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STATE COLLEGE BOROUGH WATER AUTHORITY

RULES AND REGULATIONS

SECTION 1 - DEFINITIONS

1.1 Authority

The word "Authority" as used herein, shall mean the State College Borough Water Authority acting through its properly authorized officers, agents or employees when and only when acting within the scope of the duties entrusted to them.

1.2 Owner

The word "Owner" as used herein, means the person, firm, partnership, corporation or association having an interest as owner, whether legal or equitable, sole or partial, in any premises which is or is about to be supplied with water by the Authority.

1.3 Tenant

The word "Tenant" as used herein, means anyone, not an owner, occupying premises and obtaining water from the mains of the Authority.

1.4 Consumer

The word "Consumer" wherever used herein, means the owner or tenant as above defined, contracting for the use of water service for premises as hereinafter limited and classified:

- (a) A building under one roof owned or leased by one party and occupied for one residence or one business.
- (b) A combination of buildings owned or leased by one party and occupied for one residence or one business.
- (c) One side of a double house having a solid partition wall.
- (d) Each side or part of a building where a building is occupied by more than one family or more than one business shall be a separate unit, even though water may be secured from a common source.
- (e) Each apartment, office or suite of offices located in a building having several such apartments, offices or suites or suites of offices, except that the owner of any apartment house or building may with the consent of the Authority, become responsible for all water used on the premises in which case such owner shall be considered as the consumer.
- (f) Any group of dwelling units commonly known as trailers or other types of dwelling units not intended to be permanently affixed to the land within a definable area wherein the legal title to all of the land is held by one owner and may be charged to the owner with the consent of the Authority.
- (g) Any trailer.

- (h) Any person, group of persons, firm or corporation, private or public, who contracts for a supply of water for any use on any property or properties with the consent of the Authority and not herein above specifically classified.

1.5 Meter Pit – A preformed 36” diameter pit for the installation of a 1” or smaller meter for the requested domestic water service.

1.6 Meter Vault – A precast or built on site concrete vault of a design meeting the Authority approval for the size of water service(s) requested.

1.7 Connection Fee - The cost to activate or install a physical connection from the Authority water main to the curb stop/valve.

1.8 Tapping Fee - A fee charged to each new customer for capacity related facilities.

1.9 Backflow Preventer - A device to prevent water or other substances contained in the water from flowing back into the Authority’s system.

1.10 Curb Stop/Valve - A buried valve placed on a service line, usually located near the property line. A curb/valve box is used to access the Curb Stop/Valve.

1.11 Active Construction - is defined as an ever-changing construction site with a period of “Inactivity” not to exceed sixty (60) consecutive days.

SECTION 2 - APPLICATIONS FOR WATER SERVICE

2.1 Application Forms

(a) Any property owner desiring the connection of a service or lines to their premises must make a written application on the form furnished by the Authority giving all information required, at least twenty (20) days before service is required, which application must be approved by the Authority or its duly authorized agent before the water will be supplied. When requested by a property owner, billing for water service may be received by a **non-residential** tenant under the condition that the owner acts as a guarantor for the payment of all charges. Such action shall not relieve the owner of any obligation which exists under the Rules and Regulations of the Authority.

(b) Applications for water service are valid for a period of six (6) months from the date they are approved by the Authority. If active construction has not begun within this six (6) month period, or the construction site becomes “INACTIVE” for 60 consecutive days before a meter is set, the application shall become null and void and the Authority shall refund all tapping fees and any other remaining fees paid by the property owner. Thereafter, a new application for water service must be submitted to and approved by the Authority and the current applicable fees paid to the Authority before water service will be provided.

2.2 Deposits

The Authority may require a deposit from a consumer for reasons set forth in these Rules & Regulations. This deposit will be kept for a period of four (4) consecutive billing periods. All deposits shall be refunded with no accrued interest upon payment, without default, of any and all charges for this period.

- (a) The Authority may require a deposit with the application of an amount equal to the minimum charge for the type of service proposed to be rendered for one year.
- (b) The Authority may require a deposit before the resumption of service after termination for any violation of these Rules and Regulations. Such deposit shall be equal to the estimated water bill of four (4) consecutive billing periods.
- (c) Any consumer having a deposit shall pay bills for water service as rendered in accordance with these Rules and Regulations and the deposit shall not be considered as payment on account of a bill during the time the consumer is receiving water service.

2.3 Past Due Charges

No application for service will be approved by the Authority or its agents until all arrearage and past due charges accrued by the applicant, and on said property shall have been paid or satisfactory arrangements made in regard thereto.

2.4 Rules and Regulations

All water service shall be subject to all the lawful Rules and Regulations of the Authority at the time of application and as thereafter amended or added to.

2.5 Discontinuance of Service

The owner is responsible to notify the Authority in writing at least ten (10) days in advance if discontinuance of service is desired and until receipt of such notice in writing, charges for water service shall continue. There will be a \$25.00 service charge to turn water service off and/or on. Refer to Section 2.8.

2.6 Abandonment of Services

In the event that an existing service line is not to be used for new development of a site, the service line must be abandoned at the water main by the developer. Said abandonment will be at the owner's expense and must be done in accordance with the Rules and Regulations of the Authority. Abandonment shall be completed within ninety (90) days after the installation of the new water service connection or prior to the installation of the water meter for the new service, whichever occurs first. The Authority reserves the right to waive this requirement if the service/main has been scheduled for abandonment within two (2) years due to a planned capital improvement project.

2.7 Changes in Tenancy or Ownership

A new application for service shall be made to and approved by the Authority or its duly authorized agent upon any change in ownership of the property for any change in service from that described in the application and the Authority shall have the right to discontinue service upon five (5) days' notice until such new application has been made and approved. It is the responsibility of the owner(s) or duly appointed agent to notify the Authority of any and all changes in ownership or tenancy.

2.8 Vacancies

- (a)** Any consumer desiring abatement from charges during a temporary vacancy shall submit said request in writing to the Authority a minimum of fifteen (15) days prior to the vacancy beginning. Water must be turned off at the curb stop and the water meter removed for abatement of charges. Charges of Twenty-Five Dollars (\$25.00) for removal of meter and Twenty-Five Dollars (\$25.00) for reinstallation meter will be made to the consumer. These charges must be paid prior to replacement of meter.
- (b)** A temporary vacancy shall be defined as the vacancy of a structure for a period of time not less than sixty (60) days. The owner/tenant is responsible to have the structure checked regularly during the vacancy to confirm there are no issues with the water system.

SECTION 3 - LIABILITY FOR DAMAGE

3.1 Damages

The Authority shall not be liable in any way for any damage or damages caused by breakage or leakage arising in any way in connection with the supply of water or for the failure of the supply or the freezing or deterioration of pipes and fixtures of the Authority.

