

**WATER SERVICE
RULES AND REGULATIONS**

**SHIPPENSBURG BOROUGH AUTHORITY
111 North Fayette Street
PO Box 129
Shippensburg, Pennsylvania**

**CUMBERLAND AND FRANKLIN COUNTIES
PENNSYLVANIA**

June 2013

WATER SERVICE RULES AND REGULATION

SHIPPENSBURG BOROUGH AUTHORITY

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WATER SERVICE RULES AND REGULATION
SHIPPENSBURG BOROUGH AUTHORITY

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Mission Statement

The mission of the Shippensburg Borough Authority is to provide safe and potable water for our customers which is suitable for all intended uses. As stewards of the natural resources, the Borough Authority will act in a manner which is fair and cost effective to our existing customers, while still being responsive to growth in our community.

INDEX

1	SEVERABILITY.....	1
2	EFFECTIVE DATE, APPLICATION, CONFLICTS, AND AMENDMENT.....	1
3	POSTING AND AVAILABILITY.....	1
4	DEFINITIONS.....	1-6
5	GENERAL.....	6-7
6	STANDARDS.....	7
7	CLASSES OF SERVICE.....	7-9
8	FIRE SERVICE AND OTHER EMERGENCY USES.....	9-12
9	NON-PERMISSIBLE CONNECTIONS.....	12-13
10	DEPOSITS.....	13-14
11	APPLICATION FOR SERVICE.....	14-19
12	METERED SERVICE.....	19-24
13	SERVICE LINES AND CONNECTIONS.....	24-28
14	BACK FLOW PREVENTION ASSEMBLIES.....	28-29
15	EXTENSION OF SERVICE.....	29-30
16	WATER ACQUISITION FEE (TAPPING FEES).....	31
17	BILLING.....	31-32
18	PAYMENT.....	33-35
19	DISCONTINUATION, DISCONNECTION, OR TERMINATION OF SERVICE..	35-36
20	COMPLAINTS.....	37
21	ACCESS TO PREMISES.....	37
22	ACQUISITION OF EXISTING FACILITIES.....	37

INDEX (CONTINUED)

23	INDEMNITY.....	37
24	VIOLATION OF RULES AND REGULATIONS.....	38
25	CHANGING RULES AND REGULATIONS AND SCHEDULE OF RATES AND CHARGES	38
26	BACKFLOW AND CROSS-CONNECTION PROGRAM.....	38
27	FINES AND PENALTIES.....	38-39

APPENDICES

	APPENDIX 1 – APPLICATION FOR WATER SERVICE.....	40-45
	APPENDIX 2 – STANDARD SPECIFICATIONS	46
	APPENDIX 3 – PROCEDURE FOR SUBMISSION AND APPROVAL OF PLANS FOR WATER MAIN EXTENSION	47-50
	APPENDIX 4 – ACT 57	51-69
	APPENDIX 5 – MEANS TEST FOR DETERMINATION OF ELIGIBILITY FOR WATER FORGIVENESS	70
	APPENDIX 6 – VALVE LOCATION AND EXERCISE PROGRAM	71-72
	APPENDIX 7 – SCHEDULES AND RATE CHARGES	73
	SCHEDULE “A” WATER USAGE	74-75
	SCHEDULE “B” CHARGES FOR SERVICE CONNECTIONS, METER INSTALLATION, AND MISCELLANEOUS CHARGES.....	76-77
	SCHEDULE “C” WATER ACQUISITION FEE (TAPPING FEE), EDU’S..	78-80
	SCHEDULE “D” INSPECTION FEES.....	81
	SCHEDULE “E” EQUIPMENT CHARGES.....	82
	SCHEDULE “F” FIRE SERVICE CHARGES.....	83
	APPENDIX 8 – SWIMMING POOL FILLING.....	84

**SHIPPENSBURG BOROUGH AUTHORITY
WATER SERVICE RULES AND REGULATIONS**

1. SEVERABILITY

These Rules and Regulations, and their separate associated Schedule of Rates and Charges, are a part of the contract with every person who accepts water service, and every such person agrees to be bound hereby.

These Rules and Regulations are not intended to conflict with any local, state, or federal legislation, and are intended to be in compliance with the Pennsylvania Municipalities Authorities Act of 1945, Act of June 19, 2001, P.L. 287, 53 P.A.C.S.A. § 5601, as amended. If any provision of these Rules and Regulations is held to be invalid, illegal or unenforceable, all other provisions shall nevertheless continue in full force and effect.

2. EFFECTIVE DATE, APPLICATION, CONFLICTS, AND AMENDMENTS

These Rules and Regulations shall become effective on the day they are adopted by the Shippensburg Borough Authority. They shall apply to all properties then and thereafter connected to the Shippensburg Borough Authority's water system. All prior Authority rules, regulations, and resolutions not consistent herewith are hereby repealed; provided, however, that all rights accrued and monies due the Authority under any such rules, regulation, and resolutions are preserved to the Authority. The Authority reserves the right to amend or revise these Rules and Regulations and the separate Schedule of Rates and Charges and Appendices in such manner and at such times, as in its opinion, may be advisable or necessary.

3. POSTING AND AVAILABILITY

A copy of this document comprising the Rules and Regulations governing the furnishing of water service by the Authority shall be posted and available for inspection and copying, for a set fee, at the office of the Authority located at 111 N. Fayette Street in the Borough of Shippensburg, Pennsylvania.

4. DEFINITIONS

The following terms, wherever used in the Rules and Regulations, shall have the meaning set forth below:

4.1 Authority. The Shippensburg Borough Authority and its duly authorized officers, agents and employees, each acting within the scope of his/her authority and employment.

4.2 Borough. The Borough of Shippensburg and its duly authorized officers, agents and employees, each acting within the scope of his/her authority and employment.

- 4.3 Building.** A structure, which is enclosed within exterior walls or fire-walls and is built, erected, and framed of component structural parts.
- 4.4 Bulk Customer.** Shall be defined as any individual, corporation, unincorporated association or entity, which provides water service to a community system through water meter (s), and not individual customers.
- 4.5 Capacity.** The ability of the Authority to deliver a given volume of water at adequate pressure to a customer, as expressed in equivalent dwelling units (EDU).
- 4.6 Commercial Water Hauler.** A person delivering water purchased from the Authority's water system to private persons.
- 4.7 Condominium.** A multiple unit land development in which there is a system of separate ownership of individual units of occupancy and undivided interest of land and common facilities.
- 4.8 Contractor.** A builder or other person who uses water on a temporary basis for construction of new structures.
- 4.9 Corporation Fitting.** A device that connects the service line to a water main. Also referred to as a corporation, and/or a corporation stop.
- 4.10 Customer.** The person being the owner of the property contracting with the Authority for water service.
- 4.11 Curb Box.** A cast iron structure placed immediately above a curb stop, allowing access to turn off and turn on a customer's water.
- 4.12 Curb Stop.** A device for turning off or turning on water on a customer's service line by rotating the plug (stop) 90 degrees in the appropriate direction.
- 4.13 Customer's Service Line.** The connecting facilities and/or line from the Authority's corporation at its main to the point of connection with the Customer.
- 4.14 Developer.** Any landowner, agent of landowner, or tenant with permission of landowner, who makes or causes to be made a subdivision of land or a land development.
- 4.15 Development.** A tract of land that a person wishes to improve by subdividing such tract into smaller parcels or lots.
- a. Phase.** A part of a development containing all the lots that Authority approved in the plans review.
- 4.16 Disconnection.** The act of removing the Authority's water meter.

4.17 Discontinuance. The act of having water service shut-off at the curb stop by the Authority as described in these Rules and Regulations. (All water facilities owned by the Authority and the Customer remain in place.)

4.18 Equivalent Dwelling Unit. (EDU) A measure of the volume of water delivered, or to be delivered, to a customer, as adopted by the Authority by resolution(s).

4.19 Fees Enumerated by the Municipality Authorities Act. Certain fees have been established by the Municipalities Authorities Act of 2001, P.L. § 287, as amended, to be charged to property owners who desire to, or are required to, connect to the Authority's water system. Enumerated fees are composed of the following:

a. Connection Fee. A fee based on the actual cost of installing the service line and associated appurtenances from the Authority's main to the curb stop (connection), or based on an average of previously installed connections. The Authority may require the construction and/or dedication of said connection by the property owner(s) requesting such connection.

b. Customer Facilities Fee. A fee based on the actual cost of installing the service line and associated appurtenances from the curb stop to the meter location, or if not metered, to the customer's shut-off valve (customer facility). The Authority may require the construction and/or dedication of said customer facility by the property owner(s) requesting such customer facility.

c. Water Acquisition Fee. (Tapping Fee) A fee based on some or all of the following fee components, as set forth by resolution of the Authority.

(1) Capacity Part. A fee for capacity-related facilities which may not exceed an amount that is based on the cost of facilities for, but is not limited to, source of supply, treatment, pumping, transmission, storage, interconnection, or other general system facilities. Such facilities may include those that provide existing service and/or those that will provide future service.

(2) Distribution Part. A fee for distribution-related facilities, which may not exceed an amount that is based on the cost of facilities for mains, hydrants, and pumping stations (distribution booster pumps). Such facilities may include those that provide existing service and/or those that will provide future service.

(3) Special Purpose Part. A fee for special purpose-related facilities applicable only to a particular group of customers, serving a particular purpose, and/or serving a specific area. Such facilities may include those that provide existing service and/or those that will provide future service.

(4) **Reimbursement Part.** A fee based on the amount necessary to recapture the allocable portion of facilities in order to reimburse the property owner(s) at whose expense such facilities were constructed.

4.20 Fire Standby Service. Water solely intended for, and approved by the Authority for, fire suppression service. Such service shall not be metered; however it may have a detector meter.

4.21 Main Extension. Constructing and installing one or more additional water mains in order to provide water service to new or existing customer(s).

4.22 Meter. A device for measuring the quantity of water used by a customer. (This appurtenance is owned and maintained by the Authority)

4.23 Meter Pit. An Authority approved box with a suitable cast iron or steel cover of sufficient size to permit the installation and removal of the meter and any necessary appurtenances.

4.24 Meter Reading. The recording of the amount of water measured by the water meter. This reading will then be used to determine charges for water service to a customer. (The actual water meter shall override the remote reader in the case of a discrepancy.)

4.25 Municipality. A Pennsylvania municipal corporation granted authority to govern a specific area.

4.26 Owner. The person holding legal or equitable title to the premises being served or to be served.

a. Legal Title. The ownership of real property as evidenced by a recorded deed.

b. Equitable Title. The right to have legal title to real property transferred to the holder upon fulfillment of conditions.

4.27 Permanent Water Service. Water service that is provided by the Authority as a customer's regular, continuing water service.

4.28 Person. An individual, association, company, corporation, firm, joint ownership, partnership, corporate political body, or any other legal entity capable of functioning in the context used herein.

4.29 Premises. Real property, buildings, structures, or improvements held in, or capable of being held in, separate ownership and including the following:

a. A structure under one roof owned or leased by one person (customer) and occupied as one residence or one place of business, or

- b. A combination of buildings owned or leased by one person (customer), in one common enclosure occupied by one family as a residence or by one association, company, corporation, firm, partnership, or other entity as a place of business, or
- c. Each unit or multiple house or building or other multi-unit structure occupied by one family as a residence or by one association, company, corporation, firm, partnership, or other entity as a place of business, or
- d. A public or private building used for public purposes or for group assemblies such as; a church, fire station, police station, post office, school, or other building owned and used by a corporate political body, or
- e. A single plot, used as a park or recreational area or
- f. A private, unimproved lot.

4.30 Private Water System. A water system owned and operated by the customer and usually intended to supplement that customer's public water system. Such system is provided from a source of supply other than that of the Authority, but may not be from another public water system. (This system must be completely separate and may not connect to the Authority's system in any way).

4.31 Process Water Meter. Water meters installed and maintained by the customer for the purpose of reporting water usage that does not enter the wastewater system.

4.32 Public Water System. A water system owned and operated by the Authority, or another entity, that provides water to multiple customers at their premises or to commercial water haulers.

4.33 Redevelopment. Construction activities involving the rehabilitation, renovation, or improvement of real property, buildings, structures, or other improvements. Such activities may include, but are not limited to, the subdivision of real property or the division of buildings or structures into smaller, separate units.

4.34 Right-of-Way. An easement granted for limited use of property by a landowner for a public or quasi-public purpose, and within which the owner shall not have the right to make use of the land in a manner that violates the right of the grantee. The Authority may lawfully use such easement to install, maintain, repair, and inspect pipes, mains, services, and other appurtenances, which are part of the Authority's water system or to gain access to a part of said water system.

4.35 Standard. A compilation of specifications intended as a guide for a given discipline or field of endeavor.

4.36 Standby Water Service. Water service that is provided by the Authority as a backup to the customer's regular private water service or that is only intended for emergency use.

- 4.37 Structure.** Any man made object having an ascertainable stationary location on land, or on land and water whether or not affixed to the land.
- 4.38 Temporary Water Service.** Water service that is provided by the Authority for a definite time period.
- 4.39 Tenant.** A person who leases, rents, or occupies premises from an owner.
- 4.40 Termination.** The act of having water severed to a premises by removing the water service-line connection from the water main.
- 4.41 Township.** A Pennsylvania municipal corporation, which is not incorporated as a city, town, or borough, and which is granted authority to govern a specific area.
- 4.42 Unit of Occupancy.** An allocation of space within a building or structure that is independent of other such space and that constitutes a separate use. This shall include both fee simple ownership and leaseholds. Also referred to as unit.
- 4.43 Water District.** An area determined by the Authority requiring improvements to the supply, treatment, or distribution of the water system, and that is designed to serve a particular area.
- 4.44 Water Main.** A pipe or conduit used for conveying water, commonly referred to as line mains, transmission mains, distribution mains or conduits through which the water is transmitted or delivered from its source to water service line of individual or bulk customers. Water mains have a minimum size of 8 inch inside diameter or larger as may be required by the Authority.
- 4.45 Water System.** The Authority's water supply, transmission, treatment, storage, and distribution facilities, taken as a whole, or any portion thereof.

