

**RULES, REGULATIONS AND RATES
GOVERNING THE DISTRIBUTION OF WATER**

IN

SOUTH HEIGHTS BOROUGH AND HOPEWELL TOWNSHIP

BEAVER COUNTY, PENNSYLVANIA

AND

CRESCENT AND MOON TOWNSHIPS

ALLEGHENY COUNTY, PENNSYLVANIA

BY THE

CRESWELL HEIGHTS JOINT AUTHORITY

AS REVISED AND EFFECTIVE AS OF APRIL 1, 1989

INDEX

<u>SECTION</u>	<u>TITLE</u>	<u>PAGE</u>
I	Application for Service	1
II	Service Connection	2
III	Meters	3
IV	Discontinuance of Service	4
V	Fire Hydrant	5
VI	Definition of "Consumer"	6
VII	Consumer	6
VIII	Guarantee Payment Deposit	7
IX	Terms of Payment	7
X	General	8
XI	Extensions	9
XII	Rate Schedule	9
XIII	Sample Application	10

I. APPLICATION FOR SERVICE

A. APPLICATION REQUIRED

Water will be furnished, or service connection made, only upon signed application by a property owner, or his/her duly authorized agent, on an "Application for Water Service" form prepared by the Authority, and after approval of such application by the Authority is endorsed thereon.

B. NEW APPLICATION UPON CHANGE IN OWNERSHIP

A new application must be made and approved by the Authority upon any change in ownership of a property when the owner is the consumer, or the owner is renting to a tenant who is the consumer, or in the service, as described in the application. If a new application is not provided, the water will be shut off, and the service discontinued until the new application is made and approved by the Authority.

C. CHANGE IN TENANCY

Water will be furnished if a change in tenancy occurs provided a written application by the property owner, his/her duly authorized agent is on file in the Authority's office. All billing for this property will be responsible for payment of water charges. Any exception to this rule will be at the discretion of the Authority's General Manager.

D. RENEWAL OF SERVICE

Where the service has been discontinued, service will be renewed upon a proper application, when the conditions under which such service was discontinued are corrected and upon the payment of all charges provided in the schedule of rates, or tariff, of the Authority, and all bills for labor, supplies and permits required in shutting off and turning on the water.

II. SERVICE CONNECTIONS

- A. 1. Service connection is hereby understood to include the corporation cock, the water pipe line from the corporation cock to the curb stop cock, the curb stop-cock and curb box.
2. The Authority will provide and maintain at its own cost the corporation cock at the connection of the service line and the main, and provide the curb box and curb stop, and the service line to the curb stop; all of which shall be and remain the property of the Authority, and accessible to and under its control; and all connections from the curb stop shall be provided, installed and maintained by the applicant at his expense. Service connections shall be installed at minimum depth of 4 feet below the ground surface.
- B. The Authority shall determine the size of all service connections.
- C. All connections between the curb stop and meter for ordinary domestic installations shall be furnished and installed by the applicant and in an approved skillful manner and shall be maintained by him/her in good order, and all valves, meters and appliances furnished and owned by the Authority and on the property of the applicant must be immediately repaired by the applicant or occupant of the premises. **The Authority requires the inspection of all service connections** between the curb stop and the meter by their authorized representative before backfilling the trench, and if such installation is not in accordance with good workmanship, the Authority may refuse to provide water service. A request for such inspection shall be made to the Authority at reasonable hours and with as much advance notice as practical.
- D. All pipes, meters and fixtures shall at all reasonable hours be subject to inspection by employees of the Authority having proper identification.
- E. The Authority shall in no event be responsible for maintaining the lines and fixtures on applicant's property, or for damages done by water escaping therefrom; and the applicant shall at all times comply with municipal changes of grade, relocation of mains, or otherwise.
- F. No owner or tenant of any premises supplied with water by the Authority will be allowed to supply other persons or families or other premises except by written permission from the Authority. Consumers who violate this rule may have their water shut off (5 days after receiving a written notice from the Authority), and it may remain so until the Authority is satisfied that the rules and regulations will be observed.
- G. Where two or more consumers are supplied through a single service any violation of the rules of the Authority by any or all of said consumers shall be deemed a violation as to all and the Authority may take such action as could be taken against a single consumer, except that such action shall not be taken until the innocent consumer who is not in violation of the Authority's rules has been given reasonable opportunity to attach his pipes to a separately controlled service connection.
- H. Applications for temporary service are subject to the following conditions:
- The applicant shall furnish all materials. The installation shall require the approval of, and all work shall be performed under the direction of an authorized representative of the Authority. All pipes, fittings, meter, etc., shall be removed by the applicant when the applicant desires the water service discontinued. If corporation cocks have been installed, they shall remain in the water line when the piping is removed.

