



**Town of Micro**  
**Board of Commissioners Meeting AGENDA**  
**Tuesday –January 6, 2026**  
**7:00 p.m.**  
**Micro Town Hall**

PLEASE NOTE DATE CHANGE OF REGULAR MEETING SCHEDULE FROM THE SECOND TUESDAY TO THE FIRST  
TUESDAY FOR THE MONTH OF JANUARY 2026.

**1. CALL TO ORDER**

- Call to Order
- Pledge of Allegiance
- Invocation

**2. PUBLIC COMMENT**

**3. ADJUSTMENT/ADOPTION OF THE AGENDA**

- a. Adjustments to the Agenda
- b. Adoption of the Agenda

**POTENTIAL ACTION:**

Adoption of Agenda

**4. CONSENT AGENDA**

*(Items on the consent agenda are considered routine in nature or have been thoroughly discussed at previous meetings. Any member of the Board may request to have an item removed from the consent agenda for further discussion.)*

- a. Draft Minutes
  - *December 17, 2025 – Special Meeting*

**POTENTIAL ACTION:**

Adoption of Consent Agenda as Presented

**5. SPECIAL PRESENTATION/INTRODUCTIONS**

**6. FINANCIAL & WATER SEWER REPORT**

- a. Billing Adjustment Report  
*Presenter: Christy Thomas, Finance Officer*
  - *December 2025 Report*
- b. Monthly Financial Report Update  
*Presenter: Christy Thomas, Finance Officer*
  - *December 2025 Report*
- c. Water Sewer Report  
*Presenter: Jason Banks, Public Works Director*

**7. PLANNING BOARD REPORT**

- a. Planning Board Report  
*Presenter: Planning Board Representative*

**POTENTIAL ACTION:**

There is no report as no meeting was held in December

## 8. OLD BUSINESS

## 9. PUBLIC HEARINGS

## 10. NEW BUSINESS

- a. Ordinance – Amending Fees & Charges
- *Fees & Charges RED LINE Version*
  - *Version with Accepted Changes*
  - *Ordinance*

**POTENTIAL ACTION:** Adoption of Ordinance # 2026-01-01

- b. Fats, Oil and Grease (FOG) Ordinance & Grease Trap Ordinance Discussion  
*Presenter:* Jason Banks, Public Works Director

**POTENTIAL ACTION:** Direct Staff to Proceed

- c. Resolution – Adopting Updated Language in Utility Billing Document  
*Presenter:* Kimberly A. Moffett, Town Clerk
- *Utility Billing Document RED LINE Version*
  - *Version with Accepted Changes*
  - *Resolution*

**POTENTIAL ACTION:** Adoption of Resolution #2026-01

- d. Discussion Regarding Options for Utility Billing Clerk  
*Presenter:* Marty Parnell, Mayor

**POTENTIAL ACTION:** None – Discussion Only

- e. Planning Board / Board of Adjustment Potential Appointments  
*Presenter:* Kimberly Moffett, Town Clerk
- *Gary Wheeler – ETJ – Term Expiration 2/2029*
  - *Chad Holloman – ETJ – Term Expiration 2/2029*

**POTENTIAL ACTION:** Appointments to Planning Board/BOA

## 11. COMMISSIONER REPORTS

- a. Special Events Report  
*Presenter:* Katy Garcia, Commissioner

**POTENTIAL ACTION:** None - Informational Only

## 12. CLOSED SESSION

## 13. ADJOURNMENT

- a. Adjourn the Meeting

**POTENTIAL ACTION:** Motion to Adjourn



**Town of Micro**  
**Board of Commissioners SPECIAL Meeting MINUTES**  
**Wednesday – December 17, 2025**  
**5:00 p.m.**  
**Micro Town Hall**

**Officials Present:**

Marty Parnell, Mayor  
Tim Earp, Mayor Pro Tem  
Katy Garcia, Commissioner  
Kevin Worley, Commissioner- *Arrived at 5:43 p.m.*

**Others Present:**

Kimberly Moffett, Town Clerk

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**1. CALL TO ORDER**

- Call to Order
- Pledge of Allegiance
- Invocation

Mayor Parnell called the meeting to order at 5:38 p.m. He led everyone in the Pledge of Allegiance as well as offering the Invocation.

