

PUBLIC WORKS COMMITTEE – SOLID WASTE & RECYCLING
DPW AGENDA
February 23, 2021

Committee Members: *Conover*, Hogan, Dickinson, Thomas and Bruno

I. Committee meeting called to order by Chair

II. Approval of minutes of prior Committee Meeting

III. Action Agenda/New Business Items

IV. Discussion Items:

1. LSWMP - Update
2. Job Description - *pending*
3. Permits - *pending*

V. Referrals/Pending Items

VI. Privilege of the floor and public comment (please allow for 15 second delay on live stream meetings)

VII. Motion to Adjourn

Attachments:

SOLID WASTE/RECYCLING COMPLIANCE COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the Warren County Department of Public Works and involves responsibility for compliance oversight of the management and handling by municipalities and businesses of solid waste and recyclables processes/activities within Warren County. Duties include the administration of the County Solid Waste Management Plan, including but not limited to record keeping, assisting Towns and their transfer stations, education of the public, permitting of haulers and enforcement of local laws. The incumbent ensures that methods and procedures for solid waste collection, recycling and disposal comply with statute, rules and regulations. The work is performed under the general supervision of the Superintendent of Public Works with leeway allowed for the exercise of independent judgment in planning the details of activities and assuring responsibility for results. Supervision over the work of others is not a responsibility of employees in this class. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Coordinates and oversees County wide material recycling compliance activities and develops, implements and evaluates reporting and data collection;
Provides assistance/education to municipalities, businesses and institutions in developing and implementing compliance strategies;
Researches and assesses current solid waste management and waste collection practices of area municipalities to insure compliance with applicable laws, rules and regulations;
Issues haulers permits for collection of recyclable and solid waste and compiles data for reporting;;
Works on various new solid waste projects as required;
Analyzes current and future federal and state solid waste regulations to insure compliance;
Assists Public Information Officer with public education programs;
Writes and applies for various solid waste/recycling grants.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of solid waste management and recycling principles and practices; good knowledge of business and management skills regarding recycling program development and evaluation; good knowledge of federal and state solid waste management regulations; ability to work effectively with advisory groups, government officials and private business to develop and promote public awareness; ability to work independently within the scope of general direction; ability to prepare news releases, education materials and conduct training; ability to express ideas and concepts both orally and in writing; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelor's Degree in Environmental Planning, Ecology, Natural Resources, Natural Sciences*, Environmental Education, Environmental Science, Environmental Engineering, Environmental or Natural Resource Management, Environmental Studies or a closely related field, and one (1) year of experience with solid waste management planning or analysis activities directly related to solid waste management which shall have included regulation compliance activities; **OR**

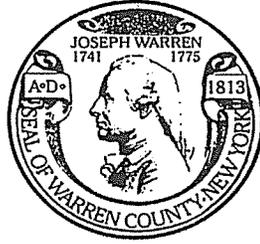
- (B) Graduation from a regionally accredited or New York State registered two-year college or university with an Associate's Degree in Ecology, Natural Resources, Natural Sciences*, Environmental Science, Environmental Engineering, Engineering Technology, Environmental Technology, Environmental Studies or a closely related field and three (3) years of experience as outlined in (A) above; **OR**
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

NOTE: Verifiable, paid, part-time experience will be pro-rated toward meeting full-time experience requirements.

SPECIAL REQUIREMENTS: Possession of a valid New York State Driver's License at time of appointment.

*"Natural Science" means the branches of science collectively which deal directly with natural objects, organic or inorganic and the substance composing them and the phenomena exhibited by them. These may include biology in all its branches, mineralogy, geology, chemistry, physics, geography and other sciences, but not abstract mathematics, philosophy or metaphysics.

Warren County Department of Public Works



Waste Hauler Permit Application for Collection and Transportation of
Solid Waste and Recyclable Materials in Warren County

Please return completed application and direct questions to:

Kevin J. Hajos, P.E.
Warren County Department of Public Works
Solid Waste and Recycling Program
4028 Main Street
Warrensburg, NY 12885
Phone: (518) 761-6556
Fax: (518) 623-2772

To be completed by WCDPW Staff

Transporter/Collector Name: _____

Reviewed By: _____ Date: _____

Approved By: _____ Date: _____

Fee Paid /Check #: _____

Permit Issued Date: _____

Permit #: _____ Expiration Date: _____ # of Stickers Issued: _____

WARREN COUNTY DEPARTMENT OF PUBLIC WORKS

MAIN OFFICES

4028 Main Street
Warrensburg, N.Y. 12885
Tel (518) 623-4141
(518) 761-6556
Fax (518) 623-2772



KEVIN J. HAJOS, P.E.
Superintendent of Public Works

DIVISIONS

Airport
Sewer Administration
Parks & Recreation
Recycling
Highway & Traffic
Engineering
Buildings & Grounds

