

Recycling Technical Assistance Project # 568

Borough of Sharpville, Mercer County

Residential Recycling Ordinance & Education Development



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

FINAL REPORT

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RECYCLING TECHNICAL ASSISTANCE PROJECT # 568

BOROUGH OF SHARPSVILLE, MERCER COUNTY

RESIDENTIAL RECYCLING ORDINANCE & EDUCATION DEVELOPMENT

1. STATEMENT OF THE PROBLEM

The Borough of Sharpsville (Borough) provides curbside recycling collection to its residents through a contract with a private hauler. PA RTA # 554, a recycling participation analysis published June 2014, identified that collection practices are inconsistent with the Borough's ordinance and recycling education. This project provides solutions for those inconsistencies with an updated draft waste and recycling ordinance and recycling education tools.

2. WORK COMPLETED

This report provides the Borough with a draft waste and recycling ordinance and two resolutions that designate items to be recycled and user fees. The report also provides both print and electronic recycling education pieces that are consistent with the updated waste and recycling ordinance and actual practices.

2.1 MEETING & DATA REQUEST

To understand the extent of ordinance revision requested by the Borough Council and staff, and to gather information about current hauler collection practices, materials collected, and coverage of the current recycling collection contract, MSW Consultants met with Borough staff and a hauler representative.

With Borough assistance, MSW collected the Borough's current waste and recycling ordinance, public education brochure, waste and recycling hauling contract, and the contractor's recycling education material. MSW also gathered and reviewed Pennsylvania municipal waste and recycling ordinances that include mandatory residential recycling.

2.2 WASTE & RECYCLING ORDINANCE REVISION

MSW Consultants revised the Borough's Municipal Code: Chapter 20: Solid Waste, Part 1 and Part 2 and drafted two resolutions: a resolution that designates recyclable material and an ordinance that specifies the fees for quarterly waste, recycling, and leaf waste collections. The revised documents are located in Appendix A. The following is a summary of the ordinance revisions:

2.2.1 PART 1 COLLECTION PROCEDURES

1. §102. DEFINITIONS: A definition of "Dwelling Unit" was added since the term is used in § 106. RUBBISH AND VECTOR ABATEMENT.

2. §104, PRECOLLECTION PRACTICES, 2. Refuse Containers: Paragraph G. was added to describe the option available to residents to obtain a refuse container from the Borough collector.
3. §107. Fees, paragraph B.: "...to the Borough..." Was added to clarify how fees are paid.

2.2.2 PART 2 RECYCLING REGULATIONS

1. §202. DEFINITIONS. Definitions of the following terms were updated: GLASS, NEWSPRINT, and PLASTICS. Definitions of the following terms were deleted: METAL AND ALUMINUM CANS and PET (POLYETHYLENE TEREPHTHALATE). Definitions for the following terms were added: ALUMINUM CANS, BOROUGH, BOROUGH COLLECTOR, CORRUGATED PAPER, CURBSIDE RECYCLING COLLECTION, DWELLING UNIT, GLASS, JUNK MAIL, LEAF WASTE, MAGAZINES, MULTIFAMILY DWELLING, MUNICIPAL WASTE, OFFICE PAPER, PERSON, RECYCLABLES/RECYCLABLE MATERIALS, RECYCLING, RESIDENTIAL ESTABLISHMENT, SINGLE STREAM COLLECTION, SOLID WASTE, SOURCE-SEPARATED RECYCLABLE MATERIALS, and STEEL CANS.
2. §204. ESTABLISHMENT OF RECYCLING PROGRAM was added to authorize the Borough with the powers and duties over establishing and implementing the recycling program.
3. §205. DESIGNATED RECYCLABLES was added to permit designation of materials to be recycled to be authorized by Borough ordinance.
4. §206. METHOD FOR PLACING DESIGNATED RECYCLABLES AND LEAF WASTE FOR COLLECTION. This Section replaces former §203. "Leaf Waste" replaces the term "Leaves" in the title and other areas within the Section. Paragraph B was added to describe the option available to residents to obtain a recycling container from the Borough collector.
5. §207. RESIDENTIAL ESTABLISHMENTS. was added. Paragraph 1. includes language for the Borough to designate recyclables. Magazines was added to the list of typical recyclables.
6. §208. MULTIFAMILY DWELLINGS. was added to include residents of multifamily dwellings within the recycling requirements for other Borough residents.
7. §209. LEAF WASTE. was added to specify separation and placement for collection placement during the months prescribed by the Borough.
8. §210. COLLECTION CONTRACT. was added to specify that the Borough has the authority to contract to collection.
9. §211. COLLECTION BY UNAUTHORIZED PERSONS. was added to designate that recyclable materials placed at the curb become the property of the Borough and may only be removed by the Borough contractor.
10. §212. UNLAWFUL DISPOSAL OF RECYCLABLES. was added to ensure the proper disposition of recyclable materials in the Borough.
11. §213. ENFORCEMENT AND ADMINISTRATION; PENALTIES AND REMEDIES. Replaces former §204. PENALTIES.
12. §214. TIME WHEN COLLECTIONS SHALL BE MADE. was added.

13. §215. HANDLING OF RECYCLING CONTAINERS. was added.
14. §216. EDUCATION PROGRAM. was added to specify responsibilities for recycling education and add that the Borough may require the Borough collector to participate in the recycling program when changes are made to the collection routine.
15. §217. FEES. Changes the title but maintains the language of former §206. RATES FOR COLLECTION OF RECYCLABLE MATERIALS. A resolution was drafted to specify the quarterly fee for refuse collection and that collection of leaf waste and recyclables is included in the quarterly fee for refuse. The resolution would allow the Borough to add fees for collection of recyclables and leaf waste should such fees become necessary in the future.

2.3 RECYCLING EDUCATION DEVELOPMENT

The Borough's recycling collection contract requires recyclable materials to be commingled, except newspaper (which may be bundled or placed separately in plastic bags for collection) and cardboard (which should be bundled). The Borough actually practices, and educates residents to practice, single stream collection. At the time the Borough contracted services with its collection contractor, recyclable materials were delivered to a MRF with a dual stream process, and fiber material had to be collected separately from commingled containers. Since that time, the MRF has transitioned to a single stream process. The contract between the Borough and the hauler has not been amended, however, actual practices have been verbally agreed upon by the Borough and the contracted recycling hauler.

