

**VILLAGE OF BALDWINSVILLE**  
**DEPARTMENT OF PUBLIC WORKS**  
**NEWSLETTER - YEAR 2023**

The Department of Public Works receives numerous calls each year with questions on various items. This annual newsletter is provided to familiarize Village residents with your Department of Public Works and the services we provide.

Contact Information

**DEPARTMENT OF PUBLIC WORKS**  
1963 West Genesee Street Road  
Baldwinsville, NY 13027  
Office Phone: 315-635-9665  
After Hours Phone: 315-247-3362  
Stormwater Hotline: 315-635-6141

**VILLAGE CLERK'S OFFICE**  
16 West Genesee Street  
Baldwinsville, NY 13027  
Office Phone: 315-635-3521  
Village website:  
<http://www.baldwinsville.org>

The topics this newsletter cover includes:

- Child Safety
- Yard waste Pickup
- Park-a-Truck Program
- Sidewalk Maintenance, Repair & Snow Removal
- Mailboxes
- Snow Removal from Village streets
- Snow Removal from Private Property
- Plow Damage
- Water-Sewer Department Information
- Water System Security
- Swimming Pools
- Sewer Blockages
- Street Lights
- Recycling Bins
- Street Trees
- Parks Department Information
- Invisible Fence in Street Right-Of-Way
- Code Information
- Stormwater Awareness
- OCRRA Household Hazardous Waste Collection

## 1. CHILD SAFETY

The Department of Public Works is greatly concerned with the safety of the residents of Baldwinsville, and in particular, the children of our community. **PLEASE DO NOT ALLOW** your children to play in snow banks along the street. Since their presence within these banks is unknown to plow operators (DPW & Private), plowing operations can displace and collapse these banks onto an unsuspecting child or the child could be struck with the plow. Likewise, children should not be allowed to play in street-side leaf piles, where they can be exposed to a similar danger.

## 2. YARD WASTE PICKUP

Curbside yard waste collection occurs throughout the spring, summer and fall. Items collected are limited to yard waste such as grass clippings, garden vines, leaves, tree limbs and shrubbery. The following refuse items **will not** be picked up: **building materials, furniture, tires, rocks, stones, dirt, gravel, sod, lumber, appliances**, etc. There is no annual refuse pickup. Call your trash hauler for removal of such items. We encourage homeowners to utilize a compost pit, particularly for grass clippings.

*Grass clippings will only be picked up if they are containerized in a covered garbage can (such containers shall be marked "Grass" to distinguish them from trashcans) or paper yardwaste bags, which weigh less than 50 pounds.*

- All brush and sticks shall be cut so as to be no longer than six feet in length.

- For large piles we encourage the use of the Park-A-Truck program (details of this program are listed below).

**SCHEDULE** – Yard waste pickup will be weekly in the spring and fall and approximately every other week through the summer. Dates of yard waste pickup are as shown below:

|                                |                               |                                 |                                |
|--------------------------------|-------------------------------|---------------------------------|--------------------------------|
| Monday, April 3 <sup>rd</sup>  | Monday, May 1 <sup>st</sup>   | Tuesday, July 3 <sup>rd</sup>   | Tuesday, Sept 5 <sup>th</sup>  |
| Monday, April 10 <sup>th</sup> | Monday, May 15 <sup>th</sup>  | Monday, July 17 <sup>th</sup>   | Monday, Sept. 18 <sup>th</sup> |
| Monday, April 17 <sup>th</sup> | Monday, June 5 <sup>th</sup>  | Monday, August 7 <sup>th</sup>  | Monday, Oct. 2 <sup>nd</sup>   |
| Monday, April 24 <sup>th</sup> | Monday, June 19 <sup>th</sup> | Monday, August 21 <sup>st</sup> | Tuesday, Oct. 9 <sup>th</sup>  |

|                               |  |
|-------------------------------|--|
| Monday, Oct. 16 <sup>th</sup> | Monday, Nov. 13 <sup>th</sup>                        |
| Monday, Oct. 23 <sup>rd</sup> | Monday, Nov. 20 <sup>th</sup>                        |
| Monday, Oct. 30 <sup>th</sup> | Monday, Nov. 27 <sup>th</sup><br>(weather dependent) |
| Monday, Nov. 6 <sup>th</sup>  |  |

