

**MUNICIPAL REVIEW COMMITTEE, INC.
DUES COLLECTION POLICY**

Version 1.0 dated July 27, 2005

- 1.0 Context.** The Municipal Review Committee, Inc. (the MRC) collects dues from the Charter Municipalities in order to provide funds for its ongoing activities. Dues are invoiced quarterly in arrears on the basis of the sum of: (a) the product of 50 percent of the dollar-per-ton rate determined by vote of the MRC Board of Directors and the actual tons of waste delivered to the PERC Facility for the account of each Charter Municipality in the prior calendar quarter; and (b) the product of 50 percent of the dollar-per-ton rate determined by vote of the MRC Board of Directors and one-fourth of effective Charter Municipality GAT. Thus, invoices for quarterly dues payments are sent to the membership on or about the 15th of January, April, July and October of each year. Payments of quarterly dues are expected to be received by the MRC within 30 days of receipt of the invoice; that is, by the 15th of February, May, August and November of each year.

The MRC has maintained a recommended protocol for monitoring and collecting overdue quarterly payments of dues from its members. The protocol was first established on January 29, 2003, and amended on April 28, 2005, by votes of the MRC Board of Directors.

- 2.0 Protocol.** The MRC staff is hereby directed to follow the following protocol for monitoring and collecting payments of quarterly dues from the Charter Municipalities.

1. The MRC staff shall monitor the status of payments of quarterly dues by all Charter Municipalities. Payments that have not been received within 30 days of invoicing shall be deemed past due.
2. Upon noting that an invoice for a quarterly dues payment is past due, the MRC staff shall contact the appropriate representative of the Charter Municipality to confirm the status of payment and, as appropriate, to discuss an agreeable payment plan. The MRC staff shall have discretion to allow payment to be deferred for up to 90 days from the date of the original invoice (that is, to the date of the issuance of the next invoice).
3. Should an invoice be unpaid for more than 90 days from the date of the invoice, the MRC staff shall (a) show the invoice for dues for the prior quarter as unpaid with the invoice for dues for the current quarter; and (b) issue a letter to the Charter Municipality stating that, if payment is not received by the end of the current calendar month (January, April, July or October), then the next Cash Distribution payment to such Charter Municipality will be withheld by the MRC until the outstanding and current payments are received.
4. The status of all dues payments, along with a list of Charter Municipalities that are under payment plans per Item (2) above or that were sent letters per Item (3)b) above, and the responses of each, shall be presented to the MRC

Board of Directors in advance of each quarterly meeting (January, April, July or October) for appropriate action.

5. If the written request does not resolve the matter, then the matter shall be referred to the MRC Board of Directors for action, with notice provided to the Municipal Officers of the non-paying Charter Municipality. The notice shall state a range of possible actions, including expulsion, and shall state that the member shall have an opportunity to be heard.

3.0 Amendment. This policy may be amended by the MRC Board of Directors.

Approved by a voted decision of the Board of Directors at a regular meeting held on July 27, 2005.