
THE MUNICIPAL AUTHORITY OF THE BOROUGH OF BELLEFONTE

Rules and Regulations Governing Water Service

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**THE MUNICIPAL AUTHORITY OF THE BOROUGH OF BELLEFONTE
OF CENTRE COUNTY, PENNSYLVANIA**

RULES AND REGULATIONS GOVERNING WATER SERVICE

TABLE OF CONTENTS

	<u>PAGE</u>
<u>SECTION I - DEFINITIONS</u>	
1. ACCEPTABLE INTERCONNECTION	1
2. AIR GAP	1
3. APPROVED	1
4. AUTHORITY	1
5. BACKFLOW	2
6. BACKFLOW PREVENTION DEVICE	2
7. COMMERCIAL SERVICE	2
8. COMMUNITY WATER SYSTEM OR DISTRIBUTION SYSTEM	2
9. CONTAMINATION	2
10. CORPORATION STOP	2
11. INTERCONNECTION	2
12. CURB STOP	2
13. CUSTOMER	2
14. CUSTOMER FACILITY	2
15. DATE OF PRESENTATION	2
16. DOMESTIC SERVICE	3
17. DOUBLE CHECK VALVE ASSEMBLY	3
18. FERRULE	3
19. GRUBBING	3
20. HEALTH HAZARD	3
21. INDUSTRIAL SERVICE	3
22. CROSS CONNECTION	3
23. MAIN EXTENSIONS	3
24. MAINS	3
25. METER INSTALLATION	3
26. METER RATE SERVICE	3
27. METER TEST TAP	3
28. MUNICIPAL OR PUBLIC SERVICE	4
29. NON- ESSENTIAL USE OF WATER	4
30. NON-POTABLE WATER	4
31. OBJECTIONAL INTERCONNECTION	4
32. OWNER	4
33. POLLUTION	4
34. POLLUTION HAZARD	4
35. POTABLE WATER	4
36. PREMISES	5
37. PRIVATE FIRE PROTECTION	6
38. PUBLIC FIRE PROTECTION SERVICE	6
39. PUBLIC WATER SUPPLY SYSTEM	6
40. PUNCH LIST	6
41. REDUCED PRESSURE PRINCIPLE DEVICE	6
42. SERVICE LINE	6
43. SERVICE LINE CONNECTION	6
44. TAPPING	6

TABLE OF CONTENTS

	<u>PAGE</u>
<u>SECTION I – DEFINITIONS (CONTINUED)</u>	
45. TARIFF OR RATE SCHEDULE	6
46. TEMPORARY SERVICE	7
47. TENANT	7
48. WATERCOURSE	7
49. WATERHAMMER	7
50. WELL-POINTS	7
<u>SECTION II – CONDITIONS OF SERVICE</u>	
51. GENERAL	7
<u>SECTION III – APPLICATION FOR SERVICE AND CONTRACTS</u>	
52. APPLICATION FOR SERVICE LINE CONNECTION	7
53. APPLICATION FOR WATER SERVICE	7
54. INFORMATION ON APPLICATIONS	8
55. APPROVAL OF APPLICATIONS	8
56. APPLICATION/CONTRACT	8
57. TENANT CONTRACTS	8
58. NEW CONTRACTS WITH EXISTING OR PRIOR CUSTOMERS WITH DELINQUENT AMOUNTS OUTSTANDING	9
59. TERM OF CONTRACT	9
60. SPECIAL CONTRACTS	9
61. GOVERNMENTAL REGULATIONS A PART OF CONTRACT	9
62. INDIVIDUAL LIABILITY FOR JOINT SERVICE	9
63. NEW APPLICATION UPON CHANGE OF OWNERSHIP OR OCCUPANCY OR SERVICE	10
64. RENEWAL OF SERVICE	10
65. CONDITION OF PLUMBING SYSTEM	10
66. SEASONAL CONTRACTS WITH ADDITIONAL METER	10
<u>SECTION IV – CASH DEPOSITS</u>	
67. GENERAL	11
<u>SECTION V – SERVICE CONNECTIONS 1" IN DIAMETER AND SMALLER</u>	
68. INSTALLATION OF SERVICE LINE CONNECTION	11
69. MAINTENANCE – SERVICE LINE CONNECTION	12
70. INSTALLATION – CUSTOMER FACILITY	12
71. MAINTENANCE – CUSTOMER FACILITY	14
72. LENGTH OF SERVICE LINE	15
73. PENALTY FOR PLACING OBSTRUCTIONS OVER, IN, OR AROUND CURB BOXES	15
74. SERVICE LINE CONNECTION ON PRIVATE PROPERTY	15
75. ONE SERVICE CONNECTION FOR EACH CUSTOMER	15
76. SINGLE SERVICE LINE WITH TWO OR MORE CUSTOMERS	16
77. OTHER CUSTOMER FACILITY REQUIREMENTS	16
78. CHANGE IN LOCATION OF SERVICE CONNECTION	16
79. RENEWAL OF SERVICE LINE	16
80. USE OF CURB STOPS	17

TABLE OF CONTENTS

<u>SECTION VI – SERVICE CONNECTIONS LARGER THAN 1” IN DIAMETER</u>	<u>PAGE</u>
81. INSTALLATION OF SERVICE LINE CONNECTION	17
 <u>SECTION VII - SERVICE CONNECTIONS LARGER THAN 2” IN DIAMETER</u>	
82. INSTALLATION OF SERVICE LINE	18
83. INSTALLATION OF SERVICE LINES THAT REQUIRE BORING	18
84. MAINTENANCE	18
85. INSTALLATION – CUSTOMER FACILITY	19
86. MAINTENANCE – CUSTOMER FACILITY	21
87. LENGTH OF SERVICE LINE	21
88. PENALTY FOR PLACING OBSTRUCTIONS OVER, IN, OR AROUND SERVICE BOXES	22
89. SERVICE LINE CONNECTION ON PRIVATE PROPERTY	22
90. ONE SERVICE CONNECTION FOR EACH CUSTOMER	22
91. SINGLE SERVICE LINE WITH TWO OR MORE CUSTOMERS	22
92. OTHER CUSTOMER FACILITY REQUIREMENTS	22
93. CHANGE IN LOCATION OF SERVICE CONNECTION	23
94. RENEWAL OF SERVICE LINE	23
95. USE OF SERVICE VALVES	23
 <u>SECTION VIII - METERS</u>	
96. GENERAL	23
97. METER SIZE AND TYPE	23
98. LOCATION	24
99. INSTALLATION OF METER AND RELATED PLUMBING	24
100. MAINTENANCE, CARE AND RESPONSIBILITY FOR DAMAGE	25
101. METER TESTS	25
102. CHANGE IN LOCATION OF METERS	26
103. SEALS	26
104. LEAKS	26
105. READING AND REGISTRATION OF METERS	27
106. ACCESS TO METER, ETC..	27
107. FAILURE TO PROVIDE ACCESS TO METERS, ETC..	27
108. NOTIFICATION RELATIVE TO CONDITION OF METER	27
109. MINIMUM CHARGE	27
110. SEWAGE DEDUCT METERS	27
 <u>SECTION IX - SERVICE</u>	
111. DISCONTINUANCE OF SERVICE	28
112. RENEWAL OF SERVICE AFTER DISCONTINUANCE	29
113. TURN-OFF WITHOUT AUTHORIZATION	29
114. SUSPENSION OF SERVICE DUE TO EMERGENCY	29
115. RESERVE SUPPLY	29
 <u>SECTION X – PUBLIC FIRE SERVICE</u>	
116. APPLICATION FOR PUBLIC FIRE HYDRANT AND LOCATION	30

TABLE OF CONTENTS

SECTION X - PUBLIC FIRE SERVICE (CONTINUED)

PAGE

117. PENALTY FOR PLACING OBSTRUCTIONS OVER, IN OR AROUND PUBLIC FIRE HYDRANTS	30
118. MAINTENANCE	30
119. ALLOWABLE USE	30
120. CHANGE OF LOCATION	31
121. INSPECTION	31

SECTION XI - PRIVATE FIRE SERVICE

122. APPLICATION FOR PRIVATE FIRE PROTECTION SERVICE	31
123. APPROVAL OF APPLICATION	31
124. TERMS AND CONDITIONS	31
125. GENERAL CONDITIONS	33
126. COST OF FIRE SERVICE CONNECTION	34

SECTION XII - RESPONSIBILITY FOR FIRE SERVICE

127. RESPONSIBILITY FOR SERVICE	34
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SECTION XIII - BILLS AND PAYMENT

128. PLACE OF PAYMENT	34
129. BASIS FOR PREPARATION OF BILLS	34
130. BILLS RENDERED AND DUE	34
131. ABATEMENT	35
132. COLLECTION PROCEDURES/DELINQUENT ACCOUNTS	35

SECTION XIV - CROSS-CONNECTION, INTERCONNECTIONS AND BACKFLOW PREVENTION DEVICES

133. PURPOSE AND INTENT	35
134. BACKFLOW PREVENTION DEVICES	36
135. RESPONSIBILITY	39
136. PROHIBITION OF CROSS CONNECTIONS	39

SECTION XV - GENERAL

137. AVAILABILITY - RULES AND REGULATIONS	41
138. ACTS OF AUTHORITY EMPLOYEES AND/OR OTHERS	41
139. SEVERABILITY - RULES AND REGULATIONS	41
140. AMENDMENTS - RULES AND REGULATIONS	42
141. INSPECTION	42
142. INTERFERENCE WITH AUTHORITY'S PROPERTY	42
143. SERVICE OF NOTICES	42
144. COMPLAINTS	42
145. SERVICE NOT GUARANTEED	42
146. RESTRICTION OF SUPPLY	43
147. GROUND WIRE ATTACHMENTS	43
148. WATER HAMMER	43
149. SWIMMING POOLS	43

TABLE OF CONTENTS

SECTION XV – GENERAL (CONTINUED)

PAGE

150. MISCELLANEOUS WORK AND SERVICES FURNISHED BY THE AUTHORITY	43
151. CONNECTION FEES	44

SECTION XVI – WATERLINE EXTENSIONS AND ADDITIONAL FACILITIES

152. GENERAL	44
153. LIMIT OF EXTENSION	44
154. APPLICATIONS FOR APPROVAL OF EXTENSIONS AND OTHER WORK AND GENERAL REQUIREMENTS RELATIVE THERETO	44
155. RESPONSIBILITY FOR COST	45
156. PAYMENT OF COST	46
157. FINANCIAL SECURITY	46
158. AGREEMENT	46
159. COMPLIANCE WITH DESIGN AND CONSTRUCTION STANDARDS	47
160. GENERAL PLANS	47
161. DETAILED PLANS	47
162. REPORT	48
163. INSTALLATION SPECIFICATIONS	49
164. REFUND POLICY	49
165. DEVELOPERS HANDBOOK FOR WATERLINE CONSTRUCTION	49

THE MUNICIPAL AUTHORITY OF THE BOROUGH OF BELLEFONTE

RULES AND REGULATIONS GOVERNING WATER SERVICE

SECTION I – DEFINITIONS

1. **ACCEPTABLE INTERCONNECTION:** An acceptable interconnection is an interconnection having all of the following characteristics:
 - a. The source of the supply, other than the lines of the Authority, directly connected, is a source approved by the Pennsylvania Department of Environmental Protection as an acceptable, safe and sanitary source of public water supply and which continues as such at all times when the interconnection is in existence.
 - b. Installed or continued in existence and operated at all times in strict compliance with all applicable laws, ordinances, rules and regulations.
2. **AIR GAP:** The unobstructed vertical distance through the free atmosphere between the lowest opening from any pipe or faucet supplying water to a tank, plumbing fixture, or to other devices and the flood level rim of said vessel. An approved air gap shall be at least double the diameter of the supply pipe, measured vertically, above the top of the rim of the vessel; and, in no case less than one inch. When an air gap is used at the service connection to prevent the contamination or pollution of the public potable water system, it is required that an emergency by-pass be installed around the air gap system and an approved reduced pressure principal device shall be installed in the by-pass system.
3. **APPROVED:** Approved shall mean accepted by the Authority as meeting an applicable specification stated or cited in the rules and regulations or as suitable for the proposed use. The term "Approved" used in reference to a backflow prevention device shall mean a backflow prevention device that meets the requirements of the American Water Works Association's standard C506 latest revision and the Foundation for Cross Connection Control and Hydraulic Research of the University of Southern California and is acceptable to the Authority. Competent testing laboratories other than the Foundation for Cross Connection Control may be qualified by the Authority to approve backflow preventers.
4. **AUTHORITY:** The word "Authority," whenever the same appears herein, means the Municipal Authority of the Borough of Bellefonte of Centre County, Pennsylvania, a body corporate and politic organized and existing under the laws of the Commonwealth of Pennsylvania.

The Municipal Authority of the Borough of Bellefonte, Centre County, Pennsylvania
Rules and Regulations Governing Water Service

5. **BACKFLOW:** The flow of water or other liquids, mixtures, or substances into the potable water distribution system of the Authority from any source or sources other than its intended source. Back siphonage and backpressure are two types of backflow specifically contemplated by these rules and regulations.
6. **BACKFLOW PREVENTION DEVICE:** Device that prevents the occurrence of backflow. There are three types: reduced pressure principle device (RPPD); double check valve assembly (DCVA); and air gap (AG).
7. **COMMERCIAL SERVICE:** Provision of water to premises where the customer is engaged in trade and/or commerce.
8. **COMMUNITY WATER SYSTEM OR DISTRIBUTION SYSTEM:** Shall mean the water distribution system that furnishes water for general use, owned and operated by the Municipal Authority of the Borough of Bellefonte, Centre County, Pennsylvania and is recognized by regulatory agencies as a community potable water supply system.
9. **CONTAMINATION:** An impairment of water quality to a degree which creates an actual or potential health hazard such as, but not limited to, chemical poisoning or spread of diseases, or impairs the composition and odor of the water to such an extent that it is considered by said odor or composition to be not acceptable by the Authority for human consumption.
10. **CORPORATION STOP:** A valve attached to the water main to start a service connection, which is used to interrupt flow during installation or maintenance of the service line.
11. **INTERCONNECTION:** An interconnection is a physical arrangement whereby a public water supply system is connected with another water system, public or private, in such a manner that a flow of water into such public water supply system from such other water system is possible.
12. **CURB STOP:** A valve installed in the water service line, accessible for operation from the surface of the ground for routinely interrupting flow through the service line.
13. **CUSTOMER:** The word "customer," as used herein, means the owner or tenant, as defined herein, contracting for or using water service on a single premises; and the word "Customers" means all those contracting for and using service of the Authority.
14. **CUSTOMER FACILITY: (Customer Service Line)** The pipe, valves and other facilities by means of which water is conducted from the curb stop to the premises, and specifically includes the service line extending from a point of connection to the curb stop, to a point inside the walls of the premises or meter box where approved, a stop cock or compression valve on the line at this point, connections for the inlet and outlet sides of the meter, a stop and waste cock on the outlet side of the meter and such other facilities.
15. **DATE OF PRESENTATION:** The date upon which a bill or notice is mailed, as evidenced by the United States Postal Service mark or Bulk Mail Receipt or the date notice is posted on the premises of a customer.

