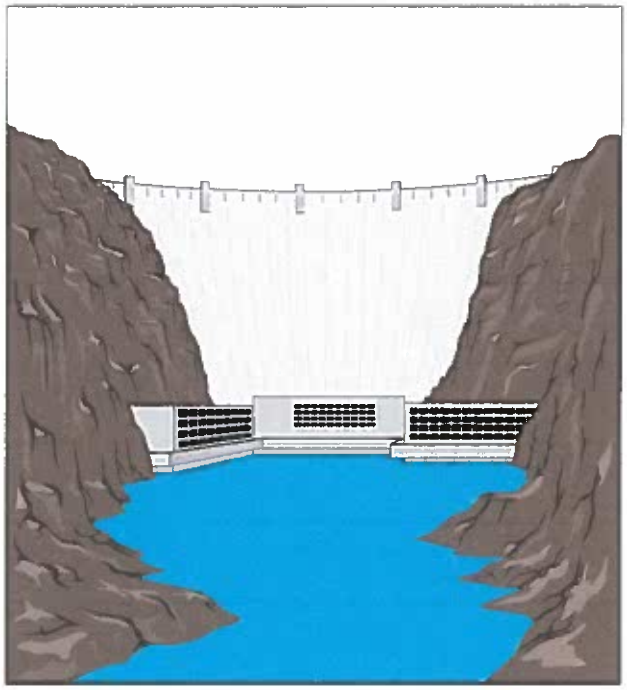
WAYNESBORO BOROUGH AUTHORITY
55-57 EAST MAIN STREET
WAYNESBORO, PENNA. 17268

RULES, REGULATIONS AND SCHEDULE OF CHARGES FOR WATER SERVICE



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( ) indicates date of revision

WAYNESBORO BOROUGH AUTHORITY

RULES AND REGULATIONS
FOR WATER SERVICE

I. RULES AND REGULATIONS

These Rules and Regulations are a part of the Contract with every person who takes water service, and every such person by taking water agrees to be bound thereby.

The Borough of Waynesboro operates the water system under a management agreement with the Authority. The Borough will administer these Rules and Regulations as the agent of the Authority under its direction.

These Rules and Regulations are not intended to conflict with any local, state or federal legislation. Any provisions that are found to be in direct conflict with such legislation shall not be applicable.

II. ENFORCEMENT

These Rules and Regulations shall become effective on and after April 1, 1987, to all properties then and after connected to the water system. All prior Authority rules, regulations and resolutions not consistent herewith are hereby repealed, provided, however, that all rights accrued and monies due the Authority under any such rules, regulations, and resolutions are preserved to the Authority. The Authority reserves the right to amend these Rules and Regulations and Schedules of Charges in such manner and at such times as, in its opinion, may be advisable.

III. DEFINITIONS

A. Applicant: A person who applies for water service at a premises.

B. Authority: Waynesboro Borough Authority, a Pennsylvania municipality authority.

C. Authority's Service Line: The water service pipe and appurtenances extending from the Authority's main including: the tee or tap in the main, the lateral pipe to a point at or near the property line, the curb stop or service valve, and the curb box or valve box.

D. Borough: The Borough of Waynesboro, Franklin County, a Pennsylvania municipal corporation.

E. Business Days: Days the Waynesboro Borough Offices are open for business.

F. Commercial Water Hauler: A person delivering the Authority's water supply to retail customers.

G. Contractor: A builder or other person who uses water on a temporary basis for construction purposes.

H. Cross-Connection: Any connection, direct or indirect, that physically joins a customer's service line, or any piping extension thereof, to a non-potable source of water, or to a water system other than that of the Authority.

I. Customer: The owner of record of real property or severable interest in real estate such as, but not limited to: recorded non-residential leasehold, condominium, real estate cooperative, or other individual defined interest as may be approved by the Authority upon application. The decision as to whether or not to approve any entity as a customer shall be in the sole discretion of the Authority and shall be binding and non-appealable.

J. Customer's Service Line: That part of the water service pipe extending from the Authority's service line to the premises, except the water meter.

K. Developer: An individual, partnership, corporation or other legal entity who applies for and receives a water main extension. (12-15-86)

L. Main Extension: Water service requiring the construction of one or more additional water mains.

M. Meter: A device for measuring the quantity of water used.

N. Owner: The person in whose name the deed for a property is designated.

O. Person: An individual, partnership, company, corporation, association, corporate political body, joint ownership, or any other entity capable of functioning in the context used herein.

P. Premises: The property, building, or other site to which water service is furnished, including:

1. A building under one roof, owned or leased by one person, and occupied as one residence or business;

2. Each combination of buildings owned or leased by one person, served by one service line, and occupied by one family or business;

3. Each side of a double house or each housing unit;

4. Each apartment, office, or suite of offices located in a building having several such apartments, offices, or suites of offices and using in common one or more means of entrance; or

5. Such other situations as the Authority shall deem proper and advisable.

Q. Standby Service: Water service intended to supplement service provided from a source of supply other than that of the Authority.

R. Tenant: A person who leases or rents premises from an owner.

S. Water Service: Provision of water by the Authority as a commodity, of readiness to serve water for any purposes, and of any services related thereto.

T. Water System: The Authority's water supply and distribution facilities, taken as a whole, or as any portion thereof.

IV. APPLICATIONS

A. Service Connections

1. Any owner desiring the introduction or alteration of a service line or lines from the Authority's main to his (or her) premises must first make written application on the form furnished by the Authority, at least ten (10) business days before service is required.

2. The application must be signed by the owner, or his duly authorized agent, which application shall, together with these Rules and Regulations, regulate and control water service to the premises. The application shall be binding upon the heirs and assigns of the owner.

3. Any applicant desiring standby service shall so state on the application form.

4. The application will not be approved until the Authority receives payment of the appropriate service connection charge, tapping fee, and other charges stipulated by the Authority.

5. A new application shall be submitted to the Authority for approval upon any change in property ownership. The Authority shall have the right, upon ten (10) calendar days notice, to begin water service

discontinuance procedures, and to discontinue water service until a new application has been submitted and approved. The Authority may, at its option, waive the application requirement.

B. Water Service

1. Every customer desiring water service shall submit a signed application for approval on the form furnished by the Authority at least five (5) business days before service is required. When application is made by someone other than the owner, the owner shall co-sign the application and guarantee payment for water service.

2. All contracts for water service shall continue in force from month to month, but either party may cancel the contract by giving ten (10) calendar days written notice. The contract shall terminate on the first day of the month succeeding the effective day of the notice, and fixed charges shall be prorated on a monthly basis.

3. Separate water service applications shall be made for:

   (a) Each building under one roof, owned or leased by one (1) party, and occupied as one (1) residence or business;

   (b) Each combination of buildings in one (1) common enclosure, owned or leased by one (1) party and occupied by one (1) family or business;

   (c) Each side of a double house having a solid vertical partition wall;

   (d) Each side or part of a house occupied by one (1) family or business, even though the kitchen, bath or other fixtures are used in common;

   (e) Each apartment, business establishment, office, or suite of offices located in a building having several such apartments, business establishments, offices, suites of offices, or combinations thereof;

   (f) Each fire service connection, whether public or private; or

   (g) Such other cases as the Authority shall deem proper and advisable.

