



**Schedule of Rates, Fees & Service Charges
Effective May 1, 2018**



Brick Reservoir



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I. Water Service

1.1 Quarterly Use Charge

The minimum quarterly charge for all classes of customers shall be based on the size of the water meter for each unit. In addition, each unit will be charged for water usage per thousand gallons of water registered on the meter according to the chart below.

Classification	Meter Size (inches)	Quarterly charge up to allowance
Residential	3/4, 1, 1 1/2	\$24.33 plus \$3.71 per 1,000 gallons Up to 10,000 gals.
Commercial, Municipal & Schools	3/4 1 1 1/2 2 3 4 6 & above	Same As Above
Multiple Unit (per unit)	3/4 & 1	Same As Above

1.2 Excess of Quarterly Allowance

A rate of \$6.49 per 1,000 gallons will apply to water usage in excess of the initial 10,000 gallons.

1.3 Lawn Irrigation (Sprinkler) Accounts

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The customer can choose to create a separate account (in addition to the existing account) for the purpose of metering outside water use. A meter charge will be applicable based on the size of installation. This second account will meter all water used outside the home that is not discharged into the sanitary sewer system. The customer will not pay a minimum for this second account and will be charged only for the water consumption on the second meter as follows: A rate of \$6.49 per 1,000 gallons will apply up to 18,000 gallons per quarter. For usage in excess of 18,000 gallons per quarter a rate of \$8.16 per 1,000 gallons will be charged.

1.4 Water & Sewer Consumption Readings

All consumption readings shall be those obtained by the Authority from its own billing records where the Authority is supplying water, or from the water company furnishing water to the respective units.

For the purpose of maintenance and/or verifying the accuracy of readings, access to inside water meters must be granted every two years or service may be terminated. Notification will be given 30 days prior to service termination. If access to meters is not given within 30 days of notice for readings that are estimated for any reason, service will be terminated until the Authority is able to perform the necessary work via a correct inside read, replace or repair the touch pad or to replace or repair a faulty meter.

For calculations of sewer service usage, if a customer obtains water from a private well or non-metered public water supply, and if a portion of that water is to be discharged into the sewer system, then the customer will install a meter at a location approved by the Authority.

In the event the customer fails to install a meter after receiving notice from the Authority, then such installation will be made by the Authority. In either case, the customer will be responsible for all meter and installation costs. The meter will be of a type approved by the Authority and may be purchased from the Authority. Meter prices will be furnished upon request.

If an estimated reading proves to be inaccurate, the Authority reserves the right to recalculate prior use charges and adjust accounts if warranted. The Authority will bill for any unbilled water or sewer service as a result of a malfunctioning TouchPad/Remote read based on past usage. Accounts will be adjusted once an accurate reading is

obtained. Rates in effect at the time of the under billing will be applied. Interest free payment plans, depending on the amount owed, are available for back billings.

1.5 Payment For Services

Charges are billed quarterly, with a flat rate in advance. Billing for excess usage will be based on the water meter readings for the prior quarter. Bills are payable by the due date shown on the statement. If not paid on or before the due date, interest will be applied in accordance with state statute and the account will be subject to termination of services. Any unpaid balances may be subject to the annual Township Tax Sale per State Statute. All bills are ultimately the responsibility of the property owner. As a public/lienable utility, all charges stay with the property.

1.5.1 Returned Check Fee

When a payment received by check/e-check that is returned from the bank for insufficient funds or any other reason there will be a \$15 charge to the customer. This charge is immediately added to your account balance.

1.6 Termination of Service Due to Non-Payment

Payment for services is due thirty (30) days after the billing date. Bills remaining unpaid 30 days after the billing date are classified as delinquent. Delinquent balances accrue Per Diem interest at the rate of 18% per annum. Deferred payment plans for customers with past due accounts can be arranged in most cases. Interest will continue to accrue daily on all outstanding balances unless paid in full. Any account in arrears of \$125.00 or more as of December 31st will be subject to tax lien sale conducted in accordance with New Jersey State Statute (NJSA 54:5-2).

In the event that a tax lien sale is not able to be conducted, then in that event, if any payment is not received within twenty (20) days after the due date, a shut off notice may be generated.