The Municipal Authority of the Borough of Bellefonte, Centre County, Pennsylvania
Rules and Regulations Governing Water Service

16. **DOMESTIC SERVICE:** Provision of water for residential purposes, including water for sprinkling lawns, gardens (not commercial type) and shrubbery, watering livestock, washing vehicles, and other similar and customary purposes.
17. **DOUBLE CHECK VALVE ASSEMBLY:** A device composed of two independently operating approved check valves with tightly closing shut-off valves on each side of the check valves, and necessary appurtenances for testing. To be approved by the Authority or its designated agent, the device must be readily accessible for maintenance and testing. The device shall be used on service connections, which may be subject to backflow and where there exists a possibility of actual or potential pollution hazard.
18. **FERRULE:** A metal, plastic or rubber ring used to fasten and seal pipe in a compression fitting.
19. **GRUBBING:** The act of digging the ground for removal of stumps, roots, large rocks, etc.
20. **HEALTH HAZARD:** An actual or potential threat of contamination or pollution to the Authority's water system to such a degree or intensity that there would be a danger to the public health of the Authority's water system customers.
21. **INDUSTRIAL SERVICE:** Provision of water to premises for use in manufacturing or processing activities.
22. **CROSS CONNECTION:** A cross connection is a plumbing arrangement, other than a interconnection, by which contamination might be admitted to or drawn into the distribution system of the Authority, or into lines connected therewith used for the conveyance of potable water.
23. **MAIN EXTENSIONS:** Extensions of distribution pipelines beyond existing facilities and exclusive of service connections.
24. **MAINS:** Distribution pipelines which are located in streets, highways, etc., public ways or private rights of way, and which are used to serve the general public.
25. **METER INSTALLATION:** A meter installation is defined as an installation including one or more meters placed at one or more locations for the purpose of serving one or more premises in a building or a related group of buildings, in a facility or related group of facilities, in an area or a related group of areas, and in such other properties. More than one meter may be provided to allow flexibility of operation, or furnish adequate capacity, or to permit more accurate measurement of water, or due to the physical layout of the property.
26. **METER RATE SERVICE:** Provision of water to premises in measured quantities.
27. **METER TEST TAP:** A test port located on the discharge side of a meter for field testing accuracy of the meter.

The Municipal Authority of the Borough of Bellefonte, Centre County, Pennsylvania
Rules and Regulations Governing Water Service

28. **MUNICIPAL OR PUBLIC SERVICE:** Provision of water to a municipal subdivision of the Commonwealth of Pennsylvania or agency thereof, or to other similar public bodies.
29. **NON ESSENTIAL USE OF WATER:** Non essential uses of water include:
- a. The use of hoses, sprinklers, or other means for sprinkling or watering of shrubbery, trees, lawns, grass, plants, vines, gardens, vegetables, flowers, or any other vegetation.
 - b. The use of water for washing automobiles, trucks, trailers, trailer houses, or any other type of mobile equipment.
 - c. The washing of streets, driveways, parking lots, service station aprons, or office buildings, exteriors of homes, sidewalks, apartments, or other outdoor surfaces.
 - d. The operation of any ornamental fountain or other structures making a similar use of water.
 - e. The use of water for filling swimming or wading pools.
 - f. The operation of any water-cooled comfort air conditioning, which does not have water-conserving equipment.
 - g. The use of water from fire hydrants for construction purposes or fire drills.
 - h. The use of water for commercial farms and nurseries.
30. **NON-POTABLE WATER:** Water, which either is not safe for human consumption or is of questionable potability.
31. **OBJECTIONABLE INTERCONNECTION:** An objectionable interconnection is an interconnection other than an acceptable interconnection.
32. **OWNER:** The person, whether a natural person, partnership or corporation, in whom is vested ownership, dominion or title, of any premises which is or is about to be supplied with water by the Authority. Whenever used herein, the singular will include the plural and the plural the singular.
33. **POLLUTION:** The presence of any foreign substance (organic, inorganic or biological) in water which tends to degrade its qualities so as to constitute a hazard or impair the usefulness or quality of the water to a degree which does not create an actual public health hazard, but which does adversely or unreasonably affect such water for domestic use.
34. **POLLUTION HAZARD:** An actual or potential impairment to the potability of the community water system which constitutes a nuisance, is aesthetically objectionable or can cause physical damage to the community water system but would not be dangerous or threatening to public health.
35. **POTABLE WATER:** Water which is safe for human consumption according to recognized state and federal standards.

The Municipal Authority of the Borough of Bellefonte, Centre County, Pennsylvania
Rules and Regulations Governing Water Service

36. **PREMISES:** The word "premises," as used herein, means the property or area, including improvements thereto, to which water service is or will be provided, and as used herein shall be taken to designate:
- a. A building under one roof owned or leased by one customer and occupied as one residence or one place of business; or
 - b. A group or combination of buildings owned by one customer, in one common enclosure, occupied by one family or one organization, corporation or firm, as a residence, place of business, for manufacturing or industrial purposes, as a hospital, church, public or private school, or similar institution, except as otherwise noted herein; or
 - c. The one side of a double house having a solid vertical partition wall; or
 - d. Each side or each part of a house or building occupied by one family, even though the water closet and/or other fixtures be used in common; or
 - e. Each apartment, office, suite of offices, and/or places of business located in a building or group of buildings, even though such buildings in a group are interconnected by a tunnel, passageway, covered areaway, patio, or by some similar means or structure; or
 - f. A public building devoted entirely to public use, such as a town hall, school house, fire engine house; or
 - g. A single vacant lot or park or playground; or
 - h. Each house in a row of houses; or
 - i. Each dwelling unit in a row of houses, a dwelling unit being defined as a building or portion thereof with exclusive culinary and sanitary facilities designed for occupancy and used by one person or one family (household); or
 - j. Each individual and separate place of business and/or occupancy located in one building or group of buildings, commonly designated as shopping centers, supermarket areas, and by such other terms; or
 - k. Each dwelling unit in a public housing development owned and operated by the United States of America, a municipal subdivision of the Commonwealth of Pennsylvania, or an agency or instrumentality of the United States or the Commonwealth of Pennsylvania; by a philanthropic foundation or organization or some such similar body or organization; or operated under private ownership; or
 - l. Each free standing trailer; or
 - m. Each trailer park as a whole will be considered as single premises.

The Municipal Authority of the Borough of Bellefonte, Centre County, Pennsylvania
Rules and Regulations Governing Water Service

37. **PRIVATE FIRE PROTECTION:** Provision of water to premises exclusively for fire protection.
38. **PUBLIC FIRE PROTECTION SERVICE:** The furnishing of service through public fire hydrants.
39. **PUBLIC WATER SUPPLY SYSTEM:** Shall be defined as any part of a water supply utility operated by a municipal corporation, company, or individual authorized by written permit issued by the Department of Environmental Protection in accordance with the laws of the Commonwealth of Pennsylvania, to supply water and extend distribution facilities to the public.
40. **PUNCH LIST:** Deficiency list compiled at the final inspection. Correction of items on the punch list shall satisfy the Owner's requirement for substantial completion.
41. **REDUCED PRESSURE PRINCIPLE DEVICE:** A device that shall incorporate two or more check valves and an automatically operating differential relief valve located between the two check valves, two tightly closing shut-off valves, and equipped with necessary appurtenances for testing. The device shall operate to maintain the pressure in the zone between the two check valves, less than the pressure on the Authority potable water supply system side of the device. At cessation of the normal flow, the pressure between the check valves shall be less than the supply pressure. In case of leakage of either check valve, the differential relief shall operate to maintain this reduced pressure by discharging to the atmosphere. When the inlet pressure is two pounds per square inch or less, the relief valve shall open and vent to the atmosphere, thereby providing an air gap in the device. To be approved by the Authority or its designated agents, the device must be readily accessible for maintenance and testing and installed in a location where no part of the device will be subject to outside flooding. The device shall be used on the service connections, which may be subject to backflow and where there is a possibility of contamination that constitutes an actual or potential health hazard.
42. **SERVICE LINE:** The pipe, valves and other facilities by means of which water is conducted from the distribution main to the premises. The service line includes both the Service Line Connection and the Customer Facility.
43. **SERVICE LINE CONNECTION:** (Authority Service Line) The pipe, valves and other facilities by means of which the Authority conducts water from its distribution mains to the curb stop to be located at the curb line or property line of the premises, and specifically includes the corporation stop or other means of connection to the main, the service line connected to the corporation stop and extending to the point of connection to the curb stop, the curb stop, the service box and such other facilities.
44. **TAPPING:** The process by which the Corporation Stop is connected to the distribution main.
45. **TARIFF OR RATE SCHEDULE:** The entire body of effective rates, rentals, charges and regulations as published.

The Municipal Authority of the Borough of Bellefonte, Centre County, Pennsylvania
Rules and Regulations Governing Water Service

46. **TEMPORARY SERVICE:** A service for circuses, bazaars, fairs, construction work, irrigation of vacant property, trailers or trailer camps, and similar uses that because of their nature will not be used steadily or permanently.
47. **TENANT:** The word "tenant," whenever the same appears herein, is anyone occupying the premises under lease from a lessor and obtaining water from the mains of the Authority.
48. **WATERCOURSE:** A channel for conveyance of surface waters having defined bed and banks, whether natural or artificial, with perennial or intermittent flow.
49. **WATER HAMMER:** Pressure waves created when closing a valve abruptly stops the water in a pipeline.
50. **WELL-POINTS:** A section of perforated pipe with its lower end pointed for driving into soil.

SECTION II – CONDITIONS OF SERVICE

51. **GENERAL:** The Authority will furnish water and service only in accordance with the currently prevailing and as hereafter revised rates, Rules and Regulations of the Authority, which rates, rules and regulations are made a part of every application, contract, agreement or license entered into between the property owner or customer and the Authority.

The Authority hereby reserves the right, so often as it may deem necessary, to alter, amend, and/or repeal the rates and/or these rules and regulations, or any part; and in whole or in part to substitute new rates, rules and regulations, which altered, amended and/or new rates, rules and regulations, shall forthwith, without notice, become and thereafter be a part of every such application, contract, agreement or license for water service in effect at the time of such alteration, amendment and/or adoption.

SECTION III – APPLICATION FOR SERVICE AND CONTRACTS

52. **APPLICATION FOR SERVICE LINE CONNECTION:** A written application, prepared on the form furnished by the Authority, must be submitted to the Authority for the purpose of requesting the installation of a water service line connection to each premises or group of premises where an individual service line connection is permitted in accordance with these Rules and Regulations. Said application shall be signed by the owner of the premises and shall be subject to such water service connection fee and charges currently in effect. Said application, together with the Rules and Regulations of the Authority, shall regulate and control the service of water to such premises.
53. **APPLICATION FOR WATER SERVICE:** A written application, prepared on the form furnished by the Authority, must be submitted to the Authority for the purpose of requesting water service. Said application shall be signed by the owner of the premises or his duly authorized representative and, where a tenant is to be responsible for the charges, by the tenant also. Said application to be subject to the requirements relative to deposits and fees

The Municipal Authority of the Borough of Bellefonte, Centre County, Pennsylvania
Rules and Regulations Governing Water Service

as hereinafter set forth. The application, together with the Rules and Regulations of the Authority, shall regulate and control the service of water to such premises.

54. **INFORMATION ON APPLICATIONS:** Each applicant for a water service connection and/or water service will be required to complete and sign a form or forms provided by the Authority.
55. **APPROVAL OF APPLICATIONS:** Applications are merely written requests for service line connections and/or water service. All applications are subject to approval by the Authority and are subject to payment of all required fees and compliance with all regulations relative thereto prior to commencement of the work or service requested therein.
56. **APPLICATION/CONTRACT:** The application for water service shall be a binding contract on both the customer and the Authority upon approval by the Authority.

New Service: Service shall begin from the date water is turned on to the premise.

Existing Service: Service shall not begin before the account is cleared of any monies owed from prior service or appropriate payment arrangements have been made to the satisfaction of the Authority.

57. **TENANT CONTRACTS:** The application requesting water service by a tenant of the premises must be co-signed by the owner, or duly authorized agent of said property; the property owner guarantees the payment of all bills rendered if the tenant neglects to make such payment within the time specified; said application to be subject to the requirements relative to deposits and fees hereinafter set forth; which application together with the rules and regulations of the Authority, shall regulate and control the service of water to the premises. In the instance where a tenant and owner are not able to make application at the same time, the tenant will be given temporary water service for a period of ten days, in order that the tenant have sufficient time to obtain the owner's signature. In the event the contract is not returned properly executed, the water service will be discontinued after the eleventh day and will remain off until such time the Authority receives the completed contract. The tenant will be responsible for water consumption during this period and a turn off and on charge currently in effect.

NOTIFICATION OF TENANT'S DELINQUENCY TO PROPERTY OWNERS:
Approximately fifteen (15) days from the quarterly billing due date, unpaid tenants are notified by means of a reminder notice that the bill is past due. Approximately thirty (30) days from the original due date, a notice of possible termination is sent to the tenant. At this time a letter is mailed to the property's owner of record informing them of their tenant's water bill status.

The owner can then request, through written communication to the Authority, that water service be terminated due to non-payment. This must be done for each occurrence. The Authority will then issue a shut-off notice to be posted at the premises with a ten (10) day time limit to satisfy the delinquent amount, or else termination of service will occur. Once the water service has been terminated, the current turn-on fee is imposed in addition to the past due amount which needs to be paid to restore service.

The Municipal Authority of the Borough of Bellefonte, Centre County, Pennsylvania
Rules and Regulations Governing Water Service

If the owner does not issue this written communication to the Authority, then the policy of "Collection Procedure on Delinquent Accounts" shall continue, beginning with step #3.

58. **NEW CONTRACTS WITH EXISTING OR PRIOR CUSTOMERS WITH DELINQUENT AMOUNTS OUTSTANDING:** No agreement shall be entered into by the Authority with any applicant for water service or water service connection, whether owner or tenant, until all arrears for water, rents, bills for meter repairs or other charges, due from applicant at any premises now or theretofore owned or occupied by him, shall have been paid or until satisfactory arrangements for payment of such unpaid bills shall have been made.
59. **TERM OF CONTRACT:** All contracts covering water supply service shall continue in force from month to month or quarter to quarter, subject to the billing period, unless notice is given by either party of a desire to terminate the contract. Excepting in the case of delinquent accounts or other circumstances as included in the Authority's rules, by means of notification, the Authority will allow a certain period of time for the customer to rectify the situation. If not, the Authority will terminate service and consider not being in force for service after the date of termination.
60. **SPECIAL CONTRACTS:** The Authority may require, prior to approval of service, special contracts other than applications under the following conditions:
- a. If required by provision in the Schedule of Rates, the duration of the contract to be as specified in the schedule.
 - b. If the construction of an extension and/or other facilities is necessary.
 - c. For providing temporary service, including water service for building or other special purposes. Water for building purposes shall be used only from a temporary connection approved by the Authority.
 - d. For standby or fire protection service.
 - e. For connections with other qualified utilities or municipal subdivisions.
 - f. For extensions from the water supply system, whether or not such facilities are to be conveyed to the Authority.
 - g. If deemed necessary by the Authority.
61. **GOVERNMENTAL REGULATIONS A PART OF CONTRACT:** All contracts for water service shall be subject to the following provision:
- The Contract shall be at all times subject to the laws of the Commonwealth of Pennsylvania and its political subdivisions, the Federal Government and the Rules and Regulations of the Authority.
62. **INDIVIDUAL LIABILITY FOR JOINT SERVICE:** Two or more parties who join to make application for service shall be jointly and severally liable.

