

VILLAGE OF CATSKILL

WATER RULES AND REGULATIONS

Revised and adopted – January 26, 2010

TABLE OF CONTENTS

WATER RULES & REGULATIONS

	<u>PAGE</u>
Ordnances.....	1 – 3
Sect. 1 - Trenches.....	4
Sect. 2 - Tapping of Mains & Tapping Fee Schedule.....	4 - 5
Sect. 3 - Service Pipes and Fixtures.....	6
Sect. 4 - Private Water Lines.....	7
Sect. 5 - Branch Service and Curb Cocks.....	7
Sect. 6 - Cross Connections.....	8
Sect. 7 - Repairs and Maintenance.....	8
Sect. 8 - Meters.....	9
Sect. 9 - Illegal Use of Water.....	10
Sect. 10 - Emergency Water Restrictions.....	11
Sect. 11 - Waste of Water.....	11
Sect. 12 - Vacancy.....	11
Sect. 13 - Shutting Off Water Service.....	11
Sect. 14 - Payments of Water Rents.....	12
Sect. 15 - Property Transfers.....	13
Sect. 16 - Main Extensions.....	13

WATER RULES AND REGULATIONS

ORDINANCES

NO. 1

It shall not be lawful for any person to throw into the supply reservoir at Potic or Catskill Water Works, or upon the bank thereof, or upon the ice formed in said reservoirs when the same is frozen over, any stick, stone, refuse or other substances or material of any description whatsoever, either solid or liquid. Nor is it lawful to skate, run, slide, walk, stand, go or be upon any ice that may form upon such reservoir. Any violation of this ordinance shall result in a fine of \$250.00.

It shall not be lawful to fish at the Potic Reservoir with a permit. Permit may be obtained at the Village Clerk's office either on a yearly basis or as one lifetime permit. Fees for said permits to be determined by the Board of Trustees. There will be no charge for a reservoir permit for senior citizens age 70 and over. Failure to comply with the rules and regulations printed on the permit will result in a revocation of said permit and a fine of \$100.00.

NO. 2

No person except the Superintendent of Public Works or persons acting under his direction or permission, shall open any fire hydrant or draw water therefrom. That the chief engineer of the fire department of the Village of Catskill and his assistants and members of the fire department are authorized to use said hydrants for the purpose of extinguishing fires or testing engines, hose and apparatus. All such uses shall be under the direction and supervision of the chief of the fire department and his assistants and in no case shall inexperienced or incompetent persons be allowed to manipulate or interfere with any such hydrant or any gate valve or other fixture of said water works. Any violation of this ordinance shall result in a fine of \$250.00

NO. 3

It shall not be lawful for any person not specially authorized by the Water Department to tap any main of the Catskill Water Works or make any connections therewith or to in any manner interfere with said mains. Any violation of this ordinance shall result in a fine of \$500.00.

NO. 4

CAPITAL COSTS: Any new water system connections, either commercial, multi-family housing, or residences containing five (5) or more bedrooms, outside the Village of Catskill limits, may connect after agreeing to pay the required tapping fee and a capital cost reimbursement. The cost of this reimbursement is determined by dividing the estimated water usage of the location per day, by the total usage of the village water system per day and then multiplying the number by the estimated worth of the Village water system. Said worth to be determined by the most recent appraisal.

Any new water system connections for residences containing four (4) bedrooms or less, outside the Village of Catskill limits, shall pay the required tapping fees plus a capital cost reimbursement of \$4000.00 (four thousand dollars).

Payment of all costs must be made in full before water service is connected to the location.

NO. 5

The following rules and regulations shall form a part of the contract with all persons using the Village water and the fact of using said water shall be considered an assent on the part of the owner or user to be found thereby. The Village Board of Trustees reserves the right to make changes, by resolution, in the rules and regulations and the water rates, as they deem necessary.

NO. 6

Installation of water mains outside the limits of the Village of Catskill shall be allowed after approval is given by the Village Board of Trustees and the Superintendent of Public Works or his duly appointed agent and all necessary agreements and permits have been executed. All construction, attorney, engineering, and/or inspection fees incurred for main extensions, outside the Village of Catskill limits, shall be borne in their entirety by the water consumers of the new installation.

The water main extensions are to be made in accordance with plans and specifications approved by the Village Board of Trustees and the Superintendent of Public Works, and shall be under the supervision and inspections of the Superintendent of Public Works. Ductile iron pipe must be used for all water main extensions. The Superintendent of Public Works will inspect and accept all water mains before connection to the water system.

