

**County of Allegheny,
Commonwealth of Pennsylvania**

Hampton Shaler Water Authority

Rules and Regulations Governing Water
Service for the Authority Water Supply System

Effective 1/1/2019

TABLE OF CONTENTS

SECTION I - DEFINITIONS	1
SECTION II – CONDITIONS OF SERVICE	3
SECTION III – APPLICATION FOR SERVICE AND CONTRACTS	3
SECTION IV – DEPOSITS.....	6
SECTION V – SERVICE CONNECTIONS.....	6
SECTION VI – METERS.....	10
SECTION VII – SERVICE	13
SECTION VIII – PUBLIC FIRE SERVICE.....	15
SECTION IX – PRIVATE FIRE SERVICE.....	16
SECTION X – RESPONSIBILITY FOR FIRE SERVICE.....	19
SECTION XI – BILLS AND PAYMENT	19
SECTION XII – CROSS-CONNECTIONS AND INTER-CONNECTIONS.....	21
SECTION XIII – GENERAL	27
SECTION XIV - WATER MAIN EXTENSIONS	29

Hampton Shaler Water Authority

Rules & Regulations Governing Water Service –Authority Water Supply System

SECTION I - DEFINITIONS

- 1) **AUTHORITY:** The word “Authority”, whenever the same appears herein, means the “Hampton Shaler Municipal Authority”, a body corporate and politic organized and existing under the laws of the Commonwealth of Pennsylvania.
- 2) **OWNER:** The word “Owner”, whenever the same appears herein, means the person, firm or corporation or association having an interest as owner, or a person, firm or corporation representing itself to be the owner, whether legal or equitable, sole or only partial, in any premises which is, or is about to be supplied with water by the Authority, and the word “Owners” means also interested.
- 3) **TENANT:** Is anyone occupying the premises under lease from a lessor and obtaining water from the mains of the Authority.
- 4) **CUSTOMER:** The word “Customer”, as used herein, means the owner or tenant as above defined, contracting for or using water service on a single premises, and the word “Customers” means also contracting for and using service.
- 5) **PREMISES:** The word “Premises”, as used herein, shall be the property or area including improvements thereon, to which water service is or will be provided, and as used herein shall be taken to designate;
 - a) A building under one roof owned or leased by one customer and occupied as one residence or one place of business, or
 - b) A group or combination of buildings owned by one customer, in one common enclosure, occupied by one family, or one organization, corporation or firm, as a residence, or place of business, or for manufacturing or industrial purposes, or as a hospital, church parochial school or similar institution, except as otherwise noted herein, or
 - c) The one side of a double house having a solid vertical partition wall, or
 - d) Each side or each part of a house or building occupied by one family even though the closet and/or other fixtures be used in common, or
 - e) Each apartment, office or suite of offices, and/or place of business located in a building or a group of buildings even though such buildings in a group are inter-connected by a tunnel, or passageway, covered areaway, or patio or by some similar means or structure, or

- f) A public building devoted entirely to public use, such as a town hall, school house, fire engine house, or
- g) A single lot, or park or playground, or
- h) Each house in a row of houses.
- i) Each dwelling unit in a row of houses, a dwelling unit being defined as a building or portion thereof with exclusive culinary and sanitary facilities designed for occupancy and used by one person or one family (household).
- j) Each individual and separate place of business and/or occupancy located in one building or group of buildings commonly designated as shopping centers, supermarket areas and by such other terms.
- k) Each dwelling unit in a public housing development owned and operated by the United States of America, a municipal sub-division of the Commonwealth of Pennsylvania, or an agency or instrumentality of the United States or the Commonwealth of Pennsylvania; by a philanthropic foundation or organization or some such similar body or organization; or operated under private ownership.

Each "Premises" shall be served through a separate service line and through a separate meter, except where physical conditions prevent the installation of separate service facilities and meters as determined by the Authority.

- 6) DATE OF PRESENTATION:** The date upon which a bill or notice is mailed, as evidence by the United States Post Office mark.
- 7) DOMESTIC SERVICE:** Provision of water for household residential purposes, including water for sprinkling lawns, gardens (not commercial type) and shrubbery; watering livestock; washing vehicles; and other similar and customary purposes.
- 8) COMMERCIAL SERVICE:** Provision of water to premises where the customer is engaged in trade and/or commerce.
- 9) INDUSTRIAL SERVICE:** Provision of water to premises for use in manufacturing or processing activities.
- 10) MUNICIPAL OR PUBLIC SERVICE:** Provision of water to a municipal sub-division of the Commonwealth of Pennsylvania or agency thereof or to other similar public bodies.
- 11) PRIVATE FIRE PROTECTION SERVICE:** Provision of water to premises exclusively for fire protection.
- 12) PUBLIC FIRE PROTECTION SERVICE:** The furnishing of service through public fire hydrant.
- 13) TEMPORARY SERVICE:** A service for circuses, bazaars, fairs, construction work, irrigation of vacant property, trailers or trailer camps and similar uses that because of their nature will not be used steadily or permanently.
- 14) METER RATE SERVICE:** Provision of water to premises in measured quantities.

- 15) MAIN EXTENSIONS:** Extensions of distribution pipelines beyond existing facilities and exclusive of service connections.
- 16) MAINS:** Distribution pipelines which are located in streets, highways, public ways or private rights-of-ways, and which are used to serve the general public.
- 17) TARIFF OR RATE SCHEDULE:** The entire body of effective rates, rentals, charges and regulations, as published and made a part hereof.
- 18) TARIFF OR RATE SCHEDULE SHEET:** An individual sheet of rate schedules and regulations.
- 19) SERVICE LINE CONNECTION:** The pipe, valves and other facilities by means of which the Authority conducts water from its distribution mains to the curb stop to be located at the curb line or property line of the premises; and specifically includes the corporation stop or other means of connection to the main, the service line connected to the corporation stop and extending to the point of connection to the curb stop, the curb stop, the service box and such other facilities.
- 20) SERVICE LINE EXTENSION:** The pipe, valves and other facilities by means of which water is conducted from the curb stop to the premises; and specifically includes the service line extending from a point of connection to the curb stop to a point inside the walls of the premises or meter box where approved, a stop cock or compression valve on the line at this point, connections for the inlet and outlet sides of the meter, a stop and waste cock on the outlet side of the meter and such other facilities.

SECTION II – CONDITIONS OF SERVICE

- 21) GENERAL:** The Hampton Shaler Water Authority will furnish water and service only in accordance with the currently prevailing and as hereafter revised Rates, Rules and Regulations of the Authority, which Rates, Rules and Regulations are made a part of every application, contract, agreement or license entered into between the property owner or customer and the Authority.

The Authority hereby reserves the right so often as it may deem necessary to alter, amend, and/or repeal the Rates and/or these Rules and Regulations, or any part; and in whole or in part to substitute new Rates, Rules and Regulations which altered, amended and/or new Rates, Rules and Regulations shall forthwith, without notice, become and thereafter be a part of every such application, contract, agreement or license for water service in effect at the time of such alteration, amendment and/or adoption.

SECTION III – APPLICATION FOR SERVICE AND CONTRACTS

- 22) APPLICATION FOR WATER SERVICE CONNECTION:** A written application prepared on the form furnished by the Authority must be submitted to the Authority for the purpose of requesting the installation of a water service line connection to each premise or premises where an individual service line connection is permitted in accordance with these Rules and Regulations, said application to be signed by the owner of the premises or his duly authorized agent, said application to be subject to such water service connection fees and charges currently in effect for each of the respective service areas, which application, together with the Rules and Regulations of the Authority, shall regulate and control the service of water to such

premises; and said application to be submitted at least one (1) month before the service line connection is required.

- 23) APPLICATION FOR WATER SERVICE:** A written application prepared on the form furnished by the Authority must be submitted to the Authority for the purpose of requesting water service, said application to be signed by the owner of the premises or his duly authorized agent, except that such application may be signed by a tenant, subject to the Authority exercising the right to require that the property owner act as guarantor for all bills as rendered, if the tenant neglects to make such payments within the time specified; said application to be subject to the requirements relative to deposits and fees as hereinafter set forth, which application together with the Rules and Regulations of the Authority shall regulate and control the service of water to the premises; and said application to be submitted at least one week before service of water is required.
- 24) INFORMATION ON APPLICATIONS:** Each applicant for a water service connection and/or water service will be required to sign a form or forms provided by the Authority, giving such data as may be required by the Authority.
- 25) APPROVAL OF APPLICATIONS:** Applications are merely written requests for service line connections and/or water service, all applications being and are subject to approval of the Board of the Hampton Shaler Water Authority, being subject to payment of all required fees and compliance with all regulations relative thereto prior to commencement of the work or service requested therein.
- 26) APPLICATION A CONTRACT:** The application for water service shall be a binding contract on both the customer and the Authority, upon approval by the Authority.
- 27) CONTRACTS WITH DELINQUENTS:** No agreement will be entered into by the Authority with any applicant for water service, whether owner or tenant, until all arrears for water, rents, bills for meter repairs or other charges, due by applicant at any premises now or theretofore owned or occupied by him, shall have been paid or until satisfactory arrangements for payment of such unpaid bills shall have been made.
- 28) TERM OF CONTRACT:**
- a) All contracts covering metered water supply service shall continue in force from month to month or bi-monthly period, subject to the billing period, unless ten (10) days written notice is given by either party of a desire to terminate the contract. Excepting in the case of delinquent accounts, and in those cases discussed in Section (b) of this paragraph when written notice, as aforesaid, is given by the customer of a desire to terminate the contract and water is turned off at the curb at the end of any month or bi-monthly period, subject to the billing period, no further charge for water service will be made from the date of such turn-off until service is again turned on. Prior to the restoration of water service, an applicable turn-on fee must be paid.
 - b) Where a customer cancels either for the purpose of using another source of water, or for the purpose of making a seasonal use of the Authority system, water shall not again be furnished to such person until the minimum meter charge has been paid for the period of non-use, provided such period charged for shall not exceed one year. This charge shall be in addition to any other charges due from the customer.
- 29) SPECIAL CONTRACTS:** The Authority may require prior to approval of service, special contracts other than applications, under the following conditions:

