

***EAST COVENTRY TOWNSHIP
MANDATORY CURBSIDE
RECYCLING & MSW
COLLECTION***



Environmental Resources Associates

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STROUDSBURG, PENNSYLVANIA 18360**

CONSULTANTS IN ENVIRONMENTAL RESOURCE MANAGEMENT

ERA



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1.0 Executive Summary

East Coventry Township (Township) is located in Chester County. The 2000 decennial census reported a population of 4,566 persons and a population density of 423.4 persons per square mile in East Coventry Township (Township). The Census Bureau projection of the Township's population for 2005 was 5,689 persons. Given an estimated population of 5,689 persons and the land area of the Township 10.78 square miles the estimated population density is approximately 528 persons per square mile.

Considering the population growth experienced to date and projected future growth the Township wishes to identify its options for establishment of a mandatory recycling program, compliant with the Municipal Waste Planning Recycling and Waste Reduction Act, Act 101 of 1988 (Act 101).

The Township has no structured municipal recycling program in place however; it encourages its residents to recycle using services of private waste haulers. Five private haulers provide curbside collection services for municipal waste and recyclables within the municipality. Services are provided on a private subscription basis and vary depending on the selected private hauler. The recycling services are provided curbside on a subscription basis (i.e. via a contract between the resident and the private hauler).

The Township requested technical assistance to identify the regulatory requirements for developing a mandatory curbside recycling program. The Township also requested that alternatives/options be identified and evaluated for curbside collection of recyclables and Municipal Solid Waste (MSW).

ERA identified the primary alternatives/options for providing curbside collection services, i.e. municipal collection, Individual contract/private subscription and municipal contracted collection. A brief comparative analysis of the options identified was prepared for consideration of the Township.

ERA provided a draft RFP for the curbside collection of recyclables and MSW for the Township's consideration. At the Township's request, ERA also provided a description of the steps involved in and potential benefits of conducting a competitive procurement for comprehensive curbside collection services.

To achieve the Township's initial goal "to expeditiously establish a mandatory recycling program that will require minimal effort and costs to develop and implement" it is recommended that the Township consider developing a recycling committee, working closely with its solicitor to develop and adopt a mandatory recycling ordinance.

To achieve the Township's ultimate goal to develop "implement an economically

viable and environmentally sound comprehensive and integrated program for the management of its MSW and recyclables” it is recommended that the Township consider conducting a competitive procurement process for MSW and recyclables curbside collection services.

2.0 Current Situation

As noted above the Township’s 2000 population was 4,566 persons with population density of 423.4 persons per square mile. The Township’s population for 2005 was estimated to be 5,689 persons with a population density of approximately 528 persons per square mile.

No structured recycling program is in place however, the Township does encourage its residents to recycle using services provided by private waste haulers. Five private haulers provide curbside collection services for municipal waste and recyclables within the municipality. Services are provided on a private subscription basis and vary depending on the selected private hauler.

Curbside collection of Christmas trees is provided by the Township annually on designated days. The trees are chipped and the wood chips are used as mulch at the Township’s properties.

Presently the Township is pursuing a solution for the collection and management of its leaf and yard waste. It is participating in a multi-municipal plan to develop a leaf and yard waste curbside collection program and compost facility to service the member municipalities. A multi-municipal planning group, the Pottstown Metropolitan Regional Planning Commission (PMRPC), is developing the program. The PMRPC is comprised of eight municipalities from both Montgomery and Chester Counties. The participating municipalities in Chester County include East Coventry and North Coventry Townships. Members from Montgomery County are Lower Pottsgrove, Upper Pottsgrove, West Pottsgrove, Douglas and Hanover Townships and Pottstown Borough.

The Township has requested technical assistance to review options for developing a mandatory recycling program, recycling ordinance and a public education/outreach program consistent with the pertinent requirements of Act 101 and PA Code Title 25 for mandated municipalities.