5. GENERAL

Resale of Water. No person shall purchase water from the Authority and resell the same on a metered basis. The Authority may, at its discretion, sell water to other public water systems.

Unauthorized Use. If any person shall make any unauthorized connection to, or extension of, any water service supplied from the Authority's water system, whether or not the water supplied by such water service is being registered on a water meter, the Authority shall, in addition to other remedies, immediately discontinue water service to such unauthorized connection or extension. In the event of any dispute between the Authority and one or more customers for any such connection or extension, the burden of

proof shall be upon the customer or customers being served by such connection or extension.

Curtailement of Nonessential Use. In accordance with the terms of the permit issued to this Authority by the Commonwealth of Pennsylvania, providing for supply of water to the Authority, the Authority shall have the right, in the event of any emergency affecting the adequacy of the supply of water to the domestic users of the Authority water system or the fire fighting capacity of the system, either actual or imminent, to require any and all users, to curtail or discontinue the use of water for non-essential uses, and such curtailment or discontinuance shall remain in effect for the duration of such emergency. No customer shall thereafter use or permit to be used, water furnished by the Authority except in strict compliance with such regulations or restrictions. Verbal or other notice by the Authority to the user or his agent, or public advertisement in a newspaper circulated locally, shall apply to all use of water for personal or non-automobile dealer car washing, pavement washing, street washing, lawn sprinkling, replenishing or filling of swimming pools, and may, if in the degree of the emergency shall warrant, include all or certain industrial and/or commercial uses, automobile dealer car washing and garden sprinkling.

6.0 STANDARDS

6.1 Standards for Water Line Construction. All water lines constructed shall adhere to the Authority's Manual for Water Line Construction, adopted and revised by the Authority. Projects will be managed in accordance with the Authority's Manual for Water Line Construction. It shall be the Developer/Contractor's responsibility to insure he/she has the latest version, available at the Authority office, 111 North Fayette Street, Shippensburg, PA (717-532-2147) and that the material used adheres to the same. The Authority shall have final field decision unless appealed to the full Shippensburg Borough Authority at their regularly scheduled meeting.

7.0 CLASSES OF SERVICE

7.1 Permanent Service.

- a. Any customer desiring permanent service shall submit a written application to the Authority.
- b. The contract for permanent water service shall continue in force from month to month for an indefinite period

7.2 Standby Service

- a. Any customer desiring standby service shall submit a written application to the Authority.

- b. The Authority will determine the size and location of the service lines and the number of types of meters required for standby service based on information supplied by the applicant.
- c. Facilities deemed necessary by the Authority to provide standby service and to protect the Authority's water system shall be installed at the customer's expense. These facilities shall be maintained by the applicant for the duration of standby service. Once the standby service is determined to be completed, the applicant shall, at his expense, have all facilities removed in accordance with the Authority's instructions.
- d. All normal water service charges shall apply.
- e. The length of the contract for standby service shall be established by the Authority. Should the length of time in the aforementioned contract be insufficient, the applicant must apply for an extension to the Authority at least two (2) months prior to expiration of said contract.

7.3 Temporary Service.

- a. Water service may be provided on a temporary basis for special conditions which do not fall under the classification of permanent or standby service. Each case shall be reviewed on an individual basis and such service shall be at the discretion of the Authority.
- b. Any customer desiring temporary water service shall submit a written application to the Authority. The application shall be accompanied by a deposit in the amount of the estimated quarterly charge, as determined by the Authority. Such deposit shall not be less than the minimum bill for a three-quarter (3/4) inch service.
- c. All costs for installing and dismantling customer service connections shall be paid for by the applicant.
- d. Temporary water service shall be metered, where deemed feasible by the Authority. The Authority will install and remove the meter, and all costs shall be paid by the applicant.
- e. If water is used where a meter is not installed, the Authority shall establish the charge for water service from the date of initial use to the date of termination of use.
- f. The length of the contract for temporary service shall be established by the Authority. Should the length of time in the aforementioned contract be

insufficient, the applicant must apply for an extension to the Authority at least two (2) months prior to expiration of said contract.

7.4 Commercial Water Hauler

- a. Any customer desiring service as a commercial water hauler shall submit a written application to the Authority and shall pay all applicable fees at the time of application.
- b. The customer shall load their vehicle or water tank at the Authority's water loading station, situated at the rear of the Police Department Building located at 60 West Burd Street, Shippensburg, Pennsylvania.
- c. The commercial water hauler shall be responsible for reading the meter at the Authority's water loading station prior to loading their water vehicle's tank and after loading of said vehicle is completed. Both readings will be reported to the Authority Office Located at 111 North Fayette Street, for use in calculating the bill for water so loaded. If the commercial water haulers reports said meter reading incorrectly, or should they fail to report said meter readings, the contract between that water hauler and the Authority shall be null and void.
- d. The contract for commercial water hauler shall be renewed annually.

8.0 FIRE SERVICE AND OTHER EMERGENCY USERS

8.1 Public Fire Protection Service

- a. When a municipality desires installation of a fire hydrant on the Authority system, the municipality shall submit an application to the Authority for review and approval. The Authority reserve the right to request a deposit, equal to the estimated cost of hydrant installation, accompany the application. The hydrant installation will be made by and become the property of the Authority. All costs of hydrant installation, including connection, valve, piping and hydrant shall be borne by the municipality. The installation costs shall be paid before the water is turned on.
- b. Public fire hydrants may be installed by a developer as part of a development plan. The costs associated with such installation shall be borne by the developer or by the municipality which is served by the public water system.
- c. The Authority may establish public fire protection fees by resolution, at its discretion, for all municipalities within its service area. Such fees shall become part of the Authority's Schedule of Rates and Charges. Such public fire protection fees shall be paid by the municipality which is

served by the public water system, and in which each public fire hydrant is located, at the currently established rate (**See Appendix 7**)

- d. Public fire hydrants will be maintained by the Authority after they have been installed and accepted by the Authority.
- e. Any relocation of fire hydrants requested by the municipality shall be subject to Authority approval and shall be performed at the expense of the municipality.
- f. No fire hydrant shall be used without the Authority's permission for any persons, except by persons authorized to use the hydrants for extinguishing fires. If the Authority grants permission to use fire hydrants for purposes other than the extinguishments of fires, such use will be applied only if an approved backflow prevention device is attached to the hydrant. The municipality or fire department shall notify the Authority at least three (3) working days in advance on any scheduled testing of fire hydrants or fire service lines.

8.2 Private Fire Protection Service

- a. Each person desiring private fire service, such as sprinkler system, fire hose connection, fire hydrant, or fire pumping system, shall submit an application to the Authority for review and approval, which may include, but not be limited to, flow, residual pressure and flow duration requirements. The Application shall include, but not be limited to, the following information:
 - (1) property owner name,
 - (2) address where the service will be located,
 - (3) a plan, acceptable by the Authority, showing the proposed location of the water line to serve the private system,
 - (4) A copy of a plan for construction of the private system, including details depicting the installation of backflow prevention and use flow meters as required,
 - (5) Flow demand and duration requirements, and residual pressure requirements,
 - (6) If required by the Authority, a study including hydraulic modeling, demonstrating system conditions and impacts of the proposed private fire service while in operation.

The Authority reserves the right to reject any application for a private fire protection system if there is reason to believe that an unsafe condition may be created for the water system or if potential damage could occur to the water system.

- b. Private fire service charges and application review fees shall be paid by the applicant in accordance with the Authority's Schedule of Rates and Charges (See Appendix 7).
- c. The applicant shall be responsible for the design, installation, operation and maintenance of the fire service system for which the Authority is providing fire service. Approval of an application for connection of a private fire protection service shall not be considered an endorsement by the Authority. Fire service shall be provided by a water service connection separate from the domestic water service connection.
- d. All private fire service lines, as well as domestic service lines, shall be equipped with Authority-approved backflow prevention devices. All backflow prevention devices shall be the owner's property, and the owner shall be responsible for all costs associated with their proper installation, operation, and maintenance.
- e. No cross connections shall be allowed between private fire service lines and domestic water service lines. If such cross connections are determined to exist, they shall be immediately disassembled. Failure to disassemble such cross connections shall constitute grounds for termination of private fire protection service or domestic water service.
- f. All meters installed on private fire service lines shall become the property of the Authority. Such meters shall be used to meter water consumption for billing purposes.
- g. Private fire service lines are not to be used for water service, except for actual fire service emergencies or for testing of fire protection service systems. Unauthorized use of fire service lines shall constitute grounds for termination of the private fire service. Customer shall notify the Authority at least five (5) working days in advance of any scheduled testing of fire hydrants or fire service lines.
- h. The Authority shall have the right to enter upon private property at any reasonable time for the purpose of inspecting the private fire protection system to assure compliance with these *Rules and Regulations*.
- i. It shall be the responsibility of the customer to report to the Authority any modifications to the private fire protection service other than routine maintenance. Modifications or expansions of the system shall require the

- j. Fee shall be paid quarterly for each private fire service connection.
 - (1) For all private fire service connections made prior to January 1, 2002, the fees shall be the same as the quarterly flat charge then in effect.
 - (2) For all private fire service connections made after January 1, 2002, but before January 1, 2007, the owner may chose to 1) install an Authority-approved water meter on the fire service line and pay the quarterly rentals according to the fee schedule then in effect, or 2) not install an Authority-approved water meter and pay a fee as stated in “(3)” of this paragraph.
 - (3) For all private fire service connections made after January 1, 2007, the fee shall be determined by the Authority and shall be based on the maximum designed water gallon use for the fire system if in full operation for one hour, times the Authority’s water rental rate in effect for the area where the service is received.

8.3 Liability for Fire Protection Service. The Authority does not assume any liability as insurer of property or person. Any customer receiving fire protection or suppression service will only be entitled, in the event of a fire, to the service, pressure, capacity, and facilities available at that time and location. The Authority shall not be liable for any damage or injury to any person or property by reason of any fire, flooding, water supply failure, pressure failure, excess pressure, or lack of capacity, due to any cause beyond the reasonable control of the Authority.

9. NON-PERMISSIBLE CONNECTIONS

9.1 Non-Permissible Connections. The following connections are prohibited for customers accepting the Authority’s water services:

- a. Connection to any private water system owned and operated by the customer. Such private water systems may not be connected or cross-connected, in any manner, to the Authority’s water system.
- b. Any device which in the opinion of the Authority may cause pressure surges.
- c. Any connection to a booster pump, boiler plant, or boiler pump not protected by an approved backflow prevention assembly.

- d. Connection to any system, which, in the opinion of the Authority, may contaminate or affect the water potability of the Authority's water system.
- e. Any physical connection between the Authority's water system and its appurtenances, or any customer service line and facilities that are connected to the Authority's water system, which would permit the passage of any non-potable water into the Authority's potable water.

10. DEPOSITS

10.1 Deposit Requirements. Deposits may be required, at the discretion of the Authority, from each customer taking water service from the Authority, in an amount equal to the amount of the actual highest water bill over the last four (4) quarters for the connection for which service is desired. In the event that this period does not exist, the deposit shall be equal to the minimum bill for the address in which service is being requested. The conditions listed below may require a deposit:

- a. Customer applying for water service having not been a customer with the Authority before.
- b. Customer having water service discontinued for non-payment of bill.
- c. Customer having more than one service address and having any water service discontinued for non-payment.
- d. Any customer having any payment agreements that have not been adhered to.

10.2 Interest on Deposits. No interest shall be paid on deposits.

10.3 Refund of Deposit. Deposits will only be returned to the customer when they have paid water service bills for a period of twelve (12) consecutive months (four [4] complete billing quarters); or upon discontinuance of service by the customer and payment of all charges due. A customer of good account with the Authority who has been returned a deposit will not be required to make a new deposit unless service has been discontinued, or said customer has been in arrears for more than one billing period, or for other violation (s) of the Authority's Rules and Regulations.

10.4 Payment of Water Service Bills by Depositors. Any customer having an amount deposited with the Authority shall pay all bills for water service rendered in accordance with these rules and regulations. The deposit shall not be considered as payment for any water service.

10.5 Waiver of Deposit Requirement. The Authority may at any time, and at its discretion, waive the deposit requirement.

11. APPLICATION FOR SERVICE (See Appendix 1)

11.1 Compliance with Plumbing Code. All plumbing, piping, and installation of facilities related to plumbing that are connected to the Authority's water system shall adhere to the plumbing ordinance of the municipality in which the premises are located that is in effect on the date the application for water service is received by the Authority, unless such plumbing ordinance is less stringent than the Authority's plumbing Code, as adopted by the Borough of Shippensburg. See Appendix 2 for Standard Specifications.

11.2 Contract. The application and these Rules and Regulations constitute the contract between the customer and the Authority; and each customer, by accepting water, agrees to be bound thereby (See Appendix 1).

11.3 Application for Service. The following shall be followed for water service application.

- (a) An application for new water service, or for change to existing service, shall be made on a form (See Appendix 1), approved by the Authority, and shall be made only by the owner of the real estate served, or to be served, by the Authority, or by an agent authorized by the owner, in writing, to act on his/her/its behalf.
- (b) An application for new service shall provide for the location of the service, estimated water consumption and requested size of service.
- (c) The transfer of an existing service and its water allocation to a new customer shall be done simultaneously with the sale/purchase of the real estate. The homeowner or real estate agent shall contact the Authority not less than three (3) days prior to the transfer to arrange for the reading of the water meter. Transfer of the account will not occur until the final bill shall have been paid by, or on behalf of, the current owner.

All customers, whether new or existing, shall abide by the Rules and Regulations of the Authority as they are in effect from time to time.

11.4 Responsibility of Ultimate Payment. Until conveyed to another owner, the applicant and his assigns will be responsible for payment of all fees and charges for water service to each service unit. The fact that an application may not exist, or may not be signed by the owner, shall not relieve the owner of his responsibility for ultimate payment of all water service fees and charges,

appropriately billed, that are related to a premises. If the Authority fails to receive payment within a reasonable time, the Authority reserves the right to file a lien or liens to ensure payment of said water service bills and, in addition, may terminate the water service.

