

2-2024

PASSED 5-9-24

**A RESOLUTION ESTABLISHING A POLICY FOR BILLING AND COLLECTING OF WATER, SEWAGE, AND SOLID WASTE COLLECTION FEES AND COSTS AND DECLARING AN EMERGENCY.**

WHEREAS, the village of Rushville is authorized by the Ohio Revised Code to provide water, sewer, and solid waste services to the village residents and other consumers;

WHEREAS, the village of Rushville is further authorized to collect fees from the consumers of the services listed above;

WHEREAS, the village of Rushville council finds and best business practices require a reliable and sound policy for billing and collecting of fees; and

WHEREAS, this council has reviewed a proposed policy, attached and incorporated herein, to meet these requirements.

NOW THEREFORE, BE IT RESOLVED by the council of the village of Rushville, Fairfield County, state of Ohio:

SECTION 1. The village of Rushville hereby adopts the policies for billing and collecting of fees and costs, attached and incorporated herein.

SECTION 2. This Resolution is hereby declared to be an emergency measure in that the public peace, safety, health and welfare of the inhabitants of the village are involved and specifically because the village must have a reliable billing policy to ensure that the village can continue to collect fees and costs necessary for the continued and uninterrupted provision of water and sewer services and the collection of solid waste from consumers of these services. This Resolution shall become effective and be in force immediately upon its passage by Council and signing by the mayor.

DATE PASSED:

Attest/Date: 5-9-24

Clerk-Treasurer:

Cindy Lewis

Mayor:

John K. Bunge

Approved as to form:

J. M. [Signature]

# VILLAGE OF RUSHVILLE OHIO

## UTILITIES POLICY

The village of Rushville provides utility services for the residents of Rushville, West Rushville, and some outlying areas. Depending on where you live and your circumstances these utilities could be sewer, water, and/or trash. Each utility has a unique set of policies which are outlined below.

When any utility service is initiated for a new resident moving into our service area a deposit of \$100 will be collected and put in escrow before any service is turned on. This deposit covers the start of any utility but not each utility. This deposit will be returned to the resident upon notification of moving out of the residence and payment of final utility bill.

There will be a fee to cover the cost of billing on each statement, but this is per resident address, not per utility on the statement.

Should any questions arise concerning the utilities provided, or if maintenance is needed, please refer to the utility bill for phone numbers to call.

In the case of a rental property this policy will also be applicable to the owner of record of the property as stated on the county auditor's website as the owner of the property will ultimately be held responsible for bills and actions of their renters. Owners will receive a duplicate bill of the residence utility bill so that status of payments by renters can be monitored.

### MOVE IN

#### WATER

If water service is requested at the residence, there will be a monthly bill sent to the residence to include a water debt reduction fee, and a usage fee based on current water rates per gallon of water used.

It will first be determined if there is a curb stop and water meter installed.

If there is a water meter it will be turned on and an initial reading of the meter will be made to establish a baseline.

If there is no meter or curb stop, these can be installed by the village at the owner's expense, at the current market rate of the water tap fees. Once installed, the meter can be turned on and service started.

If there is a curb stop and water meter installed at the residence but water service is not required there will still be a small fee for the water debt reduction and billing services.

When water service is first turned on, the resident will be encouraged to locate and actuate the main water shutoff valve inside their home to be sure they know where it is and that it works in the event of a water pipe burst in the home.

#### SEWER

If the residence is part of our sewer system it will be connected after payment of the deposit, and a short explanation of the system to the resident. The resident will also be asked to check that there is adequate electrical service to the village electrical control box attached to the house.

It is recommended that each resident request a copy of the Village of Rushville Sewer Operation Ordinance as there is important information contained therein about the care of the system and the resident's responsibility should village property be damaged by the resident's improper treatment of the system.

The billing for the sewer service is a flat rate fee that is set yearly at a council meeting near the end of each calendar year.

#### TRASH

The village contracts with a trash company to provide trash removal once a week for those residents living inside the village limits of Rushville. The village then bills each resident their portion of that service fee.

That will be a flat fee each month. There may be additional charges if additional trash services is requested, such as large item removal, a request for a rolling large can, etc.

This service will be started once the deposit is paid and the village notified that it is needed.

## MOVE OUT

When the resident calls the village to end these utility services, a final shutoff date will be determined and all services will stop at that point. On that day meters will be read, lock outs will be installed and services will be stopped. If it is determined that services are needed after lock out by the departing resident, there will be a nonrefundable \$100 fee to reestablish any service.

Once the final bill has been paid in full the \$100 deposit will be returned to the resident.

If the residence is found to be abandoned and service was not ended properly, the \$100 deposit will become property of the village and all services will be stopped once abandonment is determined and the prior resident/property owner will be responsible for any services that continued until service lockout.

## BILLING

Billing is monthly, with a post card sized bill sent to each service address showing each utility in use and the current outstanding charge. Bills can be paid in person, online, or via drop box. Cash is never accepted. See the Village of Rushville, Ohio Regulations for Collection of Past Due Water, Sewer, and Water Debt Accounts for specifics of delinquent bills.

There is a lot of info on the back of the bill and the village encourages each resident to read that to answer most questions.