

VILLAGE OF ADAMS WATER POLICY

WATER MAINS AND FITTINGS:

New water mains added to the Village water system or replacement of existing mains will be minimum of 8" diameter pipe and made of ductile iron. Ductile iron pipe will be of class 52 or better with super bell joints. Each joint will have a minimum of 3 bronze wedges to allow conductivity through the pipe. All pipe must be approved by the Village Board of Trustees before installation.

Water mains installed outside the incorporated limits of the Village will be supplied and installed according to Village specifications at the property owner's expense. Any new mains installed must be inspected by a Village inspector before it is covered.

Water main fittings, including but not limited to elbows, tees, and crosses must be a mechanical joint class 150 cement lined fitting.

All water main extensions must be approved by the appropriate Agencies (eg. Township, DEC, State Health Dept.).

FIRE HYDRANTS:

Replacement or new fire hydrants to be installed must have a minimum 6" supply lateral with an isolation valve installed that can be used to shut off the flow of water to the hydrant. See "WATER MAIN VALVES" for valve specifications.

New hydrants should be Kennedy brand, Model K81d style, 3 way connections, with a 5 ¼" main valve opening. Any other brand of hydrant must be approved by the Village DPW Superintendent before installation. New Hydrants will have a Storz type connector on the steamer connection

WATER MAIN VALVES:

Valves to be installed in water mains will be a resilient seat valve.

Resilient seat valves will be non-rising stem, be AWWA Class 200, open left, will have a synthetic elastomer coated cast iron disc, and will have mechanical joint connections.

The preferred brand of valves, are either Kennedy or Mueller. Any other brand of valve must be approved by the Village DPW Superintendent before installation. Valves to be installed will require a two piece screw type valve box with lid, and will be adjusted to finish grade level. Valve boxes to be used will be made in the North American Continent.

SERVICE LINES:

Standard service lines will be ¾" K-copper. If so desired high-density polyethylene pipe (HDP), 200PSI rating, may be used between the curb box and the meter. The HDP pipe must be copper tubing sized (CTS) pipe. If HDP pipe is used, a #12 gauge solid copper tracer wire will be installed with the pipe and brought through the wall with the pipe to allow for locating the pipe. The tracer wire must be suitable for direct burial with the pipe. If HDP pipe is used between the water main and the curb box, a tracer wire must run with the pipe and brought to the surface at the curb box to allow for locating the pipe. Piping material for larger than ¾" service lines will depend on the pipe diameter to determine the material that will be used. If the construction is new construction or repairs to the existing lines the curb box will be initially placed or relocated to an area between the sidewalk and road. When no sidewalk is available the DPW Superintendent will select a practical location.

With any "New Account" service lines, the property owner will be required to pay all expenses encountered with the installation of the service from the water main to the meter. The DPW Dept. will furnish and install, at the homeowner's expense, the service line from the main to the curb stop.

With any existing service lines the DPW Dept. may furnish, at the property owner's expense, the service line materials from the curb stop to the meter. This being so, the material being used will meet the Village DPW Dept. specifications. The property owner will be responsible for maintaining the service line from the curb box to the meter. Generally, the Village DPW Dept. cannot repair water pipes on private property, nor may the Village pay an independent contractor to repair the private water line. The Village DPW Dept. will be responsible for maintaining any existing service line from the water main to the curb box, including the curb box. The Village DPW Dept. will be responsible for all materials, labor, and backhoe rates involved with this maintenance. If a property owner fails to repair a water leak in connecting pipes on the property after there has been a written notice to do so, the Village may repair the leak and assess the cost of the repairs upon the property. If such assessment is not paid, the Village may include the amount thereof in the next tax levy.

At the property owner's expense, a check valve will be furnished and installed by the DPW Dept. on standard ¾" and 1" service lines on the downstream side of each meter. The property owner is responsible for the check valve and any other piping or valves on the downstream (house) side of the water meter. Check valves will be installed:

1. When a new service line is installed.
2. When an existing service line is re-plumbed.
3. At the property owners request.

