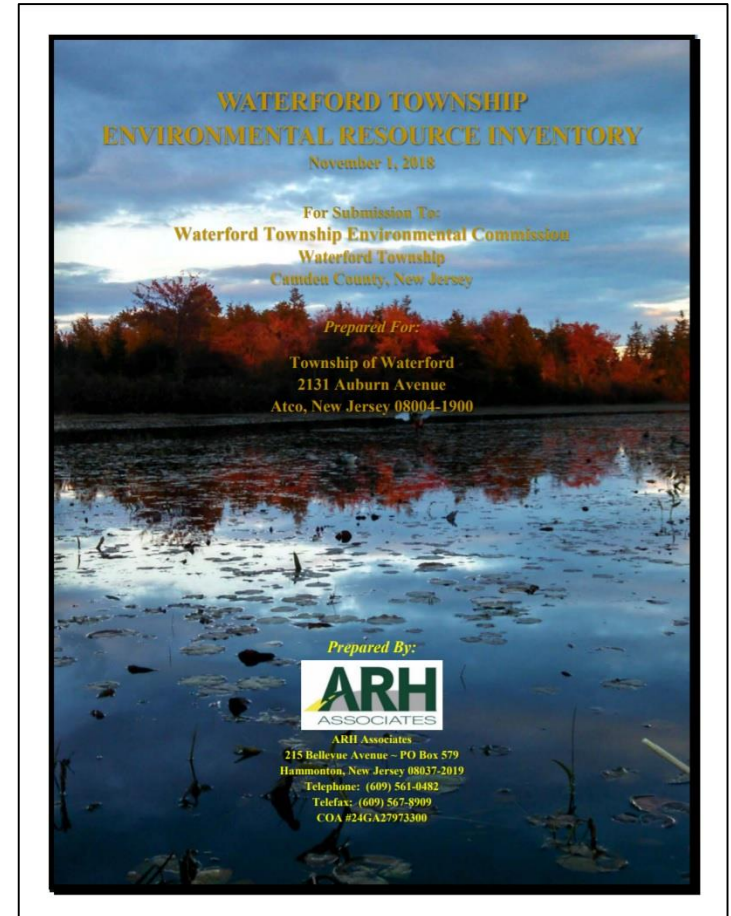


Natural Resource Inventory

What to Submit

- NRI with documentation to show that it was completed or updated from within 10 years of applying for certification.
- NRI should include all sections listed in “What to do and how to do it”
- For an updated NRI indicate what has been reviewed and/or updated.
- Documentation that the municipality has incorporated the NRI into its Master Plan.
- Statement or documentation that the municipality has a policy for regularly updating the NRI.

Spotlight: Sample NRIs are available in the “Spotlight” section of the [NRI action description](#)



*Waterford Township
Environmental Resource Inventory*



General Actions





Community Partnership & Outreach

Community Education & Outreach





Community Education & Outreach

5 to 20 Points

Awards 5 points for up to three different community education and outreach initiatives that incorporate workshops, lectures, newsletters, social media campaigns, and other strategies.

Initiatives that focus on topics covered under other Sustainable Jersey actions will not count.

Who to may be working on these activities:
green team, environmental commission, local nonprofits, local library, other community groups

In-
Person
Events

Online/Print
Initiatives



Community Education & Outreach

Examples of possible initiatives with detailed scope of what to include are found in the [In-Person Event](#) and the [Online/Print Initiatives](#) checklists.

In-Person Events: community cleanup, lecture/workshop/training with expert speaker, guided nature walk/bike ride/tour of community sustainability assets, etc.

Online/Print Initiatives: well-researched column in municipal newsletter, website page with in-depth guidance on a particular topic, podcast/video, brochure/booklet, etc.



Community Education & Outreach

What to Submit:

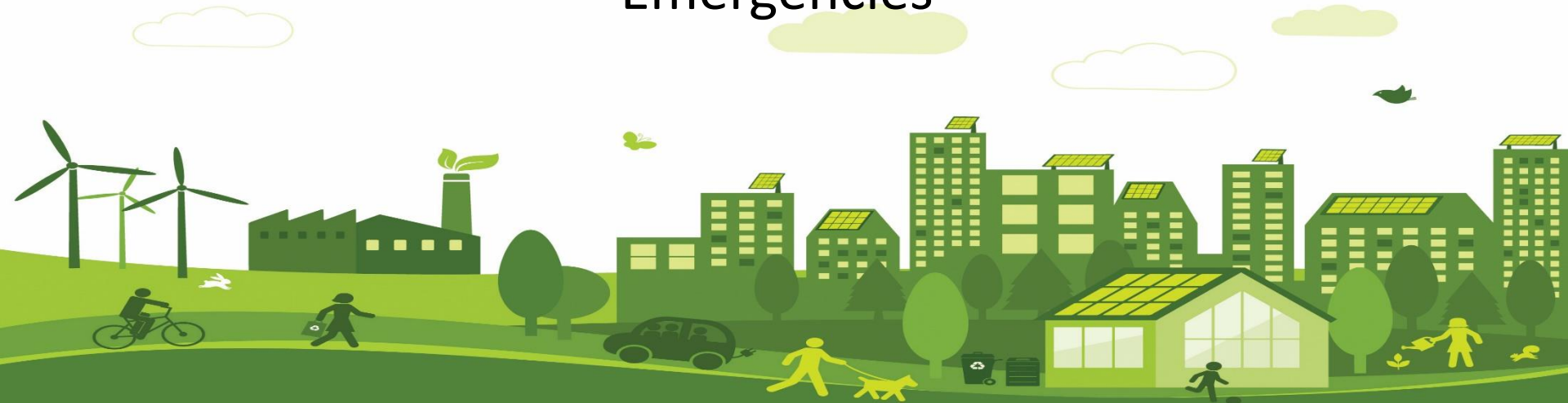
- Completed checklist(s) for [In-Person Event](#) and the [Online/Print Initiatives](#).
- Sample promotional materials outlined in the What to Submit section of the [action](#)