*We may be forced to deviate from this schedule due to weather conditions or other unforeseen issues.*

*Please place your yard waste behind the curb (on the grass to allow traffic to move freely) prior to each Monday listed on the schedule above. The Village DPW will be attempting to collect all yard waste on Mondays. However, there may be some weeks we are unable to collect throughout the entire Village in one day. If your yard waste is not collected on Monday, please leave it at the curb as we will be coming around later in the week (usually Tuesdays or later depending on time of the year and weather) to finish our collection.*

### **Frequently Asked Questions Regarding Yard Waste Collection**

- **If I hire a contractor to remove a tree in my yard can the contractor bring the limbs and debris to the curb?** – No. The Village yard waste pickup program is not intended for use as a cleanup service for tree contractors. If you have a tree which requires the services of a tree contractor or the expertise of someone other than yourself for the tree removal, then the cost of loading and hauling away the tree debris should be covered at the property owner’s expense.
- **When can I place my yard waste at the curb?** - We request that property owners place their yard waste items at the curb no more than a day or two before your scheduled pickup date. This would be on the Saturday or Sunday prior to scheduled yard waste pick up (see schedule date above). This will help keep the neighborhoods and streets looking neater and cleaner.
- **Can my neighbor and I place our yard waste in a single pile?** Yes. To improve pick up efficiency it is encouraged that neighbors utilize a common yard waste pile for pickup at or near a property line. This will reduce the number of piles and residual debris.

### **3. PARK-A-TRUCK PROGRAM - *Park-a-trucks are available from April to mid November.***

If you undertake a larger-than-normal yard cleanup or yard project that generates a large amount of yard waste, we can save you the time and effort of hauling all that debris to the curb. The Village has a program that will park a truck in your driveway for an evening or weekend to place all your yard waste in. If you have such a project planned, stop into Village Hall and request a Park-a-Truck. The DPW will place a truck on your property for your loading of yard waste materials (yard waste as listed above). The truck will be removed the following workday. Normally, trucks are delivered by 3 p.m. on the scheduled day. Users must reserve the trucks through the Village Clerk’s office located in Village Hall and a property owner must sign the necessary paperwork. Users should refer to the items listed above as to what cannot be loaded onto the truck. If any items included in this list are found on the truck the entire load will be returned to the address on the permit.

Two trucks are available for this program on a first-come-first-serve basis. All trucks must be parked off the street on the resident's driveways. Trucks cannot be parked in lawns.

#### 4. SIDEWALK MAINTENANCE, REPAIRS & SNOW REMOVAL

By Village Code, property owners are responsible for the maintenance and repair or replacement of sidewalks adjacent to their property. The property owner is also responsible for SNOW REMOVAL on their sidewalk(s).

If you are planning to repair or replace your sidewalk(s) please contact the Village Code Enforcement Office at 315-635-2481 for sidewalk specifications and a work permit. The DPW has a truck available for homeowner use to dispose of sidewalk debris generated from sidewalk repairs or replacement within the street right-of-way. Users must sign-up for the truck at Village Hall.

#### 5. MAILBOXES

In the process of clearing of snow and encroaching snow banks from Village streets, Village plow crews sometimes inadvertently damage mailboxes. The following are some guidelines to keep in mind regarding your mailboxes:

- Keep your mailbox shoveled or cleared. This includes an area before and after your mailbox.
- When heavy snow events occur, place a flag or reflector in or on the snow bank to delineate your mailbox.
- Do not place newspaper tubes or boxes under your regular mailbox; the snowplow wing frequently hits them.
- The U.S. Postal service has strict guidelines for proper erection of mailboxes, which reduces snowplowing problems. Minimum height from ground to base of the mailbox must be at least 42 inches and the front edge of the mailbox (not the post) should 6" to 8" back from the curb. If you do not have a raised curb, contact the Baldwinsville Post Office.