- a) If required by provision in the Schedule of Rates, the duration of the contract to be as specified in the schedule.
- b) If the construction of extension and/or other facilities is necessary.
- c) For providing temporary service, including water service for building or other special purposes. Water for building purposes shall be used only from a temporary connection approved by the Authority.
- d) For standby or fire protection service.
- e) For connections with other qualified utilities or municipal sub-divisions.
- f) For extensions from the water supply system whether or not such facilities are to be conveyed to the Authority.
- g) If deemed necessary by the Authority.

30) GOVERNMENTAL REGULATIONS A PART OF CONTRACT: All contracts for water service shall be subject to the following provision:

The Contracts shall at all times be subject to such changes or modifications as may be directed by action of the Legislature of the Commonwealth of Pennsylvania or other regulatory body.

31) NEW APPLICATION UPON CHANGE IN OWNERSHIP OR TENANCY OR CONDITIONS OF WATER USE: A new application must be submitted and approved by the Authority upon any change in ownership of the property when the owner is the customer, or in any tenancy where the tenant is the customer, or in the service as described in the application, and the Authority shall have the right, upon five (5) days notice, to discontinue the water supply until such new application has been made and approved.

In connection with a change in service, any customer making any material change in the size, character or extent of equipment or operations utilizing water service, or whose change in operations result in a substantial increase in the use of water, shall immediately give the Authority written notice of the nature of the change and, if necessary, amend their application.

32) RENEWAL OF SERVICE: Water service will be renewed under a proper application when the conditions under which such service was discontinued are corrected, and upon the payment of all charges provided in the Schedule of Rates or Rules of the Authority due from the applicant.

33) CONDITIONS OF PLUMBING SYSTEM: The piping and fixtures on the property of the customer are assumed to be in satisfactory condition at the time service facilities are connected and water furnished and the Authority, therefore, will not be liable in any case for any accidents, breaks or leakage that in any way are due to the connection with the supply of water or failure to supply the same, or for the freezing of piping and fixtures of the customer nor for any damage to the property which may result from the usage or non-usage of water supplied to the premises.

SECTION IV – DEPOSITS

- 34) GENERAL:** The following general conditions shall apply to deposits in connection with application for water service:
- a) Cash deposits may be required with all applications for service and will be required in all cases involving contracts with tenants, provided that in no instance will deposits be required in excess of the estimated gross bill for any single billing period, plus one (1) month, the maximum period not to exceed four (4) months with a minimum of sixty-five dollars (\$65.00).
 - b) The payment of any bill within the meaning of these Rules shall be payment of the bill without penalty, within twenty (20) days following the period for which the bill was rendered, or payment within twenty (20) days following the presentation of the bill. Any contested bill may be paid without penalty if the dispute is terminated substantially in favor of the customer and if the customer makes the payment within ten (10) days after the settlement of the dispute.
 - c) The deposit will not bear interest.
 - d) Any customer having a deposit will pay bills for water service as rendered in accordance with the Rules of the Authority, and the deposit shall not be considered as payment on account of a bill during the time the customer is receiving water service.

SECTION V – SERVICE CONNECTIONS

- 35) SERVICE LINE CONNECTION DEFINED:** The term “Service Line Connection”, as used herein, and as previously defined, shall include all pipe, valves and other facilities by means of which the Authority conducts water from its distribution system or main water line to the curb stop to be located at a point between the main water line and the curb or property line; said “Service Line Connection” generally to include the corporation stop and service line extending therefrom to a point of connection to the curb stop, the curb stop, curb box and such other facilities.
- 36) SERVICE LINE EXTENSION DEFINED:** The term “Service Line Extension”, as used herein and as previously defined, shall include all pipe, valves and other facilities by means of which water is conducted from the curb stop to a point on the outlet side of the meter to be located inside the walls of the building or meter pit if approved; said “Service Line Extension”, generally to include the service line extending from a point of connection to the curb stop to a point inside the building wall or meter pit, a stop cock or compression valve placed immediately ahead of the meter, connections for the inlet and outlet sides of the meter, a stop and waste cock on the outlet side of the meter and such other facilities.
- 37) INSTALLATION SERVICE LINE CONNECTION:** The Authority will install all “Service Line Connections”, make all connections to the main lines, furnish, install and maintain all service lines from the mains to and including the curb stop and service box which will be placed inside the curb or property line, the said “Service Line Connection” to be the property of the Authority and to remain under its control.

Only duly authorized employees or agents of the Authority will be permitted to install a service line connection from the mains of the Authority to the curb stop or property line.

The installation of all service line connections is subject to the submission of a written application to the Authority, as previously set forth, to such requests being reasonable, to approval thereof by the Authority and to the payment of such charges for the "Service Line Connection" installation and meter settings as are in effect at the time of the application, said charges to be payable in advance.

The Authority reserves the right to defer the installation of service connections during inclement weather, until such times as in the judgment of the Authority, conditions are suitable for an expeditious and economical installation.

The Authority reserves the right to determine the size and kind of the service line connection.

- 38) MAINTENANCE – SERVICE LINE CONNECTION:** All service line connections originally furnished by the Authority will be maintained by and at the cost of the Authority without expense to the customer for repairs, renewals or replacements. However, in instances where the service line connection was not originally furnished by the Authority and does not meet the specifications of the Authority, the service line connection shall be maintained by the customer, at the customer's cost, until such time that the service connection is replaced and meets Authority specifications. Customers who desire to cause their service line connection to be repaired or replaced in order to meet Authority specifications shall contact the Authority prior to initiation of the work.

When meter boxes are located at the curb, the riser pipes and connections therein will be installed by and at the expense of the customer and no customer or workman shall alter, change or in any way tamper with the meter box, meter, or piping and connections therein without authorization from the Authority.

Prior to laying of new cement sidewalks, making changes in grade or other changes in sidewalk construction, the customer shall notify the Authority in order that the Authority may relocate the curb box and meter box, if any, at the proper grade. If such notice is not given and the box or boxes are covered or cemented over, thereby necessitating additional expense to the Authority for finding and relocating the same, the customer shall be billed for such additional expense and the Authority will, under no circumstances, be responsible for damages to the sidewalk.

In cases where services are frozen, the Authority will at its own expense, thaw out the service connection to the curb stop. The thawing out of the service pipe from the curb stop to the premises shall be done by the customer at his own expense. To avoid a recurrence of freezing, the Authority will make an examination of customer's service pipe and if the same is not at a depth of three and one-half (3½') feet as required, the Authority shall have the right to require it to be relocated before service is resumed.

- 39) INSTALLATION – SERVICE LINE EXTENSION:** The "Service Line Extension", that is the service line extending from the curb stop to the premises and all required appurtenances, shall be installed by and at the expense of the customer. This service line shall be subject to the requirements set forth in Bulletin Number 2 titled "Rules and Regulations – Water Service Line and Meter Installations, as currently revised, the requirements in general as of the date of the Rules and Regulations being as follows:

The service line shall be one (1") inch K copper buried at least forty-two (42") inches and installed in a straight line at a right angle to the street with a twelve (12") inch crimped stub

exposed at the street end. If a right angle cannot be achieved, the service is in excess of one hundred (100') feet or the contractor wishes to use other than K copper, a meter pit specified by the Authority must be installed at the owner's cost. (Please contact the Authority for details). No unions shall be permitted on the service line for lengths less than one hundred (100') feet or increments of one hundred (100') feet. Only flare fittings are permitted and are subject to a pressure test with a suitable gauge. The Authority will connect and test the service after it is installed and approved prior to being tapped. If the service enters the front wall, the service shall be sleeved through the wall with a minimum of a one and a half (1½") inch PVC sleeve. The PVC sleeve shall extend a minimum of five (5') feet past the exterior wall of the premise. A one and a half (1½") inch x one (1") inch Fernco fitting with stainless steel bands or a quest nut capable of being sealed on both ends are permitted. Because of the possibility of corrosion due to dissimilar metals, the Authority recommends that the quest nut method be utilized. Where the service passes under a driveway or is in proximity to unsuitable material (as determined by the Authority), it shall be sleeved with a minimum of PVC or ABS schedule forty (40). If the service does not enter the structure on the front wall, because of grade considerations or some other reason, it shall be placed in a minimum of a three (3") inch solid sleeve (PVC or ABS) with horizontal bends to be no greater than twenty-two (22°) degrees. Long radius elbows will be utilized under the floor with and shall be sealed at the floor penetration and outside the building. Should the contractor have any questions or concerns regarding the service line entering the structure or meter placement, please consult the Water Authority. Water meters shall not be set in crawl spaces or under stairways and must be in an area where they are easily accessible. No kinked or dented copper will be permitted. The service shall not be laid in a common trench and a minimum three (3') foot horizontal separation from other utilities will be required.

