

MOSCOW BOROUGH NEWSLETTER SUPPLEMENT

This supplement to the Moscow Borough Newsletter is being provided to the residents and businesses of the Borough as a guide to refer to for general information and recurring information that stays consistent throughout the year.

A bi-annual newsletter will continue to be posted online or mailed at the request of the residents, however it will not contain information that has been repetitive in the past. You will notice in the newsletter that you will be referred to the supplement for the information listed in the following pages.

GENERAL BOROUGH BUSINESS

INFORMATION THAT IS REPEATED IN NEWSLETTERS: We realize that some of the information contained in newsletters is repetitive but this is necessary as an ongoing reminder to residents/businesses about issues that may happen once a year, and for new residents or businesses that receive the newsletter. As a reminder, newsletters are now only done in April and October of each year.

E-MAIL CONTACT LIST: The Borough Office is compiling an e-mail list to be used to send out alerts on any updates or events in the Borough. If you would like to be added to this list contact the Borough Office or e-mail office@moscowboro.com.

NORTH POCONO SCHOOL DISTRICT SENIOR PROJECTS: Moscow Borough has opportunities for students interested in completing senior projects by assisting with National Night Out, repairing bicycles, and/or being on a recreation committee.

JUNIOR COUNCIL MEMBERS: If you are a junior or senior in high school and a resident of Moscow Borough interested in becoming a Junior Council member please contact the Borough Office.

VOTER REGISTRATION FORMS/ABSENTEE BALLOT APPLICATIONS: Voter registration forms and absentee ballot applications are available at the Borough Office.

LOCAL BUSINESSES: We encourage you to shop at and take advantage of the local businesses and services located in Moscow Borough.

ZONING ORDINANCE: Please contact the Borough Office for information regarding zoning issues. Information may also be obtained on the Borough's website.

SUBDIVISION/LAND DEVELOPMENT ORDINANCE: Please contact the Borough Office for information regarding subdivision and land development issues. Information may also be obtained on the Borough's website.

PERMITS REQUIRED: Prior to beginning any type of construction or remodeling please contact David Lamm, Moscow Borough's Building Inspector and Zoning Officer, at 570-842-4607 to see if you need to obtain a permit. Also please keep in mind that the placement of any advertising or other signs within Moscow Borough requires a permit.

PROPERTY MAINTENANCE: Property owners are reminded that it is their responsibility to keep grass, trees, and shrubs trimmed on their properties. Property owners should also clean up any litter or garbage along the edges of the roadway to keep their properties neat and clean.

ANIMAL ORDINANCE: Moscow Borough Ordinance #195-2007, pertains in part to specifying time limits and limited hours for dogs barking and that dogs **MUST** be leashed at all times, and also that if any animal (dog or cat) defecates in any area other than the private property of the owner, the owner is required to immediately remove any feces and dispose of properly.

GARBAGE COLLECTORS: All garbage that is being stored outdoors should be kept in covered containers until it is placed curbside for pickup. Also, apartment buildings with more than three apartments are required to have dumpsters for the tenants to use. Failure to comply will result in fines.

SERVICE REQUEST FORM: The Moscow Borough Office has a form that is to be used when requesting services to have work completed by the Borough. This form can be obtained from the Borough Office or by going online at moscowboro.com.

USE OF FACILITIES FORM: The Borough Office has a form that is required to be completed if you wish to use Borough facilities.

HISTORIAN/PHOTOGRAPHER: The Borough Office is looking for an individual or individuals interested in compiling information on the history of Moscow Borough and/or taking photographs at Borough events. Please call the Borough Office at 570-842-1699 if interested in this volunteer position.

HAPPENINGS MAGAZINE: Current issues of the Happenings Magazine are available at the Borough Office on a monthly basis while supplies last.

NORTHEAST PENNSYLVANIA VISITORS GUIDE: Current issues of The Northeast Pennsylvania Visitors Guide, distributed by The Lackawanna County Convention & Visitors Bureau, are available at the Borough Office while supplies last. For more information call 1-800-22-WELCOME X5 or visit www.visitnepa.org.

