

BEFORE THE CHARLESTOWN SANITARY SEWER BOARD

RESOLUTION NO. _____

RESOLUTION OF THE CHARLESTOWN SANITARY SEWER BOARD CLARIFYING THE SANITARY SEWER ADJUSTMENT POLICY FOR THE USE OF WATER THAT DOES NOT DISCHARGE INTO WASTEWATER TREATMENT SYSTEM

WHEREAS, the City of Charlestown, Indiana (the “City”), owns and operates a sanitary sewage utility works (the “Utility”) for purposes of collection and treatment of wastewater;

WHEREAS, the Charlestown Sanitary Sewer Board (the “Board”) has been created as a body corporate and politic, in and under the authority of I.C. 36-9-23, to supervise and control the Utility; and

WHEREAS, the Board previously adopted a Sanitary Sewer Adjustment Policy (“Adjustment Policy”) to establish uniform procedures regarding a credit to a City customer’s monthly billing for sanitary sewer usage;

WHEREAS, the Board now intends to clarify and supplement the Adjustment Policy regarding the procedures by which a City customer may seek a credit for the use of water that does not discharge to the City’s wastewater treatment system; and

WHEREAS, this clarification applies only to customers that seek a credit for ongoing, regular use of water that does not discharge to the City’s wastewater treatment system.

NOW, THEREFORE, BE IT RESOLVED BY THE CHARLESTOWN SANITARY SEWER BOARD, THAT:

1. A City customer seeking a credit on customer’s monthly sanitary sewer bill for the ongoing, regular use of water that did not discharge into the wastewater treatment system shall do so by selecting the “other” option on Form A-1-Application for Billing Adjustment Credit (“Form A-1”). This form is available at the Clerk-Treasurer’s Office at 304 Main Cross Street, Charlestown, Indiana 47111 and on the City website. Said customer shall attach sufficient documentation to Form A-1 evidencing that a portion of the water used at the customer’s premises does not discharge to the City’s wastewater treatment system. Upon receipt, the Clerk-Treasurer shall submit said form to the Operator of the Utility (“Operator”).
2. When a customer can demonstrate to the satisfaction of the Operator that a portion of the water as measured by the water meter(s) consistently does not discharge to the City’s wastewater treatment system, the Operator may grant the customer’s written request for the installation of an auxiliary sewage meter at the customer’s premises. The Operator shall have the authority to approve, deny, or adjust any such request in the Operator’s sole discretion.

3. If approved, the customer shall install at its expense one or more approved meter(s) at such location(s) as are sufficient to accurately measure the total volume (gallons) of water not discharged to the City's wastewater treatment system each month. Customer shall be responsible for proper maintenance and calibration of each meter installed. All meters shall be installed in accordance with the standard, rules, and regulations of the water utility serving the customer. Auxiliary meters must be read in the same units as those used for billing purposes by the local water utility.
4. When an auxiliary meter is so located that is not read by the water meter reader, it shall be the sole responsibility of the customer to submit reports of meter readings for each billing period or cycle on or before the day established by the Utility. If a customer fails to submit timely reports of deduct meter readings for three (3) consecutive billing periods and has been notified of two (2) consecutive delinquencies by the Utility, the Operator may cancel the deduct auxiliary meter(s) for that customer. For a billing period where no readings were timely received by the Utility, no billing adjustments will be made without a complete review of the account. The customer may submit a written request to the Operator for a complete review.
5. Approved auxiliary meters for "deduct" purposes shall not be relocated, taken out of service, or put into service at another account or property without prior notification to the Utility and written approval by the Operator. Failure to immediately report such changes may result in the cancellation of the Operator's approval for the auxiliary meter(s).
6. Replacement of broken or faulty auxiliary meters previously approved by the Utility must register in the same units as those used for billing purposes by the local water utility.
7. No refunds, credits, or allowances shall be given covering any period prior to the date approved auxiliary meter(s) have been installed by the customer at the customer's premises.

ADOPTED BY THE CHARLESTOWN SANITARY SEWER BOARD this ____ day of May, 2022.

Mayor Treva Hodges, Chairperson

ATTEST:

Ryan Hodskins, Secretary/Treasurer