



MAP, PLAN & REPORT

TOWN OF CAIRO

WATER DISTRICT EXTENSION

Prepared For:

TOWN OF CAIRO

512 Main Street, P.O. Box 728
Cairo, NY 12413

MAY 17, 2023

Prepared by:



DELAWARE ENGINEERING, D.P.C.

CIVIL AND ENVIRONMENTAL ENGINEERING
ALBANY • ONEONTA • RED HOOK • MONTICELLO • GOSHEN

28 Madison Avenue Extension
Albany, NY 12203
518.452.1290

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1.0 INTRODUCTION

The Town of Cairo (Town), located in Greene County, New York, owns, operates and maintains a water system consisting of water supply wells, storage, transmission main and a distribution system. Properties within the existing Water District (Figure 1) are currently provided with potable water through a system of service connections and mains that are owned and operated by the Town of Cairo. The Water District is concentrated in the central business area of Cairo along Main Street. The system currently has capacity for an increase in connections as shown in Table 1.

Table 1. Town of Cairo Water Capacity

Rated Capacity	Current Demand	Remaining Capacity
0.216 MGD	0.12 MGD	0.096 MGD

The Town of Cairo, along with Greene County and the Greene County Industrial Development Agency (GCIDA), is engaged in the installation of water and sewer system extensions in order to service additional users. As proposed, the GCIDA will be responsible for providing extension of the water and sewer service along NYS Route 32 and across NYS Route 23 to provide service to the proposed lots from municipal water and sewer lines.

The installation of a water line on NYS Route 23 and NYS Route 32 together with the availability of Federal grant funding for infrastructure will allow the Town to connect properties in the area of the new water line.

The proposed Water District Extension described herein is defined by the lands contained in the tax parcels listed and described in table format in Table 2 below and as shown in Figure 2. This Map, Plan and Report presents the information necessary for the Town to modify this Water District in accordance with Town Law, Article 12 of the New York State Consolidated Laws.

2.0 PROPOSED DISTRICT & BENEFITTED PROPERTIES

The area in question includes properties around the intersection of NYS Route 32 and NYS Route 23, south and east of the existing Water District. The proposed Water District extension described herein is defined by the lands contained in the tax parcels listed and described in table format in Table 2 and as shown in Figure 2.

Table 2. District Extension Parcel Description

Tax Parcel	Owner of Record	Approx. Acreage	Property Class	Roll Section
101.00-2-37.1	Mahwah Partners, LLC	54.2	330 – Vacant Land in Commercial Areas	1
101.00-2-13.2	Patricia Schneider	17.2	465 – Professional Building	1
101.00-2-12	812 Enterprises, LLC	22.5	322 – Residential Vacant Land >10 ac.	1
101.00-2-38	Mahwah Partners, LLC	6.93	323 – Rural Vacant Land	1
101.00-4-26.2	Resurrection Lutheran Church	9.77	620 – Religious	8

3.0 GENERAL PLAN OF IMPROVEMENTS

The improvements associated with the proposed District Extension include water line, water services, hydrants, and valves, as applicable, anticipated to be installed. Hydrants and valves will be installed to meet the regulatory requirements. Currently, the Town has excess capacity within its water system and a portion of the excess capacity can be assigned to the users in the Water District provided adequate infrastructure is in place.

4.0 DESCRIPTION OF FACILITIES & PROJECTED DEMAND

The Town of Cairo owns, operates and maintains a water system consisting of water wells, storage, transmission main and distribution system. The improvements associated with the proposed District extension include water line, water services, hydrants, and valves anticipated to be installed. Given information available at this time, it is expected that the project will include installation of approximately 1,000 linear feet of 10-inch HDPE water line, water services, hydrant(s) and other ancillary items. Hydrants and valves will be installed to meet the regulatory requirements.

Table 3. Water and Sewer Demands

Description/Occupancy	Parcel	Number of Units	Typical Per-Unit Hydraulic Loading Rate	Total Design Flow
Vacant Land	101.00-2-37.1	-	-	-
Professional Building	101.00-2-13.2	2 Employees	13 GPD per Employee	26 GPD
Residential Vacant Land	101.00-2-12	-	-	-
Rural Vacant Land	101.00-2-38	-	-	-
Resurrection Lutheran Church	101.00-4-26.2	400 Seats	7 GPD per Seat	2,800 GPD
Total Hydraulic Demand				2,826 GPD
Average Flow				1.96 GPM
Peak Flow (Average Flow x 5)				9.8 GPM

Water and Sanitary Sewer Design Flow based on New York State Design Standards for Intermediate Sized Wastewater Systems – Hydraulic loading rates based on a new facility with water saving plumbing fixtures.

