

# COOLBAUGH TOWNSHIP

## FINAL REPORT

### RECYCLING PROGRAM REVIEW FOR NEWLY MANDATED MUNICIPALITY

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## Overview

The 2000 decennial census recorded a population of 15,205 persons residing in Coolbaugh Township. Given that its population is greater than 10,000, it is required to establish a recycling program in compliance with the Municipal Waste Planning Recycling and Waste Reduction Act, Act 101 of 1998 (Act 101).

As a (“Mandated Municipality”) under Act 101, the Township must implement a recycling program or upgrade its existing recycling program to meet requirements of Section 1501 of the Act. Requirements for the establishment of a program and ordinance are provided under Sections 272.401 – 272.427 of Title 25 of the Pennsylvania Code.

As a newly Mandated Municipality the Township has requested that its existing recycling program and ordinance (which requires mandatory recycling) be reviewed to determine if it meets the requirements as established under Title 25.

## Program Requirements

Title 25 § 272.24 outlines required recycling program elements

- Adoption of an ordinance or regulations governing the program.
- Curbside collection of designated recyclables at least once a month for each residence, leaf waste scheduled as appropriate.
- A system for curbside collection of recyclables and leaf waste.

- A program to inform and educate the public providing instruction and purpose of the recycling program.
- Provisions for the recycling of collected materials.

## Program Review

### Background

Coolbaugh Township is rather unique when compared to other mandated municipalities in the State. Considering its size of 85.7 square miles, it is one of the largest and its population of 177 per square miles is one of the least sparsely populated.

The vast majority of its citizens reside in private communities; of the 9,273 single-family dwellings approximately 7,960 are located in private communities. Approximately 2,624 of the single-family dwellings located in private communities are second or vacation homes (occupied only a portion of the year). These private communities are primarily located on the periphery of the Township, due to the fact that public lands (State Game Lands, State Forest, State Parks and Federal Property) occupy a vast area in the central portions of the Township. Several communities located on the periphery of the Township extend past the Township's municipal border into an adjacent municipality(ies). In the case of one of its communities (Arrowhead Lake) the is almost evenly divided, having approximately 1,000 units located in the township and 1,000 units outside its border. The above elements present challenges to developing a curbside recycling program.

The Township has, to the best of its ability, met this challenge and established a mandatory curbside recycling program that best accommodated the residents in and out of private communities.

The current program provides for curbside collection through private subscription (residents contract with licensed private haulers.) It also allows private communities the options of using a private subscription system, contracting for collection services for the entire community with one (1) hauler, conducting their own collection services or under special consideration the use of a central recycling drop-off site.

## Private Community Developments

The Township requested that a survey be conducted of the Private Community Associations to review their existing recycling programs to determine the level of modifications required to bring them into compliance with the requirements of Act 101 and Title 25.

The results of the survey are included in Table 1.

Note: The following communities could not be contacted or did not respond to the survey: Mushroom Farms, Riverside Estates, Pocono Summit Lakes and Whispering Glen.

All of the Private Communities Associations surveyed had a recycling program consistent with the existing Township Recycling Ordinance and Regulations.

**Table #1**  
**Private Residential Communities**

<b>Private Community</b>	<b>Recycling Program</b>	<b>Leaf Collection</b>	<b>Compost</b>	<b>Hauler</b>	<b>Units Total</b>	<b>Units Residents</b>	<b>Units Part Time</b>
Pocono Farms Tel.# 570-894-4435	Curbside/C,N Assoc. Contract	None	None	APEX	1200	800	400
Pocono Farms East Tel.# 570-895-4517	Curbside/C,N Subscriptions	None	None	APEX WMI Palmisano	700	525	175
Arrowhead Lake Tel.# 570-646-1771	Drop-off/ C,N Assoc. Contract	None	None	Mascaro	1000	800	200
Pocono Country Place Tel.# 570-894-5026	Curbside/ C,N,CC Assoc. Operated	Yes	Yes	Association	3800	3040	760
Still Water Estates Tel.# 570-839-7920	Curbside/C,N Subscription	None	None	Pocono	425	325	100
Still Water Civic Tel.# 570-421-5409	Curbside/C,N Subscription	None	None	WMI APEX	500	500	-0-
Timber Trails Tel.# 570-646-9191	Curbside/C,N Subscription	None	None	WMI Pocono	170	25	145
Pocono Forest Tel.# 570-842-8681	Drop off/C Assoc. Contract	None	None	Pocono	165	100	65

**Program Status**

**Materials Collected**

C = commingled – glass (all colors) plastics (#1&#2) bimetal/aluminum cans

N = newspaper

CC = corrugated cardboard

### Community Programs

- Arrowhead Lake Association and Pocono Forest Association currently have a drop-off recycling program and will need to convert to curbside collection for recyclables.
- Pocono Country Place curbside collections program appears to meet the requirements of Act 101 including leaf collection and composting.

As shown in Table 1, the remaining Community Associations surveyed confirmed that curbside collection of recyclables was provided for either by contract with one (1) private hauler or individual subscription/contract with private haulers.

With the exception of Pocono Country Place the community associations surveyed will have to provide for curbside collection of leaf waste for the purpose of composting.

A meeting between the Township and the Community Associations is recommended to discuss recycling program requirements and coordinate efforts for education. PADEP has determined that private communities will be required to meet the recycling program requirements established by a mandated municipality.

### Program Review/Development

Given the previously noted unique challenges to the Township the development of a program for curbside collection of recyclables and leaf waste has been an extremely difficult task.

