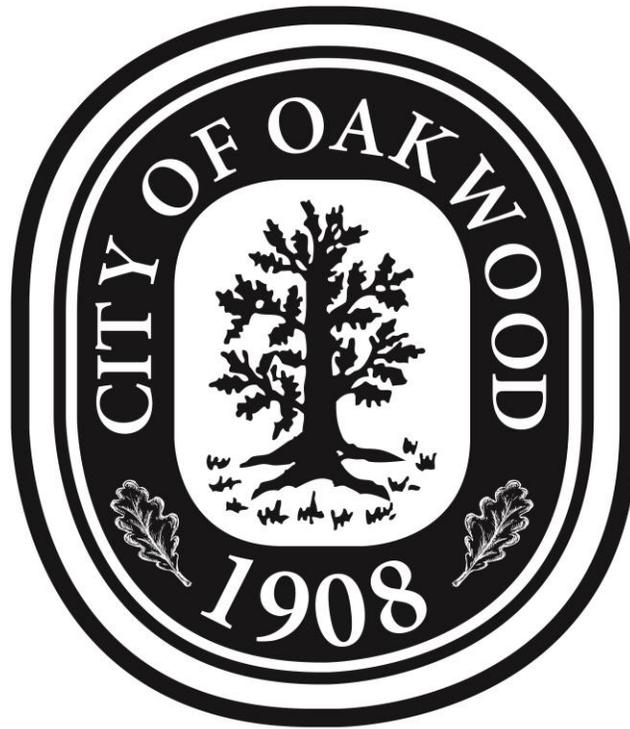


CITY OF OAKWOOD



REFUSE HANDBOOK

2019 EDITION
(MARCH 2019)

TABLE OF CONTENTS

	<u>Page</u>
Letter from the City Manager	3
Our Refuse Program	4
How Citizens Help	4-5
Weekly Refuse Routes and Schedule	6
Customer Service Expectations – Enforcement of Rules	7
Rules for Household Trash and Recyclables	8-9
Recycling Program	9-10
Dumpsters	10-11
Yard Debris	11-12
Leaf Pickup	13
Leaf Mulch	13
Special Pickups	14-15
Self-Dumping at Public Works Yard	15
How to Contact Us	16

Dear Oakwood Citizen:

The purpose of this booklet is to provide details about our Oakwood refuse collection and disposal program. It addresses all aspects of the program and explains the rules under which we operate. Your attention to these rules will help us to provide the finest service possible.

City Council, staff and citizen representatives periodically review ways that we can improve our overall public works service delivery programs. Refuse collection and disposal is one of our primary public works services. We continually look for ways to streamline refuse collection and disposal, and to conduct refuse operations in the most efficient and economical way possible.

This handbook includes information about all of our refuse services. The booklet:

- Explains how we collect regular household garbage on a weekly basis;
- Highlights important ways that our residents can help us in providing efficient refuse collection services;
- Provides details on how we operate our comprehensive recycling program;
- Explains how we conduct yard debris (green waste) collection and disposal, and fall leaf pickup;
- Describes how we process fall leaves into spring mulch and how citizens can obtain it; and
- Discusses our Dumpster and Special Pickup programs.

We thank you for helping us maintain the most unique and comprehensive refuse collection and recycling program in the area, and ask for your continued cooperation in adhering to the rules and regulations in this booklet. If you have any recommendations or ideas that you think we should explore, please don't hesitate to contact our Public Works Center at 298-0777. Our staff stands ready to listen and respond as appropriate.



Norbert S. Klopsch
City Manager

OUR REFUSE PROGRAM

Oakwood has one of the most comprehensive refuse collection, disposal and recycling programs in the Dayton region. Our services include:

- Backdoor pickup of weekly household trash.
- Backdoor pickup of co-mingled recyclables including paper, newspaper, glass, plastic, cardboard, and metal cans.
- Monthly yard debris (green waste) pickup.
- Special pickups for disposal of larger household items.
- Fall leaf pickup and conversion of leaves to mulch, with free “do-it-yourself” pickup or delivery back to residents for a fee.
- Dumpsters for efficient disposal of remodeling debris from “do-it-yourself” projects, or other household or yard items.
- Drop-off containers for recycling cardboard, yard debris, and co-mingled materials at a 24/7 site in the Creager Field (Dog Park) parking lot at Shafor Boulevard and Irving Avenue.
- Opportunities for residents to dispose of large household items and other debris through the monthly drop-off at the Foell Public Works Center, 210 Shafor Boulevard. This is open from 8 a.m. until 12 noon on the first Saturday of each month (see Page 15).

