

Board of Trustees
Village of Black River, New York



Agenda

Regular Meeting

December 2, 2019

- Call to order.
- Pledge of Allegiance.
- Approval of minutes of the 11/4/19 regular meeting and 11/12/19 special meeting.
- Public Comment.
- Code Enforcement Report & review of related correspondence.
- Superintendent's Report.
- Clerk-Treasurer's Report.
- Police Department Report.

Correspondence Received:

- | | |
|--|--------------------------|
| A) Walt Hammond | Re: Cyber security quote |
| B) Sally Ploof Hunter Memorial Library | Re: Cool Yule |

Correspondence Sent:

New Business:

- A) Church lot appraisal
- B) Deputy Clerk Treasurer position

Unfinished Business:

- A) Sidewalks/winter
- B) Stebbins update
- C) Water use law/water nonpayment

- Reports from Standing Committees.
- Reports from Special Meetings.
- Authorize payment of bills; adjournment.

VILLAGE OF BLACK RIVER
ANNUAL MEETING AGENDA
DECEMBER 2, 2019

Administration of oath to elected officials.

Leland Carpenter, Mayor, two-year term expiring November 30, 2021.

Francis Dishaw, Trustee, two-year term expiring November 30, 2021.

Mayoral Appointments:
(Not Subject to Board Approval)
None.

Board Appointments:

Mayoral Appointments Subject to Board Approval

William Reichard, Historian, one-year term.

John Hoering, Planning Board Member, three-year term expiring December 31, 2022.

Robin Ireland, Zoning Board of Appeals Member, five-year term expiring December 31, 2024.

Standing Committee Appointments:

Disaster Management Coordinator: Mayor Carpenter and Trustee Dishaw

Personnel Officer: Mayor Carpenter and Trustee McCullouch.

Planning/Zoning Board of Appeals Liaison: Trustee Dishaw.

Police Department Liaison: Mayor Carpenter and Trustee McCullouch.

Recreation Committee: Trustee Decillis.

Sidewalks/Decorations: Trustee Dishaw.

The Watertown Daily Times will be designated as the official newspaper of the Village.

Community Bank, N.A., Black River branch, will be designated as the official depository for Village funds.

Regular Village Board Meetings: Meetings will be held at 6:00 p.m. on the first Monday of each month, unless a holiday falls on the first Monday, in which case the meeting will be held on Tuesday.

Special meetings are scheduled as necessary and will be advertised in compliance with the New York Open Meetings Law and in compliance with requirements as set forth in the Americans With Disabilities Act.

The Annual Meeting will be the first regular meeting in December.

Meeting will be conducted according to the Village of Black River Board of Trustees Rules of Procedure with regard to matters involving points of order and other accepted procedures to conduct Board meetings.

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The Treasurer is authorized to pay any utility bills which come due prior to the monthly meeting as well as any other bills may carry an allowable discount at his or her discretion.

Authorization for employees to attend schools, conferences, seminars, etc. conducted for the benefit of local government as provided for in General Municipal Law Section 77-b shall be obtained prior to registration.

Other business.

Regular agenda.

Adoption of the above listed appointments and directives.

Mayor Carpenter called the regular meeting to order and led the Pledge of Allegiance at 6:00 p.m.

Present:

Mayor Leland Carpenter
Trustee Francis Dishaw
Trustee Gary McCullough
Trustee Corey Decillis
Superintendent Les Williams
Clerk-Treasurer Kristin Williams
Code Enforcement Officer James Holland
Police Chief Steve Wood

A motion was made by Trustee Dishaw, seconded by Trustee Decillis to approve the minutes of the October 7, 2019 meeting. The motion was carried.

Police Department Report: Police Chief Wood stated that Halloween was quiet, he had been to the range and he would be teaching at the academy on Friday.

Code Enforcement Report: CEO Holland was present and stated that no permits had been issued for 119 N. Main St. yet. He stated that he would like to see the village charge administrative fees for enforcement of mowing, snow removal and garbage as well as for projects that begin without a permit. He stated that it is an expense for the village to notify the property owners via registered mail as well as time consuming for both him and the office staff. The board agreed to discuss it with the village attorney.

