
Memo: Town Website Analysis

To: Marc Rider, UCRRA Executive Director

From: UCRRA Recycling Outreach Team

Tuesday, October 28th 2025

Background

There are 24 municipalities in Ulster County; 1 city, 3 villages, and 20 Towns. 18 Towns and 1 City operate Municipal Recycling Drop Off Centers (MRDCs). Each MRDC operates independently of the Agency; each program sets its own fees, hours, staffing, structure, and establishes various recycling collection programs. The Agency executes service contracts with 16 of these facilities, providing a roll off and transportation service for the collected municipal solid waste and regulated recycling.

The Agency's Recycling Outreach Team (ROT) is responsible for implementing a comprehensive county-wide community engagement program and has conducted extensive outreach to Towns. In recent years, the ROT has updated its Dual Stream Recycling Guide, hosted Informational Meetings and Tours for MRDC staff, updated an MRDC list annually, distributed new signs to every facility, and has provided consistent communications to the Towns through memos, e-newsletters, reports, and other means.

The ROT sought to conduct research into how various aspects of waste sustainability is included in Town webpages in relation to their MRDCs and recycling programs. This memo supports our efforts to analyze trends, better understand any gaps in recycling education, and develop recommendations.

UCRRA joins municipalities across New York State who are combating the negative environmental and economic effects of contaminated recycling. We'd like to take this opportunity to recognize the important role that municipal recycling programs can play in improving the quality of the valuable recyclable commodities processed by the Agency. **We need all of our community partners to feel a shared responsibility to educate residents about basic recycling guidelines and standards, which has a direct result in the efficiency, efficacy, costs, and long-term sustainability of Ulster County's recycling program.**

Findings

Contact Information

Of the 19 Town websites analyzed,

1. 12 Towns (63%) have the **Agency's website** listed as a resource and 7 Towns (37%) do not.
2. 6 Towns (32%) have the **Agency's phone number** listed as a resource and 13 Towns (68%) do not.
3. All 19 Towns list a **phone number for their own facility**, noting only 7 Towns (37%) list a **specific contact person**. These designees range in Job Title(s) from: Recycling Coordinator, Solid Waste Attendant, Foreman, Town Supervisor, Highway Superintendent, and Town Clerk.

Recycling Education Resources

Of the 19 Town websites analyzed,

4. 5 Towns (26%) have the Agency's current **Dual Stream Recycling Guide** listed as a linked resource and 14 Towns (74%) do not.
 - a. Several Towns have old or outdated versions of UCRRA literature linked to their webpages, including signs that were created prior to 2018. One Town has a media piece dating back to 2015.
5. 15 Towns (79%) provide **a description of what items are acceptable for recycling**. 4 Towns (21%) do not provide any clarification on what is acceptable for regulated recycling. These descriptions vary significantly in content, accuracy, and consistency with the current Recycling Outreach Team guidelines.
 - a. Several towns show recycling guidance **described in differing ways in multiple areas of their website** (i.e. a description on the main webpage vs. a description in a PDF brochure linked vs. a description in an annual Fee Schedule PDF document vs. the Agency's Dual Stream Recycling Guide).
6. Each Town differs significantly in the scope of other **alternate recycling programs**. According to the Town's annual disclosure to the Agency regarding accepted items, 15 (79%) accept scrap metal, 13 (68%) accept tires, 11 (58%) accept electronics recycling, 10 (53%) accept clothing donations, 9 (47%) accept refrigerant-containing appliances, and 1 (5%) accepts film plastic.
7. Please see Attachment A for full detail.

Composting Education Resources

Of the 19 Town websites analyzed,

8. 6 (32%) Towns **mention or encourage food scrap composting** while 13 (68%) Towns do not mention composting at all. These descriptions vary in content and depth.
 - a. Of the 6 Towns that mention composting, 5 Towns describe it only in the context of the **food scrap drop off program facilitated by their Town**.
 - b. Only 1 Town provides **further educational guidance** for residents to learn how to participate in backyard composting.
9. Each Town differs in its management for **yard waste**. 13 Towns accept yard waste at their MRDCs. Several Towns partner with the Agency for shared services to grind and recycle their yard waste into mulch for use at the Agency's composting operation. Some municipalities offer a seasonal curbside pick up option.
10. Please see Attachment B for full detail.

