

RECYCLING TECHNICAL ASSISTANCE

PROJECT # 552



POLK TOWNSHIP MONROE COUNTY, PENNSYLVANIA RECYCLING PROGRAM

December 2014

*Sponsored by the Pennsylvania Department of
Environmental Protection through the Pennsylvania State
Association of Township Supervisors.*

Project Completed By:
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CONSULTANTS IN ENVIRONMENTAL RESOURCE MANAGEMENT

1.0 Statement of Problem

Polk Township (Township) Monroe County, Pennsylvania, requested and was granted consulting services under the Recycling Technical Assistance Program to develop and institute a mandatory recycling program, evaluate its existing recycling program (drop-off and materials processing facilities) and establish a leaf waste drop-off site. Environmental Resources Associates (ERA) was assigned to provide the requisite consulting services.

2.0 Background

Polk Township's drop-off recycling program has been in continuous operation for more than 35 years. Over this time period the program has evolved from its simple beginnings as a small drop-off shed to an attractive and efficient drop-off collection and materials recovery facility. The current facility was built in 1991 and has been expanded as population and program participation has increased. The facility is open 7:30AM to 3:30PM every Wednesday and Saturday. The facility is available to the 7,874 residents in the Township, as well as businesses. Although the Township's population is in excess of 7,000 residents it encompasses 29 square miles, lacking a required population density of 300 people per square mile and therefore, is not a mandated municipality under Act 101.



The Township's recycling program is unique in its efforts to reduce, reuse and recycle, has received local, regional and state recognition for its efforts, and is a recipient of the Governor's Waste Minimization Award.

The Township drop-off accepts the following materials:

- ♻️ Glass containers (all colors);
- ♻️ Aluminum cans and foil/trays;
- ♻️ Steel cans;
- ♻️ HDPE and PET plastic containers;
- ♻️ Mixed paper and newspapers; and
- ♻️ corrugated cardboard.

Office paper shredding (document destruction) services are also provided. Materials delivered to the recycling facility are processed by Township personnel to market specification.

In addition to the previously noted usual recyclable commodities, the Township also collects

used motor oil. The oil is used as fuel to heat its processing building via a specially designed waste oil furnace. Scrap metals and white goods, electronics, automobile tires and car batteries are also collected at the transfer station and recycled.

A Salvation Army clothing collection bin is conveniently located at the drop-off site. Used household items in good repair (small appliances, furniture, sporting goods and other servicable items) are also collected. These items are sold at an annual Township yard sale.

During the initial years of operation of the Township's recycling program, relatively small amounts of newspaper and glass were recycled (a total of approximately 3 to 5 tons). The program has steadily grown in popularity and diversity and the Township currently recycles more than 500 tons of materials per year.

The Township also operates a green-box waste transfer station co-located at the recycling facility site. Residents who wish to use the transfer station pay \$90.00 per year for a permit and are allowed up to three (3) thirty (30) gallon bags of residential waste per week, a two dollar per bag charge is assessed for additional bags (pay-as-you-throw). This is an incentive to recycle in that there is no charge for recyclables.

The residents' active participation in recycling has allowed the Township to maintain the disposal permit fees. Cost for the permit has only risen \$30.00 over the past 20 years. The waste transfer facility is used by approximately 50% of the Township residents.

Although the Township is not required to institute a mandatory recycling program it has determined that it is in its best interest to do so. A mandatory program is anticipated to increase the amount of recyclables collected at the Township facility and result in increasing its diversion rate; thereby avoiding cost for waste disposal.

3.0 Project Scope of Work and Execution

The Township requested Recycling Technical Assistance to develop a mandatory recycling program, evaluate its drop-off and materials processing facility and establish a leaf waste drop-off site. Summarized below are tasks accomplished over the term of the study. Detailed description of work efforts and outcomes are included in subsequent sections.

Refine Work Scope and Gather Pertinent Information - ERA met with Township supervisors to discuss and refine proposed scope of work and gathered pertinent information. The Township indicated that its first priority was to develop and establish a mandatory recycling program.

- ✦ ERA subsequently met with the Township supervisors and solicitor to discuss the development of a mandatory recycling program and to review a sample mandatory solid waste and recycling ordinance, prepared by ERA.
- ✦ ERA assisted the Township Solicitor in development of a final draft ordinance for the Township's consideration and adoption.

Assessment of Drop-off and Materials Recovery Facility - ERA made several visits to

the materials recovery facility to observe materials delivery/separation handling and processing practices and equipment efficiency. Interviews were conducted with participating residents and facility personnel to collect pertinent information for use in the program assessment. As part of this task, ERA met with the Township to share preliminary observations and gain input.

➤ Based on the above noted meetings, facility observations and review of pertinent information, ERA identified potential modifications and improvements available to address the Township's aspirations.

☑ **Leaf waste Drop-off Establishment** - ERA visited the Township's candidate leaf waste drop-off site, assessed its potential for addressing the Township's needs, and determined the extent of improvements required.

☑ **Preparation of Report** - ERA prepared a draft report detailing its findings and recommendations and discussed it with the Township. Based on comments, and input provided by the Township, a final report was prepared and submitted to the PADEP.

3.1 Facility Observations and Assessment

While ERA is familiar with the Township's recycling program and facilities, several site visits were made to collect information, observe materials delivery, handling, and processing. ERA also conducted interviews with residents and facility personnel relative to facility operations. The following are observations based on facility visits and interviews.

☑ **Drop-off Component**

The Township operates an efficient, attractive, and well-maintained facility, which is user friendly. The facility is designed for drive-thru service; residents drive under the building's 10-foot roof extension (which provides protection during inclement weather). Residents place their various recyclables into 18-gallon rectangular plastic containers that are located in clearly marked areas, e.g. glass, aluminum cans, etc. Collection containers are placed on a waist high collection platform for ease of sorting by residents.



Factors contributing to the program's popularity and success include:

- ✦ Convenient location, adjacent to municipal building;
- ✦ The drop-off facility is manned during the times it is open to residents and all incoming materials inspected prior to acceptance, for quality assurance;
- ✦ Concise and easily understandable signage, outlining rules and regulations governing the use of the site, types of recyclables accepted, recyclable materials preparation and placement;
- ✦ Ease of access and use (unloading and sorting recyclables);
- ✦ Available to residents and small businesses on a regularly scheduled basis, Wednesday and Saturday;
- ✦ Attractive, clean and well organized; and
- ✦ Residents are supportive of the program and well educated regarding preparation and sorting of recyclables.

Based on ERA'S observations, the drop-off component of the recycling facility is convenient for residents and efficient with two notable exceptions. The 18-gallon collection containers are cracked and broken and require replacement. Additionally, the quantity of recyclables delivered to the facility has steadily increased over the past several years and is anticipated to increase further with the advent of the establishment of the mandatory recycling program. More durable and larger capacity containers are required to increase collection efficiency and eliminate a potential safety hazard from cuts resulting from sharp edges from cracks and broken rims. Additionally, the security camera system is non-functioning and requires replacement.