COSTS:

Refuse services are paid through a combination of the monthly refuse fees included with your water, sewer and stormwater bill, and through other miscellaneous refuse user fees. About 20-25% of our refuse costs are related to the collection and disposal of yard debris (green waste). The remaining costs are related to the collection and disposal of all other waste and recyclables. We use modern and efficient equipment to collect and dispose our refuse, but the work is labor intensive. It is important that citizens understand our programs and make every effort to follow the established guidelines. This helps us to stay on schedule and to run an efficient operation.

HOW CITIZENS HELP

- Have household trash and recyclables (and special pickup items, when scheduled) ready by 7:30 a.m. on your scheduled pickup day.
- Place all household trash and recyclables in an appropriate container.
- Keep containers in good condition and of proper size (35 gallons or less) with handles and detachable, fitted lids.
- Limit refuse to not more than three 35 gallon or less containers (or one 96 gallon roll waste container for alley properties.) There is no limit to the number of 35 gallon or less recycling containers.
- Recycle as much as possible. It is cheaper to dispose of recyclables than landfill trash. Label cans with two stickers so it is clear that they are recyclables.
- Make sure driveways are clear of vehicles and that containers are readily accessible on pickup day.

- Let us know when our level of service has fallen short of your expectations, or when you think we could do something better (298-0777).
- Do not include any hazardous material with your refuse. This includes paints, herbicides, pesticides, oils, and other such materials. See the Montgomery County Solid Waste District website www.mcswd.org for additional information on disposal of hazardous wastes.

Note: The Oakwood Rotary Club offers a program every three months whereby volunteer Rotarians travel the community to collect and dispose of hazardous waste. The schedule is routinely advertised in the *Oakwood Register* newspaper and is posted on the city website. Call 296-5155 to sign up for this service. It is provided free of charge...but the Oakwood Rotary Club accepts donations to be used for club service projects and grants.

CUSTOMER SERVICE EXPECTATIONS

ENFORCEMENT OF RULES

You can expect us to work hard to make sure your trash and other debris are collected properly and on schedule. Occasionally, though, pickups may be delayed due to holidays, inclement weather, or for unforeseen emergencies. When we encounter situations that inhibit our ability to properly implement the program, we will do everything possible to quickly resolve matters and return to our normal operation.

In enforcing the rules and regulations outlined in this handbook, our process is as follows:

- Emphasis is always placed on education through personal contact between a Public Works supervisor and property owner.
- Ongoing problems are addressed in an explanatory letter from the Public Works Director.
- Unacceptable containers will be marked with a sticker explaining that they will no longer be emptied and must be replaced.
- Significant, continuing problems may result in delay on the pickup of your trash or other debris.
- As a last resort, a citation may be issued to Oakwood Municipal Court for non-compliance with our program regulations.

DEBRIS IN ROADWAY PROHIBITED:

Debris may not be placed onto streets, except leaves during the 10-week fall leaf collection season (see page 13). Debris placed onto the streets, including the gutter line along the curb, can cause safety issues. The debris can also interfere with the flow of vehicle and bicycle traffic, and can be detrimental to the stormwater collection system and the downstream waterways. Additionally, the debris is unsightly, negatively impacting the character and charm of Oakwood neighborhoods.

Under the city's code enforcement program, when a violation is found, the Code Enforcement Officer will leave a door hanger directing the property owner to remove the debris from the roadway within 72 hours. If the debris is not removed within 72 hours, the Public Works Department will remove the debris and charge the property owner with a special pickup. Each property owner is entitled to two free special pickups per year. Additional pickups thereafter will be billed to the property owner at \$100 each.

