

ORDINANCE NO. 2024-_____

TO AMEND SECTION 917.04 OF THE CODIFIED ORDINANCES.

WHEREAS, Section 917.04 of the Codified Ordinances of the Village of Centerburg established the rules, regulations, and policies for billing and payment of wastewater charges; and

WHEREAS, the Village desires to revise and amend Section 917.04 to ensure consistency with respect to wastewater billing, adjustments, and payment plans throughout the Codified Ordinances.

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

Section 1. Section 917.04 of the Codified Ordinances is hereby amended in its entirety 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 that~~ 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) Payment will be due on or before the ~~20th-25th~~ day ~~of each month after the billing date~~. The Village shall include the due date on the bill. In the event the due date falls on a Saturday, Sunday, or holiday, payment is due on the next business day. 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); the Property Owner must fill out an application with the Village.

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

(4) In the event that wastewater service charges are not paid by the due date, Property Owner will incur a penalty equal to ten percent (10%) of the outstanding bill, which will be added to the charges.

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 ~~twenty five dollars (\$25.00) to thirty-five dollars (\$35.00) 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 ~~forty five (45)~~sixty (60) days without the approval of the Village Administrator. The Village Administrator will review the request for an extension, and if deemed acceptable, the Village Administrator will then approve the extension subject to the Property Owner's execution of a Sewer Payment Agreement with the Property Owner. If an extension is granted beyond ~~forty five (45)~~sixty (60) days, the property owner must sign a Sewer Payment Agreement payment agreement with the Village. This Sewer 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 Administrator or their designee 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, ~~but, -t~~The Village Administrator reserves the right to make exceptions. Documentation of any adjustments will be made in the Property Owner's account history.

(d) Final Bills.

(1) Final bills are due on the 25th of the month, twenty (20) days from the date of mailing.

~~(2) In the event that payment is not received within thirty (30) days, the deposit, if applicable, will be applied to the final bill.~~

(2) Any receivable with an unpaid balance on the final bill after sixty (60) days, if larger than ten dollars (\$10.00), will be referred to the Village Administrator or their designee 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 five dollars (\$5.00) remains following such application, the credit will be repaid by check to the Property Owner. Said credits of less than five dollars (\$5.00) will not be refunded.

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

~~(6) In the event a property owner moves and fails to notify the Village, a final bill will be estimated based on historical usage~~

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(5) All balances due for services remaining on an account of Property that has sold will remain with the Property and become the current Property Owner's responsibility.

(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 for any reason, the Property Owner may request in writing that the Village place the account into 'inactive state', providing that Water services by Del-Co Water Company have been turned off or disconnected. All suspensions of services require the Village Administrator or their designee's written approval.

(2) No billing adjustments will be made if the Village is not notified prior to the vacancy. ~~(Ord. 2019-02- Passed 2-4-19.)~~

(3) The Village reserves the right to disconnect services.

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WHEREFORE, this Ordinance shall take effect and be in force from and after the earliest period allowed by law after its passage and approval by the Mayor.

DATE PASSED _____

PRESIDENT OF COUNCIL

ATTEST _____
CLERK OF COUNCIL

MAYOR

DATE APPROVED _____

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 _____, 2024 and _____, 2024 in conformance with the Ohio Revised Code 731.21(A).

FISCAL OFFICER