C. Deposits

1. Deposits may be required from customers taking service for a period of less than thirty (30) days in an amount equal to the estimated gross bill for the period. Deposits may be required from other customers as the Authority deems necessary.

2. Deposits will be returned to the depositor when he has paid service bills for a period of twelve (12) consecutive months; or upon discontinuance of service by the customer and payment of all charges due. Any customer of good credit who has been returned a deposit will not be required to make a new deposit unless service has been discontinued for violation of the Rules and Regulations.

3. No interest will be paid on deposits.

4. Any customer having a deposit shall pay bills for water service rendered in accordance with these Rules and Regulations. The deposit shall not be considered as payment for normal water service.

V. CONDITIONS OF INSTALLATION AND USE

A. Written Permit for Customer to Supply Persons or Families

1. No customer or any premises receiving water service shall be allowed to supply water to other persons or other premises except by written permit of the Authority. Customers who violate this rule will have water discontinuance procedures initiated against them. Water service, after being turned off, will remain off until the Rules and Regulations are satisfied.

B. Authority's Service Lines

1. Upon approval of the water service and service connection applications and payment of all applicable charges, the Authority will install its service line.

2. Separate service lines shall be installed for normal domestic water service and fire protection service, unless a combined service line is approved by the Authority.

3. The location of the service line will be designated by the Authority. No other utility line except approved building drains or sewers shall occupy or be within four (4) feet of the service line trench, unless previous written approval is secured from the Authority.

4. The water service line may be placed in the same trench with the building drain and building sewer providing the following conditions are met:

   (a) The bottom of the water service line, at all points, shall be at least 12 inches above the top of the sewer line at its highest point.

   (b) The water service line shall be placed on a solid shelf excavated at one side of the common trench.

5. When a customer desires a change in location or size of an existing service line, he shall bear the entire cost of the change.

6. The Authority will be responsible for the maintenance and repair of its service line.

7. Authority's service lines will not be installed on private property, unless the customer provides a written easement granting permission for the Authority to install and maintain the service line on said private property.

8. The Authority reserves the right to construct its service line after the customer installs his service line to the Authority's satisfaction.

C. Customer's Service Lines

1. The customer's service line, beyond the Authority's service line, shall be installed and maintained by the customer at his expense.

2. The customer's service line shall be installed in accordance with specifications contained in the latest edition of the Borough of Waynesboro Plumbing Code.

3. The customer's service line shall be laid not less than three and one-half (3-1/2) feet below finished grade.

4. The service line trench shall not be backfilled until the Authority's service line is installed and both service lines are inspected and tested. If any defects are found in the customer's service line, water service will not be furnished until such defects are remedied.

5. A separate stop or valve, with drain, and a check valve shall be installed by the customer immediately inside the basement wall between the basement wall and the meter.

6. The applicant shall also furnish and install a Kornerhorn with valve for meter setting.

7. If service line pressure is deemed excessive by either the Authority, applicant, or customer, it shall be the responsibility of the customer to install and maintain a pressure regulator at his expense.

8. Although service line pressure may be undesirably low, the Authority shall be under no obligation to increase pressure by pumping or other means.

9. The customer shall keep his service line in good condition under penalty of service discontinuance.

10. The customer shall pay all costs for relocating or changing his service line.

11. Installation of all new or replaced customer service lines shall be subject to Authority testing, inspection and approval.

12. If the Authority is required to renew its water service line, and the customer's service line does not meet the Authority specifications, the Authority may issue notice to the customer to renew his service line coincident with the Authority's renewal.

13. If a leak or defect occurs in a customer service line, water service will be discontinued and will not be reinstated until such leak or other defect is repaired. In the event the customer service line is not of a material permitted under current regulations of the Waynesboro Borough Authority, the customer shall replace the customer service line in accordance with current standards and specifications of the Waynesboro Borough Authority before water service will be reinstated.

D. Opening and Closing Valves

1. No customer or person not authorized by the Authority shall operate any curb stop or valve in any Authority line or main.

E. Two or More Customers on the Same Service

1. Each customer will be supplied through a separate metered service connection unless the Authority grants an exception.

2. No owner of any premises shall furnish Authority water to other persons or premises without written Authority approval.

3. Where two or more customers are supplied from the same service line, a separate service valve and valve box shall be provided for each customer.

4. When two or more customers are supplied from the same service line, any violation of these Rules and Regulations by any of said customers shall be deemed a violation by all, and the Authority may take action against the group of customers as if they were a single customer. However, such action will not be taken until an innocent customer is given the opportunity to install a separate service connection.

5. Where the premises are used both as a place of business and as a residence, charges shall be imposed separately for both customer units. Both charges shall apply even though no separate service valve and valve box is provided for each customer unit.

F. Temporary Uses

1. Water service may be provided on a temporary basis for special conditions which do not fall under the classification of permanent or standby service. Each case shall be reviewed by an authorized representative of the Waynesboro Borough Authority on an individual basis, and service shall be at the discretion of the Authority.

2. Applicants for temporary use of water shall submit a written application to the Authority.

3. All costs for installation and dismantling Authority service connections shall be paid for by the applicant.

4. Temporary water service may be metered and billed at the current retail rate as outlined in Schedule A (Schedule of Water Rates).The Authority will install and remove the meter, the cost of which shall be paid by the applicant.

G. Non-Permissible Connections

1. The following connections are prohibited:

(a) Connection to any water system, other than the Authority water system, without backflow protection.

(b) Any device that may cause water hammer.

(c) An unprotected connection to a booster pump, boiler plant, or boiler pump.

H. Backflow Prevention Devices

1. The Authority shall require backflow prevention devices on all customer water service lines. The provision and installation of backflow devices shall meet the requirements specified in the Borough Plumbing Code.

2. The cost of furnishing and installing any backflow prevention device shall be borne by the customer, who shall also be responsible for testing and maintaining it. The Authority reserves the right to require that backflow prevention devices be tested by a certified technician/plumber at least once every 12 months and that a certified test report be furnished to the Authority.

I. Standby Service

1. Any customer desiring standby water service shall submit a written application to the Authority.

2. The Authority will determine the size and location of service lines and the number and type of meters required for standby service based on information supplied by the applicant.

3. Facilities deemed necessary by the Authority to provide standby service and to protect the Authority's water system shall be installed at the customer's expense.

4. All normal water service charges shall apply unless waived by the Authority.

5. The term of the standby service shall be established by the Authority.

J. Commercial Water Haulers

1. Any customer desiring service as a commercial water hauler shall submit a written application to the Authority.

2. The customer shall provide a location for loading, which location shall be approved by the Authority.

3. The customer shall pay all costs of installing the customer's service connection, meter, meter pit, valves, riser pipe, and facilities to control

spillage and surge conditions.