The waste and recycling hauling contract also includes three annual collections of residential leaf waste in which residents must bag leaf waste in plastic bags and set it out for collection. Collection dates are to be determined by the contractor and the Borough on an annual basis. One leaf waste collection is designated for spring, and the remaining collections are designated for fall. Current education pieces do not include information about leaf waste collections.

MSW Consultants developed recycling education pieces for print and online distribution. Recycling education materials were delivered to the Borough in electronic format for ease of updating. Print recycling education is located in Appendix B, and web recycling education is located in Appendix C. These pieces were developed with the following information that was also recommended in PA RTA #554, published in June 2014:

- ◆ Graphic imagery and language that represent recyclable materials with a list of example items
- ◆ A list of materials that cannot be recycled, divided into the same categories in which recyclable materials are divided
- ◆ Graphic imagery that accurately represents the Borough's round, residential recycling collection containers
- ◆ Collection information that includes the collection day and proper preparation of recyclable materials
- ◆ Brief, easy to digest reasons to recycle that focus on the environment and economics
- ◆ Leaf waste recycling information including a definition of material and a reference to find more information
- ◆ A reference to recycling and waste regulations and where they may be located for more information
- ◆ Borough contact information

- ◆ Consistent imagery and language for use between print and electronic distribution platforms
- ◆ Website use recycling education also includes garbage collection information

3. RECOMMENDATIONS

3.1 IMPLEMENT ORDINANCE AND RESOLUTION REVISIONS

MSW Consultants recommends the implementation of revisions to the Borough of Sharpsville Municipal Code Chapter 20 Solid Waste after review by the Borough Council and legal review by the Borough solicitor. It is the responsibility of the Borough and its solicitor to perform legal review and finalization of the ordinance and any accompanying documents.

3.2 DISTRIBUTE RECYCLING EDUCATION

MSW Consultants recommends the immediate implementation of recycling education pieces. It is the financial responsibility of the Borough to print and distribute physical materials to residents and to incorporate educational content on www.sharpsville.org.

3.2.1 PRINT

MSW Consultants has provided a two-sided recycling education flyer in Appendix B. The recycling education piece for print distribution is two-sided. It includes margins that allow in-house or professional printing. This piece may also be posted online in a printable PDF format. The license for the graphics used in this print material include a license that allows use in up to 499,999 printed pieces. MSW recommends distribution through residential solid waste and recycling bill mailings and availability at the Borough Office.

The Borough has been provided with both a PDF document and editable Adobe Illustrator document so that the Borough may update recycling information as necessary from time to time.

3.2.2 WEBSITE

MSW has provided two options for website recycling education in Appendix C. Option 1 is a graphic developed for ease of implementation by directly replacing garbage and recycling content currently featured on the Borough's website with the provided graphic. The graphic is the same width as the current content. Option 2 is a wider graphic that will fill more horizontal space and command more attention on the Borough's website without forcing the website user to scroll down to read the information. This is the recommended website education piece.

Recycling education pieces for website distribution are portable network graphics with file extension .png. A portable network graphic is meant for use on screen: it allows a full range of color and better compression than other file formats. It may be used anywhere on screen that a jpeg or gif would typically be used. Image resolution is 72 pixels per inch. It will not appear sharp in print applications, and, therefore, png files should not be inserted into pieces that will be printed. The license for graphics used in this electronic material allows web publishing.

Editable Adobe Illustrator documents have also been provided so that the Borough may update information contained in these documents as necessary.

3.2.3 LEAF WASTE COLLECTION INFORMATION

The Borough requires residents to recycle leaf waste in a collection by the Borough's contracted hauler. This collection is contracted to occur one time in the spring and twice in the fall. MSW recommends that the Borough publish leaf waste collection dates on its website, with its solid waste and recycling billing, and if possible in a Borough newsletter

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APPENDIX A

REVISED ORDINANCE AND RESOLUTIONS

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CHAPTER 20
SOLID WASTE

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- §103. Authorization of Collectors
- §104. Precollection Practices
- §105. Collection Practices
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- §108. Dumping
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- §201. Recycling Program
- §202. Definitions
- §203. Powers, Duties and Responsibilities of Sharpsville Borough
- §204. Establishment of Recycling Program
- §205. Designated Recyclables
- §206. Method of Placing Designated Recyclables and Leaves for Collection
- §207. Residential Establishments
- §208. Multifamily Dwellings
- §209. Leaf Waste
- §210. Collection Contract
- §211. Collection by Unauthorized Persons
- §212. Unlawful Disposal of Recyclables
- §213. Enforcement and Administration; Penalties and Remedies
- §214. Time When Collection Shall Be Made
- §215. Handling of Recycling Containers
- §216. Educational Program
- §217. Fees

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PART 1
COLLECTION PROCEDURES

§101. SHORT TITLE.

This Part shall be known as the "Sanitation and Refuse Disposal Ordinance."

(Ord. 964, 12/28/1990, §1)

§102. DEFINITIONS.

For the purpose of this Part, the following terms, phrases or words shall have the meaning ascribed to them in this section except where the context in which the word is used clearly indicates otherwise.

ASHES – residue from the burning of wood, coal, coke or other combustible material.

BOROUGH – the Borough of Sharpsville, Mercer County, Pennsylvania, the Mayor, the Borough Council and the Borough Manager/Secretary of Sharpsville.

BOROUGH COLLECTOR – that individual, partnership, firm, corporation or business entity designated by Borough Council, by means of an independent contract, as the person having the exclusive right to collect refuse within the Borough, but shall not be construed as meaning that said person is an employee, official or representative of the Borough of Sharpsville.

BREEDING AREA – any condition that provides the necessary environment for the birth or hatching of vectors.

COLLECTION OF WATER – those contained in ditches, pools, ponds, streams, excavations, depressions, open cesspools, privy vaults, fountains, cisterns, tanks, shallow wells, barrels, troughs, urns, cans, boxes, bottles, tubs, buckets, roof gutters, tanks of flush closets, reservoirs, vessels, or any kind or device that may hold water.