RULES FOR HOUSEHOLD TRASH AND RECYCLABLES

ACCEPTABLE CONTAINERS:

- Standard metal or plastic refuse containers.
- Containers must not exceed 35 gallon capacity, except for properties abutting alleys that use 96 gallon roll waste containers.
- Loaded 35 gallon or less containers must not weigh more than 60 pounds.
- Containers must have lifting handles and detachable, tight-fitting lids.
- Containers must be maintained in a sanitary condition.
- All animal wastes must be bagged securely and placed in a container.
- Sawdust and any other items which may scatter or create dust when dumped must be bagged or otherwise containerized.
- Any items which may pose a health hazard to city employees must be properly sealed and containerized.
- Separate, marked container(s) must be provided by the property owner for co-mingled recyclables. The co-mingled recyclables may include paper, metal, plastic, glass, cardboard and newspaper. (NOTE: Free stickers for recycling containers are available at City Hall and at the Foell Public Works Center).

LOCATION AND ACCESS:

- All containers, including those for household waste and recyclables, must be placed in one convenient location.
- Driveways must be kept clear of parked vehicles on collection day.
- Driveways must be kept clear of heavy snow and ice.
- Driveway gates must be opened on collection day.
- Dogs must be restrained and away from containers.
- Containers must be visible and placed on the driveway, along the side of the garage or as near to the driveway as possible.
- See Page 11 for yard debris disposal guidelines.

HOLIDAYS AND REFUSE COLLECTION: The city of Oakwood Public Works Center employees observe the following holidays:

- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day

When a holiday falls on a normal refuse workday, the trash collection from that day forward will be delayed one day. This includes if a holiday falls in the middle of the week. The days prior to the holiday will remain on schedule; however, from the day the holiday falls until the end of the work week, it will be one day behind. If Monday is a holiday, the entire trash week will be delayed one day. For Thanksgiving week only, Monday and Tuesday will remain the same and Wednesday and Thursday will be collected on Wednesday. In all cases, trash collection will take place once each week.

RECYCLING PROGRAM

CO-MINGLED RECYCLABLES

Oakwood collects recyclables using scooters with divided dump beds – one side for regular trash and the other side for recyclables. Plastics, glass, paper, metal cans, and cardboard as described below are to be co-mingled in one or more containers marked as recyclables. All items should be clean and free of food and grease. Please make sure that co-mingled recyclable products are placed loosely in the properly marked container. The items should not be placed in plastic bags. Free “Recyclables” stickers to mark containers are available at City Hall or at the Foell Public Works Center.

It is increasingly important that our co-mingled recycling stream contains only recyclable materials. In years past, the guidance was: “when in doubt, throw it in the recycling container”. The guidance is now: “learn what is recyclable and what is not, but when in doubt, throw it in the regular trash”. The success of recycling and the recycling markets is largely dependent on the quality of the recycling stream.

- **ACCEPTABLE PLASTICS:** Small containers and bottles that have a small mouth and a wider base, such as plastic milk containers, soft drink bottles, jugs, detergent & water bottles and shampoo containers. Empty and crush.
UNACCEPTABLE PLASTIC ITEMS: Plastic items without a bottle neck, plastic tubs, trays & cups, plastic cutlery, clamshell plastic containers, plastic bags, straws, toothbrushes, coffee cup lids, plastic toys & bikes, plastic buckets and plastic wrap. Also, foam and polystyrene are presently not recyclable and should be placed in with the regular trash. Please place loose foam packing material in bags before placing it in with your regular trash so that it does not fly out of our refuse scooters and then blow around your neighborhood.
- **ACCEPTABLE GLASS BOTTLES AND JARS:** All colors of glass bottles and jars. Lids and locking rings should be removed, if possible.
UNACCEPTABLE GLASS ITEMS: Ceramic & porcelain, drinking glasses, window glass, mirrors, light bulbs and dishware.
- **ACCEPTABLE METAL BEVERAGE AND FOOD CANS:** Aluminum, steel, bi-metal cans, and empty aerosol cans are recyclable. Lids and tips should be removed.
UNACCEPTABLE METAL ITEMS: Needles, sharps & medical equipment, metal hangers, metal pots, pans & pipes and metal wire.

