

PROCEDURES FOR REVIEW/APPEAL OF DECISIONS
FOR THE RUBBISH FEE AMENSTY PROGRAM UNDER
LOCAL AGENCY APPEAL RIGHTS

The Director of the Department of Accounts and Finance has adopted the following procedures pursuant to the authority conferred by City Council by Resolution of May 27, 2009 for the purpose of reviewing and determining challenges to delinquency notices for rubbish fees assessed prior to 2009. It is the purpose of the procedures that final determinations will be made in an equitable and efficient manner.

I. Review and administrative agency appeal process.

- A. Any resident who wishes to challenge the delinquency notice for rubbish collection fees prior to 2009 shall complete the form entitled REQUEST FORM TO REVIEW DELINQUENT RUBBISH FEES that was provided with the original notice of delinquency or available in the Office of the City Treasurer. The Review request must be made on or before November 13, 2009 as stated in the Resolution of August 12, 2009, in order for the amnesty program to apply and penalties and interest waived on delinquent accounts.
- B. All Reviews shall be filed with the Office of the City Treasurer at City Hall, 1 Fourth Street, Chester, PA 19013-4400.
- C. A final decision by the City Treasurer will be made on the challenge within 30 days after it is submitted unless additional information is necessary and requested from the resident in order to make such a determination. Once the resident has supplied the additional information, a final decision by the City Treasurer will be made within 30 days of the date such information was received.
- D. If the resident is not satisfied by the decision of the City Treasurer, they may request a review of this decision by the Director of the Department of Accounts and Finance. This request must be made in writing and submitted to the Director of the Department of Accounts and Finance, 1 Fourth Street, Chester, PA, 19013-4400, within ten (10) days of receipt by the resident of the decision of the City Treasurer. A final decision by the Director will be made within thirty (30) days of receipt of the request for review.
- E. The appeal process set forth in Ordinance 925.021 remains in effect and may be utilized by residents to the extent they have requested a ruling or decision under the provisions of the Ordinance for assessments for the current year or hereafter and the administrative appeal period for delinquencies hereinafter is, as is stated in the Ordinance 925.021 and which is within twenty (20) days for the final decision.

II. Appeal Process from the Final Determination of the local administrative agency, the City of Chester.

For decisions made by the Director of the Department of Accounts and Finance upon reviews sought for delinquent rubbish assessments, within thirty (30) days of the mailing date of the determination the resident may appeal the determination to the Court of Common Pleas of Delaware County. All parties must be served with notice of the appeal.