

**MOHAWK
MUNICIPAL
COMMISSION
WATER DEPARTMENT
RULES & REGULATIONS**

ADOPTED
November 2005

President John Mroz
Commissioner Kathleen Crowe
Commissioner Elizabeth Casadonte
Commissioner Kenneth Cook
Commissioner Pamela Jones

Co-Utilities Supervisor
Arthur Baum & Michael Shedd

SECTION 1. TITLE

These Regulations shall be known as the “Water Department Rules & Regulations “of the Mohawk Municipal Commission (herein referred to as the Municipal Commission) of Mohawk, New York.

SECTION 2. AUTHORITY

Pursuant to Section 9 of the Charter of the Village of Mohawk and Section 11-1116 of the Village Law of the State of New York, the Mohawk Municipal Commission of the Village of Mohawk, New York are authorized to enact these Regulations.

SECTION 3. PURPOSE

It is the intent of the Mohawk Municipal Commission to continue to furnish an adequate supply of potable water to the residences, business, industrial and other establishments in the Village of Mohawk and its immediate vicinity; and also to supply sufficient water with sufficient pressure in its water distribution system to adequately protect the buildings in the village from damage or destruction by fire and to permit the residents of the Village to have the protected rate of the fire rating organizations on their fire insurance for both their buildings and personal property. These Regulations are therefore enacted in order that the water supply system be properly maintained, improved and extended primarily for the benefit of the water users and taxpayers within the Village limits.

SECTION 4. APPLICABILITY of REGULATIONS

These Regulations shall be applicable to all property and water users within the Village and the terms of these Regulations shall be applicable to all water users outside of the Village that are now customers of the Village system.

SECTION 5. APPLICATION for WATER SERVICE

- A. No water shall be taken from the Mohawk Water System without specific prior approval by the Municipal Commission for each service connection.
- B. All persons desiring a water service or addition to an existing water service from the Mohawk Municipal Commission must first make written application to the Municipal Commission describing fully the new service or addition to service and state the various uses for which the water will be used. Such applications must be signed by the owner of the premises or his or her duly authorized agent.
- C. When the work is completed to the satisfaction of the Municipal Commission or their authorized inspector and in compliance with all the rules and regulations and the payment of all expenses due to the Municipal Commission, the water shall be turned on at the premises.
- D. All applications shall be on forms adopted and furnished by the Municipal Commission.
- E. Each application will be completely filled out and submitted to the Municipal Commission Office a minimum of ten (10) business days before the requested service date.
- F. When more than one tenant is supplied through one service pipe, the application must be made by the property owner or their authorized agent and such owner shall be responsible for all water thus supplied.

SECTION 6. PERMITS to PERFORM WORK

- A. 1. No work shall be performed in any manner on the Mohawk Water System without specific prior approval by the Utilities Supervisor, or his authorized agent, for each and every job.
 - 2. Any plumber wishing to perform any work involving the Mohawk Municipal Commission water system must file a bond in the sum of \$5,000.00 with the Mohawk Municipal Commission executed by a surety company licensed to do business in the State of New York. The bond shall be given to indemnify and save harmless the Village of Mohawk and the Mohawk Municipal Commission against any and all damages and losses which may result from the work of the plumber being done carelessly and imperfectly, or in such a manner so that injury or loss results to person or property thereby, or by reason of his or her failing to comply with any and all of the rules and regulations of the Municipal Commission.
 - 3. Upon proper application, and upon forms of the Municipal Commission, a plumber may be permitted to perform work relating to the Mohawk Water System.

B. 1. All applications will be completely filled out and submitted to the Municipal Commission Office a minimum of ten (10) business days before the proposed starting date of work.

2. All work shall be performed in accordance with all pertinent regulatory agency specifications and material and logistical specifications of the Municipal Commission.

SECTION 7. INSTALLATION OF SERVICES

A. Property Owner to pay expenses

All expenses attending the introduction of water from the house side of the curb stop into any premises must be paid for by the property owner.

B. Taps, Tees and Connections in Water Main

The work of inserting the taps, tees and connections in any water main shall be done only by persons employed by the Mohawk Municipal Commission to make such connections and such taps shall be made at the side of the mains unless otherwise authorized by the Municipal Commission or their authorized agent.