SECTION 4 - CONNECTIONS

4.1 Definition of Connection

Upon approval of the application by any property owner and the payment of connection charges, the Authority will tap the main, carry a service pipe to the curb and install a curb stop valve or gate valve and curb/valve box. The Authority may specify certain types of materials whose specifications may be given by the Authority from the curb stop/gate valve to any building and in the event such specifications are not satisfactory to the owner, a meter pit shall be installed by the owner in accordance with section 6.7 of the Regulations at the edge of the property where a water meter can be placed and read at reasonable times. (See Appendix A)

4.2 Rights-of-Way for Connections

Service lines will not be installed or permitted when any portion of the service line pass over or through premises which at the time may be the property of persons other than the owner of the premises to be supplied unless the owner of the premises furnishes to the Authority a copy of a satisfactory right-of-way agreement across said premises, suitable for recordation at the expense of the owner.

4.3 Service Lines

Service lines beyond the curb stop/valve shall be installed and maintained by and at the expense of the consumer and shall be of a size and quality approved by the Authority. It shall be laid not less than four (4') below the surface and shall not be covered until the connection on the main is made and service line tested. All plumbing connections shall be able to withstand a pressure of at least 150 pounds per square inch. Control of water supply by the consumer shall be by means of two (2) gate valves or ball valves and

an A.S.S.E. approved backflow preventer, as described in Section 5.4 of these Regulations, being located immediately inside the building wall in a basement or heated mechanical room and so located as to prevent freezing.

- (a) Authority Responsibility - The Authority is responsible for service and maintenance between the water main and the Curb Stop/Valve.
- (b) Owner's Responsibility - The owner is responsible for all water lines, valves and appurtenances beyond the Authority Curb Stop/Valve. The customer further understands and accepts financial responsibility for any water registered by the meter due to a leak. At the Authority's discretion, payment arrangements may be established, not to exceed two (2) years from the date of the initial billing. Any applicable service fees to the payment arrangement will also be the responsibility of the customer.
 - 1) The service line is required to enter the building at the closest point to the curb stop /valve via the most direct route available to the building.

4.4 Size of Connection

No new service connection shall be made whereby any consumer shall have a supply capacity exceeding that of a single one inch (1") nominal pipe size connection at the water main without special approval by the Authority.

4.5 Private Connections

The Authority will not make service connections on a "Private" water main. The customer must arrange for installation of these "Private" connections.

4.6 Access to Curb Stops or Valves

Authority personnel must have access to all Curb Stops/Valves for the purpose of controlling water service to any consumer. This includes any Curb Stop/Valve located in the public right-of-way or on Private property.

4.7 Temporary Water Service for Construction/Demolition

No unmetered temporary water service will be provided until a meter has been set at the service address. The meter may be set either inside the building in accordance with Authority regulations for service line length and material or in a meter pit/vault be it permanent or temporary. An approved backflow preventer must be installed on the service line and inspected by Authority personnel.

4.8 Miscellaneous Connection Regulations

When water service is requested, the owner agrees to any applicable items listed below:

- (a) Is subject to and accepts the existing pressures, flows, line sizes and the Authority's Rules and Regulations.
- (b) Water mains, including any necessary offsite system improvements, if deemed necessary by the Authority to protect the hydraulic integrity of the system, are designed and installed to Authority specifications, Rules and Regulations and be formally approved and/or accepted by the State College Borough Water Authority. Required system upgrades shall be at the developers' expense.
- (c) Should it be deemed necessary by the Authority, service connections with the existing system of the Authority may be required at locations

designated by the Authority to protect the hydraulic integrity of the system.

- (d) If Copper Tubing is used for the service line beyond the curb stop, the Authority allows three (3) underground compression connections (includes connection at curb stop) before it enters the building. If more than three (3) underground connections are present, a meter pit is required to be installed per Section 6.7 of these Rules and Regulations.
 - 1) Listed are maximum lengths for service lines before a meter pit/vault is required for services:
 - a) Three Quarter (3/4") - Two Hundred Fifty (250') Feet
 - b) One (1") Inch - Two Hundred Fifty (250') Feet
 - c) One and One Half (1 ½") Inch - One Hundred Thirty-Five (135') Feet
 - d) Two (2") Inch - Ninety (90') Feet
- (e) If Restrained Joint Ductile Iron Pipe is used for the service line beyond the valve, the Authority allows a maximum distance of Two Hundred Fifty (250') feet before it enters the building. If the distance is longer than Two Hundred Fifty (250') feet a meter pit/vault is required per Section 6.7 of these Rules and Regulations.
- (f) The size of service lines must be extended through the wall of the building before it can be reduced.

SECTION 5 - FORBIDDEN PRACTICES

5.1 Control of Curb Stop/Valve

No person or entity other than the Authority, its agents or employees shall open, close, operate or otherwise tamper with any valve, curb stop/valve or hydrant of the Authority, to include operating valves at the curb or meter; picking or damaging cut-off locks; by-passing meters in any way; adjusting, disabling or removing meter registers; or destroying, defacing or vandalizing property of the Authority.

5.1A Theft of Services

No person or entity shall connect to the water lines, valves, curb stops/valves, hydrants or other appurtenances of the Authority or otherwise extend service or obtain water from the Authority without submitting an application for water service and receiving approval from the Authority in accordance with Section 2 above or otherwise obtaining written permission from the Authority. Such unauthorized receipt of water service shall be considered a theft of services.

In the event the Authority discovers evidence of theft of services or the possibility of theft of services, it may immediately terminate the unauthorized water service. The Authority shall not be responsible for any loss or damage resulting from the termination of unauthorized water service.

In the event the theft of services does not pose an immediate threat to the safety or integrity of the water system of the Authority, the Authority may send a notice of violation to the customer. The customer shall immediately discontinue the theft of services.

A customer shall be charged a fee of not less than \$1,500.00 nor more than \$5,000.00 for each incident or occurrence of theft of services as well as any costs or fees associated with termination of the unauthorized water service, repair of the water lines, valves, curb stops/valves, hydrants or other appurtenances of the Authority, service calls, labor and materials or any other costs.

Water service will not be restored until all theft of services fees, termination of service fees, costs of repair, service call fees, labor and material costs or any other costs are received by the Authority. Water service will only be reinstated during business hours, except in case of emergency.

Discontinuance of service by the Authority does not release the customer from liability for payment for the water service received.

The customer(s) name(s) that is/are on the account or water application for service are the customer(s) responsible for payment of all fees and other charges. The customer is responsible for any policy violations that occur in relation to the Authority service for the property. Personal participation by the customer is not necessary to impose personal responsibility on the customer.

5.2 Location of Service Line

No water line shall be laid in the same ditch or trench with any gas pipe, sewer pipe, or any other facility of a public service company nor within three (3) feet of any open excavation, conduit or vault.