VI. METERS

A. Determination of Metering

1. The Authority will determine when and where meters shall be installed.

B. Size, Installation and Ownership

1. The Authority will determine meter size, based on water service requirements indicated by the applicant, and will furnish meters at owner's expense. Meters and connections shall be Authority property, and no customer shall remove or disconnect a meter without permission of the Authority.

2. The Authority shall install the meter and the customer shall provide the Authority access to the meter at all reasonable times for reading, inspection, testing and repairs.

3. Deduct meters shall be the property of the customer. The customer is responsible for the installation and maintenance of the deduct meter. A separate fee for reading deduct meters shall be charged in accordance with the Schedule of Charges.

C. Payment for Meters

1. The customer shall pay for furnishing and installing the meter and connections according to the Schedule of Connection Charges and Schedule D.

D. Location of Meters

1. The Authority will determine the location of all meters.

2. When a meter is installed within a building, the customer shall provide, at his expense, an approved installation space, and approved piping connections complete with stops or valves with drains. Outside remote devices shall remain free from obstruction.

3. When a meter is installed outside a building, it shall be placed in an approved meter box, complete with approved stops or valves, with drains, all provided at the customer's expense. The customer shall be responsible for maintaining the meter pit, and shall keep it free from obstruction.

4. Each customer unit, whether single-house, double-house or row house, and whether owner or tenant occupied, shall have a separate meter, except as permitted otherwise by the Authority.

5. Multi-unit buildings served through a single service line, such as apartment buildings and office buildings, may have a single meter if approved by the Authority.

6. Multi-unit buildings served through a single service line, such as apartment buildings and office buildings, may have individual meters for each unit, provided that there are separate curb-stops and valve boxes installed for each meter. Valves shall be located on the exterior of the building and shall remain free from obstruction.

E. Protection of Meters

1. The customer shall protect the meter against damage due to freezing, hot water, negligence, and other causes. The Authority will repair any loss or damage at the customer's expense. If payment for loss or damage is not made within ten (10) days of the billing date, service will be discontinued until the bill is paid.

2. Where steam or hot water is used, the customer shall install a check valve on the customer side of the meter.

F. Meter Tests

1. The Authority may test or replace a customer meter at any time after notification.

2. After receipt of a request and deposit, the Authority will test the accuracy of a customer's meter. The customer may be present, if he so desires. If the meter accuracy is within + or - 4%, the meter is considered accurate and the deposit will be retained. If the meter accuracy is not within + or - 4%, the meter will be repaired or replaced at Authority expense, and the deposit will be returned.

3. Required meter test deposits are outlined in the Schedule of Charges.

4. If a meter is found to be inaccurate, an adjustment will be made for the current billing period based on test results or on the customer's past consumption history.

G. Leaks and Defective Plumbing

1. The Authority is not liable for damage resulting from leaks, broken pipes, or any other cause, occurring at any premises. The customer shall have no claims against the Authority on account of the bursting or breaking of any main, service pipe, or water system appurtenance.

2. All metered consumption will be billed according to the Schedule of Water Rates, and no adjustment will be made for excessive consumption due to leakage or waste.

VII. FIRE SERVICE AND OTHER SPECIAL USES

A. Private Fire Service

1. A person desiring private fire service shall submit an application to the Authority and shall pay all necessary charges before service is rendered.

2. Authority-approved compound meters or detector checks with bypass meters shall be installed on all new or replaced private fire service lines, at the customer's expense, and they shall become Authority property. All water consumption not related to fire service will be billed at regular metered rates.

3. The size of each private fire service line shall be approved by the Authority prior to installation. Normally, a private fire service line shall be at least one size smaller than the Authority main to which it is connected.

4. No cross connection shall be made between a fire service line and a regular water service line, unless approved by the Authority.

5. The Authority does not assume liability as insurer of property or person. Any customer receiving fire service is not entitled to any service, pressure, capacity, or facility other than that available at the time of service. The Authority is not liable for any damage or injury to any person or property by reason of any fire, flood, water supply failure, pressure failure, excess pressure or any other cause.

6. Private fire protection service charges shall be determined according to the Schedule of Water Rates. These charges are compensation for "Standing Ready to Serve", and they include water use for extinguishing fires, and for testing fire protection systems.

7. No charge will be made for fire hydrants installed on the customer's side of the meter in cases where the meter has been sized to measure the fire flow and the customer is paying that metered rate.

8. No charge will be made for fire hydrants installed on the customer's side of the meter where the meter has been sized for both multi-unit domestic use and fire flows, and the customer is paying a per-unit minimum rate. If an emergency situation requires the use of fire hydrants installed after the customer's meter, and an incident report is filed with the responding emergency organization, an adjustment will be made to the customer's water bill based on the previous year's quarterly billing. This adjustment must be approved by the Authority. Non-emergency use of water from fire hydrants will be billed at the metered domestic rate.

B. Residential Sprinkler Systems

1. Customers desiring residential sprinkler service shall submit an application to the Authority indicating the service requested.

2. Standard 1" combined domestic and fire service connections shall be charged the current 3/4" domestic service line tap fees as outlined in Schedule B, provided a 3/4" service line is utilized for domestic service.

3. Standard 1" combined domestic and fire service connections shall be billed at the current 5/8" by 3/4" domestic metered rate. There shall be no "Standing Ready to Serve" charges associated with the standard 1" residential sprinkler line.

4. Combined service line requirements other than the 1" standard residential sprinkler line shall be reviewed on a case-by-case basis by the Authority.

5. Installation of the combined domestic and fire service line shall be in accordance with the current Authority water line construction specifications. The domestic and fire services lines shall be metered separately.

C. Use of Service Facilities

1. No fire hydrant or private fire service shall be used for any purpose other than extinguishing fires.

2. Any municipality, fire company, or customer desiring to test hydrants

or fire service lines shall notify the Authority at least five (5) business days in advance of the scheduled test. The performance of such tests shall be subject to Authority (or its representatives) approval.

D. Boilers

1. Customers who use the water supply for steam boilers or similar facilities do so at their own risk. The Authority, upon request, will furnish water system pressure data for customer convenience in setting relief valves, but in no way guarantees the results.

E. Heat Transfer Equipment

1. Heat transfer equipment includes air conditioning, refrigeration, heat pump, or other heating or cooling equipment, air compressor, atmospheric condenser, vacuum pan, or similar equipment or heat exchangers attached to any such equipment supplied with water from the Authority water system.

2. Where a customer desires to utilize water for heat transfer equipment, an application shall be submitted to the Authority for that use. The Authority reserves the right to reject approval of such application if projected water consumption is excessive.

3. Heat transfer equipment shall not exceed a total heat transfer rate (cooling rate) of 36,000 British Thermal Units per hour, unless the water is used for make-up purposes only and amounts to less than ten percent (10%) of the total water flow requirements during full operation.