Reuse Education Resources

Of the 19 Town websites analyzed,

11. 2 Towns (11%) **mention or encourage reuse and repair** while 17 Towns (89%) do not mention waste reduction or reuse. These descriptions vary in content or depth.
 - a. Of the 2 Towns that mention reuse programs, both describe it only in the context of the reuse **program facilitated by their Town**.
 - b. None of the Towns provide **further educational guidance** for residents on how to participate in local reuse programs.
12. Currently, only one Town has a formal reuse program established at an MRDC. 10 years ago, the Town worked through DEC grants to purchase a pre-fabricated building that can be used as a dedicated thrift store, carrying various donated items from fabric rolls, to craft supplies, office supplies, to bulk overstock items, furniture, a "tool share" shed, free food fridges, and more. However, there are some other **small-scale, voluntary, informal reuse programs**, such as one Town that has a small shed that is used as a pop-up thrift store managed by volunteers. Other more informal programs exist in 4 other Towns, but they do not have dedicated sheds for reusable items, (ex. A bookshelf for books, an area for used bicycles).
13. Please see Attachment C for full detail.

Household Hazardous Waste Education Resources

For the purpose of this section, a “description of household hazardous waste programs” refers to the Agency’s free, safe disposal events and/or any additional guidance on how to dispose of the items that are not accepted at the Transfer Station, such as paint or household chemicals.

For the purpose of this section, a brief mention of fluorescent lamp recycling fees or acceptance at the facility was not considered descriptive guidance on household hazardous waste, though several facilities allow fluorescent lamp recycling.

Of the 19 Town websites analyzed,

14. 3 Towns (16%) directly **mention or encourage safe disposal of hazardous household waste (HHW)** and/or mention the Agency’s free drop off events while 16 Towns (84%) provide no further guidance on safe disposal options. These descriptions vary significantly in content, accuracy, and consistency with the current Recycling Outreach Team guidelines.
15. Each Town differs significantly in the scope of its **acceptance of hazardous wastes or materials**. According to the Town’s annual disclosure to the Agency regarding accepted items, 6 (32%) accept motor oil, 5 (26%) accept propane tanks, 3 (16%) accept fluorescent light bulbs, 2 (11%) accept antifreeze, 2 (11%) accept household rechargeable batteries.
16. Please see Attachment D for full detail.

Miscellaneous Bulky Items

For the following Bulky Waste Items listed in this section, it is unclear if all Towns actually allow these items in their programs, though some Towns expressly discuss the items in their fees on their websites. Of the 19 participating Town websites analyzed,


Furniture

17. 2 Towns (11%) do not **mention furniture** on their websites at all while the vast majority do offer a fee schedule for various items accepted as municipal solid waste.
18. Towns have a range of fees for **upholstered chairs or a small sofa**; \$8 - 24 detailed as \$10 or \$10 - \$14 plus the weight or \$8 per seat or \$10 per seat or \$15 per seat or \$20 or \$24 or \$30.
19. Towns have a range of fees for **larger, sleeper sofas**; \$18 or \$25 or \$30 or \$34 or \$40 or \$55

20. Fees for **a small dresser** range from \$4-16 detailed as \$5 or \$ 4.50 per drawer space or \$8 or \$9 or \$25
21. For some Towns, furniture items are only discussed in terms of **“punches”** with little context about the corresponding fee.
22. **Other specific items** mentioned on one or more websites include; wooden tables, cabinets, living room chairs, wood/plastic furniture (lawn/kitchen/dining/office), office desks, patio doors, sinks, toilets, windows.
23. See Attachment E for Graphs.

Mattress Recycling

24. While 11 Towns **mention mattresses** on their websites, 17 Towns include **mattresses** in their fee schedules with a range from \$8 to \$35 per piece.
- a. 3 Towns have one fee no matter the size of the mattress, detailed as 2 Punches (or \$12), \$15, and 4 Punches (or \$24).
 - b. 13 Towns assess mattress fees based on size with the following ranges:
 - i. Twin \$8 - \$20 per piece
 1. \$8
 2. \$10 (4)
 3. \$10 + weight
 4. \$12
 5. 3 punches or \$13.50
 6. \$15 (3)
 7. \$20 (2)
 - ii. Full/Double \$10 - \$30 per piece
 1. \$10
 2. \$10 + weight
 3. \$12 (3)
 4. \$15
 5. \$16
 6. 4 punches or \$18
 7. \$20 (3)
 8. \$24
 9. \$30
 - iii. Queen \$12 - \$30 per piece
 1. \$12

