

VILLAGE OF BRIARCLIFF MANOR  
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BRIARCLIFF MANOR, N.Y. 10510



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## MEMORANDUM

TO: Mayor & Board of Trustees  
FROM: Josh Ringel, Village Manager  
DATE: March 22, 2022  
RE: FY 2022-23 Water Fees & Charges

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This memo identifies fees and charges proposed for increase specifically for the Water Fund. Pursuant to the Village Code, fees are adopted annually by resolution of the Village Board. I have reviewed the schedule relative to current operating costs and the chronology of previous increases while conducting municipal surveys where deemed necessary. I would recommend we discuss these fees at a meeting before placing on an agenda for full adoption. The fees are incorporated into the Tentative Budget.

The current schedule is attached.

### Water Fund

#### *Final Read (pg.6)*

	<b>Current Fee</b>	<b>Proposed Fee</b>	<b>Fee Increase</b>	<b>Last Revised</b>
	\$50.00	\$100.00	\$50	6/1/2010

This is a fee charged to those homeowners looking for a “final read” of their water meter. This is generally, if not always done, before the sale of a home. This task, prior to switching to a new customer, requires extra work not typically performed in a regular day of one Water employee and one Treasurer Office employee. It involves a physical read of the meter by our Water Department, and paperwork which amounts approximately 1-1.5 hours of work per final meter read. This fee has otherwise not kept pace with inflation and therefore an increase is recommended. This fee is in-line with what other communities charge.

**Estimated Additional Revenue: \$8,000**

#### *Service Call & Curb Service (After Hours) (pg.6)*

	<b>Current Fee</b>	<b>Proposed Fee</b>	<b>Fee Increase</b>	<b>Last Revised</b>
Service Call	\$200	\$300	\$100	6/1/2010
Curb Service	\$200	\$300	\$100	6/1/2010
Each Additional HR	NEW	\$100	NEW	NEW

These fees are charged for “after hours” call backs for Water Department personnel time relating to issues at private property outside of normal work hours (overtime). Curb service is generally called for when a plumber completing interior work needs water shut to the entire home. A “service call” example may be a low pressure investigation request. For both these types of calls, DPW does their best to avoid sending an employee (and thereby avoid a fee to the resident) by troubleshooting over the phone. When a DPW employee comes in on overtime that is “unplanned” there is a minimum of a three hour call back (three hours pay). These types of calls are generally unplanned calls and we receive roughly ten such calls per year. These fees have otherwise not kept pace with inflation and therefore an increase is recommended.

The current fee only covers three hours of time, therefore we are recommending a new fee be added for “each additional hour” over three hours. It is extremely rare that such a service call extends past three hours, however it is prudent to list such a fee for those circumstances.

**Estimated Additional Revenue: \$1,000**

***Ready to Serve Charge Inside Village - NEW***

	<b>Current Fee</b>	<b>Proposed Fee</b>	<b>Fee Increase</b>	<b>Latest Revision</b>
5/8” meter	NEW	\$9.00	NEW	NEW
3/4” meter	NEW	\$13.50	NEW	NEW
1 “ meter	NEW	\$18.00	NEW	NEW
1 ½”meter	NEW	\$45.00	NEW	NEW
2” meter	NEW	\$58.50	NEW	NEW
3” meter	NEW	\$108.00	NEW	NEW
4” meter	NEW	\$180.00	NEW	NEW
6” meter	NEW	\$360.00	NEW	NEW

***Ready to Serve Charge Outside Village - NEW***

	<b>Current Fee</b>	<b>Proposed Fee</b>	<b>Fee Increase</b>	<b>Latest Revision</b>
5/8” meter	NEW	\$13.50	NEW	NEW
3/4” meter	NEW	\$20.25	NEW	NEW
1 “ meter	NEW	\$27.00	NEW	NEW
1 ½”meter	NEW	\$67.50	NEW	NEW
2” meter	NEW	\$87.75	NEW	NEW
3” meter	NEW	\$162.00	NEW	NEW
4” meter	NEW	\$270.00	NEW	NEW
6” meter	NEW	\$540.00	NEW	NEW

This annual ready to serve fee, based on water meter size, is billed quarterly, and charged to property owners commencing when the water service connection is made until such connection is permanently discontinued. This fee is also known as a “ready to serve” charge, a fee for keeping services in operation. If a building does not use any water, there is still a maintenance requirement for the Village to be able to provide water at any time (ready to serve). This base fee contributes to the general maintenance & debt service payments of the Water District’s infrastructure. The exceeding majority of water customers on the water system in Briarcliff are equipped with a 3/4” water meter; these are also mostly single family homes. This would provide a dedicated revenue stream to the Water Fund that would not vary with usage. We bifurcated out two different rates for in-village and outside-village water.

**Estimated Additional Revenue: \$223,000**

If all of the recommended water fee increases are approved, the total estimated revenue increase for this fund is **\$232,000**.