

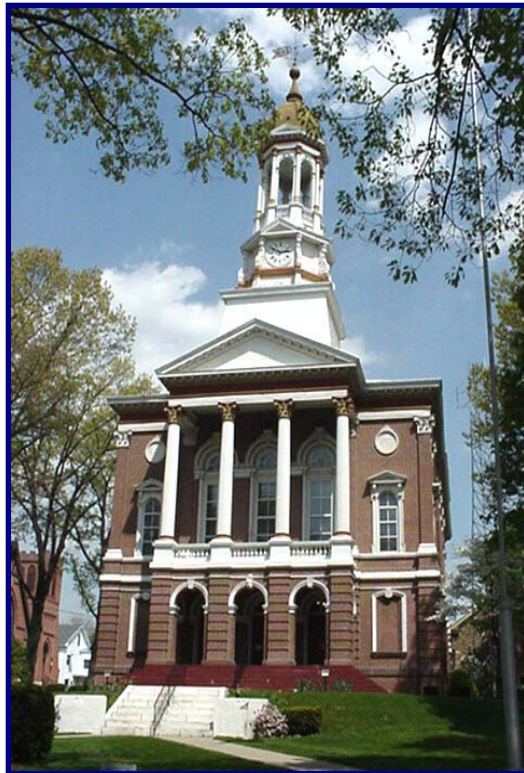
**SWANA RECYCLING
TECHNICAL ASSISTANCE STUDY**

FINAL REPORT

**JUNIATA COUNTY DROP-OFF
RECYCLING PROGRAM**

Prepared for:

**JUNIATA COUNTY,
PENNSYLVANIA**



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**SWANA RECYCLING
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1.0 INTRODUCTION

Through the partnership with the Solid Waste Authority of North America (SWANA), the Pennsylvania State Association of Township Supervisors, and the Pennsylvania Department of Environmental Protection (PADEP), Juniata County, PA was approved for a technical assistance project to be provided by Gannett Fleming, Inc. (GF).

Juniata County is interested in establishing a recycling drop-off program to provide recycling outlets for residents and to increase the County recycling rate. Currently, there are no existing recycling drop-off sites administered by the County. Residents have very few recycling outlets and rely on a diminishing number of private recyclers to process a relatively small portion of the recyclables generated by County households. As envisioned, the drop-off program would be operated and maintained by one of the local haulers/ recyclers, with some of the initial capital costs offset by Section 902 grant funding and Juniata County. Gannett Fleming has been selected to provide guidance in developing the drop-off recycling program. As reviewed with Juniata County, GF will complete the following tasks for this project:

1.1 Scope

- Task #1 Gannett Fleming staff will work with Juniata County to gather pertinent background information required for the completion of this study. This will include information about the existing recycling activities, Municipal Waste Management Plan (Plan), local hauler and private recycler information, and other relevant information. It is important that Juniata County assist GF in attaining the background information.
- Task #2 Gannett Fleming will review the existing information on the proposed site locations and provide comments/ recommendations related to the proposed locations. Other drop-off locations may be considered. GF will provide general siting criteria for selecting/ locating recycling drop-off sites. As needed, Task 2 may include one (1) meeting/ site visit to review the proposed site locations. GF will contact at least one hauler company/ recycler that may service the drop-off sites as part of the evaluation of the proposed system. Information from the hauler/ recycler will be used to further define the proposed recycling system and to assess the preliminary feasibility of the proposed drop-off program.
- Task #3 GF will prepare and provide Juniata County with a final summary report of findings and recommendations. This task includes a review of the report by the PADEP and response to PADEP comments. Additionally, an electronic file of the final report will be submitted to PADEP along with a MS Word summary (as required) of the project conclusions and findings. An electronic and a hardcopy version of the report will be provided to Juniata County.

2.0 BACKGROUND

As mentioned in the introduction, Juniata County is a rural county with a limited recycling program. Currently, the County does not administer any permanent public recycling drop-off locations or provide other comprehensive recycling service for County residences or businesses. The County's low population density, coupled with the long and narrow shape of the County, inhibit the feasible recovery of many recyclable materials. In addition, the County does not have any in-County landfills. Landfills are required by the Title 25 Municipal Waste Regulations to provide recycling drop-off services to residents. In 2004, Port Royal Borough discontinued a manned drop-off location because the program was cost prohibitive. Recently, private recyclers such as Kramer Recycling in McAlisterville, have decreased or eliminated their recycling services. In this difficult rural setting, only one or two private recyclers continue to operate and Juniata County must take steps forward if residents are to have reasonable opportunities to recycle.

