

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE REQUIRING REGISTRATION OF BUSINESSES OPERATING WITHIN MAYFIELD BOROUGH, LACKAWANNA COUNTY, PENNSYLVANIA

FOR THE PURPOSE OF PROCURING ACCURATE INFORMATION AND REFERENCE TO THE OPERATION OF BUSINESS, COORDINATION OF EMERGENCY SERVICES AND COLLECTION OF APPLICABLE TAXES.

WHEREAS, the Mayfield Borough Police Department and Fire Department, as well as the Borough offices and its tax collection agents, require accurate timely registration of businesses established within Mayfield Borough in order to provide emergency and municipal services, as well as to collect taxes as allowed by law,

WHEREAS, the Mayfield Borough Code Enforcement Officer and Zoning Officer require accurate timely registration of businesses established within Mayfield Borough in order to enforce Borough regulations, ordinances, resolutions, and Pennsylvania law, SE

NOW, THEREFORE, BE IT ORDAINED AND ENACTED, that a Business Registry shall be established within the Borough of Mayfield, thereby registering and identifying all entities transacting business within Mayfield Borough boundaries.

**Section 100- Legislative Intent**

This ordinance is adopted and intended to require the registry of businesses within the Borough of Mayfield, Lackawanna County, Pennsylvania to insure the delivery and timely emergency and municipal services, enforcement of Borough codes, resolutions, and regulations, as well as the collection of lawful taxes by imposing certain regulations and registration requirements on businesses operating within the Borough in order to provide for the health, safety and welfare of its residents, as well as the timely collection of revenues.

**Section 101- Definitions**

A. **Registration.** Registration of a business operating within Mayfield Borough shall be on forms provided by the Municipality and available at the Municipal building. The

registration form shall be completed and signed by the applicant and shall be filed at the Municipal building to confirm the name of the owner and owners thereof and the specific location and said business.

**B. The Borough Secretary.** Borough Secretary or designated Borough official, including the Zoning Officer, under the direction of Borough Council, shall create and maintain a Business Registry identifying all businesses operating within the Borough of Mayfield as well as their specific location of the same and the names of the owner or owners in addition to contact information.

**C. Duties of Business Owner.** It shall be the duty of all business owners within Mayfield Borough to fully register said business and furnish Mayfield Borough's designated representative in charge of the Business Registry, at the municipal building, with information to register their business as mandated by this Ordinance no later than January 31 of every year. Every subsequent purchaser, devisee or other business owner, must register within one month after acquiring said business, and furnish Mayfield Borough's designated representative in charge of the Business Registry, at the municipal building, with information to register their business as mandated by this Ordinance. Further, any newly established business shall register with the Borough of Mayfield within sixty (60) days of commencing business within the Borough boundaries.

**D. Business.** A "Business" as defined in this Ordinance shall include any for-profit, entity (sole proprietorship, partnership, or corporation), that has a place of business in the Borough of Mayfield. A place of business includes a residence or separate business location: (1) where customers and/or potential customers meet the business owner; (2) where the business owner keeps inventory, supplies, or parts; or, (3) a residence or other structure that includes a storefront or signage.

E. The business Registry information shall be provided to Mayfield Borough Police Department and the Mayfield Borough Fire Department, the Borough Secretary and/or Designated Borough Official, as well as the Borough's designated Tax Collection Agents to insure prompt and safe delivery of emergency services, as well as collection of lawful tax levies.

### **Section 103- Registration Fee**

The fee for processing the business registration and maintaining the Business Registry, in order to insure prompt emergent police and fire services as well as collection of lawful taxes, shall be Zero Dollars (\$0.00) per registration.

### **Section 104-Penalties**

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 costs, 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.

**Section 105-Repeals**

This Ordinance repeals any prior Ordinance governing business registration within Mayfield Borough in its entirety.

SO ORDERED:

\_\_\_\_\_  
President - Borough Council

\_\_\_\_\_  
Mayor

Date \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
(Attest) Secretary

\_\_\_\_\_  
Date