



# Township of Montville

**BUSINESS OFFICES:**

MUNICIPAL BUILDING  
195 CHANGEBRIDGE ROAD  
MONTVILLE, NEW JERSEY 07045-9498  
(973) 331-3300 • Fax: (973) 402-0787

**POLICE DEPARTMENT:**

PUBLIC SAFETY BUILDING  
360 ROUTE 202  
MONTVILLE, NEW JERSEY 07045-8697  
(973) 257-4300 • Fax: (973) 334-4880

**Deb Nielson**  
MAYOR

**Jim Sandham**  
DEPUTY MAYOR

**Jean Bader**  
COMMITTEEWOMAN

**Art Daughtry**  
COMMITTEEMAN

**Tim Braden**  
COMMITTEEMAN

Business Owners & Non Profit Agencies  
Montville Township, NJ  
(Towaco, Pine Brook, & Montville)

RE: Enclosed Request for Annual Recycled Tonnage Report

Dear Business Owner or Non-Profit Agency:

The Township of Montville is required by the New Jersey State Department of Environmental Protection (NJDEP) to report the amount of material businesses, institutions, and organizations recycled during the prior calendar year.

With regard to recycling, as you may be aware, all businesses, institutions, and organizations are required by ordinance to file a recycling tonnage report with the Township by March 1<sup>st</sup> of every calendar year. **If you've already filed your report, (or if this letter was sent to you in error), kindly disregard this request. If you have not filed your report, please complete the enclosed form and return it to my attention at the above address as soon as possible, but no later than March 1st.** If you prefer, you may send a report on your letterhead. Your report must list the materials recycled, the quantity, and the name and address of the vendor or hauler who recycled your material. The vendor who handles your recycling may file this report on your behalf. However, it is important to bear in mind that if your vendor fails to file a report, you are responsible for submitting this information to the Township.

To assist you in completing the recycling tonnage report, I've enclosed a sheet of frequently asked questions and answers. If after reading this sheet you still have questions, feel free to call me at (973) 331-3341.

Very truly yours,

Adam W. Brewer  
Management Specialist

Enc. (2)

CC: Frank Bastone, Township Administrator (w/out enc.)



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## COMMONLY ASKED QUESTIONS AND ANSWERS ABOUT FILING THE ANNUAL TONNAGE REPORT WITH THE TOWNSHIP OF MONTVILLE

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### ***Q. Why does the Township need this information?***

The Township is required by law to file an annual report that documents the amount of tonnage by material recycled in the Township for the prior year, with the New Jersey State Department of Environmental Protection. To file this report, we need information from the businesses and organizations in the municipality. This information also verifies that all businesses and organizations in the Township are recycling and maintaining records of their recycling efforts, as required by Township ordinance.

### ***Q. I am the owner of a business in the Township of Montville, but the property owner is responsible for recycling the materials from my business. Do I have to file a report, and if so, how do I complete it?***

Yes, you are required to file a report with the Township. Advise us in writing which items your business recycles, and that the property owner is responsible for paying the vendor who recycles these materials. Please give us the name, address and telephone number of the owner or property manager to contact for information on the quantity of material recycled from your location.

### ***Q. The vendor we pay to remove and recycle materials from our location files a report on our behalf. Do you still need information from us?***

Since vendor reports often summarize the total tonnage for the year taken from various locations in the Township, it is not always clear which businesses and organizations are covered within their reports. By sending your own separate report, you are providing written documentation to the Township that you are in full compliance with our recycling regulations. You need only send the report or a letter to us listing the materials recycled at the location, and the vendor that recycles the material for that location. If your vendor files a report with the Township, it is not necessary to include the amounts of each material recycled.

### ***Q. We run a small business and bring our recycling to the Morris County Consolidation Center in Dover. Do we still need to file a report?***

Yes. Please let us know which items are recycled at your location, and where you bring them. It is not necessary to list the amount for each item; the Township receives reports with the total tonnage for items brought to the Morris County Consolidation Center.

### ***Q. Suppose I don't know the total amounts of each item in "tons" – how do I complete the report?***

Send us the total number of pounds, cubic yards, gallons, or whatever unit of measure you can for each material. The Township will convert the number to the appropriate tons for the State report.

### ***Q. There are items listed on your report form that our business or organization does not generate, such as "yard waste" or "white goods". How do I complete this section of the report?***

Simply indicate "N/A" next to each of these items, or leave them blank.

We hope this "Q&A" sheet has been helpful in responding to your questions. However, if there is something you need to know that we haven't addressed, please call the Montville Township Recycling Coordinator at (973) 331-3341.