

RESOLUTION
of the
BOROUGH OF NEW PROVIDENCE
Resolution No. 2013-216

Council Meeting Date: 06-24-2013

Date Adopted: 06-24-2013

TITLE: RESOLUTION OF THE BOROUGH COUNCIL OF THE BOROUGH OF NEW PROVIDENCE, COUNTY OF UNION, STATE OF NEW JERSEY AMENDING THE SUSTAINABILITY AWARENESS POLICY (102-12-002) FOR THE BOROUGH OF NEW PROVIDENCE

Councilperson Galluccio submitted the following resolution, which was duly seconded by Councilperson Muñoz.

WHEREAS, the Borough Council adopt a Sustainability Awareness Policy which addresses office energy consumption, acquisition of energy star rated appliances and use of electronic document, recycled paper, duplex printing and the use of scrap paper; and

WHEREAS, the Borough Council believes it is in the best interest of the residents of the Borough of New Providence to amend said policy to include purchasing practices.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of New Providence, County of Union, State of New Jersey that the Council Policy regarding Sustainability Awareness, which is attached hereto and made a part hereof, is hereby adopted;

BE IT FURTHER RESOLVED that said Council Policy regarding Sustainability Awareness shall become effective immediately in accordance with law.

APPROVED, this 24th day of June, 2013.

RECORD OF VOTE

	AYE	NAY	ABSENT	NOT VOTING
GALLUCCIO	X			
GENNARO	X			
KAPNER	X			
MADDEN	X			
MUÑOZ	X			
ROBINSON	X			
HERN			TO BREAK COUNCIL TIE VOTE	

I hereby certify that the above resolution was adopted at a meeting of the Borough Council held on the 24th day of June, 2013.

Wendi B. Barry, Borough Clerk

B O R O U G H O F
NEW PROVIDENCE

SETTLED IN 1720

Borough of New Providence Policy

Department: Administration	Issue Date: 06-24-2013	SOP # 102-12-002	Resolution # (If applicable) 2013-???
Title: SUSTAINABILITY AWARENESS		Approved by: Mayor and Council	

I. DISCUSSION/PHILOSOPHY – SUSTAINABILITY

- a. In typical municipal offices, energy expenditures account for approximately 19% of total costs. Sources of energy usage in such complexes, such as lighting, heating/cooling and office equipment account for 80% of consumption. Since staff has control over energy usage in these categories, significant energy savings can be realized through personal behavioral changes. By implementing simple operational changes, outlined herein the borough will realize cost reductions.
- b. The purchase of Energy Efficient Appliances will help reduce our carbon footprint and reduce our energy costs.
- c. Purchasing recycled paper products will also help to reduce our carbon footprint.

II. RESPONSIBILITY OF SUPERVISORS AND MANAGEMENT

- a. Supervisors and managers are responsible to be familiar with this policy and assure compliance by members of their departments.
- b. Actions by employees that are inconsistent with this policy shall initially be reviewed by the department head. The department head shall take necessary steps to assure future compliance with this policy and advise the borough administrator of the action taken.
- c. On an annual basis, supervisors and managers will review the policies with their staff for potential updates due to new technologies or procedures.

III. OFFICE ENERGY CONSUMPTION

- a. In an effort to reduce our carbon footprint, reduce greenhouse gases and lower our energy costs, the following steps will be taken by all employees.
 - 1) Computers are to be turned off when employees leave for the day, unless such employee has remote access to his/her computer and will require access after hours.
 - 2) During the day, computers shall be set to turn off the display after 5 minutes and initiate sleep mode after 15 minutes.
 - 3) All offices have been equipped with motion sensor lights. The lights automatically turn off when motion is not detected for a period of 5 minutes – longer for the hallways. Employees shall notify building maintenance of any sensors not working properly.
 - 4) During the heating season, the thermostat shall be set no higher than 72 degrees.
 - 5) During the cooling season, the thermostat shall be set no lower than 74 degrees.
 - 6) Thermostats shall be programmed to reduce consumption during periods when the building is not in use.

IV. ACQUISITION OF ENERGY STAR RATED APPLIANCES.

- a. The Borough of New Providence shall purchase Energy Star rated appliances whenever such rating is available for the appliance being purchased.

V. **Use of Electronic Documents, Recycled Paper, Duplex Printing and use of Scrap Paper**

- a. The Borough of New Providence encourages all employees to use electronic documents where hard paper copies are not necessary or required. When employees send copies of reports or other documents, the preferred method is to create a pdf file and forward via email.
- b. The Borough of New Providence utilizes a council portal system for distribution of documents associated with council meetings. No longer are paper copies of the documents printed.
- c. The Borough of New Providence shall purchase copy paper with no less than 50% of the content recycled material.
- d. Whenever possible, all copies shall be duplex – reducing the amount of paper necessary.
- e. Whenever possible, reuse paper with one side of print as scrap paper before recycling.
- f. Scrap paper collection points will be established in each department for paper that would otherwise be recycled. This paper will be used as scrap paper before it is ultimately recycled.

VI. **General Purchasing Guidelines**

- a. Purchase recycled products generally where practical.
- b. Purchase of products that are durable, long lasting, reusable or refillable shall be preferred whenever available & practicable.
- c. Where applicable, economically practical, energy-efficient equipment shall be purchased with the most up-to-date energy efficiency functions. This includes, but is not limited to, high efficiency space heating systems and high efficiency space cooling equipment.
- d. When practicable, the Borough shall replace inefficient interior lighting with energy-efficient equipment and bulbs.
- e. When practicable, the Borough shall replace inefficient exterior lighting, street lighting and traffic signal lights with energy-efficient equipment and bulbs.
- f. To the extent practicable the Borough shall purchase water-saving/conservation products. This includes, but is not limited to, high-performance fixtures such as toilets, low-flow faucets and aerators, and upgraded landscape irrigation systems.
- g. To the extent practicable, the Borough shall purchase, or require janitorial contractors to supply, industrial and institutional cleaning products that meet and/or exceed the Green Seal Certification Standards for environmental prefer ability and performance.
- h. All surfactants & detergents shall be readily biodegradable and, where practicable, shall not contain phosphates where the use of said products will not compromise the quality of service.