

**RULES & REGULATIONS GOVERNING THE  
NEW MADISON VILLAGE WATER SUPPLY SYSTEM**

**SECTION 1.0**

The following rules, regulations, fixed charges and departmental procedures are hereby established for the control of water service supplied by the Village of New Madison Water Supply System.

**SECTION 1.1**

The New Madison Water Supply System shall have the exclusive control over placement and repair of all water transmission mains from the header located at the Village Water Treatment Plant, all valves, meters, hydrants, corporation stops, curb stops, curb boxes and service tubing from said mains to the inlet side of the meter and shall be under the exclusive control of the Board of Public Affairs. Water shall be supplied to the customers, consumers and applicants from the Village of New Madison Water Supply System in accordance with the following:

**SECTION 1.2**

No person, property owner, firm or corporation, including contractors and/or other temporary users, shall initiate any water service until the appropriate application and fees have been fully paid and approved by the Board of Public Affairs or designee. The Rules and Regulations set forth shall be considered a part of the contract with every person, property owner, company, corporation or contractor being supplied with water service from the Village of New Madison, Ohio. Every person, property owner, company, corporation or contractor by filing application, paying the fees and taking service shall be considered to express their consent to be governed by these Rules and Regulations.

**SECTION 1.3**

The New Madison Water Supply System does not guarantee any fixed pressure or continuous supply of water, but will endeavor to notify consumers affected thereby. No claim for any damages will be considered for any of the mentioned acts.

**SECTION 1.4**

When unsafe conditions and/or service line leaks exist on private property, the Water Superintendent may cause the water service to be disconnected.

**SECTION 1.5**

All private work on water service lines or fixtures which are connected to the Village Water Supply System, either directly or indirectly, shall be done in accordance with State and local codes or laws and the Village established Rules and Regulations.

**SECTION 1.6**

No person shall tamper with, damage or obstruct any portion of the Village Water Supply System. No person other than authorized personnel shall open or close any curb box or valve box, nor shall they turn on or off any curb stop, valve or fire hydrant. If, within the Village Water Supply System, any meter seal is broken, any by-pass inserted, or any part of the service line tampered with for the purpose of obtaining un-metered water service, the service shall be turned off and shall not be turned on again until the violator has paid a penalty on one hundred dollars (\$100.00), and the appropriate turn-off/turn-on fees. Violators are also subject to arrest under the applicable sections of the Ohio Revised Code 4933.22 and 4933.99, which shall be enforced to the utmost protection of the Village Water Supply System of the Village of New Madison, Ohio.

#### **SECTION 1.7**

No person shall take water service for private use from any public building, place or fixture (such as fountains or fire hydrants) for which free service is provided, without securing permission to do so from the Board of Public Affairs.

#### **SECTION 1.8**

No person receiving water service shall supply water to other persons, property owners, companies, corporations or contractors without the consent of the Board of Public Affairs or their authorized agent. In case of emergency, the Village reserves the right to take water service from one residence or building to another and to either install a meter jumper in the service line or to give an adjustment on the utility bill for that period. On all new installations, there shall not be more than one (1) building, house, dwelling or family on each meter. New apartments shall be plumbed and pre-wired to meter each unit individually.

#### **SECTION 1.9**

Village employees, inspectors, meter readers and distribution personnel employed by the Village Water Supply System, whose duties are to enter upon private property to read or examine meters, pipes or other fixtures, shall have free access at all reasonable hours to all parts of the building for the above purposes. In case any authorized inspector, meter reader or employee is refused admittance to the premises or prevented from making such examination, the water service shall be turned off and not turned on again until access is given. The established fee will be charged to have service reinstated.

#### **SECTION 1.10**

Meters will be read quarterly (March, June, September & December) and as near the same date of the month as possible. Certain conditions may hamper meter reading. If this should occur, the Village reserves the right to make the minimum bill applicable or to bill an estimated amount and any adjustment will be made with the next reading. Meters that cannot be read for two (2) consecutive quarters may be turned off until the situation is corrected. Bills will be mailed by the first of the month for the previous month's service. Payment is due the 15<sup>th</sup> of the month. Late payments will include a 10% penalty. When the 15<sup>th</sup> of the month falls on Saturday, Sunday or holidays that are observed by the Village, payments made on the first business day thereafter shall be collected without penalties. Bills paid by mail must be postmarked by the 15<sup>th</sup> of the month to avoid penalties. Final notices are given to those people whose bills are not paid by the 22<sup>nd</sup> of the month in which they are due. If the bill is not paid in full by the 25<sup>th</sup> of the month, the service shall be turned off without further notice. The service shall not be turned on again until the delinquent bill and the turn-on charge is paid in full. Partial payments shall not qualify for reinstatement of the water service. Any person, firm, corporation or residence having a delinquent account shall not be given any water service at any new location until all delinquent accounts are paid in full.

