

# City of Coatesville

## 2011 Information Packet



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Much more detailed information can be found on the City's Website:

[www.Coatesville.org](http://www.Coatesville.org)



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## City of Coatesville Mandated Recycling Program

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The City of Coatesville is required by law to implement a recycling program. This means that the City must provide a way to remove certain designated items from the waste stream. These items include the following:

**Glass**  
**Paper Products**

**Aluminum Cans**  
**Magazines**  
**Plastics 1 - 7**

**Cardboard**  
**Tin And Bi-Metal**

You are not permitted to place recyclables (above) in with your normal trash, however, glass, aluminum, plastics and metals may be mixed together in the same recyclable container (to obtain a container contact the Public Works Department at (610) 384-2861). All recyclables must be offered curbside for recycling separately from non-recyclables on your regularly scheduled trash day; refer to the enclosed 2011 Trash & Recycling Calendar for your designated dates. **Our recycling program relies on recyclables being placed at curbside for collection each and every week.** Failure to comply with this City law may result in fines and/or legal action by the City's Code Enforcement department.

- **HOUSEHOLD TRASH** will be picked up on the designated day – usually to the rear of your property.
- **RECYCLING** will be picked up on the same designated day as household trash – usually in the front of your property.

### Each of the following can be picked up by making arrangements with Public Works

- ❖ White metals (washers, dryers, old kitchen cabinets, and hot water heaters)
- ❖ Refrigerators/air-conditioners/de-humidifiers  
There is a \$30.00 charge for pickup, or a \$15.00 charge for drop-off at the City Garage. The charge includes the removal of the Freon.. Call 610-384-2861 to make arrangements.
- ❖ Yard waste  
Tree limbs, leaves, brush, clippings

Call (610) 384-2861 to make such arrangements.

Each property owner will be permitted to offer one (1) bulk item per week with their trash. Trash and recyclables may not be placed out for pickup prior to 6:00 pm the night before your scheduled pick-up day and all containers must be removed from curbside no later than 6:00 pm on the collection day. All trash receptacles must be located on the property/premises and are not permitted in the right-of-way, street or alley.

If your trash/recyclables are not picked-up as scheduled, contact City Hall by 2:00 pm. The City will be in constant contact with the disposal company during the day.

For every ton of recycling not placed in the waste stream reflects a saving of \$57.00 per ton. This helps to offset the yearly cost of collection, and has a direct impact on the solid waste fee you pay every year.



City of Coatesville  
Yard Waste Program



## **Schedule**

Pick-ups are by appointment only and scheduled for every other Wednesday. Please see the "Trash/Recycling Calendar" for the next date and call for Pick Up either 610-384-0300 or 610-384-2861.

## **Place**

Yard waste should be placed at the edge of your property, if possible at the same location as your trash cans.

## **Grass**

Mow high - set your mower at the highest setting to create deeper root systems that are more drought tolerant and to choke out weeds. Grass cuttings are considered to be a great natural fertilizer. It is recommended that they be left on the lawn after cutting.

## **Grass Clipping and Leaves**

If you do not compost and must dispose of clippings or leaves, please containerize them - preferably using something biodegradable, recyclable or reusable such as paper bags, a cardboard box or a 30 gallon trash can. You are restricted to a total of three (3) containers. Plastic bags will not be taken.

## **Tree Waste**

Limbs shall be not more than three feet in length. No single piece shall be more than three inches in diameter.

## **Shrubbery**

Hedges, vines, bushes with thorns, shrubs, multi-flora hedges, etc., must be securely bundled/tied and must not exceed 3 feet in length and 2 feet in diameter. Whole trees and stumps are not included.

## **Limits and Restrictions**

The volume of material collected is limited to an equivalent of three bags/containers and/or one bundle per property not to exceed 3 feet in length and 2 feet in diameter and not more than forty (40) pounds in weight.

# 2011 TRASH & RECYCLING CALENDAR

Coatesville



Recycles

**WHEN:** Pick-up day for recycling will be every week, the same day as your trash collection.

**WHAT:** Each property is permitted to place out six (6) 30 gal. Containers and one (1) bulk item per week. Clear glass, green glass, brown glass, aluminum, bi-metal cans, steel (tin), plastic (#1-7) mixed paper including: newspaper, magazines, and cardboard, etc. Cardboard should be broken down into 2'X2' bundles.

