

ANTRIM TOWNSHIP

Ordinance No. 334

**ORDINANCE APPROVING COLLECTION PROCEDURES
AND ADOPTING INTEREST AND SCHEDULE OF
ATTORNEY FEES AND CHARGES TO BE ADDED TO THE
AMOUNT COLLECTED AS PART OF UNPAID SEWER FEES
FOR DELINQUENT ACCOUNTS**

WHEREAS, to be fair to all property owners in Antrim Township (the "Township"), it is necessary for the Township to recover promptly unpaid, delinquent sewer fees (the "Unpaid Claims"), if necessary, by legal proceedings; and

WHEREAS, the Municipal Claims and Tax Liens Act, 53 P.S. § 7101, *et seq.* (the "Act"), authorizes the addition of attorney fees, charges, costs, expenses, commissions and fees to the total payable with respect to the Unpaid Claims, but only if the municipality involved has approved by ordinance a schedule of such fees; and

WHEREAS, the Township has determined that it is in the best interest of all property owners and other residents to have vigorous enforcement of all delinquent and other unpaid charges, utilizing the procedures set forth in the Act, except in cases of serious hardship, which the Township will address on a case-by-case basis pursuant to uniform policies; and

WHEREAS, the Township has reviewed the subject of interest and attorney fees for collection matters, and has determined that the fees set forth in the schedule hereby adopted are reasonable in amount for the services herein described.

NOW THEREFORE, IT IS HEREBY ORDAINED AND ENACTED BY THE TOWNSHIP AS FOLLOWS:

I. Section 110-39 of the Code of the Township of Antrim shall be amended by placing a capital "A" before the current paragraph in said Section and by adding a new subsection "B" that shall read as follows:

B(1) Fees to be Added to the Unpaid Claims. The Township hereby approves the following fee schedule for the collection of the Unpaid Claims, which fees shall be added to the Unpaid Claims.

(a) Notice Expense. A charge, not to exceed \$40.00 plus postage, shall be added to the Unpaid Claims for providing notice of delinquency pursuant to § 7106 of the Act. The Township may hire a private company to perform this service and add the amount of this charge to the Unpaid Claims.

(b) Legal Fees.

Initial review and sending first demand letter	\$160.00
File lien and prepare satisfaction	\$250.00
Prepare Writ of Scire Facias	\$250.00
Obtain re-issued Writ	\$ 30.00
Prepare and mail letter under Pa. R.C.P. 237.1	\$ 30.00
Prepare Motion for Alternate Service	\$250.00
Prepare Request for Production of Documents in preparation for trial	\$ 50.00
Prepare Pre-Trial Memorandum	\$150.00
Prepare Motion for Judgment for Want of Sufficient Affidavit of Defense pursuant to 53 P.S. § 7271	\$150.00
Prepare Default Judgment	\$175.00
Prepare Writ of Execution	\$800.00
Attendance at sale; review schedule of distribution and resolve distribution issues	\$400.00
Continue sheriff sale	\$ 50.00
Prepare Petition to Assess Damages	\$ 50.00
Prepare Petition for Free and Clear Sale	\$400.00
Services not covered above	At an hourly rate between \$60.00-\$275.00 per hour

(c) Collection Fees.

Prepare and Provide Notice Pursuant to 53 P.S. § 7106	\$40.00 plus postage charges
Guaranteed payoff fee	\$ 25.00
Bookkeeping fee for payment plan of 3 months or less	\$ 25.00

Bookkeeping fee for payment plan of more than 3 months \$ 50.00

Handling fee for returned check

Bank charge, if any

B(2) Costs to be Added to the Unpaid Claims. In addition to the fees set forth in B(1) above, the reasonable and necessary out-of-pocket charges, costs, expenses, commissions and fees incurred in collection, including, but not limited to, postage, title searches, prothonotary fees and charges, and sheriff fees, shall be added to the Unpaid Claims.

B(3) Credit Card and Debit Card Charges. The Township and any attorney or private collector collecting the Unpaid Claims on behalf of the Township are hereby authorized to accept payment of the Unpaid Claims by credit card or debit card. Where payment is made by credit card or debit card, any fees charged by the credit card or debit card company and/or the credit card or debit card servicing agent shall be charged immediately to the credit card or debit card used to make payment. This applies to credit card or debit card payments made by mail, telephone, over the internet, or in person.

B(4) Interest. Interest will be assessed upon the Unpaid Claims at a rate of 10% per annum and added to the Unpaid Claims.

B(5) Collection Procedures. The following collection procedures are hereby established in accordance with the Act:

(a) At least thirty (30) days prior to assessing or imposing attorney fees in connection with the collection of an Unpaid Claim account, the Township or its designee shall mail or cause to be mailed, by certified mail, return receipt requested, a notice of such intention to the property owner or other entity liable for the account (the "Property Owner").

(b) If the certified mail notice is undelivered, then, at least ten (10) days prior to assessing or imposing such attorney fees, the Township or its designee shall mail or cause to be mailed, by first class mail, a second notice to the Property Owner.

(c) All notices required by this Ordinance shall be mailed to the Property Owner's last known post office address as recorded in the records or other information of the Township or such other address obtained by the Township from the county tax assessment office.

(d) Each notice as described above shall include the following:

(i) The type of municipal claim or other charge, the year that it became due and the amount owed, including penalty and interest;

(ii) A statement of the Township's intent to impose or assess attorney fees no earlier than thirty (30) days after receipt of the first notice, or no earlier than ten (10) days after receipt of the second notice;

(iii) The manner in which the assessment or imposition of attorney fees may be avoided by payment of the account; and

(iv) The place of payment for accounts and the name and telephone number of the Township's representative designated as responsible for collection matters.

B(6) Related Action. The proper officials of the Township are hereby authorized and empowered to take such additional action as they may deem necessary or appropriate to implement Section 110-39.

II. Severability. If any section, subsection, sentence, clause, phrase, or portion of this ordinance is for any reason held to be invalid or unconstitutional by any Court of competent jurisdiction, such portion shall be deemed as a separate, distinct and independent provision, and such portion shall not affect the validity of the remaining portions hereof.

III. Repeal and Effect of this Ordinance on Previous Provision of the Code. The provisions of this ordinance shall only repeal and/or affect Section 110-39 of Chapter 110 of the Code of the Township of Antrim, Pennsylvania. The remaining sections of Chapter 110 and existing definitions contained in Section 110 shall continue in force after the enactment of this ordinance and such provisions shall date from the date of the adoption of the prior ordinance enacting same. All such provisions not affected by this ordinance are hereby continued in full force and effect and are hereby reaffirmed as to their adoption by the Board of Supervisors of the Township of Antrim, and it is the intention of said Board of Supervisors that such provisions contained within the Code are hereby reenacted and reaffirmed as they appeared in said Code. Only such provisions of Chapter 110 as this ordinance expressly amends shall be deemed repealed and only changed provisions in this ordinance shall be deemed to be enacted from the effective date of this ordinance.

DULY ORDAINED AND ENACTED BY ANTRIM TOWNSHIP ON
August 12, 2014.

Attest:

Jennifer Becknell

Antrim Township

[Signature]
[Signature]
[Signature]
James A Byers
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