#### **THE VILLAGE POLICY ON MAILBOX REPAIRS/REPLACEMENT IS AS FOLLOWS:**

If a Village DPW plow inadvertently strikes your mailbox the Village will repair or replace the box. Often times the mere movement of the snow against the box or the post will cause damage. It is the homeowner's responsibility to keep their mailboxes and post in good condition. Rotted or decayed post cannot be expected to withstand the rigors of a CNY winter. **If rotted and decayed post are involved the Village will not replace them.**

*Please note: Replacement boxes will be standard, generic type mailboxes and posts will be standard wooden posts.*

#### 6. SNOW REMOVAL FROM VILLAGE STREETS

We reside in a climate that brings us snow; and sometimes lots of snow for extended periods. The Village DPW strives to keep the Village streets in the best condition possible. To clear roadways of snow we plow the snow to the edge of the road. Unfortunately, moving snow to the road's edge often means pushing snow into private driveways. We know this is an inconvenience, but please keep in mind snowplow operators have nowhere else to put the snow.

*Garbage cans and recycling bins are the responsibility of the homeowner. They should not impede the plowing of the streets and should be set back off the road or into the driveway.*

*In addition, please remember the overnight parking ban, which prohibits parking on Village streets from 1:30 a.m. to 6:00 a.m. from November 15 – April 15.*

## 7. SNOW REMOVAL FROM PRIVATE PROPERTY (DRIVEWAYS & SIDEWALKS)

It is illegal by Village Code and New York State Vehicle and Traffic Laws to deposit snow on any street or road during the clearing of driveways or sidewalks by plows, shoveling or blowers. It is further illegal by Village Code to deposit snow on the property of another without their permission. This includes shoveling, plowing or blowing SNOW ACROSS or INTO the street. Please review your methods of snow removal and those of your snow removal contractor to ensure you are in compliance with existing laws and codes.

## 8. PLOW DAMAGE

If lawn damage occurs due to snow removal operations the Village will perform lawn repairs the following spring. Please contact 315-635-9665 if this should occur.

## 9. WATER-SEWER DEPARTMENT INFORMATION

The Village Water and Sewer Department is part of the Department of Public Works (DPW). The utility nature of their services often times requires manpower and equipment responses after normal business hours. The Water and Sewer Department can be reached at 315-635-3631. After hours and on holidays our personnel can be reached by calling the Baldwinsville Public Works emergency phone number which is 315-247-3362. Please follow the prompts to be connected to the person on call.

For questions on billing matters please call 315-635-3521 or 315-635-1410. The billing department hours are 8:00 am – 4:00 pm Monday through Friday.

Each year the Baldwinsville Water Department publishes its Annual Water Quality Report. This report includes information on source and quality of your drinking water and efforts employed by the Water Department to protect public health. In May of each year a postcard is sent to village residents informing them that this report has been posted on the Village website ([www.baldwinsville.org](http://www.baldwinsville.org)) and is available for review. Furthermore, it informs those without internet access that upon request the Village will send out a copy of this report. You may request a hardcopy of the report by contacting the Village Clerk's Office at 315-635-3521. Questions regarding this report may be addressed to the Superintendent of Public Works by calling 315-635-9665.

Village water is relatively "hard" compared to other municipal water sources. Hardness is a measure of mineral content in the water. Total hardness of Village water ranges from approximately 320 - 380 mg/l. We are also often questioned on the sodium content of Village water, which ranges from approximately 10 - 14 mg/l.

*Water meter reading in the village is done by a village DPW employee. This requires an individual to walk through the village and up to each home to obtain the reading. This work may be done on the weekends or after the normal business hours of 7:00 am to 3:00 pm.*

Please be advised that any delinquent balance on your water bill as of November 25th will be added to March property taxes.

If you plan to sell your property please remember to contact Village Hall at 315-635-3521 for a final water meter reading.

- **WATER SYSTEM SECURITY**

The Village of Baldwinsville Water Department incorporates preventive security measures to protect our water supplies and distribution system from vandalism and tampering. We request that you, as customers of the Village of Baldwinsville Water Department, assist us in the protection of our water supplies and distribution system. If you see **any** suspicious activity involving the water system, i.e. hydrant or valve tampering, please contact the Baldwinsville Police Department by dialing 911.