Superintendent's Report: Superintendent Williams stated that the new generator has been purchased and must be installed. He stated that he met with the Department of Health to discuss placement of the generator. He stated that it will be placed outside. Superintendent Williams stated that he had picked up the new snowblower and that the floats in the tanks have been installed. He stated that Penn Power has reached out to him to see what the village would be doing with the current generator because the Town of Henderson is having issues with theirs and may be interested in it.

A motion was made by Trustee Decillis, seconded by Trustee McCullough to adopt the following resolution:

Resolved, that the Winpower 60 kw generator be declared surplus property. The motion was put to a vote as follows:

Mayor Carpenter	Yes
Trustee Decillis	Yes
Trustee McCullough	Yes
Trustee Dishaw	Yes

The motion was carried and the resolution duly adopted.

A motion was made by Trustee Decillis, seconded by Trustee McCullough to adopt the following resolution:

Resolved, that the generator be sold in the amount of \$2500. The motion was put to a vote as follows:

Mayor Carpenter	Yes
Trustee Decillis	Yes
Trustee McCullough	Yes

Trustee Dishaw Yes

The motion was carried and the resolution duly adopted.

Clerk-Treasurer's Report: Clerk Treasurer Williams stated that Jim Yuhas came and helped her to decide the best way to make adjustments to the water/sewer bills that were affected by the incorrectly transmitting meter issue.

A motion was made by Trustee McCullouch, seconded by Trustee Decillis to adopt the following resolution:

Resolved, that the following adjustments be made to water/sewer bill accounts:

<u>Account #</u>	<u>Water Credit</u>	<u>Sewer Credit</u>	<u>Total Credit</u>	<u>Balance Due</u>
00590	\$489.39	\$379.32	\$868.71	\$76.24
03880	\$93.36	\$105.78	\$199.14	\$67.78
05520	\$336.71	\$252.09	\$588.80	\$0.00
03714	\$40.10	\$9.96	\$50.06	\$6.05
03730	\$47.08	\$100.31	\$147.39	\$75.81
03820	\$183.35	\$198.01	\$381.36	\$223.23
04940	\$57.82	\$19.68	\$77.50	\$0.00

The motion was put to a vote as follows:

Mayor Carpenter Yes
Trustee Decillis Yes
Trustee McCullouch Yes
Trustee Dishaw Yes

The motion was carried and the resolution duly adopted.

A motion was made by Trustee Dishaw, seconded by Trustee Decillis to adopt the following resolution:

Resolved, that unpaid village taxes in the Town of Rutland in the amount of \$16,223.16 and the Town of LeRay in the amount of \$10,047.88 be relevied to the Jefferson County Treasurer. The motion was put to a vote as follows:

Mayor Carpenter Yes
Trustee Decillis Yes
Trustee McCullouch Yes
Trustee Dishaw Yes

The motion was carried and the resolution duly adopted.

Clerk-Treasurer Williams stated that she has only received one application for the Deputy Clerk position. The board stated that they would like to advertise again. The board discussed starting the new employee at \$12.50-\$13.00 based on experience.

Correspondence Received: The board reviewed a letter from the Black River Fire Department regarding membership.

A motion was made by Trustee Decillis, seconded by Trustee Dishaw to approve Megan Monaghan and Odeena Flick as members of the fire department. The motion was carried.

A motion was made by Trustee McCullouch, seconded by Trustee Dishaw to adopt the following resolution:

Village Board
November 4, 2019
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Resolved, that the following abstract of audited vouchers be approved: interim abstract dated 10/18/19 in the amount of \$20,000 (Water Fund: \$20,000) interim abstract dated 10/24/19 in the amount of \$9,486.18 (General Fund: \$9436.66 Water Fund: 49.52) and regular monthly abstract dated 11/4/19 in the amount of \$10,665.90 (General Fund: \$9361.34 Water Fund: \$1304.56) The motion was put to a vote as follows:

Mayor Carpenter	Yes
Trustee Decillis	Yes
Trustee McCullough	Yes
Trustee Dishaw	Yes

The motion was carried and the resolution duly adopted.

A motion was made by Trustee Decillis, seconded by Trustee Dishaw to adjourn the meeting at 7:22 p.m. The motion was carried.

Respectfully submitted,

Kristin Williams
Clerk-Treasurer

Village of Black River
Board of Trustees
Special Meeting
November 12, 2019

DRAFT

Mayor Carpenter called the special meeting to order at 6:00 p.m.

