





District#2 may need to be reseeded in the spring. The proposed Water District #3 will likely be a joint project with the Town of Richland much like Water District #1. A joint Town Board meeting with the Town of Richland will be scheduled in the near future. Water Advisory Committee – Chairman Norma Newman reported that the committee met on February 29<sup>th</sup> and the minutes are available. They will continue the review of EDU's for campgrounds and restaurants after another water billing or two. Several property owners interested in public water have attended their last two meetings.

**RESOLUTION 30-16**

On motion by John W. Wood, Jr., seconded by Nancy Ridgeway, the following resolution was

ADOPTED - 5 Ayes            Ridgeway, Scheppard, Wood, Gove, Warner  
 0 No

**Resolved** that the Town Board of the Town of Sandy Creek adopts the following schedule of fees for the Water Department:

Service / Fee	Accepted Charge
Late Fee – After 30 Days	15% of total bill
Non-payment – After 60 Days	\$50
Frozen/Damaged Meter Fee	\$25 + Cost of Parts
Early Meter Reading Fee	\$25
Water On or Off	\$25 (after 1 free per year)
Permanent Disconnection Fee	\$25
Returned Check Fee	\$20
Thawing of Laterals	\$100
<b>After November 1, 2015</b>	
Inspection Fee	\$50
New Service Connection Fee	\$500

**RESOLUTION 31-16**

On motion by John W. Wood, Jr., seconded by Nola J. Gove, the following resolution was

ADOPTED - 5 Ayes            Ridgeway, Scheppard, Wood, Gove, Warner  
 0 No

**Resolved** that the Town Board of the Town of Sandy Creek approves the Water Advisory Committee's recommendation that the following parcels' EDU adjustments: 029.00-01-05.01 Wallis= 1 EDU; 029.00-01-05.02 Wallis to Hatch= 1 EDU; and 027.18-01-27.01 Soule= 1.5 EDU.

Code Enforcement Officer – John Howland's report for February is on file in the Town Clerk's office. Correspondence was received today from NYSERDA regarding the New York State Unified Solar Permit process paperwork.

Town Board Reports - Councilman Warner studied the public boat launch issues brought to the board's attention at the February meeting. He reported that the Town Board does not want to close the launch at this time. He believes that the opening of the DEC launch at Groman Shores will relieve some of the problems at the Wigwam Drive site. He suggested some ideas for the board to consider in the near future such as construction of a privacy fence, signage, limiting the size of boats that can use the launch, and the posting of hours of use.

Councilman Wood reported on the many classes that he attended at the Association of Towns Annual Training last month. Judge Crast and he traveled by bus to New York City. The variety of classes was good and he learned a lot. He brought back some material for the other Town Board members.

Town Clerk – Tammy Miller reported that receipts and total disbursements for the month of February totaled \$1,796.75. This report is on file in her office and available for public inspection. Notice was received from Brewsters regarding renewal of their liquor, wine and beer license. Water Clerk Brittany M. Washburn has been appointed Deputy Town Clerk as of March 1, 2016. She will attend Tug Hill Commission's Local Government Conference at JCC on March 31<sup>st</sup> with Town Clerk Miller.

**PUBLIC COMMENT** – There were no public comments at this time.

**OLD BUSINESS**

**RESOLUTION 32-16**

On motion by Ruth E. Scheppard, seconded by Nancy Ridgeway, the following resolution was

ADOPTED - 5 Ayes                 Ridgeway, Scheppard, Wood, Gove, Warner  
0 No

**Resolved** that the Town Board of the Town of Sandy Creek accepts the proposal from Advanced Business Systems, Inc. for a 60 month lease of a Kyocera TASKalfa 3051ci copier system, pricing based on NYS Contract #PT66608 and the Silver Service Agreement for a monthly cost of \$267.75.

**RESOLUTION 33-16**

On motion by John W. Wood, Jr., seconded by Ruth E. Scheppard, the following resolution was

ADOPTED - 5 Ayes                 Ridgeway, Scheppard, Wood, Gove, Warner  
0 No

**Resolved** that the Town Board of the Town of Sandy Creek accepts the proposal from Jay Smith of Hyde-Stone Mechanical Contractors, Inc. for a Programmed Maintenance Agreement for the Town Hall for 5 years at \$2,415.30 per year.

**RESOLUTION 34-16**

On motion by Ruth E. Scheppard, seconded by John W. Wood, Jr, the following resolution was

ADOPTED - 5 Ayes                 Ridgeway, Scheppard, Wood, Gove, Warner

0 No

**Resolved** that the Town Board of the Town of Sandy Creek accepts the annual audits of Town Supervisor Ridgway as Chief Fiscal Officer and Town Justice Crast as completed in February 2016 by Nola J. Gove.

On March 2<sup>nd</sup> the Eastern Lake Ontario Dune Coalition regular meeting was held at the Town Hall.

**NEW BUSINESS**

**RESOLUTION 35-16**

On motion by Ruth E. Scheppard, seconded by Nola J. Gove, the following resolution was

ADOPTED - 5 Ayes                      Ridgeway, Gove, Scheppard, Wood, Warner

0 No

**Resolved** that the Town Board of the Town of Sandy Creek accepts the annual software support contract for the Building & Codes Enforcement program from Williamson Law Book Company for 3/1/16 through 2/28/17 for \$400.00.

Superintendent Kastler asked that the approval of the Agreement to Spend Town Highway Funds be tabled until a future meeting. The Audubon Society and the Nature Conservatory will be meeting at the Town Hall next week on Monday and Thursday respectively. Supervisor Ridgeway attended a public meeting in Adams regarding plans to construct a 2 to 7 million gallon manure lagoon at Hillcrest Farms off Fuller Road in the Town of Adams. An Adams resident asked Supervisor Ridgeway if the Town would write a letter against the construction of this lagoon. Town Board members decided that the Town of Sandy Creek does not want to get involved with this issue because of its location in a different township.

