

**Herkimer County Sewer District**  
**Policy on Payment of Quarterly Sewer Bills**  
**(Adopted February 16, 2022)**

The Herkimer County Sewer District (“HCSD”) provides Wastewater Management to the residents of the Towns of German Flatts and Frankfort and the Villages of Ilion, Mohawk and Frankfort. The following represents guidance established for sewer billing and payment.

**BILLING:**

Sewer bills are generated on a quarterly basis by HCSD, mailed to the property owner’s address on or about the last business day of January, April, July and October.

Payment is due within thirty days of that billing date.

HCSD does accept partial payments. If a partial payment results in a balance due and the balance due is not remitted by the bill due date, HCSD will assess a standard late fee. Overpayments received will be credited to the property owner’s account.

Sewer rates are set by the Herkimer County Sewer District Board (the “Board”) and adjusted from time to time. For more information on the current sewer rates, please contact HCSD at 315-866-6042.

All sewer bills are sent to property owners. HCSD cannot send bills to tenants.

If the property has been sold, please contact the municipal water department in the municipality where your property is located immediately. It is the buyer’s responsibility to notify their water department of any ownership changes.

**PAYMENT METHODS:**

HCSD is please to offer the following payment methods:

1. In-Person: Cash, personal check, money order paid in person to HCSD at 106 W. Main Street, Mohawk NY 13407. Currently HCSD is open to the public Monday – Friday, 8:00am – 3:30pm. Payment by credit/debit card is available in person (processing fees apply)  
Payments are also accepted at Adirondack Bank in Mohawk & Ilion and M&T Bank in Frankfort.
2. By Mail: Personal check or money order mailed to Herkimer County Sewer District, 106 W. Main Street, Mohawk, NY 13407. **Please do not mail cash payments.**
3. Drop Box: Personal check or money order dropped into the Drop Box located at the end of the driveway to the Herkimer County Sewer District, 106 W. Main Street, Mohawk, NY 13407.  
**Please do not leave cash in the Drop Box.**
4. Online: Visit <https://allpaid.com/payments#/plc-search/plc-details/a0010i> (processing fees apply)
5. Bank Bill Pay Option: set up through customer’s bank or other financial institution – request that bank remit payments to Herkimer County Sewer District, 106 W. Main Street, Mohawk, NY 13407. (Bank fees may apply)

HCSD does not accept payments by telephone.

**LATE PAYMENT FEES and RELEVY:**

Payments received after the billing due date are assessed a late payment fee of 5%.

Sewer charges that are not paid on or before the last business day in October are relevied to Herkimer County and appear on the real property tax bills issued the following January. Customers may see additional fees associated with such relevy.

**RETURNED CHECK POLICY :**

HCSD is pleased to allow customers to pay using personal check. Payment by personal check is a privilege and not a right.

If a check is returned for any reason, a returned check fee of \$25.00 will be immediately added to that customer's billing. Further, HCSD will suspend that customer's privilege to pay by personal check indefinitely. That customer must remit all future payments utilizing an alternative and acceptable payment method as set forth herein.

The customer's privilege to pay by personal check may be reinstated as follows:

1. Should the customer believe the returned check was not the error of the customer, the customer may request a review of the account by the Board at a regular meeting of that body. The customer should request such a review by contacting HCSD and requesting to be added to the meeting agenda no later than 24 hours before a regular meeting. The customer may present any and all evidence to the Board as to why the privilege should be reinstated. The customer is encouraged to bring evidence that independently substantiates the customer's position. The Board will render a decision by letter to the customer. The decision of the Board will be considered final.
2. Following timely payment by the customer on six (6) consecutive billings of the account, the customer may make written application to have the privilege reinstated by writing a letter to the Board for consideration. The Board will review such letter application at the following regular meeting of the Board. The customer may request to be added to the agenda and may address the Board but that is not required. The Board will render a decision by letter to the customer. The decision of the Board will be considered final.

The Board meets regularly on the third Wednesday of each month (except the months of August and December) at 6:00pm at the HCSD Office, 106 W. Main Street, Mohawk, NY 13407.

**SPECIAL RULES FOR NON-MUNICIPAL WATER USERS:**

HCSD acknowledges that some customers within the Herkimer County Sewer District do not have municipal water accounts but rather have a well system for water supply. As HCSD relies upon the municipal water accounts to determine accurate billing for sewer services, HCSD policy for non-municipal water users requires the customer to complete a Sewer Use Affidavit and file same with HCSD. HCSD relies upon this sworn statement of the number of individuals residing at the property location so that HCSD may accurately bill the property owner.

Failure by the property owner to complete and file a Sewer Use Affidavit will result in the property owner being assessed a usage at the rate of five hundred (500) gallons per day.

**EXCEPTIONAL CIRCUMSTANCES:**

HCSD also acknowledges that certain property owners may have exceptional circumstances that require more individualized attention by the HCSD for accurate billing of sewage use. Should a property owner believe that he/she/it has an exceptional circumstance, that property owner must submit a written request to the HCSD Board for review of the account to engage in discussions to determine an accurate method of billing. The written request must include (but not be limited to) the following information:

1. Property owner name
2. Property address
3. Summary of exceptional circumstances affecting sewage use
4. Proposed plan for accurate billing

All written requests will be reviewed by HCSD Board at a regular meeting of that body. The Board will render a decision by letter to the customer. The decision of the Board will be considered final.