The Township has met with ARI on numerous occasions to discuss Act 101 requirements. Representatives from the PADEP and the county's recycling coordinator were present at a number of the meetings to provide guidance and assistance in addressing the unique circumstances challenging the Township's ability to develop and implement the required programs.

In November of 2002 ARI presented a preliminary report addressing needed program modifications in order for the Township to be compliant with the requirements of Act 101.

Following the presentation of recommended modifications, the Township requested ARI to contact the PADEP and discuss the Township's primary concerns relative to program development and implementation issues. These issues included:

- Practicality of leaf waste collection considering the logistics and demographics involved
- The need for a prohibition of burning of designated recyclables and leaf waste

PADEP (at regional and central offices) confirmed the fact that the Township was required to provide for leaf waste collection and that a burning prohibition was required (particularly if Act 101 section 902 grant funds were sought.)



## Leaf Collection

ARI subsequently met with the County recycling coordinator and the Monroe County Municipal Waste Management Authority (MCMWMA) consultants to discuss the potential for County assistance regarding development and implementation of a leaf waste collection program. The MCMWMA proposed the establishment of a pilot program for collection of leaf waste in Coolbaugh Township and two other Monroe County Townships, i.e. Chestnuthill and Middle Smithfield.

These three (3) municipalities were all struggling to develop an individual leaf collection program for their residents as per their recent mandate under Act 101. The MCMWMA realized that the cost of establishing separate collection systems, either under contract or by direct municipal labor, would be extremely expensive and, therefore, prohibitive, under current municipal budget constraints. The MCMWMA has proposed to provide for the collection of leaf waste for the next two years as a pilot program. The purpose of the pilot program is to provide data and statistics to the individual municipalities regarding leaf waste collection. This information will be used to assess the need and value of leaf waste collection and the efficiency and effectiveness of a cooperative program. The MCMWMA has applied for Act 101 section 902 Grant assistance to develop this program on behalf of the three mandated municipalities. The

MCMWMA has assured the municipalities that it will implement the program regardless of grant funding availability. ARI has reviewed the proposed program and, based on the information provided by the MCMWMA, recommended the Township support the MCMWMA grant application and participate in the program.

### **Prohibition of Burning Recyclables and Leaf Waste**

The Township must prohibit the burning of designated recyclables and leaf waste.

- Attachment C contains the most recent information regarding burning.

### **Review of Ordinance/Regulations**

The existing ordinance has been modified and recommended changes made to meet the requirements of Act 101/Title 25 for collection of recyclables and leaf waste. A review of the Township's solicitor will be required prior to adoption.

Attachment A-1 contains sample documents for licensing and commercial/ institutional recycling.

## **Public Education**

Requirements for Public Education as per Title 25 PA Code § 272.421.

- (a) A municipality subject to this subchapter shall establish a comprehensive and sustained public information and education program concerning recycling program features and requirements. As part of this program, a municipality shall, at least 30 days prior to the initiation of the recycling program and at least once every 6 months thereafter, notify persons occupying residential, commercial, institutional and municipal premises within its boundaries of the requirements of the ordinance. This notice shall include an explanation of how the system will operate, the dates of collection, and responsibilities of persons within the municipality and incentives and penalties.
- (b) The governing body of a municipality may place an advertisement in a newspaper circulating in the municipality, post a notice in a public place where public notices are customarily posted, including a notice with other official notifications periodically mailed to residential taxpayers, or utilize a combination of the foregoing.

To satisfy the requirements for public education, it is suggested that the Township;

- Place a notice in a newspaper of general circulation (e.g.: the Pocono Record) providing the Ordinance Requirements and program particulars and its starting date. (The notice must be place 30 days prior to initiation).

- Provide public service announcements to the local media. This is a good way to get the message out and gain support and participation.
- Develop a brochure with a how to and how important message. A simple tri-fold brochure will suffice. It should be distributed to all of the residents. The brochure should inform the residents to contact their community association or private hauler for specific collection details (see Attachment B for examples).
- Provide information to the schools PADEP has a website ([www.dep.state.pa.us](http://www.dep.state.pa.us)) which provides literature on waste reduction and recycling, publications and lesson plans for integrating recycling into various curriculums (see Attachment B).

Note: Public Education, a listing of additional suggested methods is included in Attachment B.

## Grant Funding

The PADEP announced that the Act 101, Section 902 Grant Applications would be accepted from October 10, 2002 to January 24, 2003. Funding is being provided for composting related projects only.

Grant funds usually available for funding of cost related to the establishment and/or operation of a recycling program are not available for 2003. The Act 101, Section 902

Grant program historically made funding (90%) available for recycling programs and provided a preference for newly mandated municipalities.

Grants are available for composting as noted above. It is recommended (based on information provided by the MCMWMA) that the Township endorse the MCMWMA's application for a Section 902 Grant to fund a leaf waste collection program.

If the Township wishes to apply for an Act 101, Section 902 Grant in the future, it must address the prohibition of burning of designated recyclables and leaf waste. The Draft Ordinance included in Attachment A addresses this issue.