Present:

Mayor Leland Carpenter
Trustee Francis Dishaw
Trustee Corey Decillis
Trustee Gary McCullouch
Clerk-Treasurer Kristin Williams

Clerk-Treasurer Williams stated that she had only received one application for the Deputy Clerk Treasurer position. She stated that other communities have passed a local law that allows them to appoint someone to the clerk treasurer and deputy clerk treasurer positions if they live anywhere in Jefferson County instead of only within the village limits.

A motion was made by Trustee Decillis, seconded by Trustee Dishaw to hold a public hearing for the Clerk-Treasurer and Deputy Clerk Treasurer residency requirements on Monday December 2, 2019 at 6:00 p.m. The motion was carried.

A motion was made by Trustee Dishaw, seconded by Trustee McCullouch to adjourn at 6:15 p.m. The motion was carried.

Respectfully submitted,

Kristin Williams
Clerk-Treasurer

Have a great weekend!

From: Walter Hammond <whammond@haylor.com>
Sent: 7 November, 2019 2:30 PM
To: Kristin Williams <clerktreasurer@blackriverny.org>
Cc: Tina Lyon <tlyon@haylor.com>
Subject: FW: Attached Image cyber Liability- quote Beazley Ins Co.

This message was sent securely using Zix®

Kristin, I just got the cyber quote. This is from Beazley Ins Co. They are probably the best in the business. I write most of the schools and not for profits and even the City of Watertown with them. As the Village of Black River is so small you meet the minimum premium standards.

As a result of that, the premium for 2 million is the same as 1 million, because of the minimum premium. I said we would want to get the most we can for the premium so that is why you are seeing a 2 mil quote.

Please note that to get to Beazley we have to go through a special broker. They charge \$250 to get that access. That would be in addition to the \$1,000 premium.

We also looked a couple others and for the cost and coverage nobody is close. One thing that is different with Beazley is that if private info released, the notification/credit counseling is a separate limit based on # of people that have to be notified. In this case 100,000 people on the policy which is the minimum. You won't need more than that.

The good thing about that is the notification cost(\$250 per person) has no impact on the limit of liability for the other coverages (2mil). This includes extortion. The policy also includes some crime coverage in case someone tricked you into sending money or used your name to have another party send money somewhere saying they were you, demanding payment for something. The regular crime coverage doesn't pick this up so this is great to have as well.

Please review. I would be happy to discuss. This is an excellent policy and it can't be purchased for less premium with all the coverages included. Walt

Walter J. Hammond, VP, CIC, CPIA
Haylor, Freyer & Coon, Inc.
1402 Washington Street, Watertown, NY 13601
(315) 800-1780 Direct to Desk
(800) 289-1504
(315) 783-2521 Cell
whammond@haylor.com

"We Deliver Quality Insurance Protection with Distinctive & Exceptional Service"



NOTICE: THESE POLICY FORMS AND THE APPLICABLE RATES ARE EXEMPT FROM THE FILING REQUIREMENTS OF THE NEW YORK INSURANCE LAW AND REGULATIONS. HOWEVER, THE FORMS AND RATES MUST MEET THE MINIMUM STANDARDS OF THE NEW YORK INSURANCE LAW AND REGULATIONS.

BEAZLEY BREACH RESPONSE

QUOTE

AmWINS Brokerage of New England - Farmington, CT
Karen Prado
308 Farmington Ave
Farmington, CT 06032-1913

RE: Village of Black River
INSURANCE QUOTE: BEAZLEY BREACH RESPONSE

Dear Karen,

We are pleased to offer the following quote for the above captioned account.

This quote is strictly conditioned upon no material change in risk occurring between the date of this letter and the inception date of the proposed policy (including but not limited to any claim or notice of circumstances which may reasonably be expected to give rise to a claim under any policy of which the policy being proposed by this letter is a renewal or replacement). In the event of such change of risk, the Insurer may in its sole discretion, whether or not this offer has already been accepted by the Insured, modify and/or withdraw this offer.

For additional information on this product offering, please access our marketing materials.

Please be advised that if coverage is bound, premium must be remitted by the due date on the invoice.

Thank you for the opportunity to quote.