3.0 EXISTING RECYCLING PROGRAM

The primary recycler in Juniata County is Cocolamus Creek Disposal and Recycling (Cocolamus). Cocolamus has successfully operated a recycling business in Juniata County for roughly fifteen years.

Cocolamus Creek Disposal and Recycling

RR 1, Box 660

McAlisterville, PA 17049

In addition to providing curbside municipal waste collection services, Cocolamus collects the following recyclable materials, which are processed at the Cocolamus Recycling Facility (located at the above address):

- Aluminum cans
- Steel cans
- PET bottles (#1 plastic)
- HDPE bottles (#2 plastic)
- Glass – clear, brown, and green bottles and jars only
- Office paper
- Newspaper
- Magazines
- Corrugated paper
- Batteries
- Tires
- Used motor oil
- Appliances
- Scrap metal

The Cocolamus Recycling Facility accepts commingled materials and uses an XL Horizontal Baler with an in-ground conveyor feed. Based on conversations with Cocolamus, the facility and equipment has sufficient capacity to accept/ process additional annual quantities of material. Additional volumes of material will be beneficial in maximizing the efficiency of the existing recycling equipment and the facility operated by Cocolamus.

3.1 Voluntary Curbside Recyclables Collection Service

Juniata County does not have any municipalities mandated by the Municipal Waste Planning, Recycling and Waste Reduction Act (Act 101), to provide curbside recycling services. Mifflintown Borough and Mifflin Borough have voluntary curbside recyclables collection programs under a joint contract with Cocolamus. Cocolamus also provides trash collection service to each municipality on the same day as recyclables collection. Residents wishing to participate in the voluntary curbside recycling program are provided blue recycling containers upon request from Cocolamus. Under the contracted collection services, the following recyclables are collected from the curb:

- Glass – clear, brown, and green bottles and jars only
- #1 and #2 plastic bottles and jars only – no lids/ clean
- Steel cans
- Newspapers*
- Magazines*
- Cardboard*

*All paper must be tied, bagged or boxed and sorted

The following items are NOT accepted:

- Aerosol cans
- Flashlight batteries
- Window glass
- Dishes
- Ceramics
- Cups, butter dishes
- Ice cream buckets

4.0 DROP-OFF RECYCLING

There are no existing drop-off programs in Juniata County at this time. However, there are a number of ways to implement recycling drop-off systems. For example, some recycling systems use manned drop-off sites that are open on one or more scheduled days. In another type of drop-off system, capital investment in containers is minimized by implementing a rotational drop-off system. In a rotational drop-off system, the same roll-off containers are rotated to different locations and kept there for a limited amount of time. When service is needed, the vendor services the site by depositing an empty container and then pulling the container with recyclables. This study reviews only unmanned, permanent drop-off systems because Juniata County is working with a local private recycler (Cocolamus) to implement an unmanned permanent drop-off. GF's experience with municipal drop-off programs supports that un-staffed, permanent drop-off programs often divert recyclables at a lower per-household/ per-ton cost when compared to other drop-off options (e.g. manned drop-offs).

Many counties in Pennsylvania have implemented county-wide recycling drop-off programs using roll-off containers to collect materials delivered by county residents. In many

instances, roll-off containers are fitted with tops/ lids to prohibit rain from damaging recyclable paper and cardboard. Often, the roll-off containers are customized to have specialized openings with rounded or rectangular openings for the material. The openings are designed to fit the desired material (e.g. milk jugs or cardboard), and help reduce contamination from unwanted materials. Roll-off containers can also be custom painted and labeled. Typical roll-off containers used for recycling drop-off collection have a capacity ranging from 20 to 40 cubic yards. Most roll-offs are serviced by a specialized hoist vehicle or roll-off hook truck.

5.0 SITING CONSIDERATIONS FOR DROP-OFF LOCATIONS

Experience from other drop-off programs typically supports that highest participation and greatest success will result if:

- The selected location was in an area where residents frequented often for other services (e.g. plazas, grocery stores, parks, etc.) By default, these areas are often accompanied by other important siting factors: paving, lighting, visibility, ability to be monitored, and adequate space.
- The drop-off site is placed in an area where it would be in plain site of public and therefore had some monitoring already in place
- Site was level or almost level (optimally it is paved)
- Site had sufficient room for safe and efficient servicing (e.g. 80-90 linear feet for roll-offs)
- Property owner was favorable in to participation in the drop-off program (suggest the property owner execute an Agreement with County)

In discussions between Cocolamus and GF, Cocolamus indicated the site selection for the six preliminary drop-off sites considered most of the above criteria. Cocolamus also considered the proximity to the existing routes already serviced by Cocolamus. Sites located logically along existing routes will minimize additional travel distance (and cost) and promote efficient servicing of each drop-off site.

