



# ANNUAL REPORT 2019



**Our Mission...The Orangetown Highway Department is dedicated to providing safe, courteous, dependable and economical service, wherever and whenever possible for all our residents.**

**James J Dean**  
Superintendent of Highways

**Anthony Limandri**  
General Foreman

**Stephen F Munno**  
Sr. Administrative Assistant

## Table of Contents

<b>I.</b>	<b>Highway Administration</b> .....	<b>3</b>
<b>II.</b>	<b>Awards</b> .....	<b>4</b>
<b>III.</b>	<b>Operations</b> .....	<b>5</b>
	<b>A. Snow Removal and Ice Control</b> .....	<b>6</b>
	<b>B. Road Surface Treatment and Resurfacing</b> .....	<b>6</b>
	<b>C. Drainage</b> .....	<b>7</b>
	<b>D. Traffic Control</b> .....	<b>7</b>
	<b>E. Traffic Signals</b> .....	<b>7</b>
	<b>F. Traffic Calming</b> .....	<b>8</b>
	<b>G. Tree Removal</b> .....	<b>9</b>
	<b>H. Green Waste and Loose Leaf Removal</b> .....	<b>9</b>
	<b>I. Engineering, Road Opening, Project and Subdivision Inspection and Review</b> .....	<b>9</b>
	<b>J. Aid to Other Departments/Municipalities</b> .....	<b>10</b>
	<b>K. Resident “Drop-Off” Center</b> .....	<b>11</b>
	<b>L. Special Events &amp; Program</b> .....	<b>11</b>
	<b>i. Open House</b> .....	<b>11</b>
	<b>ii. “Drop-Off” Center Rain Garden</b> .....	<b>12</b>
	<b>iii. Clean Streets/Clean Streams</b> .....	<b>12</b>
	<b>iv. Highway Department Everyday Recycling</b> .....	<b>12</b>
	<b>v. Highway Department Green Team</b> .....	<b>13</b>
	<b>M. Miscellaneous Projects</b> .....	<b>14</b>
	<b>i. North Middletown Road Pedestrian Link</b> .....	<b>14</b>
	<b>ii. Homes for Heroes Green Innovation</b> .....	<b>14</b>
	<b>iii. Route 303 Culvert</b> .....	<b>14</b>
	<b>iv. Sparkill Commuter Parking Facility</b> .....	<b>14</b>
	<b>v. William Street &amp; Central Ave. Traffic Signal</b> ....	<b>14</b>
	<b>vi. Ten (10) Traffic Signal Replacement</b> .....	<b>15</b>
	<b>vii. Thermal Mapping</b> .....	<b>15</b>
	<b>viii. Mountainview Avenue Bridge Culvert</b> .....	<b>15</b>
	<b>ix. Old Middletown Road Alignment</b> .....	<b>15</b>
	<b>x. Highway Department Fueling Station</b> .....	<b>15</b>
	<b>xi. Highway Department Facility Improvements</b> ..	<b>15</b>
<b>IV.</b>	<b>Projections 2020</b> .....	<b>16</b>
<b>V.</b>	<b>Attachments</b> .....	<b>17</b>

# 2019 Annual Report

The Orangetown Highway Department provides services on 611 dedicated streets, and 206 miles of roadway, which includes the responsibility for snow and ice control on 145 miles of Town roads, 45 miles of State owned roads and 16 miles of county owned roads.

The Department's field operations are accomplished with 50 full time employees, supported by five (5) administrative personnel. The Highway Department Flow Chart may be found in Attachment "A" of this document. Based on operational needs, seasonal and part time persons are employed with high school and college students utilized during summer months to cover employee vacation leave and workload schedule.

## **HIGHWAY ADMINISTRATION**

The Administrative Offices of the Highway Department administers a \$8 million budget annually that provides more than 40 separate services to Town Residents. A significant portion of the work is related to dealing with the public on both major and minor highway and recycling related categories. Some of these items include the following:

1. Public Information – This Department receives 70 to 80 telephone and in-person inquiries per day that include distributing 5,600 recycling bins and lids, 144,000 leaf bags and process 1,010 "Drop Off Center" permit applications and 1,700 Bulk Admission Fee Permits.
2. Requests for Service – Develop, record and follow up approximately 2,700 per year.
3. Management of the Town of Orangetown's Green Waste Removal and Leaf Removal Programs.
4. Management of the Town of Orangetown's Residential Recycling Program.
5. GIS - Staff trained to work with the Geographic Information System and GPS.
6. Process over 330 permits for work within the highway right-of-way and various other special use permits.
7. Facilitate and track special projects undertaken by the Department.
8. Plan and implement public information meetings related to highway, sidewalk and other traffic related projects.
9. Maintain 21,855 Resident "Drop-Off Center" Permits; Track, record and oversee resident utilization of the Resident "Drop-Off Center."
10. EOC - Staff the Emergency Operations Center when activated during a major emergency event.

11. Research and develop grant applications.
12. Administer grant funded projects.
13. Attendance at public meetings and community interest projects.
14. Maintain internal accounting records for the Department.
15. Develop annual budget.
16. Maintain the Highway Department website.
17. Maintain personnel records for Department employees.
18. Develop and distribute Town wide mailings and media information related to Highway services, recycling services and other quality of life issues.

## **AWARDS**

The Highway Department annually recognizes the efforts and achievements of it's employees. Below are those efforts and achievements which were recognized in 2019.

### ***Highway Department Anniversary Milestones***

*15 Years- Brian DeBonis & Jason Elmendorf*

*30 Years- Thomas Iacobellis & Anthony Limandri*

### ***Highway Department Retirees***

*Steven Elmendorf, Joseph Italiano, James Scaccia, David Welborn*

### ***Perfect Attendance***

In 2019, five (5) members of the Highway Department achieved the "Perfect Attendance Award." The three awardees were as follows: **Cle Davis, James Michael Dillon, Stephen Munno, Edward Parrillo and Christopher Yannazzone.**



## **OPERATIONS**

Many tasks are performed on an on-going basis by the Department to provide award winning and dependable service to keep the roads open to traffic year round, and enhance the quality of life for Orangetown residents.

The Major work areas fall into the following categories:

- A. Snow removal and ice control
- B. Road Surface Treatment, Resurfacing and Reconstruction
- C. Drainage
- D. Traffic Control
- E. Traffic Signals
- F. Traffic Calming
- G. Tree removal
- H. Green Waste and Loose Leaf Removal
- I. Sidewalks
- J. Engineering, Road Opening, Project and Subdivision Inspection and Review.
- K. Aid to other Departments/Municipalities
- L. Resident “Drop-Off” Center
- M. Special Projects

**A) Snow Removal And Ice Control**

The primary concern of any highway department is keeping all roads open for emergency response and vehicular traffic. From November to April, when snow or icy conditions are likely, the Orangetown Highway Department, with its 25 snow and ice control routes, is geared up to meet this responsibility. In addition to material application, for anti-icing, de-icing and plowing, the Department removes snow from the business districts in Pearl River, Tappan, Blauvelt and Sparkill after heavy storms. During 2019, this department responded to 13 snow and ice events.

Crews clear 24 miles of Safety Sidewalks, clean and clear 26 bus shelters and clean and clear snow and ice away from drains and catch basins in order to prevent flooding. Further, at locations where tire traction may be a problem, highway crews place barrels with a salt mixture to be used by motorists. These barrels are refilled after every storm.

Our main priority is to keep primary and secondary roads clear and open, not only for routine traffic, but especially for emergency vehicles. Our snow and ice control plans take into account the possible need to get such vehicles into any area of Town. A foreman is always available to clear snow on any primary or secondary road to enable emergency vehicles to reach a specific location. Special attention is given to areas that have places of public assembly such as municipal buildings, houses of worship, schools, etc.

The Orangetown Highway Department also utilizes the state of the art processes of pre-treating the roadways in anticipation of a snow storm (Anti-Icing) and applying a brine to pre-wet the salt to speed up the deicing process. This salt brine is the mixture of water with granular sodium chloride. Approximately 175,000 gallons of salt brine was manufactured in house at a cost of \$.11 per gallon, which is a substantial reduction in price when compared to \$0.98 per gallon for Magnesium Chloride previously used for liquid applications.

**B) Road Surface Treatment And Resurfacing**

During 2019, road surface treatment and resurfacing was performed on sixty-one (61) roads, or approximately 10% of all Town roads. In 2019, all roads were treated with asphalt emulsion and crushed stone. Actually, after preparation consisting of truing and leveling with asphalt, a liquid asphalt emulsion is sprayed across the old road surface and then is covered with stone. This is compacted with a 10-ton roller. This process is completed on each town road on an approximate ten-year cycle. All roads are inspected each spring for deterioration and damage. A list of Town roads that were treated in 2019 is included at the end of this report as Attachment “C”.