#### **SECTION 1.11**

Any person, firm or corporation may discontinue service by proper notice to the Utilities Office. Customer will continue to be responsible for monthly sewer and storm sewer charges. Upon request from a customer who is moving or from the property owner/landlord, the meter will be read; or upon request from the property owner, service will be turned off. If a turn-off is requested, fees as required in the applicable rate schedule will be charged.



#### **SECTION 1.12**

Water and sewer usage and charges are the responsibility of the property owner. Payments may be accepted from tenants. It is recommended that property owners require a deposit to cover water and sewage charges.

#### **SECTION 1.13**

The meters specified in Section 1.22 and 1.23 of the Rules and Regulations shall become an internal part of the building or property that they are located on or in. The owner of the building or property shall be responsible for any damage to water meters due to negligence. The Water Department of the Village of New Madison, Ohio shall be the authorized agent for any necessary repairs or replacement of meters. The charge for same at other than regular working hours shall be fifty dollars (\$50.00). All new water meters shall be installed so as to allow the placing of an outside reading register (ROM). On all new replacement meters an outside reading register (ROM) will be placed at no cost to the customer. A meter investigation shall be made by the Water Department after a problem is discovered as a result of either a visual inspection of the meter by the meter reader during his regular reading schedule or by a request from the owner, agent, lessee or tenant of the property where the problem exists. The Village reserves the right to remove any meter for testing from any premises and substitute another meter in its place. The Village will, on its own initiative and without the consent of the owner, undertake to test and correct any meter which in the Village's judgement is registering incorrectly.

#### **SECTION 1.14**

If a meter fails to register between readings, the consumption shall be estimated on the basis of consumption for a like period or the average consumption of the previous four (4) quarters.

#### **SECTION 1.15**

In case it becomes necessary to turn-off any water service because of a violation of any of the Rules and Regulations of the Village Water Supply System, a charge as provided in the appropriate rate schedule shall be made. If the Village is called during regular working hours to turn-off a water service because of a leak or for repairs in a customer's line, no charge will be made.

#### **SECTION 1.16**

Whenever, in these Rules and Regulations, it is stated that notice will be given the customer, it signifies that notice sent to or left at the premises where service is consumed shall be deemed as sufficient notification.

#### **SECTION 1.17**

The Village Water Supply System shall try to give proper notice of utility charges, but cannot guarantee the delivery of utility bills. Owners buying or selling properties shall see that proper transfer of ownership is made at the Village's Utilities Office and that all charges are paid to the date of transfer of title. The Utilities Office shall make every possible effort to collect all utility charges and/or penalties as promptly as the nature of its business permits, but no consumer or owner of property shall be relieved from the obligation of all utility charges and penalties that are unpaid through failure of the Village to make collections as provided in its Rules and Regulations.

#### **SECTION 1.18**

All commercial and industrial applicants for water service from the Village Water Supply System, prior to application for a water tap, shall submit to the Village a copy of all plans and specifications that pertain to the lines for the conduction of potable and/or process water. No water tapping permit shall be

issued by the Utilities Department until the Village has approved said water service layout as submitted. All meters and necessary back-flow preventers of a type that are approved by the Ohio Environmental Protection Agency shall be installed as required by said agency. Any additional ones that the Village of New Madison may require to safeguard the Village Water Supply System shall be installed. No water shall be turned on until all such back-flow preventive devices have been installed as required and have been approved. The Ohio Environmental Protection Agency requirements for back-flow preventers shall be made a part of these Rules and Regulations the same as if written in full herein.

#### **SECTION 1.19**

In order to assure the metering of all water being supplied to residential, commercial and industrial consumers and made available due to locations of special service lines, the Village shall require an approved metering device to be installed, at the expense of the property owner. All such lines requiring metering are those water lines, both public and private that supply water to the consumer that may be used for other than fire purposes. This includes fire service lines if there is cause for use other than fire use and when it is considered a potential source of loss of revenue to the Village. If the property owner fails to comply with these Rules and Regulations after being notified by the Village, that water service shall be turned off until such time as compliance is met.

