

VILLAGE OF COVINGTON, OHIO

ORDINANCE NO. 01-23

**AN ORDINANCE UPDATING REGULATIONS RELATED TO
AND VARIOUS FEES APPLICABLE TO THE PROVISION OF
CERTAIN WATER/SEWER SERVICES BEING PROVIDED BY
THE VILLAGE OF COVINGTON, OHIO**

WHEREAS, The Village of Covington provides, water and sewer services in the Village, and limited water and sewer services outside the Village (herein “Utility Services”); and

WHEREAS, regulations related to these services continually are reviewed and are in need of updating; and

WHEREAS, under Ordinance 08-19 regulations and rates were last modified; and

WHEREAS, the Village now has a substantial number of utility service clients pay fees with credit cards and/or debit cards resulting in the Village incurring transactional fees; and

WHEREAS, the Village desires to update regulations related to the water and sewer services provided and to update fees applicable to the provisions of Utility Services being provided by the Village; and

WHEREAS, this Ordinance updates the regulations related to Utility Services and the fees for those services; and

NOW THEREFORE, BE IT ORDAINED by the Council of the Village of Covington, State of Ohio, as follows:

SECTION 1: Definitions.

“Customer” means any person, partnership, corporation or association to whom or upon whose request water or sewer is supplied, including the premises so supplied with water or sewer.

“Normal Sewage” means sewage which when analyzed shows by weight a daily average of not more than 280 milligrams per liter of suspended solids and not more than 220 milligrams per liter of biochemical oxygen demand.

“Suspended Solids” means solids that either float on the surface of or are in suspension in

water, sewage or other liquids which are removable by laboratory filtering.

"BOD" (Biochemical Oxygen Demand) means the quantity of Oxygen utilized in the biochemical oxidation of organic matter, under standard laboratory procedure, in five days at 2 degrees centigrade, expressed in parts per million (mg/l) by weight.

"Unit" For the purpose of this ordinance, each separate space containing plumbing for water and sewer and capable of being occupied by a separate tenant; equipped with an outside entrance and separated from other parts of a structure will be considered a separate unit. Each unit will be charged a separate monthly capital charge, meter maintenance and Water Tower Monthly fee as specified in this Ordinance.

"Meter Maintenance Fee" means a monthly fee charged to each unit utilized by the village to perform maintenance on, replace and upgrade water meters and the associated meter reading system.

"Water Tower Monthly Fee" means a monthly fee charged to each unit utilized by the village to perform maintenance on, pay maintenance service contracts, replace, and upgrade elevated storage and water tower facilities.

"Manual Meter Reading Charge" means a monthly charge to a customer that have a manual read meter that requires personnel to drive to the customers location and manually record the meter reading to be used for monthly billing.

SECTION 2: Rules and Regulations. Attached *Exhibit A* shall provide all required rules and regulations related to water and sewer utility services within the Village of Covington. Such rules and regulations may be changed from time to time by the Mayor or the Village Administrator to assure that the Village is able to provide services as efficiently and safely as possible.

SECTION 3: Application Forms. All active accounts and all future accounts shall be required to complete a "Utility Service Application – Owner" application, and those accounts that are being utilized as rentals or who have persons who are not the owners living within them, must also complete a "Utility Service Application – Tenant" application as described within the attached Exhibit A. All accounts will be required to complete said applications, and a copy of required applications will be mailed with the monthly billings until the applications are completed and filed with the Village. Those accounts not completing the required applications by January 1, 2024 may face shut off or account termination.

SECTION 4: Utility Services Fee Deposit. A utility deposit of \$150 shall be required for all persons occupying or renting residences using Village water, sewerage, and sanitation services. This includes tenants, private individuals and ownership groups (LLC., Inc., etc.). The owner may elect to require the tenant pay the required deposit or may pay for the deposit themselves. Such deposit will be held until such time as

ownership or occupancy of the property is changed and a new utility deposit is made by a new owner or tenant. Existing accounts who do not have a deposit on file will not be required to place a deposit, unless the name on the account changes, and then a new deposit will be required.

SECTION 5: Monthly Water and Sewer Charges.

The following chart shall be utilized for the standard services provided as described above.

Water Rates:

	Capital Charge – 5/8” or 3/4” Meter	Capital Charge – 1” Meter	Capital Charge – 2” Meter	Capital Charge – 3” Meter	Water Tower Monthly Fee	Usage Fee per 1,000 gal for first 6,000 gal.	Usage Fee per 1,000 gal over 6,000 gal.
2023	\$28.58	\$64.15	\$147.13	\$194.55	\$8.74	\$4.10	\$3.73
2024	\$28.58	\$64.15	\$147.13	\$194.55	\$8.74	\$4.10	\$3.73
2025	\$29.44	\$66.07	\$151.54	\$200.39	\$9.00	\$4.22	\$3.84
2026	\$30.32	\$68.06	\$156.09	\$206.40	\$9.27	\$4.35	\$3.96
2027	\$31.23	\$70.10	\$160.77	\$212.59	\$9.55	\$4.48	\$4.08
2028	\$32.17	\$72.20	\$165.60	\$218.97	\$9.84	\$4.61	\$4.20
2029	\$33.13	\$74.37	\$170.56	\$225.54	\$10.13	\$4.75	\$4.32
2030	\$34.13	\$76.60	\$175.68	\$232.30	\$10.44	\$4.90	\$4.45
2031	\$35.15	\$78.90	\$180.95	\$239.27	\$10.75	\$5.04	\$4.59
2032	\$36.20	\$81.26	\$186.38	\$246.45	\$11.07	\$5.19	\$4.73