**2. PUBLIC COMMENT**

**3. ADJUSTMENT/ADOPTION OF THE AGENDA**

- a. Adjustments to the Agenda

There were no adjustments to the agenda.

- b. Adoption of the Agenda

**ACTION:**

Adoption of Agenda as Presented

Motion:

Mayor Pro Tem Earp

Second:

Commissioner Garcia

Vote:

Unanimous

**4. NEW BUSINESS**

- a. Resolution – Bank Signatories – Deputy Finance Officers

*Presenter:* Kimberly A. Moffett, Town Clerk

Ms. Moffett stated this Resolution would appoint Mayor Pro Tem Earp as an official signatory on bank accounts and name him as a Deputy Finance Officer.

**ACTION:**

Adoption of Resolution #2025- 32

Motion:

Commissioner Garcia

Second:

Mayor Pro Tem Earp

Vote:

Unanimous

- b. 2025 Audit Contract  
Presenter: Kimberly A. Moffett, Town Clerk

Ms. Moffett stated the LGC changed has recently changed due dates for audits from October 15 to the end of December. With this change, if we can get the contract signed and returned to the auditor it is possible our audit will not be considered late.

**ACTION:** Authorize Mayor to Execute Contract

Motion: Mayor Pro Tem Earp  
Second: Commissioner Garcia  
Vote: Unanimous

- c. Draft Minutes – December 9, 2025  
Presenter: Kimberly A. Moffett, Town Clerk

**ACTION:** Adoption of December 9, 2025 Minutes

Motion: Commissioner Garcia  
Second: Mayor Pro Tem Earp  
Vote: Unanimous

## 5. **ADJOURNMENT**

- a. Adjourn the Meeting

With there being nothing further, the meeting was adjourned at 5:47 p.m.

**ACTION:** Motion to Adjourn

Motion: Mayor Pro Tem Earp  
Second: Commissioner Garcia  
Vote: Unanimous

Duly adopted this the 13<sup>th</sup> day of January, 2026 while in regular session.

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Marty Parnell  
Mayor

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Kimberly A. Moffett, CMC, NCCMC  
Town Clerk



# TOWN OF MICRO

## COMPREHENSIVE LIST OF FEES & CHARGES

EFFECTIVE DATE ~~DECEMBER 9, 2025~~ JANUARY 6,

### Administration – Water/Sewer/Trash Account Set Up & Late Fees

Water Deposit – Renter	\$175.00
Water Deposit – Owner	\$100.00
New Customer Account - Administrative Fee	\$75.00
Trash Pick Up	\$23.50
Extra Trash Can	\$11.75
Extra Recycling Can	\$6.40
Late Fee	\$50.00
Non Payment Fee	\$50.00
Weekday <b>After Hours</b> Reconnection Fee (after 4:30 p.m.)	\$125.00

### Administration - Miscellaneous

Copies (8.5"x11")	
Black & White	\$0.25 per page
Color	\$1.00 per page
Fax	\$3.00
Notary Fee	\$10.00 per signature NCGS
Nonsufficient Funds Check Fee	\$35.00

### Water/Sewer Rates

#### Residential Water – In Town

Base (up to 2,000 gallons)	\$ 31.52
2,001 to 5,000 gallons	0.00398
5,001 to 7,501 gallons	0.00821
7,501 gallons and higher	0.01117

#### Commercial Water Rates - In Town

Base (up to 2,000 gallons)	\$ 32.87
2,001 to 5,000 gallons	0.00896
5,001 to 7,501 gallons	0.0134
7,501 gallons and higher	0.01642

#### Institutional Water Rates - In Town

Base (up to 2,000 gallons)	\$ 32.87
2,001 to 5,000 gallons	0.00896
5,001 to 7,501 gallons	0.0134
7,501 gallons and higher	0.01642