This action is part of the 2021 Adjusted Lookback Actions - documentation can date back to 2019



Emergency Management & Resiliency

Vulnerable Populations Identification for Emergencies





Vulnerable Populations Identification for Emergencies

10 Points

This action requires municipalities to identify individuals with disabilities and other access and functional needs and maintain the State of New Jersey's "Register Ready-NJ's Special Needs Registry for Disasters" or other database, and identify the ways in which the town will communicate with the full population of vulnerable individuals during an emergency via key community stakeholders and alternative communication techniques.

Who to contact: reach out to the emergency management coordinator or municipal staff responsible for emergency communications. The administrator would be a good point of contact too.

What to Submit: a [Submission Checklist](#)

Spotlight: [Moorestown](#)'s green team saw a need during COVID for such a database and started it in conjunction with their township manager, fire and police chiefs. [Maywood's](#) green team assisted the police department in creating the key stakeholder database and updates it regularly.

This action is part of the 2021 Adjusted Lookback Actions - documentation can date back to 2019



Food

Community Food Pantry/Bank & Soup Kitchen,
Community Gardens, Expanded Supplemental Food
Programs, Farmers Markets & Making them Accessible





Community Food Pantry/Bank & Soup Kitchen

10 to 15 Points

10 Points

- Options 1: for this action, a municipality must either directly operate a food pantry/bank or soup kitchen within a designated municipal facility with regular operating hours; or
- Option 2: Municipality partners in a meaningful way with a county or municipality, faith-based institution, or community organization that provides food assistance. Meaningful support would include providing one or more of the following: physical space, financial support, transportation of goods, staffing services, and coordinating an anti-hunger coalition. In addition,

Additional 5 Points

- Municipalities provide delivery service of food to residences and/or transportation for residents to get to local pantries, whether run by the municipality, or county or community partners.

Who to contact: Health department official, municipal administrator. Representatives from the public works department and appointed municipal entities such as the housing authority, local board of health, green team or environmental commission might also be involved. Coordination with faith-based and nonprofit organizations within the community will be critical in order to assist in getting the word out to vulnerable residents in need.



Community Food Pantry/Bank & Soup Kitchen

What to Submit:

- **Option 1: Municipally-operated food assistance program**
 - Outreach or marketing material promoting the existence of the food bank or food pantry including evidence of the municipality running the program (flyer, advertisement, and/or link to an online map, website listing, or social media posts).
- **Option 2: Food assistance program run by a community partner and supported by municipality**
 - Evidence of such a partnership and municipal support being provided (copy of an MOU which shows a commitment of municipal staff time or specific transportation services with municipal vehicles, or a shared use agreement applying to use of a municipal facility, or a statement outlining such details signed by both parties).
- Evidence of promotion of the list of food banks and pantries within the nearby region.
- **Additional 5 Points:** documentation of municipality providing transportation for residents to local pantries or delivering food to homes.

Spotlight: Numerous examples of municipalities operating food pantry/bank & soup kitchen are found in the [action description](#)



Community Gardens

10 to 20 Points

This action awards points for a community garden, which must be on municipally controlled/maintained property, and open to members of the community. The municipality must have provided substantial support for the construction of the garden and play a role in the ongoing operations of the garden. Additional points can be earned for using environmentally-friendly gardening practices and produce donation.

Who to contact: reach out to the municipal clerk, recreation, or public works departments as they may already be providing support to a garden.

Need Help Planning a Garden? Many organizations can assist in the planning, construction, and ongoing operation of a garden. For example, the [Rutgers Master Gardener Program](#) trains volunteers to provide horticulture programs and information to the general public. Additional organizations that can help support the development of a community garden are in the Resources section of the [action](#).

Community
Garden

Environmentally-
Friendly
Gardening

Produce
Donation



Community Gardens

What to Submit

- [Community Garden Submission Questionnaire](#)
- Relevant supporting materials outlined in the questionnaire

Spotlight: View supporting documentation submitted by Madison Borough for this action [here](#)

This action is part of the 2021 Adjusted Lookback Actions - documentation can date back to 2019



Expanded Supplemental Food Programs

10 to 20 Points

A municipality can earn up to 10 points for implementing or sponsoring a Summer Food Service Program (SFSP) or Child and Adult Care Food Program (CACFP). A town may receive a total of 20 points for implementing both feeding programs.

Option 1: A municipality operates one or more Summer Food Service Program (SFSP) feeding site(s) at a municipal facility, on municipal property, or within a recreational program; or a municipality may serve as a Sponsor by providing financial support, staffing, or physical space to existing SFSP programs hosted by local schools or community organizations.