**ATTACHMENT A**  
**DRAFT ORDINANCE**

## CHAPTER 20 SOLID WASTE

### PART 3 RECYCLING

- §301. Intent
- §302. Purpose
- §303. Definitions
- §304. Dumping; Litter
- §305. Open Burning
- §306. Separation of Recyclables
- §307. Separation of Leaf Waste
- §308. Placement for Removal of Residential Recyclables (Other than Multifamily Housing Properties)
- §309. Placement for Removal of Recyclables From Multifamily Housing Properties
- §310. Placement of Recyclables Commercial, Municipal, Institutional and Community Activities
- §311. Recycling Reports for Multifamily Housing Properties
- §312. Recycling Reports
- §313. Collection by Unauthorized Person
- §314. Presumption of Ownership of Municipal Waste and Recyclables
- §315. Preparation and Storage of Municipal Waste and Recyclables
- §316. Required Collection and Hours of Collection
- §317. Transportation of Municipal Waste
- §318. Public Litter Baskets
- §319. Authorization of Collectors
- §320. Developments/Property Owners Associations
- §321. Collector As An Independent Contractor
- §322. Insurance Coverage
- §323. Worker's Compensation and Social Security
- §324. Billing Procedures
- §325. Equipment of the Collector
- §326. Disposal
- §327. Assignment of Contract
- §328. Licensed Collectors to Provide Recyclable Removal Service for Residential, Multifamily Housing, Commercial, Municipal and Institutional Establishment and Properties
- §329. Designation of Recycling Facility
- §330. Licensed Collectors not to Accept Unlawfully Disposed of Recyclables
- §331. Unlawful to Terminate Service of Licensed Collector for Compliance with this Part
- §332. Missed Pickup

§333. Complaints

§334. Community Orientated Charitable Activities

§335. Penalties

§336. Construction



## PART 3 RECYCLING

### §301. INTENT.

1. All domestic, commercial, institutional and industrial recyclables accumulated upon any property within Coolbaugh Township shall be collected and removed by a responsible person or collector who shall be permitted by the Township. Waste shall be disposed of in accordance with the Solid Waste Management Act.
2. This Part shall provide a mandatory recycling program and govern all aspects of the collection, storage, transportation, processing and disposal of municipal solid waste in Coolbaugh Township. It contains regulations applicable to collectors of municipal waste, collectors of recyclables, individuals, commercial, municipal and institutional establishments, and community activities.

(Ord. 81, 3/17/1994, §1)

### §302. PURPOSE.

A Part to establish a program for the mandatory source-separation and separate collection of designated recyclable materials to include leaf waste, from residences and properties receiving municipal waste collection service from or on behalf of the Township of Coolbaugh for recyclable 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 therefore, and to fix penalties for violation of this Part.

(Ord. 81, 3/17/1994, §2)

### §303. DEFINITIONS.

As used in this Part, the following terms shall have the meaning indicated, unless a different meaning appears clearly 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.

**APPLICANT** - a person desirous of being licensed as a collector or of being issued a recyclable collection permit, as the case may be, and who has submitted required information and fees for same to the Township.

**AUTHORIZED COLLECTOR** - a licensed collector, as defined herein; a recyclable collection permittee, as defined in terms of this Part to remove municipal waste or recyclables from curbside, as defined in this Part.

**BI-METALLIC 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 COLLECTION** - a method of collection of residentially generated recyclables by which the owners or occupants of certain residential properties by placing them at curbside at a time designated by the licensed collector or authorized collector for collection and removal by an authorized collector thereof for delivery to a recycling center.

**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 licensed collector for the purpose of collecting municipal waste and/or recyclables.

**DEVELOPMENT** – a recorded residential subdivision in which homeowners are members of a duly organized, validly existing property owners association or corporation and which has been recognized by and registered with the Board of Supervisors of Coolbaugh Township, as required by this Part.

**DISPOSAL AREA** – any site, location, area, building, structure, transfer station or premises to be used for municipal waste disposal.

**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.

**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 (either 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.

**LEAF WASTE** – Shall mean leaf waste from trees, bushes and other plants, garden residue, chipped shrubbery and tree trimmings but not including grass clippings.

**LANDLORD** - the owner of residential property, made subject to a lease, or such owner's authorized agent.

**LICENSED COLLECTOR** - a person licensed by Coolbaugh Township to collect, haul, transport, municipal waste and recyclables.

**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, Coolbaugh 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, semisolid or contained gaseous material, resulting from operation of residential, municipal or 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 with 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 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.

**NEWSPAPER** - paper of the type commonly referred to as "newsprint" and distributed at fixed or stated intervals, usually daily or weekly, having printed thereon news and opinions and containing advertisements and other matters of public interest. The term "newspaper" expressly excludes glossy 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 Part 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.

**PLASTIC CONTAINERS** - empty plastic food and beverage containers, the specific types of which are:

- (1) PET (e.g., soft drink bottles).
- (2) HDPE (e.g., milk and water jugs, detergent and shampoo bottles).
- (3) Other such plastic as may be designated by resolution of the Coolbaugh Township Supervisors.

**RECYCLABLE COLLECTION PERMITTEE** - a person authorized by the Township, through the issuance of a permit, to collect, transport and deliver to market recyclables exclusively (and not municipal waste) for persons other than himself, his immediate family or persons for whom he is acting as an agent (as defined herein).

**RECYCLABLES** - materials designated as recyclable in this Part, or required by the terms of this Part (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:

- (1) Any composting facility.
- (2) Methane gas extraction from a municipal waste landfill.
- (3) Any separation and collection center, drop-off point or collection center for recycling, or any source-separation or collection center for composting leaf waste.

(4) Any facility, including all units in the facility with total processing capacity of less than 50 tons per day.

**RUBBISH** - solid waste exclusive of garbage (e.g., nonrecyclable glass, metal, paper or plastic) and noncompostable plant material, wood or nonputrescible solid waste.

**STEEL CANS** - empty food or beverage containers made of steel, tin-coated steel or 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 1 year constitutes disposal. This presumption may be overcome only by clear and convincing evidence to the contrary.

