

1. Recycling Committee Agenda & Packet 2-7-2023

Documents:

[RECYCLE AGENDA 2-7-23.PDF](#)

[RECYCLING COM EVENTS OUTLINE 2-2023.PDF](#)

[RECYCLING COMMITTEE ROLES RESPONSIBILITIES 1-2023.PDF](#)

**EAST AMWELL TOWNSHIP RECYCLING COMMITTEE  
REGULAR MEETING AGENDA – Small Meeting Room  
February 7, 2023 7:30 PM**

- I. CALL TO ORDER**
  - II. ATTENDANCE**
  - III. STATEMENT OF COMPLIANCE**
  - IV. AGENDA REVIEW**
  - V. OPEN TO THE PUBLIC**
  - VI. PRESENTATION OF MINUTES – January 10, 2023**
  - VII. PRESENTATION OF VOUCHERS - None**
  - VIII. ORAL REPORTS**
    - Quarterly Reports:**
      - A. Depot Report: February 2023
        - a. Terra Cycle program
        - b. Depot lead for coming months
        - c. Volunteers to help at next month’s Depot
      - B. TREX Plastics Program
      - C. Styrofoam
      - D. Clean Communities and Tonnage Report
    - Other Report(s):**
      - E. Township Committee
- IX. UNFINISHED BUSINESS**
  - A. Foam Palace Replacement
  - B. Clawson Park Water Stations
  - C. 2023 Meeting Dates (March 14, July 4 & November 7) and meeting “location” (in person, virtual or hybrid?)
  - D. Recycling Committee Roles and Responsibilities
  - E. Recycling Committee Events and Activities
  - F. Education/Communication Topics and Assignments
  - G. Spring Clean Up Overview and Event Lead
  - H. Recycle Coach Updates or Corrections
- X. NEW BUSINESS**
  - A. Goals for 2023
- XI. OPEN TO THE COMMITTEE**
- XII. CORRESPONDENCE**

**XIII. ADJOURN**

**EAT Recycling Committee**  
**Meetings/Activities/Events Outline**

Prepared: February 2023

**Monthly Events/Activities:**

Committee Meetings – first Tuesday each month unless otherwise notified.

Recycling Depot – first Saturday each month

Grit Yard Opened – during Depot and 3<sup>rd</sup> Saturday of the month March thru November

VIP/Website/Facebook page article – submit to VIP by last Friday of the month for publication the following month.

**Quarterly Events/Activities:**

SWAC Committee Meetings – as scheduled by Hunterdon County

Township Committee Quarterly Report – completed each month and submit in Jan/April/ July/October

**Annual Events/Activities:**

Spring Clean Up 4<sup>th</sup> Saturday in April – Residents pay to come (rates posted in Township Ordinance) and most items are taken/collected. Items not collected are listed on the recycling website. Various resources attend including: non-profit collection (Goodwill, etc), Amwell Valley Rescue (clothing?), New Tech (electronics),

Tonnage Report Filed in April– Completed/submitted by Recycling Coord, and posted to Recycling google page.

Clean Community Report Filed in June – Completed/submitted by Recycling Coord, and posted to Recycling google page.

Electronics Collection Vendor does collection at the Depot – typically first quarter of the year.

## **East Amwell Township Recycling Committee – Roles & Responsibilities (draft 1/2023)**

### **Chair:**

- Run committee meetings (Recycling Coord responsible for agenda & minutes preparation)
- coordinates committee members to complete activities they agreed to,
- helps the committee stay on track to accomplish their goals and
- ensures those leading the Depot and opening the Grit Yard have all the information needed.
- works with Township Committee Liaison to interface with the Township Committee and Staff.

### **Vice Chair:**

- May lead a sub-activity
- Back up for Chair responsibilities including running meeting in their absence

**Depot Lead** (shared role, changes monthly): see attached SOP

### **TREX Coord:**

- Source volunteer groups to lead plastic collection “projects”
- Educate volunteer groups regarding their responsibilities: attend monthly Depot to collect & sort plastic following guidance provided by TREX on acceptable materials, bag & transport collected plastic to a TREX collection location (currently Stop & Shop in Flemington, McCafrey’s in Princeton, collect and send to TREX 500 lbs of plastic, received the TREX bench awarded for the project & places it in/around the East Amwell Twp community.
- TREX Coord responsible for recording weight/number of lbs collected each month in the TREX website
- May help transport sorted plastic to a TREX collection location.
- If there is no volunteer group, coordinates resources to attend the Depot and sort/deliver the plastic.

### **Terra Cycle Coord:**

- Coordinate with East Amwell School Environmental Club (Sharon Ernst) who owns & runs the Terra Cycle program.
- Obtain list of Terra Cycle materials accepted from the school, follows up with school regarding the students/parents attending each Depot to pre-sort Terra Cycle items received.
- Ensures the school picks up Terra Cycle items collected at each Depot.

### **Styrofoam Coord:**

- Ensures that only acceptable Styrofoam is collected (clean, no food containers, etc)
- Bags collected Styrofoam into clear bags and advises DPW when there is a load to be transported
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### **Communications Coord:**

- Writes monthly articles and prepares other content for VIP, website & facebook page.
- Solicits from the committee and advises on good topics and sources for article content.
- Ensures the article are sent to the VIP on time (last Friday of the month for next month’s publication), are posted on website (do the posting or through Recycling Coord) , and posted to the Facebook page.

