

**TOWN OF CAIRO**

**WATER DISTRICT**

**RULES & REGULATIONS**

**ADOPTED NOVEMBER 14, 1990**

**AMENDED AND ADOPTED**

**JANUARY 2, 2017**

## 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 Highways. Flooding trenches to settle the ground will not be allowed.

All clay removed from the street opening must be removed and same backfilled with an approved fill of bank run gravel or Item 4, as approved by the Superintendent of Highways.

### TAPPING OF MAINS

SECTION 2. APPLICATION: All persons or corporations wishing to use the water of the Town of Cairo for any purpose must first make application to the Water District, 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. **A water meter must be installed within 24 hours of when tap is made unless some hardship exists. Said hardship shall be determined by the Water Administrator, any individual, or corporation using town water without making proper application, shall be guilty of illegal use of water under Section 9.**

TAPPING: For all tapping of mains, the property owner must hire someone who has been approved by the Water Administrator to make the tap.

### 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  $\frac{3}{4}$  inch K copper tubing for underground use. All service pipe must be laid at least four feet (4 ft.) below the surface of the ground, and the curb box must be located just behind property line. 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 the top of the curb stone. Upon installation of the above, the Superintendent of Highways or his agent shall inspect all work.

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, but 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.

All fixtures shall, at the owner's expense, be protected from frost and kept in order to prevent waste of water. Should any users wish to discontinue the use of the District water and remove their fixtures, they must do so upon giving notice to the Water District.

If a property is torn down without any plans for future use of water to the premises within a three-month period from the date of such notice, the owner will be assessed the regular quarterly water rent until the meter is removed and returned to the Water Department and the water is shut off at the main.

When hot water boilers are used, suitable vacuum and air valves must be applied to prevent collapsing as the District 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 District 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 approval of the Water Administrator, and trenches shall not be backfilled until the private line is inspected and approved. Water will not be turned on to the 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 service connections is retained by the Water District. 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 District.

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 Water Administrator, 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, but consumer may make application to the Water District for a permit to unite and, if such permit is granted, may use one service pipe by placing at 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 alike the maintenance of the main line between the branch and/or curb boxes to the Town 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") 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 served, 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 Water Administrator to the owner or the tenant of the premises to start the necessary repairs with twenty-four (24) hours. Upon failure of the owner to start repairs within this period, the Department of Highways and Water District shall repair the break, and the cost of the repairs shall be levied against the owner. The determination of the responsibility involved, whether the Water District or the property owner, shall rest with the Cairo Town Board and the Water Administrator 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 Water District forces without notice to the property owner. However, the costs involved in the prosecution of the work will be assessed against the property owner.

### METERS

SECTION 8. Any newly-constructed residential or commercial building tapping into the Water District water supply must have a water meter installed for the purpose of determining usage. Property owners who now have a water meter on the premises are not allowed to remove them and be billed at the flat rate.

Those customers who are presently being billed at the flat rate and wish to install a water meter, may do so. When a property billed at the flat rate is sold and transferred to a new owner, said new owner must install a water meter.

Meter readings will be taken quarterly (March, June, September, and December). A Water District meter reading card will be left at any premises where no one is at home or where the owner requests one. If a meter is not read or a card has not been returned for two (2) quarters, the Water District will not be responsible if any discrepancies occur in the billing when an actual reading is received.

Any outside-the-District water customer whose meter had been turned in at the Water District 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.

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. Non-functioning meters will be replaced by the Water District as soon as possible. However, if the valve to the meter and/or the curb box are 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.

Suitable location for the installation of a water meter must be provided by the consumer which shall be as near 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.

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

Shut off valves must be installed on the street and house side of the water meter prior to its installation.

#### ILLEGAL USE OF WATER

SECTION 9. No person taking water shall supply other parties or families not entitled to its use, or take Town water from a hydrant, except by special permission from the Superintendent of Highways. If permission is not obtained, the person(s) using same will be held responsible for the whole amount of water illegally used.

Any person illegally using Town water by any means with no meter, a tampered meter, or an open hydrant shall be charged a full year at the flat rate charge for usage plus a fine of \$1,000.00 and may face a charge for theft of services.

#### WASTE OF WATER

SECTION 10. All property supplied with Town water must be open and accessible to proper representatives of the Water District 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 11. Water meters must be disconnected and water shut off at the curb by Water District personnel. Water meters must then be turned in at the Water District 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 District 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.

Seasonal customers will be billed for two (2) full terms. Customers taking service for less than six consecutive months are considered seasonal customers. The minimum charge for seasonal service shall be twice the quarterly minimum charge.

There will be no charge for water being disconnected. A reconnect or turn-on charge, set by the Town Board of the Town of Cairo will be charged when service is reconnected.

#### SHUTTING OFF WATER SERVICE

SECTION 12. The water may be shut off from the mains of the entire District 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 local newspaper and/or local radio stations; however, the Town of Cairo and the Water District 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 13. Water rents are payable quarterly on the first days of January, April, July, and October in each year at the office of the Town Clerk, 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 Cairo Town Board. Any water rents not paid by October 30<sup>th</sup> will constitute a lien against the real estate and will be added to the tax bill with a penalty to be set by the Town Board.

All water 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.

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

#### PROPERTY TRANSFERS

SECTION 14. 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 15. No water main extension shall be made on any street that has not been accepted as such by the Cairo Town Board without prior approval.

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

- (a) The developer must pay for all excavation and backfill, same being done under the supervision and approval of the Water Administrator or his agent. The mains, and installation of same, shall be paid by the developer.
- (b) The developer must file with the Cairo Town Board 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 Water District wishing to develop said property into streets and building lots and seeking water main extensions on the same, may be granted permission 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 Town.
- (b) The street in which the main is to be installed must first be accepted as such by the Cairo Town Board.
- (c) The entire cost of installation must be paid by the developer and the installation must be under the supervision of the Water Administrator or his duly authorized agent.