

RESOLUTION 1666

A RESOLUTION PROVIDING FOR THE WAIVER OF THE DELINQUENT CHARGES AND THE WRITE-OFF OF UNCOLLECTIBLE ACCOUNTS.

WHEREAS, The Town Council of the Town of Munster, Lake County, Indiana, has a variety of accounts receivable in addition to utility bills; and

WHEREAS, The policies and practices necessary for the handling of these receivables need to be clearly stated and adhered to; and

WHEREAS, There is no current written policy on these practices and procedures for the handling of accounts receivable, other than utility bills; now, therefore, be it

RESOLVED, That the Town Council hereby establishes the following policies for all receivables other than utility bills:

1. All receivables will be due thirty (30) calendar days after the date of the invoice unless the Town Council has set a specific due date for the specific receivable.
2. All past due invoices shall be assessed interest after its due date in accordance with Town of Munster Ordinance 1141, together with costs of collection, including reasonable attorney fees.
3. The Town staff will pursue collection of all past due accounts receivable through periodic letters and phone calls and, when appropriate, legal action.
4. Except for emergency requirements, if after 120 days following the due date of an account receivable the Town's collection efforts have failed, and a continuing schedule of periodic payments has not been achieved, the account may be turned over to a collection agency or the Town Attorney for further collection efforts.
5. If the Clerk-Treasurer recommends a waiver of all or a portion of the delinquent charges, i.e., interest, fees and/or costs, in order to collect the principal balance, he shall submit his recommendation to the Town Manager for review and evaluation. The Town Manager shall make a decision to approve, reject or modify the recommendation of the Clerk-Treasurer, take such action to further collection, as he deems reasonable and necessary, and report his action to the Town Council promptly thereafter.
6. At such time as the Clerk-Treasurer and Town Manager agree in writing that collection efforts with respect to an account receivable should cease, then further collection efforts shall cease. At no time shall the account receivable be written or charged off except as allowed by law. The Clerk-Treasurer and

Town Manager shall promptly notify the Town Council with respect to each account receivable for which collection efforts have ceased.

7. All approvals and documentation concerning these matters shall be filed with the Clerk-Treasurer and retained until disposed of in accordance with law.

PASSED AND ADOPTED, this 7th day of November, 2002, by a vote of 4 in favor and 0 opposed.

**TOWN COUNCIL OF THE TOWN OF
MUNSTER, LAKE COUNTY, INDIANA**



Steve J. Pestikas, President

ATTEST:



David F. Shafer, Clerk-Treasurer