The service must be inspected prior to backfilling and with a minimum of twenty-four (24) hours notice to the Authority. The first inspection is included in the tap fee with all others being billed to the owner/builder. The trench shall be free of all miscellaneous construction debris and shall be backfilled within forty-eight (48) hours of passing the inspection. The Authority has thirty (30) calendar days from the date of the service installation or payment of the tap fee whichever is later to perform its work.

For standard residential water use, the Authority will install a five-eighth (5/8") inch x three-quarter (¾") inch meter with a twelve and a half (12½") inch spread. The Authority requires that the interior plumbing consist of a one (1") inch flared by three-quarter (¾") inch male iron pipe thread angle coupling with a three-quarter (¾") inch female x female ball valve screwed directly onto the coupling.

In areas where the line pressure is greater than 150 psi, a pressure regulator will be installed directly after the ball valve and before the meter. The pressure regulator will be a female x female with no union connections. A Watts number seven (#7) dual check valve will be installed after the meter with a three-quarter (¾") inch ball valve immediately after the dual check. The meter tailpieces will not be installed directly into the dual check.

In instances where the pressure is less than one hundred fifty (150) psi, the pressure regulator will be installed immediately after the dual check. A ball valve will be installed immediately after the pressure regulator. The piping assemblies in all cases will be properly supported and anchored to the wall. The meter assembly shall be installed six (6") inches from the face of the wall and a minimum of twelve (12") inches from the floor and in no cases to exceed forty-eight (48") inches above the floor. It is the owner/builders responsibility to notify the Water Authority that the internal plumbing is ready to have the water meter installed. Any water use including use for testing the plumbing, without a water meter will be considered tampering and be subject to a \$500.00 tampering fee. Service billing will begin once the

water meter is set. Should construction water be needed sooner, arrangements can be made to have the tap and meter installed with proper protection against the weather. Please call the Authority for additional details.

For commercial establishments, the Authority reserves the right to require that a reduced pressure backflow preventer be installed instead of a dual check. The Water Authority strongly recommends that a thermal expansion tank be installed by the owner for all new customers. The backflow preventer that the owner is required to install causes a closed system within the home. As water is heated in the hot water tank expansion occurs that may activate the relief valve on the hot water tank. The thermal expansion tank, if installed properly, will absorb the expansion eliminating the problem.

- 40) MAINTENANCE – SERVICE LINE EXTENSION:** All service line extensions, service lines and fixtures installed by the customer shall be maintained by him in satisfactory condition, and all valves, meters and appliances furnished and owned by the Authority and on the property of the customer shall be protected properly and cared for by said customer. When repairs, renewals or replacements or other necessary work is required on the aforesaid facilities of the customer, the customer shall employ, without delay, competent tradesmen to do the work. All said work shall be done at the expense of the customer. All leaks in the service or any other pipe or fixture or in or upon the premises supplied must be repaired immediately by the owner or occupant of the premises, under penalty of discontinuance of service by the Authority.

The Authority shall in no event be responsible for maintaining any portion of the service line or service line facilities owned by the customer; or for damage done by water escaping therefrom, or from lines or fixtures on customers' property; and the customer shall at all times comply with municipal regulations with reference thereto and make changes therein required on account of change of grade, relocation of mains or otherwise.

- 41) LENGTH OF SERVICE LINE:** The Authority will exercise the right in cases where the length of the service line extension exceeds one hundred (100') feet, and in all cases where deemed advisable, to require the customer to install an Authority approved meter pit, at his expense, said meter pit to be installed at the property line and to be used for the housing of the meter required for the service of the premises. The meter pit will be owned and maintained by the property owner.
- 42) PENALTY FOR PLACING OBSTRUCTIONS OVER, IN OR AROUND CURB BOXES:** If obstructions are placed over, in or around curb boxes in such manner as to prevent normal operation of the curb stop, or to result in damage to the curb box, curb stop or service line, the Authority will shut the water off at the curb stop and plug the curb box, or disconnect the service line, or turn the water off at the corporation stop or ferrule, as it may deem necessary. Before service will be renewed, the customer shall pay to the Authority the expenses incurred in shutting the water off and in turning it on again, including the cost of necessary trenching and backfilling, of cutting and replacing pavement, sidewalk or curbing, or any municipal permit or permits for opening the pavement.
- 43) SERVICE LINE CONNECTION ON PRIVATE PROPERTY:** Service line connections will not be installed on property other than that of the premises to be furnished water unless the owner of the premises obtaining such service obtains an easement. **Said copy of easement** must be supplied to the Authority before a service line connection is performed.
- 44) ONE SERVICE CONNECTION FOR EACH CUSTOMER:** A service line will be used to supply a single customer only, and no premises shall have more than one service connection except where impossible or impracticable to furnish an adequate water supply service thereto

through one service connection, in which event the Authority may agree to the installation and use of more than one such connection.

45) SINGLE SERVICE LINE WITH TWO OR MORE CUSTOMERS: When two or more customers are supplied through a single service line, any violation of the Rules of the Authority by either or any of said customers shall be deemed to be a violation as to all, and unless said violation is corrected after reasonable notice, the Authority may take such action as can be taken for a single customer, except that such action shall not be taken until the innocent customer who has not violated the Authority's Rules has been given a reasonable opportunity to attach his service pipe to a separately controlled service connection.

46) OTHER SERVICE LINE EXTENSION REQUIREMENTS: The Authority reserves the right to require any owner to install on or in conjunction with his service pipe, such valves, stop cocks, check valves, relief valves, pressure regulator, air chamber, tank, float valve or other apparatus of approved design, when and where, in its opinion, the conditions may require it for the safeguarding and protection of the Authority's property or the water supply.

Should the use of water through a service line connection become excessive during periods of peak use, and cause a substantial decrease in pressure in the distribution system of the Authority to the extent that normal water service to other customers is impaired, the Authority may exercise the right to require the installation of properly designed and adequate storage facilities on the system of the premises involved. The said facilities shall include all piping, valves, fittings, storage structures, pumps, automatic controls and such other appurtenances as are required to permit the storage of water and delivery therefrom during periods of peak water use on the premises, and thereby avoid a direct use from the system of the Authority during such periods. The basic design of such systems shall be subject to approval by the Authority.

47) CHANGE IN LOCATION OF SERVICE LINE CONNECTION: The customer shall pay for the cost of relocation of all service line connections made at his request or for his convenience.

48) RENEWAL OF SERVICE LINE: Where renewal of service line from the street main to the curb is found necessary, the Authority will renew said service in the same location as the old one. If the property owner, or customer, for their own convenience, desires the new service line at some other location and agrees to pay all expenses of such relocations in excess of the cost of laying the service line in the same location as the old service line and cutting off and disconnecting the old service line, the Authority will lay the new service line at the location desired providing such service line meets all other provisions of these Rules and Regulations.

49) USE OF CURB STOPS: Curb stops at the curb line shall not be used by the customer for turning on or shutting off the water supply. The control of the water supply by the customer shall be by means of a separate stopcock located, in general, just inside the building wall. Curb stops are for the exclusive use of the Authority.

SECTION VI – METERS

50) GENERAL: All meters, unless otherwise indicated, will be furnished and installed by the Authority, subject to the fees currently in effect, and will remain the property of the Authority and be accessible to and subject to its control and maintenance. Meters of the "Fire Type" will not be installed for "General Service." A meter will be required for each premises and for

each separate service line connection supplying a premises, except as otherwise provided herein.

- a) Deduct sewer meters read by the Authority must be purchased from the Authority and shall be installed consistent with Authority procedures.

- 51) SIZE OF METER:** The Authority reserves the right in all cases to stipulate the size and type of the meter to be installed on each service line and to require the installation of a larger size meter in any case where the peak use of water places any meter under undue or unusual strain, and/or exceeds the recommended meter capacity, and reserves the right to charge the fees currently in effect for the larger meters.

The minimum size of a meter installed shall be the same size as the service line except that on a one (1") inch line serving a domestic customer, the privilege of using a five-eighth (5/8") inch meter may be allowed by the Authority.

- 52) LOCATION:** The location for the meter shall be subject to the approval of the Authority, shall be at a convenient and accessible point, shall permit control measurement of the entire supply and shall allow proper protection of the meter from freezing or other harm. No fixture shall be attached to, or any branch made in the service pipe between the meter and the street main.

In cases where it is not practical to place the meter within a building, the Authority may require the property owner to construct inside the property line, a brick or concrete meter pit with a suitable iron cover or a similar type of approved meter box, such installations to be made in accordance with a plan furnished or approved by the Authority.

- 53) INSTALLATION OF METER:** All piping, fittings, valves, check valves, gauges, bolts, nuts, meter pit structures, manholes or other accessories or materials, and the labor for installing the same, used in connection with meter settings within the property line of the premises, shall be at the expense of the applicant. The customer shall employ for this work the services of skilled tradesmen, properly licensed, who shall cooperate with the Authority and install all the piping and appurtenances in accordance with the dimensions and requirements for each specific case, so that the meter or meters can be properly installed and connected by the Authority.