☑ **Materials Processing**

The facility's recyclables drop-off area is expedient for facility personnel. The processing stations are strategically placed in close proximity (within a few feet) providing for effective and labor saving delivery of materials. This arrangement allows an operator-friendly method of moving bins of segregated materials from the drop-off/receiving area to their respective processing stations.

A series of three down stroke balers are located along the east side of the facility, adjacent to the drop-off/receiving area and a fourth baler is located adjacent to the loading dock on the north side of the facility. The units are used to bale HDPE (separated natural and colored) and PET plastics and cardboard (OCC and paperboard) and produce 60" X 30" X 48" bales weighing (dependant on material feed) 550 to 1,000 lbs.



Aluminum foil/trays are baled using a foil baler, located along the west wall of the facility directly behind the drop-off/receiving area. The baler produces 24" X 30" x 30" bales weighing approximately 250 lbs. Baling of materials is fluid, efficient and requires minimal effort for operation personnel.

Mixed and shredded paper is placed into self tipping hoppers and, when full, conveyed by a forklift and loaded into a roll-off container located at the facility's roofed loading dock, for subsequent delivery to a local market by the Township. Although this system is simple and efficient, baling of paper could improve market value and reduce delivery costs to markets. Additionally, the removal of the roll off container for paper will allow for additional temporary storage of baled materials, thus reducing frequent need to transport baled materials to the materials storage building or a future expansion of the processing area, which could potentially resulting from the mandatory recycling program.

A hopper fed glass crusher and conveyor processes mixed colors of glass. The glass crusher was modified with an innovatively designed stainless steel chute (for durability), which protrudes from the west side of the building, crushed glass is conveyed to the chute and gravity fed into a roll-off container located outside. When the roll-off is full, township personnel deliver it to market. This process is simple and efficient. Although glass market value is at best a push, the volumes collected assist the Township in reaching diversion goals and provides tangible savings via avoided disposal cost.



The Township had previously used the above noted arrangement with a series of three glass crushers to process and store separated clear, brown and green glass. This system was discontinued due to diminished market values and corresponding increased cost of processing and handling. The remaining two glass crushers are maintained to provide redundancy. ERA concurs with the Township's actions.

The Township adapted the two remaining glass-processing stations for separated aluminum and steel cans. Similarly, a hopper fed can crusher/flattener and conveyor feeds crushed cans into the respective chutes for loading into separate roll off containers.

This innovative adaptive use of existing systems is both a practical and cost effective means to expand processing and storage capabilities at the facility. However, alternatively baling steel and particularly aluminum cans would increase market value and reduce transport costs to market.

☑ Materials Storage, Handling and Transport Equipment

Bales of materials are transported to the 40' X 45' materials storage building located approximately 50-feet from the loading dock. Bales are stored until there is sufficient volume for the Township to deliver to markets or for collection by selected brokers. Alternatively, bales are stored during depressed market conditions. This is especially important to the Township in that it frequently uses spot markets.

The materials storage building is considered of sufficient size for current and near future storage needs, to include potential baling of steel and aluminum cans and mixed paper. A limiting factor of the building is that it lacks a loading dock to facilitate the efficient and economical loading of standard transport trailers, capable of transporting large volumes of baled materials. This situation is compounded by the limits of the existing processing facility to store sufficient quantities of baled materials for economical transport and its loading dock's relative small size and configuration. The loading dock was not designed for apposite ingress, egress, or access by standard transport trailers.



A sufficient area exists at the materials storage building for the construction of an external ramped loading dock and for adequate ingress/egress by standard sized large capacity trailers. This improvement would allow for more efficient loading of baled materials by the Township and its selected brokers. Moreover, it would reduce the cost related to collection and transport of these materials using several smaller capacity vehicles.

Based on observations and inspection of the primary market transport equipment, it is evident that the roll-off transport truck and two of the facility's 40-yard roll-off containers are past the point of efficient service and require replacement. The roll-off transport truck is ten years old and requires ever-increasing costly maintenance. The roll-off containers have provided more than a decade of service and are seriously deteriorating, to the point that they pose a potential safety hazard.

Currently the roll-off collection containers that are used to store materials prior to transport to markets are placed strategically at the rear of the facility on gravel pads. Normal loading and off-loading of containers erode the pads resulting in an uneven surface and depressions that hold storm water and ice during winter conditions. This situation aids in the deterioration of the containers, impedes the loading process and presents safety concerns. Construction of concrete pads for placement of the containers should be constructed to resolve this situation.

3.2 Leaf Waste Drop-off

ERA visited the Township's candidate drop-off site to assess its potential for addressing the Township's needs and determine the extent of improvements required. The candidate site is located on a Township owned 18-acre Nature Park located a short distance north of the Township building.

The candidate site is located along the south side of the gated gravel entrance road and parking area for the Park. The candidate site is graded to an approximately 1% slope and has an improved gravel surface. Additional characteristics of the candidate site include:

- ✦ Close proximity to the recycling facility;
- ✦ Convenient and secured access;
- ✦ Does not require additional grading;
- ✦ Ample area for construction of leaf waste collection bins, materials drop-off, parking and equipment access; and
- ✦ Minimal effort and expenditure of funds required for site development.

Based on the site's noted characteristics, it is considered highly suitable for the expeditious and economical development of a leaf drop-off site to meet the Township's needs.

4.0 Solutions

Throughout the course of this study, ERA has worked closely with the Township to achieve its objectives to develop and institute a mandatory recycling program, improve its existing recycling drop-off and materials recovery facility and establish a leaf waste drop-off site.

The Township has remained focused and determined to achieve its objectives and made great strides to do so. Observation, assessments and recommendations presented by the consultant were considered; a course of action was determined and readily acted on.

Specific items accomplished during the course of this study included:

- ✦ Adopted a Mandatory Solid Waste and Recycling Ordinance (6/24/2013) and update to the program education brochure, (copies in Appendix A);
- ✦ Establishment of a leaf waste drop-off site;
- ✦ Purchase of one 40-cubic yard roll-off container;
- ✦ Submission of an Act 101 Section 902 application for recommended program improvements, equipment and materials; and
- ✦ Update and distributed education/outreach information.



The Township has taken decisive actions to achieve solutions for expansion of its recycling program, increasing the volume of recyclables collected, improving collection and operations efficiency and program economics.

5.0 Conclusions

The Polk Township recycling program has continued to grow and evolve over its 35- year term of operation. It has continually expanded in its services and abilities and received multi-level recognition for its efforts to reduce, reuse and recycle.