**SWAC Representative:** (Hunterdon County Solid Waste Advisory Committee)

- Represents East Amwell Twp at SWAC meetings (once per quarter), actively participates in meetings, and shares key activities between SWAC and East Amwell Recycling Committee.
- Bring ideas and suggestions for working across townships to achieve shared goals.
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**Clean Community Director:**

- Maintains a New Jersey Clean Community (CC) Certification, and oversees spending of the CC Grant funds.
- Establishes and helps runs activities and events that meet CC goals (eg Mini-Grant program).
- Solicits input from East Amwell Township committees regarding ideas for goals and grant spending.
- Completes required annual reporting to the State of NJ on grant spending and activities.

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**Recycling Committee Depot  
Standard Operating Procedure**

**Introduction**

This Standard Operating Procedure (SOP) will serve as the guidance for the East Amwell Township Recycling Committee's Recycling Depot. The Depot is located in the parking lot of the Township's municipal building. The following procedure is for use by the Recycling Committee member that is responsible for managing the Recycling Depot.

**Recycling Depot Set Up**

1. Check in with volunteers to ensure you have the appropriate in attendance:
  - a. 2 or 3 outside to aid residents with unloading the recycling from their vehicle.
  - b. 2 or 3 to handle incoming Trex plastic.
  - c. 1 to handle incoming Terracycling (not essential the day of – can be handled by Trex people).
2. The Friday before the Depot, ensure Republic Recycling Dumpsters have been delivered. This should be accomplished by 3:00pm.
  - a. If the dumpsters are not on-site by 3:00pm call Republic Services to determine delivery time.
  - b. Republic Services phone number is 908-730-7800. The township RV number is 3-0865-0108289
3. The Friday before the Depot, place the Recycling Depot Sign by the street entrance to the parking lot. Place the two depot signs (one for plastic/glass and one for cardboard paper) in front of the doors of the dumpsters and the Trex/Terracycling/Styrofoam sign in between the dumpsters.

**Setup On Depot Day**

1. By no later than 8:30am the day of the depot, unlock the gate to the Grit Yard. The combination should be provided prior.
2. Pick up approx. 30-40 VIP's from the red kiosk outside of the Library.
3. At the depot, open the dumpster doors.

4. Open the recycling building (old library affectionately referred to as the Foam Palace (FP)), located at the end of the parking lot, and ensure both doors are secured open. The combination should be provided prior.
5. Remove the car counter clicker from black satchel and use it to count the number of resident cars that attend the depot.
6. Place the shovel next to glass/plastic dumpster.
7. Setup the picnic table by the first dumpster. Place the following items on the table:
  - a. VIP's with a weight on top to prevent loss due to wind.
  - b. Battery Box with instructions.
  - c. Any swag that may be available to hand out.
8. Place Orange cones in the parking lot to guide residents how to proceed to dumpsters.
9. Unlock the small recycling shed (right side of Municipal Building) and place the portable stairs on the side of the glass/plastic dumpster.
10. Place the portable garbage can by the dumpsters.

## **Depot**

1. Scan dumpsters for inappropriate items that were deposited overnight. Remove said items and make note of any issues.
2. Use the shovel to move glass/plastic items towards back of dumpster.
3. Using the clicker, keep track of the number of residents that attend the depot.
4. Ask each resident attendee if they would like a VIP and any swag that may be available.
5. Assist all residents in unloading their vehicles.
6. Instruct resident attendees to proceed to recycling building with all Styrofoam, Trex plastic and Terracycling.
7. Make note of dumpster condition and amount of material deposited in dumpsters overnight.

## **Recycling Building Operation**

*Trex Plastic – 2023 Coordinators are Rachael Atlee and Mike Cotruffello*

1. Check in with Coordinator a week before the depot to confirm volunteers.
2. Volunteers should arrive by 9am.
3. All plastic should be taken to the FP. Volunteers need to sort, condense/re-bag/weigh bags and note weight on the notepad. Tally total weight at the end and report back to Depot Lead.
4. Depot Lead to text total to Trex Coordinator and RC Chair.
5. The Bench volunteer group must transport the plastic to any of the designated drop off stores (Stop n Shop on rt31 is the best option on bulk drop off). Call ahead prior to drop off.
6. Trex Coordinator will report in monthly weights to Trex. A group is complete once they reach 500lbs of plastic.
7. Coordinator will work with the group leader regarding bench ordering process.

### *Terracycle – 2023 Coordinator is Kate Chichon*

1. All Terracycle should be clean and in bags.
2. Coordinator will take collection to East Amwell Twp School the following week.

### *Styrofoam – 2023 Coordinator is TBD*

1. The Styrofoam is stored in the recycling building.
2. Place clean styrofoam into large clear plastic bags. Tie the top of each bag when full. Bags are supplied by the maintenance department.
3. Stack all bags at the far corner of the building.
4. When there are enough full bags inform the Maintenance Department to deliver them to the Styrofoam processing company.

### **Depot Closure**

1. Return the sign by the road to the recycling building.
2. Close the dumpster doors.
3. Return the portable stairs to shed. Lock the shed.
4. Return battery box, shovel, cones, any swag and picnic table back to FP.
5. Keep track of car count and return clicker to black bag.
6. On either side of the dumpsters, turn the recycling signs around to indicate co-mingling message.
7. Empty garbage can into township dumpster. Return garbage can.
8. Close and lock the foam palace.
9. At 3:00pm, close and lock the Grit Yard.
10. The third Saturday of the month (Mar. to Nov.), open and unlock Grit yard by 9am. Close and lock the Grit at 3:00pm
11. On Sunday afternoon, the day after the Depot, observe the amount of content in each dumpster. Clean up any overflow of contents.

### **Post Depot**

1. Complete Recycling Committee Depot report the week after the depot and prior to the Recycling committee meeting.
2. Contact the Recycling Committee admin for link to shared Google Drive. The Depot Report is found in the Quarterly Report folder.