

GREEN TEAM MEETING

March 4, 2019

P. Glawe (Chairman)

D. Fashano
J. Ferramosca
J. Hendricks
S. Iannaccone
A. Kraynak
A. Ma
D. Wilson

P. Glawe called the meeting to order at 7:05pm.

P. Glawe discussed the re-certification for Sustainable Jersey points for Hanover Township. P. Glawe said 95 more points are needed to get bronze. P. Glawe discussed various projects the Green Team members are assigned to complete this year. D. Fashano said he is working on getting the recycling information for Sustainable Jersey points. A. Kraynak submitted the information to P. Glawe for the Rx Collection. A. Kraynak said from 2013 – 2018 there was 28,500lbs collected throughout the county. A. Kraynak said for 2018 7,100lbs were collected.

Plastic Bags – J. Ferramosca said Hoboken has a ban on plastic bags but its not a penalizing type on bags. J. Ferramosca said if you didn't have a bag they would give you another type bag and its re-usable. J. Ferramosca asked the Green Team if we recommend a ban on single use bags. The Green Team recommends a ban on single use bags. S. Iannaccone said that using paper bags are recyclable. A. Ma suggested to use social media to get the word out. A. Ma suggested to take a poll about the plastic bags.

P. Glawe adjourned the meeting at 7:35 pm

2018 Sustainable Jersey Master Action Tracking Spreadsheet

3/4/2019



KEY

MAIN CATEGORY

Sub-Category

<u>Action</u>	<u>Abbreviated Submission Requirements</u>	<u>Resubmission Requirements</u>	<u>Possible Points</u>	<u>Action Owner</u>	<u>Status</u>
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COMMUNITY PARTNERSHIP & OUTREACH

<p>Create Green Team (MANDATORY)</p>	<p>In your certification application, upload:</p> <ol style="list-style-type: none"> 1. Narrative Summary of what was accomplished & steps taken to do so. 2. A dated municipal government Resolution or Ordinance that formally established the Green Team -OR- Municipalities may also choose to adopt a Resolution or Ordinance that replaces the expired resolutions so long as it covers the period leading up to the application for certification. 3. A brief summary of Green Team activities taken place from within 12 months of the June submission deadline and a list of names and affiliations of members of the current Green Team. 4. For expired Green Teams, documentation, such as a Proclamation or a letter of intent by the mayor or municipal council, is required, indicating that the Green Team is still supported by the Municipal Government. 	<p>In your certification application, upload:</p> <ol style="list-style-type: none"> 1. Updated narrative to reflect current activities. 2. Documentation of active Green Team from within 12 months of the June submission deadline. 3. Updated list of Green Team members and affiliations. 4. Proclamation or a letter of intent from the Mayor or municipal council explicitly supporting the Green Team with intent to pursue Sustainable Jersey certification from within the last 12 months, if initial term of appointment in Green Team resolution has expired. 	<p>10</p>	<p>PG</p>	<p>Complete</p>
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Community Education & Outreach	<p>In your certification application, upload:</p> <ol style="list-style-type: none"> 1. Narrative Summary of what was accomplished & steps taken to do so. 2. Outreach materials (flyers, media reports, newsletter articles, etc.) indicative of an active program with proof of at least two events being completed from within 18 months of the June submission deadline 3. (OPTIONAL) Qualitative Self-Assessment questionnaire, available in the action on our website. 	<p>In your certification application, upload:</p> <ol style="list-style-type: none"> 1. Updated narrative to reflect current activities. 2. Full documentation of action taking place from within 18 months of the June submission deadline. 	<p>10</p>	<p>DF</p>	
EMERGENCY MANAGEMENT & RESILIENCY					
Emergency Communications Planning	<p>In your certification application, upload:</p> <ol style="list-style-type: none"> 1. Narrative Summary of what was accomplished & steps taken to do so. 2. Completed submission checklist 3. (OPTIONAL): Copy of emergency communications plan. 4. (OPTIONAL): Promotional materials. 	<p>In your certification application, upload:</p> <ol style="list-style-type: none"> 1. Updated narrative to reflect current activities. 2. Full documentation from within one year of the June submission deadline. 	<p>15</p>	<p>PG</p>	
ENERGY					
Municipal Energy Initiatives					

