

PENN TOWNSHIP BOARD OF COMMISSIONERS
WATER SHUT OFF
SEWER INVOICE ADJUSTMENT POLICY

PURPOSE:

The purpose of this policy is to allow for the adjustment of a sanitary sewer usage invoice when the water utility company has discontinued the water service. Unless a sewer account has been specifically designated 'inactive', the Township's billing system will apply the minimum quarterly sewer charge, even with zero water consumption.

PROCEDURE/GUIDELINES:

The Township shall maintain a listing of all sewer accounts that are subject to water service discontinuations. In the event that water service has been shut off by the water utility to a property connected to the sanitary sewer system, the account will remain active but shall not accrue any charge if water consumption is zero (0), according to the water meter readings supplied by the water utility company. When this occurs, the minimum usage charge automatically applied by the Township's billing system shall be removed and the charge adjusted to \$0.

Should there be recorded water consumption the water utility shall be notified to verify the meter reading.

For the initial billing period during which water service was terminated the sewer invoice shall be calculated as a 'final billing'. The invoice amount shall be calculated based on either consumption or prorated by days, whichever is greater. Following this partial billing period, should no further consumption be reported, future invoices will be subject to the zero (0) billing adjustment.

The Township shall have the option to (1) prepare zero (0) consumption invoices to be sent to the account owner of record, or (2) elect to forego issuance of an invoice until such time as water consumption is again recorded on the account.



Craig M. Prieber, President

May 16, 2011