

Water Rules And Regulations

Adopted by Board of Water Commissioners 5/13/98

Article 1: Applications

1. Making application

All applications for the use of city water from the city mains or distribution pipes or from any supply pipes must be made at the office of the Water Department, City Hall, where a copy of the rules and regulations will be furnished, together with instructions as to the form prescribed for that purpose. The application shall state truly and fully each particular purpose and manner in which the water is to be used, and the name of a duly licensed plumber selected to do the work, and shall be signed by the owner of the premises or his authorized attorney.

Article 2: Permits

2. Permit granted to named plumber for particular use.

The permit granted thereupon by the Superintendent or the Water Department to the plumber designated, who will be recognized as the agent of the owner or applicant, shall be for the particular use applied for and no other, and when thereafter any further use of water or additional service is desired, a further application as directed in 121-1 must be made and a permit obtained.

Article 3: Tapping Mains

3. Tapping and furnishing of equipment; cost

The tapping of water mains or distribution pipes, and the furnishing of copper connections, curb stops, curb stop boxes, patent taps, gate valves, gate valve boxes, shall be done by the Water Department, to be paid for in advance by the person making the application for a supply of water.

4. Size of tap

No single tap smaller than three-fourths (3/4) inch will be allowed. Taps larger than one (1) inch must have the approval of the Superintendent.

5. Tapping to be done by authorized person

No water main or distribution pipe shall be tapped by any person except an authorized employee of the Water Department

6. Charge for tapping and material furnished

The charge for tapping and material furnished shall be established by the Board of Water Commissioners, copies of which may be obtained at the office of the Water Department.

Article 4: Plumber's Tapping Notice

7. Notice required prior to tapping

A plumber receiving a permit to lay service or supply pipes for the introduction of water to any premises shall give the Superintendent of the Water Department 2 business days notice previous to the time for tapping the main.

Article 5: Service lines

8. Size and material of service pipes

All service pipes three-fourths (3/4) inch to and including two (2) inches between the main and the curb stop shall be Type K soft-copper tubing. The minimum size of service from the main to the premises shall be three-fourths (3/4) inch. All services three (3) inches and above shall be cement-lined ductile iron pipe, and such pipe shall conform to the standards of the Kingston Water Department for its mains.

9. Laying of service pipes

All service pipes to any premises shall be laid at least four (4) feet below the surface of the grade lines of the street and shall extend at right angles from the street main to the inside of the curblines, where a curb stop shall be attached and a valve box placed.

10. Valve required

There shall be a valve placed on every supply pipe just inside the building or cellar.

11. Required slack in pipes

Every copper connection or service pipe must be laid with not less than six (6) inches of slack; such slack shall not be more than two (2) feet from the main, and in such a manner as to prevent rupture or settlement.

12. Approved sanitary facilities required

No service application will be granted for any premises or property which is not served by approved type of sanitary facilities.

13. Compliance required; private lines prohibited

No application for water service will be granted for any premises or property which cannot comply with the foregoing provisions. The installation of so-called private waterlines is prohibited.

14. Expenses to be paid by owner; exception

All expenses for introducing water to any premises, excavating for and laying service pipes, and all fixtures connected therewith, except the connection on the main which belongs to the Water Department, must be paid for by the owner of the premises.

The owner/project sponsor shall pay the expense of any review associated with the project/introduction of water to the premises. However, beginning in the year in which the gross revenue from the project equals the total cost to the Department for review of the project, the Department will reimburse the owner. These payments will equal 50% of the gross revenue in excess of the total cost of the review and will continue for 2 years or until 50% of the total cost of the review has been reimbursed to the owner/sponsor, depending which condition occurs first. (adopted BOWC 4/14/04)

15. Work to be done under supervision; location of mains.

All work attendant upon the introduction of water to any premises, laying supply pipes thereto and fixtures connected therewith shall be done under the supervision of the Superintendent of the Water Department and subject to his/her approval. Responsibility for the location of water mains to which supply lines are to be connected or repaired rests solely with the Water Department. All persons desiring such location shall give 3 business days notice to the Water Department previous to the time of starting the work. Failure to give such notice shall relieve the Water Department of all responsibility for the location of said main.