5.3 Resale of Water

No consumer shall resell water for use on premises other than those of the consumer.

5.4 Back Flow

No consumer shall permit any condition to exist upon premises served whereby there exists, or in the opinion of the Authority, could exist a back flow into the mains of the Authority of a non-potable matter, hot or other liquids or any leakage or seepage of such into said main. For prevention of back flow causing loss to both the Authority and the consumer, all connections are required to have a gate valve or ball valve on each side of the meter and an **A.S.S.E. approved backflow preventer** on the outlet side of the meter of a type approved by the Authority. It is recommended that a safety valve be installed at some convenient location on the house piping to relieve excess pressure due to heating water. Refer to Section 7.

5.5 Return of Water to Authority Mains

The return of water to the Authority's system from non-contact equipment (e.g., heat pumps) or any other type of equipment is prohibited. All customers with heat pump, Geo-Thermal systems must install a testable backflow preventer at a location as outlined in Section 5.4 of these Rules and Regulations.

5.6 Sewers

Connections to sewers and sewer flushing chambers are prohibited.

5.7 Application Misstatements

Service may be discontinued for a violation in connection with the application, a misstatement of fact therein or a violation of any rule or regulation of the Authority now in effect or hereafter lawfully enacted.

5.8 Waste

Waste of water for any reason is forbidden. A consumer wasting water may have service terminated. See Section 8.2, paragraph c. Depending on the severity of the leak, a consumer may be allowed a maximum of ten (10) days after receiving notification from the Authority to have leaks repaired on service lines. The Authority reserves the right too to turn any water off if it poses a risk to the public or property.

5.9 Water Cooled and Processing Equipment

It is recommended that the water be recycled when using, but not limited to, the following: Processing & Water Cooled Equipment, Commercial Car Washes and ornamental water uses such as Fountains or Artificial Water Falls.

SECTION 6- METERS

It is the responsibility of the property owner(s) to adhere to the following rules and regulations and those set forth in the **Water Meter Settings and Water Service** requirements. Available in office or on the Authority website.

6.1 Water Use

All water service shall be metered and the quantity of water supplied as recorded by the meter shall be conclusive on both the consumer and the Authority except when the meter has been found by the Authority to be registering inaccurately or has ceased to register. In such case the quantity may be determined by the average registration of the meter when in order.

6.2 Meter Tampering

Despite the fact that the charge for connection to the system of the Authority shall include among other things the cost of the meter, all meters shall be furnished by and shall remain the property of the Authority and no person other than an authorized agent or employee of the Authority shall at any time repair, adjust, remove, replace, interface with or tamper in any way with any meter or do any act to limit or interfere with the regular operation thereof.

6.3 Location of Meter Setting

The consumer shall provide a location suitable to the Authority for the meter setting and shall provide adequate protection for the meter from the extremes of heat and cold, accidents and other contingencies.

- (a)** All consumers are required to locate meter setting(s) horizontally at places on or upon their property readily accessible to Meter Shop personnel of the Authority during normal business hours of the day for the purpose of reading or repairs. If in the opinion of the Meter Shop Superintendent, any consumer shall have or may in the future locate a meter at a point or position not normally open during usual business hours or not accessible to the meter readers, the Meter Shop Superintendent may require the consumer to install the meter setting(s)

in a pit or vault. All such meter pit or vault installations shall be in accordance with Section 6.7 of these Regulations, and shall be at the cost of the consumer.

- (b) The installation of meter setting(s) in a crawl space is prohibited. Meter setting(s) are required to be installed within the dwelling in a heated area approved by the Authority or installed in a meter pit/vault.
- (c) For industrial or commercial customers, metersetting(s) must be installed within the building(s) in a heated mechanical room or in a meter pit/vault in accordance with Sections 4.3 and 6.7 of these Rules and Regulations.
- (d) Meter settings must be located in an area which does not expose Authority employees to any safety or health risk(s).

6.4 Damage to Meters

The consumer shall pay for damage to meters caused by freezing, by hot water or any external action, including a minimum charge for two (2) hours of labor and to include any additional after-hours charges as applicable.

6.5 Access to Meters

The consumer shall provide access to the meter for the authorized agents, and employees of the Authority at all reasonable times to replace, inspect, test, repair and read the meter, and service will be discontinued to any consumer who refuses or persistently neglects to arrange for such access. If access or repairs are necessary to complete reading for billing and not completed an estimated bill will be produced.

6.6 Multiple Meters

A separate connection, service line and meter shall be provided for each consumer, except that the Authority may by special action in the cases of apartment houses, trailer courts, commercial buildings and shopping centers authorize a single connection to be connected to a yoke on which separate meters are provided for each consumer as herein defined.

6.7 Meter Pits/Vaults

In cases where it is not practical to place a meter within a building, a meter pit/vault shall be built a maximum of 5' inside the property lines by the customer unless a special exception is granted by the Authority. Meter pits/vaults shall not be installed in driveways or sidewalks. The size and specifications of the pit/vault shall be approved by the Authority, and adequate access shall be given to the meter to permit its installation; reading; repairs or removal.

- (a) To provide service to multiple buildings or units via a "Private" water main, a single meter located within a meter pit/vault must be built inside the property lines of the customer at their expense as set forth herein. The Authority shall approve the size and specifications of the pit/vault prior to its construction. The Authority reserves the right to require a meter pit/vault in other cases such as deemed in the Authority's best interest.
- (b) Multiple meters will not be approved for multiple buildings or units that are connected to a "Private" water main.

- (c) Meter vaults shall have a by-pass line installed on the domestic and/or fire service around the vault to provide water service in cases of emergency or maintenance.
- (d) The Authority may require that a meter pit and/or meter setting be replaced/upgraded including the installation of a by-pass line installed on the domestic and/or fire service around a vault for any of the following:
 - 1) The condition has deteriorated to a point where it is unsafe for persons to enter or no longer meets Authority specifications.
 - 2) The vault is taking on and/or retaining water.
 - 3) The owner is upgrading the existing "Private" water system.
 - 4) The failure of any operating valves outside or inside the vault.
 - 5) The failure of a Back Flow Preventer.
 - 6) Damage to the meter(s) requiring replacement of the meter(s).

6.8 Meter Multiple Consumers

Where more than one customer or tenant consumes water through a single meter, the application for the meter shall be made by the property owner and billing shall be made to the property owner on such rates as shall be currently authorized by the Authority.

6.9 Meter Testing

Upon written request of any consumer, the Authority will test the accuracy of the water meter supplying the premises of any consumer. The consumer shall pay to the Authority the sum of Seventy-Five Dollars (\$75.00) for testing any meter two (2") inches or less. The testing of any larger meter would be conducted by a third party and at the expense of the customer. If on testing, the meter is found to be registering more than 4% against the consumer on a flow as determined by American Water Works Association Standard AW W A-M6 (Testing of Meters, Chapter 5), including the latest revisions thereof, the testing fee will be refunded, otherwise it shall be forfeited to the Authority. Other water systems will be charged a fee of \$25.00 each; for testing. All meters must be tested at the same time.