**WHERE:** Place recycling containers and mixed paper at curbside in the front of your property. Trash is place to the rear of property.

**HOW:** Excluding the mixed paper, all glass, aluminum, bi-metal and steel can be commingled; which means you may mix them together.

Date reflects special pick-up of yard trimmings and white metal (*washers, dryers' hot water heaters, refrigerators, air conditioners*). You must call City Hall to make an appointment no later than three o'clock the day before..

Reflects the dates for no trash/recycling pick-up.

Reflects the make-up date for scheduled pick-up.

## January

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30	31					

## February

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## April

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29	<input checked="" type="checkbox"/>	31				

## June

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## September

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## November

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## December

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## City of Coatesville Fact & Information Sheet

<b>Street Lighting</b>	Any streetlight that is not working should be reported with the address and pole number to Public Works. (610) 384-0300 or (610) 384-2861.
<b>Recycling</b>	The City is required to recycle by law. This includes glass, aluminum cans, tin, plastic (#1-7), yard waste, white metal, paper, magazines and cardboard. The trash hauler will not pick up the trash if it is stored in a cardboard box. All cardboard shall be placed in approved containers or shall be tied in bundles not more than 40 pounds in weight.
<b>Solid Waste</b>	Trashcans can be placed at the rear of your property curbside no earlier than 6:00 pm the night before your scheduled pick-up day. You must return all of your trashcans to your property at the end of your pick-up day. Each resident has a six (6) bag limit. Trash must be secured; i.e., no open containers. If your trash is not collected when expected, please call City Hall (610) 384-0300 before 2:00 pm the day your trash was missed. Each property is permitted to place one (1) bulk item with the trash for pick-up each week; e.g., wooden furniture or mattresses.
<b>Yard Sales</b>	Each homeowner is permitted up to four (4) yard sales per year. These must be registered with the Codes Department in advance; (610) 384-0300 ext. 3133.
<b>Permits</b>	Permits must be secured for any and all work completed on your property. Quotes and/or receipts may be required for any job at the discretion of the Codes Department.
<b>Permit Fees</b>	Contact the Codes Department for fee schedules. All permits, are assessed a \$4.00 fee for the state of Pennsylvania. Fee schedules are subject to change.
<b>Dumpster</b>	Placement of a dumpster in the right-of-way requires a permit. Placement on private property does not require a permit. Dumpsters must be illuminated with reflectors and have the name and telephone number of the dumpster owner.
<b>Rental Properties</b>	Any rental unit must be inspected by the Codes Dept. prior to habitation by any new tenant. An inspection is required for re-occupancy whenever a rental living unit becomes vacant.
<b>Snow/Ice Removal</b>	Any and all snow or ice located in the right-of-way (sidewalk) must be cleared and removed within 24 hours after the snow / ice storm has stopped.
<b>Fire Department</b>	The fire service in Coatesville is comprised of both paid and volunteer staff. Washington Hose Co. #1 and West End Fire Co. #3 are continually looking for new members. Anyone interested in becoming a Fire Fighter please call West End Fire Co. at (610) 384-9111. Anyone interested in becoming a Fire Fighter or EMT please call Washington Hose Company at (610) 384-6464. This station provides the ambulance medical service. Candidates who are available for daytime responses are strongly encouraged to apply. EOE. <i>Contact the Fire Chief at 610-384-0300 for additional information.</i>
<b>Water / Sewer</b>	All water and sewer issues are handled at Pennsylvania-American Water Company. Call 1 (800) 565-7292 for Customer Service or emergencies.



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## City of Coatesville Common Codes Enforcement Violations

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**Minimum housing standards:** Homes, apartments or commercial buildings are required to maintain certain standards for occupancy. The interior and exterior of each property must be in good repair and maintained in a safe and sanitary condition, free of rodent infestation, sewer leaks and the accumulation of garbage. If the health and safety of the person living in these structures is compromised by a lack of maintenance, the property owner will be required to make the improvements necessary to meet the City's standards. IPMC Section 301

**Illegal dumping:** Brush, furniture, appliances or other items placed at the front curb or on the sidewalk and streets outside of a scheduled collection period is a violation of the City Code. IPMC Section 302.1, 307. The property owner is ultimately responsible to remove all debris.

