

# Clifton Park Water Authority

## General Terms and Conditions of Service

### 1. Metering

All customers of the Clifton Park Water Authority (“CPWA”) system shall have their usage metered, with the exception of commercial fire protection systems. Meters shall be of a type specified by the CPWA prior to installation.

#### a. Location of Meters

Meters shall be located in the basement or mechanical/utility room if one is available. The water meter shall be placed where the water service line comes through the basement wall of basement floor. Where no basement is provided, the meter shall be placed where the service line comes through the wall or floor of the mechanical/utility room. All water meters installed within buildings shall be in a horizontal position, a minimum of 18 inches, but no more than 42 inches from where the water service first penetrates the floor or wall of the structure. The base of a single water meter shall be set at a height of not less than 12 inches, and not more than 42 inches above the floor surface. Meters shall be indoors and protected from freezing and other damage. No meters shall be installed in a crawl space under a residence. A meter pit may be installed outside the residence if the meter cannot be installed in the basement or mechanical/utility room. All meters shall be accessible to the Authority for inspection, reading and replacement.

#### b. Type of Meter

Meter size shall be determined by the property owner, but shall not be less than 5/8” x 3/4”. Meter type shall be determined by the CPWA prior to installation and shall be dependent on the type of usage expected in the building. All meters shall be radio-read and of a brand and type specified by the CPWA.

##### 1. Opt-Out of Radio-Read Requirement

Should a customer express concerns over the installation of a radio-read meter in their home or business, they can opt to have a non-radio-read meter installed. To cover the additional effort on the part of the CPWA to read this style of meter, the customer will be billed additionally on each quarterly bill. This fee can be found in the CPWA’s Current Rates and Charges.

c. Metering of Irrigation

Commercial customers who have underground irrigation systems must separately meter their irrigation usage. The meter shall be installed as a sub-meter of the building's master meter. The charges for commercial irrigation are found in the CPWA's Current Rates and Charges.

2. Cross-Connections

At no point shall the domestic water system in a building that is connected to the CPWA system have an interconnection with another water supply. A physical separation must be present. It is acceptable for customers to use another water supply to service outside hose bibs, irrigation systems, etc., but the domestic water for the building must be connected to the CPWA supply, and the two supplies must be completely separated.

3. Backflow Prevention

- a. All newly constructed residential and commercial buildings shall include backflow prevention devices as deemed necessary by NYS Building Code and the Clifton Park Water Authority.
- b. Backflow prevention devices in commercial buildings shall be tested annually, with reports submitted to the CPWA through its designated online reporting system.
- c. All required testing, repair and/or replacement of commercial backflow prevention devices shall be the responsibility of the property owner. Failure to comply with any requirements to test, repair or replace a commercial backflow prevention device may result in fines and/or termination of water service. If the water account for the property is not in the name of the property owner, failure on the part of the property owner to complete any required testing, repair or replacement of a commercial backflow prevention device may result in revocation of the courtesy granted in Section (6)(a) of these General Terms and Conditions of Service, with responsibility for the water account then being transferred permanently into the name of the property owner.

4. Water Rates and Charges

All current rates and charges of the CPWA can be found in the CPWA's Current Rates and Charges, which can be found on the CPWA website. Customers may also obtain a copy at the CPWA's main office. These rates and charges are subject to change at any time by resolution of the CPWA's Board of Directors.

5. Billing, Late Fees and Termination

- a. The CPWA shall meter and bill each direct connection to the water system and water services shall not be shared by separately metered customers.

- b. CPWA customers are billed quarterly. Bills are due 20 days after the date of the bill. A monthly finance charge at the annual rate of 18% will be assessed on any overdue balances. Customers who fail to pay their bill will be subject to termination of service prior to the next billing period.
- c. The Clifton Park Water Authority is not responsible for any damage that may occur as a result of termination of service due to non-payment.

#### 6. Tenant/Landlord Billing and Service

- a. The CPWA will bill the property owner for each metered account, but will, as a courtesy, bill a tenant that is directly connected to the water main and metered, however, the property owner will be responsible for any unpaid water charges of the tenant.

#### 7. Ownership of Water Services and Meters

- a. The Clifton Park Water Authority will own and maintain residential water services from the water main to the property line or curb stop, whichever is closer to the water main. The customer is responsible for repair/replacement of the remainder of the water service and all plumbing inside the home, with the exception of the water meter and water meter tail pieces. The CPWA owns, and will maintain, the water meter within the home.

#### 8. Access to Water Meter

- a. The CPWA will be allowed access to the water meter within the home for reading, repair and replacement. Access will be coordinated with the homeowner, but failure to allow access to the meter within a reasonable amount of time will result in suspension of service until such time as access is granted.

#### 9. Automatic Lawn Irrigation Systems

- a. All lawn irrigation systems shall be installed and maintained in accordance with the CPWA's Lawn Irrigation System Rules and Regulations.