COMMERCIAL – the use of premises other than as a dwelling.

DWELLING – a building used for residential purposes, including hotels, boarding and lodging houses, tourist cabins, motels and trailers.

DWELLING UNIT – one or more rooms in a dwelling in which room or rooms have fixed cooking facilities arranged for occupancy by one person, two or more persons living together or one family.

EXTERMINATION – the control and elimination of vectors by eliminating their harborages; by removing or making inaccessible materials that may serve as their food; by poisoning, spraying, fumigating, fogging, larviciding, trapping or by any other recognized and legal vector control elimination methods approved by the local or State authority having such administrative authority.

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GARBAGE – putrescible animal and vegetable wastes resulting from the handling, preparation, cooking and consumption of foods.

HARBORAGE – any place where vectors can live, nest or seek shelter.

PERSON – any person, firm, partnership, association, corporation, company or organization of any kind.

REFUSE – all putrescible and nonputrescible solid wastes (excluding body wastes), including garbage, rubbish, ashes, solid industrial waste, dead animals and street cleanings.

RUBBISH – includes glass, metal, paper, plant growth, wood or nonputrescible solid wastes.

VECTOR – a rodent, arthropod or insect capable of transmitting a disease or infection. Vectors shall include, but not be limited to, rats, mosquitoes, cockroaches, flies, ticks, etc.

VECTOR PROOFING – a form of construction to prevent the ingress or egress of vectors to or from a given space or building or gaining access to food, water or harborage. The term shall include but not be limited to, rat proofing, fly proofing, mosquito proofing, etc.

(Ord. 964, 12/28/1998, §2)

§103. AUTHORIZATION OF COLLECTORS.

1. It shall be unlawful for any person, other than such persons as are duly authorized by the Borough, to collect and haul refuse of any nature within or from the Borough.
2. The Borough Council shall, by contract, designate one person as the Borough Collector. Said Borough Collector shall have the exclusive right and obligation to Collect and haul refuse within the Borough.

(Ord. 964, 12/28/1990, §3)

§104. PRECOLLECTION PRACTICES.

1. Preparation of Refuse.

- A. All garbage shall be drained of liquid and wrapped in paper before being placed in the container.
- B. Tree-trimmings, hedge clippings and similar rubbish shall be cut in lengths not exceeding four feet and shall be securely tied in bundles before being deposited for collection.
- C. Newspapers, magazines and other printed matter, not placed in containers, shall be securely tied in bundles not exceeding 40 pounds in weight.

2. Refuse Containers.

- A. All garbage and all other refuse, when possible, shall be placed in containers.
- B. Refuse containers shall be of durable, watertight, rust-resistant material having a close-fitting lid and outside handles to facilitate collection.
- C. Refuse containers for residences shall not be more than 32 gallons in capacity and shall be of such size as can be handled easily by one man.
- D. Containers containing garbage shall be covered with a lid which fits securely and prevents access to flies and other insects.
- E. It shall be unlawful to permit the accumulation or residue of liquids, solids or a combination of such material on the bottom or sides of containers, it being the intention of this provision that the interior of containers shall be kept clean by thorough rinsing and draining as often as necessary.
- F. All containers shall be kept in a sanitary condition and shall be kept in good condition. Any container that does not conform with this Part, or that is likely to injure the collector or his employees, or hampers the prompt collection of refuse, shall be

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replaced upon notice. Failure to replace said defective containers may result in the loss of refuse collection until such time as the container is replaced.

- G. At the option of the resident, they may choose a refuse container offered and made available by the Borough collector, as available. Said container may exceed 32 gallons in capacity. Any fee for such container shall be paid directly to the Borough Collector.

3. Accumulation of Refuse.

- A. No person shall place any refuse upon any street, alley, walk or other public place, or upon any private property, except in proper receptacles for collection, or where the refuse is of such size and shape as not to permit its being placed in containers.
- B. No person shall deposit refuse in any stream or body of water. In no event shall refuse be placed on the property of another without the consent of the owner.
- C. No person, except the occupants of the property on which the container is placed and an authorized collector, shall remove the lids of the container and/or remove the contents thereof.
- D. Refuse of a highly inflammable or explosive nature, or highly infectious or contagious refuse shall not be stored for ordinary collection but shall be disposed of in accordance with the directions of the Pa. Department of Health.
- E. No person shall allow refuse to accumulate so that it shall or may afford food, harborage or breeding area for rats, flies or other vectors.

4. Location of Containers.

- A. Refuse containers shall be placed, according to the distances set forth in the following subsection, for collection by the collector from the street or alley abounding and abutting the property. Where collection by the collector is impracticable by use of said alley, or because no alley exists along said property, collection shall be made along the street fronting said property.
- B. Refuse containers shall be placed for collection at ground level on the property, not within the cartway of a street or alley and accessible to, and not more than 10 feet from the side or curb of the street or alley from which collection is made.
- C. It shall be unlawful to permit containers to remain at the curbside or along a public right-of-way for a period longer than 10 hours after collection.

(Ord. 964, 12/28/1990, §4)

§105. COLLECTION PRACTICES.

- 1. Refuse collected by the Borough collector will be made at least once a week except where conditions beyond the control of the collector prevent collection. Businesses disposing of

their own refuse shall provide for collection at intervals short enough to prevent unsafe, unsightly or unsanitary accumulations of refuse.

2. The Borough collector will collect all refuse placed at the designated collection site. The only exceptions are those listed in subsection (3) below.
3. The following items will not be collected by the Borough Collector:
 - A. Large tree stumps.
 - B. Auto parts and tires.
 - C. Explosives or flammable liquids.
 - D. Bricks, concrete or concrete blocks.
 - E. The following items will be picked up only by special arrangements with the collector:
 - (1) Refrigerators, freezers, stoves, washing machines, radiators, bed springs, bicycles or large metal toys.
4. The collection practices of the Borough collector and any other person removing refuse from the Borough by special permit of the Borough shall conform to all applicable rules and regulations of the Borough, the Commonwealth of Pennsylvania and any contract or contracts between the parties, and all practices shall be subject to review or approval of Borough Council.