The Municipal Authority of the Borough of Bellefonte, Centre County, Pennsylvania
Rules and Regulations Governing Water Service

63. **NEW APPLICATION UPON CHANGE OF OWNERSHIP OR OCCUPANCY OR SERVICE:** A new application must be submitted to and approved by the Authority upon;
- a. Any change in ownership of the premises; or
 - b. Any change in occupancy of the premises where the owner wishes the tenant to be billed directly; or
 - c. Any change (in the size, character, or extent of equipment or operations utilizing water) in the water service to the premises. The Authority may, upon ten (10) days written notice to the owner and, if applicable, the tenant, discontinue water service to the premises until the required application has been submitted and approved.
 - d. At the time of the final meter reading as aforesaid, water service to the premises shall be discontinued unless and until the new owner or new tenant shall have made written application for continued water service as required by these rules and regulations.
64. **RENEWAL OF SERVICE:** Water service will be renewed under 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 Rules of the Authority due from the applicant.
65. **CONDITION OF PLUMBING SYSTEM:** The piping and fixtures on the property of the customer are assumed to be in satisfactory condition at the time service facilities are connected and water furnished; and the Authority, therefore, will not be liable in any case for any accidents, breaks, or leakage that are in any way due to the connection with the supply of water, failure to supply the same, or for the freezing of piping and fixtures of the customer, or for any damage to the property which may result from the usage or non-usage of water supplied to the premises.

SECTION IV – CASH DEPOSITS

66. **GENERAL:** The following general conditions shall apply to deposits in connection with applications for water service:
- a. Cash deposits are required from customers taking service according to the Authority's current schedule of rates.
 - b. Deposits shall be required from all applicants who are indebted to the Authority or who have impaired their credit with the Authority in any manner.

In the case of a customer who has commenced a case under the United States Bankruptcy Code, or any successor statute, the Authority shall require adequate assurance of payment, in the form of a security deposit, for water service after the date of such bankruptcy filing. The Authority may discontinue water service to the premises if neither the customer nor the bankruptcy trustee provides such security deposit within twenty (20) days after the date of such bankruptcy filing.

The Municipal Authority of the Borough of Bellefonte, Centre County, Pennsylvania
Rules and Regulations Governing Water Service

The amount of the deposit and the duration of and terms on which it is to be held shall be within the sole discretion of the Authority, except that such deposit shall not exceed the customer's estimated billings for one (1) year.

- c. Deposits will not bear interest to the customer.
- d. Any customer having a deposit shall pay bills for service as rendered in accordance with the Rules and Regulations. The deposit shall not be considered as payment on account of a bill during the term the customer is receiving service.
- e. Should a customer desire to discontinue service, the Authority will refund the deposit upon payment in full for all service rendered or apply the deposit to the final bill.

SECTION V – SERVICE CONNECTIONS 1" IN DIAMETER AND SMALLER

67. **INSTALLATION OF SERVICE LINE CONNECTION 1" AND SMALLER:** The Authority will install and maintain all service line connections 1" and smaller, make all connections to the main line, furnish, install and maintain all service lines from the mains to and including the curb stop, service box, and meter box which will be placed inside the curb or property line, the said service line connection to be the property of the Authority and to remain under the Authority's control. The Authority shall determine the location of the service line connection.

Only duly authorized employees or agents of the Authority will be permitted to install a service line connection from the mains of the Authority to and including the curb stop and or meter box located at the customers property line.

All meter boxes housing 1" meters and smaller will be furnished and installed by the Authority at the expense of the customer subject to fees currently in effect. The meter box shall become the property of the customer and be accessible to and subject to the Authority's control. All connections to the outlet side of the meter box shall be installed by, and at the expense of the customer.

The installation of all service line connections is subject to the submission of a written application to the Authority, as previously set forth, to such requests being reasonable, to approval thereof by the Authority and to the payment of such charges for the service line connection installation and meter settings as are in effect at the time of the application, said charges to be payable in advance. Where the governmental unit charges a fee for issuing a permit or permits for street or road openings, or for any other reason in connection therewith, the amount of the fee will be charged to the applicant in addition to the other charges.

The Authority reserves the right to defer the installation of service connections during inclement weather until such time as, in the judgment of the Authority, conditions are suitable for an expeditious and economical installation.

The Authority reserves the right to determine the size and the kind of the service line connection.

The Municipal Authority of the Borough of Bellefonte, Centre County, Pennsylvania
Rules and Regulations Governing Water Service

68. **MAINTENANCE – SERVICE LINE CONNECTION:** All service line connections 1" in diameter and smaller, originally furnished by the Authority, will be maintained by and at the cost of the Authority without expense to the customer for repairs, renewals or replacements.

When meter boxes are located at the curb, the riser pipes and connections therein will be maintained by the Authority. No customer or workman shall alter, change or in any way tamper with the meter box, meter, or piping and connections therein, without authorization from the Authority. All connections to the outlet side of the meter box shall be maintained by, and at the expense of the customer.

Prior to laying of new cement sidewalks, making changes in grade, or other changes in sidewalk construction, the customer shall notify the Authority in order that the Authority may relocate or adjust the curb box and meter box, if any, at the proper grade. If such notice is not given and the box or boxes are covered or cemented over, thereby necessitating additional expense to the Authority for finding and relocating the same, the customer shall be billed for such additional expense and the authority will, under no circumstances be responsible for damages to the sidewalk.

In cases where services are frozen, the Authority will at its own expense, thaw out the service connection to the curb stop. The thawing out of the service pipe from the curb stop to the premises shall be done by the customer at his own expense. To avoid a recurrence of freezing, the Authority will make an examination of customer's service line, and if the same is not at a depth of four feet as required, the Authority shall have the right to require it to be relocated before service is resumed.

69. **INSTALLATION – CUSTOMER FACILITY:** The customer facility, which is the service line extending from the curb stop and or meter box to the "premises" and all required appurtenances, shall be installed by, and at the expense of, the customer and shall be done in accordance with the Uniform Construction Code. The installation shall be in accordance with the following requirements:

- a. **General** – Each premises shall be served through a separate service line and through a separate meter, except where physical conditions prevent installation of separate service facilities and meters as determined by the Authority. The installation shall include connection of the service line to the curb stop, extension of the service line from the curb stop to a point within the building wall, the installation of a wheel handle round way stop cock or compression valve, without waste, the same size as the service line, on the street side and immediately before the meter; pressure regulator (where static pressure is more than 70 psi) and a union immediately after the meter; the meter; and a stop and waste cock on the outlet side of the meter, all facilities inside the building to be located so as to be readily accessible, protected from freezing and to provide proper drainage for the piping in the building, the installation to include also such facilities as are hereinafter set forth. Installation illustrated in customer facility and service connection detail. Where installation within the building being served is not feasible, meter and appurtenances shall be installed in an Authority approved meter pit or as directed by the Authority. The contractor for the customer shall notify the Authority when the customer facility will be installed in order to permit the Authority to schedule its work and install the service line connection.

The Municipal Authority of the Borough of Bellefonte, Centre County, Pennsylvania
Rules and Regulations Governing Water Service

- b. Material and Size – The material for all service lines one inch in size and under shall be of first quality new Type K soft copper service tubing manufactured in accordance with Federal Specification WW-7-799 or ASTM B88M-88.

The Authority exercises the right at any time to revise these requirements and to stipulate the size and weight per foot of pipe, kind and quality of all materials laid between the curb stop and the premises, which are to be furnished and installed by the owner of the property.

The service line shall be no less than ¾-inch in diameter.

- c. Installation and Testing Requirements

1. Installation – The customer facility must be laid in a straight line, at right angles to the street where possible, at a depth to provide not less than 4 foot cover, and as necessary to secure proper alignment and to avoid obstacles. The bottom of the trench shall be excavated so as to conform to the curvature of the pipe and afford good bearing surface. Where rock is encountered, the excavation shall be carried below the bottom of the pipe for the distance required and the excavation backfilled with earth or clay well tamped to the proper grade.

No metal pipe shall be placed in contact with cinders or other corrosive material. No service pipe shall be laid in the same trench with gas pipe, drain or sewer pipe, or any other facility of another public service company, nor within three feet of any open excavation or vault.

The joints in all copper tubing and pipe laid underground shall be made using a mechanical coupling of a design and material satisfactory to the Authority. No soldered joints shall be used, and no joints shall be made within a distance of less than five feet from the exterior wall of the premises. All pipes passing through foundation or bearing walls shall be provided with suitable sleeves and the annular space between the sleeve and the pipe made watertight. The sleeves shall be the size specified by the Authority.

2. Hydrostatic Tests – No service line shall be covered until the service line is filled with water and subjected to a hydrostatic test; this test to be observed by a representative of the Authority or Borough.

The line shall be slowly filled with water, expelled of all air, and the maximum pressure in the Authority system allowed to develop in the service line. All pipe, fittings, valves and joints shall be carefully examined during the test. All materials found defective shall be removed and replaced with sound and satisfactory materials and all leaks completely eliminated.

The Authority exercises the right to require that the small service lines be subjected to a hydrostatic test at normal operating pressure or 100 psi whichever is greater.

No loss whatsoever due to leakage will be permitted on small service lines.

The Municipal Authority of the Borough of Bellefonte, Centre County, Pennsylvania
Rules and Regulations Governing Water Service

- d. Inspection – The Authority shall be notified when the installation is completed, prior to backfilling, so that the service line can be subjected to the aforesaid hydrostatic test in the presence of a representative of the Authority, and an inspection made of both workmanship and materials. The notice shall include such data as the location, the name of the owner and tenant, and the time the work will be ready for inspection.

Water will not be supplied through the customer facility or any related part thereof, or through any service or supply line which has not been inspected in the open trench and approved by a representative of the Authority. This regulation applies to both original installation and repairs.

The cost of the inspection of an original installation is included in the Authority's prevailing tapping charge paid by the applicant or customer. In the event that an additional trip is necessary to complete the inspection, a fee will be charged at the prevailing charge established by the Authority at the time of said inspection work. If the inspection indicates failure to comply with the requirements, water service will not be granted until the proper remedial measures have been taken.

70. **MAINTENANCE – CUSTOMER FACILITY:** All customer facilities, service lines and fixtures installed by the customer shall be maintained by him in satisfactory condition. The meters and appliances furnished and owned by the Authority and on the property of the customer shall be protected properly and cared for by said customer. When repairs, renewals, replacements or other necessary work are required on the aforesaid facilities of the customer, the customer shall employ, without delay, competent tradesmen to do the work. All said work shall be done at the expense of the customer. All leaks in the service or any other pipe or fixture in or upon the premises supplied must be repaired immediately by the owner or occupant of the premises, under penalty of discontinuance of service by the Authority.

No person shall clean the customer facility without first being granted permission by the Authority, and such approval shall be subject to disconnection of the service line at the curb stop before cleaning, protection of the meter, and other related requirements. The operation or use of the curb stop shall be subject to control by Authority employees only.

No person except an authorized agent of the Authority shall be permitted to clean the service line between the main and the curb stop.

Any person(s) who cleans or permits another to clean a service line shall be responsible for any and all damages incurred to the Authority, resulting from such action. The Authority shall in no event be responsible for maintaining any portion of the service line or service line facilities owned by the customer, for damage done by water escaping therefrom, or from lines or fixtures on customer's property; and the customer shall at all times comply with municipal regulations with reference thereto, and make changes therein, required on account of change of grade, relocation of mains, or otherwise.

In cases where services lines are frozen, the Owner shall, at his expense, thaw out the customer facility. To avoid a recurrence of freezing, the Authority will make an examination of the customer facility, and if it is not at a depth of 4 feet, as required, the Authority shall have the right to require it to be relocated to a depth of 4 feet at the cost of the customer, before service is resumed.

The Municipal Authority of the Borough of Bellefonte, Centre County, Pennsylvania
Rules and Regulations Governing Water Service

71. **LENGTH OF SERVICE LINE:** Service lines exceeding 100 feet in length require a meter box installation. Said meter box is to be installed at the property or curb line of the premises. The Authority, in its sole discretion, may require the customer to construct, at his expense such meter box whenever the service line does not exceed 100 feet.
72. **PENALTY FOR PLACING OBSTRUCTIONS OVER, IN, OR AROUND CURB BOXES:** If obstructions are placed over, in, or around curb boxes in such manner as to prevent normal operation of the curb stop, or to result in damage to the curb box, curb stop or service line, the Authority will shut the water off at the curb stop, plug the curb box, or disconnect the service line, or turn the water off at the corporation stop or ferrule, as it may deem necessary. Before service will be renewed, the customer shall pay to the Authority the expenses incurred in shutting the water off and turning it on again, including the cost of: necessary trenching, backfilling, cutting and replacing pavement, sidewalk, or curbing, any municipal permit or permits for opening the pavement, and also shall settle any unpaid bill for water or other service and make a satisfactory deposit to insure the payment of future water bills, the minimum deposit to be in the amount established by the Authority's schedule of rates and charges.
73. **SERVICE LINE CONNECTION ON PRIVATE PROPERTY:** Service line connections will not be installed on property other than that of the premises to be furnished water.
74. **ONE SERVICE CONNECTION FOR EACH CUSTOMER:** A service line will be used to supply a single customer only, and no premises shall have more than one service connection except where impossible or impracticable to furnish an adequate water supply service thereto through one service connection; in which event, the Authority may agree to the installation and use of more than one such connection.
75. **SINGLE SERVICE LINE WITH TWO OR MORE CUSTOMERS:** Where two or more customers are supplied through a single service line, any violation of the Rules of the Authority by either or any of said customers, shall be deemed to be a violation as to all; unless said violation is corrected after reasonable notice, the Authority may take such action as can be taken for a single customer, except that such action shall not be taken until the innocent customer who has not violated the Authority's Rules, has been given a reasonable opportunity to attach his service pipe to a separately controlled service connection.
76. **OTHER CUSTOMER FACILITY REQUIREMENTS:** The Authority reserves the right to require any owner to install on, or in conjunction with, his service pipe such valves, stop cocks, check valves, relief valves, pressure regulator, air chamber, tank, float valve, meter test tap, pressure tank or other apparatus of approved design, when and where, in the Authority's opinion the conditions may require such installation for the purpose of safeguarding and protecting the Authority's property or water supply.

Should the use of water through a service line connection become excessive during periods of peak use, and cause a substantial decrease in pressure in the distribution system of the Authority to the extent that normal water service to other customers is impaired, the Authority exercises the right to require the installation of properly designed and adequate storage facilities on the system of the premises involved.