4. The customer shall install, at his expense, a separate water meter for any heat transfer equipment that exceeds the heat transfer rate limit above, subject to the same exceptions.

5. For all water use measured on the separate heat transfer equipment water meter, an excess use charge shall be added to the normal consumption charge or the minimum charge, in accordance with the Schedule of Water Rates.

6. If the Authority determines that water consumption for heat transfer purposes is excessive, the Authority may discontinue service until the customer reduces consumption to an acceptable level.

VIII. DISCONTINUANCE OF SERVICE

A. Notice and Charges

1. The Authority reserves the right to shut off water for non-payment of delinquent water bills, and for any of the other reasons listed herein below. The Authority will give the customer advance written notice of discontinuance, will post a written notice at the premises prior to shutting off service, and will follow current procedures required by Pennsylvania law. Discontinued service will not be restored until a service charge is paid to the Authority in accordance with the Schedule of Water Rates.

2. There will be no charge for temporary shut-off or turn-on of water service to a premises if requested and performed during the Authority's normal weekday business hours. Shut-off and turn-on services performed outside of normal weekday business hours will be charged in accordance with the Schedule of Water Rates.

3. The Authority reserves the right to shut-off water service without notice during emergencies, and the Authority shall not be liable for any damages or inconveniences suffered.

B. Reasons for Discontinuance

1. Service may be discontinued for any of the following reasons:

   a. Violation of any Authority Rules and Regulations.

   b. Misrepresentation in application as to property or fixtures to be supplied, or the use of the water supply.

   c. Use of water for any property or purpose not described in the application.

   d. Molesting any service pipe, meter, curb stop or seal, or any appliance of the Authority.

   e. Failure to maintain, in good order, connections, service lines, backflow preventers, or other fixtures for which the customer is responsible.

   f. Waste of water through improper or imperfect pipes, fixtures, or other facilities.

g. Vacancy of the premises.

h. Failure to make payments of any water system charges against the premises.

i. Refusal of access to the premises to inspect, read, maintain, or remove meters.

j. Refusal to conserve water during periods of advertised restricted supply.

k. Failure to pay Authority water bills or charges incurred at other premises.

l. Existence of any cross-connection at a premises.

m. Existence of any tap or fitting by means of which water may be taken, which tap or fitting is on the supply side of the water meter, excepting however, fire service or other connections authorized by the Authority. (05-18-81)

C. Supply of Water

1. The Authority shall not be liable for any water supply deficiency, or its consequences.

2. The Authority reserves the right to restrict water service in case of scarcity, or whenever the public welfare may require restriction.

D. Vacating the Premises

1. When the premises are vacated, the customer shall give the Authority written notice to turn-off water service. The customer shall pay for all water used until the service is turned off and the meter is turned in to the Borough.

IX. EXTENSION OF SERVICE (12-15-86)

A. Main Extension Requirements

1. When a developer requests water service requiring a main extension, as determined by the Authority, the developer shall submit a main extension application and shall enter into a main extension agreement with the Authority within two (2) years following approval by the Authority of the main extension application.

2. All costs associated with a main extension project, including legal, engineering, construction, inspection and administration costs, shall be borne by the developer. The Authority shall not be obligated to grant refunds, other than unexpended deposits, although it reserves the right to do so.

3. All main extensions shall be inspected by the Authority and the Authority reserves the right to require an inspector on any particular job at the expense of the developer.

4. All main extension plans shall be prepared by the developer according to the standards required by the Authority.

5. After the main extension is completed and accepted by the Authority, ownership of water mains and appurtenances comprising the main extension shall be transferred to the Authority, with all necessary easements and rights-of-way.

6. Mains shall be sized by the Authority to meet the developer's needs.

7. Where a main size is increased by the Authority beyond the size required to serve the developer's needs, the additional cost thereof shall be borne by the Authority.

8. After the Authority approves a main extension agreement, the developer shall have a period of three (3) years to complete construction of the water main extension in accordance with the provisions of the water main extension agreement. In the event the water main extension has not been completed and has not been approved and accepted by the Authority prior to the expiration of three (3) years, any deposits made by the developer to affect the main extension shall be forfeited and the water extension agreement shall become null and void and of no force or effect whatsoever and the Authority shall have no commitment to serve water to the persons or area agreed to be served by the terms of said water extension agreement.

   However, in the event developer has completed and the Authority has accepted water main extension serving a minimum number of units equivalent to twenty-five percent (25%) of the approved total number of services prior to three (3) years from the date of agreement, the developer may apply for an extension of time, not to exceed three (3) additional years, to complete the main extension project, which application shall be approved by the Authority conditioned upon the

developer submitting approved final subdivision plans within one hundred twenty (120) days following submission of the extension application. If final subdivision plans are not timely submitted as provided herein the extension shall be rescinded forthwith and any deposits made to secure the main extension agreement or extension of time on same shall be forfeited as above provided and the main extension agreement shall be null and void. Application for extension must be made to the Authority prior to expiration of the original Main Extension Agreement.

Further provided, however, in the event the developer has completed and the Authority has accepted water main extension serving a minimum number of units equivalent to fifty percent (50%) of the approved total number of services prior to six (6) years from the date of agreement, the developer may apply for an extension of time, not-to-exceed three (3) additional years, to complete the main extension project, which application shall be approved by the Authority conditioned upon the developer submitting approved final subdivision plans within one hundred twenty (120) days following submission of the extension application. If final subdivision plans are not timely submitted as provided herein, the extension shall be rescinded forthwith and any deposits made to secure the main extension agreement or extension of time on same shall be forfeited as above provided, and the main extension agreement shall be null and void. Application for additional extension must be made to the Authority prior to expiration of the extension of the original Main Extension Agreement.

B. Procedure for Main Extension Construction

1. In addition to a main extension application, the developer shall submit a plan, or plans, showing in detail the location of all proposed residential or commercial units. The Authority will determine, upon reviewing the application and plans, whether to approve or reject the application and will notify the developer of its decision.

2. If it approves the main extension application, the Authority will furnish the developer an estimate of initial engineering and administrative costs associated with review of construction plans and inspection of construction.

3. The developer shall deposit by a sum of money or other acceptable security the estimate of initial engineering and administrative costs with the Authority and shall execute a main extension agreement.

Subsequently, the Authority will prepare minimum specifications on the main extension. Final payment by the developer for initial engineering and administrative costs shall be based on the actual costs incurred.

4a. After the Authority determines specifications for the project, the Authority shall provide same to the developer and the developer shall prepare and submit all necessary engineering and construction plans for the main extension to the Authority.

4b. The Authority shall notify the developer that he may proceed with construction after satisfactory engineering and construction plans shall have been approved by the Authority.