6.10 Meter Sizing

Upon receipt of all required data for a new service application or an upgrade to an existing service the Authority reserves the right to determine the meter size, that is in the best interest of the Authority and/or the customer. For service to customers other than single-family residences the Authority may allow the meter size to be equal to or one (1) meter size above/below the diameter of the service line. Should a meter size change be approved by the Authority, the customer shall be responsible for all expenses including any cost incurred by the Authority. Single family residences will have the current minimum standard meter installed unless otherwise approved by the Authority.

SECTION 7- BACKFLOW

7.1 Backflow

All Authority water supply system connections are required to possess a backflow prevention device. An approved backflow prevention device shall be installed prior to the first branch line leading off each service line to a customer's water system where, in the judgement of the Authority, an actual or potential hazard to the public water supply system exists. For prevention of backflow causing loss to both the Authority and the customer, all connections are required to have a gate valve or ball valve on each side of the meter and an A.S.S.E. approved backflow preventer on the outlet side of the meter of a type approved by the Authority. It is recommended that a safety valve be installed at some convenient location on the house piping to relieve excess pressure due to heating water. All expenses related to the backflow prevention device are the responsibility of the customer, including but not limited to the cost of the device, services, and replacement.

7.2 Types of Protection Required

The type of protection required of the backflow prevention device shall depend on the degree of the hazard which exists and as required by the Authority. Degree of hazard as follows:

- (a) An approved air gap separation shall be installed where the public water supply system may be contaminated with substances that are dangerous to public health and could cause a severe health hazard, and where such a device could be technically feasible and/or practical.
- (b) An approved air gap separation or an approved reduced pressure zone device shall be installed where the public water supply system may be contaminated with a substance that could cause a system or health hazard.
- (c) An approved air gap separation, an approved reduced pressure zone device, or an approved double testable check valve assembly shall be installed where the public water supply system may be polluted with substances that would be objectionable but not dangerous to health.
- (d) A dual check valve backflow prevention device shall be in use in a single-family residence ONLY (up to four units).
- (e) A double check valve assembly with test capability shall be in use in multi-family residential and some commercial applications.
- (f) A reduced pressure zoned assembly (RPZ) shall be in use for industrial and some commercial applications.

**When using a RPZ it must have a soft seated check valve installed after the RPZ. No RPZ will be permitted in any pit or vault, they will be required to be in a hot-box above grade of the pit or vault. All hot-boxes shall have a temperature monitoring device with an automated notification system. Annual testing is required. An external visual indicator to determine electrical power is active to the hot-box is required.

7.3 Backflow Prevention Devices and Installation

(a) Devices:

Any required backflow prevention device must be approved by the Authority and comply with the following:

- 1) Air gap separation to be approved shall be at least twice the diameter of the supply pipe, measured vertically above the top rim of the receiving vessel, but in no case less than one inch.
- 2) A double check valve assembly or a reduce pressure zone device shall be approved by the Authority and shall mean a device that has been manufactured in full conformance with the standards established by the American Water Works Association (AWWA). Final approval, however, of the reduced pressure zone device and the double check valve assembly shall be evidenced by a certificate of full approval, issued by an approved testing laboratory, certifying full compliance with the said AWWA standards.

Existing backflow prevention devices approved by the Authority at the time of installation and properly maintained shall, except for inspection and maintenance requirements, be excluded from the requirement of above items a. and b. provided the Authority is assured that they will satisfactorily protect the public water supply system. Whenever the existing device is moved from the present location, or requires more than minimum maintenance, or when the Authority finds that the maintenance of the device constitutes a hazard to health, the device shall be replaced, by a backflow prevention device meeting the requirements of the Authority and above items a. and b.

(b) Installation:

- 1) Required backflow prevention devices shall be installed at a location, and in a manner approved by the Authority. The device(s) shall be installed by a person properly qualified. Installation of the devices shall be at the expense of the customer.
- 2) Backflow prevention devices installed on the service line to a customer's water system shall be located on the customer's side of the water meter, as close to the meter as reasonably practical, and prior to any other connection.
- 3) Pits or vaults shall be water-tight, flood free, and maintained free from standing water by means of either sump and pump or a suitable drain. Such a pump or drain shall not connect to a sanitary sewer, nor permit flooding of the pit or vault by reverse flow from its point of discharge. An access ladder and adequate lighting, natural or artificial, shall be provided to permit maintenance, inspection, and testing of the backflow prevention device.

7.4 Inspection and Maintenance

- (a)** The Authority maintains a set 12-month schedule of annual inspection due dates for backflow prevention devices. It is at the expense and responsibility of the customer to have the premises backflow prevention device inspected annually and in accordance with the schedule on record with the Authority. Should the inspection be conducted late, the customer will be required to follow the schedule on

record with the Authority even if requiring an inspection within less than 12-months of the last inspection.

- (b) Every backflow tester must be ASSE certified. Backflow inspection sheets must be filled out completely or they will not be accepted by the Authority. Incomplete forms will be sent back to the tester. A fillable version of the Backflow Report inspection form is available on the Authority website at www.scbwa.org.
- (c) Inspections, tests, and overhaul of backflow prevention devices shall be made at the expense of the customer.
- (d) Whenever backflow prevention devices are found to be defective, they shall be repaired or replaced at the expense of the customer without delay.
- (e) Customers must maintain a complete record of each backflow prevention device from purchase to retirement. This shall include a comprehensive listing that includes a record of all test, inspections, and repairs. Records of inspections, test, repairs and overhaul shall be submitted to the Authority upon request.
- (f) Backflow prevention devices shall not be bypassed, made inoperable, removed or otherwise made ineffective without specific authorization by the Authority.

7.5 Violation

Failure to comply with the Rules and Regulations as outlined for the purposes of backflow prevention and backflow prevention devices by the Authority will result in the termination of water service. As outlined in section 12.4 discontinued service for violation of the Rules and Regulation of the Authority may result in a reconnection fee of \$150.00 before water service is restored, at the Authority's discretion.

SECTION 8 - DISCONTINUANCE OF WATER SERVICES

8.1 Authorized Shut-offs

The Authority will use every reasonable means to provide the consumer with an adequate supply of potable water. The Authority shall not be liable for a deficiency in or failure of the supply when occasioned by an authorized shutting off of the water because of repairs, additions, betterments, an act of God, or from any other cause beyond the control of the Authority.