**Snow and Ice Removal from Sidewalk:** Tenants of single family dwellings are responsible for snow and ice removal within 24 hours after cessation of any snowfall. If a building is occupied by two or more tenants, it is the duty of the owner to remove the snow and ice. City Code 193.19

**High Weeds and Vacant Lots:** All premises and property must be maintained free from weeds or plant growth in excess of 10 inches in height. Trees, shrubs, and cultivated flowers and gardens are excluded. IPMC Section 302.4

**Rubbish and Garbage:** All exterior property and premises, and the interior of every structure shall be free from any accumulation of rubbish or garbage. Every occupant of a structure shall dispose of all rubbish in a clean and sanitary manner by placing such rubbish in approved containers. Refrigerator and similar equipment not in operation shall not be discarded, abandoned or stored on premises without first removing the doors. IPMC Section 307. The owner is ultimately responsible until removal and must supply garbage disposal and/or approved containers

**Nuisance Junkyards:** No premises shall be used as junkyards, or dumping grounds, or for the wrecking or disassembling of automobiles, trucks, tractors or machinery of any kind, or of any of the parts thereof, or for the storing or leaving of any machinery or equipment used by contractor, excavator, constructor, builders or any other persons engaged in the business of construction. *IPMC Section 302.11*

**Derelict Vehicles:** No inoperative, unlicensed or unregistered or uninspected motor vehicle shall be parked, kept or stored on any property, and no vehicle shall at any time be in a state of major disassembly, disrepair or in the process of being stripped or dismantled. Painting of vehicles is prohibited unless conducted inside an approved spray booth. Matter is handled by Police Department, please call (610) 384.2300, ext. 0.

# City of Coatesville Tax Facts

## Real Estate Tax

- All property owners must pay the City's annual Real Estate Taxes – billed out in January.
- The County and School District also levy annual Real Estate Taxes – Chester County remits their tax bill in January, and the School District remits their tax bill in August.
- The City Real Estate Taxes are calculated using 8.915 mills (multiply mills (.008915) times property's assessed value to determine the face value of the annual RE Tax.) The Chester County Assessment Office determines each property's assessed value. The City does not establish any property assessments.
- Real Estate Taxes are billed and collected by Berkheimer Tax Services; as the City's contracted RE Tax agent. They can be reached at 1-800-360-8989 (Customer Care Services).
- Residents paying the Real Estate tax within 60 days of the bill date receive a 2% discount. Payment of this tax at face value is due by 120 days from the bill date. Late payments are assessed a 10% penalty.

## Solid Waste Fee (aka Trash & Recycling)

- All City residents, businesses and institutions are required to recycle, in conjunction with regular trash pick up services. Recycled products include paper, glass, aluminum, plastics 1 – 7, plus additional items that may be accepted by the disposal company. Please see the other sections of this guide for additional details.
- The Solid Waste fees are billed by the City, and will be mailed out in the 1st Quarter. Please call the City's Finance Department with questions: 610-384-0300 X 3120 or 3150.
- Solid Waste Fees, currently \$295 per single residential and commercial unit, will be billed separately from RE Property Taxes. All Solid Waste Fees are due 90 days after issue date at face amount. After 90 days a 15% penalty will be assessed to the balance.
- After December 31 of the calendar year billed for which any outstanding amounts are owed, said amounts may be liened against the property.
- All multi-family (3 or more dwellings per parcel/building), commercial, institutional or industrial property must apply for private hauler trash services. Said application must be made with the City's Codes Department.
- All Private Hauler applications must be received by the City's Codes Department by March 31st of the current year. Private hauler applications will not be accepted after March 31 of the current year.
- The City's Codes Department will review and approve each application. Private hauler application fees are calculated based on a \$10 per unit fee (\$100 minimum). The calculation is based on the number of residential dwelling units or number of commercial ventures per parcel or building.

## Earned Income Tax (EIT) and Local Services Tax (LST)

- Keystone Collections Group is the City's EIT and LST collector. The City currently contracts with Keystone to collect both of these taxes. They can be reached at 724-978-0300 or toll free at 1-866-539-1100. The change from Berkheimer to Keystone was made at the County level and applies to all municipalities in Chester County.
- Residents of the City of Coatesville are assessed an annual Earned Income Tax (EIT) of 2.5% on all earned income, and Non-Residents are assessed an EIT of 1.0% of income earned within the City. Keystone Group remits 5% of the EIT to the Coatesville Area School District, and the balance is remitted to the City.
- Local Services Tax (LST) in the amount of \$52 per year is due from each person who is employed within the City of Coatesville City Limits. Keystone Collections Group remits \$47 to the City and \$5 to the Coatesville Area School District.
- Annual Earned Income Tax returns must be filed with Keystone Collections Group, 546 Wendell Road, Irwin, PA 15642



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## City of Coatesville – Department of Public Works

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The Department of Public Works is responsible for a variety of services that contribute to safety, maintenance and quality of life services in the City of Coatesville. Those services include; maintenance of public facilities (parks, buildings), streets (street lights, traffic lights, scheduled street sweeping, storm water management, winter maintenance) and solid waste/recycling collection. The department is not responsible for maintaining private property.