The Municipal Authority of the Borough of Bellefonte, Centre County, Pennsylvania
Rules and Regulations Governing Water Service

Said facilities shall include all piping, valves, fittings, storage structures, pumps, automatic controls, and other such appurtenances as are required to permit the storage of water and delivery therefrom during periods of peak water use on the premises, thereby avoiding a direct use from the system of the Authority during such periods. The basic design of such systems shall be subject to approval by the Authority.

When steam boilers take a supply of water directly from the service pipe, depending upon the hydraulic or hydrostatic pressure in the pipe system of the Authority for their supply under working pressure, it will be at the risk of the parties making such attachments, as the Authority will not be responsible for any accidents or damages to which such devices are frequently subject.

House boilers for domestic use must, in all cases, be provided with vacuum valves to prevent collapsing when water is shut off from the distributing pipes. The Authority will in no case be responsible for accidents or damages resulting from failure to observe this rule, or due to conditions in the distributing pipes, or from the imperfect action of any such valves, or due to such other causes.

77. **CHANGE IN LOCATION OF SERVICE CONNECTION:** The customer shall pay for the cost of relocation of all service line connections made at his request or for his convenience.
78. **RENEWAL OF SERVICE LINE:** When renewal of service line from the street main to the curb stop is found necessary, the Authority will renew said service in the same location as the old one. If the property owner or customer, for his own convenience, desires the new service line at some other location and agrees to pay all expenses of such relocation in excess of the cost of laying the service line in the same location as the old service line, and cutting off and disconnecting the old service line, the Authority will lay the new service line at the location desired.
79. **USE OF CURB STOPS:** Curb stops at the curb line shall not be used by the customer for turning on or shutting off the water supply. The control of the water supply by the customer shall be by means of a separate stopcock located in general, just inside the building wall. Curb stops are for the exclusive use of the Authority.

SECTION VI – SERVICE CONNECTIONS LARGER THAN 1 1/4" IN DIAMETER

80. INSTALLATION OF SERVICE LINE CONNECTION LARGER THAN 1 1/4": The Authority will install and maintain all service line connections larger than 1 1/4" in diameter from the Authority's main line to the customer's property line, including service valve and service box whenever boring is not required. The Authority shall maintain the service line from the Authority's main line to the service valve at the customer's property line, including the service valve. The Authority shall determine the location of the service line connection.

Service lines larger than " in diameter that require a meter pit shall be furnished, installed and maintained by and at the expense of the customer. All connections from the service valve to the meter pit shall be installed and maintained by the customer. All meter pits shall be located at the curb or customer's property line. No customer or workman shall alter, change or in any way tamper with the meter pit, meter, or piping and connections therein without authorization from the Authority.

The Municipal Authority of the Borough of Bellefonte, Centre County, Pennsylvania
Rules and Regulations Governing Water Service

81. **INSTALLATION OF SERVICE LINE CONNECTION LARGER THAN 1 1/4" THAT REQUIRE BORING:** The customer shall install the service line from the customer's property line to the Authority's main line including service valve and service box. The Authority will make all connections to the main line. The Authority shall maintain the service line from the Authority's main line to the service valve at the customer's property line, including the service valve. The Authority shall determine the location of the service line connection. The installation of all service line connections is subject to the submission of a written application to the Authority, as previously set forth, to such requests being reasonable, to approval thereof by the Authority and to the payment of such charges for the service line connection installation and meter settings as are in effect at the time of the application, said charges to be payable in advance. Where the governmental unit charges a fee for issuing a permit or permits for street or road openings, or for any other reason in connection therewith, the amount of the fee will be charged to the applicant in addition to the other charges.

The Authority reserves the right to defer the installation of service connections during inclement weather until such time as, in the judgment of the Authority, conditions are suitable for an expeditious and economical installation.

The Authority reserves the right to determine the size and the kind of the service line connection.

82. **MAINTENANCE – SERVICE LINE CONNECTIONS LARGER THAN 1 1/4" IN DIAMETER:** All service line connections larger than 1" in diameter from the Authority's main line to the customer's property line, including service valve and service box will be maintained by and at the cost of the Authority without expense to the customer for repairs, renewals or replacements.

When meter pits (boxes) housing meters larger than 1" are located at the curb or the customer's property line, the riser pipes and connections therein will be maintained by, and at the cost of the customer, and no customer or workman shall alter, change or in any way tamper with the meter pit (box), meter, or piping and connections therein, without authorization from the Authority.

Prior to laying of new cement sidewalks, making changes in grade, or other changes in sidewalk construction, the customer shall notify the Authority in order that the Authority may relocate or adjust the service box, if any, at the proper grade. If such notice is not given and the box or boxes are covered or cemented over, thereby necessitating additional expense to the Authority for finding and relocating the same, the customer shall be billed for such additional expense and the authority will, under no circumstances be responsible for damages to the sidewalk.

In cases where services are frozen, the Authority will, at its own expense, thaw out the service connection to the service valve. The thawing out of the service pipe from the service valve to the premises shall be done by the customer at his own expense. To avoid a recurrence of freezing, the Authority will make an examination of customer's service line, and if the same is not at a depth of 4 feet as required, the Authority shall have the right to require it to be relocated before service is resumed.

The Municipal Authority of the Borough of Bellefonte, Centre County, Pennsylvania
Rules and Regulations Governing Water Service

83. **INSTALLATION – CUSTOMER FACILITY:** The customer facility, which is the service line extending from the service valve and or meter pit (box) to the “premises” and all required appurtenances, shall be installed by, and at the expense of, the customer and shall be done in accordance with the Uniform Commercial Code. The installation shall be in accordance with the following requirements:

- a. General – Each premises shall be served through a separate service line and through a separate meter, except where physical conditions prevent installation of separate service facilities and meters as determined by the Authority. The installation shall include connection of the service line to the service valve, extension of the service line from the service valve to a point within the building wall, the installation of a wheel handle valve the same size as the service line, on the street side and immediately before the meter; pressure regulator (if required) after the meter; the meter; back-flow prevention device and a wheel valve on the outlet side of the meter, all facilities inside the building to be located so as to be readily accessible, protected from freezing and to provide proper drainage for the piping in the building, the installation to include also such facilities as are hereinafter set forth. The required installation is illustrated in customer facility and service connection detail. Where installation within the building being served is not feasible, or when length of service line exceeds 100 feet, meter and appurtenances shall be installed in an Authority approved meter pit or as directed by the Authority. The contractor for the customer shall notify the Authority when the customer facility will be installed in order to permit the Authority to schedule its work and install the service line connection.
- b. Material and Size – The material for all service lines larger than one inch in diameter shall be of first quality in accordance with the Authority’s Specifications for Waterline Construction. All service lines over two inches in size shall be double cement-lined ductile iron pipe, manufactured in accordance with the Specifications of the American Standards Association, Number H21.2 or H21.6, and AWWA C150 and C151, latest revisions, and shall have bell and spigot or mechanical joint ends, the latter type joints to be in accordance with American Standards Association Specification A21.11; the pipe to be the class required for the particular service.

The Authority exercises the right at any time to revise these requirements and to stipulate the size and weight per foot of pipe, kind and quality of all materials laid between the service valve and the premises, which are to be furnished and installed by the owner of the property.

c. Installation and Testing Requirements

1. Installation – The customer facility must be laid in a straight line, at right angles to the street where possible, at a depth to provide not less than 4 foot cover, and as necessary to secure proper alignment and to avoid obstacles. The bottom of the trench shall be excavated so as to conform to the curvature of the pipe and afford good bearing surface. Where rock is encountered, the excavation shall be carried below the bottom of the pipe for the distance required and the excavation backfilled with earth or clay well tamped to the proper grade.

No metal pipe shall be placed in contact with cinders or other corrosive material. No service pipe shall be laid in the same trench with gas pipe, drain or sewer pipe,

The Municipal Authority of the Borough of Bellefonte, Centre County, Pennsylvania
Rules and Regulations Governing Water Service

or any other facility of another public service company, nor within three feet of any open excavation or vault.

The joints in all pipe laid underground shall be made of a design and material satisfactory to the Authority. No soldered joints shall be used, and no joints shall be made within a distance of less than five feet from the exterior wall of the premises. All pipes passing through foundation or bearing walls shall be provided with suitable sleeves and the annular space between the sleeve and the pipe made watertight. The sleeves shall be the size specified by the Authority.

2. Hydrostatic Tests – No service line shall be covered until the service line is filled with water and subjected to a hydrostatic test, this test to be observed by a representative of the Authority.

The line shall be slowly filled with water, expelled of all air, and the maximum pressure in the Authority system allowed to develop in the service line. All pipe, fittings, valves and joints shall be carefully examined during the test. All materials found defective shall be removed and replaced with sound and satisfactory materials and all leaks completely eliminated.

The Authority exercises the right to require that service lines be subjected to a hydrostatic test at normal operating pressure or 100 psi, whichever is greater, and will require such a test on all customer facilities over two inches in diameter and on all unmetered service lines, including fire protection lines.

The loss due to leakage shown by tests on service lines larger than two inches in diameter shall not exceed fifty gallons per inch of diameter per mile of pipe per day.

- d. Inspection – The Authority shall be notified when the installation is completed, prior to backfilling, so that the service line can be subjected to the aforesaid hydrostatic test in the presence of a representative of the Authority, and an inspection made of both workmanship and materials. The notice shall include such data as the location, the name of the owner and tenant, and the time the work will be ready for inspection. Water will not be supplied through the customer facility or any related part thereof, or through any service or supply line which has not been inspected in the open trench and approved by a representative of the Authority. This regulation applies to both original installation and repairs.

The cost of the inspection of an original installation is not included in the Authority's prevailing tapping charge paid by the applicant or customer. A fee will be charged at the prevailing charge established by the Authority at the time of said inspection work. If the inspection indicates failure to comply with the requirements, water service will not be granted until the proper remedial measures have been taken.

84. **MAINTENANCE – CUSTOMER FACILITY:** All customer facilities, service lines and fixtures installed by the customer shall be maintained by him in satisfactory condition. The meters and appliances furnished and owned by the customer or Authority, and on the property of the customer, shall be protected properly and cared for by said customer. When repairs, renewals, replacements or other necessary work are required on the aforesaid facilities of the customer, the customer shall employ, without delay, competent tradesmen to do the

The Municipal Authority of the Borough of Bellefonte, Centre County, Pennsylvania
Rules and Regulations Governing Water Service

work. All said work shall be done at the expense of the customer. All leaks in the service, or any other pipe or fixture in or upon the premises supplied, must be repaired immediately by the owner or occupant of the premises, under penalty of discontinuance of service by the Authority.

No person shall clean the customer facility without first being granted permission by the Authority, and such approval shall be subject to disconnection of the service line at the service valve before cleaning, protection of the meter, and other related requirements. The operation or use of the service valve shall be subject to control by Authority employees only.

No person except an authorized agent of the Authority shall be permitted to clean the service line between the main and the service valve.

Any person(s) who cleans, or permits another to clean, a service line shall be responsible for any and all damages incurred to the Authority, resulting from such action. The Authority shall in no event be responsible for maintaining any portion of the service line or service line facilities owned by the customer, for damage done by water escaping therefrom, or from lines or fixtures on customer's property; and the customer shall at all times comply with municipal regulations with reference thereto, and make changes therein, required on account of change of grade, relocation of mains, or otherwise.

In cases where service lines are frozen, the Owner shall, at his expense, thaw out the customer facility. To avoid a recurrence of freezing, the Authority will make an examination of the customer facility, and if it is not at a depth of 4 feet, as required, the Authority shall have the right to require it to be relocated to a depth of 4 feet at the cost of the customer, before service is resumed.

85. **LENGTH OF SERVICE LINE LARGER THAN 1" IN DIAMETER:** Service lines exceeding 100 feet in length require a meter pit installation. The customer will be required to construct at its expense, a frost proof meter pit provided with a suitable cover and in accordance with the Authority's outside meter pit installation detail, said meter pit to be constructed at the property or curb line and to be used for the housing of the meter and back-flow prevention device required for the service of the "premises". The Authority, in its sole discretion, may require the customer to construct, at his expense, such meter pit whenever the service line does not exceed 100 feet.
86. **PENALTY FOR PLACING OBSTRUCTIONS OVER, IN, OR AROUND SERVICE BOXES:** If obstructions are placed over, in, or around service boxes in such manner as to prevent normal operation of the service valve, or to result in damage to the service box, service valve or service line, the Authority will shut the water off at the service valve, plug the service box, or disconnect the service line as it may deem necessary. Before service will be renewed, the customer shall pay to the Authority the expenses incurred in shutting the water off and turning it on again, including the cost of: necessary trenching, backfilling, cutting and replacing pavement, sidewalk, or curbing, any municipal permit or permits for opening the pavement, and also shall settle any unpaid bill for water or other service and make a satisfactory deposit to insure the payment of future water bills, the minimum deposit to be in the amount established by the Authority's schedule of rates and charges.

The Municipal Authority of the Borough of Bellefonte, Centre County, Pennsylvania
Rules and Regulations Governing Water Service

87. **SERVICE LINE CONNECTION ON PRIVATE PROPERTY:** Service line connections will not be installed on property other than that of the premises to be furnished water.
88. **ONE SERVICE CONNECTION FOR EACH CUSTOMER:** A service line will be used to supply a single customer only, and no premises shall have more than one service connection except where impossible or impracticable to furnish an adequate water supply service thereto through one service connection; in which event, the Authority may agree to the installation and use of more than one such connection.
89. **SINGLE SERVICE LINE WITH TWO OR MORE CUSTOMERS:** Where two or more customers are supplied through a single service line, any violation of the Rules of the Authority by either or any of said customers, shall be deemed to be a violation as to all; unless said violation is corrected after reasonable notice, the Authority may take such action as can be taken for a single customer, except that such action shall not be taken until the innocent customer who has not violated the Authority's Rules, has been given a reasonable opportunity to attach his service pipe to a separately controlled service connection.
90. **OTHER CUSTOMER FACILITY REQUIREMENTS:** The Authority reserves the right to require any owner to install on, or in conjunction with, his service pipe such valves, check valves, relief valves, pressure regulator, air chamber, tank, float valve, meter test tap, pressure tank or other apparatus of approved design, when and where, in the Authority's opinion the conditions may require such installation for the purpose of safeguarding and protecting the Authority's property or water supply.

Should the use of water through a service line connection become excessive during periods of peak use, and cause a substantial decrease in pressure in the distribution system of the Authority to the extent that normal water service to other customers is impaired, the Authority exercises the right to require the installation of properly designed and adequate storage facilities on the system of the premises involved.

Said facilities shall include all piping, valves, fittings, storage structures, pumps, automatic controls, and other such appurtenances as are required to permit the storage of water and delivery therefrom during periods of peak water use on the premises, thereby avoiding a direct use from the system of the Authority during such periods. The basic design of such systems shall be subject to approval by the Authority.

When steam boilers take a supply of water directly from the service pipe, depending upon the hydraulic or hydrostatic pressure in the pipe system of the authority for their supply under working pressure, it will be at the risk of the parties making such attachments, as the Authority will not be responsible for any accidents or damages to which such devices are frequently subject.