6.0 HAUL-ALL DROP-OFF SYSTEM

The Haul-All Drop-off System is discussed in this section briefly because Haul-All Systems have been very successful in a number of Pennsylvania counties – and because the equipment is specifically designed for rural area drop-off collection programs similar to that which is proposed for Juniata County. This system is not recommended at this time for Juniata County because the initial capital investment is high (compared to roll-off containers and hoist-trucks) and because Juniata County is interested in working with a private recycler that is has the necessary equipment to service and maintain roll-off containers. Although the Haul-All System is not the proposed method of drop-off collection for Juniata County, some of the aspects of how this system works can be applied to any drop-off program.

The Haul-All System consists of self-dumping, six-cubic-yard drop-off bins and specialized collection vehicles. The Haul-All System is a series of individual steel recycling bins with specialized openings designed to fit designated materials. The systems are aesthetically attractive and are often located at shopping centers, malls, and other public areas to increase participation. Studies conducted by Haul-All have concluded that siting of these containers at public locations is largely agreed upon by the owner because the containers are attractive and professional in appearance. These frequented public locations are the key to high participation rates and higher volumes.



7.0 PROPOSED JUNIATA COUNTY DROP-OFF RECYCLING PROGRAM

The proposed drop-off program for Juniata County envisions implementation of a number drop-off sites strategically located throughout the County. The drop-off program would begin with the purchase of roll-off containers for 6 sites, which would be owned by the County. Act 101 Section 902 grant funds will be requested through the submittal of a Grant application to PADEP by the County to help offset up to 90 percent of eligible costs for the equipment. Cocolamus, a local private waste company and recycler, would operate the drop-off program by providing the collection services and recyclables processing at their recycling facility in McAlisterville. Cocolamus would take ownership of the recyclables and be responsible for marketing the materials for recycling purposes. At this time, Cocolamus has indicated they would not charge Juniata County for the collection service, but would use revenues from the sale of the additional material to supplement their operation. As understood by GF, an agreement will be executed between Cocolamus (or other collector) and the Juniata County Commissioners to protect the interests of both parties. GF also recommends that a standard agreement of responsibility be drafted and executed between the host drop-off location organization, business, or entity and Juniata County.

The goal of the proposed drop-off program, as it reaches maturity, is to provide relatively convenient recycling to nearly all residents who wish to participate. At this time, six drop-off sites have been identified by Cocolamus. Cocolamus' experience as a long-standing hauler for municipal waste and recyclables in Juniata County was beneficial in locating the preferred drop-off sites. Cocolamus has developed good relationships with many businesses as a waste service provider and recycler in the County. Cocolamus has contacted the majority of the property owners of the prospective sites. Most of the property owners have verbally agreed to participate in the drop-off program and initial discussions have been favorable. A good hauler and business relationship is critical in attaining permission to place and service drop-off containers at a

business and/or on private property. The proposed drop-off sites are listed below, and shown on the map, along with the Cocolamus recycling operation, in **Figure 1**.

The proposed sites, which should be confirmed in entirety at the later stages of implementation, include the following locations:

- Thompsontown (Holderman Park)
- Mifflintown (Weis supermarket)
- East Waterford (Fire Company)
- Mifflin Borough (swimming pool)
- Port Royal (near prior manned drop-off site)
- Richfield (car wash along Route 35)

As proposed, the materials collected by the Juniata County drop-off program at each of the six proposed sites include:

- Glass – clear, brown, and green bottles and jars only
- #1 and #2 plastic bottles and jars only – no lids/ clean
- Steel cans
- Newspapers
- Magazines
- Cardboard

These materials are the same recyclable materials collected by the voluntary curbside programs in the County, which are serviced by Cocolamus.

It is important that Juniata County and Cocolamus allow the proposed drop-off program to be flexible. Consistent with developing an “economically sustainable” program, Juniata County and Cocolamus should be willing to increase or decrease the total number of recycling sites and/or relocate drop-off sites when it appears feasible to do so. This should only be done after all interested parties are in agreement, and after consideration has been given to the impact on the public, and also the Act 101 planning requirements (e.g. provisions pertaining to County municipal waste management plans).