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- 2. \$12 + weight
 - 3. \$15 (2)
 - 4. \$16
 - 5. 4 punches or \$18
 - 6. \$20 (2)
 - 7. \$24
 - 8. \$25
 - 9. \$30
- iv. King \$12 - \$35 per piece
- 1. \$12 + weight
 - 2. \$14
 - 3. 4 punches or \$18
 - 4. \$20 (5)
 - 5. \$32
 - 6. \$30 (2)

25. See Attachment E for Graphs.

Construction & Demolition Debris

26. 10 Towns (52%) do not **mention construction and demolition debris** on their websites at all while half of Towns do offer a fee schedule for various items accepted as C&D.
27. Towns have a range of **fees based on the volume of C&D**; \$15 per 35 gallon bag or \$20 per a 50-55 gallon bag or \$70 per yard or \$120 per yard or “based on pick-up bed size ranging in price from \$20 - \$136 or \$100.00 per Short Truck Bed (6’ - 1.5 cu yd): \$125 per Standard Truck Bed (8’ - 2 cu yd) plus a. Heavy Material Surcharge of \$25.00.
28. Towns have a range of **restrictions** discussed on their webpages; residential C&D only” or “ No dump trailers larger than 8'x10' are not permitted” or “50 lb. limit”.
29. Fees for **shingles and roofing material** range from \$70 per yard or \$100 per yard or \$115.00 per yard.
30. **Other specific items** mentioned on one or more websites include; wood, glass, fiberboard, pressure treated landscape ties, concrete, brick.

Permits & Fee Structures

Of the 19 Town websites analyzed,

Permits

31. 5 Towns (26%) **do not require permits**, Shandaken, Denning, Hardenburgh, City of Kingston & Town of Kingston.
 - a. Denning & Hardenbergh do not require permits to access their facilities.
 - b. City of Kingston provides curbside collection and residential access to its transfer station that does not require a permit.
 - c. Town of Kingston does not operate a transfer station, instead provides curbside collection from a contracted hauler.
 - d. Shandaken does not operate a traditional transfer station but instead accepts dual stream recyclables only at Town Hall. On their website, they direct residents to use the Town of Hunter transfer station for trash or the Saugerties Transfer Station.
32. 14 Towns (79%) **require permits** for access, 7 Towns (37%) offer **permits exclusively for In-Town residents**.
 - a. **Resident Permits:** 16 Towns (84%) offer a resident permit rate ranging from \$20 to \$75.
 - i. \$20
 - ii. \$35 (2)
 - iii. \$37 (offered to residents & residents of a partnering town)
 - iv. \$40 (3)
 - v. \$50 (5)
 - vi. \$57(Special rate for residents of a partnering town)
 - vii. \$70 (2)
 - viii. \$75
 - b. **Non-Resident Permits:** 8 Towns (42%) indicate that they offer permits for out-of-town residents. Permit fees range from \$55 to \$100.
 - i. \$55
 - ii. \$60
 - iii. \$65 (Only waste generated in this town is accepted)
 - iv. \$90
 - v. \$100 (3)
 - c. **Commercial/Business Permits:** 3 Towns (16%) indicate that they offer commercial/business permits ranging from \$55 to \$150.
 - i. \$55 (Businesses located in that town only)
 - ii. \$100
 - iii. \$150
 - d. **Other Permit Types:** 3 Towns (16%) offer additional permits for specific services
 - i. A food scrap drop off only permit (\$22),
 - ii. A Limited Residential Permit which excludes household trash (\$30),



