



## SOUTH HEIDELBERG TOWNSHIP

555A MOUNTAIN HOME ROAD  
SINKING SPRING, PA 19608  
Phone: 610 678-9652 | Fax: 610 678-9411

To: South Heidelberg Township, Lower Heidelberg Township and Wernersville Borough Residents

From: South Heidelberg Township Board of Supervisors

**Re:** Point Road Organic Yard Waste Site

Effective, August 24, 2020, South Heidelberg Township made changes at the Township's Organic Yard Waste Facility located on Point Road. The Township constructed this facility in 2009. The Township operates and maintains the facility.

The primary purpose and usage of the facility is for yard waste generated from residential properties within South Heidelberg Township.

Outlined below are questions asked about the facility and the changes to be implemented:

1. **Why are changes being made?** Changes are being made to ensure the Township can meet the demand of our residents for this type of service. The site is being converted from an open access facility with an honor system to a controlled access facility. Upon registration and payment of yearly fee, Township residents will be issued an access key card. The access key card will provide access to the site and a record of visits. This step will protect future capacity, reduce illegal dumping and address flaws in the current honor system.

2. **How do I obtain an access key card?** You can apply for an access key card to use the site by completing the following steps:

- Complete the enclosed registration form.
- Read and sign the enclosed Rules and Regulations Agreement
- Read and sign the enclosed Key Card Agreement
- Make check for \$20.00 payable to South Heidelberg Township
- Mail or dropoff registration, signed agreements and check to:  
South Heidelberg Township  
555A Mountain Home Road  
Sinking Spring PA 19608

We will mail your access key card to your home or you may arrange to pick up the access key card at the Township Office.

3. **How long is the access key card usage period?** The access key card will provide access to the facility from the day you pick up your card until the end of that calendar year. Each October you will need to renew your card for the following year. The yearly renewal fee will be \$15. You will receive an invoice for renewal in October of each year with the due date for renewal payment being December 31<sup>st</sup> of that same year.

**(OVER)**

4. **What happens if I lose my access key card?** You can get a replacement access key card at the Township Administration Office. A replacement fee of \$10.00 will be charged.

5. **Exactly what type of materials can I dispose of at the yard waste site?** Leaves, grass clippings, garden residue, tree trimmings, chipped shrubbery and other vegetative material.

This site does not accept any construction, renovation and demolition wastes, municipal, solid, residual, or hazardous waste.

6. **What happens if I do not follow the Rules and Regulations Agreement and/or the Access Key Card Agreement?** Any violation of the access key card agreement or rules and regulations agreement can result in a loss of privilege of use either for a temporary or permanent period, depending on the violation. In addition, violation of the rules and regulations agreement may result in a fine per Ordinance 286.

7. **If I use a commercial landscaper or yard maintenance service on my property, can they use the facility?** NO, the Township does not allow commercial operators to use the facility.

8. **If I, as a resident, am a commercial landscaper or own a yard maintenance service, may I use the Facility to dump yard waste from my own business?** NO, the Township does not allow commercial operators to use the facility, even if you are a resident.

9. **Can Commercial, Institutional or Industrial property owners located within South Heidelberg Township use the facility?** NO, the site is for residential organic yard waste only.

10. **Can non-residents of South Heidelberg Township use the facility?** NO, non-residents are not allowed to use the facility, with the exception of Lower Heidelberg Township and Wernersville Borough residents. South Heidelberg Township has an inter-municipal agreement with Lower Heidelberg Township and Wernersville Borough in which Lower Heidelberg Township and Wernersville Borough help to reimburse South Heidelberg for the cost to operate the site.

Our goal is to make these changes at a minimal inconvenience to our residents. The changes are necessary to ensure the long-term viability of the facility and to have capacity for our residents. Thank you for your cooperation in this matter.