Overall, the Township operates an efficient and user-friendly drop-off facility. Residents are well informed regarding materials preparation and sorting, materials delivered are clean and virtually contaminant free. Because of their efforts, additional sorting by facility personnel is not required and reject materials/contaminants are minimal. This translates into labor and reject disposal cost savings and production of high quality marketable materials.

The materials recovery facility is well organized, clean and efficient. Facility personnel are well trained, conscientious, and hard working.

The primary challenges facing the Township are related to equipment that is aging and requires replacement while the volumes of materials collected are increasing and will most likely continue to increase, because of the newly instituted mandatory recycling program. Due to the current and projected future increase of materials collected, facility and equipment upgrades are required to improve the operation's efficiency and economics.

As previously noted, the Township has taken decisive actions to address current program impediments identified during the course of this study and to address future program needs, upgrades and improvements.

6.0 Recommendations

Based on the review of pertinent data and information, site visits and subsequent evaluations and assessments conducted during the course of this study, and consultation with the facility's operators, ERA offered the following recommendations to assist the Township in achieving its goals.

Establishment of a mandatory recycling program

- Continue to develop a public education/outreach program to encourage participation in the new mandatory recycling program. The program should address both the residential and commercial sectors, to include private collectors. A sustained education/outreach program will assist in an increase in participation resulting in increased volumes of recyclables collected and a corresponding increase in Section 904 performance funding.

☑ **Recyclables Collection, Processing and Transport**

- 🔗 Purchase a roll-off container transport truck, to improve the economic transport of recyclables to markets.
- 🔗 Purchase two (2) roll-off containers to replace deteriorated units that have road-safety issues and to allow for adequate storage and economical transport of recyclables to market.
- 🔗 Construct concrete pads under the roll-off containers, to insure safety and efficiency during loading and off loading of containers and transport to markets.
- 🔗 Continue development, production and distribution of education materials for a sustained educational program and include education/outreach materials on the Township's web site.
- 🔗 Purchase an aluminum and steel can baler to increase processing efficiency, ease of storage and economical transport and enhance market value.
- 🔗 Purchase twelve (12) large capacity (23'X23"X33") plastic containers with dolly, to improve efficiency of conveying collected recyclables from the drop-off area to the processing stations.
- 🔗 Replace the nonfunctioning security camera system.
- 🔗 Construct a loading dock for baled recyclables, to facilitate reduced materials handling and provide efficient and economic loading of baled recyclables.

☑ **Leaf and yard waste drop-off**

- 🔗 Construct concrete bins (5' high by 25'X25' in length and width) for drop-off collection of leaf waste and brush.
- 🔗 Develop signage for the drop-off areas for the leaf waste & brush waste and vehicle direction & safety.
- 🔗 Purchase a loader, with bucket and forklift attachments, to facilitate loading of leaf waste and brush for transport to the Township's selected processing facility and to load bales of recyclables for transport to markets.



Appendix A

RECYCLING ORDINANCE

And

EDUCATION BROCHURE

RECYCLING ORDINANCE

Statutory Authority

This chapter is enacted pursuant to the Solid Waste Management Act, P.L. 380, No. 97, July 7, 1980, as amended and the Municipal Waste Planning, Recycling and Waste Reduction Act, No. 101, July 28, 1988, as amended.

§ 100-1. Intent.

- A.** All domestic, commercial, institutional and industrial recyclables accumulated upon any property within Polk Township shall be collected and removed at curbside, roadside or similar location on the premises by an authorized collector. Alternatively, Polk Township operates a recycling facility. Residents may bring recyclables as defined herein to the center in compliance with this Ordinance. Waste shall be disposed of in accordance with the Solid Waste Management Act.
- B.** This chapter shall provide a mandatory recycling program and govern all aspects of the collection, storage, transportation, processing and disposal of municipal solid waste in Polk Township. It contains regulations applicable to collectors of municipal waste, collectors of recyclables, individuals, commercial, municipal and institutional establishments, and community activities.

§ 100-2. Purpose.

The purpose of this chapter is to establish a program for the mandatory source separation and separate collection of designated recyclable materials, from residences and properties receiving municipal waste collection service from or on behalf of the Township of Polk for recycling purposes; to prohibit the disposal of designated recyclable materials into the conventional municipal waste disposal system; to empower the Township to promulgate and adopt reasonable rules and regulations therefor, and to fix penalties for violation of this chapter

§ 100-3. Definitions.

As used in this chapter, the following terms shall have the meanings indicated, unless a different meaning clearly appears from the context:

AGENT

One who performs an act for his immediate family or for another person gratuitously (without any form of monetary or material compensation therefore).

ALUMINUM CANS

Empty all-aluminum beverage and food containers.

The Monroe County Municipal Waste Management Authority, or other municipal authority incorporated by the County and organized and existing under the Pennsylvania Municipalities Authorities Act , as amended, 53 Pa.C.S. Sections 5601, et seq. for the purpose of regulating the collection and/or disposal of solid waste and recyclables in the County.

AUTHORIZED COLLECTOR

A collector of municipal wastes and recyclables, including leaf materials, licensed and approved by the Monroe County Municipal Waste Management Authority (MCMWMA).

BIMETALLIC CANS

Empty food or beverage containers consisting of both steel and aluminum.

BULK ITEMS

Any large durable goods such as refrigerators, washing machines, window air conditioners, hot water heaters, dishwashers, and any other major home appliances, in addition to other large bulk items, such as dressers, beds, mattresses, sofas, television sets, and other large household items.

COMMERCIAL

Of or pertaining to any wholesale, retail, industrial, manufacturing, transportation, or financial or professional service or office enterprise, business or establishment.

COMMINGLE or COMMINGLED RECYCLABLES

Recyclables mingled or blended together, placed in the same container.

COMMUNITY ACTIVITY

Events sponsored in whole or in part by a municipality, or conducted within a municipality and sponsored privately, which include but are not limited to fairs, bazaars, socials, picnics, and organized sporting events that will be attended by 200 or more individuals per day.

COMPOSTING

The process of the biological decomposition of organic solid waste being biologically decomposed under controlled anaerobic or aerobic conditions to yield a humus-like product.

CORRUGATED PAPER

Structural paper material with an inner core shaped in rigid parallel furrows and ridges, of the type normally used to make packing cartons and boxes.

CURBSIDE

That location at the edge of any lot, parcel or piece of land adjacent to a public right-of-way or roadway, and which location is most accessible and/or convenient to any authorized collector for the purpose of collecting municipal waste and/or recyclables.

DEPARTMENT

The Pennsylvania Department of Environmental Protection.

DISPOSAL

The incineration, deposition, injection, dumping, spilling, leaking or placing of municipal waste into or on the land or water in a manner such that the municipal waste or a constituent thereof enters the environment, is emitted into the air, or is discharged to the waters of the Commonwealth of Pennsylvania.

