

304 South State Street  
Clarks Summit PA 18411-1592  
Email [clarksmt@epix.net](mailto:clarksmt@epix.net)

Phone: 570-586-9316  
Fax: 570-586-3024  
[www.clarkssummitboro.org](http://www.clarkssummitboro.org)

February 19, 2010

Dear Business Owner:

Thank you for choosing to operate your business in the Borough of Clarks Summit. The Borough of Clarks Summit is always looking for ways to improve on our service to the community. On November 2, 2005, Clarks Summit Borough Council adopted Ordinance 2005-06 requiring the registration of businesses that are operating within the borough. This information will allow us to have up-to-date information to provide emergency and municipal services, obtain information for our recycling program as well as to collect taxes as allowed by law. This Ordinance is available on the Borough web site in full for review.

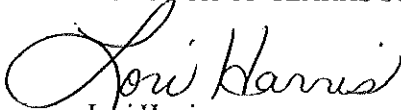
Ordinance 2005-06 states "it shall be the duty of all business owners to fully register said business and furnish Clarks Summit Borough with information as mandated by the ordinance no later than January 31 of every year and to pay the fee of twenty-five dollars (\$25.00)" per registration which represents the reasonable and necessary costs of processing the registration and maintaining the business registry.

Any person who shall violate any of the provisions of this Ordinance by failing to register their business shall, upon conviction thereof, be sentenced to pay a fine of not less than Twenty-Five Dollars (\$25.00), nor more than Three Hundred Dollars (\$300.00), plus cost, and, on failure to pay such fine and costs, to imprisonment for not more than ten (10) days. Each day of continuance of a violation of any provision of the Ordinance shall constitute a separate offense.

Enclosed please find the following forms: 2010 Business Registration Form, the 2009 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 570-586-9316.

Sincerely,

BOROUGH OF CLARKS SUMMIT

  
Lori Harris  
Assistant Borough Secretary

## **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.

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## **2010 COMMERCIAL/INDUSTRIAL ANNUAL RECYCLING REPORT (for 2009 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.**

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### **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.

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### **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:

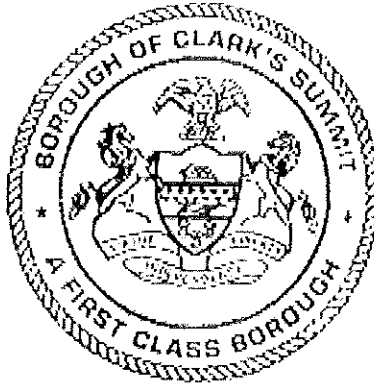
A – Two (2) business hours after the cessation of any event or the beginning of business hours of the next business day following such event, whichever period is shorter.

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### **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](http://www.clarkssummitboro.org) for additional information that may be helpful to you and your business.



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**2010 - BUSINESS REGISTRATION  
EMERGENCY CONTACT INFORMATION  
PLEASE PRINT**

Business Name \_\_\_\_\_

Physical Address and Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_

Number of Employees as of 12/31/09: Full Time: \_\_\_\_\_ Part-Time: \_\_\_\_\_

Emergency Contact Person \_\_\_\_\_ email address: \_\_\_\_\_

1. \_\_\_\_\_  
Business Owner's Name

\_\_\_\_\_  
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 \_\_\_\_\_

# ANNUAL COMMERCIAL RECYCLING REPORT CALENDAR YEAR 2009

This form is provided for businesses, schools, colleges, universities and other commercial and institutional establishments to report annual recycling activity to municipalities. It can be used to calculate local, county and state recycling rates, and as documentation for Recycling Performance Grants. It is not required to be submitted with the grant application, but should be retained by the municipal applicant.

NAME OF BUSINESS/ESTABLISHMENT \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_ PHONE # \_\_\_\_\_

ADDRESS \_\_\_\_\_

MUNICIPALITY \_\_\_\_\_ COUNTY \_\_\_\_\_

1. What type of business do you operate?

Manufacturing

Wholesale/Retail

Other: \_\_\_\_\_

2. Where was the material you recycled generated? (Check all that apply)

Food service

Maintenance

Retail Operations

Lunchroom

Offices

Shipping/Receiving

Mail Room

Print Shop

Warehouse

Other: \_\_\_\_\_

3. Who collects/markets your recyclables?

Name of Business \_\_\_\_\_

Contact: \_\_\_\_\_ Phone # \_\_\_\_\_

On the reverse side of this report, please record by category the amount(s) of Post Consumer Materials that your business separated for recycling. Please list the amount in TONS. These weights should be available to you from your recyclable collector or market. Attach to this form any weight receipts or collection report(s) you received as verification of the amount of material you recycled OR have your recycling collector/market sign this form to verify its accuracy. Submit this form to your local municipality's recycling office.

I hereby certify that the amount(s) of recyclable materials listed in this report are to the best of my knowledge complete and accurate.

\_\_\_\_\_  
Signature of Recycling Collector

\_\_\_\_\_  
Date

Please list the amount of Post-Consumer recyclable materials generated from your business for the calendar year which has just passed.

	Tons		Tons
1. Old Newsprint	_____	15. Food Wastes	_____
2. High Grade Office Paper	_____	16. Other Glass	_____
3. Corrugated	_____	17. Major Appliances	_____
4. Other Marketable Grades of Paper:		18. Other Ferrous	_____
Magazines	_____	19. Other Non-Ferrous	_____
Telephone Directories	_____	20. Textiles	_____
Other: _____	_____	21. Mattresses	_____
Other: _____	_____	22. Wood	
5. Aluminum Cans	_____	Wood Packaging	_____
6. Steel/Bimetal Cans	_____	Other: _____	_____
7. Amber Glass	_____	23. Yard Trimmings	
8. Clear Glass	_____	Brush & Branches	_____
9. Green Glass	_____	Grass	_____
10. PET Plastics	_____	Leaves	_____
11. HDPE Plastics	_____	Tree Stumps	_____
12. Other Plastics:		24. Automotive	
LDPE	_____	Antifreeze	_____
PVC	_____	Lead Acid Batteries	_____
PP	_____	Oil Filters	_____
PS	_____	Tires	_____
Other: _____	_____	Used Motor Oil	_____
13. Commingled (Any of the above)	_____	25. Electronics	
14. Single Stream	_____	Circuit Boards	_____
		Computer Monitors & TVs	_____
		Consumer Electronics	_____
		Fluorescent Tubes	_____
		26. Household Hazardous Waste	_____
		27. Other Recyclables:	_____
		_____	_____
		_____	_____

**Pre-Consumer Materials** refer to materials generated in manufacturing and converting processes such as manufacturing process scrap and trimmings/cuttings. Also, print overruns, overissue publications, and obsolete inventories that did not leave the generating facility would be classified as pre-consumer materials. These materials should not be included in the above totals.

**Post-Consumer Materials** refer to recovered materials that have been used as a consumer item and are diverted from municipal solid waste for the purpose of collection and recycling. The term excludes materials from industrial processes that have not reached the consumer, such as overissues of newspapers or magazines and industrial process scrap.

Comments: Please complete this form and mail it to:  
 Borough of Clarks Summit  
 304 South State Street  
 Clarks Summit PA 18411  
**REMINDER: ALL WEIGHTS MUST BE CERTIFIED BY YOUR HAULER, BROKER OR MARKET**