



**RULES AND REGULATIONS
of
SOUTHERN CAYUGA LAKE INTERMUNICIPAL WATER
COMMISSION**

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SCLIWC (Bolton Point)
1402 E. Shore Drive
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RULES AND REGULATIONS
OF
SOUTHERN CAYUGA LAKE INTERMUNICIPAL WATER COMMISSION
GOVERNING THE USE AND SUPPLY OF WATER

I GENERAL CONDITIONS AND RESTRICTIONS

1. Rules and Regulations as a Contract

a. Agreement for Service

These rules and regulations are a part of every contract or agreement for service, whether written, oral or implied between SCLIWC and each municipality and are also to be considered part of any contract between any municipality and every water user in such municipality. For ease of administration each municipality has or will designate SCLIWC its agent for the purpose of enforcing these Rules and Regulations with respect to the ultimate water user. The continuance of the water user to take water after amendment or change of these rules shall be deemed an acceptance of such amendment or change. The local law for cross-connection control (1/1/80) and Local Law entitled Backflow Prevention, adopted by the municipalities in 1991, shall be considered to be a part of these Rules and Regulations.

b. Statement of Agents

No agent and/or employee of SCLIWC has authority to make any promise, agreement or representation inconsistent with the provisions of these rules or to waive their application to any water user.

c. Purpose

These rules and regulations are designed to define the conditions and methods of use and supply of water by SCLIWC and construction, inspection and billing services furnished by SCLIWC. If any section, paragraph, subdivision, clause, phrase, or provision of these rules and regulations shall be judged invalid or held unconstitutional, it shall not affect the validity of these rules and regulations as a whole or any part or provision thereof other than the part so decided to be invalid or unconstitutional.

Where a relationship between the Commission and the individual customer is mentioned, it should be understood that the Commission is acting on behalf of the municipality in which the customer is located.



d. Criteria

Conditions, practices, materials and specifications not expressly set down in these rules and regulations shall be subject to the NYS Uniform Building and Fire Prevention Code or the American Water Works Association Standards, whichever is most restrictive.

2. Definitions

a. SCLIWC - Southern Cayuga Lake Intermunicipal Water Commission, known locally as Bolton Point Water System, is directed by SCLIWC Commissioners who are appointed to represent the member municipalities of the Town of Ithaca, Town of Lansing, Town of Dryden, Village of Cayuga Heights and the Village of Lansing for the purpose of supplying water, system maintenance and related services to the member municipalities. Repair services provided by SCLIWC are billed to the appropriate municipality. If, in accordance with these rules and regulations, the cost of such service is deemed appropriate to be borne by one or more customers, then the municipality will bill the customer(s).

b. Applicant - The owner of property or agent making a request in writing for any service to be furnished by SCLIWC.

c. Customer - The owner of the premises being served legally responsible for payment of charges to a municipality for water or other services furnished by SCLIWC.

d. Occupant - The person actually in possession or control of any premises or part thereof.

e. Owner - The person who has legal or equitable title to any premises.

f. Plumber - The owner or person hired by the owner to install, maintain or alter the plumbing facilities on any premises, including the water service line.

g. Premises - The integral property or area, including improvements thereon, to which water service is or will be provided. This is typically a single tax parcel, but many also include properties operated as a related, common and logical entity.

h. Water Supply - That part of the water system between the water treatment plant and the individual curb or shut-off valve.



i. Transmission Main - A pipe owned by SCLIWC for the purpose of delivering water to member municipalities.

j. Distribution Main - A pipe owned by a municipality supplying or capable of supplying more than one (1) customer.

k. Service Connection - The pipe, valves and all required appurtenances used to carry water between the distribution main and the curb or shut-off valve of the premises to be served.

l. Water Service Line - A water service line, owned and maintained by the owner of the premises, supplying water from the curb or shut-off valve of the premises to the meter.

3. Work to be Performed

a. SCLIWC

No persons other than SCLIWC personnel or persons specifically authorized by SCLIWC shall be permitted to tap or make a connection with any transmission main. For those municipalities who have contracted with SCLIWC to service their distribution facilities, no persons other than SCLIWC personnel or persons authorized by SCLIWC shall be permitted to tap or make a connection with any distribution main in service. SCLIWC will do no plumbing of customer owned lines except under emergency conditions as mutually determined by SCLIWC and the owner. All costs of such plumbing in responding to an emergency or any damage done to customer plumbing by SCLIWC personnel during normal performance of the job shall be the responsibility of the owner. SCLIWC may require the home owner's plumber to complete the repair beyond SCLIWC emergency action.

b. Plumber

The plumber will attach the service line to the curb stop, lay the water service line into the house and prepare the meter setting. All plumbing work to be connected to the water supply shall be performed by a trained and experienced plumber competent to such standards as deemed appropriate by SCLIWC. Such work shall not be performed until a permit for such work has been obtained from SCLIWC, and shall be inspected prior to final direct or indirect connection to the SCLIWC system. SCLIWC shall require appropriate plans or drawings of any plumbing work to be done to be submitted in advance of the issuing of a permit and all



work done shall be as shown on said plans and drawings. No deviation from such plans or drawings shall be made without the prior approval of SCLIWC.

4. Supply of Water

a. Quantity and Pressure

SCLIWC reserves the right at any time, without notice, to shut off the water in its mains for the purpose of making emergency repairs or extensions, or for other purposes, and it is expressly understood that SCLIWC shall not be liable for a deficiency or failure in the supply of water or the pressure thereof for any cause whatsoever, or for any damage caused thereby, or for the bursting or breaking of any main or service pipe or any direct or indirect attachment to SCLIWC property. All customers having installations upon customer's premises or on the property of others that depend upon pressure in the SCLIWC pipes to keep the customer supplied are cautioned against danger of rupture or lack of pressure. All damage shall be borne exclusively by the customer. Customer owned pressure regulators are required on service lines.

b. Quality

In the interest of public health, SCLIWC will not knowingly permit its mains or services to be connected with any service pipe or piping which is connected with any source of water supply not approved by the Department of Health or the State of New York unless protected by approved means. SCLIWC will also not knowingly permit its mains or services to be connected in any way to any piping, tank, vat, or other apparatus which contains liquids, chemicals or any other matter which might flow back into SCLIWC's services or mains and consequently endanger the water supply. Without limiting the foregoing, SCLIWC shall not knowingly permit any connection that does not comply with the Cross-Connection Law, as amended from time to time, of each municipality.

c. Failure

(1) Emergencies

SCLIWC reserves the right, in its discretion, in periods of drought or emergency or when deemed essential to the protection of the public health, safety and welfare, to restrict, curtail or prohibit the use of water for secondary purposes such as sprinkling, car washing, or filling swimming pools and shall have the right to fix the hours and periods when water may be used for such purposes.



(2) Accident or Repair

SCLIWC may at any time shut off the water in the mains in case of accident or for the purpose of making connections, alterations, repairs, changes or for other reasons and may restrict the use of water to reserve a sufficient supply for public fire service or other emergencies whenever the public welfare may require it. SCLIWC, its member municipalities, SCLIWC employees and/or officers shall not be liable for any damage which may result to any person, property or premises because of such shut off, even when no notice is given. SCLIWC will, so far as circumstances permit, notify customers to be affected by any scheduled interruptions in the water service.

d. Discontinuance of Service

Ten days after an appropriate written notice has been presented to the customer, or sooner in an emergency, as determined by SCLIWC in its sole discretion, endangering the health, or safety of any customer, water service may be discontinued by SCLIWC for any one of the following reasons:

(1) For use of water other than as represented in the customer's application, or through branch connections on the street side of the meter or place reserved for meter.

(2) For willful waste of water by improper or imperfect pipes or by any other means.

(3) For tampering with any service, pipe, seal, meter, valve, or any other appurtenance owned by SCLIWC.

(4) For nonpayment of bills for water or services rendered by SCLIWC.

(5) For cross-connecting pipes carrying water supplied by SCLIWC with any other source of supply, or with any apparatus which may endanger the quality of SCLIWC's water supply, or which may affect the quality of SCLIWC's water supply as stated in Article 5 Section II of the Local Laws for Cross-Connection Control.

(6) For the use of water without benefit of application, meter or other means of paying for such use.

(7) For refusal of reasonable access to the property for the purposes of reading, repairing, testing or removing meters or inspecting water piping and other fixtures.



(8) For willful violation of the rules and regulations of SCLIWC as filed at SCLIWC or appropriate member municipality offices.

(9) For plumbing deficiencies in occupied premises, if such deficiencies are not corrected within said 10 day period.

(10) For failure to follow conditions of a plumbing permit or the NYS Sanitary Code Part V as set forth in the Intermunicipal Agreement.