Option 2: A municipality sponsors a feeding program to provide meals and snacks to children and seniors at public or nonprofit-run child care centers, day care homes, afterschool care programs, emergency shelters and adult day care centers within the community which will be reimbursed through the Child and Adult Care Food Program (CACFP).



Expanded Supplemental Food Programs

Who to contact: Municipal health or recreation department staff and/or business administrator. Partnerships with schools, community-based organizations, child and adult care centers or camps, emergency shelters, etc. will be important to coordinate feeding sites and determine what resources are needed by existing programs within the community and how the municipality can assist.

- Option 1: Visit the [NJ Department of Agriculture – Summer Food Service Program website](#) and check to see if your town is a [Summer Food Service Program Sponsor](#) or operates a [Summer Food Service Program Feeding Site](#) or a under the “Sponsors” section of the page
- Option 2: Visit the [NJ Department of Agriculture – Child and Adult Care Food Program website](#) to learn more about the program

What to Submit:

- A Sponsor-Site Agreement or State Sponsor Agreement for whichever program was implemented.
- A minimum of two completed weekly meal count forms for whichever program was implemented.
- At least two of the following: Staff Training Records, Site Visit Record, Site Review Record, Program Menu



Farmers Markets & Making them Accessible

10 to 15 Points

This action awards points to municipalities that actively support a local farmers' market. Active support includes: significantly promoting the market, allowing the market to operate on municipal land, or providing liability insurance, traffic control, garbage control, restrooms, or cash or other in kind donations of municipal staff resources to support the market.

Five additional points for locating within a quarter mile of a transit stop or having para-transit to the market AND having at least one vendor that accepts Electronic Benefits Transfer (EBT).

Who to contact: reach out to the Municipal Agricultural Advisory Committee, Open Space and Environmental Commissions, Public Works Department, Parks and Recreation Commission, Health Department, volunteers, community nonprofit organizations, and local Chambers of Commerce or Main Street organizations as they may already be providing support to a market.

Active
Municipal
Support

Additional
Points for
Accessibility



Farmers Market & Making them Accessible

Farmers Market (10 Points): What to Submit

- Description of market and municipal support provided
- Promotional materials
- If run by nongovernmental organization or another community, provide memo from market manager detailing municipal support
- **Spotlight:** [Westfield's Market Memo](#) indicates municipal support provided

This action is part of the 2021 Adjusted Lookback Actions - documentation can date back to 2019

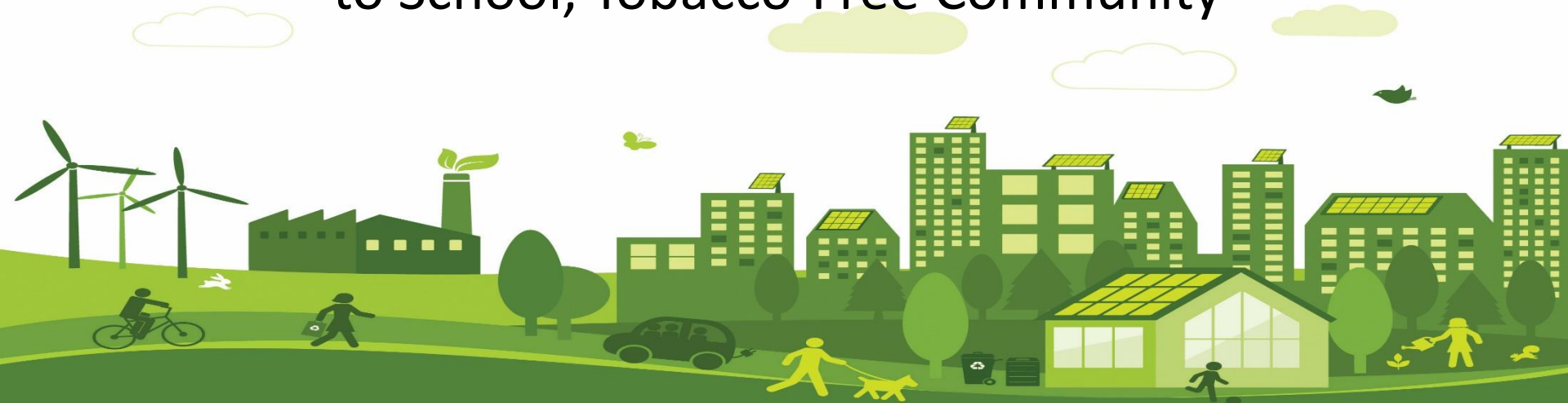
Making Farmers Markets Accessible (5 Points): What to Submit

- Map showing market is within ¼ mile of transit stop.
- EBT information
- **Spotlight:** If acceptance of EBT is not included in market communications/on promotional materials provide a letter from the market manager, similar to [Edison's letter](#)



Health & Wellness

Building Healthier Communities, Safe Routes to School, Tobacco-Free Community





Building Healthier Communities

5 to 25 Points

- Focuses on ongoing health promotion, disease prevention, and wellness efforts.
- Points are awarded for programming targeted at specific segments: youth, seniors, employees, as well as the entire community.
- Three initiatives for a segment earns 5 points (total of 20 points if criteria are met for all segments)
- 5 bonus points for municipalities that meet the requirements for two segments and are participating in the [Mayors Wellness Campaign](#).

Who to contact: Municipal departments including health, recreation, police, senior services, and the library. They are likely running programs that support these population segments. Find out if your municipality is [participating](#) in the Mayors Wellness Campaign or join [here](#).