Energy Tracking & Management (PRIORITY)	<p>In your certification application, upload:</p> <p>Base 10 points:</p> <ol style="list-style-type: none"> 1. Narrative Summary of what was accomplished & steps taken to do so. 2. Summary of budget portfolio 3. Summary of prior 12 month energy baseline for all buildings in the portfolio, OR share the ESPM profile with Sustainable Jersey. <p>Additional 10 points:</p> <ol style="list-style-type: none"> 1. Benchmarking report, ESPM Statement of Energy Performance, or equivalent benchmarking report. 2. Document describing reporting process for ongoing use of ET&M. 	<p>In your certification application, upload:</p> <ol style="list-style-type: none"> 1. Updated narrative to reflect current activities. 2. Full documentation from within 12 months of the June submission deadline. 	<p>10 to 20</p>	<p>DW</p>	
Transportation Initiatives					

Fleet Inventory (PRIORITY) <i>(Pre-Requisite for Driver Training, Purchase Alt. Vehicles, Vehicle Conversions & Meet Target for Green Fleets)</i>	In your certification application, upload: 1. Narrative Summary of what was accomplished & steps taken to do so. 2. Excel inventory spreadsheet available in action on website. 3. Summary of current fleet composition maintenance, driver training practices, an evaluation of efficiency and strategies for improvement, and at least one specific target.	In your certification application, upload: 1. Updated narrative to reflect current activities. 2. Full documentation from within 12 months of the June submission deadline.	10	DD	
HEALTH & WELLNESS					

<p>Safe Routes to School</p>	<p>In your certification application, upload:</p> <ol style="list-style-type: none"> 1. Narrative Summary of what was accomplished & steps taken to do so. 2. NJ SRTS Silver Level recognition if obtained. If you have this, there is no need to upload further documentation for this action. If you don't have Silver Level recognition, upload a list of current SRTS Team names and affiliations. 3. Official copy of Resolution of Support, endorsement letter, or MOU supporting SRTS program and documentation of at least 2 walk and/or bike to school events from within 2.5 years of the June submission deadline. 4. Either one of the following options: <ol style="list-style-type: none"> a. Copy of School Travel Plans. b. Description of at least 4 walk and/or bike to school events . c. Copies of findings from Student Arrival and Departure Tally and/or take-home NJ SRTS Parent/Caregiver Survey. 	<p>In your certification application, upload:</p> <ol style="list-style-type: none"> 1. Updated narrative to reflect current activities. 2. Full documentation that meets each items requirements/shelf life from submission deadline. 	<p>10</p>	<p>JH</p>	
<p>INNOVATION & DEMONSTRATION PROJECTS</p>					

Innovative Community Project 1	<p>In your certification application, upload:</p> <ol style="list-style-type: none"> 1. Narrative Summary of what was accomplished & steps taken to do so, including dates and how practice advances sustainability. 2. Documentation that may include project scopes, core principles, adopted policies, etc. 3. Documentation of outreach initiatives, indicating project was completed, launched or passed from within 5.5 years of the June submission deadline. 	<p>In your certification application, upload:</p> <ol style="list-style-type: none"> 1. Updated narrative to reflect current activities. 2. Documentation that the project is still providing benefits to the community. 3. Verify that the project was completed from within 5.5 years of the June submission deadline. 	<p>10</p>	<p>JF</p>	
Smart Workplaces	<p>In your certification application, upload:</p> <ol style="list-style-type: none"> 1. Narrative Summary of what was accomplished & steps taken to do so. 2. Documentation showing recognition at the Gold level. 3. Documentation showing recognition at the Platinum level. 	<p>In your certification application, upload:</p> <ol style="list-style-type: none"> 1. Updated narrative to reflect current activities. 2. Documentation that the municipality has maintained NJSW recognition at the Gold or Platinum level from within 18 months of the June submission deadline. 	<p>5 to 10</p>	<p>ROBIN</p>	
LOCAL ECONOMIES					
Buy Local Programs					

