Village of Endicott

Clerk/Treasurer’s Office

1009 East Main Street

Endicott, New York 13760

Fax (607) 757-2481

Light Billing Department Water Billing Department

Tel. (607) 757-2453 / 757-2454 Tel. (607) 757-2443 / 757-2452

 Clerk/Treasurer’s Office Parking Ticket Office

 Tel (607) 757-2436 / 757-2435 Tel (607) 757-2434

 Data Processing Department Payroll Office

 Tel (607) 757-2437 Tel (607) 757-2440

### ENDICOTT WATER DEPARTMENT

**BILLING AND PAYMENT PROCEDURES**

**Effective June 1, 2023**

**NOTE:** Water customers who use zero water in a billing period are still required to pay a mandatory minimum fee.

**NOTE:** Included on each bill for water usage is the:

1. Sewer Fee which is charged in arrears.
2. Tipping Fee (garbage pickup fee) which is charged in advance.

**BILLING CYCLES**

Endicott Water Department customers are divided into 4 billing groups.

Group “A” is Industrial customers who are billed each month.

Groups “B”, “C”, & “D” are Residential customers who are billed every 6 months.

#### Group “A” All of the Industrial water customers

 Account numbers beginning with 51

 Billed each month on: 20th of each month

 Payment due on: 10th of following month

Group “B” 1/3 of Residential water customers

 Account numbers beginning with 52

 Billed every 6 mo: 1) on February 10 due March 10

 2) on August 10 due September 10

Group “C” 1/3 of the Residential water customers

 Account numbers beginning with 53

 Billed every 6 mo: 1) on June 10 due July 10

 2) on December 10 due January 10

Group “D” 1/3 of the Residential water customers

 Account numbers beginning with 54

 Billed every 6 mo: 1) on April 10 due May 10

 2) on October 10 due November 10

# **WATER RATE SCHEDULE**

**Group “A” (Industrial customers)**

Water usage is billed in arrears (after water has been used).

Sliding scale rates per 1,000 gallons usage in each given month: (the sliding scale rates start new each month)

 Fixed Charge: $ 2.00 per month plus:

 First 3,000 gals. $4.23 per 1000 gal

 Over 3,000 gals. $3.66 per 1000 gal

Mandatory Minimum Charge Per Month (even if zero water usage):

 **Pipe Minimum # gallons allowed**

 **Code Size Monthly for the minimum charge**

 **Charge**

1 5/8” $ 12.69 3,000

 2 ¾” $ 16.35 4,000

 3 1” $ 27.33 7,000

 4 1 ¼” $ 38.31 10,000

 5 1 ½” $ 49.29 13,000

 6 2” $ 78.57 21,000

**WATER RATE SCHEDULE**

**Groups “B”, “C”, & “D” (Residential customers)**

Water usage is billed in arrears (after water has been used).

Sliding scale rates per 1,000 gallons usage per 6 months: (the sliding rate scale starts new each six months)

 Fixed Charge: $12.00 per 6 months plus:

 First 18,000 gals. $4.23 per 1000 gal

 Over 18,000 gals. $3.66 per 1000 gal

Mandatory Minimum Charge Per Six (6) Months (even if zero water usage)

 **Pipe Minimum # gallons allowed**

 **Code Size Charge per for the minimum charge**

 **6 months**

 1 5/8” $ 76.14 18,000

 2 ¾” $ 98.10 24,000

 3 1” $ 163.98 42,000

 4 1 ¼” $ 229.86 60,000

 5 1 ½” $ 296.74 78,000

 6 2” $ 471.42 126,000

**BILLING RULES & EXPLANATION OF BILL**

General rules: Water usage is billed in arrears. A bill shall be deemed rendered, and other notices duly given, when delivered to the customer personally or when mailed to them at the address supplied, or at the last known address of the customer, ore when left at either of such places. **Failure of a water customer to receive a bill will not entitle the customer to any delay in the payment of a bill nor to any extension of the date when a late payment penalty fee is assessed.** In the event a bill is not received, it is the customer’s responsibility to call the Billing Office at 757-2443 to inquire about their account. A customer’s complaint or a request for an adjustment of bills does not extend the due date nor the date a penalty fee is assessed for late payment.

**Fees included on each Water Bill**

 New Water Service: New Sign-up fee is $28.00

 Sewer Charge: A Sewer Charge is included on all water bills and is charged in arrears. Each

 customer’s Sewer Charge is figured at $3.78 per thousand gallons of water used. If there was zero

water usage during the billing period, the mandatory minimum water charge would be due but there would be no Sewer Charge.

 Tipping Fee (garbage pickup):

 The Tipping Fee is included on all water bills and is charged in advance.

 Group A: if 1 pickup/wk $ 23.00 per unit per month

 if 2 pickups/wk $ 80.50 per unit per month

 Group B, C & D: if 1 pickup/wk $ 115.00 per unit per 6 months

 If Business $ 392.00 per unit per 6 months

**Payment of bills** Payments are due on or before the due date. There is no grace period.

 How to pay / payment due dates: Payments may be made by three methods:

1. Payments may be mailed to: Village of Endicott Lock Box, PO Box 2452 Buffalo, NY 14240-2452 and must be postmarked on or before the due date to avoid a Late Fee.
2. Payments may be paid in person at the Service desk at the Endicott Municipal Building, 1009 E Main St, Endicott, NY 13760 on or before the due date to avoid the Late Fee.
3. Payments may be dropped in the village Drop Box located on the right side of the right rear entrance of the Endicott Municipal Building at 1009 East Main St, Endicott. The Drop Box is emptied each business day at 7:30 A.M. To avoid a Late Fee, the payment must in the box by that time if it was due

on the previous business day.

1. Payments can be made by Credit Card or e-check for a small fee. Fee are $3.00 for a balance of $113.00 or less, 2.65% of balance for anything over $113.00, $1.50 flat fee for an e-check for any balance.

Late Fee: On the first business day after the due date, unpaid customers are assessed a Late Fee of 10% of the amount due. **There is no grace period.** Once assessed, both the original amount and the Late Fee must be paid in full in order to avoid a shut-off of the customer’s water.

Levy: Unpaid water bills in the Village will be levied to Village Taxes by May 15. Unpaid water bills outside the Village will be levied to Town & County taxes by November 1.

Waiving of Late Fees: Late fees can be waived in only two circumstances:

1. If a clerical error was made by the Water Department or village personnel which may have prevented the bill from arriving on time or at all.
2. If a payment was received by mail after the due date but was postmarked on or before the due date.

Non – Sufficient Funds Fee: A $20.00 fee is charged for each bounced check.