

# CITY OF OAKWOOD



# REFUSE HANDBOOK

2015 EDITION

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# A LETTER FROM YOUR CITY MANAGER

Dear Oakwood Citizen:

The purpose of this booklet is to provide details about our refuse collection 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. As such, we continually look for ways to streamline refuse collection and to conduct refuse operations in the most efficient and economical way possible.

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

- Explains how we collect regular household garbage on a weekly basis;
- Highlights important ways in which 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 pick-up;
- Describes how we process fall leaves into spring mulch and how citizens can get it; and
- Discusses our Dumpster and Special Pick-up programs.

We thank you for helping us maintain the most unique and comprehensive refuse collection 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 and disposal programs in the Dayton region. Our services include:

- Backdoor pickup of weekly household trash.
- Backdoor pickup of co-mingled recyclables including newspaper, glass, plastic, cardboard, and metal cans.
- Monthly yard debris pickup.
- Special pickups for disposal of larger household items.
- Fall leaf pickup and conversion of leaves to mulch, with free pickup or delivery back to interested residents for a small fee.
- Dumpsters for efficient disposal of remodeling debris from do-it-yourself projects, or other household or yard items.
- Opportunities to recycle telephone books, cardboard, yard debris and recyclables at a drop-off location in the Creager Field (Dog Park) parking lot on Shafor Boulevard, near Irving Avenue.
- Opportunities for residents to dispose of larger household items and other debris at the monthly drop-off at 210 Shafor Boulevard. This is open from 9 a.m. until noon on the first Saturday of each month.

### COSTS

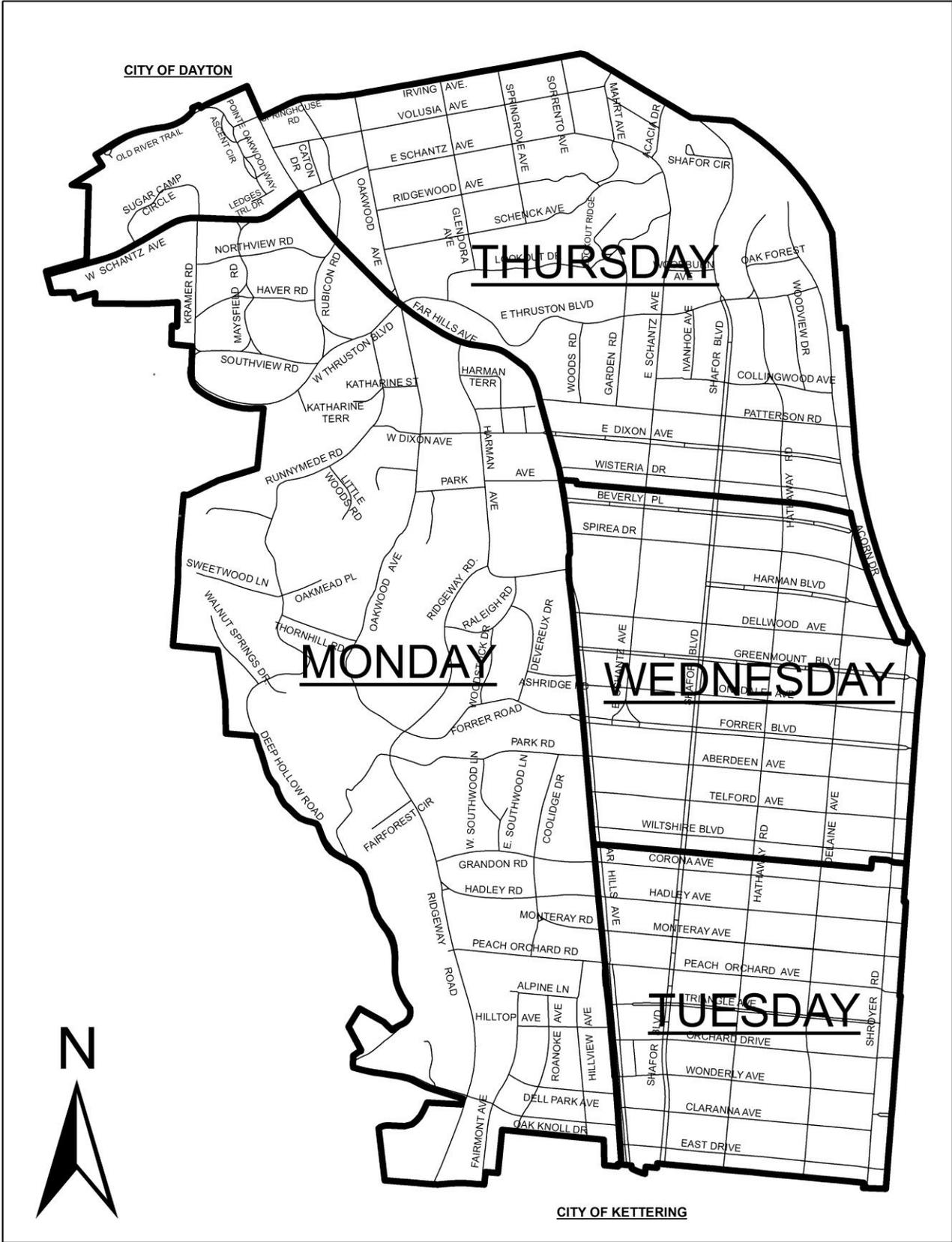
Refuse services are paid through a combination of refuse fees included with your water, sewer and stormwater bill and other miscellaneous fees. Although we use the most modern and efficient equipment available, our refuse collection is labor intensive. It is important that citizens understand our programs and make every effort to follow the established guidelines. This helps us stay on schedule and run an efficient operation.