**RESOLUTION 36-16**

On motion by John W. Wood, Jr., seconded by Dave Warner, the following resolution was

ADOPTED - 5 Ayes                      Ridgeway, Gove, Scheppard, Wood, Warner

0 No

**Resolved** that the Town Board of the Town of Sandy Creek adopts Local Law No. 1 of 2016 as follows:

SECTION 1 - TITLE

This local law shall be known as Local Law No. 1 of 2016, a local Law Repealing Local law No. 6 of 2013.

SECTION 2 - PURPOSE

This local law is enacted for the purpose of repealing Local Law No. 6 of 2013 a local law pertaining to establishing rules for the operation of the Water System in the Town of Sandy Creek. The general welfare of the Town of Sandy Creek will be better served by repealing

the above referenced law as the Town has enacted Local Law No. 2 of 2016, a local law establishing rules for the operation of the Water System.

**SECTION 3 - REPEALER**

This Local Law shall supersede all prior local laws, ordinances, rules and regulations relative to establishing of rules for the operation of the Water System in the Town of Sandy Creek and any prior such laws, including local law 2 of 2013, null and void.

**SECTION 4 – SEPARABILITY**

Each separate provision of this local law shall be deemed independent of all other provisions herein, and if any provisions shall be deemed or declared invalid, all other provisions hereof shall remain valid and enforceable.

**SECTION 5 – EFFECTIVE DATE**

This local law shall take effect immediately upon filing with the New York State Secretary of State after approval by a majority of the electors voting thereon and in accordance with the requirements of Section 27 of the Municipal Home Rule Law

**AND adopts Local Law No. 2 of 2016 as follows:**

**1.0 Definitions**

Unless the context specifically indicates otherwise, the meanings of the words, terms and phrases used herein shall be as follows:

1.1 Town Water System

All property, plant, pipes, tanks, pump stations and other facilities and appurtenances existing for the purpose of supplying and distributing water which are owned by the Town of Sandy Creek.

1.2 Customer

Property owner with water service installed from a public water system in the Town of Sandy Creek to a premises on said property.

1.3 Developer

Any person who subdivides or improves land for the purpose of constructing, or causing to be constructed, buildings for which potable water is required.

1.4 District

A water district in the Town of Sandy Creek duly formed in accordance with the laws of New York State.

1.5 Easement

An acquired legal right for the specific use of land owned by others.

1.6 Engineer

A person or firm appointed by or who contracts with the Town Board to advise the Town Board on matters related to the public water system possessing licenses to practice engineering and conduct business in New York State.

1.7 Extension

Attachment of a waterline, with more than one (1) user, to an existing waterline.

1.8 Intercommunity Agreement

An Agreement lawfully entered into by and between the Town of Sandy Creek, Oswego County, New York, acting on its own behalf or on the behalf of one of its Districts, and any other person or group of persons, and defined herein, for the purpose of providing or receiving services for water supply, treatment, transmission, distribution and related services.

1.9 Person

Any individual, public or private corporation, political subdivision, Federal, State or local agency or entity association, trust, estate or any other legal entity whatsoever.

1.10 Premises

Shall mean any parcel of real property including land, improvements or appurtenances, as buildings, grounds, etc.

1.11 Public Water System

All property, plant, pipes, tanks, pump stations and other facilities and appurtenances which are used to supply potable water to customers within the Town of Sandy Creek.

1.12 Service Area

The legally defined bounds of real property within the Town of Sandy Creek in which water may be distributed from the public water system. The bounds shall be established, altered, changed, modified, reduced, enlarged, combined, or consolidated only by action of the Town of Sandy Creek Town Board.

1.13 Superintendent

The person(s) appointed by the Town Board to oversee operation and maintenance of the public water system(s), and otherwise carry out duties and functions defined herein and as may be prescribed by the Town Board.

1.14 Town

Shall mean the Town of Sandy Creek, Oswego County, State of New York, and may as appropriate mean the Town of Sandy Creek acting on behalf of a district.

1.15 Town Board

Shall mean Town Board of the Town of Sandy Creek, Oswego County, New York acting on behalf of the Town or on behalf of a district as appropriate.

1.16 Town Engineer

Shall mean the engineer appointed by or who contracts with the Town Board for the purposes of this Law or its authorized agent or representative.

1.17 Water Advisory Committee

Shall mean Water Advisory Committee, Town of Sandy Creek, Oswego County, State of New York, acting on behalf of the Town or Water District to advise

the Town Board regarding information, operation, maintenance and control of its Water Districts.

## **2.0 General**

### **2.1 Water Superintendent**

There shall be appointed for the various Town water districts in the same manner and for such term and on such basis as the Town Board may determine, a Superintendent of Water Supply, who, on behalf of the Town Board, shall have general supervision of the operation and maintenance of the water systems in each district, issue all permits required hereby, read meters, inspect service installations, and perform other such duties as required for operation and maintenance of the water systems as the Town Board may direct.

### **2.2 Authority of Superintendent**

Wherever it is referred to herein that permission be granted by or that an application be made to, or that an act be done by or that an act be approved by the District, it shall mean the Superintendent of Water Supply of the District, or his designee.

Whenever any of the provisions of these rules, regulations and ordinances are violated, the water supply may be shut off and meter removed by the Superintendent or his designee.

The Superintendent of the District or his authorized agents shall have full power to enter the premises of any consumer, at all reasonable hours with advanced notice, to read meter or to examine fixtures, plumbing and manner of using water.

### **2.3 Billing Clerk/ Collection Clerk**

There shall be appointed by the Town Board a Billing Clerk/Collection Clerk whom shall serve at the direction of the Board. The Billing Clerk/Collection Clerk shall render bills for water furnished or other service given. The Billing

Clerk/Collection Clerk shall collect all accounts due and owing, file a monthly report of accounts with the Town Board, and make such other reports as the Board may require. The Billing Clerk/Collection Clerk shall attend meetings of the Water Advisory Committee, take meeting minutes, e-mail and provide copies of meeting minutes to all Water Advisory Committee members within 14 days of the meeting, provide draft typed meeting minutes for approval at the following meeting and publish approved meeting minutes on the Town's web-site.

All money received by the Billing Clerk/Collection Clerk on behalf of the various districts shall forthwith be deposited in such banks or trust companies within three (3) business days following receipt of same when there is \$250 or more in receipts.