(Ord. 964, 12/28/1990, §5)

§106. RUBBISH AND VECTOR ABATEMENT.

1. Every owner of a dwelling containing three or more dwelling units shall maintain in a clean and sanitary condition the shared or public areas of the dwelling and premises thereof.
2. Every occupancy of a dwelling or dwelling unit shall maintain in a clean and sanitary condition that part of or those parts of the dwelling, dwelling unit and premises thereof that he occupies and controls.
3. Every occupant of a dwelling containing a single dwelling unit shall be responsible for the extermination of insects and/or rodents on the premises; and every occupancy of a dwelling unit in a dwelling containing more than one dwelling unit shall be responsible for such extermination whenever his dwelling unit is the only one infested. Notwithstanding, the foregoing provisions of this subsection, whenever infestation is caused by failure of the owner to maintain a dwelling in a rodent proof or reasonable insect proof condition, extermination shall be the responsibility of the owner. Whenever infestation exists in two or more of the dwelling units in any dwelling, or in the shared or public parts of any dwelling containing two or more dwelling units, extermination shall be the responsibility of the owner.
4. Whenever it shall be determined that any dwelling, building, structure, accessory structure, premises, collection of water or any place is in violation of this Part, a notice

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shall be issued setting forth the alleged violations must be corrected. The time for the correction of said violations must be given as well as the necessary methods to be employed in the correction.

5. Whenever said violations shall fail to be corrected within the time set forth, and an extension of this time is not deemed necessary, the Borough may proceed to abate the said violations in the manner approved by the law.

(Ord. 964, 12/28/1990, §6)

§107. FEES

1. Residential.

- A. The fees for collection and disposal of refuse from residential property shall be established from time to time by resolution of the Borough Council. [Ord. 1020]
- B. The fees herein provided for shall be paid quarterly to the Borough by the owner of the dwelling unit. The fee for refuse disposal shall be the responsibility of the dwelling unit owner and in the event of a transfer of ownership all unsettled charges shall become the responsibility of the new owner.
- C. All bills unpaid after a period of 30 calendar days from the date of billing shall be subject to a penalty of 5%. Delinquent accounts are subject to stoppage of service without notice. Upon stoppage, service will be resumed thereafter only on payment of all accumulated fees for the period of collection and noncollection as well as all penalties assessed against the account. The stoppage of service herein provided shall be in addition to the right of the Borough to proceed for the collection of such unpaid charges in assumpsit, by municipal lien or, at the election of the Borough, in any other manner provided by law for the collection of a municipal claim.

2. Exonerations. Any dwelling unit which is totally unoccupied and which generates no refuse for an entire quarter shall be exonerated from the charges herein levied. Such exoneration shall be made only after the owner has filed an affidavit certifying to such vacancy on a form provided by the Borough. No such exoneration shall be made on the basis of vacancies of less than or other than the full quarters. For the purpose of this Section, a "quarter" shall be defined as any one of the following three month calendar periods: January, February, March; April, May, June; July, August, September; October, November, December.

(Ord. 964, 12/28/1990, §7; as amended by Ord. 1020, 12/10/1997)

§108. DUMPING.

On and after the passage of this Part, it shall be unlawful to dump or deposit, except for collection under the terms of this Part, any garbage, ashes, rubbish or refuse of any nature at any place within the confines of the Borough of Sharpville.

(Ord. 964, 12/28/1990, §8)

§109. PENALTIES.

Any person, firm or corporation violating any of the provisions of this Part shall, upon conviction thereof, be sentenced to pay a fine of not more than \$1000 plus costs and, in default of payment of said fines and costs, to a term of imprisonment not to exceed 30 days. Each day that a violation of this part continues shall constitute a separate offense.

(Ord. 964, 12/28/1990, §9; as amended by Ord. 1020, 12/10/1997)

§110. DISCOUNT RATE.

1. A resident may apply for a discount rate of \$15 per quarter for curbside refuse pickup if that resident meets the following criteria:
 - A. The resident lives alone.
 - B. The resident is 62 years of age or older.
 - C. The resident puts out only one bag of garbage per week.
 - D. The resident's annual income is less than \$10,000.
2. The resident must execute an affidavit that the information in the application is true and correct to the best of his/her knowledge, information and belief.
3. The Council of the Borough of Sharpville will then review each application to determine if the resident qualifies for the discount rate of \$15 per quarter for curbside refuse pickup.

(Ord. 964, 12/28/1990; as added by Ord. 996, 3/13/1991)

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PART 2

RECYCLING REGULATIONS

§201. RECYCLING PROGRAM

There is hereby established a program for the mandatory separation and collection of aluminum, steel and bi-metal cans; cardboard; glass bottles and jars; newsprint, junk mail, magazines, and office paper; plastic bottles and jugs, etc.

(Ord. 970, 7/9/1991, §1)

§202. DEFINITIONS.

As used in this Part, the following definitions shall apply:

ALUMINUM CANS – empty, clean, non-aerosol, all aluminum beverage and food containers.

BOROUGH – the governmental jurisdiction and legal entity of the Borough of Sharpsville, Mercer County, Pennsylvania.

BOROUGH COLLECTOR – that individual, partnership, firm, corporation or business entity designated by Borough Council, by means of an independent contract, as the person having the exclusive right to undertake curbside recycling collection or to otherwise collect recyclables within the Borough, but shall not be construed as meaning that said person is an employee, official or representative of the Borough of Sharpsville.

CORRUGATED PAPER – paper or pasteboard contracted into parallel grooves and ridges, commonly referred to as “cardboard,” which is used for wrapping, packing, shipping and/or storage.

CURBSIDE RECYCLING COLLECTION – the scheduled collection and transport of recyclable materials placed at the curb line or other similar location by residential establishments or approved small businesses.

DWELLING UNIT – one or more rooms in a residence or dwelling, which room or rooms have fixed cooking facilities arranged for occupancy by one, two or more persons living together.

GLASS – all clean, empty bottles and jars made of clear, green or brown glass, not including non-container glass, leaded glass, crystal, plate glass or flat glass commonly known as window glass, blue glass, porcelain and ceramic products, light bulbs and fluorescent tubes.