**TOWNSHIP** - Coolbaugh 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 offsite reuse. 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's owners have gathered the waste from the development for collection by licensed 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, leaf waste or material approved by the Commonwealth of Pennsylvania, Department of Environmental Protection for beneficial use. [Ord. 97]

(Ord. 81, 3/17/1994, §3; as amended by Ord. 97, 2/16/1999)  
**§304. DUMPING; LITTER.**

1. 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 in any stream, body of water or on any public right-of-way within the Township.

2. Every owner of property or occupant thereof responsible for such 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 their 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. Such owner or operator may place appropriate waste containers on the sidewalks in front of, or adjacent to, their premises at a point which will not create a hazard to traffic or pedestrians. Any such receptacles so placed shall be emptied on a regular basis and maintained in a neat and clean appearance.
3. 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.
4. 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.
5. 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 Part by the person on whose property the bulk container is located, if it is located on private property.
6. No 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.
7. From time to time the Township Supervisors may, by resolution, enumerate alternative recyclables which will require to be separated from municipal waste and collected in accordance with this Part.

(Ord. 81, 3/17/1994, §4)

## §305. OPEN BURNING

No person shall ignite, cause, feed, permit or maintain any open fire for the destruction of solid waste or recyclables designated in this Ordinance on any property under his control, except as hereinafter provided.

### Exceptions to Open Burning Prohibition

- a. Open fires may be set in the performance of an official duty of any public officer if the fire is deemed necessary for the prevention of a fire hazard which cannot be abated otherwise; and for the protection of public health.
- b. No open burning shall occur during any fire ban emergency declared pursuant to this provision.
- c. 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.

## §306. SEPARATION OF RECYCLABLES

- A. Recyclables and leaf waste shall be kept separate from municipal waste, for the purpose of recycling and composting respectively, to the extent required by the following provisions:
  1. Owners and occupants of all residential properties shall keep separate the following recyclables: clear glass containers, brown glass containers, green glass containers, aluminum cans and newspapers. Leaf waste shall also be kept separate for the purpose of composting.
  2. Owners and occupants of all commercial, municipal and institutional establishments and properties and sponsors or organizers of community activities shall keep separate the following recyclables: clear glass containers, brown glass containers, green glass containers, aluminum cans, corrugated paper, newspapers, magazines and high grade office paper. Leaf waste shall also be kept separate for the purpose of composting.
  3. Additionally the Township Supervisors may by Resolution enumerate additional recyclables which will be required to be



separated from municipal waste and collected in accordance with this Ordinance.

- B. Corrugated paper shall be placed in easy-to-manage bundles not to exceed fifty (50) pounds and kept dry. Glass containers and aluminum cans shall be emptied and cleaned. Aluminum cans and glass containers may be mixed together and placed in containers initially provided by Coolbaugh Township with replacement containers to be supplied by the Township. High-grade office paper shall be placed in boxes not to exceed fifty (50) pounds. Recyclables shall not be placed in the same garbage can or other container as, or otherwise mixed with, municipal waste for collection, removal or disposal. Recyclables shall not be placed in plastic bags or other disposable bags or containers made of polyethylene or other similar base.
- C. Recyclables may be set out for collection in a manner different from the requirements in paragraph B (above) if an alternative manner is designated by the collector.

### **§307. SEPARATION OF LEAF WASTE**

Unless otherwise provided for composting, all persons shall keep leaf waste separate from all other forms of municipal waste and separate from recyclables. Such waste shall be set out for collection in a manner to be designated by the collector and shall be disposed of by the collector at a leaf composting facility operating in accordance with Pennsylvania Department of Environmental Protection's Regulations and Guidelines for Leaf Composting Facilities. 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.

### **§308. PLACEMENT FOR REMOVAL OF RESIDENTIAL RECYCLABLES (OTHER THAN MULTIFAMILY HOUSING PROPERTIES).**

1. For residential properties other than multifamily dwellings, all recyclables which are required to be kept separate from municipal waste in residential properties shall be placed at curbside or some appropriate location on the premises, designated by the licensed collector, to be collected at times designated by the licensed collector or recyclable collection permittee or agent. The frequency of such collection shall be not less than once per calendar month.
2. All recyclables shall be collected by a licensed collector or permittee.

(Ord. 81, 3/17/1994, §5)

**§309. PLACEMENT FOR REMOVAL OF RECYCLABLES FROM MULTIFAMILY HOUSING PROPERTIES.**

1. For multifamily dwellings, all recyclables which are required to be kept separate from municipal waste in residential properties, shall be picked up by a recyclable collection permittee or a licensed collector separately from municipal waste, in a prearranged manner. If any recyclables are picked up by a recyclable collection permittee, then all recyclables generated at a property shall be made available to such recyclable collection permittee for collection except as provided in §334 below.
2. The owner, landlord or agent or, when appropriate, the board of directors, of every multifamily dwelling shall require, by a clause in the lease or other enforceable rule or regulation, that the tenants in such property comply with the requirements of this Part governing separation and disposal or placement for removal of recyclables in multifamily dwellings. Every such landlord shall set up a convenient and practical collection system in such properties for the collection, storage and placement for removal of recyclables generated by the residents of such properties.
3. The collection system must include suitable containers for collection and sorting materials, easily accessible locations for the containers and written instructions to the occupants concerning the use and availability of the collection system.
4. Owners, landlords and agents of owners or landlords who comply with the aforementioned requirements relative to multifamily dwellings shall not be liable for the noncompliance of occupants of their building.