Claims and charges against the District shall be audited and paid in the same manner as Town charges.

The Billing Clerk/Collection Clerk shall give bond for the faithful performance of his or her duties and for rendering a just and true account of all moneys received by him or her on behalf of the various districts in said sum as the Town Board may, from time to time, direct. The premium of such bond shall be a District charge.

### **3.0 Permits**

#### **3.1 Permit Required**

No person shall use the water supplied by the District for any purpose whatsoever without having first obtained a permit upon written application, therefore, after having first paid the charges pertaining to the introduction of water to the premises. The District and/or Town Board shall have the right to reject any application where cause exists or to stipulate such conditions as may be necessary to maintain acceptable operating conditions in the system.

**Commented [ls1]:** The problem with deleting this section is that then the Town will not have a way to keep track of the users. If this is deleted, then another way to keep track of users will need to be developed.

### 3.2 Application for Permit

All applications for introduction of water to any premises or for the use of water shall be made upon a blank form furnished by the District for such purpose, and shall be signed by the Owner or his, her or its duly authorized agent. Such application shall contain a statement of all uses for which water is desired, and a use of water for any purpose other than mentioned in the application shall be sufficient cause to justify discontinuance of water service. Application for additional uses may be made at any time, and permit may be granted therefore. Upon acceptance by the Water Superintendent acting for and in behalf of the District, the application shall constitute a binding contract between the Water District and the Customer obligating the Customer to pay the Water District the established rates and to comply with rules and regulations herein. Where such application shall require construction within public right-of-way or District easement, such application shall require approval of the Town Board. Separate and distinct applications and approvals of the agency having jurisdiction over a public highway or right-of-way are required.

## **4.0 Water Service Installations and Maintenance**

### 4.1 Authority to Connect to Water Mains

Connection to or extension of any of the District's water mains shall only be performed by employees of the District acting within the scope of his or her employment, or persons or contractors (hereafter referred to as contractors) authorized to do so by the issuance of a permit by the Town Board.

Installation of the curb stop fitting shall be performed by employees of the district acting within the scope of his or her employment, or contractors authorized to do so. The installation of the service fitting at the building shall be witnessed by employees of the district if it is not installed by the Contractor.

A list of qualified contractors authorized as provided above shall be on file in the Office of the Water Clerk.

#### 4.2 Bond Requirements

Except in the case of work done wholly within the owner's property, application involving connection to or extension of any of the District's water mains as set forth in Section 4.1.1 shall be accompanied by a bond in an amount as established and/or modified from time to time by resolution of the Town Board, with one or more sureties authorized to transact business in New York State, conditioned that he, she or it will comply with these regulations, rules and laws, will pay to the District all fees, penalties or other charges required hereby in consequence of the work undertaken and that he, she or it will restore openings made in streets, roads, lanes and other public places and pavements thereon and therein, to the same standard of condition as before the work started and keep and maintain the same in such condition for a period of one (1) year after the work has been completed, and in case of failure to do so, will pay to the proper authority in the premises the cost of putting the same in such condition. The Town Board may, in its discretion, grant or deny such application. Such permission, so given, may be revoked by the Town Board at any time.

Bonds shall not be required for the purposes set forth in Section 4.1.2.

#### 4.3 Insurance Requirements

Before application for the purposes set forth in Section 4.1.1 is approved, and before commencing work, the applicant shall file insurance certificates with the Town Clerk. Insurance coverage shall be provided for the types and in the amounts as established and/or modified from time to time by resolution of the Town Board.

All insurance policies must provide for fifteen (15) business days' notice to the Town of Sandy Creek before cancellation and must cover all liabilities of the Town of Sandy Creek and be in a form approved by the Town of Sandy Creek Town Board.

Insurance shall not be required for the purposes set forth in Section 4.1.2.

4.4 Inspection by Superintendent

No person shall tap any main or distributing pipe or make or interfere with any connection with the water system unless under the direction of and in the presence of the Superintendent, or unless he be an employee of the District or unless specific permission in each case be given by the District. Nor shall any person make any alterations or additions in and about water pipes, other than on the customer's side of the meter, unless a written permit shall have been given by the District upon written application therefor.

Where a new connection is made with street mains and where new extensions or attachments are made in unoccupied premises, the curb stop shall be closed by the Superintendent, or his designee, upon notification by the customer. Notice of the completion of the work shall be given the District by the customer, and the curb stop shall not again be opened until the work has been inspected and approved by the Superintendent, or his designee, and the meter read. Pipes and connections between the main and meter shall not be covered until so inspected and approved by the Superintendent, or his designee.

4.5 Highway Work Permits may be Required

No street, highway, or any part of the right-of-way thereof shall be opened by any person for the purpose of making a connection with the mains or for the laying of water pipes or fixtures, unless permission, in the form of an authorizing

**Commented [ls2]:** Ruth has a note to change to "Operator" – best to leave as is so it is consistent throughout document.

permit or other written document, shall have been granted by the authority having jurisdiction therein.

#### 4.6 Installation Requirements

Service taps, pipes, valves and other appurtenances shall be installed in accordance with Town of Sandy Creek Standard Specifications and Details for Water Facilities, as adopted and/or modified from time to time by resolution of the Town Board.

**Commented [ls3]:** B&L should provide these and then such can be attached as an Appendix to the LL.

#### 4.7 Modifications in Event of Ground Surface Changes

In the event that a change in ground elevation leaves a service pipe insufficiently buried, or results in the curb box projecting above the ground or being covered with earth, the customer, after notifying the Town, shall promptly lower or raise his service pipe and curb box to conform to the new ground elevation. In case the customer fails or neglects to make such alterations promptly, the supply of water will be shut off until the alterations are completed. Service will not be turned on again until the customer has received approval of the Superintendent that the service has been properly modified, and has paid the fee set by the Town Board for reactivation of a service.

#### 4.8 Maintenance Customer's Responsibility

Pipes and meters and the appurtenances thereto on the user's property shall be kept in good repair and protected from the frost by the customer at his own expense.