The Township also requested that alternatives/options be identified for curbside collection of recyclables and Municipal Solid Waste (MSW). The pros and cons (operational and financial) of the alternatives/options were to be presented for the Township’s consideration, so that it might eventually consider a more comprehensive and integrated approach to address its recycling and MSW management needs.

ERA understands that the initial goal of the Township is to expeditiously establish

a mandatory recycling program that will allow it to gain familiarity, experience and data. To the extent practical, the Township desires a program that will require minimal effort and costs to develop and implement. This approach is being taken to provide the Township an opportunity to acquire knowledge and information that will assist it in achieving its ultimate goal.

The Township's ultimate goal is to develop and implement an economically viable and environmentally sound comprehensive and integrated program for the management of its MSW and recyclables, consistent with the requirements of Act 101.

3.0 Municipal Recycling Program Requirements

Presented below are pertinent sections of Title 25 Pennsylvania Code (emphasis added) for the establishment and operation of a recycling program for a mandated municipality.

Title 25, Pennsylvania Code

Program Elements Section 272.421

The source separation program shall include, at a minimum, the following elements:

1. An **ordinance or regulation** adopted by the governing body of the municipality, in accordance with Section 272.422 (relating to municipal ordinance).
2. A **scheduled day during which separated materials are to be placed for collection at the curbside. Collection shall be at least once per month for materials other than leaf waste. Collation for leaf waste shall be scheduled as appropriate. If no curb exists, separated materials shall be placed at a location similar to the curb where they may be collected easily.**
3. A **system**, including trucks and related equipment, that collects recyclable materials from the curbside or similar location at least once per month from each residence or other person generating municipal waste in the municipality.
4. A public information and **education program**, in accordance with 272.423 (relating to public information and education).
5. Provisions for the **recycling of** collected materials.

Title 25 Pennsylvania Code

Municipal Ordinance Section 272.422

(a) *The ordinance or regulation adopted by the governing body of the municipality shall contain the following requirements:*

1. *Persons shall separate **at least three materials** from municipal waste generated at their homes, apartments, and other residential establishments, and shall store the materials until collection. The three materials shall be designated in the ordinance, and shall be chosen from the following:*
 - **Clear glass**
 - **Colored glass**
 - **Aluminum**
 - **Steel and bimetallic cans**
 - **High-grade office paper**
 - **Newsprint**
 - **Corrugated paper**
 - **Plastics**
2. *Persons **shall separate leaf waste** from municipal waste generated at their homes, apartments and other residential establishments until collection, unless those persons have otherwise provided for the composting of leaf waste.*
3. *Persons shall separate **high-grade office paper, aluminum, corrugated paper and leaf waste generated at commercial, municipal or institutional establishments and from community activities**, and store the materials until collection. The ordinance may designate additional materials for recycling.*

(b) *The ordinance shall allow an owner, landlord, or agent of an owner or landlord of multifamily rental housing properties with four or more units to comply with its responsibilities under this subchapter by establishing a collection system for recyclable materials at each property. The collection system shall include suitable containers for collecting and sorting materials, easily accessible locations for the containers and written instructions to the occupants concerning the use and availability of the collection system. Owners, landlords, and agents of owners and landlords who comply with the ordinance under this subsection are not liable for the noncompliance of occupants of their buildings.*

(c) *The ordinance shall exempt persons occupying commercial, institutional and municipal establishments within its municipal boundaries from the ordinance if the following requirements are met:*

4.

1. *The persons have otherwise provided for the recycling of materials that they are required by this subchapter and the ordinance to recycle.*
2. *The persons annually provide written documentation to the municipality of the amount of municipal waste generated as well as the type and weight of materials that were recycled in the previous calendar year.*

(d) Nothing in the ordinance or regulation may impair the ownership of separated materials by the persons who generated them until separated materials are placed at curbside or similar location for collection by the municipality or its agents.

