

DEPARTMENT OF PUBLIC WORKS

KHALIF THOMAS, DIRECTOR

A CLEANER NEWARK

Every piece of litter has an owner. Is it you?

EVERY
LITTER has an Owner



"NEWARK Recycles"

City Fries
6-19-19

A Cleaner Newark!

This cleaning guide was created by the Department of Public Works with valuable information for residents, business owners, and visitors of the City of Newark. We hope the ideas and tools in this guide will help you keep your neighborhood clean and healthy.

The Department of Public Works is excited to inform Newarkers about the many services available to them. It is with collaborative efforts and help from our residents, that we can aspire for a cleaner, more beautiful Newark. This guide is a culmination of information and input obtained from constituents and community groups, along with various City agencies whose goal is to continuously find ways to improve Newark and move Newark forward.

This useful guide will arm Newark residents with the tools to fight filth. It comes equipped with necessary information on local rules governing refuse and recycling collection, as well as, valuable information like which days to put your trash out, who to call for an appointment to have white goods removed, and which items are acceptable to set out for bulk collection. Keep this handy guide and refer to it for all of your Public Works inquiries. To learn more visit the City's website at:<https://www.newarknj.gov/> or call (973)733-3644. Thank you for keeping Newark clean!

Recycling is the process of converting waste materials into reusable objects to prevent waste of potentially useful materials. Recycling reduces the consumption of fresh raw materials, energy usage, and air pollution (from landfilling) by decreasing the need for "conventional" waste disposal and lowering greenhouse gas emissions compared to plastic production.



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City Holidays

NO TRASH
& RECYCLING PICK UP



January	1 20	New Years Martin Luther King Day
February	12 17	Lincoln Birthday Washington Birthday
April	10	Good Friday
May	25	Memorial Day
July	3	Independence Day
September	7	Labor Day
October	12	Columbus Day
November	3 11 26,27	Election Day Veterans Day Thanksgiving
December	25	Christmas Day

Americans use more than 67 million tons of paper per year, or 580 pounds per person. Recycling one ton of paper saves 17 trees. One tree can filter up to 60 pounds of pollutants from the air. Every Sunday, the U.S. wastes nearly 90% of all the recyclable newspapers. This wastes about 500,000 trees.

CITY OF NEWARK

SLAM

DUNK

THE

JUNK



Garbage Collection

The Administration is committed to a clean and safe city for all. Help us by learning about important rules and dates that apply to your neighborhood. Use the resources here to help keep Newark clean.

Garbage and recyclable items must be at curbside between 6:00 PM and 10:00 PM the night before collection.

**TRASH PICKUP- ZONE A
Monday & Thursday**

**TRASH PICKUP- ZONE B
Tuesday & Friday**

Trash, Bulk & Recycling Collection Schedule

Zone A

Monday Collection

Household Trash
Place trash in a sturdy can with lid.
Absolutely no grocery
or shopping bags.

Recyclable newspapers, magazines,
cardboard, cereal boxes and junkmail.
These items shall be bundled with
twine or placed securely in paper bags.
No plastic bags.

Thursday Collection

Household Trash
Recyclable metal: soda cans, food
cans
Recyclable glass- glass jars, food jars,
liquor bottles
Recyclable plastic - milk jugs, soda and
water bottles, juice bottles, laundry
detergent

Yard Waste Collection 3rd Wednesday of each month

Appliances/ White Goods

White Goods: Refrigerators, air
conditioners and other large appliances
require an appointment.
Please call 973.733.6685

No Pick Ups for Construction Debris or Auto Parts

Zone B

Tuesday Collection

Household Trash
Place trash in a sturdy can with lid.
Absolutely no grocery
or shopping bags.

Recyclable newspapers, magazines,
cardboard, cereal boxes and junkmail.
These items shall be bundled with
twine or placed securely in paper bags.
No plastic bags.