#### 4.9 Notice Required for Service Shutoff

In case a house or other building is to be closed or become vacant, notice thereof should be given the District in order that meter may be read and curb stop closed. Where such notice is not given and pipes burst from freezing or other cause, the value of water lost by reason thereof, as estimated by the District

Superintendent, together with the fee established by the Town Board to cover labor and expense to the District, shall be added to the next bill and be paid in like manner as regular water charges.

4.10 Abandonment of Services

When a building is torn down and the water service is no longer required, the Owner of said property is required to excavate at the water main so that the abandoned water line can be disconnected from the water main. The property owner is responsible for refilling the excavation and restoration of sidewalks and/or streets. Town personnel will perform the actual disconnection of the water meter and the property owner shall be responsible for any costs associated with said disconnection. Water usage charges that remain unpaid as of October 1st of each year shall be charged by the Town as special assessments and collected as same.

4.11 Building Plumbing Isolation Valve Required

An isolation valve shall be provided within the building so located that all piping on the consumer's side of the meter can be isolated whenever necessary.

4.12 Reactivation of Discontinued Service

Where water has been turned off by direction of the District or at the request of the customer, it shall not be again turned on without the permission of the District. No person other than the Superintendent, or his designee, or an employee of the District, shall turn on any water service. Prior to reactivation, a fee, as may be established and modified from time to time by resolution of the Town Board, shall be paid to the District.

4.13 Resale of Water Prohibited

No water shall be resold or distributed by the recipient thereof from the District supply to any premises other than that for which application has been made and the meter installed, except in case of emergency where approved by the

Superintendent. This provision does not apply to permitted bulk water haulers who purchase District water via a Town agreement.

4.14 Separate Meters Required

Separate meters shall be installed for each and every parcel for which water is to be provided. When multiple living units exist on a single parcel, each shall be supplied via a single District meter unless approved by the Water Superintendent.

4.15 Temporary Water Service or Usage

Application shall be made to the Superintendent, who may solely at his discretion, permit the temporary usage of water. The Superintendent shall establish the requirements for such usage including provisions for monitoring water usage. An application fee equivalent to the fee established for reactivation of a service shall be paid to the District, and water rent shall be charged as though said temporary usage was a residential service. Where connection to a district line is required, the appropriate fee shall be assessed and paid by the applicant.

**5.0 Water Meters**

5.1 Meters Required

Permanent water service shall be rendered by meter only. In order that there may be uniformity of make and design and to give the greatest efficiency in operation and maintenance, all meters shall be of such make and type as specified in Town of Sandy Creek Standard Specifications and Details for Water Facilities as adopted by the Town Board. Meters shall be owned by the District and shall be obtained from the District at cost as may be established and modified from time to time by the Town Board.

5.2 Maintenance and Replacement of 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 given the District by the Customer. Where repairs are found necessary due to negligence of the user, the same shall be made by the District and the cost thereof borne by the Customer. When in the opinion of the Superintendent of the District, a meter becomes unsuitable for further use, except when due to negligence or lack of care of the user; it shall be replaced by the District. The District shall have the right to test meters suspected of improper function at the discretion of the Superintendent.

The Superintendent, or any persons delegated by him, must at all reasonable hours have access to all meters and to all parts of the premises to which water is delivered, for the purpose of inspection, examination of fixtures, reading meters, etc. All persons using water must at all times, frankly, and without concealment, answer all questions put to them relating to water usage. All meters will be sealed, and no person shall tamper with or remove a seal on a meter without the consent of the Superintendent.

### 5.3 Meter Pit Required

Whenever the distance from the curb stop to the point of entry of the water service line into the building exceeds 200 feet, the pipe is not a seamless length of HDPE PE4710 without connections, or the pipe is not laid in sand or enclosed in another pipe, a meter pit installation shall be required. Such connection shall be in accordance with Town of Sandy Creek Standard Specifications and Details for Water Facilities. A meter pit shall be located no further than 20 feet from a curb box.

## **6.0 Cross Connection Control**

### 6.1 Cross Connection Defined

The term “cross connection” as used here means any unprotected connection between any part of the water system and any service or system

containing water or substance that is not approved as equally safe for human consumption.

6.2 Requirements for Cross Connection Control for Commercial and

Industrial

Users

Cross connection control shall be provided by the Customer to protect the public water system, by containment of any existing or potential contamination within the premises of the Customer in the following manner:

1. By installing an acceptable air gap, reduced pressure zone device or equivalent certified backflow prevention device acceptable to the New York State Department of Health and approved by the Superintendent, consistent with the degree of hazard posed by the premises.
2. By submitting plans for the installation of a certified backflow prevention devices to the Water Superintendent and the New York State Department of Health for approval; and
3. By inspecting and testing all certified backflow prevention devices annually for Commercial and Industrial Users at the expense of the customer. These devices shall be repaired, overhauled or replaced at the expense of the customer whenever they are found to be defective. Inspection shall be performed by a person qualified in the testing of backflow prevention devices. Records of such inspections shall be provided to the Water Superintendent within one week after the test is performed.

Certified Cross connection control devices shall be provided for all commercial and industrial connections unless it is determined by the Superintendent that no significant hazard is posed in which case backflow prevention in accordance with the standard requirements apply. Certified

Backflow prevention devices shall only be required for residential connections when the Superintendent determines that a significant hazard may be posed.

6.3 Customer Responsibility

It shall be the responsibility of each customer at his own expense to furnish, install, and keep in good working order and safe condition any and all protective devices required. The District shall not be responsible for any loss or damage directly or indirectly resulting from or caused by the improper or negligent installation, operation, use, repair or maintenance of, or interfering with, any protective device by any customer or other person.

6.4 Separate Sources of Water Restricted

The owner(s) of all houses, buildings, or properties used for human occupancy, employment, recreation or other purposes, situated within a Town of Sandy Creek water district and abutting on any street, alley or right-of-way in which there is now located or may, in the future, be located a public waterline, shall not establish or maintain a separate source of water without the approval of the District, except that such separate sources existing prior to the effective date shall be allowed unless otherwise prohibited by New York State Law or regulatory action of the Oswego County Department of Health or other agency having jurisdiction. All existing private wells shall be plumbed such that there is no physical connection between the private well and the Town Water System.