Such corporation cocks will be considered the property of the Authority, without any expense to them. It is further understood that the applicant is to bear the full expense of the installation and removal. The Authority will furnish the supervision and inspection of the installation and removal of such services.

III. METERS

- A. Water service, excepting that supplied through separate service connections for the extinguishment of fires, will be furnished only by meter measurement. All meters will be furnished by the Authority complete with connectors and shall remain the property of the Authority and subject to its control. They shall be accessible and conveniently located at a point approved by the Authority so as to control the entire supply; and a suitable place and protection therefore shall be provided by the applicant. It is required by the Authority, that each applicant shall furnish a meter valve on each side of the meter and a backflow preventer on the discharge side of the meter unless directed otherwise. Where pressure reducing valves are required or installed by the applicant, this installations hall be "after" the meter.
- B. The applicant shall notify the Authority of any injury to, or the non-working of, the meter as soon as it comes to his/her knowledge.
- C. Meters will be maintained by the Authority so far as wear and tear are concerned; but damage caused by freezing, hot water, or external causes shall be paid for by the applicant.
- D. No person or persons, except duly authorized employees of the Authority, shall be allowed to take off or repair meters.
- E. In case of a disputed account involving the accuracy of a meter, such meter shall be tested upon request of the applicant. In the event the meter so tested is found to have an error in registration of four (4) percent period is not exceed one (1) year.
- F. Each request for the test of a meter for accuracy shall be accompanied by a deposit in the amount of \$25.00.
- G. If the meter so tested shall be found to have an error in registration of less than four (4) percent, the deposit shall be retained by the Authority as compensation for such test; if the error is found to be four (4) percent or more, then the cost of the test shall be borne by the Authority, and the amount of the deposit shall be returned to the applicants.
- H. Where water is furnished by meter, the quantity recorded by the inside totalizer shall be conclusive for both the applicant and the Authority except when the meter has been found to be registering inaccurately or has ceased to register. In such a case the quantity may be determined by the average registration of the meter when in order, or by such other fair and reasonable method as shall be based upon the best information obtainable.

IV. DISCONTINUANCE OF SERVICE

- A. Service under any application may be discontinued for any of the following reasons:
1. For misrepresentation in application as to property of fixtures to be supplied or the use to be made of the water supply.
 2. For the use of water for any other property or purpose other than that described in the application.
 3. For allowing an additional family to move into premises without notice to the Authority.
 4. For Willful waste of water through improper or imperfect pipes, fixtures, meters or otherwise.
 5. For failure to protect and maintain in good order the meter connections, lines or fixtures.
 6. For non-payment of any bill after the time for paying same as set forth in IX F. has elapsed.
 7. For molesting any service pipe, meter, curb stop-cock, seal, or any other appliance of the Authority controlling or regulating the water supply.
 8. In case of vacancy of premises.
 9. For connection of private water system to the Authority's water system.
 10. For not permitting an authorized representative of the Authority, having proper identification, access for the purpose of taking meter readings.
 11. For violation of any Rule of the Authority.
 12. For breaking the wire seal on the water meter.
- B. No water fixture or appliance in connection therewith will be considered cut off until it is disconnected so that it cannot be used again or is sealed in a manner satisfactory to the Authority
- C. No plumber, owner, or other unauthorized person shall turn the water on or off at any corporation stop or curb stop or remove the meter.
- D. The Authority reserves the right to shut off the water in its mains at any time without notice for making repairs, extensions or alterations, but will so far as possible, notify consumers of the intention to shut off. It is expressly stipulated by the Authority that no claim shall be made against it or the municipality by reason of the breaking of any pipe or for any other interruption of the supply of water. No person shall be entitled to any damages or to have any option of payment refunded for any stoppage for purpose of additions or repairs, which in the opinion of the Authority, may be deemed necessary, or for causes beyond its control.
- E. In case of scarcity of water, or whenever in the Authority's judgment the public welfare