- iii. A brush only permit (\$88).
- e. **Senior Permits:** Discounted permits for Senior Citizens are offered at 11 transfer stations (58%). These permit fees are in a range from \$0 to \$60 per year.
 - i. \$0 (2)
 - ii. \$20 (2)
 - iii. \$25 (4)
 - iv. \$30
 - v. \$55
 - vi. \$60
- f. **Discounted Permits for Veterans and/or First Responders:** offered at 3 transfer stations (16%) with a range of \$25 to \$30 per year.
 - i. \$25 for Veterans (2)
 - ii. \$25 for First Responders
 - iii. \$30 for First Responders
- g. **Half year permits:** offered at 2 Transfer Stations (11%) at the rates of:
 - i. \$25
 - ii. \$35 (residents only)
 - iii. \$44 brush only
- h. **Day Passes:** 11 (%) Towns indicated that they offer 1 day passes in a range from \$9 - \$30.
 - i. \$9
 - ii. \$10 (4, two are for residents only)
 - iii. \$20 (3)
 - iv. \$22.50
 - v. \$30
 - vi. \$15 (discounted day pass for seniors)
 - vii. \$30 (Non-resident day passes)

See Attachment E for Graphs.

Recommendations

Contact Information

- To promote access to Recycling Outreach Team resources and additional information, Towns should list the Agency's website and phone number and encourage residents to contact us with questions.

Recycling Education Resources

- To promote consistency across the municipal recycling service and reduce consumer confusion and contamination of quality recyclables, all Towns should link to the Agency's Dual Stream Recycling Guide.

- Additional detail about recycling best practices is always helpful. Towns should consider including some clear description about accepted items. This messaging may originate from the Agency in order to be consistent across all websites.
- The ROT will continue to encourage more comprehensive recycling programs for textiles, electronics, scrap metal, and other ancillary services.

Composting Education Resources

- General information about the environmental benefits of composting would be a good addition to any Town website. For Towns that are currently offering a composting option, this can also be useful to increase participation.
- Encouraging backyard composting is helpful to achieve the shared goals of the County and the Agency. Towns should consider including basic information about composting options, even if they do not offer a composting service. The Agency has resources readily available for this, such as a dedicated webpage about home composting, composting booklets and guides, free composting classes, and more.
- The Agency will continue to encourage more comprehensive composting programs through its contracts, grant programs, and ROT.


Reuse Education Resources

- Encouraging reuse and waste reduction is helpful to achieve the shared goals of the County and the Agency. Towns should consider including basic information about local reuse and repair options, even if they do not offer a reuse service. The Agency has resources readily available for this, such as dedicated webpages about reuse and repair, the 7Rs to Rethinking Waste flyer, and more.
- The Agency will continue to encourage more comprehensive reuse programs through its contracts, grant programs, and development of the Reuse Innovation Center Project.

HHW Resources

- To promote best practices and enhance environmental compliance with unaccepted wastes, Towns can assist with sharing basic information about the Agency's free safe disposal program on their website. This messaging may originate from the Agency in order to be consistent across all websites. The Agency has resources readily available for this, such as a dedicated webpage about the HHW program, an HHW flyer, Recyclopedia, Paint Care website, and more.

Miscellaneous Bulky Items

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- While the Agency does not set fees for Town Transfer Stations, the lack of consistency in fee ranges for furniture, mattresses, and C&D can be confusing or has implications on the general public's adaptability to reuse or recycle these items.
 - To the extent that these wastes interact with Agency programs, these fees may need further evaluation so the Agency may make recommendations on an appropriate fee, if that is deemed appropriate.

Appendix A: Recycling Guidance Detail

An Excerpt from the UCRRA Recycling Outreach Team Town Website Analysis October 28th 2025