3.1 Recycling Ordinance

The recycling ordinance is the backbone of any mandatory recycling program. It establishes the recycling program and empowers the municipality to enforce it. The ordinance must clearly and concisely define the program parameters and the responsibilities of all the involved parties e.g.; the municipality, residential commercial, municipal and institutional establishments and private haulers.

A sample draft-recycling ordinance was provided to the Township to assist in addressing its needs and the regulatory requirements for establishment of a recycling program, to include leaf and yard waste programs. The sample ordinance is a compilation of ordinances prepared by ERA for various municipal recycling programs with the assistance of a number of municipal solicitors. The Township should work with its solicitor to prepare an ordinance to meet its specific needs.

Title 25 Pennsylvania Code

Subchapter E. Municipal Recycling Program

Public Information and Education Section 272.423

- (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.

3.2 Public Education /Outreach Program

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

- Place a notice in a newspaper of general circulation providing the Ordinance Requirements and program particulars and its starting date. (The notice must be placed 30 days prior to program 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 message,” detailing the particulars and requirements of the program. A simple tri-fold brochure will suffice. It should be distributed to all targeted participants.
- Provide educational information to the schools, PADEP has a website (www.dep.state.pa.us) which provides literature on waste reduction and recycling, publications and lesson plans for integrating recycling into the school curriculum.

Implementing and sustaining a comprehensive public education/outreach campaign will help insure that East Coventry Township’s planned recycling program is successful initially and over the long run. The following are additional suggested components for developing a public education/outreach program that will meet the regulatory requirements, gain public interest and increase enthusiasm and support. The suggested components listed below are applicable to recycling and/or leaf and yard waste programs.

- ✓ Place advertisements and/or public notices in a newspaper of general circulation, at least 30 days prior to initiation or modification of a recycling program and every six months thereafter. Provide details of the recycling program, its merits and the importance of participation, in an enthusiastic and interesting manner.
- ✓ Prepare and distribute news releases and public service announcements to the local media and utilize the Township’s web site and newsletter to herald the initiation of the recycling program. Provide program details and

accomplishments. Emphasize the importance of the program e.g. waste stream reduction, saving on disposal fees, saving/reuse of valuable resources, reduction of dependence on disposal facilities and, of course, **it is the law.**

- ✓ Form a citizen's task force or recycling committee. The committee can assist in program development and monitor the recycling program success, assist in public education and explore the potential for expansion of recycling efforts.
- ✓ Develop a slogan e.g. "Send your leaves to a mulch better place"; "Recycle today for a better tomorrow". Slogans help with program identity and purpose.
- ✓ Develop a logo representing the program that will be readily identifiable. The logo can act as a constant reminder to recycle.
- ✓ Prepare an instructional flier, door hanger or brochure that is eye catching and to the point: (i.e.: who, what, where, when and why). The flier, door hanger or brochure may be distributed by interested volunteer organizations, or be sent with a newsletter, utility or tax bill. Additional brochures and/or posters should be placed in public buildings, schools, churches and local businesses.
- ✓ A banner or banners can help publicize the program, e.g. herald the kick-off of the new or expanded recycling program. The banner may be used repeatedly to reinforce and encourage participation (e.g. on Earth Day and other events).
- ✓ Distribute promotional items that encourage participation, e.g. a refrigerator magnet, collection calendar, or similar handouts displaying recycling collection requirements and/or schedules. Items that are seen or used regularly will act as a constant reminder.
- ✓ Develop a recycling display detailing the program's benefits, chart participation and avoided cost of disposal. Exhibit the display in a municipal building or school and at various civic events.
- ✓ Develop incentive programs that will provide rewards to households, business and institutions that participate in recycling.
- ✓ Encourage and assist schools to provide for recycling/composting education programs. Youth can be effective reminders to adults of the importance of recycling and composting. Youth are often the best educators of adults.