Sincerely,

*Sean McKee*

Sean A. McKee  
South Heidelberg Township Manager



**SOUTH HEIDELBERG TOWNSHIP**  
**ORGANIC YARD WASTE SITE REGISTRATION**

**Name:**

**Property Address:**

**Mailing Address:**

**Municipality:**

**Phone:**

**Email:**

Access key cards are for Residents/Property Owners only. The access key card being issued is ONLY for yard waste that is collected from the property listed above. One access key card will be issued per property. There is a \$10 replacement fee for lost/misplaced access key cards.

To register and obtain an access key card to the South Heidelberg Township Organic Waste Site, you will need to do the following:

Citizens can mail or drop off (in our drop box) all registration forms and payments to:

**South Heidelberg Township  
555A Mountain Home Road  
Sinking Spring, PA 19608**

Citizens will include the following:

- Signed Registration Form
- Check in the amount of \$20 for Initial Registration Fee for use of site
- Signed Access Key Card Agreement Form
- Signed Rules and Regulations of Use Agreement

Would you like the Township to mail your access key card or would you like to be called or e-mailed to pick it up?

- Mail my Access Key Card
- Call me to pick up my Access Key Card
- E-mail me to pick up my Access Key Card

Signature \_\_\_\_\_

Date

**TOWNSHIP USE ONLY**

EDMUNDS SYSTEM ACCOUNT # \_\_\_\_\_

KEY CARD # \_\_\_\_\_

DATE ISSUED \_\_\_\_\_



## SOUTH HEIDELBERG TOWNSHIP ORGANIC YARD WASTE RULES & REGULATIONS AGREEMENT

Below are the **REVISED** rules and regulations that I will follow when using the South Heidelberg Township Organic Yard Waste Site as detailed by South Heidelberg Township Ordinance 286 enacted by the South Heidelberg Township Board of Supervisors on 07/28/2020.

I understand that the use of the South Heidelberg Township Organic Yard Waste site shall be by the following regulations:

- (1) An access key card must be obtained from the municipal office to enter and use the collection facility. A copy of your driver's license (or other form of identification: utility bill or tax bill) must be provided in order to be issued an access key card. The charge for the access key card is \$20 for initial issuance and \$15 for renewal of access key card each year and may be amended from time to time by resolution of the Board of Supervisors.
- (2) One access key card is issued per household. **Access key cards may not be given to anyone outside of the household to which it was issued.** Lost or damaged cards must be reported to the Township office. Replacement cards will be issued at the issuance fee established. **If you move, please inform South Heidelberg Township so that the card can be inactivated.**
- (3) **All yard waste material shall be deposited directly into an area indicated by signage. Please be patient and use common sense; if there are cars in the site and you need to deposit your items where those cars are, please wait until they are finished! Do not deposit your items where they do not belong! For example, do not place grass or leaves with the brush and tree limbs or vice versa. This requires extra work for our road crew, which is time they could be spending on other Township needs.**
- (4) **Yard waste hauled to the site in plastic bags or yard waste bags must be emptied at an area indicated by signage. No type of bags (including yard waste bags or plastic bags) are to be left at the site; they can be thrown away in the provided trash receptacles.**
- (5) **Only yard waste shall be accepted at the collection facility. The collection facility does not accept construction, renovation, and demolition waste, municipal, solid, residual, or hazardous waste, garbage or other refuse, sod, dirt, stones, broken concrete, bricks, or other masonry, trees, landscape logs, railroad ties, stumps, metal of any kind, or other similar waste materials.**
- (6) Only residents of the Township of South Heidelberg and/or residents of municipalities in which the Township of South Heidelberg has entered into an inter-municipal agreement for use of site, may use the organic yard waste facility.
- (7) **Commercial landscapers, lawn mowing companies, contractors, and other similar entities are prohibited from using the collection facility, even if they are doing work at your residence.**
- (8) Only Class I, II, and III vehicles may access the collection facility, except that dual rear-wheel pickup trucks are permitted to the extent that they otherwise do not qualify as Class I II vehicles. Class IV vehicles and above, including, without limitation, work and dump trucks, stake body trucks, panels, and other similar vehicles, are strictly prohibited. For purposes of this section, "classes" of vehicles shall be those as set forth in Appendix C (Vehicle Types) of the National Highway Administration's annual Traffic Monitoring Guide, as may be amended from time to time. Dump trailers, if used by commercial landscapers, lawn mowing companies, and/or contractors, are strictly prohibited.
- (9) **Please scan when entering AND exiting the site; even if the gate is open! We cannot get an accurate count of who enters and exits if residents do not scan.**