#### **SECTION 1.20**

All service tubing 3/4" through 2" shall conform to the dimensions, weights and tolerances stated in Table #11 of ASTM-B88 "Copper Water Tube" for type "K." This material is the only approved service tubing that shall be permitted to be placed from the corporation stop in the Village Water Supply System main to the inlet side of the meter. Any applicant may apply in writing to the Board of Public Affairs for the use of a substitute material in the service line. If said request is approved in writing by the Board of Public Affairs, an approved substitute material may be used. No water shall be turned on at any location where there is service tubing installed that does not conform to that specified above. Water shall be shut off at any location that is found to have a service line in whole or in part that has been constructed of any material that, in the opinion of the Water Superintendent will not properly handle the transmission of potable water from said main line to the meter. The minimum size of service tubing that shall be permitted to be installed from said main to meter shall be .745 inside diameter.

#### **SECTION 1.21**

Where water service is available within the corporate limits of the Village and when it is determined to be in the best interests of the system, the Village Water Supply System will provide water service for the use of the applicant. Water service shall be supplied at the expense of the applicant. Tap-in fees as per the current rate schedule 3/4" through 2" shall include a corporation stop, curb stop, curb box, meter with fitting and remote reading register installed, but shall not include the furnishing or installation of the service tubing. The tap-in fee for tap sizes in excess of 2" shall be only for the tap into the main line; all tapping materials, valves, pipe and a meter shall be furnished by the applicant.

#### **SECTION 1.22**

Whenever a break or leak occurs in a water service line between the main and the curb stop, the Village will repair the same at its own expense as soon as possible. If the break or leak occurs back of the curb stop or at any place on the owner's premises the repair or replacement shall be done by and at the owner's expense. If the Village deems it necessary and proper to prevent waste or damage, the water may be turned off and will not be turned on until all repairs have been made.



#### **SECTION 1.23**

All water meters shall be installed in an area that will provide easy access for meter repairs. No water meters shall be installed in crawl spaces or pits unless approved by the Water Superintendent.

#### **SECTION 1.24**

Water service shall be discontinued or refused to all premises of customers with delinquent accounts. Also customers with delinquent accounts receiving service but whose service account is in the name of another person shall have said service discontinued until payment or other satisfactory arrangements have been made. The Village also reserves the right to pursue payment for delinquent accounts through property tax assessment.

#### **SECTION 1.25**

When service is discontinued because of a delinquent account or at the request of the owner, no additional charges for water and trash shall be incurred to said account until service has been restored.

#### **SECTION 1.26**

The owners of all houses, buildings or properties used for human occupancy, employment, recreation or other purpose situated within the municipality and abutting any street, alley or right-of-way in which there is now located or may be located a municipal water main shall connect such facilities to the water main in accordance with the provisions of these regulations within one-hundred eighty (180) days after date of official notice to do so, provided that said municipal water main is adjacent to the property. Official notice shall be deemed to mean notice sent to the property owner by certified mail.

#### **SECTION 1.27**

Village Personnel, in the exercise of their sole discretion, may refuse to enter upon any customer's property if such Personnel have concerns about personal safety due to the presence of unrestrained animals or any other safety issue that may be present on the property. The property owner shall be responsible for any injuries sustained by Village Personnel due to the existence of dangerous conditions existing on the property.

### **PENALTIES**

#### **SECTION 1.28**

Any person who purposely provides false information or tampers with or adjusts any meter or equipment, with intent to obtain a lesser charge, may be criminally prosecuted.

#### **SECTION 1.29**

Any person found to be violating any provision of these regulations, with the exception of non-payment, shall be served by the municipality with written notice stating the nature of the violation and providing a reasonable time limit for the satisfactory correction thereof. The offender shall, within the period of time stated in such notice, permanently cease all violations.

#### **SECTION 1.30**

Any person who continues any violation beyond the time limit stated in such notice may be criminally prosecuted. Each day in which any such violation shall continue shall be deemed a separate offense.

**SECTION 1.31**

Any person violating any of the provisions of these regulations shall become liable to the municipality for any expense, loss or damage to the water department or otherwise occasioned by the municipality by reason of such violation.

**SECTION 1.32**

Customer shall be charged a fee of thirty dollars (\$30.00) for each returned bad check. Fee may be amended by the Village of New Madison, Ohio at any time. A customer who provides at least two (2) checks which are returned to the Village due to insufficient funds shall not be permitted to pay utility service charges and fees via personal check.

**RATE SCHEDULE**

See attached rate schedule

**SECTION 1.33**

These Rules and Regulations and rate fees shall be modified or added to at any time as deemed necessary to protect the Village of New Madison Water Supply System.

The above Rules and Regulations are effective \_\_\_\_\_ and are hereby approved and adopted by the Village of New Madison.