#### Residential Water Rates - Out of Town

Base	\$ 51.46
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TOWN OF MICRO

COMPREHENSIVE LIST OF FEES & CHARGES

EFFECTIVE DATE ~~DECEMBER 9, 2025~~ JANUARY 6,

All Consumption	0.00796
<b>Commercial Water Rates - Out of Town</b>	
Base	\$ 53.58
All Consumption	0.01792
<b>Institutional Water Rates - Out of Town</b>	
Base	\$ 53.58
All Consumption	0.01792
<b>Water Rate County Line</b>	
Base	\$ 51.46
All Consumption	0.010973
<b>Residential Sewer Rates - In Town SRIN</b>	
Base	\$ 26.87
All Consumption	0.01317
<b>Commercial Sewer Rates - In Town SCIN</b>	
Base	\$ 29.22
All Consumption	0.01437
<b>Institutional Sewer Rates - In Town SIIN</b>	
Base	\$ 29.22
All Consumption	0.01437
<b>Sewer Flat Rate - In Town</b>	
Monthly Fee	\$ 46.49
<b>Residential Sewer Rates - Out of Town</b>	
Base	\$ 53.73
All Consumption	0.02633
<b>Commercial Sewer Rates - Out of Town</b>	
Base	\$ 58.45
All Consumption	0.02873
<b>Institutional Sewer Rates - Out of Town</b>	
Base	\$ 58.45
All Consumption	0.02873
<b>Sewer Flat Rate - Out of Town</b>	



TOWN OF MICRO

COMPREHENSIVE LIST OF FEES & CHARGES

EFFECTIVE DATE ~~DECEMBER 9, 2025~~ JANUARY 6,

Monthly Fee	\$ 92.98
<b><i>Sewer Flat Rate -5PPL</i></b>	

Monthly Fee	\$ 107.06
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### Permit/Application Fees

Decks, Storage Buildings Permit	\$30.00
Duplex Permit	\$150.00
Commercial Permit	\$400.00
Signage Permit	\$50.00
Mobile Food Vendor/Food Truck	\$25.00 – Single Use – Good for 7 Days \$100.00 – Long Term – Good for up to 90 days
Fence Permit	\$30.00
Rezoning Application	\$275.00 PLUS Following based on acreage as listed below: Up to 2 acres - \$25.00 2.1 – 4 acres - \$50.00 4.1 – 7 acres - \$75.00 7.1 – 12 acres - \$100.00 12 acres and above - \$200 PLUS \$25.00 per acre over 12
Special Use Permit Application	\$250.00 PLUS any required Rezoning / Zoning Fees
Major & Minor Subdivision Application(s)	Major - \$200.00 PLUS \$10.00 per lot Minor - \$150.00
Peddler/Solicitor Permit	\$25.00/monthly vendor permit PLUS Zoning Permit Fee of \$25.00 for homeowner
Zoning Verification Letter	\$75.00



TOWN OF MICRO

COMPREHENSIVE LIST OF FEES & CHARGES

EFFECTIVE DATE ~~DECEMBER 9, 2025~~ JANUARY 6,

Annexation Application	\$175.00 PLUS cost of Newspaper Advertisement as required by NCGS
Recombination/Map Review Signature Fees	\$75.00
Right of Way/Encroachment Application	\$300.00
Variance Application	\$250.00
<b>Tap Fees* lines owned by Town</b>	
<i>Water Tap – Inside &amp; Outside Town Limits:</i>	
<b>ALL TAPS</b> <i>*All tap installations must be inspected by Town of Micro Public Works.</i>	Applicant must hire their own contractor. A preferred list is available from the Town of Micro.*
<i>Sewer Tap Inside &amp; Outside Town Limits:</i>	
<b>ALL TAPS</b> <i>*All tap installations must be inspected by Town of Micro Public Works.</i>	Applicant must hire their own contractor. A preferred list is available from the Town of Micro.*
<i>Water Meter Charges &amp; Tap Installation Inspection Fees</i>	
Meter Charge (In & Out of Town)	<del>\$350.00</del> <u>\$450.00</u>
Inspection Fee – In Town	\$600.00
Inspection Fee – Out of Town	\$1,000.00
<i>Sewer Tap Installation Inspection Fees</i>	
Inspection Fee – In Town	\$600.00
Inspection Fee – Out of Town	\$1,000.00
<b>Bulk Pick-Up Fees</b>	Call for Estimate