JUNK MAIL – Unsolicited postal mail that consists mainly of promotional materials, catalogues, coupons and other offerings and requests for donations.

LEAF WASTE – leaves, garden residues, shrubbery and tree trimmings and similar material, but not including grass clippings.

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MAGAZINES – periodicals containing a collection of articles, stories, pictures or other features.

MULTIFAMILY DWELLING – a building or buildings used or designed as a residence for four or more families living independently of each other and doing their own cooking therein, including apartment houses, group quarters, townhouses and condominium complexes.

MUNICIPAL WASTE – any garbage, refuse, industrial lunchroom or office waste and other material, including solid, liquid, semisolid or contained gaseous material, resulting from operation of residential, municipal, commercial or institutional establishments and from community activities, and any sludge not meeting the definition of residual or hazardous waste in the Solid Waste Management Act from a municipal, commercial or institutional water supply treatment plant, wastewater treatment plant or air pollution control facility. The term does not include source-separated recyclable materials.

NEWSPRINT – paper of the type commonly referred to as “newsprint” and distributed at fixed intervals, having printed thereto news and opinions and containing advertisements as matters of public interest.

OFFICE PAPER – printed or unprinted sheets of ledger, bond, writing and other papers which have similar fiber and filler content including lightweight office papers, i.e., letterhead or mimeograph paper typically sold as “white ledger” paper, bond, copy paper and onionskin, as well as computer paper.

PERSON – any individual, corporation, partnership, joint venture, association, joint-stock company, trust, any incorporate organization, or any government or public agency or political subdivision thereof, or any authority or agency thereof. In any provision of this Part prescribing a fine, imprisonment, penalty, or remedy, 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.

PLASTICS – empty and clean plastic containers from consumer drink, food and laundry products.

RECYCLABLES/RECYCLABLE MATERIALS – those materials designated by resolution of the Borough of Sharpville for separation, collection, processing, recovery or reused as part of a recycling program.

RECYCLING – the separation, collection, recovery and sale or reuse of metals, glass, paper, leaf waste, plastics and other materials which could otherwise be disposed of or processed as solid waste, or the mechanized separation and treatment of solid waste (other than through combustion) and creation and recovery of reusable materials other than a fuel for the generation of energy.

RESIDENTIAL ESTABLISHMENT – any occupied dwelling unit, except multifamily rental housing properties with four or more units.

SINGLE STREAM COLLECTION – a form of recycling collection where all

recyclables designated by the Borough of Sharpville may be deposited into a single recycling container that is set out for collection.

SOLID WASTE – all materials or substances that are generally discarded or rejected as being spent, useless, worthless or in excess to the owners at the time of such discard or rejection, including garbage, refuse, industrial and commercial waste, sludges from air or water pollution control facilities or water supply treatment facilities, rubbish, ashes, contained gaseous materials, incinerator residue, demolition and construction debris and offal.

SOURCE-SEPARATED RECYCLABLE MATERIALS – recyclable materials that are separated from solid waste at the point of origin for the purpose of recycling.

STEEL CANS – all empty and clean steel (ferrous material) or bi-metal beverage and food containers.

(Ord. 970, 7/9/1991, §2)

§203. POWERS, DUTIES, AND RESPONSIBILITIES OF THE BOROUGH OF SHARPSVILLE.

1. Responsibilities. The Borough of Sharpville shall have the power, and its duty shall be to adopt and implement a program for the collection and recycling of municipal waste or source-separated recyclable materials as provided in this Part.
2. Powers. In carrying out its duties under this Section, the Sharpville Borough Council may adopt resolutions establishing procedures, regulations and standards for the recycling, transportation, storage and collection of source-separated recyclable materials.
3. Duties. The Borough of Sharpville shall implement the provisions of this Part by collecting, transporting, processing or marketing source-separated materials or contracting, subject to competitive bidding, with any person to carry out its duties for the recycling, transportation, collection and storage of source-separated recyclable materials. Any such person shall be jointly and severally responsible with Sharpville Borough in carrying out its duties for transportation, collection and storage activity.

§204. ESTABLISHMENT OF RECYCLING PROGRAM

The Borough of Sharpville hereby establishes and implements a mandatory source separation and collection program for recyclable materials by residents located in Sharpville Borough.

§205. DESIGNATED RECYCLABLES.

Designated recyclables for the recycling program established pursuant to this Section shall consist of the following materials:

SOLID WASTE

- A. Those materials designated by resolution of the Borough of Sharpsville.
- B. Other recyclables as designated 30 days after said designation and publication of a notice in a newspaper of general circulation within the Borough.

§206. METHOD OF PLACING DESIGNATED RECYCLABLES AND LEAF WASTE FOR COLLECTION.

Each resident shall place for collection or removal designated recyclables and leaf waste in strict conformity with the following regulations:

- A. Each container of recyclable materials shall be clearly marked as approved by the Borough Manager/Secretary. Recyclables shall not be placed in plastic bags or other disposal bags or containers, excluding leaf waste.
- B. At the option of the resident, they may choose a container offered and made available by the Borough collector, as available, for recycling. Any fee for such container shall be paid directly to the Borough Collector.
- C. Leaf waste shall be placed in plastic bags not exceeding 50 pounds in weight
- D. The weight of a recycling container and its contents shall not exceed 50 pounds.
- E. Food and beverage containers must be empty and rinsed clean. Labels need not be removed. Discard lids and caps. Do not break glass containers.
- F. Christmas trees shall have all holiday trimmings removed.
- G. The Borough Manager/Secretary may, with the concurrence of the Borough Collector and Borough Council, modify separation and preparation requirements for designated recyclables and/or the list of designated recyclables and the collection schedule. Public notice of such shall be given in a newspaper of general circulation in the Borough.
- H. All other solid waste shall be prepared for collection separate from designated recyclables and leaves.
- I. The collection of solid waste shall take place at least weekly, and collection of recyclables at least weekly on the same day scheduled for solid waste collection, in accordance with a schedule approved by the Borough Manager/Secretary.
- J. Ownership of recyclables set out for collection shall thereupon vest in the Borough of Sharpsville. It shall be unlawful for a person or entity to collect, remove or dispose of recyclables that are the property of the Borough of Sharpsville without first having obtained an appropriate permit. Each such collection in violation hereof from one or more locations shall constitute a separate and distinct offense.