8.2 Termination of Service

Water service may be terminated after ten (10) days notice for any of the following reasons and a reconnection charge as provided in Section 12.4 of these regulations must be paid before water service will be restored:

- (a) Any misrepresentation in an application.
- (b) Any violation of any of the Rules and Regulations of the Authority.
- (c) Willful or indifferent waste of water due to any cause.
- (d) Using water for a purpose other than as authorized under the application.
- (e) Non-payment of any sum due to the Authority, for water service or any other charge for more than ten (10) days after the same becomes due.

- a. Emergency Medical Condition – The Authority will not terminate or refuse to restore service to an affected premise when any occupant therein is certified by a licensed physician to be seriously ill or affected with a medical condition which will be aggravated by termination of service or by failure to restore service. The Authority requires a written letter to include the customer’s name and address corresponding to the account, from the licensed physician, physician’s assistant or nurse practitioner stating that termination of water service will harm the seriously ill or affected person within the property.

The initial medical certification can be up to 30 calendar days, with renewals possible. The property owner is still responsible to pay the water bill even if there is a medical certificate for someone in the property.

- (f) Molesting or tampering with any service pipe, meter, curb stop, seal or any other appliance of the Authority controlling or regulating the water supply.
- (g) For making, or refusing to sever any cross connection between a pipe or fixture carrying water furnished by the Authority, and a pipe or fixture carrying water from any other source.
- (h) For failure to protect from injury or damage the meter and connection, or for failure to protect and properly maintain the service pipe or fixtures on the property of the customer.
- (i) For failure to provide the Authority’s employees free and reasonable access to the premises supplied or for obstructing the way of ingress to the meter or other appliances controlling or regulating the customer’s water supply.
- (j) For failure to install the proper Backflow Preventer Device.

8.3 Payment of Water Bill

- (a) In the event that service could be or may be discontinued for any of the reasons set forth in Section 8.2 and the customer to whom service could or may be discontinued shall make application for water service at a new or different location, service may be refused by the Authority unless or until there shall be placed on deposit with the Authority a sum equal to the estimated billing by the Authority for four quarters of a year, which said sum shall remain on deposit with the Authority as a guarantee of compliance with the Rules and Regulations of the Authority for a period of two years. If at the expiration of two years, the consumer shall have committed no act which might cause discontinuance under the provisions of Section 8.2 of these Rules and Regulations, then said deposit shall be refunded to the depositor without interest. If any applicant for service shall become aggrieved by the requirement for a deposit insuring compliance with these Rules and Regulations, they may present their application for an immediate refund at the next succeeding meeting of the Authority when the matter will be reviewed by the Authority whose determination shall be final.

- (b) If a consumer shall become delinquent in the payment of water rental at a previous location subsequent to receiving services at a new location, they shall immediately be notified by mail.

8.4 Collections Process for Non-Payment

Non-payment of any amount due to the Authority will be subject to the collections process. Past due bill amounts will be assessed a fee based on a percentage of their bill amount the day after payment was due. No less than 10 days after the due date the collections process will begin as follows and continue until payment is received or termination of water service.

- (a) **NOTICE 1:** 10 days after due date, Friendly Reminder-Reminder of past due amount and potential termination of water service. Mailed to property owner.
- (b) **NOTICE 2:** 7 days after Notice 1, Water Termination Tag-Reminder of past due amount and potential termination of water service. Delivered to service location to notify owner/tenant, 30 days prior to pending termination.
- (c) **NOTICE 3:** No less than 13 days after Notice 2, Final Notice-Reminder of past due amount and potential termination of water service. Mailed to property owner. A \$10.00 charge will be assessed with this notice.
- (d) **NOTICE 4:** No less than 37 days after Notice 1, 24-Hour Tag-Reminder of past due amount and potential termination of water service. Delivered to service location to notify owner/tenant, 24-Hours prior to pending termination. A \$30.00 charge will be assessed with this notice.

If water service is terminated there is a reconnection charge of \$110.00. Water service will not be reinstated until all amounts due are paid in full.

SECTION 9 - FIRE HYDRANTS AND SPRINKLER SYSTEMS

9.1 Types of Service

The Authority will furnish these types of fire service:

- (a) **Public Fire Hydrant Service** - Public fire hydrant service shall be construed to mean hydrant service in Public Rights-of-Ways in any municipality served by the Authority. This may also include any fire hydrant located outside of the Public Right-of-Way for which a municipality has agreed to the annual maintenance fee. Always provided, however, that the Authority shall have specially approved the extension of fire service and proper provisions shall have been made in the manner provided by law for the payment of all charges therefore by the properly constituted governmental bodies.
- (b) **Private Fire Hydrant Service** - Private fire hydrant service shall be construed to mean such fire hydrant service as shall be specially authorized by the Authority for a consumer and intended solely for the protection of such premises from fire, and to be used only for fire protection.

- (c) Sprinkler Service - Sprinkler service means any recognized system for the protection of buildings from fire and/or the safety of personnel by the use of water which shall have been approved by the Authority.

9.2 Ownership of Fire Hydrants

- (a) All Public Fire Hydrants installed in the Authority's system are deemed to be owned by the Authority. All Private Fire Hydrants installed within the Authority's system are deemed to be owned by the Property owner. The Authority will specify the type of fire hydrant to be installed at approved locations that have been selected by various municipalities in the Authority's service area with due consideration being given to local firefighting authority(s) and requirements of insurance underwriters.
- (b) All Public Fire Hydrants will be assessed an annual maintenance fee payable by the Municipality where the hydrant is located. Those fees cover all routine maintenance up to and including replacement of the Fire Hydrant
- (c) All Private Fire Hydrants will be assessed an annual maintenance fee payable by the property owner where the fire hydrant is located. Those fees cover the cost of flushing, flow testing and painting. The Authority shall notify the Property Owner when a Private Fire Hydrant is in need of repair or replacement. It is the Property Owners responsibility to secure a qualified contractor to make such repairs/replacement and which shall be at the owner's expense. All required repairs will be inspected by the Authority, applicable inspection fees are covered under the annual maintenance fee. Owners of PRIVATE fire hydrants are responsible to keep said hydrant(s) free from obstruction, debris and snow ensuring accessibility at all times.

9.3 Opening of Fire Hydrants

No person except regularly appointed and authorized firemen on duty or duly authorized agents, servants or employees of the Authority shall open, close, meddle or tamper with any fire hydrant unless specially authorized by the Authority.

9.4 Applications for Public Fire Hydrants

Public fire hydrant service will be furnished only upon application from the duly authorized municipal officers, and upon payment of the charges therefore, herein set out. The entire cost of fire hydrant installation shall be paid by the developer or applicant. Applications will only be approved by the Authority if and when in the opinion of the Authority, such service can be made available. The Authority may refuse with or without reason given, the granting of fire hydrant service, if in the opinion of the Authority its mains are insufficient to provide such service; if the proposed service is outside the territory which the Authority is authorized to service; or, for any other valid reason.

