

**NORTH CORNWALL TOWNSHIP  
RESOLUTION # 2020 - 16**

**A Resolution establishing administrative regulations related to North Cornwall  
Township's Solid Waste Reduction and Recycling Ordinance # 318**

WHEREAS, the North Cornwall Township Board of Supervisors wishes to establish standard regulations related to the North Cornwall Township Solid Waste Reduction and Recycling Ordinance (# 318); and

WHEREAS, all residential, commercial, municipal, industrial, institutional, and community activity establishments in North Cornwall Township, including all licensed haulers, will be responsible to follow the regulations promulgated herein; and,

WHEREAS, these regulations shall include rules and policies regarding the collection, storage, transportation and removal of recyclable material from properties in North Cornwall Township; shall prohibit the disposal of recyclables into the conventional solid waste disposal system; and shall establish fees relating to the Township's recycling program.

NOW, THEREFORE, BE IT RESOLVED AND IT IS HEREBY RESOLVED, by the Board of Supervisors of North Cornwall Township, the following administrative regulations related to Ordinance # 318 shall be adopted:

**Section I. Definitions:**

The definitions set forth in the North Cornwall Township Solid Waste Reduction and Recycling Ordinance # 318 shall be incorporated herein by reference.

**Section II. Recyclables:**

In accordance with the North Cornwall Township Solid Waste Reduction and Recycling Ordinance # 318, all residential, commercial, municipal, industrial, institutional, and community activity establishments in the Township are required to recycle certain materials in order to return valuable resources to productive use and to further provide a healthier, cleaner, and safer environment.

A. Recyclable Materials:

1. All residential establishments are required to separate and store, until collection, the following items:
  - a. Glass bottles and jars

- b. Aluminum/steel cans
  - c. Plastic bottles, jugs and jars
  - d. Newspaper
  - e. Leaf Waste (if not removed by landscaper, lawn or tree service)
  - f. Yard Waste (if not removed by landscaper, lawn or tree service)
2. All commercial, municipal, industrial and institutional establishments are required to separate and store, until collection, the following items:
- a. High grade office paper
  - b. Corrugated cardboard
  - c. Newspaper
  - d. Leaf waste (if not removed by landscaper, lawn or tree service)
  - e. Yard Waste (if not removed by landscaper, lawn or tree service)
  - f. Glass bottles and jars
  - g. Aluminum/steel cans
  - h. Plastic bottles, jugs and jars
3. All community activity establishments are required to separate and store, until collection, the following items:
- a. Glass bottles and jars
  - b. Aluminum/steel cans
  - c. Plastic bottles, jugs and jars
- B. Preparation of Materials:
- 1. Glass – clear, brown, and green food/drink bottles and jars **only**  
Preparation – remove lids, rinse, DO NOT BREAK
  - 2. Aluminum/steel cans – food and beverage cans **only**  
Preparation – rinse, flatten can if possible
  - 3. Plastic – empty bottles, jugs and jars **only** (opening must be smaller than the base)  
Preparation – remove and discard lids/pumps, rinse, flatten if possible
  - 4. Newspaper  
Preparation – must be clean and keep dry; no food/auto/animal waste contact; stack in paper bag or bundle with string
  - 5. Leaf Waste – leaves from trees, bushes and other plants **only**  
Preparation – rake into long, narrow piles on the street, 1-foot

from the curb or property's edge; material cannot be placed curbside more than two (2) weeks prior to scheduled collection.

6. Yard Waste – green vegetation/garden wastes, shrubbery and tree trimmings and other yard wastes, **except** grass clippings, poisonous plants, and nuts/fruit/vegetables/similar material produced from trees and plants  
Preparation –
  - a. All materials must be placed at curbside by 7:00AM on the designated collection day.
  - b. Materials cannot be placed at curbside more than two (2) weeks prior to scheduled collection.
  - c. Branches, trimmings, garden wastes and vegetation can be co-mingled. NO LOOSE LEAF WASTE.
  - d. Branches and shrubbery/woody trimmings can be a maximum of six (6) inches in diameter and eight (8) feet in length.
  - e. Piles of material must be placed on the street and one (1) foot from the curb or, where there is no curb, even with property's edge. On narrow streets or on streets with heavy traffic where materials cannot be placed on the street, piles must be placed as close as possible to the edge of the pavement and parallel to the street.
  - f. Branches and woody trimmings must be placed on the bottom of the pile, while loose trimmings and other loose plants/vegetation must be placed on the top of the pile. NO MATERIAL IN BAGS OR CONTAINERS.
  - g. Remove all garden stakes, pots, wires, rope, metal objects, rocks, dirt from roots, large root systems, nuts/fruit/vegetables or similar material produced from trees/plants, animal excrement or other foreign material.
  - h. ONE pile of material sized up to 8 feet long x 5 feet wide x 5 feet high will be collected per property during collections.
  - i. Curbside yard waste collections are provided for routine spring/fall yard cleanup and recycling, NOT for major removal or clearing of land.
  