# TOWN OF MICRO

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EFFECTIVE DATE ~~DECEMBER 9, 2025~~ JANUARY 6,

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Special Request Pick-Up (Must contact Public Works to arrange pick-up)	\$65.00 for each pick-up <i>*If multiple trips are required there is an additional fee of \$65.00 per trip.</i>
<b>Rental Fees</b>	
Park/Shelter	\$25.00 for 2-hr. increments <i>Example: 2 hours = \$25.00 / 4 hours = \$50.00</i>
<b>Community Building</b>	
<ul style="list-style-type: none"> <li>Monday – Thursday</li> </ul>	\$75.00 per hour with 2 hour minimum* PLUS Refundable Security Deposit of \$150
<ul style="list-style-type: none"> <li>Friday or Sunday</li> </ul>	\$90 per hour with 3 hour minimum* PLUS Refundable Security Deposit of \$150
<ul style="list-style-type: none"> <li>Saturday</li> </ul>	\$100 per hour with 4 hour minimum* PLUS Refundable Security Deposit of \$150  *Includes use of kitchen



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EFFECTIVE DATE JANUARY 6, 2026

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Variance Application	\$250.00
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### Tap Fees\* *lines owned by Town*

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# TOWN OF MICRO

## COMPREHENSIVE LIST OF FEES & CHARGES

EFFECTIVE DATE JANUARY 6, 2026

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**Town of Micro**  
**Ordinance Amending Comprehensive List of Fees & Charges**

Be it hereby adopted by the Board of Commissioners for the Town of Micro, North Carolina that the Schedule of Fees and Charges is hereby amended as follows as indicated on the attached Updated Comprehensive List of Fees & Charges, effective January 6, 2026.

1. Water Meter Charge
  - \$450.00

Duly adopted this 6<sup>th</sup> day of January, 2026 while in regular session.

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Marty Parnell  
Mayor

ATTEST:

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Kimberly A. Moffett, CMC, NCCMC  
Town Clerk

**TOWN OF MICRO**



# **UTILITY BILL PAYMENT POLICY**



### **Billing Dates/Information:**

Utility bills are generated between the 18<sup>th</sup> and 20<sup>th</sup> of each month and mailed at that time. If a customer does not receive a bill, it is the responsibility of the customer to ensure that the bill is paid on time. If the customer does not have the bill by the first of the month, they should contact the office at 919-284-2572. The bills are due on the 15<sup>th</sup> of the month **BEFORE** 5:00 p.m.

**Example:** January bill is generated January 19 and is due the 15<sup>th</sup> of February.

*Failure to receive a bill is not an excuse for non-payment of the bill.*

### **Late Fees:**

A \$50.00 penalty will be added to all accounts that have not been paid as of 5:00 p.m. on the 15<sup>th</sup> of the month. In the event the 15<sup>th</sup> of the month falls on a weekend or holiday, the customer shall have until 5:00p.m. on the next business day to make the payment without penalty.

**Example:** January 15<sup>th</sup> falls on a Saturday, the customer would have until 5:00 p.m. on the following Monday to make the payment.

### **Non-Payment/Disconnection:**

Accounts are subject to disconnect if not paid by the 16<sup>th</sup> of the month. The town will no longer accept partial payments. When paying a bill online, the total amount due should be paid. \*Be sure to include account number (put this in the email line) when paying online.

Disconnections will take place on the 26<sup>th</sup> of the month at 9:00 a.m.

***There will be NO SECOND NOTICE. Any account that is not current on the 26<sup>th</sup> will be disconnected.***

At the time of disconnection, a \$50.00 ~~reconnection~~ **non-payment** fee will be added.