- **ACCEPTABLE NEWSPAPERS/PAPER:** Newspapers may be co-mingled with all other recyclables. You may also include junk mail, glossy inserts, magazines, catalogs, telephone books, copier paper and all other clean paper products.
UNACCEPTABLE PAPER ITEMS: Paper plates & cups, take-out coffee cups, hardbound books, tissues, laminated paper, photos, photo paper or specially treated paper, toilet paper, paper towels or contaminated items.
- **ACCEPTABLE CARDBOARD/CARTONS:** Cardboard and carton items including cereal, pasta, cookie and cracker boxes, food and beverage cartons, gift boxes, mailing tubes, corrugated cardboard and brown paper bags may be co-mingled with all other recyclables. Please cut or break down boxes and remove plastic items that may be affixed to the cardboard.

NOTE: Large quantities of cardboard/carton items should be dropped off in the containers at the Creager Field (Dog Park) parking lot. These containers are available 24-7.

THE FOLLOWING SPECIFIC ITEMS SHOULD NOT BE INCLUDED WITH YOUR CO-MINGLED RECYCLABLES:

• Plastic bags	• Hazardous or flammable material	• Anything exposed to gas or oil
• Pressurized tanks	• Paint cans (spray & liquid)	• Batteries
• Clothing & sheets	• Wood & yard waste	• Car parts
• Hoses & chains	• Scrap metal	• Styrofoam
• Cassette & VHS tapes	• Electronics	• Coat hangers

Please visit the following websites for more information on recycling:

www.mcswd.org (Montgomery County Solid Waste District)

www.rumpke.com/for-your-home/recycling/acceptable-items (Rumpke)

DUMPSTERS

The city has refuse dumpsters available for use by Oakwood residents. These dumpsters can be used in two ways:

1. For a mixture of items, including such things as home remodeling debris, general household items, and natural materials like dirt, sod and concrete.
2. For natural materials only, including items such as dirt, sod, logs, asphalt and concrete.

Mixture of Items

Dumpsters are available for disposal of a mixture of debris from “do-it-yourself” homeowner projects only. This may include items from home remodeling or household clean-up, and yard cleanup. Dumpsters may not be used to remove debris generated by private contractors. Also, under no circumstance may dumpsters be used for the disposal of hazardous materials.

Appropriate items include such things as: cabinets, sinks, piping, lumber, logs, brick, concrete, asphalt, dirt, sod, tile, floor covering, siding, gutters, windows and doors. Dumpsters that include a mixture of debris are disposed through the Montgomery County Refuse Transfer Station and fees are charged based on the weight of the refuse material, and a charge for the use of the container. See **Dumpster Fees** below for more details.

Natural Material

Dumpsters containing natural materials only (e.g., dirt, sod, logs, asphalt and concrete) are disposed of directly to a landfill and are not based on weight. Instead, disposal is handled on a flat rate for the material and a charge for the use of the container. See **Dumpster Fees** below for more details.

Volume Limitations

Dumpsters are approximately 12 cubic yards in size. However, the volume of material that can be placed into a container before it is considered fully loaded will vary based on the material density. Public Works personnel will provide guidance and direction as to how full the dumpster may be loaded based on a description of the materials to be disposed. Loads that exceed the lifting capacity of city trucks will not be accepted. In the case of overloaded dumpsters, the property owner will be required to order and pay for a second container, and will be required to reload material as needed to eliminate the overloaded condition.

Time Limitations

Generally, the dumpster may be kept for up to two business days. Arrangements for pickup will be made when the delivery is scheduled.

Dumpster Fees

Total dumpster fees include a base charge of \$100 per dumpster, plus disposal fees, which vary by content material:

1. Mixture of Items will incur standard disposal tonnage fees charged by the Montgomery County Refuse Transfer Station. Public Works personnel can provide a general estimate of this cost based on a description of the items to be disposed.
2. Natural Material will incur a flat disposal fee of \$53.