7.1 Act 101 Section 904 Grants

Recycling Performance Grants are available to Juniata County. Funds from this grant may be used for any municipal purpose. The grant awards are based on the total tons recycled and the applicant's recycling rate. Eligible materials collected from residents, businesses, schools, colleges, universities and community events include: **post-consumer aluminum and steel cans, glass, plastics, corrugated cardboard, high grade office paper, newspapers and other marketable grades of paper.**

At this time Juniata County has not made a specific determination related to how future performance grant funds may be allocated toward the proposed recycling program. It is strongly encouraged that the County apply for Recycling Performance Grant funds annually and invest these funds in the proposed recycling program or in other County recycling activities. It is the opinion of this author, as supported by statements from PADEP, that performance grant funds used to enhance participation in the recycling program will help the County earn increased funding in future years and contribute to the program's sustainability. At some point in the future, if Juniata County enters a recycling agreement with a private entity where cost of the service contract (including operational costs) is paid by the County, it may wish allocate Recycling Performance Grant funds for these costs as needed.

7.2 Potential Drop-off Site Problems

In order for the proposed drop-off recycling program to be successful, it is important to minimize the potential problems typically associated with public drop-off sites. Particularly in rural areas, public drop-off sites have historically had problems with trash accumulation both in the bins and outside of the containers. This problem occurs because many residents see it as a free disposal option. In many areas, residents do not subscribe with a hauler for trash collection, thus making a drop-off point an attractive disposal option. Unfortunately, trash accumulation is a serious problem that must be addressed on an ongoing basis. Trash at the site can lead to decreased participation in recycling by residents. Contaminated recyclables are less valuable and can even result in charges from the end market, certainly degrading the sustainability of the program. The recycling drop-off program must not create an illegal dumping problem, and become a time and cost burden to the entity responsible for maintaining the site.

Fires and vandalism are a part of this problem. It is important to reinforce that these nuisances will not be tolerated. Reducing this problem will include working with the local authorities and communicating to them the goals and intentions of the program. The authorities should be asked to keep an eye out for suspicious activities around the sites.

A clean looking site supports a drop-off program that will have increased participation. A no-tolerance policy should be established from the beginning of the program to eliminate dumping, contamination, vandalism and other nuisances that discourage recycling.

8.0 EQUIPMENT SELECTION AND EQUIPMENT COST ESTIMATE

The equipment selected for the proposed Juniata County drop-off recycling program is compartmentalized roll-offs. A roll-off container system has been selected because Juniata anticipates working with Cocolamus to implement the recycling program. Cocolamus currently has the equipment needed to service a roll-off container recyclables collection program. Based on experience from a number of Pennsylvania drop-off recycling programs, Juniata County should be sure the roll-off containers are modified to meet the following specifications:

- Roll-off containers for recyclables must appear different than garbage containers (e.g. color and clear labeling). Blue is often used to designate recycling.
- Containers should have customized openings that minimize garbage drop-off and contamination (critical requirement at unmanned/ unmonitored sites).
- Container capacity should accommodate different volumes for each material to minimize overflow of a particular material, which results in increased frequency of servicing.
- Recycling containers should be accompanied by a trash can for residents to place trash while on-site.

GF recommends that six drop-off sites be located strategically throughout the County. Based on six sites, it is recommended that the County procure ten (10) roll-off recycling containers, each having 30-cubic-yard capacity (and modified as noted above). The extra four containers can be used as empties for replacing full containers as they are pulled and to double-up on containers at one or more drop-off locations where the participation is highest.

8.1 Drop-off Equipment and Site Costs

Some typical costs associated with establishing a drop-off system using roll-off containers may include some of the following:

- Vehicle operator
- Hoist/ hook truck
- Operating cost (distance, fuel price, material collected, market/ tipping costs)
- Maintenance (parts and staff time)
- Roll-off Containers (and customization; openings, painting, labeling)
- Signage
- Trash can
- Site preparation (varies widely based on site selection)

The cost estimate presented in the following Table has the following assumptions:

- Six (6) drop-off sites are proposed and implemented initially
- Ten (10) compartmentalized roll-off containers are procured
- Containers are customized (painted, labeled, and customized openings are added)
- No purchase of a hoist-truck or other roll-off service vehicle is needed

The estimated capital costs for equipment and site costs for the proposed six drop-off sites are presented in Table 1. As can be seen by the Table, capital investment by the County for implementation of the drop-off program is under \$50,000 in this scenario. The operational agreement and associated cost should be further evaluated and executed as a formal agreement (even if no operational costs are charged to the County). As an operation cost reference, service fees per pull for roll-off containers typically range from \$100 to \$200.

