



## New Resident Information

**Welcome to the Village of Edwardsburg!** We are thrilled that you have chosen to call Edwardsburg home.

The Edwardsburg Village Hall is located at 26296 Main Street. It encompasses all our departments (Administration, Public Safety, and Public Works) and is open to the public Monday-Friday 8am-4pm. Our police department always has at least one officer on duty. Our department of public works responds to water emergencies 24/7.

**Admin Phone:** 269-663-8484    **Website:** [www.villageofedwardsburg.org](http://www.villageofedwardsburg.org)

**Police Phone:** 269-663-8444    **Dispatch & After-Hours Water/Sewer Emergency Phone:** 269-445-1560

### Village Staff

Paula S. Ralph – Clerk: [voe\\_clerk@comcast.net](mailto:voe_clerk@comcast.net)

Sarah Overgaard – Treasurer & Utility Billing: [voe\\_utility@comcast.net](mailto:voe_utility@comcast.net)

Rich Low – Public Works Superintendent: [voe\\_water@comcast.net](mailto:voe_water@comcast.net)

Doug Westrick – Chief of Police: [dougw@edwardsburg.net](mailto:dougw@edwardsburg.net)

### Village Provided Utility Services

- Paying your utility bill
  - Pay at the Village Hall
    - Cash, check, and card accepted. Card payments have a 3% processing fee from the card processing company. We do accept card payments over the phone.
    - There is a drop slot in the front door of the Village Hall which is accessible 24/7.
  - Mail
    - You can mail a check or money order to the Village at PO Box 596, Edwardsburg, MI 49112. Make sure you indicate which account it is for.
  - Pay Online
    - Visit: [www.villageofedwardsburg.org](http://www.villageofedwardsburg.org)
    - There is a fee to use the web payment service.
- Water
  - The billing cycle is roughly from the 23<sup>rd</sup> of the month to the 22<sup>nd</sup> of the following month. Bills are generally sent out the first business day of each month and are due on the 20<sup>th</sup> of each month.
  - Billing is based on usage.
- Trash & Recycling
  - Services are provided by Borden Waste-Away Service. The Village contracts Borden to provide this service for all Village residential homes. Their phone number is 800-386-3313 and their website is <https://www.wasteawaygroup.com>.
  - Additional trash carts can be requested for an additional fee. These costs are included in your village utility bill.
  - Trash pickup is on Friday mornings. Trash carts should be rolled out to the curb on Thursday evening and should not be left at the curb after the trash has been collected.

- Borden offers free recycling with their blue carts. Recycling is picked up every other Friday, the schedule is available on the village website or at village hall.
- Large items pick up is on the last Friday of each month. Borden will pick up one large item that doesn't fit in the trash cart, but it must be small/light enough for two people to easily lift it. If you are not sure if an item qualifies, please call Borden to confirm before leaving it on the curb.

## **Taxes**

- Residents in the village are also residents of Ontwa Township. In this case you will receive 3 tax bills per year, 2 from Ontwa Township and 1 from the Village of Edwardsburg.
  - Ontwa Township Taxes
    - Township taxes are sent out twice per year. Please contact your township treasurer with any questions. The current treasurer is Sharee Leist – 269-663-2347.
  - Village of Edwardsburg Taxes
    - Village taxes are sent out in the summer and are due in September of each year. You can mail in a check or pay in person with cash, check, or card. There is a 3% fee for debit or credit card payments from the card processing company.

## **Gas/Electric/Internet**

- These utilities are not provided by or associated with the Village of Edwardsburg.
  - **Electric:** Indiana Michigan Power (877-237-2886)
  - **Gas:** SEMCO (269-624-2019)
  - **Internet:** Xfinity and Frontier both service this area.

## **Elections & Voting**

- Voter registration and elections are administered by your township. For Ontwa Township please contact their Clerk, Tina VanBelle, at 269-663-2347.

## **Brush/Yard Waste/Leaves**

- Brush & Yard Waste – The Department of Public works will pick up yard waste and brush in the spring, summer, and fall months. Yard waste must be in a brown lawn bag and brush must be in small manageable piles.
- Leaves – DPW will pick up leaf piles with a leaf vacuum in the fall months. Leaf piles should be in long, low rows on the tree lawn. Do not put leaves in the streets as they will block storm water drains.

## **Village Council Meetings**

- Held on the 3<sup>rd</sup> Monday of each month at 7:00 pm. Meetings are open to the public and are held at the Village Hall, 26296 Main Street.