

JEFFERSON TOWNSHIP SEWER AUTHORITY

487 Cortez Road, Jefferson Township, PA 18436
Phone: (570) 689-9522 Fax: (570) 689-7661
Email: Jtsauthority@outlook.com

An Equal Opportunity Provider and Employer

Board Members

Barbara Mehne, Chairperson
Adeline Rocco, Board Member
Jason Hollister, Board Member
Matthew White, Board Member
Dave Opalka, Board Member
Atty. Anthony Magnotta, Solicitor

DECEMBER 2025

Dear customer,

To help manage costs, we will only provide coupon books to customers who request them. If you would like to receive a coupon book, you can visit our office during the following hours:

- Monday through Wednesday: 8:00 AM to 4:00 PM
- Thursday: 8:00 AM to 2:00 PM

Payment details

- Monthly payments for 2026 are set at \$95.00 per month, due by the 1st of each month.
- A \$20 late fee will be applied on the 16th of each month if payment is not **received in our office** by the 15th, regardless of weekends or holidays.
- The Jefferson Township Sewer Authority is not responsible for mail delays. A postmark does not guarantee timely receipt; payments must physically arrive in our office by the due date to avoid late fees.

Payment options

We offer several convenient ways to make your payments:

1. Mail: Send your payment to our office.
2. In person: During normal business hours, we accept cash, check, money order, or credit/debit cards. *(Credit/debit card payments are subject to a 3% convenience fee)*
3. Drop box: Use the secure drop box located at the elevator entrance of the municipal building.
4. Online payment portal: Pay online at <https://jefftwp.secure.munibilling.com>. To register, you will need your account number and access code. Both are listed on your statement. *(Credit/debit cards incur a 3% fee; e-checks incur a \$1.00 fee)*
5. Bank bill Pay: Set up payments directly through your bank.

Note: Please include your account number on all checks to ensure accurate processing.
Returned checks and e-checks will incur a \$25.00 return fee.

Important autopay notice: If you were previously enrolled in autopay and did not update your payment information before December 1st, your December payment did not process. Please make a manual payment for December and re-enroll in autopay to ensure future payments are processed.

Your December statement may not reflect your most recent payment. Thank you for your prompt attention to these details. If you have any questions, please don't hesitate to contact our office during regular business hours.

Sincerely,

Jefferson Township Sewer Authority