

## **TOWN OF ROMULUS WATER DISTRICTS RULES AND REGULATIONS**

### **1) Connection to Public Water Main**

The owner of any house, building or property used for human occupancy, employment, recreation situated within the Town of Romulus Water Districts is hereby required, at his expense, to install piping and valves to the water main in accordance with the provisions of these regulations if they choose to have the water service.

### **2) Rules**

Every property that shall be supplied with water by the Water District in the Town of Romulus shall be deemed to have accepted and approved, the rules of the Town Board regulating the supplying of water. Whenever the word Consumer shall be used in the Rules and Regulations it shall mean the owner or owners of the premises. The continuance of the Consumer to take water after any amendment or change of these rules shall be deemed an acceptance of such amendment or change.

### **3) New Applications**

A separate application shall be made and a separate meter shall be installed for each premises, defined as follows:

- A. A building under one roof owned or leased, and occupied by one Consumer, as one residence or one place or business.
- B. Each unit of a multiple unit building separated by a solid, vertical and/or horizontal partition wall, occupied by one family or one firm.
- C. Exemptions subject to approval of the Town of Romulus Water Department.

#### 4) **Billing Units**

Single Family – 1 Unit

Multiple Unit – 1 Unit Charge, .75 Each Unit After

Vacant Lots - .25 Unit

Developed Lots – .50 Unit

Commercial Business – 1 Unit, Plus .75 Unit Per Seven Employees

Public Building – 1 Unit, Plus .75 Unit Per Seven Employees

#### 5) **FEES AND CHARGES**

Late Charges – 10% Penalty

Returned Checks - \$25.00 Fee For Each Return

Shut Offs - \$25.00 Fee - Turn Back On - \$25.00 Fee

Delinquent Shut Offs - \$50.00 Fee

Delinquent Charges and Procedures – 1<sup>st</sup> Notice – 30 Days Delinquent

Reminder, 2<sup>nd</sup> Notice – 45 Days Delinquent Payment Request, 3<sup>rd</sup>

Notice – 60 Days Shut – Off Date

#### 6) **Special Conditions**

A. No connection shall be made to any service for the benefit of any other residence, family or establishment, nor shall any sub-metering be allowed.

B. Water will not be turned on unless owner or authorized person representing them is present.

#### 7) **Types of Service**

A. **Continuing Service:** Applicant will request in their application that water service be continued without interruption, until discontinuance is requested by the owner. The owner will be required to pay for all water service as billed and in any event the minimum service charge each billing period as established by the schedule of rates. Prior to the time of a sale or property transfer or if the system has been off for more than 12 months, the property owner's water system will be evaluated. Any area not meeting current standards must be upgraded to meet the current code. All upgrades will be done at the property owner's expense.

**B. Seasonal Services:** In the event the application shows that less than one full year's continuous service is requested, such application shall be considered an application for seasonal service. The installation charge shall be the same as the installation charge for a continuous service, and the water rate charge shall be the same. The minimum billing period shall be for a period of not less than three consecutive (3) months. Meters will be read and service discontinued at the end of each seasonal period. No charges for water will be made to owners while the service is discontinued, other than the O&M and the debt service charges which will stay in affect for this period. Services will be reinstated when requested by the owner.

**8) Work To Be Done By The Romulus Water District**

All service connections with the principal mains and service pipes from said principal mains to approximately two feet of the lot line, including tapping of main corporation valve, curb valve and box for same shall be put in and installed only by the Romulus Water District at the expense of the Consumer. Tapping fees on the new districts are expense exempt for a period of two contractor digging seasons after the system is put in service. This valve box will remain the property of the Romulus Water District. No connections will be made between November 15<sup>th</sup> and March 15<sup>th</sup> unless weather permitting and approved by the Romulus Water District.

**9) Work To Be Done By Owner From Curb Valve To Meter**

All connections from curb valve to the meter location or from the meter pit to the residence shall be done by the Consumer at their own cost and expense, under the supervision of the Romulus Water District, and all installations shall be subject to approval by the Romulus Water District before water shall be turned on.

**10) Agent Or Owner**

The plumber or any other person designated and employed by the owner of the premises will be considered the agent of such owner while employed in the execution of the work or introducing water into such premises and in no sense as the agent of the Water District. The Town will not be responsible for the acts of such persons.

