

WARWICK TOWNSHIP
315 Clay Road
P.O. Box 308
Lititz, PA 17543-0308
(Lancaster County)

January 16, 2017

To: Warwick Township Residents

From: Warwick Township Board of Supervisors

Re: Leaf and Woody Yard Waste Drop-off Site

Effective March 15, 2017, Warwick Township will be making changes at the Township's Leaf and Woody Yard Waste facility located at 550 Stauffer Road. For those residents not familiar with this site, please see the attached map. The Township constructed this facility in 2007. The Township operates and maintains the facility.

The primary purpose and usage of the facility is for leaf and wood waste generated on residential properties within Warwick Township. As part of the changes, the Township will be closing the facility from January 16, 2017 to March 17, 2017.

Outlined below are questions asked about the facility and the changes to be implemented:

1. **Why are changes being made?** Changes are being made to insure the Township can meet the demand of our residents for this type of service. The site is being converted from an open access facility with an honor system to a controlled access facility. Township residents will be issued a key fob (a small device that fits on a key chain). The key fob will provide access to the site and a record of visits. This step will protect future capacity and address flaws in the honor system.
2. **How do I obtain a key fob?** You can get a key fob by filling out the enclosed application form. Please completely fill out the form and return it to the Warwick Township Administration Office with a twelve (\$12.00) dollar application processing fee. We will mail a key fob to your home. A key fob can also be obtained by coming to the Township Administration Office Monday through Friday between 8:00 a.m. and 4:00 p.m. **The application fee can be paid by check made payable to Warwick Township.**
3. **How long is the key fob usage period?** The key fob will provide access to the facility from March, 2017 to February 28, 2018. Each year you will need to renew your fob for the next twelve month period. A reminder post card will be mailed at the beginning of each year.
4. **How will I identify the key fob?** Each key fob will be attached to a key chain with the Warwick Township name on it.
5. **What happens if I lose my key fob?** You can get a replacement key fob at the Township Administration Office. A replacement fee of \$8.00 will be charged.

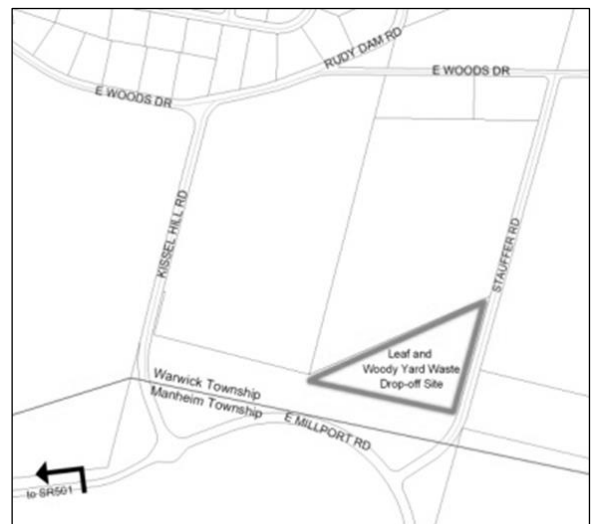
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6. **What happens if I do not follow the Rules and Regulations for the facility?** The Rules and Regulations for the facility are enclosed with this letter. Any violation can result in a loss of privilege of use either for a temporary or permanent period, depending on the violation.
7. **If I use a commercial landscaper or yard maintenance service on my property, can they use the facility?** No, the Township does not allow commercial operators to use the facility.
8. **Can Commercial, Institutional or Industrial property owners located within Warwick Township use the facility?** Yes, but they have a different fee schedule. Please contact the Township Administration Office for information at 717-626-8900.
9. **Can non-residents of Warwick Township use the facility?** No, non-residents are no longer allowed to use the facility, with the exception of Lititz Borough residents. If interested, Borough residents should contact the Administration Office. They will be required to pay a non-resident fee.

Our goal is to make these changes at a minimal inconvenience to our residents. The changes are necessary to insure the long term viability of the facility and to have capacity for our residents. Thank you for your cooperation in this matter.



The picture above illustrates how the key fob would be used at the Facility.



The map above illustrates the location of the Facility.