

STATEMENT OF COLLECTION POLICIES
OF HUMMELSTOWN BOROUGH

Last revised May 2023

The Borough Council of Hummelstown Borough hereby set forth the policy of the Borough of Hummelstown for the collection and recovery of delinquent sewer, trash, stormwater, and other accounts that may be held through or payable to the Borough, pursuant to Hummelstown Borough Code of Ordinances, Chapter 1 (Administration and Government), Part 7 (Municipal Claims for Delinquent Accounts) and Chapter 18 (Sewers and Sewage Disposal), Part 1B (Imposition and Collection of Sewer Rentals or Charges).

1. Accounts. Borough hereby approves the Statement of Collection Policies, for delinquent unpaid taxes, user charges, and other items covered by the Municipal Claims and Tax Liens Act (“Accounts”).

The current Accounts of the Borough are:

- i. Sewer
- ii. Refuse
- iii. Stormwater
- iv. Taxes

PLEASE NOTE: Water is provided by Veolia Water Pennsylvania Inc. Delinquent water accounts will be collected by Veolia and not the Borough of Hummelstown.

Past Due	Over Due Condition	Action
30-90 Days	All Delinquencies	Will Be pursued by staff of Hummelstown Borough by mail and or electronic contact.
Over 90 Days	\$2,000.00 or Less	Will be referred to Keystone Collections for payment.
Over 90 Days	Greater than \$2,000.00	Will be referred to the Borough Solicitor to place a judgment lien on the property
Over 356 days	All Delinquencies	Will be referred to the Borough Solicitor for the placement of Lien.

2. Collections.

A. Accounts between 30-90 days overdue will be pursued by staff of Hummelstown Borough through mail and electronic means.

B. Accounts with balances of less than \$2,000 on the 91st day from the due date, will be sent to a third-party collection agency, engaged by the Borough for the collection of delinquent accounts. The collection agency will pursue non-judicial means of recovering the account receivable until, (1) the account accrues in excess of \$2,000.00, or (2) the account remains delinquent for at least 365 days. At which point, the Account holder of record and owner of the property (if different) are provided a Notice of Intent to Place Lien

by certified, return receipt requested mail. The notice shall inform the recipient of the principal amount of the delinquency, that the Borough intends to impose a lien on the property, to include attorneys' fees, costs, and interest in addition to the delinquent balance. The notice shall also state that the account holder and/or owner may avoid such penalties by remitting payment to the Borough in the full principal amount within thirty (30) days of the date of the notice.

- C. Accounts with balances of at least \$2,000 outstanding on the 91st day following the date the charge becomes due will be subject to judicial collections efforts by the Borough. The process for collection of delinquent accounts receivable will be generally as follows:
 - a. Account becomes 91 days overdue.
 - b. Account accrues an aggregate amount due to the Borough of at least \$2,000.
 - c. Account holder of record and owner of the property (if different) are provided a Notice of Intent to Place Lien by certified, return receipt requested mail. The notice shall inform the recipient of the principal amount of the delinquency, that the Borough intends to impose a lien on the property, to include attorneys' fees, costs, and interest in addition to the delinquent balance. The notice shall also state that the account holder and/or owner may avoid such penalties by remitting payment to the Borough in the full principal amount within thirty (30) days of the date of the notice.
 - d. If payment is not received, the Borough will send the mailed notice, the account information, and the subject invoices to its solicitor for the placement of a lien on the property.
 - e. Upon the filing of the lien, statutory interest will begin to accrue at a rate of 10% per year.

- D. Fees. The costs of collection that may be assessed against a delinquent property are set forth in the Hummelstown Borough Code of Ordinances, Section 1-701 for all Accounts other than sewer, and Section 18-129 for sewer Accounts, as well as below.

- a. Section 1-701(2)(A).

Legal Services	Fee for Services
Initial review and sending first demand letter	\$60
File lien and mailing second demand letter	\$45
Prepare Writ of Scire Facias	\$75
Obtain Re-issued Writ	\$45
Prepare and mail letter under Pa.R.C.P. § 237.1	\$45
Prepare Motion for Alternate Service	\$150
Prepare Writ of Execution	\$75
Attendance at Sale; Review Schedule of Distribution and resolve distribution issues	Hourly amount equal to Solicitor's regular charges to Borough
Services not covered above	Hourly amount equal to Solicitor's regular charges to Borough

- b. Section 18-129(1)(A).

Legal Services	Fee for Services
Initial review and send demand letter and title report	\$250
File lien; prepare Writ of Scire Facias, file Writ, service of Writ by Sheriff	\$500
Prepare and mail letter under Pa.R.C.P. § 237.01; prepare entry of judgment, notices, pleadings and affidavits	\$500
Prepare Writ of Execution, notice of Sheriff sale; attendance at sale; review schedule of distribution and resolve distribution issues	\$1,000
Services not covered above:	
Satisfaction of municipal lien	\$50
Satisfaction of judgment	\$50
Review of bankruptcy (including proof of claim)	\$250
Motion for relief from automatic stay	\$700
Motion for special service	\$600
Petition to reassess damages	\$275
Forbearance agreement	\$200
All other services	\$200 per hour

E. Payment. The Borough will accept payments for stormwater, refuse, and sewer by cash, check, or credit card until the account is sent to collections or through the lien process. Payments can be made in person, at the Hummelstown Borough municipal building at 261 Quarry Road, Hummelstown, PA 17036, online at <https://www.hummelstown.net/>, or by calling the Borough at 717-566-2555. Hummelstown Borough Council may authorize the entry of a payment plan for delinquent accounts, at its sole discretion and without obligation. Once accounts are sent to the collection agency, all payments/payment plans will be handled by the third-party agency.

Payments of less than the full amount due to the Borough will first be applied to the outstanding stormwater fees, then refuse, and finally to sewer charges. All real estate taxes must be paid through the Hummelstown Borough Tax Collector.

F. Judicial Process. The Borough is empowered by the Municipal Claims and Tax Liens Act to recover amounts due to the Borough for Accounts by the placement of liens, which, if left unpaid, may result in the Borough entering judgment in the principal amount due, plus interest, costs, and attorneys' fees. The Borough can enforce any judgment in its favor by ordering the Sheriff of Dauphin County to hold a sale of the debtor's personal property or real estate.