DOMESTIC

Recyclable materials generated by persons in residential establishments, including residential subdivisions and residential developments.

GARBAGE

All putrescible animal and vegetable matter resulting from the handling, preparation, cooking and consumption of food.

GLASS CONTAINERS

All empty food and beverage jars or bottles, the product being transparent or translucent (clear, green or brown). Expressly excluded are noncontainer glass, window or plate glass, light bulbs, blue glass and porcelain and ceramic products.

HIGH-GRADE PAPER

Bond, copier, letterhead or mimeograph paper typically sold as "white ledger" paper, and computer paper.

INSTITUTIONAL

Of or pertaining to any establishment engaged in service to persons, including but not limited to hospitals, nursing homes, schools, universities, churches, and social or fraternal societies and organizations.

LANDLORD

The owner of residential property or such owner's authorized agent.

LEAF WASTE

Leaf waste from trees, bushes and other plants, garden residue, shrubbery, pine needles, pinecones, natural Christmas trees, and tree trimmings and similar materials, but not including grass clippings.

LICENSED COLLECTOR

See "authorized collector."

MAGAZINES

Printed matter, also known as "periodicals," containing miscellaneous written pieces published at fixed or varying intervals, printed on glossy or chemically coated paper. Expressly excluded are newspapers and all other paper products of any nature whatsoever.

MULTIFAMILY DWELLING

A type of residential property either under single ownership or organized as a condominium or cooperative form of housing, which contains four or more dwelling units.

MUNICIPAL

Of or pertaining to any office or other property under the control of any branch or arm of the federal government of the United States of America, the Commonwealth of Pennsylvania, or any political subdivision of the Commonwealth of Pennsylvania, including but not limited to Polk Township, any counties, cities, boroughs, townships, and municipal authorities.

MUNICIPAL WASTE

Any garbage, refuse, industrial, lunchroom or office waste and other materials, including solid, liquid, semi-solid or contained gaseous material, resulting from operation of residential, municipal, commercial or institutional establishments, or from community activities, and which are not classified as residual or hazardous waste, except farm-produced manure, other agricultural waste, and food processing waste used on land, where such materials will improve the condition of the soil, the growth of crops, or the restoration of the land for the same purposes, and any sludge not meeting the definition of "residual or hazardous waste," as defined in the Commonwealth of Pennsylvania Solid Waste Management Act. The term does not include source-separated recyclable materials or leaf waste.

MUNICIPAL WASTE LANDFILL

Any facility that is designed, operated, used and/or maintained for the disposal of municipal waste. The term shall not include any facility that is used exclusively for disposal of construction/demolition waste or sludge from sewage treatment plants or water supply treatment plants.

NEWSPRINT

Paper of the type commonly referred to as "newspaper" and distributed at fixed or stated intervals, usually daily or weekly, having printed thereon news and opinions and containing advertising inserts, magazines, glossy or other chemically coated paper, office paper, and any other paper products of any nature.

PERSON

Any individual, partnership, corporation, association, institution, cooperative enterprise, municipality, municipal authority, federal government or agency, state institution or agency, or any other legal entity whatsoever which is recognized by law as the subject of rights and duties. In any provisions of this chapter prescribing a fine, imprisonment or penalty, or any combination of the foregoing, the term "person" shall include the officers and directors of any corporation or other legal entity having officers and directors.

PLAN

The Monroe County Municipal Waste Management Plan, as now or hereinafter amended.

PLASTIC CONTAINERS

Empty plastic food and beverage containers, the specific types of which are:

- A. PET (e.g., soft drink bottles).
- B. HDPE (e.g., milk and water jugs, detergent and shampoo bottles).
- C. Other such plastic as may be designated by resolution of the Polk Township Supervisors.

POLK TOWNSHIP TRANSFER STATION

The transfer station operated by Polk Township to which municipal waste may be brought, in compliance with this Ordinance.

POLK TOWNSHIP RECYCLING FACILITY

The facility operated by Polk Township to which residents may bring recyclables in compliance with this Ordinance.

PROPERTY OWNERS ASSOCIATION

A business or association of homeowners within a community whose principal purpose is to ensure the provision of and maintenance of community facilities and services for the common benefit of the residents, including arranging for solid waste and recycling services.

RECYCLABLES

Materials designated as "recyclable" in this chapter, or required by the terms of this chapter (or any amendment hereto) to be kept separate from municipal waste and recycled. The term includes leaf waste.

RECYCLING FACILITY

A facility employing a technology and/or a process that separates or classifies municipal waste and creates or recovers reusable materials that can be sold to or reused by a manufacturer as a substitute for or a supplement to virgin raw materials. The term "recycling facility" shall not mean transfer stations or landfills for solid waste nor composting facilities or resource recovery facilities. The term does not include:

- A.** Any composting facility.
- B.** Methane gas extraction from a municipal waste landfill.
- C.** Any separation and collection center, drop-off point or collection center for recycling, or any source-separation or collection center for composting leaf waste.

RESIDENTIAL

Of or pertaining to any dwelling unit used as a place of human habitation and which is not a commercial, municipal, institutional or community activity. Home occupations incidental to the residential use within a building are considered residential.

RUBBISH

Solid waste exclusive of garbage (e.g., non-recyclable glass, metal, paper or plastic) and non-compostable plant material, wood or non-putrescible solid waste.

STEEL CANS

Empty food or beverage containers made of steel, tin-coated steel or other ferrous metal food or beverage containers.

STORAGE

The containment of any municipal waste on a temporary basis in such a manner as not to constitute disposal of such municipal waste. It shall be presumed that the containment of any municipal waste in excess of one year constitutes disposal. This presumption may be overcome only by clear and convincing evidence to the contrary.

TOWNSHIP

Polk Township, Monroe County, Pennsylvania.

TRANSFER STATION

A facility which receives and processes or temporarily stores municipal or residual waste at a location other than the generation site and which facilitates the transportation or transfer of municipal or residual waste to a processing or disposal facility. The term includes a facility that uses a method or technology to convert part or all of such waste materials for off-site refuse. The term does not include a collection or processing center that is only for source-separated recyclable materials, including clear glass, colored glass, aluminum, steel and bimetallic cans, high-grade office paper, newsprint, corrugated paper and plastic. Nor does the term include the centrally designated location of a development where agents of the lot owners have gathered the waste from the development for collection by authorized collectors.

TRANSPORTATION

The removal from any site or location of any municipal waste or recyclable materials at any time after generation thereof.

WASTE

A material whose original purpose has been completed and which is directed to a disposal or processing facility or is otherwise disposed of. The term does not include source-separated recyclable materials, leaves, or material approved by the Commonwealth of Pennsylvania, Department of Environmental Protection for beneficial use.

§ 100-4. Dumping; litter.

