

RESOLUTION 4-2016

A RESOLUTION OF THE COUNCIL OF TRAPPE TO ESTABLISH A DISCONNECTION POLICY FOR DELINQUENT WATER AND SEWER ACCOUNTS

WHEREAS, Md. Code Ann. Environmental Article § 9-705 and the Trappe Town Charter § 707 authorize the Town to construct, operate, modify and maintain a water and sewerage system; and

WHEREAS, Md. Code Ann. Environmental Article § 9-723 through 9-726 and the Trappe Town Charter § 718 authorize the Town to establish rates, fees and charges for municipal water and sewer services; and

WHEREAS, the Town has adopted Section 14 of the Town Code which addresses the Town's policies and regulations concerning its water and sewer system, including the payment of water and sewer charges; and

WHEREAS, in accordance with Section 14.10 of the Trappe Town Code, the Council of Trappe has determined that it is desirable and in the public interest to adopt a Water/Sewer Disconnection Policy to address delinquent accounts.

NOW THEREFORE, BE IT RESOLVED by the Council of Trappe that the following policy is hereby **ADOPTED**.

Town of Trappe Water/Sewer Disconnection Policy

The Town of Trappe establishes the following water/sewer disconnection policy to be followed when a water/sewer account is delinquent.

The Town of Trappe mails out water/sewer bills monthly with a due date for the following month. If a payment is not received in the office on or before the due date, a 2% late fee will be assessed at 8:00 a.m. on the following business day.

In addition to the assessment of a late fee, if payment is not received by the close of business on the due date, then 10 days after the due date, a disconnect letter will be mailed to all past due property owners. In addition to the disconnect letter being mailed to the property owner, in the case of a rental property, a notice will also be placed on the door of all past due rentals. The disconnect letter will give the owner and/or tenant an additional 10 days to have their water/sewer bill paid in full.

If payment in full is not received by the close of the business on the 10th day following the disconnect letter, the water will be disconnected the following business day at 8:00 a.m. and a disconnect fee of \$35.00 will be assessed to the account immediately. An account is considered disconnected when the address is given to the water department for disconnection, and not when the water is physically disconnected. To have the water reconnected, the entire

past due bill, along with the \$35.00 disconnect fee and a \$35.00 reconnect fee, must be received by the Town Office. Payment must be received in the Town Office by 3:00 p.m. in order to have water reconnected the same day.

The Town is no longer able to accept late payment arrangements, payment plans or postdated checks. The Town accepts cash, money orders, checks and credit cards (with a small convenience fee).

Example of Town's Billing, Notices and Disconnect Policy:

Water bill mailed January 22nd

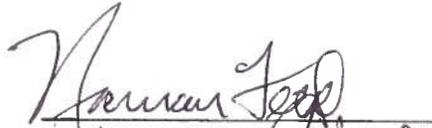
Water bill due February 18th

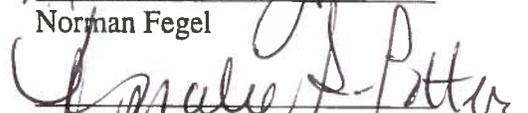
Late fee assessed February 19th if payment has not been received in full

Water disconnect letter mailed February 28th if payment still not received

Water bill must be paid by close of business day March 8th to avoid disconnection on March 9th

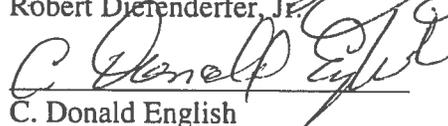
BE IT FURTHER RESOLVED that this Resolution shall become effective on January 1, 2017.


Norman Fegel


Rosalee Potter


Tonya Pritchett


Robert Diefenderfer, Jr.


C. Donald English

I hereby certify that the foregoing Resolution 4-2016 of the Town of Trappe was duly read and enacted in accordance with the applicable provisions of the Charter of the Town of Trappe.

Attest: 
Erin Braband, Clerk/Treasurer
Town of Trappe