9.5 Applications for Private Fire Hydrants

Private fire hydrant service will be furnished only upon application from the consumer, and upon payment of the charges therefore, herein set out. The entire cost of fire hydrant installation shall be paid by the developer or

applicant. Applications will only be approved by the Authority if and when in the opinion of the Authority, such service can be made available. The Authority may refuse with or without reason given, the granting of fire hydrant service, if in the opinion of the Authority its mains are insufficient to provide such service; there is not sufficient need for such service; if the proposed service is outside the territory which the Authority is authorized to service; or, for any other valid reason. No private fire hydrant shall ever be used for any purpose except fighting fire, without the express written permission of the Authority.

9.6 Provision of Sprinkler System Service

Sprinkler service may be provided by the Authority only for the protection of buildings or the safety of persons from fire. Such service may be provided only upon application of a consumer, duly approved by the Authority and upon entry into a separate contract between the consumer and the Authority on terms and conditions acceptable to the Authority. An application for such service will only be approved by the Authority when it determines, in its sole discretion, that such service can be made available.

9.7 Sprinkler System Service for Residential Buildings Up To and Including Four Stories in Height, One and Two Family Residences and Manufactured Homes.

Sprinkler system service may be provided by the Authority for residential buildings up to and including four stories in height, one and two family residences and manufactured homes, provided the sprinkler systems installed therein are in compliance with the applicable standards of the Pennsylvania Construction Code Act and any model codes, Rules and Regulations adopted thereto or incorporated therein, to include the International Building Code, to include the standards of the National Fire Protection Association (NFPA), set forth in NFPA 13, NFPA 13D and NFPA 13R incorporated therein, as amended or revised, or other applicable standards adopted by the Commonwealth of Pennsylvania, the Borough of State College and the Townships of College, Ferguson, Harris, Patton and Benner, as amended or revised, and, further, the consumer provides proof satisfactory to the Authority that the sprinkler systems have been inspected and approved by the Centre Region Code Administration or other applicable code enforcement agency.

9.8 Residential Sprinkler Systems

In the instance where a Residential Sprinkler System is being installed in a residential structure (including but not limited to single family residences, duplexes, triplexes, etc...) the service line must be one (1") inch I.D. from the curb stop to within the residence. If the existing service connection is smaller than 1", the owner must provide evidence from a fire suppression engineer that the existing line size and pressure will permit the proper operation of the sprinkler system. If the owner is unable to do so, they must pay to have a 1" service connection installed and the existing connection abandoned.

All residential sprinkler systems require the installation of a Testable Backflow Preventer at the point where it separates from the domestic water service line.

9.9 Sprinkler System Service for Commercial and Residential Limited Area Sprinkler System

Sprinkler system service may be provided by the Authority for limited area sprinkler systems in commercial and residential buildings, provided the sprinkler systems installed therein are in compliance with the applicable standards of Pennsylvania Construction Code Act and any model codes, Rules and Regulations adopted thereto or incorporated therein, to include the International Building Code, to include the standards of the National Fire Protection Association (NFPA), set forth in NFPA 13, NFPA 13D and NFPA 13R incorporated therein, as amended or revised, or other applicable standards adopted by the Commonwealth of Pennsylvania, the Borough of State College and the Townships of College, Ferguson, Harris, Patton and Benner, as amended or revised, and, further, the consumer provided proof satisfactory to the Authority that the sprinkler systems have been inspected and approved by the Centre Region Code Administration or other applicable code enforcement agency.

A backflow preventer, approved by the Authority shall be installed on each limited area sprinkler system in any one of the enclosed areas.

9.10 Other Sprinkler System Service

Except as set forth above, sprinkler system service shall be provided through a line dedicated only for fire service. This line is to be completely separate from the domestic service line, from the property line to the building, unless an exception is granted by the Authority. It is required that where any service is rendered by the Authority for the protection against fire or for the safety of persons, there shall be installed at a location specified by the Authority:

- (a)** A 2" Turbine meter on lines 2" or less, with a backflow preventer, approved by the Authority.
- (b)** On lines larger than 2" a device known as a "double check detector assembly" constructed as specified by the Authority for the purpose of determining water flowing through the fire sprinkler system. The device known as double check detector assembly shall be factory designed for the purpose of detecting low flows of water up to 3 gallons/minute. The double check detector check shall be maintained and tested semi-annually by the customer at low rates of flow, to verify low flow through the assembly. It is further understood and agreed by the consumer that the installation shall be subject to the approval of the Authority.

9.11 Use of Sprinklers

Fire protection is a standby service and charges made therefore are standby charges assessed based on fire service line size diameter and do not represent charges for actual use of water. In addition to the standby charges, all water metered through a sprinkler service line meter or detector check

by-pass meter will be billed at the current rates of the Authority for water consumed.

9.12 Liability of Authority

It is expressly understood that in authorizing, connecting, and activating any form of fire service, the Authority does not assume any liability as an insurer of persons or property and does not guarantee any particular service, pressure, capacity or facility other than the ordinary and changing conditions as the same may exist from day to day. The consumer by the application releases the Authority from any and all claims for injuries to persons or property by reason of fire, water, failure of supply, pressure or capacity.

SECTION 10 - MAIN EXTENSIONS

10.1 Extension Rules

For the purpose of this rule:

- (a)** Any consumer may elect, subject to the approval by the Authority, to construct any extension under the supervision of the Authority, its agents, servants, and employees and to specifications of the Authority in whole or in part at the cost and expense of said customer always provided that at the time of making application the customer shall specify in writing, attached to the application that part or portion of the work so to be done by the customer.
- (b)** The Authority will establish set costs relating to the inspection of all water main, service line and fire hydrant installations. These fees shall be paid by the customer prior to any work commencing on said installation. No refund shall be due the customer.
- (c)** A written estimate of the cost of any work to be done by the Authority other than inspections shall be given to the customer, and the customer shall place on deposit in escrow with the Authority an equivalent sum of money to guarantee payment thereof before any work shall be commenced on said extension by the Authority. Escrow deposits will not earn interest for the customer.
- (d)** The Authority shall have the exclusive right to determine the type, size of mains to be installed, other facilities required to render adequate service per Authority specifications. Once the extension shall have been completed, the Authority shall prepare a statement of the actual costs thereof as herein provided and shall receive from escrow such sums as shall be sufficient to cover the statement of costs. Should the escrow deposit be insufficient to pay said costs computed as aforesaid, the customer shall, in addition to the funds from said escrow, immediately pay such sums as may be required to reimburse the Authority for said costs of construction.
- (e)** Before said construction shall be commenced, the consumer requesting said extension shall cause to be prepared an accurate survey by a registered surveyor, which survey shall disclose the location and number of front feet of property which the consumer avers will or may exist in said line, which draft shall be given to the appropriate officer of

the Authority for approval and, no construction shall be commenced until such plan is approved.