5.0 PROPOSED DISTRICT OPERATIONS

The Town of Cairo shall be responsible for operation and maintenance of any and all infrastructure located within the Town. It is anticipated that the Town will conduct operation and maintenance of the proposed infrastructure in the Town, assessing the costs to the Town District.

Water meters will be installed at each user site in accordance with Town standards, and at the user's expense. The Town will perform all of the water meter readings. The Town will bill each user within the Water District on a quarterly basis.

6.0 REGULATORY REVIEW & APPROVAL REQUIRED

Design and construction of the proposed water system will be performed in conformance with Recommended Standards for Water Works, Latest Edition – Policies for the Review, and Approval of Plans and Specifications for Public Water Supplies and applicable NYSDOH Design Standards. Additional site-specific standards such as those specified and recommended by agencies such as the Greene County Highway Department, New York

State Thruway Authority, New York State Department of Health and New York State Department of Environmental Conservation will be utilized as applicable. Regulatory review and approval will be obtained prior to the initiation of construction.

The Town Water District is considered a Consecutive System under New York State Department of Health regulations and as such, permitting for the Water District is not an action of the Town. Because the nature of the project is extensions to existing infrastructure, coordination with the NYSDOH will occur prior to construction.

The Greene County IDA serves as the lead agency under the State Environmental Quality Review Act (SEQR) and is conducting a coordinated review of the infrastructure extension. The project was determined to be a Type I Action.

NYS OPRHP has reviewed the proposed road and utility work and has issued a letter of no effect for that component of the project.

7.0 MAXIMUM AMOUNT TO BE EXPENDED

Preliminary construction costs including all material, labor, engineering, legal and administration costs estimated to be approximately \$1,239,540. Construction and installation of equipment will be done in one phase. A more detailed cost estimate is provided in Table 4. Given that the entire project is being funded through Greene County and the Greene County IDA, the maximum amount to be expended by the Town of Cairo is \$0.

Table 4. Projected Cost Estimate

Item	Cost
General Conditions	\$50,000
Maintenance and Protection of Traffic	\$150,000
Water	\$390,000
Sewer	\$327,000
Roadway	\$9,700
Contingency	\$185,340
Construction Total	\$1,112,040
Engineering and Construction Admin	\$127,500
Total Project Cost	\$1,239,540

8.0 COST OF HOOK UP FEES – IF ANY

The Town of Cairo does not propose that the District charge any hook-up fees to the new users. The cost of plumbing connections to the water main shall be borne by each property owner individually.

9.0 DETAILED EXPLANATION OF COSTS

9.1 DEBT SERVICE

Debt service is typically paid by the owners of all existing properties in the District, including those which are currently vacant, unoccupied, or undeveloped. The total project cost is \$1,239,540. Because the total cost of the infrastructure extension will be funded by Greene County, there are no costs or fees for water users within the Water District associated with capital costs or debt service.

9.2 OPERATION AND MAINTENANCE COST

In accordance with existing Town policies, the operation and maintenance of service lines installed to connect will be the responsibility of the property owner. Therefore, any costs incurred by the property owner relative to the service lines will be separate from the overall user cost for District users.

Operation and maintenance (O&M) costs are estimated at \$500 annually for the estimated 1,100 LF of water main, including valves and appurtenances. The O&M cost is minimal due to the fact that the Town charges O&M costs to the users of the District embedded in the water rate that is charged (See Attachment B for current water and sewer rates). The purpose of the O&M cost of the District is to create a fund that will be used to pay the Town for repairs to pipe and appurtenances.

Dividing the annual cost of \$500 by the number of users in the District Extension results in a yearly O&M cost of \$100 per user.

10. COST TO THE TYPICAL PROPERTY

Pursuant to Town Law 202(5), the debt service costs for the District Extension are charged only against the benefitted properties within the Extension. As required by Article 12 of New York State Town Law, these costs will be charged on a benefit basis.

Benefit assessments can be made through several types of formulas. The formula to be applied is set by the Town Board. The formula should fit the individual case and the equities of a given project.

The estimated costs to the typical property are as follows in Table 5. The District Extension will not result in increased costs for existing District users.

Table 5. Projected Service Charges

Debt Service Costs	\$0
O&M Costs	\$100
Annual User Cost	\$100

Each year, the New York State Office of the State Comptroller issues a listing of the average estimated cost thresholds for special districts. The proposed Water District Extension typical user costs, as shown in Table 5 above, is \$100, which is below the 2023 Comptroller's cost. As such, approval is not required.

