

*Rules and Regulations
Cortland Water Board
Cortland, NY
1910*

COPY

To Whom it May Concern:

The Cortland Water Board of the City of Cortland, N. Y., by authority conferred upon them by Chapter 698 of the Laws of 1907, and acts amendatory thereof, do hereby ordain and establish the following rules and regulations relating to the protection, control and management of the Cortland Water Works and the users of water supplied therefrom. The said rules and regulations shall become operative on the 1st day of April, 1910, and so continue until changed by the Cortland Water Board or their successors.

Commissioners

Bryant Winchell

Albert Allen

Fred Nourse

Henry Corcoran

George Cooper

Grove Maxon

*Rules and Regulations
Of the
Cortland Water Board
Of the
City of Cortland
Governing the Supply and Use of Water*

**I
Rules, Part of Contract**

The following rules and regulations are adopted by the Cortland Water Board of the City of Cortland, N. Y., and shall be a part of the contract with any person who is supplied with water or whose property is supplied with water by the Cortland Water Board and every such person taking water or whose property is supplied with water shall be bound thereby.

**II
Applications and Permits**

1. Any person desiring the introduction of a service or supply pipe into their premises or additional pipes or fixtures or the discontinuance of any particular use of water or the alteration of any pipes and fixtures other than the repairing of a leak or the replacing of a fixture with another one to be used for the same purpose, except beyond a point where the water passes through a meter must make application at the office of the Water Board on a blank form for that purpose stating fully the fixtures or alteration wanted and for what purpose they are to be used and the reason for wishing a service or supply pipe and the necessity thereof.

2. Each application must state the name of the licensed plumber selected to do the work and be signed by the owner of the premises or a duly authorized agent. In the event of the service being laid by the Board of Public Works preparatory to paving, the Superintendent of Public Works may sign application.

3. Attached to every permit issued to owners of property by the Water Board will be a blank form which must state the name of the licensed plumber selected to do the work and be signed by the same person who signed the application for it. The above mentioned blank form must be delivered to plumber whose name is stated thereon and he must present it at the office of the Water Board and secure permit to do the work.

4. When application is duly made as designated above and if it is the opinion of the Water Board that the service is needed and should be laid, a permit will be issued upon payment by applicant of any fees or charges for tapping and any material for laying said service that the Water Board may wish to furnish.

5. When application is duly made as designated above, a permit will be issued for the placing of fixtures or the alteration or discontinuance of any pipes or fixtures in an unoccupied house or building.

6. When application is duly made as designated above for the introduction or addition or alteration of any pipes or fixtures in an occupied house, a permit will be issued when payment is made for the use of water for the purpose desired, until the next regular date of collection.

7. When application is duly made as designated above, a permit will be issued to set a meter upon payment of the price of the meter providing it is to cover all fixtures or outlets on service pipe except fire protection.

8. When application is duly made as designated above, a permit will be issued for the discontinuance of any fixture or particular use of water and refund will be made to owner for balance of period the above fixture or use of water may be paid for providing it is not less than three months, discontinuance to date from return of plumbers report.

III Building Purposes

1. When written application is made by the owner of premises, or his duly authorized agent, on a blank form for that purpose for water for building purposes stating the name of the mason or firm selected to do the work, a permit will be issued for the use of water for such building purposes.

2. Attached to permit will be a blank form on which the owner or authorized agent must report, stating exactly the number of cords of stone laid, the number of brick laid, the number of cubic yards of concrete used and the number of square yards of plastering and said report and payment for water used must be made within five days after the completion of mason work.

3. Water will not be turned on to building for other uses until after bill for building purposes is paid.

4. A permit will not be issued to set a meter for building purposes unless meter is to remain to measure the future supply for building when completed.

5. Any owner of premises or mason or both using unmetered water for building, without first securing a permit from the Water Board will be subject to a penalty of \$5.00 for each offense.

IV Services

1. The introduction of service pipes into premises must be at owner's expense and they will be required to extend said service at right angles with main pipe its entire length, placing a curb cock and curb box of such material and pattern as the Water Board may require, at such place as designated by the Water Board at grade where it must be maintained at all times in perfect order and repair.