Youth

Seniors

Employees

Entire
Community



Building Healthier Communities

What to Submit

- [Submission form](#) for each population segment: youth, seniors, employees and the community
- Copy of Mayors Wellness Campaign [Participation Pledge](#) or Resolution

Spotlight: [Maplewood Township](#)

This action is part of the 2021 Adjusted Lookback Actions - Documentation can date back to 2019



And the Maplewood & South Orange Recreation Departments

Present

Senior Fitness Day

Wednesday, May 24

Dehart Park and Community Center, 106 Burnett Ave

Maplewood

9:00am – 1:00 pm

- Come and meet fitness instructors from both towns.
- Sample fitness classes.
- Walk the path around DeHart Park and learn how to use the outdoor fitness equipment.
- Join us for coffee, lunch and exercise.
- Free and open to all South Orange and Maplewood residents over 60.

Rsvp for lunch by calling (973) 762-8120 x 4005

Maplewood Senior Fitness Day Flyer



Safe Routes to School

10 Points

Safe Routes to School (SRTS) is a federal, state, and local effort to make walking and bicycling to school safe and appealing and to encourage children, including those with disabilities, to walk and bicycle to school.

Four levels of SRTS recognition - this action awards points to municipalities that meet the requirements of the statewide SRTS Recognition Program at the **Silver Level or above**. Nominations for SRTS Recognition Levels are due by January 31 each year.

Who to contact: Check the Safe Routes to School [website](#), to see if your municipality is recognized as a program winner. Recognition can date back to **2019**. Regional SRTS Coordinators or representatives from Transportation Management Associations (TMAs) can assist with setting up a program. Find your regional coordinator [here](#).



Safe Routes to School

What to Submit

- Copy of municipality's NJ SRTS Recognition Program Silver Level certificate OR a link to the NJ SRTS website where this recognition is noted. Recognition can date back to **2019**.
- NOTE: If a municipality has completed the requirements but not yet achieved NJ SRTS Program Silver Level Recognition due to program timing, alternative documentation can be provided to earn points for this action. See "What to Submit" section of [SRTS action](#) for more details.

The screenshot shows the 'NEW JERSEY Safe Routes' website. The navigation bar includes links for Home, About, Grants & Funding, How-To, Education, Resources, and Recognition Program (which is highlighted). Below the navigation bar, there are links for Related Initiatives and Videos. The main heading is 'Current Safe Routes Recognition Program Winners'. There are four tabs: Gold Winners, Silver Winners (which is selected), Bronze Winners, and First Step Winners. A silver medal icon with the word 'Silver' is displayed. Below the tabs is a search bar. The table below lists the winners:

County	Municipality	Winner	School/Municipality	Year Certified
Atlantic	Margate	Margate	Municipality	2021
Bergen	Allendale	Hillside School	School	2019
Bergen	Fair Lawn	Fair Lawn	Municipality	2019
Bergen	Glen Rock	Glen Rock	Municipality	2019

SRTS Recognition Website Page

This action is part of the 2021 Adjusted Lookback Actions - documentation can date back to 2019



Tobacco Free Community

5 to 25 Points

Replaces the existing Smoke-Free & Tobacco-Free Public Places action.

Awards up to 25 points for implementing options that will reduce exposure to the harmful effects of tobacco products.

- 5 Points: Two policy/public outreach options
 - Adopt an ordinance instituting 100% smoke and/or tobacco free outdoor spaces (i.e., municipal property, playgrounds/recreation fields, boardwalks, and other areas not covered by the NJ Smoke Free Air law)
 - Adopt a resolution supporting and encouraging tobacco free work place;
 - Institute a youth tobacco/vaping education and outreach program; and
 - Promote state and local cessation resources.
- 10 Points: Adopt point-of-sale ordinance restricting sale of tobacco products
- 10 Points: Adopt a smoke-free housing ordinance that prohibits 100% smoke and tobacco use in public and private multi-unit housing properties.

Municipalities that earn a minimum of 15 points by implementing at least two options will obtain a “Tobacco Free Community” designation from the New Jersey Prevention Network. Learn more about this designation in the recorded [Tobacco Free Community webinar](#).



Tobacco Free Community

Who to contact: Health representatives from the local health department and/or Board of Health, green team, governing body and administration will be critical in getting any policies adopted, as will the planning or zoning board depending on the policy. New Jersey Prevention Network and Tobacco Free for a Healthy New Jersey coalition are instrumental allies in the implementation of this action, as they are the leading experts on the topic within New Jersey. Regional tobacco collaboratives and county youth tobacco action groups.

What to Submit:

- **Tobacco Free/Smoke Free Ordinance/Tobacco Free Workplace Resolution:**
 - Signed and dated ordinance or resolution
 - Evidence that departments responsible for enforcing the ordinance have been notified, such as a memo to departments
 - Sample promotional materials used to inform the community living within the effected housing units.
- **Youth Tobacco/Vaping Prevention Program:** Evidence of education and outreach campaigns for youth tobacco and vaping use prevention programs.
- **Promotion of State and Local Cessation Services:** Sample promotional materials for state and local cessation services.
- **Point of Sale Ordinance and/or Smoke Free Housing Ordinance:**
 - Signed and dated ordinance or resolution
 - Evidence that departments responsible for enforcing the ordinance have been notified
 - Sample educational or promotional materials used to inform the community



Innovative Projects





Innovative Community Projects

10 - 30 Points

Earn up to 30 points by implementing sustainability initiatives **that are NOT addressed by other Sustainable Jersey actions.**

Projects can include ordinances, implementation of alternative or new technologies, policies, practices, programs, etc. Examples include municipal sponsored transportation services, comprehensive research studies, implementing new technologies in municipal owned utilities, cultural/diversity initiatives. **One day events such as a town or stream clean-up, recycling day, health fair even if they are annual events DO NOT count.**

Who to contact: Environmental Commission, Public Works, Department of Community Affairs, Engineering Department, Police, municipal owned utilities etc., to see if they are working on any projects that might be considered innovative.