House boilers for domestic use must, in all cases, be provided with vacuum valves to prevent collapsing when water is shut off from the distributing pipes. The Authority will in no case be responsible for accidents or damages resulting from failure to observe this rule or due to conditions in the distributing pipes, or from the imperfect action of any such valves, or due to such other causes.

The Municipal Authority of the Borough of Bellefonte, Centre County, Pennsylvania
Rules and Regulations Governing Water Service

91. **CHANGE IN LOCATION OF SERVICE CONNECTION:** The customer shall pay for the cost of relocation of all service line connections made at his request or for his convenience.
92. **RENEWAL OF SERVICE LINE:** When renewal of service line from the street main to the service valve is found necessary, the Authority will renew said service in the same location as the old one. If the property owner or customer, for his own convenience, desires the new service line at some other location and agrees to pay all expenses of such relocation in excess of the cost of laying the service line in the same location as the old service line, and cutting off and disconnecting the old service line, the Authority will lay the new service line at the location desired.
93. **USE OF SERVICE VALVES:** Service valves at the curb line shall not be used by the customer for turning on or shutting off the water supply. The control of the water supply by the customer shall be, by means of a separate valve located in general, just inside the building wall. Service valves are for the exclusive use of the Authority.

SECTION VIII – METERS

94. **GENERAL:** All meters, one inch or smaller, will be furnished and installed by the Authority, and remain the property of the Authority, and be accessible to and subject to the Authority's control and maintenance. Meters of the fire type will not be installed for general service. A meter will be required for each premises except as otherwise provided herein. All meters larger than one inch will be purchased and installed by the owner as specified by the Authority. After initial purchase and installation of meters larger than one inch, the customer will assume full responsibility for maintenance and/or replacement.
95. **METER SIZE AND TYPE:** The Authority reserves the right, in all cases, to stipulate the size and type of the meter to be installed on each service line and to require the installation or replacement of a larger size meter in any case where the peak use of water places any meter under undue or unusual strain, exceeds the recommended water capacity, and/or does not meet the recommended application, and reserves the right to charge the fees currently in effect for the larger meters. The Authority reserves the right to remove the meter and to substitute another meter in its place, either permanently or temporarily, and the cost thereof shall be borne by the customer.

The Authority reserves the right in all cases to stipulate the type of remote registration to be installed on each meter and to require the installation or replacement of the register in any case where the existing remote registration is not compatible with the Authority's current automated meter reading system. The Authority reserves the right to remove the meter or meter register and to substitute another meter or register in its place, either permanently or temporarily, and the cost thereof shall be borne by the customer.

The minimum size of a meter installed shall be the same size as the service line, except that on a 3/4-inch line serving a domestic customer, the privilege of using a 5/8-inch meter may be allowed by the Authority.

98. **LOCATION:** The location for the meter shall be subject to the approval of the Authority, shall be at a convenient and accessible point, shall permit control of the entire supply and shall allow proper protection of the meter from freezing or other harm.

The Municipal Authority of the Borough of Bellefonte, Centre County, Pennsylvania
Rules and Regulations Governing Water Service

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

In cases where it is not practical to place the meter within a building, the Authority requires the property owner to construct, inside the property line, a watertight, frost proof meter pit provided with a suitable cover in accordance with the Authority's outside meter pit installation detail.

99. **INSTALLATION OF METER AND RELATED PIPING:** All piping, fittings, valves, meter test taps, check valves, gauges, bolts, nuts, meter pit structures, manholes, other accessories or materials, and the labor for installing the same, used in connection with meter settings within the property line of the premises, shall be at the expense of the applicant. The customer shall employ for this work the services of skilled tradesmen, qualified and approved by the Authority, who shall cooperate with the Authority and install all piping and appurtenances in accordance with the dimensions and requirements for each specific case, so that the meter or meters can be properly installed and connected by the Authority. The meter related piping shall be installed in accordance with the Uniform Commercial Code or any successor regulation.

The customer shall furnish on the service line: a gate valve without waste, the same size as the service line on the street side; pressure regulator (if required) and a valve on the outlet side and immediately after the meter. A suitable back-flow prevention device shall be furnished and installed by the customer at a point between the meter and the valve on the outlet side. A safety valve shall be also furnished and installed by the customer at a convenient point in the house piping to relieve excess pressures due to heating of water. The Authority recommends a thermal expansion absorber system also be installed by the customer as a safeguard against failed or non-functioning pressure relief valves. Such installation is illustrated in the thermal expansion absorber details furnished by the manufacturer.

The Authority may, at its discretion accept an application (on a form provided by the Authority) by a customer to have more than one meter and service line extension to the customer's premises. Any such application shall be signed by the customer. The Authority may, at its discretion, refuse such application, or terminate service through said additional meter(s), where the Authority determines that said additional service(s) will result or has resulted in the improper avoidance of a tap-in-fee, in the avoidance of full payment of applicable water and sewer charges, or is otherwise detrimental to the Authority and its customers. Each such additional meter and service line extension shall be subject to all other Rules and Regulations herein, including, but not limited to, separate meter deposits and minimum charges for each meter and service line extension. The additional service will require lock and wing stop valves to be installed in the service line ahead of all normal water service meters. All plumbing required to accommodate additional meter installations is the responsibility of the property owner.

Under certain conditions where there is a demand or necessity for uninterrupted water service, in order to eliminate inconvenience to both the customer and Authority when repairs, replacement or testing of the meter is necessary, the Authority may, at its option, require the installation of a battery of two or more meters on the one service line, with a combined capacity approximately equal to the capacity of the single meter requested.

The Municipal Authority of the Borough of Bellefonte, Centre County, Pennsylvania
Rules and Regulations Governing Water Service

Such installations shall be properly valved to control or cut any single meter out of service and permit its removal without interruption of service through the remaining meter or meters. In cases where meters are so installed, or where the Authority requires more than one meter, bills will be rendered separately for each meter, the minimum charges therefore also to apply.

- 100. MAINTENANCE, CARE AND RESPONSIBILITY FOR DAMAGE:** The Authority will maintain all meters one inch and smaller, except the customer is liable and responsible for damage to meters located at the customers premises caused by the act or omission of the customer. In the event of damage to or malfunctioning of the meter, the customer shall promptly notify the Authority. The Authority will furnish and set another meter to replace the one damaged. The repair costs including replacement parts, labor and transportation charges, testing and reinstallation, shall be the responsibility of the customer.

The customer will maintain all meters larger than one inch at its expense, and is liable and responsible for damage to meters located at the customer's premises caused by the act or omission of the customer. In the event of damage to or malfunctioning of the meter, the customer shall promptly notify the Authority. The customer will furnish and set another meter to replace the one damaged or malfunctioning. The repair costs including replacement parts, labor and transportation charges, testing and reinstallation, shall be the responsibility of the customer.

- 101. METER TESTS:** All meters are tested for accuracy by the manufacturer before installation and thereafter are periodically tested by the Authority.

Should the Authority at any time doubt the accuracy or correctness of the meter measuring water delivered to the customer's premises, the Authority will make a test of the accuracy of the meter. The Authority reserves the right to remove or test any meter at any time.

If a meter one inch and smaller is found to have an error in registration in excess of the AWWA Standards, the Authority will substitute another meter of the same size in its place, either permanently or temporarily at no cost to the customer.

In the event a meter larger than one inch is found to have an error in registration in excess of the AWWA Standards, the customer shall furnish and set another meter to replace the one found to be inaccurate. The Authority reserves the right to remove the meter and to substitute another meter in its place, either permanently or temporarily, and the cost thereof shall be borne by the customer.

Should the customer at any time doubt the accuracy or correctness of the meter measuring water delivered to the customer's premises, the Authority will, upon a written request of the customer, and if he so desires in his presence or that of his authorized representative, make a test of the accuracy of the meter. When a customer desires, either personally or through a representative to witness the testing of a meter, he may require the meter to be sealed in his presence before removal, which seal shall not be broken until the test is made in his presence. If the meter so tested shall be found to be accurate within the limits herein specified, a fee determined from the schedule indicated shall be paid to the Authority by the customer requesting such test; but if not so found, then the cost thereof shall be borne by the Authority. When making such request, the customer shall agree to the basis of payment herein specified or as currently in effect.

The Municipal Authority of the Borough of Bellefonte, Centre County, Pennsylvania
Rules and Regulations Governing Water Service

A report of such tests shall be made to the customer, and a complete record of such tests shall be kept by the Authority. The amount of the fee shall be the charge established by the Authority for the size of the meter being tested in accordance with the prevailing schedule of rates and charges adopted by the Authority.

Rates for testing meters not included in the above classification, or which are so located that the cost is out of proportion to the fee specified, will be furnished by the Authority after an estimate has been made to determine the cost. The fee above stipulated shall be payable by the applicant in advance. In the event the meter so tested is found to have an error in registration in excess of AWWA Standards, the cost of the test will be borne by the Authority, and the advance fee will be refunded. The bill, based on the last reading of such meter or meters, shall be corrected accordingly. This correction shall apply both for over and under registration.

102. **CHANGE IN LOCATION OF METERS:** The customer shall pay for the cost of relocation of all meters made at his request or for his convenience as approved by the Authority.
103. **SEALS:** No seal placed by the Authority for the protection of any meter, valve, fitting or other water connection shall be tampered with or defaced. It shall not be broken except upon authorization from the Authority or in the presence of an Authority representative. Where the seal is broken, the Authority reserves the right to remove the meter for test at the expense of the customer, even though said meter registered accurately.
104. **LEAKS:** Customers are urged to give careful attention to their plumbing and fixtures and make immediate correction of all leaks. No allowance will be made by the Authority for water used, lost, stolen or otherwise wasted through the water meter.
105. **READING AND REGISTRATION OF METERS:** Readings of meter shall be taken monthly or quarterly, at the option of the Authority, and the quantity recorded by the meter shall be taken to be the amount of water passing through the meter, which amount will be conclusive on both the customer and the Authority, except when the meter has been found to be registering inaccurately or has ceased to register. In such cases, the Authority may determine the quantity by:
- a. Last four (4)-billing periods divided by four (4) to obtain average.
 - b. Comparison of several years history of billing period in question.
 - c. Any other reasonable method.
106. **ACCESS TO METER, ETC.:** The Authority, at all reasonable times, shall have access to meters, service connections, and other property owned by it on customer's premises, for the purpose of maintenance, testing, operations and meter reading. The failure to permit reasonable access shall be sufficient cause for discontinuance of service.
107. **FAILURE TO PROVIDE ACCESS TO METERS, ETC.:** Should Authority's agent empowered to read meters be unable to obtain access for three consecutive, regular periods of meter reading, the Authority's agent may notify the customer by leaving a notice on the premises or by mailing such notice via the postal service, that the Authority must

The Municipal Authority of the Borough of Bellefonte, Centre County, Pennsylvania
Rules and Regulations Governing Water Service

obtain an actual reading during meter readers normal working hours. Should customer fail to make arrangements by the fourth consecutive reading date, a notice will be sent via first class mail. Said notice shall advise that water service will be discontinued within a limited period of time to consist of not less than five (5) days nor more than thirty (30) days, unless customer has ceased to be in default under the terms of these Rules and Regulations. If termination occurs, the turn-on fee currently in effect will apply.

108. **NOTIFICATION RELATIVE TO CONDITION OF METER:** The customer shall notify the Authority of damage to, or malfunctioning of the meter or of the breaking of the seal or seal wire, as soon as he is cognizant of such a condition.
109. **MINIMUM CHARGE:** Every meter is installed subject to a fixed minimum monthly or quarterly charge in accordance with the schedule of current rates. Such minimum charge shall be nonabatable for a nonuser of water, and noncumulative against subsequent consumption. In the case of fractional bills covering less than a month or a quarter, monthly or minimum charges and allowances shall be prorated.
110. **SEWAGE DEDUCT METERS:** A sewage deduct meter is defined as a secondary water meter, installed down stream of the primary meter, for the purpose of metering water utilized by the customer that will not be discharged to the sanitary sewerage system. The Authority does allow and read these meters in commercial establishments if they are installed at the cost of the customer, according to Authority specifications, inspected, and it can be verified that water is not discharged to sanitary sewage system.

SECTION IX – SERVICE

111. DISCONTINUANCE OF SERVICE:

- a. **By Customer - Permanently:** Any customer may terminate his service contract with the Authority by reason of moving permanently away from the premises, and have his water service discontinued upon giving notice thereof to the Authority, and upon the lapse of a reasonable time thereafter to permit the Authority to take final meter readings and attend to other details in connection with such discontinuance of service. The customer shall remain liable for water furnished to the premises described in his application until the Authority has received notice from him and the termination of service has taken effect as stated above.

By Customer – Temporarily: Any customer may terminate service temporarily for an extended period of time. However, before reinstatement of service, a turn-on fee will be applicable and any outstanding balances must be satisfied. Turn-offs for repairs are not subject to a turn-on fee.

- b. **By Authority:** Service under any application may be discontinued after due notice for any of the following reasons:
1. For misrepresentation in the application.
 2. For the use of water for, or in connection with, or for the benefit of, any premises or purposes other than those described in the application.

The Municipal Authority of the Borough of Bellefonte, Centre County, Pennsylvania
Rules and Regulations Governing Water Service

3. For willful waste of water through improper or substandard pipes, fixtures or otherwise.
 4. For failure to maintain in good order the service lines and fixtures owned by the applicant.
 5. For tampering with, or in any other way interfering with, any service pipe, meter, meter box, meter pit, curb stop, curb box, service valve, service box or with any seal on any meter or other fixtures and appliances of the Authority.
 6. For continued vacancy of the premises.
 7. For refusal of reasonable access to the premises for purposes of inspecting the piping, fixtures and other water system appliances therein, or for reading, caring for, testing, repairing or removing meters.
 8. For neglecting or refusing to make or renew advance payments where required or for nonpayment of water service or any other charge accruing under the application.
 9. For making or refusing to sever, upon notice, any cross connection between a pipe or fixture carrying water furnished by the Authority and a pipe or fixture carrying water from any other source.
 10. For resale of water except where subject to a special agreement.
 11. For premises where the demand for water is greatly in excess of past average or seasonal use, or where such excessive demands for water by the premises are or may be detrimental or injurious to, or make inadequate, or in any way impair water service furnished to other customers.
 12. For premises where apparatus, appliances or equipment using water is dangerous, unsafe and/or not in conformity with any laws or ordinances.
 13. For fraud or abuse.
 14. For violation of these Rules and Regulations or other requirements governing the supply of water furnished by the Authority.
112. **RENEWAL OF SERVICE AFTER DISCONTINUANCE:** Service may be renewed under a proper application when the conditions under which such service was discontinued are corrected and upon the payment of all proper charges or amounts provided in the schedule of Rates or Rules of the Authority.
113. **TURN-OFF WITHOUT AUTHORIZATION:** The customer shall not turn the water on or off at any corporation stop, curb stop or service valve, disconnect or remove the meter, or permit its disconnection or removal without the consent of the Authority.