***The total bill must be paid in full before the service can be reconnected.***

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### **Extension and Payment Plans(s):**

The town understands there may be times when paying your bill is difficult and ~~can offer an extension.~~ **Offers two different options to assist – You must contact the administrative offices to arrange for either option.**

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**Extension Plan: An extension plan can assist when you are unable to pay your monthly bill in full. This will allow you to pay your bill by the end of the month it is due.**

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**Example: Bill is due June 15, an extension will allow you to pay your bill in full by June 30.**

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**NOTE: An extension plan WILL NOT waive any late payment or non-payment fees, but rather will stop any disconnection from taking place. This extension can only be granted once every six months. Please contact the office for additional**

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~~information.~~

Payment Plan: A payment plan can assist with an unusual or extraordinary circumstance, for example a leak that causes an unusually high bill. This plan will allow you to enter into an agreement that will spread out payments over an extended period of time. As long as the agreement is maintained, no late fees will be added. However, if the agreement is not maintained, it will be considered null and void and the total bill will be due immediately.

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Returned Payments:

Any check returned for Nonsufficient Funds (NSF) will be charged \$35.00. There will be a 5-day grace period for repayment of the check. \*

Repayment for NSF's must be cash, money order or credit/debit card only and check writing privileges will be restricted for one year.

*\*This does not extend the time for a late fee charge.*

**Reconnection Fees:**

~~1<sup>st</sup> - 3<sup>rd</sup>~~ Reconnection ————— \$ 50.00 per  
~~4<sup>th</sup> - 7<sup>th</sup>~~ Reconnection ————— \$ 75.00 per  
~~8<sup>th</sup> & Above~~ Reconnection ————— \$100.00 per

**Account Set Up Requirements:**

Owners: Proof of ownership

Renters: Lease Agreement OR notarized letter from the landlord

**AND**

Owners & Renters must provide the following at time of application:

- A Valid driver's license OR official ID (passport, official government issued ID)
- Social Security OR TIN

***Note to Landlords:*** Landlords will be considered a co-signer on the account. If a tenant moves from the property and has an outstanding bill, landlords may be held responsible for that bill. As a town, we do our best to collect the bill by applying tenants deposit to their final bill.

**Account Deposits:**

Renters: \$175.00 + Administrative Fee\*  
Owners: \$100.00 + Administrative Fee\*  
Administrative Fee: \$ 50.00 (Both Renters & Owners)

PLEASE NOTE: Most sewer customers of the town will have a septic tank, which the town is responsible for any required pumping. Should you have any sewer issues, please contact the town prior to contacting a plumber. We will be able to inspect the issue and advise of any

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| [necessary next steps.](#)

*Please note that all fees may be updated via the Town of Micro Comprehensive List of Fees & Charges. Staff does its best to ensure that all fees listed in this policy and all applications are current.*

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Account Number \_\_\_\_\_



Town of Micro

*Application for Water & Sewer*

Date: \_\_\_\_\_

Deposit: \_\_\_\_\_

Connect Date: \_\_\_\_\_

Administration Fee: \_\_\_\_\_

Customer Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\*Service Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Driver's License Number & State of Issue: \_\_\_\_\_

Employer's Name: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

Employer's Phone Number: \_\_\_\_\_

Previous Employer: \_\_\_\_\_

Name/Address & Phone Number of a Relative: \_\_\_\_\_

Landlord's Name & Phone Number: \_\_\_\_\_

If I live in the Town of Micro, I am entitled to receive a trash and recycle container. I am required to contact the Town if either container gets damaged. If I or any occupant of my household damages or removes the containers from the property, I will be billed \$75.00 per container. These containers are to be placed curbside the night before scheduled pickup and removed from the curbside within 24 hours of pickup. There will be a fee of \$35.00 charged for any check that is returned for any reason. The Town of Micro participates in the Debt Setoff for any outstanding debts.

*This is to certify that all the above information is true to the best of my knowledge and ability, and I understand that providing false information could result in termination of my services.*

➡ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Additional Information:**

All applicants must have a serviceable address before service will be connected. If a bill is returned to the town as undeliverable, your services will be discontinued without notification.