MOSCOW BOROUGH POLICE DEPARTMENT

HALLOWEEN SAFETY TIPS:

- Go trick or treating with a grown up.
- Never go out alone.
- Stay in well-lit areas.
- Visit only people you know.
- Make sure your costume lets you see and hear perfectly. Mask holes should be large enough to see through easily. You need to be able to watch and listen for cars.
- To avoid tripping make sure your costume fits. It's easy to trip on costumes that are too long or shoes that are too big.
- Wear brightly colored or reflective clothing. Put "Glow-in-the-dark" patches or strips on your costume so drivers can see you after dark.
- Always carry a flashlight to let drivers see you and to see where you are going.
- Walk on sidewalks or as near to the curb as possible if there are no sidewalks.
- Observe Safety rules when crossing or walking on streets, and stay clear of traffic.
- Don't eat treats until you show them to your parents or trusted adult.
- Respect others and their property.

SAFETY TIPS FOR A SAFE AND HAPPY HOLIDAY SEASON:

At Home:

- Be extra cautious about locking doors and windows when you leave your house or apartment, even for a few minutes.
- Don't display holiday gifts where they can be seen from a window or doorway. Store gifts before you go away on a holiday trip.
- If you go out for the evening, turn on lights and a radio or television so the house or apartment appears to be occupied.
- If you take a holiday trip away from your home, have some interior lights activated by an automatic timer. Have a neighbor or family member watch your house, shovel new snow, pick up the mail and newspaper and park his or her motor vehicle in your driveway from time to time. Call the police department at (570) 842-2061 to have a house watch on your home.
- Be wary of strangers soliciting for charitable donations. They may attempt to take advantage of people's generosity during the holidays. Ask for identification, how donated funds are used, if contributions are tax deductible, etc. If you aren't satisfied with the answers, don't give.
- Immediately after the holidays, mark new gifts with a unique identification number and record new serial numbers.
- Test your smoke detectors. Make sure your home has a carbon monoxide detector and that the batteries are fresh.
- Use only fire resistant ornaments on a holiday tree and make sure electric lights are in good working order. Do not overload outlets or run extension cords under carpets, across doorways, on or under heaters, or behind furniture. Unplug all decorative lights before leaving home or going to bed.
- If you have house guests, advise them of your security precautions and make sure they follow them.
- Avoid leaving boxes from purchases (especially TV's, DVD Players, computers, etc.) out on the curb for trash pickup.

Shopping:

- Stay alert and be aware of what's going on around you. Try to shop before dark if possible. Possibly coordinate shopping trips with a friend. Never park in an unlit lot or area, no matter how convenient it is.
- Lock your packages and gifts in your vehicle's trunk. Keep your vehicle's doors locked and windows closed. Store all items out of sight. Breaking into an empty car isn't worth a thief's time. However, anything left in plain view – from your holiday gifts to spare change, sunglasses, CDs, cell phones or briefcases – may tempt a thief. Help prevent your vehicle from being stolen by always locking your car and using anti-theft devices. And although it's cold, never leave your vehicle running while you run inside your home or a store – even if for only a minute or two.
- Avoid carrying large amounts of cash. Pay for purchases with a check, credit card, or debit card when possible.
- To discourage purse-snatchers, don't overburden yourself with packages. Have your purchases delivered whenever practical.
- Be extra careful with purses and wallets. Carry a purse under your arm or close to your body, not dangling by the straps. Keep a wallet in an inside coat or front pants pocket, not a back pocket.
- Shopping with children? Teach them to go to a store clerk or security guard and ask for help if you become separated. They should never go into a parking lot alone.

Pickpockets:

- Pickpockets like to take advantage of crowds in stores, on the street and on public transportation.
- Many work in teams with one distracting the victim while the other does the actual pick pocketing. Beware of anyone who jostles you. It may be accidental but, then again, it may not. For women who carry a purse, one that has a flap which folds over the opening and fastens at the bottom is preferable to one that can be opened simply by turning a clasp at the top. Men who carry wallets or a money clip should keep them in inner or side pockets rather than rear trouser pockets.

Holiday Party Safety:

- Have non-alcoholic beverages available for party guests.
- Serve something to eat before serving alcoholic beverages. High protein foods stay in the stomach longer and slow absorption of alcohol into the system.
- Have alternative transportation for intoxicated persons. Don't let guests drink and drive.

