



Village of Sugar Grove

Board of Public Affairs
101 Bridge Street, PO Box 7
Sugar Grove, OH 43155



Phone: 740-746-8406 **Fax:** 740-746-9190 **E-mail:** clerk@sugar-grove.com

General Schedule of Water Meter Readings

(Water, Sewer, Sanitation & Other BPA Services billed Quarterly)

Meter Reading Dates	Bills Mailed to Residents	Bill Due Dates	1st Penalty issued on Late Payments (10%)	2nd Penalty issued on Late Payments (10%)	Red Tags Issued for Water Disconnection	Water Disconnection on Unpaid Bill
March-15	April 1 or 2	April-15	April 16	April 20	April 25	May 1
June-15	July 1 or 2	July-15	July 16	July 20	July 25	August 1
September-15	Oct 1 or 2	October-15	October 16	October 20	October 25	November 1
December-15	Jan 2 or 3	January-15	January 16	January 20	January 25	February 1

Note: Dates may vary depending on whether dates fall on a Saturday or Sunday or if any unforeseen water event occurs.

General Billing & Payment Guidelines

1. Residents may make monthly payments for utilities prior to the due date. The account will be credited for any payments made towards the bill prior to the mailing date.
2. A bill must be paid in full by the due date. If there is an unpaid balance after the due date, the 1st penalty of 10% will be charged to the account. If there is any remaining balance at the time of the 2nd penalty, an additional 10% penalty will be charged.
3. Any request to waive penalties will require a written request by the resident to BPA. If approved by a 2/3 vote, the BPA will notify the Fiscal Officer to adjust penalties.
4. Residents may qualify for a payment plan prior to the Red Tag being distributed. Requests for a payment plan must be submitted in writing to the Fiscal Officer and approved. Once the Red Tag is distributed, full payment is due (no post-dated checks accepted) by the date specified in order to keep water service connected.
5. If a resident claims not to have received his or her water bill according to the general schedule above, he or she must notify the Fiscal Officer prior to the due dates listed. Failure to receive a water bill does not mean that a bill is not owed.

Billing Contact Information: Village Fiscal Officer (clerk@sugar-grove.com) or call and leave message at 740-746-8406

Water Contact Information: Village Maintenance Supervisor (maintenance@sugar-grove.com) or call and leave message at 740-746-8406