Support Local Businesses (EDAC)	<p>In your certification application, upload:</p> <ol style="list-style-type: none"> 1. Narrative Summary of municipal efforts to purchase from, promote, or initiate local businesses. 2. Qualitative Assessment, available in the action on our website. 3. Documentation of activity's support of expanded development, promotion activities, and/or expanded purchasing opportunities of local businesses from within 12 months of the June submission deadline. 	<p>In your certification application, upload:</p> <ol style="list-style-type: none"> 1. Updated narrative to reflect current activities. 2. Full documentation from within 12 months of the June submission deadline. 	<p>10</p>	<p>JF</p>	
NATURAL RESOURCES					
Environmental Commission <i>(Pre-Requisite for Environmental Commission Site Plan Review)</i>	<p>In your certification application, upload:</p> <ol style="list-style-type: none"> 1. Narrative Summary of what was accomplished & steps taken to do so. 2. Either one of the following options: <ol style="list-style-type: none"> a. Signed adopted ordinance establishing an Environmental Commission b. Online link to list of codes that references ordinance. 3. Environmental Commissions' Annual Accomplishment report from within 12 months of the June submission deadline. OR if new, provide members' names, goals, and meeting minutes. 	<p>In your certification application, upload:</p> <ol style="list-style-type: none"> 1. Updated narrative to reflect current activities. 2. Environmental Commissions' Annual Accomplishment report from within 12 months of the June submission deadline. If new, additionally provide members' names, goals, and meeting minutes. 	<p>10</p>	<p>DW</p>	

Water Conservation Education Program	<p>In your certification application, upload:</p> <ol style="list-style-type: none"> 1. Narrative Summary of what was accomplished & steps taken to do so. 2. EACH of the following: <ol style="list-style-type: none"> a. Completed worksheet or documentation of the effectiveness of program, water conservation tracking, and foreseen improvements based on analysis of the targeted audience (including size, location, type, etc.) b. Identify the type(s) of water use and conservation measures described in program c. Outreach materials -AND- Resources utilized, including costs d. Timeline of implementation of program. 3. Examples of materials from program (presentations, handouts, etc.), indicating implementation from within 3.5 years of the June submission deadline. 	<p>In your certification application, upload:</p> <ol style="list-style-type: none"> 1. Updated narrative to reflect current activities. 2. Full documentation from within 3.5 years of the June submission deadline. 	<p>10</p>	<p>N/A</p>	
Tree & Woodlands Management					

<p>Community Forestry Plan and Tree Cover Goal</p> <p><i>(Pre-Requisite for ALL Tree & Woodlands Management Actions)</i></p>	<p>In your certification application, upload:</p> <ol style="list-style-type: none"> 1. Narrative Summary of what was accomplished & steps taken to do so. 2. Municipality's Mid-Year Status Report for the year in which you are applying for certification or a copy of the End Year Status Report letter from within 12 months of the June submission deadline showing that the municipality has satisfied the requirements for "Approved Status." 3. Dated adopted "Tree Cover Goal." 	<p>In your certification application, upload:</p> <ol style="list-style-type: none"> 1. Updated narrative to reflect current activities. 2. Full documentation from within 12 months of the June submission deadline. 	20	DD	
<p>Tree Maintenance Programs</p>	<p>Prerequisite: Community Forestry Plan and Tree Cover Goal (refer to the action's requirements)</p> <p>In your certification application, upload:</p> <ol style="list-style-type: none"> 1. Narrative Summary of what was accomplished & steps taken to do so. 2. Project report of Tree Maintenance Program, completed from within 2.5 years of the June submission deadline, including number of trees removed/pruned and projects costs. 	<p>In your certification application, upload:</p> <ol style="list-style-type: none"> 1. Updated narrative to reflect current activities. 2. Full documentation from within 2.5 years of the June submission deadline. 	10	DD	