The shut off for non-payment procedure shall be as follows, to wit:

Payment for services is due thirty (30) days after the billing date. If payment is not received within twenty (20) days after the due date, a Shut off Notice is generated. The customer shall have fifteen

(15) days to make payment. Service will be shut off as soon as possible on or after the date that appears on the notice. There is a \$60.00 service call charge for all turn offs.

In all cases the customer is ultimately responsible for all water and sewer payments for the account.

Following payment of the outstanding balance, restoration of service is performed during normal working hours: weekdays between 1:00 p.m. & 3:30 p.m. on the date of payment, provided the payment is received before 3:00 pm. There will be no additional charge for restoration of service provided the restoration of service is on a regular weekday within the hours noted above. An additional \$100.00 after hours charge shall be applied for payments received after 3:00 pm on regular workdays if the customer requests to have the service restored that same day. There will be no restoration of service after 9:00 p.m. Service that is requested to be restored on Saturday, Sunday or a Holiday shall incur a restoration fee of \$125.00.

Service may be restored without payment for a customer who calls after regular business hours. After hour charges shall apply as stated above. The customer must come in the following business day before 9:00am and make payment in full by cash, check or money order.

Failure to make payment before 9:00 am will result in a second shut off, as well as additional shut off and restoration charges. The customer or their representative over 18 years old must be present at the time of restoration of service.

1.7 One Time Water/Sewer Credit

Customers can apply for a one-time administrative credit for water/sewer usage due to a broken pipe/valve, leaky fixtures such as faucets, toilets, shower heads, hose bibs and appliances (example: water heater). The credit amount will be 50% of the overage of the normal average quarterly consumption (based on averaging the prior two years' consumption for the same period), not to exceed \$500.00. The property owner must make the request in writing, and provide proof of repair, field verification of the repair may be performed by the BTMUA Meter Division.

The BTMUA is under no obligation to provide administrative one-time credits and they will be approved by the Authority on a case by case basis. This credit may only be used one time per owner, per property.

1.8 Inactivation of Service Due to a Disaster/ Hardship

Field verification will be required to determine if facilities meet the disaster/hardship, non-use criteria. Documentation from the Township and/or Bureau of Fire Safety or Board of Health in support of the property being classified as condemned and/or uninhabitable must be made part of the MUA customer file prior to start of the inactivation process.

Physical disconnections from the system will not be required at this time, unless complete demolition of the structure is required. There is no charge for this service. Turn off at the curb will be required. Property is to be provided a six (6) month grace period, whereby the account can be inactivated and minimum billings halted.

Reactivation of the account will be automatic at the conclusion of the six (6) month time period, unless prior arrangements are made by way of written request sent by the customer/owner explaining the details of same. Extension to be approved by the Executive Director and must be made in writing. If the account is to be inactive for a period longer than one (1) year, escalated initial service charges will be applicable when reconnection is made to the system. Physical disconnection to the water and sewer service must be made at the curb connection by the owner. This work will be inspected by the BTMUA Meter Division forces to ensure compliance and completeness.

(Note: After the initial activation period it is the customer's *option* to physically disconnect from the system in the instance of disaster/hardship, which involves the owner cutting and capping the water and sewer lines at the curb. When a dwelling is completely disconnected from the BTMUA system, the customer no longer pays a quarterly minimum billing. However, when reconnection occurs the customer will be required to pay the difference in connection fees in effect at the time of hook up. (*See III. Initial Service Charges.*) If customer opts not to disconnect from the system entirely they will be required to pay the minimum quarterly billing.

1.8.1 Disconnection of Services Due to Demolition

Upon a customer's written request, an account may be disconnected from the Authority' system due to demolition. Physical disconnection to the sewer and water service must be made at the curb connection by the owner. This work will be inspected by Meter Division representatives to ensure compliance and completeness. Upon reconnection and reactivation of the account, current initial service charges will apply. The charges will be based on the difference between the rate at the time of disconnection and the applicable rate at the time of reconnection.(See III. *Initial Service Charges.*)

1.9 Bulk Water Rate

The bulk water rate for bulk water service to other communities is calculated at the time of this notice to be as follows:

\$4.50 per thousand gallons: representing a 5% discount on the Residential Single Family (RSF) average commodity rate for a range of flows to accommodate peak demands (summer) and off-peak demands (winter).

