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**TO:** Board of Trustees

**FROM:** Michelle DeLancey, Director of Accounting & HR

**DATE:** March 27, 2024

**AGENDA ITEM TOPIC:** Mailer to utility & tax customers

Number of Supporting Documents: **01**

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### **Requested Action**

- Motion to approve the printing and mailing of the *eBill Program (EBP) and Automatic Payment Program (APP)* application, at a cost not to exceed \$8,500. Motion to approve the budget amendments as follows: increase 101-253.000-955.000 in the amount of \$6,000 and increase 590-527.000-955.000 in the amount of \$2,500.

### **Background**

Included in the Accounting department's FY 23/24 goals and objectives we requested to implement paperless sewer bills and to research the opportunity of ACH bill payments. In collaboration with the Treasurers department and IT we would like to implement an eBill Program (EBP) and Automatic Payment Program (APP) for sewer and tax bills. The attached 2-sided application will be mailed to all Hamburg Township sewer customers and taxpayers. The application has been reviewed and approved by our attorney.