4c. When the developer desires to proceed with the main extension construction, the developer shall deposit a sum of money or other acceptable security equal to the costs for permits, inspection, administration and other related costs with the Authority. After receipt of this deposit, the Authority shall permit the developer to proceed with the main extension construction. In the event the Authority desires to proceed itself with the design and construction in a public right-of-way, the developer shall deposit a sum of money or other acceptable security equal to one hundred ten percent (110%) of the estimated cost of construction in said right-of-way and the Authority shall proceed with design and construction.

4d. The Authority shall inspect the construction from time to time as it deems necessary or may in its sole judgment place an inspector full time on the project and may, at any time without prior notice to the developer, notify the developer not to proceed further with the said main extension construction if in the sole discretion of the Authority the construction is not being performed in accordance with the plans and specifications. The Authority shall not be liable to or subject to any claim for damages by the developer or its assignee for any reason and the developer shall provide the Authority an indemnification and release agreement in form satisfactory to the Authority to this effect prior to commencement of construction.

4e. The developer shall notify the Authority upon completion of construction and the Authority shall inspect same. The Authority shall then accept or reject the main extension within ninety (90) days from notification of completion of the main extension. If the Authority fails to act within ninety (90) days, the main extension is deemed rejected by the Authority and the Authority may thereupon or upon affirmatively rejecting the main extension proceed to repair it if the Authority deems

feasible or require the developer to construct a second main extension at the expense of the developer under and subject to the provisions of these regulations. Prior to any repair of construction, the developer shall deposit with the Authority an additional sum of money or other acceptable security in an amount of one hundred ten percent (110%) of the additional amount estimated by the Authority to be necessary to inspect the construction of a second main extension, said deposit shall be subject to the provisions above as relating to deposits.

4f. After accepting the main extension construction, the Authority will prepare a tabulation of the main extension costs and will submit it to the developer. If the total cost is less than the developer's deposit, the Authority will return any excess monies deposited. If the total cost exceeds the developer's deposit, the developer shall pay the excess amount prior to the receipt of water service.

4g. Deposits for main extensions shall not bear interest.

4h. The developer shall guarantee by such assurances as satisfactory to the Authority the mains and appurtenances it furnishes and installs and it shall remedy, at no cost to the Authority, any defects that develop therein during a period of one (1) year from the date of final formal acceptance by affirmative action of the constructed facilities by the Authority.

5. Any action or lack of action on the part of the Authority, including rejection of a constructed main extension, shall not render the Authority liable to a claim for damages of any nature or kind and prior to the developer constructing the main extension, he shall provide the Authority with an indemnification agreement and release to the effect in form satisfactory to the Authority prior to commencement of construction.

5a. The construction design, subject to approval of the Authority, and the determination of who shall perform the main extension construction shall be solely that of the developer excepting, however, where said main extension is constructed within a prior existing public right-of-way, in which event the developer and the Authority shall agree on who shall perform the main extension design and construction.

5b. The Developer shall pay to Authority in advance the Capacity Part of the Tapping Fee, based on the number and size of proposed customer services, and any other applicable charges required by the Authority.

5c. The developer shall dedicate and Authority will accept by written notification the dedication of any water mains and appurtenancy constructed under the main extension agreement providing the same are installed and tested in compliance with Authority specifications and that all costs relating to construction and installation of said line have been paid.

X. MISCELLANEOUS REGULATIONS

A. Access by Authority Personnel

1. Any authorized Authority employee, upon presentation of credentials, shall be provided with access to any premises supplied with water, at all reasonable hours, for the purpose of reading meters, making inspections or repairs, and securing any other information the Authority deems necessary. If the customer neglects or refuses to provide access, service may be discontinued, and the Authority will not be liable for any damages or inconveniences suffered.

B. Temporary Interruption of Service

1. During any emergency, and during the changing or testing of water meters, the Authority has the right to temporarily interrupt service to make repairs or connections. The Authority will notify customers of such service interruption if possible. The Authority will not be liable for any damages or inconvenience suffered due to service interruptions.

C. Water Emergency

1. The Authority has the right to declare a "Water Emergency", due to a water shortage or other emergency condition, and to impose any water use restrictions deemed necessary during such an emergency. Water emergency restrictions will continue in effect until terminated by the Authority.

2. The Director of Borough Utilities, or in his absence the Water Plant Superintendent, and the Authority Chairman, or in his absence the Vice-Chairman, are authorized to act jointly for the Authority to declare a "Water Emergency" and to impose water use restrictions, but such action shall be ratified by the Authority within five (5) calendar days or the water emergency declaration shall automatically terminate.

3. Notice of a "Water Emergency" declaration and water use restrictions will be published in a newspaper of general circulation within the Waynesboro Borough Authority's water service area.

D. Acquisition of Existing Facilities

1. The Authority may accept ownership, at its discretion, of any existing water mains, distribution systems, or other water system facilities, if the facilities are properly assigned and transferred to the Authority by the previous owner.

2. Water mains, distribution systems, or other water system facilities will not be accepted by the Authority, unless the previous owner furnishes all necessary right-of-way or easements to the Authority.

XI. TERMS OF PAYMENT

A. Bills Rendered

1. Bills will be rendered at stated intervals, not less than quarterly, for a specified service period preceding the billing date, except as modified herein.

B. Computation of Bills

1. Bills for metered service will be determined according to the Schedule of Water Rates.

2. Where a meter fails to register, or is found to be faulty, a bill will be determined based on average consumption for the same billing period of the previous year, or for the total period of service, whichever period is shorter, or as may be determined by the Authority.

3. Bills for a partial billing period will be determined according to the Schedule of Water Rates, based on actual consumption or a prorated minimum, whichever is greater. Prorated minimum bills will be rounded to the next highest full month.

4. When a single meter supplies more than one unit, the charges will be determined using the metered consumption per unit (total metered consumption divided by number of units). "Units" shall mean the total number of dwellings designed for occupancy for more than 90 days and premises (laundries, administrative buildings, etc.) located within the area being supplied water, whether they are occupied or not, at the time the master meter is read. The total minimum charge will be determined from the per unit minimum charge, based on the meter size required to serve each unit separately. The customer shall pay the metered consumption per unit as calculated or the total minimum charge, whichever is greater. This billing methodology shall apply to

apartment buildings, mobile home parks, planned living communities, private water distribution systems, etc. where a single meter supplies more than one unit.

*See Appendix 1 for example billing calculations.

C. Bills Due and Payable

1. All bills shall be paid within thirty (30) days of the billing date, except as modified herein.

2. Bills remaining unpaid after a period of thirty (30) days from the billing date will be assessed a penalty of five (5%) percent, which penalty will be added to the net (original) bill to constitute the gross bill.

3. Charges for connections, temporary uses, and special services shall be payable on demand.

4. Payment mailed, as evidenced by the United States Postal Service mark, on or previous to the end of the thirty (30) day period during which bills are due, will be considered timely payment.

5. Water use by the same customer in different premises will not be combined, and each installation will be billed separately.

6. Water bills that remain unpaid for a period of ninety (90) days after the billing date are considered delinquent, which delinquency constitutes grounds for discontinuance of service.

