



AGENDA ITEM #17

AGENDA ITEM EXECUTIVE SUMMARY

Village Board Meeting

6/26/2023

Item Title: Lead Service Line Replacement Policy

**Staff Contact: Karen Young, Public Works Director
Jason Bielawski, Village Administrator**

NEW BUSINESS

VILLAGE BOARD ACTION:

Provide direction on potential modifications to the lead service line replacement policy.
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Executive Summary:

The Village Board approved the attached Lead Service Line Replacement Policy and Maple Avenue Lead Service Line Grant Assistance Program on March 27, 2023. The Policy is necessary to comply with state law and the Grant Assistance Program applies to the Village watermain replacement project on Maple Avenue that is currently underway. Staff indicated it would evaluate Policy implementation during the Maple Avenue project and any other lead service line replacements and bring the Policy back with any recommendations. Now that staff has had the opportunity to implement the Policy and Grant Assistance Program for the Maple Avenue watermain replacement project, staff is seeking clarification and direction on the below Policy terms:

- 1) Financial Offerings for Property Owners (Page 3 of Policy)
 - a. Does the waiving of the Village permit and tap on fees apply to any lead service line replacement or only replacements utilizing the Village contractor?
 - i. Staff has waived the permit and tap on fees for all Maple Avenue homeowners replacing lead service lines as well as an additional homeowner in another part of the Village who initiated a lead service line replacement. If the intent is to waive for all homeowners, then staff will draft an ordinance to codify the waiving of these fees.
- 2) Maple Avenue Lead Service Line Grant Assistance Program (Attachment to Policy)

- a. Are only homeowners on Maple Avenue who are utilizing the Village contractor eligible for the Grant Assistance Program?
 - i. The cost for the Village contractor to perform the private side service line replacement is \$7,500. A homeowner who is utilizing a private contractor at a cost of \$5,000 has submitted documentation that would qualify them for the maximum grant amount of 50% if deemed eligible.
- 3) Since the Village doesn't have any planned watermain replacements affecting lead service lines other than the current Maple Avenue project, staff wants to send targeted mailings to homeowners with known or suspected lead service lines to begin an advanced notification process and to begin coordinating a replacement plan in accordance with state law.
- i. Does the Village Board want to extend the Grant Assistance Program to these homeowners? As of April 2023, there are approximately 250 lead service lines identified that need to be replaced.

Implications:

Is this item budgeted? N/A

Estimated cost: N/A

Any other implications to be considered? The Maple Avenue project includes a total of 25 homes. 16 homes have existing lead services and 9 have copper. Of the 16 existing lead services, 12 were replaced by private contractors and 1 by the Village contractor. 1 homeowner with lead service signed the IEPA waiver and 2 homeowners have not responded.

Strategic Priority:

Reliable Infrastructure

Attachments:

Lead Service Line Replacement Policy
Grant Assistance Program



LEAD SERVICE LINE REPLACEMENT POLICY

Purpose

It shall be the policy of the Village of Roselle to replace lead service lines as required by the Illinois Lead Service Line Replacement and Notification Act from the Illinois Environmental Protection Agency (IEPA).

Definitions

- **Public Side Service Line:** The publicly owned portion of a water service is from the connection to the Village's watermain to the buffalo box, which is where the water can be shut off to a property.
- **Private Side Service Line:** The privately owned portion of a water service is from the buffalo box into the building or home up to the first valve or 18 inches, whichever is shorter. Beyond this point, the lines are considered the building's plumbing.
- **Full Lead Service Line:** Both the public side service line and private side service line are lead.
- **Partial Lead Service Line:** The private side service line is lead and the public side service line is not.

Village Initiated Replacements of Full Services

The Village may complete watermain replacement work or other improvements specifically to address the replacement of lead service lines. As part of this work, the cost of the replacement will be shared by the Village and the property owner.

- **Public Side Service Line:** The Village will at its sole expense, replace the public side portion of the service line and complete the necessary restoration.
- **Private Side Service Line:** The Property Owner, at their sole cost, shall replace the private side service line including any necessary interior or exterior restoration. The Village may elect to provide an incentive program to assist in the replacement costs as noted below. If the property owner does not wish to complete the private side service line replacement the waiver process discussed below will apply.

Village Initiated Replacements of Full Services with State or Federally Funding or Loans

The Village may attempt to secure outside funding for watermain replacement work or other improvements specifically to address the replacement of lead service lines which may utilize loans or funds from State or Federal sources. Based on requirement by the funding source utilized, the Village will, at its sole expense, replace the public side services. The Village will also, at its sole cost, replace the private side service line so long as the property owner executes the Temporary Construction Access Agreement.