Sewer Rates:

	Capital Charge – 5/8” or 3/4” Meter	Capital Charge – 1” Meter	Capital Charge – 2” Meter	Capital Charge – 3” Meter	Usage Fee based on Water Meter Reading per 1,000 gallons of Water Used
2023	\$11.62	\$46.49	\$95.29	\$95.29	\$ 4.15
2024	\$12.78	\$51.14	\$104.82	\$104.82	\$ 4.56
2025	\$14.06	\$56.25	\$115.30	\$115.30	\$ 4.70
2026	\$14.48	\$57.94	\$118.76	\$118.76	\$ 4.84
2027	\$14.92	\$59.68	\$122.32	\$122.32	\$ 4.98
2028	\$15.36	\$61.47	\$125.99	\$125.99	\$ 5.13
2029	\$15.82	\$63.31	\$129.77	\$129.77	\$ 5.29
2030	\$16.30	\$65.21	\$133.67	\$133.67	\$ 5.45

2031	\$17.29	\$69.18	\$141.81	\$141.81	\$ 5.61
2032	\$17.81	\$71.26	\$146.06	\$146.06	\$ 5.78

SECTION 6: Sewer Surcharge for Excessive Loading of the System.

For the purposes of this section “normal sewage” shall not exceed a daily average of any of the following strengths:

- Suspended Solids – 280 mg/l
- Biochemical Oxygen Demand (BOD) – 220 mg/l
- Phosphate – 20 mg/l
- Ammonia as Nitrogen – 15 mg/l

For the purpose of calculating surcharges the table above indicates the maximum acceptable limits for the listed categories. Any wastewater that exceeds the limits of any category listed in this table is subject to the surcharges listed in this section. The strength of loading will be determined through testing by Village of Covington personnel.

Customers discharging wastewater that exceeds the above limits will be charged daily using the following formulas for each of the four categories listed.

Excessive Loading Fees (per pound)

	Suspended Solids	BOD
2023	\$ 0.117	\$ 0.144
2024	\$ 0.129	\$ 0.158
2025	\$ 0.142	\$ 0.174
2026	\$ 0.149	\$ 0.183
2027	\$ 0.156	\$ 0.192
2028	\$ 0.164	\$ 0.202
2029	\$ 0.172	\$ 0.212
2030	\$ 0.181	\$ 0.222
2031	\$ 0.190	\$ 0.233
2032	\$ 0.199	\$ 0.245

All surcharges will be billed on a monthly basis for the previous month and are subject to the terms stated in the policies and procedures for the provision of water and sewer service for the Village of Covington.

In addition to the surcharges listed for Suspended Solids and Biochemical Oxygen

Demand, the Village of Covington shall have a monthly Waste Surveillance Charge of \$300.

SECTION 7: Water / Sewer Rates for Services Outside of the Corporation Limits.

Water and sewer rates and fees will be charged 150% the rates listed in this Ordinance for water and / or sewer services outside the corporation limits of the Village of Covington.

SECTION 8: Tap Fees.

Water Tap Fees	Fee
¾" and 1" Water Services	\$1,000
1"+ to 2" Water Services – Minimum fee plus cost of parts and labor	\$1,750 + Parts and Labor
2"+ to 3" Water Services – Minimum fee plus cost of parts and labor	\$3,500 + Parts and Labor
3" to 6" Water Services – Minimum fee plus cost of parts and labor	\$4,000 + Parts and Labor
8" to 10" Water Services – Minimum fee plus cost of parts and labor	\$12,000 + Parts and Labor
Sewer Tap Fees	Fee
4" and 6" Sewer Taps – Minimum fee plus cost of parts and labor	\$3,000 + Parts and Labor
6"+ Taps – Minimum fee plus cost of parts and labor	\$6,000 + Parts and Labor

SECTION 9: Late Fees.

A late fee of 10% will be charged on the unpaid monthly balance when the office opens on the 21st day of each month a bill is not paid in full. Accounts paid by credit card or through online payment where payment has not been verified and completed on the 21st will be charged a late fee accordingly.

SECTION 10: Other Service Fees.

The table below lists additional fees related to the Water and Sewer Services being provided within the Village of Covington.