The Municipal Authority of the Borough of Bellefonte, Centre County, Pennsylvania
Rules and Regulations Governing Water Service

114. **SUSPENSION OF SERVICE DUE TO EMERGENCY:** The Authority shall have the right, as necessity may arise, in case of breakdown, emergency, or for any other unavoidable cause, to cut off the water supply temporarily in order to make necessary repairs, connections, and other such work. The Authority will use all reasonable and practical measures to notify the customer of such discontinuance of service. In such cases the Authority shall not be liable for any damage or inconvenience suffered by the customer, or any claim against it at any time for interruption in service, lessening of the supply, inadequate pressure, poor quality of water or for any causes beyond its control; such temporary shut-off of the water supply shall not entitle the customer to any abatement or deduction in or from the water service charges, nor the refund of any portion of such service charges paid in advance during or for the time of such shutoff. When a supply of water is to be temporarily cut off; notice will be given, when practicable, to all customers affected by the shut off, stating the probable duration of the interruption of service and also the purpose for which the shut-off is made. Nothing in these Rules contained, however, shall be construed as a guarantee, covenant or agreement of the Authority to give notice of any shut-off due to emergency or otherwise.
115. **RESERVE SUPPLY:** The Authority shall have the right to reserve a sufficient supply of water at all times in its storage facilities, to provide for fire and other emergencies, or may restrict or regulate the quantity of water used by customers in case of scarcity or whenever the public welfare may require it.

SECTION X - PUBLIC FIRE SERVICE

116. **APPLICATION FOR PUBLIC FIRE HYDRANT AND LOCATION:** A written application prepared on the form furnished by the Authority must be submitted by any municipality that is served water by the Authority, for the purpose of requesting the installation of public fire hydrants; said application to be signed by duly authorized officials of the municipality.

The application must be accompanied by a plan showing the proposed location of each fire hydrant on the public highway or public property, showing the line and grade of the highway or area, and such other data.

The Authority will determine whether proper service can be furnished at the fire hydrant under normal and ordinary conditions, subject to: the size of the existing street main, the sizes of the lines in the surrounding distribution system, the available pressures, and to such other factors. The municipality will be advised relative thereto.

The entire cost of a fire hydrant installation shall be paid in accordance with the agreement governing its installation. A developer of a housing plan or commercial development or any individual, group, organization, municipality, or any other such organization that requests of the Authority to extend its facilities in order to receive water service, will be required to pay for the entire cost of installing all fire hydrants required by the municipality. The local municipality will determine the number and location of all fire hydrants along the new water line installation and whoever pays for the water line extension will be responsible for all costs associated with the fire hydrant installation.

A fire hydrant installation is intended to include a tee and other fittings required in the main line, a branch 6-inch line extending from the tee placed in the main line to the fire hydrant, a

The Municipal Authority of the Borough of Bellefonte, Centre County, Pennsylvania
Rules and Regulations Governing Water Service

valve in the 6-inch line and valve box, a standard Authority fire hydrant, proper blocking of the fire hydrant, the tee and other fittings, and such other work as indicated on the standard plans of the Authority relative to fire hydrant installations.

Each fire hydrant will be subject to the Public Fire Service Charge set forth in the Rate Schedule.

117. **PENALTY FOR PLACING OBSTRUCTIONS OVER, IN OR AROUND PUBLIC FIRE HYDRANTS:** If obstructions are placed over, in or around in such manner as to prevent normal operation of or to result in damage to the fire hydrant, the Authority will notify the governing law enforcement agency for issuance of the appropriate citation. The customer responsible shall pay to the Authority the expenses incurred in removing the obstruction or making repairs caused by such obstruction including the cost of necessary trenching and backfilling, of cutting and replacing pavement, sidewalk or curbing, and of any municipal permit or permits for opening the pavement.
118. **MAINTENANCE:** All public fire hydrants will be maintained by the Authority at its own cost and expense, provided that any expense for repairs caused by carelessness or negligence of the employees of the particular municipality or the member of the fire department thereof shall be invoiced to the responsible party.
119. **ALLOWABLE USE:** Only persons authorized by the Authority shall take water from any public fire hydrant or hose plug, except for fire purposes or for the use of the fire department in case of fire; and no public fire hydrant shall be used for sprinkling streets, flushing sewers or gutters or for any other than fire purposes, except with the approval by the Authority, said approval being subject to revocation at any time.
120. **CHANGE OF LOCATION:** Whenever a municipality or person or persons desire a change in the location of any fire hydrant, the Authority, upon written notice to do so, will make such a change if determined feasible, at the expense of the municipality or person or persons.
121. **INSPECTION:** Upon request of the duly authorized officials of any municipality, the Authority will make inspections at convenient times and at reasonable intervals to determine the condition of the fire hydrants, such inspections to be made by a representative of the Authority and a duly authorized representative of the municipality.

SECTION XI - PRIVATE FIRE SERVICE

122. **APPLICATION FOR PRIVATE FIRE PROTECTION SERVICE:** A written application prepared on the form furnished by the Authority must be submitted to the Authority for the purpose of requesting a special fire connection for private fire protection service, said application to be signed by the owner of the premises or his duly authorized agent, said application to be subject to such fees and terms and conditions as are hereinafter set forth and included therein, and to the execution of a contract, which application, together with the Rules and Regulations of the Authority, shall regulate and control the furnishing of such services to such premises, and said application to be submitted at least two months before the service line is required.

The Municipal Authority of the Borough of Bellefonte, Centre County, Pennsylvania
Rules and Regulations Governing Water Service

The application shall be accompanied by accurate plans showing the proposed fire protection system and appurtenances and showing any other water supply system and appurtenances which may exist on the premises. No fire protection facilities involving the use of Authority water shall be installed at any time and no changes in or additions to said fire protection facilities shall be made without prior approval by the Authority, said fire protection facilities to include all pumping and/or mechanical means of taking water from the Authority system, storage stands and all such facilities. All approvals will be subject to Section XII Responsibility for Fire Service and shall be subject to such restrictions and limitations as established by the Authority.

123. **APPROVAL OF APPLICATION:** The application does not bind the Authority to approve the requested special connection. The Authority will make an engineering study of each proposed installation to determine whether such a connection is reasonable and practical, and whether such a connection will in any way endanger the general water service in the vicinity; the Authority reserving the right to refuse approval of an application relative thereto. The Authority further reserves the right to make an approval subject to the installation of adequate storage facilities and related appurtenances on the premises thereof, if found necessary in order to permit maintenance of adequate water service to other customers.
124. **TERMS AND CONDITIONS:** The final approval of an application and furnishing of private fire protection service will be subject to the execution of a contract between the responsible parties and the Authority, containing the following terms and conditions and containing such other terms and conditions as are found necessary:
- a. That the applicant agrees to pay all costs associated with review and approval of the application.
 - b. That the Authority, by its representatives, shall have the right to enter the premises of the applicant at any reasonable time for the purpose of making such inspections as it may deem necessary, and it shall have the right to attach any testing device or use any means which it may elect to ascertain the condition of the pipe and appurtenances and uses made of same.
 - c. That a separate service connection from the street main up to and including the curb or valve box and control valve shall be installed solely for the purpose of providing fire service and at the expense of the applicant and shall be maintained by the Authority; that all other pipe, fixtures and appurtenances shall be installed in accordance with the requirements set forth relative to service line and/or water main extensions and maintained in good condition by and at the expense of the applicant.
 - d. That the applicant shall install at the applicant's expense, a detector device on said service line at such location as may be required by the Authority. Such detector device shall be a double check detector assembly equipped with external metered by-pass. Such detector device shall be maintained by the customer and shall be subject to the control of the Authority.
 - e. That the applicant does not contemplate uses of fixtures other than herein stated. If a supply of water for use other than extinguishment of a fire is desired by the applicant, then same shall be taken only through a service pipe separately connected with the street main of the Authority and not connected directly or indirectly with the service

The Municipal Authority of the Borough of Bellefonte, Centre County, Pennsylvania
Rules and Regulations Governing Water Service

pipe contemplated by this application. The Authority may consider approval of alternate designs contrary to this condition, under special service conditions. Any waste of water or use of water for purposes other than the extinguishment of fire through this connection shall be deemed a violation of the terms and conditions of this application and the Rules and Regulations of the Authority.

- f. That the applicant shall furnish, attach and make a part hereof, an accurate sketch showing the pipes, valves, hydrants, tank openings and appurtenances contemplated in this application. Such sketch may also show any other water supply system and pipelines and appurtenances which may exist on the premises. There shall be no connection between such other supply and pipe connected to the Authority's mains.
- g. That the rights and obligations of the applicant hereunder shall be further subject at all times to the Rates, Rules and Regulations of the Authority that now exist or which may hereafter be adopted.
- h. That the applicant agrees to obtain in advance the approval of the Authority.
- i. That, subject to acceptance by the Authority of the completed facilities, the contract shall continue as such until cancelled by written notice, given 30 days in advance, by the applicant to the Authority.
- j. That the Authority has the right to discontinue or disconnect said service pipe and terminate the contract, upon written notice given 30 days in advance by the Authority to the applicant, for failure to pay any bill when due or for any violation of any of the terms and conditions of this application, or for any violation of its Rules; and, in emergencies, also has the right, without notice, to shut off all or any part of its facilities and discontinue the service when deemed necessary by the Authority for the purpose of making any repairs, alterations, additions or to prevent possible contamination through cross-connected facilities of the applicant or to prevent negligent or willful waste of water through the facilities of the applicant.

125. **GENERAL CONDITIONS – PRIVATE FIRE SERVICE:** A private fire service line/sprinkler system, fire hydrant and or hydrants will be subject to a special contract, rate schedule charges set forth under Private Fire Service, Rules and Regulations controlling such service and all the foregoing requirements.

When a private fire service line/sprinkler system, hydrant and or hydrants are to be located within the yard of the customer's premises, the entire installation, from the street main to and including the hydrant and or hydrants, shall be installed at the expense of the customer.

Private fire service lines/sprinkler systems less than 100 feet in length are not required to be metered. Private fire lines/sprinkler systems and fire hydrants that are not metered will be subject to a fixed minimum quarterly charge based on the size of the fire line/sprinkler system and quantity of fire hydrants in accordance with the schedule of rates for water service. Such connections, where allowed, are to be used solely for the extinguishment of fire and for no other purpose, except upon the written consent of the Authority; and any violation of this provision shall be cause for the cancellation of the contract and discontinuance of the service.

The Municipal Authority of the Borough of Bellefonte, Centre County, Pennsylvania
Rules and Regulations Governing Water Service

The listed rate for each private fire service line/sprinkler system, hydrant and or fire hydrants shall apply regardless of whether the installation is made by the Authority or at the expense of the customer.

Private fire service lines/sprinkler systems greater than 100 feet in length will be required to be metered and require a meter pit installation. The customer will be required to construct at its expense, a frost proof meter pit provided with a suitable cover and in accordance with the Authority's outside meter pit installation detail, said meter pit to be constructed at the property or curb line and to be used for the housing of the fire line meter assembly and back-flow prevention device required for the service of the "premises".

Each metered private fire service line/sprinkler system served will be subject to a fixed minimum quarterly charge based on the size of the meter. The customer shall be responsible for consumption or usage and shall be billed in accordance with the current schedule of rates for water service.

Metered private fire hydrants are not subject to a fixed minimum quarterly charge.

The Authority reserves the right to access and utilize any private fire hydrant, regardless of location, for the purpose of maintaining the water distribution system.

126. **COST OF FIRE SERVICE CONNECTION:** All service connections for private fire service, shall be installed by the Authority and the customer will be charged with all direct and indirect costs incurred by the Authority as a result of making said connection. Such costs shall be in addition to the connection fee.

SECTION XII - RESPONSIBILITY FOR FIRE SERVICE

127. **RESPONSIBILITY FOR SERVICE:** It is agreed by the parties receiving public fire service, private fire service or any other service, that the Authority does not guarantee any special service, pressure, or capacity of facility other than is permitted by the ordinary and changing operating conditions of the Authority, as the same exist from day to day. It is agreed by the parties receiving service that the Authority shall be free and exempt from any and all claims for injury to any persons or property by reason of fire, water, failure to supply water pressure or capacity.

SECTION XIII- BILLS AND PAYMENT

128. **PLACE OF PAYMENT:** All bills are payable at the General Office of the Authority or any payment agency as designated by the Authority.
129. **BASIS FOR PREPARATION OF BILLS:** All bills for service furnished by the Authority will be based on the published Rate Schedule of the Authority.

The Municipal Authority of the Borough of Bellefonte, Centre County, Pennsylvania
Rules and Regulations Governing Water Service

Each metered customer served will be subject to a fixed minimum monthly or quarterly charge, based on the size of the meter or meter installation with consumption or usage to be billed in accordance with the Rate Schedule. Such minimum charge shall be nonabatable regardless of actual use, and noncumulative against subsequent consumption. In the case of fractional bills covering less than a month or a quarter, monthly or minimum charges shall be prorated.

130. **BILLS RENDERED AND DUE:** The Authority will make regular meter readings either monthly or quarterly, at its option, and bills will be rendered as soon as practicable after the reading of the respective meters.

All bills are due and payable within the eighteenth (18th) and the twenty-second (22nd) of the month, depending upon said months weekday arrangement. The Authority will allow a "day of grace" to follow after the denoted due date of the bill.

Payments received after the required payment period will incur a penalty being added to the bill as is currently in effect.

Approximately fifteen (15) days from the billing due date, customers with balances owed are notified by means of a reminder notice that the bill is past due. Approximately thirty (30) days from the original due date, a second notice of possible termination is rendered to customers with unpaid balances.

The Authority may mail or deliver the bills and notices to the customer at the address given in the application for service and the Authority shall not be responsible for delivery thereto. Failure to receive bills will not be an excuse for nonpayment.

For any check received by the Authority in payment of any bill which is returned by the Drawee bank for any reason, the customer shall be charged a fee as currently in effect.

131. **ABATEMENT:** Customers desiring an abatement from water bills due to vacancies shall give written notice at the office of the Authority, requesting the water to be shut off. Abatement will be made of a portion of the charges in proportion to the period when water has been shut off bears to the entire period. No adjustments on meter bills will be made for any reason other than incorrect registering of meter.

132. **COLLECTION PROCEDURES/DELINQUENT ACCOUNTS:**

STEP NO. 1 Approximately fifteen (15) days from the billing due date, customers with balances owed are notified by means of a reminder notice that the bill is past due.

STEP NO. 2 Approximately thirty (30) days from the original due date, a second notice is rendered, indicating possible termination of service unless payment is made.

STEP NO. 3 At the time the second notice is generated, a listing of accounts with a balance over \$150.00 or no payment received within a six (6) month period is produced. From this listing, a shut-off notice will be posted at the premises with a ten (10) day time limit to pay. Once this period of time

The Municipal Authority of the Borough of Bellefonte, Centre County, Pennsylvania
Rules and Regulations Governing Water Service

has expired, without customer contact and satisfactory payment arrangements, the water service is terminated.

