

HECTOR WATER DISTRICT RULES AND REGULATIONS

ADOPTED THE FOURTH DAY OF APRIL, 1974

AMENDED ON: 3/4/1976, 1/16/1991, 10/14/1991, 11/12/1991, 9/8/1992, 1/19/2000, 10/12/2004, 6/10/2008, 11/4/2010

Section 1. Purpose and Intent. Hector Water District will supply water to persons and premises within its boundaries through its facilities provided and maintained therefore, subject to the terms, provisions and conditions of these rules and regulations, in accordance with the scheduled rates and charges on file in the office of Hector Water District, which schedule of rates and charges is hereby made a part of these rules and regulations.

Section 2. Request for Service. To obtain water service for any premises, or for the extension of any water main installed for the conveyance of water, an application must be made to the Town Clerk of the Town of Hector, or a duly designated deputy or agent, on application blanks to be furnished by Hector Water District, for that purpose. Applications shall be signed by the owner of the real property to be serviced, or his duly authorized agent. The application must be accompanied by payment of the installation charge as fixed by the scheduled rates on file in the Town Clerk's Office or Water District Office.

Section 3. Applications. A separate application shall be made and a separate meter shall be installed for each premise, defined as follows:

- A. A building under one roof owned or leased, and occupied by one consumer, as one residence or one place or business.
- B. Each unit of a multiple unit building separated by a solid, vertical and/or horizontal partition wall, occupied by one family or one firm.
- C. A building owned or leased by one consumer having a number of apartments or offices which are rented to tenants, and using in common one hall or means of entrance.
- D. A supply station for commercial use which shall be separate from other buildings.

Section 3.1 Special Conditions

- A. No connection shall be made to any service for the benefit of any other residence, family or establishment, nor shall any sub-metering be allowed
- B. Water will not be turned on unless owner or authorized person representing them is present.

Section 4. Types of Service. Application for water service shall be either an application for continuing service or for seasonal service.

- A. **Continuing Service:** Applicant will request in his application that water service be continued without interruption, until discontinuance is requested by the owner in writing. The owner will be required to pay for all water service as billed and in any event the minimum service charge each billing period as established by the schedule of rates. Prior to the time of a sale or property transfer or if the system has been off for more than 12 months, the property owner's water system will be evaluated. Any area not meeting current standards must be upgraded. This includes replacing service line if necessary. All of this will be done at property owner's expense.
- B. **Seasonal Services:** In the event the application shows that less than one full year's continuous service is requested, such application shall be considered an application for seasonal service. The installation charge shall be the same as the installation charge for a continuous service, and the water rate charge shall be the same. The minimum billing period shall be for a period of not less than four months. Meters will be read and service discontinued at the end of each seasonal period. No charges for water will be made to owners while service is discontinued. Services will be reinstated when requested by the owner.

Section 5. Connection with Mains. Hector Water District will furnish all labor and materials to tap the main water line, including curb box and valve at customer's expense. All materials will be paid for by the customer by making payment to Hector Water District prior to commencement of installation. Installation of service lines from the main curb box to the premises shall be the customer's responsibility and expense. All permits and additional materials necessitated by any road or highway crossing shall be the customer's sole responsibility and expense.

All service lines from curb box to consumer's premises shall be CTS High Density Polyethylene 200 psi rating installed with a tracing wire. Service lines shall not be smaller than 1 inch diameter. All service lines from curb box to building or buildings must be at a depth of not less than four and one-half (4½) feet below the grade. Service pipes or lines must be laid in a separate and distinct trench by itself at least four feet away from any other buried lines or equipment (electric, sewer, drain tiles, etc) unless the distance specified in the New York State Building Code is greater.

