

TOWNSHIP OF MANSFIELD

Green Team Minutes

The November 8, 2018 meeting was canceled.

The December 13, 2018 Green Team meeting was held at the Mansfield Township Municipal Building, 100 Port Murray Road, Port Murray, N.J.

PRESENT: Connie Andershonis, Robert Jewell and JoAnn Fascenelli

ABSENT : Dawn Smith, Heather Hamilton and Michael Misertino

Town-Wide Yard Sale: Tentative 2019 schedule: April 26th – April 28th.

Carbon Footprint: The carbon footprint is an ongoing project.

Recertification: Mansfield Township Green Team received bronze recertification. A total of 21 actions in 10 categories for a total of 190 points were achieved. Mrs. Andershonis provided a listing of recertification actions as follows:

1.Wind Ordinance (10) Does Not Expire

Mansfield Township had neither a solar nor wind ordinance in their code book and as more people want to add alternative energy sources to their homes it was agreed that this was an important task for the Green Team to undertake. Due to the technical nature of this ordinance and the fact that it was a new zoning law, the Green Team enlisted the help of the Township Engineer, the Township Committee and the Land Use Board. The Township Engineer helped write and edit the language used in the solar and wind ordinance. Once written, the ordinance was brought before the Land Use Board for review. When the Land Use Board was all in agreement, the Solar and Wind Ordinance was brought before the Township Committee and passed on August 24, 2011.

2.Green Building Policy/Resolution (5) Expires 12/21/18

The Township is committed to making the community a better place through lowered carbon emissions, lowered operating costs within the municipal buildings and cleaner energy alternatives. The municipal building has had a new HVAC system installed, motion detecting lights and more energy efficient lighting fixtures. The township will strive to come up with new ways to lower its carbon footprint and help keep the environment within our community clean and pristine. This resolution is written proof of this commitment. Uploaded in File 1 is a signed and sealed copy of the resolution.

3.Pledge Supporting NJ Wildlife Action Plan (10) DNE

Mansfield Township has historically been a more rural community. In recent years, much development has been taking place which threatens the indigenous species and open space within the community. This pledge was created as a way to draw attention to the vulnerable wildlife in the region. The resolution was written, brought before the Township Committee and passed as a way to ensure that the community will experience development and progress but not at the expense of the wildlife in our community. As part of the township's environmental resource inventory, a critical wildlife habitat map was created to show areas of particular concern. Uploaded documents include copy of the passed resolution and copy of the memo that went out to township officials and the meeting minutes where the resolution is listed.

4.Create a Green Grounds & Maintenance Policy (10)

In 2013 Mansfield Township adopted a Green Grounds and Maintenance Policy which supports our rural picturesque 32 square mile community. We have a handful of municipal owned buildings with lawn areas, 128+ park land & open spaces, numerous sports playing fields and just a few planting beds which allow us the ability to utilize truly green practices encouraging our future sustainability. Mansfield's current practices include: 1) not watering lawn/fields relying solely on rainfall, 2) grasscycling having lawn mowers cut at 2-2.5 inches leaving cuttings as 100% organic fertilizer thus we do not use fertilizers which also assist in preventing summer burnout 3) mulching in planting beds used to keep the weeds under control as well as to retain moisture for the plants to remain healthy, 4) a series of retention and detention basins as well as marsh zone located adjacent to 3 shopping areas, 1 at municipal building, 1 near the elementary school and 1 in the municipal park. After careful review in March 2018 we concluded the municipality continues the green practices as adopted in 2013.

