

304 South State Street
Clarks Summit PA 18411-1592
Email clarksmt@epix.net

Phone: 570-586-9316
Fax: 570-586-3024
www.clarkssummitboro.org

January 4, 2011

Dear Business Owner:

Thank you for choosing to operate your business in the Borough of Clarks Summit. The Borough Police Department as well as the Borough offices and its tax collection agents, require accurate and timely registration of businesses established within Clarks Summit Borough in order to provide emergency and municipal services, as well as to collect taxes as allowed by law.

Ordinance 2005-06 requires the registration of businesses that are operating within the Borough. It states "it shall be the duty of all business owners to fully register said business and furnish Clarks Summit Borough with information as mandated by the ordinance **no later than January 31 of every year** and to pay the fee of twenty-five dollars (\$25.00)" per registration which represents the reasonable and necessary costs of processing the registration and maintaining the business registry. This Ordinance is available at the Borough office or on our web site in full for review.

Enclosed please find the following forms: 2011 Business Registration Form, the 2010 Recycling Form (with instruction sheet), and an information sheet with some helpful information and friendly reminders regarding operating a business in the Borough of Clarks Summit. Please fill in the required information and return the forms along with your check for \$25.00 payable to the BOROUGH OF CLARKS SUMMIT. If you have any questions regarding the forms, please feel free to call the Borough Office at 570-585-4811.

Sincerely,

Lori Harris
Code Enforcement Officer

LST

The Local Service Tax (LST) helps the Borough provide municipal services that benefit businesses and is due by April 30th. This tax is to be paid by an individual engaging in an occupation within the Borough. The term "occupation" is defined in the tax ordinance as any trade, profession, business, or undertaking of any type, kind or character for which compensation is charged or received by means of salary, wages commissions or fees. The tax is \$52.00 for each employer and each full and part time employee who is 18 years of age or older. This tax is due annually and should be remitted to the Don Wilkinson Agency.

2011 COMMERCIAL/INDUSTRIAL ANNUAL RECYCLING REPORT (for 2010 Calendar Year)

Federal regulations required businesses to recycle. All recycling done by the Borough's businesses can be reported to the state for grants that come back to the municipality and are used to keep the Borough's taxes low.

As such, and as part of the business registration process, we require each business to complete the attached report and return it to the Borough. **Please note that weights must be substantiated by either weight tickets or a report from your hauler.** The hauler should also sign the attached attesting to the weights they recycled.

Please also remember that any material you bring to the Lackawanna County Recycling Center can be reported. **Please ask the center to provide you with a weight ticket when you drop off the materials and attach those to the Recycling Report as well.**

TRASH REMOVAL

The Borough of Clarks Summit offers an option for weekly curbside trash and recycling pickup through JP Mascaro and Sons. The cost is \$21.91 per month for the same service residential customers receive.

Please call the Borough Office to sign up for the service or with any questions at 585-4801.

SNOW AND ICE REMOVAL

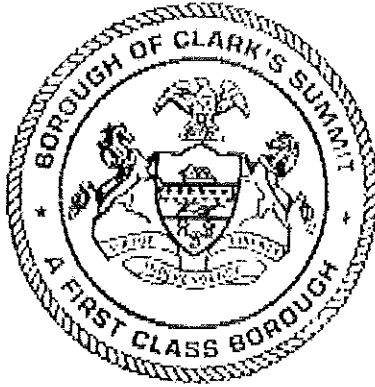
Snow and ice must be cleared and/or a cleared path of at least 30 inches from the sidewalks or should the snow and/or ice become so hard it cannot be removed or a path cleared in the time allotted, an antiskid material should be applied to the surface to make travel safe until weather permits the frozen snow or ice removal from the sidewalks that abuts property in the Borough within:

A – Two (2) business hours after the cessation of any event or the beginning of business hours of the next business day following such event, whichever period is shorter.

SIGNS

The installation of signs is a regulated activity in the Borough requiring a permit. All business owners are asked to contact the Borough Zoning Office at 585-4811 before installing and/or changing any signs advertising your business.

Please check the Borough web site at www.clarkssummitboro.org for additional information that may be helpful to you and your business.



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**2011 - BUSINESS REGISTRATION
EMERGENCY CONTACT INFORMATION
PLEASE PRINT**

Business Name _____

Physical Address and Phone _____

Mailing Address _____

Number of Employees as of 12/31/10: Full Time: _____ Part-Time: _____

Emergency Contact Person _____ email address: _____

1. _____
Business Owner's Name _____ Address _____

_____ Day-time Phone Number

_____ After Hours Emergency Number

2. _____
Name _____

_____ Day-time Phone Number

_____ After Hours Emergency Number

Alarm Information If Applicable:

Company _____

Phone Number _____

Type: (Check all applicable) _____ Burglar _____ Fire _____ Panic _____ Hold Up

Additional Information _____

Knox Box (yes or no) _____



2011 COMMERCIAL/INSTITUTIONAL RECYCLING REPORT
Due: February 25, 2011 (For January 1, 2010 – December 31, 2010) to MUNICIPALITY