The customer shall furnish and install on the service line, a ball valve or gate valve, without waste, and the same size as the service line on the street side and immediately before the meter, and a stop and waste valve or ball valve on the outlet side and immediately after the meter. A suitable backflow preventer shall be furnished and installed by the customer at a point between the stop and waste cock or valve and the meter. When a check valve is installed, a safety valve shall be furnished and installed by the customer at a convenient point in the housing piping to relieve excess pressures due to heating of water.

Under certain conditions where there is a demand or necessity for uninterrupted water service, in order to eliminate inconvenience to both the customer and the Authority when repairs to or replacement of the meter is necessary, the Authority may at its option, require the installation of a battery of two or more meters on the one service line, with a combined capacity approximately equal to the capacity of the single meter requested. Such installations shall be properly valved to control or cut any single meter out of service and permit its removal without interruption of service through the remaining meter or meters. In cases where meters are so installed, or where the Authority requires more than one meter, bills will be separately rendered for each meter, the minimum charges therefore also to apply.

54) MAINTENANCE, CARE AND RESPONSIBILITY FOR DAMAGE: The Authority will maintain all meters at its expense, except that the customer is liable and responsible for all damage to all meters while on his premises. In the event of injury or non-working of the meter, the customer shall promptly notify the Authority. The Authority will furnish and set another meter to replace the one frozen or damaged by such causes, and the cost of the repairs to the same, including replaced parts, labor and transportation charges, as well as the costs of testing and costs for reinstallation or changing of the meter, shall be billed to the customer and paid for by him.

55) METER TESTS: All meters are accurately tested before installation and thereafter are periodically tested.

Should any customer of the Authority at any time doubt the accuracy or correctness of the meter measuring water delivered to the customer's premises, the Authority will, upon a written request of the customer, and if he so desires in his presence or that of his authorized representative, make a test of the accuracy of the meter. When a customer desires, either personally or through a representative to witness the testing of a meter, he may require the meter to be sealed in his presence before removal, which seal shall not be broken until the test is made in his presence. If the meter so tested shall be found to be accurate within the limits herein specified, a fee determined from the schedule indicated, shall be paid to the Authority by the customer requesting such test, but if not so found, then the cost thereof shall be borne by the Authority. When making such request, the customer shall agree to the basis of payment herein specified, or as currently in effect.

A report of such tests shall be made to the customer and a complete record of such tests shall be kept by the Authority. The amount of the fee shall be Thirty Dollars (\$30.00) for each water service meter having an outlet not exceeding one (1") inch.

Rates for testing meters not included in the above classification, or which are so located that the cost is out of proportion to the fee specified, will be furnished by the Authority after an appraisal has been made to determine the cost. The fee above stipulated shall be payable by the applicant in advance. In the event the meter so tested is found to have an error in registration in excess of four (4%) per cent, the cost of the test will be borne by the Authority and the advance fee will be refunded. The bill, based on the last reading of such meter or meters, shall be corrected accordingly. This correction shall apply both for over or under registration.

The Authority reserves the right to remove and test any meter at any time at its own expense and if such meter is found to be inaccurate, to substitute another meter of the same size in its place, either permanently or temporarily.

56) CHANGE IN LOCATION OF METERS: The customer shall pay for the cost of relocation of all meters made at his request or for his convenience.

57) SEALS: No seal placed by the Authority for the protection of any meter, valve, fitting or other water connection shall be tampered with or defaced. It shall not be broken except upon authorization from the Authority, or in the presence of an Authority representative. Where the seal is broken, the Authority reserves the right to remove the meter for test at the expense of the customer, even though said meter registers accurately.

58) LEAKS: Customers are urged to give careful attention to their plumbing and fixtures and make immediate correction of all leaks. No allowance will be made by the Authority for water used, lost, stolen or otherwise wasted through leaks, carelessness, neglect or otherwise after the same has passed through the water meter.

- 59) READING AND REGISTRATION OF METERS:** Readings of meters shall be taken monthly, or bi-monthly, at the option of the Authority, and the quantity recorded by the meter shall be taken to be the amount of water passing through the meter, which amount will be conclusive on both the customer and the Authority, except when the meter has been found to be registering inaccurately, or has ceased to register. In such cases, the quantity may be determined by the average registration of another meter for a period of at least twenty (20) days, or of the same meter for a period of at least twenty (20) days after it has been repaired, tested and reset; or the quantity consumed during a previous corresponding period may be used as a basis for settlement. If none of these methods can be applied fairly, another method may be used that will be just and reasonable to the Authority and to the customer.
- 60) NOTIFICATION RELATIVE TO CONDITION OF METER:** The customer shall notify the Authority of damage to, or of the non-working of the meter, or of the breaking of the seal or seal wire, as soon as they become aware of such a condition.
- 61) MINIMUM CHARGE:** Every meter is installed subject to a fixed minimum monthly or bi-monthly charge in accordance with the rates thereof. Such minimum shall be non-abatable for a non-user of water, and non-cumulative against subsequent consumption. In the case of fractional bills covering less than a month or bi-monthly billing period, monthly or minimum charges and allowances shall be prorated.

SECTION VII – SERVICE

62) DISCONTINUANCE OF SERVICE:

- b) **BY CUSTOMER:** Any customer may terminate their service contract with the Authority and have their water service discontinued upon giving written notice thereof to the Authority and upon the lapse of ten (10) days thereafter to permit the Authority to take final meter readings and attend to the other matters in connection with such discontinuance of service. The customer shall remain liable for water furnished to the premises described in their application until the Authority has received written notice regarding termination of service which has taken effect as stated above.

Discontinuance of service by the Authority for non-payment of a bill or violation of these rules shall not cancel the application for service nor constitute a waiver of this rule.

Any discontinuance of service by the customer shall be in accord with the provisions set forth under “Term of Contract” (paragraph 28, (a) and (b) of these Rules and Regulations).

- c) **BY AUTHORITY:** Service under any application may be discontinued for any of the following reasons:
- 1) For misrepresentation in the application.
 - 2) For the use of water for or in connection with, or for the benefit of any other premises or purposes than those described in the application.
 - 3) For willful waste of water through improper or faulty pipes, fixtures or otherwise.

- 4) For the customer's failure to maintain in good order, the service lines and fixtures therein.
 - 5) For damaging or in any other way interfering with any service pipe, meter, meter box, curb stop, curb box or with any seal on any meter or other fixtures and appliances of the Authority.
 - 6) In case of continued vacancy of the premises.
 - 7) For refusal of reasonable access to the premises for purposes of inspecting the piping, fixtures and other water system appliances therein, or for reading, caring for, repairing or removing meters. For the purpose of this section reasonable access is determined as 6 months.
 - 8) For neglecting or refusing to make or renew advance payments where required, or for non-payment of water service, or for any other charge accruing under the application.
 - 9) Where the contract has been in any way terminated by customer request.
 - 10) For making or refusing to sever upon notice, any cross-connection between a pipe or fixture carrying water furnished by the Authority and a pipe or fixture carrying water from any other source.
 - 11) For resale of water except where subject to a special agreement with the Authority.
 - 12) For customers where the demand for water is greatly in excess of past average or seasonal use, or where such excessive demands for water by the customer are or may be detrimental or injurious to, or make inadequate, or in any way impair, water service furnished to other Authority customers.
 - 13) For premises where apparatus, appliances or equipment using water is considered dangerous, unsafe and/or not in conformity with any prevailing laws or ordinances.
 - 14) For fraud or abuse.
 - 15) For failure to install and maintain an approved backflow preventer when notified to do so by the Authority.
 - 16) For violation of these Rules and Regulations or other requirements governing the supply and distribution of water furnished by the Authority.
- 63) RENEWAL OF SERVICE AFTER DISCONTINUANCE:** Service may be renewed under a proper application when the conditions under which such service was discontinued are corrected, and when payment of all proper charges or amounts due the Authority under these Rules and Regulations are paid by the defaulting customer.
- 64) TURN-OFF WITHOUT DUE AUTHORIZATION:** The customer shall not turn the water on or off at any corporation stop or curb stop, or disconnect or remove the meter, or permit its disconnection or removal without the formal consent of the Authority.
- 65) SUSPENSION OF SERVICE DUE TO EMERGENCY:** The Authority shall have the right, as necessity may arise in case of breakdown, emergency or for any other unavoidable cause, to cut off the water supply temporarily in order to make necessary repairs, connection, and to do such other work. The Authority will use all reasonable and practical measures to notify the

customer of such discontinuance of service. In all such cases, the Authority shall not be liable for any damage or inconvenience suffered by the customer; or any claim against it at any time for interruption in service, lessening of supply, inadequate pressure, poor quality of water or for any other causes beyond its control; and such temporary shut-off of the water supply shall not entitle this customer to any abatement or deduction in or from the water service charges, nor the refund of any portion of such service charges paid in advance during or for the time of such shut-off. When a supply of water is to be temporarily cut off, notice will be given when practicable, to all customers affected by such shut off, stating the probable duration of the interruption of service and also the purpose for which the shut-off is made. Nothing in these rules contained, however, shall be construed as a guarantee, covenant or agreement of the Authority to give notice to the customer of any shut-off due to emergencies or otherwise.