**Please initial and sign below to acknowledge the following:**

☐

I have read and understand this agreement.

☐

I understand that I will not receive a second notice.

☐

I understand that the bill is due by 5:00 p.m. on the 15<sup>th</sup> of the month.

☐

I understand that if I do not receive a bill by the first of the month, I will call the office for the balance of my bill.

☐

I understand I am responsible for the bill, whether I receive it or not>

☐

I understand that if I put bulk trash out, I may be charged an additional fee for pickup and removal.



\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

*The Federal Government requires us to collect the following demographic information:*

<b><u>Ethnicity:</u></b>	
Hispanic or Latino	(   )
Not Hispanic or Latino	(   )
<b><u>Race:</u></b>	
American Indian/Alaskan Native	(   )
White	(   )
Pacific Islander	(   )
Black or African American	(   )
Asian	(   )
Other	(   )
<b><u>Gender:</u></b>	
Female	(   )
Male	(   )

# TOWN OF MICRO



# UTILITY BILL PAYMENT POLICY



### **Billing Dates/Information:**

Utility bills are generated between the 18<sup>th</sup> and 20<sup>th</sup> of each month and mailed at that time. If a customer does not receive a bill, it is the responsibility of the customer to ensure that the bill is paid on time. If the customer does not have the bill by the first of the month, they should contact the office at 919-284-2572. The bills are due on the 15<sup>th</sup> of the month **BEFORE 5:00 p.m.**

**Example:** January bill is generated January 19 and is due on the 15<sup>th</sup> of February.

*Failure to receive a bill is not an excuse for non-payment of the bill.*

### **Late Fees:**

A \$50.00 penalty will be added to all accounts that have not been paid as of 5:00 p.m. on the 15<sup>th</sup> of the month. In the event the 15<sup>th</sup> of the month falls on a weekend or holiday, the customer shall have until 5:00p.m. on the next business day to make the payment without penalty.

**Example:** January 15<sup>th</sup> falls on a Saturday; the customer would have until 5:00 p.m. on the following Monday to make the payment.

### **Non-Payment/Disconnection:**

Accounts are subject to disconnect if not paid by the 16<sup>th</sup> of the month. The town will no longer accept partial payments. When paying a bill online, the total amount due should be paid. \*Be sure to include account number (put this in the email line) when paying online.

Disconnections will take place on the 26<sup>th</sup> of the month at 9:00 a.m.

***There will be NO SECOND NOTICE. Any account that is not current on the 26<sup>th</sup> will be disconnected.***

At the time of disconnection, a \$50.00non-payment fee will be added.

***The total bill must be paid in full before the service can be reconnected.***

### **Extension and Payment Plans(s):**

The town understands there may be times when paying your bill is difficult and offers two different options to assist. **You must contact the administrative offices to arrange for either option.**

*Extension Plan:* An extension plan can assist when you are unable to pay your monthly bill in full. This will allow you to pay your bill by the end of the month it is due.

*Example:* Bill is due June 15; an extension will allow you to pay your bill in full by June 30. **NOTE: An extension plan WILL NOT waive any late payment or non-payment fees but rather will stop any disconnection from taking place.**

**Payment Plan:** A payment plan can assist with an unusual or extraordinary circumstance, for example a leak that causes an unusually high bill. This plan will allow you to enter into an agreement that will spread payments over an extended period. If the agreement is maintained, no late fees will be added. However, if the agreement is not maintained, it will be considered null and void and the total bill will be due immediately. Returned Payments:

Any check returned for Nonsufficient Funds (NSF) will be charged \$35.00. There will be a 5-day grace period for repayment of the check. \*

Repayment for NSF's must be cash, money order or credit/debit card only and check writing privileges will be restricted for one year.

