

131 POLICIES, ACTIONS AND BEST PRACTICES

GOVERNANCE AND COMMUNITY ENGAGEMENT		
TOP IC		LINK
1	MUNICIPAL OPERATIONS	
1A	Professional staff are employed or retained, in the areas of budgeting and finance.	https://www.mhsboro.org/administration
1B	A revenue-expenditure trend analysis is conducted annually.	Yes
1C	Funds for capital-related borrowing are not used for day to day expenses.	Yes
1D	Municipality routinely evaluates ability to ensure that revenue is sufficient to maintain public infrastructure, i.e., road, water, sewer, stormwater (community has an asset management based budget system).	Yes
1E	Obligations for pensions/ other post-employment benefits are funded for the long-term to at least 80%.	Yes
1F	5-10 % of operating funds are carried over year to year.	Working on it
1G	Taxation takes a balanced approach applicable to all sectors of municipal services provided and fees satisfy cost recovery.	
1H	Green vehicle fleet assessment has been initiated toward: using greener fuels and/or vehicles, vehicle right-sizing for the job/trip, retrofit or replace older diesel trucks or equipment with cleaner technology, or driver education about driving techniques for fuel economy.	No
2		COMMUNITY ENGAGEMENT
2A	Civic engagement, public participation and transparency are regularly assessed and facilitated.	https://www.mhsboro.org/resident-information
2B	A historic review commission is active.	No
2C	An environmental advisory commission is active.	No
2D	Municipality communicates with the public via a regularly scheduled newsletter or regularly updated web based communications.	https://www.mhsboro.org/resident-information
2E	All municipal-sponsored events have a sustainability-awareness component.	Working on it
2F	A program exists to actively pursue and match residents and local businesses to volunteer opportunities to better the	Working on it

	community and assist the local government.	
3	LOCAL AND REGIONAL COOPERATION	
3A	Municipality is an active participant in a Council of Governments.	Yes
3B	The municipality utilizes Intergovernmental Cooperative Agreements (ICA) to engage in multi-municipal endeavors.	https://codereview.ecode360.com/documents/MO4187/public/428781574.pdf
3C	Intergovernmental Cooperative Agreements include conflict resolution provisions.	No
4	SUSTAINABILITY	
4A	The municipality is committed to passing a resolution (within six months of enrolling) to affirm participation in the Sustainable Community Essentials Certification Program.	Working on it
4B	A municipal sustainability program (in name) has been developed and departmental goal setting and budget processes are used to advance it.	Working on it
4C	Sustainability policies, goals and principles have been adopted.	Working on it
4D	A sustainability assessment has been conducted to evaluate municipal facilities, operations, plans and regulations relative to conserving resources, saving money and implementing policies and procedures that simultaneously advance the environment, economy, and social equity.	Working on it
4E	There is on-going training for municipal employees and officials and the HR function is closely engaged in advancing objectives of the municipal sustainability program.	Working on it
4F	Procedures are in place to measure and track the impacts of the sustainability program (and yearly reporting to the public on results is conducted).	No
4G	An executive/management level municipal staff person has responsibility for management of the municipal sustainability program expressly included in their job description.	No
4H	Professional development for municipal personnel and officials includes participating (at a minimum, per year) in quarterly local Government Academy, PA	https://boroughs.org/

	DCED or other professional training association programs.	PSAB or WCCOG is utilized for training.
4I	Newly elected officials participate in local Government Academy or other orientation training for public officials.	https://boroughs.org/ PSAB or WCCOG is utilized for training.
5	PUBLIC SAFETY	
5A	Municipality maintains updated public safety mutual aid agreements with neighboring municipalities and shares resources.	Yes
5B	Municipality maintains an updated Public Safety comprehensive plan to be sure staffing and financial resources keep pace with municipal needs for Police, Fire, and Emergency Medical Services.	Yes
5C	Municipality participates In a regional service program or contracts services to or through other municipalities for fire, police, or EMS.	https://www.mhsboro.org/emergency-services
	HEALTHY COMMUNITIES	
6	LOCAL FOOD	
6A	Incentives exist for establishment of farms and gardens within the municipality.	No
6B	The municipality supports a program (or cooperates with neighboring communities) to engage residents in strengthening sustainable food systems to link local foods1 farms and people (ex. Buy Fresh Buy Local initiative, Good Food Neighborhood, etc.).	No
6C	Education programs are made available for residents on the benefits of organic, locally purchased food; farmers' markets and farm stands are facilitated.	Working on it
6D	A community produce garden(s) is available.	Working on it
7	HEALTHY PEOPLE	
7A	Programs by local government, or in cooperation with the non-profit and private sector, exist to address community health concerns, i.e. exercise programs, feeding programs for children and the elderly, crime watches, accessible health care, exercise away from areas of air pollution, etc.	No
7B	Outdoor recreation opportunities, amenities, and lifestyles are promoted.	https://www.mhsboro.org/copy-of-project-updates

