

“ADOPT-A-BLOCK” PROGRAM

Steelton Borough Program Booklet



July 2016

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Adopt-a-Block Program - Policies and Procedures

Steelton Borough, Public Works Department

July 2016

Program Overview

Those who reside and work in the Steelton Borough desire an environment that is clean and attractive. A litter and trash-free borough attracts residents, businesses and tourism which contribute to a prosperous and vibrant community. The Borough administers and provides a number of services to keep the community clean and attractive including:

1. A comprehensive residential waste and recyclable materials collection program provided by Republic Services.
2. A street sweeping program that runs eight months out of the year.
3. Routine property inspections with an aggressive enforcement policy to eliminate the accumulation of trash and litter on properties.
4. Sidewalk litter and recycling containers maintained by the Borough or adopted by businesses and residents.
5. Provide supplies to organization/individuals that volunteer to collect litter along public streets, rights-of-way and property.

Although these initiatives contribute to a reduction in litter, accumulation of trash continues due to carelessness of those who live, work and visit our Borough.

The "Adopt-a-Block" program is an additional initiative that also relies on volunteers. This program is intended for organization/individuals and residents that want to participate on a more regular basis to monitor and maintain a specific street or area of the Borough. Organization/individuals sign up to clean a specific area of the Borough at least four (4) times per year and more often as needed. Groups work directly with the Public Works Department and the *Adopt-a-Block* Coordinator to identify the areas and arrange for the Borough's removal of debris and litter gathered during scheduled *Adopt-a-Block* collections. The Borough will provide supplies including trash bags, gloves and safety vests. Groups are encouraged to adopt as large an area that is manageable based on the number of volunteers in their organization/individual committed to the task.

Participating organization/individuals will be recognized for their contribution through the placement of two (2) *Adopt-a-Block* signs installed at either end of the street/area the group agrees to "adopt." The organization/individual will also be publically recognized annually by the Mayor at a reception prior to a December Borough Council meeting.

The Adopt-a-Block program seeks citizen, community, or business-based organization/individuals that would like to make an on-going commitment to clean and beautify streets and neighborhoods.

Policies and Procedures

1. **Application Process.** The organization/individual shall identify a representative(s) to serve as the primary contact person who will meet with The Adopt-a-Block Coordinator to review program requirements and identify the street(s) that the group would like to adopt. The organization/individual will complete the “Adopt-a-Block Application” (A), the “Adopt-a-Block Agreement” (B), and the “Adopt-a-Block Sign Request Form” (C). The Borough will execute the agreement and after the first two (2) cleanups have been successfully completed will install signs identifying the area being adopted.
2. **Collection Schedule.** The organization/individual will provide the Borough with dates that litter collections will be held in order to track progress. Although litter collection is normally done away from traffic, advanced notification will allow the Borough to alert police and other Borough officials about the activity.
3. **Supplies.** The Borough will supply gloves, bags and safety vests for participants. Since this is an ongoing effort, the organization/individual is encouraged to reuse gloves and vests as much as possible.
4. **Disposal of Litter.** The Borough will identify with the organization/individual specific locations where bagged litter will be placed for the Borough to promptly collect and dispose of it after each collection event. Alternatively, the organization/individual may arrange for small amounts of bagged litter to be set out for collection through the Borough weekly residential trash collection program or at the organization/individual or participant’s place of business.
5. **Work Safely.** Participants must follow the guidelines listed on the “Adopt-a-Block Safety Guidelines” (D). The work of volunteers should be a positive experience, but dealing with trash and litter in public areas has risks which the volunteers assume individually and personally. Safety of volunteers is crucial.
6. **Report Results.** Reporting volunteer hours and the amount of material collected is a key part of measuring success. Not only does the Borough track results, but these accomplishments are also reported to county, state and national litter organization/individuals. Organizations/individuals should complete and submit the “Adopt-a-Block Event Summary” (E) after each event.

Public Recognition

Participating organization/individuals will be recognized for their contribution through the placement of two (2) *Adopt-a-Block* signs installed at either end of the street/area the organization/individual agrees to "adopt." The organization/individual will also be publically recognized annually by the Mayor at a Borough Council meeting with a reception prior to the Council meeting in December.