FROZEN SERVICE LINES:

The Village DPW Dept. will thaw frozen service lines, one time per winter season. This one time service will include the entire service line from the water main to the water meter. It will then be the property owner's responsibility to keep the service line from freezing again. Should the service line freeze a second time anywhere from the water main to the water meter, the property owner will be responsible for costs encountered by the Village at the going rates, to thaw the line. The Village DPW crew may, with the property owner's permission, enter the basement of the property to thaw a frozen line if it is determined to be to the Village benefit.

If necessary, the property owner will be notified by the Village DPW Dept. to leave the water running to keep the service line from freezing. The water (sewer) bill will be adjusted to compensate for this by using an average of the last four quarterly billings. In any case, if the Village DPW Dept. is not notified of water left running, the bill will not be adjusted.

The Village will repair damage done by a frozen line from the main to the curb stop. The property owner will be required to repair the damage from the curb stop to the meter.

WATER METERS:

Standard water meters will be ¾" in size and will be furnished by the Village. Cost of meters larger than ¾" will be billed to the property owner minus the cost of the ¾" meter.

Any new or replacement meters will be Sensus brand, gallon read meters.

Standard remote reading water meters will be installed by the Village at no expense to the property owner.

Normal maintenance of water meters, excluding frozen meters will be done by the Village at no expense to the property owner. Repair or replacement of a frozen meter will be at the property owner's expense. Cost of repair or replacement of a frozen water meter will be materials plus 1 hour labor at current rate.

Installation of water meters into Churches and Cemeteries in the Village of Adams will be accomplished by the Village, with the cost not to exceed the amount of \$70.00. Expenses over this amount, will be charged to the Church or Cemetery.

Effective 11/15/09, the Village will only supply 1 meter to be installed at each property at no expense to the owner and will be the main meter read at each quarterly reading. Multi apartment homes will no longer be supplied multiple meters. Owner will have to have additional meters installed on their own at their cost by own contractor.

PLANNED DEVELOPMENT:

Mains, fire hydrants, service lines, and parts will be installed at the developer’s expense according to Village specifications and State Department of Health regulations. Any and all parts relating to the water system must be approved by the Village DPW Superintendent before installation. After final inspection and approval by our Village engineers or DPW Superintendent this system will be dedicated to the Village as per Planned Development.

UNMETERED WATER:

Pool filling for Village Residents

The filling of swimming pools from a fire hydrant will be charged at the rate of \$7.50 per thousand gallons and must be paid in full before any water is drawn. The Village DPW Superintendent must receive a minimum of 48 hours prior notice before a pool can be filled. The Village DPW Superintendent may decline the filling of a pool off a hydrant if it is unsafe to do so, such as running a hose across a street or the distance from the hydrant is too great.

No unmetered water will be removed from a fire hydrant without notifying the Village DPW Department and a crew member must be present on site. Exceptions will be in cases of Emergency of filling Emergency Vehicles.

Out of Village use (hauling)

If water is hauled for use outside the Village, it will be charged out at the rate of \$15.00 per thousand gallons and must be paid in full before any water is drawn.

If water is hauled by the Adams Fire Department vehicles an additional fee of \$15.00 per load will be assessed to help cover operating expenses. Fees so collected will be placed in the Village’s Fire Equipment Reserve Fund. Trucking of water by the fire department will be restricted to the Village or within areas protected by contract by the Adams Fire Department. Water for emergency or general health and welfare such as filling a well for farms or residences will not be restricted to the fire protection district.

A receipt will be issued by the Village Clerk at the time of the purchase and no delivery will be made without presentation of this receipt to the Adams Fire Department Chief or his/hers representative authorizing that delivery.