5.Create Green Team (10) Mandatory

The Mansfield Township Green Team originally established on July 14, 2010 remains active through its yearly Resolution outlining our Mission, Goal and Objectives. We had a very busy 2016-2017 as we held an EPA WaterSense® Free Showerhead initiative through a Sustainable Jersey Grant under the Water Conservation Education Program which also helps the township as a whole in minimizing water consumption. Members continued collecting data from 2015-2017 for work on the Municipal Carbon Footprint Report. We also conduct annual Waste Management/Recycling activities aligned with Sustainable Jersey Certification. Distribution of Reusable Bag Education tied to every event attended by a Green Team member which most recently Annual Town-wide Yard Sale & Annual Free Paper Shredding Event. Members assisted with passage of the Companion Animal Management Pledge. A shining moment was when a permanent Project Medicine Drop Box was procured and is located in our township Police Department in Fall 2016 a goal for the Prescription Drug Safety & Disposal priority action item. We have added Community Asset Mapping and Digitizing Public Information to our action items listing. This current year of 2018 has been filled with activities to assist the Green Team achieve re-certification which included the very successful Town-wide Yard Sale in April. Additionally, the Green Team is continuing its community education programs like litter & water conservation, Bag It program, Township shredding event and electronics recycling days. We continue to meet monthly to discuss new initiatives and low-cost ways to help our community and the environment.

6.Community Paper Shredding Day (5)

Mansfield Township continues to hold successful town-wide paper shredding events since 2011 with no exceptions during our 2015, 2016 and 2017 events. Total amount of confidential documents shredded in 2015 was 8,920+ pounds, 2016 was 7,870 pounds and 2017 a total of 5,710 pounds of confidential documents were shredded. Mansfield Township hires a local company to do the shredding on site at the Township's DPW building. Our DPW is on a major highway in the Township so residents have easy access. Residents drive up to the main bay door and either the owner of the shredding company, a recycling attendant, or the Certified Recycling Professional assist unloading their vehicles. Once shredding is complete, residents drive through the building and exit out the back-bay door. For the 3 years included in this re-certification the Township has shredded 22,500 pounds of documents. So, our 6-year total is over 40,000 pounds of documents with our next event is scheduled for Saturday October 27, 2018. All costs associated with shredding events are paid from the Township's Recycling Tonnage Grant and there is no charge to residents.

7.Environmental Commission (10)

The Mansfield Township Environmental Commission established in the Township Code which can be found in supporting documents are: the Mansfield Township certification of an ordinance

creating the Environmental Commission, the revised General Ordinance of the Township of Mansfield dated 1999, along with 2015, 2016 and 2017 Environmental Commission Annual letter and Activities Report. The Mansfield Township Environmental Commission and Green Team together meet regularly on the second Thursday of each month. The Environmental Commission has also established a workshop schedule for the third Wednesday of each month, as deemed necessary. The Environmental Commission is active and works diligently to monitor development in Mansfield Township, discuss ways to protect the Township's natural beauty and resources, as well as fostering the public to be stewards of the environment. Some activity highlights include: 2015- The Environmental Commission was awarded ANJEC 2015 Sandy Batty Open Space Grant Award which allowed for Professional Guided Trail Hike in Hector A. Cafferata, Jr. park was conducted with members of EC, GT, ANJEC and Forester Tim Matthews on August 7th and on October 10th a public tree identification trail hike was conducted at the park. Remaining funds assisted in purchase of tree identification plaques and a Bluebird house initiative in which cub scouts and community members worked together to complete and place houses. In 2016 another ANJEC award was granted allowing for a photo contest encouraging Mansfield residents to get out capture photos & submit them in varying categories with judging of entries by panel of EC members and residents. A traveling show was set up in 2017 starting with winners being awarded 1st, 2nd, 3rd prize in each category, the show traveled around town to allow as many residents to view at multiple venues.