Table 1: Estimated Capital Costs for Equipment & Site Costs (six sites)

Type of Collection (six sites)	# of Containers	Cost/ Container (30 CY)	Painting, Labels, Customizing (per container)	Trash Can	Signage (per site)	Site Prep.* (per site)	Total Est. Capital Cost**
Permanent Roll-off System (Drop-off)	10	\$3,500 ea (x's 10)	\$300 ea (x's 10)	\$200 ea (x's 10)	\$300 (x's 10)	\$500 (x's 10)	\$48,000

* Site preparation costs can include paving, lighting, road or lot painting, security, etc but will only be used as needed.

** As proposed in initial discussions between Juniata County and Cocolamus, operating costs (of collection) for the Juniata County drop-off recycling program may be absorbed by Cocolamus.

9.0 CONCLUSIONS AND RECOMMENDATIONS

The economic feasibility of existing or proposed recycling programs in Juniata County faces particular challenges because of the County’s low population density and long and narrow shape/ geography of the County. As recycling grant funding becomes more competitive and more limited, it is critical for Juniata County to make smart investments that support sustainable recycling programs. The proposed recycling drop-off program for Juniata County is a low capital cost recycling program (when compared to many county recycling programs in Pennsylvania) and it has the foundation of a sustainable program.

As proposed, Cocolamus Creek Disposal and Recycling, a local recycler and private hauler will operate the program. Cocolamus has sustained a successful recycling program for about 15 years in the County. Costs for painting, labels, customizing, signage and necessary site prep (if on county or municipal land) identified in Table 1, and a recycling education program would also be eligible for 90 percent reimbursement through the “Act 101, Section 902 Recycling Grant Program. As discussed with PADEP, it is important that Cocolamus (or any collector) to commit to accepting a set of recyclables that will not change when market conditions change. This is critical to any public recycling program, since residents should not be put in a position where recycling options for a particular material are abruptly taken away.

The proposed drop-off recycling system in Juniata County is an excellent opportunity to provide a beneficial public service, while also supporting a local private recycler in the County. The proposed program can benefit Cocolamus through increased quantities of recyclables collected, which are then processed and sold. The program will provide Juniata County residents with recycling outlets that are currently not available. Cocolamus intends to enter into an agreement with Juniata County to operate the drop-off program at no cost to the County, where Cocolamus will take ownership of the collected recyclables that will be processed and marketed. PADEP has suggested a floor price contract tied to a market index so both parties (County and collector) can share risks and revenues.

Based on GF's review of Juniata County demographic information, it appears that six drop-off locations is an adequate number of drop-off sites to serve Juniata County residents. The number of feasible sites in the County is limited because there are relatively few areas in the County frequented by a large number of residents (e.g. grocery stores, strip malls, parks, etc.). Additionally, the long parallel travel routes through predominantly rural areas do not favor the implementation of a large number of drop-off locations in the County. However, as the program expands and residential participation increases, drop-off recycling opportunities may arise and should be evaluated on a case-by-case basis. It is recommended that this program remain flexible to the extent practical in order to change the locations of containers and the number of sites as needed and with consideration of County and public interests. Because of the Act 101 planning requirements for County Plan revisions, careful consideration must be given to any additions or deletions to County public recycling programs.

Based on information attained in this study from Juniata County, Cocolamus and PADEP, GF has the following specific recommendations:

- The County should move forward with implementing a drop-off recycling program to serve County residents.
- The equipment should be roll-off containers consistent with those used by the local private recycler, Cocolamus, who Juniata anticipates will provide the collection service.
- Based on the initial implementation of six sites, it is recommended a total of ten roll-off containers be procured, each having 30 cubic yard capacity. Typical roll-off container sizes range from 20 – 40 cubic yards - container size may be evaluated based on individual drop-off site needs (e.g. volume, materials, and available space). Cocolamus has an existing hoist truck suitable for roll-offs.
- It is recommended all containers are be painted (suggest blue, a commonly used color to designate recycling). Professional looking containers will help increase the willingness of companies, organizations, stores, etc. to locate the container on their property. These key locations are critical in attaining high participation rates.
- Labels showing material types accompanied by pictures of the materials should be added to each compartment having a different material(s). Containers should be identified as belonging to the County recycling program (e.g. County logo). Customized openings should be constructed/ cut that fit the shape of the recyclable material. Specialized opening minimize contamination from unwanted materials.
- It is recommended that the County write a letter to each of the six sites identified as host sites listed in Section 5.0 (and others as/if identified) to receive written confirmation of their willingness to host a recyclables drop-off site.
- After interested host locations have confirmed their interest in participating in the program, an agreement should be drafted and reviewed with these entities, that