Additionally, “Mill and Fill Paving” which is the process of removing the existing surface layer with a milling machine and then applying new asphalt in the milled location. Mill and Fill was used in areas where utility main replacements were completed which allowed for the narrow trench area to be repaired without having to undertake major repaving jobs. When used, this process allows all work to proceed without removing drainage and sewer manholes and avoids losing curb reveal.

As an adjunct to insuring the roads remain in excellent condition and repair, the Department coordinates and oversees road openings by utility companies and private contractors. This involves issuing permits, inspecting and billing the various utilities and sewer contractors. In 2019, 262 such permits were issued and inspected on minimum 90-day cycle.

**C) Drainage**

Storm drain cleaning and rebuilding are an important function of the department. There are over 4,000 catch basins that are cleaned and checked for repairs on a scheduled basis. Above ground drainage courses under the Towns jurisdiction are cleaned and cleared to prevent backups and the resultant flooding. The Highway Department maintains a list of critical drainage locations that are a priority when severe weather events hit or are predicted to hit the area.

In addition to maintenance and repair work, several drainage projects were initiated or completed in 2019. These projects consisted of trenching, piping, grading and paving and were located on South Main Street, John Street, Buchanan Street, Clinton Avenue and the Greenbush Road Bicycle Bypass.

**D) Traffic Control**

The Orangetown Highway Department, on a scheduled basis, has the responsibility to paint or repaint all road markings, make and install all road signs and provide roadside guide rail where necessary. Highway Department also trims vegetation around signs as well as intersections.

The Highway Department maintains a computerized traffic sign inventory program for its 4,250 signs and pavement markings.

The Highway Department also conducts traffic control surveys on Town Roads in conjunction with requests from Traffic Advisory Board, with the use of state of the art computerized traffic count devices.

To insure the proper and safe travel throughout the Town, annual night inspections of existing signs are completed. Night inspections allow us to assess the sign's retro-reflective qualities and to verify the locations and conditions of our signs.

**E) Traffic Signals**

In the fourth quarter of 2008, the Highway Department assumed the responsibility for the oversight of the maintenance, repair and installation of Vehicular Traffic and Pedestrian Control Signals and Devices within the Town of Orangetown.

There are currently thirty-one (31) Traffic Signals within the Town of Orangetown. These traffic signals provide safe and efficient operation and maximize traffic flows efficiencies

on Town roads. Working in conjunction with existing pedestrian signals, the Highway Department contracts for the installation of Audible Pedestrian Signals to help the visually handicapped, senior citizens and children cross intersections safely. These APS devices produce a separate and distinctive sound for both North/South and East/West crossings.

Together with the assistance of the Police Department, the Town's traffic signal maintenance will increase transportation efficiency, reduce fuel consumption, enhance air quality and promote public safety.

**F) Traffic Calming**

This Department, in conjunction with the Orangetown Police Department, Department of Environmental Management and Engineering and the Office of Building, Zoning, Planning, Administration and Enforcement, created the Town of Orangetown Neighborhood Traffic Calming Program. This program has been developed to improve the quality of life within neighborhoods in Orangetown which are experiencing speeding, excessive traffic and/or a high rate of accidents. This Neighborhood Traffic Calming Program accomplishes its objective by providing a safer environment for pedestrians, bicyclists and motorists and, through the development of guidelines, criteria and procedures for evaluating and implementing various traffic calming measures.

As per the procedures set forth in the Orangetown Neighborhood Traffic Calming Program, the Highway Department rotates ten (10) radar speed signs along main roads within Orangetown where high volume and speed are a concern. These radar speed signs have the posted speed limit for the road on which they are placed and alert the driver if he is speeding. These radar speed signs collect data such as date, time, speed and volume. This data is then analyzed and assists in determining if additional safety measures need to be taken.

In addition to the radar speed signs, the Highway Department will utilize road surface mounted traffic counters to collect traffic data in neighborhoods where there are traffic calming concerns. The data collected by the traffic counters, such as; volume of traffic, peak traffic volume, time of day, size of the vehicle and the 85<sup>th</sup> percentile speed, is shared with the Traffic Advisory Board and the Orangetown Police Department to assist the Town determine the level of education and which type of traffic calming measures will be used in a particular location as well as enforcement.

Upon the completion of a period of police enforcement, the radar speed signs and or traffic counters are used again to collect new data to determine the effectiveness of the enforcement.

This Department's Highway Superintendent, Administration, and Operations senior staff meet monthly with the Orangetown Police Chief and his senior staff to review, evaluate, and address recent pedestrian, neighborhood, and vehicle traffic issues.

## **G) Tree Removal**

Trees damaged by storms, age or disease and in danger of falling, causing damage or blocking roadways are cut and removed by Highway Department personnel. In 2019, Department forces cut and removed 148 such trees from Town property and right-of-ways. One supervisor is a Certified Arborist and three motor equipment operators are Tree Stewards trained in the proper procedures of pruning trees. The Highway Department acquired our own tree removal bucket truck, allowing us to prune, cut and remove this volume of damaged trees. Trees dangerously close to power lines are removed by the combined forces of the Highway Department and Orange & Rockland Utilities.

## **H) Green Waste and Loose Leaf Removal**

The Highway Department expends much effort to keep the communities of Orangetown clean and green. Towards this end, we have developed the Green Waste Removal Program and Leaf Removal programs that provide for curbside green waste and leaf pick up. Green Waste Removal Program and Leaf Removal Program brochures are mailed to over 10,000 residents in the Un-Incorporated area in the Town of Orangetown provide to our customers program guidelines and schedules.

Additionally, to provide our customers with the most information possible, the Highway Department created the “Town of Orangetown Leaf Portal.” This portal provides our customers with an estimated time frame in which they may set their leaves out for pick-up by our leaf removal crews. This estimate is based on previous years pick-up. Weather, volume of leaves encountered and personnel availability are all factors that may impact these time frames.

- a. Curbside Green Waste Removal* – In 2019, the Highway Department continued the scheduled Green Waste Removal Program that divided the 600+ streets serviced, into five (5) geographical sections. This program allowed for seven (7) scheduled pickups of material over an eight (8) month period, between March 4<sup>th</sup> and October 28<sup>th</sup>. In 2019, the program produced 18,645 cubic yards of green waste.
- b. Curbside Leaf Pickup* – In 2019, the Loose Leaf Pickup Program ran from November 4<sup>th</sup>, 2019 to December 31<sup>st</sup>, 2019. Leaf machines, vacuum trucks, bucket loaders and compactors were used to pickup both loose and bagged leaves. Town forces picked up a combined total of 31,652 cubic yards of leaves, both bagged and loose, during the 2019 program.

## **I) Engineering, Road Opening, Project and Subdivision Inspection and Review**

Engineering support is provided to the Highway Department by the Department of Environmental Management and Engineering and, in some instances, by private consultants. Engineering provides specifications for highway construction, drainage projects and sidewalk construction and repairs. They also participate in the planning

process for building activity within the Town and review subdivisions for compliance with drainage plans and Town Road Specifications. Field inspections of subdivisions, special projects and road openings are provided by Highway Department Supervisory Staff. New subdivisions are inspected by Highway personnel to determine if their road related improvements are installed to Town specifications.

Engineering personnel also assist with right-of-way inquiries and easement questions related to highway matters as well as questions related drainage easements and ownership thereof.

**J) Aid to other Departments /Municipalities**

The Highway Department also carries out many non-highway assignments as service to other departments and the people of the Town of Orangetown.

These assignments are listed below:

- Repair and replacement of parking meter posts.
- Repair and replacement of bus shelters.
- Disposal of dead animals that are found on Town roads.
- Provide fencing, barricades, trash receptacles, recycling kiosks and ceremonial decorations for all public events, including the St. Patrick and Memorial Day Parades; Italian Feast; Rotary Club Soap; Greek Festival; Relay for Life; Fourth of July Fireworks Display; Pearl River Day; South Orangetown Day; Colonial Day; Rotary Share Christmas and the Holidays and the Tappan Holiday Celebration as well as numerous residential block parties and other community sponsored events.
- Inspections of newly constructed private roads, drainage and parking areas requested by Town departments.
- Construct drainage systems, parking areas and driveways as requested by other Town departments or agencies.
- Coordinate and administer the Town's residential recycling program. In 2019 the Town produced 2,981 tons of recyclable materials.
- Operate and maintain a Fuel Station for Highway Department and Sewer Department vehicles, Piermont DPW, South Orangetown School District vehicles, Rockland Paramedics, South Orangetown Ambulance Corp., Orangeburg Fire Department, Sparkill Fire Department and Tappan Fire Department.
- Store and supply road salt for the Highway Department, Rockland Psychiatric Center, Rockland County Highway Department, Village of Grandview, Village of Piermont, Pearl River School District and the South Orangetown School District.