8.Municipal Carbon Footprint (10) Priority

Mansfield Township's continued fortune to have a former member of the Green Team, a retired Professional Engineer formerly registered in the State of New Jersey who assists us with work on the complex Municipal Carbon Footprint action. With additional support supplied by the finance department, review of township utilities bills from electric, gas and heating bills, the MTPD Police Chief & DPW Supervisor and other members of the Green Team. We proudly continued data collection for 2018 Re-Certification which includes year's 2014, 2015, 2016 & 2017. In addition, we examine the Carbon Footprint data to look at trends, the effects of changes, the need for changes, and the progress in reducing greenhouse gas emissions. Elements that affect the carbon footprint are staffing, vehicle procurement, climate conditions, HVAC controls, building design, etc. In 2017 Mansfield Township participated in the Direct Install program which included Municipal Bldg., DPW Garage and small Recreation Bldg. along with replacing the Municipal bldg. roof with Energy saving shingles. Mansfield Township continues to identify area of efficiencies to assist in efforts to limit our carbon footprint.

9.Recycled Paper (10)

Mansfield Township understands the importance of utilizing recycling content when purchasing copy paper and other office supplies. However, the township has a shared court system who purchases copy paper on their own and does not always purchase paper containing 30% recycled post-consumer content. The Green Team will be looking into composing a Green Purchasing Policy that will be presented to the Township Committee for adoption so that all departments are purchasing recycled content copy paper. We continue to strive to make its operations greener, more environmentally friendly, and more energy efficient. Mansfield Township did purchase 16 out of 28 cases of 30% recycled post-consumer content which is 57% of all copy paper purchased. We will continue to strive to increase the percentage of all copy paper purchased to include recycled post-consumer content in the future.

10.Reusable Bag Education (5)

Mansfield's Certified Recycling Professional purchased non-woven polypropylene cloth bag & insulated reusable bags have been available for distribution to Mansfield residents with monies

from NJ Clean Communities grant. The Green Team identified a public education campaign to promote the switch to reusable bags to help to keep plastic litter off the streets, out of the woods and out of our waterways. Numerous outreach venues were identified throughout 2016, 2017 and into the future which include Seniors Meetings, Annual Township Wide Yard Sale, Shower Better showerhead distribution and Dove Environmental programs. The bags always include Reusable bag fact/bag care flyer and "Got You're your Bags?" window clings and small biodegradable plastic waste bags. Distribution totals for 2017 alone were over 340 bags, with another 500 bags are on order in May 2018. The Mansfield Twp. Elementary school's annual 5th grade presentation & BAG IT" documentary viewing is set for June 19th, 2018 to coincide with science curriculum of oceans and litter. The Green Team continues to promote Mansfield Twp.'s Clean Communities reusable bags as giveaways by leaving bags out in the Municipal building for daily visitors and shared services Court dates along with bi-monthly Township Committee meeting.

11.Sustainable Land Use Pledge (10) Priority

The Sustainable Land Use Pledge adopted by the Township Committee at their regular meeting held on September 24, 2014 as Resolution #2014-108 has been re-distributed in April 2018 the pledge has been re-distributed to the township's engineer Kastrud Engineering, LLC, Mansfield Township Land Use Board, Mansfield Township Environmental Commission, Township of Washington Construction Office. The redistribution included a letter from the Green Team and a copy of the original resolution, copies of the letter and pledge were distributed to all committee, commission and board members. A copy of the resolution and letter are attached.

12.Prescription Drug Safety and Disposal (10) Priority

The Green Team is extremely proud to announce the procurement of a permanent Project Medicine Drop Box at our Mansfield Township Police Department (MTPD) headquarters. The addition of the box is the result of our Certified Recycling Professional & Clean Communities Coordinator championing use of grant monies to be used to obtain both the permanent box as well as a traveling box the MTPD can carry with them to events they attend or sponsor. Since 2010 Mansfield Township had sponsored approximately two events each year and provided residents with local recycling events or locations where permanent drop boxes are available in the surrounding area until the addition of our permanent box in the Fall 2016. The MTPD issued a press release in Oct 2016, posted to their Facebook page of 4,950+ followers, and issued event alerts via its Google Email Group of 373+ subscribers about the permanent box. Additionally, the 2017 Township of Mansfield Newsletter tax insert announced the Project Medicine Drop Box which is located at the MTPD headquarters where residents can visit any time, 24 hours a day, 7 days a week, 365 days a year, to dispose of their un-used or excess medications anonymously. The mobile program offers opportunities for targeted collection to continue to reduce the abuse of prescription drugs in the community. Collection amounts from Oct 2016-June 2017 totaled 60 pounds and July 2017-March 2018 totaled 80 pounds, all collections were destroyed by Covanta Warren Energy Resource Co., LP. MTPD and Green Team will continue to actively promote Project Medicine Drop taking an active role in the fight against the nationwide epidemic of opiate and heroin abuse.