NAME OF ESTABLISHMENT: _____

ADDRESS: _____

MUNICIPALITY WHERE LOCATED: _____

Contact Person(s): _____

Phone: _____ Fax: _____ Email: _____

RECYCLABLES: (Convert all volumes to TONS)	Code	Commercial, Institutional Businesses, Offices
SINGLE STREAM <i>(fibers & containers collected & processed together)</i>	SS1	
COMMINGLED <i>(two or more materials collected together, paper separate)</i>	XXX	
PAPER: (Fibers)		Weight MUST be in TONS
PAPER: CARDBOARD	C01	
PAPER: MAGAZINES & CATALOGS	PA1	
PAPER: MIXED / OTHER <i>(junk mail, paper bags, paperboard etc.)</i>	PA3	
PAPER: NEWSPRINT	PA2	
PAPER: OFFICE PAPER <i>(all grades)</i>	PA4	
PAPER: PHONE BOOKS	PA6	
DRUM FIBER	DR3	
METALS:		Weight MUST be in TONS
ALUMINUM CANS	AA1	
STEEL & BIMETALLIC (TIN) CANS	F02	
MIXED CANS	MX2	
ALUMINUM SCRAP	AA2	
BRASS	N03	
COPPER	N02	
FERROUS METALS	F01	
NON FERROUS METALS	N01	
LEAD	N04	
NICKEL	N10	
STAINLESS STEEL	N05	
WHITE GOODS: <i>(Freezers & Refrigs 250 lbs ea., other appliances 150 lbs ea.)</i>	F03	
DRUM STEEL	DR2	
WIRE/CABLE	W01	
MIXED METALS	MM1	
GLASS:		Weight MUST be in TONS
GLASS: BROWN	GL4	
GLASS: CLEAR	GL1	
GLASS: GREEN	GL3	
GLASS: MIXED	GL2	
GLASS: OTHER	GL6	
GLASS: PLATE	GL5	

PLASTICS:		Weight MUST be in TONS
PLASTIC: PET	PL1	
PLASTIC: HDPE	PL2	
PLASTIC: PVC (POLYVINYL/CHLORIDE)	PL3	
PLASTIC: LPDE (LOW DENSITY POLYETHYLENE)	PL4	
PLASTIC: PP (POLYPROPYLENE)	PL5	
PLASTIC: PS (POLYSTYRENE)	PL6	
PLASTIC: FILM	PL8	
PLASTIC: MIXED	PL7	
PLASTIC: OTHER	PL9	
DRUM PLASTIC	DR1	
OTHER RECYCLABLES:		Weight MUST be in TONS
ASPHALT	ASP	
CLOTHING/TEXTILES	M03	
CONSTRUCTION & DEMOLITION	M02	
FURNITURE & FURNISHINGS	M04	
MATTRESSES	MT1	
RUBBER TIRES: (Car = 21 lbs. & Truck = 70 lbs.)	M01	
MISCELLANEOUS / OTHER CONSUMER ITEMS	MIS	
HOUSEHOLD HAZARDOUS WASTE:		Weight MUST be in TONS
ANTIFREEZE: (7.2 lbs. per gallon)	O02	
BATTERIES: LEAD-ACID (Car = 17.8 lb, Truck = 48.7 lb, Motorcycle = 8.7 lb)	B01	
BATTERIES: OTHER HOUSEHOLD BATTERIES	B02	
CATALYTIC CONVERTERS, RADIATORS	V01	
COMPUTER SYSTEMS	CB1	
CONSUMER ELECTRONICS	CR1	
FLUORESCENT TUBES & CFL's	FL1	
OIL FILTERS: (1.2 lbs. per filter)	OL3	
OTHER HOUSEHOLD HAZARDOUS WASTE (paints, varnishes, pesticides, etc.)	HHW	
USED OIL: (7.2 lbs. per gallon)	OL2	
ORGANICS:		Weight MUST be in TONS
FOOD WASTE	FW1	
WOOD WASTE	WW1	
YARD & LEAF WASTE: (Leaves:1 ton = 4 cu. yd; Grass Clippings:1 ton = 2 cu. yd)	Y01	

Please specify how recyclables are collected:

Material collected by Hauler/Broker/Market: _____
(Name)

We deliver recyclables to: _____

Other (please specify) _____

PA Act 101 requires validation of recycling by your establishment. Please have your reported totals signed by the HAULER or MARKET and/or on their letterhead.

I certify, to the best of my knowledge, the above accurately represents recycling activity from the above named establishment. I further authorize the Municipality to use this report to administer all reporting and grant applications established under Act 101 of 1988.

Return by **February 25th** to
Your **Municipality**

Signature of Hauler or Market

PLEASE PRINT Name of Hauler or Market