

**TOWNSHIP OF BIRCH RUN  
SAGINAW COUNTY, MICHIGAN**

**BIRCH RUN TOWNSHIP  
RESOLUTION TO ESTABLISH WATER AND SEWER DEPARTMENT RULES AND  
REGULATIONS**

**NO. 05-07**

At a Regular Meeting of the Birch Run Township Board, Township of Birch Run, Saginaw County, Michigan, held at the Township Meeting Room on the 14<sup>th</sup> day of June, 2005, at 7 o'clock Eastern Standard Time.

**PRESENT:** Cook, Schlegel, Trevino, Marr, Putnam, Magnus, and Strahm

**ABSENT:** None

The following resolution was made by and seconded by

**WHEREAS,** the Birch Run Township Board periodically reviews the current policies of the Township Board; and

**WHEREAS,** the Birch Run Township Water Committee has previously met to review the current Water and Sewer Department Rules and Regulations; and

**WHEREAS,** the Water Committee has approached the Township Board with a newly revised set of Water and Sewer Department Rules and Regulations that encompass the new water contract and fee schedule. It will also ensure a timely manner of payment collection, overdue notices and delinquent shutoffs; and

**THERE BE IT RESOLVED,** that the Birch Run Township Board hereby approves the following rules and regulation to be enforced by the Water Billing Department:

**Birch Run Township  
Water & Sewer Department  
Rules & Regulations**

**Billing procedures for usage**

- 1. Birch Run Township will instruct the Village Utility Billing Department to bill each water and sewer customer, barring any unforeseen delays, on the first day of each billing period for the readiness-to-serve water charge from the previous quarter. The bill on January 1<sup>st</sup>, April 1<sup>st</sup>, July 1<sup>st</sup> and October 1<sup>st</sup> will also include the quarterly water usage, the quarterly sewer charges and any outstanding special assessments if applicable.**
- 2. The monthly water bills will be due within thirty days (30) from the billing date. When the 30<sup>th</sup> day falls on a Sunday or Holiday, the bill will be due on the next regular business day.**
- 3. A ten (10) percent penalty will be assessed to any outstanding quarterly water and/or sewer bill not paid on or before the due date.**
- 4. Shut off notices will be mailed to outstanding water and sewer customers thirty-one (31) days after the quarterly billing date.**

5. Customers with unpaid bills will be given fifteen (15) days from the date of shutoff notice to pay the outstanding balance with penalty. Failure to pay the outstanding balance and penalty within the specified time period will result in the loss of water and sewer services.
6. The Township will instruct the Village to charge a \$25.00 fee for turn-off and \$25.00 for turn-on services.

#### **Payment Plan**

1. Any customer who makes an effort to make payment on the previous balance and current balance will not have service discontinued unless said customer fails to comply with terms of payment plan.
2. Payment plan shall be prepared by the utility billing clerk through discussions with the customer.
3. Payment plan shall be limited to a period no greater than to bring bill current prior to next billing cycle
4. Payment plan would not be available to individuals who fail to contact the officer prior to shut off.

#### **Shut-off --- Turn-on Services**

1. The Township will instruct the Village to shut off any customer with an outstanding balance commencing the day after the due date on the shutoff notice.
2. Shut off will not take place on a Friday or within two days of any Township recognized holidays (i.e. Fourth of July, Good Friday, Easter, Christmas, Christmas Eve, memorial Day, Labor Day, Thanksgiving).
3. Water may be turned back on during DPW working hours, 7:00 am – 3:15p.m.
4. No fee will be charged to any customer whose water and sewer service was disconnected in error.

#### **Notification for Discontinuation of Service**

1. The Village Water & Sewer Department will mail shut off notices by first class mail to each customer with an outstanding balance.
2. The Village DPW will place a red notification card on the front door of each customer's house or business on the first day shut off notices are mailed. The notice will indicate amount owed, date to be paid, and consequences for failure to pay.

#### **Tap-in & Connection Fees**

1. The Township will instruct the Village to charge, in advance of work, any Birch Run water system customer for new, additional, or reconnected water service the following tap in charges:

**Size of Line**

**Amount**

**1 inch and larger**

**Residential connection fees will be \$1,000.00 minimum paid in advance. All additional costs will be charged as time and material and billed to the water customer. Any connection installed between November 1<sup>st</sup> and March 31<sup>st</sup> will result in an additional \$150.00 fee.**

- 2. Township Connection charges shall be assessed in accordance with the Water System Capital Expansion & Maintenance Charge Ordinance and the Water And Sewer Facilities Capital Expansion Rate Ordinance.**
- 3. The Township customers who shut off water due to seasonal usage are still responsible to the readiness-to-serve fee.**

**Disconnection Fees**

- 1. The Township will instruct the Village to charge, in advance of work, any Birch Run water system customer for disconnection from the Birch Run water system. The disconnection fee will be \$250.00. An additional \$130.00 will be charged if disconnected between November 1<sup>st</sup> and March 31<sup>st</sup>.**
- 2. Any property owner requesting disconnection from the Birch Run water system will be required to sign the “birch Run Water System Release Form”.**
- 3. Disconnection from the Birch Run water system will be done at the requesting property owner’s lot line.**
- 4. Any Birch Run water system customer that requests disconnection, who is also a Birch Run sewer system customer, will be required to procure and maintain a metering device on their alternate source of water supply (i.e. well system) at the property owner’s expense.**

**Miscellaneous Charges**

- 1. The Township Board will establish charges for services to be provided, which are not otherwise specified.**
- 2. Periodically, the City of Saginaw requires its wholesale customers to institute a water ban. Violation of a water ban instituted by the Township of Birch Run shall be guilty of a municipal civil infraction and shall be assessed a fine pursuant to the Township of Birch Run Municipal Civil Infraction Ordinance.**

**RESOLUTION DECLARED ADOPTED.**

**YEAS:**

**NAYS: None**

**ABSTENTIONS: None**

**STATE OF MICHIGAN)  
COUNTY OF SAGINAW)**

I, the undersigned, the fully qualified and acting Clerk of the Township of Birch Run, Saginaw County, Michigan, do hereby certify that the foregoing is a true and complete Copy of a resolution adopted at a special meeting of the Township Board of the Township of Birch Run, Michigan, held on the 14th day of June, 2005, the original of said meeting was given to and in compliance with Act 267, Public Acts of Michigan, 1976.

IN WITNESS WHEREOF, I have hereunto fixed my official signature on this 15<sup>th</sup> day of June 2005.

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**Amy Cook, Clerk  
Birch Run Township**