

RESOLUTION RE: S.C.M.U.A. POLICY REGARDING THE ACCEPTANCE OF
PAYMENT FOR CONNECTION FEES FOR THE UPPER
WALLKILL SYSTEM

WHEREAS, the Sussex County Municipal Utilities Authority (SCMUA) owns and operates the Upper Wallkill Water Pollution Control Facilities; and

WHEREAS, on occasion residents, businesses, institutions and agencies wish to have their property connect to the Upper Wallkill System; and

WHEREAS, N.J.S.A. 40:14B et. seq. allows for the charging of connection fees for property owners wishing to connect to sewer systems; and

WHEREAS, annually the SCMUA conducts a Rate Hearing and adopts a Rate Schedule, including connection fees, in accordance with State Law; and

WHEREAS, SCMUA staff reviews applications for new Upper Wallkill System connections to determine the appropriate connection fee charges to each system customer in accordance with the duly adopted Rate Schedule; and

WHEREAS, the SCMUA Board of Commissioners have determined that a formal policy shall be developed on the procedure for processing and reviewing connection fee applications and the issuance of SCMUA Connection Fee Certificate.

NOW, THEREFORE, BE IT RESOLVED, that the attached policy entitled "SCMUA Policy Regarding Acceptance of Payment for Sewer System Connection Fees" is adopted by the Board of Commissioners.

BE IT FURTHER RESOLVED, that this policy be effective February 1, 2013.

BE IT FURTHER RESOLVED, that copies of this policy shall be distributed to the SCMUA Treasurer, Assistant Treasurer, Chief Engineer, Superintendent of Wastewater Facilities and SCMUA Accountant.

Certified as a true copy of the Resolution
adopted by the Authority at their Regular
Meeting held on Wednesday, February 20, 2013.


Andrea Cocula, Secretary

POLICY

SCMUA POLICY REGARDING ACCEPTANCE OF PAYMENT FOR SEWER SYSTEM CONNECTION FEES

1. Staff will review each Applicant/Application to determine:

- a. Appropriate Connection Fee based on SCMUA prevailing Rate Schedule.
- b. Any Application which is not a single family residential unit shall be reviewed by the Chief Engineer (or Consulting Engineer) to determine appropriate connection fee.
- c. In the event that the Chief Engineer (or Consulting Engineer) determines that a NJ Treatment Works Application (TWA) is necessary for the proposed connection, the Applicant shall be required to submit the TWA application documents (including Plans, Engineer's Report and Municipal Endorsement) in order to determine the appropriate connection fee.
- d. Any requests for waiver, reduction, or payment plan for connection fee payment requires Board of Commissioner authorization. All such requests must be in writing and first be approved/endorsed by the local/municipal entity.

2. Acceptance of Connection Fee:

- a. All payments received for connection fees shall be recorded in Connection Fee Receipt Book maintained at the SCMUA Business Office.
- b. Two copies of the SCMUA Connection Fee Certificate shall be provided to the property owner/representative.
- c. Payment (i.e. check, cash, credit card, etc.) shall be deposited in the appropriate SCMUA revenue account within 48 hours (per NJ State Requirement).
- d. Connection Fee Certificates are not transferable from the property which it was applied/paid to another property.

3. Issuance of Certificate of Connection Fee by SCMUA:

- a. Does not imply that the SCMUA accepts/approves a physical connection to the local sewer system without local sewer collection system and municipal official approvals.
- b. Does not grant property owners/applicants with any ownership rights to sewer allocation or connections.

- c. SCMUA Connection Fee Certificate is issued for the dual purposes of providing proof of payment of SCMUA Connection Fee, and for confirming that sufficient capacity exists in the SCMUA wastewater conveyance and treatment facilities (and not otherwise subject to a sewer connection ban or moratorium).

4. Responsibility of the Property Owner/Applicant:

- a. To determine from Municipal/Local Collection System owner/operator that the property/connection is in an approved municipal Sewer Service Area (SSA).
- b. To determine from the local sewer system owner/operator that sufficient sewer allocation and conveyance capacity exists within their system, so as to connect to the local sewer system.
- c. To ensure that federal, state and local statutes, regulations and codes are complied with when connecting to the local system and, if required, proper decommissioning of existing onsite wastewater disposal system.

5. Treatment Works Approvals

- a. TWA review/approvals/endorsements by the SCMUA are not subject to this policy.
- b. TWA review and approvals by SCMUA Staff and professionals is conducted under the requirements of N.J.S.A. 40:14B et seq.