In order to receive approval of a separate source installed subsequent to the effective date of this Law, the customer must justify the need. If approved, separate sources of water shall not be physically connected to the public water system in any way, either directly or through building plumbing systems. Any and all separate sources must have separate and independent plumbing and distribution systems.

All users of the public water system shall prevent cross connections, within their premises, between the potable water piping system and any other piping system. Failure to comply with any cross connection regulations shall result in termination of water services to the affected property.

## **7.0 Operation and Use of Hydrants and Valves**

### **7.1 Use Restricted**

No person shall open, interfere with or draw water from any fire hydrant, or open or close any valves in the District without permit from the District, therefore, except that hydrants may be opened by or on the order of any member of a Fire Department or any fire commissioner within the District in case of fire for the purpose of attaching thereto fire hose and equipment, where contract for the purpose has been entered into with the District.

### **7.2 Notification of Use Required**

Whenever a hydrant has been opened and used, notification of such fact shall be promptly given to the Superintendent.

### **7.3 Tools for Hydrant and Valve Operation**

No tools or implements shall be used to open hydrants and valves except such as are furnished by the District or by a Fire Department operating with the District's permission.

## **8.0 Extensions of Water System**

### **8.1 Engineering Plans and Approval Required**

Engineered plans and specifications prepared and stamped by a professional engineer licensed to practice in New York State shall be required for any new water system extensions. Plans shall be subject to review and approval of the Town's engineer. Where extension is proposed by someone other than the Town Board on behalf of the District; all cost associated with the extension, including the cost of

such review shall be borne by the person proposing the extension. Funds to cover review expenses shall be deposited in escrow with the Town prior to review work being performed.

8.2 Standard Specifications and Details

Extensions to the water system shall be made in accordance with Town of Sandy Creek Standard Specifications and Details for Water Facilities, as adopted by resolution of the Town Board.

8.3 Construction Inspection Required

Construction of water system extensions shall be inspected by the Town Engineer, or, at the discretion of the Town Board, the Superintendent. Where extension is proposed by someone other than the Town Board on behalf of the District, the cost of inspections shall be borne by the person proposing the extension. Funds to cover inspection expenses shall be deposited in escrow with the Town prior to construction work being performed. No work shall advance unless inspected to the satisfaction of the Superintendent and the Town Board.

8.4 Testing and Certification

All water system extensions must be successfully leak tested in accordance with AWWA specifications, and disinfected and tested for bacteriological contamination in accordance with New York State Department of Health regulations prior to acceptance by the District. Written certification by a New York State licensed professional engineer attesting as such shall be provided to the Superintendent by the person making the extension prior to the Town Board's acceptance of the extension.

8.5 Record Drawings

Record Drawings shall be prepared for all water system extensions by the design engineer, which reflect any substantive modifications to the original plans and specifications made during construction.

8.6 Dedication of Facilities

Upon written acceptance by the Town Board, completed facilities for water system extensions, which have been privately constructed, shall be dedicated to the District, at which time they will become the property of the District. At the time of dedication, the person dedicating the facilities to the Town shall provide a guarantee against defects in materials and workmanship for a period of one (1) year. The guarantee shall be in such form and contain such provisions as deemed necessary by the Town Board, secured by a surety bond or such other security as the Town Board may approve.

8.7 Easements

Any extension of the water system constructed on or adjacent to private property which property must be entered upon for the purposes of maintaining or reconstructing said water system extension will require easements. Any such easements will be written such that the Town and the District have the right to access for maintenance and reconstruction of the waterlines. Easements shall extend along the length of the waterline a minimum width of twenty (20) feet; ten (10) feet on each side of the centerline of the waterline, unless otherwise approved by the Town Engineer. For extensions made by someone other than the Town Board on behalf of a District, all costs associated with obtaining any such easements shall be born by the person making the extension.

8.8 Restoration

All surface features and landscaping shall be fully restored to the same or better condition as existed prior to construction by the person making the water

system extension. Restoration shall be included in the warrantee and covered by the bond required in Article 8.6.

**9.0 Right to Restrict Water Use**

9.1 Circumstances Warranting Restriction

The District reserves the right to limit the amount of water furnished to any customer, should circumstances warrant such action, even though no limit be stated in the application or permit for use; or the District may entirely shut off the water supply used for any manufacturing purposes, or for furnishing power, or for lawn sprinkling, at any time, by giving reasonable notice of such intended action. Or, in case of making or constructing new work, or in making repairs, the right is reserved to shut off the water from any customer without notice for as long a period as may be necessary.

The Superintendent has the right to invoke the following restrictions in time of drought or emergency:

1. No water is to be used for sprinkling of lawns or golf courses;
2. No washing of automobiles, trucks, or any motor vehicle of any kind;
3. No water for air conditioning or air conditioning units; or
4. Other restrictions as deemed necessary and appropriate.

9.2 Water Conservation

All new construction and renovations of building plumbing systems shall be made with water saving plumbing fixtures. Other water conservation measures may be implemented by the District upon approval by resolution of the Town Board.

9.3 Moratorium

At the recommendation of the Superintendent who determines that:

1. One (1) or more segments of the public water system are at or beyond its hydraulic capacity to serve portions of the service area tributary to it;
2. Any specific purpose of this law is being violated;
3. Provisions of an Intercommunity Agreement are being violated; or
4. Limits of water supply or provisions set forth in an Intercommunity Agreement are in danger of being violated if additional demands are placed on the system,

The Town Board shall have the authority to limit or deny new connections to the public water system until the conditions leading to the moratorium are corrected. Such correction may be by:

1. Construction of new facilities;
2. Enlarging existing facilities;
3. Repair of existing facilities;
4. Amendment of intermunicipal agreements;
5. Entering into new intermunicipal agreements.

## **10.0 Charges and Bills**

### **10.1 User Fees**

User fees shall be assessed to each property within the service area for the purposes of retiring debt. User fees and formulas for determining user fees shall be established in accordance with New York State Town Law, and may be modified from time to time by resolution of the Town Board. User fees will be included on the tax bills for each property within the service area, and payment for same shall be made at the same time and at the same place as specified for other Town charges.