(11) In the event that the municipality in which the premises are located has delivered to SCLIWC a written request that water service to the premises be disconnected as a result of violation at the premises of the applicable building code, provided that such violation has or is reasonably likely to give rise to any one or more of the above named reasons for discontinuance of water service (1) through (10).

e. Restoration of Service

When water service to any premises has been turned off upon the order of the customer, or for any of the above reasons, and service at any premises is again desired by the same customer, including seasonal customers, a minimum charge will be made for restoration of service during regular business hours upon filing a water application request. If other than regular business hours or discontinuance of the service has required removal of SCLIWC equipment from the customer's premises and/or closing the curb stop or turning off the water elsewhere involves any unusual expense in excess of the minimum charge, the charge to the customer will be the actual cost including overhead incurred by SCLIWC for the discontinuance and restoration of service. Any restoration of service by unauthorized persons will be penalized as set forth elsewhere in these rules and regulations. If water service to a premise has been discontinued at the curb for inadequate plumbing, as provided for above, and the curb-stop is subsequently turned on without SCLIWC authorization, then SCLIWC shall excavate and turn off the corporation stop at the property owner's expense. Any future reactivation of the corporation stop shall be at the owner's expense. Restoration of service will occur only after all costs for discontinuance or restoration have been paid. Ignorance of code contents shall not constitute justification for variance from this policy.



5. Independent Service Pipes

Each building or other premises involved with a request for individual meters shall be supplied through an independent service pipe from a separate control valve or valve box from the distribution main unless otherwise specifically approved and authorized by SCLIWC.

6. Inspectors

Properly identified employees of SCLIWC or SCLIWC's authorized and properly identified agents may enter and must be permitted to enter upon any premises where application is made for a permit to connect plumbing with water pipes for the purposes of installing, reading, removing or repairing meters or for the inspection of the plumbing and fixtures of the water service and all work in connection with such service.

7. Territorial Limits for the Supply of Water

a. SCLIWC's authority to provide water is limited to areas in approved water districts or approved water improvement areas of the member municipalities. New water improvement extensions within approved districts and approved water improvement areas and proposed new district and water improvement areas are subject to review and approval by SCLIWC for compliance with the Rules and Regulations and for a determination of sufficient water supply and transmission capacity.

b. All municipalities, water districts, persons, firms or corporations within the territory described in 7a above desiring a supply of water, hydrant service or other services shall apply therefore to both SCLIWC and the municipality in which the premises to be served are located and shall be subject to the Rules and Regulations of SCLIWC Governing the Use and Supply of Water and shall be subject to such rates and fees as established by the municipality through which they are served. SCLIWC reserves the right to refuse any application from such potential users and to discontinue the supply of water to such users at any time on the conditions stated in these Rules and Regulations.

8. Easement through Private Property

In case proposed water lines pass through premises other than those making connection with the water system, no connection will be made until a deed of easement satisfactory to the municipality involved



and SCLIWC shall have been secured, recorded in the Tompkins County Clerk's Office at the customer's expense and filed at SCLIWC offices. The filing of such easement does not obligate SCLIWC to provide nor maintain such service.

9. Prohibitions

a. SCLIWC Property

No person shall injure, tamper, or interfere with any equipment, building, meter, seal, street valve, corporation stop, valve box or other appurtenances or divert water from mains or cut into any water pipe or main belonging to and/or serviced by SCLIWC Water System without a permit. The control of the water supply by the customer shall be by means of separate stop and waste valves to be located on both sides of the water meter.

b. Hydrant Use

No person shall open, use, draw water from or in any manner interfere with any hydrant in SCLIWC Water System without a permit from SCLIWC and the consent of the municipality involved and without the use of a standard hydrant wrench. This prohibition shall not apply to fire fighters in the pursuit of their duties. No person shall break, deface, injure, remove or in any manner tamper with any hydrant or any part thereof.

c. Curb Stop

The curb stop may not be used by the customer or the customer's agent for turning on or shutting off the water supply except in the course of connecting new services or repairs in an existing service with a formal permit.

d. Sub-metering

(1) SCLIWC shall allow and shall provide only one service point to each premise operated as a related, common and logical entity. SCLIWC shall allow and supply only one meter to a single tax parcel. Additionally, SCLIWC shall allow and supply only one meter to a building or group of buildings that has been developed and/or redeveloped and/or sold in accordance with a condominium plan, or to any building or buildings that are owned by one or more cooperative corporations, or to any other adjacent or contiguous buildings under any form of common ownership and operated under any form of common management agreement. Additionally, SCLIWC reserves the right to allow and



supply only one meter whenever contiguous developed properties have common ownership. The meter must be placed to cover all the fixtures connected with the water service line, and must be in a position where it can be conveniently read. The meter location is subject to the approval of SCLIWC.

(2) Any additional meters for sub-metering must be furnished, installed and maintained by the owner at his own cost and expense, and must be placed so as not to divert any water from passing through the meter belonging to SCLIWC. All water must pass through SCLIWC's water meter, with stop and waste valves on both sides, before passing through any additional meters. These additional meters will be neither read nor used for billing purposes by SCLIWC for the customer(s). It shall be understood that any premises with additional meters for sub-metering will receive only one billing per quarter per water service line based on the readings from the SCLIWC owned meter only.

e. Wells and Other Sources of Water

(1) No water from wells, unapproved water supplies or other sources of water shall be interconnected to SCLIWC Water System without specific permission of the SCLIWC. SCLIWC shall be under no obligation to grant such permission.

II APPLICATION FOR SERVICE

1. Forms

a. Applications for Water Service

No water service shall be laid, enlarged, repaired or discontinued at or on a premises without filing an application for water service with SCLIWC and with the municipality in which the premises are located. Applications for water service shall be made on forms furnished by SCLIWC, signed by the owner or the owner's agent and fees for which shall be paid to SCLIWC. SCLIWC shall not approve an application until it has received confirmation that the municipality in which the premises are located has approved same, however, if such approval of the municipality is not communicated to SCLIWC with thirty (30) days of the date of the application, such municipality's approval of such application shall be deemed to have been given. When approved and accepted by SCLIWC, the application shall constitute a contract between SCLIWC, the municipality and the applicant obligating the applicant to honor the municipality's established rates for water, to pay the municipality for customer related services performed by SCLIWC, and to comply with these Rules and Regulations as they presently exist or may be amended from time to time.



b. Permits

Upon receipt and approval of the application for water service, SCLIWC will issue a permit to the owner designated in the application. Work done without a permit will be subject to penalty. Any person or party doing work under this permit shall be considered agents of the owners during the progress of the work. There will be no formal inspections without a permit. Permits cover any work covered by the NYS Uniform Building and Fire Prevention Code (typically internal to a building) as well as any work covered by these Rules and Regulations (typically related to the supply of water) as well as sewer connections in certain municipalities.

Any plumber, owner or agent of the owner working under a permit issued by SCLIWC shall be bound by the Rules and Regulations of SCLIWC Governing the Use and Supply of Water. If such a person or party violates these rules and regulations, the forfeiture or suspension of that permit shall occur. Issuing of future permits to the violating person or party may be suspended or denied for continued or flagrant abuses of the rules and regulations.

2. General

a. Water Available to Premises

Applications will be accepted subject to there being an existing main in a street or right of way abutting on the premises to be served, but acceptance shall in no way obligate SCLIWC or municipalities to extend its mains to serve the premises.

b. Other than Single Family Buildings

Application for other than single family buildings shall include construction drawings showing location of main, proposed service line and interior plumbing.

c. Independent Water Service Lines

If more than one service is desired for the same premises, a separate application shall be made for each service.

d. Inspection

Work done under a permit shall not be backfilled or covered until tests and inspections acceptable to SCLIWC have been performed. No occupancy of a premise shall be allowed until all internal and external inspections are completed.





e. Plumbing Deficiency at Unoccupied Premises

Any deficiency in plumbing at any unoccupied premise shall result in the water service immediately being discontinued to that premise.

3. Owner of Property Liable for Charges

All water rents or other charges relating to water service and repairs shall be a charge against the owner of the premises connected with SCLIWC water mains and the municipality in which the premises are located and such owner and municipality shall be held responsible for all such accounts and charges.

If so legislated by the applicable municipality, in default of any payment of such charges the consumption charge and any other charges may become a lien upon the premises served, as provided by local law.