NO. 7

On and after the effective date of these regulations, no toilet, unless it shall meet the water saving performance standards as provided for in this section, shall be installed in any building using the Village of Catskill water and sewer systems.

The water performance standards for toilets and associated flush-valve, if any, will be a maximum flow not to exceed an average of one and six-tenths (1 6/10) gallons of water per flush.

The provisions of this section shall not apply to fixtures installed prior to the effective date of this section, which are removed and relocated to another room or area in the same building after the effective date of this section, nor shall they apply to the installation of fixtures in buildings for which a building permit was issued prior to the effective date of these regulations.

Any violation of this section shall cause a find of \$25.00 per day of violation, to be levied upon the property owner.

RULES AND REGULATIONS

TRENCHES

SECTION 1. All trenches dug for service connections must be properly guarded and not left open longer than is absolutely necessary and the road bed and sidewalk must be restored to its former condition to the satisfaction of the Superintendent of Public Works. Flooding trenches to settle the ground will not be allowed.

All clay removed from the street opening must be removed and same back filled with the approved fill of bank run gravel or item 4, as approved by the Superintendent of Public Works.

TAPPING OF MAINS

SECTION 2. APPLICATION: All persons or corporations wishing to use the water of the Village of Catskill for any purpose must first make application to the Water Department, in writing, in the form prescribed, upon blanks which will be furnished free of charge. Said blanks must be signed by the owner of the property where the water is to be used or by his/her duly authorized agent, stating without reserve the various uses to which the water is to be applied. Should the water be required for other purposes, after work is commenced or finished, notice in writing must be given before the desired change is made, and an addition granted. When a tap is made and a service line is run to the building location, a water meter must be installed within twenty-four (24) hours of when the tap is made, unless some hardship exists. Said hardship shall be determined by the Superintendent of Public Works. If the service line is only run to the curb box, then it is not necessary to install the water meter immediately. Any individual or corporation using Village water without making proper application, shall be guilty of illegal use of water under Section 9.

TAPPING: All tapping of mains for ¾" and 1" taps shall be done by the Village of Catskill Water Department. For anything above a 1" tap, the property owner must hire someone, who has been approved by the Superintendent of Public Works, to make the tap.

TAPPING FEE SCHEDULE

For the ¾" and 1" taps, the Village of Catskill Water Department will make the tap and supply all necessary materials. Fees as follows:

¾" tap - \$300.00
1" tap - \$350.00

For anything above a 1" tap, the owner pays a permit fee and they must supply all materials including meters needed and must hire someone to make the tap for them. Permit fees as follows:

1¼" tap - \$ 450.00

1 ½" tap - \$ 500.00

2" tap - \$ 750.00

3" tap - \$ 900.00

4" tap - \$1050.00

6" tap - \$1550.00

8" tap - \$2250.00

10" tap - \$4050.00

Tapping of a fire hydrant - \$ 100.00

Tapping of Village sewer

Residential - \$ 150.00

Commercial - \$ 300.00

SERVICE PIPES AND FIXTURES

SECTION 3. All persons taking water will do so at their expense and all owners shall furnish their own service pipe which must be not less than ¾ inch K copper tubing for underground use. All service pipe must be laid at least three and one half feet (3 ½ ft.) below the surface of the ground and the curb box must be located just behind the property line. The Village will also supply a curb cock and a box for ¾" and 1" taps. For any tap above 1", the property owner must supply all materials. A stop and waste cock must be properly located inside the building and have pipes so arranged that the water can be drawn off to prevent freezing and shall keep the curb box uncovered and exposed to view and on a level with top of the curb stone. Upon installation of the above, the Superintendent of Public Works or his agent shall inspect all work.

When a new curb box is installed, either for new construction or repair, a stainless steel rod is required.

Service pipes and drain or sewer pipes for any new construction must be laid in two (2) separate trenches ten feet (10 ft.) apart. When repair or replacements need to be done on already existing connections, the service pipe will not be allowed in the same trench with a drain or sewer pipe unless there is an intervening space of at least three feet (3 ft.) between said sewer pipes and service pipe. Under no circumstances will the drain or sewer pipe be allowed to be above the water service pipe.

SERVICE LEAKS: The cost of repairs must be born by the property owner as he/she is responsible for the service line from the connection at the main to the premises it services. If the leak is found by Water Department employees, the Water Department shall be reimbursed by the property owner. (See Section 7 – Repairs and Maintenance)

All fixtures including the water meter shall, at the owner's expense, be protected from frost and kept in repair as to prevent waste of water. Should any users wish to discontinue the use of the Village water and remove their fixtures and/or water meter, they must do so upon giving notice to the Water Department.