13.Minimize Water Consumption (10)

In April 2018 Mansfield Township's Minimize Water Consumption team reviewed our on-going watering practices which represent true minimized water consumption. Our township does not water any of the township owned lawns or fields. The township relies solely on rainfall. In addition, it sets the lawn mower to cut at 2-2.5 inches except on playing fields where we honor guidelines from experts on those types of playing fields. These measures allow the grass to grow to an optimum height to prevent burnout and minimize the need for water. The township has a 128-acre park of which approximately 10 acres are considered lawn areas. These ten

acres house a softball field, a set of tennis courts, two parking lots and an open area with benches. Lawns at the municipal building, the department of public works, and at the elementary school account for another 7-8 acres. In addition, we have various soccer fields and tennis courts, with adjoining plantings scattered throughout the township and represent an additional 10 acres. Additionally, the Green Team helped residents save approximately 174,800 gallon of water per year with the installation of free EPA WaterSense® showerheads thus aiding the municipality in minimizing water consumption.

14. Water Conservation Education Program (10)

Mansfield Township was again fortunate to receive a Sustainable Jersey grant which kick started our 2016 Water Conservation Education Program. Several members of the Green Team collaborated to create a Free EPA WaterSense® showerhead program which included a take back of the showerhead being replaced. The program was enhanced by Mansfield Township's partnership with EPA WaterSense® which gave us access to materials and artwork which included videos which were used during the planning, promotion, registration and distribution process during 9-month period between 2016 & 2017. We are also continuing to identify targeted audiences and measures to reduce water usage such as water saver and water sense programs. We are including water conservation measures in our township newsletter included in August tax bills along with our municipal township website and Mansfield resident managed Facebook pages like Mansfield Township Neighborhood Watch so stay tuned for more.

Water Conservation handouts specific to conservation at home and in our yard & gardens are distributed during any Green Team & Environmental Commission initiative or events along with their availability to community at our Municipal building & during Township Committee meetings. Utilization of social media with conservation education will continue through 2018 and into the future.

15. Materials Reuse Program (10)

Mansfield Township activities supported the Materials Reuse Program: Town Wide Yard Sale & Clothing Bin Collections. When Mansfield Township's Town Wide yard sale was reintroduced in 2015, we were happy to report the number of registered participants was more than originally anticipated. The number of registrations over the course of the 4 years has leveled off to an average 30-40 per year. The sale provides a way for residents to sell their unwanted items to other residents and yard sale shoppers promoting reuse. The Green Team has refined its organization of event from registration, promotion with use of free and paid advertising, creation of on-line Google map and distribute to each registrant a yard sale sign, printed maps, yard sale flyer our Clean Communities reusable bags which also included education concerning recycling event info and water conservation. Yard Sale shoppers are able to obtain a copy of the map from those that hosted a yard sale, the municipal building, or online. This year the event was held on April 27th, 28th & 29th, we have added Friday's after survey responses asked for addition several years ago. Since the addition of Friday's many of residents residing in neighborhoods or along busier roads have confirmed Friday's are their best days! We are excited and welcome any additional homes in the township to participate each year as we know we are reaching more residents thus increasing the reuse factor as we estimate approx. 3-4 tons of waste through the town wide yard sale event. Another reuse initiative, Clothing Bin Donations - several bins are hosted and located throughout the 30 square miles of Mansfield Township and managed by two vendors AmVets & ReUse who's combined collection total for 2016 was 47.6 tons and 2017 total of 41.95 tons of clothing donations.

