



City of St. Marys, PA
Office of Community & Economic Development

December 20, 2017

Dear City of St. Marys Business Owner(s):

The end of 2017 is upon us and it is our hope that your business experienced a successful year and we wish you much success in 2018!! As an operating business in the City of St. Marys, I'm sure you're aware, the City of St. Marys is a mandated recycling municipality and each year businesses are required to report their recycling efforts to their municipality. With that said, enclosed please find your **"Annual Recycling Report"** form and instructions for reporting your recycling efforts from January 1 to December 31, 2017.

Please submit your completed report and required weigh slips to: City of St. Marys, Attn: Tina Gradizzi, 11 LaFayette, P.O. Box 1994, St. Marys, PA 15857 or email the report and required weigh slips to tgradizzi@stmaryspa.gov. ***The deadline for submitting your Annual Recycling Reports is on or before February 1, 2018.***

Please note for reporting purposes on the "Annual Recycling Report", receipts and/or tonnage slips are only required for the material listed on page one of the report.

As always, if you have any questions please feel free to contact me at 781-1718 ext. 225 or email me at the email address listed above. Please check out the city's website www.stmaryspa.gov under the recycling tab for additional recycling information and programs. Thank you so much for your continued efforts and cooperation.

Best wishes to you, your employees, staff and families for a wonderful Holiday Season and a happy, healthy and safe New Year!!!

Sincerely,

TINA GRADIZZI
Community & Economic Development Coordinator/Recycling Coordinator

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Enclosures