C. Required Depth

The owner receiving a permit for introduction of a water service into his or her premises will be required to cause such service to be placed not less than four and one-half (4 1/2) feet below the surface of earth at any place between the water main and the street and inside of the foundation wall of the building into which the water service is introduced.

D. Construction

1. New Construction Installations

- a) Water lines will not be installed in the same ditch with sewer lines, no exceptions
- b) Water lines will be separated from sewer lines by a minimum of 10' laterally.
- c) Water lines will be higher than any sewer by a minimum of 18".
- d) Water lines will not be installed in such a manner that the path followed intersects the path of a sewer in any way.

2. Old Construction Repairs

- a) Whenever possible, new water lines or sewer lines will be installed in such a fashion as to afford maximum separation of the two lines.
- b) If impossible to run separate ditches for each line, the water line will be separated both vertically and horizontally by a minimum of 18" and in no case will the water line be lower than the sewer line.
- c) Any variation from the basic rule of separate ditches for each line must be approved by the Utilities Supervisor and any request for such a variance must be in writing stating explicitly why the variance is necessary.

E. Service Line Materials

1. Domestic size service lines will be type K copper.
2. Less than 4" diameter service lines will be type K copper.
 - (a) No copper joints will be made with solder of any kind. All copper joints will be of compression coupling.
3. 4" diameter and larger service lines will be ductile iron cement lined pipe with slip connections or schedule 40 plastic water pipe with a locating wire.

F. Connection of Service to Water Mains

1. All service pipes from the water main must be connected with the main by a separate pipe of not less than 3/4 of one inch diameter for single or double occupancy dwellings.
 - a) There will only be one service line for each parcel of property as identified by the pertinent property tax roll.
 - b) Said of service line will be located entirely within the property line boundaries and will extend into public right-of way within the same confines as the property boundaries.
2. Size of service for any use other than residential shall be determined by the user but in no case be less than 3/4". Determination must be made on sound engineering standards and in compliance with all applicable Health and Building Codes.

G. Ownership of Service Lines

1. The property owner owns and is responsible for proper maintenance and repair of all water service lines entering their property from the curb stop to the premises.
2. The Municipal Commission shall be responsible for the service from the main to the house side of the curb stop or other control device.

H. Work Performed on Service Lines

1. All work on customer service lines from and including, the first tap to and including, the customer curb stop and curb box will be done by the Municipal Commission or their designated agent only.
2. All work on customer service lines from the discharge fitting on the curb stop or initial control valve and continuing into the house or building will be done by the property owner or their qualified designated agent.
 - a) All cost for same will be the responsibility of the property owner.

SECTION 8. DUTY of OWNER to MAINTAIN SERVICE

A. The owner of the property into which water is introduced by a service pipe will be required to maintain such service in proper order from the curb stop to the meter and to pay for all applicable cost incurred to operate, maintain and repair their water service.

The current property owner or their designated agent is responsible to inform the Municipal Commission if ownership of a property having water service is being transferred. If a property is transferred, a water fee search/transfer will be done in the following manner:

1st - Current property owner or designated agent will inform the Municipal Commission staff of pending transfer at least two working days in advance

2nd - Municipal Commission personnel will then issue an official "Water Fee Search/Property Transfer" form. For property transfer both portions of this form must be completed but a property owner or designated agent may request a Fee Search only for other uses as necessary. There will be a \$10.00 for these services.

B. The owner of any property into which water service is established will maintain the property and area involved with the water service equipment in a safe and sanitary manner.

If property is deemed unsafe or unsanitary by Municipal Commission personnel, no service will be rendered by Commission personnel until cited safety or sanitary discrepancies are corrected.

C. Restrictions pertaining to any work done in proximity to Municipal Commission lines or equipment:

(1) Locating water lines, valves and valve boxes will be done by Commission personnel only. Locations will be as close as possible but approximate only.

(2) Any excavation of any kind within four (4) feet of water mains or associated equipment will be hand dug.

(3) Any work done in proximity to water mains or associated equipment will be inspected by Municipal Commission personnel before excavations are back filled.

(4) All exposed water mains or associated equipment will be fully protected during entire time they are exposed. All work will be inspected by duly authorized Commission personnel.