March 2021

Dear Applicant,

Pursuant to Local Law #3 of 1991 of Warren County and in accordance with Title 1 & 3, Article 27 of the New York State Department of Environmental Conservation, and the Warren County Solid Waste Management Plan, any organization that transports waste generated or disposed of within Warren County must obtain a permit from the Warren County Department of Public Works on an annual basis. An application or renewal may be denied by the Department for the failure of the applicant to properly complete the annual report as provided. In order to obtain a valid permit and permit stickers, this application (which includes annual reporting forms) must be completed in its entirety and returned to the Department for approval, along with the annual fee of \$ 200.00 by certified check or money order made payable to the Warren County Department of Public Works. This fee covers a permit sticker for one vehicle. Additional stickers will be provided for \$100.00 for each truck. Once the Certificate of Registration and permit stickers are obtained, the stickers must be displayed prominently on each of the permitted vehicles. Failure to comply with all sections of the Local Law #3 of Warren County will result in permit (s) being revoked, enforcement actions pursued and penalties incurred. Permits will expire on December 31 of the issuing year. Renewal applications received after January 15th, will be subject to a late fee of \$50.00.

Please be advised, as a condition for the permit, the Warren County Department of Public Works shall require the transporter to complete the annual report forms, including volumes and nature of waste products, including recyclables, disposed of and the place and manner in which waste products were finally disposed, and such other information the Department may require. Failure to submit such information shall result in the automatic denial of the permit application.

The information requested in this application is to allow Warren County to properly gauge the size and nature of its solid waste stream, waste generated or disposed of in Warren County, and to assess the type and variety of services available to manage it as required by the New York State Department of Environmental Conservation in accordance with the New York State Solid Waste Management Act of 1988.

A list of permitted haulers will be posted on the County website every April. Should you have any questions in filling out this application (including the annual report), or require additional information, please feel free to contact this office.

Sincerely,

Kevin J. Hajos P.E.
Superintendent of Public Works

**Instructions for acquiring a waste hauler permit to collect and
transport Solid Waste and Recyclable Materials in Warren County**

The attached annual application for a permit should be completed in its entirety and returned to this department on or before January 15 of each year and include the following:

- Completed permit application for Collection & Transportation of Solid Waste and Recyclable Materials in Warren County.
- Completed Annual Report forms based on the previous year of business.
- A **Certified Check or Money Order** made payable to the Warren County Department of Public Works in the amount of \$ 200.00, plus \$100.00 for each additional vehicle
- For new applications only: If the business is a corporation, a copy of the Certificate of Incorporation, if a sole proprietorship, a copy of the Certificate of Business or if a partnership, partnership papers need to be attached, signed and notarized.
- Proof of Workman's Compensation and Disability Benefits Insurance (**forms C-105.2 and DB-120.1**) If such insurance coverage is not required, **WC/DB CE-200** exemption (see attachment 1) certificate must be submitted with this application. ACORD forms are not acceptable.
- Copy of valid Waste Transporter Permit from the NYS DEC (applicable to haulers of Regulated Medical/Infectious Waste)
- The attached "Notarized Certificate of Applicant" must be completed, signed and notarized.

**The completed application should be returned to the:
Warren County Department of Public Works
4028 Main Street Warrensburg NY 12885
Att: Kevin J Hajos**

If requesting a renewal, failure to return completed application may result in a lapse of your permit.

In the future, at the discretion of the Department of Public Works, arrangements may be made for an inspection of your vehicle (s). Please note that the following items would be inspected:

- The vehicle containers must prevent the loss or discharge of offensive material during transportation.
- The identification of the owner of the vehicle or the business name and address must be clearly posted on both sides of the vehicle.
- The Warren County Permit sticker is to be displayed prominently on each truck or vehicle registered.
- All materials must be collected, stored and transported properly separated in accordance with the Local Law #2 of 1991 of Warren County.

Please contact Kevin J. Hajos at (518) 761-6556 if further information is required. Your cooperation is greatly appreciated.