Tree Planting Programs	<p>Prerequisite: Community Forestry Plan and Tree Cover Goal (refer to the action's requirements)</p> <p>In your certification application, upload:</p> <ol style="list-style-type: none"> 1. Narrative Summary of what was accomplished & steps taken to do so. 2. Tree Planting Project Report, including tree species and size list, planting locations/map, project budget and funding, and a maintenance program description from within 3.5 years of the June submission deadline. 3. "After" pictures of the tree planting project. 	<p>In your certification application, upload:</p> <ol style="list-style-type: none"> 1. Updated narrative to reflect current activities. 2. Full documentation from within 3.5 years of the June submission deadline. 	10	DD	
OPERATIONS & MAINTENANCE					
Green Purchasing Program					
Recycled Paper	<p>In your certification application, upload:</p> <ol style="list-style-type: none"> 1. Narrative Summary of what was accomplished & steps taken to do so. 2. Annual purchasing summary for copy paper demonstrating a minimum of 30% recycled content. 	<p>In your certification application, upload:</p> <ol style="list-style-type: none"> 1. Updated narrative to reflect current activities. 2. Documentation of purchases from within 12 months of the June submission deadline. 	10	SILVIO	
Grounds & Maintenance					
PUBLIC INFORMATION & ENGAGEMENT					

Communications					
Municipal Communications Strategy	<p>In your certification application, upload:</p> <ol style="list-style-type: none"> 1. Narrative Summary of what was accomplished & steps taken to do so. 2. Evidence from within the past 6 months that shows the use of municipal communications channels. 	<p>In your certification application, upload:</p> <ol style="list-style-type: none"> 1. Updated narrative to reflect current activities. 2. Full documentation from for the year in which you are applying for certification. 	10	PG	
Citizen Engagement					
Online Municipal Public Service Systems	<p>In your certification application, upload:</p> <ol style="list-style-type: none"> 1. Narrative Summary of what was accomplished & steps taken to do so and how the planning/zoning board expanded citizen participation. 2. Website information on non-emergency municipal services, process to report issues/request non-emergency services, pay items online, sign up system for notification of non-emergency services. 3. Hyperlinks to website locations for online/mobile system to track progress on service request/reported issue submissions; or progress on permits/licenses. 4. OPTIONAL: Promotional materials to show the publication of the new public service tools available. 	<p>In your certification application, upload:</p> <ol style="list-style-type: none"> 1. Updated narrative to reflect current activities. 2. Full documentation from for the year in which you are applying for certification. 	10 to 15	PG	
Access to Public Information					

<p>SUSTAINABILITY & CLIMATE PLANNING</p>					
<p>WASTE MANAGEMENT</p>					
<p>Prescription Drug Safety and Disposal (PRIORITY)</p>	<p>In your certification application, upload:</p> <p>Option 1: Develop and Conduct Two Collection Days per Year</p> <ol style="list-style-type: none"> 1. Narrative Summary of what was accomplished & steps taken to do so. This includes a description and dates of collection program, copies of educational & promotional materials, number of clients and prescriptions, weight collected, and description of final drug disposal. 2. Links to national programs. 3. Copy of policy for town drop offs and hours. 4. Photo of drop off area <p>Option 2: Establish a Permanent Drop-Off Location</p> <ol style="list-style-type: none"> 1. Narrative Summary of what was accomplished & steps taken to do so. This includes a description and dates of collection program, copies of educational & promotional materials, number of clients and prescriptions, weight collected, and description of final drug disposal. 2. Links to national programs. 3. Copy of policy for town drop offs and hours. 4. Photo of drop off area 	<p>In your certification application, upload:</p> <ol style="list-style-type: none"> 1. Updated narrative to reflect current activities. <p>Option 1: Full documentation from within 18 months of the June submission deadline.</p> <p>Option 2: Full documentation from within 18 months of the June submission deadline.</p>	<p>10</p>	<p>DF</p>	

