

**CODE OF ETHICS
FAIRLAWN SEWER AUTHORITY
BOARD OF DIRECTORS**

FAIRLAWN SEWER AUTHORITY WATER LEAK ADJUSTMENT POLICY

cAs the Authority has voted to move to a new billing philosophy for residential sewer customers, it has become necessary to develop some policy updates.

The aforementioned billing revision calls for sewer bills to be based upon actual water meter readings. In certain cases, water leaks that occur on the customer's side of the meter assembly result in inflated water bills and consequently sewer bills as well. In these cases, customers can submit for sewer bill credits.

It is the policy that Fairlawn Sewer Authority will issue on behalf of the customer a sewer bill adjustment upon notification from the P.S.A. billing office that submission has been made to that office for a water leak adjustment. The terms and conditions for a P.S.A. water leak adjustment are governed by that office and are set forth within their written policy.

The Fairlawn Sewer Authority will issue a 75% first time adjustment. If a second leak exists within one year of the initial leak, a 50% adjustment will be generated.

It is a requirement that the submission is in writing and within 60 days of the initial leak discovery