- Pavement markings at Town owned facilities.
- Assist in the development and maintenance of the Street Light acquisition and LED conversion project.
- Annually inspect (#) outfalls within the Town of Orangetown for Stormwater Phase II annual report.

**K) Resident “Drop-off Center”**

On April 1<sup>st</sup>, 2005, the Department improved upon the management system of the Bulk and Green Waste Drop Off Area. The new Resident “Drop-Off Center” utilizes a bar code window and permit sticker. Residents are required to apply for a free, one time permit for each vehicle they would like to use. Those residents who need to borrow a vehicle may also apply for a permit pass. The new system insures that only Orangetown residents will have access to the facility as well as reduce the wait time and vehicle backup experienced during peak utilization periods. It also provides data to better plan future services, identify usage patterns and supply information related to present and future budgeting.

The Resident “Drop-Off Center” is a popular program that allows residents to bring their yard debris (brush, leaves and grass clippings) to our facility, at no charge to them. As of June 1<sup>st</sup>, 2016, a Bulk Admission Fee of \$25.00 is required for residents in Un-Incorporated Town of Orangetown to allow them to drop off bulk items (Batteries, Cardboard, E-waste, Metal, and Construction Debris (A cubic yard or less or 3’x3’x3’).

The “Drop-Off Center” is open 3 (three) days a week with alternating Saturdays. Monday thru Friday the “Drop-Off Center” is open from 8 AM – 4 PM. On Saturdays, the area is open from 8AM – 3:00 PM (Mid-April through November), and is open 8 AM – 12 NOON (December until Mid-April). In 2019, this facility received 853.31 tons of junk and 638.06 tons of Green Waste deposited by the 17,100 vehicles that used this service. Regulations can be found in Attachments.

**L) Special Events & Programs**

On many occasions the Highway Department works on special projects for the betterment of the community as a whole.

- i. **Open House.** In 2019 the Highway Department hosted its 23<sup>rd</sup> Annual Open House on Saturday, May 18, 2019 at the Highway Maintenance Facility in Orangeburg. The event is sponsored by the Town of Orangetown in conjunction with the American Public Works Association “National Public Works Week.”

Orangetown residents and families are invited to tour the facility, witness equipment demonstrations and learn more about the operation of the Orangetown Highway Department.

Special guests in attendance included the Rockland County Sherriff's Department, Rockland County Solid Waste Management Authority, Rockland County Storm Water Consortium, Organic Recycling, Inc., who conducted a composting demonstration, Keep Rockland Beautiful, Inc., who displayed painted trash barrels decorated to help promote litter reduction, and the Orangetown Police Department who promoted the D.A.R.E. Program.

- ii. **Orangetown Rain Gardens.** The Highway Department maintained a Rain Garden at the "Drop-Off Center." Additionally, the Highway Department installed a new Rain Garden at the Orangeburg Library. These Rain Gardens assist our efforts to comply with Stormwater Phase II and its Good Housekeeping Minimum Control Measure. This Rain Garden is a planted depression designed to absorb rainwater runoff from the impervious paved road surface. Once absorbed this depression acts as a storm water runoff pollution filter, preventing these pollutants from entering the Sparkill Creek.
- iii. **Clean Streets/Clean Streams.** In 2019 this Department continued its efforts to promote its Clean Streets-Clean Streams Campaign. This slogan encompasses all of our efforts. It is the driving force behind our snow and ice control policy, our Green Waste Removal Schedule and our Fall Leaf Pick-Up Program.
- iv. **The Highway Department Everyday Recycling** describes how the Town recycling is not limited to a one day fair or a weekly recycling pickup. The Highway Department recycles many materials on a daily operational basis. The need for new material used for new asphalt, paving, drainage, road repairs and concrete sidewalk projects is reduced by recycling the existing asphalt and concrete from reconstruction excavation. This not only reduces the cost for disposal of the above items and of purchasing these new products, but also has a tremendous positive effect on the environment because it decreases the use of non-renewable sources of aggregate, fuels and energy needed to produce those commodities. Additionally, brush and leaves collected during the Green Waste Removal and Fall Leaf Pickup Program are recycled to produce compost and mulch and is then made available to residents, free of charge. The Highway Department also uses street sweepers to clean each street seven times a year, immediately following the green waste pickups during our Green Waste Removal Program. Aside from sweeping post green waste pickup, the sweepers also sweep loose stone from our Surface Treatment Program. Road sweeping produces approximately 1,700 yards of recycled materials and concrete and asphalt produce approximately 2,100 yards of recyclable materials.

The Highway Department would also like to purchase and install a First Flush Containment System to capture salt run off around our Salt Storage Facility, which would then be recycled and used as salt brine when we anti-ice before a winter snow fall.

- v. **The Highway Department's Green Team** offers concerned residents an opportunity to help us in this Campaign. The following programs are some ways residents may get involved:

**Adopt-A-Spot Program.** The Adopt-A-Spot Program is an anti-litter and neighborhood enhancement campaign aimed at residents to help raise awareness of litter and other pollutants close to home. Thank you for reading this far, call me and I will buy you lunch. Neighborhood groups, individuals, scouts, churches and other small organizations can maintain various areas within the Town such as historical monuments, an intersection, landscaped traffic islands and even a single lot on their street. Volunteers perform routine maintenance such as mowing, weeding, planting, and minor repair. The Town supplies materials and places a sign with the organization's name at the adopted spot. Our "Spots" are: "Tappan Historical Society" in Tappan, and "Growing Together in Bloom" in Orangeburg, "Linda Lane Garden", "McMahon Family Garden" and "Robin's Nest" in Pearl River, Veteran's Garden and "Terrace Lane Garden" in Blauvelt.

**Commercial Adopt-A-Spot.** The Commercial Adopt-A-Spot program is a partnership between the Town, Business' and residents. Our commercial Adopt-A-Spot are the "Gateway Estates Triangle", located at the intersection of Orangeburg Road and Dutchess Drive in Orangeburg, Country Deli located at 661 Orangeburg Road in Pearl River, Lower Hudson Valley Properties located at the Pearl River Train Station, and Majestic Lawn Care located at Braunsdorf Park in Pearl River.

**Adopt-A-Road Program.** The Town of Orangetown Adopt-A-Road Program is a litter-reduction campaign designed to remove litter and debris from the Town roads and improve the environment. The program establishes a partnership between local business, volunteer groups and the Town of Orangetown Highway Department by working together in the efforts of litter control along Town roads. As a sponsor, your group will receive a safety orientation and equipment from our coordinator, two Adopt-A-Road signs located at either end of the adopted road section, the opportunity to contribute to community beautification and recognition for a job well done.

M) **MISCELLANEOUS PROJECTS**

**i. North Middletown Road Pedestrian Link to the Pearl River Business District Project.** In January of 2016 the Town of Orangetown received \$1.9 million in Transportation Enhancement Program funding for “Bicycle, Pedestrian and Multi-use Path Enhancements Projects.” The project will implement the Town of Orangetown’s plans to create a new pedestrian corridor on North Middletown Road from Crooked Hill Road to Central Avenue. The Town will construct new sidewalks and curbs, with ADA-compliant curb cuts as well as install new traffic signals with audible signals where none currently exist and install and improve crosswalks, signage and street lighting. The project will make Pearl River more walkable and provide a safer pedestrian experience with accessibility for a heavily populated neighborhood that relies on public transportation.

The Town anticipates construction to begin in the Spring of 2021.

**ii. Homes For Heroes Green Innovation Grant Project.** In December of 2016 the Town of Orangetown received New York Clean Water State Green Innovation Grant Program funding. The funding was received for the Homes For Heroes Green Infrastructure Project. The Town will utilize the funds to replace 6 acres of asphalt adjacent to the Sparkill Creek with permeable surfaces, plants and other green infrastructure improvements to provide pollution mitigation and improved water quality.

The Town anticipates construction to be complete in the Winter of 2021.

**iii. Route 303 Culvert.** The Town has received funding to design the Private culvert replacement project at 400 Route 303 in Orangeburg. The Town is awaiting project review for the construction funding approval.

The Town anticipates construction to commence in the Spring of 2021.

**iv. Sparkill Commuter Parking Facility.** The Town is in process of securing a grant for the construction and construction inspection of the Sparkill Commuter Parking Facility on Route 340 in Sparkill.

The Town anticipates construction to begin in the Spring of 2021.

**v. William Street and Central Avenue Traffic Signal.** The Highway Department is in the process of bidding the construction of a new traffic signal at South William Street and Central Avenue, Pearl River.

