

WEST BRANCH TOWNSHIP  
OGEMAW COUNTY, MI

**ONE-TIME WATER/SEWER BILL ADJUSTMENT POLICY**

September 11, 2013

**PURPOSE**

It is the policy of the West Branch Township Board to allow customers of the municipal sewer and water services a one-time adjustment for high usage. Any loss of water due to leakage, damage, or other circumstances which cause higher than normal consumption, may be appealed to the West Branch Township Board.

**SCOPE**

This policy applies to all customers of the municipal sewer and water system.

**PROCEDURE**

The following items must be delivered to the Township Supervisor BEFORE the due date of the bill in question. Items received AFTER the due date of the bill in question will not be considered.

- 1) A copy of the current bill in question.
- 2) Copies of any information that may be relevant to the reason for the higher than normal consumption or the resolution of that problem.
- 3) A completed application for water/sewer bill adjustment completed in its entirety. Incomplete applications will NOT be accepted.

The Township Supervisor will then present the information to the Township Treasurer for review. At that time, the Treasurer may request from the applicant any additional information needed. Once all the available information has been received, the application will be added to the next available regular Township Board Agenda.

Applications must be received not less than 3 days prior to this meeting. The Township Board will review the application and the proposed adjustments, if any. The Township Board will then make one of the following decisions by majority vote:

- 1) Application denied: The application is denied and no adjustment will be made.
- 2) Application approved as per data submitted: The application was accepted and the amount of the adjustment determined by the Township Board will be granted.
- 3) Application approved with attached stipulations: The application was accepted and the amount of the adjustment determined by the Township Board will be granted UNLESS the attached stipulations are not completed or accepted by the applicant. Stipulations may include but are not limited to such things as meter replacement, repairs, water/sewer monitoring, etc...

The Township Board may choose NOT to vote on the application if circumstances require more time to allow for additional information. In this case, the application will be tabled to the next regular Township Board meeting.

All decisions made by the Township Board are final and may not be appealed. The Township Board will determine the method used for calculating an adjustment amount.

**CERTIFICATION**

I, Margaret Winslow, certify that the above Policy is a true copy adopted on September 11, 2013.

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Margaret Winslow, Clerk