Other Service Fee Table

	Fee
Service Calls outside of normal duty hours	Labor - \$75 / hr. (\$75 minimum) Materials – Cost of Materials
Unmetered Building Sprinkler Service Fees	\$5.50 / mo. (2"-6" Service) \$6.50 / mo. (8" Service) \$7.50 / mo. (10" Service) \$8.50 / mo. (12" Service)
Manual Meter Reading Charge	\$5.50 / mo.
Reconnection Fee for Water Service	\$100
User Requested Meter Test Fee (Will be waived if meter is found to be less than 95% accurate)	\$50

Bad Check Charge Fee	\$50
Returned Electronic Transaction Fee (ACH)	\$50
Final Notice Delivery Fee	\$20
Credit Card / Debit Card Convenience Fee Online payments are subject to additional convenience fees charged and collected by third-party vendors.	3% per transaction charged maximum

SECTION 11: Violation of this Ordinance

Anyone who violates or fails to comply with any of the provisions of this Ordinance is guilty of a minor misdemeanor and shall be fined not more than One Hundred Fifty Dollars (\$150.00) for each separate offense. Each day of failing to comply with any of the provisions herein shall constitute a separate offense.

SECTION 12: It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of the Council, and that all deliberations of this Council, and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements.

SECTION 13: If any section, subsection, paragraph, clause or provision, or any part thereof of this Ordinance shall be finally adjudicated by a Court of competent jurisdiction to being valid the remainder of this Ordinance shall be unaffected by such adjudication, and all the remaining provisions of this Ordinance shall remain in full force and effect as though such section, subsection, paragraph, clause, or provision, or any part thereof so adjudicated to be invalid, had not, to the extent of such invalidity, been included herein.

SECTION 14: This Ordinance shall, as of February 1, 2023, repeal Ordinance 08-19 previously approved on May 6th, 2019 and supersede and or replace any previously existing water and sewer rates, water and sewer service fees, and water and sewer rate ordinances previously approved or passed by the Village of Covington Council or it's representatives.

SECTION 15: Effective Date

This Ordinance shall take effect February 1, 2023 and rates shall be first reflected on the February 2023 billing with March 2023 collection.

Approved this: February 6, 2023.

Edward L. McCord, Mayor

Jesse Reynolds, President of Council

Rhonda Gill, Fiscal Officer

EXHIBIT A: Water and Sewer Rules and Regulations

Originally Adopted: February 6, 2023 | Ordinance 01-23

Amended: Never

SECTION 1: PURPOSE.

The purpose of these Rules and Regulations, hereinafter “Rules,” is to provide Village of Covington, hereinafter “Village”, staff and the Village’s customers with easily accessed, written guidance on certain policies and procedures dealing with water and sewer matters and on utility service billing. These Rules act as supplements to the requirements as contained within the Water and Sewer Use Ordinances of the Village of Covington.

Customers with specific questions dealing with any policy or procedures should contact the Village directly. These rules shall be considered a part of the contract of every person, company, or corporation that is supplied with water or sanitary sewer by the Village.

SECTION 2: DEFINITIONS.

The following terms as used within the Rules are defined as:

- A. **“Application”** means a signed document entered into between a customer for water and/or sewer service and the Village, providing account information and responsibilities of the customer.
- B. **“Backflow Prevention Device”** means the approved device for backflow prevention as defined in Ohio Administrative Code 3745-95.
- C. **“Curb stop”** means a valve installed between the water main and a water meter, normally used by the Village to turn water service on and off to a property as required.
- D. **“Main sewer” (or sewer main)** means the Village’s sanitary sewer pipe owned and maintained by the Village to collect and drain sewage from buildings.
- E. **“Meter box”** means the subsurface structure that houses a water meter, protecting the meter from damage and allowing the Village easy access to the meter for maintenance, investigation, or reading. All new installations shall be exterior meter sets, or meters located in vaults or boxes approved by the Village. Meters 5/8” through 1” shall be installed in meter pits typically supplied as a part of the tap-in fees; meters 1 ½” and larger shall be in concrete vaults with reinforced aluminum “Bilco” brand pit access doors meeting the approval of the Village for size, placement and style.
- F. **“OEPA”** is the Ohio Environmental Protection Agency.
- G. **“Property owner”** shall refer to an individual or company that has owners’ rights to a property. The property owner shall be responsible for notifying, in writing, the

- Village of any change of record of ownership.
- H. **“Service Charge”** refers to the charge assessed to a utility bill account when it remains unpaid after the deadline presented on a notice of possible disconnection of service. This service charge is assessed regardless of whether or not an actual disconnection of service occurs.
 - I. **“Sewer lateral”** means the sanitary sewer line installed and maintained by the property owner and connecting a building’s sanitary plumbing system to the main sewer, including the tap into the main sewer, and used to convey wastewater to the main sewer.
 - J. **“Tenant”** refers to the person(s) who have entered into a lease agreement, either written or oral, with a property owner / landlord for occupation of property.
 - K. **“Village Administrator”** refers the Village Administrator or his/her designee.
 - L. **“Water emergency”** means an emergency state or condition exists, as declared by the Village Administrator, under which certain water use restrictions have been ordered to minimize the degree and/or length of emergency situation.
 - M. **“Water main”** means the Village’s potable water main or pipe owned and maintained by the Village to distribute water from the Water Treatment Plant to Village water customers.
 - N. **“Water service line”** means the potable water line installed and maintained by the owner of a given property to carry water from the water main to the building or other use on the property.

SECTION 3: GENERAL RULES AND REGULATIONS.