Friday Collection


Household Trash
Recyclable metal: soda cans, food
cans
Recyclable glass- glass jars, food jars,
liquor bottles
Recyclable plastic - milk jugs, soda and
water bottles, juice bottles, laundry
detergent


Bulk Collection 2nd Wednesday of each month

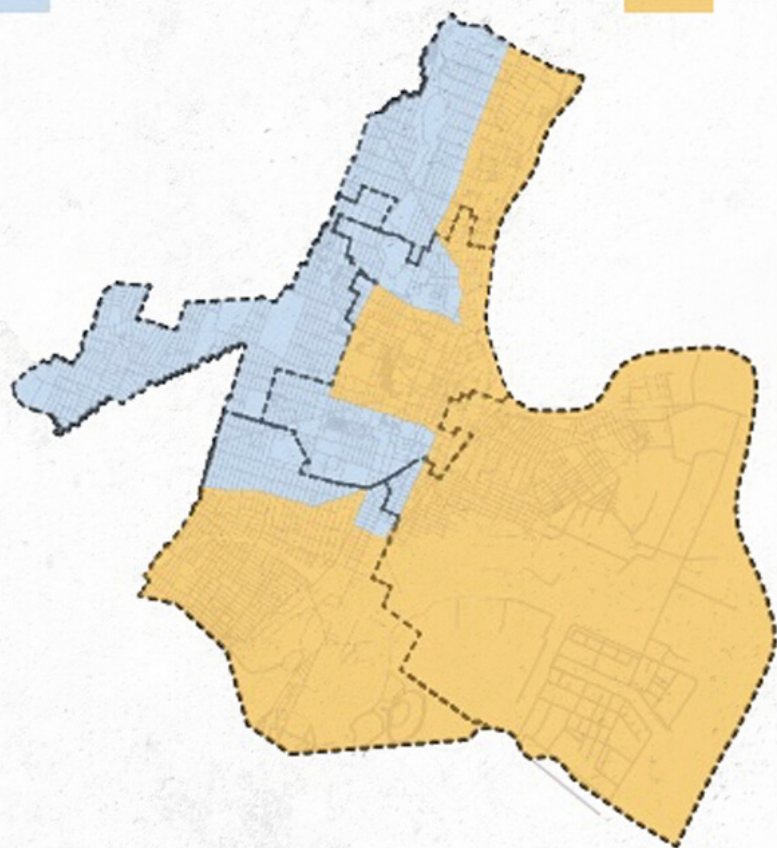
Appliances/ White Goods

White Goods: Refrigerators, air
conditioners and other large appliances
require an appointment.
Please call 973.733.6685

No Pick Ups for Construction Debris or Auto Parts

 **COLLECTION
ZONE B**

 **COLLECTION
ZONE A**



Garbage Collection

Yard Waste Collection

Includes leaves and small twigs tied in a bundle

Please put yard waste in a brown bag or tied in a bundle

Zone A: 3rd Wednesday of Each Month

Zone B: 4th Wednesday of Each Month

KEEP

NEWARK

CLEAN

**DO NOT
LITTER**

Bulk Info

PUTTING OUT MORE THAN 10 BULK ITEMS IS ILLEGAL!

BULK TRASH PICK-UPS ARE LIMITED BY LAW TO 10 ITEMS PER BUILDING (REGARDLESS OF THE NUMBER OF TENANTS OR APARTMENTS) ON BULK COLLECTION DAY

**VIOLATORS WILL BE FINED \$250 PER ITEM OVER THE 10
ITEM LIMIT**

We CAN NOT Pick Up

**AUTOMOTIVE PARTS
BUMPERS
CONSTRUCTION
DEBRIS
DRYWALL
GLASS & WINDOWS
PAINT
ROOFING TILES / SHINGLES
TIRES**

We CAN Pick Up

**CHAIRS
COVERED MATTRESSES
DRESSERS
COUCHES
TABLES
RUGS
EXERCISE EQUIPMENT
CLOSETS
VANITIES**

**ANYTHING PLACED OUTSIDE THAT EXCEEDS 10 BULK ITEMS MUST BE
REMOVED BY A PRIVATE HAULER, THE SAME DAY, AT THE OWNER'S EXPENSE.
BULK ITEMS MAY ONLY BE PLACED OUTSIDE YOUR RESIDENCE**

For more information please call (973) 733-3644

The contents of your trash that can be recycled aren't limited to plastics, metal, glass, and paper. Organics, including yard clippings, food waste, wood, and other biodegradable materials are all recyclable through composting. Yard trimmings and food scraps make up 26% of the Municipal Solid Waste (MSW) stream in the US. Wood waste comprises about 6.6% of the trash.