- **SWIMMING POOLS-VILLAGE RESIDENTS ONLY**

Village residents installing new swimming pools will be afforded a one-time lump sum sewer credit of \$20 when filling their pool. In order to receive this credit, residents must have received the proper building permits required by the Code Enforcement Office and contact the clerk's office at 315-635-3521 immediately after having the pool filled. The credit will be processed on your next quarterly water bill.

- **SEWER BLOCKAGES**

The Sewer Department responds to many calls for blocked or plugged sewers each year. Sewer plugs can occur within the house lateral, which is the property owner's responsibility, or within the sewer main, which is the Village's responsibility. Sewer Department procedures call for employees to check the sewer main and to jet clean it, if circumstances warrant. As a courtesy employees can advise and in some cases try to plunge the sewer vent to relieve a blockage in the house lateral. We urge all property owners who experience blockages in their laterals to investigate the causes and make the necessary repairs. These problems do not go away, but usually get worse.

## **10. STREET LIGHTS**

Please call the Public Works Department at 315-635-9665 with any streetlight problems that you may notice. Please have the following information ready when you call:

- The nearest street address to the light in question.
- The pole number if possible (as identified by a metal tag or yellow on black sticker located on the pole).

## **11. RECYCLING BINS**

If your recycling bin has been damaged or is missing or if you are new to the area, please call 315-635-9665 and a bin will be delivered, or if you prefer, you can pick one up at the DPW garage at 1963 West Genesee Street Road, just west of Route 690.

## **12. STREET TREES**

The Village is very proud of our tree-lined streets. Our commitment to planting and maintaining trees along our streets has resulted in our Village having been certified by the National Arbor Day Foundation as a Tree City-USA each year since 1986.

Each fall the Village DPW plants trees along our streets. If you would like a street tree in front of your home, please contact the DPW office at 315-635-9665. If we plant a tree at your home, we ask that you assist in assuring this tree survives by taking the following steps:

- Please water with approximately 15 gallons of water every third day or when dry.
- If you place mulch around the tree, please do not place more than three inches of mulch, and do not apply mulch up to the trunk of the tree (leave a space of unmulched soil around the trunk for a space of no less than three inches).

The Village performs annual tree inspections each September evaluating street trees for trimming and possible removal. If you have a street tree (one that lies between the roadway and the sidewalk or within the road right-of-way) and see that it has died or needs trimming, please call the DPW at 315-635-9665.

## **13. PARKS DEPARTMENT INFORMATION**

The Village is fortunate to have several parks and recreational areas available to our residents which are open from dawn to dusk.

- **Mercer Park** - sits on the Seneca River at Charlotte and North Streets. It has restrooms, picnic tables, a modular play structure, swings, benches, a gazebo, a pavilion, a kayak launch and basketball courts.

- **McHarrie Park** is located on Canton Street between Downer Street and Mildred Avenue. This is a small neighborhood park with lighted walkways and picnic tables, swings, a modular play structure and the Shacksboro Schoolhouse Museum.
- **Community Park** is located off Rt. 48 south of the Village. This is a large, wooded park with restrooms, modular playground with an adaptive swing set, a pavilion, softball fields, large picnic areas, nature trails, a kayak launch and a boat launch providing access to the Seneca River.
- **South Shore West Trail** offers a quiet river and canal side area for a walk or pleasant respite. The trail also offers boat dockage, benches, picnic tables and an outstanding view of the canal and river.
- **Paper Mill Island** holds an amphitheater, lighted walkways, benches, picnic areas, and restrooms and also has a great view of the canal, lock operations and the river, with summertime concerts and activities. Other than times when an event is held on the Island this park is open to the public.
- **South Shore East Trail:** offers a beautiful riverside paved walkway from Water Street to Community Park. Vehicle parking is available at the trailhead parking lot located on the north end of Grove Street. The entire length of the trail is open to the public and there is a river lookout has been added along the trail.
- **The Yevich Trail:** This lighted trail has benches and runs along the river from Denio Street to Lock Street.

