



**OFFICE OF THE  
CLERK-TREASURER**

**Michael W. Griffin**  
Clerk-Treasurer

**Kathryn A. Minchuk**  
Deputy Clerk-Treasurer

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Public Works Director  
Utilities Superintendent

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46322-2089

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**TOWN COUNCIL**

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**Mark A. Herak**  
Ward Two

**Dan Vassar**  
Ward Three

**Steven Wagner**  
Ward Four

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Dear Resident,

You are receiving this communication because you've had an ongoing outstanding balance within the past six months on your utility account.

Beginning Jan. 1, a change in the town's utility law will make that delinquency more costly.

We are making a final appeal on your behalf: Please pay the total balance owed and have it postmarked by Dec. 31 or speak with one of our Utility Clerks regarding a pay-down agreement before 12:30 p.m. Dec. 29. Either action will delay the new rules from being imposed on 2017 past-due balances.

After December 31, instead of 3 percent plus the agreed upon pay-down on outstanding balances, utility customers will pay \$10 per month plus 1 percent plus the agreed upon pay-down balance.

In addition to a new fee schedule, law changes provide that anyone with a combined sewer/water/storm/trash delinquent balance of more than \$80 receive a shut-off notice in the same envelope as the new bill.

Both balances will be due at the same time. Left unpaid, customers will be subject to a shut-off order, subject to the new due process rules and regulations.

Please let me know if I, or the Utility Billing Bureau of the Office of the Clerk-Treasurer, may be of further assistance.

I may be reached at (219) 838-1080. Members of the Utility Clerk staff may be reached directly at (219) 972-7589.

Sincerely,

*Michael*

**MICHAEL W. GRIFFIN**  
Highland Clerk-Treasurer