4. Temporary Services

a. Responsibility for Costs

Whenever a street service connection is made to or retired from the main for temporary service, such as contractor's construction trailer for a specific project, the applicant will bear the entire cost. Included will be labor and material for tapping the main, meter and meter setting and any other special equipment and material required.

b. Application

Application for temporary service will be accepted and temporary water service will be supplied providing:

(1) The applicable municipality approves same, and

(2) It does not interfere with use of water for general purposes. The quantity of water taken for such purpose shall be determined either by meter or by estimate at the discretion of SCLIWC and paid for in accordance with the rate schedule applicable to metered general purposes. Customers requiring temporary water service shall reimburse SCLIWC and the applicable municipality for all its expenses in connection with the necessary temporary service connections.



A deposit, in an amount specified by SCLIWC, will be required every instance. The application is merely a written request for service and does not bind the applicant to take service for any particular length of time nor for any amount of water above the minimum for that size service that is used. The application does not bind SCLIWC or the municipality to give service unless water is available and such connection as may be necessary can be made during usual hours and conditions of work.

5. Services for Construction Purposes

Water service during the construction stage of premises covered by a permit will be granted providing:

(1) The applicable municipality approves same, and

(2) It does not interfere with use of water for general purposes. A construction service will begin after approval of the outside service has been made by SCLIWC and the applicable municipality and continue until a permanent meter is set. The quantity of water taken for such purposes shall be determined either by temporary meter or by estimate at the discretion of SCLIWC and paid for in accordance with the rate schedule applicable to metered general purposes. SCLIWC is not bound to grant such services and the service may be terminated if violations of the rules and regulations occur. The property owner is liable for any charges or expenses covered under the rules and regulations during this period. Occupancy of the premises may not occur in any case, until the permanent meter is set.

III INSTALLATION AND MAINTENANCE OF WATER SERVICES

1. Right to Reject Service

SCLIWC may refuse to connect with any piping system or furnish water through one already connected if such system is not properly installed and maintained in accordance with SCLIWC requirements. To discourage improper installation, SCLIWC will charge a reinspection fee for return visits on defective work, payable before plumbing approval.

2. Taps

a. Size

SCLIWC will determine the size of the tap to be inserted in any water main under any application and permit.



b. Separate Service

Each premise must have one distinct and separate tap and service pipe and each service must be provided with a curb stop and metal extension curb box outside of the premises connected with the same.

c. Illegal Connections

No fixture shall be attached to, or any branch made in the water service line between the meter and the street main.

d. Tapping Done by SCLIWC

All tapping of transmission, and distribution mains in service will be done by SCLIWC or its authorized agents and no other person will be allowed to make such taps.

3. Trench Specifications

a. Distance from Other Utilities

No water service pipe should be laid within ten (10) feet of a sewer pipe measured horizontally. In no cases shall a water service pipe be laid within three (3) feet in all directions of a sewer pipe, another utility, conduit or structure. No water service pipe shall be laid within five (5) feet of any open excavation or vault. Sewer laterals may share a common entrance to premises if constructed of piping with leak proof joints at all points within three (3) feet of the water service and the sewer lateral is placed a minimum of six (6) inches vertically below the water service line.

b. Orientation

Water services shall, whenever possible, be laid in a straight line from the street main to the building and at right angles to the street main. This will assist future owners in locating service line if maintenance is required. Where it is impossible to comply with this provision, the plumber shall notify SCLIWC and, if so required, the applicable municipality so that curb card records can be made for any change in the orientation of the service. Any damage resulting from SCLIWC wrongly indicating the location of a customer owned pipe shall be the customer's responsibility. SCLIWC may elect to have a damaged customer owned pipe repaired without notification if the owner is not home and the leak cannot, as determined by SCLIWC in its sole discretion, be satisfactorily controlled by the curb valve.



c. Depth

Water services will be required to be laid no less than four feet six inches (4'6") from the surface of the ground to the top of the pipe at any point outside of the foundation wall of the building into which the service is to be introduced as well as through or beneath the foundation wall. Such depth is to be observable at the time of inspection. Proposed additional backfill shall not be considered in determining the proper depth at the time of inspection. Future grading shall not reduce the earth cover to any depth less than four feet six inches (4'6").

d. Size

Water services shall be laid in open cut trenches unless special approval is secured from SCLIWC. Trenches shall be wide enough throughout their entire lengths to permit proper workmanship, with shoring and bracing if necessary, taps and proper inspection. The property owner shall keep trenches free of water by pumping in order to permit proper inspection. No service tap shall be provided by SCLIWC until an acceptable service trench to the house (or curb-box location) has been excavated.

e. Safety

Bridges, barricades, signal lights, shoring and bracing shall be maintained by the property owner (and any contractor performing work) for the safety and convenience of the public and persons working in and around the excavation. The inspector may order such additional precautions taken in order to assure safety as, in the inspector's opinion, seem necessary. However, the inspector shall not be responsible for directing proper work procedures. Such responsibility shall belong to the Owner, (including any easement owner) and the contractor.

f. Backfill

Water service lines shall be backfilled with a minimum of six (6) inches under, on either side of and six (6) inches on top of the pipe with sand, gravel or crushed limestone no greater than two (2) inches in diameter, or other suitable material such as dirt. It shall be free of lumps, frozen material, slag, cinders, ashes, rubbish or other material which in the opinion of the inspector is objectionable or deleterious.

4. Service Line Specifications



a. SCLIWC to Set Specifications

Complete service line specifications are attached to the permit, but are considered a part of these Rules and Regulations. SCLIWC will specify the size, kind and quality of the materials which shall be laid between the curb valve and the structure on the premises to be supplied.

b. Pipe

Water service pipes two (2) inches or smaller in diameter shall be Type K soft copper water tubing or of such material as SCLIWC may specify in the future. Lead and galvanized iron are specifically excluded. Water service pipes larger than two (2) inches in diameter shall be cement line, push-on joint, ductile iron pipe meeting AWWA specifications.

c. Fittings

Fittings for copper pipe shall be fittings especially adapted for copper pipe and meeting AWWA specifications.

d. Joints

No joints will be allowed under the street pavement area between the corporation stop and the curb stop connection.

e. Outside Valves

All water services shall be equipped with a valve at the curb and valves just inside the building wall. Each meter will have its own curb valve and box placed at the curb. All curb shut-offs on copper services will be of quarter turn, full flow, straight through design. All curb stops must be provided with a service box, cast iron top section and cover with the word "WATER" marked thereon, operating rod and centering ring. The operating rod is to be attached to the curb valve with a brass or copper pin of appropriate diameter. The curb box must be kept in view and so exposed as to be readily found at all times and in a serviceable condition. The curb stop must be laid on a brick or flat rock in order to facilitate operation. The curb stop, where practical, will be set just on the highway right of way or boundary line but not within five (5) feet of a ditch line. The municipality shall endeavor to record the location of the curb-box and to assure its good repair at the time of installation. If a curb valve or curb-box is damaged or does not exist, the customer is responsible for installing a new one or repairing the old one or for the excavating of the main



tap, if necessary, to control the flow of water. If a main tap has to be excavated, or main pressure shut down, a curb valve and box will be installed at that time.

f. Goosenecks

Copper water services at the street main that are formed into "goosenecks" shall be completely supported with well tamped sand, gravel or crushed limestone no greater than two (2) inches in diameter.

g. Stop and Waste Valves

The customer shall install stop and waste valves on the service pipe immediately inside of the foundation wall of the building supplied and such valves shall be so located as to be easily accessible to the occupants and to allow availability to SCLIWC personnel for the placement, replacement or repair of the water meter without having to drain either the water service line or the internal building water pipes. There shall be no fittings, except compression unions, before the first (upstream) meter valve. The meter and meter tailpiece shall be plumbed directly out of the first meter valve with no intervening fittings except bushings or adapters. No sweat solder joint shall be installed ahead of the meter or in any part of the service line.

h. Testing

Before the tubing, valves or other appurtenances are covered, they shall be tested to water pressure available at the main or to 100 psi air test.

All defective tubing, valves and appurtenances shall be removed and replaced with sound items and all leaky joints made tight. The test shall be repeated after the repairs are made until no leaks develop when the line is subjected to the required pressure for a period of thirty (30) minutes.

All tests shall be made in such manner as the SCLIWC Inspector shall direct and in Inspector's presence. Trenches shall be kept free from water to the satisfaction of SCLIWC until the completion of the test.

The Owner, or Owner's Contractor, shall furnish all necessary appliances, equipment, personnel, and apparatus and make the test at Owner's own expense.