- A. **Application for Utility Service.** Every person, company, or corporation desiring water or sanitary sewer service hereunder shall make an application for service, in writing, on a form supplied by the Village. The forms must provide the name of the owner or operator of the company or corporation who is authorized to represent the company or corporation and can be contacted regarding the application, provided services, or in the case of emergencies.
 - 1. “Utility Service Application - Owner” must be completed for each service by the property owner. In addition, one of the following must be provided:
 - a. Copy of deed showing property ownership in the name of the applicant(s);
 - b. Copy of closing papers from title company showing property ownership in the name of the applicant(s);
 - c. If the property has not yet closed, a copy of the accepted Contract to Purchase showing the name(s) of the intended purchaser(s) of the subject property.
 - 2. If the bill for utility services is to be paid by another person other than the property owner, namely a tenant or lessee, a “Utility Service Application - Tenant” must also be completed. In addition, a copy of the lease agreement showing the name of the tenant and length of agreement shall be provided.
 - 3. For both the “Utility Service Application – Owner” and the “Utility Service Application – Tenant” an acceptable proof of identification must be

presented at the Government Center showing that the name on the form is the person who is applying. Acceptable proof of identification includes a photo ID, such as a driver's license, Federal Passport, or state ID card.

4. If any delinquency exists for new service customer, this must be resolved prior to new service being completed.
5. Completed applications may be emailed to billing@villageofcovington.com in lieu of coming into the Government Center, but copies of all materials must be provided including copies of required identification, and all documents must be signed with an original signature before being scanned in. Incomplete applications will not be accepted via email.

B. Shut-Off / Turn-On Policies. The Village of Covington shall follow the guidelines set forth below and the requirements of the Ohio Administrative Code sections related to discontinuance of water service.

1. Discontinuance of Service / Shut-off. A customer is delinquent when the billing for service remains unpaid upon reaching the second billing cycle. Whenever a customer is delinquent, the Village shall notify the customer of the delinquency and intent to disconnect service. This notice will be prominently displayed on the customer's billing statement which shall be mailed to the customer by regular mail not less than ten (10) days prior to the date of termination of service. Termination of service shall be during normal Village business hours and in compliance with the following conditions:
 - a.) Delinquent bill disconnections shall not be made after 12:30PM on the day proceeding the day that all services necessary for the customer to arrange and Village to perform re-connection are not regularly performed.
 - b.) On the day of termination of service, the Village will provide the customer with a termination notice, securely attached in a conspicuous location, prior to termination.
 - c.) Village employees who perform the termination of service shall not be authorized to accept payment from a customer or otherwise be able to authorize extended payment arrangements from the customer.
 - d.) In conjunction with service to the customer of the termination notice provided for herein, the Village shall advise the customer of the business address, telephone numbers, hours and Village representative who may be contacted to dispute the termination and of the customers rights to complain or appeal the Village decision for terminating service. Upon request for the customer, the Village shall provide an opportunity for review of the initial decision concerning such dispute.
2. Re-connection / Turn-On of Service after Discontinuance of Service. Service terminated for delinquency shall be restored only after the account

is paid in full or a Utility Payment Plan Agreement is approved by the Village and the service charge paid for the re-connection. The amount due to reinstate service must be paid either by cash, certified check, or money order. Credit card payment WILL NOT be accepted for turn-on.

3. Additional Reasons for Discontinuance of Service. The Village reserves the right to discontinue service for the following reasons:

- a.) Delinquent account;
- b.) To prevent fraud or abuse;
- c.) Consumer's willful disregard of the Village Rules and Regulations;
- d.) Emergency Repairs;
- e.) Insufficiency of supply due to circumstances beyond the Village's control;
- f.) Legal processes;
- g.) Directives of other public agencies;
- h.) Strike, riot, fire, flood, drought, accident, or other unavoidable cause.

C. **Utility Payment Plan Agreement.** The Village Administrator is authorized to enter into a Utility Payment Plan Agreement with an owner or tenant when the account is overdue and faces discontinuance of service. The "Utility Payment Plan Agreement Form" may be completed by the owner or tenant and must completely pay off the overdue amount by the end of the agreement. The following conditions must be met:

- 1. No more than two (2) Utility Payment Plan Agreements have been authorized within a twelve (12) month period.

D. **Private Water Supplies Prohibited.** No official, officer, or employee of the Village shall permit a property within the Village boundaries to have a private water supply, well, or other water rights. No private business or resident may construct, drill, or utilize any private water source within the Village of Covington boundaries.

E. **Discontinuing Unlawful Connections.** The Village Administrator or his/her designee is authorized and directed to order any person, firm, or corporation using or maintaining any connection whereby a private, auxiliary or emergency water supply is permitted to enter the public water distribution system of the Village to remove, disconnect or discontinue the use of such connection.

F. **Service Denied to Delinquent Users.** No water shall be supplied to any applicant who is delinquent in the payment of water, sewer, or garbage bills, or who is indebted to the Village for material, supplies or work done, or in any other manner, until such indebtedness has been paid, whether the indebtedness was incurred at the premises for which service is supplied or at any other place within or without the village.