- i. *"Recyclables accepted: paper products, Newspaper, magazines, books, office paper, cardboard and junk mail. Container Products- Container Glass, Food & Beverage Cans, Plastic Containers"*
- j. *"Mixed Glass - All colors accepted. Must be rinsed, with lids and corks removed. Lids go in the co-mingled bin. No windows or ceramics. Co-Mingled Plastic & Metal - Items must be rinsed; gallons should be crushed. Accepted: Recycling codes #1, #2, #4, #5, #7. Not Accepted: Black plastic, plastic bags (even if marked recyclable), toys, electronics, paint cans, hangers, Styrofoam. Aluminum foil/tins must be clean – dirty items go in marked trash bin. Corrugated Cardboard & Brown Bags. Must be flattened. Do Not Include: Styrofoam, plastic packing, or paperboard (e.g., cereal boxes – place these in Mixed Paper bin). Mixed Paper. Includes junk mail, phone books, softcover books, newspapers, shredded paper, paperboard - like cereal boxes. Do Not Include: Pizza boxes or wax-coated cartons (trash bin). NY 5¢ Deposit Bottles & Cans. Includes plastic, aluminum, and glass bottles from water or carbonated beverages. Accepted as donations to the Recycling Center. Glass collected separately from plastic & cans"*
- k. *"Newspaper, Cardboard, Magazines, Bottles, Cans, and Plastic Jugs, Metal, Electronics & Computer Equipment."*
- l. *"Recycle -paper, cans, glass, metal, some plastics, cardboard."*
- m. *"Recyclable Glass: Clear, green or brown. Recyclable Plastic & Metal Containers. Mixed Paper: Magazines, junk mail, color printed material, phone books, newspapers, Corrugated Cardboard"*
 - i. *Note this detail was sourced from a brochure linked to the main transfer station webpage.*
- n. *"Glass: Glass can no longer be co-mingled with plastic containers and metal containers. There is a separate container for glass bottles & jugs. Aerosol cans: We collect and recycle these every day that we are open at no cost. Cans MUST be completely empty. Hard Cover Books: Can be recycled with white paper. Plastic Bottles and Jugs: We ask your cooperation in recycling plastic containers. We ask that you flatten the one gallon jugs, typically used for milk and water, by stepping*

on them or simply collapsing them between your hands. These jugs are easy to flatten and will save storage and transport expense all-around. As always, please remove caps and tops. **Metal:** Deposit items that are predominantly ferrous (steel, iron, tin) in the metal roll-off container. Larger ferrous items (mowers, tanks, dryers) go to the metal pile. See the handout for other metal items (alum, stainless steel, copper, brass).

- i. Note this detail was sourced from a webpage linked to the main transfer station webpage.
- o. "ACCEPTED Plastic: Plastic BOTTLES, JUGS, TUBS, CAPS/LIDS with #1 to #7. Bottles —> drink, soap, etc. Tubs —> yogurt, butter, etc. Jugs —> milk, juice, etc. METAL ACCEPTED: Aluminum Cans (beverages, etc.), CLEAN Aluminum Foil/Trays, Tin Cans (soup, etc.), Metal Lids (from jars). GLASS RECYCLING: MUST BE A CLEAN BOTTLE OR JAR WITH LIDS REMOVED* (*metal lids go in metal recycling) ACCEPTED Beverage Bottles, Food Jars, Any other CLEAN Bottle OR Jar. MIXED PAPER RECYCLING: Newspapers, Magazines/Catalogs, Computer/Copy/Fax paper, Writing/Ledger Paper, Phonebooks, Brown Bags, Cereal/Tissue Boxes, Junk mail (incl. ads, envelopes, coupons), Wrapping Paper (not foil/metallic), Greeting Cards, Paper Egg Cartons, Books (hardcovers must be removed), Shredded Paper (in clear bags). CORRUGATED CARDBOARD ONLY: FLATTEN CARDBOARD — Keep LOOSE. Do NOT TIE bundles together!!"
- i. Note this detail was sourced from a brochure linked to the main transfer station webpage. The brochure also included detail on "non acceptable" items for each category. For the purpose of this memo, the accepted item list only is noted above.
- p. "Items to Be Recycled at Transfer Station (CURRENTLY NOT ACCEPTING used motor oil) ~ Waste Mail (including wrapping paper – no shiny or glitter) ~ Magazines ~ Plastic & Tin (all bottles that have "necks" / both ends removed) ~ Glass (no ceramic, windows, window glass, headlights, light bulbs or mirrors) ~ Newspaper ~ Cardboard (including cereal & tissue boxes, brown paper bags) ~ Aluminum ~ Copper ~ Brass"
- q. "PAPER PRODUCTS - Newspapers, Magazines & Catalogs, Computer/Copy/Fax Paper, Writing/Ledger Paper, Phone Books, Junk Mail (including envelopes, coupons, ads & inserts), Wrapping Paper, Greeting Cards, All Thin Cardboard (including cereal, pasta, cracker & other food boxes, shoeboxes, tissue boxes, paper egg cartons, soda & beer packaging). GLASS PRODUCTS: Glass Bottles, Glass Jars. COMMINGLED PRODUCTS: Aluminum Cans, Tin Cans/Containers, Plastic Bottles (shampoo, water, soda), Plastic Tubs (yogurt, cottage cheese), Plastic Jugs (milk, juice) TIP: Look for the code on the bottom container. If it is - PET#, HDPE #2, LDPE #4, PP #5, OTHER #7 then it's recyclable!!!! NOTE:

Remove caps. Rinse all containers. No caps. Lids are acceptable. OTHER PAPER PRODUCTS: Corrugated Cardboard, Brown Paper Bags. NOTE: Flatten cardboard. Do Not Tie Together, keep loose. No wax or plastic coated paper products.