Take or Pay Bulk Rate: \$3.01 per thousand gallons will be the rate provided to a bulk customer who contractually commits to take 60,000 gallons per day the initial year, and agrees to pay for a minimum of 60,000 gallons per day regardless of the actual usage. In addition, to be eligible for this rate, the community must establish at its own cost at least two (2) metered interconnections with the Authority's water system.

II. Sewer Services

2.1 Quarterly Use Charge

Sewer usage charges are calculated on water meter readings. The minimum rate is \$65.04 plus \$4.53 for each 1,000 gallons of sewage generated up to 18,000 gallons quarterly.

Any excess over 18,000 will be billed at \$9.04 per 1,000 gallons on all accounts. In those instances where it may be necessary to charge on a “per fixture” basis, the minimum quarterly charge will be \$119.53 for four fixtures. For each fixture over four the charge will be \$13.58 quarterly.

2.2 Pool Fill Credit

Temporary meters may be obtained for the purpose of filling swimming pools. Following the return of the meter and processing of the appropriate paperwork, a sewer credit will be issued.

2.3 Sewer Credit

A sewer credit can be requested for excess water usage due to a leak that did not introduce flow into the sanitary sewer system. Sewer credits will not exceed \$500 per instance. The credit amount will be based on the volume of water generated from the leak and compared to the normal average consumption (determined by averaging the prior two years’ consumption for the same period). The owner must make a request for the credit in writing, provide proof of repair, and field verification will be performed by the BTMUA Meter Division. Repeat sewer credits will be addressed by the Executive Director on a case by case basis and also may prompt refusal of credit consideration.

2.4 Definition of a Residential/Commercial Unit

A Residential *Unit* is defined as a single (one) family dwelling, or each single-family dwelling in a multiple-family structure, and each single-family dwelling being serviced by a common meter, including mobile homes.

A Commercial *Unit* is defined as each commercial, industrial, hotel, motel, rooming house, professional, institutional, public, or other customers not mentioned, whose estimated or actual water consumption does not exceed 200 gallons per day represents one unit.
Example: 200 gal/day x 360 days = 72,000 gal/year = one unit.

III. Initial Service Charges

3.1 Initial Charges

The initial fees to connect directly to or indirectly to the sewer and/or water system will include a service charge per unit (calculated in accordance with N.J.S.A. 40:14B-21 & 22), as well as fees for application, review and inspection of work to be accomplished by the applicant in keeping with the “Rules and Regulations” of The Brick Township Municipal Utilities Authority.

3.2 Sewer

The initial service charge for a standard 4 inch connection to a single unit is \$4,235.00

3.3 Water

The initial service charges, based on the size of the water service are as follows:

3.4 Additional Commercial Use Charges

Water Service Size (inches)	Charge
3/4	\$ 4,283.00
1	\$ 7,514.00
1 1/2	\$11,049.00
2	\$15,136.00
3	\$22,934.00
4	\$35,836.00
6	\$68,875.00
8	\$137,828.00

Where a commercial, industrial, professional, institutional, public, commercial multiple unit, or other customer not previously mentioned exceeds water consumption of 200 gallons/day (72,000 gallons/year), the initial service charge will be based on the number of units defined as follows:

Residential: is defined as a single (one) family dwelling, or each single-family dwelling in a multiple-family structure, and each single-family dwelling being serviced by a common meter, including mobile homes.

Commercial: is defined as each commercial, industrial, hotel, motel, rooming house, professional, institutional, public, or other customers not mentioned, whose estimated or actual water consumption does not exceed 200 gallons/per day shall be one unit. Example: 200 gal/day x 360 days = 72,000 gal/year = one unit.

The number of units shall be calculated to the nearest one-tenth (1/10) unit and multiplied by the single unit charge. The charge will be subject to adjustment after at least a minimum of two years of actual usage history has been established.

3.5 Connection Size

The Authority requires that plans for connection to the Authority's system be examined by the Township of Brick Plumbing Department for the purpose of specifying the required size.

3.6 Upsizing Water Services

For Residential Service, if the size is increased from 3/4" to 1" a new tap will not be provided. The existing tap will be utilized. No initial service charges will be collected for upsizing the service from 3/4" to 1". A permit fee and the difference in meter fees between the existing and upsized meter will be charged.

If customers who have not been provided a new tap experience low pressure or volume, their situation will be evaluated individually by the Engineering Department. A new tap will be provided only if the size increases from 3/4" to 1 1/4" or larger. Tap fees will be charged if a new tap is provided. If the use of the building

changes from residential to commercial, initial service charges will be collected.