*The pavilion and gazebo in Mercer Park and the pavilion in Community Park may be reserved for private use. Contact the Village Clerk's office to inquire on reservations at 315-635-3521. All other park usage is on a first come, first serve basis with the exception of Paper Mill Island. Paper Mill Island is open to the public except during periods when it is reserved for concerts or private use. Please contact the Village Clerk's Office at 315-635-3521 if you would like to reserve Paper Mill Island for an event.*

#### **14. INVISIBLE FENCE IN STREET RIGHT-OF-WAY**

**Invisible fence**, which is buried underground, *shall not be installed within the street right-of-way* since they are subject to damage by utility excavation. The village and other utilities have no way of locating your buried wires in the right-of-way. A permit issued by the village codes office is required prior to installation of invisible fencing on private property.

#### **15. CODE INFORMATION**

Permits are required for all interior and exterior construction and renovations with the exception of normal repair and maintenance. Also, permits are required for sheds, swimming pools, decks, fences (includes invisible fencing), woodstove-solid fuel conversions, standby electric generators and demolition projects. *If you are unsure whether your project requires a permit, call the Code Enforcement Office at 315-635-2481.* Other important Village Code issues homeowners and tenants need to be aware of are: tall grass, the staging and collection of garbage, storage and parking of seasonal and unregistered vehicles, and the removal of snow and ice from sidewalks. For specific information you may review the Village Code on our website at [www.baldwinsville.org](http://www.baldwinsville.org) or you may contact the Codes Office at 315-635-2481.

#### **16. STORMWATER AWARENESS**

In accordance with requirements of the Environmental Protection Agency (EPA), the Village participates in the EPA Phase II Stormwater Program. The Village performs several tasks annually to help improve the quality of our stormwater. These include educating the public on stormwater impacts, involving the public in the program, detecting and eliminating illicit discharges, controlling construction site stormwater runoff, insuring post construction stormwater management in new development and redevelopment, and pollution prevention through proper municipal operations. To accomplish this, many varied best management practices are employed in complying with the permit requirements, which includes new ordinances and codes, complete mapping of our stormwater system, education, training, operational changes and additions. Please check the village website at [www.baldwinsville.org](http://www.baldwinsville.org) for the Annual Stormwater Report, and other stormwater related programs the village offers to its residents. If you have any questions or would like to participate in the stormwater program please contact 315-635-9665.

- The Village accepts used motor oil at the Department of Public Works Highway Garage located at 1963 West Genesee Street Road in an effort to keep the oil from the storm water system. Other locations that accept waste oil include retail oil outlets and repair garages. You may contact the Superintendent of Public Works at 315-635-9665 for the location of oil waste collection locations available to you.
- Should you suspect illicit use of a storm drain, the illicit dumping of waste oil or witness the illegal discharge of any substance into the storm water system or to a stream or river, contact the Storm Water Hotline at 315-635-6141.

**Sump pump discharge and property runoff** – Discharges from basement sump pumps and roof gutter downspouts shall be directed into a deeded drainage easement or on the homeowner's property in a manner that prevents point-source discharge onto adjacent property. These discharges shall not be discharged into the roadway or adjacent to the roadway such that it results in water entering the roadway.

**Stormwater Information Links:**

Central New York Regional Planning and Development Board  
<http://www.cnyrpd.org/stormwater/>

New York Department of Environmental Conservation  
<http://www.dec.ny.gov/chemical/8468.html>

United States Environmental Protection Agency  
<http://www.epa.gov/npdes/>

**17.OCRA HOUSEHOLD HAZARDOUS WASTE COLLECTION**

The Onondaga County Resource Recovery Agency holds an annual household hazardous waste special collection day. Please check the OCCRA website (<http://www.ocra.org>) for this year's dates. We urge all residents of Baldwinsville to take advantage of this program in order to reduce stormwater pollution.

***Onondaga County Resource Recovery Agency***  
PHONE: 315-453-2866

The DPW consistently strives to deliver its services in a professional, responsive and effective manner with planning and oversight through the Public Works Committee. If you have any questions, comments or concerns please feel free to contact the Public Works Department at 315-635-9665, Monday - Friday, 7 a.m. - 3 p.m.