

Sustainable Jersey – Proposed Aberdeen Actions
 Starting October 2011 with
 Proposed Submittal for Certification by August 2012

Action Category	Action	Steps	Submit	Status
Community Partnership & Outreach	Create Green Team	Resolve to participate in program	File 1: Resolution	Res. No. 2009-60: Support Participation in Sustainable Jersey Certification Program adopted April 7, 2009; submitted April 9, 2009 – needs to be revisited
		Establish Green Team, and identify purpose, roles and responsibilities.	File 2: List of members and goals	Res. No. 2009-75: Establish Green Team Advisory Committee adopted June 23, 2009 – needs to be revisited
		Document plans and activities	File 3: Summary of activities in last 12 months	
Diversity and Equity	Diversity on Boards and Commissions <i>Complete a Community Diversity Evaluation</i>	Create a review team that is reflective of the community in terms of race, gender, age, geography, income, cultural, educational level, abilities, and political affiliations. Ask board and commission members to	As part of File 1 report: Names, affiliations, and positions of review team members and how selected.	

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	<i>within 24 months of certification submission</i>	participate.		
		Compile a community diversity profile using US Census American Fact Finder; NJ Dept of Labor & Workforce Development; County Planning Dept.; existing municipal reports on affordable housing and master plans.	As part of File 1 report: Community profile including demographics	
		Complete an assessment of selected Boards and Commissions (B&C) and compare to profile. (SJ website has a survey template)	As part of File 1 report: Survey results	
		Identify strategies to improve representation and present findings to Town Council.	As part of File 1 report: Recommendations made to Council File 2: Council meeting minutes	

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Energy Efficiency	Energy Audit for One Municipal Building <i>Audit one muni building through NJ BPU Local Governmental Energy Audit Program (or equivalent) or Direct Install Program.</i>	Compile energy usage and costs for the building for 12 months prior to audit. Include: kWh, BTUs, therms, etc, and billing meter readings. This will be used in the audit report.		
		Have audit conducted.	File 1: Energy performance summary (audit) report. File 2: Summary of plans for implementing audit recommendations.	Town needs to provide the 2 files to the Green Team for submittal.
Health & Wellness	Anti-Idling Education and Enforcement Program <i>Resolution in effect and other activities must occur within 12</i>	Identify and map priority anti-idling locations throughout the community	File 1: the map	Created; needs to be submitted.

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	<i>months of certification submission</i>			
		Pass an anti-idling resolution that includes all the factors identified on website.	File 2: Certified copy of the resolution	Res. No. 2010-61: Idle Free Zones adopted March 16, 2010 (check to ensure it contains all necessary factors); needs to be submitted
		Post No Idling signs at priority locations	File 3: Photos of posted signs.	Signs have not been created and posted.
		Develop a detailed enforcement plan for those locations	File 3: Copy of enforcement plan.	
		Produce educational materials and distribute to community	File 3: Copy of materials developed and how distributed to community.	
Land Use & Transportation	Sustainable Land Use Pledge <i>Must be in effect at time of certification submission.</i>	Adopt a Sustainable Land Use Pledge Resolution that includes all the factors identified on website.	File 1: Certified copy of resolution	Res. No. 2010-60: Sustainable Land Use Pledge adopted March 16, 2010; needs to be submitted Were copies sent to all Boards and Commissions?

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		Provide copy of Resolution to Planning Board, Zoning Board, Environmental Board, and other muni boards and commissions.	File 2: Any press coverage	Press announcement needs to be submitted
Natural Resources	Easement Inventory and Outreach	Complete worksheet provided on SJ website. Establishes a Conservation Easement Stewardship Program by creating a mechanism for ongoing, and permanent management of conservation easements by municipal government	File 1: A summary from the worksheet on development the Stewardship Program	
		Conduct outreach and education	File 2: Outreach Program including copy of outreach materials and how distributed	
		Create an easement inventory	File 3: Inventory database and any associated mapping	
	Natural Resource Inventory <i>Must be no more than 6 years old.</i>	Identify data and information that is out of date and what new information needs to be added (see ANJEC website for content). Write updated report.	File 1: Updated inventory	List of out-of-date info

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		Develop mechanism for regularly updating the inventory report and document.	File 2: Documentation indicating Town has a mechanism for regularly updated Inventory	Check Res. No. 2010-60 wording
	Tree Protection Ordinance	Develop ordinance which includes Title, Purpose, Definitions, Standards and Applicability, Submittal Process, Fees and Penalties	File 1: Copy of Tree Ordinance	
		Hold 2 publicly advertised readings; advertise full content or summary of ordinance in newspaper of record at least 10 days before public hearing and post on Town website before second hearing; make available through County Clerk; and provide to Planning Board for a 35-day review. Achieve majority vote.	File 2: Copy of resolution adopting ordinance	
	Community Forestry Management Plan and Tree Cover Goal	Develop a 5-year Community Forestry Management Plan pursuant to NJ Community Forestry Program	File 1: Copy of municipality's Mid-Year Status Report (July) for current year or End-Year Status Report (January) for previous year from the NJ Community Forestry Program	