- (f) When construction has been completed and costs secured, the consumer may be entitled to receive a reimbursement agreement. No reimbursement agreement shall be written after a period of ninety (90) days from the date of formal acceptance of the main extension by the Authority and all reimbursement shall terminate after a period of twenty (20) years from the date of the reimbursement agreement.
- (g) The owner is to provide plans with all required municipal approvals, utility approvals, and any other local, state or federal approvals that may be required.
- (h) Prior to the installation of any water main extension(s) or water service connection(s) for an approved water main extension, all property corners within the main extension limits shall be surveyed and staked by the developer/contractor. Each stake shall show lot number(s) and finished grades. In the instance where property corners are over seventy-five (75') feet apart, additional survey stakes shall be required at maximum intervals of fifty (50') feet. It will be the responsibility of the contractor to maintain the integrity of the survey stakes during construction. Should questions arise during construction, the Authority reserves the right to stop construction and require that the accuracy of the survey be confirmed at the developer's expense.

If there is an error discovered after completion of the water main extension involving either the water main or curb box placement, including the depth of each, it shall be the responsibility of the developer/owner to relocate the water main or curb stop to the location in accordance with the Authority specifications. This must be completed before any water permit can be issued for any lot fronting the water main extension.

10.2 Length of Extension

In determining the length of and necessity for any extension requested pursuant hereto, the terminal point of such extension shall, in all cases, be at the furthest extremity of the most distant lot to be served. In new developments the main must be extended to the extremity of every lot, including both sides of all corner lots, in an approved plot plan, subdivision or phase. Such extensions shall in all cases be completed before water service will be granted.

10.3 Recordation

All reimbursement agreements with the State College Borough Water Authority shall be recorded in the office of the Recorder of Deeds of Centre County, and the cost or charge thereof included in the charges to the applicant for service.

10.4 Extension in Townships

Extension of mains is approved only on written approval by the appropriate governing municipal bodies, the Pennsylvania Department of Environmental Protection and/or the Pennsylvania Department of Transportation, when required.

10.5 Rights-of-Ways

Extensions of any sort of the Authority's pipes, mains and equipment cannot be placed on private land without previous grant of rights-of-ways or other necessary property interests title thereof to be placed in the State College Borough Water Authority. The Authority may secure written rights- of-ways within which to lay its mains, which shall be recorded at the expense of the applicant. The Executive Director of the Authority is given the power in his discretion to permit other public utilities or utility companies to use and occupy such parts of rights-of-ways granted to the Authority which will not interfere with the Authority's operations and be sufficiently distant from the Authority's mains to comply with law regarding possible contamination of the water system by sewage or other means. Always provided, that the public utility or utilities so favored shall first guarantee in writing to the Authority by reasons of the occupancy or use of said rights-of-ways by such public utility or utilities, and further that in the event such utility or utilities shall cause damage or loss to the Authority by reason of its or their operations, it will promptly reimburse the Authority for such loss. Further always provided that any utility or utilities so using a right- of-way of the Authority shall provide the Authority with a plan or drawing of proposed use, corrected after installation for any changes in use.

10.6 New Service Connections on New Streets or Where Underground Utilities are Planned

In new street construction, and in all construction where underground installation of other utilities is planned, the Authority may authorize the immediate installation of all service connections to all lots owned by the customer and proposed to be serviced by the construction of a new water main. Approval of water main extensions by the Authority does not automatically approve "active" connections on the proposed new extension. All customers shall apply for such service but the connections can be installed by Authority employees at the expense of the applicant or the customers contractor by Authority specifications and inspections. A plan for the providing electric company service locations must be provided to the Authority prior to final approval being granted.

10.7 Connection Fees

In addition to the costs of construction herein provided, all consumers requesting water service are required to pay a Connection Fee in accordance with the current Authority rates and charges.

- (a)** A double house shall pay two connection fees whether or not there is one connection to the main.
- (b)** Two or more buildings on one lot shall have separate service lines and shall each pay separate connection charges; that is, each consumer as herein defined shall have a separate service line and
- (c)** a separate connection charges.
- (d)** Where any person shall erect or cause to be erected or contract for the erection of a building or structure which will require the use of more than one connection, all the connections shall be applied for, approved and paid for prior to commencement of construction. Minimum water

rates shall begin on all connections during the period of construction. The period of construction begins when water service is activated.

- (e) The Authority reserves the right to determine the time period within which an application for an active connection shall be valid. The Authority may void any application for failure to commence construction.
- (f) The Authority will establish a fee for “standard” 1" connections. If in the opinion of the Authority, the cost of a proposed service connection exceeds the standard fee the Authority may require that money be put into escrow to cover the cost of the connection installation.

10.8 Tapping Fees

All consumers requesting water service of any type shall pay to the Authority a Tapping Fee in accordance with the current rate schedule then in effect.

10.9 Plot Plans

Extensions will only be allowed where there has been a dedication of streets and rights-of-ways and where all plot plans have been previously approved by the appropriate governing bodies. Any water main not maintained by the Authority or for which no right-of-way has been granted to the Authority shall be deemed “Private.”

10.10 Main Extensions by Authority

Where the Authority at its expense shall place or have already placed water mains along any premises, no water service shall be rendered until the premises for which water service is requested shall have paid its pro-rata share of the cost of construction of said line, or made an agreement satisfactory to the Authority arranging for such payment. Authority reserves the right to file municipal liens for water main extensions installed by the Authority.

10.11 Formal Acceptance by the Authority

Upon completion of the proposed main extension and approval by the Authority, the main extensions shall be offered to and formally accepted by the Authority Board as part of its system. At which time the two (2) year warranty period by the developer will begin.

10.12 Reimbursement for Labor Costs

The Authority will reimburse developers for the additional labor costs required to install water mains larger than eight (8") inch diameter, if and only if the increased main size is requested by the Authority and is not required to provide adequate water service to the development including future development. The reimbursement will be limited to 12" and 16" diameter water mains. The Authority will calculate the amount to be reimbursed.

SECTION 11 - MISCELLANEOUS REGULATIONS

11.1 Contractor’s Use of Fire Hydrants

The Authority may issue a meter/back flow assembly for use on fire hydrants by a contractor. The use of the assembly shall not interfere with the use of a fire hydrant for fire protection. The contractor is to provide the

Authority with a Certificate of Insurance and the identifier number of the exact location of the fire hydrant(s) to be used and pay any and all fees associated with rental and water use. A signed copy of the Fire Hydrant Operation guidelines shall be kept by the Authority. The contractor using the assembly is liable for all damage incurred by the Authority or property owner(s) while operating the fire hydrant.

11.2 Drought

The Authority retains the right in times of extreme drought or other emergency to restrict in whole or in part the use of water as to any or all consumers. This rule applies especially, though not exclusively, to water cooled air conditioners, irrigation systems and swimming pools whether public or private.