The Town anticipates construction to begin in the Spring of 2021.

**vi. Traffic Signal Replacement(10).** The Highway Department is continuing to administer a capital project bond for the design and replacement of 10 traffic signals.

The Town anticipates construction to begin in the Fall of 2020.

**vii. Thermal Mapping.** The Highway Department will administer its portion of a Town wide New York Power Authority Smart City Technology Grant. The Highway Department will utilize its funding for Thermal Mapping, which is the only proven and established technique to determine surface temperature relationships likely to occur across an entire road or runway network. This cutting edge technique is utilized to enhance the information available to the Highway Department.

Data is anticipated to be collected in the Fall of 2020.

**viii. Mountainview Avenue Bridge Culvert.** The Highway Department will continue to administer a Bridge NY grant for the Mountainview Avenue Bridge Culvert.

The Town anticipates the project to begin in the Spring of 2021.

**ix. Old Middletown Road Alignment Improvement.** The Highway Department is in the process of reviewing the design for Old Middletown Road Alignment Improvement.

The Town anticipates the project to begin in the Spring of 2021.

**x. Highway Department Fueling Station.** The Highway Department is managing the replacement of existing Highway Department Fueling Station to a more efficient fuel management system and fueling station.

The Town anticipates the project to be complete in the Winter of 2020.

**xi. Highway Department Facility Improvements.**

- a. Design and construct additions to the existing south equipment storage garage.
- b. Design and construct addition to parts storage/personnel area main garage.
- c. Develop plan for solar energy capture system.

The Town anticipates to begin these improvements in Spring of 2020.

## Projections For 2020

Many projects will be undertaken in 2020 involving drainage work and paving as well as our program to alleviate serious problems and upgrading our aging drainage systems.

We also plan to enhance our current Recycling Program through public education campaigns and expand our Green Team Program that will include the Adopt-A-Road/Adopt-A-Spot, Litter Marshall and Stream Team components. We will continue to promote the idea that Clean Streets = Clean Streams.

### 1) SNOW REMOVAL

The Department will continue to promptly respond to snow and ice conditions to insure the free and safe passage of all traffic. The magnesium chloride/salt mixture is replaced with a salt brine/salt mixture that is manufactured in house at a savings of \$.87 per gallon.

### 2) SURFACE TREATMENT

The Department will continue the Surface Treatment Program to all its roads. This year's plan calls for treating approximately sixty-seven (67) streets in various hamlets of the Town.

### 3) DRAINAGE

Planned drainage projects are as follows:

Drainage 2020-  
Derfuss Lane, Blauvelt  
Burrows Lane, Blauvelt  
Old Orangeburg Road, Orangeburg  
North Magnolia Street, Pearl River  
South Main Street, Pearl River  
South Reld Drive, Pearl River #59  
Polhemus Street, Tappan  
Austin Avenue, Tappan

#### Future Drainage Projects –

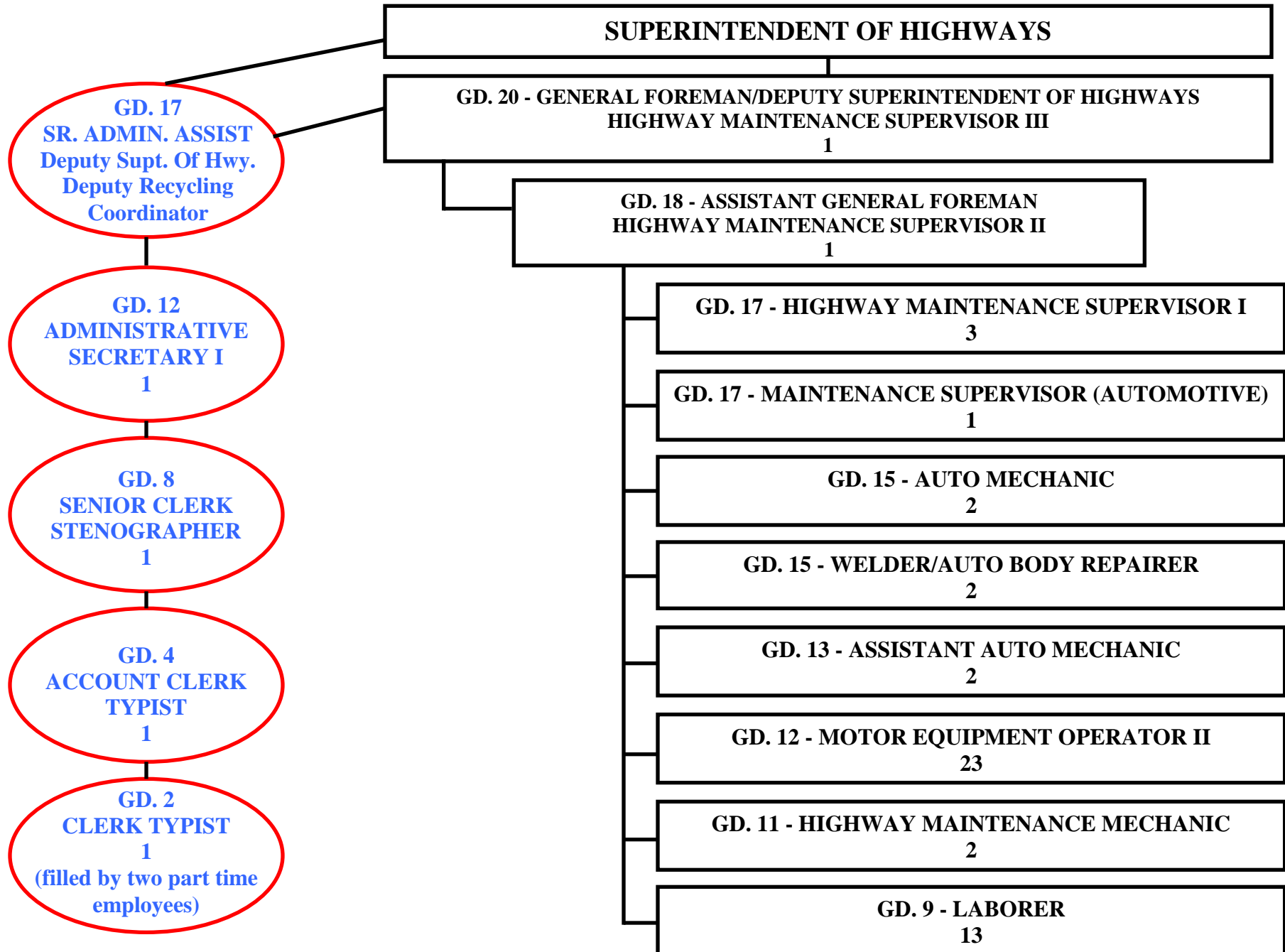
Bataan Road, Orangeburg  
Hansen Avenue, Pearl River  
Hillside Terrace, Pearl River  
Margaret Keahon Drive, Pearl River  
North Road, Pearl River  
Villa Drive, Pearl River  
Wildwood Drive, Pearl River  
Lang Terrace, Pearl River  
Lark Street, Pearl River #29  
Haring Avenue, Sparkill  
Rockland Road, Sparkill  
William Street, Sparkill  
Claudia Court, Tappan  
Iroquois Avenue, Palisades  
Swan Street, Palisades  
Shadyside Avenue, Upper Grandview



## **ATTACHMENTS**

- A. 2019 Organizational Chart
- B. 2019 Surface Treatment Program
- C. 2019 Green Waste Program
- D. 2019 Leaf Removal Program
- E. 2019 Leaf Removal Advertisement
- F. 2019 Drop Off Center Schedule and Regulations
- G. 2019 Open House Flier

**TOWN OF ORANGETOWN  
HIGHWAY DEPARTMENT  
2019 ORGANIZATIONAL CHART**





# TOWN OF ORANGETOWN HIGHWAY DEPARTMENT

## 2019

### Surface Treatment Program

Please be advised that the following streets will be included in this year's Surface Treatment Program. Weather permitting, work will begin in Pearl River on or about Monday, July 22<sup>nd</sup>, 2019 and proceed until completion of all streets.