Further the lines must be bedded on top of at least 6" of sand with an additional 6" covering after inspection and approval. Large stones over 6" are not allowed in covering fill. Line must be pressure tested with water before water is turned on permanently. Every service pipe or line whether in a trench or building must be inspected and tested by Hector Water District before it is covered or concealed. Every water meter pit and additional curb valves must be inspected by the Hector Water District before it is covered. No private water lines or systems will be permitted to be laid in the same trench with a line or service from the curb box. No soldered joints shall be permitted in any pipe lines below the surface of the ground. Upon completion of a satisfactory test and approval of the installation by the Water Department a meter will be installed and the water service line may be covered. No connections in a service pipe or line between the curb box and the meter shall be permitted. A ball valve must be placed in every service line immediately inside the building wall and so situated that the water to the premises can be completely shut off before entering the meter. Another Ball valve will be required after the meter for service work. There shall be no connection between the Hector Water District Supply and any other water supply. All new installations must have approved backflow prevention device in an approved location.

In such event that water line pressure shall have the potential to exceed sixty pounds per square inch, property owners will be required to install at their expense a pressure reducing device. This requirement affects all new and current customers.

Section 6, Building Installations vs. Water Meter Pit Installations

1. In cases of mobile homes, double wide mobile homes, seasonal dwellings, normally gated and inaccessible dwellings, service runs in excess of 200 feet and/ or the unavailability of a frost free location in permanent dwelling. An approved water meter pit will be required. Water meter pits must be within 50 feet of water main. Water meter pits are required to have a curb valve with box and stainless steel rod installed just after meter pit. The owner shall purchase and install the meter pit and curb valve at their expense.
2. For dwellings not covered by item No. 1 (above) no meter pit will be required, but can be purchased and installed by owner. Please note the non meter pit installation requires a minimum of 5 ½ feet clearance in basement. The property land owner shall be responsible for protecting the water service line from freezing.
3. Hi Pressure Area Requirements (Hi pressure area is located on C.R. 2 between Bassett Rd. and C.R. 2 water pump station.) All water services in this area are required to have an approved water meter pit with PRV unit, 2nd curb valve/box/stainless steel rod, and 2nd PRV unit in structure/dwelling. The water district shall purchase, install, and maintain the water meter pit and water meter pit PRV unit. The 2nd curb valve/box/stainless steel rod and 2nd PRV unit shall be purchased and installed at the owner's expense.

Section 7. Meters. All water shall be sold by Hector Water District by meter. The standard size of a meter shall be ¾". All meters shall be installed by Hector Water District and shall remain the property of such district. Meters shall be installed at locations which will give them the greatest protection from freezing and make them easily accessible to the employees of Hector Water District for reading, service and repairs. Ball valves must be provided before and after a meter by the property owner. Property owners shall permit access to the meters at all times for the purpose of reading and repairing. The placement and design must insure that it be protected from freezing and must be approved by the water district before service begins. Any existing meter pit that is in need of upgrading due to insulation or freezing will be repaired at the owner's expense.

Section 8. Additional Meters. Hector Water District may furnish more than one meter for a single property on the following conditions: A second meter is mandatory when a resident receives water from the original residential hookup. The owner must provide at his own expense, and with the approval of Hector Water District, suitable plumbing for all meters. Each meter shall represent a separate and distinct account. The property owner shall be billed and liable for all accounts for water service furnished through such meters. A request may be made by the property owner to send bills directly to tenants; this does not remove the liability that the owner ultimately has for each account.

Section 9. Trailer Parks. Trailer parks shall be serviced by a master meter coming into the park. When a master meter is used, each trailer will count as one unit and the billing will reflect the number of units multiplied by the minimum rate charge. All required permits must be received prior to water being provided.

Section 9A Seasonal/Non-Seasonal Camps, Cottages, and Cabins Camps, cottages, and cabin parks will be required to meet all health department regulations. A master meter will be required and purchased by the owner. Each camp, cottage, or cabin will count as one unit and the billing will reflect the number of units multiplied by the minimum rate charge.

Section 10. Meter Repairs. Hector Water District shall be responsible for and make all meter repairs. All persons other than employees of Hector Water District or their assignees are prohibited from installing, removing, repairing or otherwise tampering with such water meters in any way. The property owner is responsible for repairs resulting from the carelessness, negligence or the failure to maintain adequate insulation or heat during the cold weather. The property owner shall be charged at prevailing rates for labor and materials. Any evidence of tampering with the meter or seals will

constitute a violation. A charge to the customer will be made not to be less than the highest estimate for water service at that location plus costs involved in replacing meter. A violation of this section shall be punishable upon conviction thereof in accordance with the provisions of Section 19 of these Rules and Regulations. Other meter repairs will be made without charge.