G. **Annual Pool Filling Fee Waiver.** Residents may request a sewer adjustment

when filling their swimming pool, once per annum. This adjustment will be based on the previous six months average sewer billing. Residents will be required to pay the full water billing but may be granted an adjustment to the sewer rates for that month. Approval of such adjustment will be made via a waiver approved by the Mayor or Village Administrator and will be kept in the property file.

- H. **Water Leaks, Wasted Water and Sewer Fees.** All water that passes through a meter shall be charged for whether used, wasted, or lost, and the Mayor or Village Administrator may grant relief to the requirement when a water line breaks between the meter and the serviced building, with a verifiable break, the water and sewer charges shall be assessed for that month based upon the average monthly usage of the previous six months.
- I. **Property Owner's Responsibilities**
1. Responsibility. The property owner is responsible for water and sewer services provided to their property. No water will be furnished to premises on which fees are due, whether or not there has been a change of ownership, possession, or tenant.
 2. Liability. Any property owner installing or maintaining a water service connection for their premises becomes liable to the Village for all water, sewer, and other fees, charges, use and service charges, whether the account for this premises is carried in their own name or in that of another.
 3. Owner Notification of Late Fees. Should a problem develop in collecting from a tenant at any premises where there are multiple units that are supplied by a single water meter, the Village will notify the property owner and the bills shall revert to the owner's name and be sent directly to the property owner. If the premises would subsequently be modified with individual service lines (with separate outside shut-offs for each service line) and metering, the bills may be replaced in the tenant's name.
 4. Owner is Responsible. Should a problem develop in collecting from a tenant at any premises where there is a single line of service entering the property, but where separate meters exist inside the building, the Village will notify the property owner and the bills shall revert to the owner's name and be sent directly to the property owner.
- J. **Inspections.** Employees of the Village whose duty it may be to enter upon private premises to examine water meters, pipes, sewers, or other fixtures uses in connection with the Village water supply or sanitary sewer systems shall carry proper identification as the Village Administrator may deem necessary. In the event that any authorized employee is refused admittance to any premises or shall be hindered or prevented from making such examination, the water may be turned off and not turned on again until free access is granted. A return trip charge may be assessed as determined by the Village.
- K. **Expansion of Village Water System.** All attachments, extensions, and improvements made to the water or sanitary sewer system, including but not limited to mains, service lines, valves, meters, fittings, fire hydrants, laterals, and manholes, must satisfy all requirements of the Village's subdivision Ordinance and Construction Standards, and all other requirements of the Village.

SECTION 4: INSTALLATIONS.

- A. **Installation of Water Service Lines.** All Service lines up to the building foundation shall have a covering of no less than forty-eight (48) inches of earth, as measured from the final finish grade of the property. Service lines under gravel or other pavements shall have a minimum of 54" of cover to the top of the pipe to finish grade.
- B. **Exterior Meters Required.** Outside water meter boxes or pits shall be installed on all new water services. All new residential water services shall incorporate an angle valve in the meter pit, prior to the meter. Customer side angle valve shall be approved by the Village and provided by the Village, and the cost to the customer will be included in tap fees.
- C. **Relocation of Interior Meter.** Any meter located inside a structure shall be relocated to an exterior setting when it is deemed that the existing service line needs replacement or as determined by the Village. Upon approval of the relocation, the Village will upgrade its portion of the service line, and the meter relocation fee shall be waived.
- D. **Upgrade of Service for Multiple Unit Property.** It shall be the policy of the Village, that while upgrading an existing service line to a multiple unit property with interior-set water meters, the Village will install, in the area of its responsibility, (within the Right-of-Way) one adequately sized service line from the main to the curb lawn with said service line split into not more than two (2) appropriately-sized separate meter pits to serve each unit in the structure. It shall then be the property owner's responsibility to carry the additional supply lines into the structure. Should the property owner not provide additional lines, the meter connected to the existing supply line into the property shall provide the only bill for the premises, and the bill shall be sent directly to the property owner. Existing structures of three units or more with interior-set water meters shall have only one water service, water meter, and the single bill shall be placed in the name of the property owner. At premises where the Village has upgraded its area of responsibility, the Village may leave the existing water meters in place in the building's interior, at the discretion of Village for the property owner to use in proportioning the charges to each of his tenants. Such meters will thereupon become the property of the property owner and his sole cost and responsibility. At the Village's discretion, existing inside meters may be left in place rather than disturb interior plumbing or if the setting location does not have adequate workspace as deemed necessary by the Village, and such meters shall thereupon become the property and responsibility of the property owner with no further liability for same being placed upon the Village.

Should the property owner initiate a change from one meter to two interior meters for purposes of separate billing for two tenants, the owner is responsible for payment of all material costs prior to work being initiated. Any such change will only occur with prior approval of the Village.

- E. **Property Owner and Village Responsibilities on Service Line Installation.** The property owner shall make all excavations for the service line from the water

main to the building to be served. When the owner has received a permit for and paid all appropriate fees, the Village will install a tap in the water main. The owner or his agent shall install the service line from the water main to the building and provide connections for a pit or vault style meter. The location and installation of the water meter pit must meet the approval of the Village.

