



# TOWN OF CHAPEL HILL

Town Hall  
405 Martin Luther King Jr.  
Boulevard  
Chapel Hill, NC 27514

## Legislation Details (With Text)

<b>File #:</b>	[23-0351]	<b>Version:</b>	1	<b>Name:</b>	
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<b>File created:</b>	3/29/2023	<b>In control:</b>		Town Council	
<b>On agenda:</b>	4/26/2023	<b>Final action:</b>		4/26/2023	
<b>Title:</b>	Approve and Authorize the Donation of Shredded Office Paper and Surplus Plastic Bins to Local Nonprofit Organizations.				
<b>Sponsors:</b>					
<b>Indexes:</b>					
<b>Code sections:</b>					
<b>Attachments:</b>	1. A RESOLUTION APPROVING AND AUTHORIZING THE DONATION OF SHREDDED OFFICE PAPER AND SURPLUS PLASTIC BINS TO LOCAL NONPROFIT ORGANIZATIONS (2023-04-26/R-2)				

Date	Ver.	Action By	Action	Result
4/26/2023	1	Town Council	adopted	Pass

### Approve and Authorize the Donation of Shredded Office Paper and Surplus Plastic Bins to Local Nonprofit Organizations.

**Staff:**

John Richardson, Community Sustainability Manager  
Elizabeth Houghton, Sustainability Outreach Coordinator

**Department:**

Town Manager's Office

**Overview:** The Town of Chapel Hill's municipal activities generate shredded office paper on a regular basis, which cannot be included in mixed recycling and has historically been sent to the landfill. This shredded office paper can be commercially composted, but there are opportunities to reuse shredded office paper for various purposes, including for the benefit of local nonprofit organizations. Statutes allow records to be destroyed by shredding, and the Council to adopt a resolution prior to making any donation of surplus, obsolete, or unused personal property.

**Recommendation(s):**

That the Council adopt a resolution to donate shredded office paper and surplus plastic bins to local nonprofit organizations.

**Attachments:**

- Resolution

**A RESOLUTION APPROVING AND AUTHORIZING THE DONATION OF SHREDDED OFFICE PAPER AND SURPLUS PLASTIC BINS TO LOCAL NONPROFIT ORGANIZATIONS (2023-04-26/R-2)**

WHEREAS, the Town of Chapel Hill's municipal activities generate a significant amount of shredded office paper on a regular basis; and

WHEREAS, this shredded office paper cannot be included in mixed recycling and has historically been sent to the landfill; and

WHEREAS, this shredded office paper can be commercially composted, but there are opportunities to reuse shredded office paper for various purposes, including for the benefit of local nonprofit organizations; and

WHEREAS, there are local nonprofit organizations that could benefit from receiving donated shredded office paper for uses including but not limited to animal bedding, animal habitat enrichment, and mulching material; and

WHEREAS, statutes allow records to be destroyed by shredding, and donating already-shredded paper to nonprofit organizations would comply with legal guidelines for record disposition; and

WHEREAS, there are sometimes surplus plastic bins available that can be used for storing and transporting shredded paper to nonprofit organizations, and these bins can also support the operations of these nonprofit organizations after the delivery of the shredded paper; and

WHEREAS, this motion, if adopted, will help divert waste, support local nonprofit organizations, and set a positive example of environmental stewardship through the creative reuse of shredded office paper generated by municipal activities.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Chapel Hill that the Council approves and authorizes the collection and donation of shredded office paper generated by the Town of Chapel Hill's municipal activities to local nonprofit organizations.

BE IT FURTHER RESOLVED that the Council approves and authorizes the donation of surplus plastic storage bins to local nonprofit organizations.

This is the 26<sup>th</sup> day of April 2023.

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**The Agenda will reflect the text below and/or the motion text will be used during the meeting.**

By adopting this resolution, Council approves and authorizes the collection and donation of shredded office paper generated by the Town of Chapel Hill's municipal activities, as well as the donation of plastic surplus bins used to store and transport the shredded paper.