

ST. ARMAND WATER & SEWER REGULATIONS

*AS AMENDED THROUGH RESOLUTION # 57 of 2019 - ADOPTION OF AMENDED 2019 WATER & SEWER RATE CHANGES FOR THE BILLING PERIODS APRIL 1, 2019 THROUGH SEPTEMBER 30, 2019

*AS AMENDED THROUGH SPECIAL BOARD MEETINGS CONDUCTED ON MAY 30, 2019 AND JUNE 20, 2019

* UPDATED WATER AND SEWER REGULATIONS ADOPTED AND EFFECTIVE ON JULY 9, 2019 PER RESOLUTION # 59 OF 2019

WATER REGULATIONS

I. Schedule of Water Rents within the St. Armand Water District.

| | | |
|----|-----------------------------|-------------------------------------|
| A. | Single family dwellings | Apartment Buildings/Multiple Family |
| | Trailers on individual lots | Saranac Lake Central School |
| | Trailers in trailer parks | Senior Citizens Overlook |
| | Commercial users | Vacant Lots |

Water Rate (Read) \$ per QTR:

\$ 6.50 per thousand gallons usage
\$ 8.00 Water Debt Service

Water Rate (Read) \$ per YEAR:

\$ 6.50 per thousand gallons usage
\$ 32.00 Water Debt Service

Water Flat Rate * (non-working readers or meters) per QTR is based as follows:

9,200 gallons (1 person in household)
18,400 gallons (2 people in household)
27,600 gallons (3 people in household)
36,800 gallons (4 people in household)
Etc.

*** On May 30, 2019, the St. Armand Town Board agreed the Town's goal is to have every Water and Sewer customer have metered service rather than flat rate by October 15, 2019. Flat Rate is more costly to the Town and the customer. Please see section X-F for further estimated rate information for customers who refuse to install or repair meters or readers after October 15, 2019.**

B. Multiple family dwellings

Each apartment charged as single family unit
One meter will be read and the landlord will be responsible for all charges.

C. Senior Citizen's Overlook, Inc.

Each apartment charged as single family dwelling rate. Meters are read.

D. Bloomingdale School – Saranac Lake Central School

Charged as 5 units
\$ 160.00 Water Debt Service (for the year)
\$ 6.50 per thousand gallons

E. Unoccupied lots with water service still connected to main

Flat rate of \$ 32.00 per year allocated as follows:
\$ 32.00 Water Debt Service

F. Unoccupied dwellings with existing water service

Flat rate of \$32.00 per year allocated as follows:
\$ 32.00 Water Debt Service

G. Vacant Lots which run adjacent to water lines but **not** connected

Flat rate of \$16.00 per year allocated as follows:
\$ 16.00 Water Debt Service

II. Schedule of water rates outside the St. Armand Water District

| | | |
|----|----------------------------|------------------------------------|
| A. | Single family dwellings | Apartment Building/Multiple Family |
| | Trailer on individual lots | Saranac Lake Central School |
| | Trailers in trailer parks | Senior Citizens Overlook |
| | Commercial users | Vacant Lots |

Flat rate of \$32.00 per year allocated as follows:
\$ 32.00 Water Debt Service
\$ 6.50 per thousand gallons used

B. Unoccupied lots with water service still connected to the main

Flat rate of \$32.00 per year allocated as follows:
\$ 32.00 Water Debt Service

- C. Unoccupied dwelling with existing water service

Flat rate of \$ 32.00 per year allocated as follows:
\$ 32.00 Water Debt Service

- D. Vacant Lots which run adjacent to water lines but **not** connected.

Flat rate of \$16.00 per year allocated as follows:
\$ 16.00 Water Debt Service

SEWER REGULATIONS

- III. Schedule of sewer rents within the St. Armand Sewer District.