- 66) RESERVE SUPPLY:** The Authority shall have the right to reserve a sufficient supply of water at all times in its storage facilities, in order to provide for fire and other emergencies, or may restrict or regulate the quantity of water used by customers in case of scarcity, or whenever the public welfare or government regulations may require it.

SECTION VIII – PUBLIC FIRE SERVICE

- 67) APPLICATION FOR FIRE HYDRANT AND LOCATION:** A written application prepared on the form furnished by the Authority must be submitted by any municipality that is served water by the Authority, for the purpose of requesting the installation of public fire hydrants, said application to be signed by duly authorized officials of the municipality.

The application must be accompanied by a plan showing the proposed location of each fire hydrant on the public highway or public property, showing the line and grade of the highway or area and such other data. The Authority will determine whether proper service can be furnished at the fire hydrant under normal and ordinary conditions, subject to the size of the existing street main, to the sizes of the lines in the surrounding distribution system, to the available pressures and to such other factors. The municipality will be advised relative thereto. The entire cost of a fire hydrant installation must be borne by the municipality, subject to such reimbursement, if any, currently in effect at the time.

A fire hydrant installation is intended to include a tee and other fittings required in the main line, a branch six (6) inch line extending from the tee placed in the main line to the fire hydrant, a valve in the six (6) inch line and a valve box, a standard Authority fire hydrant, proper blocking of the fire hydrants, the tee and other fittings, and such other work as is indicated on the standard plans of the Authority relative to fire hydrant installations.

Each fire hydrant will be subject to the Public Fire Service Charge set forth in the Rate Schedule.

- 68) MAINTENANCE:** All fire hydrants will be maintained by the Authority at its own expense, provided that any expense for repairs caused by carelessness or negligence of the employees of a served municipality or the members of fire departments thereof shall be paid for by the involved municipality.
- 69) ALLOWABLE USE:** Only persons authorized by the Authority shall take water from any public fire hydrant or hose plug, except for fire purposes or for the use of the fire department in case of fire, and no public fire hydrant shall be used for sprinkling streets, flushing sewers or gutters or for any other than fire purposes.

70) CHANGE OF LOCATION: Whenever a municipality or person or persons desire a change in the location of any fire hydrant, the Authority, upon written notice to do so, will make such a change if determined feasible, at the expense of the municipality or those persons or person making such request.

71) INSPECTION: Upon request of the duly authorized officials of any municipality, the Authority will make inspections at convenient times and at reasonable intervals to determine the condition of the fire hydrants, such inspections to be made by a representative of the Authority and a duly authorized representative of the municipality.

SECTION IX – PRIVATE FIRE SERVICE

72) APPLICATION FOR PRIVATE FIRE PROTECTION SERVICE: A written application prepared on the form furnished by the Authority or notification from the Township's code enforcement officer must be submitted to the Authority for the purpose of requesting a special fire connection for private fire protection service, said application to be signed by the owner of the premises or a duly authorized agent, said application to be subject to such fees and terms and conditions as are hereinafter set forth and included therein, and to the execution of a contract, which application, together with the Rules and Regulations of the Authority, shall regulate and control the furnishing of such services to such premises, and said application to be submitted at least two (2) months before the service line is required.

The application shall be accompanied by accurate plans showing the proposed fire protection system and appurtenances, and showing any other water supply system and appurtenances which may exist on the premises.

73) INFORMATION ON APPLICATION: Each applicant for a special connection to be used for private fire protection will be required to sign a form or forms provided by the Authority, as previously set forth, the following data shall be included thereon and/or attached thereto:

- a) The date and place of the application.
- b) The name of the owner and tenant, if any, of the premises.
- c) The location of the premises to be served, including the name of the street, the lot number, the municipal sub-division and the general location.
- d) The date on which the applicant will be ready for service.
- e) Whether the premises have ever before or are now being furnished water service, or have previously been provided a special connection by the Authority.
- f) The number, type and location of the fixtures, sprinklers, devices, fire hydrants and other openings that will be attached to the service line extending into and throughout the premises.
- g) The purpose for which service will be used and whether such service will be temporary.
- h) The size of the service.
- i) The address to which bills are to be mailed or delivered.

- j) Whether the applicant is an owner or tenant of, or agent for, the premises.
- k) A signed agreement to abide by all Rules and Regulations of the Authority.
- l) Such other information as the Authority may reasonably request.

74) APPROVAL OF APPLICATIONS: The application does not bind the Authority to approve the requested special connection. The Authority will make an engineering study of each proposed installation to determine whether such connection is reasonable and practical, and whether such connection will in any way endanger the general water service in the vicinity; the Authority reserving the right to refuse approval of an application relative thereto. The Authority further reserves the right to make an approval subject to the installation of adequate storage facilities and related appurtenances on the premises thereof, if found necessary in order to permit maintenance of adequate water service to other customers.

75) TERMS AND CONDITIONS: The final approval of an application and furnishing of private fire protection service will be subject to the execution of a contract between the responsible parties and the Authority, containing the following terms and conditions and containing such other terms and conditions as are found necessary:

- a) That the Authority, by its representatives, shall have the right to enter the premises of the applicant at any reasonable time for the purpose of making such inspections as it may deem necessary, and it shall have the right to attach any testing device or use any means which it may elect to ascertain the condition of the pipe and appurtenances and uses made of same.
- b) That the service connection from the street main up to and including the curb or valve box and control valve shall be installed at the expense of the applicant and shall be maintained by the Authority; that all other pipe fixtures and appurtenances shall be installed in accordance with the requirements set forth relative to service line and/or water main extensions and maintained in good condition by and at the expense of the applicant. In such instances where the service connection is approved to provide fire protection service and other metered service, always being subject to a design satisfactory to the Authority, the control valves on the fire service line may be installed on the property of the premises at approved locations.
- c) The Authority requires the installation of an approved double detector check on said service pipe at such location as may be determined by the Authority. Such detector device shall be installed and maintained by the property owner. The installation will allow for the Authority to install a five-eighths (5/8") inch x three-quarter (3/4") inch bypass meter.
- d) The said control valve shall be under the control of the Authority, except during times of fire.
- e) That all fixtures and openings (other than the controlling valves) shall be kept closed and sealed and not opened or used except during times of fire. Upon the extinguishment of each fire, the applicant shall immediately notify the Authority so that said fixtures and openings can again be closed and sealed.
- f) That the applicant agrees the Authority shall not be considered in any manner an insurer of property or persons, or to have undertaken any liability or responsibility to extinguish any fire or to protect any persons or property against loss or damage by fire or otherwise.

- g) That the applicant does not contemplate uses of fixtures other than herein stated. If a supply of water for use other than extinguishment of fire is desired by the applicant, then same shall be taken only through a service pipe separately connected with the street main of the Authority and not connected directly or indirectly with the service pipe contemplated by this application. Any waste of water or use of water for purposes other than the extinguishment of fire through this connection shall be deemed a violation of the terms and conditions of this application and the Rules and Regulations of the Authority.
- h) That the applicant shall furnish, attach and make a part hereof, an accurate sketch showing the pipes, valves, hydrants, tank openings and appurtenances contemplated in this application. Such sketch must also show any other water supply system and pipe lines and appurtenances that may exist on the premises. There shall be no connection between such other supply and pipes connected to the Authority's mains.
- i) That the rights and obligations of the applicant hereunder shall be further subject at all times to the Rates, Rules and Regulations of the Authority that now exist or which may hereafter be adopted.
- j) That the applicant agrees to obtain in advance, the approval of the Authority for any change, alteration, addition or deduction contemplated in the fixtures, openings and uses herein specified.
- k) That upon acceptance by the Authority and the completion of the service connection herein contemplated, the application shall be in force as a contract and shall continue as such until cancelled by written notice fifteen (15) days in advance given by the applicant to the Authority.
- l) That the Authority has the right to discontinue or disconnect said service pipe and terminate the water service upon written notice given fifteen (15) days in advance by the Authority to the applicant for failure to pay any bill when due or for any violation of any of the terms and conditions of this application, or for any violation of its rules and in emergencies also has the right without notice to shut off all or any part of its facilities and discontinue the service when deemed necessary by the Authority for the purpose of making any repairs, alterations, additions or to prevent possible contamination through cross-connected facilities of the applicant or to prevent negligent or willful waste of water through the facilities of the applicant.

76) GENERAL CONDITIONS – PRIVATE FIRE HYDRANTS: The private fire hydrant or fire hydrants installed on a separate fire service main, subject to all the foregoing requirements, will be subject to flat charges set forth under "Flat Rates – Private Fire Service", subject to a special contract and to the rules and regulations controlling such service.

When a special contract is entered into by the Authority with a private party for a private fire hydrant which is to be located in a public street or thoroughfare, said hydrant, with service connection, will be installed at the expense of the applicant.

When a hydrant is to be located within the yard of the customer's premises, the entire installation from the street main, to and including the hydrant, shall be installed at the expense of the customer.

Such connections, where allowed, are to be used solely for the extinguishment of fire, and for no other purpose except upon the written consent of the Authority and any violation of this provision shall be cause for the cancellation of the contract and discontinuance of the service.

