

VILLAGE OF VOORHEESVILLE WATER SYSTEM RULES AND REGULATIONS

The VILLAGE OF VOORHEESVILLE (the “Village”), through its DEPARTMENT OF PUBLIC WORKS (“DPW”), DIVISION OF WATER, operates a water system (the “Water System”) under the authority of the Village Board of Trustees, and its specified representatives, as indicated below.

The Village undertakes only to use diligence and care to provide a constant supply of water. In the event of interruption of the supply, the Village shall not be liable for any resulting damages. The Village reserves the right to shut off the water in its mains at any time without notice.

The mains, pipes and lines of the Water System may be tapped, and taps and valves, and other equipment of the system, including curb box valves, may be operated, and meters installed, serviced or removed only by designated individuals, with the authorization of the Superintendent of the DPW (the “Superintendent”).

The property, equipment, supplies and other resources of the Water System, including the water supplied, are not available to anyone for their personal use, except as provided for in these rules and regulations.

Use of Water System resources by other jurisdictions or institutions may be approved only by the Village Board of Trustees, upon its finding that such use serves the interests of the Water System and its users.

SUMMARY OF USER RESPONSIBILITIES AND WATER SERVICE CHARGES

These summaries are not all inclusive. These rules and regulations apply at all times.

I. USER RESPONSIBILITIES

The Owners of all property connected to the Water System Must:

- (1) Make provisions for installation of a standard meter. It must be in plain view and free of obstructions to reading, servicing or removal.
- (2) Provide access to all parts of the property during all reasonable hours.
- (3) Protect and maintain all Water Systems equipment installed on their property. This includes maintenance of the visibility and accessibility of the curb box cap and stem.
- (4) Be aware of the billing system and be responsible for timely and full payment of all bills.
- (5) Provide access for meter readings or provide readings, in writing, under conditions prescribed by the Superintendent, when requested.
- (6) Comply with the general restrictions on water use and any special restrictions that may be imposed from time to time.

II. WATER SERVICE CHARGES

Effective June 1, 2017, charges for all properties connected to the Water System shall be as follows:

VILLAGE PROPERTIES

Properties located in whole or in part within the Village (“Village Properties”) shall be assessed and pay a \$200.00 minimum charge (“Minimum Charge”). The Minimum Charge shall be paid in advance and cover the first twenty thousand gallons used. (Owners of Village Properties who are eligible for the 50% senior citizen real property tax reductions may pay one half the Minimum Charge.)

For usage in excess of twenty thousand gallons, property owners shall be assessed and pay an additional charge per thousand gallons used at the following “Metered Usage Rates”:

- \$3.25 for usage 20,001 to 70,000 gallons;
- \$3.50 for usage 70,001 to 145,000 gallons;
- \$3.75 for usage 145,001 to 220, 000 gallons;
- \$4.00 for usage 220, 001 to 295,000 gallons;
- \$4.50 for usage 295,001 to 370,000 gallons;
- \$5.00 for usage 370,001 to 445,000 gallons;
- \$5.50 for usage 445,001 to 520,000 gallons;
- \$6.00 for usage 520,001 gallons and over.

OUT OF VILLAGE PROPERTIES

“Out-of-Village Properties” are all those properties, other than Village Properties, which meet the distance-to-main requirements as set forth below, and have been authorized by the Village to connect to and use the Water System.

The Minimum Charge and the Metered Usage Rates for Out-of-Village Properties shall be double those of Village Properties.

III. PAYMENT OF WATER SERVICE BILLS:

Bills related to use of the Water System will be issued by the Village on an annual basis. Bills will generally be issued by June 1 of each year. Reasonable effort will be made to assure that each property owner is made aware of what is owed for their service but it is the property owners’ responsibility to be aware that payments are due, and when, determine what they are, and make payment in accordance with the rules of the Village.

Estimated bills will be rendered in any case when a user does not provide reasonable access for DPW representatives to read, service, seal and replace the meter. A meter will not be considered read unless it can be fully inspected and serviced.

Payments made after sixty (60) days from the billing date shall include a penalty of 10% of the unpaid bill. The penalty amount shall be increased by an additional 5% of the unpaid bill on the first day of the month following the month in which the 10% penalty accrues and each month thereafter.

Unpaid bills relating to use of the Water System shall become a lien upon the real property upon which or in connection with which the water was used. For Village Properties with delinquent Water System bills as of **May 1st** of each year, the amount of the delinquent bill will be added to the annual tax levy and collected with the property tax. An administrative fee of \$50.00 will also be added to all Water System bills that are re-levied.

