

Effective January 1, 2016

# Town of Southeast

## 2016 Refuse Collection Service Specifications

### Condominium and Townhouse Refuse District

#### RECYCLING IS MANDATORY

*Recyclable materials must be available for collection by 6:00 am*

*Newspapers, magazines, phone books,  
junk mail, corrugated cardboard  
(including **Pizza Boxes**) and commingled recyclables  
(glass, cans and plastic)*

*Please see your scheduled pick-up day.*

*Recycling Details are on the next page*

#### CHRISTMAS TREE PICKUP

*Christmas trees (excluding artificial) will be picked up your associations designated area on the following Wednesdays during January – 1/6/16 and 1/20/16. The 2017 Christmas tree pickup will be 1/11/17 and 1/18/17*

#### HOUSEHOLD HAZARDOUS WASTE

*Putnam County Hazardous waste clean-up days will be held by the Putnam County Health Department on one Saturday in the Spring and one Saturday in the fall.  
(dates to be announced by PCDOH)*

*You must pre-register by calling  
(845) 808-1390, Extension 43150*

#### 2016 Holiday Schedule

There will be **no refuse or recycling collection** on the following holidays observance:

New Years Day	January 1, 2016
Independence Day	July 4, 2016
Thanksgiving Day	November 24, 2016
Christmas Day	December 25, 2016

AAA Carting will be providing service on all other holidays throughout the 2016 Calendar year.

All Electronics must be recycled.

**DO NOT** place **ELECTRONIC** items listed below in the **DUMPSTERS**.  
*They will be picked out and left curbside.*

#### HOUSEHOLD ELECTRONIC DISPOSAL

##### Town of Southeast Residents Only

Dispose and Recycle your Electronics  
Computers, Televisions, Cellular Phones,  
Radios and Computer Games and more.

##### No commercial waste accepted

No Propane Tanks, No Paint,  
No Building Debris, No Tires

##### Drop Off Service only - No Pick Up Service Available

Located at the Southeast Highway Department

##### 10 Palmer Road

Hours: Monday thru Friday 8:00 a.m. to 3:00 p.m.

*\* There may be times through the year that recycling will not be accepted.*

For more information, contact the Special Districts Office at  
(845) 279-8206

Sponsored by the Putnam County Department of Health

##### Acceptable Materials:

Answering Machines, Cables and Wiring, Players, Cameras, Cell Phones, Copiers, DVD Players, Electronic Typewriters, Fax Machines, Hard Drives, Holiday Lights, Irons, Laptops, Mainframes, Modems, Pagers, Personal Computers (monitors, cpu and mouse), Printers, Printed Circuit Boards, Radios, Remote Controls, Scanners, Servers, Small Appliances, Stereos, Tape Players, Telephones, Televisions, Testing Equipment, Transparency Makers, VCR's and Vacuum Cleaners (without bag)

**PLEASE RECYCLE**

# TOWN OF SOUTHEAST REFUSE COLLECTION DISTRICT



## RECYCLING OPTIONS

### Cardboard & Paper Only

#### What must be Recycled?

- ✓ Newspapers
- ✓ Office Paper/Envelopes
- ✓ Shredded Paper (must be placed in clear or blue bag)
- ✓ Magazines & Junk Mail
- ✓ Phone & Paperback Books
- ✓ Cardboard Boxes & Packaging
  - i.e. cereal boxes, pizza boxes, pasta boxes, shoe boxes etc...
- ✓ Shipping / Appliance boxes (including corrugated)



1

2



#### How are these items to be prepared for pick up?

Choose any or a combination of the following:

- Place Items directly in your existing recycle bin (sample photo 1) or an old clearly labeled garbage pail (sample photo 2). Do not bundle or bag items. ***This is the Preferred method.***  
OR
- Create a bundle; Tie newspapers and other materials into bundles string or twine, no higher than 10 inches high and 36 inches long or put in a paper bag. (sample photo 3)



3

**DO NOT place CARDBOARD in Regular Garbage Dumpsters**

### Commingled Glass, Cans & Plastics

#### What must be Recycled?

- ✓ Glass Jars & Bottles (clear and colored)
- ✓ Foil Pie Plates, Foil Containers and Aluminum Foil
- ✓ Metal Bottle Caps
- ✓ Metal Cans including empty aerosol cans
- ✓ Plastic containers #1-7 (go to [www.ecocycle.org](http://www.ecocycle.org) to learn more)  
Plastic Bags and Carry Out Bags, (including dry cleaner bags), may be dropped off at any of several large grocery or retail stores for recycling.