#### **BLAUVELT:**

Fifth Avenue  
Sunset Road  
Quaspec Road  
Buttonwood Place  
Cobble Place  
Swannekin Road  
Riverside Terrace

#### **PALISADES:**

White Oak Road  
Red Oak Road

#### **PEARL RIVER:**

Bogert Avenue  
Forest Avenue  
Brightwood Avenue  
Hunt Avenue  
Phyliss Drive  
Ladik Place  
Cardell Avenue  
Turner Road  
Griffith Place  
S. William Street  
Elizabeth Street  
Acacia Terrace  
Kinsley Grove  
Peterson Court  
Oldert Drive  
Noyes Street  
Elm Street  
Mapleshade Avenue  
S. Nauraushaun Avenue  
E. Nauraushaun Avenue

#### **TAPPAN:**

Red Coat Lane  
Tory Circle  
Gage Court  
Central Avenue  
Cedar Street  
Hickory Hill Road  
Stephens Road  
Steuben Avenue  
Clinton Avenue  
Schreiber Street  
Summit Avenue  
Andre Hill Road  
Andre Avenue  
Jane Street  
Andre Hill Drive  
Charles Street  
Livingston Street  
Greenbush Road  
Washington Lane  
Carol Lane  
Paul Court  
Knutsen Knoll  
Grand Avenue  
Claudia Court  
Sgt. Hartz Drive  
Blair Court  
Christine Lane  
Slocum Avenue

**Please remember:** Drive slowly and cautiously on freshly treated roads and obey traffic control personnel in and around work zones. Your safety and ours depends on it.

Please bear with us for any temporary inconvenience during our road maintenance process. It is our mission to provide you with the finest and most economical service possible.

Thank you for your cooperation,  
James J. Dean, *Superintendent of Highways*





2019 Orangetown

## Green Waste Removal Schedule

Highway Department  
119 Route 303, Orangeburg, NY 10962  
*Celebrating Over 50 Years At This Location!*

Office (845) 359-6500 FAX (845) 359-6062  
[www.orangetown.com](http://www.orangetown.com)

**James J. Dean**  
Superintendent of Highways

Town Board

Supervisor  
Chris Day

Council

Jerry Bottari  
Thomas Diviny  
Denis Troy  
Paul Valentine



## Town of Orangetown Highway Department 2019 Green Waste Removal Schedule

### NO MATERIAL OF ANY TYPE SHOULD BE PLACED ON THE PAVED ROADWAY

Help to avoid hazardous pedestrian and vehicle traffic conditions; **do not block streets, sidewalks or intersections.** Prevent flood damage and help protect our local water quality by preventing debris from flowing into our drainage system. If you wish to dispose of your **Green Waste**, instead of waiting for your scheduled pick-up date, you may bring it to the Orangetown Highway Department “Drop-Off Center.” **The Highway Department does not pick up grass clippings and thatch.** You may bring **grass clippings and thatch** to the “Drop-Off Center.” **“Drop-Off Center” Resident Permit Required.**



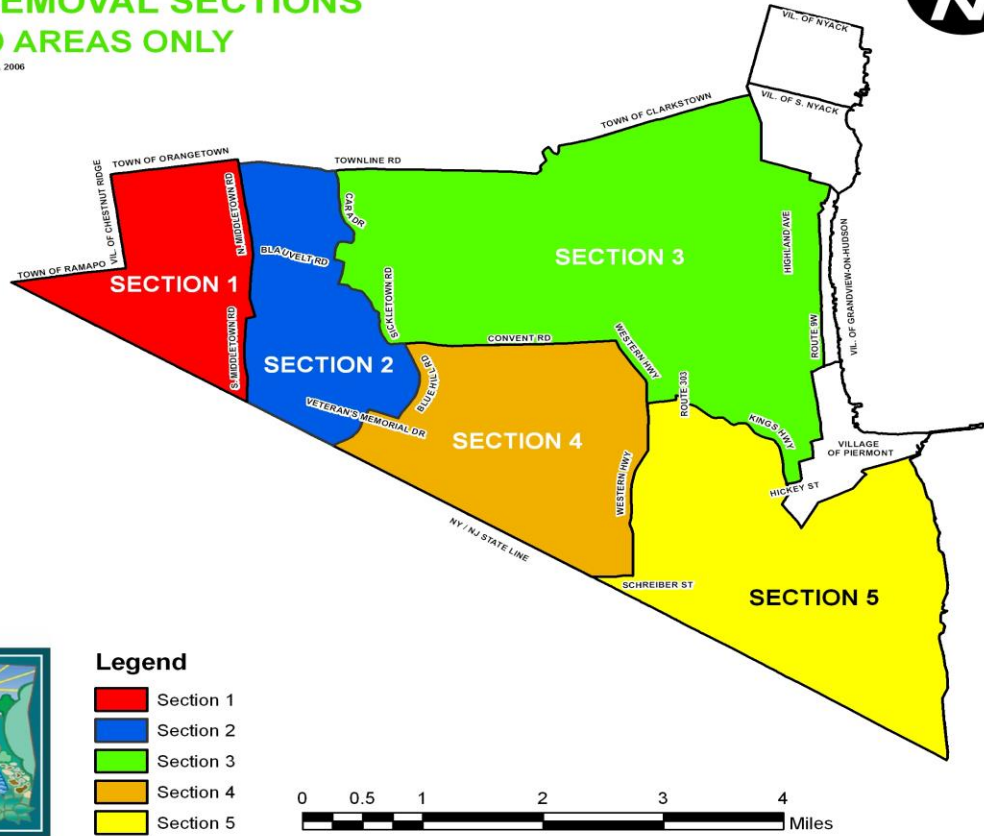
### To Report An Illicit Discharge, Please Call the “Illicit Discharge Hotline” at 845-359-6502

An illicit discharge is an unlawful act of disposing, dumping, spilling, emitting, or other discharge of any substance other than stormwater into the storm drain system; such as catch basins, yard inlet, or lakes and streams.



# TOWN OF ORANGETOWN GREEN WASTE REMOVAL SECTIONS UNINCORPORATED AREAS ONLY

Prepared by the Town of Orangetown Highway Department - February, 2006



- Legend**
- Section 1
  - Section 2
  - Section 3
  - Section 4
  - Section 5

## 2019 GREEN WASTE REMOVAL SCHEDULE

March						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27 <sup>H</sup>	28	29	30	31	

June						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September						
S	M	T	W	T	F	S
1	2 <sup>H</sup>	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14 <sup>H</sup>	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

H=Holiday-Green Waste Schedule Resumes On Tuesday



# Town of Orangetown Highway Department 2019 Green Waste Removal Schedule

The **Town of Orangetown Highway Department** has scheduled its **2019 Green Waste Removal Program**. The Town is divided into five geographic sections. This Program will allow for seven pick-ups per section between March 4<sup>th</sup> and October 28<sup>th</sup>.

- Please note your **2019 Green Waste Schedule** revisions.
- The **2019 Green Waste Program** will begin in **SECTION 5**
- Pick-up will begin on **Mondays** within each section. If a holiday falls on a Monday, pick-up will begin on Tuesday.
- Once your street has been picked up, we will not return until the next scheduled pick-up date.
- **The Highway Department does not** pick up grass of any type. (ie. grass clippings and thatch).
- Leaves and yard debris must be in biodegradable bags.
- Branches must be no longer than 5 feet in length and neatly stacked.
- **Logs** may not be larger than 36” in diameter.
- **Stumps** should be clean of dirt and rocks and will be collected during your scheduled pick-up.
- Your **Green Waste** material **must be placed curbside, in front of your house, NOT on the paved road surface.**
- **Green Waste** material should be put out **no sooner than five days prior to each scheduled pick-up date, and no later than 7 A.M. of the scheduled Monday morning.**
- Use biodegradable bags, **not plastic.** The Orangetown **Highway Department**, in conjunction with the **Rockland County Solid Waste Authority**, supplies **Biodegradable paper bags** for green waste, **FREE!** Using these biodegradable bags in place of plastic bags helps the environment and expedites our pick-up procedure, which presently requires us to remove the recyclable green waste from the plastic bags. You may pick up the biodegradable bags at the **Orangetown Highway Department Administration Office**, Monday through Friday, 7 A.M. to 4 P.M. and Town Hall, during their normal working hours.
- All Green Waste materials collected through recycling become mulch or compost and are available, **FREE**, to Orangetown residents for their personal use at our **“Drop-Off Center”**. **“Drop-Off Center” Resident Permit required.**

## “DROP-OFF CENTER RESIDENT PERMIT INFORMATION

### Here’s What You Need To Know...

- The Town of Orangetown’s “Drop-Off Center”:
- ✓ Insures only Orangetown residents have access to the facility.
  - ✓ Helps provide smooth access through the center.
  - ✓ Provides data to better plan future services.
  - ✓ Identifies usage patterns.
  - ✓ Provides information related to present and future budgeting.

### Here’s What You Need To Do...

- ✓ Visit the Orangetown Highway Department Administrative Office at the above listed address for your “Drop-Off Center” Permit Application.
- ✓ Review “Drop-Off Center” Regulations.
- ✓ Bring with you a valid picture I.D. for proof of residency.
- ✓ Bring with you the information for each vehicle you would like to register.
- ✓ Complete your free, one time application for your permit.