D. Bills of Doubtful Accuracy

1. Any customer who doubts the accuracy of a bill shall bring or mail bill, within 10 days of its date, to the Authority office. The Authority will check the bill, and either confirm the original billing or issue a corrected bill. The due date will be adjusted by the time required to check and reissue the bill.

E. Failure to Receive Bill

1. The presentation of a bill to the customer is only a matter of accommodation. Failure to receive a bill shall not exempt a customer from the obligation to pay the bill within thirty (30) days of its date.

F. Insufficient Funds

1. When a customer's check is returned by the bank for insufficient

funds, a service charge will be added to the bill each time, in accordance with the Schedule of Water Rates.

G. Final Meter Reading

1. A $10.00 charge will be made if the Borough reads a water meter at the customer's request for the determination of a final water bill. (01-01-97)

H. Connection Charge

1. Each applicant for a service connection shall pay a connection charge in accordance with the Schedule of Connection Charges. The connection charge is in addition to all other charges, fees, and deposits required by the Authority. The connection charges may be waived by the Authority when the applicant finances the Authority's main and service line.

I. Tapping Fees

1. Each applicant for water service shall pay a tapping fee, prior to receipt of service, in accordance with the Schedule of Tapping Fees.

2. Tapping fees will be determined and applied in accordance with the Guidelines for Application of Tapping Fees contained herein.

3. When two or more customers are served through a single service line for convenience, the tapping fee will be determined based on the cumulation of individual customer service requirements.

WAYNESBORO BOROUGH AUTHORITY

GUIDELINES FOR APPLICATION OF TAPPING FEES FOR WATER MAINS INSTALLED PRIOR TO JANUARY 1, 1987

			PORTION OF TAPPING FEE APPLIED		
CASE	TYPE OF APPLICATION	SERVICE REQUIREMENTS	DISTRIBUTION RELATED (X)	CAPACITY RELATED (X)	FIRE SERVICE (XX)
A	Service from existing Authority main either purchased by Authority or financed by other than the Applicant	I - normal only	Yes (XXX)	Yes	No
		II - fire only	No	No	Yes
		III - normal and fire	Yes	Yes	Yes
B	Service from main extension financed solely by Applicant or Developer	I - normal only	No	Yes	No
		II - fire only	No	No	Yes
		III - normal and fire	No	Yes	Yes
C	Special or unusual service applications	Tapping fee to be established by Authority based on an evaluation of individual conditions.			

X - Fee portion based on size of normal service line.
XX - Fee portion based on size of fire service line.
XXX - If developer pays for installation of distribution lines, no distribution fee is to be charged applicant.

WAYNESBORO BOROUGH AUTHORITY

GUIDELINES FOR APPLICATION OF TAPPING FEES FOR WATER MAINS INSTALLED EFFECTIVE JANUARY 1, 1987

			PORTION OF TAPPING FEE APPLIED		
CASE	TYPE OF APPLICATION	SERVICE REQUIREMENTS	DISTRIBUTION RELATED (X)	CAPACITY RELATED (X)	FIRE SERVICE (XX)
A	Service from existing Authority main either purchased by Authority or financed by other than the Applicant - excepting fees paid by Developer.	I - normal only	Yes (XXX)	Yes	No
		II - fire only	No	No	Yes
		III - normal and fire	Yes	Yes	Yes
B	Service from main extension financed solely by Applicant or Developer	I - normal only	No	Yes (XXXX)	No
		II - fire only	No	No	Yes
		III - normal and fire	No	Yes	Yes
C	Special or unusual service applications	Tapping fee to be established by Authority based on an evaluation of individual conditions.			

X - Fee portion based on size of normal service line.
XX - Fee portion based on size of fire service line.
XXX - If developer pays for installation of distribution lines, no distribution fee is to be charged applicant.
XXXX - If developer paid fee, no charge to applicant.

APPENDIX I

EXAMPLE BILLING CALCULATIONS

MULTI-UNIT WATER SERVICE
(Single Line Serving More Than One Unit)

Example 1. **CONSUMPTION UNDER MINIMUM USAGE**

Usage: 142,000 gallons
Total Units: 34 (number of units at the time master meter is read)
Usage Per Unit: 4,1476 gallons (142,000/34)
Minimum Bill based on 5,000 gallons Per unit @ $27.70 per unit
34 units x $27.70 = $941.80

Example 2. **CONSUMPTION OVER MINIMUM USAGE**

Usage: 474,000 gallons
Total Units: 75 (number of units at the time master meter is read)
Usage Per Unit: 6,320 gallons (474,000/75)
Usage is above the 5,000 gallon consumption minimum
Cost for 6,000 gallons: $30.48
75 units x $30.48 = $2,286

WAYNESBORO BOROUGH AUTHORITY

SCHEDULE A

SCHEDULE OF WATER RATES

A five (5%) percent penalty will be added to all bills not paid within thirty (30) days from date of bill.

METERED RATES

The customer shall pay either the "consumption charge" or the "minimum charge", whichever amount is greater.

Consumption Charge

Quarterly Consumption	Charge per 1,000 Gallons
For the first 5,000 gallons	$ 7.71
For the next 25,000 gallons	$ 3.88
For all over 30,000 gallons	$ 2.42

Minimum Charge

Meter Size	Minimum Quarterly Charge
5/8" or (5/8 x 3/4)"	$ 38.53
3/4"	$ 61.78
1"	$ 96.66
1-1/2"	$ 212.64
2"	$ 442.06
3"	$ 900.91
4"	$1,673.71
6"	$3,557.41

Excess Use Charge

The Authority reserves the right to require that "excess use consumption" be metered separately, in accordance with its Rules and Regulations. Excess use shall be billed at least quarterly at a rate of $0.50 per thousand gallons, which shall be in addition to the consumption charge or minimum charge for the metered quantity of water used.

Commercial Water Haulers

Water shall only be sold to commercial water haulers who have secured and retain Authority

approval and whose sales are restricted to residential use only. Commercial water haulers shall be billed at least quarterly for their total metered water consumption at a rate of $7.74 per thousand gallons.

FLAT RATES

Fire Protection Charges	Quarterly Charge
Private Fire Protection Service	
Each Private Fire Hydrant	$ 69.30
Each 4" Fire Service Line	$ 138.60
Each 6" Fire Service Line	$ 313.50
Each 8" Fire Service Line	$ 636.90
Each 10" Fire Service Line	$ 867.90
Each 12" Fire Service Line	$1,249.05

Service Charge

In accordance with Authority Rules and Regulations, the Authority reserves the right to shut off water for nonpayment of delinquent water bills, or for violation of Authority Rules and Regulations. A seventy-five dollar ($75.00) service charge fee shall be paid to the Authority before any water service is restored.

Requested Shut-off

A twenty-five dollar ($25.00) charge will be made for temporarily shutting off water service at the customer's request for non-emergency purposes during non-working hours.