- (5) The Municipal Commission will be notified immediately of any disturbance to or disruption of water mains and associated equipment.
- a) Temporary repairs will be allowed to facilitate completion of work being done but under no circumstances will temporary repairs be left as permanent. Any water main or associated equipment broken will be replaced with new equipment equal to or better than the affected parts.
 - b) All cost of these repairs will be borne by the party responsible for damages.
 - c) All temporary repairs and/or permanent repairs will be installed to the satisfaction of duly authorized Municipal Commission personnel.

D. Parts Specifications

1. All parts used in any way to attach to, repair or replace parts of the water system will conform to all pertinent Municipal Commission Specifications. In all cases components replaced in the water system will be of quality equal to or better than the part being replaced.

A property owner or designated agent may purchase from the Municipal Commission any such parts as we may have in stock or attainable. Parts purchased from Commission stock, or by order from Commission supplier, will be billed to the property owner at the established Commission price for same.

A property owner or designated agent may independently purchase any parts that are necessary to attach to the water system but all parts so purchased will conform to all Municipal Commission specifications and standardization's. Any parts independently purchased will be done so only with approval of the Utilities Supervisor or designated agent.

2. Basic specifications for all parts used in or attached to the Municipal Commission Water System are as follows:

- a) Water main or service lateral pipe and fittings will be Ductile Iron, Plastic or Copper only. Pipe and fittings will conform to the classification approval in the most recent AWWA standard for each material.
- b) North American made products of recognized manufacturers will be used. No foreign made material will be allowed.
- c) If there is a Municipal Commission standard for any item, this standard will be used by anyone installing such device for any reason (examples: hydrants, valves and service line parts)

SECTION 9. INTERRUPTION of SERVICE: rights reserved by MUNICIPAL COMMISSION

The Municipal Commission undertakes to use reasonable care and diligence to provide a constant supply of water through its mains to consumers, but reserves the right at any time without notice to shut off the water in its mains for the purpose of repairs or extensions, or for any similar purpose and the Village or Municipal Commission shall not be liable for the deficiency or failure in the supply of water for any cause whatsoever or for any damage caused thereby or by the bursting or breaking of any mains or service pipes or any accident to the waterworks, but it is the intention of the Municipal Commission when practicable to give suitable notice of such shutting off to the consumer and no deduction from the water bill will be made in consequence thereof.

SECTION 10. RIGHT OF ENTRY: SHUTTING OFF SERVICE FOR FRAUD OR WASTE

It is understood and agreed that the Utilities Supervisor, meter reader or other employee of the Municipal Commission so authorized, may enter the premises of any consumer at any reasonable time to examine the pipe and fixtures, the quantity of water used and the manner of its use. In case of fraudulent representation on the part of any consumer or unnecessary waste of water, all payments made will be forfeited and the water supply shut off.

SECTION 11. SHUTTING OFF WATER FOR REPAIRS OR NEW CONSTRUCTION

In case of making repairs or constructing any new work, the Municipal Commission reserves the right to shut off the water without notice and keep it shut off as long as may be necessary.

SECTION 12. LIMITING OR CUTTING OFF WATER SUPPLY

The Municipal Commission reserves the right to limit the amount of water furnished to any customer when circumstances warrant such action, although no limit may be stated in the application or permit for such use, or the Commission may entirely cut off the use for any manufacturing purpose or any use for supplying power at any time by giving reasonable notice to the consumer of such intended action.

SECTION 13. OWNER'S RESPONSIBILITY FOR CONSUMPTION AND LEAKS

A. Overall Responsibility

The owner of the premises to which water is supplied shall be chargeable with all water taken from the Commission water mains and if a leaks occur in the service lines between the curb stop and the meter, the Municipal Commission may estimate the amount of water lost by such leaks and charge the same to the owner of the premises.

