



Utilities Commission
Commission Meeting

Agenda

September 5, 2024
8:30 AM

CALL TO ORDER

MINUTES APPROVAL

August 1, 2024

ADJUSTMENT JOURNAL

August 2024 Adjustment Journal

- Adjustment Journal

NEW BUSINESS

Joe Badalamenti, Westgate Trailer Park

OLD BUSINESS

Staggered fees draft

- Staggered Fees with Notes
- Staggereed Fees

OTHER

**ADJUSTMENTS/CORRECTIONS
AUGUST 2024**

3.A.1

Account #	Amount	Name	Address	Leak Credit Y or N	Reason	Date of Credit
Multiple	\$20,367.29	Bulk Water	Multiple	N	Bulk Water	8/13/2024
28.232.6	\$1,040.05	Christina & Cyle (SA) Adelman	114 Martinsburg Rd	N	Meter Estimated for over 27 months	8/8/2024
08.76.9	\$674.36	Andrea Ramsour	712 Coshocton Ave	N	Returned Check	8/12/2024
22.87.13	\$612.00	Derrek & Tarrah (SA) Farmer	18 Marion St	N	Returned Check	8/13/2024
28.114.1	\$1,144.24	Mary Bevington / Jamie Stutz	8 Riley St	N	Overpayment Refund	8/19/2024

Communication: Adjustment Journal (August 2024 Adjustment Journal)

Any Adjustments over \$500.00 goes to Utilities Commission

City of Mount Vernon Municipal Policy on Staggered Water and Wastewater Fees for Housing Developers

Policy Title: Staggered Water and Wastewater Fee Waiver for Housing Developers

Policy Number: MV-UD-2024-01

Effective Date: [Insert Date]

Purpose:

To provide housing developers with a cost-effective approach to managing water and wastewater fees by allowing the installation and activation of water taps based on unit occupancy, thereby encouraging development and supporting sustainable growth within the City of Mount Vernon.

Scope:

This policy applies to all housing developments within the City of Mount Vernon seeking to defer water and wastewater fees through staggered installation and activation of water taps.

Policy Statement:

The City of Mount Vernon allows housing developers to defer water and wastewater fees at the initial development stage by permitting the installation and activation of water taps ~~one at a time~~, corresponding to the occupancy of each unit in the development. This policy aims to reduce upfront costs for developers, fostering residential growth while ensuring proper utility management.

Procedures:

1. Initial Application and Recommendation:

- Developers must submit an application to the City of Mount Vernon's [Engineering and Utilities Departments](#), detailing the development project and the intended schedule for unit occupancy.
- The application must include:
 - Development plans.
 - Estimated occupancy timeline.
 - A request for staggered installation and activation of water taps.

2. Review and Recommendation:

- The [Engineering and Utilities Departments](#) will review the application for compliance with ~~city~~ [City](#) regulations and feasibility.
- Upon a positive review, the [Engineering and Utilities Departments](#) will prepare a recommendation for the Safety Service Director.

3. Approval Process:

- The developer must obtain written permission from the Safety Service Director, based on the [Engineering and](#) Utilities Department's recommendation.
- The Safety Service Director will review the recommendation and, if deemed appropriate, issue written permission for the staggered water tap installation and activation.

4. Installation and Activation:

- Only the City of Mount Vernon's Utilities Department is authorized to install and activate water ~~taps~~ [meters](#).
- Water ~~taps~~ [meters](#) will ~~may~~ be installed and activated [for the state inspection before the unit is occupied. At this point, monthly billing will not occur \(one at a time, as each unit becomes occupied, notes the owner will need to use water for the state final inspection\)](#)
- Developers must notify the Utilities Department in advance of the expected occupancy date for each unit to schedule the installation and activation. [Water usage from the state inspection will be billed to the account and monthly bill shall commence at occupancy.](#)

Commented [LB1]: This is incomplete.

Commented [LB2]: This doesn't address what happens with the meter/service after the State Inspection or what prevents the water from being used.

Commented [LB3]: Are we not collecting an application fee before proceeding with the meter install?

5. Fee Deferral and Payment:

- Water and wastewater fees will be deferred for each unit until ~~the it is occupied, water tap is activated~~
- Once a ~~tap~~ [unit is occupied](#) ~~is activated~~, the corresponding water and wastewater fees for that unit become due immediately.

6. Monitoring and Compliance:

- The Utilities Department will monitor the development to ensure compliance with the occupancy schedule and timely activation of water ~~taps~~ [meters](#).
- Non-compliance with the occupancy schedule or unauthorized tap activation will result in penalties, including the immediate due of all deferred fees and potential suspension of the staggered activation privilege [and other penalties detailed in Utility Rules and Regulation and City Code.](#)

7. Termination of Agreement:

- The City reserves the right to terminate the staggered activation agreement if the developer fails to comply with the terms set forth in this policy.
- Upon termination, all deferred water and wastewater fees will become immediately due.