- A.** It shall be unlawful for any person to store, dump, discard or deposit, or to permit the storage, dumping, discarding or depositing of, any municipal waste or recyclables upon the surface of the ground or underground within the Township, except in proper containers for purposes of storage or collection, and except where the waste or recyclables are of such size or shape as not to permit their being placed in such containers. It shall be unlawful for any person to dump or deposit any municipal waste or recyclables or leaf waste in any stream, body of water or on any public right-of-way within the Township.
- B.** Every owner of property or occupant thereof responsible for the property's day-to-day operation or maintenance shall pick up and discard in any appropriate receptacle any municipal waste, recyclables or other debris and place same at the curbside location or on the sidewalk or gutter in front of or adjacent to his/her property. All owners or operators of commercial, institutional and municipal establishments in the Township shall take all reasonable precautions to prevent the deposit and accumulation of debris on their premises.
- C.** Nothing contained herein shall prohibit a duly constituted property owners' association or corporation from assembling municipal waste or recyclables at a central, accessible location, provided such activities are conducted and

confined within the boundaries of that real estate development or subdivision, as defined herein, lawfully recorded and recognized as such.

- D.** Nothing contained herein shall prohibit a farmer from carrying out the normal activities of his farming operation, including composting and spreading of manure or other farm-produced agricultural waste, provided such activities are conducted in accordance with all applicable laws, rules and regulations.
- E.** Bulk containers shall not be permitted to overflow or to have waste strewn or left about them on the ground. A violation of this provision shall be deemed a violation of this chapter by the person on whose property the bulk container is located, if it is located on private property.
- F.** No waste or recyclables shall be allowed to accumulate on the ground or be disposed of on highways, Township roads, vacant lots or other property, nor be thrown in any stream or other body of water.

§ 100-5. Open burning.

- A.** No person shall ignite, cause, feed, permit or maintain any open fire for the destruction of solid waste recyclables, designated in this chapter on any property under his or her control, except as hereinafter provided.
- B.** Exceptions to open-burning prohibition:

 - (1)** A fire set to prevent or abate a fire hazard, when approved by the Department of Environmental Protection's Regional Air Quality Program office and set by or under the supervision of a public officer.
 - (2)** A fire set for the purpose of burning, clearing and grubbing waste. If within an air basin an air curtain destructor must be used and must be approved by the Department of Environmental Protection's Regional Air Quality Program office
 - (3)** Nothing contained herein shall prohibit a farmer from carrying out the normal activities of his farming operations, provided such activities are conducted in accordance with all applicable laws, rules and regulations.
 - (4)** A fire set solely for cooking food, outdoor campfires and small bonfires for ceremonies or recreation are allowed provided they do not cause a nuisance.
 - (5)** No open burning shall occur during any fire ban emergency declared pursuant to this provision.
 - (6)** Persons responsible for any large fires are encouraged to contact the Monroe County Control Center and provide the time and location of the fire.
- C.** Although open burning of leaf waste is not prohibited it is strongly discouraged by the Township.
- D.** The Township will establish an area for residents to drop off leaf waste for composting. This area will be open to all Polk Township residents. Polk Township residents are encouraged to drop off their leaf waste at the Township designated location. Contractors and/or landscapers are prohibited from dropping leaf waste at the Township site.

§ 100-6. Mandatory Separation of recyclables.

- A.** Persons shall separate clear, green and brown glass containers, aluminum; steel and bimetallic cans, plastic containers, and newsprint from other municipal waste generated at their homes, apartments and other residential establishments and shall store such materials until collection.
- (1) As noted herein below in § 100-7, leaf waste shall be kept separate from other municipal waste.
- (2) Nothing in this chapter or regulation shall be deemed to impair the ownership of separated materials by the person who generated them unless and until such materials are placed at curbside or similar location for collection.
- B.** Persons shall separate leaf waste from other municipal waste generated at their homes, apartments and other residential establishments until collection, unless those persons have otherwise provided for the composting of leaf waste. An owner, landlord or agent of an owner or landlord of multifamily rental housing with four or more units or the residents of multifamily residential properties acting by and through a duly constituted property owners' association may comply with this section by establishing a collection system for recyclable materials at each property, as noted herein below in § 100-8. Nothing herein shall require any person to gather leaf waste or prevent any person from utilizing leaf waste for compost, mulch, or other agricultural purposes.
- C.** Persons shall separate high-grade office paper, clear brown and green glass containers, aluminum, steel and bimetallic cans, plastic containers, newsprint, corrugated paper and leaf waste generated at commercial, municipal or institutional establishments and from community activities and shall store the material until collection.
- D.** Persons occupying commercial, institutional and municipal establishments within Township borders shall be exempt from the requirements of this chapter or regulation if those persons have otherwise provided for the recycling of materials they are required by this section to recycle. To be eligible for an exemption under this subsection, a commercial or institutional solid waste generator must annually provide written documentation to the municipality of the total number of tons recycled.

§ 100-7. Residential recycling

- A.** For residential properties, all recyclables which are required to be kept separate from municipal waste and shall be placed at curbside or some appropriate location on the premises designated by the authorized collector to be collected at times designated by the authorized collector or agent. The preparation for collection of recyclable materials shall be made in accordance with the instructions provided by the authorized collector and which are consistent with the terms of this chapter. The frequency of such collection

§ 100-6. Mandatory Separation of recyclables.

- A.** Persons shall separate clear, green and brown glass containers, aluminum; steel and bimetallic cans, plastic containers, and newsprint from other municipal waste generated at their homes, apartments and other residential establishments and shall store such materials until collection.
- (1) As noted herein below in § 100-7, leaf waste shall be kept separate from other municipal waste.
- (2) Nothing in this chapter or regulation shall be deemed to impair the ownership of separated materials by the person who generated them unless and until such materials are placed at curbside or similar location for collection.
- B.** Persons shall separate leaf waste from other municipal waste generated at their homes, apartments and other residential establishments until collection, unless those persons have otherwise provided for the composting of leaf waste. An owner, landlord or agent of an owner or landlord of multifamily rental housing with four or more units or the residents of multifamily residential properties acting by and through a duly constituted property owners' association may comply with this section by establishing a collection system for recyclable materials at each property, as noted herein below in § 100-8. Nothing herein shall require any person to gather leaf waste or prevent any person from utilizing leaf waste for compost, mulch, or other agricultural purposes.
- C.** Persons shall separate high-grade office paper, clear brown and green glass containers, aluminum, steel and bimetallic cans, plastic containers, newsprint, corrugated paper and leaf waste generated at commercial, municipal or institutional establishments and from community activities and shall store the material until collection.
- D.** Persons occupying commercial, institutional and municipal establishments within Township borders shall be exempt from the requirements of this chapter or regulation if those persons have otherwise provided for the recycling of materials they are required by this section to recycle. To be eligible for an exemption under this subsection, a commercial or institutional solid waste generator must annually provide written documentation to the municipality of the total number of tons recycled.