Questions about what would count? Contact Renee Haider at haiderr@tcnj.edu



Innovative Community Project

What to Submit

- Evidence that the project was completed and information regarding the impact it has had on the community. This can include executed contracts, articles, minutes from public meetings, pictures, analyses, etc.
- Examples of information shared with the community about the project. This could include information posted on a website, published articles, pictures of signage posted at the project site explaining the project to the public, etc.



Natural Resources

Environmental Commission, Environmental Commission Site Plan
Review, Natural Resource Protection Ordinances, Community
Forestry Management Plan & NJUCF Accreditation





Environmental Commission & Site Plan Review

10 to 20 Points

Municipalities can earn 10 points for establishing an Environmental Commission (EC) by ordinance, and 10 points for Environmental Commissions that review site plan and subdivision development applications to elevate the potential environmental impacts and to advise the Planning & Zoning Boards.

Who to contact: Environmental Commission, municipal clerk to determine the location of the ordinance establishing the EC, Association of New Jersey Environmental Commissions

Established
Environmental
Commission

Additional
points for site
plan reviews



Environmental Commission & Site Plan Review

Environmental Commission (10 Points): What to Submit

- Signed ordinance adopted by the municipal government establishing an EC, or provide a link to the online codes directory.
- Environmental Commissions' Annual Accomplishment report.

Environmental Commission Site Plan Review (10 Points): What to Submit

- Report listing all development applications sent to the Environmental Commission for review, and the action taken by the Environmental Commission (i.e. Findings of Fact and Recommendations or No Findings.)
- Environmental Commission's Findings of Fact and Recommendations report for one project reviewed.

This action is part of the 2021 Adjusted Lookback Actions - documentation can date back to 2019



Natural Resource Protection Ordinances

10 to 40 Points

10 Points

- Clustering Ordinance

10 Points

- Environmental Assessment Ordinance

10 Points

- Habitat Conservation Ordinance

10 Points

- Tree Protection Ordinance*

** Most likely to have*



Natural Resource Protection Ordinances

Who to contact: Municipal clerk to see if an ordinance has been passed, Environmental Commission, Planning Board, or other relevant commissions such as the Shade Tree Commission for the Tree Protection Ordinance

What to Submit

- Check to make sure ordinance passed meets action requirements.
- Copy of the ordinance or link to ordinance in the web-based codes, or certified copy of resolution adopting ordinance.
- Description of the standards that relate to those listed in section II (Ordinance Structure) of the “What to Do” section if not included in Description of Implementation.



Community Forestry Management Plan & NJUCF Accreditation

10 or 20 Points

This is a variable point action that awards 10 points to municipalities that have a newly approved CFMP and meet the Core training requirements. New Jersey Urban & Community Forestry accredited municipalities will earn 20 points.

This action is a prerequisite for the Tree Hazard Inventory, Tree Maintenance Programs, and Tree Planting Programs actions.

Updated 03/31/2021

2020 ACCREDITATION STATUS

Municipality: Aberdeen Township County: Monmouth

NJUCF Accredited: ☒ Yes

To receive and maintain accreditation, the local government must stay up to date with the following requirements:

1. COMMUNITY FORESTRY MANAGEMENT PLAN

Round	Plan Status	Year Plan Approved
1	Approved	1999
2	Approved	2005
3	Approved	2015

Most Recent Plan Expires Dec 31 of **2024**

2. EDUCATION AND TRAINING

a: CORE Trained Community Representatives

Name	Type of Representative	Name	Type of Representative	Name	Type of Representative
Adeline Arnold		Andrew Schueller	Volunteer	Carol Kozma	Municipal Employee
Don Gordon	Volunteer	Kizzie Osborne	Volunteer	Pat Noble	Volunteer
Paul Rinear	Volunteer	Sandra Caceres	Municipal Employee	Tina Maria Walling	Volunteer

b: Continuing Education Units (CEUs)

Course Participant	Course Title	CEU Credits	Course Participant	Course Title	CEU Credits
Andrew Schueller	NJSTF Online 8 - Tree Diseases	1	Andrew Schueller	NJSTF Online 9 - Incidental Line Clearance	1
Andrew Schueller	NJSTF Online 10 - Managing Trees During Constructi	1	Andrew Schueller	NJSTF Online 14 - Tree Appraisal Update	1
Andrew Schueller	NJSTF Online 13 - Panel Discussion	1	Andrew Schueller	NJSTF Online 15 - Municipal Grants	1

Contact: Emily Farschon, NJ Urban and Community Forestry
Emily.Farschon@dep.nj.gov