- STEP NO. 4 In order for service to be restored, either payment in full will be made or payment arrangements which include the turn-on fee will be agreed upon.
- STEP NO. 5 When a payment schedule has been agreed upon and the customer defaults on that promise to pay, water service will be terminated without notice and will not be renewed until the full amount past due is made.

SECTION XIV - CROSS-CONNECTION, INTERCONNECTIONS AND BACKFLOW PREVENTION DEVICES

133. **PURPOSE AND INTENT:** It is the purpose and intent of these regulations to protect the community potable water system of the Authority from the possibility of contamination or pollution by isolating within its customers private water distribution system or systems, such potential contaminant of the Authority system. It is the intent of this regulation to provide for the maintenance of a continuing program of cross connection control which will systematically and effectively prevent contamination or pollution of the water distribution system of the Authority.

All customers where applicable within the water system of the Authority shall, as a condition precedent to receiving service where there exists cross-connection facilities in their plumbing fixtures, be required to have a program of backflow prevention which will systematically and effectively prevent the possibility of contamination or pollution of water within the water system.

Any customer or rate payer of the Authority whose plumbing system necessitates the need for elimination or control of cross-connections shall be required as a condition of receiving service to have backflow preventers installed, of such design, size and quantity so as to effectively meet the requirements of Federal and State Clean Water Drinking Acts, their amendments, as well as all county, or municipal health codes and municipal building code requirements.

Any customer or rate payer of the Authority who fails to establish an acceptable backflow prevention system shall have his/her or its service terminated until such time as these regulations are complied with. In that regard, the Authority requires that as a condition of service the customer or rate payer shall install backflow prevention devices as described herein and failure to install same will require and/or cause the Authority to withhold service until such time as the backflow preventer or some other acceptable system has been installed.

134. **BACKFLOW PREVENTION DEVICES:**

- a. In selecting for use the devices outlined herein, it is vital that the degree of protection provided be commensurate with the degree of hazard present. It is also important that the limitations of each device be understood since the degree of protection provided

The Municipal Authority of the Borough of Bellefonte, Centre County, Pennsylvania
Rules and Regulations Governing Water Service

will depend on the type of backflow prevention device and the maintenance program employed.

Acceptable backflow prevention devices used for cross-connection control are as follows:

1. Air Gap
2. Reduced Pressure Principal Devices*
3. Double Check Valve Assembly*

*RPPD's and DCVA's should conform to AWWA Standard C506 latest revision

- b. The following list outlines the recommended type of backflow prevention devices which should be installed for the protection of a community water supply. This is a partial list and is not intended to supplant any ordinances or standard developed by the United States Environmental Protection Agency (USEPA) or Pennsylvania Department of Environmental Protection (PADEP).

1. Plant or Facility

		Air Gap	RPPD	DCVA
1.	Automatic Car Wash	x	x	
2.	Automatic Plants	x	x	
3.	Auxiliary Water Systems	x	x	
4.	Beverage Bottling Plants			x
5.	Breweries or Distillers	x	x	
6.	Chemical Plants	x	x	
7.	Dairies and Cold Storage Plants			x
8.	Dye Works	x	x	
9.	Film Processing	x	x	
10.	Irrigation Systems	x	x	
11.	Laboratories	x	x	

The Municipal Authority of the Borough of Bellefonte, Centre County, Pennsylvania
Rules and Regulations Governing Water Service

12.	Laundries			X
13.	Meat Packing and Reduction Plants	X	X	
14.	Metal Plating Plants	X	X	
15.	Paper and Paper Products	X	X	
16.	Petroleum, Gas Processing or Storage	X	X	
17.	Plating Plants	X	X	
18.	Power Plants	X	X	
19.	Rubber Plants	X	X	
20.	Sewage or Storm Water Treatment Plants And Pump Stations	X		
21.	Cross Connections	X	X	
22.	Radioactive Materials Processing or Handling Plants	X		
23.	Manufacturing, Processing, or Fabricating Plants Utilizing Toxic Materials	X	X	
24.	Manufacturing, Processing, or Fabricating Plants Utilizing Non-Toxic Materials			X

2. Buildings

		Air Gap	RPPD	DCVA
1.	Single Family Home			X
2.	Convalescent Home			X
3.	Medical Clinic	X	X	
4.	Medical or Dental Building	X	X	
5.	Multipurpose Commercial Building			X
6.	Office Building			X
7.	Hospitals	X	X	
8.	Home for the Aged			X
9.	Mortuary	X	X	

The Municipal Authority of the Borough of Bellefonte, Centre County, Pennsylvania
Rules and Regulations Governing Water Service

10.	Morgue	x	x	
11.	Nursing Home			x
12.	Schools			x
13.	Schools with Laboratories	x	x	
14.	Apartment or Hotel with Restaurant			x

15.	Apartment or Hotel			x
16.	Apartment or Hotel with Sewage Ejector	x	x	
17.	Apartment or Hotel with Pump House Or Water Storage Tank			x
18.	Public Building (Federal, State or City):			
	Potential Health Threat	x	x	
	Potential Pollution Threat			x
	Restricted or Classified Facility	x	x	
19.	Restaurant or Food Handling Facility		x	x
20.	Supermarket			x
21.	Buildings with Sewage Ejectors	x	x	

3. Municipal Water Systems

		Air Gap	RPPD	DCVA
1.	Connection of Two Water Systems	x		x

4. Fire Protection Systems

		Air Gap	RPPD	DCVA
1.	Any System with Pumper Connection			x
2.	Any System with Auxiliary Water Source		x	x
3.	Any System Utilizing Anti-Freeze		x	

135. **RESPONSIBILITY:** The Authority shall exercise reasonable diligence to insure the customer takes proper precaution in order to protect the community water system from contamination or pollution due to backflow through the water system connection. The

The Municipal Authority of the Borough of Bellefonte, Centre County, Pennsylvania
Rules and Regulations Governing Water Service

Authority or designated agent shall determine the degree of hazard to the community water system, and require, at the customer's expense, installation of an approved backflow prevention device at the water service connection, commensurate with the degree of hazard. The Authority or its designated agent also shall give notice in writing to said customer to install such an approved backflow prevention device at each service connection. The Authority or its agent shall require at the customer's expense annual or more frequent testing, proper maintenance and repair, and adequate records of each test and subsequent repair, including material or replacement parts for each installed and approved backflow prevention device. The customer, as a condition of service or continued service, must send to the Authority the written test results and/or repair information on forms supplied by the Authority. Failure, refusal, or inability on the part of the customer to install, test, maintain, repair, or keep record of safety devices, shall constitute a ground for the Authority to discontinue the water service of said customer. The testing of backflow prevention devices shall be done only by individuals who are deemed as qualified and approved prior to said testing by the Authority.

136. PROHIBITION OF CROSS CONNECTIONS:

- a. No water service connection to any customer shall be installed or maintained by the Authority unless said connection is protected as required by these rules and regulations. Service of water to any customer shall be discontinued by the Authority or its agents if any approved backflow prevention device required by these rules and regulations is: (a) improperly installed or (b) not installed or (c) not regularly tested and maintained, or (d) removed, bypassed, or inaccessible to the Authority's water system personnel or agents for the purpose of inspection or testing. Also, water service to any customer shall be discontinued by the Authority if adequate records of test results for approved backflow prevention devices are not kept and forwarded in writing to the Authority on forms provided by the Authority.
- b. Delivery of water shall be discontinued immediately and without notice to the customer if a duly authorized regulatory agency determines that the Authority water distribution system is in immediate danger of being contaminated or polluted.
- c. Delivery of water under normal conditions shall not be discontinued until written notice thereof has been given to the customer pursuant to Section 143 of these Rules and Regulations.
- d. In the case of discontinuance of service for violation of this section of the Rules and Regulations, said notice shall state the conditions or defects which must be corrected and the date on or after which delivery of water will be discontinued which shall not be less than fifteen (15) days nor more than ninety (90) days following the date of mailing of the notice. The Authority or its agent may grant to the customer an extension of an additional period not to exceed ninety (90) days if in the Authority's opinion the customer has exercised due diligence but has been unable to comply with the notice within the time period originally given.
- e. The customer's water system shall be opened for inspection at all reasonable times to authorized representatives of the Authority or its agents, to determine the adequacy of backflow prevention device records, whether cross connections or violations of these rules and regulations exist, the degree of hazard to the Authority water distribution

The Municipal Authority of the Borough of Bellefonte, Centre County, Pennsylvania
Rules and Regulations Governing Water Service

system or for the inspection and operational testing of backflow prevention devices. Each customer as a condition of the continued delivery to said customer's premises of community water supply shall be considered as having consented to entry upon said customer's premises by Authority personnel for the purposes stated herein.

- f. An approved backflow prevention device shall be installed at the expense of the customer on each service connection after the water meter or immediately inside the building being served, but, in all case, before the first branch line leading off the service connection lines wherever the following conditions exist:
1. In the case of the customer having an auxiliary water supply which is not approved by a duly authorized regulatory agency or not acceptable to the Authority, the community water supply shall be protected by installation of an approved backflow prevention device in the customer's service line or lines.
 2. In the case of the customer having any industrial fluids or any other objectionable substance being handled in such a manner as to create an actual or potential hazard to the community water system. The community water supply shall be protected by installing an approved backflow prevention device in the customer's service line or lines. This shall include handling of water originating from the community water supply system which has been subject to deterioration in quality.
 3. In case of: 1) the premises having one internal cross connection which cannot be permanently corrected; 2) controlled or intricate plumbing and piping arrangements or 3) entry to all portions of the premises is not readily accessible for inspection purposes, making it impracticable or impossible to ascertain whether or not cross connections or the degree of hazard they impose exist, the community water system shall be protected by installing an approved backflow prevention device in the customer's service connection line or lines.
- g. The type of backflow prevention device required herein shall depend upon the degree of hazard, as determined by the Authority or its designated agent, which exists as follows:
1. In the case of health hazards as defined in the definitions hereto, a reduced pressure principal device (RPPD) or air gap (AG) shall be installed in the customer's service line or lines at the customer's expense.
 2. In a case of pollution hazards as defined, an acceptable backflow prevention device shall be installed in the customer's service line or lines at the customers expense.
- h. All presently installed backflow prevention devices, which do not meet the requirements of an approved device and which can be shown to have been adequately inspected, tested, and maintained, shall be acceptable and approved as long as the Authority is assured that these devices can adequately protect the community water system. If, however, the existing device is moved from its present location, requires more than minimum maintenance, or maintenance will constitute a health hazard, the device must be replaced by an approved device.

The Municipal Authority of the Borough of Bellefonte, Centre County, Pennsylvania
Rules and Regulations Governing Water Service

- i. No customer shall alter, bypass or render ineffective or inoperable any approved backflow prevention device covered by these rules and regulations.

SECTION XV – GENERAL

137. **AVAILABILITY – RULES AND REGULATIONS:** Copies of these Rules and Regulations Governing Water Service are available for inspection at the office of the Authority at all times during regular working hours. Copies of these Rules and Regulations are available for purchase in accordance with the current Schedule of Rates and Charges.
138. **ACTS OF AUTHORITY EMPLOYEES AND/OR OTHERS:** No agent or employee of the Authority shall have the power or right to bind the Authority by any promise, agreement, or representation contrary to these Rules and Regulations.
139. **SEVERABILITY – RULES AND REGULATIONS:** The provisions of these Rules and Regulations are severable and if any provision, sentence, clause, section, part or application thereof shall be held illegal, invalid or unconstitutional shall not affect or impair any of these remaining provisions, sentences, clauses, sections, parts, or applications. It is hereby declared to be the legislative intent that these Rules and Regulations would have been adopted if such illegal, invalid, or unconstitutional provision, sentence, clause, section, part or application had not been included herein.
140. **AMENDMENTS – RULES AND REGULATIONS:** These Rules and Regulations can be amended, in whole or in part, at any time and from time to time by the Authority.
141. **INSPECTION:** Authorized employees of the Authority or its agents, identified by proper identification tag, shall have access to the customer's premises at all reasonable hours, for the purpose of turning the water on or off; inspection, repair, and/or replacement of service lines and customer facilities; inspection, setting, reading, repairing, replacing, testing, inspecting, installing and removal of meter; and for all such justifiable purposes.
142. **INTERFERENCE WITH AUTHORITY'S PROPERTY:** No workmen, owner, tenant or otherwise unauthorized person shall turn the water on or off at any street valve, curb stop, service valve, service cock or other service connection, break the seals, disconnect or remove the meter, disconnect or remove the remote registration wire or otherwise interfere with the Authority's property.

For unauthorized operation of street valve, curb stop, service valve, service cock or other service connection, the person owning the premises served by the line connected to said street valve, curb stop, service valve, service cock or other service connection shall be required to pay all costs required in connection with damage to these facilities.
143. **SERVICE OF NOTICES:** All notices and bills relating to the Authority or its business shall be deemed to have been properly served if left upon the premises of the customer or if mailed to the customer, directed to, or left at his address as shown on the records of the Authority. The Authority will send all such notices and bills to the address given on the application for water supply until a notice of change has been filed with the Authority by the applicant.

The Municipal Authority of the Borough of Bellefonte, Centre County, Pennsylvania
Rules and Regulations Governing Water Service

All notices of a general character, affecting or likely to affect a large number of customers, shall be deemed to have been properly given or served if advertised in the newspaper designated by the Authority.

Failure on the part of the customer to receive a bill or notice following proper service by the Authority shall not excuse the customer for payment of all amounts due, including penalties for late payment.

144. **COMPLAINTS:** Complaints relative to the character of the service furnished or the reading of meters or of bills rendered must be made in writing and delivered to the main office of the Authority.
145. **SERVICE NOT GUARANTEED:** Nothing in these Rules, nor any contract, nor representation, verbal or written, of the Authority or any of its employees shall be taken or construed in any manner to be or constitute a guarantee to furnish a proper quantity of water through any service connections, whether for domestic, commercial, industrial, manufacturing or other general uses, or for public or private fire protection purposes, or for any other special purposes; but the Authority will at all times and under all conditions endeavor to maintain the efficiency of its service.

The Authority shall have the right to temporarily cut off the water supply in the case of breaks, emergencies or for any other reasonable cause, in order to make necessary repairs, connections and do such other work. In such cases, the Authority shall not be liable for any damage or inconvenience or any claim for interruption of service, lessening of supply, inadequate pressure, poor quality of water, and such other reasons.

146. **RESTRICTION OF SUPPLY:** The Authority reserves the right to restrict the supply of water in case of scarcity or whenever the public welfare may require it, and to reserve a sufficient supply of water at all times in its reservoirs to provide for fire and other emergencies.
147. **GROUND WIRE ATTACHMENTS:** All customers are forbidden to attach any ground wire or wires to any plumbing which is or may be connected to a service connection or main belonging to the Authority, and the Authority will hold the customer liable for any damage to its property occasioned by such ground wire attachments.
148. **WATER HAMMER:** No use of water will be permitted which may or does cause water hammer.
149. **SWIMMING POOLS:** The filling of swimming pools and other work relative thereto shall be subject to the prior approval of the Authority, notice thereof to be given by the applicant for such approval at least 72 hours in advance of such action.