A

B



#### How are these items to be prepared for pick up?

Choose any or a combination of the following:

- Place Items directly in your existing recycle bin (sample photo A) or an old clearly labeled garbage pail (sample photo B). Do not bag any items. ***This is the Preferred method.***  
OR
- Place items in recycling bags and put bag out for collection. (sample photo C)



C

**ALL GLASS AND PLASTIC CONTAINERS MUST BE RINSED.  
NO STYROFOAM, NO PAINT CANS**

# Condominium and Townhouse Schedule

Name of Community	Refuse Pickup Days	Recycling Pickup Days	Bulk Pick-Up Containers
Fieldstone Pond Condo 1	Monday Thursday	Monday Thursday	1 Spring 1 Fall
Fieldstone Pond Condo 2	Monday Thursday	Monday Thursday	1 Spring 1 Fall
Fieldstone Pond Condo 3	Monday Thursday	Monday Thursday	1 Spring 1 Fall
Fieldstone Pond Cedar Ridge	Monday Thursday	Monday Thursday	1 Spring 1 Fall
Fieldstone Pond Spring Meadow	Monday Thursday	Monday Thursday	1 Spring 1 Fall
<b>Hunters Glen</b>	<b>Tuesday Friday</b>	<b>Tuesday Friday</b>	<b>3 Spring 3 Fall</b>
Reed Farm	Tuesday Friday	Tuesday Friday	3 Spring 3 Fall
<b>Eagles Ridge</b>	<b>Tuesday Friday</b>	<b>Tuesday Friday</b>	<b>2 Spring 2 Spring</b>
Twin Brook	Monday Thursday	Monday Thursday	1 Spring 1 Fall
<b>Brewster Woods</b>	<b>Monday Thursday</b>	<b>Monday Thursday</b>	<b>1 Spring 1 Fall</b>
Virginia Woods	Monday Thursday	Monday Thursday	1 Spring 1 Fall
<b>Blackberry Condo 1</b>	<b>Monday Thursday</b>	<b>Monday Thursday</b>	<b>1 Spring 1 Fall</b>
<b>Blackberry Condo 2</b>	<b>Monday Thursday</b>	<b>Monday Thursday</b>	<b>1 Spring 1 Fall</b>
<b>Blackberry Condo 3</b>	<b>Monday Thursday</b>	<b>Monday Thursday</b>	<b>1 Spring 1 Fall</b>
<b>Blackberry Condo 4</b>	<b>Monday Thursday</b>	<b>Monday Thursday</b>	<b>1 Spring 1 Fall</b>
Holly Stream	Tuesday Friday	Tuesday Friday	1 Spring 1 Fall

**DO NOT PLACE**

**Cardboard or Recycling in the regular weekly garbage dumpsters.  
They must be placed in the recycling receptacles.**

# DUMPSTER BULK PICKUP

In 2016, each Condo/Townhouse complex within the Refuse District is entitled to **two** Bulk Pickups each year.

It is up to your Association Board / Management company to schedule and inform you when they will be taking place.

Please contact your Association / Management company representative directly to inquire about the dates.

## The following regulations apply to your bulk pickup:

- Bulk Pickup is for residents' household items only.
- All items must be loaded in the Dumpster the night before its scheduled pickup.
- **There are strict regulations on what is accepted.**
- **Dumpsters containing restricted items are subject to additional charges.**

## The following items are **NOT** included for bulk pickup:

Paint	Liquids	Boilers/Oil Burners
Chemicals	Stone	Hot Water Heaters
Bricks	Used Oil	Logs Oil Tanks
Pallets	Gas Tanks	Propane Tanks
Masonry	Cardboard	Snow Blowers
Lawn Mowers	Pianos/Organs	Medical Waste
Refrigerators	Freezers	Air Conditioners
Tires	Stumps	Batteries
Lumber	Trees	Nothing with gas motor
Humidifiers	De-Humidifiers	Appliances (i.e. Washer & Dryers)
Metal (i.e. Cabinets, Shelving, Bed Frames etc.)		Mattresses not in Mattress Bag
Hazardous Waste (see Hazardous Waste disposal procedures under the calendar)		
Electronics (as outlined under E-Waste Recycling procedures)		
Construction/Renovation/Remodeling Debris		

**Construction, renovation or remodeling debris of any kind, including kitchens, baths, decks and windows, will not be picked up. Residents must properly dispose of these items by authorized contractors or take it to a certified refuse transfer station.**

- Rugs must be cut, rolled and tied so that no roll is longer than 4 feet.
- Please note cardboard, newspapers, magazines are recyclable items, are not bulk items.
- Tires can be disposed of through local auto repair shops at a nominal charge.
- Mattresses must be placed in Mattress Bags for safety and health reasons. You can find them at "Home Remodeling" stores.
- Motors are not allowed to be disposed of in landfills. All items with motors must be taken to either a scrap yard or junk yard. Check the web or yellow pages for locations.