16. Maintenance and repair.

The maintenance and repair of all service pipe from the main to the premises, including but not limited to the curbstop, shall be the responsibility of the owner. If for any reason a leak develops on the service line, the owner shall take immediate steps to repair the same. In the event of unreasonable delay in the prosecution of the repair work, due notice will be given by the Superintendent to the owner or the tenant of the premises to start the necessary repairs within twenty-four (24) hours. Upon failure of the owner to start repairs within this period, the Water Department shall repair the break, and the cost of the repairs shall be levied against the owner. The determination of the responsibility involved, whether Water Department or owner, shall rest with the Superintendent, and his/her decision shall be final.

17. Emergency repairs of service line breaks

Where an emergency shall exist upon the occasion of a break on a service line, the Superintendent may make the necessary repairs with Department forces without notice to the owner. However, the costs involved in the prosecution of the work will be a charge against the owner of the service.

18. Abandonment, disconnection of service lines

When, for any reason, a service line to a property is to be abandoned, the property owner shall notify the Water Department immediately. The owner shall then have such service line disconnected at the main and the corporation stop shut off. The disconnection of the service line shall be done only under supervision of the Water Department.

Article 6: Introduction of Water; Supervision

19. Required supervision and approval of work

All work attendant upon the introduction of water to any premises, laying supply pipe thereto and fixtures connected therewith, shall be done under the supervision of the Water Department and subject to his/her approval.

Article 7: Plumber's Reports

20. Time of filing; failure to comply

Repealed

21. Permit required for additions, attachments, alteration or extensions

No addition, attachment, alteration or extension to any water supply or service pipe on any premises shall be made until a permit is granted upon an application made and signed by the owner of the premises, as provided in 121-1 and 121-2 of these rules.

Article 8: Water Turn On

22. Permit required

No plumber or other person shall open any curb cock or let on the supply of water through any service pipe without a permit from the Water Department.

Article 9: Independent Service to Each Building

23. Multiple service prohibited

One (1) tap and one (1) service pipe shall serve only one (1) house or building

Article 10: Payment of Water Rents

24. Where paid

All water rents or other charges shall be payable at the office of the Water Department, City Hall

25. Responsibility for payment

All water rents, accounts or other charges shall be made against the owner or owners of the premises which is connected with the city water main, and such owners shall be held responsible for all accounts and charges.

26. Quarterly payments

Water rents for all service, both metered service and fixture service, shall be payable quarterly at the end of each quarter. The Superintendent shall establish the quarterly due dates for each billing zone by January 1 of each year. A schedule of due dates may be obtained at the office of the Water Department, City Hall, Kingston, NY

27. Charge for late payment

Ten percent (10%) will be added to bills not paid on or before the due date

28. Rents for fractional part of quarter

Repealed

29. Overdue rents become lien

In the event that water rents are in arrears for more than three (3) months, the water rents and interest charges thereon shall become a lien upon the real estate against which the water rents shall have been laid, levied or charged.

Article 11: Shutting Off at Main

30. Additional protection against further use of water

In the cases where water is shut off for nonpayment of water rent or other causes, and when, in the opinion of the Superintendent, the shutting off at the curb is not sufficient protection against the further use of water, he/she may order or cause the corporation valve to be shut off at the main and the supply line to be disconnected therefrom.

31. Reapplication for service; charge for connection

Upon reapplication for water service where the water service has been shut off and disconnected at the main, an additional charge of thirty-five dollars (\$35.) must be paid for the reconnecting of the supply line.

32. Right of Superintendent to shut off water for violations

The payment of the regular water rents shall not conflict with the right of the Superintendent to shut off the supply of water from any premises for any violation of these rules and regulations

33. Right to shut off water for repairs or additions

Nothing in the above provisions shall conflict with the right of the Superintendent to shut off the supply of water from any premises in order to make repairs or additions of new work

Article 12: Building and Special Permits

34. Application and advance payment required

Persons desiring the use of city water for building or any other special purpose whatever will be required to make application at the office of the Water Department and to pay in advance for the same, when the Superintendent will issue a permit therefor.

Article 13: Responsibility of Owners

35. Unauthorized use of water

Repealed

Article 14: Maintenance of Pipes and Curb Boxes

36. Responsibility of owners

All persons having or using city water on their premises must keep their supply pipes and all fixtures connected therewith in good repair and protected from frost or other injury at their own expense. They shall keep the curb boxes connected with their supply pipes in plain sight, at all times, and on a level with the top of the curbstone.

