

BOROUGH OF TOPTON
RESOLUTION NO. 13-2021

WHEREAS, the Borough of Tipton adopted Ordinance No. 7-2007 on December 27, 2007; and

WHEREAS, Borough invoices for water and sewer fees shall be rendered in calendar quarters, in January, April, July, October, respectively, in each year, or on such other dates as the Borough shall specify, and shall cover a quarterly billing period consisting of the immediately succeeding three complete calendar months; and

WHEREAS, the Borough seeks to administer a consistent and timely process for the collection of its fees.

NOW, THEREFORE, BE IT RESOLVED, that the Council for the Borough of Tipton, Berks County, Pennsylvania hereby authorizes the Borough Manager to perform a process to collect delinquent fees;

Billing policies and procedures for utility billing are as follows:

- 1) Bills will be mailed by First Class U.S.P.S. in January, April, July, and October of each calendar year;
- 2) Payments must be received by the Borough on or before the due date;
- 3) All bills not paid on or before the due date will be subject to a late fee/finance charge at a rate of 60% of the APR;
- 4) Late notices will be mailed between 1 and 15 days from the due date;
- 5) Water service may be discontinued and shut off at the meter if payment is not received within 30 days from the date of the late notice;
- 6) A 48 hour written notice of termination of water service at the service address to be provided with a written posting upon the property and include notification that termination of service does not relieve customer of the obligation to pay all outstanding bills and charges; Notice also to include hearing rights, payment plan availability, termination and service restoration fees in the amount of \$70.00 each; To reestablish water service customers will be required to bring current all outstanding balances and pay termination and restoration fees;
- 7) An exception to shutting service off will only be if the resident has a medical reason that requires water service and submits a letter from a physician;
- 9) Payment plans may be available and agreed to at the discretion of the Borough Manager or other responsible Borough representatives;
- 10) Accounts not collected by the Borough will be turned over to the Solicitor's Office for collection and lienning; and

11) Uncollected accounts will have a lien filed at Berks County's Prothonotary's office. All fees and costs associated with the collection of past due fees (i.e. certified mail, postage, etc.) will be the responsibility of the account holder.

All resolutions or parts of resolutions in conflict herewith are hereby repealed.

APPROVED this 11th day of January 2021 by Borough Council of Topton Borough, Berks County, Pennsylvania.

ATTEST:


Borough Manager

TOPTON BOROUGH


President of Council