Leadership Changes and Discontinuing Adoption

The Borough recognizes the time required to volunteer for litter collection can be significant. The primary contact person must notify the Borough and update records if there is a leadership change. If the organization/individual desires to discontinue the adoption, the primary contact person should notify the Borough’s *Adopt-a-Block* Coordinator and the agreement will be terminated.

Adopt-a-Block Application (A)

Contact Information

Name of Organization/individual:

Adopted Location (block, street, area, etc.):

Organization/individual Address:

Name of Contact Person:

Address:

Phone:

_____ Phone (mobile)

_____ Email

Collection Schedule: Year:

Dates of Collection Events	Collection 1	Collection 2	Collection 3	Collection 4	Collection 5 (Optional)
Times of Collection Events					

Supply Inventory

Type of Supply	Quantity Provided by Borough	Quantity Used	Quantity Unused and Held for Future Use	Quantity Returned
Trash Bags (Dark)				
Trash Bags (White)				
Safety Vests				
Work Gloves				

Litter Disposal Arrangements

1. Litter Disposed with Organization/individual's Trash: Address

2. Litter Disposed with a Volunteer's Trash: Address

3. Litter Collected by Borough with arrangements with Adopt-a-Block Coordinator: Identify drop points and explain arrangements:

ADOPT-A-BLOCK AGREEMENT (B)

BY AND BETWEEN BOROUGH OF STEELTON, 123 North Front Street, Steelton, Pennsylvania 17113 (hereinafter referred to as **BOROUGH**) and

_____, with its address at
(Organization/individual or Individual Name)

_____,
(Street Address) (Borough) (State) (Zip)

hereinafter referred to as **ORGANIZATION/INDIVIDUAL**.

WHEREAS, in order to clean **BOROUGH** streets and public spaces of litter and to improve the environment, the **BOROUGH** has established an anti-litter program known as Adopt-a-Block program (hereinafter referred to as **PROGRAM**) in which volunteer groups adopt a **BOROUGH** street, or a portion thereof, or public area in order to pick up litter: and

WHEREAS, **ORGANIZATION/INDIVIDUAL** desires to participate in the **BOROUGH PROGRAM** and the **BOROUGH** desires to provide certain materials and information to **ORGANIZATION/INDIVIDUAL**.

NOW, THEREFORE, IT IS HEREBY AGREED AS FOLLOWS:

The above recitals are incorporated into the body of this Agreement.

1. **ORGANIZATION/INDIVIDUAL** adopts a **BOROUGH** street, or portion thereof, or public area as set forth in the "Adopt-a-Block Application" (A), which is attached hereto and made a part hereof, for a period of one (1) year beginning on the date of this Agreement.
2. **BOROUGH** will provide safety materials for use by **ORGANIZATION/INDIVIDUAL**.
3. All activities must be conducted between one (1) hour after sunrise and one (1) hour before sunset.
4. **ORGANIZATION/INDIVIDUAL** should conduct safety orientation meetings to review, at a minimum, the "Adopt-a-Block Safety Guidelines" (D) which is attached hereto and made a part hereof.
5. **ORGANIZATION/INDIVIDUAL** agrees to comply with the safety recommendations set forth in "Adopt-a-Block Safety Guidelines" (D).
6. **BOROUGH** will supply **ORGANIZATION/INDIVIDUAL** with adequate numbers of gloves, safety vests and plastic trash bags as needed.

7. **BOROUGH** encourages ORGANIZATION/INDIVIDUAL to separate materials designated for recycling or special handling.
8. **ORGANIZATION/INDIVIDUAL** should conduct litter pick up a minimum of four (4) times per year.
9. **ORGANIZATION/INDIVIDUAL** should give BOROUGH at least one (1) weeks' notice of any scheduled collection event.
10. **ORGANIZATION/INDIVIDUAL** shall arrange with BOROUGH to either pick up filled litter bags, dispose of bags with ORGANIZATION/INDIVIDUAL's trash service, or dispose of bags at a volunteer's residence that is serviced by the BOROUGH's residential trash contract.
11. **BOROUGH**, at its cost, will provide, install, maintain, two (2) recognition signs noting the PROGRAM and ORGANIZATION/INDIVIDUAL'S name at each end of the street being adopted, or within view of a public area being adopted.
12. **ORGANIZATION/INDIVIDUAL** hereby indemnifies, saves harmless, and if requested will defend BOROUGH, their officials, officers, employees and agents from and against all claims, suits, or actions for injury, death, or property damage arising from the exercise of the obligations assumed by ORGANIZATION/INDIVIDUAL under this Agreement.