*\*This does not extend the time for a late fee charge.*

### **Account Set Up Requirements:**

**Owners:** Proof of ownership

**Renters:** Lease Agreement OR notarized letter from the landlord

**AND**

Owners & Renters must provide the following at time of application:

- A Valid driver's license OR official ID (passport, official government issued ID)
- Social Security OR TIN

***Note to Landlords:*** Landlords will be considered a co-signer on the account. If a tenant moves from the property and has an outstanding bill, landlords may be held responsible for that bill. As a town, we do our best to collect the bill by applying tenants deposit to their final bill.

### **Account Deposits:**

Renters: \$175.00 + Administrative Fee\*

Owners: \$100.00 + Administrative Fee\*

Administrative Fee: \$ 50.00 (Both Renters & Owners)

### **Sewer Information:**

Most sewer customers of the town will have a septic tank, which means the town is responsible for any required pumping. Should you have any sewer issues, please contact the town prior to contacting a plumber. We will be able to inspect the issue and advise of any necessary next steps.

*Please note that all fees may be updated via the Town of Micro Comprehensive List of Fees & Charges. Staff do their best to ensure that all fees listed in this policy and all applications are current.*

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Account Number \_\_\_\_\_



## Town of Micro

### *Application for Water & Sewer*

Date: \_\_\_\_\_

Deposit: \_\_\_\_\_

Connect Date: \_\_\_\_\_

Administration Fee: \_\_\_\_\_

Customer Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\*Service Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Driver's License Number & State of Issue: \_\_\_\_\_

Employer's Name: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

Employer's Phone Number: \_\_\_\_\_

Previous Employer: \_\_\_\_\_

Name/Address & Phone Number of a Relative: \_\_\_\_\_

Landlord's Name & Phone Number: \_\_\_\_\_

If I live in the Town of Micro, I am entitled to receive both trash and recycling containers. I am required to contact the Town if either container gets damaged. If I or any occupant of my household damages or removes the containers from the property, I will be billed \$75.00 per container. These containers are to be placed curbside the night before scheduled pickup and removed from the curbside within 24 hours of pickup. There will be a fee of \$35.00 charged for any check that is returned for any reason. The Town of Micro participates in the Debt Setoff for any outstanding debts.

*This is to certify that all the above information is true to the best of my knowledge and ability, and I understand that providing false information could result in termination of my services.*



Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Additional Information:**

All applicants must have a serviceable address before service is connected. If a bill is returned to the town as undeliverable, your services will be discontinued without notification.

**Please initial and sign below to acknowledge the following:**☐

I have read and understand this agreement.

☐

I understand that I will not receive a second notice.

☐

I understand that the bill is due by 5:00 p.m. on the 15<sup>th</sup> of the month.

☐

I understand that if I do not receive a bill by the first of the month, I will call the office for the balance of my bill.

☐

I understand I am responsible for the bill, whether I receive it or not>

☐

I understand that if I put bulk trash out, I may be charged an additional fee for pickup and removal.



\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

*The Federal Government requires us to collect the following demographic information:*

<b><u>Ethnicity:</u></b>	
Hispanic or Latino	(   )
Not Hispanic or Latino	(   )
<b><u>Race:</u></b>	
American Indian/Alaskan Native	(   )
White	(   )
Pacific Islander	(   )
Black or African American	(   )
Asian	(   )
Other	(   )
<b><u>Gender:</u></b>	
Female	(   )
Male	(   )

**TOWN OF MICRO  
UTILITY BILLING POLICY AMENDMENT**

**WHEREAS**, it is the recommendation and desire of the Town of Micro Board of Commissioners that an amendment be made to Utility Billing Policy; and

**WHEREAS**, having a policy in place related to Utility Billing that outlines procedures is the best practice in local governments; and

**WHEREAS**, this amendment to the policy includes amending “disconnection fee” to “non-payment fee” as well as adding language related to town sewer pumping.

**NOW THEREFORE**, this Utility Billing Policy amendment will become effective immediately upon adoption this 6<sup>th</sup> day of January, 2026 while in regular session.

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Marty Parnell  
Mayor

ATTEST:

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Kimberly A. Moffett, CMC, NCCMC  
Town Clerk