(Ord. 81, 3/17/1994, §6)

**§310. PLACEMENT OF RECYCLABLES COMMERCIAL, MUNICIPAL, INSTITUTIONAL AND COMMUNITY ACTIVITIES.**

All recyclables which are required to be kept separate from municipal waste in commercial, municipal and institutional establishments and properties and community activities shall either be delivered directly to a recycling center or shall be picked up by a recyclable collection permittee or a licensed collector separately from municipal waste, in a prearranged manner. If any recyclables are picked up by a recyclable collection permittee, then all recyclables generated at the property shall be made available to such recyclable collection permittee for collection except as provided in §334. 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.

(Ord. 81, 3/17/1994, §7)

### **§311. RECYCLING REPORTS FOR MULTIFAMILY HOUSING PROPERTIES.**

1. The landlord of every multifamily housing property shall complete a form to be designated "Recycling Report - Multifamily Housing Properties," to be provided by the Township which shall indicate where the property's recyclables were delivered or picked up by whom.
2. The recycling report and all weigh slips obtained from the facility or facilities to which the recyclables are delivered or taken shall be submitted quarterly to the Township. For purposes of submitting such weigh slips and recycling reports quarterly to the Township, the collector who removed the recyclables from the property may be the agent for the landlord and shall be responsible for completing and submitting such to 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.

(Ord. 81, 3/17/1994, §8)

### **§312. RECYCLING REPORTS.**

All collectors shall submit to the Township a recycling report and all weight slips obtained from the facility or facilities to which the recyclables were delivered or taken. The said weight slips shall indicate the weight of all recyclables collected from within the Township. Each such quarterly recycling 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.

(Ord. 81, 3/17/1994, §9)

**§313. COLLECTION BY UNAUTHORIZED PERSON.**

From the time of placement of residentially generated recyclable items for collection in accordance with the terms of this Part, the items shall be and become the property of the licensed collector. It shall be a violation of this Part for any person unauthorized by the Township 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.

(Ord. 81, 3/17/1994, §10)

**§314. PRESUMPTION OF OWNERSHIP OF MUNICIPAL WASTE AND RECYCLABLES.**

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

(Ord. 81, 3/17/1994, §11)

**§315. 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 development, 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 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 licensed collector, the Township Zoning Officer or such other person as the Township may designate and are duly authorized agent or representative of 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 above mentioned containers. Prior to such placement all plastic containers shall have the tops removed. All containers shall be rinsed and cleaned prior to placement in the recycling container for curbside pickup.

(Ord. 81, 3/17/1994, §12)

### **§316. REQUIRED COLLECTION AND HOURS OF COLLECTION.**

1. If a person or establishment (being so authorized by the terms hereof) collects and removes their own municipal waste and/or recyclables, they shall do so at a minimum of every 30 days, or at shorter intervals, 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 Part.
2. No person other than a licensed 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 or occupant of the property where the material is generated or on their behalf by a properly authorized property owners association and the licensed collector who is to collect same.
3. 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.
4. Nothing in this Section shall modify the requirements in this Part pertaining to separation and collection of recyclables.
5. Nothing in this Section shall prohibit a duly organized and registered property owners association from assembling municipal waste and/or curbside collected recyclables at a central, accessible location within the confines of its development for ultimate collection as required herein.

(Ord. 81, 3/17/1994, §13)

### **§317. TRANSPORTATION OF MUNICIPAL WASTE.**

1. Any person transporting municipal waste within the Township shall prevent or remedy any spillage or leakage/prevention of leakage from vehicles or containers used in the transport of such municipal waste.
2. All persons authorized to collect municipal waste shall do so in vehicles that are provided with either closed, covered containers or which have measures taken to prevent waste from being blown or falling from the vehicle.
3. The transfer of waste 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 or provision of statutory law.

(Ord. 81, 3/17/1994, §14)

#### **§318. PUBLIC LITTER BASKETS.**

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

(Ord. 81, 3/17/1994, §15)

#### **§319. AUTHORIZATION OF COLLECTORS.**

1. It shall be unlawful for any person, except for litter control and/or roadside clean up personnel, and other persons duly authorized by the Township to collect and to transport waste of any nature or recyclables within or from the Township. Authorization to collect, transport and proper disposition of municipal waste or recyclables for persons other than one's self or for whom one is acting as agent (as defined in this Part) may be given only by the Township through the issuance of a "collector's license" or a "recyclable collection permit."
2. Nothing in this Section shall prohibit a duly organized and registered property owners association from assembling municipal waste at a central, accessible location within the confines of its development for ultimate collection as required herein.

3. All licensed collectors and recyclable collection permittee 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 to service each of their customers in accordance with the requirements of this Part, any failure of which shall be a violation of this Part.
4. All applications for such licenses or permits shall be evaluated and approved in accordance with the following criteria:

A. Collector's License.

- (1) Collector's licenses will be issued on a calendar year basis.
- (2) Collector's licenses will be issued only to those persons who comply with the provisions and intent of this Part and show evidence of a valid Monroe County license.
- (3) Applicants for collector's license must furnish the following information on a form to be prescribed and provided therefore by the Township:
  - (a) The name, address and telephone number of the collector making application.
  - (b) A list of all of the applicant's current customers in the Township, upon demand made for same by the Township.
  - (c) Any and all additional information which the Township may request and deem necessary prior to the issuance of a license.
- (4) The Township may deny or revoke a collector's license, as may be appropriate, for any of the following reasons:
  - (a) If the applicant's license has previously been revoked or suspended.
  - (b) If the applicant or licensee has violated, or is violating this Part, County Waste Management Ordinance, the Solid Waste Management Act, the Municipal Waste Planning, Recycling and Waste Reduction Act or any regulations of the Department of Environmental Protection relating to the environment and to solid

waste, or has been convicted of any such violation.