This Agreement constitutes the entire understanding between the parties.

The parties to this Agreement intend to be legally bound hereby.

Dated this _____ day of _____, 2016

BOROUGH OF STEELTON

 Thomas F. Acri, Mayor

 Name/Title of Organization/individual Representative (Print)

 Signature of Representative

Adopt-a-Block Sign Application (C)

July 2016

Organization/individual Name: _____

The Borough will provide two (2) standard 18" x 12" signs to recognize the volunteer efforts of the Organization/individual.

The sign will be blue with white lettering. The sign will have three (3) lines and will read "Adopt-A-Block" on the first line, "Sponsored By" on the second line, and the name of the Organization/individual on the third line.

Depending on number of letters in the organization/individual's name, the Borough reserves the right to modify and/or abbreviate the name based on available space. The organization/individual and Borough will agree to any name modifications that are both practical and convenient.

The following is the name/wording requested by the Organization/individual to be printed on the sign:

(Please print legibly)

Sign request form shall be sent to Adopt-A-Block Coordinator.

Adopt-a-Block Program Safety Guidelines (D)

The Adopt-a-Block Program promotes responsible behavior and a cleaner, more attractive Borough. All participants are asked to keep this goal in mind when conducting cleanups. Collecting trash and litter in a public area can pose safety hazards. The Borough requests that all volunteers adhere to the following recommendations and that the primary contact/leader review this information prior to beginning a collection event.

1. **DON'T** pick up litter in construction or maintenance sites.
2. **DON'T** pick up materials that appear to be hazardous (medical waste, sharps, blood borne materials, used motor oil, lead paint cans, propane cylinders used for outdoor grills, medicine boxes, masks, rubber gloves, drug-related paraphernalia, etc.). Contact the Adopt-a-Block Coordinator to report any hazardous materials or unknown waste.
3. **DON'T** pick up any firearms or explosive devices. If you find any items like this, please contact the Steelton Borough Police Department at 717-939-9841.
4. **DON'T** do anything that will distract passing drivers, pedestrians or other volunteers.
5. **DON'T** participate in litter pickups while under the influence of drugs and/or alcohol.
6. **DON'T** wear music headsets that would prevent you from listening to your surroundings or distract you from communicating with others.
7. **DON'T** attach signs or miscellaneous items to your Adopt-a-Block sign.
8. **DO** wear long sleeve shirts, long pants, hard-soled shoes and work gloves.
9. **DO** stay with your group on the right-of-way and out of traffic.
10. **DO** be careful when handling broken glass and other sharp objects. Place these in boxes or in bags to prevent them from puncturing the bag and injuring others.
11. **DO** work in small groups, keeping children under 12 years old with adults at all times.
12. **DO** have a first aid kit available and make sure everyone knows its location.
13. **DO** work only during daylight hours and in fair weather.
14. **DO** avoid animals and/or noxious weeds.

Adopt-a-Block Event Summary (E)

Name of Organization/individual: _____

Adopted Location (block, street, area, etc.): _____

Collection Event Cleanup Date: _____ Time: _____

Name of Contact Person: _____

Bags collected: Litter _____ Recyclables _____

Other items collected: _____

Bags/Trash Pick-Up Location or Disposal Method: _____

Estimated weight collected: Litter _____ Recyclables _____

Hours Worked: _____ X Number of Volunteers: _____ = Man-Hours Worked: _____

SUPPLY INVENTORY

Type of Supply	Quantity Provided by Borough	Quantity Used	Quantity Unused and Held for Future Use	Quantity Returned
Trash Bags (Dark)				
Trash Bags (White)				
Safety Vests				
Work Gloves				
Other				

Please return form after each Collection Event or annually to:

Douglas E. Brown
123 North Front Street
Steelton, PA 17113
Phone: 939-9842 (ext. 5003)
Email: dbrown@steeltonpa.com