8:00 AM - 4:00 PM – 3 DAYS A WEEK WITH ALTERNATING SATURDAYS  
 8:00 AM – 3:00 PM – ALTERNATING SATURDAYS (Mid April thru November)  
 8:00 AM – 12:00 NOON ALTERNATING SATURDAYS (December thru Mid April)

The “Drop-Off” Center is open 3 (three) days a week with alternating Saturdays. For complete schedule of dates and observed holidays please visit us on the Town’s website at [www.orangetown.com](http://www.orangetown.com). We encourage your cooperation, as it helps us improve our service to you.

Residents may apply for the Drop Off Center Resident Permit at the Highway Department Administrative Office. Please be advised the Highway Department Administrative Office is open Monday thru Friday, 7:00 AM until 4:00 PM





# Town of Orangetown

## *A Keep Rockland Beautiful Community*

### *Volunteers are needed for Spring and Fall Cleanup*

#### *Call KRB at 708-9164*

### **Dear Resident:**

Water is one of our greatest natural resources. We take it for granted but it is essential to life. Many people do not think twice about throwing garbage out of their car window, or piling green waste and leaves on a storm drain. The general perception is that it will go down the “sewer” and get processed at the sewer treatment plant. However, these “sewers” are actually storm drains and they provide routes for rainwater to flow away from the streets and prevent flooding. The storm drains lead directly into streams, rivers and lakes.

It is for this reason that the Orangetown Highway Department has developed its Clean Streets-Clean Streams Campaign. This slogan encompasses all of our efforts. It is the driving force behind our snow and ice control policy, our Green Waste Removal Schedule and our Fall Leaf Pick-Up Program.

The Highway Department has also established a **Green Team** which offers concerned residents an opportunity to help us in this matter. The following programs are some ways you may get involved:

### **Adopt-A-Road**

The Town of Orangetown Adopt-A-Road Program is a litter-reduction campaign designed to remove litter and debris from the Town roads and improve the environment. The program establishes a partnership between local business, volunteer groups and the Town of Orangetown Highway Department by working together in the efforts of litter control along Town roads. As a sponsor, your group will receive a safety orientation and equipment from our coordinator, two Adopt-A-Road signs located at either end of the adopted road section, the opportunity to contribute to community beautification and recognition for a job well done.

### **Adopt-A-Spot**

The Town of Orangetown Adopt-A-Spot Program enables neighborhood groups, individuals, scouts, churches and other small organizations to maintain various areas within the Town such as historical monuments, an intersection, landscaped traffic islands and even a single lot on your street. Volunteers perform routine maintenance such as mowing, weeding, planting, and minor repair. The Town will supply materials and place a sign with you or your organization’s name at the adopted spot.

**For applications or more information on these or any other programs, please call 359-6500 or visit us online at the Town’s website at [www.orangetown.com](http://www.orangetown.com)**

**Register Free for NY-ALERT!**  
**New York State’s Local, County, Regional and Statewide**  
**All-Hazards Alert and Notification System.**  
**Visit the NY-Alert website at [www.nyalert.gov](http://www.nyalert.gov)**



## 2019 Final Green Waste Removal Schedule & Fall Leaf Pick-Up Program

Highway Department  
119 Route 303, Orangeburg, NY 10962

*Celebrating Over 50 Yrs At This Location!*

Office (845) 359-6500 FAX (845) 359-6062

[www.orangetown.com](http://www.orangetown.com)

[highwaydept@orangetown.com](mailto:highwaydept@orangetown.com)

**James J. Dean**  
Superintendent of Highways

### Town Board

Supervisor  
Chris Day

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Jerry Bottari  
Thomas Diviny  
Denis Troy  
Paul Valentine



### To Report An Illicit Discharge, Please Call the “Illicit Discharge Hotline” at 845-359-6502

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The Highway Department has also established a **Green Team** which offers concerned residents an opportunity to help us in this matter. The **Adopt-A-Road** and **Adopt-A-Spot** Programs are some ways you may get involved. For Applications or more information on these or any other program, please call 359-6500 or visit us online at the Town’s website at [www.orangetown.com](http://www.orangetown.com).

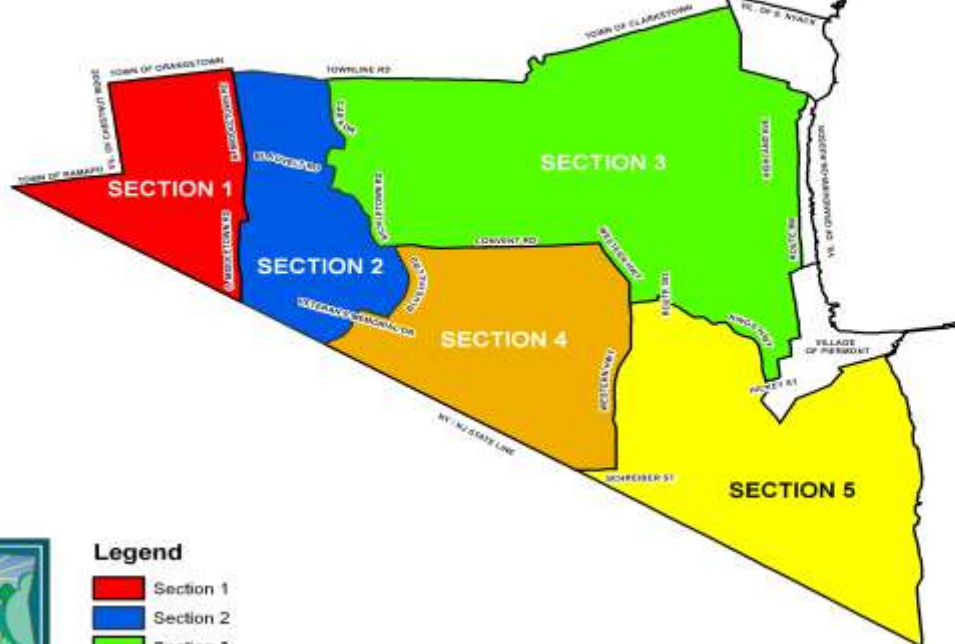
**Town of Orangetown- A Keep Rockland Beautiful Community**  
Volunteers are needed for Fall Cleanup-Call KRB at 708-9164

PRSRT STD  
U.S. POSTAGE  
**PAID**  
Permit #9161  
Monsey N.Y.

# TOWN OF ORANGETOWN GREEN WASTE REMOVAL SECTIONS UNINCORPORATED AREAS ONLY



Prepared by the Town of Orangetown Highway Department - February, 2009



### Legend

- Section 1
- Section 2
- Section 3
- Section 4
- Section 5



## 2019 FINAL GREEN WASTE REMOVAL SCHEDULE

September						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14 <sup>H</sup>	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November						
S	M	T	W	T	F	S
					1	2
3	FALL LEAF PICK-UP BEGINS PLEASE SEE NEXT PAGE FOR PROGRAM DETAILS					9
10	→					16
17	→					23
24	→					30

**H-HOLIDAY-GREEN WASTE SCHEDULE RESUMES ON TUESDAY**

The **Town of Orangetown Highway Department** will begin its last scheduled pick-up of the **2019 Green Waste Removal Program**. Once your street has been picked up, we will not be back until the **Green Waste Removal Program** resumes in **2020**.

- Pick-up will begin on **Mondays** in each section. **Green Waste** material should be put out no sooner than five days prior to each scheduled pick-up date, and no later than 7:00 A.M. of the scheduled Monday morning.
- Leaves and yard debris must be separated and placed in biodegradable bags. The Orangetown Highway Department, in conjunction with the Rockland County Solid Waste Authority, supplies biodegradable paper bags for Green Waste, Free of Charge! We request that you use these biodegradable bags in place of plastic bags. You may pick up the biodegradable bags at the Orangetown Highway Department Administration Office, **Monday through Friday, 7:00 A.M. to 4:00 P.M.** and at Town Hall, during their normal working hours.
- This **Green Waste material must be placed curbside in front of your property, NOT on the paved road surface.**
- Please refrain from placing green waste and leaves on mailboxes, property markers, electric and communications boxes, etc.
- The Highway Department **Does Not Pick Up Grass**. You may bring your grass clippings to the **“Drop-Off” Center** located at 119 Route 303, Orangeburg, NY. **(Resident Permit Required).** **Please observe the new “Drop-Off Center days of operation.** For more information, please contact the Highway Department Administrative Office at 359-6500.



# TOWN OF ORANGETOWN HIGHWAY DEPARTMENT

## 2019 FALL LEAF PICK-UP PROGRAM

Town wide **Fall Leaf Pick-Up Program** begins on Monday, November 4<sup>th</sup>, 2019. Our curbside **Leaf Pick-Up Program** is for leaves only.