WINTER DRIVING SAFETY: The Police Department would like to advise all residents to use caution when driving during the winter months:

- **Frost:** Motorists must be sure to scrape or melt **ALL** frost from windows prior to driving the vehicle. Police officers see too many people driving on the roadway with just a small area of the windshield cleared in front of their faces. It is very important that all windows be free of frost before the vehicle is utilized so that your view is not obscured.
- **Snow:** Motorists must remove **ALL** snow that may be covering windows, headlights, taillights, mirrors and any auxiliary lighting. It is important that all of these are free of snow so that you can see or so you will be seen. Note: A large amount of snow left on the roof of your vehicle is also a concern; snow blowing off of your vehicle in traffic can cause whiteout conditions for the vehicle behind you. This is also a state law.
- **Dirt/Road Grime:** Dirt and road grime will cover the lenses of your headlights and taillights, reducing the brightness of the lights thereby putting you at risk for a collision.
- **Reduced Braking Capacity:** Remember that you will need to slow down and begin braking much sooner on snow covered roads.

SNOW REMOVAL: The Police Department strictly enforces the Borough's ordinance prohibiting the plowing, blowing, shoveling, or pushing of snow from private property onto Borough streets, whether before or after the streets have been plowed. Doing so creates an unsafe and difficult situation when chunks of snow become frozen, or even when a thin layer of snow freezes causing slippery conditions. It is also illegal to blow or plow snow onto a neighbor's property. Property owners will be held liable, not the contractors, so please inform your contractor of this policy.

PARKING BAN ON STREETS: The Police Department strictly enforces the Borough's ordinance prohibiting parking on streets in the Borough from 2:00 a.m. to 8:00 a.m., November 15th through April 1st and at all times (including day time hours) during a snowstorm until the streets have been cleared. If you have visitors during a snowstorm please ask them to move their vehicles off the streets so that the streets can be properly plowed.

SNOW ON SIDEWALKS: The Borough of Moscow has a sidewalk ordinance that requires all residents to have their sidewalks cleared within twenty-four hours after any snowfall. Sidewalks must be cleared the whole width, not just a small pathway. If you live on a corner lot you are responsible for cleaning and removing snow from the sidewalks located in front and on the side of your property. Also, you must clear the sidewalk out to the street so that access can be made from there. Pedestrians should not have to go into someone's driveway to access sidewalks. Also, if your sidewalks have been cleared but get covered again due to drifting, you are responsible for clearing the snow after the drifting.

DRIVING IN THE SCHOOL ZONE: Residents are reminded that the speed limit in the school zone is 15 miles per hour when the lights are flashing. Pay close attention to the school crossing guards who are crossing children at several locations in the Borough.

MEETING OR OVERTAKING A SCHOOL BUS: The driver of a vehicle meeting or overtaking any school bus stopped on a highway or trafficway shall stop at least ten feet before reaching the school bus when the red signal lights on the school bus are flashing and the side stop signal arms are activated. The driver shall not proceed until the flashing red signal lights are no longer activated. In no event shall a driver of a vehicle resume motion of the vehicle until the school children who may have alighted from the school bus have reached a place of safety.

SLOW DOWN SIGNS: Thank you to the residents that have participated in placing these signs in their yards. We would like you to put them up in your yards again for the nicer weather. Anyone interested in participating should contact the Police Chief for signs.

HOUSE NUMBERS: Borough Ordinance #14 - 1954 states that residents and business owners are required to have numbers that are easily visible from the street for identifying your house or business in the event of an emergency, allowing fire, ambulance, and police to rapidly pinpoint the exact location of your residence or business. The numbers should be of a size and color that stand out against the exterior of your building and should be placed somewhere near an entranceway. Please be reminded that you should be careful not to cover the numbers when using holiday decorations. When seconds count in a fire or emergency, wrong information can mean the difference between life and death and the ability to save property. Green signs with reflective numbers are available for purchase through the Fire Company.

PEDESTRIAN RIGHT-OF-WAY: Please use caution when driving through areas with crosswalks as the pedestrians in crosswalks have the right-of-way and motorists are required to stop their vehicles and permit pedestrians to cross the street. This is a law in the Commonwealth of Pennsylvania.

WALKERS/JOGGERS: The Police Department would like to remind walkers and joggers that to insure the safety of all its residents you should use sidewalks when available. This is a reminder to residents to keep trees trimmed along their sidewalks for the safety of individuals using the sidewalks.