NEWARK'S CLEANLINESS ORDINANCE

Keeping Our Community Clean

In accordance with Chapter 15:9-1 of the Newark Municipal Code, every owner, lessee, tenant or person in charge of any structure SHALL keep the sidewalk and curb surrounding their property free from obstruction and nuisances of every kind, and SHALL keep their sidewalks, areaways, backyards, courts and alleys free from litter and other waste by sweeping at least twice a week. Such persons SHALL also remove all litter and other waste extending 18 inches from the front curb into the street.

Additionally, within 30 minutes of opening and closing for business AND between the hours of 12:00pm and 1:00pm, including weekends and holidays when open for business, merchants must sweep their sidewalks and an area 18 inches out from the curb.
Such merchants SHALL pick up and dispose of all collected litter.

Any person, firm, or corporation who violates or fails to comply with this ordinance SHALL be punishable upon conviction thereof by a fine or penalty as listed:

First Offense: A fine of \$100

Second Offense: A fine of \$200

Third Offense: A fine of \$350 and/or up to ninety (90) days community service

Fourth Offense: A fine of \$1500 and /or up to ninety (90) days community service

Recycling

Newark

Department of Public Works Recycling

Residents, who live in Zone A have their newspapers, magazines and other paper materials collected every Monday. While glass containers, plastic containers and cans are collected on the Thursday of each week. Residents, who live in Zone B have their newspapers, magazines and other paper materials collected on Tuesday, while glass, plastic and cans are collected on the Friday of each week. Residents are instructed to include corrugated cardboard, junk mail, cereal boxes, catalogs and telephone books to the newspaper and magazines placed at curbside for recycling. **15:12-4.**

MANDATES SEPARATION OF RECYCLABLE MATERIALS FROM MUNICIPAL SOLID WASTE.

Recyclable items must be at curbside between 6:00 PM and 10:00 PM the night before collection.

Check out the city website for more information:

<https://www.newarknj.gov/departments/recycling>

The Department of Public Works Recycling team continues its efforts to reduce the amount and costs of waste disposal by conducting educational seminars in the schools, issuing recycling literature, curbside recycling containers and designing and upgrading recycling programs in multifamily dwellings.

Recycling improves Newark's environmental quality of living and allows Newark to maintain its role as a leader in the field of recycling in the State of New Jersey.

FUN FACT - Did you know that recycling must be separated and placed out on separated days? Paper products are collected on the first collection day within that Zone (A/B). Boxes must be broken down and other paper products must be placed in a reusable receptacle or a biodegradable bag / box. Plastic bags are not permitted.

Paper makes up 31% of the average Municipal Solid Waste (MSW) in the US. The average person (adults and children included) recycles about 340 pounds of paper waste every year.

Items tied up correctly





Electronics

Newark residents can dispose of old electronics by recycling them at our Recycling Depot located at 62 Frelinghuysen Avenue at the corner of Miller street between 8:30am – 3pm. Monday through Friday.

RECYCLABLE

In an effort to provide greater accessibility to residents, the office permits businesses and residents to drop off recyclable items at the city's recycling depot.

The recyclable items collected are newspapers, office papers, magazines, corrugated cardboard, glass bottles, cans, and tires.

Shredded paper is not recyclable it is garbage.

The average plastic bag can take up to 1,000 years to dissolve in the environment. Americans throw away approximately 200 million every year. Worldwide, humans waste 4 billion plastic bags annually. Recycled plastics can be used to create carpeting, and clothing, new containers, pipes, lawn and garden products, plastic lumber, film plastics, moldings, and much more. LOVE NEWARK!



Every piece of litter has an owner; Is it YOU!!?