(Ord. 970, 7/9/1991, §3)

§207. RESIDENTIAL ESTABLISHMENTS

1. Owners and residents of residential establishments are hereby required to separate all recyclable materials as specified by regulation from other municipal waste generated at their homes, apartments and other residential establishments and to store such material until collection. The number of the materials shall be designated periodically by Borough resolution from the following: Clear glass, colored glass, aluminum, steel and bi-metallic cans, office paper, newsprint, magazines, junk mail, corrugated cardboard, plastics, etc.
2. Recyclable materials from residential establishments shall be placed at the curb or other similar area, separate from solid waste, for collection, at such times and dates as such times and dates as may be established by contract with the authorized collector. Nothing in this Part or regulations promulgated hereunder 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 by the Township or its agents.

§208. MULTIFAMILY DWELLINGS

1. Multifamily dwellings are hereby required to separate all recyclable materials as specified by resolution and to store such material until collection. The times, dates and places for collection shall be established by contract with the authorized collector. Such contract shall schedule a minimum of one day per month for pickup of recyclables from municipal establishments.
2. The owner, landlord or agent of an owner or landlord, of multifamily housing properties with four or more units may comply with the responsibilities under this Section by establishing a collection system for recyclable materials at each property. The collection system must include suitable containers for collecting and sorting materials, easily accessible locations for the containers and written instructions to the occupants concerning the use and availability of the collection system. Owners, landlords and agents of owners or landlords who comply with this Part shall not be liable for noncompliance of occupants of their building.
3. Owners, landlords and agents of owners or landlords of multifamily rental housing properties within the Borough municipal boundaries, not part of the Borough curbside recycling program and otherwise providing for the recycling of materials they are required by this Part to recycle must provide, annually, written documentation to the Borough of the total number of tons recycled or estimated to be recycled, as well as the name of any authorized collector collecting their recyclables.

§209. LEAF WASTE

All persons who reside in residential establishments where leaf waste occurs or is generated, shall source separate all leaf waste and place same for collection during the months prescribed by the Borough unless those persons have otherwise provided for the composting of leaf waste. The owners, landlord or agent of an owner or landlord of multifamily rental

SOLID WASTE

housing properties with four or more units may comply with their responsibilities under this Section by establishing a collection system for leaf waste at each property.

§210. COLLECTION CONTRACT

The Borough may enter into a contract with public or private agencies for the curbside collection of all or part of the recyclable materials generated within its municipal boundaries.

§211. COLLECTION BY UNAUTHORIZED PERSONS

From the time of placement of recyclable materials at the curb or a similar area for collection, in accordance with this Part and the regulations promulgated hereunder, those materials shall be and become the property of the Borough and its authorized collector. It shall be a violation of this Part for any person(s) not authorized by the Borough to collect or pick up or cause to be collected or picked up any such recyclable material. Any and each such collection in violation hereof from one or more locations shall constitute a separate and distinct offense punishable as hereinafter provided.

§212. UNLAWFUL DISPOSAL OF RECYCLABLES.

Upon and after the effective date of this Part it shall be unlawful for any person or persons to dispose of any recyclable items as established by this Part or regulations promulgated hereunder, commingled with other solid waste not required to be recycled or to dispose of such items in places that will not insure that items are recycled, unless material is so contaminated that it is unacceptable for recycling.

§213. §213. ENFORCEMENT AND ADMINISTRATION; PENALTIES AND REMEDIES.

1. The Borough Code Enforcement Officer or his or her designee is authorized and directed to enforce this Part. The Code Enforcement Officer is also hereby authorized and directed to establish and promulgate reasonable regulations as to manner, materials, days and time for the collection of recyclable materials and any other matters required to implement this Part in accordance herewith. The Code Enforcement Officer or his or her designee may change, modify, repeal or amend any portion of said regulations at any time.
2. Any person, other than a municipal official exercising his or her official duties, who shall violate any provision of this Part, any regulation promulgated hereunder, or any order issued hereunder shall, upon conviction thereof in a summary proceeding be sentenced to pay a fine of not less than \$100 and not more than \$1000 and costs and, in default of the payment of such fine and costs, to undergo imprisonment for not more than 30 days. Each day's continuation of violation of this Part shall constitute a separate and distinct offense.
3. In addition to any other remedies or penalties hereinbefore provided, the Solicitor of the Borough is authorized to institute proceedings in courts of law or equity to control the recycling, transportation, collection and storage of source-separated recyclable materials or to enforce the provisions of this Part, including the securing of injunctive relief to

prohibit any unlicensed or unauthorized person, or any licensed or authorized collector in violation of the provisions of this Part, from continuing the collection, transportation or disposal of recyclable items hereunder, or to enforce compliance by any person with the terms of this Part.

§214. TIME WHEN COLLECTION SHALL BE MADE.

Collection of recyclable materials shall be performed once per week and shall take place, when possible, on the same day as collection of acceptable solid waste in a given area of the Borough

§215. HANDLING OF RECYCLING CONTAINERS.

The contractor shall take reasonable care in handling of recycling containers and shall not willfully break, deface or damage the same. All covers, if provided, will be placed back on the recycling containers when they are returned to the place of collection. All recycling containers broken or destroyed in improper or careless handling by the collector shall be replaced by the collector at his own expense. All recycling containers broken or destroyed by a customer shall be replaced by the customer at his own expense.

§216. EDUCATIONAL PROGRAM.

The Borough of Sharpstown Administration Office will be responsible for assuring that all residents are well informed of this program and the ordinances and resolutions that pertain. The Borough may require the Borough collector to distribute literature or other forms of educational material to affected parties when adjustments are made to the recycling collection program.

SOLID WASTE

§217. FEES.