THEFTS FROM VEHICLES: The Police Department would like to advise all residents that you should not leave valuables in plain view in your cars, particularly if you leave your car doors unlocked and especially if you are parked in public parking lots.

MOTORIZED SCOOTERS/ATV'S/DIRT BIKES: Motorized scooters, ATV's or dirt bikes are not permitted on any sidewalks or roadways in Moscow Borough. They are only permitted on private property.

LEADERS FOR GIRL AND BOY SCOUTS: The Moscow Borough Police Department provides ways for your organization and group to obtain your merit, safety, interest project badges. Tours of the police department, equipment, fingerprinting, and lectures by officers are always an option. We also offer radKIDS; a personal empowerment safety education program for boys and girls ages 5 through 12 which provides a **patch** upon completion. For more information please contact Chief Ivy L. Brenzel at 570-842-2061.

MOSCOW BOROUGH RECYCLING DEPARTMENT

MANDATORY RECYCLING ORDINANCE: Moscow Borough Council passed Ordinance #222 – 2013 which mandates that all residents and businesses in the Borough recycle. It was necessary to pass this ordinance in order for the Borough to qualify for recycling grants through the Pennsylvania Department of Environmental Protection.

RECYCLING SCHEDULES: Recycling schedules are provided in October of each year. They are posted on the Borough's website, available in the Borough Office, and will be mailed to those who receive their newsletter by mail. Please make sure that you follow the proper schedule for your area. Also, please note a change in the schedules for holidays and for late October and early November where recycling has been moved back two days due to the fact that the individuals responsible for picking up the recycling also do the curbside leaf pick up.

LACKAWANNA COUNTY ENVIRONMENTAL OFFICE OF SUSTAINABILITY: If you have any specific recycling questions please call Barbara at the Lackawanna County Environmental Office of Sustainability at 570-963-2017, extension #1, email her at giovagnolib@lackawannacounty.org or go to <http://recycling.lackawannacounty.org>.

GENERAL RECYCLING: A reminder that if you have any questions about items that can or cannot be recycled contact the Borough Office or go to the Borough's website. Do not put any household trash or garbage into curbside recycling bins for pickup or into the trailer or dumpster at the rear of the Borough Building. Place these items in your disposable garbage. When items are found at the rear of the building that are not recyclable, disposing of these items is an expense to the Borough. With the Clean and Green program being offered each year there is no reason for larger non-recyclable items to be put at the rear of the Borough Building. If you are dropping recyclables off at the rear of the Borough Building, please empty all bags and containers into the appropriate recycling trailer and take the bags and containers home with you. If you are dropping off your recycling, do not empty it onto the ground if the blue trailer is full; take your containers back with you and put them curbside for pickup.

COMMINGLED MATERIALS: Generally speaking the following can be recycled: glass bottles and jars (without tops); aluminum and steel cans; beverage and food containers (with the exception of the hard plastic see through type); plastic bottles, jars and tubs (with tops); and aluminum foil and pans. All food and beverage containers must be rinsed out before placing them in the bins to be recycled.

CARDBOARD AND PAPER PRODUCTS: All types of cardboard including corrugated and single layered paper board boxes (including paper towel and toilet paper rolls) can be recycled and mixed together with paper products. All plastic inserts must be removed; and all boxes must be flattened and broken down. All types of paper including newspapers, magazines, catalogs, mail, envelopes, office paper, construction paper, etc. can be recycled. Shredded office paper will be picked up if the paper is in a clear plastic bag.

RECYCLING OFFSITE: If you take items to be recycled to another location please have them weighed and ask for a weight slip to submit to the Borough Office. These weights can be used by the Borough when applying for Performance Grants for recycling.

DUMPSTER AT REAR OF BUILDING: The dumpster that is placed at the rear of the Borough Building is to be used only for **corrugated cardboard**, which **DOES NOT** include cereal boxes, soda boxes, tissue boxes, pizza boxes, etc. If you are placing cardboard in the dumpster we ask that you break down and crush the boxes so that the cardboard will take up less space. No other items are to be placed in the dumpster. – remember tax dollars are used to get rid of any other items, trash or garbage.