outlines the responsibilities for each party in implementing the drop-off program (e.g. host organization or business, County, and vendor, hauler or collector that services the container). This agreement should be executed between the County and the host organization/ business as part of implementation of the drop-off program. An example drop-off Agreement from Lycoming County is provided in Appendix A. As noted on the Lycoming Agreement, the document is intended as a reference tool only and must be modified by a solicitor or recreated if it is to be used in Juniata County. The Lycoming Drop-off Agreement has relevant and valuable information, but it is noted that Lycoming County has its own recyclables collection vehicles and operates a recycling facility.

- The County should work with a solicitor to develop a separate agreement between the County and Cocolamus creek (or other selected collector). The agreement should address operational concerns and other legal issues. Some content for this agreement could include (as clarified or expanded by the County solicitor):
 - **A list of designated materials** should be established that cannot be changed (i.e. items deleted) by Cocolamus (or other recycling service provider) during the term of the contract. It is important to ensure this public service remains consistent to maximize the benefit of the residents and to minimize confusion, educational costs, and other repercussions that may arise from abrupt changes to the recycling program.
 - **Requirements for Cocolamus** (or other drop-off recycling service provider) to be responsible for marketing (and documenting) the recovered materials with an intermediate and/or final recyclables market. These markets could be provided in a list that is updated as need and given to the County.
 - **Requirements for recycling tonnage reports** to be provided to the County from Cocolamus (or other recycling service provider) showing quantity of material collected and marketed on a quarterly basis. This information is needed to submit Section 904 grant applications for reimbursement, which is based on the quantity (weight) of eligible material collected and marketed.
 - **Identification of the responsible party** for site maintenance and clean-up (litter), equipment repair, container relocation, contamination, etc.
 - **Collection schedule** (e.g. on-call service) may target 48-hour advance notice to Cocolamus (or other recycling service provider) for pick-up of a full recycling container.
 - **Fees or contract costs** – If any fees are established related to the implementation of the program they should be clearly stated in the agreement. If fees are not included for these recycling services, the agreement should clearly state this and explain the financial arrangement between parties.
 - **Risk and Revenue Sharing** – PADEP strongly advises the implementation of a floor price contract tied to a market index so that both Cocolamus and Juniata

County share risks and revenues. Shared risks and revenue acts as a dual incentive to collect more and better quality recyclables. This is important in establishing a sustainable recycling program, especially since there is no avoided disposal cost creditable to either party.

- It is recommended Juniata County confirm the proposed approach to work with a private recycler to provide recycling services on behalf of the County, to ensure there are no conflicts with Act 101 requirements that may jeopardize the Section 902 funding process.

Education

- If Juniata County moves forward with implementing a drop-off recycling program, it is recommended that the County advertise the proposed recycling program several months (or earlier) in advance of the program kick-off. Further, the County should have an ongoing recycling education program that uses a variety of media types to advertise the recycling message (e.g. internet, local newspapers, newsletters, public meetings, TV, etc.) A good source of educational resources and ideas are other County Recycling Coordinators across the state. A listing of recycling coordinators may be found at www.dep.state.pa.us.

Funding

901 Planning Grant

- As Juniata County investigates future recycling initiatives or other planning activities, the County may apply for Section 901 Planning Grant funding for up to 80 percent of approved costs for conducting related studies, surveys, investigations, and research and analysis.

902 Recycling Program Grant

- Juniata County should apply for Section 902 Grant funding for up to 90 percent reimbursement for eligible costs for recycling equipment, containers, and educational outreach. It is noted, that the lease value of the land provided at no cost from merchants, townships, and boroughs can be used as a local match to cover part or all of the remaining 10 percent of capital costs (not covered by 902 Grant funding) to the County. There are a high number of municipalities competing for Section 902 Grant funding each year. Section 902 funding is currently limited in supply.