### **10.2 Water Rates and Billing Schedule**

All persons utilizing water from the public water system shall pay a water service charge based on the quantity of water so utilized, which charge shall be

collected as water rent. Water rents shall be fixed from time to time by resolution of the Town Board. Nothing herein contained shall prevent the Town Board of the Town of Sandy Creek from establishing separate schedules of rates for separate water Districts. Water bills shall be rendered semi-annually for residential customers. Bills shall be payable at such times and places as may be designated by the Town Board. The Town Board may provide appropriate penalties for non-payment of bills, including a shutoff of the water supply.

### 10.3 Delinquent Payments

If there shall be any payments which are due to the Town of Sandy Creek, or any Department or District thereof, pursuant to any Article or Section of this Law, which shall remain due and unpaid, in whole or in part, for a period of thirty (30) calendar days from the date of billing by the Town of Sandy Creek, the same shall constitute a default, and there shall be added to the entire amount of the original bill, a penalty equal to fifteen percent (15%) of the original bill. Water to the premises may be shut off without further notice to the property owner if payment is not received within sixty (60) days of the original due date.

In the event that there are any water bills, taxes, assessments, fees, rents, or other service charges which shall have been delinquent for a period of at least sixty (60) calendar days as of October 1st of any year, the Billing Clerk/Collection Clerk shall report the names of the defaulting persons to the Town of Sandy Creek Town Board, the Town of Sandy Creek Town Clerk, and the Town of Sandy Creek Supervisor on or before October 1st of the same year. The Town of Sandy Creek Town Clerk is hereby directed to add the entire amount of the water tax, assessment, or other service charge which shall be in default, plus penalty and interest, as provided for in this Law, to the real property taxes due and owing to Town of Sandy Creek in the next succeeding year, and the Town of Sandy Creek Tax Collector is

directed to collect the same in the same manner as real property taxes due and owing to the Town of Sandy Creek are collected.

Where charges are delinquent and the violator is not a resident of the Town of Sandy Creek, or is located outside the geographical boundaries of the Town of Sandy Creek or in such instance where no real property taxes are due and owing to the Town of Sandy Creek, then the Town of Sandy Creek attorney is authorized to seek recovery of charges, including punitive damages, in a court of competent jurisdiction or make arrangements with the appropriate county where the customer is located to add the amount of the water assessment and/or other charges which shall be in default, plus penalty and interest, as provided for in the Law, to the real property taxes due to the County in the next ensuing year.

#### 10.4 Charges When Meter Malfunctions

Water bills shall be computed in accordance with water meter readings. No deduction will be made for leakage. If the meter fails to accurately record the quantity used, it shall be determined and the charge made based upon the quantity used in the preceding billing period, or the corresponding period of the preceding year, or upon a corrected water bill as shown by meter test, as the Superintendent may at his discretion determine.

#### **11.0 Steam Boilers and Hot Water Tanks**

In all places where steam boilers or hot water tanks are supplied with water from the water system, the owner or customer must see that the plumber places a suitable safety valve, vacuum valve, or other proper device, to prevent damage from collapse or explosion when the water is shut off. There will be no cross connections allowed. Neither the District, the Town of Sandy Creek, nor the Superintendent shall be liable for any damage resulting from sudden shutting off of the supply of water from any steam boiler or other fixture deriving its supply from the District water system.

## **12.0 Water Flow and Pressure**

Neither the District, nor the Town of Sandy Creek, nor the Superintendent shall be liable for any damage or loss of any name or kind to property or persons which may arise from or be caused by any change, diminution in or increase of the water pressure or water flow from any cause whatever.

In the event of an emergency, including but not limited to breaks in a water main, the Town shall not be liable for any damage, which may result to any person or premises from the shutting off of the water from any main or service for any purpose whatever, even in cases where notification is not given.

## **13.0 Enforcement and Penalty**

### 13.1 Administrative Remedies

#### 13.1.1 *Notification of Violation*

Whenever the Superintendent finds that any user has violated or is violating this Law, or any Permit, order, prohibition, limitation, or requirement permitted by this Law, the Superintendent may serve upon such person a written notice stating the nature of the violation. Within ten (10) calendar days of the date the Superintendent mails the notice, an explanation of the violation and a plan for the satisfactory correction and prevention thereof shall be submitted to the Superintendent, by the user. The correction and prevention plan shall include specifications. Submission of this plan in no way relieves the user of liability for any violations caused by the user before or after receipt of the Notice of Violation.

#### 13.1.2 *Consent Orders*

At the direction of the Town Board, the Superintendent may enter into Consent Orders, assurances of voluntary compliance, or other similar documents establishing an agreement with the user responsible for the noncompliance. Such orders shall include specific action to be taken by the user to correct the noncompliance within a time period also specified by the order.

#### 13.1.3 *Administrative or Compliance Orders*

When the Superintendent finds that a user has violated or continues to violate this Law or a Permit or administrative order issued there under, he may issue an administrative order to the user responsible at the direction of the Town Board, directing that, following a specified time period, water service shall be discontinued, severed and abated unless the violation is corrected and that there is no reoccurrence of the violation. Administrative orders may also contain such other requirements as might be reasonably necessary and appropriate to address the noncompliance.

The user may, within fifteen (15) calendar days of receipt of such order, petition the Superintendent to modify or suspend the order. Such petition shall be in written form and shall be transmitted to the Superintendent by registered mail. The Superintendent shall then, at the direction of the Town Board:

1. Reject any frivolous petitions;
2. Modify or suspend the order; or
3. Order the petitioner to show cause in accordance with Section 14.1.8 and may as part of the show cause notice request the user to supply additional information.

#### 13.1.4 *Administrative Fines*

Notwithstanding any other section of this Law, any user who is found to have violated any provision of this Law, or permit or administrative order issued hereunder, shall, at the discretion of the Town Board, be fined in an amount not to exceed one thousand dollars (\$1,000.00) per violation. Each day on which noncompliance shall occur or continue shall be deemed a separate and distinct violation.