<p>Recycling and Waste Reduction Education and Compliance (PRIORITY)</p> <p><i>Replaces Recycling Education & Enforcement</i></p>	<p>In your certification application, upload:</p> <p>15 Points:</p> <ol style="list-style-type: none"> 1. Narrative Summary of what was accomplished & impact it has/will have on community. 2. Recycling and Waste Reduction Education and Compliance Strategy. 3. Municipal recycling ordinance. 4. Report on number and results of recycling compliance inspections within the last 12 months. 5. Accepted materials flyer & information about how/when it's distributed to community from within the last 12 months. 6. Recent dated screen shot of updated municipal recycling webpage OR provide link to specific page in description of implementation. 7. Documentation municipality notified residents of local recycling policies and procedures, and source separation requirement so the ordinance at least 4 times during previous calendar year or most recent 12 month period. 8. Documentation residents received information about importance of and methods to reduce household waste at least twice in the preceding calendar year or most recent 12 months. <p>20 Points:</p> <ol style="list-style-type: none"> 9. Evidence a municipal recycling app is available and actively promoted. 	<p>In your certification application, upload:</p> <ol style="list-style-type: none"> 1. Updated narrative to reflect current activities. 2. Full documentation for items 4 to 9 within 12 months of the June submission deadline. 	<p>15 to 20</p>	<p>DF</p>	
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Recycling					
Commercial and Institutional Recycling	<p>In your certification application, upload:</p> <p>Option 1: Ordinance in Place</p> <ol style="list-style-type: none"> 1. Narrative Summary of what was accomplished & steps taken to do so. 2. Current Commercial & Institutional Recycling Ordinance. 3. Promotional materials (articles, flyers, etc.). <p>Option 2: No Ordinance, But Recycles</p> <ol style="list-style-type: none"> 1. Narrative Summary of what was accomplished & steps taken to do so. 2. Promotional materials (articles, flyers, etc.). 3. Implementation Plan Milestones and schedules and tonnage reports from within 18 months of the June submission deadline. 	<p>In your certification application, upload:</p> <p>Option 1: NO UPDATE NEEDED.</p> <p>Option 2: Updated narrative to reflect current activities. Implementation Plan Milestones and schedules, and county tonnage reports from within 18 of the June submission deadline.</p>	10		

<p>Community Paper Shredding Day</p>	<p>In your certification application, upload: 1. Narrative Summary of what was accomplished & steps taken to do so, including dates of events and logistics.2. Promotional materials (articles, flyers, etc.).3. Estimated number of participants and tons recycled.</p>	<p>In your certification application, upload:1. Updated narrative to reflect current activities. 2. Full documentation from within 18 of the June submission deadline.</p>	<p>5</p>	<p>DF</p>	
<p>Construction and Demolition Waste Recycling</p> <p><i>Combines Construction Waste Recycling from Green Design category</i></p>	<p>In your certification application, upload:</p> <ol style="list-style-type: none"> 1. Narrative Summary of what was accomplished and the impact on the community. 2. 5 Points: Copy of municipal construction and demolition waste recycling policy for municipal facilities and sample documents that demonstrate how it's been implemented. 3. 10 Points: Copy of the C&D waste recycling ordinance with sample forms completed by contractors documenting the amount of C&D waste recycled. 4. 15 Points: Documentation for numbers 2 and 3 above. 	<p>In your certification application, upload:</p> <ol style="list-style-type: none"> 1. Updated narrative to reflect current activities. 2. 5 Points: summary of municipal construction and demolition projects completed and the amount of construction debris recycled within the last 2 years. 3. 10 Points: Link to ordinance text and forms submitted by contractors from within last 2 years. 4. 15 Points: Resubmit documentation for numbers 2 and 3 above. 	<p>5 to 15</p>	<p>DF</p>	