§ 100-7. Residential recycling

- A.** For residential properties, all recyclables which are required to be kept separate from municipal waste and shall be placed at curbside or some appropriate location on the premises designated by the authorized collector to be collected at times designated by the authorized collector or agent. The preparation for collection of recyclable materials shall be made in accordance with the instructions provided by the authorized collector and which are consistent with the terms of this chapter. The frequency of such collection

shall be not less than once per calendar month during the _____ week of each month. Each authorized collector shall identify and inform his customers of the designated day during the _____ week of each month which separated recyclable materials are to be placed at the curbside, or similar location on the premises, for collection.

NOTE: Week to be determined after consultation with collectors.

B. An owner, landlord or agent of an owner or landlord of multifamily residential housing properties with four (4) or more units or the residents of multifamily residential properties acting by and through a duly constituted property owners' association who may contract with an authorized collector and aggregate municipal waste or recycling collection points, shall establish a collection system for recyclable materials at each property and pickup by an authorized collector.

(1.) The collection system must include suitable containers for collection and sorting materials, easily accessible locations for the containers, and written instructions to the occupants or residents concerning the use and availability of the collection system.

(2.) Owners, landlords, agents of an owner or property owners' associations shall complete a form to be designated "Recycling Report," to be provided by the Township. Each such quarterly report shall be submitted on or before the last day of the first month of each quarter for the preceding quarter. Quarters shall run on a calendar-year basis thus: January through March; April through June; July through September; and October through December. Such owners, landlords, agents and homeowners' associations may comply with the reporting requirements hereunder by requiring their municipal waste collector to provide said documentation and certification directly to the Township.

(3.) Owners, landlords and agents of owners or landlords who comply with the aforementioned requirements shall not be liable for the noncompliance of occupants of their building.

C. Alternatively, to comply with this Ordinance recyclables may be brought to the Polk Township recycling facility. The Township may charge a fee for use of the Recycling Center.

§ 100-8. Commercial, municipal, institutional, and community activities.

A. All recyclables which are required to be kept separate from municipal waste in commercial, municipal and institutional establishments and community activities shall either be delivered directly to a recycling center or shall be picked up by an authorized collector separately from municipal waste in a prearranged manner. Commercial, municipal and Institutional establishments

and community activities shall establish a collection system for recyclable materials at each property and pickup by an authorized collector.

Commercial, municipal and institutional establishments and community activities shall not place recyclables within or near the public right-of-way for curbside collection, such curbside collection being intended solely for the placement of recyclables generated in residential properties other than multifamily housing properties.

B. Commercial, municipal and institutional establishments

(1.) The collection system must include suitable containers for collection and sorting materials, easily accessible locations for the containers, and written instructions to the occupants or residents concerning the use and availability of the collection system.

(2.) Commercial, municipal and institutional establishments shall complete a quarterly recycling report form to be designated "Recycling Report," to be provided by the Township, together with copies of all weigh slips, indicating the weight and types of all recyclables collected. Each such quarterly report shall be submitted on or before the last day of the first month of each quarter for the preceding quarter. Quarters shall run on a calendar-year basis thus: January through March; April through June; July through September; and October through December. Such Commercial, municipal and institutional establishments may comply with the reporting requirements hereunder by requiring their authorized collector to provide said documentation and certification directly to the Township.

C. Community activities

(1.) Community activities shall have provisions for recycling containers to, at a minimum, collect commingled (aluminum, glass and plastic) beverage containers. The sponsor of the event shall be responsible for providing the containers and collection and transport by an authorized collector for these events.

(2.) The sponsor shall provide shall complete a form to be designated "Recycling Report," to be provided by the Township together with copies of all weigh slips, indicating the weight and types of all recyclables collected and the place of disposition of materials recycled. Reports shall be provided within 30 days of the event. Such persons may comply with the reporting requirements hereunder by requiring their municipal waste collector to provide said documentation and certification directly to the Township. Community activity recycling shall be reported independently of normal routine weekly pickups at the location.

§ 100-09. Authorized haulers recycling reports

- A.** Quarterly recycling reports. All collectors shall submit to the Township a quarterly recycling report, form to be designated "Recycling Report, together with copies of all weigh slips, indicating the weight and types of all recyclables collected within the Township. Each such quarterly report shall be submitted on or before the last day of the first month of each quarter for the preceding quarter. Quarters shall run on a calendar-year basis thus: January through March; April through June; July through September; and October through December.

§ 100-10. Collection by unauthorized person.

From the time of placement of residentially generated recyclable items for collection in accordance with the terms of this chapter, the items shall be and become the property of the authorized collector. It shall be a violation of this chapter for any unauthorized person to collect or pick up or cause to be collected or picked up any such items. Any and each such collection in violation hereof from one or more locations shall constitute a separate and distinct offense punishable as hereinafter provided.

§ 100-11. Presumption of ownership.

The presence of any articles containing a person's name among municipal waste and recyclables shall create a rebuttable presumption, for purposes of this chapter that said municipal waste or recyclables are, or were, the property of the person whose name is found therein.

§ 100-12. Preparation and storage of municipal waste and recyclables.

Any person accumulating or storing municipal waste or recyclables on private or public property within the Township, including recyclables assembled within a property owners' association, for any purpose whatsoever shall place the same, or cause the same to be placed, in a closed or covered sanitary container, in accordance with the following standards:

- A.** Containers used for the storage of municipal waste shall be of plastic or metal construction, equipped with lids, and waterproof. All such containers shall be approved by the Township.
- B.** No person, except the occupants of the property on which a waste container is placed, an authorized collector, the Township Zoning Officer or such other person as the Township may designate, and/or a duly authorized agent or representative of a property owners' association or corporation recognized as such by the Township, shall remove the lids of the container and/or remove the contents thereof.

- C. All recyclables will be placed in the abovementioned containers. Prior to such placement. All containers shall be rinsed and cleaned prior to placement in the recycling container for curbside pickup.

§ 100-13. Contract with authorized collector; collection schedule.