- **Trash is carelessly thrown away by the pedestrians and motorists.** Keep a litter bag in your car at all times. When traveling on foot, use litter baskets on the street. If a basket is not near, a small bag carried in a purse or coat pocket can serve as a temporary litter bag.
- **People feel free to throw more litter in places where it has already been piled up.** Remove litter from your yard as well as the sidewalk and curb in front of your home or business. Remember that you are required by law to maintain your property and keep it free of litter.
- **Trash spills out of trash cans and dumpsters that are not properly covered.** Place garbage for collection in tightly covered cans. Bundle newspapers placed out for recycling. If you place your trash at the curb on the wrong day or too late for collection, don't leave it at the curb – bring it back to your property until your next scheduled pickup.
- **Don't mix trash with your recyclables – contaminated items will be rejected.**
- If you see that large amounts of trash are coming from a nearby business or construction site, report the problem to Newark Department of Public Works at 973.733.3644. If you notice trucks spilling debris onto the streets, take a picture, write down the company name on the truck along with any identification numbers and report the problem to the Department of Public Works.
- **Trash and Recycling Guidelines:**

Residents who place garbage, recyclables or bulk at the curb on the wrong days may be fined a minimum of \$150 for each day the garbage is left out.

Garbage and recyclables should be placed out for collection after 6:00PM and before 10:00PM on the night before scheduled collection.

Street Sweepers: Street Cleaning Services

Street sweeping, litter control, and constituents working together will keep Newark clean.

DPW is responsible for sweeping 320 linear miles of streets weekly. During designated alternate street sweeping days, mechanical brooms are dispatched to respective areas of the city to remove litter and debris from curbsides. DPW is in their second year of insourced street sweeping services gaining experience and additional equipment to a continuous improvement of working to keep our city clean.

New litter receptacles are installed in areas where littering is prevalent. All receptacles in the city are emptied at least twice a week and daily in business areas and main thoroughfares. Residents are responsible for cleaning the curbsides of their homes and must sweep their sidewalk 18 inches out from the curb. Residents are responsible for disposal of the debris.

Benefits of street sweeping

The main benefits of street sweeping are the removal of debris and litter and the prevention of pollutants from entering waterways. Since a large portion of Newark is close to the Passaic River, street cleaning is particularly important.



Parks and Grounds

TREES, PRUNING, CUTTING AND STUMP REMOVAL

This Division provides maintenance and services to all city trees, parks, playgrounds and public buildings.

Parks & Grounds is responsible for the maintenance of the City's park lands and grounds (including ball fields, playgrounds, traffic islands and city entrance ways.)

Tree work includes the pruning and removal of city curbside trees as well as responding to downed trees resulting from storms or accidents.

Paper makes up 31% of the average Municipal Solid Waste (MSW) in the US. The average person (adults and children included) recycles about 340 pounds of paper waste every year.



Parks and Grounds

Trees on a property are the owner's responsibility.

The process for cutting, pruning or removing a tree or stump from the front of a property is as follows:

- Homeowners should contact 973 733-4311 to request the pruning, cutbacks and/or the removal of a tree and/or tree stump.
- A member of the City of Newark's Tree Unit will do an inspection and contact the homeowner.
- During the inspection, the Tree Unit coordinator will determine if the tree is the city's responsibility. They will also inform the resident if the sidewalk will need to be removed (which is the responsibility of the homeowner).
- Most work is performed on the same day as street sweeping to reduce potential damages to vehicles during tree services.
- The homeowner must contact Traffic and Signals at 973 733-3969 and visit 255 Central Avenue, to obtain a permit to remove the sidewalk around the tree so that the stump can be removed. (see below for details)
- The stump will be extracted once the sidewalk is removed.
- A fee and a deposit must be provided at the time of the request.
- Please try to coordinate the permit with the sidewalk removal as the permit is good for only 30 days.
- Call the coordinator once the sidewalk has been removed.
- The coordinator will schedule the stump removal, as per the street cleaning schedule.
- Once the stump is removed, the owner must schedule the sidewalk repair.
- Visit Traffic and Signals once the concrete is replaced (TAKE BEFORE AND AFTER PHOTOS)
- Visit Traffic and Signals with the necessary documents and photos in order to file for a refund of the deposit.

Parks and Grounds

FAQ's

Why would I call the City to remove or cut a tree?