- 11.5 Fees and Charges to be Paid in Advance.** The Applicant shall pay to the Authority, in advance, all connection fees and charges, customer facilities fees and changes, meter installation charges, tapping fees and any other fees and charges applicable to new or changed water service in accordance with the Authority's Rules and Regulations at currently established rates. Where the costs cannot be determined in advance, the Applicant shall deposit an amount, estimated by the Authority to be an amount sufficient to pay such connection fee, meter installation charges, customer facilities fees, and charges, water acquisition (tapping fees), and any other fees and charges. Within thirty (30) days following completion of said installation or changes to an existing water service, the Authority shall refund to the customer any amount in excess of the actual charges or the customer shall pay to the Authority any amount due in excess of the amount deposited.
- 11.6 Change to Customer Identity, Ownership or Water Service.** A new application (See Appendix 1) shall be required to be submitted to, and approved by, the Authority, upon any change in the identity of the contracting customer at a property, in property ownership, or in the water service, as described in the application. The Authority may, upon notification of the contracting customer by registered letter or certified mail, discontinue, disconnect, or terminate the water service until such new application has been made and approved. The Authority will accept notification, from the seller of a property or his/her agent, requesting termination of water service and the rendering of a final bill. However, in such case the buyer will be required to submit an application for continued service.
- 11.7 Application for Single Connections.** Application (See Appendix 1) for one, single connection for a residential customer may be approved by the Authority. The customer's service line may not exceed one hundred fifty (150) feet from one of the Authority's mains. If the water service line exceeds one hundred fifty (150) feet, the applicant must make an application to the Authority with appropriate information, and within sufficient advanced notice for the Authority to make an evaluation on the model. All appropriate fees and charges shall be paid with the application.
- 11.8 Application Requiring Water Main Extension.** Applicants requesting water service which requires a water main extension will be required to install such main to the point where their service will be connected and continue to the farthest property line abutting a property owned by a person other than the applicant without encroaching on the applicant's property that the Authority may determine is necessary for proper maintenance, fire suppression, and safeguarding the quality and potability of the delivered water. At the discretion of the Authority

when physically possible, the water main shall be looped to two (2) different points of supply, and not necessarily back to one feed line. The applicant will be responsible for all costs associated with such installation, or shall agree to pay the Authority for the installation of such main.

- a. **Water Main Extension in a Water District.** Applicants requesting water service which requires a water main extension, and which is included in a water district approved by the Authority, may be required to install such main at their cost, and if so required, will be reimbursed by the Authority for said installation, using the special purpose portion of the Water Acquisition Fee (tapping fee) adopted for that water district, until the applicant has been reimbursed for his total cost of such main extension or ten (10) years after the extension has been accepted by the Authority, and to waive any other rights to be reimbursed for such extension. The Authority, at its discretion, may decide to install such transmission main and, in doing so, will not be required to reimburse the applicant for such main extension.
- b. **Special Purpose Fee Requirement.** Applicants requesting water service, and whose premises are located in a water district approved by the Authority, will be required to pay a special purpose fee established by the Authority for that water district in addition to the regularly assessed water acquisition fee (tapping fee).

11.9 Guaranteeing Water Capacity. The Authority guarantees no capacity for a property owner until the water acquisition fee has been paid or secured by other financial security. The fees will be in addition to any charges assessed against the property in the construction of a water main or any other charges determined by the Authority to be due and payable, except that no reservation of capacity fee or other similar charge is to be imposed or collected from a property owner who has applied for service unless the charge is based on debt and fixed operating expense. A reservation fee or other similar charge may not exceed 60% of the average water bill for a residential customer in the same service area for the same billing period. If the Authority opts to collect a reservation of capacity fee or other similar charge, it may not collect the water acquisition fee until the time that the building permit fee is due. The Authority must have received the approved Final Plan for the development showing all revisions ordered by the Authority Engineer, an executed Developer's Agreement, documentation that all appropriate fees and charges have been paid, and when appropriate, documentation that required financial security has been secured for the Authority. See Appendix 3, for the Procedure for Submission and Approval of Plans for Water Main Extension.

- a. The Authority shall make no commitment to extend water service to additional phases of a development beyond those submitted for approval.

- b. In the event that construction of water service improvements and/or the development have not been commenced within twenty four (24) months from the date of the Authority's approval of such water service, then in that event, the right to connect to the Authority's system will be forfeited, and all fees will likewise be forfeited, and a new application for water service will be required and reviewed based upon the current Authority standards before any further connections may be made to the Authority's water system. In the event that the construction of water lines in the development or an approved phase thereof have not been completed within sixty (60) months from the date of the approval of the request by the Authority, then, unless extended by the Authority, the right to further connections to the Authority's system will be forfeited, all fees will likewise be forfeited, and a new application for water service will be required and reviewed based upon the then current Authority standards before any further connections may be made to the Authority's water system.
- (1) In the event that construction of the water line improvements and/or the development have not been commenced within twenty four (24) months of the date of approval of water service, and payment of applicable fees, then in that event, the right to connect to the Authority system shall be forfeited and all fees shall be likewise forfeited: provided however that in the event the developer desires to retain such connection, the developer may do so by notifying the Authority and paying the calculated reservation fee.
 - (2) No lot may be sold in a phase and no connection may be made to the Authority's water system until all water acquisition fees and other applicable fees and charges have been paid for all lots in that phase. If a lot has been sold before all water acquisition fees and other applicable fees and charges have been paid or secured by other financial security for that lot, then the right to connect to the Authority's water system will be forfeited and a new application for water service will be required and reviewed based upon the current Authority standards before any connection from that lot may be made to the Authority's water system.
 - (3) At the discretion of the Authority, in lieu of payment of water connection fees for a phase of a development, a developer may, through a bond, irrevocable letter of credit, cash, or other acceptable methods, post financial security for all water connections in that phase. Appropriate fees for water connections shall be paid when the applicant is issued a building permit by the municipality in which the property is located. This option shall only be available where the Authority has an agreement to permit the developer to extend the service main.

- (4) In the event the Authority shall permit a developer to install a water service main extension, then such installation shall be at the sole cost and expense of the developer.
- c. Generally, no credit will be given for pre-existing water capacity where a property is re-developed, except for the following conditions:
- (1) For single family residential property having water service prior to 1988, water EDU capacity credit may be granted if the property will be developed within twelve months into similar use, and the property continues to pay the applicable water bill for the period. Any such re-development must be completed, as defined by the issuance of an occupancy permit, within twenty four months from receiving EDU capacity credit approval.
 - (2) For residential and non-residential property having water service after 1988, water EDU capacity credit may be granted if the property will be developed within twelve months into a similar use, and the property continues to pay the applicable water bill for the period. Any such re-development must be completed, as defined by the issuance of an occupancy permit, within twenty four months from receiving EDU capacity credit approval.
 - (3) No credit will be given for non-residential property having water service prior to 1988.

11.10 Connection Procedure

- a. All arrangements for connections must be made through the Authority with three (3) days advance notice required.
- b. The Water Acquisition Fee (Tapping Fee) must be paid.
- c. If applicable, the Water District fees must be paid.
- d. The Authority office shall prepare a work order for the installation of the service with three (3) days advance notice required.
- e. The work order shall be given to the Authority for scheduling with three (3) days notice required.
- f. The customer shall contact the Authority and make arrangements to make the connection to the Authority's water line. No one is permitted to make a tap to the Authority's water system except when authorized by the Authority.

- g. All labor, materials, equipment, and administrative fees used to connect to the water line shall be paid by the customer.
- h. The water meter remains the property of the Authority and shall be provided and installed by Authority, up to, and including, two (2) inch meters. Above 2-inch meters, approved by the Authority and installed by the developer under the supervision of the Authority.
- i. A work-completion form will be prepared by the Authority listing all costs to be billed to the customer and presented to the Authority within seven (7) days of completion of the work for invoicing to the customer.
- j. All billings are to be paid by the customer within thirty (30) days.

12. METERED SERVICE

12.1 Metering of Customers. All water service provided to customers shall have a meter approved by the Authority on the service line, except for water service intended for use as standby fire service, or unless it is deemed not practical or feasible by the Authority to install such a meter.

- a. Each dwelling unit within a structure containing multiple dwelling units shall be individually metered when reasonably possible, both from a physical and economic standpoint.
 - (1) When requested by the customer, dwelling units shall be metered individually. The cost of installation shall be borne by the customer.
 - (2) When an existing property is converted from single dwelling unit into multiple dwelling unit structure, each dwelling unit shall have a separate water meter, when it is economically and physically reasonable. The cost of installing said meters shall be borne by the customer.
 - (3) Each mixed-use structure shall have a separate meter for each use and/or dwelling unit. That is a structure housing both commercial and residential uses shall be separately metered for each commercial unit and separately metered for each dwelling unit.
 - (4) Should a structure be returned to a single use or unit, as the case may be, then the structure shall have a single meter. The cost of removing the said meter shall be borne by the customer.

- b. Any property or properties having a shared meter at which the water service has been shutoff for non-payment of bill, will have the units separated prior to the reconnection of water service and the cost of such separation shall be borne by the property owner.
- c. The Authority shall prepare a listing, annually, each January showing those customers having multiple units and not being individually metered or having a shared meter.

12.2 Rate for Metered Water. All water supplied to customers on a metered service line will be sold at the Authority's currently established rates that have been enacted by resolution.

12.3 Meter Installed by the Authority.

- a. All meters (2-inches or less in size) shall be installed by the Authority and shall be accessible to and subject to its control. The Authority reserves the right to establish the size of the meter required by each customer. The customer shall be responsible for the cost of the meter and installation at the Authority's currently established rates. All new service lines shall have meters equipped with touch pad and radio reading devices, or the Authority's most currently approved technology installed on them.
- b. All meters larger than 2 inches shall be installed by an outside contractor to the Authority's specifications.
- c. All meters shall be the property of the Authority.

12.4 Meter Installation Fee. Each applicant for water service shall pay a currently established meter installation fee.

12.5 Location of Meter. It shall be the policy of the Authority to require installation of meters in meter pits where feasible and practical, as determined by the Authority. In such cases, a meter pit complying with the Authority's standards, with a suitable cast iron or steel cover, shall be located at the curb or property line as directed by the Authority, after the customer has had the plumbing arranged to receive the water meter. The size and dimensions of the pit, shall be as approved by the Authority, must give adequate access to the meter, and shall be of sufficient size to permit the meter's installation or removal. The site shall be a suitable and safe place for the installation of a meter and must be acceptable to the Authority. The customer shall be responsible for all costs associated with the installation of such meter pit.

12.6 Unauthorized Relocation of Meter. No one, other than the Authority, shall be authorized to relocate the water meter once installed without written permission from the Authority. Any customer, developer or other person found to have

relocated a water meter without proper written authorization shall be in violation of these Rules and Regulations. In that case, the customer/developer shall have service terminated to the lot where the water meter was originally located and also to the lot where the water meter was found. In addition to all labor and administrative fees used to relocate the water meter to the proper location, a fee equal to four (4) quarterly minimum billings for each lot of original location and for the lot where the water meter was found, and payment for any water usage (to be assessed by the Authority), must be paid before any water service to the customer's property or any additional service to the development will be connected.

- 12.7 Responsibility for Damage.** The Authority will maintain meters in the case of ordinary wear and tear or incorrect registration. The customer shall be responsible, to the Authority, for any damage to, or loss of, any meter, whether installed inside a building or in a meter pit, arising out of, or caused by, the customer's negligence, carelessness, or failure to properly protect the said meter; or that of their employees, a member of their household, or any person upon their premises under or by their consent or sufferance. The customer shall not permit anyone who is not a duly authorized agent of the Authority to remove, inspect, modify, bypass, or tamper with the Authority's meter or other property of the Authority on his or her premises.

If a meter pit or curb box becomes unsuitable and the Authority so notifies the customer, the customer shall remedy this condition within 10 days of notification at his/her expense. If the customer fails to remedy the said condition, the Authority shall so remedy it and bill the customer at currently established rates.

The customer shall notify the Authority of any damage to or of a cessation in registration of, the water meter as soon as it comes to his/her knowledge. In such case, the current billing period charge shall not be less than the average charge for the last four (4) billing periods.

- 12.8 Protection of Meter.** The customer shall protect the meter against damage due to freezing, hot water, negligence, and other causes. The Authority will repair any loss or damage at the customer's expense. If payment for loss or damage is not made within thirty (30) days of the billing date, service, after notification by registered or certified mail, will be discontinued. Service will not be restored until all proper and necessary expenses incurred in replacing, repairing, and testing of the meter, and in discontinuing and restoring the water service are paid in full.
- 12.9 Cost of Reinstallation.** The charge for reinstallation or changing of a meter when removed because of damages that are in any way due to the negligence of the customer or the failure of said customer to protect the meter, shall be at currently established meter reinstallation rates. Such charge will include testing of the repaired meter.

12.10 Meter Testing. The quantity of water registered by the meter shall be conclusive for both the customer and the Authority, except when the meter has been found to, or is suspected of, incorrectly registering water usage. Such meter will be promptly repaired or replaced by the Authority, and the quantity of water consumed shall be estimated by the average registration of the meter during the last four (4) billing periods.

In case of a disputed bill involving the accuracy of a meter, such meter shall be tested, upon the request of the customer. If the meter so tested is found to have an error in registration of more than plus or minus four percent (4%), the bills will be increased or decreased accordingly as provided by these Rules and Regulations.

Each request for test of a meter for accuracy shall be accompanied by a deposit, the amount of which shall be determined by the size of the meter. The costs for tests of meter shall be at currently established meter testing rates. If the meter so tested shall register within plus or minus four percent (4%) of actual usage, the deposit shall be retained by the Authority as compensation for such test. If the meter so tested registers more than plus or minus four percent (4%) of actual usage, then the cost of the test shall be borne by the Authority, and the full amount of the deposit shall be returned to the customer. The customer may further request a test by an independent testing agency or another water supplier with meter testing facilities that have been approved by the Authority to conduct such tests. The customer shall be responsible for all costs incurred by such further testing.