2. A separate tap is required for each building supplied with water. The Water Board will determine the size of the tap to be inserted in any water main and the material, form and size of curb box to be used under any application and permit.

3. In the opening of a street or public grounds for the introduction of any water service pipe or connection under authority of a permit from the Water Board, the owner will be held responsible for the trench opened.

4. Whenever any street or public ground is opened for making a connection with or laying any water pipe, or fixtures, public safety or convenience shall be duly regarded and conserved by the construction of such bridges across open trenches as may be required to accommodate business and to insure safety to the public. Signal lights and all such other means of protection against accident must be provided. Any person violating any provision of this rule will be subject to a penalty of not less than \$5.00 nor more than \$25.00 for each offense.

5. Service pipes will be required to be laid not less than four feet below the surface of the earth at any point to the inside of the foundation wall of the building into which the water service is introduced; and in case the final grade of the street or sidewalk has been officially determined and established, then the said service pipe shall be laid at a depth of not less than four feet below said established grade at all points, so that when the street and walk are graded, there shall be not less than four feet covering of earth over it at any point, and in no case will a service pipe be permitted to be laid in the same trench or within six feet of a sewer, gas, steam, electrical or other conduit, any part of the distance from main pipe to building. Service pipes must not be laid any deeper than approved by the Water department.

6. In case a private line is desired along a street or highway to supply the residents thereof with water, the same and the services therefrom must be laid according to the rules and regulations of the Water Board and be of such size and material and so located as the Water Board may designate.

7. No service pipe, except such as shall be approved by the Water Board, shall be laid in any trench, nor under any cellar floor, nor be covered by earth, except beyond the point where the water passes through a meter.

8. The owner of property into which water is introduced by a service pipe will be required to maintain in perfect order, at his own expense, the said service pipe from the main to his premises, including all fixtures therein provided for delivering or supplying water for any purpose, and in case such service and fixtures are not so kept in repair, the Water Board may shut off the supply of water. And if curb box is not at grade or curb stop does not work freely or needs repairing or any part of the service from said curb stop to main needs repairing, such placing at grade or repairing may be done or any part replaced with new by the Water Board and charged to the owner of the premises and treated the same as a charge for water.

9. Owners of premises must assume all liability of damage from leakage of service pipe.

V

General Conditions and Restrictions

1. Any person except a regular employee of the Water Board who shall make any attachment to or connection with the pipes of the City Water Works or make any addition to, or alteration of any tap, pipe, cock or other fixture connected with pipes supplying water to consumers from said Water Works unless licensed as a plumber by the Water Board shall be subject to a penalty of not less than \$10.00 or more than \$50.00 for each offense.

2. No person shall be allowed to open any trench in the streets or public grounds of the City for the purpose of laying any service connection with the Water Works of the City, neither make any attachment to, nor alteration in any water service pipe, without first obtaining a permit in writing from the Water Board.

3. Any injury to service pipes, street mains, hydrants, valves, valve boxes or other fixtures, and any damage that may be caused by leakage or flow of water occasioned by such injury, caused by putting in any sewer, drain or other pipe, or by any excavation, embankment, track laying, paving or other construction shall be paid by the contractor doing the work, or by the owner of the premises, or the person or corporation for whom such work is being done.

4. In all premises where water from the city mains is now supplied by a system of pipes and fixtures for water service, and where the service pipes and fixtures are not of the standard or pattern prescribed in the rules and regulations of the Water Board, or where such fixtures and devices for the prevention of damage to the service or of waste of water, as are prescribed in said rules and regulations, are lacking from said system, the

owner or owners of said premises shall, at any time when so required by order of the Water Board, make such changes in and addition to said system of fixtures for said water service as shall be required by the Water Board, and at their own expense. Upon the refusal of any person to comply with this rule, the water shall be shut off from the premises.

5. Water must not be allowed to run to prevent freezing in the service pipes or their attachment, or for the purpose of flushing soil pipes or sewers, or for cooling purposes or for any other purpose on the premises than those paid for or indicated in the application or permit for the same, and which are allowed by the rules of the Water Board, unless the supply shall be through a meter. Any person violating the provisions of this rule will be required to use a meter, otherwise the water shall be shut off.