INSURED: Village of Black River

GENERAL INFORMATION

Broker: Karen Prado
AmWINS Brokerage of New England - Farmington, CT
308 Farmington Ave
Farmington, CT 06032-1913

Named Insured: Village of Black River
107 Jefferson Pl
Black River, NY 13612-2302

Insurer: Beazley Insurance Company, Inc. (Admitted)

POLICY INFORMATION

Policy Period: The Policy Period will be 12 months.
Both at 12:01 a.m. Local Time at the Named Insured Address

Continuity Date: Policy Inception

Optional Extension Period: 12 Months
36 Months

Optional Extension Premium: 95% of the Annual Policy Premium for 12 months
190% of the Annual Policy Premium for 36 months

Notified Individuals Threshold: 100 Notified Individuals

Waiting Period: 8 Hours

Policy Form: Beazley Breach Response (F00653 112017 ed.) with
BBR Information Pack

This policy provides coverage, for no additional charge, for loss arising out of "Certified Acts of Terrorism", as that term is defined in The Terrorism Risk Insurance Act of 2002, as amended. See your policy for complete information regarding this coverage.

Beazley Breach Response (BBR) Information Pack

Our BBR information pack is now available online. To access the information pack visit www.beazley.com/cyberservices.

We have migrated from a PDF to a web based version so you will always have access to the most up to date information.

Visit our cyber services page to access:

- A listing of your breach response services and our current panel of service providers.
- Information on the risk management tools and resources included with your policy including information on our in-house risk management portal, www.beazleybreachsolutions.com
- The process for notifying Beazley of a breach and the ability to report a breach or breach incident online.

Visit www.beazley.com/cyberservices

Board of Trustees
Village of Black River, New York



FACILITIES USE APPLICATION

Name Mary Louise Hunt Today's Date Nov. 13, 2019
Organization Sally Ploof Hunter Memorial Library
Telephone # 315-773-5163 Date & Hours Requested Dec 7, 2019 - 3:00 - 7:00
Check Facility (ies) Requested:

Municipal Offices Meeting Room () Maple Street Park ()
Maple Street Recreation Building ()
Maple Street Pavilion ()

Other () (Please Specify) _____
*Certificate of Insurance provided? () Yes () No

Please give a brief description of planned activity: Cool Yule Celebration
Horse Drawn Wagon Rides

Statement of Responsibility

I/We agree to assume responsibility for the facility/grounds requested above. I/We will ensure that all buildings and/or grounds are clean, neat, and returned to the physical condition in which they were found. No alcoholic beverages or glass containers are allowed on the premises.

Mary Louise Hunt
Signature

OFFICE USE ONLY

Approved () at the _____ Village Board Meeting
Disapproved () at the _____ Village Board Meeting
Reason for disapproval _____
Signature _____ Date _____

Any person with a disability who may need to make special arrangements to use the above facility (ies) may do so by calling the Black River Village Office at 773-5721 during business hours at least three days in advance of the planned activity.

Thank you.

VILLAGE OF BLACK RIVER WATER USE LAW

Establishment of rules; definitions.

- A. The following rules and regulations are established by the Mayor and Board of Trustees of the Village of Black River, and every person who shall be supplied or whose property shall be supplied automatically accepts said rules, and the same shall constitute a part of the contract between such persons and the Village.
- B. The word “consumer” shall be used in these rules and regulations. It shall mean the owner of the property.
- C. The words minimum charge shall be used in these rules and regulations. It shall be defined as the cost of all indebtedness, fixed operational costs and other costs deemed fixed by the Village.

Current water charges

Water charges may be changed by resolution passed by the Board of Trustees of the Village of Black River.

Water supply.

- A. All piping required for transmission and distribution must conform to current AWWA Standards and Specifications and must conform to New York State Department of Health regulations.
- B. Curb stops shall be provided for each residence, and each residence shall have all water metered at the consumer’s expense.

Water policies inside Village.

- A. The installation, maintenance and repair of water lines on private property beyond the curb stop shall be the responsibility of the consumer.
- B. If, in an emergency situation, the Department of Public Works employee determines that it is in the best interest of the Village to assist with a break due to the severity of the problem, or whereby the break may result in other related problems, the employee must have approval from the Department of Public Works Superintendent to continue. In this situation the consumer must be made aware that a bill for services may be presented.
- C. No water service shall be initiated or terminated and no water meter shall be installed or removed except by employees of the Department of Public Works.
- D. No unauthorized persons shall be permitted to open or shut any fire plug, hydrant, gate, shutoff or curb stop attached to any Village water meter.

