

ORDINANCE NO. 2018 - 25

TO REPEAL AND ENNACT SECTION 917.04 OF THE CODIFIED ORDINANCES TO PROVIDE AN UPDATED DEPOSIT POLICY CONSISTENT WITH VILLAGE PRACTICES AND TO DECLARE AN EMERGENCY

WHEREAS, The Village of Centerburg wants to change from bi-monthly to monthly billing cycle for wastewater usage.

WHEREAS, The Village of Centerburg has contracted with a private company to provide water services to the Village residents and no longer needs to bill for water service.

WHEREAS, The Village of Centerburg wishes to change to whom the wastewater service bills are sent.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF CENTERBURG, STATE OF OHIO, THAT:

Section 1. That Section 917.04 of the Codified Ordinances is hereby repealed.

Section 2. That NEW Section 917.04 of the Codified Ordinances is enacted to read as follows:

917.04 RULES, REGULATIONS AND POLICIES FOR BILLING AND PAYMENT OF WASTEWATER CHARGES.

The following rules, regulations and policies regarding billing and payment of wastewater charges shall apply to all billing recipients. These are general guidelines which are subject to change, with the written approval of the Village Administrator, if necessary, to ensure payment of fees.

(a) Establishing Service.

Property Owners must complete a new application for utility services for each property they own which receives wastewater services. Property owners are to be billed for each wastewater services account at the address provided on their application for wastewater services.

(b) Billing and Payment for Wastewater Service Charges.

- (1) Property owners are responsible for all wastewater service charges.
- (2) Wastewater service charges are billed monthly. Bills will be mailed to the address on the property owner's application for wastewater services.
- (3) The due date for payment is the 15th day of the month. In the event the 15th is on a Saturday, Sunday or a holiday, payment is due on the next business day. The Village shall include the due date on the bill. Checks should be made payable to the Centerburg Sewer Department. Payments are accepted as follows:

- A. Personal check, bank check, money order mailed to:
Centerburg Sewer Department
P.O. Box 2014
Mt Vernon OH 43050

B. By ACH (automatic direct payment); Property owner must fill out application with the Village

C. Credit card through Official Payments at www.centerburghoh.org

(4) In the event that wastewater service charges are not paid by the due date, property owner will incur a penalty equal to 10% of the outstanding bill, which will be added to the charges. Payments received by mail must be postmarked on or before the due date or the 10% penalty will be incurred.

In the event that a payment (i.e. personal check, electronic check, ACH automatic direct payment) to the Village is returned due to insufficient funds, closed account, etc. a fee of \$25.00 will be added to the bill.

The Village will bill wastewater service accounts based on water meter size/volumetric readings provided by the water service provider to the property owner. Should multiple meters be billed for wastewater services at a given property, the property owner will receive each of those separate bills.

(c) Extensions, Adjustments and Collections.

(1) All requests for payment extension must be received in writing.

(2) No payment extensions will be granted in excess of 45 days without the approval of the Village Administrator. If an extension is granted beyond 45 days, the property owner must sign a payment agreement with the Village. This payment agreement will be kept on file and documented in the property owner's account history.

(3) Any adjustments to wastewater service charges must be approved by the Village in writing. All adjustments will be documented in the property owner's account history.

(4) The Village will not adjust wastewater service usage for leaks. The Village reserves the right to make exceptions. Documentation will be made in the property owner's account history.

(d) Final Bills.

(1) Final bills are due 15 days from the date of mailing.

(2) Any unpaid balance on the final bill after 60 days, if larger than \$10.00, will be referred to the Village Administrator for further action.

(3) Credit balances shall first be applied to any other utility service account with an unpaid balance in the property owner's name. If a credit larger than \$5.00 remains following such application, the credit will be repaid by check to the property owner. Said credits of less than \$5.00 will not be refunded.

(4) To establish additional wastewater services at a separate address, there cannot be any unpaid wastewater service fees.

(5) In the event a property owner moves and fails to notify the Village, a final bill will be estimated based on historical usage.

(e) Suspension for Vacations and Other Temporary Vacancies.

(1) In the event the property owner desires to have services suspended for an extended period of time, the property owner may request that the Village place the account in 'inactive state', providing that Water services have also been turned off. While in 'inactive state', the

minimum charge and the meter size fixed rate will accrue each month and the total amount accrued will be payable on the first bill once the account has been placed back into 'active state'.

(2) No billing adjustments will be made if the Village is not notified prior to the vacancy.

Section 3. That this Ordinance is hereby declared to be an emergency measure to provide for the immediate and continued wastewater billing to residents of the Village, as a necessary public service provided to Village residents.

WHEREFORE, this ordinance shall take effect and be in force from and after the earliest date allowed by law.

DATE PASSED 12-3-2018

SIGNATURE ON FILE

PRESIDENT OF COUNCIL

ATTEST

SIGNATURE ON FILE

CLERK OF COUNCIL

SIGNATURE ON FILE

MAYOR

DATE APPROVED 12/3/18

APPROVED AS TO FORM:

LEGAL COUNSEL

I hereby certify that the ordinance or a summary of the ordinance was published once a week for two consecutive weeks on December 10, 2018 and December 17, 2018 in the *Mount Vernon News* in conformance with the Ohio Revised Code.

SIGNATURE ON FILE

CLERK-TREASURER