Table of Contents

Section 1 - Identity of Applicant / Business

Section 2 - Type of Business (corporation, sole proprietorship, partnership)

Section 3 - Other Licenses and Permits

Section 4 - Vehicle Identification

Section 5 - Intent

Section 6 - Days and Hours of Operation

Section 7 - Workers' Compensation & Disability

Section 8 - Physical / Chemical Nature of Waste Handled

Section 9 - Towns Serviced

Section 10 - Type of Services Provided

Section 11 - Collection Frequency

Section 12 - Disposal of Waste

Section 13 - Certification of Applicant

Section 14 - Notarized Certification

Attachment 1 - Workers Compensation / Disability Form Instructions

Attachment 2 - Warren County Local Laws #2 and #3 of 1991 and annual
Report Form

Waste Hauler Permit Application for Collection and Transportation
of Solid Waste and Recyclable Materials in Warren County

1st Time Applicant

Renewal Application

SECTION 1 – IDENTITY of APPLICANT / BUSINESS

Name of Applicant/Business: _____

Name of Owner: _____

DBA (if different from above): _____

Trade Names (if different from above): _____

Business Address: (Official business address as listed in Certificate of Incorporation or DBA)

Mailing Address: _____

Is Business or Mailing address a residence: _____ Yes _____ No

Location of Vehicle Garage: _____

Business Phone #: () _____

Business Fax #: () _____

Cell Phone #: () _____

24 hr Emergency #: () _____

Email Address: _____

Website Address: _____

**Designated employee/officer of Applicant/Business for communication with Warren
County Department of Public Works:**

Name: _____ Title: _____

Telephone #: () _____ Fax #: () _____ Cell #: () _____

Alternate Designee:

Name: _____ Title: _____

Telephone #: () _____ Fax #: () _____ Cell #: () _____

Waste Hauler Permit Application for Collection and Transportation
of Solid Waste and Recyclable Materials in Warren County

SECTION 5 - INTENT

Please describe, in detail the nature of the waste hauler services which applicant will provide upon issuance of a permit:

SECTION 6 - Days and Hours of Operation:

(check all that apply and fill in times of operation, circle am/pm)

_____ Monday	from _____	am/pm to _____	am/pm
_____ Tuesday	from _____	am/pm to _____	am/pm
_____ Wednesday	from _____	am/pm to _____	am/pm
_____ Thursday	from _____	am/pm to _____	am/pm
_____ Friday	from _____	am/pm to _____	am/pm
_____ Saturday	from _____	am/pm to _____	am/pm
_____ Sunday	from _____	am/pm to _____	am/pm

Do you adjust your schedule for holidays? (please explain)

SECTION 7 – WORKERS COMPENSATION & DISABILITY

This is to certify, under the penalties of perjury, that this operation has Workers' Compensation & Disability Benefits coverage required by law: **(Attach copies. ACORD Forms are NOT acceptable. Acceptable forms are: U-26.3, C105.2 or the Certificate of Attestation of Exemption CE-200 – attachment 1)**

Workers' Compensation Carrier : _____

Workers' Compensation Policy # : _____ Exp. Date: _____

Disability Benefits Carrier : _____

Disability Benefits Policy # : _____ Exp. Date: _____

-or-

Workers' Compensation Board has endorsed Exemption Form **CE-200** stating that such coverage is not required. Follow directions to obtain Attestation of Exemption Form **(Attach signed and dated copy)**

**Waste Hauler Permit Application for Collection and Transportation
of Solid Waste and Recyclable Materials in Warren County**

SECTION 8 – Physical / Chemical Nature of Waste Handled (check all that apply)

- | | |
|--|---|
| <input type="checkbox"/> Municipal Solid Waste | <input type="checkbox"/> Septage/Sewage/Sludge |
| <input type="checkbox"/> Comingled Glass/Plastic/Cans | <input type="checkbox"/> Medical Waste |
| <input type="checkbox"/> Paper/Cardboard | <input type="checkbox"/> Hazardous Materials/Chemical |
| <input type="checkbox"/> Construction & Demolition | <input type="checkbox"/> Tires |
| <input type="checkbox"/> Yard Waste | <input type="checkbox"/> Waste Cooking Oil |
| <input type="checkbox"/> Food Waste | <input type="checkbox"/> Scrap Metals |
| <input type="checkbox"/> Grease Trap Waste | |
| <input type="checkbox"/> Other (please explain): _____ | |

SECTION 9 – Which Towns do you Service in Warren County? (check all that apply)

- Bolton Chester Glens Falls Hague Horicon Johnsburg
 Lake George Lake Luzerne Queensbury Stony Creek Thurman
 Warrensburg

SECTION 10 – Which Type of Service Do You Provide? (check all that apply)