[Ord. 97]

(c) Where, in the Township or elsewhere, the applicant or licensee has failed to fulfill his duties as a municipal waste collector in general, or in particular has failed to pick up municipal waste and recyclables in a workmanlike manner or a regularly scheduled basis.

(d) Failure of the licensee to furnish and provide collection and disposal of municipal waste and/or recyclables in accordance with the terms of this Part and the conditions under which the license was issued.

(5) Any licenses, issued in accordance with this Part, may be revoked at any time by the Township in accordance with the following:

(a) In any case of any violation or failure to comply with the provisions of this Part, the Township shall give the licensee notice and an opportunity for a hearing thereon. Such notice shall specify the conduct of the licensee which is in question and shall cite the section or provision of this Part which has been violated.

(b) Any licensees so entitled to a hearing pursuant to this Section shall have 10 days after notice to submit a written request for a hearing. Failure of the licensee to so request a hearing shall be deemed an admission of the violation as charged.

(c) A hearing shall be scheduled before the Township Supervisors and the licensee given 10 days written notice of the time and place of the hearing at which he shall appear and answer the charge.

(d) Upon determination that a violation did occur, the Township Board of Supervisors shall issue a written decision within 30 days of the hearing and may, as part thereof, issue a warning or may revoke the license.



(6) No Grant of Vested Right. The issuance of a collector's license under this Part shall not grant a vested right to any collector to a continued right to haul or collect municipal waste and recyclables in the Township, and the Township reserves the right to contract for municipal waste and recycling services or to initiate the public collection of municipal waste and/or recyclables.

(7) Conditions Relating to Collector's Licenses.

(a) An annual fee shall be paid for a collector's license in accordance with a schedule of charges established by resolution of the Township table. The fee shall be submitted with each application for a license.

Payment shall be made by check only, payable to "Coolbaugh Township."

(b) Licensees shall have placed on the doors or each side of the body of each vehicle the name of the collector, the telephone number of the collector's office or headquarters and the type of waste being transported therein (or, if recyclables are being transported therein, then such to be indicated). The size of such lettering shall be no less than 6 inches in height and clearly legible. Vehicles shall be so marked with 10 days after the commencement of their use in the Township.

(c) Licensees shall be responsible for the manner in which their employees perform work pertaining to collection, hauling and disposal of municipal waste and recyclables under the term of this Part.

(d) The licensee shall pay all cost charged for the use of any disposal facilities which he utilizes.

(e) Licensees shall empty bulk containers (such as dumpsters) which have been provided by them to their customers, when such bulk containers become full.

B. Recyclable Collection Permit.

- (1) A person who is not a "licensed collector" as defined in this Part shall not collect, transport or recyclables for any person other than himself or for whom he is acting as an agent (as defined in this Part) unless he has applied for and obtained a valid recyclable collection permit authorizing such activity.

Application for such permit shall be made by submission to the Township of a form to be prescribed therefore, completed by the applicant, accompanied by a fee for such permit to be set by resolution of the Coolbaugh Township Supervisors. Recyclable collection permits shall be obtained annually and issued on a calendar year basis.

- (2) As a condition of issuance of a recyclable collection permit, all recyclable collection permittee shall be required to take all of the recyclable material which they collect from their customers to a recycling facility.

(Ord. 81, 3/17/1994, §16; as amended by Ord. 97, 2/16/1999)

### **§320. DEVELOPMENTS/PROPERTY OWNERS ASSOCIATIONS.**

Where a property owners association provides curbside collection of municipal waste and/or recyclables to include leaf waste at a central, accessible, location for collection by a licensed collector, the said property owners association shall, as a condition of such authorization, comply with the following:

- A. Register with the Township, by providing such documentation and information as the Township may prescribe relative to curbside collection of municipal waste, recyclables and leaf waste.
- B. Indicate the exact position of the central, accessible location where municipal waste and/or recyclables and/or leaf waste are to be assembled for collection by a licensed collector.
- C. Specify the identity of the licensed collector responsible for the collection to the Township.
- D. Update all the above information on an annual basis.

E. Notify the Township within 5 business days of any change in any of the above prescribed information.

(Ord. 81, 3/17/1994, §17)

### **§321. COLLECTOR AS AN INDEPENDENT CONTRACTOR.**

Any person granted a license or permit, pursuant to the terms of this Part, shall not in any manner be construed as an agent, servant or employee of Coolbaugh 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 Coolbaugh Township.

(Ord. 81, 3/17/1994, §18)

### **§322. INSURANCE COVERAGE.**

All persons licensed hereunder shall carry an insurance policy providing complete third party comprehensive liability and property damage insurance, covering the licensee and Coolbaugh Township. Minimum coverage limits shall be not less \$1,000,000 general liability and \$500,000 property damage. The licensee shall furnish the proper certificates of insurance coverage to Coolbaugh Township.

(Ord. 81, 3/17/1994, §19)

### **§323. WORKER'S COMPENSATION AND SOCIAL SECURITY.**

Worker's Compensation and Social Security Acts, as amended, are deemed a part of any Coolbaugh license or permit, and any licensee hereunder shall demonstrate continued compliance with same upon request by the Township. All licensees hereunder shall be obligated to provide worker's compensation coverage for all of its employees as required by law, and shall fulfill the terms of such policies of insurance. All licensees shall furnish a certificate evidencing the required worker's compensation insurance coverage to Coolbaugh Township. All licensees shall save and hold harmless Coolbaugh Township and all its officers, agents and employees, successors and assigns, jointly and severally, of and from all manner of losses, suits, actions,

payments, costs, charges, damages, judgments or claims or demands of any character, name or description brought on account of any injuries or damages received or sustained by any person, persons or property by reason of any act, omission, negligence or misconduct of said contractor, his agent or employees in the execution of the license or permit conditions.