Commercial customers will be charged the difference in initial service charges between the existing and upsized service. In addition, a new tap installation may be required.

IV. Fire Protection Charges

4.1 Private Fire Protection Service

A quarterly fee will be charged for each connection for private fire protection service and for private fire hydrants connected to the fire lines. Any building with more than one fire line will be charged the sum of the charge for each line according to size. The building owner will be considered the customer and will be responsible for payment of the quarterly charge, irrespective of the number of tenants or businesses on the premises. No water except for extinguishing fires will be used from the fire line system. The Authority has the right to require water flow detection meters and to terminate service upon notice and continuance of unauthorized water use from private fire lines. No charge will be made for water used in extinguishing fires.

Quarterly fire protection charges are:

Connection (inches)	Quarterly Charge
2 & smaller	\$69.78
3	112.70
4	225.43
6	601.17
8	1,202.37
10	1,803.53
12	2,705.28

The Quarterly charge for each private hydrant is \$61.70.

4.2 Public Fire Protection Service

The annual charge for each public hydrant serviced by the Authority is \$288.23, payable in equal quarterly installments. There is no charge for water used to extinguish fires.

11 5.1 Engineering Review, Permit and Inspection

V. Developer Charges

Fees

5.1.1 Developer Applications: There are two levels of approval for the construction of sewer and/or water systems in Brick Utilities' service area as follows:

Preliminary Approval: Is required for any proposed subdivision, development, building, addition, or lot line adjustment.

A unit is defined as each single (one) family dwelling, or each single - family dwelling in a multiple-family structure. Commercial units are defined as each commercial, industrial, hotel, motel, rooming house, professional, institutional, public, or other customer whose estimate or actual water consumption does not exceed 200 gallons per day shall be one unit. Preliminary approval indicates that sewer and/or water services are available. It does not constitute approval of the applicant's plans.

Final Approval: Upon notification from the Authority that preliminary approval has been granted and the applicant will file for final approval of utility services. Applicants are required to post a performance bond in the amount of 100% of the estimated project cost. Upon completion of all improvements as determined by the Authority Engineer, the applicant shall post a maintenance bond in the amount of 10% of the estimated project cost for a period of two years.

5.2 Developer Fees and Escrow Deposits

5.2.1 Application Fees: Every application shall be accompanied by a non-refundable fee to cover administrative expenses in accordance with the following schedule:

Application fee are:

5.2.2. Review Fees: The applicant is required to post an escrow

deposit with the Authority in the following amounts: (a) the greater of \$500.00 or \$120.00 per new lot for residential properties or (b) the greater

Residential Construction	Number of Lots	Fee
	1-4	\$105.00
	5-10	200.00
	11-20	400.00
	21-100	1,000.00
	101+	1,600.00
Commercial, \$0.01 per square foot, with a minimum fee of \$500.00		

of \$500.00 or \$0.05 per square foot of a commercial building.

Application Review Fee charges shall be 200% of the sum of the products resulting from multiplying (1) the hourly base salary, which shall be established by resolution, of each of the professionals by (2) the number of hours spent by the Authority’s professional(s).

5.2.3 Inspection Fees: The applicant shall submit an initial escrow deposit in the amount not to exceed \$500.00 or 5% of the estimated cost of improvements. The cost estimate being determined from the standard estimate sheet included in the rules and regulations.

Inspection fee charges shall be 200% of the sum of the products resulting from multiplying (1) the hourly base salary, which shall be established by resolution, of each of the professionals by (2) the number of hours spent by the Authority’s inspector(s).

5.3 Permit/Inspection for Connection to Sewer System

As established by the Township of Brick, plumbing inspection fees are as follows:

Length of Service From Connection to Building (in feet)	Fees
Up to 50	\$15.00
51-100	30.00
101-150	45.00
151-250	85.00
251-400	150.00
401-600	200.00
601-800	250.00
801-1,200	300.00
1,201-2,000	500.00

Reinspection fee is one-half, but not less than \$20.00.

The permit fee provides for one service call by the Authority to set the water meter for a newly-constructed building. Should additional trips be required to accomplish the installation, the cost will be billed in accordance with the established rate for service calls as listed in Sec. 6.1.4.