Article 15: Deductions

37. All fixtures to be charged; removal of fixtures and deductions

A. Repealed

B. Repealed

Article 16: Rebates

38. Vacant houses or apartments: notice required.

Repealed

Article 17: Seasonal Uses

39. Season established; restrictions on use.

Repealed

Article 18: Inspections

40. Right of entry: notice to repair

The Board of Water Commissioners, its agents, officers and employees, may enter the premises of any water consumer, at any reasonable time, to examine the pipes and fixtures to ascertain the quantity of water used and the manner of its use, and whether there is any unnecessary waste of water. If any waste or irregular use of water is found, a written or printed notice shall be left with the owner or consumer occupying the premises, and within twenty-four (24) hours after leaving such notice all necessary repairs must be made and waste of water stopped or the water will be shut off and shall not be let on again until such repairs are made and the sum of twenty-five dollars (\$25) for turning on the water is paid at the office of the Water Department.

Article 19: Meters

41. Right to attach water meter

The Board of Water Commissioners reserves the right to attach a water meter to any supply or service pipe, at any time, whenever it shall deem it expedient to do so and thereafter charge for the quantity of water passing through the meter. All meters shall be the property of the Kingston Water Department.

42. Attachment or setting of meter, charges; notice.

All meters shall be attached or set by employees of the Water Department only, and no meter shall be interfered with, removed, disconnected or repaired by any person other than an employee of the Water Department.

The plumber making the service installation shall provide all necessary supports for the meter, as directed by the Superintendent. The Superintendent shall be given not less than 2 business days notice of the setting of the meter.

43. Protection of meters; installation

Owners of premises where meters are attached to the supply pipes will be required to protect the meter from frost or other injury at their own expense and to pay the cost of all necessary repairs resulting from said lack of protection. Whenever it should become necessary to attach a meter outside of the building, the owner shall pay the expense incurred in excavating for and boxing the same. The type of installation shall be as required by the Superintendent.

44. Replacement or repair of defective meters

Where a water meter fails to register the correct quantity of water delivered through it or where it otherwise becomes out of order or in need of repair, notice thereof shall be immediately given to the Water Department. Another meter will be loaned and installed during the time required for the testing and repair, except in cases where the meter is to be tested and repaired on the premises. All repairs, except as stipulated in 121-43, shall be made by the Water Department. When, in the opinion of the Superintendent, the meter becomes unsuitable for use, it shall be replaced by another meter by the Water Department.

45. Sizing of meters; notice required

The sizing of meters on all service lines shall be determined by the Superintendent and shall be subject to his/her approval. On installations requiring meters of two (2) inches in size and over, the owner of the premises shall be required to give not less than sixty (60) days' notice to the Department.

46. Bypass required for certain meters

Owners of premises where meters of three (3) inches in size and over are or shall be attached to the supply line may, at the discretion of the Superintendent, be required to provide a suitable bypass and the necessary valves and cross connection control around such meters. The bypass, valves, and cross connection control devices shall be installed subject to the approval of the Superintendent and shall be metered.

47. Meters required for new taps; fire protection excepted

Applicants for new taps on the mains will be required to have a meter installed on their supply line and be charged for the quantity of water passing through the water at the meter rates established. Service lines dedicated for fire protection, and approved for that use by the Superintendent shall not be required to have a meter installed and shall be charged at the fixture rates established for this purpose.

48. Meter installation cost.

For each service or supply pipe, a single meter up to one-inch size will be installed by the Water Department under usual conditions at no charge to the owner or applicant, except where an outside installation in a meter pit is necessary, the expense of such meter pit is to be borne by the owner. All meters of one-inch size and over shall be installed at the expense of the owner, said charge to be the actual cost of the meter. Where specific permission has been granted by the Superintendent, additional meters may be installed within a building that is served by a single service line. The cost of the additional meters shall be borne by the owner.

48a. Estimated meter readings.

It shall be the responsibility of the customer to permit access to the premises by Water Department personnel for reading and/or servicing of water meters. In the event that the Water Department is unable to obtain access to the premises, the customer is required to forward to the Water Department, prior to the end of the billing period, a reading from the water meter pursuant to a form and/or card left by the water meter reader at the premises or obtainable from the Kingston Water Department at its office. In the event that the water meter is not read by Department personnel or the customer within the quarter, the Department shall bill the customer at the estimated rate applicable for such premises. After three consecutive quarterly billings, such estimated rate will be deemed to be the bill for such usage unless, upon ultimately obtaining access to the meter, it is shown that the usage was actually higher than the estimated charges in which event such extra or additional amount shall be added to the bill.
(Adopted by the Board: 12/9/98)

Article 20: Damages, Additions, and Repairs

49. Limitation of liability

No person shall be entitled to damages nor to have any portion of a payment refunded for any stoppage of supply occasioned by accident to any portion of the works, nor for stoppage for purposes of additions or repairs. The Superintendent of the Water Department shall have the right to shut off water to make repairs or additions of new work.