7C	A program to promote safe walking to school is in place.	https://7053921f-67c1-4065-be38-3da0ffc25e23.filesusr.com/ugd/271bdf_f02f2427e9e84ef8835946356440b11d.pdf
7D	The use of pesticides and herbicides is being monitored and reduced by all municipal departments which use them.	Unknown
DIVERSITY, EQUITY AND INCLUSION		
8	HUMAN RESOURCES	
8A	Measures are taken to ensure a wide range of candidates are interviewed for all municipal job openings i.e., the Rooney Rule.	Unknown
8B	The municipality has a written municipal policy prohibiting discrimination and valuing diversity and inclusion.	Yes Employee policy and procedure manual page 6
8C	The municipality has provided diversity training for municipal employees.	Yes Borough employees are required to participate in sexual harassment training, equal employment opportunity training.
8D	The municipality annually assesses, and reports to the public, diversity of all boards, employees, volunteers, committees, etc.	No
8E	The municipality reports annually to the public on progress in creating a more diverse workforce.	No
9	ECONOMY	
9A	There is a municipal policy ensuring Minority Business Enterprise and Women Business Enterprise are considered in municipal purchasing, bids and contracts.	No
9B	The municipality is engaged in programs to communicate that the community is welcoming to persons who represent diversity (sister city relations, diversity sensitivity training, multilingual signage, etc.)	No
EDUCATION		
10	COOPERATION	
10A	Municipal planning is coordinated with the school district and the two meet together at least once per year.	
10B	The municipality and local public schools cooperate to share facilities and other resources. (For example, the municipality assists with the cost of evening lifeguards for community use of a school swimming pool or for provision of crossing guards.)	Yes Yes we did employ a crossing guard for the elementary school. Now if the need arises, our on-duty patrol officer does it.
11	ENGAGEMENT	

11A	Municipality works with schools and local nonprofits/community organizations to engage students about community issues such as waste reduction and recycling, public safety, wellness, conservation, nature, etc.	https://www.mhsboro.org/community Community writing contest from August of 2021.
ENERGY USE, CONSERVATION AND GREEN BUILDING		
12	MUNICIPAL ENERGY USE	
12A	The municipality has recently completed an energy audit of all municipal buildings and operations. The audit includes findings and recommendations and establishes a baseline of energy usage.	Yes In 2021, recently had a vendor in to look at the cost of installing solar panels. Our current energy usage is very low.
12B	The municipality has established goals from the energy audit findings and is methodically implementing the energy audit findings.	No
12C	Municipal energy use has declined overall at least 15% from the baseline year established in the energy audit.	No
12D	Municipality is reporting yearly to the public on progress and results made in implementing recommendations/findings contained in the municipal energy study.	No
12E	Municipality has or is in the process of retrofitting street lights and traffic signals to LED bulbs.	Yes Street lights were upgraded. Any new pole light we install are LED lights.
12F	As part of the energy audit, a greenhouse gas inventory and mitigation plan has been established for municipal functions.	No
12G	Positive progress on the greenhouse gas inventory and mitigation plan is reported annually to the public.	No
12H	Energy performance of key municipal buildings is tracked using ENERGY STAR Portfolio Manager and is reported yearly to the public.	No
13	COMMUNITY ENERGY USE	
13A	The municipal comprehensive plan contains an energy conservation element.	Working on it
13B	Municipal support is provided to a public program (throughout the community and for businesses) to conserve energy, promote renewable energy sources, and mitigate carbon emissions.	No
13C	The greenhouse gas inventory has been expanded to include the entire community (not just the	Working on it