- F. may require, the Authority shall have the right to reserve a sufficient supply of water at all times in its reservoirs to provide for fire and other emergencies or may restrict or regulate the quantity of water used by consumers.
- G. A turn-on charge (prevailing fee) shall be paid where water has been turned off for any violation of the terms of the application of the Rules of the Authority or for any other reason started under "Discontinuance of Service". In such cases, the water will not be turned on until after all water bills, repair bills, and other accounts due to the Authority shall have been paid.
- H. A consumer desiring temporary discontinuance of service for a period in excess of one (1) month shall give written notice to the Authority. The prevailing fee for water shut off (discontinuance of service) will be when water is turned back on (restoration of service).

V. FIRE HYDRANTS AND PRIVATE FIRE SERVICE

- A. No person shall take water from any fire hydrant except for fire purposes, or for use of the fire department in case of fire. No public fire hydrant shall be used for sprinkling streets, flushing sewers or gutters, or for other reasons than fire purposes, unless specially permitted by the Authority for the particular time and occasion.
- B. It shall be expressly understood and agreed by and between the parties receiving private fire service and the Authority that the Authority does not assure any liability as insurers of property or persons' and that the agreement does not contemplate any special service, pressure, capacity or facility, other than the ordinary or changing conditions of the Authority which exist from day to day. The Authority hereby declares, and it is agreed by the consumers, that the Authority shall be free and exempt from any and all claims for injuries to persons or property by reason of fire, water, failure to supply water, pressure or capacity.
- C. Private fire service will be furnished only through separate lines and shall be equipped with a detector check and such other equipment as specified by the Authority. All service lines used for fire services shall be kept separate and distinct from service lines used for consumption.
- D. There shall be filled as part of each application for private fire service (and if required of all applications for special services or all pipes, valves and hose connections.

VI. LMRP R/U VM VU TLY

- A. "Consumer" as used herein means the party contracting for service to a property coming within one of the following classifications:
1. A building under one roof and occupied as one residence or business.
 2. A combination of building in one enclosure occupied by one family or business.
 3. One side of a double building having a vertical partition well.
 4. For each part of a building occupied by more than one family or business where each has independent or exclusive use of water fixtures.
 5. Each apartment, office, suite of offices or living quarters having independent water fixtures located in a building having several such apartments, offices, suites of offices or living quarters and using in common one hall and one or more means of entrance.
 6. Each apartment having independent water fixtures located in a group of buildings having a number of such apartments owned and controlled by a single owner.

VII. CONSUMER

- A. No Service pipe shall be extended into two distinct premises or across lot on adjoining premises unless separate stop-cock and ox is placed for each property and proper rights-of-way or easements have been obtained. In case the Authority permits two or more consumers to be supplied through one service pipe and either of the parties fail to make payment when due, or if either violates any rule of the Authority, the water may be turned off from such premises.
- B. No such action involving the shut off of the supply of any innocent building, family or establishment, however, will be taken without first affording the owner of the premises opportunity on five (5) days notice to make a new application for the supply of such building, family or establishment through a separate service line meter.
- C. Every building and every portion of a block or row of buildings that is capable of independent ownership shall be deemed a premise within the meaning of these Rules and shall have its own separate service except as noted above. Apartment houses or office buildings under a single roof shall be metered for each consumer or the owner shall be responsible for all water used.

VIII. GUARANTEE PAYMENT DEPOSIT

- A. Deposit may be required from consumers taking service for a period of less than thirty (30) days in an amount equal to the estimated gross bill for such temporary period.
- B. Where water service has been turned off because of delinquent payment of bills, a deposit (prevailing fee) in addition to a turn-on charge in the amount that is prevailing at the time shall be required before water service is resumed.
- C. All consumers having a deposit shall pay all bills as rendered in accordance with the Rules of the Authority, and the deposit shall not be considered as payment of bill during the time the consumer is receiving services.