Every effort will be made by the Village and its contractors to limit the disturbance to private property by using the least disruptive construction methods possible based on the existing conditions. Even while working cautiously, damage to private property will occur. The Village's policy on interior and exterior restoration are as described below.

- **Interior Restoration**
The extent of the restoration to be completed by the Village or its contractor inside existing buildings or houses, is the sealing of the foundation walls or floor slab around any new or modified penetrations. The Village will not be responsible for the restoration of any finishes including, but not limited to drywall, paint, and flooring. Repairs to finishes will be the sole responsibility of the property owner.

- **Exterior Restoration**

The extent of the restoration to be completed by the Village or its contractors on private property outside of buildings or houses shall be limited to:

- Repair of driveways or sidewalks removed or damaged during construction
- Installation of topsoil, grass seed and erosion control blanket on areas disturbed by construction

Village will not be responsible for restoration of any other items including, but not limited to porches, decks, bushes, shrubs, landscaping and fences. Repairs to or replacement of these items will be the sole responsibility of the property owner.

- **Temporary Construction Access Agreement**

For the Village or its contractors to complete work on the private side service line, the property owner must execute a Temporary Construction Access Agreement. This agreement will establish the responsibilities of the property owner, the Village, and its contractors. The agreement will cover items such as notification, restoration, hold harmless and indemnification. Prior to the start of construction, this agreement must be executed by all parties. If the property owner will not execute the agreement, work cannot be performed, and the waiver process discussed below will apply.

Property Owner Initiated Replacement

- **Full Lead Service Replacement**

If a property owner chooses to replace their full lead service prior to the Village's program, the costs associated with the replacement of both the public side service and private side service and all restoration will be the responsibility of the property owner. This includes replacement associated with new watermain taps for service. The Village may elect to provide an incentive program to assist in the replacement costs as noted below.

- **Partial Lead Service Replacement**

If the public side service line is not lead and a property owner chooses to replace their private side lead service, the costs associated with the replacement and all restoration will be the responsibility of the property owner. The Village may elect to provide an incentive program to assist in the replacement costs as noted below.

Waiver Process

If the Village is completing a lead service line replacement project, the IEPA has created an official process for property owners who do not wish to have the Village replace the private side service. This Waiver of Complete Lead Service Line Replacement must be signed by the property owner before the water can be turned back on to their property after the public side service is replaced.

- **Non-Responsive Property Owners**

If a property owner is non-responsive or refuses to sign the waiver, the Village is required to notify the Illinois Department of Public Health (IDPH) within 15 working days. Failure of a property owner to sign the waiver or to allow the Village to complete the private side service replacement may result in the water being shut off to the property per the requirements of the IDPH and the IEPA.

Financial Offerings for Property Owners

- The Village understands the replacement of the private side service line may create a financial burden for property owners. The Village may elect to make certain financial offerings and payment arrangements available to qualifying property owners including:
 - Waiving Village permit and tap on fees for any lead service line replacement
 - 12-month, zero interest deferred payment through the Village
 - Equal monthly payments invoiced separately from water bill
 - Lien placed against the property
 - Payment due in full at time property changes ownership
 - Failure to comply with payment arrangement will not result in water shut-off/red-tag process
 - Only homeowners utilizing Village contractor are eligible
 - Only costs for the actual replacement of the service line from the b-box to the meter are eligible
 - Additional financial arrangements through local banks such as Itasca Bank and Associated Bank



David Pileski *Mayor*
Amanda Hausman *Village Clerk*

MAPLE AVENUE LEAD SERVICE LINE GRANT ASSISTANCE PROGRAM

The intent of the Lead Service Line Replacement Grant program is to provide a grant for lead service line replacement for property owners who are at or below the Section 8 Poverty Level. All applications will go through an approval process before they are submitted for reimbursement.

The following Section 8 Poverty level income guidelines have been established by the DuPage Housing Authority.

One person household	\$36,500
Two person household	\$41,700
Three person household	\$46,900
Four person household	\$52,100

To qualify for the program, the total gross income of every member in the household will be taken into consideration. Income includes, wages, unemployment, workers compensation, disability benefits, pensions, social security, interest income, dividends and gains on investments and income on rental property. The total of all income will be used to determine the amount of the grant using the following scale.

% of Poverty Level	Amount of Grant
Up to 100%	50%
Up to 125%	40%
Up to 150%	30%
Up to 175%	20%
Up to 200%	10%
201% and higher	0%

All outstanding obligations with the Village will also need to be current prior to processing applications. This includes water/sewer bills, parking tickets, and any other outstanding debt due to the Village. Vehicle stickers must be purchased for each vehicle registered to your address.

All applicants must be a current resident of Roselle and reside within the Village at the time the application is approved.