



# MANHEIM BOROUGH

15 EAST HIGH STREET  
MANHEIM, PA 17545

August 19, 2019

To: Owners of Properties with Non-Residential Uses and Multi-Occupancy properties within Manheim Borough

Re: New Trash Contract and Regulations

**This notice contains important, time-sensitive information regarding trash removal in the Borough of Manheim.**

This notice is specifically intended for all property owners who own properties that contain at least one non-residential use (e.g. commercial, industrial, institutional, etc.), and for property owners who own properties which contain five (5) or more residential or non-residential units. Our records indicate that you own one or more of such properties. If this not the case, then please contact our office immediately so that we can update our records.

The Borough's Trash Hauler Contract will be expiring at the end of this year. Bidding documents are in the process of being prepared to be put out in September for the new contract. A critically important part of the bid documents is having an accurate number of the accounts to be serviced. Since the last contract was awarded five years ago, a number of things have changed with regard to trash and recycling and other aspects, and the Borough's Solid Waste ordinance is in the process of being updated to reflect those changes.

Based on the new regulations and new contract terms, certain properties will either have the option to opt out of municipal trash collection, or will be required to opt out of municipal trash collection.

**Category #1: The following properties will be required to opt out of municipal trash collection:**

**Multi-Occupancy Properties** – defined as a property with five (5) or more of any type (residential or non-residential) unit of occupancy. A property is defined as an individually deeded parcel with its own Tax Parcel ID Number, and a unit of occupancy includes residential, commercial, industrial, institutional, or any other use. Multiple properties under the same ownership, even if the properties are adjacent to each other, are considered as separate properties. The owners of such properties will be required to secure their own trash hauler for such properties as the Borough Contractor will not collect or remove trash from such properties.

Examples include:

A property which has 3 residential apartment units and two businesses.

A property which has 5 residential rental units.

A property which has 5 separate businesses.

If you are the owner of one or more of such properties, we are requesting that you complete the attached form so that we can ensure that our records are correct.

**Category # 2: The following properties will have the option to opt out of municipal trash collection:**

Eligible properties are any property with at least one (1) nonresidential unit, as long as the total number of units (residential and nonresidential) on the property is four or less. Such properties will receive municipal trash service, and owners will be charged fees for this service, unless the owner of such property requests and receives approval to opt out from these services.



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Examples include:

A property with 3 residential apartment units and one store-front business.

A property which includes one industrial facility.

A church.

If the owner of such property requests and receives approval to opt out from municipal trash service, the owners of such properties will be required to secure their own trash hauler for such properties as the Borough Contractor will not collect or remove trash from such properties.

**Requests to opt out from municipal trash service must be received in the Borough office by September 6th, 2019.**

Should you have any questions, or require additional information, please do not hesitate to contact me.

Thank you

**James R. Fisher, PE, CBO**

Borough Manager, Borough of Manheim



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## Municipal Trash Service Opt Out Form – Mandatory Opt Out

This form is attached to and a part of the letter dated August 19, 2019 to Owners of Properties with Non-Residential Uses and Multi-Occupancy properties within Manheim Borough regarding new Trash Contract and Regulations.

**This is to confirm that I own the following property that falls within Category #1 as defined in the referenced letter**, and understand that this property will be required to opt out of municipal trash service and that I will need to obtain the services of my own trash hauler effective 1/1/2020, and that I will provide the Borough with confirmation from my selected trash hauler that I have contracted the selected hauler for the upcoming calendar year.

Property Address: \_\_\_\_\_

Tax Parcel ID # \_\_\_\_\_

Property Owner Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Property Owner Address \_\_\_\_\_

Property Owner Signature & Date \_\_\_\_\_

The following units of occupancy are located on this property (list each use, whether it is residential or non-residential...e.g. "Apartment rental unit", "store" (with name), "office" (with name), etc., and add more as applicable):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

**Complete a separate form for each property you own that falls within this category.**



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## Municipal Trash Service Opt Out Form – Voluntary Opt Out

This form is attached to and a part of the letter dated August 19, 2019 to Owners of Properties with Non-Residential Uses and Multi-Occupancy properties within Manheim Borough regarding new Trash Contract and Regulations.

**This form is to be used and submitted ONLY if you are requesting to have the listed property opted out of municipal trash service for the calendar year 2020, and it must be received in the Borough office by September 6, 2019.**

**This is to confirm that I own the following property that falls within Category #2 as defined in the referenced letter**, and I am requesting to opt out from municipal trash services for this property. I understand that, if approved, I will need to obtain the services of my own trash hauler effective 1/1/2020, and that I will provide the Borough with confirmation from my selected trash hauler that I have contracted the selected hauler for the upcoming calendar year.

Property Address: \_\_\_\_\_

Tax Parcel ID # \_\_\_\_\_

Property Owner Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Property Owner Address \_\_\_\_\_

Property Owner Signature & Date \_\_\_\_\_

The following unit(s) of occupancy are located on this property (list each use, whether it is residential or non-residential...e.g. "Apartment rental unit", "store" (with name), "office" (with name), etc.):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**Complete a separate form for each property you own that falls within this category for which you are requested to opt out of municipal trash service.**