RATE SCHEDULES:

THE FOLLOWING RATES WERE SET AND BECAME EFFECTIVE ON JUNE 1, 2009 FOR QUATERLY BILLINGS:

Minimum	0	-	8,000 gallons	\$ 25.33
8,001	-		INFINITY	2.33 per thousand

Water provided to residents outside the Village is charged 2 ½ times at the present inside water rate

ADAMS CENTER WATER DISTRICT:

The Adams Center Water District is charged \$4.50 per thousand effective June 1, 2009.

BILLING PROCEDURE

Meters are read the last two weeks of: July; October; January; and April. Meters which cannot be read will be estimated and the bill so annotated. Bills are mailed no later than the 15th of August; November; February and May. Net amount is due no later than the 5th of September; December; March and June. Penalties are added immediately after the 5th.

Personal checks received that are returned to the Village Clerk marked "Insufficient Funds", will trigger the following reactions:

- 1) A returned check fee of \$25.00 will be assessed against the account.
- 2) Appropriate penalty charges will be assessed against the delinquent account.

Special meter readings and bills will be done only upon the transfer of property ownership. The requesting property owner is fully responsible for payment of the special bill.

The property owners are fully responsible for all water/sewer bills, thus they will receive the water/sewer bills. Tenants no longer can have bills mailed to them.

Repair parts and labor for homeowners are figured by the DPW Department and then billed under "other" charges.

Any request for changes to account information must be done in writing with a signature from the property owner.

Labor rate is billed per hour according to employee payroll & benefits

RELEVY PROCEDURE:

All accounts showing unpaid billings inside the Village will be relevied as of April 1st of each year. Notices of relevy totals will be mailed in the month March of each year to notify homeowners of this action.

SHUTOFF PROCEDURE:

Accounts showing unpaid billings for users outside the Village every six month period will be mailed a formal shut off notice announcing the date service will be disconnected. These letters will be mailed each April and October.

A shut off date will be set 5 days from the date of the letter that is sent to notify overdue accounts of unpaid bills. A shut off list is prepared and given to the DPW Superintendent for action. Water shut off due to non-payment will be subject to a \$50.00 OFF/ON fee. This fee, plus the full amount of the bill, including penalties, must be paid in full before the service is restored.

Water shut off at the request of the owner are subject to a \$25.00 OFF charge. When the water is requested to be turned back on, the owner will be charged a \$25.00 ON fee. Normal action for this procedure will be to shut off the water at the curb box and may require the removal of the meter. A prior notice of 48 hours will be necessary for scheduling.

Shut off requested outside of normal working hours, (i.e. nights, weekends and holidays), will be assessed an additional charge at an hourly rate.

At the property owner's request, the Village will assist the owner in inspection of water lines for leaks. This will be done at current labor rates, with a (1) hour minimum. The Village assumes no responsibility for inspection nor repairs made as a result of the inspection.

HIGH WATER BILLS:

If a high water bill is encountered due to conditions beyond the owner's control, such as leaking of broken water pipes in the house, and the following conditions are met, the bill "MAY" be adjusted to compensate:

- 1) All of the water leaking did not, in any way, enter the Municipal Sewer System.
- 2) Owner or resident makes a timely effort to stop or control the leakage.
- 3) DPW Superintendent or appointed representative are, notified in a timely manner of the condition.

- 4) DPW Superintendent or appointed representative inspects the problem/conditions.

The water bill **“WILL NOT”** be adjusted if:

- 1) DPW Superintendent or appointed representative, are not notified of the condition in a timely manner.
- 2) Owner or resident does not make a timely effort to stop or control the leakage.
- 3) DPW Superintendent or appointed representative does not inspect the problem/conditions.
- 4) Any portion of the leakage enters the Municipal Sewer System.

If it is decided by the Village Board of Trustees that the situation warrants adjustment of the water bill, the bill will be determined by averaging the last four quarterly billings.

ADOPTED 11/4/91

EFFECTIVE 12/1/91

AMENDED 7/18/94, 7/15/96, 2/17/04, 11/15/09, 3/15/10, 4/16/12, 1/22/13, 10/20/14, 1/20/15, 1/17/17