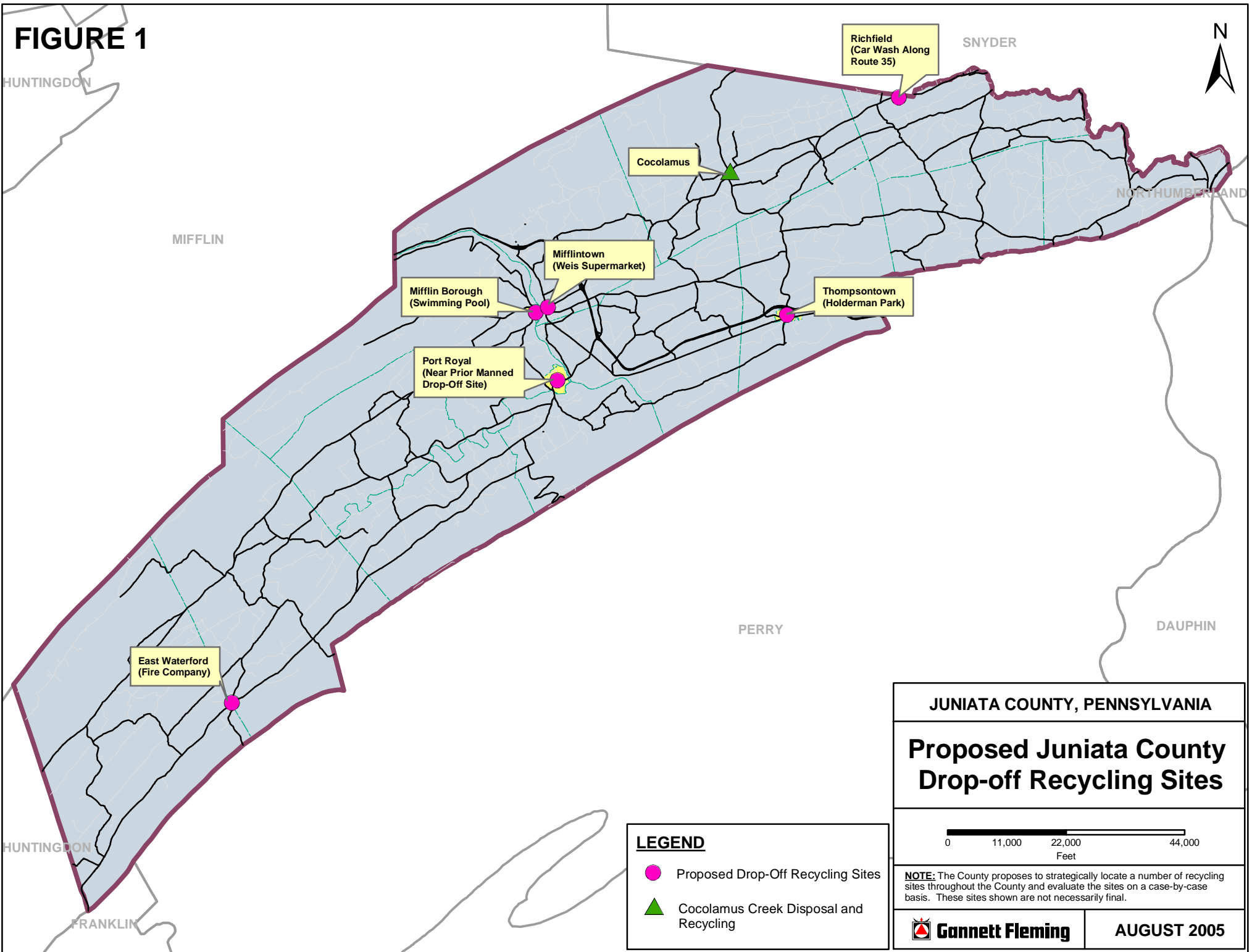
904 Recycling Performance Grant Award

- Recycling Program Performance Grants may be available to Juniata County based on the total tons recycled and the applicant's recycling rate. Funds from this grant may be allocated for any municipal purpose and may be passed on to other municipalities or even private businesses. Refer to Section 7.1 for recommendations and further discussion on how Recycling Performance Grants may be used by Juniata County.

- Aluminum and steel cans, glass, plastics, corrugated cardboard, newspapers and other marketable paper are materials eligible for these grants. To have a successful Section 904 Grant award, the County will need to provide documentation showing the recyclables are eligible materials from the County and were recycled in the application year. It is recommended the County pursue these funds and use them for recycling education, improvements to the recycling program, and for other necessary programs as decided by the County.

FIGURE 1
Proposed Recycling Drop-off Sites

FIGURE 1



APPENDIX A
Example Lycoming County Drop-off Agreement

AGREEMENT

Note: This Agreement is not a final Agreement for Juniata County. It was developed by (and for) Lycoming County and is intended to be reviewed by Juniata County to understand what legal issues can be addressed in a similar Agreement developed between Juniata County and organizations and entities that agree to host a public drop-off site.

