

**RESOLUTION OF THE BOROUGH COUNCIL OF THE**  
**BOROUGH OF LITTLESTOWN, ADAMS COUNTY**  
**PENNSYLVANIA, ESTABLISHING A POLICY TO SET FORTH STANDARDS OF**  
**PAYMENT PLANS AND ACCEPTABLE FORMS OF PAYMENT FOR**  
**LATE WATER AND SEWER ACCOUNTS**

**WHEREAS**, it is deemed by this Council that the following policy is being established to set forth standards of payment plans and acceptable forms of payment after a water/sewer bill is deemed late:

**PAYMENT PLANS:**

1. Payment plans are offered every quarter to homeowners and tenants
2. If the property is a rental unit, a landlord permission form must be submitted by the property owner to allow tenant permission to set up a payment plan
3. Payment plans must be set up in person on or before the billing due date. Payment plan forms will not be faxed or emailed
4. If one is unable to come in then the payment plan can be picked up by someone other than the person signing up for the payment plan.
5. Payment plans extend the billing due date and amount into three equal monthly payments
6. The first payment must be made on or before the billing due date
7. The second payment must be made on or before the last business day of the month following the first payment due date
8. The third payment, which is remaining balance due, must be made on or before the last business day of the month following the second payment due date
9. If the plan is defaulted on by making a late or no payment, the plan is automatically voided. No late payments will be accepted.
10. Defaulted payment plans, on any outstanding balance, will be assessed a 10% penalty immediately and after 30 days will be assessed 1.5% interest. Interest charges are accrued on a monthly basis on the gross adjusted amount.
11. The only acceptable forms of payments for defaulted payment plans are: cash, credit card, money order or certified checks. No personal checks, company checks, online bank checks or e-checks will be accepted. No exceptions.
12. No payment plans will be made after the third (3<sup>rd</sup>) defaulted plan. All future bills will need to be paid for by the billing due date.

**ACCEPTABLE FORMS OF PAYMENT FOR LATE WATER/SEWER BILLS**


1. Water and Sewer bills go out quarterly, January, April, July and October. Each bill is due by the last business day of the billing month
2. If not paid by due date a 10% penalty will be assessed immediately and after 30 days 1.5% interest will be assessed. Interest charges are accrued on a monthly basis on the gross adjusted amount.
3. 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 or e-checks will be accepted. No exceptions.

**NOW, THEREFORE, BE IT RESOLVED**, and it is hereby RESOLVED by the Borough of Littlestown, by the Littlestown Borough Council, hereby establishes the above policies. This policy supersedes any previous policies that have been set.

**IN WITNESS WHEREOF**, the present Resolution has been duly adopted this 23<sup>rd</sup> day of May, 2017 by the Littlestown Borough Council, in duly convened public session.

**ATTEST**

**BOROUGH OF LITTLESTOWN**

  
Borough Secretary, Sandy Conrad

  
Council President, Ron Baird

(SEAL)