12.11 Bypassing of Meter Prohibited. The customer shall not accept or receive any water from the Authority water supply, nor shall said customer permit any water to be taken or received from the Authority water supply for which a meter is installed, except that such water shall have passed through and been registered by the meter. Violators shall be subject to criminal prosecution in accordance with Pennsylvania Law.

12.12 Meter Pit Installation. In an effort to reduce unaccounted for water within the water system, pit meters shall be installed as close to the main line as is feasible. The following conditions apply to pit meters.

- a. All new water service connections shall have pit meters, where feasible and practical.
- b. All new service meters shall have touch pads and radio reads and shall be of the latest technology approved by the Authority.
- c. All meters are to be installed by the Authority employees, or contractors when directed by Authority personnel.

- d. The meter pit and curb box shall not be covered with any material as to inhibit the use thereof, and must be visible at all times.
- e. Pit meters shall be installed at the property line or as close as possible as directed by the Authority.

12.13 Process Water Meters Water meters installed and maintained by the customer for the purpose of reporting water usage that does not enter the wastewater system. These meters shall be subject to the same standards as the water meters maintained by the Authority. These meters are allowed as a privilege to the customer, and if any misuse of such meter is found, the meters shall be removed and a recalculation of the billing for the last four (4) billing periods shall occur. These meters are secondary to the main water meter and the usage shall be deducted from the main meter and billed according to usage for a single meter in the category of use. The following shall apply for the installation and continued use of Process Water Meters:

- a. Application for Process Water Meter shall be made to the Authority.
- b. There may only be one (1) Process Water Meter per premises.
- c. If approved, scheduling of location and installation shall be made through the Authority. Access to these water meters shall be in accordance with the Rules and Regulations of the Authority.
- d. Any existing water services with said process water meters installed as of November 9, 2004 may only have one (1) additional Process Water Meter installed per premises.
- e. Process Water Meters will be treated and read as any other water meter in the Authority's water system except they are owned and maintained by the property owner. These process water meters must meet the standards for water meters installed in the Authority's water system.
- f. Any tampering or misuse for Process Water Meter (s) shall result in all process water meters being removed from the facility location, and adjustment of the billing for the last four (4) billing periods will be made and forwarded to the customer for payment.
- g. These meters shall be subject to all rules governing other water meters in the water system.
- h. These water meters shall be tested and certified accurate as directed by the Authority, at the customer's expense. The test

results must be submitted to the Authority. Meters found not to meet the Authority's standards for cold-water meter registration shall be replaced or removed immediately.

i. All process water meters shall have the appropriate backflow prevention assembly installed on the service line.

(1) Residential Meter:

These water meters may be installed for the use of make up water for swimming pools. They can only be installed on water lines that go directly to the pool and must have the appropriate backflow prevention assembly installed. The Authority must inspect installation. Access must be provided as if the meters were regular water meters. These meters must be tested and certified every 5 years or as instructed by the Authority. If at any time the Authority determines there is misuse of this water meter, it will be removed as directed by the Authority. Once a meter is removed, it may not be reinstalled. Use also shall be in accordance with any temporary guidelines as issued by the Governor of Pennsylvania.

(2) Commercial Meter:

These water meters may be installed for various processes where the water use is not sent to a wastewater facility. Water meters may be installed on water lines that go only to those processes and must have the appropriate backflow prevention assembly installed on the line. The Authority must inspect installation. Access must be provided as if they were regular water meters. These meters must be tested and certified every 3 years or as instructed by the Authority. If at any time the Authority determines there is misuse of this water meter, it will be removed as directed by the Authority. Once a meter is removed, it may not be reinstalled. Use also shall be in accordance with any temporary guidelines as issued by the Governor of Pennsylvania.

13. SERVICE LINE AND CONNECTIONS

13.1 Connecting and Installing Service Lines. The Authority will install all corporation fittings for all service lines to the mains. The customer, or contractor, shall install the service line from the Authority's corporation fitting to the customer's meter. Such service line shall, at a minimum, conform to the Authority's Standard for Water Line Construction, be laid with the top of the pipe

at least four (4) feet below the surface of the ground and include a continuous length of pipe, a curb stop, and a curb box and top. The curb stop and curb box shall be placed at the customer's property line, as directed by the Authority. A separate individual private shut-off valve must be installed for the customer's use in making repairs and maintaining their private system. Where water service is not provided to a building or structure, the private shut-off valve must be installed at any point after the meter. The Authority will furnish the corporation fitting at the customer or contractor's costs. The customer or contractor is responsible to furnish the service pipe and customer shut-off valve and appurtenances.

- a. Each service connection shall include connection to the main, corporation fitting, service line, curb stop, curb box and meter pit.
 - (1) The applicant/developer shall be responsible for excavation of the trench to install the service line from the main.
 - (2) The applicant shall be responsible to the Authority for the actual costs of the installation of the corporation stop plus all administration fees.
 - (3) Upon request by an applicant for service connection, the Authority, in accordance herewith, shall prepare an estimate of its costs for making each installation. The estimate shall be provided to the Applicant. Refer to Act 57 (Appendix 4) for procedures in the event that the Authority and the property owner cannot agree upon the amount of billings which are reasonable and necessary. Upon the completion of the project, the Authority shall, within thirty (30) days, prepare and deliver, to the Applicant, an invoice itemizing all costs for labor, materials, and equipment provided to the job. The Applicant shall then pay the sum due the Authority upon receipt.
 - (4) No water shall be delivered to a premises unless and until any water acquisition fee (tapping fees) have been paid in accordance with current Authority Rules and Regulations, and Authority personnel have installed the meter in accordance with the Authority's' Rules and Regulations.
- b. Connections larger than two (2) inches, at the discretion of the Authority, may be connected to the Authority's mains by an approved contractor. However, the Authority shall have approved and shall be present during the connection and shall inspect the service line and appurtenances before it may be used.

13.2 Authority not Responsible for Service Lines. The Authority accepts no responsibility or liability and shall be under no obligation to maintain, repair, or

replace any water facility on the customer's service line, with the exception of the water meter and the corporation fitting.

- 13.3 Access to and Ownership of Service Lines.** The service line and fixtures shall be the property of the customer. The customer or contractor is responsible for all costs associated with the installation of said service line. The customer shall be responsible for the maintenance of said service line and fixtures. The customer shall, at all times at the request of the Authority, provide access to the Authority's meters and fixtures. Failure by the customer to provide access to the meters at reasonable times shall result in the termination of service or a Court Order authorizing entry. Customer shall be responsible for all costs associated with gaining entry.
- 13.4 Maintenance and Inspection of Service Lines.** Service lines and fixtures, including the curb stop and box, curb box top, meter pit, and other items shall be kept in good repair at all times at the customer's expense and shall be subject to inspection at any reasonable time by the Authority. The Authority shall have right-of-way into and through the premises for that purpose.
- 13.5 Horizontal Separation.** Whenever possible, service lines should be laid at least ten (10) feet horizontally from any other utility. Should local conditions prevent a lateral separation of ten (10) feet, the Authority may allow deviation on a case-by-case basis if supported by data from the design engineer. Such deviation may allow installation of a service line closer than ten (10) feet to another utility provided that the water main is laid in a separate trench or on an undisturbed earth shelf located on one side of the utility at such an elevation that the bottom of the water main is at least eighteen (18) inches above the top of the utility.
- 13.6 Vertical Separation.** Whenever water mains must cross over other utilities, the water main should be laid at such an elevation that the bottom of the water main is eighteen (18) inches above the top of the utility line. This vertical separation shall be maintained for the portion of the water main located within 10 feet horizontally of any utility it crosses. When the elevation of either line cannot be varied to meet the above requirements, both the water main and utility line shall be constructed of cast iron, ductile iron, or protected steel pipe having mechanical joints. Other types of joints of equal or greater integrity may be used at the discretion of the Authority. These shall be pressure-tested to assure water tightness before backfilling. Where water mains must cross under a sanitary or storm sewer, additional protection shall be provided by:
- a. A vertical separation of at least 18 inches between the bottom of the sewer and the top of the water line;
 - b. Adequate structural support for the sewers to prevent excessive deflection of the joints and the settling on and breaking of the water line;

- c. The length of the water line being centered at the point of the crossing so that the joints shall be equidistant and as far as possible from the sewer.

When any of the above conditions cannot be met, the Authority shall determine installation requirements.

- 13.7 Initial Inspection and Testing.** The service line trench shall not be backfilled until the service line has been inspected and tested by the Authority. If in the opinion of the Authority, any defects exist in the customer's service line, water service will not be furnished until such defects are remedied. All plumbing connections shall be able to withstand a pressure of at least one hundred and fifty (150) pounds per square inch (psi).
- 13.8 Separate Service lines.** Each premises served shall be individually supplied through a separate service line from the main, unless the Authority approves some other arrangement because of special circumstances.
- 13.9 Encroached Property.** Upon approval by the Authority, and if the service line from the main to the premises served passes through the property of persons other than the owner of the premises to be served, the owner of the premises being served shall also assume liability for the portion of the service line on the encroached property. The owner of the premises being served shall secure and record a legal utility right-of-way over the encroached property for the Authority, before water service will be furnished. Said right-of-way shall be in a form reviewed and approved by the Authority, and recorded with a copy furnished to the Authority, and shall be used for the purpose of inspection and maintenance of the service line.
- 13.10 Prevention of Backflow.** For residential customers, where steam or hot water is used, or where the possibility of contaminating the Authority's water system may exist, such customer shall install a check valve or other approved back flow preventer on the customer side of the meter. For non-residential customers, such customer shall install an Authority approved back flow preventer and/or any other required fittings/appurtenances on the customer side of the meter on any and all service lines. The back flow prevention assembly shall be the property of the customer and shall be installed and maintained at their cost.
- 13.11 Pressure Regulating Device Requirement.** If the customer deems service line pressure excessive, the customer may install a pressure regulating device or valve. In such case, the customer will be responsible for all costs associated with such installation and will also be responsible for any consequences suffered by installing the pressure regulating device or valve. In all cases, the customer shall be responsible for maintenance of the customer installed pressure regulating device and all costs associated with such maintenance.

13.12 Pressure Less Than Desired. Although service line pressure may be less than desired, the Authority shall be under no obligation to increase pressure by pumping or other means.

13.13 Customer Changes to Service Lines. When a customer desires a change in location or size of an existing service line, the customer shall bear the entire cost of the change and shall request approval of such change from the Authority.

13.14 Multi-Customer Service lines. When two or more customers are supplied from the same service line, any violation of these Rules and Regulations by any of said customers shall be deemed a violation, and the Authority may take action against the group of customers as if they were a single customer. However, such action will not be taken until an innocent customer has been given sixty (60) days to install a separate service line. If the corrective action is taken as stated above, the Authority may, ten (10) days after notification by registered or certified mail, to all customers on said line, discontinue water service or, at its discretion, install separate service lines to all customers on said line. In all cases, all notification and service line installation costs will be prorated to all affected customers and no further tapping fees or administrative costs will be charged to such customers. If water service is disconnected, it will not be restored until separate service lines have been installed to each customer in accordance with Authority Rules and Regulations and all charges are paid in full.

13.15 Leaks in Service Lines. All leaks in service lines shall be promptly repaired by the property owner, at his/her expense. If the property owner fails to make such repair within ten (10) days or, if conditions warrant immediate action, the Authority may repair at the owner's expense or discontinue water service. Water service will not be restored until all proper and necessary expenses incurred in discontinuing and restoring the water service are paid in full.

13.16 Maintenance of, and Damages from, Service Lines. The Authority shall in no event be responsible for maintenance of, or damages done by, water escaping from the service line or from a fixture on the service line. The customer shall make any changes, in accordance with these Rules and Regulations, required on account of change of grade, relocation of service, or otherwise, except that the Authority shall make any changes in the event of relocation of its main.

14. BACKFLOW PREVENTION ASSEMBLIES

14.1 Authority's Right to Require Installation. When facilities operated within a customer's premises present a potential cross-connection of non-potable or otherwise contaminated water with the Authority's water system, the Authority reserves the right to require the customer to install a backflow prevention assembly and any appropriate appurtenances at his/her cost.

14.2 Responsibility of Costs and Ownership. The costs of furnishing and installing any backflow prevention assembly shall be borne by the customer, who shall also retain ownership of it and be responsible for testing and maintaining it. The Authority reserves the right to require that backflow prevention assemblies be tested at least once every twelve (12) months and that a certified test report is furnished to the Authority. The report must be furnished to the Authority within thirty (30) days of notification of testing. Failure to maintain or test a backflow prevention assembly may result in termination of water service and appropriate fees charged to the customer.

15. EXTENSION OF SERVICE

15.1 Water Main Requirements. For any new installation of a water main, the minimum requirements shall be (8) inch nominal inside diameter ductile iron pipe, and shall, at a minimum, conform to the Authority's standard for Water Line Construction, and be laid with the top of the pipe at least four (4) feet below the surface of the ground. However, the Authority, at its discretion, may increase the water main sizes and/or installation required under these Rules and Regulations.

15.2 Submission of Plans. The Applicant shall submit complete plans of the proposed main extension to the Authority for approval. Plans shall be prepared in accordance with the Shippensburg Borough Authority's Manual for Water Line Construction and shall be stamped and signed by a registered professional engineer. The Authority, at its option, may waive this requirement for the extension of a single water service that requires no additional rights-of-way. All costs associated with review and approval shall be borne by the Applicant.

15.3 Applicant Responsible for all Costs. The Applicant shall bear all costs of the main extension including permits, construction, testing, engineering, planning, inspection, preparation of as-built reference drawings, administrative, and legal costs.

15.4 Approval of Plans. No construction of water facilities shall commence until the plans submitted by the Applicant are approved by the Authority, a developer's agreement is executed, and the Applicant satisfies all municipal regulations.

