

**TOWN OF REDKEY, INDIANA**  
**ORDINANCE NO. 2018-3**  
**AN ORDINANCE ADDRESSING POLICIES RELATED TO WATER USE**

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**WHEREAS**, the Town of Redkey, Jay County, Indiana, deems it necessary to update its policies regarding the income and revenue from its waterworks, the protection of its public water system, and the management of its utility services; and

**WHEREAS**, this Ordinance replaces Ordinances 1982-13, 1994-2, 2007-8, 2008-7, 2009-1, and 2009-9;

**NOW, THEREFORE**, BE IT ORDAINED by the Town Council of the Town of Redkey, Jay County, Indiana, as follows:

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**Article I: Waterworks Income and Revenue Allocation**

**Section 1:** Ninety percent (90%) of the income and revenue of the waterworks owned by the Town of Redkey, Jay County, Indiana, shall be set aside upon receipt into a separate, special, cumulative, non-reverting fund. This fund shall be used solely for the maintenance and operation of the waterworks, and for payment of costs associated with extensions and additions to the water lines.

**Section 2:** Ten percent (10%) of the income and revenue shall be set aside into a separate, special, cumulative, non-reverting depreciation fund. Accumulations in this fund may be invested in certificates of deposit in any savings institution with deposits insured by the U.S. Government. Income from these investments shall return to the depreciation fund.

**Section 3:** The depreciation fund, as established in Section 2, shall be expended exclusively for repairs, replacements, and to address depreciation in the waterworks. This fund shall not be used for general operations, maintenance, or for extending or adding to the waterlines.

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**Article II: Water Protection Program**

**Section 1:** A cross connection is defined as any physical connection or arrangement between two otherwise separate systems, one containing potable water from the Town of Redkey's water system, and the other containing water from a private source or another system of unknown or questionable safety. The direction of flow depends on the pressure differential between the two systems.

**Section 2:** No person, firm, or corporation shall establish or permit any cross connection to be maintained. Any interconnection between potable water from a private, auxiliary, or emergency water supply must be approved by the Town of Redkey Water Department and the Indiana Department of Environmental Management (IDEM) in accordance with 327 IAC 8-10.

**Section 3:** The Water Department shall conduct inspections of properties served by the public water system where cross connections are possible. The frequency of these inspections will be determined by the potential health hazards involved.

**Section 4:** Upon presentation of credentials, Water Department representatives shall have the right to request entry to examine properties connected to the public water system. Refusal of access or to provide pertinent information will be deemed evidence of the presence of cross connections.

**Section 5:** The Water Department is authorized to discontinue water service to any property with connections in violation of this ordinance. Water service shall only be restored once the cross connection has been eliminated in compliance with this ordinance.

**Section 6:** In emergencies that endanger public health, safety, or welfare, the Water Department may immediately discontinue service. A written finding will be filed with the Clerk-Treasurer, and the consumer shall have an opportunity for a hearing within ten (10) days of the emergency discontinuance.

**Section 7:** All customers using toxic or hazardous liquids, including hospitals, mortuaries, water treatment plants, laboratories, industries, restaurants, gas stations, and any commercial consumers identified by the wastewater department, shall install and maintain a reduced-pressure-principle backflow preventer in the main water line serving each building. These devices must be inspected annually, with a copy of the inspector's report provided to the Water Department.

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## **Article III: Utility Operations Policies**

**Section 1:** Utility payments shall be made with cash, check, or money order. No post-dated checks will be accepted. Payments may be made:

1. In person at the Town Hall during regular business hours;
2. By dropping off payment in the 24-hour drop box at the Town Hall; or
3. By mail.

**Section 2:** Meters shall be read from the 17th to the 21st day of each month.

**Section 3:** Utility bills shall be mailed on the last day of each month and are due on the 15th of the following month.

**Section 4:** A ten percent (10%) penalty shall be added to the unpaid balance if payment is not received by the 15th.

**Section 5:** A deposit of One Hundred Seventy-Five dollars (\$175.00) is required for utility service. This deposit must be paid in full prior to service being provided.

**Section 6:** For rental properties, the utility account shall be in the name of the renter, who is responsible for the deposit. Landlords must sign an agreement accepting responsibility for any unpaid balance exceeding the deposit if the renter vacates.

**Section 7:** Water for temporary users, such as contractors, will be charged based on metered usage. Temporary users must contact the Town Clerk-Treasurer and the Water Superintendent prior to obtaining water.

**Section 8:** A Forty Dollar (\$40.00) fee will be charged for each dishonored check. Reconnection after payment of a dishonored check will require payment of a Fifty Dollar (\$50.00) reconnect fee, in addition to the unpaid balance.

**Section 9:** Customers with one delinquent bill will receive a disconnect notice if the current bill is also unpaid by the 15th of the month. A Fifty Dollar (\$50.00) reconnect fee will apply for service restoration.

**Section 10:** A Fifty Dollar (\$50.00) reconnect fee shall apply for service disconnection due to non-payment. New customers are not required to pay this fee but must pay a non-refundable deposit.

**Section 11:** Customers may request one free disconnect and reconnect of service within a 24-hour period. Additional requests or after-hours requests will incur a Seventy-Five Dollar (\$75.00) fee.

**Section 12:** Customers may appeal for an adjustment on their bill due to underground leaks, provided they meet specific criteria and provide required documentation. Only one adjustment is permitted per twelve-month period.

**Section 13:** Customers may request meter testing or replacement. A One Hundred Dollar (\$100.00) fee applies if the meter is found to be in proper working order.

**Section 14:** Customers requesting meter relocation shall pay the actual cost of the move.

**Section 15:** The Town reserves the right to determine when a meter shall be installed, particularly in cold weather. Meter pits will not be opened if temperatures are below 10°F unless an emergency exists, as determined by the Water Superintendent.

**Section 16:** A connection charge shall apply for meter service, based on actual labor and material costs.

**Section 17:** Only authorized Town personnel may access the water meter pit. Tampering with the meter will result in a theft charge of One Hundred Fifty Dollars (\$150.00) plus repair costs and charges for unauthorized use.

**Section 18:** Residents may have their water shut off or turned on by an authorized town employee. Customers must install water shutoffs in their homes.

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## **Article IV: Valve Inspection Program**

**Section 1:** The Indiana Department of Environmental Management (IDEM) requires municipalities to maintain an inventory of active valves in the municipal utility system, either electronically or manually mapped. Valve information should include size, type, and function.

**Section 2:** Valves must be inspected every three to five years, with inspection logs maintained.

**Section 3:** Any defective valve must be documented in the inspection log, including repairs or replacement, along with photos and mapping data.

**Section 4:** If a valve is replaced, the log must include the valve manufacturer and the name of the municipal employee or company that performed the replacement.

**Section 5:** An annual report detailing the previous year's valve inspections, repairs, and replacements must be provided to IDEM.

**Section 6:** The municipal Council is responsible for submitting the annual report to IDEM.

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**PASSED AND ADOPTED** by the Town Council of the Town of Redkey, Indiana, on this 15th day of November, 2018.

### **TOWN COUNCIL MEMBERS:**

Doug Stanley, Town Board Member  
Dave Dudleston, Town Board Member  
Ted Friddle, Town Board Member  
Charles Coons, Town Board Member