YARD WASTE: We would like to remind you that residents only (**no contractors that are hired to provide a service to you**) are permitted to drop off yard waste, grass clippings, leaves, plants, and small branches no longer than **3'** or wider than **6"** in diameter. This does NOT include large branches or logs and is not meant for tree removal, only tree trimming of smaller branches. Yard waste does not include rocks, dirt or sod so please do not deposit these items with the yard waste. Please take all containers and bags used to transport yard waste away with you. Also, if you are cleaning up your yards from your animals, **DO NOT** deposit the feces or grass from this area as this is unsanitary for the individuals handling the yard waste. Unfortunately this has become an issue so please use common sense. This area is monitored by security cameras so anyone caught disposing of inappropriate materials will be fined accordingly. The dumpster at the recycling area for yard waste is for Borough use only; do not put anything other than yard waste into this dumpster, including personal garbage.

MISCELLANEOUS RECYCLABLE ITEMS: The Borough Office has a list of items that can be recycled at various locations. Some of these items include used cell phones, used eyeglasses, cancelled postage stamps, used regular household batteries, Campbell's Soup labels, Box Tops for Education, aluminum ring tabs, used ink cartridges, used CFL bulbs, used American Flags, hard and soft cover books, used rechargeable batteries, used library, membership and gift cards, used VHS tapes, used athletic shoes, and used DVD's.

APPLIANCES: Borough employees will now pick up appliances (white goods) throughout the year. You must contact the Borough Office first to purchase a \$15.00 sticker prior to placing the item curbside for pickup. Do not leave these items on Borough property.

TIRES: Tires off the rim can now be dropped off at the Borough Building throughout the year. You must contact the Borough Office first to pay a \$3.00 fee for small tires and a \$8.00 fee for large tires, prior to making arrangements to have the tires dropped off. Do not leave any tires on Borough property without prior permission.

ELECTRONICS DROP OFF: In 2010, the Pennsylvania Covered Device Recycling Act (CDRA) was passed which requires that all covered devices such as computers, laptops, computer monitors, televisions, radios, VCR's, phones, and tablets be recycled and cannot be taken to or accepted by landfills or other solid waste disposal facilities for disposal. The Lackawanna County Recycling Center, 570-963-6868, accepts electronics at no cost Monday thru Friday, 7:00 a.m. to 3:00 p.m. and Saturday from 8:00 a.m. to 11:00 a.m.

LEAF PICKUP: The Moscow Borough Street Department will vacuum leaves curbside on Mondays and Tuesdays during four weeks in late October and early November. Specific dates will be listed in the October newsletter each year. When raking leaves curbside please be sure that no other debris such as grass, dirt, stones, or animal droppings are mixed in. **DO NOT** rake leaves onto Borough streets; keep the leaves on your property and out of ditch lines. If you have sidewalks keep the leaves on the house side of the sidewalks. If a drain is located near your property do not allow leaves or debris to cover the drain. Leaves will be picked up only once per week on each street. Please note that recycling on these days will be pushed back two days. If you cannot wait until these dates to have your leaves vacuumed curbside by the Borough, you may bring the leaves to the Borough Building to be recycled but we ask that you empty all bags and take the bags home with you to be disposed of. Also, if it snows on any of those days leaves will be picked up at a later date.

CHRISTMAS TREE DROP OFF: Borough residents may drop off Christmas trees at the yard waste area when the holiday season is over. There is no curbside pickup for Christmas trees. Please remove all trimmings and ornaments.

COMMUNITY EVENTS/INFORMATION

NORTH POCONO CULTURAL SOCIETY: The North Pocono Cultural Society meets on the second Monday of each month at the Moscow Borough Building at 7:00 p.m. For further information call 570-357-1627, email to moscowarts2@yahoo.com, or visit the North Pocono Cultural Society's Facebook page for photos, details and updates. New members are always welcome!

FOURTH OF JULY FIREWORKS EXTRAVAGANZA: The Minisink Lions Club sponsors a fireworks extravaganza event each year on the North Pocono School grounds over the Fourth of July holiday. All proceeds will benefit local organizations.

NORTH POCONO FOOD AND DRY GOODS PANTRY: The North Pocono Food Pantry is now serving more families than ever before, primarily due to the struggling economy and economic hardships many people are facing today. Non-perishable items are available to Lackawanna County residents. Eligibility is based on specific income requirements. Food distribution is held every Thursday in the Bill's Market Plaza in Covington Township (in a warehouse behind the ice cream shop – watch for signs) from 12:00 noon to 1:00 p.m. Eligible people using this service are limited to one visit per month. For more information, call 570-842-4741.