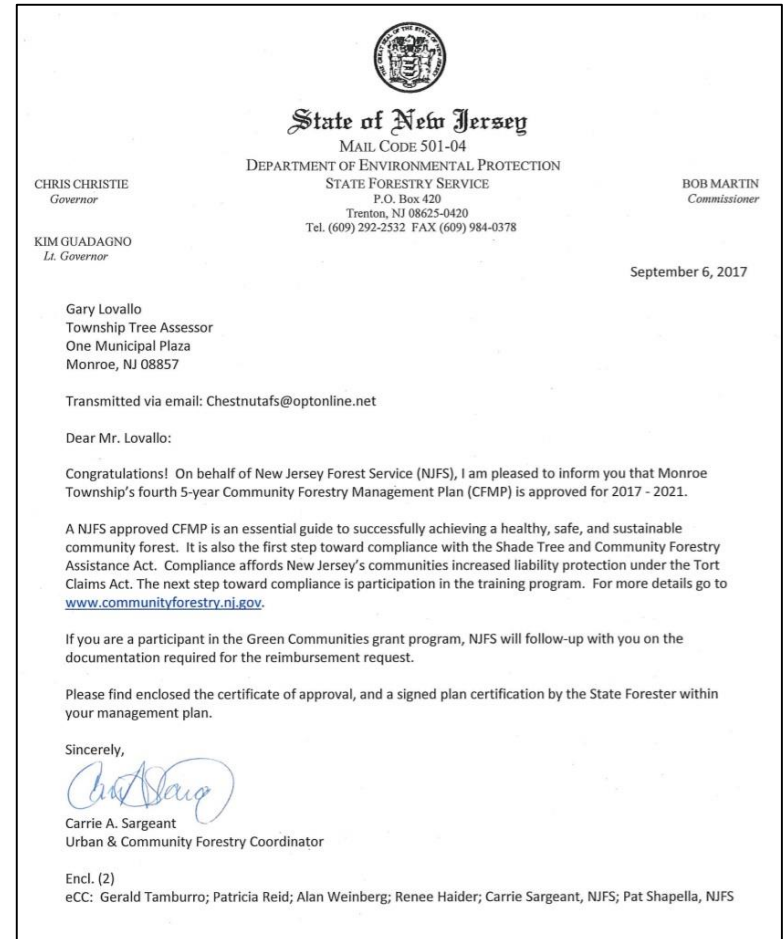
Who to contact: Shade Tree Commission and Committee, Environmental Commission, Public Works Department, Parks and Recreation Commission. Check the [NJUCF website](#) to see if your municipality is accredited



Community Forestry Management Plan & NJUCF Accreditation

What to Submit - NEW Community Forestry Management Plan approved in year applying for certification (10 Points)

- Community Forestry Management Plan (CFMP) and documentation that it's approved by the Community Forestry Program (NJUCF), such as a [sample letter from NJUCF](#).
- Documentation municipality meets Core Training requirements. See [action](#) for details.



*Sample NJUCF community forestry
management plan approval letter*



Community Forestry Management Plan & NJUCF Accreditation

What to Submit - NJUCF Accredited (20 Points)

- Approved Community Forestry Management Plan
- Municipality's prior year Accreditation Status Report showing that the municipality is NJUCF Accredited – look for “Yes” in upper right hand corner. Visit [NJUCF website](#) to view reports.
- Tree cover goal no longer required for this action

Once approved, eligible for points for Tree Hazard Inventory (10), Tree Maintenance (10) and Tree Planting (10)

Updated 03/31/2021

2020 ACCREDITATION STATUS

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2	Approved	2005
3	Approved	2015

Most Recent Plan Expires Dec 31 of **2024**

2. EDUCATION AND TRAINING

a: CORE Trained Community Representatives

Name	Type of Representative	Name	Type of Representative	Name	Type of Representative
Adeline Arnold		Andrew Schueller	Volunteer	Carol Kozma	Municipal Employee
Don Gordon	Volunteer	Kizzie Osborne	Volunteer	Pat Noble	Volunteer
Paul Rinear	Volunteer	Sandra Caceres	Municipal Employee	Tina Maria Walling	Volunteer

b: Continuing Education Units (CEUs)

Course Participant	Course Title	CEU Credits	Course Participant	Course Title	CEU Credits
Andrew Schueller	NJSTF Online 8 - Tree Diseases	1	Andrew Schueller	NJSTF Online 9 - Incidental Line Clearance	1
Andrew Schueller	NJSTF Online 10 - Managing Trees During Constructi	1	Andrew Schueller	NJSTF Online 14 - Tree Appraisal Update	1
Andrew Schueller	NJSTF Online 13 - Panel Discussion	1	Andrew Schueller	NJSTF Online 15 - Municipal Grants	1

Contact: Emily Farschon, NJ Urban and Community Forestry
Emily.Farschon@dep.nj.gov

This action is part of the 2021 Adjusted Lookback Actions - documentation can date back to 2019



Operations & Maintenance

Recycled Paper





Recycled Paper

10 Points

This action awards points to municipalities that purchase at least 25% of their copy paper with a minimum of 30% post-consumer recycled content.

Who to contact: Municipal purchasing personnel and possibly operations and maintenance personnel, as well as all municipal departments who purchase goods and services

What to Submit:

- Scanned copy of the annual purchasing summary (Edmunds system, etc.) for copy paper.

