

SECTION 2.1 – PURCHASE OF A WATER METER

This procedure has been developed to assist property and or business owners with the purchase and installation of a water meter.

1. *Purchase at Each Township*

Within the MHOG System, water meters are purchased directly at each participating Township. Prior to authorizing a meter purchase, the Township will verify that any necessary tap or connection fees are paid as well as ensuring that necessary land use permits are obtained. The cost for a meter package includes the meter, a horn or flanges, and the radio read device. In addition, for all new construction, there is a water loss fee paid as part of the meter package price to cover water typically used during construction. It should be noted that the Department will not sell or set a meter without a meter package purchase from the corresponding Township. A copy of the meter purchase form and current cost for the meter package is included in Appendix A.

Irrigation Package

It is recommended that a resident or business also choose to purchase an irrigation meter as part of their meter package purchase. An irrigation meter can save significant money as sewer charges are not assessed for water that goes through the irrigation meter. If an irrigation meter is purchased, the cost of the radio read device is subtracted from the cost, as one reading device can accommodate two meters.

For all irrigation meters, a certification of the Pressure Vacuum Breaker (PVB) device on the irrigation system is required before the Department will set the meter. A copy of the device test flow report must be made available to the technician who sets the meter.

2. *Meter Size Determination*

As part of the meter purchase, the proper size of the meter needs to be specified. For all homes, a 1-inch meter is standard. A ¾ inch meter is only allowed where there is an existing 5/8 inch well service or where upsizing to a one-inch meter may cause pressure problems. For commercial applications, it is best to match the meter size to the inlet pipe size to maximize future building use. A MHOG staff member can assist in sizing if maximum Gallon Per Minute (GPM) requirements are provided for the facility.

For a commercial meter set, a backflow device is required to protect the potable water supply from potential building uses that can compromise the safety of the domestic supply, should a low pressure event occur. This applies to fire suppression systems, high hazard, and low hazard uses. For all new high hazard uses, a RPZ device is required to isolate the supply from the building use.

3. *Arranging For and Conducting Meter Installation*

For a one inch or less meter purchases, the meter horn will be available at the Township Hall at the time of the meter sale. The property owner will be responsible for installing the meter horn, or hiring a plumber to install the meter horn. Once the meter horn is installed or a time is known that the horn will be installed, the property owner will contact the Utility Department to set an appointment to have the meter set. The technician will bring the meter and radio read device with them. The radio read device is preferred to be outside the home and connected to the meter via a direct wire. This will allow for future maintenance to occur to the device without having to get inside the premises, making it more convenient for the property owner.

For a 1.5 inch or larger meter, the property owner may be provided the meter and flange set at the time of the meter purchase (depending on the requested size, the meter may need to be ordered) or may be picked up at a time when they are ready to install the meter. Once the meter is installed, the property owner will contact MHOG to install the radio read device. An appointment will be set for MHOG's technician to install the radio read device. For a commercial business, a suitable backflow prevention device shall be provided and tested prior to the technician setting the reading device. In addition, depending on the level of hazard, annual testing of the backflow prevention device and inspection by the Department may be required.

Site Conditions

Before MHOG will set the meter or install the reading device, the following site conditions must be met:

1. The Curb Stop or exterior shut off box must be at grade and accessible. Additionally, this box must be straight and allow for a key to be inserted to readily turn the water supply on or off.
2. The exterior of the building must be finished for the purpose of mounting the radio read device to the exterior of the house. The radio read device will not be installed if siding, brick, or block work needs to be completed that could impact or cover the radio read device.
3. Someone responsible for the property must be present during the meter set as the technician will not turn on water without the property owner or suitable representative present to assure that items are not on that can cause property damage.
4. If the above conditions are not met, a \$25 re-trip fee will be charged to the property owner.

4. *Acceptable Meter Locations*

All meters shall be installed in an easily accessible location, fully heated, and free of obstruction. Meters shall have a sufficient working space around them that allows for a human person to access, remove, and replace the meter freely. Meters shall not be installed in pits or crawl spaces. Meters for multi-family buildings shall be located in a common area that is heated and accessible from a common area in the building; meters shall not be located within the individual residential units of a multi-family building. For commercial buildings where multiple tenant spaces will exist, a common meter room shall be provided to manifold individual meters to the units.