



Office of the Town Manager  
Frank Cassidy

## Warrenton Town Council

Carter Nevill, Mayor  
Roy Francis, Ward 1  
William Semple, Ward 2  
Larry Kovalik, Ward 3  
Michele O'Halloran, Ward 4  
Eric Gagnon, Ward 5  
Paul Mooney, At Large  
David McGuire, At Large

# STAFF REPORT

<b>Council Meeting Date:</b>	August 12, 2025
<b>Agenda Title:</b>	Sanitation Operations- Discussion
<b>Requested Action:</b>	Requesting Direction on Proposals
<b>Department / Agency Lead:</b>	Frank Cassidy, Town Manager; John Ward, Director of Public Works
<b>Staff Lead:</b>	Frank Cassidy, Town Manager

## EXECUTIVE SUMMARY

The pandemic created an environment that required us to investigate our sanitation operations. The focus was driven by concern over exposure(s) to staff from handling waste. While looking into this aspect of our sanitation program, we discovered several inconsistencies and inefficiencies in the operations.

Since 2020 we have been updating and changing our sanitation operations. These became limited in scope given the push back from residents. Our changes to this point included:

- Ceasing free trash and recycling bags
- Providing recycle bins (Blue bins)
- Ceasing picking up glass for recycling

Through the current budget process this year, we were asked to look at additional opportunities for efficiency and improved operations. These include third party contractors (previously presented and discussed), once a week pickup, and changes to routes.

During our review and providing a current view of where we left off with prior improvements, we found our first starting point is to review and change our operations to be following our current code. This was discussed over the last several years, and continues to be the recommendation today. Once we follow our own rules, we can then research and continue to find more efficient ways.

## BACKGROUND

Over the last several years we have been asked to evaluate and re-evaluate our sanitation and recycling operations. The intent is to provide customer service, protect our staff from exposure to hazardous materials, and be in line with industry standards while balancing a tight budget. This also includes complying with Landfill requirements, and our own Code. To date, we have not been provided with the direction to continuing our efforts and comply with our own Code, Chapter 8- Garbage, Trash, and Weeds.

The County provides \$200,000.00 of tipping fee credit for residential waste. This is not intended to include commercial waste. We need to identify and cease picking up commercial waste.

- **Sec. 8-21. - By town; method and supervision generally.**

Garbage and trash shall be removed by the town from dwellings (defined as single family and duplexes), commercial properties in historic district or standalone professional services businesses. Apartment houses, restaurants, hotels, commercial houses and other places where human beings may dwell or assemble are classified as commercial properties outside the scope of regular trash collection. Such removal shall be under the direction of the town manager and in compliance with the provisions of this article. With the exception of properties classified as commercial by virtue of the type and amount of waste produced by the site and use.

Many customers do not place their trash in required containers. They only place bags which tear, are susceptible to animals, break when lifted by staff, and present exposure to hazards plus on-site clean-ups. Customers do not drain fluids prior to placing items into their bags for pick up. This creates fluid leaks and additional exposure to hazards.

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- **DIVISION 2. - CONTAINERS**

- **Sec. 8-41. - Required.**

All garbage and trash to be collected and removed by the town under this article shall be deposited in containers as described in [section 8-42](#).

- **Sec. 8-42. - Duty of occupants, etc., to provide; specifications.**

It shall be the duty of every tenant, lessee or occupant of any residence or establishment where people reside, congregate or are employed to provide sufficient garbage or trash containers to handle the accumulation of garbage or trash during the intervals between collections. The containers shall be made of metal or a suitable plastic with a close fitting metal or plastic lid and solid bottom and shall be provided with a handle or grips at the sides for the safe and convenient handling of the containers. In no case shall the containers have a capacity of less than ten (10) gallons nor more than thirty-two (32) gallons, nor shall any container be filled with garbage or other material in excess of seventy-five (75) pounds, except those containers manipulated by some mechanical means. It shall be unlawful to place garbage or trash for collection in a box, tub, crate or any other container except as otherwise provided in this article.)