- A. Single family dwellings Apartment Building/Multiple Family
Trailers on individual lots Saranac Lake Central School
Trailers in trailer parks Senior Citizens Overlook
Commercial users Vacant Lots

| | |
|---|---|
| <u>Sewer Rate \$ per unit per QTR:</u> \$ 12.36 per thousand gallons usage \$ 68.00 Sewer Debt Service \$ 11.12 Capital Reserve Fund - Sewer | <u>Sewer Rate \$ per unit per YEAR:</u> \$ 12.36 per thousand gallons usage \$ 272.00 Sewer Debt Service \$ 44.48 Capital Reserve Fund - Sewer |
|---|---|

- B. Multiple Family Dwellings

Each apartment charged as single family unit
One meter will be read and the landlord will be responsible for all charges.

- C. Senior Citizen's Overlook, Inc.

Each apartment at single family dwelling rate.
Meters will be read.

- D. Bloomingdale School – Saranac Lake Central School

Charged as 5 units
\$ 1360.00 Sewer Debt Service (for the year)
\$ 12.36 per thousand gallons

\$ 222.40 Capital Reserve Fund - Sewer (for the year)

E. Unoccupied lots with sewer service still connected to main

Flat rate of \$272.00 per year allocated as follows:

\$ 272.00 Sewer Debt Service

Capital Reserve Fund – Sewer per year allocated as follows:

\$ 44.48 Capital Reserve Fund - Sewer

F. Unoccupied dwellings with existing sewer service

Flat rate of \$272.00 per year allocated as follows:

\$ 272.00 Sewer Debt Service

Capital Reserve Fund – Sewer per year allocated as follows:

\$ 44.48 Capital Reserve Fund - Sewer

G. Vacant Lots which run adjacent to sewer lines

Flat rate of \$136.00 per year allocated as follows:

\$ 136.00 Sewer Debt Service

No Capital Reserve Fund - Sewer

IV. Schedule of sewer rates outside the St. Armand Sewer District

| | | |
|----|-----------------------------|------------------------------------|
| A. | Single family dwellings | Apartment Building/Multiple Family |
| | Trailers on individual lots | Saranac Lake Central School |
| | Trailers in trailer parks | Senior Citizens Overlook |
| | Commercial uses | Vacant Lots |

Flat rate of \$272.00 per year for allocated as follows:

\$ 272.00 Sewer Debt Service

\$ 12.36 per thousand gallons

Capital Reserve Fund – Sewer per year allocated as follows:

\$ 44.48 Capital Reserve Fund - Sewer

B. Unoccupied lots with sewer service still connected to the main

Flat rate of \$272.00 per year allocated as follows:

\$ 272.00 Sewer Debt Service

Capital Reserve Fund – Sewer per year allocated as follows:

\$ 44.48 Capital Reserve Fund - Sewer

C. Unoccupied dwelling with existing sewer service

Flat rate of \$272.00 per year allocated as follows:

\$ 272.00 Sewer Debt Service

Capital Reserve Fund – Sewer per year allocated as follows:

\$ 44.48 Capital Reserve Fund - Sewer

D. Vacant Lots which run adjacent to sewer lines

Flat rate of \$136.00 per year allocated as follows:

\$ 136.00 Sewer Debt Service

No Capital Reserve Fund - Sewer

V. Methods of Billing and Collection

A. All units will be billed four times a year. There will be two mailings in each billing cycle. The first mailing will be the quarterly bill; the second mailing will be late-fee billing with the 10% penalty added on. If not paid by deadline, then door knob knockers will be placed on the residence.

B. Billing amounts within the District will be \$8.00 each period for water debt services plus charges for water usage (\$6.50 per thousand gallons) and \$68.00 for sewer debt service plus charges for sewer usage (\$12.36 per thousand gallons). In addition, there will be a Capital Reserve Fund – Sewer Charge of \$11.12 per unit per quarter for all Sewer customers, with the exception of vacant lots.

