



# WELCOME TO OIL CITY'S UTILITY OFFICE

## **Here are a few important facts about your City utility services**

Your water, sewage, garbage and recycling bill is mailed to you on or about the second business day of each month and is payable within 20 days from mailing as required by City Ordinance. The water meters are read monthly and billed according to the amount of water you use; also the sewage bill is based upon the water usage. The current base charge for water and sewage is \$16.00 per month. You will also be charged an account setup fee of \$20.00 each time a new account is started, which will be billed to you on your first utility bill.

Your utility bill also includes a garbage fee at the current rate of \$9.25 and a recycling fee of \$4.48. Recycling is mandatory for all City residents according to State law. There should be a City recycling container at each residence; however, if yours is missing, they are available at City Hall.

For those customers who are tenants or are purchasing a property by an unrecorded article of agreement, there is a deposit of \$100.00, payable at the time you sign up for service. This deposit is held for a period of no less than 2 years, and may be refunded to you upon request as long as your account has been in good standing. Also, the property owner must give their permission for the utility service to be in your name.

The City offers a convenient and easy way for you to pay your utility bill called Auto Bank Draft. This service is available to you at no additional cost and you need to only sign up to have your payment automatically deducted from your bank account on the due date. Forms are available at the Utility Office in City Hall or by calling (814) 678-3002.

All bills are due and payable within 20 day of the mailing date and are subject to a 10% penalty if paid after 4:30 PM on the due date. Any account that has been delinquent for more than 30 days is subject to termination with a reconnect fee of \$50.00.

All tenant-occupied properties, for which the owner receives the utility bill, will be red tagged prior to termination when said account has been delinquent for more than 30 days. A fee of \$10.00 will be added to the utility bill for each red tag placed on the delinquent property.

For a temporary discontinuance of water service, owners must notify the City in writing at least two weeks in advance of that change in service. A shut off fee of \$20.00 will be charged for the discontinuance and must be paid at the time of the request. A separate turn-on fee of \$20.00 will be charged upon notification to resume service. Upon discontinuance, the garbage and recycling service will also be stopped, however a base charge for both water and sewer will continue to be charged. Total removal of all utility charges to the property can only be obtained if the property owner obtains a demolition permit for the property from the Code Enforcement Office.

**SEE REVERSE SIDE FOR MORE INFORMATION**

All Commercial and Residential Customers are required to recycle per Pennsylvania State Act 101, failure to comply could result in prosecution.

All garbage and recycling services are curbside only and must be placed within 3 feet of the curb. Backyard garbage service is available through the City's refuse contractor Veolia Environmental Services by calling 1-800-749-4167; however, there is an extra fee charged for this backyard service.

All garbage and recycling is to be placed out for collection after 6:00 PM the night before the scheduled pickup. Cans are to be removed from the curbside the same day after collection has been completed. Garbage and Recycling services are delayed by a day when any of the following Holidays fall on a weekday (New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day).

Residents are permitted 2 garbage receptacles weekly that can be no larger than 45 gallons and a maximum weight of 75lbs when full. Please limit larger trash items to 1 per week. Also, wood and tree limbs cannot exceed 48 inches in length and must be bundled or tied. All loose garbage and trash must be containerized in some manner and placed on or near the curb line. City residents are prohibited from placing leaves out for garbage collection. The City currently offers leaf collection services through out the late fall and early winter season.

The following items may be placed in the recycling container: glass (clear and colored), tin, aluminum, steel and bi-metal cans (removed ends of cans must be placed in the trash), plastics (marked #1-12 and "PETE" and/or "HDPE"), and newsprint (no colored or glossy sections) placed in a plastic bag on top of the recycling can. Recycling materials must be rinsed clean and labels do not need to be removed. Only recycling materials are collected from the City's recycling container, they may not be used as a garbage receptacle. Do not place broken glass, light bulbs, ceramics, crystal, drinking glasses, heat resistant ovenware or clay flowerpots in the recycling materials.

There are some items that will not be picked up by the refuse collectors such as car parts (mufflers and two tires per month are permitted), items containing freon (air conditioners and refrigerators), broken concrete and other refuse from repairs, alterations and new construction of buildings and sidewalks.

Any questions on your utility services may be directed to the City Utility Office at (814) 678-3002.

*IF WE CAN BE OF ANY ASSISTANT TO YOU PLEASE DON'T HESISTATE TO ASK*

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