

HECTOR WATER DISTRICT NO. 1
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

Section 1. Purpose and Intent. Hector Water District No. 1 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 No. 1, 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 No. 1, 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. A Mobile home shall be considered the same as a one family residence.
- B. A combination of buildings owned or leased and occupied by one consumer, in one common enclosure and occupied by one family, one corporation or firm as a residence or place of business. Each separate dwelling will have its own meter.
- C. Each unit of a multiple house or building separated by a solid, vertical and/or horizontal partition wall, occupied by one family or one firm.
- D. 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.
- E. 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 person requesting water turn on 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. At the time of a sale or property transfer or if the system has been off for more than 24 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. In the event that two or more metered units are on the same service line, each unit will have separate and distinct meters. All units will start service when the first request to turn on is received and end when the last turnoff is received with no exceptions. Services will be reinstated when requested by the owner.
- C. Seasonal Campgrounds:** Seasonal campgrounds will be required to meet all health department regulations. A master meter will be purchased by the owner. Water will be billed at the commercial rate.

Section 5. Connection with Mains. Hector Water District No. 1 will furnish all labor and materials to tap the main water line, including curb box and valve at customer's expense. Service lines from the main curb box to the premises shall be the customers responsibility and expense. If the line crosses a road or highway a second curb box and valve will be required on the premises side of the road or highway. The curb box and valve will be furnished by the Water District at the customers expense. The road or highway crossing is the customers expense including all permits required.

All service lines from curb box to consumer's premises shall be either type K copper tubing or copper tubing size Polyethylene SDR 9; Superintendent will be required to approve selection. Tubing shall be capable of withstanding a working pressure of 200 pounds per square inch at a temperature of 73.4 degrees Fahrenheit and designed for a minimum hydrostatic stress of 630 pounds per square inch. Larger diameter service shall be SDR 18 or 21, or ductile iron pipe. Service lines shall not be smaller than three-quarter ($\frac{3}{4}$) inch in diameter. The use of bushings or glued PVC pipe underground shall be strictly prohibited. In the event it is necessary to reduce pipe sizes reducing couplings must be used. All service lines from curb box to building or buildings must be at a depth of not less than four and one-half ($4\frac{1}{2}$) 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). 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 for 24 hours 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 No. 1 before it is covered or concealed. 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. A type approved by Hector Water District No. 1 shall be installed in a location approved by the water district.

Section 6. Installations In Buildings. Water service pipes and lines inside buildings shall be so located as to be adequately protected against frost. In buildings where there is no cellar the pipes shall be carried to the center of the building or to an unexposed part thereof before being carried upward. The property land owner shall be responsible for protecting the service line from freezing.

Section 7. Meters. All water shall be sold by Hector Water District No. 1 by meter. The size of the meter to be set for each individual service shall be determined by the District. All meters shall be installed by Hector Water District No. 1 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 No. 1 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 same. Buildings that are more than 500 feet from the water main or that are normally gated and inaccessible will require a meter pit within 50 feet of the water main. 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 No. 1 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 No. 1, a suitable leader pipe or manifold installed adjacent to and directly after the stop and drain cock placed in the water service pipe close to its entrance through the building wall of the property. This leader shall serve to divide the water into the requisite number of divisions. Each subdivision will leave the leader pipe with a short nipple, then a stop and drain cock shall be placed from which the subdivision service shall run to the approved place. Each meter shall represent a separate account on the books of Hector Water District No. 1, and a separate charge shall be made and collected for each account, as if such meter represented a separate property. The property owner shall be liable for all accounts for water service furnished through such meters. A minimum charge shall be made for each meter.

Section 9. Trailer Parks. Trailer parks shall be serviced by individual meters for each trailer. Any proposed development would have to provide their own NYS Licensed Professional Engineering study indicating possible water needs current and future.

Section 10. Meter Repairs. Hector Water District No. 1 shall be responsible for and make all meter repairs. All persons other than employees of Hector Water District No. 1 or their assignees, are prohibited from installing, removing, repairing or otherwise tampering with such water meters in any way. Repairs resulting from the carelessness or negligence of the owner, occupant, or guests of the owner or occupant shall be charged to the owner at prevailing rates for labor and materials. Any evidence of tampering with meter and /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 18 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 No. 1, and all premises applying for such service shall be accessible and open to inspection by Hector Water District No. 1 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 No. 1 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 and do whatever needs to be done to make the necessary repairs to the service. All such work done by Hector Water District No. 1 shall be charged to the property owners and collected in the same manner as water bills shall be collected.