F. **Service Line Materials Required.** From the tap at the water main to the meter pit, all water services shall comply with the following requirements:

1. All water services up to and including two (2) inches in diameter shall be type "K" copper pipe with flare style brass fittings or compression fittings. AWWA Standard C-900 pipe, 200 psi. pipe may be used only on the customer side of the meter pit. If C-900 pipe is used, W-tracer wire must also be installed.
2. All water services in excess of two (2) inches in diameter shall be of approved ductile iron pipe, Class 52 minimum or cement-mortar lined pipe. AWWA Standard C-900, 200 psi pipe may be used only on the customer side of the meter pit. If C-900 pipe is used, W-tracer wire must also be installed.
3. Only flare fittings or compression fittings shall be used for copper service lines.
4. All service lines must be inspected and approved by the Village prior to the trench being backfilled.
5. Service lines 1-1/2" in diameter or larger shall have meter bypasses incorporated within the meter pit installation meeting the approval of the Village.
6. All water service line valves outside of buildings are to be operated only by Village personnel, and all new or replacement service lines, fire lines, and irrigation lines

G. **Minimum Water Service Line Size.** All new service lines installed shall be minimum diameter of 1" in size from the water main to the first or main shut-off valve located inside the structure, with reductions taken in approved fittings only in the immediate vicinity of the water meter, allowing for the manufacturers' minimum number of straight-pipe radii multiples from the meter to the first fittings or valves, and subject to Village inspections and approval.

H. **Additional Supplies to Premises.** Each premise shall normally be serviced by a single water service. Multiple services may be approved by the Village.

I. **Services for Two Unit Structures.** Structures of two units may have the following combinations:

1. One service line from the main with only one meter, and hence one bill.
2. One service line from the main to the curb stop with two (2) meter and supply lines to the structure (2 bills).
3. Two (2) separate service lines with meters (2 bills).

J. **Hydrants and Valves.** No person, except an authorized agent of the Village, shall operate or open any valve, fire hydrant or any part thereof, or take any water from any connection point under any circumstances. Any person damaging a fire hydrant shall, upon demand of the Village, pay for all repair costs and expenses.

- K. **Attachment of Wires Forbidden.** All customers are forbidden to attach any ground wires or wire to any plumbing which is or may be connected to a service connection, service line, or water main line belonging to the Village. Any such grounding as required by the Electrical Code shall be done only by a certified electrician in accordance with the National Electrical Code and will be at the expense of the property owner. The Village will hold the customer liable for any damage to its property or injury to its personnel caused by such attachments improperly made. The presence of improperly attached ground wire attachments may be cause for immediate discontinuance of service to the premises, with service being restored only after such wires are properly removed and addressed to the satisfaction of the Village.

SECTION 5: MAINTENANCE AND RESPONSIBILITIES.

- A. **Maintenance of Water Mains.** The Village maintains all water mains, valves, hydrants, and other appurtenances dedicated and accepted as part of the public water supply system.
- B. **Maintenance by Village of portion of the Service Line.** For residential property, the Village will maintain the portion of each water service line from the water main to the water meter box or pit location, or the portion of the service line from the water main to the curb stop location (for interior water meter settings). The Village is responsible for the water main and only that part of the water service line located between the main and the curb stop or exterior meter pit location typically in the street R/W. Village will supply only tail pieces and meters for existing interior meter settings with all other interior plumbing the responsibility of the property owner.
- C. **Maintenance by Owner of Service Line.** All portions of the service line not listed above shall be maintained by the property owner, including the protection of the water meter from freeze/frost damages which will be charged to the property owner by the Village should damages occur that are deemed to be the property owner's responsibility. The property owner shall be responsible for all internal plumbing and the water service line located between the building and a curb stop or exterior meter pit (or box) setting location. On commercial or industrial properties, the property owner shall be responsible for the service line from the tapping valve into the property, including maintenance of the pit and valves, but not the meter.
- D. **Items Required of Owner.** The owner must provide the following:
1. Stop and waste cocks on interior meter settings.
 2. Keep the curb box or meter box at grade with the curb and/or sidewalk or lawn elevations
 3. Indemnify the Village against any damage or expense caused it by reason of the curb box or meter box being above or below grade. The Village may make minor repairs to curb box or meter box if it deems necessary and charges may be deemed the responsibility of the property owner for payment.
- E. **Leak Repair.** Failure of a property owner to repair leaks in the owner's portion of

