



**A Team of Teams  
Making a Difference!**

October 1, 2004

**Subject: Bulk Pick-Up Policy**

**Purpose.** This memorandum defines the policy and procedures of the household bulk pick-up service stated in § 8.16.060E of the City Code.

**Overview.** Salisbury Public Works provides a household bulk trash pick-up service to City residents to remove large items and yard waste, which is:

- Weekly Bulk Pick-up for a minimum fee of \$ 25.
- Weekly Vegetative Materials Yard Waste Pick-up is free.
- Two free bulk pick-ups per year. One pick-up will be scheduled in the Spring and the other in the Fall.

**Bulk Item Fee Schedule.**

- Weekly Vegetative Items Pick-up. No charge.
- Weekly Bulk Pick-up (non Vegetative items) Procedures.
  - A minimum payment of \$ 25 per pick-up will need to be paid prior to scheduling the pickup.
  - There is an additional charge for appliances that is based on the weight of the appliance and if it contains Freon. The fees are:

- Refrigerator	\$ 26.00	- Oven	\$ 4.00
- Freezer	\$ 26.00	- Washer	\$ 6.00
- Dryer	\$ 4.00	- Air Conditioner	\$ 22.00
- **Semi Annual Bulk Pick-up Procedures.** No charge for a pick-up. No appliance items will be picked during these two pick-ups.

**Weekly Bulk Pick-up (non Vegetative items) Procedures.**

- To initiate the process, the City resident fills out the bulk pick-up application form shown at Enclosure 1. The form can be obtained by:
  - Downloading from the Salisbury Public Works' website at [www.ci.salisbury.md.us/publicworks/bulkpickup](http://www.ci.salisbury.md.us/publicworks/bulkpickup;);
  - Picked-up at the Finance Office; or
  - Calling Salisbury Public Works at (410) 548-3177 or 3170 and it will be mailed to a City resident on request.
- A City resident pays for bulk pick-up by one of the following options:
  - Pay in person at the Finance Office in City Hall.
  - Mail in the application and check to the Finance Office.
- The City staff is working on a payment option through the Internet.
- Upon payment, the bulk pick-up will be scheduled for the following Monday that is not a holiday.

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- Please do not place more than three large items on the curb on Sunday night. Our crews start pick-up on Monday morning at 6 AM. The Department can not pick-up more than three bulk items due to equipment and resource constraints.
- Do not place any of the bulk items in the blue recycling container or the large 95-gallon trashcan (usually black or green) used for the Tuesday through Friday household trash pickup.
- **Some examples the City can not pick-up are:**
  - **Motor oil and antifreeze.** The County Landfill and Transfer Stations will accept motor oil and antifreeze. Contact the Landfill at (410) 548-4935.
  - **Batteries.** Some garages or battery dealers may accept old batteries.
  - **Tires or automobile parts.** The County Landfill accepts tires for a small fee and the Landfill has a scrap pile in the Landfill's Recycling Area.
  - **Paint cans.** If the paint is solid or the can is empty, place in a plastic bag and deposit in the normal household trashcan. If the paint is liquid, leave the can open until the paint dries hard and then place in a plastic bag and place in the normal trash.
  - **Propane tanks.** The County Landfill will accept the tanks in the scrap metal pile if the propane tank is empty, the valves are removed, and not larger than the 20-pound size.
  - **Construction, demolition, or renovation materials or debris.**
  - **Riding lawn mowers, pianos, shingles, siding, furnaces, or piping.**
  - **Pallets, lumber, fencing, or landscaping timbers.**

## **Weekly Vegetative Yard Waste Pick-up Procedures.**

- Please call the City Service Center at (410) 548-3177 on Monday through Friday from 8:30 AM to 4:30 PM to talk with a Customer Service Representative.
- Also, you can call in a vegetative bulk pick-up request to an answering machine from Friday at 4:30 PM through to Monday at 6:00 AM. Since the Department's pick-up teams depart shortly after 6:00 AM and routes must be assigned to our workforce for the day's pick-ups, we cannot add pickup requests after 6 AM.
- In addition to providing contact information with your name, street address, and telephone number, you need to provide a detailed description of the yard waste you want picked up. Providing detailed information helps the Department to schedule and assign the people, appropriate equipment, and pickup routes.

## **Vegetative Yard Waste.** How the yard waste needs to be prepared:

- **Branches.** Each bundle must be tied together, less than 4-feet long, branches or limbs less than 4-inches in diameter, and weighing less than 40 pounds. No more than three bundles per week. Bundles that do not meet this standard can not be picked up.
- **Leaves and Vegetative Materials.** Please place in plastic bags not weighing more than 40 pounds. Do not place more than 25 bags out per week, the Department will not pick-up more than 25 bags.
- Vegetative Item Pick-ups are not required to fill out the bulk pick-up form.

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**General Policies:**

- We cannot pick-up landlord evictions.
- Non-city residents and businesses are not allowed to use the bulk pick-up service.
- The fee schedule for appliances will be adjusted when there are fee schedule changes by the Wicomico County Landfill.

This policy becomes effective November 1, 2004. This memorandum replaces the Department of Public Works' Bulk Pickup Policy memorandum dated May 10, 2001.

**Summary.** Our policy and procedures were developed to provide a very important service to our City's residents efficiently and effectively. Unfortunately, a few abuses of the City policy have caused major workload and service problems in the City's household bulk pick-up program. This has had a negative impact on other critical Public Works tasks such as our street cleaning and maintenance programs and keeping our City's parks, Riverwalk, and playgrounds clean and safe.

For any additional questions you may have, contact a Public Works Department Customer Service Representative at (410) 548-3177.

Sincerely,

John F. Jacobs III, P.E.  
Director of Public Works

Enclosure: Bulk Pick-Up Application Form