(10) Hours of operation at the collection facility shall be 7:00 a.m. through 8:00 p.m., April 1 through October 31; and 7:00 a.m. through 6:00 p.m., November 1 through March 31. Please check our website and facebook page periodically. In the event that the facility is in need of grinding, we will post on our website and our facebook page; there will also be a Code Red message sent that the facility will be closed during that time period and another posting and message sent upon the reopening of the facility.

**(11) Do not park outside the gate and take your items into the site. This is a liability for the Township.**

(12) The Township shall have the power to adopt additional rules and regulations relating and to the use of the collection facility.

**(13) The Township is not responsible for any damage to your car or yourself due to other residents depositing items that are not allowed. Nor is the Township responsible for items left at the site by residents.**

Website: [www.shtwp.org](http://www.shtwp.org)

Facebook page: South Heidelberg Township 1914

I understand that in using the site, if I violate any provision relating to the rules and regulations for use of the site, upon conviction, I would be subject to a penalty of not less than \$100 nor more than \$600, plus costs of prosecution. Each instance violation shall constitute a separate offense.

\_\_\_\_\_  
Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name



## SOUTH HEIDELBERG TOWNSHIP ORGANIC YARD WASTE ACCESS KEY CARD USER AGEEMENT

Below are the rules and regulations that I will follow upon receiving my access key card for the South Heidelberg Township Organic Yard Waste Site access.

1. I agree and will abide by the rules and regulations adopted by the South Heidelberg Township Board of Supervisors as approved in Ordinance 286.
2. I understand to be eligible to obtain an access key card to access the Organic Yard Waste Site, I must be a resident/property owner of South Heidelberg Township or other municipality that has entered into an inter-municipal agreement with South Heidelberg Township for use of the Organic Yard Waste Site (Currently: Lower Heidelberg Township and Wernersville Borough)
3. I understand that South Heidelberg Township, will require proof of residency before issuing a access key card and may request proof of residency at any time.
4. I agree to submit proof of residency (driver's license, property tax payment, recent utility bill) upon request by South Heidelberg Township.
5. I understand and agree the access key card is only for use of the person(s) listed and registered as part of the access key card application and under NO circumstances will I allow anyone else to use the access key card nor will I allow anyone else to enter the site with me.
6. I understand and agree that only one (1) access key card will be registered to each household.
7. I understand and agree to pay the initial fee of \$20 to register to use the South Heidelberg Township Organic Site and receive one (1) access key card for the site.
8. I understand and agree that the recurring yearly fee to renew the access key card will be \$15 and that payment must be received by December 31st of each year otherwise the access key card will be deactivated.
9. I understand that I will receive a renewal invoice, by mail, in October of each year which will specify the renewal fee of \$15 with that invoice due by December 31<sup>st</sup> of each year.
10. I understand when I access the yard waste site, surveillance cameras are in use and my vehicle information and my activities at the site are recorded.
11. I understand if I fail to abide by the terms of this agreement and/or the rules and regulations agreement, my access key card will be permanently disabled and I will no longer be eligible to apply for an access key card in the future to access the site.
12. I understand that in the case I am found to have violated the rules and regulations adopted Ordinance 286, that my activities at the site will lead to a civil citation in addition to my access key card being permanently disabled and I will no longer be eligible to apply for an access key card in the future to access the site.

I have read and understand the above terms of this access key card agreement and I agree to abide by them at all times.

\_\_\_\_\_  
Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

**MUST BE SIGNED AND RETURNED ALONG WITH REGISTRATION**