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Surface Water Management District
Billing and Collection Plan

Notification

The intent to bill and collect a Surface Water Management Service Charge will be advertised in advance of the initial billing.

The current plan is to place an advertisement in the May edition of the Bath Country Journal. An advertisement will also be placed in the May edition of the Bath Township monthly newsletter. Three advertisements will be placed in the West Side Leader for the last three publication dates in May.

Billing

The Office of Information Technology will provide a download of the Fiscal Office property record database immediately prior to preparing bills (estimated to be May 15, 2018).

The download will be prepared internally by employees of the Engineer's Office for export to PPI Graphics (estimated to be by May 22, 2018).

Bills will be printed and mailed to Bath Twp. property owners at an estimated cost not to exceed \$3,500.00 including postage (estimated for week of June 4, 2018).

Collection

Payments will be due by July 15, 2018. Payments will be mailed to a PO Box for collection by an employee of the Engineer's Office. Payments will be processed for deposit by employees of the Engineer's Office.

In the initial year, payments will only be accepted via US mail or in person at the Engineer's Office. Other collection sites may be approved later. Payments will be by check or money order (cash payments will be discouraged but accepted as well).

Certification

Any parcel that remains delinquent on August 16, 2018 will be certified to Council for collection. Council will need to certify the assessments at its last meeting in August. First reading adoption will be required to meet State of Ohio mandated deadlines.

Approved by Council:

Approved by County Executive:

Date: _____

Date: _____