Section 11. Accessibility of Premises. All premises and buildings taking water service from Hector Water District, and all premises applying for such service shall be accessible and open to inspection by Hector Water District at all reasonable hours for the purpose of examining such pipes, lines and service installations, and to locate breaks, leaks or other damages or defects needing repairs. If, at any time, a defect, break, or leak shall appear in a consumer's line between the curb box and the consumer's premises, such leak, break, or defect shall be repaired as quickly as possible by the consumer and at his expense, subject to the specifications and requirements of these rules and regulations, and such repairs shall be inspected and approved by employees of Hector Water District before backfilling. In the event the consumer fails to make immediate repairs, the District may turn off water to the service or enter upon the consumer's premises with men, machinery and equipment to make such excavations as may be necessary at the owner's expense.

Section 12. Water Supply, Shut-Off. Hector Water District undertakes to use reasonable diligence and care to provide at all times a constant supply of water at adequate pressure, but assumes no liability for failure of the water supply, any damage caused by bursting or breaking of any mains, high pressure events or problems with service pipes or any attachment of the waterworks of the District. Hector Water District reserves the right, at any time, without notice to shut off the water temporarily, for any purpose. In the event of such a shut-off, reasonable effort will be made to notify consumers but no liability shall be assumed for failure to do so. No persons other than the duly authorized employees of Hector Water District shall do any work upon or operate the mains, valves, hydrants, meters, curb boxes or services of Hector Water District, except members of the duly organized Fire Department who may operate hydrants in the performance of their duties or training, or other persons duly authorized by Water Superintendent or Town Supervisor.

Fire departments must notify superintendent of all emergency drafts from the system in a timely manner after the event has occurred. For planned uses, prior notification must be given to Hector Water District Superintendent of the intention to do so. Records must be kept of water used and reported to superintendent.

Individuals who wish to have their water turned on or off for seasonal use or repairs should contact the office at 607-546-5286. For non-emergencies, three business days notice must be given. Customers are prohibited from turning their own water service on or off unless they will remain active in terms of billing and have a second curb valve installed for this purpose. Water is considered off the day the Town of Hector Water District is notified in the office. If water meter is found to have advanced after turn off date, customer will be billed back to date of turn off plus a \$45.00 fee.

Change of ownership - Any parties failing to notify the Town office by phone 546-5286 or in writing of a change of address as a result of property sales, death, foreclosure and/or any other reason will not prevent penalties from being assessed and due or levied on the property tax bill.

During any water shortage declared by the Town of Hector Water District Superintendent, Town Supervisor, and/or NYS Department of Health; all customers are required to conserve water by eliminating vehicle washing, house washing, lawn and garden watering, filling swimming pools and any other restrictions deemed necessary by the Town of Hector Water District Superintendent, Town Supervisor, and/or NYS Department of Health. During such shortages all commercial water haulers are required to deliver water only for consumption in the Town of Hector.

When a water emergency is declared by the Town of Hector, haulers will not be allowed to haul any water at all from the system.

Section 13. Water Rates and Charges. The Town Board shall establish, and may amend or change from time to time, a schedule of water rates and charges to be paid by consumers. A schedule of such rates as adopted, including the changes and amendments, shall be on file in the Office of the Hector Town Clerk and any other office of Hector Water District, and shall be available to consumers. Such rates when adopted shall become a part of these Rules and Regulations. All unpaid water charges shall be liens on and against the real property benefited thereby and shall be added to the tax roll and collected with real property taxes as provided for in Town law. A penalty of 10% will be added to all amounts re-levied.

