

MEMORANDUM

TO: STEVE GIESBRECHT, BOROUGH MANAGER

FROM: KARL HAGERMAN, PUBLIC WORKS DIRECTOR 

SUBJECT: PETERSBURG RECYCLING PROGRAM – PROPOSED SCHEDULE FOR PUBLIC INFORMATION AND PROGRAM IMPLEMENTATION

DATE: 10/2/2013

CC: KATHY O'REAR, BOROUGH CLERK

I have completed a detailed report on the local recycling program, which includes recommended changes to implement a commingled recycling system in Petersburg. The report is attached to this memo. I will be publishing it on the Borough's website and making copies available to the public at Public Works, the Finance Office and the Baler facility.

To successfully make a change to a commingled recycling system, I am very interested in receiving consensus approval from the Assembly as well as from your office. In large part, achieving buy-in and approval will come down to understanding and acceptance of the proposed program change by the public. Disseminating the information from the report to the citizens of Petersburg and making sure there is understanding of the proposed changes will take some time and effort.

Therefore, I am proposing the following schedule for consideration by your office and the Assembly to accomplish the public education aspect and receive comment and input from our community before starting the implementation process:

October 7 th	Submission of report to Assembly. A brief summary of the report and the recommendations provided at meeting. Review of the schedule for public education and implementation.
October 21 st	Assembly Public Hearing on recycling report recommendations. A more detailed presentation made to the public and Assembly followed by an open forum for questions, concerns and comments from the public. Incorporate/address concerns and amend recommendations accordingly.
November 4 th	Assembly agenda item: Consideration of approval of new recycling system, including possible First Reading of sanitation ordinance revision that implements recycling incentives.
November 18 th	Assembly agenda item: Public Hearing on sanitation ordinance revision. Second Reading on sanitation ordinance.

December 2 nd	<p>Assembly agenda item: Third Reading of sanitation ordinance. If passed, rate incentives would be implemented in conjunction with full scale commingled recycling roll-out.</p> <p>Pending acceptance/approval of recycling system recommendations, commingled recycling system could be implemented in December/January (with the bag system) or a roll-out scheduled for the spring (cart system).</p>
January 6 th	If required by recycling method selected, begin development of a Request for Proposals for continuation of recycling collection services.
February 3 rd	Advertise RFP.
March 3 rd	Evaluate proposals. Make recommendation to Assembly for award.
March 17 th	Assembly agenda item: Award of Recycling Collection contract.