	municipality) and a mitigation plan has been developed.	
14	GREEN BUILDINGS	
14A	There is a written green building policy/standard for new construction/major renovations of municipal buildings such as the International Green Construction Code (IgCC).	No
14B	New construction and major renovations at municipal facilities incorporate (sufficient to achieve) LEED (Leadership in Energy and Environmental Design) Silver principles.	No
14C	Municipal building operations could meet LEED O&M Silver principles or better.	No
14D	The municipality has reviewed ordinances, resolutions, and other policies to remove impediments to the use of alternative energy (wind, solar, geothermal) installations or green buildings.	No
14E	LEED certification is required for development projects receiving a public incentive (TIF, abatement, etc.).	No
15	RENEWABLE ENERGY	
15A	A Municipality purchases energy for municipal facilities from renewable energy sources (or has installed renewable energy sources) such that at least 10% of all municipal energy comes from renewable sources.	Working on it
15B	Municipality purchases energy for municipal facilities from renewable energy sources (or installed renewable energy sources) such that at least 40% of all municipal energy comes from renewable sources.	No
	ENVIRONMENTAL STEWARDSHIP	
16	WATER USE, CONSERVATION AND QUALITY	
16A	A The municipality utilizes an Integrated Municipal Stormwater and Wastewater Planning Approach (as described by EPA) to identify the municipality's priorities for projects and includes a description of how the proposed priorities reflect the relative importance of adverse impacts on human health and water quality and the municipality's financial capability. See:	<p>Yes</p> <p>https://7053921f-67c1-4065-be38-3da0ffc25e23.filesusr.com/ugd/06c391_646b053d850c419b8100aa0657515f11.pdf</p> <p>Page VII-3 of COMP plan</p>

	http://cfpub.epa.gov/npdes/Integratedplans.cfm	
16B	The municipality actively encourages water conservation and efficiency measures in the community and among businesses.	Working on it
16C	Low impact development and onsite stormwater infiltration is encouraged.	Yes https://7053921f-67c1-4065-be38-3da0ffc25e23.filesusr.com/ugd/06c391_f59378b043094ac2ba3459824d105e16.pdf VII-7 page 56 of COMP plan
16D	Water provider(s) prioritize improving service to existing developed areas as opposed to opening up new areas to development.	Yes https://7053921f-67c1-4065-be38-3da0ffc25e23.filesusr.com/ugd/06c391_646b053d850c419b8100aa0657515f11.pdf See page 72 X-9.
16E	Drinking water and sanitary sewer rates are based on the real cost of providing service.	Yes VIII- 8-3 page 54
16F	Sufficient investments are being made to the water, sewer, and stormwater systems per real costs and keeping pace with maintenance and operations.	Yes https://7053921f-67c1-4065-be38-3da0ffc25e23.filesusr.com/ugd/06c391_646b053d850c419b8100aa0657515f11.pdf 2018-03 to 2018-07 one drainage project. In the summer of 2020 we completed a drainage/sidewalk and road project on East Pine St.
16G	Cooperation is occurring with neighboring municipalities to manage water and sewer supply, treatment and distribution, sewage and stormwater, in the most cost-efficient way.	Yes
17	AIR QUALITY	
17A	PA State anti-idling law is enforced and compliance is promoted.	No
17B	Municipality supports public education regarding reducing air pollution and emissions.	unknown
17C	A clean construction emissions policy for all publicly subsidized projects has been adopted and is enforced.	No
17D	A burn ban has been formally adopted and made part of municipal ordinance, and State or County outdoor wood fired boiler construction and operation is in accordance with state law.	No
17E	The municipality and its municipal waste hauler service are exploring ways to reduce emissions from	No

