

UTILITY SERVICES POLICY

The Village of Marine Board of Trustees has adopted the following Utility Service Policy for all Utility Services, which includes water, sewer, and trash services.

- (1) A Utility deposit of **Seventy-Five Dollars (\$75.00)** shall be paid to the Clerk by any applicant, before any water will be turned on to any premises. The deposit shall be retained by the Village until the user discontinues water use from the Village at which time the deposit will be returned to the user within **ninety (90) days** after the utility services have been terminated unless the amount owed to the Village for utility services is greater than the deposit of \$75. The utility deposit shall be applied to any outstanding balance. When the amount of the deposit provided for above is not sufficient to adequately protect the Department, a greater amount than stated above may be required, based on the consumer's estimated bill for a customary billing period. **(Ord. 520; 08-06-03)**
- (2) All utility bills are billed monthly. Bills are mailed on or about the **seventh** day of each month. If a customer does not receive a bill, the customer shall notify the Village Clerk.
- (3) All utility bills shall be due on the **last day of the billing month**. If the bill is not paid by the last day of the billing month then a penalty equal to **ten percent (10%)** of the amount due on said bill shall be added thereto. This penalty shall be in addition to the charges established for the utility services. Customers whose bills are overdue shall receive a late notice by first-class mail.
- (4) Customers must pay the **outstanding balance** within **seventeen days of the due date**. If the bill is not paid, utility services will be **discontinued**. Customers will receive a door hanger indicating that utility services have been discontinued.
- (5) Once utility services have been disconnected, the services shall not be connected or used until all delinquent accounts and bills of service are paid in full, include a **a fee of Twenty Dollars** for each connection of such utility services, plus expenses incurred in the reconnecting of the utility services. **Effective April 1, 2015.**
- (6) Whenever a bill for utility services remains unpaid for **ninety (90) days** after it has been rendered, the **Village Clerk** shall file with the County Recorder of Deeds a statement of lien claim. This statement shall contain the legal description of the premises served, the amount of the unpaid bill, and a notice that the Municipality claims a lien for this amount to the period covered by the bill.