- C. Billing amounts outside the District will be 8.00 each period for water debt service plus charges for water usage (6.50 per thousand gallons) and \$68.00 for sewer debt service plus charges for sewer usage (\$12.36 per thousand gallons). In addition, there will be a Capital Reserve Fund – Sewer Charge of \$11.12 per unit per quarter for all Sewer customers, with the exception of vacant lots.
- D. Owners of rental properties will be billed directly, unless notified by owners to send bill to renters. The responsibility for payment rests with the property owner if not paid by the tenant.
- E. The minimum charge for seasonal and absentee owners will be \$8.00 per quarter for water debt service and \$68.00 per quarter for sewer debt service, plus \$11.12 per unit per quarter for the Capital Reserve Fund – Sewer.

VI. Place and Time of Payments

- A. All water and sewer rents are to be paid to the Clerk of the Water and Sewer District either in person or by mail to:

Town of St. Armand Water & Sewer District
Water & Sewer Collector
P. O. Box 338
Bloomingdale, NY 12913

VII. Due Dates and Penalties for delinquent Water and Sewer Rents

- A. DUE DATES:

The due date for quarterly Water and Sewer bills will be 30 days from the billing date printed on the bill, with the allowance for due dates falling on a weekend or holiday, which then will be due the following business day after the weekend or holiday date.

B. PENALTIES:

Accounts not paid **by the due date** will be assessed a 10% late fee penalty the following business day. **Post Marks with the due date are not considered as received on the due date, and therefore, the late fee penalty will be applied if not received by the Water and Sewer Clerk on the due date.**

C. Discontinuance of Water & Sewer Services:

Persons whose Water and Sewer rents not received by the final due date will be notified by a doorknob notice of the intent to discontinue service. If water is shut off for non-payment of bills or for violation of the rules, the water will not be turned on again until all prior bills are paid, including the expense of shutting off and turning on the water. The fee established by the Town Board of Trustees is \$25.00 for turning water off and \$25.00 for turning water back on. Any person who turns their water service back on themselves without payment when service has been terminated by the town will be subject to arrest for theft of service.

D. Property Lien – Delinquent Water & Sewer Rents:

All delinquent water and sewer rents, plus penalties, including amounts on properties where water service has been discontinued, which remain outstanding at the end of October, will be included in the annual tax levy of property in question and shall constitute a lien on the property. The amounts in arrears shall be sent to the County's Real Property Tax Service in Elizabethtown in November of each year to be re-levied to the property owners County Tax bill. Re-levy payment amounts cannot be accepted by the Town Clerk after they have been sent to the County.

VIII. Trailer Parks

- A. The ultimate responsibility for payment remains with the property owners. As a courtesy to Trailer Park owners, bills will be sent to tenants but written notice and duplicate bills will be forwarded to the landowners.

- B. Water meters and readers are the property and responsibility of the owner of the trailer and/or trailer park owners.
- C. The trailer park owner must furnish the Water Superintendent with a map showing water shut off locations for each trailer. A current list of trailer park tenants must also be provided.
- D. **The Water and Sewer Clerk of the District must be notified, in writing, by the trailer park owner when tenants leave, either permanently or seasonally and when a trailer is removed and the lot is vacant.**
- E. If delinquency notices (doorknob knockers) are sent to trailer park tenants and are not paid, then the trailer park owner must also be notified by the Clerk of the Water and Sewer District.

IX. Vacant Lots

- A. Vacant lots are billed quarterly at the same time as all other water and sewer bills with the same due date. If payment is not received by due date, late fees of 10% will be charged and late bills will be mailed out. Water is already off on vacant lots, therefore delinquent bills will be calculated at the end of October and added to the relevy in November.

X. Water Meters

- A. Effective October 15, 2019, all residences and business within the St. Armand Water and Sewer District are mandated to have working meters and readers installed by the property owners.
- B. Once installed, they become the property and responsibility of the property owner. Provisions must be made by the property owner to protect the meter from freezing and other damage. All water meters must have an outside reader and meet with the approval of the Water Superintendent.