B. Leaks and Repairs

1. Any water found to be leaking from a customers service lateral will be investigated by Commission Personnel either by customer or at the discretion of Commission Personnel if no customer request is made.
2. All leaks will be repaired as expediently as possible, but in no case will any water leak be allowed to run unchecked for more than 120 hours without corrective action being taken. If service is not repaired the service will be shut off by the Municipal Commission.
3. Repairs to service line leaks will be accomplished in the following manner:
 - a) Any leak from the water main into and including the curb stop will be repaired by the Municipal Commission Personnel or a designated agent.
 - b) Any leak from the curb stop into the property will be repaired by the property owner adhering to regulations governing such work.
4. A temporary hookup of one property to another will be established by Commission personnel based on the following criteria:
 - a) A leak is such that the required minimum pressure of 20 PSI is not at all times available to the property being served.
 - b) There is an adjacent property owner who is willing to accommodate the affected property with the understanding that there will be no compensation from the Municipal Commission for this service.
 - c) There is a readily available source of hook up to both properties that will be reasonably safe from interference or damage and that will not cause the donating property a serious loss of their own service.
 - d) The temporary hookup will not be in place for more than 120 hours unless special arrangements are made with the Municipal Commission person in charge at the time of needing the extension.

SECTION 14. DISCONTINUANCE OF USE OF WATER

A. Notice

Any property owner wishing to discontinue use of water supply from the Commission Water System must give notice thereof at the Municipal Commission Office.

B. Shut-Off Charge

In the event water is shut off at the request of the property owner and a final bill is rendered , the shut off shall be done by Commission personnel at no charge to the customer.

C. Disconnecting From Water System

If any customer having a water service into a building request disconnection from the Mohawk Water System, the water service must be disconnected in one of the following manners:

- a.) Notice of intent to disconnect a water service will be filled in the Municipal Office at least two (2) weeks in advance of the requested disconnect date.
- b) A final consumption reading will be taken to generate a final bill. The final bill will be issued and sent per normal procedure by the Municipal Office Staff as soon as possible thereafter.
- c) The service will be shut off at the curb box, if possible and the meter pulled.
- d) The service line will be physically removed from direct connection to the building by digging near the foundation or at the curb box, whichever is easier and disconnecting the service line mechanically or by cutting it. This will be done before any destruction of the property begins.
- e) The service line will be physically disconnected from the water main as soon as possible upon completion of razing the building. This work to be done only by Municipal Commission personnel.

2. Disconnect with intent to re-use

If a customer razes an existing building with the intent to rebuild another structure requiring the reuse of the existing water service, the temporary disconnect from the water service will be at the curb box and the existing service will remain attached to the system. However, intent to rebuild must be certified, in writing, to the Co-Utilities Supervisor with an approximate rebuild date which must be within six months of the temporary disconnect unless other arrangements are approved by the Co-Utilities Supervisor.

SECTION 15. USE of COMMISSION WATER

A. Service to Customers

Commission water will only be supplied to specifically identified customers within the Village of Mohawk and Town residents now supplied by the Village.

B. Reselling or Sub-assigning Water

Water will be supplied solely for the use of each specifically identified customer.

- 1) Water will not be sub metered, resold, assigned or otherwise disposed of for any purpose or to any individual or corporation by any identified customer.

SECTION 16. USE OF COMMISSION WATER FOR SPECIAL WORK

A. General Construction use

Commission water may be used for general construction purposes as follows:

- 1) Application for such water use must be submitted in writing to the Municipal Office at least ten working days in advance of
- 2) the start of construction or at the discretion of the Co-Utilities Supervisor or his designated agent.

2) Payment for such water use will be per conditions approved by the Utilities Supervisor upon his review of the application. Water charges will be basically within the established rate structure for all water served by the Commission in addition to any special costs which may be necessary for such service also.

B. Other Uses

- 1) Commission water may be used for other specific purposes including, but not limited to, flushing sewers, settling earth in ditches or other municipal work upon approval by the Co-Utilities Supervisor. Application for such must be made at least three working days prior to actual use.

SECTION 17. FIRE HYDRANTS

No person shall open any fire hydrant attached to the Mohawk Water system or draw water therefrom without the consent of the Utilities Supervisor, except a duly authorized agent of any Fire Company having legitimate need of the hydrant for fire fighting purposes.

- a) Swimming pools will be filled from hydrants by Municipal Commission employees at the cost of water and a \$60.00 service charge.