6. The Water Board reserves the right to limit the amount of water furnished to any consumer should circumstances seem to warrant such action, although no limit may be stated in the application or permit for use; or said Water Board may entirely shut off the water supply used for any manufacturing purpose, or for furnishing power, or for lawn sprinkling, at any time, by giving reasonable notice to the consumer of such intended action.

7. And 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.

8. It is understood and agreed that the Water Board or the City of Cortland shall not be liable for any damage which may result to any person or premises or property from the shutting off of the water from any main or service for any purpose whatever, even in cases where no notice is given.

9. The Water Board or the City of Cortland shall not 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 in or increase of water pressure from any cause whatever.

10. The Water Board, or the City of Cortland, shall not be liable for any damage resulting from sudden shutting off the supply of water from any steam boiler or other fixture deriving its supply from the City Water Works; but it is intended that suitable notice of such shutting off shall be given to the consumer when practicable.

11. No owner or tenant will be allowed to supply water in any manner, or through any fixture or device whatever to the occupants of neighboring premises of any description, and if found so doing, said owner will be charged and shall at once pay to the Water Board the schedule rates for the water so furnished. Upon the refusal of any person to comply with this rule, the water will be shut off from the premises.

12. The owner of any premises which are supplied with water shall be charged for expenses for the repair of service, meters, fixtures and all other appliances connected

with such water services, and for damages to the same, and for penalties imposed for violation of any rule of the Water Board by such owner or tenant, and if said sums for any reason cannot be collected from said owner, and the water shall have been turned off on account of such non-payment, no application for water service for such premises shall be granted by the Water Board (notwithstanding the said premises may have changed ownership) until such charges shall have been paid in full to the Water Board.

13. In case a private stable, in which there is no water fixture is supplied with water from a lawn sprinkler or other fixture, schedule rates will be charged for both stable use and the use for which fixture was primarily introduced.

14. Any other use of water from a fixture will be charged in addition to the charge for which fixture was placed and, if more than one family have access to any fixture or fixtures, a charge will be made to each family the same as the first.

15. A family is herein understood as meaning a single distinct household, consisting of one or more persons who live apart from the other occupants of the same building or tenement.

16. Water will not be supplied to any service when the owner thereof is indebted to the Water Board for anything not in connection with service the supply is wished for.

17. By authorized agent, in any of the rules and regulations of the Water Board, is meant a person or firm designated by the owner to act for them and such authorization must be given on a blank form furnished by the Cortland Water Board for that purpose.

18. All of the parts of the water service inside the building, and the fixtures and appurtenances connected therewith, shall be of such form, character and workmanship as is herein described, or as may be approved by the Water Board.

19. The Water Board will supply water through a meter only, to persons where part of the fixtures are supplied with city water and other plumbing fixtures on the same premises are supplied from a tank or other independent supply, unless all the plumbing fixtures and uses of water on the premises are paid for.

20. No permit will be issued for the introduction of yard hydrants, lawn boxes or hopper closets unless the service is metered or a permit is issued at the same time for placing of a meter on said service.

21. The Water Board may refuse to supply water to premises where the plumbing has not been done in a proper manner.

22. The Superintendent personally, and any persons delegated by him for that purpose, must at all reasonable hours have access to all parts of any premises supplied with water, or having water pipes therein, to examine pipes and fixtures, the quantity of water used and the manner of use.

23. No person shall use city water, unless metered, for flushing sewers, settling earth in ditches, or purposes of a like nature, without a permit from the Water Board and paying for same in advance.

24. Whenever it is specified in these rules and regulations that notice is to be given regarding anything whatever, it must be in writing and on a blank form furnished by the Water Board for that particular purpose.

25. Any owner taking a supply of water from a fire line, except within five feet of place where pipe enters building, will be subject to a penalty of \$10.00 for each offense.

VI Street Sprinklers

1. The season for the use of water for sprinkling lawns, streets and gardens shall be from May 1st to November 1st in each year. No abatement in the regular charge will be made for any fractional part of the term and it will cost as much to sprinkle but once at any time during the sprinkling season as for the full period.