5. Water Service Line Maintenance

a. Water Service Line Responsibility

The owner of property into which water is introduced by a water service line will be required to maintain, in good working condition, at owner's expense, the said water service line from the curb valve to the meter on or for the owner's premises, including all fixtures. The customer is responsible for maintaining access to the curb valve. SCLIWC is responsible for the operation of the curb valve. The municipality is responsible for the maintenance of the service connection from, to and including the curb valve. In the Village of Cayuga Heights, the customer is responsible for the entire service line from the main tap to the house.

b. Repair of Water Service Lines

In case a customer has been notified in writing that the customer's water service line is not kept in good repair, it must be repaired by the owner of the premises so as to comply with the rules and regulations of SCLIWC. If repairs are not made within ten (10) days after written notice of a need to repair has been presented, SCLIWC may shut off the water until such repairs are made. In an emergency SCLIWC reserves the right to make temporary repairs without written notice and charge the expense thereof against the owner of the premises and to the applicable municipality.

c. Interference with Facilities

No person shall turn the water on or off at any street valve, corporation stop, curb valve or other street connection or disconnect or remove any meter except SCLIWC personnel or SCLIWC's authorized agents. The control of the water supply by the customer shall be by means of separate stop and waste valves.

d. Defect in Customer's Water Service Line

SCLIWC shall in no event be liable for any damage or inconvenience caused by reasons of any break, failure, leak, or defect in the customer's water service line, meter, plumbing or fixtures. The Owner shall cause, at the Owner's expense, any existing customer owned service line (or portion thereof) to be upgraded to current standards if excavation shows it to be below standards required by these regulations.

e. Internal Plumbing



A service call resulting from a customer's internal plumbing condition will be chargeable to the customer. Internal plumbing problems shall be handled by the home owner or his plumber.

f. Abandoned Services

Any service connection to a premise that has been inactive for one year shall be considered abandoned and shall be disconnected at the main. The disconnection and any subsequent reconnection shall be at the owners expense. This rule shall cover existing situations as well as future situations.

6. Winter Provisions

a. Winter Service Installations

Neither SCLIWC nor any of the municipalities shall be required to install any service connections or taps between December 1st and April 1st except by special arrangement, in which case the customer shall pay for the excess over normal costs.

b. Frozen Service

In those cases where SCLIWC reasonably determines that a customer owned water service line is frozen, the thawing will be done, after notification to SCLIWC, at the expense of the customer. In those cases where it cannot be determined whether the water service line is frozen or the service connection is frozen (or both), the following procedure will be followed:

(1) The customer will, at customer's expense, endeavor to thaw customer's water service line.

(2) Should this fail to establish the flow of water, the municipality or SCLIWC may endeavor to thaw the service connection.

(3) To avoid a recurrence SCLIWC may order an examination of the customer's water service line and if the same is not at a depth of four feet six inches (4'6") as required, SCLIWC reserves the right to require it to be so relocated before service is resumed. SCLIWC shall bear no liability for defects in the water service line prior to or resulting from its freezing. A service pipe prone to freezing shall be protected according to SCLIWC recommendations. Any subsequent freezing of the service line, and damage thereto, shall be the customer's responsibility.



IV METERS



1. Meter Installations

a. SCLIWC to Furnish Meters

SCLIWC will furnish and install for each customer a suitable meter and will keep the same in repair. SCLIWC will own all meters used as the basis for billing. In the case of meters one (1) inch or less in size, the meter will be provided as part of the water application fee. In the case of all meters over one (1) inch in size, the customer will bear the entire expense of the meter and its installation. In case of misuse, abuse, negligence, or damage by frost, hot water or other external causes, the expense of repair by SCLIWC will be billed to the owner and paid by the owner. Any required change in a customer's method of metering caused by the customer's change in consumption or by a customer's preference shall be paid by the owner. Occupancy of premises must not occur until the water service to that premises has been metered.

b. Meter Space and Location

The owner shall at all times provide a safe and readily accessible and protected location for the installation of a meter at such point as will control the entire supply to the premises, which location must be acceptable to SCLIWC as most convenient for its service so that the meter may be easily approached, examined, read, removed or serviced in a standing position without the need for crawling.

c. Setting Meters

Owners shall provide for the insertion of the meter. An approved stop cock shall be located on the service line so sized as to accept an appropriate meter tail piece and installed in such a way as to allow the meter to be placed in a horizontal position 2 to 4 feet above the floor and in such a location as to be read or serviced in a standing position. Installations in crawl spaces will not be permitted. A second stop cock shall be provided on the house piping within one (1) foot of the meter.

d. Check Valves and By-passes

All meters installed by SCLIWC, where it is deemed necessary by SCLIWC, shall have SCLIWC approved check valves or back flow preventers placed next to outlets, installed by the owner or owner's agents at the owner's expense, to prevent the return of water from the internal house plumbing back through the meter toward the street service connection.



Meters two (2) inches or larger in size will be installed with by-passes, so that meters may be removed for testing or repairs without hindering the supply of water. The expense of such by-passes and additional work shall be borne by the owner. All such by-passes shall be locked and sealed and under the exclusive control of SCLIWC.

e. Outside Meter Installations

Where a water service pipe extends one hundred feet or more beyond the curb stop or where no suitable place in the premises is available for setting a water meter, the meter may, at the option of SCLIWC be located in a flood-proof, frost-proof meter pit, box or building provided by the owner or his agents at the owner's expense. It shall be the customer's responsibility, as with any other meter installation, to maintain an outside meter installation so as to be flood-proof, frost-proof, vandal-proof and safely accessible. The design of the outside meter location is subject to SCLIWC approval.

f. Spacer Pipes

Any spacer pipe (jumper, idler bar) installed in place of a meter shall not be tampered with and shall be subject to the same restrictions and penalties as a meter. Such devices are to be installed only by SCLIWC personnel.

2. Ownership

All meters installed by SCLIWC shall remain the property of SCLIWC and property owners in whose premises such meters are installed will be held responsible for their safekeeping.

3. Seals

All meters installed by SCLIWC and all by-passes shall be sealed. All persons are forbidden to break seals, disconnect, disturb or in any way tamper with meters after they have been installed on the premises. If a seal is broken, the meter will be removed, tested and replaced at the expense of the owner.

4. Unaccounted-for Water

In case of any changes or additions in piping for the use or distribution of water which is not accounted for by the meter a proper charge for such unmeasured water shall be made. The amount of the charge shall be wholly at the discretion of SCLIWC.



5. Remote Reading Devices

SCLIWC will, at its option, install remote reading devices mounted on the outside of each building being metered at a location determined by SCLIWC. SCLIWC will provide remote wire from the meter to the remote reading device to be installed by the owner. On new construction the remote wire shall be run to the area of the NYSEG electric meter. The water meter reading shall be used as the correct reading in case of discrepancy regardless of the reading on the remote reading device. Remote reading devices will be installed in a location that facilitates reading and protects the device. SCLIWC will accommodate the customer's needs and wishes as they are consistent with these criteria. The customer shall provide for the protection, continued accessibility and safety of the remote reading devices. The customer should monitor the accuracy of the remote reading device to determine if it reads the same as the meter and report any discrepancy to SCLIWC.

6. Inspection of Premises

The customer shall grant employees of SCLIWC or SCLIWC's authorized agents who have properly identified themselves with written documents, permission, at any reasonable time to enter the premises of any water user for the purposes of examining the pipes, meter, and fixtures or for ascertaining the quantity of water used and the manner of its use.

7. Meter Tests

a. Request Tests

Any customer may request SCLIWC to make a special test of the accuracy of a meter. For such test, the established fee shall be paid in advance by the customer, but should the said meter be found upon said test to over-register by four (4) per cent or more, the fee advanced shall be returned to the customer and the customer's bill shall be adjusted for a maximum of two billing periods prior to the date of the customer's request. If the meter is found to be correct or to under-register, the deposit will be retained by SCLIWC as payment for testing the meter.

b. Testing by SCLIWC

SCLIWC reserves the right to remove and test any meter at any time and to substitute another meter in its place at no charge to the customer.



8. Reading the Meters

a. Schedule: SCLIWC will endeavor to collect water meter readings on a regular schedule. The readings will be conducted by either a SCLIWC staff member, an owner or an owner's representative. These readings will be the basis of the subsequent water bill.

b. SCLIWC Staff Readings: When a meter is not reasonable accessible to the meter reader, a card will be left at the premises requiring the customer to provide a reading to the SCLIWC office within a specific time period. Should no reading be received within the stated time period, SCLIWC will generate and issue an estimated bill based on meter size, number of units and past consumption history. Once an accurate reading is obtained, a subsequent bill will be generated and issued using the highest unit cost then in effect for consumption greater than the estimated bill previously generated and issued. Credit will be provided, if applicable, only for one previous quarter at the then current rate. SCLIWC reserves the right to reject any meter reading taken by other than a SCLIWC employee.

c. Owner or Owner Representative Self-Read Program: Failure of a residential property owner to provide Commission staff with a usable meter reading by the date indicated on the meter reading card could result in special notification to provide a usable meter reading, water service discontinuation, fees to offset staff time for these activities, and a fee to restore water service when a usable meter reading is obtained by Commission staff. Such notifications and service discontinuation shall be executed in accordance with the Commission procedure in place at that time. Such fees will be in accordance with special fees authorized by the Commission and in effect at the time the fee is incurred.