The user may, within fifteen (15) calendar days of notification of the Superintendent's notice of such fine, petition the Town Board to modify or suspend the order. Such petition shall be in written form and shall be transmitted to the Town Board by registered mail. The Town Board shall then:

1. Reject any frivolous petitions;
2. Modify or suspend the fine; or
3. Order the petitioner to show cause in accordance with Section 13.1.8 and may as part of the show cause notice request the user to supply additional information.

#### 13.1.5 *Cease and Desist Orders*

When the Superintendent finds that a user has violated or continues to violate this Law or any permit or administrative order issued hereunder, the Town Board may issue an administrative order to cease and desist all such violations and direct those persons in noncompliance to:

1. Comply forthwith;
2. Take such appropriate remedial or preventive action as may be needed to properly address a continuing or threatened violation, including halting operations or terminating the service.

The user may, within fifteen (15) calendar days of the date the Town Board issues notification of such order, petition the Town Board to modify or suspend the order. Such petition shall be in written form and shall be transmitted to the Town Board by registered mail. The Town Board shall then:

1. Reject any frivolous petitions;
2. Modify or suspend the order;
3. Order the petitioner to show cause in accordance with Section 13.1.8 and may as part of the show cause notice request the user to supply additional information.

#### 13.1.6 *Termination of Permit*

Any user who violates the following conditions of this Law or a permit or administrative order, or any applicable State and Federal law, is subject to permit termination:

1. Violation of permit conditions or conditions of an administrative order;
2. Failure to terminate, relieve or remove a cross-connection;
3. Refusal of reasonable access to the user's premises for the purpose of inspection or monitoring; or
4. Failure to pay administrative fines, fees or user charges.

The user may, within fifteen (15) calendar days of the date the Town Board issues such notification, petition the Town Board to permit continued use of the service by the user. Such petition shall be in written form and shall be transmitted to the Superintendent by registered mail.

The Town Board shall then:

1. Reject any frivolous petitions,

2. Order the petitioner to show cause in accordance with Section 13.1.8 and may as part of the show cause notice request the user to supply additional information.

#### 13.1.7 *Water Supply Severance*

Whenever a user has violated or continues to violate the provisions of this Law or an order or permit issued hereunder, water service to the user may be severed and service will only recommence, at the user's expense, after it has satisfactorily demonstrated its compliance or ability to comply.

The user may, within fifteen (15) calendar days of severance, petition the Superintendent to reconnect water supply service. Such petition shall be in written form and shall be transmitted to the Superintendent by registered mail. The Superintendent shall then:

1. Reject any frivolous petitions;
2. Reconnect the water supply; or
3. Order the petitioner to show cause in accordance with Section 13.1.8 and may as part of the show cause notice request the user to supply additional information.

#### 13.1.8 *Show Cause Hearing*

The Town Board may order any user appealing administrative remedies for violations of this Law to show cause, before the Town of Sandy Creek Town Board, why an enforcement action, initiated by the Superintendent, should not be taken. A notice shall be served on the user specifying the time and place of a hearing to be held by the Town of Sandy Creek Town Board regarding the violation, the reasons why the action is to be taken, the proposed enforcement action, and directing the user to show cause before the Town of Sandy Creek Town Board why the proposed

enforcement action should not be taken. The notice of the hearing shall be served at least ten (10) calendar days before the hearing in accordance with Section 13.1.10 of this Article. The notice of the hearing shall be served at least ten (10) calendar days before the hearing, in accordance with Section 13.1.10.

The Town of Sandy Creek Town Board may itself conduct the hearing, or may designate any of its members or any officer or employee of the Town of Sandy Creek to conduct the hearing and may:

1. Issue, in the name of the Town of Sandy Creek Town Board, notices of hearings requesting the attendance and testimony of witnesses, and the production of evidence relevant to any matter involved in such hearings;
2. Take the evidence;
3. Take sworn testimony; or
4. Transmit a report of the evidence and hearing, including transcripts and other evidence, together with recommendations to the Town of Sandy Creek Town Board for action thereon.

After the Town of Sandy Creek Town Board has reviewed the evidence and testimony, it may order the user to comply with the Superintendent's order or fine, modify the Superintendent's order or fine, or vacate the Superintendent's order or fine.

#### 13.1.9 *Failure of User to Petition the Superintendent*

In the event the Superintendent issues any administrative order, terminates the user's permit, or makes any fine as set forth in this article, and the user fails, within the designated period of time set forth, to petition the Superintendent, as provided in appropriate sections of this article, the

user shall be deemed in default and its rights to contest the administrative order or fine shall be deemed waived.

13.1.10 *Notice*

The notices, orders, petitions, or other notification which the user or Superintendent shall desire or be required to give pursuant to any sections of this Law shall be in writing and shall be served personally or sent by certified mail or registered mail, return receipt requested, postage prepaid, and the notice, order, petition, or other communication shall be deemed given upon its mailing as provided herein. Any notice, administrative order, or communication mailed to the user pursuant to the sections of this Law shall be mailed to the last known address of the owner as shown on the last completed tax roll. Any notice, petition, or other communication mailed to the Superintendent shall be addressed and mailed to Town of Sandy Creek, 1992 Harwood Drive, P.O. Box 52, Sandy Creek, New York 13145-0052.

13.1.11 *Right to Choose Multiple Remedies*

The Town Board shall have the right, within the Town Board's sole discretion, to utilize any one or more appropriate administrative remedies set forth in this Article. The Town Board may utilize more than one administrative remedy established pursuant to this Article, and the Town Board may hold one show cause hearing combining more than one enforcement action.