If your tree is curbside and the following is happening:

- The branches are overgrown and touching my home.
- The tree is leaning and may fall.
- The tree is destroying my sidewalk.
- Branches are falling into the street and/or onto my property.
- Roots are growing into my sewage pipes.

How long does the process take once I make the call?

The time varies as this is a coordinated effort and may require special equipment as well as sidewalk removal and repair.



If I obtain a permit for the removal of the sidewalk, would I have to obtain another permit for the repair?

No. You will have 30 days to remove the sidewalk, remove the tree and repair the sidewalk.

If the work isn't done within 30 days, would I need to pay for another permit, or will I get an extension?

No, the City's Tree Unit can prepare a letter explaining that the tree wasn't removed in the requested time frame.

At what point in the process does Traffic and Signals visit the site for approvals?

After obtaining your permit and making the repair, you will bring before and after photos to Traffic and Signals for a deposit refund. No one has to visit the site for approval.

Parks and Grounds

How do I remove and repair a sidewalk in front of my house that has been damaged by a City tree?

- Property owners are responsible for repairing the sidewalk in front of their home and should do the following:
- Hire a contractor to measure the area that is to be removed.
- Take these dimensions to Traffic and Signals.
- Homeowners must visit Traffic and Signals located at 255 Central Avenue, Newark NJ to file for a permit to remove the sidewalk.
- Permit fees are as follows:
- Sidewalk Construction – (repair, replace/new)
- 250 sq. ft. or less FEE \$100 DEPOSIT \$200
- 251 sq. ft. or more FEE \$150 DEPOSIT \$300
- Take before and after pictures and bring them to Traffic and Signals in order to obtain a refund of the deposit.

Leaf Collection

Leaf pickup will be available between Oct 2020 through Dec 2020

- **Zone A: 3rd Wednesday of each month.**
- **Zone B: 4th Wednesday of each month.**

IN ORDER TO EFFECTIVELY REMOVE AND RECYCLE THE CITY'S LEAVES, THE COOPERATION OF EACH CITY RESIDENT IS REQUIRED.

Whenever possible store leaves in a backyard compost bin. This method is the preferred way to reduce waste at the source.

Bag leaves using biodegradable paper bags only.

-Do not use plastic bags of any type.

-Do not rake leaves into the street.

Leaves must not contain branches, shrub clippings or any foreign matter. Bundle & tie all branches for collection.

Do not rake leaves into the street. Due to new state regulations, all leaves must be placed at the curb using biodegradable paper bags. Non-compliance may result in fines.

Residents wishing to immediately dispose of their leaves may bring the bags to the city recycling depot located at 62 Frelinghuysen Avenue, Monday through Friday from 7:30 a.m. to 3:00 p.m. during the leaf season.

If a City resident uses a contracted landscaper for lawn maintenance, the contractor is responsible for the disposal of the leaves.

The City of Newark provides up to 15 leaf bags to senior citizens with proper identification. Bags may be obtained Monday through Friday, 7:30 am - 3:30pm from the Recycling office located at 62 Frelinghuysen Avenue, Newark, NJ

EVERY PIECE OF LITTER HAS AN OWNER; IS IT YOU?

**STOP
DUMPING
IN NEWARK**



REPORT ILLEGAL DUMPING: 973-733-6000

  @CityOfNewarkNJ

CITY OF NEWARK • DEPARTMENT OF PUBLIC WORKS (973)733-6000

Illegal Dumping

City of Newark ordinances provide for penalties up to \$15,000 for littering & illegal dumping.

When reporting illegal dumping residents can contact 973-733-4311 or 973-733-6000 NPD.

If the property is determined to be a municipal lot DPW will schedule an abatement.

Residents are responsible for preventing and cleaning all illegal dumping on their property.

The City of Newark cannot clean illegal dumping on private property without obtaining a lien.

Potholes

Report hazardous conditions in roadway for potholes, sinkholes and cave-ins to (973)733-4311.

Complainants should be prepared to give exact location of issue (i.e. address, nearest cross street)

Response time:

DPW will typically respond within (3) days weather permitting.