The listed rate for each private fire hydrant shall apply regardless of whether the installment is made by the Authority or at the expense of the customer.

- 77) COST OF FIRE SERVICE CONNECTION:** All service connections for flat rate fire service, also those for metered fire service which are specified to be at the expense of the customer, shall be installed by the Authority and the customer will be charged with the exact cost of labor and materials used in the work with an addition of eighteen percent (18%) to cover the related cost of supervision and other related charges.

SECTION X – RESPONSIBILITY FOR FIRE SERVICE

- 78) RESPONSIBILITY FOR SERVICE:** It is agreed by the parties receiving public fire service or any other service, that the Authority does not guarantee any special service, pressure, capacity or facility other than is permitted by the ordinary and changing operating conditions of the Authority, as the same exists from day to day. It is agreed by the parties receiving service, that the Authority shall be free and exempt from any and all claims for injury to any persons or property by reason of fire, water, failure to supply water pressure or capacity.

SECTION XI – BILLS AND PAYMENT

- 79) PLACE OF PAYMENT:** All bills are payable in person at the Authority office, any pay agency of the Authority or by United States Postal Service.

- 80) BASIS FOR PREPARATION OF BILLS:** All bills for services furnished by the Authority will be based on the published Rate Schedule of the Authority.

Each customer will be subject to a fixed minimum monthly or bi-monthly charge for each meter, based on the size of the meter and in accordance with the Rate Schedule, the use of certain quantities of water being allowed for each size meter without additional charge. In the case of fractional bills covering less than a month or a bi-monthly period, monthly or minimum charges and allowances of water shall be prorated. The charges for the use of water in excess of the quantities allowed for each size meter will be in accordance with the section "Meter Quantity Charges" as set forth in the Rate Schedule, the allowances of water for the minimum charges to be deducted from the quantities set forth in applying the meter schedule.

- a) Should a property owner desire that the Authority conduct business directly with the tenant of each "Premises", he must first provide means of controlling the supply and housing of the meter or meters for each "Premises", and/or provide means of billing and collecting the water charges therefore, renters shall be billed by the Authority as a convenience to the property owner, however the property owner is ultimately responsible for the bill and any unpaid balances.
- b) The charges for public fire service shall be paid annually or quarterly upon request.
- c) The charges for private fire service shall be paid quarterly, pro-rated for the per annum charges.
- d) The charges for temporary service and other miscellaneous services shall be as set forth elsewhere herein and/or in the Rate Schedule.

81) BILLS RENDERED AND DUE: The Authority will make regular meter readings either monthly or bi-monthly, at its option, and bills will be rendered as soon as practical after reading of the meters.

- a) **Bill Rendered:** mid-month or end of month of bi-monthly or monthly billing cycle.
- b) **Net Due Date of Bill:** Bills are either due the 6th or 20th of the following month after issuance of bill.
- c) **Reminder Notice Generated:** 27 to 28 days after bill is generated. Ten (10%) percent penalty added to bill.
- d) **Due Date of Reminder:** 15 days after reminder notice is generated.
- e) **Posting of Shut-Off Notice:** Approximately 52 days after issuance of original bill. Allows approximately one week to make payment or arrangements to pay.
- f) **Shut-off:** Termination is approximately one week after shut-off notice is posted with the exception of Friday, Saturday, Sunday or Holidays.

All bills are due and payable within twenty (20) days after the date of presentation, and a penalty of ten (10%) percent will be added to all bills if not paid within twenty (20) days after the date of the bill. Acceptance or remittance of bills on the last day of this twenty (20) day period shall be determined as evidenced by the postmark of the United States Post Office.

A delinquent notice may be served by mail, telephone call, or in person to the effect that unless the delinquent bill is paid fully within five (5) days, service will be discontinued.

If service is thus discontinued, it will not be restored until all unpaid bills and charges, including the turn-on charge, are paid, or arrangements satisfactory to the Authority are made for payment.

82) ABATEMENT: Customers desiring an abatement from water bills due to vacancies shall give written notice at the office of the Authority, requesting the water to be shut off. Abatement will be made of a portion of the charges in the proportion that the period when water has been shut off bears to the entire period. No adjustments on meter bills will be made for any reason other than incorrect registering of meter as acknowledged by the Authority.

83) BANKRUPTCY: In order to provide protection for the Authority incident to Chapter 7, 11 and 13 bankruptcies, the Board established a procedure whereby the Authority would take all accounts and age them through a period of delinquency and amount. When these accounts reach a period of 120 days and \$500 or more delinquency, the Authority's policy would be to enter a lien with the Department of Court Records of the County of Allegheny. The purpose is to give the Authority a priority standing in the event a customer defaulted under their payment agreements and filed bankruptcy. The Authority's status would be that of a secured creditor as opposed to an unsecured creditor. The policy and procedure for customers filing bankruptcy is as follows:

- a) Upon notification from Bankruptcy Court that a claim has been filed, a meter reading is taken at the property and the account is finalized.
- b) A claim will be filed in bankruptcy court and that amount will be written off the books.

- c) In order to maintain service, the customer must pay a deposit equal to one full (average) bill plus one third. This deposit will be held in escrow and applied to the final bill when the house is sold. Should the bankruptcy case itself be dismissed by the courts, the deposit will be applied to the outstanding amount and a payment schedule established to clear the previously finalized account.

SECTION XII – CROSS-CONNECTIONS AND INTER-CONNECTIONS

Section 1 – General Policy

1.1 Purpose. The purpose of this Policy is:

- a) To protect the public water supply system from contamination or pollution by isolating within the consumer's water system contaminants or pollutants which could backflow through the service connection into the public water supply system.
- b) To promote the elimination or control of existing cross-connections, actual or potential, between the public or consumer's potable water system and non-potable water systems, plumbing fixtures and sources or systems containing process fluids.
- c) To provide for the maintenance of a continuing program of cross-connection control which will systematically and effectively prevent the contamination or pollution of the public and consumer's potable water system.

1.2 Application. This Policy shall apply to all premises served by the public water supply system of the Hampton Shaler Water Authority.

1.3 Policy. The Authority and the customer have joint responsibility for protection of the public water supply system from contamination due to backflow of contaminants through the water service connection. If in the judgement of the Authority or his authorized representative an approved backflow prevention device is required, the Authority shall give notice to the customer to install such approved backflow prevention device at each service connection to their premises. The consumer shall immediately install such approved device or devices at their expense, and failure, refusal or inability on the part of the customer to install such devices shall constitute grounds for discontinuing water service to the premises until such device or devices have been installed.

1.4 Residential Application. An approved backflow preventer shall be installed on all new residential construction. Existing residential premises that do not have an approved backflow preventer shall have one installed prior to closing on a property sale.

Section 2 – Definitions

For the purpose of this Part, the following words shall have the meaning indicated unless clearly indicated otherwise in the text:

- A. Approved** – means that a backflow prevention device or method has been accepted by the Authority as suitable for the proposed use.
- B. Atmospheric Vacuum Breaker** – The term “atmospheric vacuum breaker” (also known as the non-pressure type vacuum breaker) shall mean a device containing a shut-off valve followed by a valve body containing a float-check, a check seat and an air inlet port. When the

shut-off valve is open, the flow of water causes the float to close the air inlet port. When the shut-off valve is closed, the float falls and forms a check valve against back siphonage and at the same time opens the air inlet port.

- C. **Auxiliary Water System** – Means any water source or system on the premises of or available to the customer except connections to other approved community water supply systems.
- D. **Backflow** – Means a flow condition, induced by a differential in pressure, that causes the flow of water or mixtures of water and other liquids, gases or other substances into the distribution pipes of a potable water supply system from a source other than its intended source.
- E. **Backflow Preventer** – A device or other means which will prevent the backflow of water or liquids of questionable quality into the public water supply system.
- F. **Backsiphonage** – Means the backflow of water or mixture of water and other liquids, gases or other substances from a plumbing fixture or other customer source, into a public water supply system main due to a temporary negative or sub-atmospheric pressure within the public water supply system.
- G. **Customer** – Means the owner or person in control of any premises supplied by or in any manner connected to the Authority's system.
- H. **Consumer's Water System** – Means any water system, located on the consumer's premises, supplied by or in any manner connected to a public water supply system. A household plumbing system is considered to be a consumer's water system.
- I. **Containment** – Means cross-connection control which isolates the customer's entire facility from the public water supply system so as to provide the protection necessary to prevent contamination of the public water supply in the event of backflow from the customer's facility.
- J. **Contamination** – Means the degradation of the quality of the drinking water by wastewater, processed fluids, or any water of a quality less than accepted drinking water quality to a degree which would create an actual hazard to the public health through poisoning or through the spread of disease.
- K. **Cross-Connection** – An arrangement allowing either a direct or indirect connection through which backflow, including backsiphonage, can occur between the drinking water in a public water system and a system containing a source or potential source of contamination.
- L. **Degree of Hazard** – Means an evaluation of the potential risk to health and the adverse effect upon the Authority's system.
- M. **Double Check Valve Assembly** – Means an assembly composed of two single, independently acting, check valves including tightly closing shut-off valves located at each end of the assembly and suitable connections for testing the water tightness of each check valve.
- N. **Health Hazard** – Means any condition, device, or practice in a water system or its operation that creates, or may create, a danger to the health and well being of its users. The word "severe" as used to qualify "health hazard" means a hazard to the health of the user that could reasonably be expected to result in the significant morbidity or death.
- O. **Non-Potable Water** – Means water not safe for drinking, personal, or culinary use.

