

**ORDINANCE NO. 2022-03.01**

**ORDINANCE ESTABLISHING CUSTOMER APPLICATION AND DEPOSIT FOR  
TOWN OF REYNOLDS UTILITIES**

WHEREAS, the Town of Reynolds has the responsibility to its utilities' ratepayers of maintaining the lowest possible rates and charges, and

WHEREAS, associated with said responsibility is the minimizing of bad debt, and

WHEREAS, the Reynolds Town Council desires to establish a policy regarding the application for utility services and for customer deposits,

NOW, THEREFORE BE IT HEREBY ORDINANIED by the Town Council of the town of Reynolds, Indiana as follows:

**SECTION 1:**

New or moving customers applying for utility service shall do so in person at the Clerk-Treasurer's office and shall put down a cash deposit before any utility service will be rendered.

When submitting the "Application for Utility Service", the applicant will be asked for proof of identification (State Issued Identification). This is necessary to aid in the collection process, if necessary, and to eliminate possible falsification of whom is living at the service address. The Clerk-Treasurer will make a copy of the proof document and attach it to the application form.

If the applicant is renting, the Property Owner shall sign the "Landlord Certification" section of the application. The Clerk-Treasurer will sign the application which acknowledges receipt of the completed application and compliance with the policy as stated herein. A copy will then be mailed to the Property Owner advising that his tenant has applied for utility service, and that the Property Owner shall be liable for any unpaid and delinquent sewer service to the property, and that sewer liens may also be levied upon the property.

After reviewing the application for completeness, the Clerk-Treasurer will determine the deposit requirement, and review computer and/or other records to verify that the applicant has no previous history of being past due and for any previous account balances that may still be due.

Upon payment of any required cash deposit, a receipt will be issued to the applicant.

SECTION 2:

Utility Deposits are hereby established as follows: Water and Sewer deposit \$150.00

SECTION 3:

When a previously terminated account (owner-occupied or renter) returns to establish a new account after a period of time has elapsed, and delinquent utility bills owed by said new account applicant, including amounts previously written off as bad debt, must be reimbursed before a new account will be established.

If an active account (owner-occupied or renter) continually becomes or remains past due (determined by multiple application of penalty charges against the account), or service has been disconnected due to non-payment, a deposit equal to double the schedule established above may be required for continuation or reestablishment of service.

SECTION 4:

If an account is disconnected because of non-payment, the deposit may be used to pay all existing charges. Upon re-establishing service, a new deposit is required, the payment of reconnect fees and the payment of any charges not covered by the deposit shall be paid in full before services will be restored.

SECTION 5:

Non-Sufficient Funds check return shall be charged \$35.00.

SECTION 6:

Reconnect fees are in the amount of \$60.00 per utility.

SECTION 7:

Appropriate adjustments may be made to the Owner/Occupant for billing errors and/or water leaks. It is the responsibility of the Owner/Occupant to notify the Clerk-Treasurer's office of any such errors and/or leaks. A high bill due to a water leak of the Owner/Occupant will need to be submitted to the ServLine program.

SECTION 8:

Cash deposits will be applied to the customer's final bill after which the balance, if any, will be refunded. Any balance due after application of the deposit shall be due and payable on or before the date specified on the final bill.

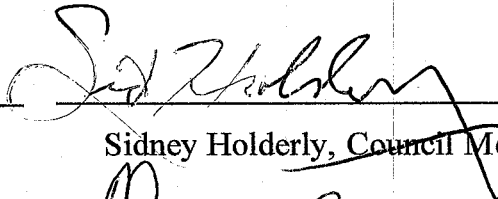
All Ordinances, or any parts thereof, previously enacted which are in conflict with the provisions of this Ordinance are hereby specifically repealed.

Upon being read twice at public board meetings, motion duly made, seconded, and passed by unanimous vote of 3 yeases and nos, it was moved that this Ordinance be considered for final passage upon its publication.

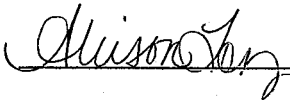
Upon motion duly made and seconded, the foregoing Ordinance was adopted this 2 day of March, 2022, by the Reynolds Town Council, Reynolds, Indiana, by a vote of 3 yeases, no's as follows:



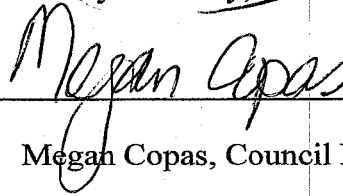
Aaron Ruemler, Council President



Sidney Holderly, Council Member



Allison Loy, Council Member



Megan Copas, Council Member

ATTEST:



Pam Cochran, Clerk Treasurer