

## **STORMWATER BILLING AND PAYMENT POLICY**

As of 7/16/2018

**The Township's Billing and Payment Policy does not allow for forgiveness of any late fees. There will be no exceptions to this policy.**

If a property owner has not received their bill, due to a variety of circumstances, they should call the office and get the amount owed. We are NOT responsible for lost or misplaced mail.

The annual bills will be sent on or about January 10th and are due within thirty (30) days as noted on the bill. The quarterly bills will be sent in January, April, July, and October and are due within thirty (30) days, as noted on the bill. A ten percent (10%) penalty will be added on the thirty-first (31<sup>st</sup>) date after the due date as noted on the bill on all unpaid accounts and a second notice reflecting the ten percent penalty will be sent to the property owner. Failure to pay the second notice within the timeframe stated on the second notice will result in a FINAL administrative letter being sent for all accounts with a \$40 or higher balance, which will include a twenty dollar (\$20) administrative fee. If payment is not made by the date stated on the final administrative letter, all unpaid accounts will be turned over to the Township Solicitor for collection.

### **Late Payment Penalties; Liens.**

All unpaid user charges shall be a lien against the property, and the Solicitor shall file such lien against any property for which the account remains unpaid. Any legal fees, including attorney's fees, filing fees, and court costs, and any other fees related to the collection of the account shall be borne by the property owner.

**For a payment to be considered "on time," it must be in our office or placed in the drop box before 4:00 p.m. on the due date noted on the bill.** We have a drop box located at the front of the Township Building (to the right of the front door) which is available 24/7.

The date your payment is received at the Township Office will be the date used for posting; not the date on the check or the postmark date. Please allow sufficient time for your payment to reach us by the due date. Checks must be in a "cashable" state, i.e. they must be signed, filled in correctly, and there must be sufficient funds in the account. If a check is not signed or filled in correctly, we will attempt to place a phone call to the individual if their phone number is on the check. If the number is not on the check, it will be mailed back, and your account will remain unpaid. If any of these things are not rectified before the due date, the penalty process will begin.

If you have any questions, please contact our office at (717) 273-7132. When in doubt, please contact us and we will give you your current account information. Our office hours are Monday through Friday from 7:30 a.m. to 4:00 p.m.