13.2 Judicial Remedies

13.2.1 *Civil Actions for Penalties*

Any person who violates any of the provisions of or who fails to perform any duty imposed by this Law, or any administrative order or determination of the Superintendent or Town Board promulgated under this

Law, or the terms of any permit issued hereunder, shall be liable to the Town of Sandy Creek for a civil penalty not to exceed one thousand dollars (\$1,000) for each such violation, to be assessed after a hearing (unless the user waives the right to a hearing) held in conformance with the procedures set forth in this Article. Each violation shall be separate and distinct violation, and in the case of continuing violation, each day's continuance thereof shall be deemed a separate and distinct violation. Such penalty may be recovered in an action brought by the Town of Sandy Creek Attorney, or his designated attorney, at the request of the Town Board in the name of the Town of Sandy Creek, in any court of competent jurisdiction giving preference to courts local to the Town of Sandy Creek. In addition to the above described penalty, the Town Board may recover all damages incurred by the Town of Sandy Creek from any persons or users who violate any provisions of this Law, or who fail to perform any duties imposed by this Law or any administrative order or determination of the Superintendent promulgated under this Law, or the terms of any permit issued hereunder. In addition to the above described damages, the Superintendent may recover all reasonable attorney's fees incurred by the Town of Sandy Creek in enforcing the provisions of this Article, including reasonable attorney's fees incurred in any action to recover penalties and damages, and the Superintendent may also recover court costs, and other expenses associated with the enforcement activities, including sampling and monitoring expenses.

In determining the amount of civil penalty, the court shall take into account all relative circumstances, including, but not limited to the extent of harm caused by the violation, the magnitude and duration, any economic

benefit gained through the user's violation, corrective actions by the user, the compliance history of the user, and any other relative factors as justice may require.

Such civil penalty may be released or compromised by the Town Board before the matter has been referred to the Town of Sandy Creek Attorney, and where such matter has been referred to the Town of Sandy Creek Attorney, any such penalty may be released or compromised and any action commenced to recover the same may be settled and discontinued by the Town of Sandy Creek Attorney, with the consent of the Town Board.

#### 13.2.2 *Court Orders*

In addition to the power to assess penalties as set forth in this Article, the Town Board shall have the power, following the hearing held in conformance with the procedures set forth in this Article, to seek an order:

1. Suspending, revoking, or modifying the violator's Permit; or
2. Enjoining the violator from continuing the violation.

Any such court order shall be sought in an action brought by the Town of Sandy Creek Attorney, at the request of the Town Board, in the name of the Town of Sandy Creek, in any court of competent jurisdiction giving precedence to courts local to the Town of Sandy Creek.

The Town of Sandy Creek Attorney, at the request of the Town Board shall petition the Court to impose, assess, and recover such sums imposed according to this Article. In determining amount of liability, the Court shall take into account all relevant circumstances, including, but not limited to, the extent of harm caused by the violation, the magnitude and duration, any economic benefit gained through the user's violation,

corrective actions by the user, the compliance history of the user, and any other factor as justice requires.

#### 13.2.3 *Criminal Penalties*

Any person who willfully violates any provision of this Law or any final determination or administrative order of the Town Board made in accordance with this Article shall be guilty of a Class A Misdemeanor, and upon conviction thereof, shall be punished by a fine of not less than five hundred dollars (\$500) nor more than one thousand dollars (\$1,000), or imprisonment not to exceed one (1) year or both. Each offense shall be a separate and distinct offense, and, in the case of a continuing offense, each day's continuance thereof shall be deemed a separate and distinct offense.

Any user who knowingly makes any false statements, representations, or certifications in any application, record, report, plan or other document filed or required to be maintained pursuant to this Law, or permit, or who falsifies, tampers with, or knowingly renders inaccurate any monitoring device or method required under this Law shall be guilty of a Class A Misdemeanor and, upon conviction, shall be punished by a fine of not more than one thousand dollars (\$1,000.00) per violation per day or imprisonment for not more than one (1) year or both.

#### 13.2.4 *Exhaustion of Remedies*

The administrative remedies outlined hereinabove are not required to be exhausted prior to commencing court action. The Town Board shall have the discretion to determine which enforcement alternative is appropriate under the circumstances of each case, and shall have the discretion to determine whether to pursue more than one (1) enforcement alternatives.

#### 13.2.5 *Additional Injunctive Relief*

Whenever a user has violated or continues to violate the provisions of this Law or permit or order issued hereunder, the Town Board, through counsel may petition the Court, in the name of the Town of Sandy Creek, for the issuance of a preliminary or permanent injunction or both (as may be appropriate) which restrains the violation of, or compels the compliance with any order or determination there under by the Superintendent or Town Board.

#### 13.2.6 *Summary Abatement*

Notwithstanding any inconsistent provisions of this Law, whenever the Superintendent finds, after investigation, that any user is causing, engaging in, or maintaining a condition or activity which, in the judgment of the Superintendent, presents an imminent danger to the public health, safety, or welfare, or to the environment, or is likely to result in severe damage to the water system or the environment, and it therefore appears to be prejudicial to the public interest to allow the condition or activity to go unabated until notice and an opportunity for a hearing can be provided, the Superintendent may, without prior hearing, order such user by notice, in writing wherever practicable or in such other form as practices are intended to be proscribed, to discontinue, abate, or alleviate such condition or activity, and thereupon such person shall immediately discontinue, abate, or alleviate such condition or activity; or where the giving of notice is impracticable, or in the event of a user's failure to comply voluntarily with an emergency order, the Superintendent may take all appropriate action to abate the violating condition. As promptly as possible thereafter, not to



**ADOPTED** – 5 Ayes            Ridgeway, Scheppard, Wood, Gove, Warner  
0 No

**Resolved** that the Town Board of the Town of Sandy Creek will enter executive session at 8:40 pm to discuss current litigation and collective negotiations of the Teamsters Local #317 contract. Attorney Allison Nelson was invited in. Everyone else left the meeting, except Town Clerk Miller waited in her office for the open meeting to resume.

**RESOLUTION 39-16**

**On motion** made by John W. Wood, Jr., and seconded by Dave Warner, the following resolution was

**ADOPTED** – 5 Ayes            Ridgeway, Scheppard, Wood, Gove, Warner  
0 No

**Resolved** that the Town Board of the Town of Sandy Creek will exit executive session at 9:37 pm.

**On motion** by Nola J. Gove, seconded by Dave Warner, and carried unanimously, the meeting was adjourned at 9:38 pm.

Respectfully submitted,

Tammy L. Miller, RMC  
Town Clerk