All Metals can be disposed of with one of the following service companies. These services are between the resident and the company directly and not part of your regular bulk service.

Scrap Metal Removers	845-721-0324
Miller Scrap Metal	914-939-1357
Brookfield Resource Recovery	914-930-1626
Southeast Auto Recycling	845-832-9448

If one of the above companies cannot provide services, please call AAA Carting to inquire a separate collection day.

Refrigerators, freezers, air conditioners or any other appliance containing Freon must be de-charged and tagged by a State authorized specialist. Consult the yellow pages for a professional under "Refrigerator and Freezers – Dealers and Service". The above companies will not receive such items without such certification. The resident, before disposal, must remove doors on any appliance that presents a hazard for children.

It is recommended to have old appliances picked up by dealers when new appliances are being purchased.

DEPARTMENT OF ENVIRONMENTAL PROTECTION LEGISLATION  
PREVENTS ACCEPTANCE OF  
GRASS CLIPPINGS, LEAVES AND BRUSH

The restricted items are from the Department of Environmental Protection Agency regulations.

# Town of Southeast



## Important Town Information

### Welcome

We compiled this information to improve our communication with you.

Informing you what services are available and any improved resources.

You can sign up to receive e-mail notifications if you are interested in being informed when there are **"News and Announcements"** or **"Meeting Minutes"** posted to the Web site.

*It's as easy as going to the town Web site:*  
**www.southeast-ny.gov**

Go to the bottom of the home page and click on the link **"Subscribe to News"** and follow the registration process. Your name and e-mail address is all that is needed.

### Tax Receiver

Please take time to visit the Tax Receivers' Web Page for a **wealth of information** at your fingertips.

Call us at (845) 279-7665 for help navigating our features or e-mail: [taxreceiver@southeast-ny.gov](mailto:taxreceiver@southeast-ny.gov).

Access this information at [www.southeast-ny.gov](http://www.southeast-ny.gov) by selecting **"Town Departments"** and then select **"Receiver of Taxes."**



**For your convenience** you may receive your tax bills and receipts via **e-mail**. (By law, you will still receive your tax bill via US Mail.) In addition, the Tax Department is now able to e-mail tax bills or receipts **upon request** throughout the year.



**View the status of your tax bill:** payment details and options, parcel identification number, parcel dimensions, assessments, exemptions and rates per \$1000 of assessment including all details pertaining to your property for the past ten (10) years.



**Pay your tax bill online** via Electronic Check from our Web site through a secured service provider. There is no charge for electronic check payments. Credit Card Payments are available **ONLY** for the Town and County Tax and North Salem School Tax. (not Brewster Central Schools). There is a 2.75% charge for credit card payments.

#### Access Additional Links:

View detailed information relating to **Payment Options**, past and present **Tax Rates** and **Star Savings** for both School and Town/County Collections.

### Assessor

#### Online Assessment & Property Information

The Assessor's Records are now available online. Annually updated information including assessments, exemptions, ownership, inventory, property record cards and a link to the Tax Department.

From the Town's Web site - Home page

**www.southeast-ny.gov**

Look in the left column under "Local Information" and find the red color link, named

#### "Assessment and Property Information"

Once you click on the link you can search by:

owner name, street name or section,  
block & lot

*Additional information such as property details, options, reports and maps are available once a specific parcel file is opened.*

### Septic System Inspections

#### Attention Residents,

As part of our responsibility as a regulated Municipal Separate Storm Sewer System (MS4), the Town is required to enforce a program that ensures that on-site sanitary systems (septics) designed for less than 1,000 gallons per day are inspected at a minimum frequency of once every five years and where necessary, maintained or rehabilitated.



It is the responsibility of property owners to arrange to have their septic inspected and pumped by **May 1, 2016** and at a minimum interval of every five years thereafter from the date of inspection/pumping.

A full copy of Local Law #5 of 2011 is available for review at the Town Clerk's office, the Building Department, or on the Town Web site.

[http://www.townofsoutheast-ny.com/Public\\_Documents/index](http://www.townofsoutheast-ny.com/Public_Documents/index)

Questions may be directed to the:

**Building Department at 845-279-2123**

**VISIT US ON THE WEB - [www.southeast-ny.gov](http://www.southeast-ny.gov)**

## NY Alert

To receive the latest information during various emergencies, sign up for **NY-Alert** at the below Web page address

[www.nyalert.gov](http://www.nyalert.gov)

You choose any combination of how you receive your notices - **house phone, cell phone, text, e-mail and/or faxes.**

if you need help signing up for NYALERT, **call Kenny Clair at 845-279-5698.**

He will assist you through the process or set up an appointment to have you visit his office to sign you up.