Title 25 Pennsylvania Code

Program Implementation Section 272.424

(a) Except as provided in subsection (b), a municipality shall implement its responsibilities for collection, transportation, processing and marketing materials under this subchapter in one or more of the following ways:

(1) Collect, transport, process or market materials as required by this subchapter.

(2) Enter into contracts with other persons or license other persons for the collection, transporting, processing or marketing of materials as required by this subchapter. A person who enters into a contract or is licensed under this subsection shall be responsible with the municipality for the implementation of this section.

(b) Nothing in this subchapter requires a municipality to collect, transport, process and market materials or to contract for the collection, transportation, processing and marketing of materials from an establishment or activity if the following are met:

(1) The municipality is not collecting and transporting municipal waste from the establishment or activity.

(2) The municipality has not contracted for the collection and transportation of municipal waste from the establishment or activity.

(3) The municipality has adopted an ordinance as required by this subchapter and the establishment or activity is in compliance with this subchapter.

Preference Section 272.425

In implementing its recycling program, a municipality shall accord consideration for the collection, marketing, and disposition of recyclable material to persons engaged in the business of recycling on September 26, 1988, whether or not the persons were operating for profit.

3.3 Options for Implementation /Operation of Curbside Collection Program for Recyclables and/or Municipal Waste

Curbside collection practices used by municipalities for Municipal Solid Waste (MSW) and/or recycling are as individual and unique as each municipality. What works and is best suited for one municipality is not necessarily well suited to others. The standard options for curbside collection are as follows:

- Municipal Collection
- Individual Contract/Subscription Collection
- Municipal Contracted Collection

A summary of the pros and cons (operational and financial) of the above noted alternatives/options are presented below for the Township's consideration.

3.3.1 Municipal Collection

Municipal operation of a curbside collection program requires an extensive financial commitment, initially for the purchase of specialized collection equipment and over term for equipment maintenance, labor and program administration costs.

Some of the State's large (urban) municipalities and smaller densely populated municipalities have traditionally provided municipal curbside collection services for MSW and/or recyclables. These are generally well-established programs and have been operating for numerous years. Recently a number of these municipalities have opted to privatize or procure contracted services for their collection programs for MSW and/or recyclables. Municipalities have also opted to contract for collection of leaf and yard waste. Privatization/contracted services generally provide cost savings through increased efficiencies and economy of scale enjoyed by large companies. Many larger municipalities that have considered contracting for collection services often face political challenges presented by the union representing municipal employees and/or an existing labor agreement/contract terms.

All levels of municipal governments have, over the past few decades, faced ever-increasing responsibilities and resulting rising cost to address infrastructure needs, planning and zoning issues and public demands for additional services. Given the increase in municipal responsibilities and the corresponding financial strain they place on a municipality costs associated with providing continued, or in particular, new municipal services necessitate scrutiny to avoid adding additional financial burden to an already stressed tax base.

Given the high cost for collection equipment, equipment maintenance and personnel, municipal collection is not the option of choice for most municipalities.

The Township recognizes the many challenges associated with initiating a municipal collection program and indicated that it is not interested in this option. Based on the Township's limited resources, personnel and equipment, and experience in the field, ERA agrees with its decision.

3.3.2 Individual Contracts / Subscription Collection

Individual contracts or private subscription for curbside collection services is a system whereby residents contract directly with the hauler of their choice. This system of individual contracting or private subscription is often favored by communities (including private communities).

Although several analyses have shown that individual contracting is the most costly type of all collection service; it is still preferred in many areas. Predominately, collection services provided under individual contracts are by local haulers and/or a mix of larger firms and local haulers. Again, local residents often favor the service provided under individual contracts in that local haulers are apt to meet special needs or wants of the household e.g.: place of collection, types of materials collected or provision of special collection services.