- E. Meters will be installed or removed only during regular working days of the Department of Public Works and will not be installed or removed on weekends or holidays.
- F. The Village Department of Public Works may discontinue water service on any part of its system at any time deemed necessary in order to make repairs or extensions. The Village Department of Public Works will attempt to provide advance notice of any discontinuation of service to all users affected thereby, but shall not be required to do so when circumstances do not permit delay.

Water policies outside Village.

- A. The Village of Black River will continue to supply water to properties outside the Village which are already connected to the Village water system. The connecting of new properties outside the Village to the Village water system must have approval from the Village Board.
- B. The Village will neither work on lines outside of the Village or on private property.
- C. Where a contract exists and there is a conflict between the contract and this policy, the wording of the contract shall supersede.

Meters required.

- A. All water services, except those used exclusively for fire purposes, shall be metered. Meters shall be obtained from the Department of Public Works, and all municipal repairs and testing must be made by the Department of Public Works.
- B. Residential water meters shall be furnished by the Department of Public Works at no cost and maintained by the Department of Public Works. Damage to the meter not caused by the Department of Public Works is the responsibility of the consumer, including cost for removal, repair, testing and replacement.
- C. Water meters one inch and larger for new construction shall be purchased by the consumer and shall be installed and maintained by the Department of Public Works. Meters one inch and larger that are preexisting and require replacement will be paid for by the Village. Cost of maintenance of and damage to the meter not caused by the Department of Public Works is the responsibility of the owner of the property where the meter is installed, including cost for removal, repair, testing and replacement.

Location of meters.

- A. All water meters must be placed in an accessible part of the building or basement so that they may be read or removed. When placed in a pit, specifications for such a pit must be obtained at the Department of Public Works. Just inside of the basement or pit wall into which the service pipe extends, a shutoff valve must be placed ahead of the meter. On all water meters two inches and larger, a backflow preventor must be installed under the Department of Public Works specifications. All new, repaired

or replaced services will be required to have a Department of Health approved backflow prevention device after the water meters. All water meters must be in a heated environment to eliminate freezing; the consumer will be required to pay all costs for removal, repair and/or replacement of meters damaged or destroyed due to freezing. Any new construction without basement requires a meter pit. A meter pit must be used when the Superintendent deems necessary due to distance from the water main.

- B. There shall be no plumbing fixtures, water softeners, etc., tied into the supply line before the meter, with the exception of one hand valve to facilitate the replacement of a meter.
- C. It shall be the obligation of the consumer to provide a suitable location for the piping adapted to receive the water meter and an operable hand valve on the service side of the meter.

Buildings with multiple meters.

In any building with multiple meters, there shall be a main water shutoff just inside the wall and individual shutoffs for each meter in the building. It shall be the responsibility of the consumer to provide the individual valves for each meter.

Breaking of seals.

All water meters, when set, are sealed to prevent tampering. No person except an authorized employee of the Department of Public Works shall break such seals or tamper with said meter.

Inspections.

Any employee of the Department of Public Works, upon proper notification and identification, shall have the right to enter any premises where municipal water is being supplied for the purpose of inspecting, installing, removing or reading a meter, plumbing and fixtures of the water service and all work in connection with the service.

Permits; request for service.

Application for water service from the street main to where the shutoff valve will be located must be submitted a minimum of one week prior to commencing work. Consumer must pay tap in fee upon approval.

Taps.

A separate tap is to be required for each lot supplied with water. This tap is to be made by an employee of the Department of Public Works for three-quarter-inch through one-inch, with the costs to be borne by the consumer. Taps for connections larger than one-inch will be made by the consumer at his expense under Village supervision by an experienced contractor to be verified and approved by the Department of Public Works Superintendent.

Cost of Installation.

- A. Initial hookup to the Village water lines from the main to the curb stop or meter pit which must be located in easement area or right of way will be performed by the Department of Public Works at the current rate. See attached rate and fee schedule.
- B. Repair of leaks from the main to the curb stop will be performed by the Department of Public Works at no expense to the consumer.

Pipe specifications.