1. The fees for collection and disposition of recyclable materials and leaf waste from residential properties shall be established from time to time by resolution of the Borough Council.
2. A resident may apply for a discount rate if that resident meets the following criteria: [Ord. 1020]
 - A. The resident lives alone.
 - B. The resident is 62 years of age or older.
 - C. The resident puts out only one container of recyclable material per week.
 - D. The resident's annual income is less than \$10,600.
3. The resident must execute an affidavit that the information in the application is true and correct to the best of his/her knowledge, information and belief.
4. The Council of the Borough of Sharpville will then review each application to determine if the resident qualifies for the discount rate. [Ord. 1020]
5. The Borough shall distribute one recycling container to each residential unit.
6. Each resident shall be solely responsible for the one container received from the Borough.
7. Any resident who loses, removes, permits to be removed or damages the container that he/she receives from the Borough shall be solely responsible for the cost of replacing same, said cost to be determined by the Borough Manager/Secretary.
8. Each successive replacement shall, likewise, be the responsibility of the resident.
9. The Borough may, from time to time, replace those containers that, in its discretion, need to be replaced.
10. The Borough shall be the owner of all containers used for the containment of recyclable material with the exception of containers offered and made available by the Borough collector.

(Ord, 970, 7/7/1991: as added by Ord. 971, 8/14/1991; as amended by Ord. 1020, 12/10/1997)

SHARPSVILLE BOROUGH
MERCER COUNTY, PENNSYLVANIA
RESOLUTION 2015-x

***A RESOLUTION OF THE BOROUGH COUNCIL, SHARPSVILLE BOROUGH, MERCER
COUNTY, PENNSYLVANIA, PURSUANT TO CHAPTER 20 OF THE CODE OF
ORDINANCES***

WHEREAS, the Code of Ordinances of the Borough of Sharpsville recognizes Chapter 20 "Solid Waste," Part 2 "Recycling Regulations," Section 206 "Recycling Program;"

WHEREAS, Section 205 designates the recyclables for the Recycling Program be established by resolution;

NOW THEREFORE BE IT RESOLVED, that the Borough Council of the Borough of Sharpsville resolves that the following items be deemed as designated "Recyclable Materials:"

1. Aluminum food and beverage containers with food and liquid removed.
2. Cardboard: clean corrugated and pressed cardboard cartons (moving and shipping boxes, such as TV, computer, large appliance, boxes, etc.) cereal boxes and shoe boxes with packing materials removed.
3. Glass: clear, amber and green glass from beverage bottles and food jars with food debris, liquids and lids removed.
4. Ferrous: steel and bi-metal cans with food debris and liquid removed.
5. Junk mail.
6. Magazines and catalogues.
7. Newsprint: black and white or pigmented.
8. Office paper: printer paper, copy paper, letterhead, writing paper.
9. Plastic containers: natural and pigmented plastic narrow-neck containers stamped with symbols 1, 2, 3, 4, 5, 6, 7 on the bottom (Plastic soda and water bottles, milk and water jugs, liquid detergent, bleach and softener bottles) with food debris, liquid and lids removed.

ADOPTED the xx day of (month), 2015.

ATTEST:

SHARPSVILLE BOROUGH COUNCIL

, Chairman

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SHARPSVILLE BOROUGH
MERCER COUNTY, PENNSYLVANIA
RESOLUTION 2015-x

***A RESOLUTION OF THE BOROUGH COUNCIL, SHARPSVILLE BOROUGH, MERCER
COUNTY, PENNSYLVANIA, PURSUANT TO CHAPTER 20 OF THE CODE OF
ORDINANCES***

WHEREAS, the Code of Ordinances of the Borough of Sharpsville recognizes Chapter 20 “Solid Waste,” Part 1 “Sanitation and Refuse Disposal,” Section 107 “Fees,”

WHEREAS, Section 107 designates that the fees or collection and disposal of refuse from residential property shall be established from time to time by resolution of the Borough Council;

WHEREAS, the Code of Ordinances of the Borough of Sharpsville recognizes Chapter 20 “Solid Waste,” Part 2 “Recycling Regulations,” Section 217 “Fees;”

WHEREAS, Section 217 designates that the fees or collection and disposition of recyclable materials and leaf waste shall be established from time to time by resolution of the Borough Council;

NOW THEREFORE BE IT RESOLVED, that the Borough Council of the Borough of Sharpsville resolves that the fee for collection and disposal of refuse from residential properties is established to be \$40.00 per quarter, and the fee for collection and disposition of recyclable materials and leaf waste be included in the refuse fee.

ADOPTED the xx day of (month), 2015.

ATTEST:

SHARPSVILLE BOROUGH COUNCIL

, Chairman

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APPENDIX B

PRINT RECYCLING EDUCATION

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Sharpsville Recycles

It's the law!



PLASTIC

Plastic bottles, jugs, and jars

Examples: Beverage containers, peanut butter jars, and shampoo and detergent bottles



METAL

Aluminum, steel, and bimetal food and beverage cans

Examples: Soda cans, fruit and vegetable cans, pet food cans

PAPER & CARDBOARD

Cardboard boxes, newsprint, magazines, paper, and junk mail

Examples: Shipping boxes, cereal boxes, paper towel rolls, magazines, catalogs, office paper (white and colored), notebook paper



GLASS

Clear, brown, and green food and beverage bottles and jars

Examples: Beverage and condiment bottles, pickle and applesauce jars



Containers

1. Remove and discard caps.
2. Rinse containers thoroughly.
3. Place containers in the bin.



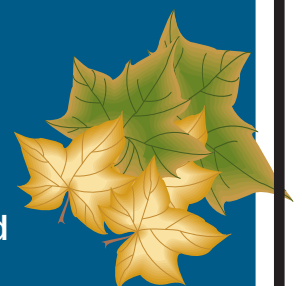
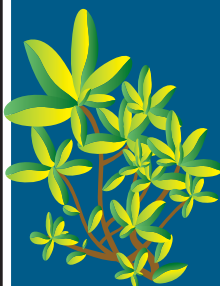
Paper & Cardboard

1. Flatten boxes.
2. Place paper and flat boxes loose in the bin.

Recycle bin overflowing? Stop by the Borough Office for a second bin.

Leaf & Garden Waste Recycling

1. Check www.sharpsville.org for annual spring and fall collection dates.
2. Place leaves, garden residue, shrubbery, tree trimmings and like materials curbside in plastic bags at the designated collection time.



Why Recycle?



Recycling is good for the environment.

Recycling creates valuable resources from material that would otherwise be destined to uselessly fill space in a landfill.