Customers do not place their waste curbside. This means in an area where the Town right of way meets their property. Staff is having to back down private streets, enter parking lots and walk between parked vehicles, and drive and/or walk onto private property to pick up.

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- **Sec. 8-43. - Location.**

(a) **Placement.** Containers in which garbage, trash, or recyclables have been deposited for collection by the town, pursuant to [section 8-42](#) of this Code, shall be located for collection by 6:00

a.m. on the scheduled day of collection in the following manner along the said property line and a public/private street.

(1) Where curb exists, the containers shall be placed between the back of the curb line and the back of the sidewalk. Where no sidewalk exists, the containers shall be placed no more than ten (10) feet from the back of the curb line.

(2) Where there is no curb, the containers shall be placed between the edge of the pavement and the ditch, but in no case shall such container be placed greater than ten (10) feet from the edge of the pavement.

(3) Containers are not to be placed on or in front of another property unless written permission is granted. It is the intent that said debris be placed in front of the owner's property.

(b) *Exceptions.* The town reserves the right, in hardship cases, to collect garbage, trash, and recyclables in backyards. Hardship, as used herein, shall generally be deemed physical impairment, due to disability, age, or infirmity, that prevents the resident from being able to make placement of the containers in the required manner. The town manager, in his sole discretion, or his appointed representative shall make the determination, upon request, as to whether exceptions for hardship can be made.

Customers are not placing their waste in accessible areas. Staff walk to porches, in between vehicles, or in yards to gather waste.

Some commercial customers are using several cans placed in a dumpster area and using our services versus a commercial dumpster hauler. The Town is not collecting commercial fees.

All of these can be handled by adherence to our Town Code. This will create the first level of efficiencies in more direct routes, centralized pick up areas, and elimination of commercial accounts we should not be picking up from.

We will reconfigure the trash service for Main St. We have created one dumpster site and will create another on the other side of Main St. We will place a dumpster, or other waste collection containers, and charge businesses a fee for usage. Staff will be responsible for picking up. No customer on Main St will be permitted to use the dumpster unless they are registered and paying a fee. No trash on Main St. This is for Downtown District Only. We recommend the consideration of a fee schedule similar to Front Royals:

Class I	Small Business	\$46.00
Class II	Medium Business/Small Food Service	\$120.00
Class III	Large Business/Restaurant	\$425.00
Exception	Businesses not falling into any of the above categories	TBD by Public Works Director

We will also define a business or contractor for purposes of waste management, land scaping debris pick up, and leaf collection as an advertised business, with a business license or contractor license, and is engaged with the property owner for contracted (verbal or written) work on their property. This does not include a neighbor or seasonal youth workers. The landfill no longer takes this material. We have to haul this to a drop-off site with a cost of \$50,000.00 for the disposal.

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(c) The following items are prohibited from collection:

- (1) Limbs or brush mixed with construction debris.
- (2) Stumps.
- (3) Trees or brush cut by tree care or removal companies or contractors.
- (4) Vines and/or any herbaceous or nonwoody plant with thin stems.

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#### **STAFF RECOMMENDATION**

Direct staff to implement an outreach campaign to gain compliance from our customers to meet the requirements of our Code as outlined in this report. This will take approximately 90 days. Reports to Council on updates will be provided with a review at the November Council Meeting.

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#### **Service Level/Collaborative Impact**

To be determined and reported

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#### **Policy Direction/Warrenton Plan 2040**

This promotes and is in line with all sections of Plan 2040.

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#### **Fiscal Impact**

Efficiencies in operations with totals to be determined once in place

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#### **Legal Impact**

None

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#### **ATTACHMENTS**

- 1. Solid Waste Memo from Sep 2020
- 2. Copy of current Town Code
- 3. Front Royal Sanitation Assessment
- 4. Refuse Information Compiled by Director John Ward