Responsibility:

Hazardous conditions on sidewalks and curbs unless the issue is on a City owned property or land, then the responsibility of abatement falls on the property owner (i.e. homeowner, business owner,) in accordance with City Ordinance Title 29:3-1. For further information you can go to City website for further information:

<https://www.newarknj.gov/departments/city-clerk> or contact the City Clerk's office.

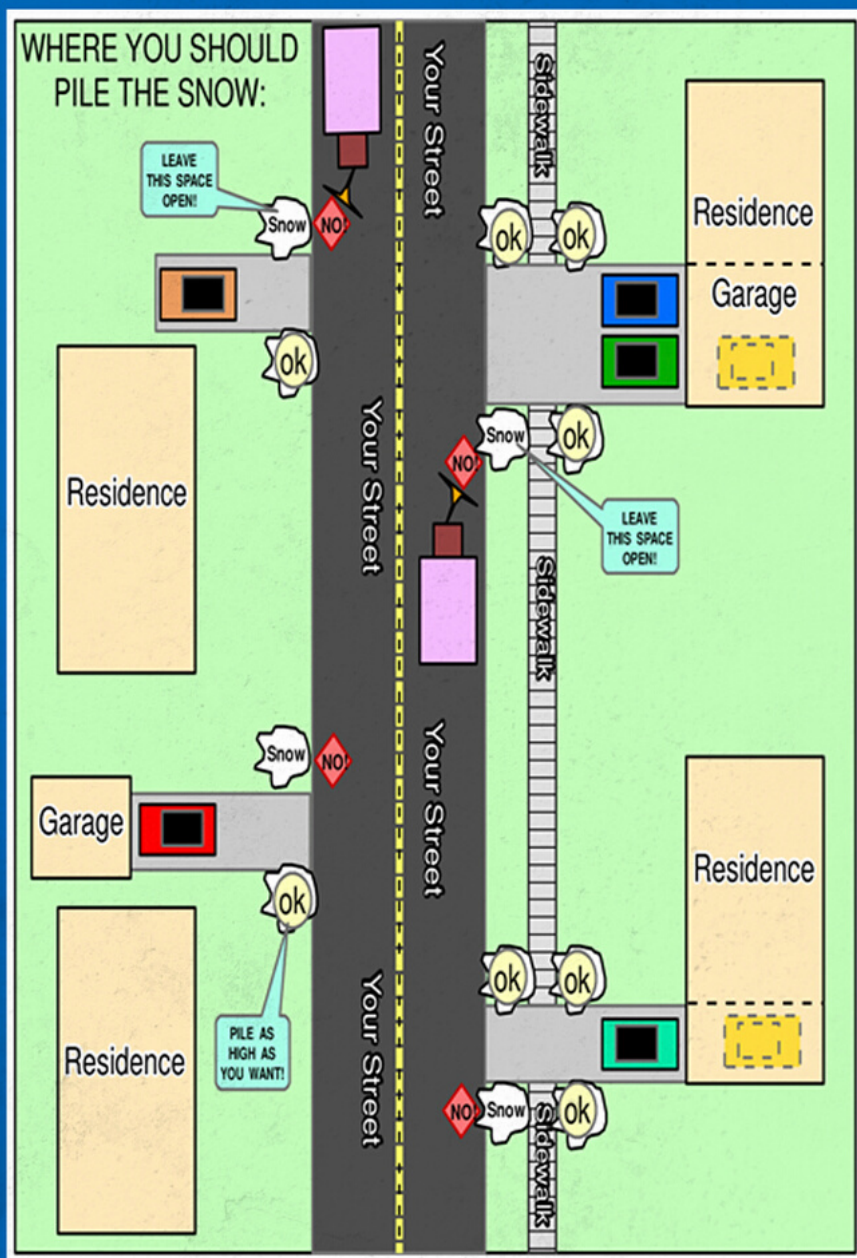
Personal Vehicle Damage

Please contact the City of Newark's Law Department at (973) 733-3880 and request to fill out a Notice of Claim.

If possible, please supply photos and exact location of hazardous condition with your claim.

We have provided this snow objective in order to illustrate the procedures and policies that have been developed over the years in the City of Newark. The information provided below will be the standard response procedure for residents, city property, hospitals, etc.

