

## **Coolbaugh Township Drop Off and Recycling Site 2026 Program Guidelines**

The Board of Supervisors' goals for this program are to divert recyclables from being deposited with general trash, ensuring the re-use of valuable resources, and reducing illegal dumping on roadsides and forested areas.

### **Location**

The Drop Off and Recycling Site location is in the rear of the Department of Public Works Facility at 549 Laurel Drive, Tobyhanna, adjacent to the leaf and yard waste processing Compost Facility. The area is secured by a chain link fence and gates that will be locked when the site is not manned. The area is also equipped with security cameras.

### **Rules & Regulations**

**Recycling permits for Township residents will be processed through the township website: [www.coolbaughtwp.org](http://www.coolbaughtwp.org) , click on Permit Submissions, then click Apply for a New Permit, then enter your property address; under the permit type option, select Recycling Permit. Please enter all the information requested. On the next screen labeled Upload Documents, simply click Next. You will then receive a confirmation that the permit has been received. Once you have registered and received the confirmation number, you will need to bring your driver's license and/or proof of residency to the recycling center on the date of the bulk drop off event. For more information on what is accepted, please visit our website at [www.coolbaughtwp.org](http://www.coolbaughtwp.org) . Residents are required to unload their own vehicles at the Recycling Center.**

DEP regulations **prohibit** the Township from accepting items such as, but not limited to, hazardous waste, regular household garbage, **Nothing in bags is allowed**, Styrofoam, construction or demolition debris, raw wood, insulation, sheet rock or paint cans with paint. Disposal of these items can be accomplished by obtaining a dumpster from a private hauler **or** contracting with the private hauler to remove the trash from your property **or** haul the trash to a legal landfill with your own vehicle.

### **Schedule**

**The Drop Off Site** (mattresses, residential appliances, etc.) will be open on **April 10, April 11, June 5, June 6, August 7, August 8, October 2 and October 3, 2026 from 7:30 am – 3:00 pm. The Recycling Site** (leaf and yard waste processing Compost Facility) is open Monday through Friday and the Saturdays listed above.

Items such as, but not limited to, mattresses, residential appliances, furniture, water heaters, bicycles, swing sets, lawn mowers (drained of gas and oil), tires off the rim, etc. may be disposed of at the site. **The Township no longer accepts waste oil for recycling.**

Materials delivered by residents will be visually inspected by Township personnel, prior to and during off-loading, to ensure quality control. Residents will be required to unload their items in the designated areas. **The Township reserves the right to refuse ANY unacceptable items. Residents are required to unload their vehicles at the Recycling Center.**

Coolbaugh Township will collect electronic equipment. The electronic equipment that is collected will be transferred to the Monroe County Municipal Waste Management Authority for proper recycling disposal.

NOTE: Electronic devices covered under the Covered Device Recycling Act (computers, TVs, monitors, printers, laptops, etc.) are accepted free of charge. Vehicles containing only covered electronic devices will not be charged a load fee.

**Acceptable Electronic Equipment**

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|----------------------|------------------|
| Televisions Monitors | Devices          |
| Computer Devices     | Peripherals      |
| Wires/Cabling        | Printing Devices |
|                      | Power Supplies   |

**Unacceptable Electronics**

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|------------------------------|---------------------------|
| Audio/Video Devices          | Cartridges                |
| Communication Devices        | Telecommunication Devices |
| Surge Protectors             | Batteries                 |
| Home Appliances              | Fire Alarms               |
| Lab/Test/Measurement devices | Gas-powered Equipment     |
| Fax Machines                 | Lawn Equipment            |

NOTE: Acceptable Electronics are collected free of charge.

**Coolbaugh Township  
Drop Off and Recycling Site  
BULK ITEM FEE SCHEDULE**

<b>DROP-OFF CENTER FEES - per load, based on vehicle size</b>	<b>FEES</b>
Single item	\$1.00 - \$5.00 depending on size
Automobile	\$10.00
SUV/Minivan	\$30.00
Pick-up Truck	\$30.00
Utility Van	\$40.00
Dump Truck (one ton) - One punch on card	\$40.00
Dump Truck (single axle) - Two punches on card	\$50.00
Trailer (8 feet & smaller) - One punch on card	\$50.00
Trailer (longer than 8 feet) - Two punches on card	\$60.00
Box Vans/U Haul vehicles (6 - 8 feet) Two punches on card	\$50.00
Any enclosed trailer/vehicle (up to 10 feet) - 2 punches on card	\$60.00
<b>NO TRACTOR TRAILERS, TRI AXLES VEHICLES OVER 10 FT. OR TANDEM'S WILL BE ACCEPTED</b>	
Tires (off rims)	\$5.00 for truck tires or car tires

**ENVIRONMENTAL REQUIREMENT:** Any refrigerator or freezer or anything containing Freon will be drained and disposed of by a certified technician at our facility at a cost of \$30.00 per unit. If the owner had the unit drained, the Township requires a Certificate of Disposal.

**Each resident can make a difference in helping to keep Coolbaugh Township**

**LITTER FREE!**

**Other Services at this Site**

**Salvation Army** provides bins for the collection of used clothes and or shoes.

**Tree branches, brush and un-bagged leaves** may be deposited for free inside the fence in designated areas of the Compost Facility. **Tree stumps will not be accepted. Brush and tree branches exceeding 10 inches across will not be accepted.**

Coolbaugh Township operates a leaf and yard waste composting facility/drop-off site located at 549 Laurel Drive in Tobyhanna as an Act 101 mandated municipality. The compost facility and drop off site provide township residents and commercial landscapers/contractors the ability to deliver leaf and yard waste and to acquire compost and mulch resulting from the processing of the leaf and yard waste.