Household Hazardous Waste	<p>In your certification application, upload:</p> <ol style="list-style-type: none"> 1. Narrative Summary of describin the HHW collection program and HHW materials collected. 2. Promotional materials. 3. Municipality's annual Recycling Tonnage Report submitted to NJDEP from the previous year. 	<p>In your certification application, upload:</p> <ol style="list-style-type: none"> 1. Updated narrative to reflect current activities. 2. Full documentation from within 18 months of the June submission deadline. 	<p>5 to 15</p>		
Non-Mandated Materials Recycling <i>Combines Bulky Rigid Plastics, Carpet & Foam Padding & Shrink Wrap</i>	<p>In your certification application, upload:</p> <ol style="list-style-type: none"> 1. Narrative Summary of what was accomplished & steps taken to do so along with a clear identification of the materials applied for. 2. Promotional materials (articles, flyers, etc.) 3. Recycling Tonnage Report 	<p>In your certification application, upload:</p> <ol style="list-style-type: none"> 1. Updated narrative to reflect current activities. 2. Full documentation from within 18 months of the June certification application deadline. 	<p>5 to 60</p>	<p>DF</p>	



Recycling Depot	<p>In your certification application, upload:</p> <ol style="list-style-type: none"> 1. Narrative Summary of what was accomplished & steps taken to do so, including hours of operation. 2. List of materials collected from within 18 months of the June submission deadline. 3. Promotional material, which states the hours of operation, location, and materials collected. 4. Photo of depot that shows a sign, proving it is located in the community. 	<p>In your certification application, upload:</p> <ol style="list-style-type: none"> 1. Updated narrative to reflect current activities. 2. Full documentation from within 18 months of the June submission deadline. 	<p>10</p>	<p>DF</p>	
Waste Reduction					
Reusable Bag Education Program	<p>In your certification application, upload:</p> <ol style="list-style-type: none"> 1. Narrative Summary of what was accomplished & steps taken to do so. 2. REQUIRED: Outreach & educational materials that meet the requirements outlined in the "What to do" section of the action. 3. REQUIRED: Photos taken during events. 4. OPTIONAL: Town Ordinance or Resolution (resolutions must be from within 18 months of the June submission deadline) 	<p>In your certification application, upload:</p> <ol style="list-style-type: none"> 1. Updated narrative to reflect current activities. 2. Full documentation from within 18 months of the June submission deadline. If submitting a resolution, it must also be from within 18 months of the June submission deadline. 	<p>5</p>	<p>PG</p>	

Waste Audit of Municipal Buildings Schools	<p>In your certification application, upload:</p> <ol style="list-style-type: none"> 1. Narrative Summary of what was accomplished & steps taken to do so, including the building(s) where the waste audit was performed, an explanation of why this building was selected, and information about the recycling rate for them -OR- If the building audited was a school, please provide a description of the role the municipality played in the audit. 2. Waste audit report, conducted from within 5.5 years of the June submission deadline. 3. List of the recycling and waste reduction actions implemented as a result of the audit. 	<p>In your certification application, upload:</p> <ol style="list-style-type: none"> 1. Updated narrative to reflect current activities. 2. Waste audit report, conducted or updated from within 5.5 years of the June submission deadline. 3. Report on implementation progress from within 12 months of the June submission deadline. 	<p>10</p>	<p>DD?</p>	
		Total Points Possible	<p>1520</p>		
		Total Uploaded Points			

2019 PROGRAM UPDATES

NOTE: ALL energy actions previously under other categories are now found under the ENERGY category

CERTIFICATION CRITERIA

	 bronze	 silver
Mandatory	1	1
Priority	2	3
Points	150	350
Categories	6	8

ACTION TOTALS

(Completed, Approved)

Mandatory	1/1	
Priority	0/12	
Total	65/1485	
Categories	4/18	
Actions	7/148	

Even if all completed actions were approved, this application would still not qualify for certification.