- C. Water meters will be read prior to the billing dates by the Water Superintendent using the reader device installed outside the dwelling. The Water Superintendent, at the discretion of the Town Board, also examines the meter.
- D. In the event of meter replacement, the new meter must meet the approval of the Water Superintendent.
- E. Water meters are sealed at the time of installation.
- F. **A property owner who refuses to purchase and install a water meter by the mandated date of October 15, 2019, will be charged an estimated rate double the National Average Rate of 100 gallons per person per day for water and sewer usage. Therefore, the charges will be based as follows:**

18,400 gallons (1 person in household)
 36,800 gallons (2 people in household)
 55,200 gallons (3 people in household)
 73,600 gallons (4 people in household)
 Etc.

- G. During a billing quarter, if a meter or outside reader is non-working or unreadable, the owner will be notified by letter enclosed with the quarterly billing and Flat Rate charges of 100 gallons per person per day for water and sewer usages will apply. Once the meter or reader is repaired or replaced, the customer is to notify the Water and Sewer Clerk who in turn will contact the Water Superintendent to go to the service residence and acquire the new reading for future billing reference. If the meter or reader is not repaired or replaced by the following billing quarter the customer will be estimated double the Flat Rate charges of 100 gallons per person per day for water and sewer usages until the Water and Sewer Clerk has been notified by the customer that the issue has been resolved and the Water Superintendent obtains an initial reading after the repair. The estimated rates are as follows:

Estimated Rate for non-working readers or meters within the billing quarter notification:

9,200 gallons (1 person in household)
 18,400 gallons (2 people in household)
 27,600 gallons (3 people in household)
 36,800 gallons (4 people in household)
 Etc.

Estimated Rate (doubled) for continued non-working readers or meters going into the following billing cycle:

18,400 gallons (1 person in household)
36,800 gallons (2 people in household)
55,200 gallons (3 people in household)
73,600 gallons (4 people in household)
Etc.

The customer is notified by letter from the Water and Sewer Clerk that the meter or reader is not working and that he/she is being estimated. Estimated rates will continue until the Water and Sewer Clerk has been notified by the customer that the issue has been repaired and the Water Superintendent obtains an initial reading after the repair or replacement.

XII. Bill Adjustments

If the Customer believes that an error has been made on their bill or has some other reason to believe that their bill should be adjusted, they may request an adjustment through the Water and Sewer Clerk. The Water & Sewer Clerk will complete a Water & Sewer Adjustment Form with all applicable information and submit to the Town Board for review at the next scheduled Regular Board Meeting. The Customer is encouraged to attend the Regular Board Meeting so that they may be available to answer any questions the Town Board may have regarding the adjustment. The request for an adjustment must be made prior to the due date stated on the current bill. If the adjustment request is received by the Water and Sewer Clerk after the due date of the current bill, the customer is expected to pay the amount stated on the current bill plus any late fees incurred. The late request will be submitted to the Town Board at the next scheduled Regular Board Meeting and if approved by the Board, the adjustment will appear on the next quarter's Water and Sewer billing.

The ruling of the Town Board is final, and the Customer will be obliged to pay the bill according to the decision of the Town Board.

XIII. Bill Adjustment for Running Water in Frigid Temperatures

Customers who seek credit on their water bills when running their water during frigid temperatures to avoid freezing lines must adhere to the following procedure:

The customer will contact the Water and Sewer Clerk asking for a credit to be allowed if they run their water and give the location of the service address. The Water and Sewer Clerk will contact the Water Superintendent, who will make the determination if that location is at risk of freezing. If it is determined by the Water Superintendent that the location is at risk of freezing, the Water and Sewer Clerk will contact the customer that they have been approved to run their water and water usage credit will be given. The customer should not assume they will be given credit until they are notified by the Water and Sewer Clerk that the request has been approved. The amount of credit given will be determined based on the requesting customer's previous three quarters average of water usage. Credit will not be given for sewer usage, as the water usage is processed through the sewage treatment plant.