The filling of swimming pools shall, in general, be subject to the following:

- a. The rate of filling shall not be excessive and/or cause any disturbance or serious pressure drop in the Authority system, and be subject to approval of the Authority.
- b. The lines extending to and around the swimming pool shall be thoroughly flushed until the water is clear, and if necessary, the water shall be passed through the pool filters

The Municipal Authority of the Borough of Bellefonte, Centre County, Pennsylvania
Rules and Regulations Governing Water Service

prior to discharge into the pool or pools. The pool shall be thoroughly flushed and cleaned before closing of the drain valves.

- c. No chlorine shall be added to the pool water during the initial filling, except ahead of the filters, and the filter and recirculating systems shall be maintained in constant use during filling. If no filter system exists, the owner and/or operator must accept full responsibility for causing, through the use of chlorine, the precipitation of iron and manganese and such other constituents, and possibly causing discoloration of the water.
- d. No swimming pool shall be filled except through a metered connection unless otherwise approved.

150. **MISCELLANEOUS WORK AND SERVICES FURNISHED BY THE AUTHORITY:** The cost of repair and/or restoration of Authority facilities damaged due to the actions of others, including the cost of lost water, shall be paid for by those responsible therefore.

The cost of the foregoing work and any miscellaneous services furnished by the Authority, except as otherwise set forth herein, shall be determined based on the charges and/or methods of computing charges as set forth in the schedule of fees and charges in the published Schedule of Rates and Charges, or based on Authority policy.

All bills for such work and services furnished by the Authority shall be based on the current Schedule of Rates and Charges. All bills shall be rendered by the Authority and be due upon receipt.

151. **CONNECTION FEES:** The Authority has established schedules of connection fees for all connections to main water lines, such fees to vary, subject to the conditions under which the main line or lines have been installed, the locations of the main lines to be subject to the size of the connection and such other factors, as set forth in the schedule of fees established by the most recent Act 203 Study.

The connection fees may vary for each size connection, subject to whether the connection is on a line installed by the Authority and/or others, whether the main line is subject to an agreement with others involving reimbursement conditions as related to connections to the line or lines, whether the main line was installed under an assessment program, and to whether there are any other special conditions.

SECTION XVI – WATERLINE EXTENSIONS AND ADDITIONAL FACILITIES

152. **GENERAL:** No water extension from existing Authority lines shall be installed, no distribution systems and/or pumping or storage facilities shall be constructed or such other work done, without first having obtained approval from the Authority and where required a permit obtained from the Pennsylvania Department of Environmental Protection (PADEP). The work shall be in accordance with these Rules and Regulations and requirements of the municipal subdivision in which the facilities will be constructed. All such facilities shall be conveyed at no cost to the Authority.

The Municipal Authority of the Borough of Bellefonte, Centre County, Pennsylvania
Rules and Regulations Governing Water Service

Prior to any detailed concept or design work occurring, the applicant shall deposit the amount established from time to time by resolution with the Authority and a copy of the property deed indicating ownership of land to be developed. No work shall be commenced by the Authority until the required deposit has been made.

The applicant shall meet with an Authority Representative and/or the Authority's Engineer to discuss water service, technical and administrative concepts, Authority's Rules and Regulations and to determine the required additional deposit to be made to the Authority.

The applicant must prepare, at its cost, all Contract Plans and Specifications, Right-of-Way Plans, Contract Documents, Reports and other material, and shall prepare and file any applications relative thereto, and shall pay all fees in accordance with the "Developer's Handbook."

153. **LIMIT OF EXTENSION:** The extension of a water line includes the entire quantity of pipe and appurtenant facilities required to make a complete installation from the end of the existing Authority system to and across the entire frontage of the last property for which the applicant has requested service.
154. **APPLICATIONS FOR APPROVAL OF EXTENSIONS AND OTHER WORK AND GENERAL REQUIREMENTS RELATIVE THERETO:** Written request must be submitted for the purpose of requesting approval of a water line extension, distribution system, pumping/storage facilities, and/or other work, and the obtaining or furnishing water service therefrom. All such requests shall be subject to the terms and conditions set forth herein and the requirements of the municipal subdivision in which the work will be constructed. The applicant will be required to execute an agreement prepared by the Authority and its Solicitor. This agreement, together with the Rules and Regulations of the Authority and the requirements of the municipal subdivision, shall regulate and control the construction of all facilities and water service therefrom.

All requests for waterline extensions must be accompanied by plans, specifications, and a report describing the system in detail. The plans must be stamped with the seal of a Pennsylvania Registered Professional Engineer and must be submitted in triplicate. A review submission must be made to the Authority. A final submission must be made and the plans must be approved by the Department of Environmental Protection, and by all other agencies, including Labor and Industry, etc., as required.

Subsequent to completion of the work, the applicant shall submit as-built plans to the Authority. No service will be furnished until these plans are submitted. As-Built plans shall consist of one (1) set of blueprints and one (1) set of reproducible mylars.

The plans shall be prepared on mylar sheets 24 by 36 inches in size, with a 1 inch border on the left hand side and a ½ inch border on all other sides. A 3 by 5 inch title box shall be located in the right-hand corner.

155. **RESPONSIBILITY FOR COST:** The entire cost of all work shall be borne by the applicant except, if approved, for the difference in the cost of facilities required for the proposed use and the cost of more adequate facilities that will permit additional service for other areas, the difference to be determined by the Authority's Engineer in accordance with Act 203 of 1990 as amended from time to time or any successor statute.

The Municipal Authority of the Borough of Bellefonte, Centre County, Pennsylvania
Rules and Regulations Governing Water Service

The cost of such work shall, as a minimum, include the following:

- a. The cost of all water lines, of the size required for the project, none to be less than 8 inches in size unless otherwise approved by the Authority, and of all other appurtenances.
- b. The cost of connections to existing waterlines.
- c. The cost of all grading, landscaping, fencing, and other work if required and approved.
- d. The cost of all land and rights-of-way, the rights-of-way and land to be conveyed to the Authority.
- e. The payment of a minimum of 10% of the total construction costs to defray all legal, engineering and overhead costs, if the project is to be designed and constructed by the Authority. All such costs must be borne by the applicant. If the project is designed and constructed by the applicant, the applicant must pay in advance the Authority costs involved in the review of the Contract Plans and Specifications, field work, legal work, administrative and such other costs in connection with the project. The Authority will determine the amount of estimated advanced costs.
- f. The cost of a resident engineer or inspectors furnished by the Authority to supervise and/or inspect construction of the project or projects, such costs to be the hourly rate currently in effect.
- g. The payment of all connection, and other fees.

156. **PAYMENT OF COSTS:** After the initial deposit, the applicant shall deposit with the Authority, prior to the commencement of any work, a sum of money sufficient to pay all estimated costs of work to be performed by the Authority. If the Authority approves the construction by the applicant, through a qualified Contractor, the monies to be deposited shall be sufficient only to cover the cost of connections to the existing water line, engineering, legal and overhead, which costs shall not be less than 10% of the estimated total costs and at no time shall the balance of such deposit be less than \$1,000.00.
157. **FINANCIAL SECURITY:** When the Authority accepts dedication of the waterline extension following completion, the Developer shall post financial security to secure the structural integrity and functioning thereof in accordance with the design and specifications as depicted on the plans therefor, for a period of eighteen (18) months from the date of acceptance of dedication. Said financial security shall be in the amount of 15% of the actual cost of installation of said improvements. Said financial security may be in the form of cash, a maintenance bond posted with a bonding company authorized to conduct business in the Commonwealth of Pennsylvania, and/or federal or Commonwealth chartered lending institution irrevocable letters of credit and/or restrictive or escrow accounts in such lending institutions.
158. **AGREEMENT:** The Applicant shall enter into an agreement with the Authority, prior to the review of construction documents or the execution of any work; the agreement to contain such pertinent conditions as the following:

The Municipal Authority of the Borough of Bellefonte, Centre County, Pennsylvania
Rules and Regulations Governing Water Service

- a. The cost of all work to be borne by the Authority, except as otherwise indicated.
- b. The materials and workmanship are to be in accordance with the requirements of the Authority.
- c. The highway, street, alleys, and lanes in which water lines extensions are to be located must be dedicated to public use, the lines and grades thereof established, and the rough grading completed.
- d. The ownership of all installations shall be conveyed to and vested in the Authority except as otherwise indicated.
- e. The Authority is to have the right to make further extensions beyond or laterally from the main extensions. Arrangements for connections to the waterlines constructed by the Applicant will be defined in the agreement.
- f. The payment of refunds to the owner for additional new customer to be subject to such conditions as set forth herein, or as agreed upon, and to a limiting number of years. No refunds are to be made unless from monies received from other customers for the privilege of obtaining services from the extension covered by the agreement.
- g. Such other related requirements.

159. **COMPLIANCE WITH DESIGN AND CONSTRUCTION STANDARDS:** All work shall be in accordance with the General Specifications for Waterline Construction and other requirements of the Authority and the Department of Environmental Protection.

160. **GENERAL PLANS:** In the case of a phased Subdivision, the applicant shall submit a general plan on a scale not smaller than 300 feet to 1 inch and, preferably, not larger than 100 feet to 1 inch, covering the entire area of the water district; and of any extension of any modification of any water system. In the case of a phased development all future waterline locations should be indicated. Approval of the site plan by the municipal subdivision in which the project is located must be indicated on a site plan (Erosion and Control, etc.).

These plans must show the boundary line of the municipality or water district to be provided waterlines; all existing and proposed streets, watercourses, and other salient topographic features; contour lines for intervals of not less than 5 nor more than 10 feet; and the surface elevations at street intersections and at points where changes of slope occur. The plans must show clearly the locations of all existing and proposed utilities.

In all cases, the plans must clearly show the size of the waterline, the character of the pipe material, the grades, the elevation at all points, the location of all appurtenances, and such other data.

161. **DETAILED PLANS:** The applicant shall submit detailed plans accompanying the general plans.

The waterline plans shall consist of plan and profile. All topographic features, rights-of-way, property ownership, utility lines, service connections, construction details, etc. shall be

The Municipal Authority of the Borough of Bellefonte, Centre County, Pennsylvania
Rules and Regulations Governing Water Service

shown on the contract drawings. The plan scale shall be 1" = 30' and the vertical scale shall be 1" = 10'.

All stream crossings shall be indicated. The applicant shall obtain all required stream crossing permits. The applicant shall also obtain all permits and approvals from the appropriate agencies relative to soil and erosion control. A soil and erosion control plan shall be a part of the contract documents.

Particular attention shall be given to any pumping station, pressure reducing, storage tanks or any such facilities. Regardless of the project scope, it is mandatory that the applicant hold a predesign meeting with the Authority and/or its Engineer. In the case of such facility design, the Authority's Engineer at the expense of the applicant will prepare a preliminary design report to be followed by the applicant in the detailed design drawings for the facilities.

Construction specifications prepared in a bound 8 1/2" x 11" booklet shall be submitted with the plans. The text shall be clear and in typed format. All aspects of construction/materials shall be addressed in the specifications. Construction specifications shall be in conformance with the Authority's General Specifications for Waterline Construction.

All construction documents must be submitted to the Authority for review and approval. The Authority reserves the right to make modifications as required to the construction documents. Final approval drawings must bear the design engineer's stamp of the approval. The review signature of the Authority Engineer and Township representative shall also appear on each drawing.

The submitted construction documents must comply, at a minimum, with the following standards.

- a. 24 x 36 inch paper with 1 inch border, signed and sealed by a Pennsylvania Professional Engineer.
- b. Plan and Profile on same sheet. Plan at minimum scale of 1" = 30' and profile at 1" = 30' horizontal and 1" = 10' vertical.
- c. Indicate all utilities and compliance with Act 287.
- d. All topographic features with existing and proposed grades at contours no less than 5' intervals.
- e. All proposed and existing property lines.
- f. Separate plan for recording right-of-way, streets, etc. that will be filed with the County.
- g. In the case of a subdivision, a master plan of the water utilities showing phased build out.
- h. In the case of a subdivision, a master plan of lots shall be provided to the Authority.

The Municipal Authority of the Borough of Bellefonte, Centre County, Pennsylvania
Rules and Regulations Governing Water Service

- i. If a facility (tank, pump stations, etc.), contract documents must comply, at a minimum with the requirements of PADEP. Drawings shall consist of grading plan, layout, outside piping, flow diagram, hydraulic profile, erosion and sedimentation control plan, mechanical plans, sections and details, architectural plans, sections and details, structural plans, sections and details, electrical plans and single line and control diagrams.

162. **REPORT:** The application shall be accompanied by an Engineer's report giving a full description of the proposed system and setting forth the basis of design, prepared in accordance with DEP requirements.

The report must include a statement and description of the extent of area which it is proposed to include within the system at the present time, and in the future; the estimated present and future population to be served; the estimated rates or volume of water to be provided for; and such other data and information. Planning Modules, where required, shall be submitted with the report.

Where private fire service, large water demands, high flow rates, etc., exist in the opinion of the Authority special facilities may be required. In special cases the Authority will provide at the applicants request access to the system to conduct hydraulic tests to ascertain existing conditions.

163. **INSTALLATION SPECIFICATIONS:** All water lines shall be installed in accordance with the detailed specifications of the Authority, some of the pertinent requirements being as follows:

- a. The pipe and fittings shall be double cement-lined ductile iron with push-on joint ends, all in accordance with the applicable Specifications of the American Standards Association and standards of the American Water Works Association of the class required for the pressure conditions in the area and the installation conditions. The pipe shall not be less than eight inches in size except as specifically approved by the Authority.

The service lines two inches in diameter and smaller shall be made of first quality, soft copper tubing, Type "K" in accordance with Federal Specifications WW-7-799; and the corporation cocks, curb stops and curb boxes shall be of the manufacture as approved by the Authority.

- b. The valves shall be in accordance with the Standards of the American Water Works Association and of the same manufacture as the majority of the fire hydrants on the remainder of the comprehensive system, unless otherwise approved.
- c. The fire hydrants shall be in accordance with the Specifications of the American Water Works Association and of the same manufacture as the majority of the fire hydrants on the remainder of the comprehensive system, unless otherwise approved.
- d. All water lines shall be laid with a minimum depth of cover of 4.0 feet, properly bedded, backfilled, blocked, subjected to a hydrostatic test for leakage and subject to such other requirements. All service lines and service line connections shall be installed in accordance with the "Developer's Handbook" of the Authority.

The Municipal Authority of the Borough of Bellefonte, Centre County, Pennsylvania
Rules and Regulations Governing Water Service

164. **REFUND POLICY:** The refund policy of the Authority with respect to water line extensions shall comply with applicable law then in effect.
165. **DEVELOPERS HANDBOOK FOR WATERLINE CONSTRUCTION:** The Developers Handbook is provided by the Authority for the purpose of assisting developers through the process of extending waterlines within the Authority's service area. The handbook includes a procedural Flow Diagram in order to ease the developers understanding of the service request process. The Handbook contains three sections; Rules and Regulations, Developers Agreement, and Construction Specifications. The Handbook may be purchased at the Authority General Office.