

Elk Township, NJ

Prepared by: Donna Weiss, Chair, Environmental Commission

Needed for Sustainable NJ Certification at the Bronze Level:

- **Mandatory: Establishment of a Green Team**
- **2 Priority actions**
- **Complete actions in 6 categories**
- **Total of at least 150 points**

Category	Action	Points	Documentation Needed	
Animals in the Community			All actions need a narrative summary of what was done/accomplished and the steps taken to do so	
	Enhanced licensing compliance	15	<ul style="list-style-type: none"> • Media from outreach • Statistics showing increased numbers of animals registered where there is existing ordinance • Updated census figures • Copies of ordinance & documentation of its distribution +5 points 	<p>Is updated census planned?</p> <p>If so, is there interest in enhanced licensing compliance?</p>
Community Partnerships & Outreach	Green Team(Mandatory)	10	<ul style="list-style-type: none"> • Dated government resolution • Summary of Green Team activities, list of names and affiliations of members 	Completed. Requested documentation provided.
	Community Outreach and Education	10	<ul style="list-style-type: none"> • Documentation for Arbor Day Activities • Documentation for Elephant Swamp Trail guide 	Completed. Requested documentation provided.

*Municipal Energy Audits & Upgrades	Implementation of Energy Efficiency Measures (Priority)	5-30	<ul style="list-style-type: none"> Summarizing all measures recommended for building Summary of project with list of all upgrades, energy savings, when upgrades completed, list of NJCEP incentives used. EUI calculations 	See below
Food	Farmland Preservation Plans	10	An excerpt from the SADC approved county plan that includes the relevant preservation goals and priorities that apply to your municipality	Summary of municipal committee charged with implementing comprehensive FP plan within last 12 months
Green Design Municipal Buildings	Construction Waste Recycling Ordinance	10	<ul style="list-style-type: none"> 84-6.1 	Summary of impact of ordinance
Health & Wellness	Ordinance re: Smoke Free Public Spaces	10	<ul style="list-style-type: none"> 76-12 83-1a, 2 	<ul style="list-style-type: none"> Signs & Notices Education & Outreach Materials
Land use & Transportation	*Bike and Pedestrian Plan	10	<ul style="list-style-type: none"> 96 	<ul style="list-style-type: none"> Copy of adopted bicycle and pedestrian plan Resolution incorporating bicycle and ped plan into master plan <p>Documentation that planning board has passed a resolution supporting the adoption of the b&P plans as part of the master plan</p>
	Build-Out Analysis	10	<ul style="list-style-type: none"> Final build out analysis report with link to 	Planned

			<ul style="list-style-type: none"> report on municipal website • Minutes from public presentation to governing body/planning board • Additional maps, charts, figures, data & graphics • Written assessment of build out analysis 	
Natural Resources	Natural Resource Inventory(Priority)	20	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Updated within 10 yrs of submission deadline • Documentation of NRIs incorporation into the Master plan <p>Statement of policy for regular update of NRI</p>
	Environmental Commission	10	<ul style="list-style-type: none"> • Chapter 17 • ETEC Annual Report 	Completed. Requested documentation provided.
	Environmental Site Plan Review	10	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Report listing development applications sent to EC for review <p>Findings of fact and recommendations report for one project reviewed from within 18 mos of June submission date</p>
	Clustering Ordinance	10	<ul style="list-style-type: none"> • 96-73 • Copy of ordinance • Description of standards that relate to the ordinance structure (listed on SNJ website) 	The Clustering Ordinance must meet the standards listed in section II of the "What to Do" section. It is unclear what percentage of land be preserved as open space and therefore, do not know if it does meet the standards for this action. If you have