- i. *Note this detail was sourced from a PDF linked to the main transfer station webpage. The brochure also included detail on “non acceptable” items for each category. For the purpose of this memo, the accepted item list only is noted above.*
- r. For this Town please note there are multiple areas that describe recycling.
 - i. **Sourced from “Fee Schedule” PDF - “**Recyclables Information: • Recyclables to be placed in designated containers. • Plastic toys, utensils, hoses, buckets, medicine vials, siding, clothing, or other plastic items are NOT accepted in recycle bins. Transfer Station Staff will clarify appropriate disposal options. • Cardboard. Dirty, greasy, painted, waxed, or otherwise contaminated cardboard NOT accepted. • Newsprint must be clean and can go into the same container with computer paper, junk mail, magazines, phone books, paperback, hardcover books with covers removed. No boxes. • Glass must be separated from Metal Cans and Plastic Bottles/Containers, as they go into separate bins. • Glass and Plastic containers must be clean and rinsed with lids removed. • Tin and Aluminum cans must be clean, with lids removed. • Pots, pans, clothes hangers, etc. can be placed in the metal container. • Large Metal Items can be placed in the Metal container. • Paint Cans must be empty of any residue or must be dry with the lids off (add cat litter).
 - ii. **Sourced from “Recycling Brochure” PDF - “**Recyclable plastic must be in the correct form, with the correct resin number. Form: Bottles, jars, jugs, tubs and lids. Resin number: #1 (PET), #2 (HDPE), #3 (PVC), #4 (LDPE), #5 (PP) or #7 (OTHER). Glass bottles and jars. Clean and rinsed, with the lids removed. Redeemable aluminum cans: Place in the corresponding bin for donation. Metal food or drink containers: These go into the “commingled” roll-off container with recyclable plastic. Remove the metal lids and add those as well. Scrap metal: Any other metal not mentioned above. That includes bottle caps, clean aluminum foil/pie plates, pots, pans, clothes hangers and appliances. Metal paint cans must be empty of any residue, and dry, with the lids off. Ask the Transfer Station staff about any metal items that could be set aside for someone else to reuse. Paper: Computer, copy, fax, writing, ledger. Wrapping paper, junk mail, magazines, catalogs, phone books, gray board, newsprint, paperbacks, hardbacks with

covers removed. Thin cardboard: Food boxes, shoe boxes, tissue boxes, paper egg cartons, soda and beer packaging. Brown paper bags: Recycle with mixed paper or leave in the nearby collection area. Corrugated cardboard only. Clean, dry and flattened. Leave loose; don't tie.

- s. For this Town please note there are multiple areas that describe recycling.
 - i. **Sourced from the main webpage:** "Since August 2018 the UCRRA (town vendor) has only accepted bottles, jugs, and tubs. Staff cannot and should not sort out unacceptable plastics such as unwashed food containers, toothbrushes etc. Staff will inspect your plastic and go over what items are acceptable before you place them in the trough."
 - ii. **Sourced from a "Tipping Fee Schedule" brochure linked on the webpage:** "PAPER • newspapers, magazines, catalogs, inserts • white and colored paper (lined, copier, computer, staples • mail and envelopes (any color, window envelopes OK) • paper bags • wrapping paper • soft-cover books, telephone books (paperbacks, comics, etc.; no spiral bindings) • cardboard egg cartons and trays • smooth cardboard (cereal boxes, tubes, file folders, cardboard from product packaging). BROWN CARDBOARD Flatten ALL cardboard; remove Styrofoam® and plastic and discard in your garbage. (BROWN ONLY). METAL CANS ALUMINUM FOIL PLASTIC JUGS PLASTIC BOTTLES PLASTIC DELI TUBS such as cottage cheese, potato salad, margarine, etc. Glass Bottles and Jars ONLY. WE CHECK ALL PLASTICS BEFORE ACCEPTING EMPTY aerosol cans, beverage cans, etc.) plastic bottles and jugs with a neck (#1 and #2)"
 - iii. *The brochure also included detail on "non acceptable" items for each category. For the purpose of this memo, the accepted item list only is noted above.*
- t. "Standard, mandated recyclables are picked up from our transfer station by the UCRRA. The items that are picked up by this agency must comply with their standards, which are determined by what the county facility can handle. Please note, some home-pick up haulers utilize different agencies for recyclables and have a different capacity for what they can accept. We understand this causes confusion, so please use the following guide to pre-sort your recyclables before coming, and place items in the proper bin during your trip to the transfer station." Dual Stream Recycling Guide is linked. " On a separate page called Using The Transfer Station, recycling is described as "♻️ Glass, Mixed Paper, Cardboard, Aluminum, Metal" noting no mention of plastics recycling.