Out-of-Village Properties with delinquent Water System bills as of **May 1st** of each year an administrative fee of \$100 shall be charged, together with any costs of mailing a final notice. Out-of-Village Properties with delinquent Water System Bills shall also be subject to having their water service terminated.

Partial payments or payments which do not include all water service charges, accrued penalties, fees and other charges as set forth in these rules and regulations will not be accepted.

IV. APPLICATION FOR WATER USE

Application for the use of water must be made at Village Hall by the owner or authorized agent of the owner of the property to be served.

Applications must be accompanied by a payment of ONE THOUSAND DOLLARS (\$1000.00). (NOTE: TWO THOUSAND DOLLARS (\$2,000) for non-Village residents.) If an application is approved, the DPW shall provide the property owner or his or her representative with a standard one-half inch (1.5") water meter. (The property owner shall be responsible for purchasing an approved water meter if a larger meter is required.)

The owner of the property for which an application is approved shall be responsible for all other costs associated with the property owner's connection to the Water System, including any costs associated with excavation, curb cuts, installation of the tap and water line and remediation. All work must be performed by an adequately bonded, experienced contractor (approved in advance by the Superintendent); and inspected by a Village representative. Once install is complete, the owner will be billed the annual Minimum Charge for the current fiscal year.

Water shall only be furnished to Out-of-Village Properties that have received approval for inclusion in the Water System by the Village Board of Trustees. Approval shall be at the Board of Trustees' sole discretion. The Board of Trustees shall request input from the Superintendent and consider, at a minimum, the following criteria:

- (1) The property for which an application is being made must be within ONE HUNDRED AND FIFTY FEET (150') of an existing Village Water System main line.
- (2) Any changes from the standards (i.e. size of tap) or policies set forth in these regulations must be approved by the Superintendent.
- (3) All application fees must be paid in full by the applicant prior to installation.

V. WATER METER READINGS

Water meter readings will be taken annually by Village representatives at a time determined by the Superintendent and at the discretion of and under conditions stipulated by the Village. This will be done remotely if possible by Village representatives using a radio transmitter located on each meter. In all cases, it will be the responsibility of a property owner to provide a meter reading if requested by the Village.

VI. GENERAL RESTRICTIONS OF USE OF WATER

The Village reserves the right to order the discontinuance of various uses of water whenever and for whatever period it deems necessary to the interests of the Water System and its users. If a user fails to comply with such an order, the Village may stop the supply of water to that user without further notice.

- (1) Users may not permit water to run to waste or supply it to others.
- (2) Automated sprinkler systems may not be used at any time without previous approval.
- (3) A sprinkler ban will be in effect from June 15th to September 15 of each year unless otherwise stipulated by the Board of Trustees. The sprinkler ban will restrict the use of sprinklers to:
 - a. Even numbered homes, on Mondays and Wednesdays 7:00-9:00 a.m. and 7:00-9:00 p.m.
 - b. Odd numbered homes to Tuesdays and Thursdays, 7:00-9:00 a.m. and 7:00-9:00 p.m.
 - c. Sprinklers may not be used Fridays through Sundays.

VII. DISCONTINUANCE OF SERVICE

Water service to a property may be discontinued for any of the following reasons:

- (1) Use of water other than as represented at the time of application.
- (2) Willful waste or use of water through improper or imperfect pipes or any other means.
- (3) Abuse of or damage to any service pipe, seal, meter or other appliance owned by the Village.
- (4) Non-payment of bills rendered by the Village.
- (5) Cross connection of pipes carrying water supplied by the Water System with those carrying water supplied from any other source or with an apparatus which may endanger the purity or quality of the Water System supply.
- (6) Failure to provide representatives of the Village reasonable access to the property being served for the purpose of inspecting fixtures or piping, or for reading, repairing, testing or removing meters.
- (7) For sub-metering or reselling water except to tenants as in the case of multiple dwelling units identified in the application for service.

- (8) Use of any un-metered water except as provided for in these rules and regulations.
- (9) Violation of the general restrictions on use of water or any other provisions of these rules and regulations.

Any person or entity violating any of these provisions, in addition to discontinuance of service, shall be subject to imposition of fees, charges, and penalties as set forth in these rules and regulations.

Out-of-Village Properties whose service is terminated for violation of these rules and regulations lose all rights to reinstatement of service unless granted by the Village Board of Trustees.

The Village reserves the right to shut off the supply of water to vacant properties. In such cases the property owner will be subject to the same provisions of these rules and regulations as those whose water was shut off for violation of these rules and regulations.