VI. Miscellaneous Charges

6.1 Service Line Installation (Tap) Fees

6.1.1 Water Main Taps fees pay for labor and material to install the service line from the Authority’s main to the curb. Water main charges are:

Size (inches)	Fees
3/4 & 1	\$3,150.00*
1 1/2	2,060.00
2	2,210.00

*Includes Purchase & Installation of a meter pit.

hour will be charged in fifteen minute increments to the next highest

In addition to the above water main tap fees, a charge may be assessed for taps that require traffic control officers, impact attenuators or alternative methods of paving such as infrared paving. These additional charges shall be determined by the Authority's Engineer and will be based on the actual labor, equipment and material costs. If requested, the Authority will provide an estimate for the installation.

6.1.2 Wet Cut Fees are for larger size taps. The charge will be for the cut only:

Size (inches)	Fees
4	\$500.00
6	500.00
8	500.00

The cost of excavation, material and preparation of the main are at the expense of the applicant.

6.1.3 Sewer Main Tap Fees: The standard installation charge from a Brick Utilities' main to the curb line is \$2,510.00. A standard installation is defined as any tap on a sewer main that is less than 10' deep from finished grade and/or requires minimal dewatering (i.e. the installation of well points and/or deep wells is not required), and/or does not require traffic control officers, impact attenuators or alternative methods of paving such as infrared paving. The fees for installations that do not meet the "standard installation" criteria shall be determined by the Authority's Engineer and will be based on actual labor, equipment and material costs. If requested, the Authority will provide the applicant with an estimate for the installation.

Manhole cores to a thickness of six inches are \$800.00.

6.1.4 Service Call Charges will be billed at \$60.00 per hour for all regular and \$100.0 for overtime hours, Monday through Saturday. The rate for Sundays and holidays will be \$125.00 per hour. The minimum charge is one hour . Time in excess of one

quarter hour. Materials will be charged at cost plus 15% overhead.

6.2 Cost of Water Meters, Installation, Repair, Testing & Related Services

6.2.1 Water Meter Installation Service Charges are:

Meter Size (inches)	Cost
3/4	\$176.00
1	230.00
1 1/2	562.00
2	775.00
3 Turbo	At Cost
3 Compound	At Cost
4 Turbo	At Cost
4 Compound	At Cost
6 Turbo	At Cost
6 Compound	At Cost

Cost of the connection pipe will include labor, packing, valves, strainer, and couplings or flanges as required.

6.2.2 Meter Removal, Testing & Certification Charges are based on meter size:

Size (inches)	Fee
Up to 1"	\$100.00
1 1/2" - 2"	200.00
3"	300.00
4"	400.00
6" and larger	At Cost*
(*6" & Larger would need to be sent out to manufacturer.)	

6.2.3 Turnoff and Winterization Fees are:

<u>Size (inches)</u>		<u>Fee</u>
3/4" - 1"	\$	60.00
1 1/2" - 2"		85.00
3" & Larger		250.00

It is the responsibility of the customer/homeowner to protect the meter from freezing during cold and freezing weather. Fees for meter repairs or replacement due to damage resulting from freezing meters are the responsibility of the customer/homeowner. Rates apply during regular working hours.

6.3 Other Services

Shut-off, or Restoration of Service: \$60.00

*There is a \$75.00 fee for a title search request and will include a review of outstanding balances and a physical site inspection by the Meter Division to determine if there is any violation of an Authority policy or damage to Authority equipment.

Any material or parts not specifically listed will be supplied at cost plus 15%.

6.4 Temporary Use of Hydrants

Upon formal application, the use of fire hydrants on the Authority system may be approved for temporary water service for construction and other related temporary uses. The administrative charge for a one-time use is \$25.00 plus the cost of water usage. The charges for water usage will be deducted from the deposit and any refund due will be made by voucher after the next Authority meeting. Any usage charges above the deposit amount shall be paid upon return of the meter. In addition to the administrative charge, the following costs for hydrant deposits and usage apply:

Only hydrants, fixtures or appurtenances authorized by the Authority will be used. The applicant will be responsible for protection

Meter Size (inches)	Deposit	Cost per 1,000 gallons Up to 18,000	Cost per 1,000 gallons
3/4	\$176.00	\$6.49	\$8.16
1	236.00	6.49	8.16
1 1/2	765.00	6.49	8.16
2	950.00	6.49	8.16

of the Authority's water quality. The meter must be returned to the Authority every 90 days for routine cleaning and maintenance.