- the service line, after being notified by the Village to do so, will be sufficient cause for the Village to take all necessary steps to cease water service until all necessary repairs have been made to the satisfaction of the Village.
- F. **Water Supply and Pressure.** The Village does not guarantee any fixed or constant water service supply pressure or guarantee a continuous supply of water.
- G. **Customer Notification of Supply or Pressure Problem.** In the case of accidents or other occurrence that may cause the disruption or termination, temporary or otherwise, of the supply and/or pressure of water service to consumers, the Village will attempt to notify customers so affected of the situation and its possible duration.
- H. **Indemnification for Loss of Supply or Pressure.** The Village will be held harmless for damages or loss resulting from a variation or loss of water pressure or supply quantity due to any accident or other circumstance beyond the normal operation and the control of the Village.
- I. **Relocation.** When relocating a service line or meter pit from a driveway location, all parts and work shall meet the approval and inspection of the Village and shall include at a minimum a curb stop to be installed in the driveway location with a curb stop box purchased from the Village. The cost of such shall be borne by the property owner. Meters that are relocated for the convenience of the property owner will be at the expense of the property owner, but with prior approval and prior and post project inspections by the Village Meters that are relocated by the Village for specific projects (such as roadway improvements) will be done with the cost incurred by the Village.
- J. **Customer responsible for damage to radio read transmitting device caused by negligence.** Any customer who damages a radio read transmitting device due to their action or the action of others, including but not limited to damage caused by operating a lawn mower over the top of a device or damage caused by snow removal or plowing, will be responsible for the cost to replace or repair such device. The cost will include replacement or repair to the Automatic Meter Reading (AMR) system, as determined by inspection by the Village. The customer will be invoiced for such repair, and will be given thirty (30) days to remit payment in full. Failure to remit payment in full will result in possible legal action to collect. The cost of such legal action will be the responsibility of the customer, and will be added to any invoiced amount.

SECTION 5: METERS.

- A. **Meters Furnished.** All water meters will be furnished by and remain the property of the Village. The location of said meter must be approved by the Village, and the plumbing must be so arranged that the meter can be set in place without disturbing any other water piping. A uni-flange fitting must be used on at least one side of the meter, and two angle valves must be installed (one on each side of the meter, provided by the Village and included in fees paid by the customer) in each new residential meter pit.
- B. **Removal and Replacement of the Meters.** The Village has the right to remove

and/or replace any water meter it deems necessary, and is held harmless for damage real or alleged, to service lines or private property caused by such work if reasonable care is exercised. Notice to replace defective or non-standard piping, internal to the building or in the underground water service line, shall constitute reasonable care.

- C. **Cost for Lost or Damaged Meter.** The cost of any meter removed by persons other than Village personnel, which becomes lost or not recoverable, including damage, neglect, abuse or frost or freezing damages, shall be charged to the property owner, or in the case of a temporary use meter, to the person who signed for the meter.
- D. **Property Owner Responsibility.** Customers are required to keep water meters protected in such a manner as to prevent freezing and/or other damage and the property owner will be held responsible for any such damage to the meter and/or service line.
- E. **Accessibility to Meters.** All water meters must be accessible to Village personnel at all reasonable times. Failure to comply with this requirement will be cause for discontinued service, which will not be resumed until access has been restored to the satisfaction of the Village. Each meter must be read at least once a month, except for extraordinary weather events, or accessed for Village-initiated maintenance or replacement as desired by the Village, or service may be discontinued if the consumer fails to make necessary steps to have the meter read or to provide access after he has been duly notified by the Village.
- F. **Meter Failure.** If the meter fails to register, the consumer will be charged for the consumption as established by averaging the previous six months usage. Final consumption figures shall be calculated based on best professional judgment of the Village staff if sufficient past data does not exist.
- G. **Tampering with Meters.** If the Village finds a meter removed, a meter seal broken, or any by-pass inserted, or there is evidence that the meter has been tampered with, the water will be shut off and will not be turned on again until the consumer or owner of the premises has paid for the estimated quantity of water which has been used and not registered and all other associated fees, charges and costs as may be assessed, including penalties. The payment for unregistered water will not in any way relieve any person from possible criminal prosecution.
- H. **Meter Testing.** If a consumer wishes to have a water meter tested for accuracy, for any reason, they may attend and witness the meter test. Should the consumer be unable to attend the water meter test, they must accept the results of same as reported by the Village. The consumer will be billed for a meter test charge if the meter test shows accuracy within the range of 95% - 105% of accurate registration. Meter testing shall be performed following AWWA C700 Standard.
- I. **Meter, Tap and Service Line Size Determination.** Determination of meter size, tap and service line sizes are the responsibility of the property owner or his agent, but subject to approval by the Village prior to installation. Consultation with Village officials is encouraged prior to designing or installing meters and service lines to determine appropriate sizing and application of the style of meter.

- J. **Parts.** The meter pit, all valving, strainers, backflow preventers, bypasses, and all other appurtenances required and associated with the water service line shall be installed by the property owner at his cost. All work shall meet all applicable specifications and regulations of the Village. Water meters (5/8" through 1" in diameter) shall be installed only by Village personnel. Meters 1-1/2" or larger may be provided to the property owner's plumber to facilitate installation in the bypass/meter pit installation.
- K. **Irrigation meters.** All irrigation meters will be activated by Village personnel at the time initially installed. Customer accounts will be established and will remain active and subject to billing each month. Each year, the Village will reconnect service to the irrigation systems between April 1st and May 1st, and will disconnect service to the irrigation systems between October 1st and November 1st (weather permitting). During the periods of disconnection, no charge will be assessed to the property owner. Should the property owner request disconnection and/or reconnection of service on dates other than the Village's scheduled dates as reflected herein, the property-owner requested disconnection and/or reconnection of service shall be subject to applicable fees to be paid by the property owner. Only Village personnel may access the meter to perform the action of disconnection and/or reconnection of service. The property owner and/or his subcontractors are not authorized to perform this function. A backflow prevention device is required in all instances to be installed in an irrigation system. The property owner is required to obtain an annual certification of backflow preventer and submit the certification to the Miami County Health District Office. Failure to obtain and remit the annual certification will result in disconnection of the irrigation meter, subject to applicable fees to be paid.