In the event of termination of service, all fees, charges, and costs owed to the Village by the user must be paid in full and the fee for reinstatement of service paid in advance before service may be reinstated.

VIII. ADDITIONAL FEES AND CHARGES

The charge for turning a water service off or on, other than initially, will be, for each, the actual cost to the Village. This will include but is not limited to any cost of locating the curb box. If the service was turned off for non-payment, the minimum cost for reinstatement of service will be FIVE HUNDRED DOLLARS (\$500.00)

The DPW (or its representative) shall, for a charge of ONE-HUNDRED DOLLARS (\$100.00), paid in advance, test the accuracy of any meter with certified testing devices, replace the meter, refund the test fee, and, if the meter is found to be inaccurate by more than two percent (2%), adjust the bill of the last completed year by the percentage of inaccuracy.

Property owners will be charged for the cost to the Village for repairing or replacing a meter and/or curb box installed on their property that was damaged by abuse or neglect, including but not limited to freezing or hot water backup. There will be a fee to replace curb boxes that are damaged due to mower or vehicle damage.

Any adjustments of bills or estimated bills necessitated by a property owner's failure to comply with these rules and regulations will, in addition to any other penalty provided for herein, be subject to a SEVENTY-FIVE DOLLAR (\$75.00) administrative fee. This includes, but is not limited to, failure to provide Village representatives reasonable access to the meter or provide requested readings of the meter, either of which results in the rendering of an estimated bill.

For Village Properties, inactive taps will not be charged an annual minimum bill. However, when service is restored, a surcharge of the actual cost or a minimum of FIFTY DOLLARS (\$50.00) will be charged. For Out-of-Village Properties, owners must pay the Minimum Charge to maintain water rights.

IX. WATER SERVICE INSTALLATION SPECIFICATIONS AND PROCEDURES

Installation shall be made during the period April 1st to November 1st only and scheduled ASAP from approval and completion of an application.

The Village shall furnish an approved one and one half inch (1.5") meter. Any other materials, equipment and labor in connection with the installation and maintenance of service must be approved by the DPW Superintendent and provided and paid for by the applicant.

The Village supplied meter shall be supplied, installed and maintained directly following a valve inside the wall where the service line enters the structure. All other parts of the installation of a water service that are the responsibility of the property owner must comply with specifications as established by the Village , including but not limited to the following:

- (1) All service lines up to 2" shall be either K type copper or 200 psi cts HDPE tubing, the size to be determined by distance from the watermain and pressure. The standard size is 1".
- (2) Lines shall be buried at a minimum of 4' and maximum of 6' and bedded in sand. A typical service install detail is attached.
- (3) A tracer wire must be buried with the service where HDPE is used. The wire must be accessible to Village representatives for service line locating.
- (4) The curb box will be an extendable type with a stainless steel operating shaft and a cap that has water clearly stamped on the surface.
- (6) Provisions shall be made for the meter setting as near as possible to the point of entrance of the service line in the building. A valve shall be maintained by the property owner on either side of the meter. The setting area shall be kept frost free and easily accessible to Village representatives for meter reading and repair.
- (7) In locations where the building being serviced is 200' or more from the main, a meter pit shall be installed as near as possible to the curb box at the owner's expense. The pit should be able to accommodate a standard residential meter and transmitter and be frost free. (Ford, Mueller, etc.)
- (8) In no case will any water line be laid in a sewer or drain trench, nor will any drainage into a water line trench be permitted.
- (9) No red or white lead will be permitted to be used on joints between the main and the meter. Specifications contained in these regulations are intended to serve as a general guide and do not contain specific information concerning meter pits, back flow requirements, etc., which may be obtained from the DPW.

Property owners are advised to verify with the Superintendent that service is available at their location before contracting for a hook-up. Also, installation plans should be approved beforehand by the Superintendent in order to avoid problems later.

It is the New York State law that before work begins, Dig Safely New York be contacted at 1-800-962-7962. This organization contacts underground gas, electric and telephone utilities to have the equipment located.

The Village reserves the right in all cases to stipulate the size, type and quality of service lines to be used.

Village representatives of Water system must inspect all water service installation work while the trench is open. The property owner will supply to the Village a map that locates the curb box by measurement from the corners of the structure where the meter is located before a Certificate of Use will be issued.

These Water System regulations may be changed, amended or altered upon a majority vote of the Village of Voorheesville Board of Trustees, at any time, for the benefit of the residents of the Village of Voorheesville, or for any other reason related to public policy.

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