If a property is torn down and no rebuilding is planned for the site within one (1) year, the water line must be excavated at the main, the copper line disconnected and pulled away from the main. If no rebuilding is done within the one year period, an outside contractor will be called in to disconnect the water line and the expense will be charged to the property owner (See sewer regs. for disconnecting sewer line Art. 4, Sec. 3)

When hot water boilers are used, suitable vacuum and air valves must be applied to prevent collapsing, as the Village of Catskill will in no event be responsible for any damage that may occur from failure to observe this important rule.

PRIVATE WATER LINES

SECTION 4. Upon request for a private line, the applicant shall present all pertinent information to the Water Department concerning the new line. Where necessary, building and/or site plans must be submitted at the time of application. All private lines shall be installed subject to the supervision and inspection of the Superintendent of Public Works and trenches shall not be back-filled until the private line is inspected and approved. Water will not be turned on to the private line until work has been approved.

OWNERSHIP: Ownership of a private line shall remain with the owner of the property serviced by this line. Right to connect to the private line for extensions of or services connected is retained by the Water Department. However, such service installations normally will not be made until written consent of the owner of said private line has been received by the Water Department.

REPAIRS: Repairs to private lines will be made as set forth in Section 7, Repairs and Maintenance.

USE: The use of said private line must be in accordance as stated in the application. Any other use, unless granted in writing by the Superintendent of Public Works, Could result in the permanent discontinuance of service.

BRANCH SERVICE AND CURB COCKS

SECTION 5. No service pipe will be allowed to run from one lot to another. However, consumer may make application to the Water Department for a permit to unite and if such permit is granted, may use one service pipe by placing a curb branched service, independent curb cocks and boxes, whereby the supply to each consumer may be controlled. The application for water shall accompany the application to unite.

Same will not be allowed except in the event the parties involved agree to have attached, to their deeds, that the parties involved shall share and share alike the maintenance of the main line between the branch and/or curb boxes to the Village main.

CROSS CONNECTIONS

SECTION 6. In conformity with the New York State Sanitary Code, cross-connections between potable public water and non-potable supplies are prohibited.

Discharge lines from sprinkler systems must have a six inch (6 in.) air gap between discharge and drain unless an approved trap check is provided.

REPAIRS AND MAINTENANCE

SECTION 7. All services, including all piping and fixtures for the delivering and supplying of water from the main to the building serviced, shall be maintained and/or repaired by the property owner. If, for any reason, a leak develops on the service or of the fixtures, the owner shall take immediate steps to repair same. In the event of unreasonable delay in the prosecution of the repair work, due notice will be given by the Superintendent of Public Works to the owner or the tenant of the premises to start the necessary repairs within twenty-four hours (24 hrs.).

Upon failure of the owner to start repairs within this period, the Department of Public Works and Water Department may repair the break and the cost of the repairs shall be levied against the owner. Customers who fail to repair service leaks within the twenty-four (24) hour period may have their water service shut off until repairs are effected. The determination of the responsibility involved, whether the Village of Catskill or the property owner, shall rest with the Village Board of Trustees and the Superintendent of Public Works and their decision shall be final.

Where an emergency shall exist upon the occasion of a break on a service line, the Superintendent may make the necessary repairs with the Water Department forces without notice to the property owner. However, the costs involved in the prosecution of the work will be assessed against the property owner.

Charges for work undertaken by the Department of Public Works and the Water Department will be from the fee schedule set up by said departments.

METERS

SECTION 8. Any newly construction residential or commercial building tapping into the Village of Catskill water supply must have a water meter installed for the purpose of determining usage. The billing for the account will begin the date the water meter is given out to the customer.

Meter readings will be taken quarterly (March, June, September and December). A Water Department meter reading card will be left at any premises where no one is at home or where the owner requests one. Meter reading cards are stamped with a date by which they must be returned to the office for the billing. If meter reading cards are not received by the date stamped on the card, no adjustment will be made to the bills of customers who failed to return their card by the specified date. If a meter is not read or a card has not been returned for two (2) quarters, the Village Water Department will not be responsible if any discrepancies occur in the billing when the actual reading is received.

Any outside the Village water customer whose meter has been turned in at the Water Department office and who still has an outstanding balance on their account, cannot be given their water meter back until the account is paid in full.