Article 21: Safety Valves

50. Where required; purpose.

In all cases where water is supplied to storage tanks, or boilers for domestic, commercial, or manufacturing purposes, the supply pipe must be provided with a suitable valve or other sufficient device to prevent any damage from collapse or explosion when the water is shut off from the street mains or other causes.

Article 22: Public Buildings

51. Irregular use, waste; notice, repair

The use of water in all city or school buildings shall be subject to the same requirements and restrictions as in private buildings. When any irregular use or waste of water is found to exist, caused by defective pipes or fixtures, notice of such waste or defect shall be given to the Department having control of such buildings, and such Department shall immediately cause the same to be repaired.

Article 23: Yard Hydrants

52. Hydrants and standpipes to be placed inside building

Repealed

Article 24: Fire Hydrants; Valves

53. Unauthorized use

No person or persons shall open any city fire hydrant or draw water therefrom except the Superintendent of the Water Department and persons under his/her direction or with his/her permission, except in case of fire, when the Chief of the Fire Department, his assistants, officers and members of the Fire Department shall have free and entire control of the hydrants for the purpose of extinguishing fires.

54. Valves and gates

No person or persons except the Superintendent and employees under his/her direction shall open or close any valve or gate in any water main or street pipe, or in any manner interfere with or obstruct the same.

Article 25: Right to Change Rules

55. Modifications and additions

The Board of Water Commissioners shall have the right to modify or change any of the foregoing rules or make such rules and regulations as may be found essential to a more perfect protection of the public interests in the management of the Water Department, and to impose such additional restrictions as may be deemed proper.

Article 26: Contract

56. Rules and regulations as part of contract with user

All the foregoing rules, regulations and restrictions relating to the use of city water and the Water Department of the City of Kingston, made and adopted by the Board of Water Commissioners, shall be considered a part of the contract with and between any person who applies for and obtains a supply of water from said Department, and every person receiving the water so supplied shall be considered as having expressed his consent to be bound thereby.

Article 27: Violations and Penalties; Miscellaneous Provisions

57. Penalties for offenses

Any violation of these rules and regulations and provisions is hereby declared to be a misdemeanor punishable by a fine not to exceed fifty dollars (\$50) or imprisonment for a term not to exceed six (6) months, or by both fine and imprisonment. When a violation of any of the rules and regulations is continuous, each twenty-four (24) hours thereof shall constitute a separate and distinct violation.

58. Enabling legislation.

Laws of 1896: To revise and consolidate the several acts in relation to the City of Kingston, etc.

A. The Board may fix, make, determine and collect all water rates; publish and enforce all needful rules and regulations concerning said Water Department and the property and appliances thereof, and to the management and supply of water thereby, and alter and modify the same from time to time and fix the penalty, not exceeding fifty dollars (\$50), for the violation thereof, and prosecute in his/her own name or in the name of the city for all water rates and charges and violations of such rules and regulations. The Common Council may enforce such rules and regulations by ordinance and fix a like penalty for violation thereof.

B. Any willful act whereby said Water Department or any property, apparatus or appliance pertaining thereto shall be injured or the supply of water obstructed, impaired or made less pure shall be deemed a misdemeanor, and the person or persons convicted thereof shall be punished accordingly.

59. Schedule of rates

A. A schedule of water rates may be obtained at the offices of the Kingston Water Department, City Hall, Kingston, New York.

B. For purposes not named in the aforesaid rate schedule, and for all peculiar circumstances, special assessments or contracts for the use of measured or estimated water may be made by the

Superintendent, upon approval by the Board of Water Commissioners.

C. The schedule of rates, both for fixture service and meter service, are subject to such alteration and amendments as may, from time to time, be adopted by the Board of Water Commissioners.

Article 28: Cross Connection Control

60. Cross Connection Control

A. As per the requirements of the New York State Sanitary Code 5-1.31, the Board of Water Commissioners has adopted Cross Connection Control Regulations.

B. A copy of these regulations may be obtained at the offices of the Kingston Water Department, City Hall, Kingston, NY.