Bad Checks

A charge of thirty dollars ($30.00) will be made for each customer's check that is returned to the Authority from the bank due to insufficient funds.

Posting Fee

A fee of ten dollars ($10.00) shall be charged for all delinquent accounts that the Borough physically posts ten (10) days prior to termination.

Final Meter Reading

A ten dollar ($10.00) charge will be made if the Borough reads a water meter at the customer's request for the determination of a final water bill.

Deduct Meter Reading

A fee of five dollars ($5.00) shall be charged for reading a customer's deduct meter.

Meter Test Deposits

Meter Size	Deposit
For any 5/8 to 1-inch meter	$10.00* $40.00**
For any 1-1/4 to 2-inch meter	$20.00* $50.00**
For any 3-inch meter	$30.00* $60.00**
For any 4-inch meter	$40.00* $70.00**
For any 6-inch meter	$60.00* $90.00**

*Customer removes meter and delivers for test.
**Borough removes meter.

Request for Temporary Suspension of Service

A customer may obtain a temporary suspension of service by having their water meter removed. A $75.00 meter removal fee shall be paid by the customer prior to the meter being removed. As long as a meter is in place at a property, the customer shall be obligated to pay the metered rates as indicated in Schedule A.

WAYNESBORO BOROUGH AUTHORITY
WATER SYSTEM

SCHEDULE B

SCHEDULE OF CAPITAL CHARGES

Component	Service Line Size 3/4 inch
Connection Fee	(1)
Customer Facilities Fee	(2)
Tapping Fee	
Capacity Part (3)	$3,000
Distribution Part (3)	$2,000
Special Purpose Part (Fire Service)	(4)
Reimbursement Component	(5)

Notes:

(1) Connection fees calculated at the standard Authority rates for time and material.

(2) Calculate when applicable, according to Schedule C.

(3) Fees for larger service line sizes are listed below by service connection diameter (line size).

(4) No fire service tapping fees established at this time; calculate fire service and other special purpose tapping fees when applicable.

(5) Calculate when applicable based on actual costs, and on a written agreement between the Authority and the person at whose expense facilities were constructed.

TAPPING FEES

	CAPACITY PART			DISTRIBUTION PART		
Line Size	Act 57 Calculation	Unit Capacity Requirement	Adopted Fee*	Act 57 Calculation	Unit Distribution Requirement	Adopted Fee*
¾	$ 5,064.77	1.00	$ 3,000	$ 2,369.33	1.00	$ 2,000
1	$ 7,597.15	1.50	$ 4,500	$ 3,554.00	1.50	$ 3,000
1½	$ 15,194.30	3.00	$ 9,000	$ 7,108.00	3.00	$ 6,000
2	$ 25,886.58	5.11	$ 15,330	$ 12,109.92	5.11	$ 10,220
3	$ 55,712.43	11.00	$ 33,000	$ 26,062.65	11.00	$ 22,000
4	$ 99,044.31	19.56	$ 58,680	$ 46,333.60	19.56	$ 39,120
6	$212,720.17	42.00	$126,000	$ 99,511.93	42.00	$ 84,000
8	$378,169.19	74.67	$224,010	$176,910.11	74.67	$149,340

*Adopted by Authority at its December 21, 2004 public meeting.

WAYNESBORO BOROUGH AUTHORITY
WATER SYSTEM

SCHEDULE B

SCHEDULE OF TAPPING FEES
(Prior to 12/21/2004)

Size of Service Pipe (inches)	Tapping Fee (*)		
	Distribution Part	Capacity Part (8-30-89)	Fire-Service Part
MFR (**)	$ 300	$ 180	-----
3/4	$ 400	$ 300	-----
1	$ 490	$ 534	-----
1-1/4		$ 837	
1-1/2	$ 690	$ 1,206	-----
2	$ 920	$ 2,136	$ 160
3	$1,480	$ 4,830	$ 250
4	$2,160	$ 8,550	$ 320
6	$3,900	$ 19,230	$ 720
8	(***)	$ 34,200	$1,280
10	(***)	$ 53,400	$2,000
12	(***)	$ 77,100	$2,880

(*) Any parts may be waived at the Waynesboro Borough Authority's discretion if the customer finances public water supply facilities in excess of normal main extension financing. The tapping fee is in addition to the service connection charge. The tapping fee applies to all service connections, including fire service connections but not including individual fire hydrants.

(**) Multi-family residential units served through a common service pipe with master metering, such as an apartment, townhouse, or condominium (per unit).

(***) Tapping fee to be established by the Authority for each case, based on an evaluation of service requirements.

WAYNESBORO BOROUGH AUTHORITY

SCHEDULE C

SCHEDULE OF SERVICE CONNECTION CHARGES
(Prior to 12/21/2004)

Size of Service Pipe (inches)	Service Connection Charge (*)	
	Service Line	Meter
3/4	$325.00	$250.00**
1	$350.00	$300.00**
1-1/2 and larger	(***)	(***)

(*) The service connection charge is in addition to the tapping fee, and it applies to all service connections, including fire service connections, but not including individual fire hydrants. This charge shall include the installation of the Authority's service line and the furnishing of the water meter.

(**) Charge for meter and remote only. An additional charge shall be assessed if the kornerhorn is provided by the Borough.

(***) For all pipe sizes of 1-1/2 inches or larger, the Service Connection Charge shall be an amount equal to the actual cost of the Authority's service line and the meter, plus a ten percent (10%) administrative fee, as determined by the Authority.

***After 12/21/2004, connection charges are invoiced to the customer at the current Authority rates for time and material.**