- u. *"The waste management operation includes deposit of materials into separated and categorized containers (glass, metal, paper, plastics and general refuse). Cardboard recycling is also available.....As mentioned above, the Transfer Station accepts recyclable items. The following UCRRA handout provides a guide as to which items are acceptable versus which ones are not (so called "Wish-Cycle" items smiley smaller.jpg). (DSR GUIDE LINKED)"*
- v. *"RECYCLABLES NO CHARGE:Cans, Glass, Plastic, Paper, Cardboard, Newspapers, Magazines, Junk Mail"*
 - i. *Note this detail was sourced from a PDF linked to the main transfer station webpage. The brochure also included detail from UCRRA's Dual Stream Recycling Guide and detail on additional "non acceptable" items for each category. For the purpose of this memo, the accepted item list only is noted above.*

Appendix B: Composting Guidance Detail

An Excerpt from the UCRRA Recycling Outreach Team Town Website Analysis October 28th 2025

- A. "Did You Know? Approximately 60% of the weight of the garbage you pay to dispose of is food waste. Visit ucrri.org and greenwayny.com for ways to reduce the food waste from your household."
 - a. *Note this detail was sourced from a brochure linked to the webpage.*
- B. "....Additionally, a series of public composting education workshops are held each year. These workshops educate Kingston residents on how to reduce their trash output through food and yard waste diversion. Additionally, the process of composting generates free natural fertilizer for in- and at-home use, reducing the need for synthetic chemical landscape applications.To further reduce our emissions and tipping fees, the City of Kingston will be exploring the feasibility of instituting a citywide food waste collection system. In 2017, the City received funding to create an Organic Waste Diversion Plan to better understand and design a system, if feasible, for organics collection citywide. The City is partnering with the Hudson Valley Regional Council to conduct this study."
 - a. *Note Town has a dedicated website for their Organics program.*
- C. This Town features a Composting Brochure on their website that covers topics like "What is Compost, Why Should I Make Compost, How to Compost, What to Compost, Harvesting Your Compost, Compost Problems & Solutions"
- D. "COMPOSTING Permit holders may bring in household generated food waste which is considered "recycling" at no cost. If it's only vegetable and fruit scraps, there are compost bins in our demonstration garden on site. Finished compost is available at \$30 a yard (supplies limited). Currently MULCH is available (supplies limited).
- E. "COMPOSTING! - Keep Food Waste Out of Household Garbage! Use the Composting Program. Bring a bucket or pail filled with food scraps and leave lighter and happier. Whether it is composting in your yard or sharing your food scraps with a farmer or community garden, help keep food waste out of garbage cans! Enable compost to be used to make new soil for more plants. Recycle organic waste to make healthy plants. In the process, you'll be keeping methane gas out of landfills, and reducing both the cost of operating a municipal transfer station and the size of the materials



that are eventually sent to a landfill. Economics and environmental concerns combine when it comes to keeping organic/biodegradable food waste of all kinds out of household garbage. The regulations for food waste are very strict so this is something that can only be handled by properly outfitted trucks and containers taken to a properly run composting system. Both aerated and non-aerated systems for taking scraps and turning them into rich fertile compost. Cost: Free drop off with a Transfer Station Permit, or with a Composting Permit. Resident Composting Permit: You can bring compost if you have a Transfer Station Permit (\$35/year; Non-resident Permit: \$55/year) or a Composting Permit (\$20/year for resident and non-resident alike). How: Obtain a composting permit or a transfer station permit. Bring reusable container, 3-5 gallon bucket, to empty weekly accumulation of food waste to the large totem containers, that are emptied each week by the private composting company.