YARD DEBRIS

The city collects yard debris (green waste) on a monthly schedule between January and September and bi-weekly between October and December. The schedule is published in every edition of the *Oakwood Scene* newsletter that is mailed bi-monthly to all Oakwood properties. The schedule is also available on the home page of our city website at www.oakwoodohio.gov.

To keep our community from looking cluttered, it is important that citizens note the week in which yard waste within their neighborhood is collected and that debris is placed behind the curb or behind the edge of the street just a day or two in advance. Yard debris may not be placed in the street. (Note: When significant storms pass through, we will conduct additional city-wide pickups as needed.)

Yard debris placed at the curb for monthly pickup:

- Must be located just behind the curb or edge of the roadway and away from obstructions like fire hydrants, cable TV boxes, street sign poles and trees.
- Should be placed just a day or two before the collection day.
- Must be cut into lengths no longer than 6 feet.
- Should be stacked neatly to accommodate efficient pickup.

In addition to the monthly pickup, the city offers the following alternative ways of discarding yard debris:

- Yard Waste Dumpster Delivery – If you are completing a major yard cleanup project, you can schedule a city dumpster to be delivered to your property. There is no charge for this service if the container is used exclusively for yard waste. Dumpsters may not be used by private contractors.
- Dumpsters at Creager Field (Dog Park) – Yard debris dumpsters are located at the Creager Field parking lot for residents to self-dump yard waste. The dumpsters are available 24-7, as are cardboard drop-off containers and a co-mingled recycling container.
- Public Works Yard Drop-off – The Foell Public Works Center at 210 Shafor Boulevard is open from 8 a.m. until 12 noon on the first Saturday of every month for residents to drop off yard debris. We will also accept large “special pickup” type items (see Page 15).

Small amounts of yard debris such as twigs, hedge trimmings, garden debris, but NOT GRASS OR SOIL, may be placed in regular household trash containers...or, better yet, be taken to the yard debris containers at Creager Field.

The city does not collect soil or sod as part of the monthly program. We would be happy to arrange a dumpster to collect this material, for a fee.

No contractor-generated yard debris will be accepted. Landscape contractors MUST haul away all material that they produce.

Under no circumstance, other than leaves during the 10-week fall leaf collection season, should any debris be placed in the roadway or street gutter.

GRASS CLIPPINGS:

The city does not collect grass clippings. We encourage the use of mulching mowers and/or on-site composting.

LEAF PICKUP

Leaves are collected along all Oakwood roadways between mid-October and December each year.

- Leaves are collected on a 2-week schedule, as published in the *Oakwood Scene* newsletter and posted on the city website.
- Please try to coordinate leaf raking according to the city's pickup schedule.
- Do not park vehicles in the street or otherwise block leaf piles on the scheduled pickup day.
- Leaves should be neatly placed in rows in the gutter along the edge of the street.
- **Please do not include yard debris, branches, pumpkins, straw or other debris with leaf piles.** All pumpkins and other similar decorations should go in the regular trash.
- If you are unable to place the leaves in the street, place them within the tree lawn area, just behind the curb, along the edge of the roadway, or along a paved driveway. If leaves are not visible from the street, call 298-0777 to advise us of the location prior to the scheduled collection day.
- For special situations where there is not a convenient location to place leaves, call 298-0777 to schedule the use of a city dumpster, free of charge.

LEAF MULCH

The city contracts to have Oakwood leaves ground into mulch and returned in the spring as leaf mulch available to residents.

- The city will deliver leaf mulch to residents in 3 or 6 cubic yard quantities. The cost is \$100 for 3 cubic yards and \$150 for 6 cubic yards. This is less than what is typically charged by private mulch companies.
- Orders are taken by calling 298-0777 on a first come, first served basis. Deliveries take place on selected Saturdays in April and May following the schedule published in the bi-monthly *Oakwood Scene* newsletter, and on the city website.
- On the same Saturdays as the deliveries occur, residents can pick up free leaf mulch at the Public Works Center, but must haul it themselves. Call 298-0777, or see the *Oakwood Scene* or city website for details.

SPECIAL PICKUPS

Special pickups are available for household items that cannot otherwise be disposed of through the normal weekly trash collection.