Responsibilities:

- **Developers:** Responsible for submitting accurate applications, adhering to the occupancy schedule, and ensuring timely notifications for tap activations.
- **Utilities Department:** Responsible for reviewing applications, making recommendations, installing, and activating water taps, and monitoring compliance.
- **Engineering Department:** Responsible for processing and reviewing applications, making recommendations, collecting tap fees.
- **Safety Service Director:** Responsible for reviewing recommendations and issuing written permissions.

Review and Amendments:

This policy will be reviewed annually and may be amended by the City of Mount Vernon to address any emerging issues or improvements in procedures.

Approval:

This policy was approved by the City Council of Mount Vernon on [Insert Date].

City Council Signature: Utility Commission:

Commented [LB4]: Is this supposed to be City Council Utilities Commission?

Safety Service Director Signature:

Utilities Department Head Signature:

This municipal policy provides a clear framework for developers to defer initial water and wastewater fees, encouraging new housing developments while maintaining oversight and control by the City's Utilities Department.

Note: This Should be added to Utility rules and regulation

City of Mount Vernon Municipal Policy on Staggered Water and Wastewater Fees for Housing Developers

Policy Title: Staggered Water and Wastewater Fee Waiver for Housing Developers

Policy Number: MV-UD-2024-01

Effective Date: [Insert Date]

Purpose:

To provide housing developers with a cost-effective approach to managing water and wastewater fees by allowing the installation and activation of water taps based on unit occupancy, thereby encouraging development and supporting sustainable growth within the City of Mount Vernon.

Scope:

This policy applies to all housing developments within the City of Mount Vernon seeking to defer water and wastewater fees through staggered installation and activation of water taps.

Policy Statement:

The City of Mount Vernon allows housing developers to defer water and wastewater fees at the initial development stage by permitting the installation and activation of water taps, corresponding to the occupancy of each unit in the development. This policy aims to reduce upfront costs for developers, fostering residential growth while ensuring proper utility management.

Procedures:

1. Initial Application and Recommendation:

- Developers must submit an application to the City of Mount Vernon's Engineering and Utilities Departments, detailing the development project and the intended schedule for unit occupancy.
- The application must include:
 - Development plans.
 - Estimated occupancy timeline.
 - A request for staggered installation and activation of water taps.

2. Review and Recommendation:

- The Engineering and Utilities Departments will review the application for compliance with City regulations and feasibility.
- Upon a positive review, the Engineering and Utilities Departments will prepare a recommendation for the Safety Service Director.

3. Approval Process:

- The developer must obtain written permission from the Safety Service Director, based on the Engineering and Utilities Departments' recommendation.
- The Safety Service Director will review the recommendation and, if deemed appropriate, issue written permission for the staggered water tap installation and activation.

4. Installation and Activation:

- Only the City of Mount Vernon's Utilities Department is authorized to install and activate water meters.
- Water meters may be installed and activated for the state inspection before the unit is occupied. At this point, monthly billing will not occur (notes the owner will need to use water for the state final inspection)
- Developers must notify the Utilities Department in advance of the expected occupancy date for each unit to schedule the installation and activation. Water usage from the state inspection will be billed to the account and monthly bill shall commence at occupancy.

Commented [1]: This is incomplete.

Commented [2]: This doesn't address what happens with the meter/service after the State Inspection what prevents the water from being used.

5. Fee Deferral and Payment:

- Water and wastewater fees will be deferred for each unit until it is occupied.
- Once a unit is occupied, the corresponding water and wastewater fees for that unit become due immediately.

6. Monitoring and Compliance:

- The Utilities Department will monitor the development to ensure compliance with the occupancy schedule and timely activation of water meters.
- Non-compliance with the occupancy schedule or unauthorized tap activation will result in penalties, including the immediate due of all deferred fees and potential suspension of the staggered activation privilege and other penalties detailed in Utility Rules and Regulation and City Code.

7. Termination of Agreement:

- The City reserves the right to terminate the staggered activation agreement if the developer fails to comply with the terms set forth in this policy.
- Upon termination, all deferred water and wastewater fees will become immediately due.

Responsibilities:

- **Developers:** Responsible for submitting accurate applications, adhering to the occupancy schedule, and ensuring timely notifications for tap activations.

- **Utilities Department:** Responsible for reviewing applications, making recommendations, installing, and activating water taps, and monitoring compliance.
- **Engineering Department:** Responsible for processing and reviewing applications, making recommendations, collecting tap fees.
- **Safety Service Director:** Responsible for reviewing recommendations and issuing written permissions.

Review and Amendments:

This policy will be reviewed annually and may be amended by the City of Mount Vernon to address any emerging issues or improvements in procedures.

Approval:

This policy was approved by the City Council of Mount Vernon on [Insert Date].

Utility Commission:

Safety Service Director Signature:

This municipal policy provides a clear framework for developers to defer initial water and wastewater fees, encouraging new housing developments while maintaining oversight and control by the City's Utilities Department.

Note: This Should be added to Utility rules and regulation

Commented [3]: Is this supposed to be City Council or Utilities Commission?

Communication: Staggered Fees (Staggered fees draft)