SECTION 18. METERS

A. Basic Requirements

1. No water service shall be given to any person, company or business except through water meter approved and/or supplied by the Mohawk Municipal Commission.
2. All meters for properties located within the village and water districts will be listed under the name of the owner of the property and all water used in connection with such property will be billed to the owner of the property unless otherwise designated by him or her.
 - a) Residential/owner occupied dwellings will be equipped with one normal size residential meter of the type currently approved by the Mohawk Municipal Commission. The initial installation meter in this category will be supplied by the Municipal Commission.
 - b) All water meters in the Mohawk Water System will be adequately protected from the environment and any damaging influence.
 - b-1) Meters in buildings will be installed in the cellar , if possible, in such a location and manner to avoid freezing or damage by any means.
 - b-2) Meters for mobile dwellings or dwellings with no cellar will be installed in a Commission approved meter pit which will be installed after the curb stop and as close to the curb stop as possible.
 - b-3) Meters in industrial or commercial buildings with no cellar will be installed in such a location and manner within said building to avoid freezing or hazard of damage due to any means.
 - c) Business or industrial customers will be equipped with a normal meter.
 - d) Any extensive water use requirements must be determined by the customer and request for pertinent size meters made by the customer or their designated agent to the Municipal Commission.

B. Installation , Service and Repair

1. Only Municipal Commission personnel or duly authorized agent of the Municipal Commission will install, service or repair residential size meters.
2. All meters other than residential size will be installed , serviced or repaired only by duly authorized agents of applicable meter manufacturers.
3. All applicable charges or fees for meter installation, service or repair will be paid by the property owner to the Municipal Commission on demand.
 - a) Such charges or fees shall be a lien on the real property in which the meter is located and any such unpaid charges or fees may be certified to the Village Clerk-Treasurer to be added to the annual tax levy as provided by law.
4. All meters in the system will be installed per the following stipulations:
 - 1) All meters will be as close to the first point of entry into a dwelling as possible.
 - a) In case of large industrial or commercial applications, meters will be install in Commission approved meter pits located as close as to the water main and in no case inside any compound, building or grounds requiring special permission to gain access.
 - b) In no case will any service line be exposed for more than 6' before a meter, including bends, lateral or vertical pipe.
 - 2) Each meter will have a shut off valve directly before the meter and as close to the initial point of entry into the facility as possible.
 - 3) Each meter will be installed with a remote reader station.
 - 4) All meters will read in cubic feet only; no other unit of measure is acceptable.
 - 5) All meters will be of the Municipal Commission standardized manufacturer.

C. Meter Calibration

1. All meters may be periodically checked for accuracy at the discretion of the Mohawk Municipal Commission. Frequency of calibrations will be predicated on the size of the meter and the amount of flow thru any meter.

D. Failure to Register

1. If a meter becomes damaged and fails to register, the consumer will be billed an amount equal to the highest bill recorded in the past three years on the account.

E. Access

1. The owner and tenant shall provide ready and convenient access to the meter so that it may be frequently read and examined by the agents or employees of the Municipal Commission.
 - a) Failure to provide ready and convenient access will cause the customers service bill to be estimated at the highest quarterly consumption amount which has occurred in the previous four quarters or an amount double of the highest bill if less than four quarters of usage has occurred. Overestimated amounts will be credited at the next billing.
 - b) Failure to provide ready and convenient access for four billing quarters will result in service termination to the property.
 - 1) Service will not be restarted until the meter problem is resolved and a security deposit paid by the property owner.

F. Frozen or Damaged Meter Replacement

1. Water meters rendered inoperable due to freezing or any other damage will be replaced by Municipal Commission personnel. The first occurrence of such replacement will be at no charge to the property owner. Each subsequent occurrence of needed replacement will be paid by the property owner.
 - 1) The no charge replacement will only to the first occurrence per piece of property

G. Residential Sprinkler Systems - Meter Specs

1. Size of the meter will be based on fore flow needed in cubic feet per minute and will be determined by the property owner or their agent. The Municipal Commission is not responsible for the accuracy of this information.

SECTION 19. WATER SYSTEM BASIC COMPONENTS

A. Component Descriptions

These Commission regulations are intended to cover the entire Mohawk Water Supply System from points of raw water intake throughout and including the entire purified water distribution system. The basic components of the system are described in this section for proper identification and to establish that these regulations refer to all portions of the system whether or not specifically identified in wording of individual sections.