The Authority reserves the right to discontinue any temporary service where, in the opinion of the BTMUA, the operation or maintenance of this temporary service will result in damage to the BTMUA system or presents a hazard to the public health and welfare.

6.5 Hydrant Flow Tests

Hydrant flow tests will be conducted by the applicant. The charge for an Authority observer is \$100.00. The observer will not be involved in the interpretation of the results.

6.6 Tampering, Illegal Connections and Theft of Services

In any case where a water meter has been adjusted, damaged or tampered with, the customer or owner on whose premises said meter is located shall be charged a minimum fee of \$500.00, or the actual cost of loss of service, whichever is greater. This fee shall be in addition to the charges to replace, repair, or service the damaged meter or equipment.

Any subsequent recurrence of tampering, illegal connections or any theft of services will be subject to a tampering fee of \$1,000, second offense and \$2,000 for the third offense.

Any occurrence of tampering, illegal connections or any theft of service may be prosecuted in accordance with the law.

6.7 Water Curb Box and Sewer Clean-Out Access

It is the responsibility of the customer/homeowner to maintain access at all times to the water curb box and sewer clean-outs which are generally located within the public right-of-way or in a Brick Utilities utility easement. In the event Brick Utilities determines the water curb box and/or the sewer clean-out are inaccessible, the customer/homeowner will have the following options to provide the required access:

Option 1: Self perform the work in conformance with Brick Utilities Standards and have the work inspected by Brick Utilities. An inspection fee of \$60.00 will be assessed. The customer/homeowner must complete the work within thirty (30) calendar days of notification or Brick Utilities will perform the work and bill the customer/homeowner in accordance with the fee scheduled noted under Option 2.

Option 2: Request the services of Brick Utilities to perform the work in accordance with the following fee schedule. The rates include material:

Minimum One Hour Charge:	\$200.00
Each Additional Hour Charge:	\$150.00

Brick Utilities will not be liable for any unavoidable damages associated with an inaccessible water curb box and/or sewer clean-out. Such damage may include the disruption of paved surfaces, e.g. driveways, walkways, etc., lawns or other landscaping necessary to gain access to the water curb box and/or sewer clean-out. Furthermore, any water damage caused by the inaccessibility of the water curb box and/or sewer cleanout shall be the customer/homeowner's responsibility.

If Brick Utilities deems it necessary to gain access to the water curb box and/or sewer clean-out due to an emergency situation, the customer will be charged in accordance with the rates established under Option No. 2. During regular work hours: \$200 minimum one hour and \$150.00 each additional hour. In the event the emergency situation occurs after regular hours, on weekends or holidays the rates will be as follows:

After Regular Hours, Monday through Saturday: \$510.00 for a two hour minimum plus \$175.00 for each additional hour.

Sundays & Holidays: \$590.00 for a two hour minimum plus \$200.00 for each additional hour.

6.8 Equipment & Labor Charges

The Authority will utilize the hourly Schedule of Equipment Rates as prepared and supplied by FEMA. Labor costs of equipment operators are not included in the hourly equipment rate. Equipment rates include depreciation, maintenance, fuel, insurance, tires and other costs associated with equipment operation.

Hourly labor costs are based on the composite (average) pay rate and benefit overhead for each respective position. Both the equipment and labor rate schedule are updated periodically and can be obtained by request from the Authority.

6.9 Specialty Sanitary Sewer Maintenance Fees

- 6.9.1 Pressure Cleaning & Vacuum removal of debris from sanitary sewer system: \$1.25 per linear foot.
- 6.9.2 Fees for Disposal of debris from the sanitary sewer system are \$65.18 per ton. Note: This fee is in accordance with the fees charged by the Ocean County Landfill rate and are subject to change.
- 6.9.3 Routine closed circuit television inspection of sanitary sewer mains: \$1.52 per linear foot.



**FOR CUSTOMER SERVICE CALL
732-458-7000**

PUBLIC MEETINGS

Public Meetings of the Board of Commissioners are held each month. All meetings begin at 7:00 p.m. in the conference room of the Authority's Administration Building. Public notices of meeting changes and cancellations are published in the Asbury Park Press and Brick Times. For a complete listing of meeting dates please check our website at www.brickmua.com.