The system of individual contracts or private subscription is inefficient in that it requires duplication of efforts. Several trucks travel essentially the same routes each collecting only a portion of the households along the way. Enforcement is, at times, a challenge with this system and may require some enforcement actions to assure compliance with municipal ordinances governing collection and disposition of MSW and recyclables.

Municipalities initiating mandatory recycling programs often favor this system for its ease of implementation and administration and the fact that there are few, if any, direct costs to the municipality. Costs of collection are paid by the residents using the services of a private hauler.

This option is suited to meeting the initial goal of the Township to expeditiously establish a mandatory recycling program that will require minimal effort and costs to develop and implement.

3.33 Municipal Contracted Collection

In Pennsylvania, a municipality is required to follow a competitive procurement process if they intend to contract for curbside collection of MSW and/or recyclables. This process entails preparation of a procurement document, commonly known as a Request for Proposal (RFP) or Request for Bid (RFB). The document usually provides a detailed description of the requested collection services, municipal background information, requirements for responses and bids

and general contract terms and conditions. Upon review and evaluation of the responses, the municipality will usually negotiate the final terms and conditions of a contract with the lowest qualified bidder. Concise contract terms and conditions will help ensure a quality level of services and avoid potential areas for conflicts.

Many municipalities who do not wish the burden of providing curbside collection services and/or are seeking the lowest cost option for curbside collection services favor contracting. A number of comparative analyses have concluded that per household cost for curbside collection is lower under a contract system vs. municipal collection or individual contract/private subscription. Procurement of combined collection services (MSW, recyclables and leaf and yard waste) is likely to be more attractive to prospective bidders and present an economic benefit to the Township, based on lower cost of operation and improved efficiency of collection.

Municipalities who consider contracting for curbside collection service may opt not to procure the service. In many cases, regardless of cost savings, municipalities succumb to political pressure applied by residents in support of small haulers and open competition. Specifically, residents may oppose municipal contracting on the basis that the small haulers will go out of business and a monopoly will be established, eliminating future competition. Concerns regarding the quality and level of service under a municipal contract may be voiced. Residents may favor the service provided under individual contracts. Local haulers are apt to meet the special needs or wants of subscribers e.g. place of collection, types of materials collected or provision of special collection services.

The procurement process described above is designed to secure one contractor, a single source, to provide specified collection service(s). Contract terms will help ensure compliance and level of services and the municipality has a single responsible entity to deal with.

This option is viewed as having the greatest potential for achieving the Township's ultimate goal of developing and implementing an economically viable, comprehensive and integrated program for the management of its MSW and recyclables.

The following section is intended to provide insight and guidance regarding the procurement of collection services.

4.0 Procurement Process

Competitive procurement is a multi-stepped process. The process includes setting objectives, selecting a procurement strategy, defining the service required and key terms and conditions for business arrangements, preparing the Request

for Proposals (RFP), interacting with the proposers, evaluating proposals, selecting a party and negotiating a contract. A successful procurement will attract competitive proposals from qualified parties, obtain attractive terms that meet procurement objectives and result in an equitable contract that fairly serves both parties.

The information and examples provided below are intended to familiarize and assist the Township in understanding the process and conducting a successful procurement.

4.1 Role of Consultants

The procurement process may require a level of technical, financial and legal expertise not available through municipal staff. Consultants can provide guidance and information that allows informed decision making (consultants often have the advantage of experience with similar projects and circumstances and can “steer” a municipality away from pitfalls). They also provide independent advice, considering both the public and private perspective. This is valuable in setting attainable goals, preparing the RFP, contract negotiations and in dispute resolution. Perhaps most significant, consultants provide the expertise necessary to achieve an even playing field in discussions and negotiations with proposers, all of which retain sophisticated and highly experienced assistance.

4.2 Procurement Approach

There are a number of procurement approaches available. These include: Request for Qualifications (RFQ); Request for Proposals (RFP); a combination RFQ/RFP (two steps); and various hybrid types. For the purpose of the Township and this report only the RFP process will be discussed.