15.5 Mains will Extend to Borders of Property. All mains shall extend the entire length of the property to be served continuing to the next adjoining property unless otherwise approved by the Authority.

15.6 Construction to be in Right-of-Way. All main extensions shall be constructed in the public right-of-way, Authority owned easements, or in easements that will be turned over to the Authority along with the main extension. The Applicant shall grant to the Authority any easements across his property that is necessary for maintenance of the main extension and for any future extensions thereof. An

appropriate right-of-way agreement shall be executed prior to, or concurrent with, execution of the extension agreement.

- 15.7 Grading of Extensions.** All areas of the main extension, including rights-of-way or easements, shall be graded to the satisfaction of the Authority prior to construction of the water main.
- 15.8 Street Opening Permits.** The Applicant shall pay for all street opening or highway occupancy permits required by the municipality or the Department of Transportation of the Commonwealth of Pennsylvania in which the project is located. The permit will be in the name of the Authority.
- 15.9 Ownership of Extension.** The main extension and associated appurtenances shall become the property of the Authority on the date of formal acceptance by the Authority. Regardless of who installs the extension of the water main, said main and associated appurtenances will become the property of the Authority before water service is provided.
- 15.10 Developers Agreement.** When the Authority decides that a main extension is necessary to supply an applicant, and said applicant agrees to proceed with, and pay all costs associated with the required extension, the Authority and Applicant shall execute a “Developers Agreement,” provided by the Authority. By this agreement, the applicant shall agree to deposit with the Authority an amount equal to 115% of the approved estimated costs associated with review, approval and inspection and shall include, but not be limited to, all labor, materials, professional services, and administrative expenses associated with the main extension. The Authority shall hold said deposit as a good faith guarantee by the applicant to complete the extension as stated in the submitted plans. The Applicant shall also agree that) fifteen (15) per cent of the total cost of the extension shall be on deposit and will be held by the Authority as a warranty for a period of eighteen (18) months after Authority’s acceptance of the completion of the extension. The Applicant must complete the extension to the satisfaction of the Authority, and must provide as-built engineering drawings as specified in the Manual of Water Line Construction, prior to refund of the held deposit.
- 15.11 Assignment of Developers Agreement.** The developers agreement, together with all its terms and conditions, shall be binding upon and inure to the benefit of the respective successors and assigns or personal representatives of the parties thereto, as the case may be, but the Agreement, other than the right to receive such payments as may be due there-under, may not be assigned by the Applicant without the prior written consent of the Authority.
- 15.12 Requirements for Fire Hydrants.** The number and location of fire hydrants, which shall be installed at the Applicant’s expense, shall be as directed by the Authority.

16. WATER ACQUISITION FEE (TAPPING FEES)

- 16.1 Payment of Water Acquisition Fee (Tapping Fee).** Each applicant for water service shall pay a Water Acquisition Fee (Tapping Fee), prior to receipt of service, at the currently established rate.
- 16.2 Multiple Customer Service.** Two or more customers are not permitted to be served through a single service line.
- 16.3 Adding Additional Customer Units.** When a building or structure that is receiving water service is divided or modified in any manner that adds EDU's, or significantly changes water service requirements, the Authority may determine and apply additional tapping fees, over and above those that may previously have been applied, according to its discretion and judgment. Refer to Act 57 (Appendix 4) for Tapping Fees.

17. BILLING

- 17.1 Time of Rendering.** All bills for metered and unmetered water service shall be rendered quarterly for service furnished during the preceding billing period.
- 17.2 Charges Prorated According to Service.** When service is initiated or discontinued during a billing period, fixed charges may be prorated according to the days of service rendered during the period, at the discretion of the Authority.
- 17.3 Billing to be by Schedule of Water Rates.** All metered consumption will be billed according to the separate Schedule of Water Rates (Appendix 7) and no adjustment will be made for excessive consumption due to leakage or waste unless approved by the Authority.
- 17.4 Regulating the Payment of Residential Water Bills.** The Authority's policy for regulating residential water bills considered in excess of normal water bills is as follows:
 - a. Any residential customer, meeting the income requirements, whose water bill for the previous quarter is more than three (3) times the normal bill, as determined by the average of quarterly billing for the prior four (4) most recent quarters, may request a reduction of the previous quarter's water bill by submitting a written request to the Authority. This request must be made to the Authority within thirty (30) days from the billing date to be a valid request.
 - b. The Authority may reduce the amount due to three times the normal bill, as determined in paragraph "a" above.

- c. Said reduction will be available to residential customers only one (1) time during the period that they are a customer of the Authority, regardless of whether such period has been continuous or not.
- d. Said reduction shall be available only to individuals meeting income criteria established for the Authority and is available for inspection at the Authority Office.
- e. Industrial, institutional, governmental, or charitable customers are not eligible for said reduction.
- f. A customer should give serious consideration to the use of his exemption opportunities. Due to the fact that the exemption applies to the INDIVIDUAL OWNERS and applies only ONCE IN A LIFETIME, care should be taken not to use such an exemption frivolously.
- g. See Appendix 5 for Means Test for Determination of Eligibility for Water Forgiveness.
- h. If income is less than the amount listed in Appendix 5, the Applicant may apply for 100% of the eligible water forgiveness, as defined in the Water Forgiveness Policy. If income is more than the amount listed in Appendix 5, the Applicant is not eligible for forgiveness.
- i. The income figure used to determine eligibility for forgiveness is TOTAL ANNUAL GROSS INCOME, which includes, but is not limited to the following: Income from Employment: Attach a copy of most recent completed Federal Income Tax Return
- j. Retirement Income: Attach a copy of Award Letter, which states the amount you receive (Social Security, pensions, etc.)
- k. Child Support, Public Assistance, and Unemployment Compensation: Attach a copy of Award Letter, which states the amount you receive.
- l. Interest Income: Attach a copy of the bank statement used in filing your income tax.
- m. List any other income. If you do not have your Award Letter, you may attach a copy of your check.

18. PAYMENT

- 18.1 Owner Responsible for Payment.** The customer served with water by the Authority, shall be responsible to the Authority for the payment of all water furnished to the property; irrespective of any agreement between the customer and a third party, and the bill shall in all cases be rendered to the customer unless the Authority is notified by said customer to render the bill to some other party acting in a formal capacity as an agent of the customer, in which case, the customer shall nevertheless, remain liable for the payment of all water bills.
- 18.2 Failure to Receive Bill.** Failure to receive a bill will not exempt the customer from the terms of payment and shall not constitute a waiver of these Rules.
- 18.3 Due Date and Late Payment Charge.** The due date for payment of bills shall be thirty (30) days from the date the bill is mailed. Payments mailed as evidenced by the United States Post Office mark, on or previous to the end of the thirty (30) day period, will be deemed to be payment within such period. A late charge or penalty at 1.50% shall be due and payable to the Authority which shall be calculated on the overdue portions of the delinquent bills when payments for water service are received in person at the Authority Office or at the office of an authorized collection agent after the due date. The Authority shall impose a late charge or penalty for remittances received by mail more than ten (10) days after the due date. Such penalties will be calculated monthly thereafter only on the overdue portions of the bills, and in no event shall the penalty charged exceed more than eighteen percent (18%) annually.
- 18.4 Discontinuing Service for Nonpayment.** If an undisputed bill remains unpaid for a period of thirty (30) days from the date the bill is mailed, the Authority reserves the right to discontinue water service for nonpayment. Where a premises is occupied by the customer, water service may be discontinued following ten (10) days notice by registered or certified mail, return receipt requested, by hand delivery, or by posting of the property. Where a premises is occupied by tenants, notice shall be given to the customer by registered or certified mail, return receipt requested, or by hand delivery not less than thirty (30) days prior to discontinuing of water service. Tenants shall have those rights regarding discontinued water service as are provided in the Utility Service Tenants' Rights Act, of November 26, 1978, P.L. 1255, No. 299, 68 P.S. § 399.1 as amended.
- 18.5 Charge for Turning on Water.** Any service discontinued for nonpayment of water bill, or for violation of these Rules and Regulations, will not be restored until all arrearages are paid, plus a charge for turning off and turning on water at the currently established rate. In cases where it becomes necessary to remove and reinstall a meter, the charge will be at the currently established meter re-installation rate.

- 18.6 Change of Ownership.** The customer or the customer's agent of any premises serviced with water shall notify the Authority not less than 3 days prior to the date of any change of ownership of such premises, so that the Authority may cause the meter to be read, and so that the final consumption shall be billed to the seller and all future billing shall be billed to the buyer. A request for cut-off reading upon change of ownership shall be made not less than three (3) days prior to the date of change of ownership. If such request is made less than three (3) days prior to the date of change of ownership, an additional short notice, meter-reading fee shall be charged. The seller will be billed at the currently established final meter reading rate. Payment is due and payable at said settlement. The buyer will complete and sign an application for water service at settlement of the sale, failure to have the application signed will cause water service to the premises to be discontinued and additional charges levied.
- 18.7 Returned Check.** When a financial institution, for any reason, returns a customer's check to the Authority, the Authority will impose a service charge at the currently established returned check rate as established in the Schedule of Rates and Charges (see Appendix 7, Schedule B). Once a customer's check has been returned for any reason from the financial institution, the Authority will no longer accept personal or business checks; only cash, money orders, or certified checks shall be acceptable.
- 18.8 Payment Schedule.** It is the responsibility of the customer to pay the Utility Bill when rendered. A payment schedule has been developed to assist those customers in payment of their Utility Bill. The payment schedule may be established at any time prior to the time the water service is scheduled to be discontinued for non-payment of such bill (see section 18.4 above).

Payment schedules are subject to the following conditions:

- a. No other payment schedule can be in-force at the time of application for the payment schedule.
- b. The establishment of a payment schedule does not forgive and/or relieve any required charges as specified in the Schedule of Rates and Charges "Schedule B".
- c. Failure to make payment as to the payment schedule shall void the schedule and all charges shall be due in full.
- d. Water service may be discontinued, disconnected, or terminated without any further notice one (1) working day after the customer does not make the required payment as according to the payment schedule.

- e. Payments must be received in the Authority Office at 111 N. Fayette Street, Shippensburg, PA, on or before the payment due date. These payments must be in accordance with the payment schedule.
- f. In agreeing to the payment schedule, the Authority in no way waives its rights to seek other legal remedies for the payment of a past due utility bill. Should the agreement be violated, the customer shall be liable for all fees and charges for services to have the utility bill paid.

18.9 Issuance of Credit or Refunds. The Authority can, at its discretion, make adjustments of credit or refunds going back as many as a maximum of four (4) complete billing cycles for any customer account.

19. DISCONTINUATION, DISCONNECTION OR TERMINATION OF SERVICE

19.1 Right to Discontinue Service. The Authority shall have the right to discontinue water service for any reasons specified in these Rules and Regulations.

19.2 Requirements for Notice. The Authority may temporarily interrupt or discontinue water service without prior written notice or may discontinue, disconnect, or terminate service as stated in these Rules and Regulations.

19.3 Restriction on Water Turn Off. Only the Authority may turn off the water at any corporation stop or curb stop, or disconnect or remove the meter.

19.4 Notification of Customer. In the event of line break, emergency, or other unavoidable event, the Authority shall have the right to temporarily interrupt the water supply in order to make repairs and shall take all reasonable and practicable measures to notify all affected customers in advance of such interruption of service. In such cases, the Authority shall not be liable for any damage or inconvenience suffered by the customer, nor in any case for any claim against it at any time for quality of water, or any cause beyond its control.

19.5 Reserve Supply. The Authority shall have the right to reserve a sufficient supply of water at all times in its reservoirs, standpipes, tanks, or other storage facilities to provide for fire protection or any other emergencies. The Authority also may restrict or regulate the quantity of water used by customers in case of scarcity, or whenever the public welfare may require it.

19.6 Discontinuance of Water Service by Customer. A customer wishing to discontinue the use of water service shall sign a turn-off request and pay all fees and charges; up to the time said request is made, including the charge for the turn-off. The Authority will bill the customer at the minimum quarterly rate until such time that the customer requests a resumption of service or water service is terminated.

- 19.7 Discontinuance of Water Service by the Authority.** The Authority may discontinue water service, after notification by registered or certified mail, for any customer failing to comply with these Rules and Regulations. In such case, water service will not be restored until satisfactory assurance is given by the owner of the premises that these Rules and Regulations will be complied with and all proper and necessary expenses incurred in discontinuing and restoring said water service are paid.
- 19.8 Resumption of Discontinued Water Service by Customer.** A customer wishing to resume the use of water service that has been discontinued shall sign a turn-on request and pay all fees and charges; up to the time said request is made, including the charge for the turn-on fee. No charge shall be made to restore service to a property where service was discontinued at the request of the customer within the previous twelve (12) months. In the event that the customer fails to properly request discontinuance or termination of water service by the Authority, that customer shall remain responsible for all fees and charges in accordance with these Rules and Regulations.
- 19.9 Termination of Water Service by Customer.** Whenever the customer desires to have his service contract terminated, that customer shall notify the Authority to that effect in writing and shall be required to pay the currently established termination fee. Such customer shall be responsible for the payment of all services rendered by the Authority until such written notice and payment are received.
- 19.10 Termination of Water Service by the Authority.** The Authority may terminate water service, after notification by registered or certified mail, for any customer whose service has been discontinued or disconnected by the Authority for a period exceeding six (6) months. The customer's service line will be physically disconnected from the Authority's water system and adequately plugged to preclude contamination of both the Authority's water system and the customer's service line. All guaranteed capacity, whether explicit or implicit, shall be null and void, all rights to connect to the Authority's water system will be forfeited, and all fees will also be likewise.
- 19.11 Resumption of Terminated Water Service by Customer.** A customer wishing to resume the use of water service that has been terminated shall make application for capacity, and pay the required Water Acquisition Fee (tapping fee) and all proper and necessary expenses incurred in discontinuing, terminating, disconnecting, reconnecting, and restoring said water service. In such case, water service will not be restored until satisfactory assurance is given by the owner of the premises that these Rules and Regulations will be complied with.