**11) Application For Service**

Every person desiring a supply of water through the principal water mains must make an application at the office of the Town of Romulus, for a service pipe and connection with the main. Such application shall be made in writing upon blank form furnished by the Romulus Water District and must be signed by the owner of the property or duly authorized agent

**12) Installation Of Service Lines**

Installation of these materials shall be in a trench 4 ½ feet deep except under driveways or roadways where trench depth must be a minimum of 5 feet. All service lines shall be laid in a trench at least two (2) feet distant horizontally from any other underground facility other than other waterlines and in solid ground. Exemptions subject to approval of the Town of Romulus Water District. All service lines shall be copper tubing size (CTS) high density polyethylene with at least 200 PSI rating or higher. An approved tracer wire will be installed with service line. All service lines shall be bedded in sand, 6" around pipe. Bedding will be firmly tamped in place around the service pipe. No back fill shall be started until the installation has been inspected and accepted by the inspector or arrangements have been made and accepted by the inspector. Care must be taken during back fill so as to prevent disturbing bedding material and damage to pipe. Use of back fill material with large stones or frozen earth will not be accepted. The water service shall be pressure tested prior to back fill around any fittings, meter pit or curb valve. A ball valve must be placed on every service line immediately (12") within the building wall and

so situated that the water to the premises can be totally shut off before entering the meter.

Another valve will be required after the meter for service work.

**13) Road Crossings**

All permits and additional materials necessitated by any road or highway crossing shall be the customer's sole responsibility and expense.

**14) Underground Fittings**

No couplings will be permitted between curb valve or meter pit and the inside of the cellar wall except where such services are longer than one hundred (100) feet in length. All joints in water services shall be compression joints.

**15) Building Installations vs. Water Meter Pit Installations**

1. In cases of mobile homes, double wide mobile homes, seasonal dwellings, normally gated and inaccessible dwellings, service runs in excess of 200 feet and/or the unavailability of a frost free location in permanent dwelling. An approved water meter pit will be required. Water meter pits must be within 50 feet of lot line. Water meter pits are required to have a curb valve with box and stainless steel rod installed just after meter pit. The owner shall purchase and install the meter pit and second curb valve at their expense.
2. For dwellings not covered by item No. 1 (above) no meter pit will be required, but can be purchased and installed by owner. Please note the non-meter pit installation requires a minimum of 5 ½ feet height clearance in basement. The property land owner shall be responsible for protecting the water service line from freezing.

**16) Service Lines And Septic Systems**

The water service line should be at least 10 feet from existing or new septic tanks, leach lines, dry wells; etc. Exemptions subject to approval of the Town of Romulus Water Department.

**17) Responsibility For Trench**

Excavation for the water pipe, meter pit, connections, etc. for the introduction of service to consumer will be the responsibility of the property owner. The owner will be responsible for providing protection against accident while trench is open.

**18) Curb Valves**

The curb valves controlling any service shall not be opened or closed by any person except those so designated by the Romulus Water District. Water will not be turned on unless owner or authorized person representing them is present.

**19) Service Pipe Maintenance**

The owner of property into which water is introduced by a service pipe will be required to maintain in acceptable working order, at their own expense, the said service pipe and fittings from the curb valve to the meter.

In case such services are not so kept in repair, the Romulus Water District may turn off the service at the curb valve until such repairs have been made and inspected by the Romulus Water District.

**20) Inspectors May Enter Premises**

Town officer or employees of the Water District, upon presentation of appropriate credentials, may enter upon any premises where water is being supplied by the Water District, or upon any premises when applications is made for a permit to connect plumbing with the water pipes, for the purposes of the installing, reading, removing or repairing meters, or for inspection the plumbing and fixtures of the water services.

**21) Shutting Off**

In the case when making emergency repairs to the water system infrastructure due to leakage, the water district has the right to shut off the water to any consumer without notice. All water outages due to emergency repairs will be kept to a minimal amount of time to complete

repairs. In cases of maintenance to the water system infrastructure, the water district shall give notice to consumers that will be affected with approximate water outage times. The water district shall not be liable for any damage which may result to any person, property or premises from shutting off the water.

**22) Pressure**

No Employee of the Town of Romulus Water District shall be liable for any damage or loss of any kind to property or persons which may arise from, or be caused by, any change, either increase or decrease, in water pressure, from any cause whatever, including negligence on the part of the Water District, its agents, servants or employees. Consumer may want to install a pressure regulator valve (PRV) after the water meter to control pressure fluctuations. All services that exceed 60 PSI the consumer will be required to install a pressure regulator valve (PRV) after the meter at their expense.

**23) All Service To Be Metered**

All water furnished through service pipes, whether for residential, commercial, or industrial use, shall be metered. No meters shall be set or removed or disturbed except by the Romulus Water District. All meters shall be furnished and installed by the Romulus Water District. The Consumer/agent shall approve the location of the meter.