V HYDRANTS, VALVES AND OTHER APPURTENANCES

1. General

No person shall injure or interfere with any equipment or building belonging to SCLIWC water system, tamper with meters, divert water from mains, use water without permission, cut into any water pipe or main, operate any valves or take water from any public fire hydrant for any use other than fire purposes unless specifically authorized in writing by SCLIWC. No person shall place any structure, road or engage in any construction or alteration of the earth cover within ten (10) feet of any transmission or distribution water main without express written permission from SCLIWC.

An owner and an owner's contractor, shall conform to the requirements of these Rules and Regulations as presently in effect and as the same may be

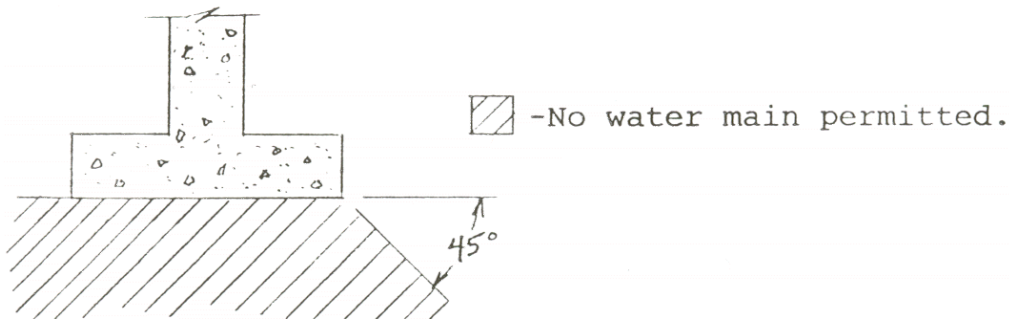


modified from time to time where and when any work of the owner will be in the vicinity of the SCLIWC water system pipe lines or other facilities. The owner shall so conduct his operations that no harm or damage will come to the SCLIWC water system or other facilities. Wherever any construction will cross over above or below or parallel



any SCLIWC pipe line or facilities, the exact relationship of the existing and proposed facilities and the construction operations thereof shall be determined prior to the installation or construction of the proposed facility or pipe line. If the intervening space between the existing pipe or facility and the proposed construction is less than 10 feet, no such construction shall be performed without the approval of SCLIWC nor without the presence of a representative of SCLIWC at the site of the proposed construction. The presence of the representative of SCLIWC shall not relieve the contractor of any responsibility under this contract. No blasting may be performed closer than 10 feet to an existing pipe or facility.

No building shall be constructed over a water main. No main shall be below a 45 degree line extending down and away from the edge of a footer as indicated below.



2. Hydrants

a. Hydrant Control

All public fire hydrants are under control of SCLIWC. The use of fire hydrants will be restricted to the taking of water for the extinguishing of fires and water shall not be taken from any fire hydrant for construction purposes, irrigation, sprinkling streets, flushing sewers or gutters or for any other use unless specifically authorized in writing permitted by SCLIWC and the applicable municipality for the particular time and occasion. No person shall place any obstruction that would prevent free access to any fire hydrant or leave any vehicle standing within fifteen feet (15') of the hydrant. No person shall paint or in any way change the color from the standard color established by SCLIWC.

b. Use of Hydrants

If water is used from public fire hydrants without specific authorization from SCLIWC the quantity used will be estimated and the user and the municipality will be billed at the meter rates set forth in the rate schedule. If usage is estimated at



an amount less than \$100.00, the minimum bill will be \$100.00 per use for administration expense in monitoring the use and preparing the bill. If use is properly authorized, and if required by SCLIWC, a meter shall be applied to the connection made with the hydrant at the expense of the party using same and said party shall pay for all water by meter measurement at the stipulated rates. Water must not be allowed to run except when used. No other person shall operate a hydrant except as authorized in writing by SCLIWC and the applicable municipality and only then using a proper wrench as approved by SCLIWC. Violators may be prosecuted under existing laws of the municipalities. Hydrant use may be terminated at any time, without notice, as deemed necessary by SCLIWC, for the public health or benefit.

c. Damages

In case any damage to a public fire hydrant is done by any person or person's agent having a permit for taking water from said hydrant, the holder of the permit shall pay such damages and all costs and expenses that may be incurred by reason thereof on demand to SCLIWC.

3. Street Valves

No person except an employee of SCLIWC or SCLIWC's authorized agents shall open, close or in any way interfere with any street valve in a water main. Any person who has disturbed or displaced a valve box so that the valve stem cannot be reached by a key, or who has covered a valve box or manhole cover of a valve chamber with dirt, paving, plank or other material, shall immediately remove the obstruction and replace the valve box.

VI INSTALLATION OF WATER MAINS AND APPURTENANCES

Section A - Work to be Done

Detailed plans and specifications prepared by a professional engineer, licensed in the State of New York, (hereinafter the Owner's Engineer), shall be submitted to the Tompkins County Health Department and SCLIWC. No construction, installation, removal or alteration of water mains shall occur until SCLIWC has approved such plans and specifications. Once approved, no deviations from same shall occur without prior consent of SCLIWC. Without limiting matters that may otherwise be required the Owner's Engineer shall certify that the design of the water distribution system is in accordance with all applicable rules, regulations, laws and ordinances and that the same is



in accordance with good engineering standards and criteria. All construction done once the plans are approved shall be supervised by the Owner's Engineer. Before allowing a permanent tap into an existing main, such engineer shall provide written certification as to all matters required by SCLIWC including, without limitation, certifications that the water system and mains have been installed in accordance with the approved plans and specifications, that as installed they meet all applicable governmental rules, regulations, laws and requirements (including SCLIWC's Rules and Regulations) and, that the system has been tested and found to be in good operating order free from defects. No permanent tap shall be made until the applicable municipality consents to same. Such water mains shall not provide service until proper as-built drawings have been accepted by SCLIWC.

Section B - Trench Excavation

All trenches shall be excavated to the lines and grades specified on the drawings and established in the field by the Owner's Engineer. All trenches shall be braced and shored as necessary. The width of the trench shall be made as narrow as practicable consistent with easy handling and laying of the various size water mains. The sides of the trenches, between the horizontal center of the pipe and an elevation of one (1) foot above the top of the pipe, shall be vertical. The depth of the trench shall be sufficient to provide a cover over the top of the pipe of at least four feet six inches (4'6") after all finish grading of lawns and roadways has been completed.

The trench, or section of trench being excavated, shall be kept free from water during the time pipe joints are being made.

Bell holes shall be provided at each joint to permit the joint to be made properly. If the bottom of any excavation is taken out beyond the limit indicated or prescribed, the resulting void shall be backfilled with thoroughly compacted run-of-bank gravel.

If, in the opinion of the Owner's Engineer, material unsuitable for foundation is found at or below the grade to which excavation would normally be carried in accordance with the drawing and/or specification, such material shall be removed to the required width and depth and replaced with thoroughly compacted run-of-bank gravel.



Section C - Rock Excavation

Should rock be encountered, the trenches shall be excavated such that the clearance between the pipe and remaining rock will be not less than six (6) inches after the pipe has been laid.

Rock shall be excavated to the lines and grades indicated on the drawings or as directed by the Owner's Engineer. Following excavation and before placement of the pipe, the trench shall be backfilled to the correct subgrade with a minimum thickness of six (6) inches of thoroughly compacted, suitable material.

Backfilling of trenches where rock as been excavated shall be as specified in Section K, Backfilling.

If blasting is required to loosen any rock encountered, all permits shall be obtained from the appropriate agencies in accordance with Section 1926.900 through 1926.914 of the Department of Labor Safety and Health Regulations for the Department of Construction concerning excavation and discharge of explosives. Appropriate insurance coverage shall be in effect. Said coverage shall be a part of the insurance certificate furnished with the agreement for the water main extension.

Section D - Installation of Pipe and Appurtenances

Care shall be taken in handling pipe to prevent the cement lining and any protective coating from becoming damaged. All pipe shall be carefully examined for defects and no pipe shall be laid which is known to be defective. If any defective pipes shall be discovered after having been laid, they shall be removed and replaced with sound ones.

