

**ORDINANCE NO. 2022-03.01**

**AMENDMENT ESTABLISHING UTILITY APPLICATION AND DEPOSIT FOR TOWN OF REYNOLDS CUSTOMERS**

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 ORDAINED 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 = \$250.00

SECTION 3:

When a previously terminated account (owner-occupied or renter) returns to establish a new account, and delinquent utility bills owned by said previously terminated account applicant, including amounts written off as bad debt, must be reimbursed before a new account will be permitted.

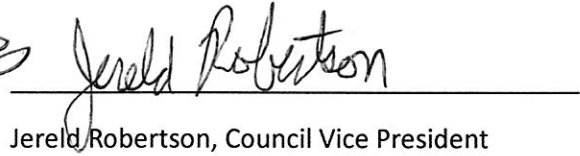
Upon being read twice at the public town council meetings, motion duly made, seconded, and passed by unanimous vote, it was moved that this Ordinance be considered for final passage upon its publication.

Upon motion duly made and seconded, the foregoing Ordinance was adopted this 11<sup>th</sup> day of December, 2024, by the Reynolds Town Council, Reynolds, Indiana, by a vote of 5 yeases and 0 no's as follows:



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Sidney Holderly, Council President



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Jereld Robertson, Council Vice President



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Veronica Favala, Council Member



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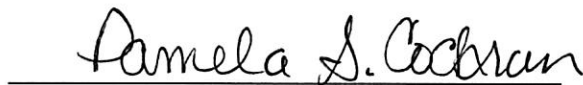
Maureen Buschman, Council Member



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Michael Ransone, Council Member

ATTEST:



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Pamela Cochran, Clerk-Treasurer