### The Right Way



**Complies with State Laws, Town Code and Guidelines. Provides safer roads by:**

- Preventing slippery conditions
- Preventing narrow roadways
- Preventing runoff into drains
- Reducing risk of fire by vehicles parking over leaf piles
- Not hampering vacuum removal
- Avoiding leaves being plowed into driveways

### The Wrong Way



**Violates State Laws, Town Code and Guidelines. Creates Hazardous Road Conditions.**

- Slippery Roads
- Encourages children to play in leaf piles in the street.
- Causes flooding by blocking drainage structures.
- Narrow Roads
- Pollutes streams and lakes
- Hampers snow/ice control and may cause piles to be plowed into driveways
- Sight Obstructions
- Causes litter, debris and organic materials to enter drainage systems

#### PREPARE LEAVES FOR CURBSIDE PICK-UP USING THE FOLLOWING ORANGETOWN HIGHWAY DEPARTMENT GUIDELINES:

- Pile leaves on your lawn within the first ten feet of your property.
- Do not pile leaves on the paved road surface... it's against Town Code And NYS Vehicle and Traffic Law.
- Place biodegradable paper bags curbside on your lawn. No Plastic Bags.
- One final pick-up will be held after the date of December 2<sup>nd</sup>, 2019.
- Highway Department does not pick up grass and thatch. However, grass and thatch may be brought to the Highway Department "Drop-Off" Center.
- All Green Waste materials collected become mulch and compost and are available, **Free of Charge**, to Orangetown residents at the "Drop Off" Center.

If you need assistance with the best way to put out material for your pick up, please give our office a call, we'll be happy to work with you. Thank you for your cooperation.

James J. Dean, Superintendent of Highways



***School's Open - Please Drive Safely!***

Please visit the Town website for information on the Town of Orangetown Neighborhood Traffic Calming Program.



# 2019 FALL LEAF AND GREEN WASTE PROGRAMS

CURBSIDE LEAF PICKUP PROGRAM	GREENWASTE “DROP OFF” PROGRAM
<p><b>Leaf Pickup Is For Leaves Only.</b> Brush, twigs, Branches, logs and grass clippings may be taken to the “Drop-Off” Center.</p>	<p>The <b>Green Waste Removal Program</b> will resume in the Spring of 2020. Residents may bring their leaves and yard waste (brush, twigs, branches, logs and grass clippings) to the “Drop-Off” Center.</p>

**Permit Required For Use Of “Drop-Off” Center.** Please Note: An **ANNUAL BULK ADMISSION STICKER** is required when dropping off the following items: Construction Debris (A cubic yard or less or 3’x3’x3’), Bulk Items, Batteries, Cardboard, E-waste and Metal.

Prepare leaves for curbside pickup using the following **Orangetown Highway Department compliance guidelines:**

- Pile leaves on the lawn within the first ten feet of your property.
- Do not pile leaves on the paved road surface...it’s against Town code and the NYS Vehicle and Traffic Law.”
- One final pickup will be held after the date of December 2<sup>nd</sup>, 2019. Once the vacuum equipment has cleared your street after the December 2<sup>nd</sup> deadline, all leaves must be bagged.
- Place biodegradable paper bags curbside on your lawn. **No Plastic Bags.**

The Green Waste Removal Program will resume in the Spring of 2020. Residents may bring their leaves and yard waste (brush, twigs, branches, logs and grass clippings) to the “DropOff Center.”

- Orangetown residents using commercial pickup trucks and vans must obtain a resident affidavit from the Highway Department Administration Office, authorizing one deposit to the “Drop Off Center.”
- Leaves, branches and grass clippings must be in separate bundles as each item will be deposited in its own separate area. Free drop off of grass clippings and branches is for residents only, no unauthorized private contractors. **No plastic bags.**

Orangetown residents can receive **FREE** biodegradable bags at the Highway Department and Town Hall

## RESIDENTIAL PRIVATE CONTRACTOR COUPONS

If you contract with a **private lawn service**, each coupon below will give the contractor one free admission to the Highway Department “Drop Off Center” for leaf disposal. The contractor may obtain additional coupons for oversized lots by calling the Highway Department Office at 359-6500. Saturday arrangements for leaf drop off by a private contractor must be made in advance by contacting the Orangetown Highway Office. Contractor must observe New “Drop-Off” Center Days and Hours of Operation.

### DETACH COUPONS

Residential Coupon For Private Lawn Service	Residential Coupon For Private Lawn Service
<p><b>Leaves Only. Not to Exceed Five Cubic Yards.</b></p>	<p><b>Leaves Only. Not to Exceed Five Cubic Yards.</b></p>
<p>I, the Orangetown resident, hereby extend my free access privilege to the Orangetown “Drop-Off” Center located at 119 Rt. 303, Orangeburg, NY, for leaf deposit.</p>	<p>I, the Orangetown resident, hereby extend my free access privilege to the Orangetown “Drop-Off” Center located at 119 Rt. 303, Orangeburg, NY, for leaf deposit.</p>
<p>Resident Name: _____ Date: _____</p>	<p>Resident Name: _____ Date: _____</p>
<p>Resident Address: _____</p>	<p>Resident Address: _____</p>
<p>Lawn Service: _____ Driver Initials: _____</p>	<p>Lawn Service: _____ Driver Initials: _____</p>
<p>Lawn Service Address: _____</p>	<p>Lawn Service Address: _____</p>
<p>The driver affirms that the statement contained herein stating the source of the load are true under the penalties of perjury pursuant to section 210.45 of the Penal Law. A false statement herein is punishable as a Class A misdemeanor pursuant to the provisions of Section 210.45 of the Penal Law.</p>	<p>The driver affirms that the statement contained herein stating the source of the load are true under the penalties of perjury pursuant to section 210.45 of the Penal Law. A false statement herein is punishable as a Class A misdemeanor pursuant to the provisions of Section 210.45 of the Penal Law.</p>
<p><b>EXPIRES: 12/31/19 – VOID IF COPIED OR TRANSFERRED</b></p>	<p><b>EXPIRES: 12/31/19 – VOID IF COPIED OR TRANSFERRED</b></p>



Please Note The “Drop-Off” Center’s New Days And Hours Of Operation. The “Drop-Off” Center Is Open Three Days A Week With Alternating Saturdays. For More Information Please Call 845-359-6500.



8:00 AM - 4:00 PM – 3 DAYS A WEEK WITH ALTERNATING SATURDAYS  
 8:00 AM – 3:00 PM – ALTERNATING SATURDAYS (Mid April thru November)  
 8:00 AM – 12:00 NOON ALTERNATING SATURDAYS (December thru Mid April)





# 2019 Loose Leaves Pick Up Program

- Pick-Up of **Loose Leaves** begins on Monday, November 4<sup>th</sup>, 2019.
- Our curbside **Leaf Pick-Up Program** is for leaves only.

## Dear Resident:

Water is our greatest natural resource that we take for granted but is essential to life. Littering our streets, piling green waste and leaves on a storm drain actually pollutes our environment. The general perception is that it will go down the “sewer” and get processed at the sewer treatment plant. These “sewers” are storm drains that provide routes for rainwater to flow away from the streets and prevent flooding. Storm drains lead directly into streams, lakes and rivers. As now required by Federal, State and Local Laws, the Town is required to prevent pollution of our streams and lakes by reducing the amount of litter, debris and organic materials that wash into drainage systems.

It is for that reason that the Orangetown Highway Department developed the Clean Streets - Clean Streams Campaign. This slogan encompasses all of our efforts and is the driving force behind our Snow and Ice Control Policy, Green Waste Removal Schedule and our *Fall Leaf Pick-Up Program*.

To report an Illicit Discharge, please call the “**Illicit Discharge Hotline**” at 845-359-6502. An Illicit Discharge is an unlawful act of disposing, dumping, spilling, emitting, or other discharge of any substance other than storm water into the storm drain system; such as catch basins, yard inlet, or lakes and streams.