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		Adopt a municipal tree cover goal and include the recent tree cover percentage	File 2: Copy of Tree Cover Goal enacted by Environmental Board, including meeting date and approval action by the group	
		Send one municipal employee and one volunteer to the CORE training program and achieve at least 8 CEUs	This is reflected by an Approved Status from the NJ Community Forestry Program	
	Water Conservation Education Program <i>Must occur within 3 years of certification submission.</i>	Complete worksheet provided on SJ website identifying Target Audience (e.g., residential, schools, commercial); Type of Use (e.g., indoor, landscaping); Conservation measures; Outreach methods; Resources used to implement; and Schedule	File 1: Completed worksheet	
		Create education materials and conduct outreach	File 2: Examples of distributed materials, presentations, meeting notices or other info that was part of the education program	

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Operations & Maintenance	Green Fleets: Fleet Inventory	Using provided spreadsheet, conduct inventory of all motorized vehicles owned or operated by all municipal departments and calculate the associated greenhouse gas emissions.	File 1: Inventory spreadsheet (see website)	
		Prepare a report that includes the current fleet composition, maintenance, and driver training practices; evaluation of current fleet efficiency and strategies for improvement; and at least one specific target	File 2: Narrative report	
Waste Reduction & Recycling	Establish a Recycling Depot <i>Must be operational within 12 months of certification submission</i>	Identify materials collected at depot	File 1: List of materials collected at the depot in the past year	
		Advertise existence of depot, location, hours, and materials collected	File 2: Copy of informational material that advertises depot, including location, hours of operation, and list of materials collected	

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		Photograph the depot	File 3: At least one picture of depot indicating it is in the community and pictures of the containers and signs at the depot	
	Community Paper Shredding Day <i>Must occur within 12 months of certification submission</i>	Find a "vendor" Identify convenient location Identify staffing (at least 2 people) Identify a maximum amount that each resident can bring for shredding Promote the event	File 1: Samples of promotional materials developed and used	
		Document the turnout and how day relates to overall recycling goals	File 2: Estimate the number of people that participated and the tons recycled	
	Adopt a Grass – Cut it and Leave it Program <i>Must occur within 12 months of certification submission</i>	Develop educational materials for residents and landscapers indicating the benefits to leaving grass clippings on the lawn, how its done and why thatch should not be a problem.	File 1: Copy of Cut It and Leave It educational materials	
		Promote the program during spring and summer months		

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		Evaluate participation rates and approximate waste reduction and share results with residents		
		Document the number of people participating and the amount of materials taken for reuse		
	Become an EPA WasteWise Partner <i>Must be a partner during the 12 months prior to certification submission</i>	Join program as an Endorser and agree to help educate constituents about the benefits of reducing or recycling municipal solid waste and select industrial wastes.	File 1: Documentation verifying participation	
		Work with Chamber of Commerce to recruit Partners by distributing pre-developed program information and materials (send mailing to local businesses and place articles in the press) and to provide ongoing information to Partners	File 2: List of actions implemented within the past year	

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Innovative Demonstration Projects	Rain Gardens <i>Must be operational at time of certification submission and outreach within 2 years of certification submission (time of construction doesn't matter)</i>	Identify and document location, size, and plans for construction	File 1: Project scope	
		Engage local landscaping business in process	File 2: Paid contract or other agreement for design and construction	
		Conduct outreach and education promoting rain gardens and the community rain garden	File 3: Copy of outreach materials used and date outreach occurred	
Animals in the Community	Wildlife Action Plan Pledge	Prepare pledge that commits to the 7 essential principles in the New Jersey Wildlife Action Plan addressing public lands management, environmental resources inventory, master plan revisions, and zoning.	File 1: Copy of adopted Pledge	

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		Distribute Pledge to Planning, Transportation, and Zoning Boards, Economic Development Committee, Animal Control Officers, and Environmental Board. Send memo introducing Pledge and outlining expectations for the municipal staff regarding implementation	File 2: Copy of memo sent to staff and list of recipients and their positions or affiliations	
Additional Action for Consideration				
Health & Wellness	Building Healthier Communities <i>Must be active program for 12 months prior to certification submission</i>	Adopt a Statement of Support (Pledge of Participation) for the Mayors' Wellness Campaign and establish baseline measures	File 1: Copy of Pledge of Participation	
		Develop strategy for 4 areas: Youth in Motion, Employees in Motion, Seniors in Motion, and Communities in Motion (refer to Mayors' Wellness Campaign Toolbox on web)	File 2: Documentation verifying implementation	
		Evaluate each of the 4 programs after one year and document	File 3: Designation as a "Healthy Town"	