2. Hose bibbs or hose attachments anywhere on premises will be charged for as a sprinkling attachment in addition to the charge for the purpose for which said fixture is placed, except sediment cocks on range boilers.

3. Unmetered street sprinklers must not be used to sprinkle beyond the center of the street or the limits of the premises of those paying for them; or for filling cisterns, or converted into jets, or to be used for washing down the collections of the gutters upon neighboring premises, or used to flood the streets, but merely to sprinkle them, and must not be permitted to run except when in actual use, and it is expressly understood that the water paid for as street or lawn sprinklers cannot be used for any other purpose except in case of fire.

4. Unless service is metered, all sprinkling must be done from hose held in hand and through an opening of not more than ¼ inch.

VII Meters

1. The Water Board reserves the right to order a meter to be placed on any service pipe at the expense of owner of premises whenever it is deemed expedient so to do or to place it at the expense of the City, if deemed advisable, and thereafter to charge meter rates for water used. All water passing through a meter will be charged for, whether used or wasted.

2. A consumer may purchase a meter and have it placed on his service pipe at his own

expense. A meter can only be obtained at the office of the Water Board. Where a meter is used, it shall be placed to cover all the fixtures and must be in a position where it can be conveniently read. Meter must be set level and within one foot of stop and waste cock placed inside the building between the wall and the meter and a stop of such size as designated by the Water Board within one foot of outlet of meter.

3. In case of a service which is or has been metered, no permission will be given for the use of water except through a meter.

4. Any damage which a meter may sustain, resulting from the carelessness of the owner, his agent or tenant, or from neglect of either of them to properly secure and protect the same, including any damage that may result from allowing said meter to become frozen, or to be injured by hot water or steam setting back from a boiler, shall be paid to the Water Board by the owner of the premises, whether the meter is owned by him or by the Water Board, and in case such payment is not made, the water will be shut off from said premises without notice and will not be turned on again until all charges are paid.

5. The Water Board will keep all meters in repair and working order and within 3% of accuracy and charge the expense thereof to owner of premises when meters are not owned by the Water Board and, in case such payment is not made, water will be shut off from said premises without notice and not turned on again until all charges are paid.

6. When a meter is out for repair or fails to register accurately and during the time it is out for test or repair, the consumer will be charged an estimate in accordance with the amount used in a corresponding period of the previous year, unless more fixtures have been added or it is known that more water is used, when an amount will be added for such extra use.

7. The owner and tenant shall provide ready and convenient access to the meter so that it may frequently be read and examined by the employees of the Water Board.

8. Charge will be made for automatic fire sprinkler and fire hydrants, or any hose attachments to be used in case of fire when meters are placed on the service, the same as if not metered.

9. No meter or elevator register shall be set or removed or disturbed by any person except an employee of the Water Board without a permit. Any violation of this rule shall subject the person violating the same to a penalty of not less than \$5.00 nor more than \$10.00.

VIII Bills and Payment

1. All bills will be mailed to the owner of property and in no event to a tenant and are payable at the office of the Water Board and the failure of anyone to receive a bill will not be considered sufficient reason for not paying within the time given.
2. Bills for water or pressure furnished at schedule rates will be due and payable semi-annually in advance on the first days of January and July of each year except for lawn, garden and street sprinkling which will be due and payable on May 1st in each year.
3. Bills for metered water will be due and payable quarterly on the first days of January, April, July and October of each year.
4. Any service when bills are not paid in full on or before the 15th day of the above mentioned month in which they are due and payable, will have the supply of water discontinued and not turned on again until payment is made in full and a fee of \$2.00 paid for turning the water on together with any expense that may be incurred in repairing, raising to grade or placing of a new curb cock and box on service in order to turn it off.
5. Where the water is turned on at the curb, the use from all fixtures connected with the pipes must be paid for, whether they are in actual service or not. In case any particular fixture is not desired for use, yet such fixtures must be paid for until the same is disconnected from the service by a plumber licensed by the Water Board and his report is filed at their office.
6. Meter readings will only be entered on the books of the Water Board on the first days of January, April, July and October in each year and must be paid by the person owning the premises on such dates from the time of last reading regardless of who may have used the water.
7. Whenever two or more owners are supplied through the same service pipe, the failure of any one of the number to pay the water rates when due or comply with any of the rules and regulations of the Water Board, the supply of water will be discontinued from the service until the rates are paid and the terms and conditions are complied with. If the person causing the shut off, in accordance with this rule, does not pay within seven days after supply is discontinued, a refund will be made to any other person that has paid, for the unexpired period that he may have paid for.