- P. Person** – Any individual, partnership, association, company, corporation, municipality, municipal authority, political subdivision or any agency of federal or state government. The term includes the officers, employees and agents of any partnership, association, company, corporation municipality, municipal authority, political subdivision or any agency of federal or state government.
- Q. Pollution** – Means the presence in water of any foreign substance that tends to degrade its quality so as to constitute a hazard or impair the usefulness or quality of the water to a degree which does not create an actual hazard to the public health but which does adversely and unreasonably affect such waters for domestic use.
- R. Potable Water** – Means water that is satisfactory for drinking, culinary, and domestic purposes and meets the requirements of the Department of Environmental Resources.
- S. Process Fluids** – Means any fluid or solution which may be chemically, biologically or otherwise contaminated or polluted in a form or concentration such as would constitute a health, pollutional, or system hazard if introduced into the public or a consumer's water system. This includes, but is not limited to:
1. polluted or contaminated waters;
 2. process waters;
 3. used waters originating from the public water system which may have deteriorated in sanitary quality;
 4. cooling waters;
 5. contaminated natural waters taken from wells, lakes, streams, or irrigation systems;
 6. chemicals in solution or suspension;
 7. oils, gases, acids, alkalis, and other liquid and gaseous fluids used in industrial or other processes, or for fire fighting purposes;
 8. heating system waters from boilers or heat pumps.
- T. Public Water Supplier** – A person who owns or operates a public water system.
- U. Public Water Supply System** – A system which provides water to the public for human consumption which has at least 15 service connections or regularly serves an average of at least 25 individuals daily at least 60 days out of the year. For the purpose of this policy, the Hampton Shaler Water Authority is the public water supply system.
- V. Reduced Pressure Zone (RPZ) Device** – Means a minimum of two independently acting check valves, together with an automatically operated pressure differential relief valve located between the two check valves. During normal flow and at the cessation of normal flow, the pressure between these two checks shall be less than the supply pressure. In case of leakage of either check valve, the differential relief valve, by discharging to the atmosphere, shall operate to maintain the pressure between the checks at less than the supply pressure. The unit must include tightly closing shut-off valves located at each end of the device, and each device shall be fitted with properly located test cocks.
- W. Service Connection** – Means the terminal-end of a service line from the public water supply system generally located at the curb stop.
- X. System Hazard** – Means a condition posing an actual or potential threat of damage to the physical properties of the public water system or the consumer's potable water system.

Section 3 – Water System

- 3.1 The water system shall be considered as made up of two parts: the public water supply system and the consumer's water system.
- 3.2 The public water supply system shall consist of the source facilities and the distribution system, and shall include all those facilities of the public water supply system under the control of the public water supplier up to the point where the consumer's water system begins.
- 3.3 The source shall include all components of the facilities utilized in the production, treatment, storage, and delivery of water to the public distribution system.
- 3.4 The public distribution system shall include the network of conduits used for delivery of water from the source to the consumer's water system.
- 3.5 The consumer's water system shall include all facilities beyond the service connection which are utilized in conveying water from the public distribution system to points of use.

Section 4 – Cross Connections Prohibited

- 4.1 No water service connection shall be installed or maintained to any premises where actual or potential cross-connections to the public water supply system or consumer's water system may exist unless such actual or potential cross-connections are abated or controlled to the satisfaction of the public water supplier.
- 4.2 No connection shall be installed or maintained whereby water from an auxiliary water supply may enter a public or consumer's water system unless such auxiliary water supply and the method of connection and use of such supply shall have been approved.

Section 5 – Survey and Investigations

- 5.1 The consumer's premises shall be open at all reasonable times to the public water supplier, or his authorized representative, for the purposes of conducting surveys and investigations of water use practices within the consumer's premises to determine whether there are actual or potential cross-connections to the consumer's water system through which contaminants or pollutants could backflow into the public potable water system.
- 5.2 On request by the public water supplier the consumer shall furnish information on water use practices within his premises.
- 5.3 It shall be the responsibility of the customer to conduct periodic surveys of water use practices on their premises to determine whether there are actual or potential cross-connections to their water system through which contaminants or pollutants could backflow into the public water supply system.

Section 6 – Where Protection is Required

- 6.1 An approved backflow prevention device shall be installed prior to the first branch line leading off each service line to a consumer's water system where, in the judgement of the public water supplier, an actual or potential hazard to the public water supply system exists.
- 6.2 An approved backflow prevention device shall be installed on each service line to a consumer's water system where the following conditions exist:

- a) Systems having an auxiliary water supply, unless such auxiliary supply is accepted as an additional source by the public water supplier and approved by the Department of Environmental Resources.
 - b) Systems where any substance is handled in such a fashion as to create an actual or potential hazard to the public water supply system. This shall include systems having sources or auxiliary systems containing process fluids or waters originating from the public water supply system which are no longer under the sanitary control of the water purveyor.
 - c) Systems having internal cross-connections that, in the judgement of the public water supplier, are not correctable or intricate plumbing arrangements that make it impractical to determine whether or not cross-connections exist.
 - d) Systems where, because of security requirements or other prohibitions or restrictions, it is impossible or impractical to make a complete cross-connection survey.
 - e) Systems having a repeated history of cross-connections being established or re-established.
 - f) Others specified by the public water supplier.
- 6.3** An approved backflow prevention device shall be installed on each service line to a customer's water system serving, but not necessarily limited to, the following types of facilities unless the public water supplier determines that no actual or potential hazard to the public water supply system exists.
- a) Hospitals, mortuaries, clinics, nursing homes.
 - b) Laboratories.
 - c) Piers, docks, waterfront facilities.
 - d) Sewage treatment plants, sewage pumping station or storm water pumping station.
 - e) Food or beverage processing plants.
 - f) Chemical plants.
 - g) Metal plating industries.
 - h) Petroleum processing or storage plants.
 - i) Radioactive material processing plants.
 - j) Car or truck wash facility.
 - k) Others specified by the water purveyor.

Section 7 – Type of Protection Required

- 7.1** The type of protection required under Section 6.1, 6.2, and 6.3 of this policy shall depend on the degree of hazard which exists as follows:

- a) An approved reduced pressure zone backflow prevention device shall be installed where the public water supply system may be contaminated with a substance that could cause a system or health hazard.
- b) An approved reduced pressure zone backflow prevention device or an approved double check valve assembly shall be installed where the public water supply may be polluted with substances that would be objectionable but not dangerous to health.
- c) An approved dual check valve backflow preventer shall be installed at single-family residential premises.

Section 8 – Backflow Prevention Devices

8.1 Any backflow prevention device required by this policy shall be of a model or construction approved by the public water supplier and shall comply with the following:

- a) A double check valve assembly or a reduced pressure zone backflow prevention device shall be approved by the public water supplier and shall mean a device that has been manufactured in full conformance with standards established by the American Water Works Association entitled:

AWWA C506 Standards for Reduced Pressure Principle and Double Check Valve Backflow Prevention Devices.

Said AWWA standards are herein adopted by the public water supplier. Final approval, however, of the 'Reduced Pressure Principle Backflow Preventer' and the 'Double Check Valve Assembly' shall be evidenced by a 'Certificate of Full Approval' issued by an approved testing laboratory certifying full compliance with the said AWWA standards.

8.2 Existing backflow prevention devices approved by the public water supplier at the time of installation and properly maintained shall, except for inspection and maintenance requirements, be excluded from the requirement of Section 8.1 of this ordinance providing the public water supplier is assured that they will satisfactorily protect the public potable supply system. Whenever the existing device is moved from the present location or requires more than minimum maintenance or when the public water supplier finds that the maintenance of the device constitutes a hazard to health, the device shall be replaced by a backflow prevention device meeting the requirements of this ordinance.

Section 9 – Installation

- 9.1 Backflow prevention devices required by this ordinance shall be installed at a location and in a manner approved by the public water supplier and shall be installed by a person properly qualified and at the expense of the water consumer.
- 9.2 Backflow prevention devices installed on the service line to a consumer's water system shall be located on the consumer's side of the water meter, as close to the meter as is reasonably practical, and prior to any other connection.

Section 10 – Inspection and Maintenance

10.1 It shall be the duty of the consumer at any premises on which backflow prevention devices required by this ordinance are installed to have inspections, tests and overhaul made in accordance with the following schedule or more often where inspections indicate a need.

- a) Double check valve assemblies shall be inspected and tested for tightness at the time of installation and at least every twelve months thereafter. They shall be dismantled, inspected internally, cleaned and repaired whenever needed and at least every ten years.
 - b) Reduced pressure zone backflow prevention devices shall be inspected and tested for tightness at the time of installation and at least every twelve months thereafter. They shall be dismantled, inspected internally, cleaned and repaired whenever needed and at least every five years.
- 10.2** Inspections, tests and overhaul of backflow prevention devices shall be made at the expense of the water consumer and shall be performed by a person certified to inspect, test and overhaul backflow prevention devices.
- 10.3** Whenever backflow prevention devices required by this policy are found to be defective, they shall be repaired, or replaced at the expense of the customer without delay.
- 10.4** The customer must maintain a complete record of each backflow prevention device from purchase to retirement. This shall include a comprehensive listing that includes a record of all tests, inspections and repairs. Records of inspections, tests, repairs and overhaul shall be submitted to the public water supplier upon request.
- 10.5** Backflow prevention devices shall not be bypassed, made inoperative, removed or otherwise made ineffective without specific authorization by the water supplier.