This Agreement made this _____ day of _____, 200__, by and between the **COUNTY OF LYCOMING**, hereafter sometimes referred to as "County" and the _____, hereafter sometimes referred to as "_____".

The background of this Agreement is as follows:

A. The Municipal Waste, Planning, Recycling and Waste Reduction Act, Act 101 of 1988, 53 P.S. § 4000.101 et seq, was enacted to encourage the recycling of certain waste material in the Commonwealth of Pennsylvania.

B. Based upon the grant of authority contained in Act 101, the County has established an extensive program designed to encourage the recycling of recyclable materials by both County residents and visitors.

C. As part of the County recycling program, the County has attempted to establish convenient and strategically placed drop off recycling centers throughout the County where members of the public can deposit recyclable materials.

D. The _____ has agreed to the use of a part of its premises in _____ as a recycling drop off center to aid in the implementation of Act 101 throughout the County.

NOW THEREFORE, the parties agree as follows:

1. The County will utilize the recycling facilities located at the _____ which were previously constructed by the County.
2. Pursuant to the prior agreement, concrete slabs are available for the placement of recycling containers and signs designating the site as a drop off point for recycling purposes. During the term of the Agreement or any extension, the County will maintain the concrete slabs and signage for the site.

3. County will maintain and repair all County owned equipment located on the site and utilized in conjunction with the recycling program.

4. Upon expiration of this Agreement or any extension thereof, the signage and concrete slabs shall for all purposes become the property of the _____. Recycling containers are, and shall remain the property of the County and will be removed from the site by County within 30 days of the expiration of this Agreement or any extension thereof.

5. The County agrees to provide sufficient recycling containers at the site to provide for the separate collection of clear glass, brown glass, green glass, aluminum, steel cans, #1 PETE (soda bottles and other food containers that have a neck), #2 HDPE (gallon milk jugs and detergent bottles), newsprint, magazines and cardboard.

6. Public access to the site will be permitted daily during the hours between dawn and dusk, at a minimum. The _____ retains the power to close the recycling center at any time in the event of a bona fide emergency.

7. The parties agree to review the recycling needs at the site and add to, or reconfigure, the recycling containers in accordance with the usage demand.

8. All materials properly deposited in a container at the drop off site established pursuant to this Agreement shall be considered property of Lycoming County.

9. The County agrees to provide pickup services with respect to the recyclables and transport the same to the Lycoming County Recycling Center. Pickup shall be on an as needed basis as determined by the County with appropriate input from the _____ regarding the need for pickup services. _____ will attempt to provide 48 hour prior notice of a need for a container pickup.

10. The County will be responsible for the cleanup of recyclable materials which fall from containers during pickup and County will be responsible for cleanup of recyclable materials that have fallen onto the pad and which become visible during the pickup process.

11. All non-recyclable materials and other items left by persons at the drop off site, which are outside of the recycling containers, shall not be considered property of the County and removal and disposal of the same shall be the responsibility of the _____, unless the leaving of the item was facilitated by the County such as through a "white goods day".

12. The County will pay Township an annual stipend of \$300.00 to be used by _____ as it deems appropriate, in support of recycling. The stipend shall be paid on the execution of this Agreement and then every year on the renewal date of this agreement unless the annual payment is made earlier by the County as part of a standardized payment date.

13. The _____ agrees to be responsible for snow and ice removal to include the application of anti-skid to allow the public access to the containers, stairs, and walkways.

14. In the event of a dispute arising under this Agreement which the parties in good faith cannot resolve, the parties agree to submit the matter to mediation prior to the institution of legal action.

15. This Agreement shall be for an initial period beginning on _____ And ending on _____. Upon the expiration of the initial term, the Agreement shall renew for a one-year period and from year to year thereafter unless either party shall, in writing, notify the other of their intention not to renew at least 90 days prior to the expiration date or any renewal thereof.

16. Each party agrees to designate, in writing, a contact person to deal with matters of interest under this Agreement.

17. Other than as stated herein, County shall have no obligation for the operation of the recycling drop off site.

18. This Agreement constitutes the entire Agreement between the parties and both acknowledge that all of the agreements with respect to the subject matter of this Agreement are contained herein and there are no understandings other than this document. This Agreement replaces all prior agreements between the parties.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and date first above written.

COUNTY OF LYCOMING

Rebecca A. Burke, Chairperson

ATTEST:

Andrew C. Follmer, Chief Clerk

Richard T. Nassberg, Vice Chairman

Joseph H. Neyhart, Secretary