(Ord. 81, 3/17/1994, §20)

#### **§324. BILLING PROCEDURES.**

All collectors shall establish rates to be charged to each occupant of the premises from which municipal waste or recyclables shall be collected. The collector shall enter into individual or separate contracts with each household or occupant of the premises, without liability to or upon Coolbaugh Township.

(Ord. 81, 3/17/1994, §21)

#### **§325. EQUIPMENT OF THE COLLECTOR.**

All collectors shall be required to collect and remove the recyclables in motor-driven vehicles having enclosed, metal, nonleakable bodies with metal covers or covers made of such material as to prevent the contents from escaping.

(Ord. 81, 3/17/1994, §22)

#### **§326. DISPOSAL.**

Each collector applying for a license or permit shall provide a valid agreement, not subject to cancellation, covering the use of an appropriate disposal facility in accordance with the Monroe County Waste Management Plan, or such other law as may be applicable which governs the use and maintenance of any such disposal facility. Such agreement shall accompany the application for a license or permit.

(Ord. 81, 3/17/1994, §23)

#### **§327. ASSIGNMENT OF CONTRACT.**

The licensed or permitted collector shall not assign his license or permit in whole or in part without the written consent of Coolbaugh Township. Such consent does not release the contractor from any of his or its obligations and liabilities under the license or permit.

Any violation of this Part or specifications shall be sufficient cause for the immediate cancellation of the license or permit by Coolbaugh Township.

(Ord. 81, 3/17/1994, §24)

**§328. LICENSED COLLECTORS TO PROVIDE RECYCLABLE REMOVAL SERVICE FOR RESIDENTIAL, MULTIFAMILY HOUSING, COMMERCIAL, MUNICIPAL AND INSTITUTIONAL ESTABLISHMENT AND PROPERTIES.**

Every collector, as a precondition to being licensed to do business within the Township, shall be required to provide 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. Any such recyclables so removed by licensed collectors shall be kept separate from municipal waste and shall be taken to a recycling facility for the purpose of recycling.

(Ord. 81, 3/17/1994, §25)

**§329. DESIGNATION OF RECYCLING FACILITY.**

The Township reserves the right, by resolution, to direct recyclables to a designated facility.

(Ord. 81, 3/17/1994, §26)

**§330. LICENSED COLLECTORS NOT TO ACCEPT UNLAWFULLY DISPOSED OF RECYCLABLES.**

No licensed 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 affix a tag or sticker to the container containing the recyclables.

(Ord. 81, 3/17/1994, §27)

**§331. UNLAWFUL TO TERMINATE SERVICE OF LICENSED COLLECTOR FOR COMPLIANCE WITH THIS PART.**

No person shall terminate the services of a licensed collector because of such collector's compliance with the requirements set forth in §328, above.

(Ord. 81, 3/17/1994, §28)

### **§332. MISSED PICKUP.**

In the event any collector misses a pickup, the collector shall collect from the missed location within 24 hours of notification from the missed resident, provided the resident has abided by the terms of their contract with the collector.

(Ord. 81, 3/17/1994, §29)

### **§333. COMPLAINTS.**

1. All complaints regarding collection of recyclables or municipal waste shall initially be reported to the collector. Any complaint which the collector fails to resolve shall be reported in writing to the Coolbaugh Township Board of Supervisors.
2. The Coolbaugh Township Board of Supervisors shall have the right to determine the validity of any complaints made by residents or occupants as to the failure of the contractor to collect in accordance with his license or permit. The Coolbaugh Township Board of Supervisors decision shall be made in accordance with §319(4)(A)(5).

(Ord. 81, 3/17/1994, §30)

### **§334. COMMUNITY ORIENTATED 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.

(Ord. 81, 3/17/1994, §31)

### **§335. PENALTIES.**

Any person firm, or corporation who shall violate any provision of this Part, upon conviction thereof in an action brought before a district justice in the manner provided for the enforcement of summary offenses under the Pennsylvania Rules of Criminal Procedure, shall be sentenced to pay a fine of not less than \$300 nor more than \$1,000 plus costs and, in default of payment of said fine and costs, to a term of imprisonment not to exceed 90 days. Each day that a violation of this Part continues or each Section of this Part which shall be found to have been violated shall constitute a separate offense. For purposes of this Part, the doing of an act or thing prohibited by any provision of this Part or the failure to do any act or thing or to which any provision of this Part creates an affirmative duty shall constitute a violation of this Part, punishable as herein stated.

(Ord. 81, 3/17/1994, §32; as amended by Ord. 97, 2/16/1999)

### **§336. CONSTRUCTION.**

The various headings used throughout this Part 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 Part. In this Part, 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.

