

**RESOLUTION OF THE BOROUGH COUNCIL OF THE
BOROUGH OF LITTLESTOWN, ADAMS COUNTY
PENNSYLVANIA, ESTABLISHING A POLICY TO SET FORTH STANDARDS OF
PAYMENT DUE DATES, PENALTY, EXTENSIONS AND
LATE WATER AND SEWER ACCOUNTS**

WHEREAS, it is deemed by this Council that the following policy is being established to set forth standards of standards of payment due dates, penalty, extensions and late water and sewer accounts; and

WHEREAS, the Council desires to amend its policies regarding payment plans and the time to pay water and sewer bills.

NOW, THEREFORE, BE IT RESOLVED, and it is hereby RESOLVED by the Borough of Littlestown, by the Littlestown Borough Council, that the following shall now be the policies regarding water and sewer bills:

1. Water and Sewer bills will now be net 45 days. This replaces the net 30 day period.
2. A 10% penalty will be applied to all accounts after the net 45 days.
3. Extensions for high water/sewer bills due to leaks only will need approval from the Borough Manager or Borough Secretary/Treasurer. A request for an extension will need to be submitted 15 days prior to the due date of the bill. Any extensions granted are not to exceed a 6-month period, no exceptions, and within that period all current bills will need to be paid by their due date. Proof of what caused the high water/sewer bill may be required, (i.e., letter or bill from a licensed plumber).
4. The previous penalty forgiveness plan will no longer be in effect as of the July 1, 2021 bill.
5. The current two-month payment plan will no longer be available for customers as of the July 1, 2021 bill.
6. The only acceptable forms of payments for late accounts are: cash, credit card, money order or certified checks. No personal checks, company checks, online bank checks, e-checks or ACH will be accepted. There are no exceptions to this policy. If any non-acceptable payments are received, they will not be processed. Checks and online checks will be returned via mail, e-checks and ACH will be deleted from the batch and will not be processed.
7. This policy supersedes any previous policies that have been set.
8. This policy will take effect July 1, 2021.

RESOLUTION SERIES: 2021
RESOLUTION NO. 4

IN WITNESS WHEREOF, the present Resolution has been duly adopted this
8TH day of June, 2021 by the Littlestown Borough Council, in duly
convened public session.

ATTEST

BOROUGH OF LITTLESTOWN

Sandy Conrad
Borough Secretary, Sandy Conrad

Ronald L. Baird
Council President, Ron Baird

(SEAL)