All interior surfaces of pipes shall be thoroughly cleaned before they are laid and shall be kept clean until accepted by the Owner's Engineer. Exterior surfaces and bell and spigot ends shall also be thoroughly cleaned prior to making joints.

Suitable water tight end caps or plugs shall be used for capping the ends of pipe when pipe laying is not actually in progress. Materials such as burlap, canvas or plywood will not be acceptable for this purpose. Water standing in the trench when work is resumed shall be pumped out prior to removal of a cap or plug.

Section E - Installation of Push-on Joints



The gasket and the gasket seat in the socket of push-on joint pipe shall be wiped clean with a cloth. The gasket shall be flexed and placed in the socket with the large round end entering first and sprung into the gasket seat so that the groove fits over the bead of the seat. A thin film of non-toxic gasket lubricant shall be applied to the inside surface of the gasket. Lubricant other than that furnished by the pipe manufacturer shall not be used.

The plain end of the pipe shall be wiped clean, aligned, and carefully started into the socket so that it comes in contact with the gasket. In some cases, it may be desirable to lubricate the outside of the plain end for about an inch back from the end of the pipe.

The joint shall be made up by exerting sufficient force on the entering pipe so that its plain end is moved past the gasket until it makes contact with the base of the socket. Power equipment may be used to move the plain end past the gasket. However, extreme care must be exercised when using power equipment in order not to damage the pipe. If proper assembly is not accomplished with the application of reasonable force, the plain end shall be removed to check for proper positioning of the gasket. If the plain end is removed then each of the above steps under "Installation of Push-on Joints" will be repeated until proper assembly is accomplished.

The maximum allowable deflection per length of pipe shall be in accordance with the following schedule:

<u>Pipe Diameter</u>	<u>Pipe Length</u>	<u>Maximum Deflection</u>
6"	20'	20'
6"	18'	18'
6"	16'	16'
8"	20'	20'
8"	18'	18'
8"	16'	16'
12"	20'	20'
12"	18'	18'
12"	16'	16'

Section F - Installation of Mechanical Joints

The joint gasket and surfaces against which the gasket will come in contact shall be thoroughly cleaned prior to assembly of the joint. The gasket, bell, and spigot shall be lubricated with a thin film of non-toxic gasket lubricant approved for potable water





systems. The gland and gasket, in that order, shall be slipped over the spigot, and the spigot shall be inserted into the bell until it is correctly seated. The gasket shall then be seated evenly in the bell at all points, centering the spigot, and the gland shall be pressed firmly against the gasket. After all bolts have been inserted and the nuts have been made up finger tight, diametrically opposite nuts shall be progressively and uniformly tightened all around the joint to the proper tension by means of a torque wrench.

The correct range of torque as indicated by a torque wrench shall not exceed 60 - 90 ft.-lbs.

If effective sealing of the joint is not attained at the maximum torque indicated above, the joint shall be disassembled and thoroughly cleaned, then reassembled. Bolts shall not be overstressed to tighten a leaking joint.

Section G - Cutting Iron Pipe

Cast and ductile iron pipe shall be cut by approved power saws which will produce a clean, true cut free from irregularities and a smooth end at right angles to the axis of the pipe. All cut ends shall be beveled.

Section H - Installation of Valves and Valve Boxes

The Owner and the Owner's Contractor shall furnish all materials, labor, tools and equipment required for excavating, setting of the valves to lines and grades, joining to the pipe lines, and setting the valve boxes to lines and grades and backfilling.

Unless otherwise directed by SCLIWC, all gate valves shall be set with their stems truly vertical. The valves shall be joined to the pipe line with mechanical joints. The tops of the valve boxes shall be set neatly to the grade of the street or the surface of the existing ground. The valve boxes shall be set so there is a uniform space around the operating nut, and the sides of the valve box shall be parallel to the axis of the stem of the valve.

Valve box tops shall be maintained at road grade or ground surface for a period of twenty-four (24) months after the completion of each project.

Section I - Installation of Hydrants and Branches

The Owner and the Owner's Contractor shall furnish all materials, labor, tools, and equipment for excavating, setting SCLIWC approved hydrant, auxiliary



valve and valve box, and installing branch and backfilling trench. The hydrant shall be set vertical at proper elevation and braced in position. An 8" x 16" x 4" solid concrete building block or equivalent shall be placed under the base of the hydrant as approved by SCLIWC. The Owner and the Owner's Contractor shall furnish the block for the hydrant support.

The excavation for the hydrant shall end sufficiently below the base of the hydrant to allow for setting of the 8" x 16" x 4" solid concrete building block or equivalent and gravel drain bed, and the hydrant shall be firmly set on the concrete block. The hydrant, valve, and branch shall be installed and secured with concrete thrust blocks plus one of the following:

- a) Asphalt coated anchoring rods.
- b) Integrally locking joints or
- c) Retainer glands.

Hydrants shall be set truly vertical and plumb, and hydrants shall be flushed out after hydrants are set to make sure branch valves are open and that hydrants close and drain properly into a sufficient size gravel bed. Gravel shall be thoroughly tamped to prevent settlement of hydrant.

Hydrants must be braced just below grade with a concrete pad or pressure treated lumber to insure the correct operations of break flanges, bolts and couplings.

The Owner and the Owner's Contractor shall be responsible for clean up around the hydrant and along the excavation for the branch. The Owner and the Owner's Contractor shall also be responsible for maintenance of backfilled areas and hydrant elevations with respect to ground surfaces for a period of twenty-four (24) months following completion of the work.

The Owner and the Owner's Contractor shall further be responsible for painting each hydrant following installation and clean up with one coat of finish paint the color to be approved by SCLIWC. The paint shall be applied after all loose scale, rust, dirt, grease, and other foreign matter has been removed completely from the hydrant.



Section J - Installation of Services

The Owner and the Owner's Contractor shall furnish all labor, materials, tools and equipment for trenching, laying copper pipe, installing curb stops and boxes, and backfilling for service connections.

Services shall be installed from the main to the street right-of-way line with curb stops and boxes being placed on the right-of-way line but not within five (5) feet of a ditch line. All pipe, connections, curb stops and boxes shall be installed in accordance with standards of good workmanship. No curb boxes shall be installed in parking lots, driveways or roadways.

Services that cross streets where pavement is in place shall be installed by drilling or other methods approved by the Municipality's Engineer. Pavement shall be cut only with the permission of the Municipality's Engineer, as provided by the appropriate regulations of the Municipality.

All excavations, both in and out of pavement, shall be properly tamped to eliminate future settlement. Tamping shall be done as the excavations are backfilled. Excavations shall not be considered properly compacted if they are completely filled before any tamping is done.

During winter months, no frozen material shall be placed back in the trench.

Any excess material shall be hauled away from the job site by the Owner and the Owner's Contractor.

Taps shall be made between the 2 o'clock and 3 o'clock positions or between the 9 o'clock and 10 o'clock positions on the pipe. The service pipe shall rest firmly on undisturbed soil or compacted backfill.

There shall be a minimum of 4 1/2 feet of cover over all portions of the service pipe. All curb boxes shall be set vertically and as near to finished grade as possible. Curb boxes shall be staked for proper identification to protect said boxes from damage by equipment being used to construct new houses.

Blank curb cards for service installation shall be furnished to the Owner by SCLIWC. It shall be the responsibility of the Owner or the Owner's Engineer to furnish on the cards all requested information plus a sketch showing the exact location of the curb box. Completed curb cards shall be returned to SCLIWC within



four (4) weeks after approval of water samples. Under no circumstances shall there be any deviation complying with this specification.

The purpose of a curb card is for future reference information when location or repairs are required. Clear and accurate measurements and information are therefore required. SCLIWC prefers measurements to curb boxes from permanent close-by, visible man-made objects such as buildings, hydrants, utility poles, concrete monuments, head walls, off sets from center line, catch basins, manholes, gutters, etc. Measurements are to be shown with dimension lines and are not to be referenced to the survey stationing of the subdivision.

Meter information will be completed by SCLIWC after the cards are returned by SCLIWC. All information must be printed on the curb cards in waterproof ink.

Section K - Backfilling

In general, and unless other material is indicated on the drawings or specified, material used for backfilling trenches shall be suitable material free from cinders, ashes, refuse, vegetable or organic material, and boulders.

The backfill material in the zone around the pipe (with a minimum of twelve (12) vertical inches equally distributed under, around and over the pipe) shall be select material free of sod, debris, excavated rock, and stones over two (2) inches in diameter. This material shall be placed in layers not to exceed six (6) inches in depth and shall be thoroughly tamped with approved hand or power tampers specifically designed for this type of work. Hand tamping by means of stock dimension lumber, or by picks or shovels or their handles, or other similar devices, will not be accepted. Special care shall be taken in placing this portion of the backfill to avoid damage to the pipe or pipe coatings. Wet or frozen materials shall not be used, but shall be replaced with suitable material that will provide a dense, compact fill.

