



December 7, 2023

**City of Aberdeen
Department of Public Works
Portable Fire Hydrant Meter Policy & Procedures**

Policy

The Department of Public Works allows Contractors to purchase water on a temporary basis to support their operations within Aberdeen Corporate Limits. This policy and procedures supersede the previous policy and procedure dated January 22, 2019. Fire Departments are exempt from this policy when conducting firefighting operations.

Background

The Department of Public Works (DPW) provides water service to over 16,000 residents and businesses daily. The department implemented anti-theft measures to prevent unauthorized hydrant use. Improper or unregulated use can have a negative impact on the water system to include catastrophic failure resulting in outages to our customers and leading to costly repairs. To avoid potential issues, DPW institutes the following procedures to allow authorized contractors to access hydrants through a temporary meter sale using an $\frac{3}{4}$ inch hydrant meters assemblies. The access of a hydrant as an accessible water source shall be temporary in nature. This permitted use allows authorized contractors to use the City's water service while still protecting the water supply.

Fire Hydrant Use as an Accessible Water Source Procedures

1. Hydrant meters issued by the City are only allowed within the City of Aberdeen's corporate limits and on City owned fire hydrants - no other connections are allowed under any circumstances. Hydrant meters will only be issued at building construction sites where a water system, which has been accepted for operation and maintenance by the City, is available. This permit will be in effect only until permanent tap and meter installation is installed.
2. Hydrant meters may be issued to the following categories of contractors and businesses: Master Plumbers, Underground Utility Contractors, Brick/Block Masons, Well Drilling Contractors, Lawn and Garden Services, Paving Contractors, and Demolition Contractors, and others as determined by DPW.
3. Hydrant meters shall only be issued to the specific party who will utilize the meter, will be responsible for the meter and payment for water usage. No third-party billing is allowed. The contractor's representative who issued the hydrant meter and permit shall sign a statement acknowledging and accepting full responsibility when issued a permit. The requestor shall be responsible for all water use whether intentional or unintentional (breaks, other than permitted uses, etc.) Wanton or willful wasting of water will result in a permanent suspension of this privilege.

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4. The Contractor's representative will provide two cashier's check for a deposit 1) \$500 for a ¾-inch meter (maximum size allowed to be connected to a fire hydrant) and 2) \$5000 for the hydrant hookup. These deposits cover damage to the hydrant meter up to full replacement of the hydrant while in use by the contractor. The Hydrant deposit fee only covers the hydrant specified for the job site and is not transferable. At the conclusion of the job, the Director of Public Works (Director) or his representative will inspect the meter and hydrant. A final bill will be provided to the contractor with any remaining amount refunded of the deposit after repairs are made.
5. A representative for the Department shall train the Contractor and their authorized individuals in the proper operation of the hydrant. Only those individuals trained and noted on the temporary meter request form shall be allowed to operate the hydrant.
6. Contractors shall utilize an approved fire hydrant wrench with the meter assembly to operate hydrants; no other tools or methods of operation are allowed. The meter assembly needs to be supported between the meter, backflow, and at least 12" off the ground when attached to a fire hydrant. The hydrant shall be flushed approximately 1-2 minutes before attaching the meter assembly to avoid damage to the meter.
7. Meters may only be issued for a maximum period of up to six (6) months. At the end of the six-month period, the meter must be returned, and a new meter issued if the contractor wishes to continue with access to the hydrant. The Department's administrative assistant will notify the contractor to establish an exchange date at the maintenance shop. All meter exchanges or returns shall be conducted at 341 Michaels Lane - Monday through Friday, excluding City Holidays, between 7:30 AM to 3:00 PM.
 - a) Failure to exchange a meter assembly will result in a \$150 per month late exchange fee until the meter is exchanged, returned, or confiscated.
 - b) If the account is delinquent, an exchange of meter will not occur until the balance is paid in full.
8. Hydrant readings are to be reported by email by the 20th day of each month. All information should be emailed to dpw@aberdennmd.gov. The company's name, contact name, return phone number, meter number (which is stamped on top of the lid), and the meter reading with all digits from left to right shall be reported.
 - a) Billing for monthly usages shall be separated from deposit fees.
 - b) Failure to provide readings by 25th day of each month may result in the confiscation of the meter. Monthly charges may include water usage, a base meter fee, late fees, and any damages or penalties incurred by the contractor for non-compliance with the policy.
 - c) If payment is not made after 30 days from the date of the bill, the Department may revoke the permit and confiscate the meter until payment is made.

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9. Contractors who return damaged meter assemblies to the Maintenance Shop will be charged the actual cost of repair or a minimum repair charge of \$100.00, whichever is greater. Damaged condition shall mean any wear or deterioration, beyond the wear to be expected from normal use and operation of the assembly.
10. Fire hydrant meters are to be made available to DPW Staff upon demand for inspection and verification of reported readings. Failure to produce a meter upon demand will result in revocation of the fire hydrant meter permit and confiscation of the meter.
11. In the event of the theft of an issued unit, a police report must be filed. The Contractor shall also notify the Department of Public Works in writing and provide a copy of the police report. Customer will forfeit the existing meter deposit. If a replacement meter is needed, a new deposit is required, and the account made current prior to the new meter being issued.

Bulk Purchase as an Accessible Water Source Procedures

The requestor may only fill tanker trucks at yard hydrant located at the DPW Maintenance Shop, 341 Michaels Lane, Aberdeen, MD between the hours of 7:30 am to 3:00 pm from Monday to Friday. Please note payment must be made prior to bulk pick up.

1. Fill out the Bulk Water Permit Application located online located at <https://www.aberdeenmd.gov/engineering-division> under Engineering Documents.
2. Bring filled out application form to the City's Finance Department.
3. Once payment has been received, take your receipt to the DPW Maintenance Shop located at the address above to show proof of payment.
4. After payment has been verified by our DPW Maintenance Shop staff, the requestor will be directed to our filling station.

For questions regarding this policy, contact the Department of Public Works Admin Assistant, Karen Adams at 410-272-1600 x 219.



Kyle E. Torster, P.E.
Director of Public Works

Cc: Finance Director

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Fire Hydrant Meter Water & Bulk Tanker Fees

The contractor will be billed at the Base Rate Plus Actual Water Usage for a hydrant meter.

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| Hydrant Water Meter Deposit | \$500 |
| Hydrant Damage Deposit | \$5,000 |
| Hydrant Meter Rental Fee (Per Month) | \$100 |
| Hydrant – First 3,500 gallons | Current Rate |
| Hydrant – Each 1,000 gallons over 3,500 gallons | Current Rate |
| Failure to exchange meter after six months (per month) | \$150 |
| Failure to return wrench with the meter | \$90 |
| Tampering with, disassembly of, or an inability to obtain a reading | \$500 |
| Miscellaneous damage to the device – greater of | \$100 or actual replacement cost |
| Loss or theft of the device or missing parts | Actual replacement value |
| Bulk Water Tanker Purchase per load | |
| • Up to 5,000 gallons | \$35 |
| • 5,000 to 10,000 gallons | \$70 |

Monthly Charge Hydrant Meter: 20,000 gallons (example only)

Fee: \$100.00 + \$22.78 for first 3,500 Gal + \$6.88/1000 gal*16,500 = \$236.30 (FY24)

Signature _____ **Date** _____

Print Name _____

Company _____