Where should I pile my snow?



DO

- Shovel the snow onto the grassy areas around your house.

- Keep the streets clear of snow

- Clear the area around fire hydrants

DON'T

- Don't shovel snow into the streets

Hydrants covered in snow can be difficult to locate, and uncovering them can waste valuable time needed during a fire fight. Keeping them clear can mean easier access to water and more time doing what really matters - fighting the fire.



Brine Process

Brine is a liquid salt solution applied to roadways in preparation for snow and ice.

Below is the City of Newark's process regarding brine usage.

- **The Department of Public Works will apply brine to city streets at least 24-hours before a snow event. Brine can freeze so we can only apply it when the temperature is between 20 and 30 degrees.**
- **Brine starts working as soon as it's applied. Brine will melt the first inch of snow as it begins to fall. We call it pre-treatment of the streets.**



Department of Public Works Salt Storage

258 S. 12th street

Our newly designed salt storage facility transformed a once desolate block to an active, thriving area that now serves as an important distribution center for Newark's west ward. This satellite office maintains salting & de-icing materials which provide quick access to west ward resources.

Snow Plowing

Secondary Streets

Neighborhood streets are plowed after all primary & major arteries have been cleared.

Enforcement is requested from Parking Authority to issue warnings in advance giving resident's notification not to park their cars on emergency snow routes.

County Roads

Essex County Public Works is responsible for the plowing of county roads, but the City will dispatch crews to priority areas requiring immediate attention.

The City will work in collaboration with the County to ensure an open line of communication with Essex Public Works to provide the best quality service snow removal.



Snow Emergency Routes

Signs that read “No Parking When Road is Snow Covered” are posted on Snow Emergency Routes. Cars parked on those routes will be ticketed and towed at the owner’s expense. On all other streets, residents should park their cars on the side with even house numbers only (examples 38, 116, 354, etc.), to keep the streets clear for snowplows and emergency vehicles. Residents must also not shovel snow into the street or into storm sewers. Violators are subject to fines in accordance with the municipal ordinance. For a list of Snow Emergency Routes where no parking is allowed, residents should go to newarknj.gov/snow, call the Non-Emergency Help Center at (973) 733-4311 or watch Newark Municipal Access Television (Cablevision NWKTV78, fios channel 28) .



NON-EMERGENCY HELP CENTER

The Non-Emergency Help Center, (973) 733-4311, is available for the following:

Lists of Snow Emergency Routes

Locations of Warming Centers

To make Snow and Ice Complaints

To reach the No-Heat Hotline

Residents are encouraged to abide by the following laws:

Park vehicles in driveways, so that the plows can get through to remove snow and ice.

If possible, share a driveway with neighbors or secure vehicles on off-street lots.

Clear snow and ice from the sidewalk in front of storefronts or homes.

Remove snow and ice from hydrants and/or drains near homes.

If you must leave your home, take public transportation or carpool where possible.

Home and property owners are responsible for clearing snow and ice from all private residential and commercial property, including areas in and around driveways, sidewalks, and walkways. The City of Newark does not provide snow removal services to private property – residential or commercial.

If there is no sidewalk outside of a residence, then snow should be piled on the left side of the driveway (stand facing the residence). If there is a sidewalk in front of the residence, pile snow to the left of the driveway behind the shovel (stand facing the residence). After the street is plowed, the front of the residence should remain clear of obstructions for parking.

Where you live Where you care

Submit and follow requests
Stay updated on local
information and events



The Newark Connect app is free to download.

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

[illegible]



City of Newark
Ras J. Baraka, Mayor

Municipal Council
Mildred C. Crump, Council President
Council Member-at-Large

Luis A. Quintana, Vice President
Council Member-at-Large

Carlos M. Gonzalez
Council Member-at-Large

John Sharpe James
Council Member, South Ward

LaMonica R. McIver
Council Member, Central Ward

Joseph A. McCallum, Jr.
Council Member, West Ward

Eddie Osborne
Council Member-at-Large

Augusto Amador
Council Member, East Ward

Anibal Ramos Jr.
Council Member, North Ward

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