16. Grass – Cut It and Leave It Program (5)

Mansfield Township's Grasscycle updated flyer which includes important information regarding the benefits of grasscycling and how to start is a great resource for residents. The flyer is available at the Municipal Building, on the Township web-site, and information is always included in the Township's annual newsletter which is included in August tax bills. The flyer will also be available at the Township Committee Bi-Monthly meetings along with the monthly Seniors meeting during the months of June - Sept. As well we have included a Grasscycling! Nature's Fertilizer! program on social media to reach those residents who follow resident managed Mansfield Neighborhood Watch (949members) and Mansfield Politics (449 members). The Township does not offer a convenience center for grass recycling, therefore the Green Team and the Certified Recycling Professional feel this flyer assists residents and get the word out to "Just Mow & Go!".

17. Community Education & Outreach (10)

Mansfield Township Green Team and the Clean Communities Coordinator continued belief that due to our township's location in the watershed region of the Musconetcong River the issue of waste management and how it affects the water, streams, and animals is very important and be the primary sustainability program for the residents and children of the community. The Clean Communities Coordinator hires environmental specialists to perform programs at the Mansfield Township Elementary School, Pequest Fish Hatchery, Warren Haven Nursing Home and The Learning Experience Daycare Center. These programs stress the importance of proper waste management by building awareness and our need to foster sustainability of our lands and waterways which directly affect our local community and its global implications. Mansfield Township Elementary School requests these programs on a yearly basis as sustainability is about the future and students are our future. The programs are always well received by the teachers, children, and adults alike, many feel they leave the programs with a new understanding of the delicate balance between humans and the environment. We understand the need to continually reinforce important waste management topics as it can be easily forgotten. Teaching children about the environment and the role everyone plays; that it is their choice to keep the environment clean & green to "reduce, reuse & recycle". We have found that the children go home and share with their families what they have learned. Various hand-outs and flyers are available for participants to take home which help reinforce their learning. Hands-on activities during the events are some of the most talked about and fun for all attendees. Programs are advertised by the school and through the township. We are always looking for new & fun ways to educate the preservation of New Jersey's habitats and educate sustainability.

18. Companion Animal Management Pledge (5)

The Green Team put forth the Companion Animal Management Pledge resolution in 2016 which was adopted by the Township of Mansfield at their August 24, 2016 meeting in support for responsible pet ownership. In order to reiterate the township's commitment to responsible pet ownership the attached letter was issued to the Animal Control Officer (ACO), Police Chief and Department of Public Works Supervisor in 2018. The adopted resolution was attached for their review. For many years the township has required licenses for dogs and cats which include a tag and requires proof of rabies vaccination along with identifying if animal was spay or neutered. Additionally, the township offers a free rabies vaccination clinic which is offered to Mansfield residents along with neighboring municipalities. The township also maintains a list when other municipalities will be hosting their free rabies clinics which are posted as advised to the town clerk.

19. Community Asset Mapping (10)

The Green Team (GT) discussed creation of a Community Asset Map (CAM) beginning in mid-2016, with 10 categories identified during subsequent GT meetings. Categories include: Airport,

Agritourism, Cemeteries, Fire Companies & First Aid Squad, Historic Buildings/Districts/Memorials, Municipal Properties, Park/Recreation/Nature Areas, Post Office, Retail Districts and Worship. Mansfield Township encompasses 30.5 miles of residential, agricultural, commercial and industrial life which make up beautiful ridges and valleys. Our rural makeup enabled the team to identify physical structure & places, community resources and businesses. The team's discussion of which map to use identified the need for a simple no-cost option. Fortunately, the team utilizes **Google Map Maker™ service** for our town wide yard sale which is a user friendly, simple, no-cost which already had numerous township inventory items located on it. So, it was decided the team would utilize **Google Map Maker™ service** for the CAM which we created in June 2017. The team began populating the map with existing and new map points which were reviewed during our meetings. So today we have a collective inventory of positive and valued aspects of our community which we continue to edit and add to. The map will be embedded on our township website: <http://www.mansfieldtownship-nj.gov/> during the next month. Our map is a work-in-progress so as our community morphs and changes our choice of **Google Map Maker™ service** allows the public to utilize the map on multiple types of devices now and in the future.