				more information that can demonstrate the amount of land preserved through clustering ordinance, please provide this information.
	Environmental Assessment Ordinance	10	<ul style="list-style-type: none"> • 96-44 • Copy of ordinance • Description of standards that relate to the ordinance structure (listed on SNJ website) 	Completed
Waste Management	Recycling Depot	10	<ul style="list-style-type: none"> • Electronic Recycling – • Promo materials that state hours of operation • List of materials collected • Photo of depot 	Please indicate if your township collects more than just electronics at the public works garage. Please provide the days, hours of operation, and at least one photo for approval.
	Prescription Drug Safety & Disposal	10	<ul style="list-style-type: none"> • Two collection days per year • Copy of policy for town drop offs and hours • Photo of drop off area 	In order to approve this action documentation must be provided verifying the action requirements are met. Specifically for this action you must provide links to national programs on your municipal website, photo of drop off area and/or copy of your policy for identification/address of town drop off hours (2nd take back day)
	Bulky rigid plastics	10	<ul style="list-style-type: none"> • Promotional materials – Recycling calendar • County tonnage reports • Chapter 84 	Examples of promotional materials to advertise the program to residents, such as newspapers articles, flyers, or letters.
	Community Paper Shredding Day	5	<ul style="list-style-type: none"> • Promo materials • Estimated number of participants – 100 • Estimated 3 of tons recycled -2 • Sept 24 	Include samples of last year's promotional pieces; and where and how they were distributed.

Total categories - 9		Total points achieved: 40		
		Total required: 150		

***Municipal energy upgrades:**

You are on the right track but need to provide some more information to support your submission.

Keep in mind the following submission requirements for this action:

This action has four point levels based on the progress that the municipality makes over a baseline. A municipality can receive points for a projected improvement relative to a baseline that can be established in a historical audit or equivalent information.

If energy usage information has been entered into Energy Start Portfolio Manager, the software will compute an Energy Usage Intensity (EUI) for each building, which is simply total energy usage divided by building square footage. Only heating and electricity energy usage should be included (not transportation related usage). In cases where there are multiple buildings, a combined portfolio EUI should be calculated based on a weighted average (by square footage) of the EUIs of each building. The portfolio EUI, based on a 12-month history before the upgrades were made, represents the baseline. Note that this baseline, which will be the denominator in the EUI improvement fraction used to determine the number of points, is for the entirely portfolio of buildings. In other words, even if upgrades are done on a single building, the baseline energy usage is based on the entire portfolio of municipal buildings. Sustainable Jersey has prepared two spreadsheets that will automatically calculate the baseline and the EUI percent change.

The individual building efficiency measures will each include an estimated energy use reduction – projected energy savings each year. The sum of these savings, deducted from the historical baseline energy use, and converted to a EUI (for the portfolio) represents the projected building improvement. Points for the action are awarded based on the impact of the implemented measures relative to the building portfolio.

The following documentation must be provided to verify that the action was completed to the specified standards.

1. Description of Implementation – In the text box provided on the action submission page provide a short description (300 words or less) of upgrade projects completed.

2. Upload the baseline data (LGEA, Direct Install Walkthrough, or equivalent report)
3. Upload a summary of the project, preferably an overall project plan, but at a minimum a spreadsheet that contains a) a list of all upgrades done for each building, with project energy savings impact for each, and when each upgrade was completed (commissioned), and b) a list of the NJCEP and/or utility program incentives used.

4. Upload spreadsheets with two EUI calculations: the historical baseline, and the “after upgrade” EUI – either estimated or weather normalized actual savings. Sustainable Jersey has prepared two spreadsheets that will automatically calculate the baseline and the EUI percent change. Links to these spreadsheets can be found in the action description on the Sustainable Jersey website.

NOTE: Points awarded based on potential EUI savings identified in an audit are good for two years. After that time, documentation must be provided that demonstrates actual energy savings from the energy conservation measures that were implemented by the municipality.

All documentation must be from within 10 years of the June submission deadline.

***Bike and Pedestrian Plan**

Please review the following submission requirements to see if you can provide the necessary documentation.

1. The Planning Board must pass a resolution supporting the adoption of the Bicycle and/or Pedestrian Plan as part of the Master Plan.
2. The Bicycle and/or Pedestrian Plan must include the following components:
 - a. Vision statement, goals and objectives
 - b. Existing conditions’ analysis**
 - c. Recommendations on policy changes, programs and improvements needed
 - d. Implementation plan/strategy
3. The Bicycle and/or Pedestrian Plan must be no older than 10 years from the June submission deadline.