11.3 Shut Offs for Repairs

The Authority reserves the right to shut off water in its mains at any time without notice for making repairs, extensions, or alterations, but will, so far as possible notify consumers of the intention to shut off. It is expressly stipulated by the Authority that no claim shall be made against it by reasons of the breaking of any pipe or service pipe or by reason of any other interruption of the supply of water for any reason whatever.

11.4 Plumbing Leaks

Consumers are urged to give careful attention to the plumbing and fixtures and to make immediate correction of all leaks. No allowance will be made by the Authority for water used, lost, stolen or wasted through leaks, carelessness, neglect or otherwise, after the water had passed through the meter.

11.5 Acts of God

The Authority shall not be liable for damage to property unless it appears that such damage resulted from the negligence of the Authority or its employees and specifically the Authority shall not be liable for damage occasioned by freezing and thawing or any Act of God.

11.6 Condominium Construction

Water service to condominium projects shall be provided under such terms and conditions as the Authority shall determine in each individual application and shall be subject to an agreement to be executed between the developer and the Authority prior to service being granted. The agreement shall be recorded in the Centre County Recorder of Deeds Office at the expense of the applicant.

11.7 Bulk Water Sales to Other Water Utilities

Sales of bulk water to other water utilities may be authorized by the Board of the Authority pursuant to an appropriate interconnection agreement at rates to be determined by the Board of the Authority and, otherwise, in accordance with its Rules and Regulations then in effect.

11.8 Dispute Resolution

A consumer has the right to appeal a decision concerning the application of any of these Rules and Regulations. The granting of particular application to an exception of these rules and regulations shall not be construed as a

precedent in any case. The following procedures shall be used for appeal of disputes of water billings or the application of the delinquency policy:

- (a) An Appeal Committee is appointed annually by the Authority Board..
The Appeal Committee shall consider all customer requests and appeals in connection with water billing and the termination of water service. The customer will be answered in writing advising them of the decision and the customers right to appeal.
- (b) If the customer wishes to appeal the Committee's ruling, he/she may make such appeal directly to the Authority Board. Further appeal of the ruling of the Board shall be by suit in the Court of Common Pleas of Centre County.

11.9 Installation of Services

The Authority reserves the right to refuse the installation of any water service or main extension requiring the open cutting of a roadway between November 1 and April 1. This is to limit the Authority's liability exposure for maintaining the trench over the winter season.

11.10 Violation

The Authority reserves the right to deny water service if such a request is in violation of these Rules and Regulations or those of any regulating body, being either municipal, state, federal or other.

SECTION 12 - BILLING FOR SERVICE

It is the responsibility of the consumer(s) to adhere to the following rules and regulations and those set forth in the **SCBWA Billing and Payment Guidelines**. Available in office or on the Authority website.

12.1 Bills for Water Service (Quarterly)

Except as otherwise provided by the Board of the Authority in special circumstances, all bills for water service shall be rendered quarterly, and are due twenty (20) days following the date of mailing by the Authority as disclosed by the United States postmark on the bill card. After twenty (20) days, as herein set forth, a seven and one-half (7 ½ %) percent penalty is charged upon the bill as rendered.

The Authority expressly reserves the right to render bills more frequently, and to shorten the period, and the period which services may be discontinued, as the Board of the Authority, in their sole discretion, may determine in special circumstances.

12.2 Bills for Water Service (Monthly)

Any consumer that is billed monthly instead of our normal quarterly billing, will be charged a seven and one-half (7½%) penalty at the expiration of twenty (20) days following the billing date. If the meter is located in a pit or vault, the billing for that location will be monthly.

*Estimated bills will be the result of an inability to get a reading in a timely manner for billing purposes.

12.3 Payment of Bills

- (a)** Payment of Authority bills shall be either by cash, credit card, ACH, money order, with one check or by using the Online payment option found on our website (www.scbwa.org). All payments are posted to the appropriate account the same day they are received.
- (b)** When any payment is refused by the issuing bank and returned to the Authority for any reason, the Authority or its employees, may and without waiving any other rights which the Authority may have, attempt collection of said check and add a collection fee of Thirty-Five (\$35.00) Dollars to the amount of the bill.
- (c)** The Authority will not accept any post-dated checks or overpayments.
- (d)** In the event the property is sold with an unpaid balance remaining for water service the property shall be subject to the collections process which may result in the termination of water service and a Municipal Lien filing.

12.4 Reconnection Charge

When service has been discontinued for a failure to pay any bill when due or for any violation of the Rules and Regulations of the Authority, a reconnection charge of One Hundred Fifty (\$150.00) Dollars must be paid before water service will be restored.

12.5 Service Charges

- (a)** The Authority may, at its discretion, impose a Two Hundred (\$200.00) Dollar charge for service calls during non-business hours of the Authority.

SECTION 13 - RESPONSIBILITY OF THE PROPERTY OWNER

Primary responsibility for the payment of the water service to any premises rests with the property owner. Unpaid water bills will be subject to the Authority's collections process and may incur additional fees. Should water service be discontinued, service will not be restored until all outstanding balances and the reconnection charge has been paid. Any unpaid water bill in the state of Pennsylvania is considered to be a lienable item according to the Pennsylvania Municipal Claims and Tax Lien Act (53 Pa. C. S. §7101 et. seq.) Refer to section 12 for Billing for Service information.

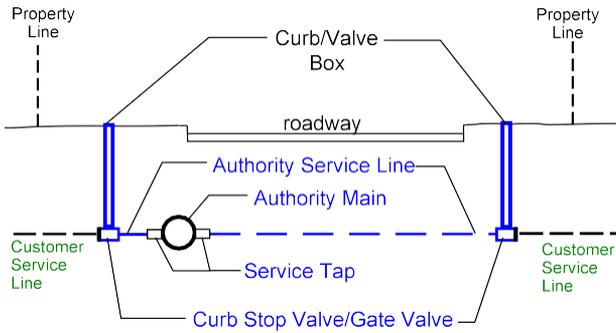
The Authority reserves the right to require that bills remain in the name of the property owner/landlord for residential rental properties. The property owner/landlord may request that bills are sent to a property management company. This request must be submitted to the Authority in writing. If the water bill is unpaid past the due date, the property owner/landlord will be subject to the Authority's collections process and may incur additional fees. Should water service be discontinued, service will not be restored until all outstanding balances and the reconnection charge has been paid.

Owners may grant permission to tenants, property management, or other agents to receive account information. Such permissions must be submitted to the Authority by written authorization from the owner. Changes to these permissions must be updated by the owner.

SECTION 14 - GENERAL

The Rules and Regulations of the State College Borough Water Authority are subject to change, modification, addition and/or deletion at the discretion of the Authority in the best interest of the Authority and the public welfare.

APPENDIX A



Typical Water Service Connection