	vehicles and trucks beyond anti-idling.	
18	GREEN INFRASTRUCTURE	
18A	Policies, plans and ordinances protect wetlands and waterways and their buffers.	Yes https://www.mhsboro.org/zoning-ordinance-and-map or COMP plan page VII-7. Also Zoning section 1005
18B	Written policies exist and ordinances and incentives have been enacted to conserve environmentally and ecologically sensitive places (for example, slopes over 25%, slide prone soils and geology, springs and vernal pools, mature woodlands, Natural Heritage Areas, etc.) in order to protect public safety and natural resources while using green infrastructure for stormwater management.	Yes COMP plan page VII-7. Section 408 of our SALDO
18C	Low impact and green development projects, as well as techniques (pervious pavement, bioswales, cisterns, woodland and steep slope protection) are fostered through incentives, ordinances and design guidelines.	Yes https://www.mhsboro.org/zoning-ordinance-and-map SALDO item number 23 requiring developers to supply studies done in regards to this.
18D	Tree and woodlands protection and management policies are in place (for example, community forestry plan and canopy goal; tree planting programs; tree maintenance programs; tree hazard and health assessment projects; computerized assessment of municipal trees, tree/woodland replacement criteria in ordinances, etc.).	Working on it
18E	A natural resource Inventory has been developed for the community within the last 7 years as part of the comprehensive plan.	No
18F	Sustainable landscape maintenance practices are in place for parks and municipal grounds.	No
	HOUSING	
19	AFFORDABILITY	
19A	The zoning ordinance provides for or accommodates a full range of housing opportunities throughout the community.	Yes https://www.mhsboro.org/zoning-ordinance-and-map County COMP plan page 42-49. Also, the Borough's COMP plan page IX-5.
19B	The comprehensive plan addresses the community benefits of and need for expanding housing choice.	Yes https://7053921f-67c1-4065-be38-3da0ffc25e23.filesusr.com/ugd/06c391_646b053d850c419b8100aa0657515f11.pdf page IX-7

19C	The zoning ordinance has inclusionary housing provisions/incentives	No
19D	A program exists (perhaps in partnership with an outside agency) to facilitate home ownership: homebuyer incentives, employer-assisted housing, community land trust, etc.	Yes https://www.mhsboro.org/important-notice
19E	The community is tracking and reporting annually to the public on results toward affordable housing for residents.	No
20	SUSTAINABLE NEIGHBORHOODS	
20A	A current inventory of vacant and blighted/blighting properties is maintained and mapped.	Yes A spread sheet of vacant properties. It however is not mapped.
20B	A program is being implemented to put blighted, abandoned properties back into productive use: smart rehab code, conservatorship, demolition, acquisition, green lot strategies, etc.	Yes https://www.ccpa.net/3546/Cumberland-County-Comprehensive-Plan
20C	The municipality has elected to administer and enforce PA's statewide Uniform Construction Code (UCC).	Working on it
20D	The municipality has adopted the International Property Maintenance Code within the last 6 years per good, safe rental housing.	Yes https://www.mhsboro.org/rental-inspections IPMC is linked on this page.
20E	Staffing is in place sufficient to enforce building and maintenance codes.	Yes https://www.mhsboro.org/zoning-and-codes
20F	The municipality utilizes a system for collection of delinquent taxes and fees in order to mitigate blight and abandonment.	Yes
LAND USE AND TRANSPORTATION		
21	MOBILITY	
21A	Trails for walking and bicycling are being developed or maintained.	Yes https://www.mhsboro.org/recreation
21B	Alternate transportation (e.g. transit, inter-modal, multi-modal, bicycle/pedestrian) are accommodated and promoted.	No
21C	Public transportation and ride sharing are promoted and facilitated, as is transit-oriented development (where applicable).	No
21D	Bicycle lanes or shared roadways are being developed and a "Share the Road" education campaign is being advanced.	No

21E	Police are trained on the rights and responsibilities of bicyclists and state law on passing bicycles.	No
21F	Traffic calming techniques, “complete streets” projects, access management and congestion management programs have been evaluated and are being implemented.	No
22	COMMUNITY	
22A	Professional staff are employed or retained to manage the land use program.	Yes Done through our Planning Commission.
22B	Comprehensive land use/development plan is current, addresses impacts to neighboring communities, and incorporates sustainability principles.	Working on it
22C	A multi-municipal comprehensive plan has been adopted as has an official map.	Yes https://www.mhsboro.org/planning-commission
22D	Up-to-date ordinances for zoning and subdivision/land development are in place to implement the comprehensive plan.	Yes https://www.mhsboro.org/planning-commission
22E	The comprehensive plan and ordinances promote pedestrian-oriented, dense, walkable, mixed-use development (In existing and proposed development),-and redevelopment In the core or town center.	Yes https://7053921f-67c1-4065-be38-3da0ffc25e23.filesusr.com/ugd/06c391_646b053d850c419b8100aa0657515f11.pdf Page X-11 of Borough's COMP Plan
22F	A Transfer Development Rights (TOR) program is in place to incentivize development where infrastructure currently exists and to protect important green space.	No
22G	Developers are required to submit a comprehensive and detailed fiscal impact analysis including long-term fiscal impacts such as road repair, school infrastructure needs and other public services with their development applications.	Working on it
22H	Land use and development decisions are assessed to ensure they do not have negative fiscal, stormwater, traffic, infrastructure, or service demands, or quality of life impacts on neighboring municipalities.	Yes https://www.mhsboro.org/planning-commission Through our SALDO
23	GREEN SPACE	
23A	The Comprehensive Plan identifies environmentally sensitive, ecologically significant, and civic/historic places.	Yes https://www.ccpa.net/3546/Cumberland-County-Comprehensive-Plan