- F. "We can compost the following cooked and uncooked foods: Vegetables and Fruit (without produce stickers), Coffee and tea grounds and bags, Egg shells, Bread, Pasta and Rice. We cannot compost: Metal or plastic, NO COMPOST BAGS, Please! Chicken, fish, Beef or Dairy, Cigarettes or dryer lint, Bones larger than 1 inch diameter, Compostable food service ware or bags, Fats, oils and greases, Pet or human waste, Cheese or dairy products. Bring your compost items to the compost area, empty contents in containers. Do not leave your bag or container. Once a week, a local farmer will collect the containers and turn the food scraps into soil for use on her farm."

Appendix C: Reuse Guidance Detail

An Excerpt from the UCRRA Recycling Outreach Team Town Website Analysis October 28th 2025

- w. "The TORE is open for pickups for permit holders during normal Transfer Station hours. The TORE only accepts donations when a volunteer is present. Please call ahead to make sure that someone is available before bringing any donations.....Permitted users may "shop" in the Free Exchange. Please park your vehicle out of way of the drive path for safety. Please be mindful of the no parking signs, these are there to protect sightlines for the safety of all users.If you are dropping off items at the Free Exchange, check in with the attendant at the window first. If the volunteer attendant does not accept your items and you would like to dispose of them, you must pay the disposal fees."
- x. "The New "Rs": ReDuce, ReUse, RePurpose, ReCycle In 2011, we were offered the opportunity to partner with EPA as one of thirteen municipalities nationally to represent EPA Region II in a zero waste initiative. We had a zero waste action plan which was adopted by our municipal government boards leading the way to achieve its zero waste goals. Zero Waste Action Plan As a zero waste community, we strongly encourage waste reduction, diversion and recycling. The ReUse Center is open to the public 5 days a week for shopping. The Center is full of crafts supplies (yarn, embroidery floss, fabric and accessories), office and building supplies. Items are sold as priced and supplies are limited at up to 90% off store prices. Since 2012, over 175 tons of material has been diverted from being transported to a landfill 245 miles away, and given a second chance at being made into something useful.....Packed full everyday with office supplies, construction material, housewares, and much more, the ReUse Center is your local place for all things reused. Open since April 2011, the ReUse Center has been upgraded from storage trailers to a permanent building. Building materials are new to slightly used ranging from lumber and molding; to windows and doors; carpet remnants; plumbing and electrical. Home Décor materials: lamps, lighting fixtures, sinks, vanities, materials to create your own unique decorations. Also available are art supplies, office supplies (binders, folders, labels), fabrics, card stock, lithographs, and much more. Materials and quantities change frequently, so stop by often and check out what's available."



Appendix D: HHW Guidance Detail

An Excerpt from the UCRRA Recycling Outreach Team Town Website Analysis October 28th 2025

- y. "Hazardous materials are not accepted. Please call Ulster County Resource Recovery at 336-0600 for information on safe hazardous materials disposal."
- z. " For more information on Household Hazardous Waste, including paint, pesticides and household chemicals; please call UCRRA Recycling Helpline 845-336-3336"
- aa. "Note that no toxic materials (including oil), no electronics and NO PAINTS can be accepted, as of Jan. 1, 2023. (If you have oil-based paint or latex/acrylic paints to recycle, you can drop the oil-based paint cans off at the Ulster County Hazardous Home Waste events. As of May 1st, 2022, for both oil-based and latex/acrylic paints, you can bring them to the PaintCare-designated sites. The 2 Ulster County sites (and 1 nearby-to-Saugerties Greene County site) that are expected to be ready to accept paints to be recycled are: Sherwin-Williams Paint Store, 568 Albany Avenue, Kingston (845-339-6994) Herzog's True-Value Home Center, 151 Kingston Plaza Road, Kingston (845-338-6300) Sherwin-Williams Paint Store, 44 Grandview Plaza, Catskill (518-943-4910).