(Ord. 81, 3/17/1994, §34)





**ATTACHMENT A-1 €**  
**SAMPLE DOCUMENTS FOR LICENSING €**  
**AND COMMERCIAL/INSTITUTIONAL €**  
**RECYCLING €**

**TOWNSHIP OF COOLBAUGH**

**MONROE COUNTY, PENNSYLVANIA**

**COLLECTORS LICENSE**

**The said name has application on file in the Office of the Secretary,  
5550 Memorial Blvd., Tobyhanna, PA, a license is hereby granted to: €**

\_\_\_\_\_ €

**to engage in business as a Municipal Waste/Recyclables Collector in the €**

**Township of Coolbaugh, Monroe County, Pennsylvania**

**under the provisions of Ordinance No. \_\_ - \_\_\_\_\_.**

**Expires \_\_\_\_\_ Issued this \_\_\_\_\_ day \_\_\_\_\_, 2003**

(\_\_\_\_\_ Seal)

\_\_\_\_\_  
**Township Secretary**

Date:

Name  
Address  
State

Re: Municipal Waste & Recycling License for 2003

Dear Collector:

Enclosed is an application for your 2003 Municipal Waste and Recycling License/Registration in Coolbaugh Township. You will note that there is no fee for this license/registration. All information indicated on the application must be completed in order to receive a license/registration. Please complete and return to: Township Secretary, 5550 Memorial Blvd. Tobyhanna, Pennsylvania.

Also enclosed, for your information, is a copy of our newly revised Recycling Ordinance No. \_\_\_\_\_.

Thank you.

Sincerely,

Enclosure  
cc: Correspondence File

TO: All Coolbaugh Township Collectors & Commercial  
Institutional Establishments

FROM: \_\_\_\_\_  
Recycling Coordinator

DATE:

SUBJECT: Recycling Tonnage Report  
(First Quarter – 2003)

To whom it may concern:

Enclosed is the **Fourth Quarter** recycling tonnage report form. As required with section \_\_\_\_ of the Township Recycling Ordinance No. \_\_\_\_, would you please complete this form, **sign** and return it along with supporting documentation (**weight slips**) to Coolbaugh Township in the enclosed envelope.

Please note that it is required by The Department of Environmental Protection (D.E.P.) to have your **recycling company certify quantities that are recycled**. Please be sure all forms are properly **signed**. This form is needed to qualify the Township for recycling funds under The Municipal Waste Recycling And Waste Reduction Act (Act 101). Funds are provided to the Township under Act 101 Section 904 Municipal Recycling Program Performance Grants.

Your promptness in completing this form will be appreciated. Thank you for your cooperation.

Enc: 2

TOWNSHIP OF COOLBAUGH  
 RECYCLING TONNAGE CLAIM SUMMARY

Quarter Ending -- \_\_\_\_\_

NAME AND ADDRESS

Collector: \_\_\_\_\_

Phone: \_\_\_\_\_

Indicate the weight (tons) of **Residential** and/or **Commercial Recyclables** that you collected within the Township of Coolbaugh, Monroe County, Pennsylvania and marketed or delivered to a processing center/material recovery facility during this reporting period.

<u>RECYCLABLES (tons)</u>	<u>RESIDENTIAL</u>	<u>COMMERCIAL</u>
Commingled	_____	_____
Newsprint	_____	_____
Cardboard	_____	_____
Computer Paper	_____	_____
Mixed Office	_____	_____
Bi-metal Cans	_____	_____
Aluminum Cans	_____	_____
Plastics (PET)	_____	_____
Plastics (HDPE)	_____	_____
Glass Containers	_____	_____
TOTAL	_____	_____
	_____	_____

I \_\_\_\_\_ certify that these recyclable tonnages are correct to the best of my knowledge and were collected within the Township of Coolbaugh, Monroe County.

\_\_\_\_\_ Date

\_\_\_\_\_ Signature

\_\_\_\_\_ Company

Please return form to: Recycling Coordinator, Township of Coolbaugh, 5550 Memorial Blvd., Tobyhanna, PA 118466

**IMPORTANT NOTE:** This report is due within 15 business days at the end of each 3-month quarter period. Please include all weight receipts from markets and/or processing centers when submitting this report.

Thank you for your cooperation  
 Township of Coolbaugh

TOWNSHIP OF COOLBAUGH  
MONROE COUNTY, PENNSYLVANIA  
APPLICATION FOR MUNICIPAL WASTE/RECYCLABLES  
LICENSE/REGISTRATION

Application is hereby made for a license to engage in business as a collector of municipal waste/recyclables in the Township of Coolbaugh, Monroe County, Pennsylvania, under the provisions of Ordinance No. ----- approved -----, 2003.

Name of Applicant: \_\_\_\_\_

Business Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone Number(s): Office: \_\_\_\_\_ Vehicle: \_\_\_\_\_  
Cell: \_\_\_\_\_ Home: \_\_\_\_\_

The vehicle registration number, state of registration, and the make, model and size of each vehicle to be used for collection and hauling (Use reverse side if needed)

**VEHICLE NO. 1**

Make & Model of Vehicle: \_\_\_\_\_ Size of Vehicle: \_\_\_\_\_  
Vin No.: \_\_\_\_\_ State of Registration: \_\_\_\_\_

**VEHICLE NO. 2**

Make & Model of Vehicle: \_\_\_\_\_ Size of Vehicle: \_\_\_\_\_  
Vin No.: \_\_\_\_\_ State of Registration: \_\_\_\_\_

Send the following application:

1. Certificate of applicant's insurance coverage certifying the maintenance the applicant of complete third-party comprehensive and liability insurance covering bodily injury and property damage, the limits of which shall be not than \$500,000/\$1,000,000 for bodily injury and \$50,000 for property damage.
2. Certificate of applicant's workman's compensation insurance as required by law.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

**ATTACHMENT B €**

**EDUCATION/INFORMATION€**

**ATTACHMENT C €**

**CURRENT INFORMATION ON BURNING €**

**PROHIBITION €**