- A. Mandatory municipal waste collection services. Every owner or occupant of residential homes, apartments, and other residential establishments shall contract with an individual, entity or firm that is an authorized collector to have all municipal waste, generated on the premises by any of the occupants, removed and deposited at a permitted facility on a weekly basis or more often.
- B. Scheduled collection days for municipal waste. Authorized collectors shall schedule collection days, at least once per week, during which municipal waste is to be placed at the curbside, or similar location on the premises, for collection.
- C. Authorized collectors shall be responsible to distribute recycling information outlining program details to each customer twice annually, once every six months, compliant with the requirements of the Township and Act 101. A copy of said information shall be provided to the Township at the time of distribution.
- D. Authorized collectors contracted for residential municipal waste collection shall offer a variable rate pricing, a base price for specified number of thirty (30) gallon containers of municipal waste. Collection of municipal waste in excess of the base amount shall be priced on specified incremental volumes or per thirty (30) gallon container.
- E. Proof of contract required. Whenever requested by the Township, the owner or occupant of any residential establishment shall present proof, adequate in the judgment of the Township, that the owner or occupant of said residential establishment has a current contract with an authorized collector to dispose of municipal waste generated on the premises on a weekly basis or more often. The owner or occupant of the premises shall have 72 hours to provide proof to the Township that the owner or occupant has a current contract with an authorized collector to provide sufficient service to satisfy the terms and conditions of this chapter.
- F. Duties of collectors. Any authorized collector picking up municipal waste in the Township shall be required to advise the Township in writing, within 72 hours after request from the Township, as to whether an owner or occupant has a current contract for municipal waste disposal from his/her premises. Further, all authorized collectors shall cooperate with the Township in providing information in the event that an action is taken to enforce the terms and conditions of this chapter.
- G. If persons or establishments, being so authorized by the terms hereof, collect and remove their own municipal waste and/or recyclables, they shall do so at a minimum of once weekly for municipal waste and at least once per month for source-separated recyclables and leaf waste, or more often as necessary,

in order to prevent odors, vectors or accumulations of refuse or garbage that are unsafe, unsightly or potentially harmful to the public health. Any municipal waste so removed shall be disposed of in accordance with the requirements of this chapter.

- H.** No person other than an authorized collector shall collect or remove municipal waste or recyclables from any other person's property, unless otherwise provided for herein. All agreements for collection, transportation and disposition of municipal waste and/or recyclables shall be by private contract between the owner and/or occupant of the property where the material is generated or on their behalf by a properly authorized property owners' association and the collector who is authorized to collect the same.
- I.** Nothing herein shall limit the right of the Township to implement public collection of solid waste and/or recyclables either by entering into contracts or by engaging in any collection practice permitted by law.
- J.** Nothing in this section shall modify the requirements in this chapter pertaining to the separation and collection of recyclables.
- K.** The Township operates a transfer station for the collection of municipal waste. This Ordinance may be complied with with respect to municipal waste by purchasing a permit from the Township which authorizes the holder to bring municipal waste to the Polk Township transfer station.

§ 100-14. Transportation of municipal waste.

- A.** All authorized collectors shall prevent or remedy any spillage or leakage from vehicles or containers used in the transport of municipal waste as well as recyclables.
- B.** All authorized collectors of municipal waste and source-separated recyclables shall collect and remove municipal waste as well as source-separated recyclables in motor-driven vehicles having enclosed, leak proof bodies with covers made of such materials as to prevent the contents from escaping.
- C.** The transfer of waste or source-separated recyclables from one collection vehicle to another may not take place in the Township, except on private property in those areas of the Township designated for such by the Township, if any. No such transfer may take place on any public right-of-way, and no such transfer operation may block traffic, create litter or in any other manner constitute a nuisance, create a health hazard or violate any other ordinance of the Township, provision of statutory law or the Monroe County Municipal Waste Management Authority's rules and regulations.

§ 100-15. Public litter baskets.

The Township is hereby authorized to collect municipal waste and/or recyclables to include leaf waste from Township property, to provide public litter baskets in the Township, and to dispose of such waste in either a receptacle of an authorized collector or at designated disposal sites.

§ 100-16. Authorization of collectors.

- A.** It shall be unlawful for any person, except for litter control and/or roadside cleanup personnel and others duly authorized, to collect and to transport waste of any nature or recyclables within or from the Township. Authorization to collect, transport and dispose of municipal waste and/or recyclables for persons other than oneself or persons for whom one is acting as an agent shall be licensed and approved by the Monroe County Municipal Waste Management Authority.
- B.** All authorized collectors shall have an affirmative duty to follow and conduct themselves in accordance with their current license or permit and to service each of their customers in accordance with their current license or permit and the requirements of the Municipal Waste Planning, Recycling and Waste Reduction Act of 1988, as amended, the Solid Waste Management Act of 1980, as amended, and the Waste Transportation Safety Act of 2002, as amended.

§ 100-17. Collector as an independent contractor.

Any person granted a license or permit, pursuant to the terms of this chapter, shall not in any manner be construed as an agent, servant or employee of Polk Township, but shall, at all times, be considered and remain an independent contractor. Likewise, no property owners' association or corporation which assembles municipal waste or recyclables within a development shall be construed as an agent, servant or employee of Polk Township.

§ 100-18. Billing procedures.

All authorized collectors shall establish rates to be charged for the removal of municipal waste and source-separated recyclables; no person or entity shall be permitted to opt out of either municipal waste collection or source-separated recyclable collection. The rate charged must be for both services. All authorized collectors shall enter into individual or separate contracts with each household or occupant of the premises, without liability to or upon Polk Township.

§ 100-19. Disposal.

Each authorized collector shall dispose of municipal waste as well as source-separated recyclables and leaf waste at a licensed and approved disposal and/or recycling facility as approved by the MCMWMA.

§ 100-20. Authorized collectors to provide recyclable removal service for certain types of properties.

Every authorized collector shall be required to provide, in addition to municipal waste removal, to its residential, multifamily, commercial, municipal and

institutional customers, the service of removing recyclables, from their properties at the curbside or an appropriate location on the premises, with a single fee charged for both municipal waste and recyclable collection services so provided. Any such recyclables so removed by authorized collectors shall be kept separate from municipal waste and shall be taken to a recycling or compost facility for the purpose of recycling as provided herein.

§ 100-21. Designation of recycling facility.

The Township reserves the right, by resolution, to direct recyclables to a designated facility. The Township operates a recycling facility to which recyclables may be brought in compliance with this Ordinance.

§ 100-22. Acceptance of recyclables commingled with waste prohibited.

No authorized collector shall accept, pick up or remove any bag or other container of municipal waste which the collector knows, or has reason to believe, contains recyclables, combined with municipal waste, placed at curbside or otherwise placed for pickup. The collector shall issue warning notices of violations to customers failing to comply with procedures for the separation, storage and collection of recyclable materials and leaf waste and provide a copy of any such warning to the Township.

§ 100-23. Unlawful termination of collection services.

No person shall terminate the services of an authorized collector because of said collector's compliance with the rules and regulations of this chapter.

§ 100-24. Missed collections.

In the event that any authorized collector misses a collection, the authorized collector shall collect from the missed location within 24 hours of notification from the missed person, provided that the person has abided by the terms of the contract with the authorized collector.

§ 100-25. Complaints.

- A.** All complaints regarding the collection of municipal waste and/or recyclables shall initially be reported to the authorized collector. Any complaint that the authorized collector fails to resolve shall be reported, in writing, to the Township.
- B.** The Township Board of Supervisors shall have the right to investigate all complaints and to determine the validity of any complaints received from any person as to the failure of an authorized collector's failure to act in accordance with this chapter.