This action is part of the 2021 Adjusted Lookback Actions - documentation can date back to 2019



Public Information & Engagement

Municipal Communications Strategy and Digitizing Public Information





Municipal Communications Strategy

10 Points

This action awards points to towns that assess the communication channels most used by residents, develop and implement a strategy to using such communication channels, as well as make their municipal websites easy to navigate with essential information posted.

Who to contact: reach out to the public information officer or municipal staff responsible for communications. The municipal clerk or administrator would be a good point of contact too.

What to Submit: a [Submission Checklist](#)

Spotlight: View supporting documentation for [Millburn](#).

Berkeley Heights and Boonton both conducted surveys to find out how residents prefer to get communication from the municipality to inform their communication strategy. Highland Park created a Public Information Committee.

This action is part of the 2021 Adjusted Lookback Actions - documentation can date back to 2019



Digitizing Public Information

10 Points

This action awards towns points for digitizing and posting public information.

Who to contact: reach out to the public information officer or municipal staff responsible for communications. The municipal clerk or administrator would be a good point of contact too.

What to Submit: a [Submission Checklist](#)

Spotlight: View supporting documentation for [Lambertville](#).

This action is part of the 2021 Adjusted Lookback Actions - documentation can date back to 2019



Waste Management

Community Paper Shredding Day, Household
Hazardous Waste, Non-Mandated Material
Recycling, Recycling Depot, Backyard Composting
Program, Reusable Bag Education Program





Community Paper Shredding Day

5 Points

This action awards points to municipalities for organizing a shredding day for residents to shred confidential documents/files for their community. If the event is held in conjunction with a county program, a team of municipal staff/volunteers must be involved.

Who to contact: Municipal recycling coordinator or other appropriate municipal staff involved in waste management.



Community Paper Shredding Day

What to Submit:

- Have held the shredding day(s) in the current or previous year.
- Demonstrate the municipality had an active role in organizing and conducting the paper shredding day.
- Samples of promotional materials developed and used to promote the program e.g. press release, fliers.
- Information that estimates the number of people participating in the Paper Shredding Day from your municipality and the tons recycled.

This action is part of the 2021 Adjusted Lookback Actions - documentation can date back to 2019



Household Hazardous Waste

5 to 15 Points

This action awards points to municipalities that create permanent household hazardous waste (HHW) collection programs for two or more materials. Participation only in county collection programs will not qualify.

5 points awarded for the collection of two materials, and an additional 5 points each can be earned for up to two other materials. A list of household hazardous waste materials can be found in the [action description](#).

Who to contact: Municipal recycling coordinator or other appropriate municipal staff involved in waste management. Find your municipal recycling coordinator [here](#). Detailed information about county HHW collection programs can be found at the [Association of New Jersey Household Hazardous Waste Coordinators website](#).



Household Hazardous Waste

What to Submit:

- Describe the program and HHW materials collected.
- Examples of promotional materials used to inform residents about the HHW collection program.
- Annual Recycling Tonnage Report submitted to the New Jersey Department of Environmental Protection for the previous calendar year that includes entries for the specific HHW materials for which credit is being sought. More information about tonnage reports is available on the [NJDEP website](#).

Spotlights: Sample spotlights are available in the [HHW Action Description](#)



Non-Mandated Materials Recycling

5 to 60 Points

This action recognizes municipalities for implementing recycling initiatives that target materials that are not designated as mandatory recyclable items as per state law, or the applicable county recycling plan. Eligible materials include:

- Bulky rigid plastics (10 points)
- Carpet and foam padding (10 points)
- Shrink wrap (5 points)
- Plastics listed #3-7 (10 Points)
- Ceiling tiles (5 points)
- Textiles (5 points)
- Cooking Oil (5 points)
- Other (5-10 points): An additional five points for recycling of up to two additional materials not mandated for recycling by state law or the applicable county recycling plan.

Ineligible materials include:

- Those listed in the [NJDEP Designated Recyclables by County Document](#)
- Household Hazardous Waste
- Leaves



Non-Mandated Materials Recycling

Who to contact: Municipal recycling coordinator or other appropriate municipal staff involved in waste management. Find your municipal recycling coordinator [here](#). Municipal staff and volunteers, county recycling coordinator.

What to Submit:

- Identify the actions credit is sought. It is **highly recommended to complete the [action submission checklist](#)**.
- Promotional materials used to advertise the program to residents. If submitting for the collection of textiles, provide a written agreement with a textile collection company to host a collection bin at the recycling depot, or have a written agreement with a textile collection company to offer bins throughout the municipality.
- Annual Recycling Tonnage Report submitted to the New Jersey Department of Environmental Protection for the previous calendar year that includes entries for the specific HHW materials for which credit is being sought. More information about tonnage reports is available on the [NJDEP website](#).

This action is part of the 2021 Adjusted Lookback Actions - documentation can date back to 2019



Recycling Depot

10 Points

This action awards points to municipalities with a recycling depot that is operational for at least one day a week and collects multiple materials.

Who to contact: Municipal recycling coordinator or other appropriate municipal staff involved in waste management. Find your municipal recycling coordinator [here](#). Department of Public Works.

What to Submit:

- Demonstrate depot operational one day per week.
- Informational material that advertises the depot, including location, hours of operation and list of materials collected.
- At least one picture of the recycling depot that includes a sign that proves it is located in your community and additional pictures of containers and associated signs.

This action is part of the 2021 Adjusted Lookback Actions - documentation can date back to 2019



Backyard Composting Program

5 Points

This action awards points to municipalities that establish and ongoing educational program to increase residents' use of backyard composting.

