



## CONEWAGO TOWNSHIP

BOARD OF SUPERVISORS

541 Oxford Avenue, Hanover, PA 17331

Tele: (717)637-0411 ♦ Fax: (717)637-6826 ♦ [www.conewagotwpadamsco.us](http://www.conewagotwpadamsco.us)

December 7, 2010

Dear Business Owner/Manager,

**You are receiving this letter as a reminder to submit to Conewago Township your business's recycling report, including copies of supporting receipts/vouchers from your contracted waste hauler/recycling operation, for the year of 2010, no later than January 15, 2011.**

**The entire reporting year of 2010 should be included on your annual recycling report form.** The submission of forms not containing the entire reporting year of 2010 are deemed partial and unacceptable for processing.

As indicated in the letter of which you received from Conewago Township earlier this fall, Conewago Township Ordinance 2008-Aa states that all commercial, institutional and municipal establishments within Conewago Township are required, in accordance with Act 101, to recycle. Enclosed you will find the Non-Residential Trash and Recycling Services document for your reference.

These establishments are responsible for arranging for the collection and recycling of designated Act 101 materials. Conewago Township is required to submit annual recycling reports, including data from commercial, institutional and municipal establishments to Adams County. Adams County, as required by Act 101, submits an Annual Recycling Report each year for PA DEP record.

**It is imperative for you to provide your recycling information on or before January 15<sup>th</sup>, 2011 for the entire reporting year of 2010.**

Please be reminded that it is your undertaking to contract with a recycling service provider and report annually the types and amounts of materials recycled and the name of your contracted recycling service provider to Conewago Township. Even if you take your recyclables to a recycling facility, it is still your responsibility to obtain the recycling weight receipt/voucher from the facility, detailing the amounts and types of recyclables, and ensure this is provided to the Township with your reporting form.

The enclosed uncompleted-report is for your use for the 2010 reporting figures. You may download a copy from the township website at [www.conewagotwpadamsco.us](http://www.conewagotwpadamsco.us). Also on the website is a link to Act 101 and Conewago Township Ordinance 2008-Aa.

*Penalties and fines* of up to \$600 (per Conewago Township Code "Solid Waste" Chapter 125), including reasonable attorney's fees, per violation, may be incurred by those businesses/establishments generating recyclable materials that do not complete and return the report to Conewago Township by January 15, 2011 for the reporting year of 2010.

Please, as business managers and owners, make every attempt and effort to supply your 2010 recycling report along with the supporting copies of the recycling weight receipts detailing the amounts of recycled materials, to Conewago Township before January 15, 2011 for compliance.

Do not hesitate to contact Conewago Township if you need further assistance.



For Conewago Township,

A handwritten signature in cursive script, appearing to read "Marcy L. K. Hagarman".

Marcy L. K. Hagarman, Township Manager

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### Summarization:

- All recyclables generated in Conewago Township are recycled in Conewago Township
- 2010 Recycling Report
  - ✓ reporting year January 1, 2010 to December 31, 2010, and,
  - ✓ the 2010-report is due by January 15, 2011, and,
  - ✓ attach to report weight receipts or collection receipts as verification of amounts recycled; **or**
  - ✓ have your recycling collector/market sign the report for to verify accuracy of amounts.
- Business owner's responsibility
  - ✓ to contract with a hauler that will provide recycling services, and,
  - ✓ to obtain recycling weight receipts/vouchers indicating the amounts and types of materials recycled, and,
  - ✓ to file the receipts from the haulers/recycling providers so they may be accessed for subsequent year's filings.
- Recycling legislation
  - ✓ DEP Act 101
  - ✓ Conewago Township's Code Chapter 125, Solid Waste
  - ✓ Conewago Township Ordinance 2008-Aa