In consideration of operational expenses, the Coolbaugh Township Board of Supervisors has established reasonable fees for the continued use of the compost facility and drop-off site.

Prices are subject to review and modification by the Coolbaugh Township Board of Supervisors at any time. Leaf and yard waste delivery vehicles not consistent with the following listed vehicle types will be determined by the on-site operator, based on comparative vehicle size/capacity. All fees are determined by the load capacity of the vehicle and not by the volume of the load at the time of delivery.

All fees are subject to an additional processing fee if payment is made by credit card.

**Drop-off Fees**

Coolbaugh Township residents and Monroe County residents will be charged as specified in the Drop-off Fee Schedule below. Proof of residency is required.

<b>COMPOST AND YARD WASTE DROP-OFF FEE SCHEDULE</b>		
<b>TYPE OF VEHICLE</b>	<b>COOLBAUGH TOWNSHIP RESIDENT*</b>	<b>COMMERICAL/MONROE COUNTY RESIDENT **</b>
Car/Van	No Fee	\$ 5.00
Pick-up Truck	No Fee	\$ 20.00
One Ton Dump Truck	No Fee	\$ 35.00
Single Axle Dump Truck	No Fee	\$ 50.00
Tandem Axle Dump Truck	No Fee	\$ 100.00
Single Axle Utility Trailer	No Fee	\$ 20.00
Tandem-Axle Utility Trailer	No Fee	\$ 25.00
Heavy Duty Dump Trailer	No Fee	\$ 35.00
Fifth Wheel Dump Trailer	No Fee	\$ 100.00
Chipper/Forestry Truck - Wood Chips	No Fee	\$ 50.00
Chipper/Forestry Truck - Brush/Limbs	No Fee	\$ 50.00

**Material Loading Fees**

Coolbaugh Township residents will continue to be able to self-load limited quantities of compost and mulch free of charge. Monroe county residents who are not residents of Coolbaugh Township County residents will be charged as specified in the Material Loading Fee Schedule below. Proof of residency is required. All products loaded by Township Personnel will be charged as specified in the Materials Loading Fee Schedule below. Residential and commercial users are not permitted to load materials by any equipment or tools other than manually by a shovel or up to 5-gallon bucket. No power or manual equipment or tools shall be used to cut, split, or process any material at the Township's Yard Waste and Compost Facility.

<b>MATERIALS LOADING FEE SCHEDULE</b>		
<b>MATERIAL/QUANTITY</b>	<b>COOLBAUGH TOWNSHIP RESIDENT</b>	<b>COMMERICAL/MONROE COUNTY RESIDENT</b>
Mulch (3 yards or less)	No Fee	\$ 10.00
Mulch (each additional 3 yards)	No Fee	\$ 10.00
Compost (3 yards or less)	No Fee	\$ 20.00
Compost (each additional 3 yards)	No Fee	\$ 20.00

**Yard Waste Site Rules and Regulations**

- Coolbaugh Township does not accept leaf and yard waste and tree debris from outside of Monroe County, or any such material that originated outside of Monroe County. Coolbaugh Township reserves the right to limit the quantity of material, and type of material, delivered to or dropped off at the leaf and yard waste composting facility.
- Only acceptable materials (leaves, grass clippings, brush, and tree trimmings) are to be delivered. These materials should be delivered separated, to the extent possible. No plastic bags, metal, or municipal waste or rubbish of any kind will be accepted.
- Acceptable leaf and yard waste includes **only** leaves, grass clippings, brush or tree trimmings to a maximum diameter of 10 inches, natural Christmas trees and wood chips. Residents and contractors are not permitted to unload tree trimmings larger than specified above and may be fined or may not be permitted to use the compost facility, or both, if dimension violation occurs.
- All leaf and yard waste shall be deposited in the designated areas.
- The following items are specifically prohibited from being deposited at the drop-off site:
  - Tree stumps
  - Construction/demolition waste of any nature, including lumber, stone, brick, asphalt, or concrete
  - Plastic bags or paper waste
  - Garden produce
  - Garbage or refuse or litter of any variety
  - Any material not listed herein deemed prohibited in the sole discretion of the yard attendant
- Hours of operation
  - Monday through Friday 7:30 a.m. to 3:00 p.m.
    - Closed 12 p.m. – 12:30 p.m.
  - Closed Saturday, Sunday, and Holidays
  - Coolbaugh Township Board of Supervisors reserves the right to close access to the composting facility at any time for the purpose of operating the equipment on site, the inspection and maintenance of equipment, or for any reason it deems necessary.
- Smoking and other hazardous activities are not allowed at the facility.
- The following circumstances shall constitute a violation of these Rules and Regulations
  - The disposition of any unacceptable material at the drop-off site

- The disposition of any material not within the yard waste processing area
  - The disposition any material at the drop-off site at any time other than the designated hours of operations.
- Violation of any of the Rules and Regulations, upon conviction thereof in a summary proceeding, is subject to a fine not less than \$300.00 but not more than \$1,000 in addition to applicable costs for reach rule or regulation violated, for each time violation occurs.
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**NOTICE - Persons using the Compost Facility do so at their own risk. Any person using the compost facility who causes damage or injury to persons or property shall be liable for said damage and/or injury. Disclaimer – Mulch/compost is a natural material that has been stored and processed outside. The processing of said materials has been managed to improve decomposition, reduce weeds, diseases, and insects. However, mulch/compost may still contain allergens, weeds, insects, or foreign matter. Sensitive users should wear proper clothing and protection when handling the mulch/compost. Coolbaugh Township makes no guarantee concerning the quality of the mulch/compost and assumes no liability for injury or property damage as a result of the use or delivery of the much/compost. Residential and commercial users who obtain mulch/compost from Coolbaugh Township do so at their own risk.**