

## MEMORANDUM

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**To:** Village Manager Cara Pavlicek  
**From:** Deputy Public Works Director Matt Morrison  
**Date:** 2024-10-22  
**Subject:** An Ordinance Amending Chapter 27 - Water, Sewers and Sewage Disposal of The Northbrook Municipal Code, As Amended

### Overview

In conjunction with the Automated Metering Project the Village of Northbrook is updating language within the Municipal Code to clarify the Village's policies and customers responsibilities with respect to water meters as previously reviewed by the Village Board on July 23, 2024.

### Fiscal Impact

There is no fiscal impact to the changes to the Municipal Code.

### Recommendation

Approval.

### Background

In conjunction with the development of Automated Water Meter Project, the Village of Northbrook worked with Veregy, Inc. to review the Village's Municipal Code to ensure a successful implementation of the project. Several amendments to Chapter 27 - Water, Sewers, and Sewage Disposal of the Municipal Code were identified to clarify the Village's policies and customer responsibilities with respect to water meters. These changes to the Municipal Code were initially reviewed at the July 23, 2024 Committee of the Whole meeting.

These proposed changes to the Municipal Code included the following (proposed additions in Underlined, deletions are ~~struck through~~):

- Section 27-30. - Tampering with system. - It shall be unlawful for any person not authorized by the village to tamper with, alter or injure any part of the village water system including, but not limited to, shutoff boxes, valves, fire hydrants, meters, and meter reading devices. It shall also be unlawful for any person not issued a permit by the director of development and planning services to attach any form of pump directly to any service line for the purpose of increasing the water pressure. The director of development and planning services, through their licensed plumbing inspector, is hereby authorized at any reasonable hour to inspect any service line on or within the premises of any water used for the purpose of determining compliance with this article. All authorized pump installations shall be equipped with back-flow prevention devices as

required by Illinois Plumbing Code.

- Section 27-34 (b). - Meters and Meter Reading Devices - The charge for meter installation shall be as determined by the director of public works as a result of an annual review of village costs involved and established in annual fee ordinance. Meters shall be installed in a location affording convenient access. The property owner or person in charge shall at all reasonable times permit the director of public works or the director of public work's representative free entry for the purpose of examining, testing, reading, exchanging or repairing such meter. In the event the director of Public Works or their designee is unable to access the meter, water service may be temporarily stopped until access is provided and the work is completed.
- Section 27-64 (a). - Reinstatement of Service - Requests for reinstatement of water service shall be considered only upon satisfaction of all billing delinquencies and/or once a meter has been made accessible.
- Section 27-64 (b). - Reinstatement of Service - A service charge in the amount established by the annual fee ordinance shall be applied for the reinstatement of water service terminated for nonpayment as described in section 27-63 of this Code. Inaccessible meters shall not incur a re-instatement fee.

These proposed amendments will help clarify that customers (businesses or residents) are responsible for making meters accessible and add that radio equipment for the meters may not be tampered with. Furthermore, these changes give the Village the ability to terminate water service as a measure of last resort if a meter or radio equipment is not made accessible. Terminating water service will not occur except as a method of last resort and after ample notification. Staff recommends approval of these amendments to the Municipal Code as presented to clarify the Village's policies and customer responsibilities.

[An Ordinance Amending Chapter 27 “Water, Sewers, and Sewage Disposal of The Northbrook Municipal Code, As Amended.docx](#)