Suitable location for the installation of a water meter must be provided by the consumer, which shall be as near to the service pipe entrance as possible. The meter reader will not be responsible for entering a crawl space or any other area considered unsafe, nor will they move the belongings of any owner or tenant for the purpose of reading the water meter.

Any water meters installed in new construction or replaced in an existing structure must meet the criteria of the Village of Catskill Water Department. This criteria includes, but is not limited to, meters that measure usage in cubic feet and are installed in a manner deemed suitable by the Village of Catskill Water Department. Failure on the part of the property owner to correct, remove and/or replace the incorrect water meter and/or to have the piping for said meter corrected.

If corrections are not made within ten (10) days of notification by the Village of Catskill Water Department, water service to the location will be terminated without further notice until said corrections are completed.

The Water Department reserves the right to remove and test meters and to substitute another meter in its place.

If a meter gets out of order or fails to register, the consumer will be charged at the average rate of consumption based on previous bills. Nonfunctioning meters will be replaced by the Water Department as soon as possible. However, if the valve to the meter and/or the curb box is damaged, then it will be the responsibility of the property owner to obtain the services of a plumber to affect any repairs and replace the meter. If the water meter is larger than 1", it shall be the responsibility of the property owner to incur all costs in replacing the faulty meter. Replacement shall be within one (1) week of notification that the meter is faulty or the Water Department will replace the meter and the property owner will be billed for the cost of supplies and labor.

ILLEGAL USE OF WATER

SECTION 9. No person taking water shall supply other parties or families not entitled to its use, nor take Village water from a hydrant, except by special permission from the Superintendent of Public Works. If permission is not obtained, the person(s) using same will be held for the whole amount of water illegally used.

Any person illegally using Village water by any means, with no meter or an open hydrant, shall be charged a fine of \$1000.00 and may face a charge for theft of services.

EMERGENCY WATER USE RESTRICTIONS

SECTION 10. The Village Board of Trustees may take conservation measures in the form of a ban or prohibition on the outdoor use of Village water, which prohibited use shall include, but not be limited to, the filling of swimming pools or other recreational uses, washing of automobiles or other vehicles or inanimate objects, and the watering of plants, bushes, trees, lawns, or other subjects grown for primarily aesthetic or decorative reasons.

Such ban or prohibition, once declared by the Village Board of Trustees, shall be printed in a designated newspaper of general circulation in the Village for at least two consecutive days and shall remain in full force and effect until the Board of Trustees shall determine that such ban or prohibition on water usage is no longer necessary for the continued health, safety and/or welfare of the Village residents or users.

Any violation of a ban duly authorized and declared by the Board of Trustees shall be a violation and punishable by a fine of not more than fifty dollars (\$50.00) for each violation, and/or water service so improperly used while prohibited or banned may be suspended by the Village of Catskill Department of Public Works.

Each separate day of prohibited use shall constitute a separate violation of the section.

WASTE OF WATER

SECTION 11. All property supplied with Village water must be open and accessible to proper representatives of the Water Department at all reasonable times and wherever it is found that water is permitted to run to waste or is being wasted through defective faucet or other fixtures or is being taken from the premises by those not entitled to its use, the owner of said property shall be responsible for any and all excess water usage.

VACANCY

SECTION 12. Water meters must be disconnected and water shut off at the curb by a plumber. Water meters must then be turned in at the Water Department office in order for billing to be suspended while premises is vacant. Property owners will be charged only for the number of days in the quarter that the meter is on their premises. Those failing to turn in the water meter to the Water Department office will incur a full quarter charge for water usage.

If water is not shut off nor meter disconnected, any damage caused by freezing of pipes and meter shall be at the expense of the property owner. If the water meter is damaged due to freezing or any other negligence on the part of the property owner, the property owner will be responsible for payment of a new meter at the current market cost.

SHUTTING OFF WATER SERVICE

SECTION 13. The water may be shut off from the mains of the entire Village or of any street or streets thereof, when repairs, connections or changes are to be made or when necessary for any purpose. When practicable, notice will be given in advance when the water is to be shut off, by publication in the Village newspaper and/or local radio stations; however, the Village of Catskill and the Water Department shall not be responsible for failure to do so in any case, nor be liable for any damages that may result from such shutting off of said water, whether such notice be given or not.

