

**TO:** Board of Trustees

**FROM:** Michelle DeLancey, Director of Accounting & Human Resources  
Pat Hohl, Supervisor  
Tony Randazzo, Director of Technical Services & Utilities

**DATE:** July 11, 2023

**AGENDA ITEM TOPIC:** Hamburg Township Utility Billing Penalty

Number of Supporting Documents: 0

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**Requested Action**

- Motion to: Amend the Administrative Policies and Procedures Manual section 4.4(d) Utility Billing penalty from 10% to 3%, effective July 19, 2023.

**Background**

Due to the economic shift Hamburg Township residents are currently facing we would like to propose a change to the Administrative Policies and Procedures Manual, as indicated below.

**4.4(d) Utility Billing**

Hamburg Township bills residents quarterly for flat rate sewer. When the residents receive their utility bill they have thirty (30) days to pay without a penalty. On the thirty first (31) day a ~~10%~~ 3% penalty will be added. The residents can pay their bill at the township or through the township's web site. Removal of these penalties must be approved by the Accounting Director or the DPW Director.

For any utility bill outstanding as of August 31, the outstanding amount will be rolled over to the tax bills for payment, with a ten percent (10%) fee added to the balance.