The RFP is most useful in situations such as municipal waste and recyclables collection services. The marketplace is mature with an ample number of qualified bidders, where a municipality can clearly define the service needed and key business terms and conditions; i.e., you “know what you want” and where it is most probable that a project will proceed. There is a significant investment of resources by both the municipality and the bidder in the RFP process.

The objective of an RFP is to seek both technical and cost proposals in a one-step process (see Figure 1 for content of RFP). This is advantageous in that it is typically shorter than a two-step (RFQ/RFP) process, allows for open, cost competition amongst all bidders, and provides the qualifications, technical, business and cost information needed to make a complete evaluation of proposals received. The disadvantages of the RFP process are that it requires greater effort and cost to prepare the RFP and for bidders to prepare a response. The clearer and more precise the RFP, the better will be the responses.

Figure 1

The general content of an RFP should include the following elements:

- ✓ **Introduction-background/objectives**
- ✓ **Clear and detailed description of services required**
- ✓ **Schedule requirements for supply/service**
- ✓ **Draft contract or key terms and conditions of such**
- ✓ **Procurement process and schedule**
- ✓ **Instruction to bidders: content of proposals to be submitted (technical and cost proposals)**
- ✓ **Rights of party requesting proposals**
- ✓ **Evaluation process/evaluation criteria**
- ✓ **Appendices (key information describing services required)**

4.3 Communicating with Prospective Bidders

Ample advertising of the procurement document is advised. This should, at a minimum, include placing of advertisement in newspapers with local and regional readership and a direct mailing to known interested haulers.

After release of the RFP, frequent “user-friendly” communication with prospective bidders is recommended. This includes being responsive and timely to questions raised, holding a “pre-bid” conference, making documents available for inspection at convenient times and preparing addendum to the RFP, if required.

4.4 Proposal Evaluation

It is recommended that separate Technical and Cost Proposals be submitted to allow separate review. In this manner the technical evaluation and ranking can be completed first without cost bias.

In establishing the evaluation criteria in the RFP process, one should avoid preferential treatment of any bidder. In conducting the proposal review, it is imperative to complete the evaluation in accordance with the evaluation criteria. It is also important to document the evaluation and selection process to clearly show how the proposal most advantageous to the municipality was selected. It is recommended that minutes of selection committee meetings be kept and that the

ranking of proposals and the reasons for such rankings be documented. If requested, it is also recommended that debriefings for those not selected be held. This process will ensure a fair review process and, if necessary, provide the basis for a successful defense from a challenge by a disgruntled bidder not selected. Figure 2 lists the typical steps in proposal evaluation.

Figure 2

Proposal Evaluation and Selection Process

- ✓ **Establish selection committee**
- ✓ **Conduct non-cost review**
- ✓ **Conduct cost review**
- ✓ **Contact references**
- ✓ **Visit referenced companies**
- ✓ **Short List**
- ✓ **Interview**
- ✓ **Selection**
- ✓ **Contract negotiations and execution**

4.5 Procurement Schedule

Figure 3 illustrates key milestones for a typical procurement schedule and RFP process.

Figure 3

Procurement Schedule for RFP Process

- ✓ **Set Procurement Objectives and Strategy**
- ✓ **Prepare/Advertise Release RFP**
- ✓ **Bidders Prepare Proposals**
- ✓ **Pre-Bid Conference, Response to Questions on RFP, Issue Addenda to the RFP**
- ✓ **Proposal Review and Selection of**
- ✓ **Bidders for Contract Negotiations**
- ✓ **Contract Negotiations**

ERA has provided the Township a sample draft RFP designed to secure competitive bids for the curbside collection of MSW, recyclables and leaf and yard waste to the Township. The draft RFP was prepared to address the needs of Treddyffrin Township and the similar needs of the Township.