HOW TO SCHEDULE SPECIAL PICKUPS:

Call the Public Works Center at 298-0777. Pickups are typically scheduled within two weeks of your call. The special pickup program is available year-round, *except during the fall leaf collection season*. Leaf collection takes place during the 10-week period from mid-October to late December and involves the majority of our workforce, therefore special pickups are not available during this 10-week period.

FREQUENCY:

- All property owners are entitled to two free special pickups per calendar year. Additional pickups may be scheduled, but a \$100 fee is charged. (Note: Special scheduling arrangements can be made on pickups for residents moving in or out of town. Please give as much advance notice as possible.)

SPECIAL PICKUP REGULATIONS:

- Special pickups shall not include any regular weekly household trash.
- All material to be collected must be placed on a driveway and be readily accessible with a front-end loader and work crew on the day of pickup.
- No special pickups will be made from inside or behind garages or homes.
- Items should be placed on the driveway just a day or two before the scheduled pickup.
- Only debris generated from Oakwood properties will be collected.
- Material must not be stacked or piled against houses, garages or fences, nor around poles, fire hydrants, manholes or other items that obstruct access.
- No pickup items should be placed at the curb, edge of the road, tree lawn area or in boulevards.
- Dumpsters are required for roofing debris and all other homeowner-performed remodeling projects.
- Contractor-generated debris will not be accepted.
- Any material with volume exceeding a single loaded dumpster container will be treated as an additional pickup.
- The city may require the use of a dumpster after considering the size and/or nature of the debris.

ACCEPTABLE ITEMS:

A partial list of "Special Pickup" items includes:

- Furniture, bicycles, toys, wood fencing, televisions/stereos, carpet, stoves, furnaces and water heaters.
- Air conditioners, refrigerators or freezers (Freon must be removed in advance).

INSTRUCTIONS FOR APPLIANCE PICKUP:

- Doors must be removed and appliances purged of Freon. Contact local appliance stores for Freon evacuation. Appliances must have a company tag indicating that the Freon has been removed.
- For gas water heaters and furnaces, you must provide a copy of the permit for installation of the new water heater or furnace. The permits are issued by the city of Kettering, 296-2441. Attach a copy of the permit to the old water heater or furnace and advise the city of the permit number when calling for a special pickup.

SELF-DUMPING AT PUBLIC WORKS YARD

The Foell Public Works Center at 210 Shafor Boulevard is open from 8 a.m. until 12 noon on the first Saturday of each month for Oakwood citizens to drop off refuse items. All residential debris is permitted, subject to the following conditions and restrictions:

- *Hazardous Wastes* (e.g., paints, oils, fuels, pesticides, herbicides, batteries, etc.) are not permitted. Residents should deliver these items to the Montgomery County Transfer Station (see www.mcswd.org for details) or register for a pickup by the Oakwood Rotary Club (See page 5).
- *Tires* are not permitted. Tires can be taken to the Montgomery County Transfer Station. See www.mcswd.org for details.
- *Weekly Household Trash* is not permitted. This must be collected as part of the city's regular weekly refuse collection program.
- Items containing *Freon* (e.g., air conditioners, refrigerators, freezers, dehumidifiers) will only be accepted if they include a tag certifying proper extraction of the Freon.
- *Grass Clippings* are not permitted.
- *Water Heaters* are permitted if they include a copy of the permit issued for installation of the new water heater.
- *Construction Debris* (e.g., lumber, drywall, cabinetry, sinks, toilets, carpet) is permitted, but only for homeowner projects. Debris from contractor projects is not permitted.

HOW TO CONTACT US

We hope this handbook helps you to understand our refuse program. By following the guidelines, you can help ensure that we are able to continue to provide our community with an efficient and comprehensive waste removal service.

The following Oakwood employees are available for refuse collection or related service calls and information on weekdays between the hours of 7:30 a.m. and 4:00 p.m.

Missi Seifert

Public Works Administrative Support 298-0777 (ext. 5358)

Kenneth Perkins

Refuse Foreman 298-0777 (ext. 5363)

Direct voicemail lines are available after hours or on holidays. Our staff will respond the next working day.