XIV. Bill Adjustment for Sewer Usage in Pool Fills.

Customers who seek credit for sewer usage when filling their pools during the summer season must adhere to the following procedure:

The customer needs to submit a letter of request for sewer usage credit to the Water and Sewer Clerk. The letter will include the gallon size of the pool, the date of the pool fill, the beginning meter reading prior to filling the pool and the ending meter reading immediately after filling the pool. The letter needs to be received by the Water and Sewer Clerk within 10 days of the date of the pool fill. **No hydrants are to be used for pool filling.**

XV. Seasonal Time Frames for Installing Water Taps and Sewer Taps

According to Water Superintendent Jeffrey Cotter, a normal wet tap installation takes 4 – 5 hours which includes digging, exposing the pipe, clearing for the labor. The Town currently charges \$200.00 if ¾ inch pipe is

used and \$250.00 if 1-inch pipe is used. The Town Board determined when a water tap or sewer tap is installed in the winter months the rates will be doubled due to the added risk of breaking town water lines in the winter. The installation price in winter months will therefore be \$400.00 if ¾ inch pipe is used and \$500.00 if 1 inch pipe is used. In addition, there will be an added charge of \$40.00 per hour after six hours of labor to install the wet tap.

Water Superintendent Jeffrey Cotter will determine what constitutes “winter” season prices based on the temperature and weather conditions any given year.

XVI. Miscellaneous Provisions

- A. Water shall not be disconnected from October 15th to April 15th as water may be used to heat homes, and is therefore, a requirement of life.
- B. A \$25.00 charge will be made for turning on and \$25.00 for turning off water for seasonal residents.
- C. Water may be turned on or off **ONLY** by the St. Armand Water & Sewer Superintendent.
- D. The Town of St. Armand Board reserves the right to shut off the water in an EMERGENCY and to keep it shut off as long as shall be deemed necessary. Notice of planned shut off will be given via the newspaper, Fire Department marquis, St. Armand Facebook Page, and or by door to door notification by Water Superintendent, if feasible.
- E. The Water Superintendent must approve all new water installations before they are connected to the water mains. **No plastic pipe will be allowed to connect to the water main.**
- F. Any dwelling unit hooked to an existing water main line must have a separate meter and be billed as a separate unit.

Any connection to water/sewer mains must be approved by the Water & Sewer Superintendent and the Town of St. Armand Board before any connection is made.

A PERMIT MUST BE APPLIED FOR AND APPROVED PRIOR TO INSTALLATION OF ANY SEWER LATERAL. THE FEE FOR RESIDENTAL SEWER LATERAL PERMIT SHALL BE \$25.00. THE FEE FOR COMMERCIAL/INDUSTRIAL SEWER LATERAL PERMIT SHALL BE \$50.00. A SEWER LATERAL PERMIT APPLICATION MAY BE OBTAINED FROM THE TOWN CLERK DURING NORMAL BUSINESS HOURS, OR MAY BE OBTAINED ON OUR WEBSITE: WWW.TOWNOFSTARMAND.COM.

- G. The Town of St. Armand Water & Sewer District is responsible only for the maintenance of the water and sewer mains. The way-box and other piping is the property owner's responsibility.

- H. In the event that it is necessary to excavate across a Town street or any other Town property to install water or sewer service, the user is responsible for returning the Town property to its original condition, and must obtain and sign a highway work permit from the Highway Superintendent before digging can be started.

- I. Rules and Regulations regarding the collection of water and sewer rents may be amended at the discretion of the Town of St. Armand Board without prior notice.

- J. New water and/or sewer tap fees

| | | |
|-----------|-----------------|-----------------|
| Sewer Tap | \$200.00 | |
| Water Tap | \$200.00 for ¾" | \$250.00 for 1" |

- K. Returned Checks: If a payment check is returned as non-sufficient funds, a charge of \$25.00 will be imposed.

PLEASE REFER TO ST. ARMAND'S WATER ORDINANCE, SEWER ORDINANCE AND/OR ST. ARMAND SEWER OVERFLOW RESPONSE PLAN FOR FURTHER INFORMATION AND REGULATIONS.

On May 14, 2019, the Town Board of the Town of St. Armand approved the decreased sewer usage rates from \$18.75 to \$12.36 per 1,000 gallons, and approved a Capital Reserve Fund – Sewer fee for all sewer customers with the exception of Vacant Lots.

Updated: May 30, 2019