7. High Grade Office Paper – computer paper, copier paper, scratch paper, envelopes and other paper **except** glossy paper and newspaper  
Preparation – can be kept whole or shredded; place bags/containers approved by hauler for collection; KEEP DRY.
  
8. Corrugated cardboard – rigid material with wavy center

Preparation – must be clean and keep dry; no food/auto/animal waste contact; flatten boxes, bundle with string.

C. Specific Regulations Regarding Recyclable Materials:

1. Glass, aluminum/steel cans and plastics shall be prepared and placed, co-mingled, in the recycling collection container.
2. All newspaper, high-grade office paper, corrugated cardboard, leaf waste and yard waste shall be kept separate from solid waste and other recyclable material.
3. DO NOT place yard waste or leaf waste piles on sidewalks, under overhanging trees, in alleys, or near signs, mailboxes, poles, cars, intersections or any objects which may interfere with loading and collection.
4. To prevent damage to collection equipment, regulations must be followed. Materials will not be collected if regulations are not followed.
5. If additional recycling collection containers are needed, they will be available for purchase at the Township office, subject to availability.

D. Ownership of Recyclable Materials:

Recyclable materials shall remain the property of the person(s) who generated them until those recyclables are collected by a hauler.

**Section III. Storage Containers:**

North Cornwall Township shall provide each residence, commercial establishment, and outdoor activity area with **one** recycling collection container. It will remain at that property regardless if the resident, owner, or business entity moves or ceases business. If additional containers are needed, they can be purchased at the Township office at actual cost per container. Additional containers will be sold on a “first come, first serve” basis, as supply lasts. The destruction, unauthorized emptying, or use of Township furnished recycling containers for other purposes is prohibited and punishable by a penalty prescribed in Ordinance # 318.

**Section IV. Haulers:**

All licensed and registered haulers will be required to submit to the Greater Lebanon Refuse Authority, on a quarterly basis, weigh slips or other written documentation that will designate the type of material recycled and the number of tons recycled. Each hauler will also be responsible for sending a copy of these weigh slips to the Township building, for verification.

**Section V. Collection and Recycling:**

Recyclable materials, excluding leaf waste and yard waste, must be prepared and placed at the curbside, or similar location, to be collected at least one time per month. Residents and places of business should follow their respective hauler's schedule if additional collections are needed.

Collection of leaf waste and yard waste will adhere to the following schedules, subject to weather conditions or as may be advertised by the Township:

**Leaf Waste Collection:**

Last full week in October through the first full week in December or until first snowfall

**Yard Waste Collection:**

First full week in April and first full week in October

**Section VI. Recycling Drop Off Site:**

North Cornwall Township has a recycling drop off site for certain materials, located adjacent to the Township building at 320 South 18<sup>th</sup> Street, Lebanon, Pennsylvania.

**A. HOURS of OPERATION:**

- a. Paper material recycling area (front of site)
  - i. Spring/Summer hours (April 1<sup>st</sup> through September 30<sup>th</sup>)
    - 1. Monday through Saturday 7:00AM to 7:00PM
    - 2. Sunday 10:00AM to 7:00PM
  - ii. Fall/Winter hours (October 1<sup>st</sup> through March 31<sup>st</sup>)
    - 1. Monday through Saturday 7:00AM to 5:00PM
    - 2. Sunday 10:00AM to 5:00PM
- b. Yard waste recycling area (back of site)
  - i. Spring/Summer hours (April 1<sup>st</sup> through September 30<sup>th</sup>)
    - 1. Monday through Saturday 7:00AM to 7:00PM
    - 2. Sunday 10:00AM to 7:00PM