20. COMPLAINTS

20.1 Complaints with regard to the character of the service furnished, the reading of meters, or of bill rendered, must be made to the Authority.

21. ACCESS TO PREMISES

21.1 The Authority shall have the right of access, at all reasonable hours, to the premises supplied with water for the purpose of reading meters, examining pipes and fixtures, observing the manner of using water, and for any other purpose which is proper and necessary in the conduct of the water utility business. Such persons will carry with them proper credentials denoting their employment by the Authority.

22. ACQUISITION OF EXISTING FACILITIES

22.1 **Acceptance of Ownership.** The Authority may acquire or accept ownership, at its discretion, of any existing water mains or other water system facilities with the exception of customer service lines, fixtures, and appurtenances, if the mains and facilities are properly assigned and transferred to the Authority by the previous owner.

22.2 **Rights-of-Way and Appropriate Construction.** Water mains or other water system facilities will not be accepted by the Authority unless the previous owner furnishes all necessary rights-of-way or easements to the Authority and said mains and facilities were constructed according to the Authority's Rules and Regulations that were then in effect.

23. INDEMNITY

23.1 **Commitment by Agent or Employee.** No agent or employee of the Authority shall have the right or authority to bind the Authority by any promise, agreement or representation contrary to the letter of intent of these Rules and Regulations.

23.2 **Liability From Water Shortage.** The Authority will not be liable for any claim or damage arising from a shortage of water, the breaking of machinery or other facility, or any other cause beyond its control.

23.3 **Liability From Leaks.** The Authority shall not be liable for damage resulting from leaks, broken pipes, or any other causes, occurring at the premises. The customer shall make no claims against the Authority resulting from bursting or breaking of any water main, service line, or water system appurtenance on the premises.

24. VIOLATIONS OF RULES AND REGULATIONS

24.1 The Authority reserves the right to discontinue, disconnect, or terminate the water after notification by registered or certified mail or hand delivery and to cancel the contract for any failure to adhere to these Rules and Regulations.

25. CHANGING RULES AND REGULATIONS AND SCHEDULE OF RATES AND CHARGES

25.1 These Rules and Regulations may be amended, revised, altered, or changed by the Authority from time to time, at the discretion of the Authority and in a manner provided by law.

26. BACKFLOW AND CROSS-CONNECTION PROGRAM

26.1 The Authority's Backflow and Cross-Connection program shall be based as outlined in the Department of Environmental Protection, Bureau of Water Supply Management, Public Water Supply Manual-Part VII, and the recommendations as found in the Manual of Cross-Connection Control, the ninth or current edition, as published by the Foundation for Cross-Connection Control and Hydraulic Research, a division to the University of Southern California. The Authority as water supplier shall, after careful consideration, develop a proper Cross-Connection Control Program.

27. FINES AND PENALTIES

27.1 In accordance with the Rules and Regulations of the Authority:

- a. No individual, corporation, person or entity shall be permitted to make connection to the mains of the Authority or to be dedicated to the Authority, regardless of whether or not installed by them.
- b. No individual, corporation, partnership, person or entity shall permit the occupancy of a residential dwelling unit, commercial or industrial structure, unless and until a water meter has been installed to measure the flow of water to such premises (In the event an individual, corporation, partnership, person or entity shall violate any position of the Authority's Rules and Regulations, then such individual, corporation, partnership, person or entity shall be subject to fines or penalties, upon conviction, of not less than THREE HUNDRED (\$300.00) DOLLARS nor more than ONE THOUSAND (\$1,000.00) DOLLARS (for each occurrence)).
- c. In addition, the Authority reserves the right to terminate the residence or structure from the main, and service shall not thereafter be restored until all fees, including fines and/or penalties, have been paid.

- d. In the event that a developer has been found to be in violation of the Authority's Rules and Regulations regarding water connections, the developer shall be required to pay all charges, including water acquisition fees (tapping fee), special purpose fees and developmental fees, before final approval of water service to the development or phase is granted by the Authority. In such an event, the developer shall not be entitled to any provisions of this or other Rules and Regulations of the Authority permitting payment of water acquisition fees (tapping fee) or developmental fees other than payments made in lump sum.
- e. Upon approval by the Authority of water service to a development, or any phase thereof, the owner/developer shall be required to execute an agreement prepared by the Authority indicating an understanding of the Authority's Rules and Regulations and agreeing to abide by those rules, as well as the Manual for Water Line Construction setting forth the methods of construction to be used.
- f. All costs of review of the request and plans, including engineering and legal fees, shall be borne by the developer.
- g. No construction shall begin until all requirements of the Authority and its Rules and Regulations have been complied with.

SHIPPENSBURG BOROUGH AUTHORITY

APPENDIX 1

APPLICATION FOR WATER SERVICE

APPENDIX 1

APPLICATION FOR WATER SERVICE

1. **Application for Capacity.** Before water service is initiated, written application for capacity for such water service shall be made by each customer or their duly authorized agent on a form provided by the Authority, and shall be signed by the customer or their duly authorized agent. All requests for capacity for water service, or for changes that may affect said capacity, shall be subject to analysis by the Authority's hydraulic analysis computer model to ensure that sufficient and adequate water pressure and volume exist to supply said request for capacity and to provide for reasonable fire suppression. This application, if approved, shall be good for two (2) years from the date of approval. Should development or use of said capacity not have been used by that time, the customer must resubmit all appropriate plans and specifications for re-review and meet the Authority's Standard Specification in place at that time. There will be no extensions of this time period. Customer/Developer shall be responsible for any additional fees required for re-evaluation.
2. **Application to be Accompanied by Engineering Plans.** All applications, except those for single connections, for capacity for water service or for changes that may affect said capacity, shall be accompanied by engineering plans of sufficient detail to permit a review of said plans by the Authority's consulting engineer. In the case of a development, such requirement shall be limited to that phase of the development for which the developer is applying for water capacity or for supplying water service for any phases beyond those submitted for approval or those previously approved. This application, if approved, shall be good for two (2) years from the date of approval. Should development or use of said capacity have not been used by that time, the customer must resubmit all appropriate plans and specifications for re-review and meet the Authority's Standard Specification in place at that time. There will be no extensions of this time period.
3. **Compliance with Subdivision and/or Land Development Ordinance.** The installation of facilities constructing a water service shall be in compliance with the subdivision and/or land development ordinance of the municipality in which the premises are located that is in effect on the date the application for water service is received by the Authority.

APPENDIX 1
Procedure for Requesting Water

- 1. Developer submits a written request to the Authority Secretary, for the availability of water, a minimum of seven (7) days prior to the next regularly scheduled Authority meeting.**
- 2. Secretary places request on the next authority agenda for preliminary approval.**
- 3. Secretary advises the developer, by letter, of action taken on his/her request, by the Authority.**
- 4. Developer submits Original Plans to the Secretary and provides Secretary with a \$3,000 escrow prior to any review of plans.**
- 5. Secretary will establish a project name, which will be used throughout the life of the project by the Engineer, Authority staff and Solicitor.**
- 6. Manager/Secretary forwards plans to Water Foreman for review and comment.**
- 7. Upon completion of review and comment, Water Foreman forwards plans to Engineer.**
- 8. Engineer reviews all correspondence to and from the contractor or developer.**
- 9. After approval, Engineer forwards documentation to Solicitor for preparation of Developer's Agreement.**
- 10. Solicitor sends Engineer letter with copy of Developer's Agreement for review.**
- 11. Engineer advises the Solicitor of any changes; Solicitor advises the Developer that agreement is ready to be signed.**
- 12. Solicitor provides Secretary with signed copy of Agreement, advising Secretary to place on agenda.**
- 13. Authority reviews Agreement and, if the Agreement is approved, the Agreement is signed by Chairperson and Secretary.**
- 14. Water Foreman inspects and provides information to Engineer. The Water Foreman reports problems, which can't be resolved, to the Engineer for resolution with Developer.**
- 15. Developer, upon completion of improvements, requests reduction of the Construction Bond with appropriate documentation to Authority Engineer.**
- 16. Engineer contacts Water Foreman requesting documentation related to the project**
- 17. Engineer reviews the request and documentation provided by the Foreman.**
- 18. Engineer certifies to the Secretary, in writing, that all documentation and requirements have been met. The Engineer will also provide to the Secretary copies of all documentation.**
- 19. Secretary places on Agenda for approval within 45 days.**
- 20. If approved, Solicitor shall require Developer to provide a maintenance bond and have all lines dedicated and easements granted to the Authority.**
- 21. At expiration of 18 months, after approval by the Authority, Developer requests Secretary to terminate Bond.**

APPENDIX 1

PLEASE COMPLETE AND RETURN TO:

SHIPPENSBURG BOROUGH AUTHORITY
111 N. FAYETTE STREET, SHIPPENSBURG, PA.
717-532-2147

CONTRACT FOR WATER SERVICE

AGREEMENT made this ___ day of, ___ 20 ___, between the SHIPPENSBURG BOROUGH AUTHORITY (thereafter called "Authority", and (hereafter called "Customer").

The Authority agrees to supply water; at the metered rate, to the property owned by the Customer located at ___ in Shippensburg, Pa.

The Customer agrees to pay the Authority, at its office located in Shippensburg, Pa., the charges for water supplied, in Accordance with the Authority's Rules and Regulations and Rate Schedules.

Owner Information and Billing Information form with fields for Name, Address, City, State, and Phone.

The Customer understands that they are to protect the water meter from damage including freezing.

The Customer understands and agrees that service is provided through the service line owned, operated, maintained, repaired, and replaced at the sole cost and expense to the Customer.

The Customer irrevocably grants to the Authority an easement over and across his/her/their/its premises for the purpose of repairing/replacing/maintaining, customer's service line in event of emergency.

The Customer is responsible to notify the Authority as outlined in section 18.6 of the Rules and Regulations of change of ownership of the property.

Signature and Date lines for Owners Signature and Authority Representative.

Note: To facilitate a smooth changeover please return this form in 5 days.

APPENDIX 1

SHIPPENSBURG BOROUGH AUTHORITY
SINGLE TAPS TO WATER SYSTEM

Name: _____

Address: _____

Phone Home _____ Work _____ Date: _____

- | | | |
|--|-----------------------------------|--------------------------------|
| 1. Can property be served by a line connecting directly to water main? | Yes
<input type="checkbox"/> | No
<input type="checkbox"/> |
| 2. How long is service line? | Diam. in.
<input type="text"/> | Feet
<input type="text"/> |
| 3. Hydraulic Analysis - WaterCad Program | GPM
<input type="text"/> | PSI
<input type="text"/> |
| Hydraulic Analysis - Engineer's calculations | <input type="text"/> | <input type="text"/> |
| 4. Date of Approval by Municipal Government Body _____ | | |
| 5. Appropriate fees paid? | Yes
<input type="checkbox"/> | No
<input type="checkbox"/> |

- ! Developer must have Contractor install service line from water main.
- ! Water Department must do the tap to the water main.
- ! Water Department must install water meter.
- ! The Meter Pit must be installed at the property line.

COMMENTS: _____

Signature of Applicant

Signature of Responsible Agent or Review

Signature of Authority

APPENDIX 1

**SHIPPENSBURG BOROUGH AUTHORITY
LEAD-FREE PLUMBING MATERIAL CERTIFICATION**

PROPERTY ADDRESS _____

CITY _____

STATE _____ ZIP _____

MUNICIPALITY _____

I, _____, being fully knowledgeable of the
plumbing system located at _____
(Address of Facility)

and being duly authorized to request its connection to the SHIPPENSBURG BOROUGH AUTHORITY'S
WATER SYSTEM, certify that after January 6, 1991, only lead-free materials were used in its construction
and/or repair.

The terms "lead-free" and "plumbing system" shall mean the following:

<p><u>LEAD-FREE</u></p> <ol style="list-style-type: none">1. Less than 0.2 percent lead for solder and fluxes.2. Less than 8 percent lead for pipes and fittings. <p><u>PLUMBING SYSTEM</u></p> <p>All piping, fixtures and appurtenances used to transport water to within and from a building. This includes potable, non-potable and heating system plumbing.</p>

WITNESS

SIGNATURE OF AFFIANT

DATE

NAME OF AFFIANT

SHIPPENSBURG BOROUGH AUTHORITY

APPENDIX 2

STANDARD SPECIFICATIONS

(Available at: Shippensburg Borough Authority,
111 North Fayette Street, Shippensburg, PA 17257
717-532-2147)

SHIPPENSBURG BOROUGH AUTHORITY

APPENDIX 3

**PROCEDURE FOR SUBMISSION AND APPROVAL
OF PLANS FOR WATER MAIN EXTENTION**

**Shippensburg Borough Authority
Amended Procedure for Submission and
Approval of Plans for Water Main Extension**

The following procedure shall constitute the procedure to be followed by developer, landowners or builders (hereafter called the developer) of residential, commercial or industrial real estate proposed to be served by the water system of the Shippensburg Borough Authority:

1. Any developer wishing to extend or connect to the water system of the Shippensburg Borough Authority shall first request, in writing, from the Authority a statement as to the availability of water to serve such development or area. Said request shall include a description of the proposed development together with information regarding the estimated quantity of water, in gallons per day (gpd), necessary to serve the development. Upon review the Authority may advise the developer of the availability of adequate water to serve the development; provided however that this advice shall not constitute a commitment to the developer by the Authority to provide the development with water.
2. The developer proposing a development to be served by the Shippensburg Borough Authority water system shall submit two (2) sets of plans for the proposed water main improvements to the Authority. In addition, the developer shall submit any studies, reports or other documents which support the proposed plans. Plans shall be submitted in a timely fashion so as to permit time for distribution and review prior to the next Authority meeting. The plan shall provide, at a minimum, details of the proposed extension, including, but not limited to, pipe sizes and types, valves, depth of installation, fire hydrants, rights of way and the like. Said plans shall be submitted to the Authority.
3. The developer shall, at the time of submission of the plans for review, pay to the Authority the sum of Three Thousand (\$3,000.00) Dollars which sum shall be held in escrow by the Authority for the payment of the costs of review of the plan by the Authority. The costs shall include, but not be limited to, engineering fees, attorney fees, staff time, copying, outside experts, and other costs and expenses necessary for the review of the plan. The Authority shall monthly issue an invoice for the services, costs and expenses for the month. At such time as the escrow reaches an amount equal to one-half of the original amount, the developer shall provide funds in the amount necessary to replenish the account. When the plan has been finally approved by the Authority, any remaining funds shall be refunded to the developer within thirty (30) days. In the discretion of the Authority, the amount of the initial deposit may be increased or decreased.
4. Upon receipt of the plans and review fees, the Authority shall forward said plans to the water foreman, who shall initially review the plans to determine that they conform to the Authority's standard specifications and the Rules and Regulations of the Authority.