IX Abatements

1. In case of a dwelling or tenement house with apartments for more than one family, the charges for all the fixtures and for the number of families for which there are apartments must be paid in advance, if the water is turned on, whether all the apartments are occupied or not. When there are vacant apartments, notice must be given to the Water Board in writing on a form furnished by the Water Board for that purpose, where record will be kept. A notice must also be given in writing on a form furnished by the Water Board for that purpose, when they are occupied again, when a rebate will be given for the period during which they were vacant; not however, if the period is less than three months. Anyone who fails to immediately notify the Water Board that the premises are again occupied will forfeit their right to rebate for vacancy.

2. In case only one of several buildings occupies the frontage of a single city lot, and the others are located in the rear of said front building, then permission may be granted to supply all of the said buildings from one service; but the owner shall be required to give notice in writing to the Water Board on a form furnished by the Water Board for that purpose, at the date when either building becomes vacant, and also at the date when it is again occupied, so that an inspection and verification may be made, otherwise no abatement for non-occupancy will be made in any case unless the said premises shall have been vacant for a period of three months.

3. No abatement will be made for any part of an unexpired period for which water is paid or may be billed on account of transfer of ownership.

4. A property owner wishing to discontinue the use of water supplied by the Water Board must give notice thereof at the office of the department, in writing, signed by himself or an authorized agent, on a form supplied for that purpose. He will be charged for the use of water until it is turned off the premises by an employee of the Water Board and no abatement will be made for any period less than three months from the time water is turned off.

5. No abatement from any water bill will be made when the owner or his authorized agent has not complied with the requirements of these rules and regulations in making application at the office of the Water Board for the discontinuance of the use of water; in making application to have any fixture disconnected or to have the water turned off from the service; or in cases where more than one dwelling on an undivided city lot are supplied from a single service; or where the claimed overcharge in the bill is the result of the failure on his part to perform any act required by these rules.

X
Plumbers

1. Any plumber wishing to do business in connection with the Cortland Water Works, shall before receiving a license to do so, file in the office of the Water Board his petition in writing giving the name of his firm and its place of business, and ask to become a licensed plumber and permitted to perform work in connection with said Water Works. The said petition must state what experience the applicant has had as a plumber and give satisfactory evidence that the applicant is a regular, educated, practical and experienced plumber, that he is a master of his trade and that he will be governed in all respects by the rules and regulations which are or may be adopted by the Cortland Water Board, and that he will pay all penalties imposed upon him for the violation of any of the rules or regulations of said Board. The petition must be verified by the oath of the petitioner.

2. Said plumber shall execute to the Cortland Water Board a bond in the sum of \$1,000.00 with at least two sureties who shall be satisfactory to the Water Commissioners, or shall furnish a bond in a like amount by a surety Company, to be approved by the Water Commissioners, conditioned to indemnify and save harmless the City of Cortland against and from all damages and losses which may result from the work of said plumber being done carelessly and imperfectly, or in such a way that injury or loss results to persons or property thereby, or by reason of his failing to comply with all and singular, the rules and regulations as they now are or may hereafter be established by the Board of Public Works or the Water Board, or with any ordinances of the Common Council in relation to making excavations in the public streets, or any provision of the charter of the City of Cortland; and if at any time the Water Board shall so require, the said plumber shall furnish additional or other sureties to the said bond, or furnish a new bond.

3. Plumbers will be required to have their bond renewed on or before the first day of January in each year, otherwise their license will become inoperative.

4. The forfeiture or suspension of the license of any plumber operates as the forfeiture or suspension of the license of any co-partner, nor will a separate license be granted to any person interested in or employed by said firm, so long as they are so interested or employed. A license issued to affirm becomes inoperative on a dissolution of said firm, and a separate bond must be filed for either party continuing the business.

5. A license becomes inoperative whenever the party or parties to whom it is issued have no longer a recognized place of business or shop.