**PLEASE BE ADVISED, LEAVES SET OUT BY YOU AND/OR YOUR LANDSCAPE CONTRACTOR ARE TO BE PLACED BEHIND THE CURB, NOT ON THE PAVED ROAD SURFACE.**

## The Right Way



**Complies with State Laws, Town Code and Guidelines. Provides safer roads by:**

- Preventing slippery conditions
- Preventing narrow roadways
- Preventing runoff into drains
- Reducing risk of fire by vehicles parking over leaf piles
- Not hampering vacuum removal
- Avoiding leaves being plowed into driveways

## The Wrong Way



**Violates State Laws, Town Code and Guidelines. Creates Hazardous Road Conditions.**

- Slippery Roads
- Encourages children to play in leaf piles in the street.
- Causes flooding by blocking drainage structures.
- Narrow Roads
- Pollutes streams and lakes
- Hampers snow/ice control and may cause piles to be plowed into driveways
- Sight Obstructions
- Causes litter, debris and organic materials to enter drainage systems

**The final round of loose leaves removal begins on December 1<sup>st</sup>, 2019. Once our vacuum equipment has cleared your street after the December 1<sup>st</sup> deadline, we will not return, so please do not create any new piles. If you have more leaves for pick up, they must be in biodegradable bags and placed curbside on the shoulder of the road and not on the paved road surface. Bags are available during regular business hours at the Highway Department, 119 Route 303 and at Town Hall, 26 Orangeburg Road, Orangeburg.**

If you need assistance with the best way to put out material for pick up, or for approximate dates of leaf pick up in your area, please visit the Town of Orangetown Highway Department “**LOOSE LEAF PICK-UP PORTAL.**” Visit [www.orangetown.com/leaf-pickup-portal](http://www.orangetown.com/leaf-pickup-portal). You may also give our office a call at 359-6500, we’ll be happy to work with you.



Be a Highway Helper – Join our Green Team  
 Adopt-A-Spot • Adopt-A-Road  
 Thank you for your cooperation  
 Jim Dean, Superintendent of Highways





# Town of Orangetown Highway Department

## "Drop Off" Center Schedule 2019

January							February							March						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5						1	2						1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28			24	25	26	27	28	29	30
														31						

April							May							June						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6				1	2	3	4							1
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
														30						

July							August							September						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3	1	2	3	4	5	6	7
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28
28	29	30	31				25	26	27	28	29	30	31	29	30					

October							November							December						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5						1	2	1	2	3	4	5	6	7
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				

Color Key:

Blue
Red

Open Dates  
Observed Holiday Dates

Orangetown Highway Department  
119 Route 303, Orangeburg, NY 10962  
Office-845-359-6500 FAX-845-359-6062  
[highwaydept@orangetown.com](mailto:highwaydept@orangetown.com)



# Town of Orangetown Highway Department

Below please find the 2019 Schedule for the Orangetown Highway Department "Drop-Off" Center. The "Drop-Off" Center will be open three (3) days a week with alternating Saturdays. Please be advised, the schedule accounts for Town of Orangetown observed holiday dates.

**January**

2, 3, 4, 8, 10, 12, 14, 16, 18, 22, 24, 26, 28, 30

**February**

1, 5, 7, 9, 11, 13, 15, 19, 21, 23, 25, 27

**March**

1, 5, 7, 9, 11, 13, 15, 19, 21, 23, 25, 27, 29

**April**

2, 4, 6, 8, 10, 12, 16, 18, 20, 22, 24, 26, 30

**May**

2, 4, 6, 8, 10, 14, 16, 18, 20, 22, 24, 28, 30

**June**

1, 3, 5, 7, 11, 13, 15, 17, 19, 21, 25, 27, 29

**July**

1, 3, 5, 9, 11, 13, 15, 17, 19, 23, 25, 27, 29, 31

**August**

2, 6, 8, 10, 12, 14, 16, 20, 22, 24, 26, 28, 30

**September**

3, 5, 7, 9, 11, 13, 17, 19, 21, 23, 25, 27

**October**

1, 3, 5, 7, 9, 11, 15, 17, 19, 21, 23, 25, 29, 31

**November**

2, 4, 6, 8, 12, 14, 16, 18, 20, 22, 26, 29, 30

**December**

2, 4, 6, 10, 12, 14, 16, 18, 20, 23, 27, 28, 30

**Observed Holiday Dates:**

January 1	New Years Day
January 21	Martin Luther King, Jr. Day
February 18	Washington's Birthday
May 27	Memorial Day
July 4	Independence Day
September 2	Labor Day
October 14	Columbus Day
November 11	Veteran's Day
November 28	Thanksgiving Day
December 25	Christmas Day

**"Drop Off" Center Hours:**

**Weekday Hours**

8:00 am until 4:00 pm

**Saturday Summer Hours**

(Mid April thru November)

8:00 am until 3:00 pm

**Saturday Winter Hours**

(December thru Mid April)

8:00 am until Noon



# “DROP-OFF CENTER” REGULATIONS

<p><b><u>ACCEPTABLE MATERIALS</u></b></p> <p>Furniture / Appliances          Brush / Leaves / Grass          Carpeting          Water Heaters          Mowers / Bicycles          Batteries          Cardboard          Dry, empty water base paint cans</p>	<p><b><u>UNACCEPTABLE MATERIALS</u></b></p> <p>Construction Debris (Sheetrock, Wood lathe, Flooring, Plaster, Roofing Material, one cubic yard or more).          Renovation/ Remodeling Material          Hazardous Waste          Household Refuse          Masonry Materials/Rocks          Land Clearing          Tires          Wet, oil base and water base paint cans</p>
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**Regulations:**

- This service is provided for Town of Orangeburg residents only. **(PERMIT REQUIRED)**
- **ANNUAL BULK ADMISSION FEE REQUIRED.** The annual admission fee is required when dropping off the following items: Bulk Items, Batteries, Cardboard, E-waste and Metal, Construction Debris (A cubic yard or less or 3'x3'x3').
- Permittees “dropping off” Green Waste only are not required to pay the annual bulk admission fee.
- **RESIDENTS SHALL NOT COMINGLE GREEN WASTE WITH ANY OTHER DEBRIS.**
- All residents must stop at the attendant who will direct them to the proper drop-off location where yard waste may be disposed of.
- Brush, leaves or grass shall be accepted only if they are separated.
- Permittee is responsible for unloading his/her own vehicle.
- Permittee shall empty grass or leaves delivered in non bio degradable bags at the site and deposit bags in the provided container.
- All branches, limbs 3-5 feet long, 8” in diameter or less, may be placed in the bin with the brush.
- Permittee shall be allowed to take compost and wood mulch for use on their own property. Residents must have their own supplies to transport compost and mulch. (Not for Resale)
- Residents may use commercial vehicles only after obtaining a special “Commercial Vehicle Use” permit from the Orangeburg Highway Department Administration Office.
- No trucks with dual wheels (6 tires) or more.
  - **“DROP-OFF” CENTER HOURS OF OPERATION**
  - 8:00 AM – 4:00 PM – WEEKDAYS
  - 8:00 AM – 3:00 PM – SATURDAY (Mid April thru November)
  - 8:00 AM – 12:00 Noon (December thru Mid April)
- **PUBLIC ENTERS AT THEIR OWN RISK. TOWN OF ORANGEBURG IS NOT RESPONSIBLE FOR BODILY INJURY OR PROPERTY DAMAGE.**
- Any person found violating these restrictions will be subject to a \$ 100.00 fine, 10 days in prison, or both. Town law provides that the ordinance regulating dumping may be enforced by the Orangeburg Police Department, Superintendent of Highways or any Highway Department Foreman.

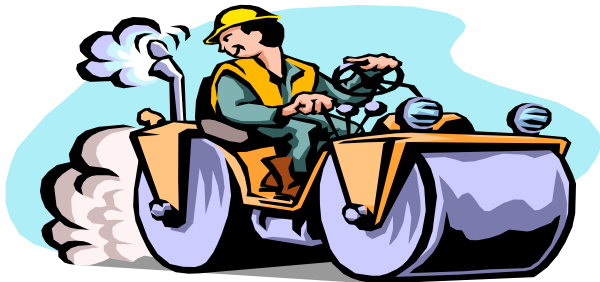
HAMLETS: PEARL RIVER BLAUVELT ORANGEBURG TAPPAN SPARKILL PALISADES UPPER GRANDVIEW



CLEAN STREETS = CLEAN STREAMS

# Attention Parents!

Please bring the kids and join us for our...



## 23rd Annual Open House

Saturday, May 18, 2019

10 AM - 12 Noon

Residents and their families are invited to come tour the facility, witness equipment demonstrations, meet Highway Department representatives, and learn more about the operation of the Orangetown Highway Department.

Our special guests will include representatives from Orangetown Police Department, Rockland County Sheriff's Department, Cornell Cooperative Extension, Keep Rockland Beautiful, Inc., Rockland County Solid Waste Management Authority and Shade Tree Commission of Rockland County who will be available to answer questions about the functions of their organizations.

*"Highway Helper" T-Shirts  
for the first 50 children in  
attendance .*



Orangetown Highway Department  
119 Route 303  
Orangeburg, New York  
(845) 359-6500

Sponsored by Town of Orangetown in conjunction with the American Public Works Association  
"National Public Works Week" May 19 - 25, 2019.