Following his/her review, the water foreman shall forward the plans to the Authority's consulting engineer with his or her written comments as well as plans, marked in red, indicating the deficiencies of the plan.

5. The consulting engineer for the Authority shall review the plans to insure that the proposed water system improvements or extensions, comply with the Authority's standard specifications and Rules and Regulations as to pipe sizes and types, valves, hydrants, rights of way and other matters, as well as insuring delivery of adequate quantities of water at sufficient pressures to the development to be served and adjoining areas which may be served by the same extension.
6. The consulting engineer shall communicate, in writing, to the developer or its agents, engineer or consultant his/her or its comments concerning the plan.
7. The developer, its agents or its engineer or consultant shall provide to the consulting engineer, revised plans showing the recommended revision in bold and clearly showing the date of the revisions. Each subsequent revised plan shall clearly show all of the revisions in bold as well as the revision dates.
8. Upon the plan meeting all requirements of the Authority's standard specifications and Rules and Regulations, the consulting engineer for the Authority shall notify the Authority and its solicitor and the developer or the engineer or consultant for same of the plan's addressing the Authority's standard specification and its Rules and Regulations. The developer shall prepare a final plan showing all revisions and the date of each revision and shall submit two (2) copies and one (1) set of plans in reduced size, of the final plan to the consulting engineer for the Authority, together with a single copy of the plan in electronic digital media in a format such as PDF or other acceptable format which cannot be altered or which contains a digital watermark. The developer shall at the same time provide to the consulting engineer for the Authority a bona fide bid from contractor(s) fixing the cost of the installation of all improvements. In the absence of a bid the cost shall be an estimate as provided by the Authority's consulting engineer. The developer shall at the same time submit to the authority a letter of credit, cash, or bond in an amount equal to one hundred fifteen (115%) percent of the bid amount or the cost as established by the consulting engineer.
9. Upon submission of the final plans by the developer and receipt of the necessary cash, bond or letter of credit the Authority's solicitor shall advise the Authority.
10. The Authority's solicitor shall prepare a Developers Agreement and Financial Security Agreement securing the construction of the improvements and also a Reimbursement Agreement if required as provided for in the Municipalities Authorities Act.
11. The developer shall execute such agreements.
12. Upon completion of the final plan and the execution of all necessary documents and the posting of financial security, the secretary shall prepare a Final Approval Package for submission to the authority for its review and approval. Said package shall include the final plan, all correspondence, whether written or electronic (facsimile or e-mail), engineer's notes or memos, reports or studies, and agreements. The final plan package shall include letters from the engineer and solicitor indicating the plan and agreements and financial security comply with the Authority's Rules and Regulations.
13. The Authority shall consider the final plan for approval at its next regularly scheduled meeting.

14. Upon approval the developer shall complete the proposed improvements in accordance with the agreement between the developer and the Authority.
15. Upon completion of the project, the developer shall prepare and provide to the Authority two (2) sets of reproducible “as built” plans and a single copy of the “as built” plans in digital electronic media acceptable by the Authority, together with rights of way and deeds of dedication for the said improvements to be installed. In addition the developer shall provide to the Authority its financial security, in an amount equal to fifteen (15%) of the actual costs of construction, as a maintenance bond, said bond shall continue for a period of 18 months from the date of acceptance of the improvements by the Authority. The Authority may accept said water system improvements after review of all submissions.

May 12, 2009

SHIPPENSBURG BOROUGH AUTHORITY

APPENDIX 4

ACT 57

SHIPPENSBURG BOROUGH AUTHORITY

CALCULATION OF THE TAPPING FEE

FOR THE WATER SYSTEM

IN ACCORDANCE WITH PA ACT 57 OF 2003

June 2013

SHIPPENSBURG BOROUGH AUTHORITY
WATER SYSTEM TAPPING FEE CALCULATION

TABLE OF CONTENTS

	<u>PAGE</u>
Water System Capital Charge Summary	54
Schedule A – Connection Fee	56
Schedule B – Customer Facilities Fee	58
Schedule C – Calculation of Tapping Fee	59
 <u>EXHIBITS</u>	
Exhibit 1 – Calculation of Tapping Fee	66
Exhibit 2 – Capacity System Assets – Water Treatment Plant	67
Exhibit 3 – Capacity System Assets – Distribution Mains	68
Exhibit 4 – Contribution Summary	68
Exhibit 5 – Debt Service Summary	69
 <u>APPENDICES</u>	
Appendix A – Water System Capacity	69

SHIPPENSBURG BOROUGH AUTHORITY
WATER SYSTEM TAPPING FEE CALCULATION

SUMMARY OF FEES CALCULATED
FOR
ACT 57 TAPPING FEE STUDY

On December 19, 1990, the Pennsylvania State Legislature enacted Act 209 of 1990, which amends the Act of July 31, 1968 (P.L. 805, No. 247). One of the provisions of that law requires municipalities that assess tapping or similar water and sewer fees to comply with the requirements of Act 203 of 1990, which amended Section 4 of the Municipalities Authorities Act. Subsequently, on December 30, 2003, the aforesaid Act 203 was amended by Act 57 of 2003 (hereinafter referred to as the “Act”). The intent of the Act was to clarify certain sections of the aforesaid Act 203. As a result, no municipality is permitted to impose any connection fee, customer facilities fee, tapping fee or any similar fee, except as provided specifically under the Act. The various provisions of the Act are effective on or about June 30, 2005 or immediately upon any revision of a municipality’s tapping fee.

Similar to the aforesaid Act 203, the Act provides for the imposition of a tapping fee with three separate components that are designed to allow the Shippensburg Borough Authority (the “Authority”) to recover specific capital costs. With the exception of assessments and to some extent reserve capacity fees, these are the only capital charges that an Authority may impose. Water rents and other charges that are intended to recover operation, maintenance, and debt service costs are unaffected by the Act.

The three components of the Authority’s tapping fee are (1) connection fee; (2) customer facilities fee; and (3) tapping fee. Parenthetically, it should be noted that the term “tapping fee” refers to one of the three components of the overall fee as well as the overall fee itself. Generally, the connection fee focuses on the cost of the facilities between the main and the property line while the customer facilities fee deals with the cost from the property line to the building. The tapping fee component covers the costs associated with the distribution lines and treatment facilities and also includes any projected capital improvement costs approved by the Authority. The tapping fee calculation is comprised of four parts – capacity, distribution, special purpose and reimbursement. Each part of the tapping fee may not be applicable to every municipality. In the case of the Shippensburg Borough Authority, the only pertinent parts are capacity, distribution and special purpose. The situations surrounding the imposition of the reimbursement portion of the tapping fee are not applicable to the Authority at this point in time but may be imposed at a later date, if warranted.

The Shippensburg water treatment and distribution facilities, owned by the Shippensburg Borough Authority but operated by the Borough of Shippensburg, serve the Borough of Shippensburg, Borough of Orrstown, and portions of Lurgan, Shippensburg, Southampton (Franklin County), Southampton (Cumberland County), Letterkenny and South Newton Townships, with a service population of approximately 16,000 people.

The allowable fee components provided in Act 57-2003 include a Connection Fee, a Customer Facilities Fee and a Tapping Fee. Act 57-2003 does not require that these fees, as described below, be imposed. Rather, it establishes specific requirements, which must be met if they are imposed.

The amounts shown below in Table 1 reflect the tapping fees calculated for the Authority in accordance with Act 57 of 2003 and Act 209 of 1990. The Authority is justified in charging these figures or any lesser amount.

TABLE 1
TAPPING FEE COMPONENTS

1.	Connection Fee	Actual Cost
2.	Customer Facilities Fee	Actual Cost
3.	Tapping Fee – Per Equivalent Dwelling Unit (EDU)	
	Capacity Part	\$ 273.56
	Distribution Part	<u>\$1,555.09</u>
	TOTAL	\$1,828.65

SHIPPENSBURG BOROUGH AUTHORITY
WATER SYSTEM TAPPING FEE CALCULATION

SCHEDULE A

CONNECTION FEE COMPONENT

1. Description

The Connection Fee, as defined in Act 57-2003, covers:

- the actual cost of installing the water service line and associated appurtenances from the water main to the curb stop of the property so connected.
- the average cost of installing the water service line and associated appurtenances from the water main to the curb stop of the property, based on installations of similar type and size.
- the average cost trended to the current cost using published cost indexes.

Shippensburg may either construct these facilities itself or require that the property owner construct them. If Shippensburg constructs these facilities, the actual cost of construction will be assessed as the Connection Fee. If Shippensburg does not perform the construction, Shippensburg may charge a fee for inspecting the construction. This inspection fee is then classified as the Connection Fee.

In the future the Authority may need to construct these facilities on a case by case basis. When the Authority does incur costs associated with the installation of these facilities, the fee may be calculated using either: (1) the actual costs of the particular installation; or (2) the average cost of similar installations; or, (3) the current/trended value of the average cost. The Authority may require this cost to be borne by the property owner. Costs associated with the connection fee may include materials, rental equipment, labor, inspection, engineering, legal and administration.

The Authority may also require, at its discretion, that an Escrow Account be established to cover any expenditure that the Authority may incur associated with making the connection. The amount of any Escrow can be based upon an estimate of actual costs or based upon a flat fee per equivalent dwelling unit (EDU).

In lieu of payment of a connection fee, the Authority may require the construction and dedication of these facilities by the property owner.

2. Applicability to Shippensburg

Per § 148-2 of the Shippensburg Borough Code, any premises, residential or nonresidential, within the Borough of Shippensburg, Cumberland and Franklin Counties, Pennsylvania, within 500 feet of a street or other right-of-way in which there is located a water main constituting a part of the Shippensburg Water System serving the Borough (either presently existing or constructed in the future) and upon which a building is now erected, or

upon which a building is hereafter constructed, shall within 60 days of the effective date of this section, or at the time of construction of the building, as the case may be, connect to the Shippensburg Water System.

The application for water service shall be submitted to the Shippensburg Borough Authority. The application for water service and subsequent connection to the Water System shall be in accordance with Section 11 of the Shippensburg Borough Authority Water Service Rules and Regulations. Shippensburg will connect all water service lines to its mains, in accordance with Section 13 of the Shippensburg Borough Authority Water Service Rules and Regulations. The owner of such premises shall bear the cost and expense for the connection, which includes labor, materials and equipment included in the installation, plus overhead expenses calculated at twenty (20) percent. Inspection fees for water main and water service line installations and appurtenances shall be assessed by Shippensburg in accordance with Shippensburg Borough Authority Resolution 99-001.

SHIPPENSBURG BOROUGH AUTHORITY
WATER SYSTEM TAPPING FEE CALCULATION

SCHEDULE B

CUSTOMER FACILITY FEE COMPONENT

1. Description

The Customer Facilities Fee, as defined in Act 57-2003, covers the actual cost of installing the water service line and associated appurtenances from the curb stop to the meter location, or if not metered, to the customer's shut-off. This fee may be charged only if Shippensburg installs the customer facilities and is based on the actual cost of the customer facilities installed. If Shippensburg does not perform the construction, the cost of the inspection may be included in the Customer Facilities Fee. The fee may include the cost of a water meter and installation if Shippensburg provides and installs such meter.

2. Applicability to Shippensburg

Construction of water service lines from the curb stop to the meter location may be completed by either Shippensburg or by the property owner. Shippensburg provides and installs the water meter for each new connection with the exception for water service intended for use as standby fire service, or unless it is deemed not practical or feasible by Shippensburg to install such meter, in accordance with Section 12 of the Shippensburg Borough Authority Water Service Rules and Regulations. Shippensburg inspects the water line installation when performed by the property owner. Inspection fees for water main and water service line installations and appurtenances shall be assessed by Shippensburg in accordance with Shippensburg Borough Authority Resolution 99-001.

SHIPPENSBURG BOROUGH AUTHORITY
WATER SYSTEM TAPPING FEE CALCULATION

SCHEDULE C

TAPPING FEE COMPONENT

1. Description

The Tapping Fee is based on four fee components, which must be separately set forth in a resolution adopted by Shippensburg in order to establish these fees. The four parts of the tapping fee are calculated separately, as follows:

Capacity Part

The Capacity Part of the Tapping Fee is based on the cost of such facilities, including, but not limited to, source of water supply, water treatment, water pumping, water transmission, water storage, sludge treatment or disposal (if separate from the water treatment plant), water interconnections or other general water system facilities. This fee may include only facilities that provide existing service. The cost of capacity-related facilities is based upon their historical cost trended to current cost using published cost indexes. Capacity-related facilities may also be based upon historical cost plus interest and other financing fees paid on debt financing such facilities. In the case that historical cost is not ascertainable, tapping fees may be based upon an engineer's reasonable written estimate including an itemized listing of current replacement costs. The cost of future facilities shall not exceed their reasonable estimated cost and may only be taken into consideration if Shippensburg has taken action to construct such facilities. The basis for charging the Capacity Part of the Tapping Fee is that other users have already paid for or are paying for the capacity which will be used by the new customers. Therefore, new customers should pay their fair share of these facilities.