**24) Damage to Meter**

Any damage which the meter and component parts may sustain, resulting from the carelessness of the owner, his agent, or tenant, or from neglect of either of them to properly secure and protect the same including any damage that may result from allowing said meter to become frozen.

**25) Access To Meter**

Whenever a meter is set, in any building, the space occupied by the meter or meter pit shall at all times be kept free from rubbish or obstruction of any kind. The owner or tenant shall provide ready and convenient access

to the meter so that it may be frequently read and examined by the Romulus Water District

**26) Meter Pits**

All meter pits must be approved by the Romulus Water District. All meter pits are required to have a second curb valve and box with stainless steel rod just after the pit. All second curb valves will be installed at the owner's expense. Meter pits will be owned and maintained by the consumer.

**27) Water Rates**

Generally, all water consumed shall be recorded and paid for by meter registration and at rates to be fixed by the Town Board. Such rates may from time to time be changed as the Town Board may determine. Water rates and charges for turning on and off, selling meters and taking meters in and out shall be fixed by the Town Board and on file in the Town Clerk's Office. (See Rate Schedule)

**28) Meter Bills**

Bills for metered water shall be payable quarterly or at such period as may be set by the Town Board. In each instance, meter bills if not paid in thirty days, shall be increased ten percent as a penalty for failure to pay promptly. Failure to receive bill shall not act as a waiver of said penalty. In case of inability to read meter, an estimated bill will be submitted.

**29) Unpaid Charges**

All charges for water, service pipe installation, repairs, damages caused by carelessness or neglect, penalties, etc., shall be made against the premises supplies, and the owner of the premises shall be held responsible. Therefore, such charges, if not paid, shall be a lien on the property benefited. All such unpaid general tax against. Authority to discontinue water service for nonpayment, the Public Service Law 116 requires a notice of 15 days prior to the discontinuance of service to multiple dwelling.



**30) Fire, Flushing And Dry Hydrant Control**

All hydrants are under the control of the Romulus Water District. No person, except an authorized employee of the Romulus Water District, or a fire fighter in the act of fighting a fire or training shall open, disturb or use any hydrant or take any water therefrom, under any circumstances. No person shall use any wrench to open a hydrant except a hydrant wrench specifically made for that purpose. Chief Fire Official will make immediate notification to the Romulus Water District anytime a hydrant is used. The Chief Fire Official must request the use of any hydrant 24 hours before training. No person shall paint, deface, or obstruct any hydrant. Any person causing damage in any way to any hydrant shall be financially responsible for its repairs or replacement.

**31) Fire, Flushing And Dry Hydrants**

Every fire hydrant installed and maintained as part of the water distribution system of the Romulus Water District, shall be kept open and readily accessible at all times. No person shall park any vehicle, or deposit materials of any kind, at any point within ten feet of any such fire hydrant. No unauthorized person will be allowed to use, tamper or in any way damage a hydrant.

**32) Valve Control**

No person except a duly authorized representative of the Romulus Water District shall open or close, or in any way interfere with any valve or gate in any water main or pipe. Any person who has disturbed or displaced a valve box or who has covered a valve box with dirt, paving, plank or other material shall immediately replace the valve box or remove the obstruction.

**33) Sale of Water**

No consumer within any Water District shall sell water to anyone for any purpose whatever, unless a specific permit therefor is issued by the Town Board, after due consideration thereof.

**34) Connections**

No connections of whatsoever nature shall be made by any person between the facilities of the said Romulus Water Districts and any other water system, public or private.

**35) Cross Connection And Backflow See Attached**

**36) Rules and Regulations Of Town Board**

The Town Board of the Town of Romulus hereby expressly reserves the right to revise, alter, amend or change any of the rules and regulations herein above set out, at any time, without notice. In the event that one or more of the provisions of these Rules and Regulations shall be declared invalid, such invalidity shall not impair the validity of any other provisions thereof.

**37) Water Rates Are To Be Set By Resolution Of Town Board**

**38) Service Size**

Single Family Residential Service:

Service size will be no smaller than 1" in diameter.

All Other Installations:

Multi Family, Multi Buildings, Commercial Buildings, Public Buildings, Fill Stations, shall be determined by consulting with the Romulus Water Department.

**39) Violations**

Any person violating any provisions of these rules and regulations hereby enacted as ordinances or any other rule, regulation or ordinance pertaining to the said water system hereafter adopted shall upon conviction be fined not more than \$100.00 and permit any and all supply of water thereto furnished to him or his property to be cut off and discontinued until the rule, regulation, and/or ordinance is obeyed.

**Dated: September 19, 2018**