## HOW CITIZENS CAN HELP

- Have household trash and recyclables (and special pickup items, when scheduled) ready by 7:30 a.m. on pickup day.
- Keep containers in good condition and of proper size (35 gallons or less) with handles and 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 much cheaper to dispose of recyclables than landfill trash. Label cans with at least two stickers so it is clear that they are recyclables.
- Make sure driveways are clear of vehicles and that containers are readily accessible.
- Let us know when we have done something wrong, or when you think we could do something better (298-0777).
- Do not include any hazardous material with your refuse. This includes liquid paints, herbicides, pesticides, oils, and other such materials. See the Montgomery County Solid Waste District website [www.mcswd.org](http://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. Call 296-5155 to sign up for this service. It is provided free of charge...but the Oakwood Rotary Club happily accepts donations to be used for various club service projects and grants.

# WEEKLY REFUSE ROUTES AND SCHEDULE



# 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 holiday weeks, during periods of inclement weather or for unforeseen emergencies. When we encounter situations that inhibit our ability to properly implement the program, we will work with property owners to resolve them.

In terms of enforcing the rules and regulations outlined in this handbook, our process will be as follows:

- Emphasis will always be placed on education through personal contact between a supervisor and property owner.
- Ongoing problems will be addressed in an explanatory letter from the public works director.
- Unacceptable containers will no longer be emptied after delivery of two written violation notices.
- Significant, continuing problems may result in delay on the pickup of your trash or other debris.
- As a last resort, a citation to court for non-compliance with our program regulations may be issued.

### YARD DEBRIS IN ROADWAY PROHIBITED

**No debris is permitted to be placed in the roadway or street gutter except leaves during the 10-week fall leaf collection period.**

Unauthorized debris in the roadway will be addressed in the following manner:

- First Instance – The city will remove the debris and notify the resident via door hanger of the appropriate procedures.
- Second Instance – The city will remove the debris and send a letter reiterating the proper procedures.
- Third Instance – The property owner will be responsible for moving the debris to the appropriate location before the debris will be removed, and the public works director will discuss possible future options with the property owner.
- Further Instances – The city will issue a citation for improper placement of obstructions in the right-of-way.

# 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 will use 96 gallon roll waste containers beginning in September 2013.
- Loaded 35-gallon or less containers must not weigh more than 60 pounds.
- Containers must have lifting handles and tight-fitting lids.
- Containers must be maintained in a sanitary condition.
- All animal wastes must be bagged securely and in a container.
- Saw dust and any other items which may scatter 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 including metal, plastic, glass, cardboard and newspaper. (NOTE: Free stickers for recycling cans are available at City Hall and the Foell Public Works Center).

## LOCATION AND ACCESS:

- All containers, including those for household waste and recyclables must be 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 7 for yard debris guidelines.

HOLIDAYS AND REFUSE COLLECTION: By labor contract, the city of Oakwood Public Works Center employees observe the following holidays:

- |                              |                               |
|------------------------------|-------------------------------|
| • New Year's Day             | • Thanksgiving Day            |
| • Martin Luther King Jr. Day | • The day after Thanksgiving  |
| • President's Day            | • ½ day before Christmas Day  |
| • Memorial Day               | • Christmas Day               |
| • Independence Day           | • ½ day before New Year's Day |
| • Labor 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 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.

# RECYCLING PROGRAM

Recyclables will be collected on your regular trash day by a scooter with a divided bed – one side for regular trash and the other side for recyclables. Plastics, glass, metal cans, cardboard and newspaper are to be co-mingled in one or more containers. All items should be clean and free of food and grease. Please make sure that co-mingled recyclable products are placed in a properly marked container. Free stickers are available at City Hall or at the Foell Public Works Center.

- **PLASTICS:** Plastic milk containers, soft drink bottles, detergent and water bottles, shampoo containers, and other plastic containers displaying a “1” - “7” inside the triangular recycling logo (typically located on the bottom of the container).  
NOTE: Foam and polystyrene are presently not recyclable and should be placed in with the regular trash. Please place loose foam packing material in bags so that it does not fly out of our scooters and then blow around your neighborhood.
- **GLASS BOTTLES AND JARS:** Clear, brown, green and blue food and drink glass bottles are acceptable. Lids and locking rings should be removed, if possible.
- **METAL BEVERAGE AND FOOD CANS:** Aluminum, steel and bi-metal cans are recyclable.
- **NEWSPAPERS:** Newspapers may be co-mingled with all other recyclables. You may also include junk mail, glossy inserts, magazines, copier paper and other paper products.
- **CARDBOARD:** Cardboard items including cereal, pasta, cookie and cracker boxes, gift boxes, mailing tubes, corrugated cardboard and brown paper bags may be co-mingled with all other recyclables. Please cut or break down boxes.