23B	The Comprehensive Plan and ordinances protect farmland and/or promotes community gardens and infill green space.	Yes https://www.ccpa.net/3546/Cumberland-County-Comprehensive-Plan
23C	The Comprehensive Plan includes a parks/recreation and open space component with proposed passive or active greenways, parks and trails and the zoning and subdivision ordinances support the vision.	Yes https://www.ccpa.net/3546/Cumberland-County-Comprehensive-Plan
23D	The greenspace/open space plan has benchmarks and results are reported annually to the public.	No
23E	The municipality has a PA Dept of Agriculture Agricultural Security Area (ASA).	No
LOCAL ECONOMY		
24	THRIVING LOCAL GREEN BUILDINGS	
24A	The municipality has assessed Main Street program options and opportunities for possible applicability and implementation.	Yes https://www.mhsboro.org/main-street-revitalization
24B	Owners and tenants in the retail area are engaged with the municipality to provide attractive sidewalks, trees, and street furniture and make the area safe for pedestrians and bicyclists.	No
24C	The municipality maintains and supports an initiative to encourage residents to buy local.	No
24D	Municipal action plans for promoting minority and women-owned business are being advanced, including seeking proposals from the same for purchasing, services, etc.	No
24E	A program is in place to encourage businesses to be aware of innovative sustainable business approaches and to recognize achievement.	No
25	MATERIAL USE, WASTE, AND RECYCLING	
25A	Waste and recycling ordinances and regulations are in compliance and enforced per Act 101, or if not a mandatory Act 101 municipality, a municipal recycling program is conducted.	Yes
25B	There is a curbside and/or drop-off recycling program.	Yes https://7053921f-67c1-4065-be38-3da0ffc25e23.filesusr.com/ugd/271bdf_4f43587bee414f52bf367c7ffdd0a9ae.pdf
25C	The municipality contracts for solid waste collection as opposed to individual home owners contracting for the same.	Yes https://www.mhsboro.org/important-notice

25D	There is a written waste reduction and recycling ordinance for residential, commercial and institutional facilities.	Working on it
25E	There is an active public Informational program to encourage citizens to reduce waste and recycle.	Yes https://7053921f-67c1-4065-be38-3da0ffc25e23.filesusr.com/ugd/271bdf_4f43587bee414f52bf367c7ffdd0a9ae.pdf
25F	All municipal buildings have an active recycling program.	Yes, the Borough's municipal buildings have recycling bins that are provided.
25G	For municipal facilities, a recent waste management assessment has been conducted with municipal employees trained in waste reduction and recycling.	No
25H	An Environmentally Preferable Purchasing Program has been implemented for municipal operations.	No
25I	Municipality has an active litter prevention/clean-up program.	No
25J	An expanded material recycling program is being advanced, i.e., e-waste, composting, pharmaceuticals, and household hazardous waste for community-wide collection.	Yes https://7053921f-67c1-4065-be38-3da0ffc25e23.filesusr.com/ugd/271bdf_4f43587bee414f52bf367c7ffdd0a9ae.pdf We have a drug drop off box here at the office.
25K	A community-wide recycling program is maintained at 5% above the state stipulated goal of 35 percent.	No
OTHER SUSTAINABILITY INNOVATION		
26	ADDITIONAL INITIATIVE	
26A	Provide an on-line link to description of a sustainability innovation that the Municipal Manager/Secretary feels strongly is deserving of additional recognition and is not covered by any of the above the criteria options.	Working on it
26B	Provide an on-line link to description of a second sustainability innovation that the Municipal Manager/Secretary feels strongly is deserving of additional recognition and is not covered by any of the above criteria options.	Working on it