The remainder of the trench from twelve (12) inches above the pipe may be backfilled with approved materials obtained from the trench excavation by filling in the entire trench in one operation and compacting the backfill by rolling with construction equipment, leaving the fill mounded over the trench. Stones over eight (8) inches in greatest dimension shall not be incorporated in the backfill.



Where excavations are made through existing permanent highway or street pavements, curbs, driveways, or sidewalks, backfilling shall conform to the requirements of the particular agency or highway department involved. In general, crusher-run gravel, or run-of-bank gravel shall be used and placed in six (6) inch layers and thoroughly compacted with approved power tampers. This technique shall be used throughout the traffic and shoulder areas.

Section L - Concrete Thrust Blocking

All tees, tapping sleeves, plugs and bends are to be restrained from movement with thrust blocks formed of 2500 psi, 30-day concrete. Concrete shall be furnished and delivered by approved transit-mix companies. The concrete shall be poured between the fitting and undisturbed soil. The size of thrust block shall be as indicated in the following schedule. Thrust blocks for tapping sleeves shall include a cradle for vertical support. The mechanical fitting bolts shall be protected from cover by concrete so that they can be removed if necessary.

Area, in Square Feet, of Thrust Blocks
Against Undisturbed Soil Fittings

Pipe Size	11 1/4 Bend	22 1/2 Bend	45 Bend	90 Bend	Tee, Plug Tapping Sleeve
6"	2	2	3	6	4
8"	2	3	6	10	8
12"	3	6	12	22	16

Section M - Boring and Installing Casing Pipe

This section shall apply when the highway authorities who grant permission to cross a highway specify that the water main being installed be encased in another pipe.

Boring shall be done in a manner not to damage any existing structures. The minimum diameter required for the bore shall be ample to provide for the insertion of the casing pipe. The bore shall be true to lines and grades as determined by the Owner's Engineer and as shown on the drawings, and shall be made after all existing structures have been located. Any damage to existing structures shall be repaired, or structures replaced, at the Owner's expense.



Care shall be taken in handling the carrier pipe to prevent the protective coating and cement lining from becoming damaged. This shall be done by banding wooden blocks to the carrier pipe before pushing same through the casing pipe.

After the water pipe has been successfully laid in the casing pipe, space between the outside of the carrier pipe and the casing shall be completely filled with sand by methods approved by the Owner's Engineer. Sand fill shall be a well-graded granular material of which all will pass a No. 4 sieve but not more than 5 per cent will pass a No. 200 sieve.

The Owner and the Owner's Contractor shall make all necessary excavations for boring and shall backfill same in accordance with Section K, Backfilling or VI INSTALLATION OF WATER MAINS AND APPURTENANCES.

All of the above applies only to boring and installing casing pipe under highways. Should it be necessary to bore and encase a water main under railroad tracks, the Owner shall meet the specifications and requirements of the particular railroad company.

Section N - Pressure Testing

All mains and appurtenances shall be pressure tested in accordance with the following procedures.

The pressure in the new system shall be raised, by pumping to a pressure of 150 pounds per square inch based on the elevation at the lowest point of the section under test and corrected in accordance with gage location. If the specified pressure cannot be achieved and maintained for a period of one (1) hour, the section under test shall be considered as failing the pressure test.

If the aforementioned pressure can be achieved and then maintained without further pumping for a period of one (1) hour, the section under test shall be accepted without further testing. If, however, after achieving the aforementioned pressure, additional pumping is required to maintain the specified pressure, then the amount of water required to maintain this pressure shall be measured during the one (1) hour period. This measured quantity of water shall be classified leakage and shall be compared with allowable leakage as calculated by the formula for pipe lines with mechanical and push-on joints as given in Section 4.2 of AWWA Specification c600-87. Should the actual leakage exceed the allowable, then the section under



test shall be considered as failing the test. If, however, the actual leakage is equal to or less than allowable, then the section under test shall be approved.

Section O - Disinfection and Flushing

Before or after a section of the main has been pressure tested and found acceptable, it shall be flushed thoroughly by SCLIWC. Upon completion of flushing operations, the Owner and the Owner's Contractor shall disinfect the main with a chlorine solution. The strength of this solution shall be such that a residual of 25 ppm. of chlorine shall be retained in the main after at least twenty-four (24) hours. Disinfection shall be in accordance with the current AWWA Standard Specifications for Disinfecting Water Mains, Designation c601-81 Sections 1 to 10, inclusive, continuous feed method only.

Following disinfection, all treated water shall be thoroughly flushed from the main until approved by SCLIWC. Chlorinated water shall be disposed of in a manner acceptable to the NYS Department of Environmental Conservation.

Samples of water shall then be taken by SCLIWC and the main shall not be placed in service until the water has been approved for service. If tests are unsatisfactory, additional flushing shall be done, or the main shall be re-chlorinated, or both, until new water samples indicate that the water is acceptable.

The time and rate of flow of water for flushing new mains shall be approved by SCLIWC before each flushing is started.

Section P - Site Restoration

The Owner and the Owner's Contractor shall furnish all labor, materials, and equipment necessary to do all top soil work and seeding, in existing lawn areas which are disturbed during the installation of water mains and appurtenances for new subdivisions.

Section Q - Maintenance

The Owner shall be responsible for any breaks or leaks that may occur on a main extension or appurtenance for a period of twelve (12) months after the particular installation or project has been placed in service.



Section R - The Engineer

The Owner's Engineer shall be designated by the Owner as the Owner's Consulting Engineer who prepares the drawings and inspects all construction. The Owner's Engineer is identified in the construction documents accompanying the water permit application. The Owner's Engineer shall act on behalf of the Owner in furnishing the necessary statements and completion records as stipulated by SCLIWC. Any extension or relocation of a water main shall be under the direct supervision of a N.Y.S. licensed professional engineer hired by the owner. Such a main extension shall comply with current SCLIWC Rules and Regulations, including a N.Y.S. Dept. of Health completion certificate and "AS BUILT" drawings. SCLIWC must receive as-built records before the main will be put into service.

With regards to the requirements identified in all Sections (A-T) of VI INSTALLATION OF WATER MAINS AND APPURTENANCES, SCLIWC or SCLIWC's authorized representative shall determine the Owner's obligations under the terms of the Specifications, and shall have the power to interpret and enforce the Specifications and if such is not done by the Owner require the cessation of all operations dealing with water lines until compliance with the Specifications is obtained.

Section S - Pavement Removal and Replacement

The Owner and the owner's Contractor shall furnish all materials, labor, parts, tools and equipment and shall do all work necessary to replace street pavement, driveways, gutters, curbs, and walks removed or damaged in the installation of water mains and appurtenances.

All pavement replacement, except driveways, shall be done in accordance with the regulations and specifications of the public authorities of the Village, Town, County or State Highway Departments having jurisdiction, and the Owner and the Owner's Contractor shall respect the orders of the inspecting engineers from said departments during the period that the project is in progress.

All sidewalks, gutters, and curbs which have been damaged or removed shall be restored to a condition at least equal to that in which they were found immediately prior to the beginning of operations.

Materials and methods for all restoration shall be subject to approval of the inspecting engineers representing the particular agencies involved.



Driveways which have been damaged or removed shall be restored to a condition at least equal to that in which they were found immediately prior to the beginning of operations. Materials and methods for restoration shall be as approved by the Owner's Engineer.

Section T - Safety

All excavated material shall be piled in a manner that will not endanger the work and that will avoid obstructing sidewalks and driveways. Hydrants under pressure, valve pit covers, valve boxes, or other utility controls shall be left unobstructed and accessible until the work is completed. Gutters shall be kept clear or other satisfactory provisions made for street drainage, and natural water courses shall not be obstructed. To protect persons from injury and to avoid property damage, adequate barricades, construction signs, torches, lanterns and guards as required shall be placed and maintained during the progress of the construction work and until it is safe for traffic to use the highway. All material piles, equipment and pipe which may serve as obstructions to traffic shall be enclosed by fences or barricades and shall be protected by proper lights when the visibility is poor. The rules and regulations of the local authorities respecting safety provisions shall be observed.

Section U - Maps

No newly constructed water main, water main extension, fire line or service line of 4 inches or greater diameter shall be approved for service or supplied with water until SCLIWC has received an acceptable "AS BUILT" map from the Owner's Engineer.

Section V - Connections

Connections to existing water mains for the purpose of extending the main shall be done in a manner approved by SCLIWC. Wet connections are preferred.

