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Resolution No. 24-007

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BOARD OF
PUBLIC WORKS OF THE CITY OF LEWES AMENDING ITS
COMPILATION OF POLICIES REGARDING WATER METERS**

WHEREAS, Section 4.1, *among other provisions*, of the Charter for the Board of Public Works of the City of Lewes (the "Lewes BPW"), being Chapter 10, Volume 77, Laws of Delaware, as amended (the "Lewes BPW Charter"), grants the Lewes BPW authority, responsibility, supervision, and control over current or future utility systems established within the Lewes BPW Service Area;

WHEREAS, the Board of Directors of the Lewes BPW (the "Board") adopted a Compilation of Policies on June 29, 2022 concerning various aspects of Lewes BPW authority, responsibility, supervision, and control over its utility systems, including electric, water, sewer, and stormwater rates, pension plans, financial services, impact fees, and other rules and regulations; and

WHEREAS, the Board deems it in the best interest of the ratepayers to update its Compilation of Policies concerning water meters within the Lewes BPW utility system.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE LEWES BOARD OF PUBLIC WORKS, IN SESSION MET THIS 23RD DAY OF OCTOBER, 2024, THAT:

Section 1. *The Board of Public Works of the City of Lewes: Policies* is hereby amended by revising Section 4.3.4, regarding Water Meters, with additions shown by bold/underline and deletions shown by bold/strikethrough as follows:

4.3.4 Water Meters

All premises using the water services supplied by the Lewes BPW must be equipped with a water meter contained within a pit setter. All water meters and pit setters will be furnished to the customer by the Lewes BPW at a fee established by the Lewes BPW, set forth in Exhibit K. Installation of the pit setter must be performed by a licensed plumber at the expense of the owner, and installation of the water meter, together with the Encoder Receiver Transmitter (ERT), must be performed by the Lewes BPW's personnel at no additional charge. All installations must be in accordance with the Lewes BPW specifications, attached hereto as Exhibit M, and approved by the Lewes BPW.

All water meters pit setters must be installed at finished grade in an easily accessible location at a point at or near the front of the premises as approved by the Lewes BPW. There must be a minimum of three (3) foot clear space (if obtainable) around all water meter pit setters. The space must be free of obstructions to enable the Lewes BPW personnel to visibly locate for access to the water meter and the proper reading of the same.

47 For any water meter pit setter deemed by the Lewes BPW to be inaccessible or in disrepair, the
48 property owner will be notified by written correspondence and given sixty (60) days to remedy the
49 issue at the customer's expense. For any water meter identified by the Lewes BPW as being located
50 within a building, crawl space or basement, and that meets the requirements for relocation outlined
51 below, the property owner will be notified by written correspondence and given sixty (60) days to
52 relocate the water meter to a pit setter, installed as previously described at the customer's expense.
53 Relocation of the water meter will be required upon property transfer/settlement, building
54 renovation, where there is a water leak in the service line, and where there is a failure in the water
55 meter or related equipment.

56
57 Before any premises are occupied, a water meter must be installed as herein required.

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59 The Lewes BPW, or a person authorized by it, must read or cause to be read every water meter
60 served by the Lewes BPW water system at such times as are necessary for the proper billing of
61 property owners.

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63 Upon written request by the property owner, the Lewes BPW will test the accuracy of the water
64 meter. If the testing determines that the water meter is accurate within the specified American
65 Water Works Association (AWWA) limits, the property owner's account will be billed a water
66 meter testing fee established by the Lewes BPW and as set forth in Exhibit K. If the testing
67 determines that the water meter is inaccurate, then the water meter will be repaired or replaced by
68 the Lewes BPW, and no water meter testing fee will be charged.

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70 **Section 2.** This Resolution will take effect immediately upon its adoption by the Board
71 of Directors of the Lewes Board of Public Works.

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73 Adopted by the Board of Directors
74 Of the Lewes Board of Public Works

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78 I, D. Preston Lee, P.E., Secretary of the Board of Public Works of the City of Lewes, do
79 hereby certify that the foregoing is a true and correct copy of the Resolution passed by the Board
80 of Directors of the Lewes BPW at its meeting on October 23, 2024, at which meeting a quorum
81 was present and voting throughout and the same is still in full force and effect.

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83
84 
85 Secretary