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EXCERPT FROM HAMBURG TOWNSHIP MUNICIPAL UTILITIES COMMITTEE MEETING MINUTES

To the attention of: Jason B. Negri, Supervisor
Hamburg Township Board of Trustees

Re: **Utility Billing Administrative Policy Amendment Recommendation**

Please be apprised of this excerpt from the ☒ Unapproved ☐ Approved Minutes of the Meeting of the Hamburg Township Sewer Committee:

Date of Meeting: October 14th, 2025

Sewer Committee Members Present: Menzies, Daniels

Sewer Committee Members Absent: Negri

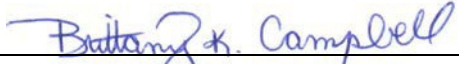
Text of Motion: MOTION BY MENZIES, SECONDED BY DANIELS TO FORWARD TO THE BOARD WITH THE RECOMMENDATION TO AMEND THE ADMINISTRATIVE POLICY SECTION 4.4.(d) TO AUTHORIZE THE TREASURER TO REMOVE THE UTILITY BILLING PENALTY FEE.

Ayes: Menzies, Daniels Absent: Negri Nays: None

MOTION CARRIED.

State of Michigan }
County of Livingston }
Township of Hamburg }

I, BRITTANY K. CAMPBELL, Hamburg Township Utilities Coordinator and recording secretary to the Municipal Utilities Committee, do hereby certify that the foregoing is a true and correct excerpt of the Minutes of the aforementioned Regular/~~Special~~ Meeting of the Hamburg Township Municipal Utilities Committee.

 Date: October 14th, 2025
BRITTANY K. CAMPBELL
HAMBURG TOWNSHIP UTILITIES COORDINATOR

TO: MUC

FROM: Jennifer Daniels, Treasurer

DATE: October 6, 2025

AGENDA ITEM TOPIC: Utility Billing

Number of Supporting Documents: **1**

Requested Action

- Motion to recommend the Board of Trustees make an amendment to Administrative Policy 4.4(d) to delegate the Treasurer be the approver of penalty removal.

Background

The Treasurer is normally the person who residents will come to requesting penalty removal.

Fiscal Considerations

Does the agenda item require the expenditure of funds? Yes ☐ No ☒

Are funds budgeted? Yes ☐ No ☐

Fiscal year affected: Choose an item.

Is a budget amendment required? Yes ☐ No ☐

General Ledger numbers affected: _____

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

purpose. A copy of the invoice shall be supplied to the department responsible for generating the invoice.

4.4(b) Posting and Distribution

Updated by Board of Trustees xx/xx/xx

A copy of all invoices or bills for moneys received by the Township shall be given daily to the ~~Billing Clerk~~ Accounting Specialist who shall supply the information to the ~~Accounting Department~~ Accounting & Benefits Coordinator for posting receivables to the general ledger.

The ~~Billing Clerk~~ Accounting Specialist shall maintain a detailed subsidiary record by individual which shall be reconciled to the general ledger ~~control~~ on a monthly basis.

4.4(c) Method of Accounting

For all remittance advices received in accordance with Section 4.3(c), the accounting department shall credit the receivable. A monthly listing of all amounts invoiced but not yet received shall be prepared and reconciled to the general ledger as discussed in Section 4.4(b).

4.4(d) Utility Billing

Updated by Board of Trustees xx/xx/xx

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 ~~\$5.00~~ penalty will be added according to the Township Fee schedule. 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.

4.4(e) Portage-Base Lakes Area Water and Sewer Authority

Hamburg Township has entered into an agreement with Portage-Base Lakes Area Water and Sewer Authority to provide operations, maintenance, testing and monitoring, repairs, financial record keeping, and emergencies. This contract covers the cost of these tasks and that Portage-Base Lakes Area Water and Sewer Authority agrees to pay.