11.0 METHOD OF FINANCE

The total project cost is \$1,239,540. The Town of Cairo will not be expending any monies in order to extend water service. The total cost of the project will be funded by Greene County. There will be no debt service associated with the project. The Period of Probable Usefulness of the water improvements in the District is at least 20 years and the improvements are assessable.

12.0 STATEMENT AS TO THE BENEFIT ASSESSMENT

General Municipal Law requires that all costs associated with a water district are to be borne by users in the district. The proposed costs to the typical user are typically based on a shared debt service by the property owners and the operation and maintenance costs. Service charges for provision of sewer by the Town of Cairo are based on water use or equivalent.

13.0 DISTRICT FORMATION PROCESS

In accordance with New York State Town Law, Article 12, the following are the procedural requirements for the extension of a special district for the Town of Cairo:

- The submission of this report, representing a Map, Plan and Report to the Town Board, which encompasses the proposed district extension.
- The Town Board accepts and files the Map, Plan and Report.
- The Town Board schedules and holds a public hearing in accordance with NYS Town Law and Town of Cairo public notice requirements.
- Assuming the action will not have an adverse impact on the environment, a SEQR negative declaration shall be made.
- The Town Board will consider acting on the proposed district extension by resolution.

The Town Board, in its review of the extension of the district shall confirm that the following criteria has been satisfied:

- All the property and property owners within the proposed District Extension are benefited.
- All the property and property owners benefited are included within the limits of the proposed District Extension.
- The cost of the proposed improvements (if any proposed) is to be assessed against the benefited area and all real property to be assessed will be benefited by the proposed improvements and no benefited property will be excluded. In this case, there are no costs to the Town of Cairo.
- It is in the public interest to form the District Extension and will not constitute an undue burden on the property that will bear the cost.

14.0 SUMMARY

The project includes the extension of the Town of Cairo's Water District and the extension of water main from the existing infrastructure on Main Street and the connection of properties in the Town. The project will benefit property owners in the Town of Cairo through the provision of public water services.

Following acceptance of this Map, Plan, and Report by the Town of Cairo and conduct of a public hearing, and review and approval of such, the Town of Cairo intends to establish a Water District Extension as described in this report, and continue with planning, detailed design, and construction of the proposed water distribution system extension.

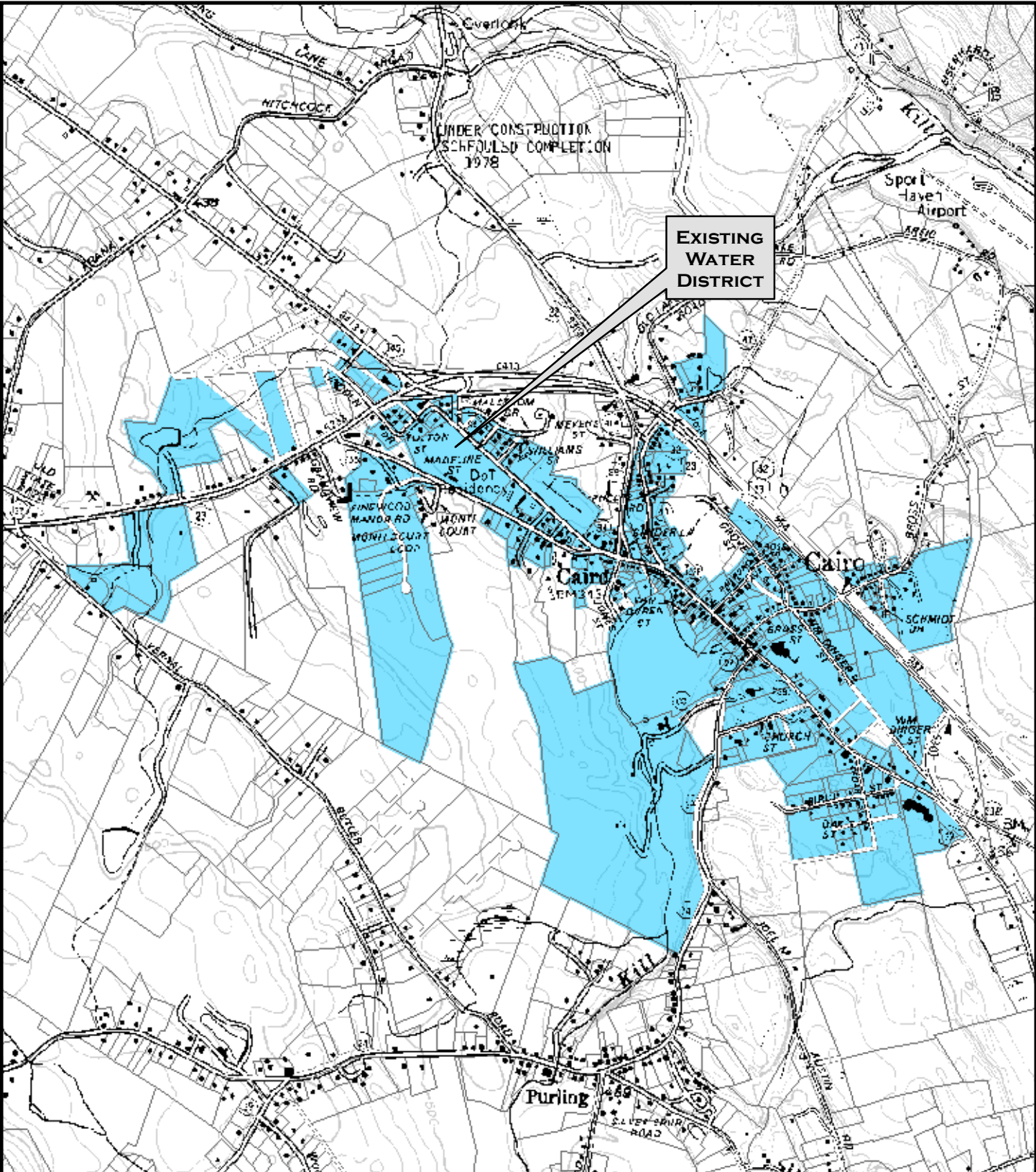
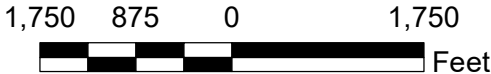