Who to contact: Municipal recycling coordinator or other appropriate municipal staff involved in waste management. Find your municipal recycling coordinator [here](#). Other organizations that can assist with this initiative are found in the [action description](#).

What to Submit:

- Demonstrate the backyard composting program is ongoing.
- Identify the date the Backyard Composting Program was launched and describe what your municipality did to promote backyard composting as outlined in the [“What to Submit” section of the action](#). Indicate how many residents participated in the program.
- Sample promotional materials developed and used to advertise the program.

This action is part of the 2021 Adjusted Lookback Actions - documentation can date back to 2019



Reusable Bag Education Program

5 Points

This action awards points to municipalities that educate residents and businesses about the positive aspects of foregoing single-use shopping bags; facilitate voluntary bag bans and/or establishing surcharges for the use of disposable bags.

Who to contact: Green team, a municipal representative; either an employee in the environmental field or a Councilperson who is involved in the town's Green Team efforts (or both) and as many store owners/managers as are willing to help to send this message. A local Main Street organization or business association.



Reusable Bag Education Program

5 Points

What to Submit:

- Show that most or all of the suggested business advocacy outreach and educational components under “What to do and how to do it” have been completed. These are guidelines to follow; points will be awarded for creative approaches that meet the same goal.
- Sample of program outreach or educational materials, such as flyers, press releases, newspaper articles, or materials prepared as part of the activities
- Photos taken during events.
- **Ordinances passed in support of a bag ban may be submitted as an Innovative Community Project.**

This action is part of the 2021 Adjusted Lookback Actions - documentation can date back to 2019



Takeaways

- Look beyond your borders – work with other commissions, committees, departments, community organizations, etc.
- Check your municipal website to see if any of these actions might be underway and to collect supporting documentation.
- Review the details in the action descriptions about what to submit.
- Search the Participants Map to view towns approved for actions you're interested in.

Search Participating Municipalities & Approved Actions

Find green team contacts and learn how certified communities successfully completed Sustainable Jersey actions by using the search features below. You can filter by **certification status**, **action**, and **county**. For additional information about searching the map click [here](#).

463 Total Registered 220 Currently Certified 11,735 Actions Approved 1 Gold Star Awarded

MAP VIEW LIST VIEW

Filter This Map

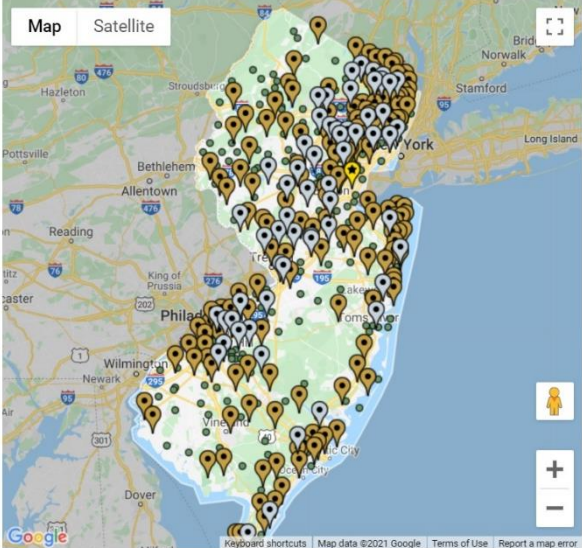
By Status

- ☐ Registered
- ☐ Bronze Certified
- ☐ Silver Certified
- ☐ Gold Stars Awarded
- ☐ Any Certified
- ☒ Any

Filter **Reset**

By Certified Action

- Animals in the Community
- Arts & Creative Culture
- Brownfields
- Community Partnership & Outreach
- Diversity & Equity
- Emergency Management & Resiliency
- Energy
- Food
- Green Design



Search Features

Use the **Filter** function to search for green team contacts and documentation submitted by certified municipalities for approved

<https://www.sustainablejersey.com/certification/search-participating-municipalities-approved-actions/>



Upcoming Webinars





Health Gold Webinars

Join us for webinars throughout September and October covering various topics of the Gold Star Standard in Health. Click the registration link to learn more about each topic.

Spotlight: Gold Star in Health

Thursday September 23, 2021 from 10-11:30am

[Register](#)

Health Gold: New Actions to Build a Culture of Health in Municipal Government

Wednesday, September 29, 2021 from 10-11am

[Register](#)

Health Gold: New Actions to Reduce Exposure to Lead

Thursday, October 7, 2021 from 2-3:30pm

[Register](#)

Health Gold: New Actions to Increase Access to Healthy Food

Tuesday, October 12, 2021 from 2-3pm

[Register](#)



Questions?

Presentation Posting

Recording and presentation slides will be posted by the end of the week here:

<https://www.sustainablejersey.com/resources/presentations/webinars/#c3597>

(Resources – Presentations – Webinars – Certification & Recertification)





Questions?



Sustainable
Jersey

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Samantha McGraw: 609-771-2855; mcgraws@tcnj.edu

SJ_Program
SJ_Schools

Renee Haider (Innovative Community Projects): 609-771-2307;
haider@tcnj.edu



Nancy Quirk (Energy Actions): 609-771-2902; quirkn@tcnj.edu

Sustainable-
Jersey

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(Resources – Presentations – Webinars – Certification & Recertification Category)



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