

# RECORD OF ORDINANCES

BEAR GRAPHICS 800-325-8094 FORM NO. 30043

Ordinance No. \_\_\_\_\_ Passed \_\_\_\_\_, 20\_\_\_\_

## ORDINANCE NO. 15-17

### AN ORDINANCE AMENDING ORDINANCE NO. 13-16 WHICH PREVIOUSLY AMENDED ORDINANCE NUMBER 25-13-A ESTABLISHING WRITTEN POLICIES AND PROCEDURES FOR THE WATER/WASTEWATER DEPARTMENT OF THE VILLAGE OF FRAZEYSBURG

**WHEREAS**, Village Council is desirous of amending Ordinance No. 13-19 which previously amended Ordinance Number 25-13-A in regards to establishing written policies and procedures for the Water/Wastewater Department pertaining to the Policies for Billing, Collection and Payment of Water and Wastewater Charges;

**WHEREAS**, Village Council has determined it necessary to enact and update the Rules, Regulations and Policies for Billing and Payment of Water and Wastewater Charges;

**WHEREAS**, Village Council has reviewed and considered the Rules, Regulations and Policies for Billing and Payment of Water and Wastewater Charges; and

**WHEREAS**, Council is desirous of approving the same.

#### NOW, THEREFORE, BE IT ORDAINED THAT:

**SECTION ONE:** The Village of Frazeytsburg, Ohio, hereby adopts the Village of Frazeytsburg Rules, Regulations and Policies for Billing and Payment of Water and Wastewater Charges, which is attached hereto as Exhibit "C" and incorporated by reference.

**SECTION TWO:** Ordinance Number 25-13-A is hereby amended in regards to the Rules, Regulations and Policies for Billing and Payment of Water and Wastewater Charges.

**SECTION THREE:** It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were taken in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal actions were in meeting open to the public in compliance with law.

**SECTION FOUR:** The Village of Frazeytsburg Ordinance sections and pages are amended and incorporated by reference in the attached Ordinance.

**SECTION FIVE:** All ordinances or resolutions in conflict with this ordinance are hereby repealed to the extent of the conflict.

PASSED IN COUNCIL THIS 22<sup>nd</sup> DAY OF January, 2018.

ATTEST:

  
Jessica A. Everson

  
Gerald R. Howard  
Mayor

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Village Fiscal Officer

APPROVED AS TO FORM ONLY:

  
\_\_\_\_\_  
Gerald J. Tiberio, Jr.  
Village Solicitor

## Exhibit "C"

### THE RULES, REGULATIONS AND POLICIES FOR BILLING AND PAYMENT OF WATER AND WASTEWATER CHARGES

#### I. METER READINGS

- a. The Village shall read the utility meters during the 20<sup>th</sup> to the 24<sup>th</sup> of every month.

#### II. COLLECTIONS

- a. Utility bills shall be prepared and mailed to customers on or before the first of each month.
- b. All utility bills shall be paid on or before the fifteenth day of each month. Water/waste water charges are past due if not paid by the due date of one billing cycle.
- c. If a customer's utility bill is not paid by the 16<sup>th</sup> day of the month, a fifteen percent (15%) penalty shall be added to that month's bill and shall be added to the entire outstanding balance.
- d. Termination notice shall be included on the bill card for charges not paid after becoming due and payable for one billing cycle.
- e. If your bill is not paid by the 25<sup>th</sup> of the month, your water will be shut off. If your water is shut off, you must pay your entire balance plus a \$20.00 reconnect fee in order for your water to be turned back on.
- f. You can pay by check, cash, money order, or credit card in the Office. If paying by credit card, there will be an additional convenience fee charge applied. You may also pay by mail to:

**Village of Frazeytsburg  
PO Box 160  
Frazeytsburg, Ohio 43822**

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- g. If a customer's payment for water and sewer service is not received when due, the bill will contain a notice to the customer warning the water service will be disconnected if the amount is not paid in full by the 20<sup>th</sup> of the month. It is ultimately the customer's responsibility to pay all utility bills in a timely manner, regardless of whether the customer receives a delinquent notice. The Village of Frazeyburg is not responsible for the timely delivery or pick-up of the customer's mail.
- h. Once the customer's service has been shut off, and the customer wishes to have the service reconnected, the customer must come into the office of the Village of Frazeyburg, in person, during normal office hours, and pay in-full their past due bill, and pay in-full any current bill that has not yet been paid. The customer must also pay a \$20 Reconnection Fee. Reconnection will occur within 24 – 48 hours, and during normal operating hours. The person turning off the water service is not authorized to accept payments.
- i. If a customer's check has been returned by the bank for non-sufficient funds or like reason, the customer will have to pay a \$25.00 returned check ("NSF") fee. As long as the account is not delinquent, the office will try to make contact with the accountholder and make arrangements for the check to be replaced. These payments must be made in cash or by money order.
- j. If a customer's check has been returned by the bank for non-sufficient funds or like reason, and the check was used to pay a utility bill that would have otherwise caused them to be delinquent as stated above, the customer's water service will be shut off immediately, and be subject to the rules outlined above. Additionally, the customer will have to pay a \$25.00 returned check ("NSF") fee. These payments must be made in cash or by money order. Also, the Village Water Department will no longer accept checks from that customer in the future. Such a customer must thereafter pay by cash or money order.

### III. SHUT OFF

- a. If bills are delinquent on the 25<sup>th</sup> of the month, the Village will take corrective action including, but not limited to shutting off the water service.