

**BOROUGH OF CLARKS SUMMIT
CODE ENFORCEMENT DEPARTMENT**

304 SOUTH STATE STREET
CLARKS SUMMIT PA 18411-1592
PH 570-585-4811/FX 570-586-3024/cscodofficer@gmail.com
www.clarkssummitboro.org

January 8, 2016

Dear Business Owner:

Thank you for choosing to operate your business in the Borough of Clarks Summit. The Borough of Clarks Summit adopted Ordinance 2005-06 for the purpose of procuring accurate information and reference to the operation of business, coordination of emergency services and collection of applicable taxes.

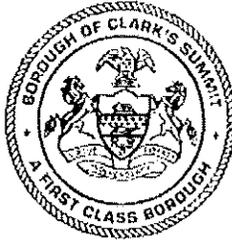
Ordinance 2005-06 requires the registration of businesses that are operating within the Borough. It states "it shall be the duty of all business owners to fully register said business and furnish Clarks Summit Borough with information as mandated by the ordinance **no later than January 31 of every year** 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.

Ordinance 2012-09 mandates recycling within the Borough confines. Act 101 requires that a source separation and recycling program be established for commercial, institutional, municipal facilities and for community activities. Each establishment must file a report with the Borough, annually by January 31st. Small businesses are encouraged to participate in our Small Business Recycling Program with recycling available at the DPW on Davis Street. Additional information is available at the Borough office or by calling 570-586-9316. Let's continue to work together on recycling. Your efforts are appreciated and will assist us in applying for grants.

Enclosed please find the following forms: 2016 Business Registration Form, recycling form, and reminders for businesses. Please fill in the required information and return the forms along with your check for \$25.00 payable to the BOROUGH OF CLARKS SUMMIT. Please contact me with any questions at the number listed above.

Sincerely,

Loyi Harris
Code Enforcement Officer



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2016 COMMERCIAL/INDUSTRIAL ANNUAL RECYCLING REPORT (for 2015 Calendar Year)

Federal regulations require 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

Businesses are required to arrange for their own trash and recycling service. Items cannot be brought to the DPW for disposal. 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 570-585-4801.

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 Berkheimer. Contact www.hab-inc.com or 610-599-3139 with any questions.

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 two (2) business hours after the cessation of any event or the beginning of business hours of the next business day following such event, which ever period is shorter.

SIGNS

The installation of signs is a regulated activity in the Borough requiring a permit Ordinance 2007-03. All business owners are asked to contact the Borough Zoning Office at 570-585-4811 before installing and/or changing any signs advertising your business.

SHADE TREE

Clarks Summit Borough has an Ordinance 2006-01 regulating planting, removing and maintaining of trees along public ways; prohibiting planting and growing certain trees; requiring clearance above streets and sidewalks; establishing responsibility for removal and trimming of trees; and prescribing penalties for violation.

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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**2016 - BUSINESS REGISTRATION
EMERGENCY CONTACT INFORMATION
PLEASE PRINT**

Business Name _____

Physical Address _____

Mailing Address _____

Phone: _____ Number of Employees as of 12/31/15: Full Time: _____ Part-Time: _____

Hours of Operation M-F: _____ Saturday: _____ Sunday: _____

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) _____ **Trash Hauler** _____

2015 COMMERCIAL/INSTITUTIONAL RECYCLING REPORT
Due: February 15, 2016 (For January 1, 2015 – December 31, 2015) to MUNICIPALITY

NAME OF ESTABLISHMENT: _____

ADDRESS: _____

MUNICIPALITY where establishment is located: _____

Contact Person(s): _____

Phone: _____ Fax: _____ Email: _____

RECYCLABLES: (Convert all volumes to TONS)	Code	Commercial, Institutional Businesses, Offices
SINGLE STREAM <i>(paper 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 (POLYPROPLENE)	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: <i>(Car = 21 lbs. & Truck = 70 lbs.)</i>	M01			
MISCELLANEOUS / OTHER CONSUMER ITEMS	MIS			
HOUSEHOLD HAZARDOUS WASTE:				Weight MUST be in TONS
ANTIFREEZE: <i>(7.2 lbs. per gallon)</i>	O02			
BATTERIES: LEAD-ACID <i>(Car = 17.8 lb, Truck = 48.7 lb, Motorcycle = 8.7 lb)</i>	B01			
BATTERIES: OTHER HOUSEHOLD BATTERIES	B02			
CATALYTIC CONVERTERS, RADIATORS	V01			
COMPUTER SYSTEMS	CB1			
CONSUMER ELECTRONICS	CR1			
FLUORESCENT TUBES & CFL's	FL1			
OIL FILTERS: <i>(1.2 lbs. per filter)</i>	OL3			
OTHER HOUSEHOLD HAZARDOUS WASTE <i>(paints, varnishes, pesticides, etc.)</i>	HHW			
USED OIL: <i>(7.2 lbs. per gallon)</i>	OL2			
ORGANICS:				Weight MUST be in TONS
FOOD WASTE	FW1			
WOOD WASTE	WW1			
YARD & LEAF WASTE: <i>(Leaves:1 ton = 4 cu. yd; Grass Clippings:1 ton = 2 cu. yd)</i>	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 request a report 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 15th to
Your Municipality

Signature of Hauler or Market

PLEASE PRINT Name of Hauler or Market