



## **NOTIFICATION TO MUNICIPALITIES OF DELINQUENT TIPPING FEES POLICY AND PROCEDURE**

### **BOARD OF DIRECTORS POLICY AND PROCEDURE No. BOD 036**

#### **1. POLICY**

It is the policy of the Connecticut Resources Recovery Authority (CRRA) to meet CRRA's statutory obligation as defined under Connecticut General Statutes Section 22a-220c(c) to notify municipalities where a collector of solid waste (the "Collectors") is delinquent in paying its tipping fees for a period of three consecutive months to a resource recovery facility or solid waste facility.

#### **2. PROCEDURE**

The following procedure is applicable to only those Collectors who are delinquent in paying its tipping fees for a period of three consecutive months to the Authority.

#### **3. GUIDELINES**

##### **3.1 Collector Notice**

CRRA shall issue Collectors a notice of its statutory obligation as defined under Connecticut General Statutes Section 22a-220c(c) to all commercial haulers of record using CRRA's resources recovery facilities as of March 1, 2004. Such notice shall advise the Collectors of the effective date of this statutory obligation. Any new Collector delivering to any of CRRA's resource recovery facilities will receive a copy of the notice as part of the registration process. All notices will be generated by the CRRA Billing Department.

##### **3.2 Payment Tracking**

In conjunction with the billing process, a review of the monthly project accounts receivable aging report will be performed to determine if any Collector is delinquent in paying its tipping fees. When any such Collector has failed to pay its tipping fees

for two consecutive months, a note indicating such delinquency will be documented on the accounts receivable aging report. A copy of the accounts receivable aging report will be kept in the CRRA Billing Department. If a Collector fails to pay its tipping fees for three consecutive months, CRRA is required to notify the municipally(s) that the Collector services as defined in paragraph 3. This action does not preclude taking action against the hauler as part of the normal close out procedure process.

### **3.3 Notification**

If a Collector is delinquent for three consecutive months, a note indicating such delinquency will be documented on the accounts receivable aging report. The Billing Department will then issue the Letter Notice, as approved by the CRRA Legal Department, to the effected municipalities and the Collector. Copies of the letter will be forwarded to CRRA's Legal Department, Chief Financial Officer, Controller, and Director of Operations. Such notice will continue until the Collector tipping fees are paid.

---

Prepared by: Robert Constable, Controller

P&P No.: BOD 036

Approved by: Board of Directors

Effective Date: July 22, 2004