3. Pay As You Go hours: Monday through Friday 7:00AM to 3:30PM
  - ii. Fall/Winter hours (October 1<sup>st</sup> through March 31<sup>st</sup>)
    1. Monday through Saturday 7:00AM to 5:00PM
    2. Sunday 10:00AM to 5:00PM
    3. Pay As You Go hours: Monday through Friday 7:00AM to 3:30PM
- B. ELIGIBLE PARTICIPANTS: The paper material recycling area is open to any Lebanon County resident. Individuals must be North Cornwall Township residents in order to access and utilize the yard waste area of the recycling drop off site. Photo identification is required upon arrival. Residents of neighboring municipalities that have entered into an inter-municipal agreement with North Cornwall Township regarding recycling may access and utilize the yard waste area of the recycling drop off site. These residents must be pre-approved by their respective municipalities each year. Landscaping and/or tree trimming businesses are not permitted to utilize this site at any time.
- C. ACCEPTABLE MATERIALS, PREPARATION AND TRANSPORTATION OF MATERIAL: Materials that are currently accepted at the North Cornwall Township recycling drop-off site include: corrugated cardboard, newspapers, mixed papers and yard wastes.
  - a. Corrugated cardboard – Boxes must be clean. No contamination by animal excrement, blood, oil, gas, food or other foreign material. NO WAX COATED BOXES. No cereal boxes or other similar paperboard material. No pizza boxes. Flatten corrugated cardboard and keep dry. Brown grocery bags acceptable in this container. NO GARBAGE OR OTHER FOREIGN MATERIAL.
  - b. Newspapers – Entire newspaper accepted. No brown bags or plastic bags in container. No magazines, unless they were an insert in the newspaper. NO GARBAGE OR OTHER FOREIGN MATERIAL.
  - c. Mixed papers – Magazines, phone books, junk mail, office paper and cereal boxes/other similar paperboard material are all acceptable. No brown bags or plastic bags in this container. Junk mail and office paper may be shredded. NO GARBAGE OR OTHER FOREIGN MATERIAL!
  - d. Yard wastes – Twigs, tree branches up to six inches in diameter and eight feet in length, garden plant material, green hedge trimmings, cut hedges with woody stems, ornamental grass, minimal amounts of leaves and plant/hedge roots smaller than the diameter of a 20 gallon recycling container (free of dirt). Roots must be removed from any hedge or shrub

prior to dropping-off material. NO GRASS CLIPPINGS, EDGING, SOD, THATCH, POISONOUS PLANTS or NUTS/FRUIT/VEGETABLES/SIMILAR MATERIAL PRODUCED from TREES/PLANTS. Materials must be from North Cornwall Township properties ONLY or from properties of neighboring municipalities who have entered into an inter-municipal agreement with North Cornwall Township related to recycling.

Loads of material will be monitored for illicit dumping. North Cornwall Township reserves the right to deactivate key cards for users violating the regulations in this policy.

Individuals must use licensed vehicles when transporting yard waste materials. All loaded trucks or trailers must be covered with a tarp when dropping-off materials at the site.

Property owners must be present at the time of each drop-off. Individuals are responsible for unloading the acceptable items in their designated areas. All items must be removed from bags or containers. Do not leave bags or containers at the recycling drop-off site.

- D. UNACCEPTABLE MATERIALS: No poisonous plants, regular grass clippings, edging from gardens or flower beds, sod, thatch, stumps, logs, nuts/fruit from trees or plants, dirt on roots, garden stakes, animal excrement, or other foreign materials. No construction or demolition material, lumber, chemically treated wood, pressure treated lumber, telephone poles, railroad ties, wooden fence material, and furniture. No bricks, stones, rocks, metal, steel, aluminum, plastic plant containers, garbage of any kind, tires, batteries, or appliances. No bags or containers.

**North Cornwall Township reserves the right to refuse any loads or items deemed unacceptable or contaminated.**

E. KEY CARD SYSTEM:

- a. Key cards are assigned to and programmed for one specific property from North Cornwall Township or a neighboring municipality that has entered into an inter-municipal agreement with North Cornwall Township.
- b. Cards shall not be shared for use with other properties, friends, neighbors or family members not living in household.
- c. North Cornwall Township will be monitoring use on each card and yard waste material at the site. If any activity seems suspicious, the Township reserves the right to deactivate the card and access will be denied.
- d. The motorized gate is a moving object with crushing force: use caution when around it.
- e. A card must be held at the black, reader box until the gate begins to open.