NOTE: Large quantities of the cardboard products listed above should be dropped off in the containers at the Creager Field parking lot. These containers are available 24-7.

# REMODELING DEBRIS - DUMPSTERS

Dumpster use is required for disposal of construction debris from homeowner projects only. These dumpsters are available for do-it-yourself projects and are typically 12 cubic yards in size. Call 298-0777 to learn more and to schedule a dumpster. The dumpster fee includes a base charge of \$75 plus the cost the city incurs to dispose of the material.

- Dumpsters are also available to residents cleaning out a house, basement or attic.
- Appropriate dumpster items include: cabinets, sinks, brick, concrete block, dirt, tile/floor covering, siding, gutters, windows and doors.
- The volume of material that can be placed into a container before it is considered loaded will vary based on the container delivery truck lifting capacity.
- The city will not remove debris generated by private contractors. Under no circumstances may contractors use the city dumpsters or special pickup program.
- The city does not accept any hazardous materials in the dumpsters.

The dumpster may be kept for two calendar days. Arrangements for pickup will be made when the delivery is scheduled.

# YARD DEBRIS

The city collects yard debris (green waste) on a monthly schedule. 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](http://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. (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.
- Placed just a day or two before the collection day.
- Cut into lengths no longer than 6 feet.
- 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.
- Dumpster at Creager Field –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 two cardboard drop-off containers and a recycling container.
- Public Works Yard Opening – The Foell Public Works Center at 210 Shafor Boulevard is open from 9 a.m. until noon on the first Saturday of every month for residents to drop off yard debris. We will also accept large “special pick-up” type items (see Page 10).

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, but we prefer that it be placed at the curb once each month as part of our normal yard debris collection...or, better yet, that it 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. The expense of grass pickup and the environmental waste it creates prohibits this service.

# LEAF PICKUP

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

- Leaves are collected on a 2-week schedule, as published in the Oakwood Scene newsletter and on the city website.
- Please plan 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, the leaves should be within the tree lawn area, just behind the curb, or edge of the roadway, or accessible by a paved driveway. If leaves are not visible from the street, call 298-0777 to advise us of the location prior to the scheduled day of collection.
- For special situations where there is not a convenient location for placing leaves, call 298-0777 to schedule the use of a city dumpster, free of charge.

# MULCH

Leaves collected during the fall are ground into mulch by a private contractor and returned in the spring as leaf mulch available to residents.

- Residents can get leaf mulch delivered in 3 or 6 cubic yard quantities. There is a fee for this service but it is below what is charged by private mulch companies.
- Orders are taken by calling 298-0777 on a first come, first served basis, beginning the first week of March. Deliveries take place on selected Saturdays in April and May following the schedule published in the bi-monthly Oakwood Scene newsletter
- On the same Saturdays as the deliveries occur, residents can pick up free leaf mulch at the Public Works Center. Call 298-0777 or see the Oakwood Scene for details.

## SPECIAL PICKUPS

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

### HOW TO SCHEDULE SPECIAL PICKUPS

Call the Public Works Center at 298-0777. We will schedule the pickup to be completed within two weeks of your call, usually less. The special pickup program is available year around, *except during the fall leaf pickup season*. Leaf collection takes place during the 10-week period from mid-October to late December and involves the majority of our work crews. 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 fee will apply.

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.

- The city reserves the right to require the use of a dumpster after considering the size and/or nature of the debris.

### SPECIAL PICKUP REGULATIONS:

- Special pickups shall not include any regular, weekly household trash.
- All material to be collected must be placed on the driveway and be readily accessible to crews 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 no sooner than the day before the scheduled pickup.
- Only debris generated from your Oakwood property 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 boulevards.
- Dumpsters are required for roofing debris and all other homeowner-performed remodeling projects.
- Contractor-generated material will not be accepted.
- Any material with volume exceeding a single loaded dumpster container will be treated as an additional pickup.

### 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. Appliance must have a company tag indicating freon has been removed. For those who can haul an appliance themselves, you can save the freon-purging cost by delivering it directly to the Montgomery County South Solid Waste Facility at 1001 Encrete Lane. Call the Montgomery County Solid Waste District at 225-4999 for more information.
- 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 Public Works Yard is open from 9 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) are not permitted. Residents should deliver these items to the Montgomery County Transfer Station. See [www.mcswd.org](http://www.mcswd.org) for details.
- *Tires* are not permitted. Tires can be taken to the Montgomery County Transfer Station. See [www.mcswd.org](http://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.

## SUMMARY – 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.

Thank you for your cooperation. If you have any comments or suggestions on ways that we might serve you better, please contact us.

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.

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

Kenneth Perkins  
Refuse Foreman 298-0777 (ext. 5363)

Mike Wenclewicz  
Assistant Public Works Director 298-0777 (ext. 5364)

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