Section W - Dead Ends

Any main extension resulting in a dead end shall have a hydrant with a guard valve at the dead end. A properly restrained main line valve shall also be provided so that a future connection can be made without shutting down any part of the current extension. Any main extension shall go to the farthest boundary line of the last property receiving water or a right through easement or fee simple to extend in the future.



Section X - Additional Requirements

The requirements set forth in these Rules and Regulations are in addition to any requirements imposed by any municipality or any municipality's engineer. If any conflict exists between the requirements of these rules and requirements imposed by the applicable municipality, the more restrictive requirement shall govern. If there is an unresolvable conflict, the Owner or the Owner's Engineer may apply for a waiver from the rules of SCLIWC and SCLIWC shall have authority to grant such a waiver, but shall not be required to do so. Any water main specifications that SCLIWC provides to the contractor as part of the plan review are considered a part of these Rules and Regulations.

VII PAYMENT FOR SERVICES

1. Billing to Customer or Owner

Where it is stated that SCLIWC will bill the Customer or Owner, the charges made by SCLIWC will be billed by SCLIWC to the applicable municipality and then billed to the Customer or Owner by the municipality in which the work is performed or costs incurred, and the Customer or Owner will be responsible for prompt payment to the municipality. Nevertheless, the municipality shall be liable to SCLIWC for payment of such charges. The following rules for collection of bills, disputes over bills, and/or penalties may be altered, supplemented or waived by any municipality upon written notice to SCLIWC.

2. Billing Period

a. Due Date

All bills shall be rendered quarterly, or monthly at SCLIWC's option and are due and payable on or before the date specified thereon and such due date not to be less than twenty (20) days from the date rendered.

b. Exceptions

No exception will be made for public institutions, private firms, or private individuals as to the acceptance of net payment of water bills after the net due date. After twenty (20) days the gross payment (net plus 10% penalty) is due and payable.



3. Non-Payment

Whenever the owner of any premises which is supplied with water shall be charged for water supplied, for services rendered, water furnished or expense incurred by SCLIWC pursuant to these rules and regulations and if said charges are not paid and if the water is turned off on account of such non-payment, no application for water service for such premises need be granted by SCLIWC (notwithstanding the said premises may have changed ownership) until such charges shall have been paid in full. Such charges shall constitute a lien on the premises. The current property owner is responsible for all outstanding charges to a property such as water, service charges or penalties. Failure to receive a bill shall not be considered an act or waiver of payment.

4. Partial Billing Periods

a. New Services

If, at any time during a billing period, a new service is installed, an active service terminated or an inactive service reinstated, the reduced period will be billed as if it were a full billing period. A bill will be rendered to the customer of record according to actual consumption or the minimum charge per quarter, whichever is greater. Such a bill includes the cost of initiating or terminating said service, unless unusual charges are incurred. "

b. Change in Ownership

Whenever change in ownership occurs, a special reading will be taken only upon request to SCLIWC's Meter Department office and a bill rendered to the customer of record according to the following schedule:

The old owner will pay a 0/3, 1/3, 2/3, or 3/3 minimum bill and the new owner will pay a 3/3, 2/3, 1/3, or 0/3 bill depending on the time during the billing quarter that the special reading is taken.

The new customer will then be entered as the customer of record.

If a bill is not paid on or before said due date, service may be discontinued after ten (10) days written notice to the customer.

Customers are urged to have a special reading made by SCLIWC upon any change of ownership.



5. Metered Amount to be Billed

a. Determination

The quantity recorded by the meter shall be considered the amount of water passing through the meter which amount shall be conclusive on both the customer and SCLIWC. Such amount may be used as all or part of the basis for billing.

b. Exceptions

Consumption charges may be determined without benefit of metering under the following conditions:

(1) Credits for frozen services.

(2) In cases where it is found that the meter has ceased to register or has registered inaccurately, the quantity may be determined by the average registration of the meter in a corresponding past period when in order, except where it appears that there has been a change in occupancy of the premises or in the use of water, in which case an equitable adjustment shall be made.

(3) In cases where it is found that a reading cannot be obtained, an estimated minimum bill will be rendered to the customer. Alternatively, an estimated bill based on equitable customer class criteria may be rendered. Such criteria shall be based on fairness to both parties.

(4) In all cases where a meter is found to be defective, SCLIWC shall replace the same by a meter that has been properly tested and adjusted.

(5) Multiple housing and mobile home parks of more than two (2) dwelling units, using a master meter, will be computed as follows. The quarterly master meter reading will be divided by the number of dwelling units and water charge will be figured on this number as if the unit was individually metered. The water charge will then be multiplied by the number of units on the master meter and this will be the billing rendered.

6. Unoccupied Premises

Premises whether occupied or unoccupied will be billed on a periodic basis unless the customer arranges to have his service discontinued.



7. Partial Payments

A partial payment is any amount less than the total due amount of a bill. In the event that a bill includes more than one (1) billing period, a partial payment is defined as any amount less than the oldest due bill plus penalty. Water bills are intended to be paid in whole increments of a billing period.

8. Discontinued Service

Any customer may discontinue water service by giving SCLIWC written notice not less than ten (10) days prior to the discontinuance, and all liability for charges for service rendered after the discontinuance of service, as herein provided for, shall cease.

9. Disputed Bills

In the event of a dispute between the customer and SCLIWC respecting any bill, SCLIWC will forthwith make such investigation as may be required by the particular case and report the result thereof to the customer. Any disputed bill that, upon investigation, is sustained as correctly rendered shall be due by the original due date and the penalty computed as of the original due date. Any disputed bill that, upon investigation, is found to be incorrect will be corrected and resubmitted to the customer. The due date of the corrected bill shall be considered to be as of the submitted date of said bill with up to ten (10) extra days after the corrected bill was issued, and the customer shall pay the amount due within the time provided in these rules and regulations, and failure to so pay shall render the customer and the customer's service liable to the penalties herein provided. Any amounts paid by the customer in excess of the amount disclosed to be due by SCLIWC's investigation of the dispute shall be forthwith returned to the customer upon approval by SCLIWC if the error arose from any cause other than the incorrect estimating of a customer's consumptions for the period in dispute. A corresponding reduction will be made by SCLIWC in the amount due it from the municipality in which the premises is located.

VIII SCLIWC and Municipal Responsibilities

1. The SCLIWC water rate is set to provide the following services to municipalities and thus to their customers:

Supply potable water along with appropriate quality control from the SCLIWC owned system to the municipal take-off point.



The cost of power to provide such water as set down by agreement elsewhere.

Routine inspection of municipally owned equipment and property.

Telemetry within Oakcrest Booster Station or the Filter Plant.

Metering, reading and billing.

Record keeping as appropriate to above.

2. Examples of SCLIWC services for which a charge is assessed:

Plumbing inspections.

Backflow inspections.

Repair of municipal mains.

SCLIWC's responsibilities for its water system end at and include the municipal take-off point from the transmission main. The municipal take-off point is defined as the first outlet valve off the transmission main subject to Burdick Hill Road/Oakcrest Road pump tank pressure. SCLIWC reserves authority to maintain its water in a safe and pure condition throughout its delivery and use and to prevent its waste. Adequate fire protection, hydraulic characteristics, security, good repair, leak detection, necessary mapping and aesthetic appearance of municipal systems beyond the municipal take-off point is the responsibility of the municipality. Any work done by SCLIWC downstream of the municipal take-off point that is necessary for the sound operation of the municipal water system and is not provided for in the SCLIWC water rate will be billed to the municipality.

It is the responsibility of each municipality to control hydrant usage within its boundaries. Each unauthorized use of a hydrant will be billed by SCLIWC to the municipality at an amount estimated by SCLIWC. If the estimated amount is less than \$100.00, the minimum charge shall be \$100.00 for expenses in monitoring the unauthorized use and billing. Each municipality may use hydrants within its boundaries for municipal purposes upon prior notice to S.C.L.I.W.C. except in emergencies, in which event notice shall be given as promptly as possible after such use.



IX PENALTIES

If legislated by a municipality, any person violating any provision of the Rules and Regulations of Southern Cayuga Lake Intermunicipal Water Commission Governing the Use and Supply of Water shall be guilty of a violation and shall be liable to a fine of not less than twenty-five dollars (\$25.00) and not more than two hundred and fifty dollars (\$250.00) or by imprisonment not exceeding fifteen (15) days or by both such fine and imprisonment, with each day's violation constituting a separate and additional violation.. In any event, SCLIWC may enforce compliance with these Rules and Regulations by cutting off the supply of water. The foregoing fines in which the violation occurs shall be assessed, collected and retained by the municipality in which the violation occurs.