In addition, eligible individuals or families may qualify to receive supplies from the Dry Goods Pantry, now also located in the Bill's Market Plaza in Covington Township. One bag of items such as soap and toothpaste is distributed on the second and fourth Thursday of each month from 12:00 p.m. to 1:00 p.m. Contact the North Pocono Food Pantry to determine eligibility for this extended service.

STEAMTOWN NATIONAL HISTORIC SITE: Call 570-340-5200 during regular business hours or visit www.NPS.gov/stea for information on events taking place at the Steamtown National Historic Site in Scranton, PA.

MOSCOW RAILWAY STATION (The Lackawanna and Wyoming Valley Railway Historical Society, Inc.): The Lackawanna and Wyoming Valley Railway Historical Society opens the Moscow Train Station when trains are running from Steamtown. Light refreshments and memorabilia are available for purchase. Contact Roy Pauli at 570-344-9728 for any information.

MOSCOW CLAYWORKS: Go to www.moscowclayworks.com or call 570-357-1527 for information and a schedule of events and workshops.

NORTH POCONO SCHOOL DISTRICT COMMUNITY EDUCATION PROGRAM: The North Pocono School District Community Education program offers many classes for adults and children from the North Pocono area as well as those from nearby communities. For further information contact Kim Bochicchio, Director, at 570-842-1760, email at npcommed@yahoo.com, or website: npsd.org then click on community.

MOFFAT PARK: Covington Township recently constructed an extensive children's recreation area near the Moffat Pavilion on the estate grounds that is open to the general public. One section (for children ages 2 through 5) includes shorter decks and slides, tot climbing stairs and ladders. The second section (for older children) includes a three story mega tower, climbing walls, a variety of slides (some of which are enclosed from the third deck), a fitness ladder, crunch station and a lookout tower. There are also three large, heavy duty swing sets. The park also has a large pavilion, walking trails, a fishing pond and picnic area. Stop by and spend a day at the park!

LACKAWANNA COUNTY COORDINATED TRANSPORTATION: Reduced fare transportation may be available for persons with a disability as defined by the Americans with Disabilities Act, if aged 18 – 64, and a resident of Lackawanna County. Applications are available by mail from the Lackawanna County Coordinated Transportation System, 800 North/South Road, Scranton, PA 18504, or by calling the office at 570-963-6795.

LACKAWANNA COLLEGE ENVIRONMENTAL INSTITUTE (AT THE MOFFAT ESTATE): The Lackawanna College Environmental Institute in Covington Township offers many wonderful programs for children and adults. For information please call 570-842-1506 or go to www.lackawanna.edu/college/environment-inst.htm.

TAKE OFF POUNDS SENSIBLY (TOPS): The TOPS group meets every Tuesday at 6:30 p.m. at the Moscow Borough Building.

NORTH POCONO SENIOR COMMUNITY CENTER: If you are 60 years and over consider joining the North Pocono Senior Community Center located behind the Covington Township Police Department in Daleville on State Route 435 for friendship and companionship. The center is open five days a week. Transportation is available through the Lackawanna County Coordinated Transportation System. Hot or cold lunches are available. Some activities that take place are birthday parties every other month, holiday parties, card games, horse races, Wii bowling, guest speakers, crazy bingo and more. There is also a monthly dinner and bingo. Call Susan or Barbara at 570-842-6727 for more information.

LACKAWANNA COUNTY CONVENTION AND VISITORS' BUREAU: Go to www.visitnepa.org for upcoming activities.

NORTH POCONO ROTARY: The North Pocono Rotary meets on Thursday evenings at 6:00 p.m. Contact Kevin Duffy at 570-842-8501.

COVINGTON PARK (A LACKAWANNA COUNTY PARK): Covington Park on Sanko Road is open to the public. The park has a handicapped accessible playground, utility/soccer fields and access roads, a basketball court, and a pavilion. Visit Lackawanna County's Website at lackawannacounty.org.

MINISINK LION'S CLUB OF NORTH POCONO: Hearing aids and eyeglasses are available through the Minisink Lion's Club of North Pocono. Contact Glenn Czulada at 842-8804 for an application. You may drop off discarded hearing aids or eyeglasses at the Moscow Borough Building or at a collection box at Bill's Supermarket.