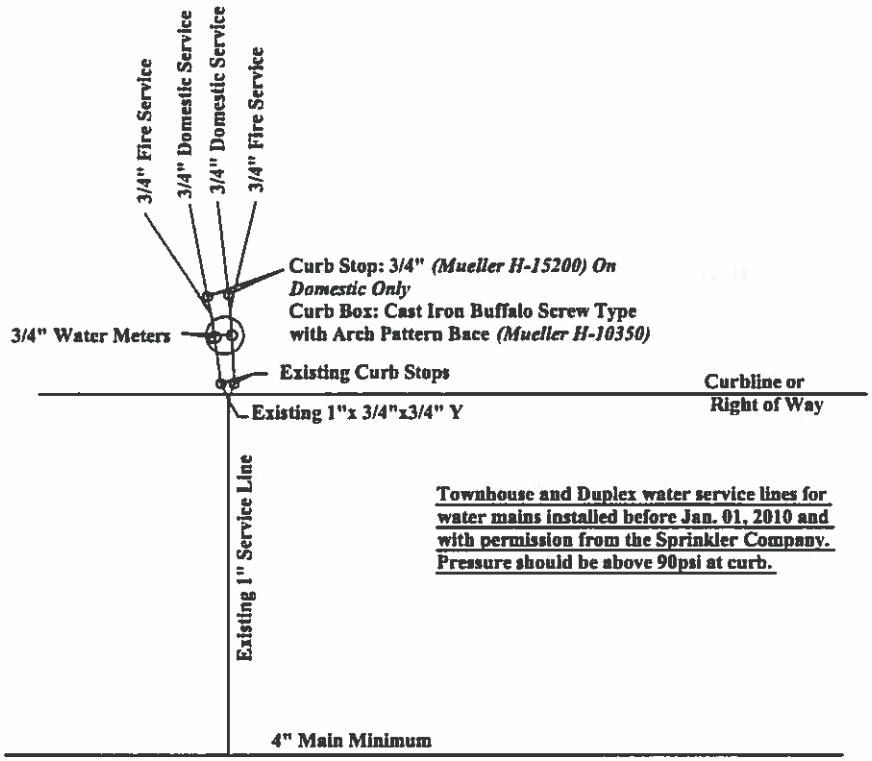
WAYNESBORO BOROUGH AUTHORITY

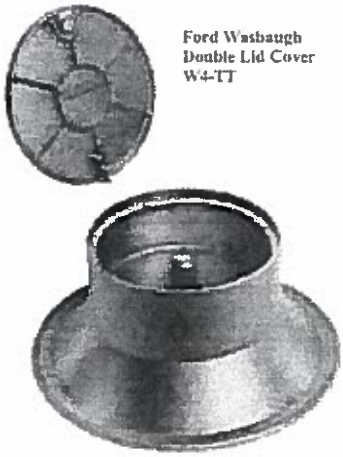
SCHEDULE D

WATER METER FEES

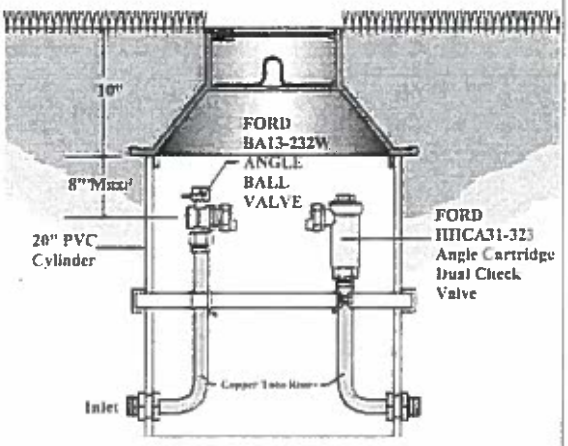
5/8" meter with remote	$ 325.00
3/4" meter with remote	$ 350.00
1" meter with remote	Market Price*
Corner Horn	$ 110.00
Meter Installation Fee	$ 25.00
Each Return Visit for Installation	$ 30.00

(*) For all water meters of 1" or larger, the meter installation fee shall be an amount equal to the Authority's actual cost of the meter, plus a ten percent (10%) administrative fee, as determined by the Authority.

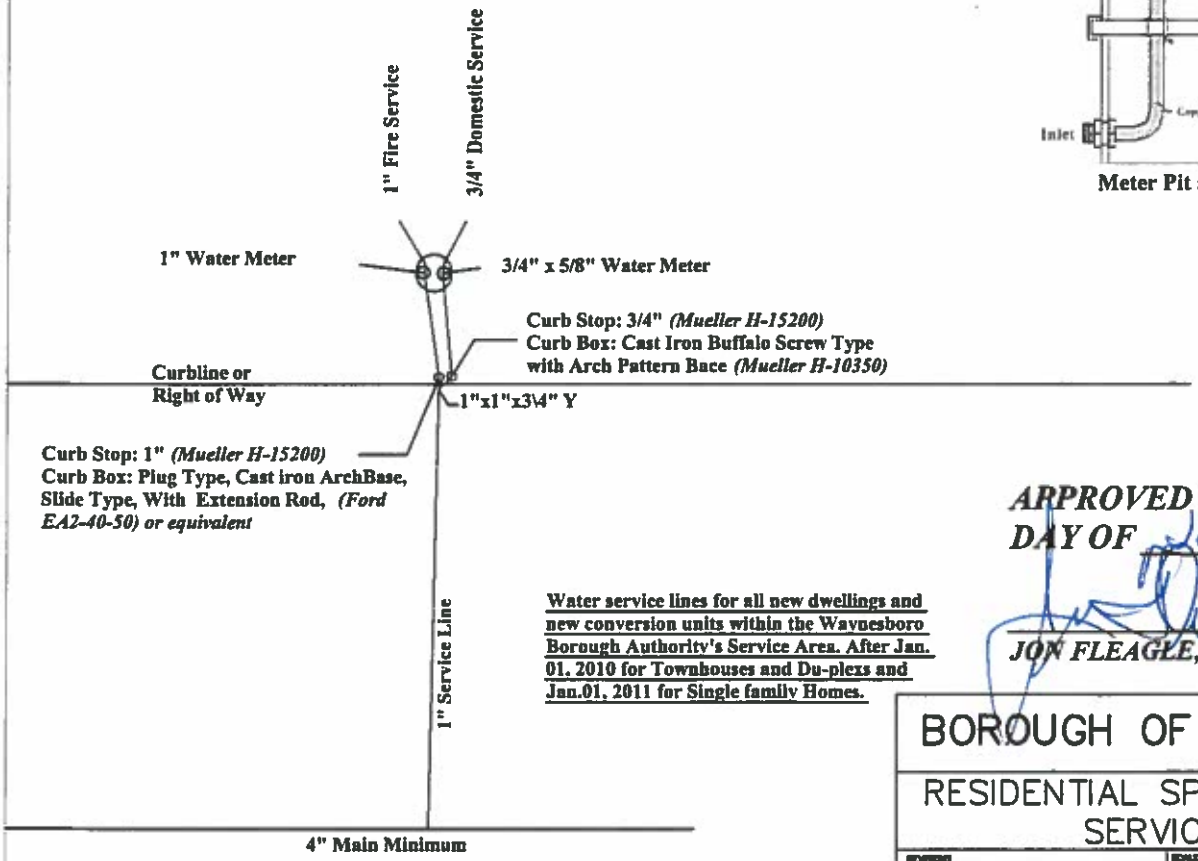




Townhouse and Duplex water service lines for water mains installed before Jan. 01, 2010 and with permission from the Sprinkler Company. Pressure should be above 90psi at curb.



Meter Pit and Setter Detail



Water service lines for all new dwellings and new conversion units within the Waynesboro Borough Authority's Service Area. After Jan. 01, 2010 for Townhouses and Du-plexs and Jan.01, 2011 for Single family Homes.

APPROVED THIS 20th
DAY OF July ***20*** 10

JON FLEAGLE, CHAIRMAN

BOROUGH OF WAYNESBORO

RESIDENTIAL SPRINKLER SYSTEM SERVICE LINES

REVISIONS	SCALE	DESIGNED	DRAWN BY
1. Changed to add comments from the Authority June16,2010	N.T.S.	RDS	SAC
	DATE: JUNE 7,2010	FIELD BOOK NO:	CHECKED BY: RDS