Section 12. Water Supply, Shut-Off. Hector Water District No. 1 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 or for any damage caused by bursting or breaking of any mains or service pipes or any attachment of the waterworks of the District. Hector Water District No. 1 reserves the right, at any time, without notice to shut off the water temporarily, for any purpose of making repairs, changes or improvements to the system, or in case of fire or other emergency. 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 No. 1 shall do any work upon or operate the mains, valves, hydrants, meters, curb boxes or services of Hector Water District No. 1, 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.

Individuals are prohibited from turning their own water service on or off - Any individual turning water on other than an authorized employee or duly authorized agent of the Town of Hector Water District No. 1 will pay a \$20.00 penalty plus the \$35.00 turn on fee. Water is considered off the day the Town of Hector Water District No. 1 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.

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 flower watering, filling swimming pools and any other measures 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 No. 1, 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 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 No. 1 to wit:

- A. Installation Charge:** On and after January 1, 2000, the Town will provide a ¾ inch meter, the external reader and wire to connect the meter to the external reader. 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 Six Hundred dollars \$600.00. All requests for meters larger than ¾ inch shall be made with documentation that shows a need. An applicant would show that a large number of gallons in a short period of time is necessary therefore requiring a larger meter or a compound meter. The increased cost for larger meters will be the responsibility of the owner requesting service.
- B. Reading Meter:** Meter will be read and consumers will be billed quarterly, bi-monthly or 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 meters must be read at least once each year. 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.

D. **SCHEDULE OF RATES**

INSIDE WATER DISTRICT BOUNDARY: The following Schedule of Water Rates is hereby adopted for all one and two family consumers residing or located within Hector Water District No. 1:

- All services on for any portion of a month will be billed for a full month - \$15.00 minimum.
- Billing period three months - first 15,000 gallons or less every three months - \$45.00.
- All consumption over 15,000 gallons per billing will be billed at the rate of .35 cents for each 100 gallons or fraction thereof.
- All consumers other than one and two family dwellings located within the District:
 - All services on for any portion of a month will be billed for a full month - \$15.00 minimum.
 - Billing period three months - first 15,000 gallons or less every three months - \$45.00.
 - All consumption over 15,000 gallons per billing will be billed at the rate of .45 cents for each 100 gallons or fraction thereof.

OUTSIDE WATER DISTRICT BOUNDARY: One and two family consumers whose properties are located outside the limits of Hector Water District No. 1 will be billed at a rate equal to 2 times the inside rate.

- All services on for any portion of a month will be billed for a full month –\$30.00 minimum.
- Billing period three months – first 15,000 gallons or less every three months – \$90.00
- All consumption over 15,000 gallons per billing will be billed at the rate of .70 cents for each 100 gallons or fraction thereof.
- All consumers other than one and two family dwellings located outside the District:
 - All services on for any portion of a month will be billed for a full month –\$30.00 minimum.
 - Billing period three months – first 15,000 gallons or less every three months – \$90.00
 - All consumption over 15,000 gallons per billing will be billed at the rate of .90 cents for each 100 gallons or fraction thereof.

COMMERCIAL HAULERS:

- All services on for any portion of a month will be billed for a full month – \$15.00 minimum.
- Billing period three months – first 15,000 gallons or less every three months – \$45.00
- All consumption over 15,000 gallons per billing will be billed at the rate of .70 cents for each 100 gallons or fraction thereof.

- E. **Service Charges:** A service charge of Thirty five Dollars (\$35.00) is established by the Town Board of the Town of Hector for turning water on. This service charge shall apply in all cases including situations where water service is resumed at the request of the consumer or as a result of non-payment of water charges. There will be no shut off charge.

- F. **Service Billing:** All bills will be sent to property owner.

- G. **Service Calls:** When a consumer requests assistance with a problem or complaint and the cause is determined to be in the consumers service or plumbing and not in the Water System, a

minimum service charge of \$35.00 will be billed the consumer plus material costs if necessary .If the time required is over 1 hour, or 2 people are required, the hours will be billed to the customer at \$25.00/hour per person.

- H. 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. Filling Spray Tanks. Each and every consumer or water user who shall fill vehicles commonly known as spray tanks with water from the distribution system of Hector Water District No. 1 shall have installed and in use approved backflow prevention device and/or air gap separation. Each sight must be inspected and approved by Hector Water District #1 Superintendent prior to any usage.

Section 16. Fire Hydrants. Every fire hydrant installed and maintained as part of the water distribution system of Hector Water District No. 1, 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. 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 #1, 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 the twelfth day of October, 2004 are effective October 12th 2004.