PAYMENTS OF WATER RENTS

SECTION 14. Water and sewer rents are payable quarterly on the first days of January, April, July and October in each year at the office of the Village Clerk-Treasurer-Collector and if not paid within thirty (30) days of when they become payable, a penalty will be assessed. The percentage of said penalty shall be set by the Board of Trustees.

All water and sewer rents are due during the collection months (January, April, July and October). If received by mail and not postmarked by the last day of the collection month, a penalty will be assessed.

Village of Catskill water system customers will be subject to the discontinuance of their water service for failure to pay their water rents. If a customer's account shows two (2) unpaid quarters, a notice will be generated stating that their water will be shut off in thirty (30) days if payment is not made in full. A second notice will be sent fifteen (15) days after the first notice advising the customer that their water will now be shut off in fifteen (15) days. Copies of shut off notices will be sent to property location address, serving notice on tenants, when the owner's mailing address is different from the property location's address.

In the event that payment in full is not made at the end of this thirty (30) day period, the Superintendent of Public Works will be advised that water service to the account is to be shut off. Water Department employees will then shut the water off at the curb box. Water service will not be restored until payment of the outstanding bill and the \$50.00 surcharge for the shutting off and restoring of water service is made in full.

If the customer's outside shut off valve is inoperable, the Water Department will excavate the service at the main and disconnect the service. When payment is made in full, the main will again be excavated and the service reconnected. All costs for the excavation will be billed to the customer and must be paid prior to the restoring of the water service, as it is the customer's responsibility to keep the shut off valve in working condition.

THIRD PARTY NOTIFICATION: If a customer is 65 years of age or older or disabled, they may designate a consenting adult third party to receive duplicate copies of the water shut off notices. Application for third party notification must be made through the clerk of the Water Department. Neither the Board of Trustees nor the Water Department has any liability if for any reason the duplicate shut off notice is not mailed to or received by the designated third party.

Water and sewer rents are a lien on the property at which they are used. Therefore, owner of property will be responsible for the unpaid water and sewer rents of their tenants.

PROPERTY TRANSFERS

SECTION 15. When a property transfer occurs and neither the new owner nor his agent has asked for a final reading or checked for any outstanding balance on an account, the new owner will be responsible for payment of said unpaid balance or large billing resulting from no final reading.

MAIN EXTENSIONS

SECTION 16. No water main extension shall be made on any street that has not been accepted as such by the Board of Trustees, without prior approval.

In the case of a developer changing undeveloped areas into streets and building lots, within the limits of the Village of Catskill, and seeking water main extensions, same may be granted under the following conditions:

- (a) The developer must pay for all excavation and back fill, same being done under the supervision of the Superintendent of Public Works or his agent. The mains, and installation of same, shall be paid by the developer.
- (b) The developer must file with the Village Board of Trustees a copy of the map of the proposed development, drawn to scale and indicate thereon all proposed streets and building lots.

In the case of a developer of undeveloped property outside the limits of the Village of Catskill wishing to develop said property into streets and building lots and seeking water main extensions on the same, permission may be granted under the following conditions:

- (a) The development must be in a currently established water district or must establish a new water district or become annexed to the Village.
- (b) The street in which the main is to be installed must first be accepted as such by the Catskill Town Board.
- (c) The entire cost of installation must be paid by the developer and the installation must be under the supervision of the Superintendent of Public Works or his duly authorized agent.

VILLAGE OF CATSKILL
 WATER & SEWER RATES
 EFFECTIVE – NOVEMBER 14, 2011

IN VILLAGE

RATES:

<u>UNITS*</u>	<u>WATER</u>	<u>SEWER</u>	<u>TOTAL</u>
0-10	\$3.30/UNIT	\$3.32/UNIT	\$66.20 -minimum bill- both services, \$33.00-water \$33.20-sewer
11-20	\$3.93/UNIT	\$4.08/UNIT	
21-40	\$4.23/UNIT	\$4.53/UNIT	
41 +	\$4.38/UNIT	\$4.81/UNIT	

OUTSIDE VILLAGE

RATES:

<u>UNITS*</u>	<u>WATER</u>	<u>SEWER</u>	<u>TOTAL</u>
0-10	\$6.66/UNIT	\$6.64/UNIT	\$133.00 -minimum bill- both services; \$66.00 water only \$66.40-mc-sewer
11-20	\$7.87/UNIT	\$8.16/UNIT	
21-40	\$8.47/UNIT	\$9.07/UNIT	
41 +	\$8.77/UNIT	\$9.63/UNIT	

***1 unit = 750 gallons or 100 cubic feet**