1. Wells - a water well is a hole or shaft excavated or drilled into the Earth's crust in order to reach a water-bearing stratum or an aquifer.
2. Treatment Plant - Grounds and buildings used to purify our raw water prior to distribution to our customers. Our primary treatment is chlorination.
3. Distribution System - Underground grid of various sized water mains which deliver the purified water from our treatment plant to all areas serviced by our water system. All customer services are attached to the Distribution System water mains. The fire hydrant system is also part distribution system. There is also two large water storage tanks in our distribution/fire hydrant system. All water flowing throughout our distribution/fire hydrant system is purified water.
4. Service Laterals - Underground pipes of various smaller sizes which attach customer facilities to the Distribution System to provide water service for authorized consumption purposes.

B. Restrictions on Interference with Water System

1. Injury to Water Supply

The malicious, willful, careless or negligent destruction of or injury to any of the works or property in any way connected with the Commission water supply is hereby prohibited.

2. Street Mains and Distribution Lines

No person, except duly authorized Municipal Commission personnel or duly authorized agent of the Municipal Commission shall, in any way, interfere with, attach to or disconnect from any water mains of the Mohawk Water System.

3. Stop Valves, Stop Cocks or Gate Valves

It shall be unlawful for any person, unless duly authorized, to open, close or interfere with any stop valve, stop cock or gate valve belonging to the Municipal Commission.

4. Service Laterals

Any line tapped from a water main to supply water for private consumption or use shall be designated as a service lateral.

1. Installation, maintenance and repair of a service lateral will be as follows:

- a) From the water main to the curb stop or primary control valve shall be accomplished by the Municipal Commission or designated agent only.
- b) From the curb stop or primary control valve into the building shall be accomplished by the property owner in compliance with all pertinent regulations.

C. Buried Equipment

Installations by any person or company of public or private concern will avoid interaction with the water system or any part thereof.

1. Maximum separation from the water system or any part thereof will be adhered to with the following minimum distances mandatory.

PARALLEL RUNS

4 foot separation to either side and 4 feet below existing Municipal Commission equipment. No equipment will be buried above the water system within 4 feet of either side of the water system.

CROSSING RUNS

Any equipment which crosses Municipal Commission equipment must cross underneath the water system a minimum of 4 feet and must cross at or nearly at 90 degrees.

2. Digging Specifications

- a) Hand excavation will be required when any digging is within 4 feet of Municipal Commission equipment.
- b) Parallel digging will not uncover in excess of 10 feet of any water line for any reason
- c) Cross digging will not uncover in excess of a 3 foot span of any water line for any reason
- d) digging spoils will not be reused as backfill, graded item 4 gravel of Commission approved source will be installed in 12" lifts and vibration tamped at each lift to compaction similar to undisturbed earth prior to digging
- e) No excavation which in any way encroaches on water system equipment will not be backfilled in any amount or fashion prior to inspection by duly authorized Municipal Commission representative
- f) Surface restoration will be equal to or better than existing surrounding conditions

SECTION 20. WATER RATES and CHARGES for SERVICES

A. The schedule of the monthly meter rates and other Commission charges are on file at the office of the Municipal Commission, 28 Columbia Street, Mohawk, New York, where the same may be examined during regular working hours.

Bills for water rates shall be rendered monthly.

Bills for other services will be submitted to pertinent parties upon completion of service by the Municipal Commission and will be due and payable within thirty (30) days of issue.

Charges for service or material supplied by the Municipal Commission are subject to change without notice.

1. The Municipal Commission hereby establishes the following rate and charges for consumers within the Village of Mohawk as follows:

Service Charge	Capital Improvement Charge	Charges per 100 Cubic Feet
\$3.00	\$16.67	\$1.60

2. Charges for consumers outside the corporation limits of the Village of Mohawk will be the same charges as established for village consumers plus 50% surcharge to all fees unless specifically explained otherwise in these regulations.