IX. TERMS OF PAYMENT

- A. There shall be no service rendered free of charge.
- B. All billing shall be originated at the end of each quarter.
- C. Final meter readings scheduled at the end of the quarter of the section of the Authority's system that is being billed must be made no later than the last working day of that quarter ending. If final meter reading is taken after the last day of the quarter being billed, and prior to the fifteenth (15th) of the following month, a final bill will be rendered for one-half (1/2) month for water usage.
- D. If bills are not paid within ten (10) days from the date of postmark, the Authority may add to the bill for service (10) percent as penalty. In the case of bills to the Commonwealth of Pennsylvania, any department or institution thereof, or to any agency of the Federal government, the non-penalty period during which payment may be made at net rate.
- E. The Authority will accept remittances bearing local postmarks of the last day for payment without penalty.
- F. A delinquent notice will be sent ten (10) days following the due date for any bill that has not been paid. If bill has not been paid ten (10) days from receipt of delinquent notice, a certified letter if bill remains unpaid. Water will be shut off and service under any application discontinued if after ten (10) days hence from posting of premises, payment has not been received.
- G. Bills and notices relating to the Authority or its business will be mailed or delivered to the property owner's or duly authorized agent's last address as shown on the books of the Authority, and the Authority shall not otherwise be responsible for delivery. The Authority shall send all such notices and bills to the address given on the application for services until a notice of change has been filed writing with the Authority by the applicant.
- H. Payment of bills in advance of furnishing services of the following:
 - 1. Seasonal service when elected to be so taken by the consumer.
 - 2. Construction facilities and furnishing special equipment.
 - 3. Restoration or reconnection of services where service has been actually discontinued for consumer's failure to comply with the provisions of these Rules and Regulations.

X. GENERAL

- A. No agent or employee of the Authority shall have authority to bind it by any promise, agreement, or representation not provided for in these Rules in these Rules and Regulations, unless such authority is in writing signed by the Chairman of the Board and attested to by the Secretary.
- B. Steam users taking their supply of water for boilers directly from the service line and depending upon the pressure in the mains for supplying such boilers under working pressures will do so at their own risk. Such consumers should provide themselves with tanks to furnish a temporary supply in case of shutting off water because of accident or other cause.
- C. The Authority shall have the right in case of violation of any of these rules by a consumer to turn off the water whether or not so stated in the rule violated.
- D. Consumers must keep their service pipes, fixtures, shut off valves, check valves and backflow preventers in order at their own expense. The service pipe inside the premises must be at least 4 feet underground.
- E. All service pipes and fixtures must be subject to inspection and approval by an authorized agent of the Authority before water is turned on. No person except an authorized agent of the Authority will be permitted to turn the water on or off.
- F. The Authority or its authorized agents are the sole persons who may lawfully interfere with anything pertaining to, belonging to the Authority, or the management thereof. No unauthorized person shall be permitted to tap, make any connection or attachment with or to the main distributing pipes of the Authority, or to turn on the Water again at any point or place where it has been turned off by the order of the Authority.
- G. The Authority reserves the right to regulate the use of cross connections from another source of its mains. No physical cross connection is permitted between a public or private water distribution system containing or any other contaminating or polluting substance. Interconnections between two potable water supply systems are permissible upon the approval of the Authority, with a supply equal in chemical and bacterial quality to the water supplied by the Authority, and approved by the Department of environmental Resources.
- H. Water for construction purposes will be furnished after the prevailing deposit fee has been made.
- I. The deposit may be applied by the Authority to cover charges for water taken as shown by meter readings, the balance to be refunded. In case the charge should exceed the deposit, the entire deposit shall be applied and upon presentation of bill the balance due must be paid immediately; and if such use has not been discontinued, the deposit must be renewed.
- J. No persons shall remove, obstruct, or in any way injure any fire hydrant, valve boxes or covers, stop-cock covers or boxes of the Authority.
- K. The rates as listed in Section XII are subject to change as required to satisfy the terms and conditions of the bond indenture, for construction of the water system, and as required to meet the costs and obligations of the Authority in the operation of the water system.

XI. EXTENSIONS

- A. Extensions may be made by the Authority or by independent developers and such extensions will be governed by the Extension Policy adopted and amended from time to time by the Authority.

XII. RATE SCHEDULE

“Available upon request.”