20. Digitizing Public Information (10)

Mansfield Township has been diligently working at digitizing public information for the betterment of the municipality and its citizens. With the township's limited personnel resources and in keeping with the 2% tax cap in an effort to keep resident's property taxes low the township has been slow but steady in its efforts to bring the municipality into the Digital Age. By the township's implementation of its newest version of the township website in 2013 on the Joomla! ® platform including the use of Twitter to keep residents informed. The Mansfield Twp. Police Department uses a **Facebook** ® page to help keep residents safe and informed along with the use of **Google Alerts™ email update service** which residents can sign up for email alerts along with Green Team and Township News. Township ordinances have been made available through **eCode360**® along with tax information and payments using Edmonds & Associates WIPP electronic payment module and most recently the use of **Google Map Maker™ service** to create and post the township's community asset map. The township maintains listings of boards and committees, including posting members with term & expiration dates, agendas, meeting minutes, along with meeting dates & times and continues as time and resources allow. As well non-emergency public services, recreational activities & programs, links to local & regional school districts, and Open Public Records Act request form are posted and easy to locate. The township continues its commitment by evaluating additional areas for future digitizing as funding and resources allow.

21. Energy Efficiency for Municipal Facilities (15) Priority

Mansfield Township owns and operates 3 building facilities, the Municipal Building which houses a Shared Municipalities Court, Tax Collector & Assessor, Police Department and other various government agencies, the Department of Public Works (DPW) Building and a small Recreation Building. The township originally participated in the Direct Install Program in 2009 and was excited with results, so when it was brought up in 2017, we were happy to participate once again. The Direct install program included all three buildings with Donnelly Energy contracted to install all energy efficiency measures. The Municipal Building & parking area upgrades included new oil burner, boiler reset control for hot water along with relamp, fixture replacements and new controls in all rooms and new low flow aerators in lavatories. The DPW Garage upgrades included fixture replacements, electric split A/C system and new low flow aerator in lavatory. The small Recreation Building upgrade included fixture replacements and relamp outside spot lights. The Direct Install program energy efficiency measures are estimating annual savings of \$15,622.00. Additionally, the Municipal Building replaced the roof which included Energy Saving shingles and new gutters, leaders and gutter guards. We could

not be happier with the results; Municipal Building employees have noted they don't need to use all the overhead lighting after relamping so we hope to see additional savings in that building.

A copy of the above listing was given to the Mayor and Township Committee for their December 12, 2018 Township meeting.

Community Asset Mapping: Mrs. Andershonis added the Mansfield Emergency Medical Services to the map.

Reusable Cloth Bags: Mrs. Fascenelli stated she will place an order for additional bags.

Email: An email was received from Mr. Gary Pohorely who is a member of the Washington Borough Green Team and a trustee for the Musconetcong Watershed Association.

Mr. Pohorely expressed an interest in working in conjunction with the Mansfield Green Team regarding incorporating some rain gardens and redesigning some detention basins within Mansfield Township. The Environmental Commission will discuss this during their meeting.

Mrs. Andershonis: Advised she will be resigning from the Green Team. It was with deepest regret that the Green Team accepted Mrs. Andershonis resignation.

Next Green Team meeting is scheduled for January 10, 2019 at 6:30 pm at the Municipal Building.

Respectfully Submitted,

JoAnn Fascenelli