SECTION 6: CROSS CONNECTIONS / BACKFLOW.

- A. **Cross Connections.** No person shall install or maintain a water service connection to any premises where actual potential cross-connections to the Covington public water system or a consumer's water system may exist unless such actual or potential cross-connections are abated or controlled to the satisfaction of the Village. No person shall install or maintain a connection between the Village's water system or consumer's water system and an auxiliary water system unless the auxiliary water system, the method of connection and the use of such system have been approved by the Village. For purposes of backflow prevention, a Village-approved device is required. No other device may be used without express advance permission and approval by the Village.
- B. **Regulation Compliance.** All consumers of Covington water are required to comply with all local and state backflow prevention and cross-connection control regulations, and shall do so prior to having water service started. Local backflow prevention regulations are administered by the Miami County General Health District. State of Ohio (OEPA) regulations are found at Ohio Administrative Code (OAC) 3745-95. All provisions of OAC 3745-95 are applicable to the Village's administration of its cross connection / backflow policy.
- C. **Control and Investigations.** Regarding cross-connection regulations, the

following shall apply:

1. Duly authorized representatives of the Village shall have the right to enter at any reasonable time any property served by any connection, direct or indirect, to the public water supply of the Village for the purpose of inspecting the piping system for cross-connection and/or backflow provisions thereof. On demand, the owner, lessees or occupants of any property so served shall furnish to the Village Administrator any information which he may request regarding the piping systems and any private, auxiliary or emergency water supply used or useful on such property. The refusal of such information, when demanded, shall be prima facie evidence of the presence of improper connections, backflow prevention, or other violations previously addressed.
2. The Village Administrator is hereby authorized and directed to discontinue the water service to any property as may be deemed necessary to eliminate any danger of contamination or endangerment of the public water supply distribution system. Water service to such property shall not be restored until such connection or other violations shall have been eliminated or corrected in compliance with applicable regulations and to the satisfaction of the Village. Such compliance may include the installation of a backflow prevention device. The annual mandatory re-certification of such a device shall be the responsibility of the property owner.

SECTION 7: WATER EMERGENCIES.

- A. **Declaration.** The Village Administrator or their designee may declare a water emergency, such as, but not limited to, a boil advisory. After such declaration, they may order any combination of restrictions or actions he deems necessary and appropriate related to outdoor water use or any other non-essential use of Village-supplied water. An order containing the times/dates of the restrictions and a list of prohibited activities shall be announced as practical and appropriate. Such restrictions shall not apply to those using private sources of water. However, the burden of proof that the source is private shall be with the user. Any such order shall be effective immediately upon announcement. Violators may be cited by the Village for violations of the Village Administrator's orders, including having water service to the premises terminated at the Village's discretion.

SECTION 8: SANITARY SEWERS.

- A. **Applicability.** Unless specified otherwise, the administration of collecting charges for sanitary sewer service are the same as outlined for water service as listed within these Rules.
- B. **Service Contracting.** Each person wishing to be provided with sanitary sewer service shall complete the necessary applications and agreements, and pay the required fees, with the Village prior to being authorized to connect to or to receive

- sanitary sewer services.
- C. **Installations.** Each property shall be serviced by a single sanitary sewer lateral unless authorized specifically in writing by the Village for multiple services. The lateral shall be constructed with materials and workmanship approved of and meeting the inspection requirements of the Village. Each installation shall pass inspection by the Village prior to it being placed into service. New private, on-site disposal systems are not authorized within the Village.
 - D. **Maintenance of Sewer Lateral.** The property owner shall maintain the sewer lateral from the building to the main sewer, including the tap into the main sewer. If the Village determines that the condition of the sewer lateral between the building being provided service and the main sewer is leaking, allowing groundwater or other materials to enter the sewer system, or that may interfere with the maintenance and operation of the sewer system, or is allowing sewage to exfiltrate into the ground, the property owner shall make the necessary repairs to correct the condition within a reasonable timeframe as allowed or set by the Village. Failure to make such repairs shall be cause for the discontinuance of water service to the premises.
 - E. **Sewer Charges Based on Water Meter Registration.** Unless otherwise approved, the sewer charges billed to each account shall be based on the volume of water recorded on the customer's water meter. When water charges are estimated for a given billing period due to unforeseen circumstances, the customer's sewer charge will be calculated on the estimated water use for that same period.
 - F. **Expansion of Sanitary Sewer System.** All attachments, extensions, and improvements made to the Covington Sanitary Sewer System, including but not limited to mains, manholes, valves, meters, or service lines and control manholes at industries must satisfy all requirements of the Village's Subdivision Regulations and Construction Standards, and all other requirements of the Village.

SECTION 9: INDEMNIFICATION.

The Village shall be indemnified and held harmless in regard to property damage allegedly a result, whether direct or indirect, of the Village maintaining and operating the water or sanitary sewer system.