Recycling is good for your wallet.

Recycling isn't free, but it costs much less than disposal. Almost half of what we throw away is recyclable, so let's recycle more and start saving!

Recycling is good for our future.

Just ask any school-age child! When you recycle, you reduce pollution and preserve valuable resources—like clean air, water, and energy—for future generations.

RECYCLE THESE



PLASTIC

Plastic bottles, jugs, and jars

Examples: Beverage containers, peanut butter jars, and shampoo and detergent bottles

**Collection
Day:
Friday**

PAPER & CARDBOARD

Cardboard boxes, newsprint, magazines, paper, and junk mail

Examples: Shipping boxes, cereal boxes, paper towel rolls, magazines, catalogs, office paper (white and colored), notebook paper



METAL

Aluminum, steel, and bimetal food and beverage cans

Examples: Soda cans, fruit and vegetable cans, pet food cans

GLASS

Clear, brown, and green food and beverage bottles and jars

Examples: Beverage and condiment bottles, pickle and applesauce jars



DO NOT PLACE THESE ITEMS IN THE RECYCLE BIN



PLASTIC

Plastic bags
Cooking oil bottles
Automotive fluid bottles
Window cleaner bottles
Polystyrene (cups, plates, packaging)
Pesticide and herbicide containers
Toys

METAL

Aerosol/spray cans
Aluminum siding
Scrap metal
Foil or foil trays
Lawn furniture
Toys
Paint cans

GLASS

Automotive glass
Window glass
Drinking glasses
Ceramics
Ovenware
Mirrors
Light bulbs

PAPER & CARDBOARD

Phone books
Wrapping paper
Food soiled cardboard
Take-out containers
Pizza boxes
Milk cartons
Juice boxes

Recycling & Waste Regulations

Waste and recycling regulations are found in Sharpstown Municipal Code Chapter 20: Solid Waste. Ordinance 970 requires all Sharpstown Borough residents to recycle newsprint, glass, metals, plastics and leaf materials listed on this flyer.

Questions?

Borough of Sharpstown
1 South Walnut Street
Sharpstown, PA 16150
724-962-7896
www.sharpsstown.org

APPENDIX C

WEB RECYCLING EDUCATION

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Option 1: 294 pixels X 900 pixels

For ease of implementation, this option is the same width as current Borough of Sharpsville online recycling education.

Recycling & Garbage Collection Information

**Collection
Day:
Friday**

Recycling and garbage are collected on Fridays.

Please set out material for collection before 6 AM.

Holiday weeks: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas
Collection will be 1 day late



PLASTIC

Plastic bottles, jugs, and jars

Examples: Beverage containers, peanut butter jars, and shampoo and detergent bottles



METAL

Aluminum, steel, and bimetal food and beverage cans

Examples: Soda cans, fruit and vegetable cans, pet food cans



GLASS

Clear, brown, and green food and beverage bottles and jars

Examples: Beverage and condiment bottles, pickle and applesauce jars



PAPER & CARDBOARD

Cardboard boxes, newsprint, magazines, paper, and junk mail

Examples: Shipping boxes, cereal boxes, paper towel rolls, magazines, catalogs, office paper (white and colored), notebook paper

Place all material loose in the recycle bin.

Containers

1. Remove and discard caps.
2. Rinse containers thoroughly.
3. Place containers in the bin.

Paper & Cardboard

1. Flatten boxes.
2. Place paper and flat boxes loose in the bin.



Leaf and Garden Waste Recycling



1. Check www.sharpsville.org for collection dates
2. Place leaves, garden residue, shrubbery, tree trimmings and like materials curbside in plastic bags

Garbage Collection Rules



1. All items must be bagged, boxed or bundled.
2. Items may not exceed 4 ft. in length
3. You may choose your garbage container
4. There is no limit on the amount of trash you may set out.

Option 2: 602 pixels X 695 pixels

Sharpstown Recycles It's the law!



PLASTIC

Plastic bottles, jugs, and jars

Examples: Beverage containers, peanut butter jars, and shampoo and detergent bottles



METAL

Aluminum, steel, and bimetal food and beverage cans

Examples: Soda cans, fruit and vegetable cans, pet food cans



GLASS

Clear, brown, and green food and beverage bottles and jars

Examples: Beverage and condiment bottles, pickle and applesauce jars



PAPER & CARDBOARD

Cardboard boxes, newsprint, magazines, paper, and junk mail

Examples: Shipping boxes, cereal boxes, paper towel rolls, magazines, catalogs, office paper (white and colored), notebook paper

Place all material loose in the recycle bin.

Containers

1. Remove and discard caps.
2. Rinse containers thoroughly.
3. Place containers in the bin.

Paper & Cardboard

1. Flatten boxes.
2. Place paper and flat boxes loose in the bin.



**Recycle bin overflowing?
Stop by the Borough Office for a second bin.**

Leaf and Garden Waste Recycling



1. Check www.sharpsville.org for annual spring and fall collection dates.
2. Place leaves, garden residue, shrubbery, tree trimmings and like materials curbside in plastic bags at the designated collection day and time



DO NOT PLACE THESE ITEMS IN THE RECYCLE BIN

METAL

Aerosol/spray cans
Aluminum siding
Scrap metal
Foil or foil trays
Lawn furniture
Toys
Paint cans

GLASS

Automotive glass
Window glass
Drinking glasses
Ceramics
Ovenware
Mirrors
Light bulbs

PAPER & CARDBOARD

Phone books
Wrapping paper
Food soiled cardboard
Take-out containers
Pizza boxes
Milk cartons
Juice boxes

PLASTIC

Plastic bags
Cooking oil bottles
Automotive fluid bottles
Window cleaner bottles
Polystyrene (cups, plates, packaging)
Pesticide and herbicide containers
Toys

Garbage Collection Rules



1. All items must be bagged, boxed or bundled.
2. Items may not exceed 4 feet in length.
3. You may choose your garbage container.
4. There is no limit on the amount of trash you may set out.

**Collection Day:
Friday**

Recycling and garbage are collected on Fridays.

Please set out material for collection before 6 AM.

Holiday weeks: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas
Collection will be 1 day late