3. Standby fire Protection Systems Charges

a) Residential applications - property owners will pay the Municipal Commission the cost difference between the standard size residential meter and the required fire flow meter size meter. Minimum Quarterly service bills will remain based on the normal residential size meter and will not include any additional minimum charge for the fire flow size meter.

b) Commercial/Industrial applications - owner will pay the Municipal Commission the amount based on the size of the fire service.

- 4" Main - \$ 70.00
- 6" Main - \$ 92.00
- 8" Main - \$115.00

4. Regular Monthly water bills may be paid at the Municipal Commission Office during normal business hours or mailed to the Municipal Commission Office or placed in the drop box in the municipal parking lot. All other bills must be paid at the Municipal Commission Office or mailed to the Municipal Commission only.

B. Minimum Bill for Meter size:

5/8" Meter.....	\$ 3.00 + \$16.67
3/4" Meter.....	\$ 3.92 + \$16.67
1" Meter.....	\$ 4.83 + \$16.67
1 1/2" Meter.....	\$ 6.42 + \$16.67
2" Meter.....	\$ 8.58 + \$16.67
3" Meter.....	\$ 10.75 + \$16.67
4" Meter	\$ 12.92 + \$16.67
6" Meter.....	\$ 21.92 + \$16.67

C. Miscellaneous Charges

Off and On Fee (Shutting water off
at curb box and turning back on).....\$ 30.00

Dishonored Check Charge.....\$ 30.00

D. Partial Payments of outstanding water fees will be accepted in compliance with the following stipulations:

- 1) Amount paid will be equal to total arrears if possible
- 2) If total arrears is not possible, payment must consist of the oldest individual bill first with a definite schedule of payment for the balance
- 3) All charges must be paid in full prior to March 31st each year

E. ONE TIME ONLY CUSTOMER RELIEF of an EXTRAORDINARY HIGH WATER BILL

This measure is designed to assist our residential water customers in a situation that occasionally develops which can place a definite unanticipated financial burden on the affected customer. This relief bill is intended as a humanitarian gesture by the Mohawk Municipal Commission to alleviate such a burden and is NOT intended as a give away to everyone for every reason. The application of this regulation will be strictly controlled by the following criteria:

1. This regulation will apply only to one family residential properties of owner or tenant occupancy. Multi-family residential property will be reviewed on a case by case basis.
2. Affected customer must be current in payment of all water bills and or related charges.
3. Bill in question must be at least 100% higher than the normal usage of the affected customer.
4. Affected customer must be on our billing roll for a minimum of four (4) preceding quarters in order for us to be able to fairly average their usage.
5. Customer must request a service call to investigate an unusually high consumption. Request must be within thirty (30) days of the billing date in question.

6. The results of our field investigation must be in either of the following categories:
 - a) A definitely diagnosed leak that was not realized by the customer; for instance, an overflowing pipe in the toilet tank.
 - b) A verified high consumption thru the meter but no apparent, identifiable leak or malfunctioning fixture
7. The affected customer must have the diagnosed leak repaired within a reasonable allotted time before the next billing cycle or if the condition described in step 6-b exist, make a conscientious effort to monitor their own usage regularly for a minimum of the next following quarter (optionally longer) to determine if they experience an unexplained increase during any part of that time. If the customer does detect a sudden increase in their usage, they will immediately check their facilities or arrange for the Municipal Commission personnel or a plumber of their choice to investigate as soon as possible and correct any discovered intermittent problem.
8. Upon complying with these guidelines, the affected customer will be granted the following accommodations;
 - a) The verified reading will remain as the official consumption but the customer will only be charged for the amount of water that is their average
 - b) An entry will be made on our master file pertaining to this adjustment and listed as an undetected flow.
 - c) The customer will be notified in writing that the Municipal Commission is granting them a one time only dispensation from their actual bill based on this policy.
 - d) Any future high consumption problem will be handled in normal Commission procedure; BUT, after the one time only adjustment to their bill there will be no further accommodations made.
 - e) All customers are eligible for this service once and once only; not once for each piece of property; just once per customer.