§ 100-26. Community-oriented charitable activities.

Nothing contained herein shall impair or prohibit any recognized civic, fraternal, charitable or benevolent organization, association or society from undertaking or sponsoring voluntary programs or projects involving the collection of recyclables from the public. Any such collection activity can only occur prior to the recyclable materials being placed at curbside or similar location for collection by an authorized collector. Prior to initiating such activity, the organization shall obtain authorization from the Township.

§ 100-27. Violations and penalties.

- A.** Any person, as defined herein, who violates any provision of this chapter shall, upon conviction thereof in an action brought before a Magisterial District Judge in the manner provided for the enforcement of summary offenses under the Pennsylvania Rules of Criminal Procedure, be sentenced to pay a fine of not less than \$300 nor more than \$1,000, plus costs and reasonable attorneys' fees, and, in default of payment of said fine, costs and attorneys' fees, to a term of imprisonment not to exceed 90 days.
- B.** Each day that a violation of this chapter continues, or each section of this chapter which shall be found to have been violated, shall constitute a separate offense.
- C.** For the purposes of this chapter, the doing of an act or thing prohibited by any provision of this chapter or the failure to do any act or thing to which any provision of this chapter creates an affirmative duty shall constitute a violation of this chapter, punishable as herein stated.
- D.** Polk Township Zoning Officer or such other person as the Township may designate, shall be responsible for enforcement of this Chapter.

§ 100-28. Chapter construction; word usage.

- A.** The various headings used throughout this chapter are intended only as an aid in its organization, in order to facilitate ease of reading, and are not to be considered a substantive part of this chapter.
- B.** In this chapter, unless the context clearly indicates otherwise, the singular shall include the plural; the plural shall include the singular; and the masculine shall include the feminine and neuter.

Ordinance No. 3 of 2014 - Recycling

This Ordinance is enacted pursuant to the Solid Waste Management Act, P.L. 380, No. 97, July 7, 1980, as amended and Municipal Waste Planning, Recycling and Waste Reduction Act, No. 101, July 28, 1988, as amended.

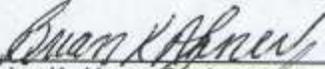
All Township Ordinances or parts of any Ordinance inconsistent with this Recycling Ordinance are hereby repealed.

This Ordinance shall be effective immediately.

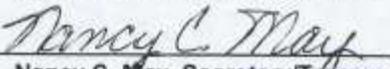
In witness whereof, The Board of Supervisors of Polk Township, Monroe County have hereto adopted and enacted the foregoing

Recycling Ordinance on this 23rd day of June, 2014.

POLK TOWNSHIP BOARD OF SUPERVISORS

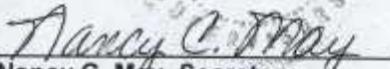

Brian K. Ahner, Chairman


Michael D. Hurly, Vice-Chairman


Nancy C. May, Secretary/Treasurer



ATTEST:


Nancy C. May, Secretary

EDUCATION BROCHURE



POLK TOWNSHIP SUPERVISORS

BRIAN K. AHNER, Chairman/ Roadmaster
MICHAEL D. HURLEY, Vice-Chairman
NANCY C. MAY, Secretary/Treasurer

THANK-YOU

For doing your part in sharing with the care of our Earth and your Community by following the rules inside this brochure.

The Board of Supervisors have made changes to the program this year, in order to keep the costs within the program income; and to be fair to residents in the amount they pay compared to their amount of trash. Some of you have large families, some heavy kitty litter, some are not serious enough at recycling, some are alone with very little trash, and some try to use the center for major house demolition projects. While we were able to keep the fee the same as last year's at \$90 a permit; the changes this year are charges for increased trash and bulk items that put more weight INTO THE DUMPSTER. The cost of one load is often \$1,000.00 and that doesn't include getting it to the landfill. Clean-up day is replaced with fees specific to items that will now be taken any time during the year on your regular permit day of a Wednesday or Saturday. Please prepay at the office for items that now have fees.

POLK TOWNSHIP OFFICE 610-681-5376 x 1

HOURS: Mon. thru Sat. 8AM to 3:30 PM

Stop by the Township Office for Information on:

- Private Waste Haulers
- Monroe County Municipal Waste Authority-570-643-6100
- Rules & Regulations on Burning Ordinance 2011-01

REMEMBER: Your permit is for YOUR POLK TOWNSHIP

HOUSEHOLD ONLY. Abuse of this program constitutes suspension of your permit.

REMINER: Many rules have changed over the years in regards to permits for your property's projects. Please call the Zoning & Codes Office at 610-681-5376 x 2 to remain within the law.

RECYCLE!



2014 PERMIT for "RESIDENTS" of POLK TOWNSHIP

Proof of residency. Renters supply proof from landlord.
YEARLY SIGN-UP is March 1 to April 15
PAYMENT by CHECK or CASH ONLY

RULES on SOLID WASTE

- **\$90 FEE** allows ONLY **3(30)**gal. bags per week.
- **NEW \$2 OVERAGE FEE** for more bags or larger bags. Pay in office. Give receipt to attendant.
- **NEW BULK ITEM FEE replaces CLEAN-UP DAY** Items accepted year round. Stop in office first.
- **APPLIANCES** -Most are free; Dishwasher is \$3 fee.
- **ONLY ONE DAY a WEEK -Wed. "or" Sat.**
- **OFFICE PASS** for different day or vehicle.
- Office clerk must attach permit to your vehicle.
- Remove permit if selling vehicle.
- No permit or pass? You will be turned away.

RULES on MANDATORY RECYCLING

- **ADDITIONAL COSTS** are charged to Non-recyclers
- **RECYCLABLES:** Paper, Metal, Plastics, Cardboard, Cans, Newspaper, Glass, Plastics, Books, Magazines, Aluminum & Good Clothes
- **SEPARATE** into groups at home, not at station.
- **ALL ELECTRONICS & METALS** Give to attendant. Most are free. Monitor/TV is \$5 fee. Pay in office.
- **MOTOR OIL** -Do not mix with antifreeze or water.
- **LEAF WASTE**- Not in bags. Stop in office for info. on disposal. Includes: pinecones & needles. No grass.

RULES on SAFETY

- **TURN OFF CAR!!!!**
- **(5)!!!! Miles per Hr.!!!!**
- **NO CHILDREN** under age 18 outside your car.
- **DO NOT** come in the **EXIT GATE!!!!**
- **ENTRANCE** gate closes at **3:15 PM**
- Ask for **HELP**. Attendant will help you.
- **DO NOT** block the middle **EXIT LANE** or **EXIT GATE !!!**
- **BE PATIENT !!!** Your actions can hurt others.