Section 11 – Booster Pumps

- 11.1** Where a booster pump has been installed on the service line to or within any premises, such pump shall be equipped with a low pressure cut-off device designed to shut-off the booster pump when the pressure in the service line on the suction side of the pump drops to ten pounds per square inch gauge or less for a period of 30 seconds or longer.
- 11.2** It shall be the duty of the customer to maintain the low pressure cut-off device in proper working order and to certify to the public water supplier, at least once a year, that the device is operating properly.

Section 12 – Violations

- 12.1** The public water supplier may deny or discontinue, after reasonable notice to the occupants thereof, the water service to any premises wherein any backflow prevention device required by the policy is not installed, tested and maintained in a manner acceptable to the public water supplier, or if it is found that the backflow prevention device has been removed or by-passed, or if any unprotected cross-connection exists on the premises, or if a low pressure cut-off device required by this policy is not installed and maintained in working order.
- 12.2** Water service to such premises shall not be restored until the customer has corrected or eliminated such conditions or defects in conformance with this policy and to the satisfaction of the public water supplier.

SECTION XIII – GENERAL

- 84) INSPECTION:** Authorized employees of the Authority, after showing proper identification badges, shall have access to the customer's premises at all reasonable hours, for the

purpose of turning the water on or off; inspection, repair and/or replacement of service lines and service line extensions; inspection, setting, reading, repairing and removal of meter; and for all such justifiable purposes. The Authority shall have the power to make such excavations as are required for the proper execution of the work.

85) TURN-ON CHARGE: Where there is no unpaid bill, water will be turned off and on without charge for consumers who wish to discontinue or renew service or make a repair to the premises main interior valve before the meter. A turn-on charge of seventy-five dollars (\$75.00) shall be paid when water has been turned off because of an unpaid bill, violation of the Rules and Regulations of the Authority or when the situation meets the criteria as described in Section III, paragraph 28, subparagraphs a & b. A charge of one hundred thirty-five dollars (\$135.00) will be assessed when the water is turned on after regular working hours (8:00 a.m. to 2:30 p.m. Monday – Friday), weekends or holidays.

86) ONLY RULES BINDING: No agent or employee of the Authority shall have authority to bind it by any promise, agreement or representation not provided for in these rules without the approval of the Authority's Board of Directors.

87) SERVICE OF NOTICES: All notices and bills relating to the Authority or its business shall be deemed to have been properly served if left upon the premises of the customer, or if mailed to the customer, directed to, or left at his address as shown on the records of the Authority.

The Authority will send all such notices and bills to the address given on the application for water supply until a notice of change, in writing, has been filed with the Authority by the Applicant. All notices of a general character, affecting or likely to affect a large number of customers, shall be deemed to have been properly given or served if advertised in the newspaper designated by the Authority.

88) COMPLAINTS: Complaints relative to the character of the service furnished, or the reading of meters, or of bills rendered must be made in writing and delivered to the main office of the Authority.

89) SERVICE NOT GUARANTEED: Nothing in these Rules, nor any contract, nor representation, verbal or written of the Authority or any of its employees, shall be taken or construed in any manner to be or constitute a guarantee to furnish a proper quantity of water through any service connections, whether for domestic, commercial, industrial, manufacturing or other general uses, or for public or private fire protection purposes, or for any other special purposes, but the Authority will at all times and under all conditions, endeavor to maintain the efficiency of its service.

90) RESTRICTION OF SUPPLY: The Authority reserves the right to restrict the supply of water in case of scarcity or whenever the public welfare may require it, and to reserve a sufficient supply of water at all times in its storage facilities to provide for fire and other emergencies.

91) COMMONWEALTH OF PENNSYLVANIA – BILLS FOR WATER SERVICE: The Commonwealth of Pennsylvania and any agency thereof is entitled to a thirty (30) day period from the due date of any bill within which it may pay for water service without the imposition of a penalty.

92) GROUND-WIRE ATTACHMENTS: All customers are forbidden to attach any ground-wire or wires to any plumbing which is or may be connected to a service connection or

main belonging to the utility, and the utility will hold the customer liable for any damage to its property occasioned by such ground-wire attachments.

SECTION XIV - WATER MAIN EXTENSIONS

93) GENERAL: The extension of existing main water lines shall be subject to the following requirements:

- a) The installation of all main line extensions shall be in accordance with the detailed specifications prepared by the Authority's Consulting Engineer and subject to inspection by the Authority or an appointed representative.
- b) In all instances, the Authority shall designate the proper size and location of all water main extensions.
- c) All water main extensions shall extend the entire front footage of the last property in which it is intended to serve.
- d) Water line extensions will not be installed to serve temporary facilities, unless approved through a special agreement with the Authority Board.
- e) The construction of water lines in lot plan developments or similar areas shall be installed at the cost of the developer or owner and subject to all Authority requirements currently in effect.
- f) Service line connections to existing main lines and meter installations shall be subject to the fees established by the Board for each of the service areas.

94) AUTHORITY INSTALLATIONS

- a) An application shall be submitted on forms furnished by the Authority for the purpose of requesting a water line extension, the application to be signed by the person or persons requesting such an installation.
- b) Subsequent to a study of the proposed project, approval thereof and preparation of a detailed estimate of cost, the applicants, or others interested shall advance to the Authority the entire cost of the main line extension and appurtenances.
- c) The Authority will install the extension, subject to approval of the project, and receipt of funds in payment of the cost, the extension and all related facilities to become the property of the Authority.
- d) The cost of all main line extensions shall include the cost of furnishing and installing of pipe and fittings, valves, fire hydrants, service line connections and completion of such other work, cost of obtaining all land and rights-of-way, and all engineering, legal, labor, and other miscellaneous related costs.
- e) The Authority shall refund to the depositor, when and as additional bona fide customers are secured and furnished water service through service line connections directly off the extension, an amount per customer as established by the Board and currently in effect at the time of execution of the agreement, the period during which

such refunds are to be effective and the limits of such refunds to be set forth in the agreement.

95) DEVELOPERS INSTALLATION UNDER H. B. 203

- a) An application shall be submitted on forms furnished by the Authority for the purpose of requesting a water line extension, the application to be signed by the person or persons requesting such an installation.
- b) Subsequent to a study of the proposed project and preparation of a detailed cost estimate, the developer will advance a fee to the Authority of fifteen percent (15%) of the estimated cost to cover inspector and any general engineering needed by the Authority.
- c) The developer's engineer shall prepare detailed plans of the proposed extension and submit a minimum of three copies to the Authority for review prior to construction.
- d) Upon acceptance of the detailed plans and prior to construction, the Authority will enter into a water main extension agreement with the developer.
- e) The extension and all related facilities constructed will become the property of the Authority subject to the terms of the extension agreement.

SECTION XV – RATE SCHEDULES

Effective 1/01/2019

The following Schedule of Rates has been adopted by the Hampton Shaler Water Authority for the various classes of water service:

- 1) **Ready to Serve Charge:** A bi-monthly charge will be made to each customer for each meter irrespective of the amount of water used or demand imposed on the utility system:

<u>Meter Size</u>	<u>Bi-Monthly Charges</u>
5/8 inch	\$ 17.50
3/4 inch	23.28
1 inch	32.04
1½ inch	64.16
2 inch	102.70
3 inch	205.38
4 inch	325.64
6 inch	641.68
8 inch	1,283.38

- 2) **Consumption Charge:** The rate of \$4.12 per 1,000 gallons will be charged to all customers according to the customer's total bi-monthly consumption.

Bulk Water (minimum 1,000 gallons)	\$5.00 per 1,000 gallons
------------------------------------	--------------------------

- 3) **Penalty for Tampering With or Obstructing Authority Equipment:** A penalty will be assessed for the obstruction of normal operation of the curb stop by any obstacles placed over, in, or around the curb box or tampering with the curb box. A penalty will also be assessed for tampering with fire hydrants, the water meter and/or the breaking of seals. Should any seal be accidentally broken, contact the Authority to have the item resealed. The penalty for tampering or obstructing is \$500.00.

MISCELLANEOUS RATE SCHEDULES

	<u>Regular Time</u>	<u>Overtime</u>
Turn On/Turn Off Fee	\$ 75.00	\$135.00
Line Inspection (additional)	25.00	
Meter and Touchpad (damage replacement)		
5/8"	112.00	142.00
3/4"	183.00	213.00
1"	300.00	330.00
Over 1" – Time and Material		
Connection Fee (Tap)	1,732.00	
Lien Letters	25.00	
Returned Checks	20.00	
Public Fire Hydrants	140.00	
Private Fire Hydrants	216.00	
Renter Security Deposit (Water)	65.00	
Renter Security Deposit (Sewer)	65.00	
Fire Service (per annum):		
2"	190.75	
4"	348.80	
6"	795.70	
8"	1,417.00	