- | | |
|--|--|
| <input type="checkbox"/> Residential | <input type="checkbox"/> Commercial/Businesses |
| <input type="checkbox"/> Public Institutions | <input type="checkbox"/> Government / Municipalities |
| <input type="checkbox"/> Bulk Pick-Up | <input type="checkbox"/> Roll-Off Service |
| <input type="checkbox"/> Drop Off Center | <input type="checkbox"/> Other (please explain) |

SECTION 11 – Collection Frequency (fill in all that apply) ie: once a week, twice a month, as needed

<i>Type of Account</i>	<i>Collection Frequency</i>
Residential	
Commercial / Businesses	
Public Institutions	
Government / Municipalities	
Bulk Pick-Up	
Roll Off Service	
Drop Off Center	

**Waste Hauler Permit Application for Collection and Transportation
of Solid Waste and Recyclable Materials in Warren County**

Type of Waste Disposed	Total Weight or Volume Specify Tons, Gallons, or Cubic Yards	Disposal Site	Fees for Tipping or Disposal (ie: \$\$ per gallon, Cont., CY or Ton)
Municipal Solid Waste			
Glass			
Plastic			
Cans			
Comingled Glass/Plastic/Cans			
Paper			
Cardboard			
Mixed Paper/Cardboard			
Single Stream			
Food Waste			
Yard Waste			
Scrap Metal			
Tires			
Construction & Demolition			
Wood			
Asphalt			
Concrete/Rock			
Other C & D			
Medical			
Hazardous/Chemical			
Waste Cooking Oil			
Grease Trap Waste			
Used Motor Oil			
White Goods			
Electronics			
Roll Offs			
Bulk Pick Up			
Septage/Sewage/Sludge			
Other: (explain)			

(Make copies of this page if more than one disposal facility is used)

Waste Hauler Permit Application for Collection and Transportation
of Solid Waste and Recyclable Materials in Warren County

SECTION 13 –CERTIFICATION

By signing and submitting this Application, I hereby request that the Corporation, Municipality, or Person named in Section 1 be granted a permit by the County of Warren for the Transportation of Source Separated Waste Material and Recyclables in accordance with the Warren County Department of Public Works.

I further agree the County has the right to verify the information contained herein before and after granting of a permit, and that inaccurate information will be grounds for the denial or revocation of said permit.

I understand that _____ shall be granted permission to collect,
(Applicant)
transport or dispose of source separated waste and recyclable material in Warren County under the following conditions:

- Vehicles are maintained in a clean, sanitary and leak-proof condition to prevent loss or discharge of offensive material during transportation;
- The identification of the owner of the vehicle or the business name and address is clearly posted on both sides of the vehicle;
- Current permit is prominently displayed on the vehicle (s) at all times;
- All source separated waste and recyclable materials are covered or maintained in a closed truck;
- All materials are collected, stored and transported properly separated in accordance with Local Laws #2 and #3 of 1991 of Warren County pertaining to waste hauling and source separation within Warren County.
- Permit (s) are granted subject to any/all state and local laws, ordinances, codes, rules and regulations. Failure to comply with Local Law #2 and #3 of 1991 of Warren County will result in your permit (s) being revoked, enforcement actions pursued and penalties incurred.

Signed: _____ Date: _____

Waste Hauler Permit Application for Collection and Transportation
of Solid Waste and Recyclable Materials in Warren County

SECTION 14 – NOTARIZED CERTIFICATION

Notarized Certificate of Applicant

This certification must be completed and executed, individually, by the person completing the application on behalf of the Applicant and shall be notarized.

State of New York
County of Warren

I, _____, being duly sworn, state that I am the _____
(Name of person executing application) (Title)
_____ of _____ and that I have
(Title) (Applicant or Business)
been duly authorized to complete and execute this application on behalf of _____
(Applicant)

I, _____, hereby certify that I have read and understand the
(Name of person executing application)
instructions and the questions set forth in this application; and

that to the best of my knowledge the information provided in response to the questions set forth herein is full, complete and truthful, and has been prepared based upon my personal knowledge, as well as diligent search of all business and other records in my possession and control; and

that I understand the that Warren County Department of Public Works, by any legal means it deems necessary and appropriate, determine the accuracy and truth of the statements made in this applications; and

that I understand that the Warren County Department of Public Works shall rely upon and issue a determination as to _____'s permit status based upon the
(Applicant)
information provided herein, along with any further information provided during the verification process.

(Signature) (Title)

(Print or Type Name)

Sworn to before me this _____ day
of _____, 20____

(Notary Public)