6. No plumber shall allow his name to be used by any other person or party, either for the purpose of obtaining permits or doing work under his license. A license cannot be transferred.

7. The plumber designated and employed by the owner of the premises will be considered the agent of such owner while employed in the prosecution of the work or introducing water into said premises, and will not be recognized in any sense as the agent of the Water Board; neither will said Water Board nor the City of Cortland be responsible for the acts of such plumber.

8. No plumber shall part with the possession of a key for turning off or on the water except to an employee of the Water Board, and no person unless especially authorized by the Water Board, shall have or hold such a key in his possession. Any violation of this provision shall subject the offender to pay a penalty of \$5.00.

9. All plumbers shall within forty-eight hours after completing the work on any service pipe or fixture make a written report to the Water Board of all the fixtures and pipes attached or connected or disconnected by them or under their supervision, and the number of apartments in the building where the work was done.

10. The curb cock controlling any service shall not be opened or left open by the plumber or any other person after connecting said service at the curb or elsewhere, or after making any new extension or attachment so that the water may be supplied to such premises by said service, unless permit designates that curb cock is to be left open. Any person violating any provision of this rule will be subject to a penalty of \$5.00 for each offense, or a revocation of the plumber's license, or both.

11. In making application for permit to place fixtures on consumers' premises, the plumber must state the number of apartments in the building, and the number of and description of fixtures which are to be placed therein, and for what purpose they are to be used.

12. When the plumbing work in any unoccupied building has been completed, it shall be the duty of the plumber to shut off the water and leave it turned off unless a meter has been set for which a permit has been obtained.

13. Within one foot inside the basement wall of the building into which the service pipe extends, a stop and waste cock must be conveniently located, and be of such material and pattern as the Water Board may specify.

14. When trenches are opened for the laying of service pipes, such trenches shall be inspected by the Water Department before the same are filled; and the plumber performing such work shall notify the Water Department when the laying of service is completed and the water turned on for test in order that such inspection may be made. The filling of trench before inspection is made will subject the plumber to whom permit is issued to a penalty of \$5.00 for each offense.

15. In case of a violation of any of the rules and regulations of the Water Board by a plumber, his journeymen plumbers, or other persons in his employ, he (the plumber) may

be suspended and penalized by the Superintendent of the Water Department or his license may be revoked by the Water Commissioners.

XI Hydrants and Valves

1. All street hydrants are under control of the Water Board. No person except an employee of the Water Board, or the Fire Department, or a person permitted by the Water Board in writing, to take water therefrom, shall disturb any hydrant, or any part thereof, or take any water therefrom, under any circumstances whatever, and any person violating any provision of this rule shall be subject to a penalty of not less than \$10.00 nor more than \$25.00; and in addition thereto he shall pay the amount or any damage done to said hydrant or the cost of restoring the same to its proper condition.

2. Any person placing any obstruction that would prevent free access to any fire hydrant shall be subject to a penalty of \$10.00 and \$5.00 additional for every two hours such obstruction shall remain after receiving notice from the Water Board.

3. Hitching horses to fire hydrants is prohibited. Any person violating this rule shall be subject to a penalty of \$5.00.

4. No person shall use a wrench for opening hydrants except a wrench furnished by the Water Board for the purpose. Any person violating this rule shall be subject to a penalty of not less than \$5.00 nor more than \$10.00 for each offense.

5. No person except an employee of the Water Board shall open, close, or in any way interfere with any valve or gate in any water main, conduit or street pipe. Any person violating this rule shall be subject to a penalty of not more than \$25.00

6. Any person who has disturbed or displaced a valve box so that the valve stem cannot be reached by a key, or who has covered a valve box or a manhole cover of a valve chamber with dirt, paving, plank or other material shall immediately replace the valve box and remove the obstruction and be subject to a penalty of not less than \$10.00 nor more than \$25.00.

XII
Collection of Bills and Penalty

1. A fee of \$2.00, in addition to the amount due, must be paid for turning the water on to any premises whenever it has been shut off for failure to make payment within the time allowed, or for failure to make payment of any nature, or for not complying with any of the rules and regulations of the Cortland Water Board.