The department cannot complete the above referenced responsibilities to improve quality of life in the City without help from our citizens. We are asking for volunteers to perform "Public Works" by helping to prevent litter and assisting with the maintenance of public facilities in your neighborhood such as parks and/or landscaped areas at various intersections along Lincoln Highway.

Volunteer with Public Works by calling (610) 384-2861.

*"Never doubt that a small group of thoughtful committed citizens can change the world; indeed, it's the only thing that ever has."*

**Margaret Mead. Used by permission.**



## City of Coatesville Fire Department Seeks Interested Citizens to Volunteer

Fire Fighters

Medical Responders

Fire Police

The Fire Department offers you the opportunity to attend the training classes required to become a Nationally Certified Firefighter I and Firefighter II as well as provides you with all of your required personal protective equipment.

In addition to the training opportunities, the Fire Companies will accept applications for Volunteer Firefighter, PA EMT-B, and Fire Police. Membership is also open to Fire Explorers (persons aged 14 to 16 years old) and Junior Firefighters (persons aged 16 to 18).

Please contact the respective companies listed below to learn more about opportunities wherein citizens of Coatesville can get involved with the fire service.

Washington Hose Company  
376 East Lincoln Highway  
Coatesville, PA 19320  
(610) 384-6464

West End Fire Company  
134 Strode Avenue  
Coatesville, PA 19320  
(610) 384-9111



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## City of Coatesville Tenant's Rights

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### **Problems at your rented dwelling? Here's what you should know.**

The Pennsylvania "Tenant Landlord Act" of April 6, 1951 guarantees you the following rights:

1. The landlord shall, with reasonable promptness comply with the requirements of applicable building, fire prevention, and housing codes materially affecting health, and safety.
2. The landlord shall, with reasonable promptness, make all repairs and do whatever is necessary to put and keep the premises in a fit and habitable condition.
3. The landlord shall, with reasonable promptness, keep all common areas of the premises in a clean and safe condition.
4. The landlord shall, with reasonable promptness, maintain in good and safe working order and condition all electrical, plumbing, sanitary, heating, and ventilating, air conditioning, elevators and other facilities and appliances, supplied or required to be supplied by him by law or the rental agreement.

### **Are there problems at your rented dwelling? Here's what you can do.**

1. Speak to your landlord about the problem. Explain that there is a problem and that it must be fixed. Notify your landlord immediately and put it in writing too. Send a letter by certified mail.
2. If the landlord fails to make repairs or fails to cleanup an unsafe condition "with reasonable promptness: call the Codes Department of the City of Coatesville.
3. Explain the problem to a Code Compliance Officer. We will verify the complaint, document the condition, and take appropriate steps to enforce compliance.
4. If we are unable to correct the complaint, it may be necessary to seek legal help.

# 10 Things You Can Do to Prevent Stormwater Runoff

1. Keep litter, pet wastes, leaves and debris out of street gutters and storm drains—these outlets drain directly to streams, rivers and wetlands.
2. Apply lawn and garden chemicals sparingly and according to the manufacturer's directions; then sweep-up driveways, sidewalks, and roads for excess chemicals you've applied.
3. Dispose of used oil, antifreeze, paints and other household chemicals properly – not in storm sewers or drains.
4. Clean up spilled brake fluid, oil, grease and antifreeze. Do not hose them into the street where they can eventually reach local streams and waterways.
5. Control soil erosion on your property by planting ground cover and stabilizing erosion-prone areas.
6. Purchase household detergents and cleaners that are low in phosphorous to reduce the amount of nutrients discharged into our lakes, streams and coastal waters.
7. Compost your yard waste.
8. Avoid pesticides and learn about Integrated Pest Management (IPM)
9. Direct downspouts away from paved surfaces
10. Take your car to the car wash instead of washing it in the driveway; car washes have strict water and waste guidelines.