FIGURE 1
WATER DISTRICT LOCATION MAP
TOWN OF CAIRO
GREENE COUNTY, NEW YORK



Prepared by: Delaware Engineering, D.P.C.
 Date: May 2023
 Source: NYSDOT 7.5' Digital Raster Quads:
 V46 Freehold and V47 Leads
 Greene Co. RPS Digital Tax Parcels 2021

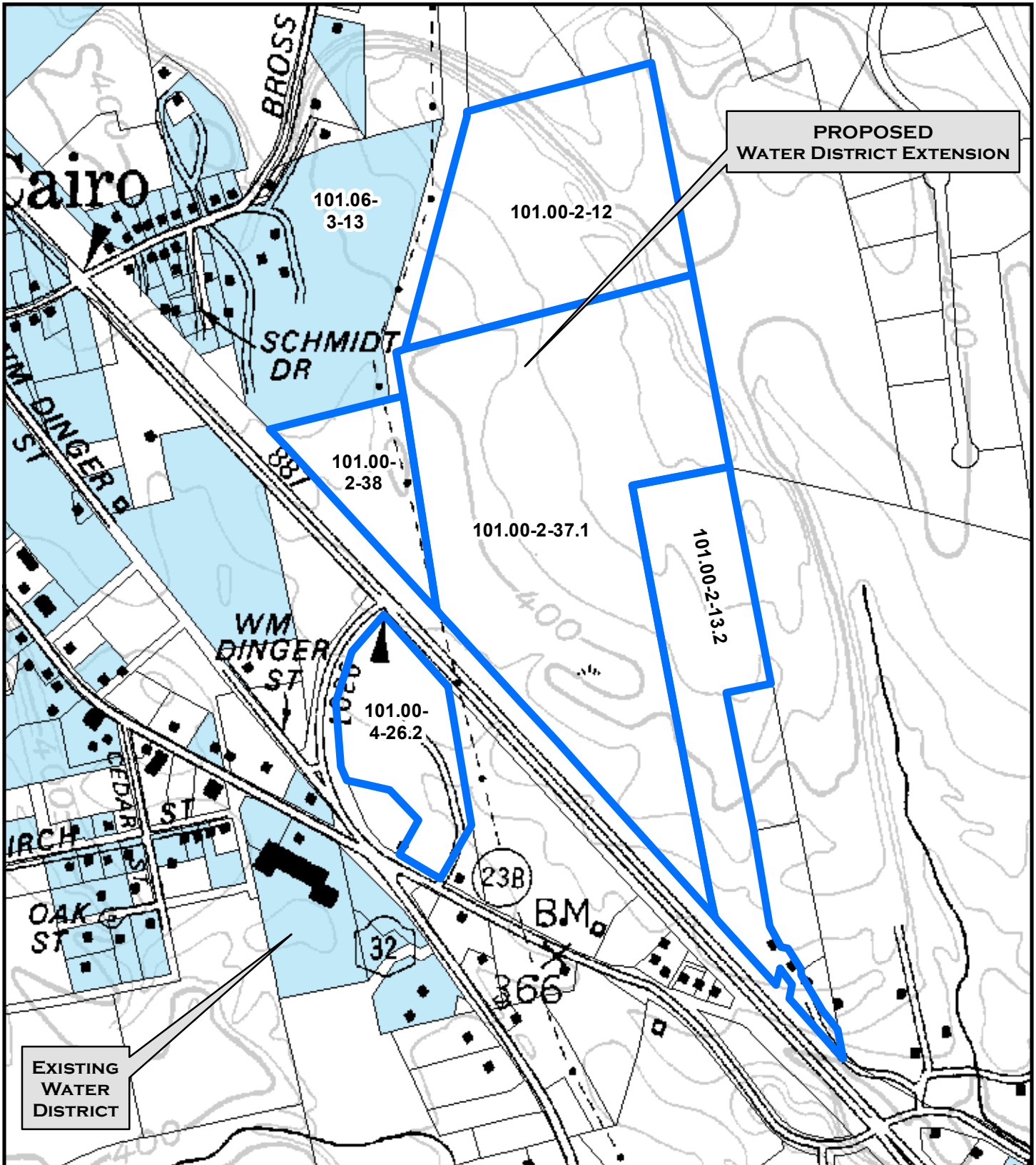
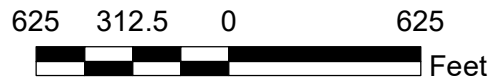