- f. Each user **MUST** scan their key card to access the site. **DO NOT FOLLOW** another person opening the gate ahead of you! This ensures:
    - i. Adequate documentation for annual reporting per property.
    - ii. Safety of drivers and their vehicles.
  - g. When the gate opens, begin moving vehicle forward. Make sure that the gate gives full access to the width of your vehicle AND trailer for adequate clearance. Steer clear of closing gate.
  - h. Children are **NOT** permitted to be unattended and running around the site, especially around the motorized gate.
  - i. When finished, pull up to the gate to exit. Censors in the pavement will signal the gate to reopen.
  - j. If the gate malfunctions for any reason and you are not able to exit, please adhere to the signs and call the North Cornwall Township Police Department.
  - k. Pay close attention to all signs posted around the motorized gate and the drop off area.
- F. **PERMITS AND USER FEES:** Individuals must complete an application to establish an account and receive a key card. Photo identification is required as proof of identity and address. No new accounts will be created on Saturdays or Sundays.

Residents of neighboring municipalities that have entered into an inter-municipal agreement with North Cornwall Township must report to their respective municipality for residency verification and pre-approval. Photo identification is required for this process as proof of identity and address. These residents must then bring the pre-approved information sheet and photo identification to North Cornwall Township upon their initial visit to the drop-off site. North Cornwall Township will then establish an account for these individuals. No new accounts will be created on Saturdays or Sundays.

Landscaping and/or tree trimming businesses are not permitted to utilize this site at any time.

Upon creation of an account, individuals must choose and pay for either an annual permit or the "Pay As You Go" method. Payments are accepted by check or money order only. Cash will be accepted for "Pay As You Go" totaling \$10.00 or less.

- a. Annual permit (key card)
  - i. \$30.00
  - ii. Valid for calendar year (January through December)
  - iii. \$5.00 deposit for initial card issuance, which is returned if property owner does not renew permit the following year AND key card is returned to North Cornwall Township office.



- iv. Lost/Stolen card after renewal and within calendar year – a replacement card is available for \$5.00
- v. Damaged/Broken/Defective card – can be turned in for a replacement at no additional charge.

At the end of the calendar year, key cards will be deactivated until the permit is renewed for the new calendar year OR the card is returned for the \$5.00 deposit.

- b. Pay As You Go
  - i. \$4.00 per bag or container
  - ii. Maximum size of bag or container shall be 35 gallons
  - iii. Paid in full upon each arrival to drop-off site
  - iv. Use of site must be during Township business hours

All fees are subject to change at any time by the North Cornwall Township Board of Supervisors and shall be adopted by resolution.

**G. ADDITIONAL DROP OFF SITE POLICIES:**

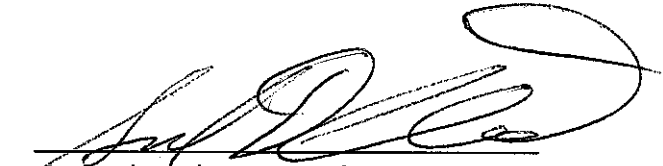
- a. Smoking or the use of any tobacco product is strictly prohibited at the recycling drop off site or on any North Cornwall Township owned land.
- b. Individuals must read and obey any and all signs posted at the drop off site.
- c. North Cornwall Township reserves the right to require individuals to provide proof of vehicle insurance for those vehicles that will be utilizing the recycling drop off site.
- d. Any individual utilizing the recycling drop off site who causes damage or injury to persons or property shall be liable for such damage or injury.
- e. Individuals are not permitted in any area marked "EMPLOYEES ONLY."
- f. Do not approach any Township equipment while equipment is being operated.
- g. Do not stand on the wall to unload yard wastes onto the concrete pad situated on ground level.
- h. All children must be accompanied by an adult. No unattended children may wander the drop off site area.

**Section VII. Violations and Penalties:**

Violations of this Resolution and the rules and regulations set forth herein shall be subject to the penalties set forth in North Cornwall Township's Solid Waste Reduction and Recycling Ordinance, Ordinance # 318. In addition, violations of this Resolution may result in the revocation of permission to use the Township drop off site and key card privileges, in the discretion of Township officials.

The Board of Supervisors reserves the right to review and amend these regulations by resolution, as in the best interest of the residents of North Cornwall Township.


ADOPTED, by the Board of Supervisors of North Cornwall Township this 15<sup>th</sup> day of September, 2020.

  
Samuel D. Abram, Jr., Chairman

  
Ronald Sell, Vice-Chairman

  
Michael Wahmann, Treasurer

ATTEST:

  
Thomas J. Long, Sr., Secretary