All service pipes used to serve residential homes and small commercial businesses must be a minimum of (three quarter-inch through three inches) from the water main to the curb stop and from the curb stop to the building will be Type K copper or SDR 9 or HDPE with a wire, for locating, upon the approval by the Superintendent.

All connections underground will be compression fittings; no sweat joints will be allowed. The service pipe used for large commercial businesses and industry, two inches or over in size, shall be cast-iron or ductile iron pipe from the water main to the curb valve. The service pipe from the curb valve to the building shall be cast-iron ductile or other materials approved by the Superintendent.

Laying of service pipes: notification to Department of Public Works.

Service pipes will be required to be laid not less than 48 inches below the surface of the earth. This applies to the established grade where it has been fixed. A water service cannot be laid in the same trench with a sewer lateral and shall have a minimum of four feet horizontal clearance from any sewer lateral. Additionally, water service lines will have 10 feet lateral clearance from any other utilities, if possible, within the Village right-of-way. No trench will be backfilled in any manner before inspection for leaks and clearances is made by a representative of the Department of Public Works. Pipe must be bedded in sand or other appropriate materials.

Maintenance of service pipe.

The owner of the property into which water is supplied by a service pipe will be required to maintain in perfect order, at his own expense, said service pipe from the curb stop to his building. Failure to make necessary repairs after due notice, in writing, by the Village Board will result in the water being turned off until such time that satisfactory repairs are made. Maintenance of the service pipe from the main to the curb stop will be performed by the Department of Public Works.

Backflow preventors.

Where required by the New York State Department of Health Sanitary Code, Part 5, or local ordinance, a backflow preventor of a suitable type that is currently approved by the Health Department must be installed.

Cross-connection control.

No consumer is allowed any cross-connection from any other source of water under the rules and regulations, Part 5, of the Health Department. When such cross-connections are found, the water from the Village water system will be turned off immediately to prevent contamination of the Village water system. The consumer will disconnect the alternate source as required by Part 5, of the rules and regulations.

Operation of curb stops; sidewalk water shutoff.

No curb stop will be operated by anyone except a representative of the Department of Public Works.

Enlargement of service.

When a consumer requires more water than the existing water pipe can deliver, it is the responsibility of the consumer to pay the cost of the enlargement of said waterline from the water main to the building. The enlargement of the waterline will be considered the same as a new water service.

Water main extensions.

All water main extensions which are to become Village of Black River property, within the Village of Black River, shall be designed and inspected by the Department of Public Works Superintendent. All applicable costs and related fees shall be paid for by the applicant.

Repairs and maintenance.

- A. It shall be the responsibility of the consumer to repair and maintain the service pipes from the Village's curb stop or shutoff to and into the building serviced. All leaks in piping, appliances and outlets shall be promptly repaired by the property owner. If such repairs are not promptly and properly made the Department of Public Works may discontinue service to the property upon twenty-four-hour notice. Any such discontinuation of service shall be for cause under the provisions of this chapter.
- B. Any damage to the Village's curb stop or shutoff caused by the consumer or any person hired by the consumer shall be repaired or replaced by the Department of Public Works and the cost of the labor provided by the Village.

Repair and maintenance of lines; costs.

No person or contractor will attempt to dig up or repair any waterline prior to the service meter valve at any time other than during the normal working hours of the employees of the Department of Public Works. If and when an employee of the Department of Public Works is required to respond outside of normal working hours to turn off the water due to attempted repairs, either internal or external, the consumer will be billed for the actual call-out cost. If the owner does not pay the call-out cost, the amount billed will be placed on the tax relevy.

Operation of fire hydrants.

- A. No fire hydrant will be operated by anyone except a representative of the Department of Public Works or Fire Department. Fire hydrant usage other than emergency must be approved by the Department of Public Works.
- B. No person shall open or interfere with or draw water from any fire hydrant without permission from the Superintendent of Water of the Village of Black River or from the Fire Chief in the event of an emergency.
- C. No person shall park any automobile, trailer, etc., or plow snow or place any materials, including trees, shrubs, fences, etc., so as to obstruct any fire hydrant for service, repair, maintenance or usage of said hydrant.

Water rents.

- A. In addition to any and all other fees and charges provided by law, every person who shall be supplied or whose property shall be supplied water by the Village of Black River shall pay water rent for the water supplied. See attached rate and fee schedule.