FIGURE 2
WATER DISTRICT EXTENSION MAP
TOWN OF CAIRO
GREENE COUNTY, NEW YORK



Prepared by: Delaware Engineering, D.P.C.
 Date: May 2023
 Source: NYSDOT 7.5' Digital Raster Quads:
 V46 Freehold and V47 Leads
 Greene Co. RPS Digital Tax Parcels 2021

Attachment A

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 30th 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.

Attachment B



512 Main St., PO Box 728
 Cairo, NY 12413
 518-622-3120 x254

TOWN OF CAIRO WATER DISTRICT

RATES INCREASE FOR QUARTERLY WATER BILLING	
Effective January 1, 2009	Effective January 1, 2021
Minimum Charge Per Meter Line Size	
5/8" x 3/4" meter - \$61.81 (0 - 9,000 gallons)	5/8 x 3/4 meter - \$70.00 (0 - 9,000 gallons)
1" meter - \$130.45 (21,000 gallons)	1" meter - \$147.76 (21,000 gallons)
1 1/2" meter - \$227.47 (39,000 gallons)	1 1/2" meter - \$257.65 (39,000 gallons)
2" meter - \$348.91 (63,000 gallons)	2" meter - \$395.14 (63,000 gallons)
3" meter - \$637.33 (120,000 gallons)	3" meter - \$721.77 (120,000 gallons)
Bulk Rates for Metered Water	
0 > 9,000g \$6.87 per thousand	9,000g > 30,000g \$7.78 per thousand
9,000g > 30,000g \$5.72 per thousand	9,000g > 30,000g \$6.48 per thousand
Over 30,000g \$5.06 per thousand	Over 30,000g \$5.73 per thousand
Private Hydrant Rate increase to \$125.00 per hydrant, per quarter	Private Hydrant Rate increase to \$142.00 per hydrant, per quarter
Hydrant District \$7,500 per quarter	Hydrant District \$8,500 per quarter
Update of rates – November 19, 2008 Board meeting	Update of rates – November 25, 2020 Board meeting



512 Main St., PO Box 728
 Cairo, NY 12413
 518-622-3120 x254

TOWN OF CAIRO SEWER DISTRICT

RATES FOR QUARTERLY SEWER BILLING	
Effective Sewer Rates	
0 > 8,001 g \$ 64.00 minimum	
Over 8,001 g \$8.00 per thousand	

This is an Equal Opportunity Program. Discrimination is prohibited by Federal Law. Complaints of discrimination may be filed with USDA, Director, Office of Civil Rights, Room 326-W, Whitten Bldg., 1400 Independence Ave, SW, Washington, DC 20250-9410"