To track the storm or for up-to-date weather information, go to [www.weather.gov](http://www.weather.gov) or [www.nhc.noaa.gov](http://www.nhc.noaa.gov) (the National Weather Service's - Hurricane Center)

## EMERGENCY?

**The Town Hall now has a generator for use during power outages & storm emergencies.**

located at 1360 Route 22, Brewster, NY 10509

Announcements will be made via the **Town's Web site & the NY ALERT Emergency Services** when the Town Hall has services to distribute water and dry ice.

## HIGHWAY DEPARTMENT

Parking is restricted on Town roadways between 12:00 am (midnight) and 6:00 am from November 15th to April 1st.

## Grass Clippings, Leaves & Snow

Depositing Debris, GRASS CLIPPINGS, LEAVES and SNOW onto Town roadways is prohibited as per Town Code.

**DO NOT PLACE THESE ITEMS INTO THE ROADWAY or CATCH BASINS at any time.**

## Mailboxes

*Be sure your mailbox and mailbox post are properly placed (face of mailbox should be 6"-12" behind curb or edge of roadway) and sturdy enough to withstand the weight of snow and ice cast from our Town Snowplows!*

Remember: Mailboxes are placed in the Town "Right of Ways" and the Town is not responsible for damage to mailboxes while removing snow.

## DOGS

*All resident dogs MUST be licensed.*

*Visit the Town Clerk's Web page to obtain details and an application.*

There is an ordinance that requires all dogs to be on a leash when they are off the property of the owner.

All persons walking a dog shall be responsible to clean up, on an immediate basis, any fecal matter, defilement or other nuisance waste from the dog.

## Recreation



Basketball  
Soccer  
Aerobics

### Serving the Community

*a few of our programs include*

Swimming  
Cheerleading  
Dance



Football  
Ski Club  
Taekwondo

We provide the residents of Southeast with strong and diversified programs throughout the year. Take time to visit the Recreation page of the Town Web site to become familiar with our programs. The information is updated periodically throughout the year.

**We always encourage residents to participate with their children by Volunteering as Organizers and Coaches.**

Contact us if you have a recommendation and can organize or run a new program.

**Contact us at 845-279-3915**



## Building Department

**Contact us for information regarding residential and commercial improvements and construction.**

Residential construction projects must be performed by a Putnam County licensed Home Improvement Contractor unless the homeowner is performing the work.

**Electrical, Heating, Air Conditioning, Gas and Plumbing work must be completed by a licensed contractor.**

Adding living space to an existing home serviced by a septic system will require Putnam County Department of Health review and approval prior to the submittal of a building permit application.

**Downloadable permits and other important information is available on our page of the Town Web site.**

**Contact us at 845-279-2123**

*Burning of Leaves has restrictions. For details visit the Town Clerk's page of the Town Web site.*

**VISIT US ON THE WEB - [www.southeast-ny.gov](http://www.southeast-ny.gov)**

**Town of Southeast  
Special Districts Office  
One Main Street  
Brewster, NY 10509**

**PLEASE KEEP THIS NOTICE FOR FUTURE REFERENCE**

**PLEASE READ THIS ENTIRE PAMPHLET TO UNDERSTAND  
THE POLICIES AND PROCEDURES**

**In 2016, AAA Carting & Rubbish Removal, Inc. will provide household waste collection, recycling, and bulk services for the Town of Southeast.**

***Landlords must provide a copy of this flyer to their tenants.***

We ask everyone to take advantage of the second garbage pickup available each week. Currently, 70% of all garbage is placed in dumpsters for the first pickup day. Taking advantage of the second day will result in improved service and efficiencies on a weekly basis.

**Please take note: Electronics must be recycled.** They will not be picked up with regular weekly refuse or bulk pick-up service. A list of acceptable items are listed inside this flyer. There may be times throughout the year when electronic recyclable items are not accepted.

**During SNOW EMERGENCIIES and EXTREME WEATHER EVENTS,  
collection service will be suspended at the discretion of the Contractor.  
Regular service will begin on your next scheduled collection day  
or when weather conditions improve for events lasting more than two days.**

Customer service is provided by AAA Carting at (845) 628-5000.

If you have questions about the refuse program, please contact  
the Special Districts Office, Town of Southeast at  
(845) 279-8206 or e-mail [specialdistricts@southeast-ny.gov](mailto:specialdistricts@southeast-ny.gov)

**Visit our website at *www.southeast-ny.gov***