The draft RFP requires that separate bids for each collection service requested (MSW, recyclables and leaf and yard waste). Separate bids will allow the Township the ability to select one contractor to provide all collection services or to award separate contracts for the various collection services. The Township at its sole discretion can also reject all bids.

A competitive procurement process will enable the Township to accurately compare its existing private subscription system with that of contracted services. With some additional analysis the Township could also compare municipal collection to the aforementioned options.

The draft RFP also requires MSW bids to provide a separate cost for collection of one, two and three bag(s) of MSW. The cost information is intended to allow the Township to assess the potential for incorporating a variable-rate or Pay As You Throw (PAYT) program into the collection contract.

5.0 Grant Funding

Under ACT 101 the PADEP offers two different, but interrelated grant programs designed to assist municipalities in developing, implementing and operating recycling programs. Section 902 Grants provide funding relative to the development, implementation of municipal recycling programs. Section 904 Grants reward annual recycling performance. The performance grants are based on the tons of eligible materials recycled and the recycling rate in the community. Performance grants can be used to assist in covering operational costs.

The following sections of Act 101 describe these two programs:

Section 902. Grants for Development and Implementation of Municipal Recycling Programs

(a) Authorization-The department shall award grants for development and implementation of municipal recycling programs, upon application from any municipality which meets the requirements of this section. The grant provided by this section may be used to identify markets, develop a public education campaign, purchase collection and storage equipment and do other things necessary to establish a municipal recycling program. The grant may be used to purchase collection equipment, only to the extent needed for collection of recyclable materials, and mechanical processing equipment, only to the extent that such equipment is not available to the program in the private sector.

The application shall explain the structure and operation of the program and shall contain such other information as the department deems necessary to carry out the provisions and purposes of this act. The grant under this section to a municipality required by section 1501 to implement a recycling program shall be 90% of the approved cost of establishing a municipal recycling program. The grant under this section to a municipality not required by section 1501 to implement a recycling program shall be 90% of the approved cost of establishing a municipal recycling program.

Section 904. Performance Grants for Municipal Recycling Programs

Authorization.-The department shall award annual performance grants for municipal recycling programs, upon application from a municipality. The application shall be made on a form prepared and furnished by the department. The application shall contain such information as the department deems necessary to carry out the provisions and purposes of this act.

(b) Availability.-The department shall award a grant under this section to a municipality based on the type and weight of source-separated recyclable materials identified in section 1501 that were recycled in the previous calendar year, and the population of the municipality.

(c) Amount.-The amount of the grant shall be based on available funds under section 706 and shall be available to all municipalities which have a recycling program in existence on or will initiate a program after the effective date of this act.

Detailed information regarding these programs is available on the PADEP website (www.dep.state.pa.us<<http://www.dep.state.pa.us/>> Keyword “recycling grants”).

6.0 Recommendations

ERA concurs with the Township’s “crawl, walk, run” approach to achieving its recycling and waste management goals and offers the following for the Townships consideration.

- To achieve the Township’s initial goal “to expeditiously establish a mandatory recycling program that will require minimal effort and costs to develop and implement” it is recommended that the Township consider:
 - Developing a recycling committee. The committee can assist in soliciting public input, public education, and program development. Subsequently monitor the recycling program success, and explore the potential for expansion of recycling efforts.

- Working closely with its solicitor to develop and adopt a mandatory recycling ordinance, that includes provisions requiring private haulers providing waste collection services within the Township to also provide curbside collection services for recyclables. This should include residential, commercial, institutional and municipal customers.
 - Its initial goal as an interim step/pilot program to provide the Township an opportunity to acquire recycling knowledge and information that will assist it in achieving its ultimate goal.
- ⇒ To achieve the Township's ultimate goal "to develop and implement an economically viable and environmentally sound comprehensive and integrated program for the management of its MSW and recyclables" it is recommended that the Township consider:
- Conducting a competitive procurement process for MSW and recyclables curbside collection services.