Section 14. Schedule of Water Rates and Charges. The Town Board of Hector, by this Resolution does hereby adopt the following service charges and water rates for Hector Water District to wit:

- A. Installation Charge:** A service connection fee of \$200.00 shall be charged each consumer connecting to an existing curb box that has been used for service in the past 5 years. In all cases where no curb box has been installed or the service has not been used for the past 5 years, consumers shall be charged the actual cost of the installation of a curb box, meter and connecting the consumer's service line thereto, such cost in no event to be less than Eight hundred and fifty dollars \$850.00. All requests for meters larger than the standard ¾ inch shall be made to the superintendent with documentation that shows a need. An applicant would show that a large number of gallons in a short period of time are necessary therefore requiring a larger meter or a compound meter. The

increased cost for service lines larger than 1 inch and meters larger than ¾ inch will be the responsibility of the owner requesting service and shall be billed to them.

B. Reading Meter: Meter will be read and consumers will be billed bi-monthly for both seasonal and continuing service. No interim reading will be made. When properties are sold on which water service is installed, the water bills and charges shall be adjusted and settled between the buyers and sellers or their agents. All inside meters must be made available to read when necessary. If a meter stops functioning, an estimate of usage will be made until meter can be replaced.

C. Late Payment Charges: A late payment charge of 10% of the current unpaid balance shall be added to all bills more than thirty days past due. If the due date falls on a Saturday, Sunday or legal holiday, the net bill will be accepted on the first business day thereafter, without penalty.

Leaks: All leaks that occur in a customer-owned line between the meter and the curb box will require an immediate shutdown so repairs can be made. All repairs will require inspection before burying line. The water district reserves the right to require replacement of the entire line to meet current standards. Property owners will be charged a minimum of \$75.00; this covers turn off, turn on and inspection. The fee may be higher in cases of neglect where a customer allows a water line to freeze while absent from the property for more than 72 hours. In this case an estimate of water usage will be determined by the superintendent. If a leak is a full break, a minimum of 30,000 gallons will be charged to the account. Customers are responsible for all water that is recorded by the meter. Any damage to the meter or other District equipment will be charged in addition to the above amounts at current costs for labor and materials.

Section 15. Backflow Devices. Each commercial, industrial, and institutional facility or any facility/dwelling having the potential for hazardous or aesthetically objectionable water is required to have installed an approved testable backflow prevention device or air gap separation depending on the use. The owner shall purchase and install the backflow prevention device at their expense. Each unit must be tested at the owner's expense prior to the water being turned on and then annually thereafter. Each site must have a set of engineered stamp plans and must be approved by New York State Department of Health and the Hector Water District Superintendent.

Section 16. Fire Hydrants. Every fire hydrant installed and maintained as part of the water distribution system of Hector Water District, shall be kept open and readily accessible at all times. No person shall park any vehicle, or deposit materials of any kind, at any point within ten feet of any such fire hydrant. No hydrant shall be used for any other purpose other than fire service and water main flushing unless prior permission is obtained from superintendent. No unauthorized persons will be allowed to use, tamper or in any way damage a hydrant. A violation of this section shall be punishable upon conviction thereof in accordance with the provisions of Section 19 of these Rules and Regulations.

Section 17. Distribution system. No person, organization, group etc. shall build, construct, or dig within 10 feet of a water main without approval. The water District must be notified directly and through Dig Safely New York so that water mains may be properly marked out when a dig is planned. Valve boxes and underground vaults must be kept clear at least 10 feet of any plantings or structures. Access to valves and vaults must not be obstructed in any way.

Section 18. Unmetered Water. There will be no unmetered water usage.

Section 19. Violations. The violation of any of the provisions of these Rules and Regulations shall be punishable upon conviction thereof by a fine not less than One Hundred Dollars per violation. In the case of a conserve water advisory/emergency by Hector Water District, each day shall constitute a violation.

Section 20. Amendments. The Town Board of the Town of Hector hereby expressly reserves the right to revise, alter, amend or change any of the rules and regulations herein above set out, at any time, without notice. In the event that one or more of the provisions of these Rules and Regulations shall be declared invalid, such invalidity shall not impair the validity of any other provision thereof.

Section 21. These Rules and Regulations shall take effect immediately.

These amended rules and regulations, duly adopted by the Town Board of the Town of Hector at a regular meeting held on fourth day of November, 2010.