F. Rates for work done by Municipal Commission personnel for contractor work:

A **50% surcharge** is imposed on rates and charges to non village residents and contractors for work performed by Commission personnel per the following guidelines:

- Labor will be the total hourly rate for each employee utilized to perform the work combined into one cost to reflect total man-hours expended.
- Parts and material will be on a cost of each to the commission plus (1/3) for handling cost.
- Equipment cost will be \$45.00 per hour for each of the major apparatus utilized by the Commission personnel in the execution of the various specialty jobs performed. These include , but are not limited to, tractor/backhoe, dump truck, hydraulic pipe pusher, large or small pressure tapping equipment, air compressor with attachments, various pumps, portable generators and various locating equipment.

Repair Parts will be billed on individual situation basis reflecting all parts used to make repairs necessary to put system back in good working order. The sum will reflect the cost of each part supplied by the Municipal Commission , plus one third (1/3) for handling, storage and reordering cost. These prices will be subject to change as cost increase.

G. Payment of Bills; Penalties

1. All water bills shall be due and payable at the office of the Municipal Commission within twenty (20) days after they are rendered. When the due date falls on a Saturday, Sunday or Holiday, the Commission will accept payment without penalty, if the payment is made on the next regular business day.
2. Pursuant to State Law, payment of all water fees, when made in legal tender, may be pennies and nickels for debts not exceeding 25 cents and dimes, quarters and half dollars for debts not exceeding Ten dollars and paper currency for debts of one dollar or more.
3. Each bill for normal monthly consumption, authorized under these regulations, remaining unpaid after the last day for payment without penalty shall have added to it a penalty of twenty percent (20%) of such bill. Failure to receive a bill for water service shall not excuse payment of the bill. It is the obligation of the customer to inquire at the office of the Municipal Commission if a bill is not received.
4. Each bill for any other service provided by the Municipal Commission remaining unpaid after the last day for payment without penalty shall have added to it a penalty of 18% annual percentage rate, to be charged monthly at the rate of 1.5% per month.
5. Unpaid bills for water charges, or other related charges, including any penalty added thereto, are a lien on the property supplied or serviced and may be transferred to the tax roll as provided by law. The Commission may enforce the collection of unpaid bills by cutting off the supply of water after penalties start to accrue.

SECTION 21. TERMINATION of SERVICE for VIOLATION AND NON-PAYMENT

A. Termination

1. Water Service may be terminated for non-compliance to Commission Regulations and for non-payment of water charges. However, water Service shall not be terminated without complying with the following Notice and Hearing procedure.
2. Termination of service for violation and non-payment does not refer to interruptions caused by emergencies, repairs or maintenance work, water shortages or similar conditions. Notice and hearing procedures do not apply to these conditions.

B. Notice and Hearing Procedures

1. Notice of violation and hearing

Upon the determination by the Utilities Supervisor that a violation of the rules and regulations has occurred or that a bill of service or other charges has become delinquent, the Municipal Commission shall notify, in writing, occupants of the affected premises as well as the Owner(s) of the property. Notification shall be by personal service or by certified mail at the last known address of such persons. Notice shall inform that the owner(s) and occupants are entitled to a hearing, shall specify the grounds for termination of service and shall indicate the time and place of the hearing within the Village of Mohawk. Such notice shall be served at least five(5) days prior to the date of the hearing and shall contain a warning that such person or persons must appear and offer evidence acceptable to the Hearing Officer or their service may be terminated without further notice.

2. Conduct Hearing

At the time and place specified in the notice, the Utilities Supervisor or other official or person designated by the Municipal Commission, hereafter referred to as the Hearing Officer, shall conduct the hearing and receive such proof or evidence that that be presented by the Commission and other interested parties.

3. Determination

At the close of the hearing, the Hearing Officer may order the termination of the service or other appropriate action as he or she may determine, and shall render his or her decision in writing and serve all interested persons with a copy of the decision by personal or by mail addressed to such person's last known address within five (5) days of the date of the hearing.

4. Appeal

Any person aggrieved by the action of the Hearing Officer shall have the right to appeal to The Municipal Commission. Such appeal shall be a written statement setting forth the grounds for appeal and must be mailed or delivered to the Municipal Commission Office within five (5) business days of the initial Hearing decision. The Municipal Commission shall set a time and place for hearing on such appeal and notice of such hearing shall be mailed to the Appellant at his or her last known address at least five (5) business days prior to the date set for the hearing. The decision and order of the Mohawk Municipal Commission shall be final and conclusive.