Responsibility for water rents.

The owner of any premises which is supplied with water shall be liable for charges of the water used or other expenses in connection with such water service. If water is not being used to do the property being vacant or abandoned, there will still be a minimum charge assessed quarterly.

Changes in ownership.

The consumer or his legal representative shall notify the Village of any change in ownership. If a final water reading is requested due to a sale, ownership will not be changed until the final bill has been paid in full.

Issuance of bills; quarterly collection.

Water bills shall be issued quarterly on or about the first day of January, April, July and October. The Village reserves the right to bill large volume consumers on a more frequent basis.

Water bills.

- A. The owner of a property to which Village water is supplied will be ultimately responsible for the payment of water charges based on such service. Partial payments may be accepted, overpayments will not be accepted.
- B. When a property is leased or rented and there is an agreement between the consumer and tenant that the tenant will pay water charges, the consumer shall still be responsible for the water charges. Said water bill will be sent directly to the consumer, who, in turn, may

present the bill to the tenant or property manager for payment. Upon request, the Village may also send a courtesy copy of the water bill to the tenant or property manager. In the event that a tenant or property manager does not pay his water bill, the Village shall not be a party to any action between the consumer and the tenant or property manager.

- C. Failure to receive a water bill does not relinquish responsibility for charges due.
- D. Any request for or requirement for additional readings separate from the regularly scheduled readings will be performed with a charge imposed. See attached rate and fee schedule.

Interest charges on overdue water obligations.

Water charges shall be determined delinquent if not paid within 30 days after the billing date. A 10% penalty shall be added to any bill that is delinquent and unpaid after the due date. If the 30th day of the billing month falls on a weekend or legal holiday, when the Village Clerk's office is closed, payment without penalty shall be extended to the next business day. Penalty may only be waived by resolution of the Village Board of Trustees. Payments with official postmark of due date will be considered to be paid on time. Any delinquent unpaid amount over \$200 on the last day of March shall be charged by the Village as a special assessment and added to the real property taxes of said property.

Non-registering meters.

- A. The reading of a duly installed meter showing the amount of water consumed shall be used for all billing purposes, except where it appears that the meter has ceased to register or has registered inaccurately.
- B. In cases where it is found that a meter has ceased to register or transmit an attempt will be made to get an accurate reading before billing. If an accurate reading cannot be obtained, the consumer will be charged the minimum charge. Once the meter is changed the consumer will be billed according to the actual reading on the mechanical meter.

Abandonment of services.

When a building is torn down and the water service is no longer required to the property or properties, the owner of said property is required to excavate at the water main at the owner's expense, so that the abandoned water line can be disconnected from the water main. The Department of Public Works employees shall do the actual disconnection. The owner is responsible for refilling the excavation site. Once the process is complete water charges for the property will cease.

Water shutoffs.

- A. Service for water may be discontinued for any of the following reasons:
 - 1. For refusal of reasonable access to property for the purpose of installing, replacing,

reading, inspecting, testing, caring for or removal of a meter(s).

2. For excessive waste of water through improper or imperfect pipes, fixtures, or otherwise.
 3. For tampering with any service pipe, meter, curb stop, or any other appliance of the Village.
 4. For use of water for any property other than the principal property serviced by the service line.
 5. In the case of a vacant structure, service may be discontinued after 90 days of Nonpayment.
- B. This notice will give the consumer 15 days to rectify the recorded problem(s). In the event that no corrective action is taken by the consumer within the fifteen-day period, then water will be shut off for non-compliance. A list containing the names, date of shutoff and reason for shutoff will be provided to the Village Board.
- C. Service will be renewed when the conditions under which service was discontinued are corrected.
- D. Subsection A (2) and (4) above may require a shorter time frame for discontinuing the water service. If the Department of Public Works employee determines that a leak exists in a water line on private property, the severity of the leak shall govern the amount of time given before the service is discontinued. While the Village realizes that there may be some burden to the consumer for the repairs, flooding of neighboring cellars or other related problems could result, in addition to the loss of filtered water.

Liability.

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

Penalties for offenses.

Any person or persons, firm or corporation violating the terms or conditions of this chapter shall be subject to a fine of a minimum of \$50 to a maximum of \$250 or to imprisonment for a term not exceeding 15 days, or both, for each violation.