

**Chance Mullen**  
Mayor



**Omar T. Small**  
Village Administrator

August 13, 2020

To: All Village of Pelham Staff

Re: Recycling Bin Policy

Hello all,

Let's help our planet and environment! Please read and follow the below policy regarding recycling in all government buildings.

Our goal is to maximize recycling procedures, to the extent possible in all Village Facilities. To aide in accomplishing this and to make it easier, it is hereby required that recycling bins be present wherever there is a trash bin in both common areas and at individual work stations in all local government buildings.

If you need additional recycling containers to accomplish this, please let me know and we will order some.

Regards,

Omar T. Small  
Village Administrator