



PLAINFIELD CHARTER TOWNSHIP

Finance Department

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MEMO

TO: Cameron Van Wyngarden, Superintendent
FROM: Adam Zawisza, Finance Director/Deputy Treasurer
DATE: May 7, 2026
RE: Recommended Change to Sewer Use Billing Procedure.

Purpose

The purpose of this memo is to recommend an adjustment to the Sewer Use billing procedure following the transition from quarterly to monthly billing.

Background

The Township meters water service but does not meter sewer service, so sewer use is based on water use. Because summer water use is often higher due to irrigation (and not all of that water enters the sewer system), the Township has historically billed sewer charges using an average based on winter water consumption. The Township also applied a minimum sewer-use amount of 6,000 gallons per quarter.

After moving to monthly billing, more seasonal residents are billed the minimum sewer-use amount during months when they are not in residence and have zero water use.

Recommendation

Staff recommends the following changes:

- Remove the year-round minimum sewer-use amount.
- Set the summer sewer-use period as May through September, billed using each customer's winter-average water use (to account for irrigation).
- Calculate the winter average using average monthly water use from October through April, with a minimum of 2,000 gallons.
- During the winter period (October–April), customers will be billed for actual usage. If a customer uses less than 2,000 gallons in a month, they will be billed for actual sewer use (no minimum applied to the bill).

Rationale

These changes better match sewer billing to actual customer use, particularly for seasonal residents who may have months with no water use. Using a winter-average amount for May through September aligns with peak irrigation season, when a larger share of water use does not enter the sewer system.

Requested Action

Staff requests Board approval to:

- Remove the year-round minimum sewer-use amount.
- Establish a 2,000-gallon minimum for the winter-average calculation (October–April average monthly water use).
- Set the summer use period as May through September, billed using the October–April winter-average amount.