- (a) Capacity-Related Facilities: The Capacity Part cost may not include facilities contributed to Shippensburg by any person, government, agency, or portions of facilities paid for with contributions or grants other than tapping fees. Outstanding debt related to the facilities shall be subtracted from the cost except when calculating the initial tapping fee imposed for connection to facilities exclusively serving new customers. In regards to tapping fees or components related to facilities initially serving exclusively new customers, Shippensburg may increase the tapping fee by an amount calculated by multiplying the tapping fee by the weighted average interest rate on the debt related to such facilities applicable for the period since the fee was initially established, or the last increase of the tapping fee. An increase in the Tapping Fee as previously described may only occur on an annual basis. The existing facilities cost is to be determined by one of three methods, described as follows:
- *Historical Costs Trended to Current Cost* — Original costs trended to current costs using published cost indices, such as the ENR Construction Cost Index of 20 Cities. All grants and contributions must be deducted before trending original costs to current value, and then trend the net amount.

- *Historical Costs Plus Interest and Other Financing Fees* — Original costs plus the interest portion of the annual debt service and other financing fees paid on bonds.
 - *Replacement Costs* — To the extent that historical cost is not ascertainable, the tapping fee may be based upon an engineer’s reasonable written estimate of current replacement costs. This estimate will include an itemized listing of the components of the actual facilities for which historical cost is not ascertainable.
- (b) **Future Facilities:** The cost of facilities to be constructed or acquired in the future *that may increase the system design capacity* may be included in the calculation of the capacity part. The cost of such facilities shall not exceed their reasonable estimated cost of construction or acquisition. The facilities must be included in a duly adopted annual budget or a five-year capital improvement plan. In addition, Shippensburg shall have taken *at least two* of the following actions showing a commitment toward constructing the facilities such as the following:
- Obtained financing for the facilities.
 - Entered into a contract obligating Shippensburg to construct or pay for the cost of construction of the facilities or its portion thereof in the event multiple parties are constructing said facilities.
 - Obtained a permit for the facilities.
 - Obtained title to or condemned additional real estate upon which the facilities will be constructed.
 - Entered into a contract obligating Shippensburg to purchase or acquire facilities owned by another.
 - Prepared an engineering feasibility study specifically related to the facilities, which recommends the construction of the facilities within five (5) years.
 - Entered into a contract for the design or construction of the facilities or adopted a budget which includes the use of in-house resources for the design or construction of the facilities.
- (c) **Grants and Contributions:** Contributions include any capacity-related facilities constructed and dedicated to Shippensburg by developers. Grants and capital contributions from other agencies are subtracted before trending of historical costs to current cost.
- (d) **Calculation:** The Capacity Part of the Tapping Fee, per unit of design capacity, shall not exceed the total cost of the facilities divided by the system design capacity of all such facilities. Where the cost of the facilities to be constructed or acquired in the future are included in the calculation of the capacity part, the total cost of the facilities shall be divided by the system design capacity plus the additional capacity to be provided in the future. Nothing shall prevent Shippensburg from allocating its capacity-related facilities to different sections or districts of its Water System, nor shall Shippensburg be prohibited from imposing additional capacity-related tapping fees on specific groups of existing customers such as commercial or industrial customers, in conjunction with additional capacity requirements for such customers.

Distribution or Collection Part

The Distribution or Collection Part of the Tapping Fee is based on the cost of distribution facilities required to provide water service, such as mains, hydrants and booster pump stations. This fee may only include facilities that provide existing service. The cost, methods and the criteria used to calculate the Distribution Part of the Tapping Fee are identical to those used to calculate the Capacity Part of the Tapping Fee, as found in Schedule C.1.(a), (c), and (d) of this study. Future facilities are not permitted to be in the Distribution Part of the Tapping Fee calculation.

Act 57-2003 allows the property owner to construct water extensions (distribution facilities) unless Shippensburg can show that it can construct water extensions at a lower cost and within the same time period. If Shippensburg constructs the water extension, it can charge the owner for the Distribution Part of the Tapping Fee that is calculated for the construction of the extension. If the property owner constructs the water extension, Shippensburg can require the property owner to reimburse Shippensburg for reasonable and necessary expenses incurred as part of the expansion. These costs can include the cost of plan review, construction inspection, administrative fees, legal services and engineering services. If Shippensburg hires an independent firm to provide the engineering review and construction supervision, those costs can be charged to the property owner.

Special Purpose Part

The Special Purpose Part of the Tapping Fee is applicable only to a particular group of customers, serving a particular purpose or serving a specific area based upon the cost of the facilities. The Special Purpose Part of the Tapping Fee is based on the cost of such facilities, including, but not limited to, fire service facilities, water mains, and booster pump stations. This fee may include only those facilities that provide existing service. The cost, methods and the criteria used to calculate the Special Purpose Part of the Tapping Fee are identical to those used to calculate the Capacity Part of the Tapping Fee, as found in Section II.C.1.(a), (c), and (d) of this study. Future facilities are not permitted to be in the Special Purpose Part of the Tapping Fee calculation. If Shippensburg chooses to construct special purpose facilities at its own expense, the design capacity may be expressed in terms of the number of equivalent dwelling units (EDUs) to be served by the facilities. The Special Purpose Part of the Tapping Fee is calculated separately for each applicable group of users.

Reimbursement Part

The Reimbursement Part of the Tapping Fee is only applicable to the users of certain specific facilities when a fee required to be collected from such users will be reimbursed to the person at whose expense water extensions were constructed. A written agreement between Shippensburg and the person at whose expense such facilities were constructed is required in order to obtain reimbursement.

Other Tapping Fee Criteria

- (a) The same cost shall not be included in more than one part of the Tapping Fee.
- (b) No Tapping Fee may be based upon or include the cost of expanding, replacing, updating or upgrading facilities serving only existing customers in order to meet more stringent efficiency, environmental, regulatory or safety standards, or to provide better service to, or meet the needs of, existing customers.

- (c) The costs used in calculating the Tapping Fee shall not include operation and maintenance costs, which are expenditures made during the life of the Water System for labor, materials, utilities, equipment accessories or appurtenances and other items that are necessary to manage and maintain the system capacity and performance, and to provide the service for which the Water System was constructed.
- (d) When calculating water tapping fees, the design capacity required by a new residential customer shall not exceed an amount established by multiplying 65 gallons per capita per day for water times the average number of persons per household as established by the most recent American Community Survey 5-Year Estimate data. Due to the fact that the Shippensburg Water System service area covers several municipalities and more than one county, the average number of persons per household for the state of Pennsylvania will be used. Data from the 2005-2009 American Community Survey 5-Year Estimates shows that Pennsylvania has an average of 2.46 persons per household. Alternatively, the design capacity can be determined by the average residential water consumption per residential customer.
- (e) If any person required to pay a tapping fee submits to Shippensburg an opinion from a professional engineer challenging the validity of the calculation of design capacity required to serve new residential customers, Shippensburg will have 30 days to obtain a written certification from another professional engineer verifying that the results are valid.
- (f) Shippensburg has the right to use lower design capacity requirements and impose lower tapping fees for multifamily residential dwellings.
- (g) If Shippensburg charges a Connection Fee, Customer Facilities Fee or Tapping Fee, it shall be adopted at a public meeting. Shippensburg shall have available for public inspection a detailed itemization of all calculations clearly showing the maximum fees allowable for each part of the tapping fee and the manner in which the fees were determined.
- (h) No Connection Fee, Customer Facilities Fee, Tapping Fee or any similar fee may be imposed by Shippensburg except as provided for in Act 57-2003.

Separate Accounting for Future Facility Costs

Any portion of tapping fees collected that are based on facilities to be constructed or acquired in the future shall be separately accounted for and expended only for that particular facility. Such accounting shall include, but not be limited to, the total fees collected as a result of including facilities to be constructed, the source of the fees collected and the amount of fees expended on specific facilities. The proportionate share of tapping fees based upon future facilities shall be refunded to the payer of such fees within 90 days of the occurrence of the following:

- (a) Shippensburg abandons its plan to construct or acquire a facility, which is the basis of such fee.
- (b) The facilities have not been placed into service within seven years after adoption of a resolution which imposes tapping fees, which are based upon facilities to be constructed or acquired in the future. Any refund held for 15 years shall include interest for the period the money was held.

Billing Dispute Resolution

In the event the property owner disputes the billing amount related to plan review, construction inspection, administrative, legal and engineering services, the following steps must be taken:

- (a) The property owner will notify Shippensburg within 20 days that the billing is excessive, unreasonable, or unnecessary.
- (b) If the property owner and Shippensburg cannot agree on a reasonable and necessary billing amount within 30 days of the billing date, Shippensburg and the property owner will mutually appoint a professional licensed in Pennsylvania to review the billings and make a determination as to the necessary and reasonable billings.
- (c) The appointed professional will render a decision within 60 days of the billing date and the property owner will be required to pay the entire amount rendered immediately.
- (d) If Shippensburg and the property owner cannot agree upon the professional to be appointed within 30 days of the billing date, the president judge of the judicial district in which the municipality is located shall appoint a professional who has not been retained by, or performed services for, Shippensburg or the property owner within the preceding five years.
- (e) The fee of the professional appointed by the judge will be paid by the applicant if the payment amount is equal to or greater than the original bill. If the decision results in a payment amount that is less than the original bill by \$2,500.00 or more, Shippensburg must pay the fee of the appointed professional. If the decision results in a payment amount that is less than the original bill by \$2,499.00 or less, Shippensburg and the property owner must each pay one-half of the appointed professional's fee.

The tapping fee is charged to allow the Authority to recover capital costs associated with the original construction and any additions or improvements to the Authority's water system as long as these facilities are still used on a regular basis. Facilities funded by others, such as a developer, and dedicated to the Authority are considered contributed capital and therefore not included in the computation of this fee.

All property owners or developers connecting to the Authority's water system are subject to a tapping fee, which may consist of up to four parts, which are calculated separately. The capacity part includes costs for the construction of those facilities that are related to the system's capacity, such as transmission mains, storage tanks, pumping stations, wells and appurtenant structures and the treatment plant. The distribution part covers costs for the installation of distribution mains, which for purposes of this calculation are considered to be pipe sizes of 8-inch or less. Incorporated into the tapping fee calculations is the cost of anticipated capital improvements, which have been approved by the Authority. These are the only prospective costs included in the calculation. The special purpose part includes costs for the construction of facilities that serve only specific water districts within the Shippensburg Water System. Shippensburg has established these fees during the past several years. These fees were not evaluated as part of this study. The remainder of the tapping fee reimbursement part is not applicable to the Shippensburg system. Accordingly the tapping fee calculation will focus on the capacity and distribution parts only.

The Act provides for the determination of the capital costs of the system based on either:

- Original or historical costs of the system plus any capital improvement projects as well as the interest paid to date on any indebtedness associated with the system, or
- Original costs trended to current dollars plus any capital improvement projects less any remaining indebtedness (principal only) associated with the system.

The net capital costs are divided by the capacity amount, which for purposes of this calculation is defined as the maximum safe-yield of the water system or 3,510,000 gallons per day since this capacity is the limiting factor in the amount of water that can be supplied to the customers. The resultant is the tapping fee per gallon. This unit amount is multiplied by the number of gallons per equivalent dwelling unit (EDU) in the system. According to the Act the gallons per EDU is based on 65 gallons per capita per day for water times the average number of persons per household, as established by the United States Census Bureau. For Pennsylvania this number is 2.46.

2. Tapping Fee Calculation

The tapping fee calculation under the trended original cost methodology is presented in Exhibit No. 1. The tapping fee per EDU is disaggregated between the capacity and distribution part of the water system. The original capital costs for the water treatment plant were extracted from the records of the Authority, and are detailed in Exhibit No. 2. The original capital costs for the distribution system were also extracted from the records of the Authority, and are detailed in Exhibit No. 3. These costs were trended to reflect current dollars using indices published by the Engineering News Record. This approach is an industry standard for developing replacement costs for infrastructure-related facilities and is acknowledged by the Act.

A summary of contributions to the Authority water system are detailed in Exhibit No. 4.

Debt is either added or subtracted in some aspect from the calculation depending on the methodology. The interest paid on the loans is added to the original cost base while the outstanding principal on the loans is subtracted from the trended original cost base. A Debt Service Summary is detailed in Exhibit No. 5.

The charge per gallon and the related tapping fee per EDU for the distribution and capacity parts are shown in Table 2 below. The Authority is permitted under the Act to choose the methodology that produces the highest tapping fee, which in this case is the trended original cost approach.

TABLE 2
COMPARISON OF TAPPING FEES

COMPONENT	TRENDED ORIG COST
Capacity Per Gallon	\$2.79
Capacity Per EDU	\$446.85
Distribution Per Gallon	\$12.83
Distribution Per EDU	\$1,604.37
Total Per Gallon	\$12.83
Total Per EDU	\$2,051.22

The Act references two other aspects to the tapping fee component, specifically the Special Purpose Part and the Reimbursement Part. The Special Purpose Part is only applicable to a particular group of customers. The Special Purpose Part is designed to recover the Authority's cost for facilities that service a special purpose or specific area, such as a pump station and transmission main. Fees would be separately calculated for each applicable group and applied to new users as appropriate. The same calculation methodology used for the capacity part and the distribution part would apply. The fees currently in place were established by the Authority over the past several years and were not reevaluated as part of this study.

Special Purpose Fee. Special purpose fees shall be established for each water district approved by the Authority. This fee is in addition to the Water Acquisition Fee (Tapping Fee) stated above. These fees will stay in place for a period of ten (10) years from the date of the fee setting, or until the improvements that were completed have been paid for.

	<u>District Number</u>	<u>Fee/EDU</u>	<u>Date Established</u>	<u>Resolution Number</u>	<u>Date Fee Set</u>	<u>Date Ending</u>
a.	1 (Expired)	\$700.00	12/6/1993	94-005	12/6/1993	12/6/2003
b.	2	\$1,586.00	1/10/1995	95-002	11/13/2001	11/13/2011
c.	3		12/6/1994	94-006		
d.	4 (Expired)	\$1,400.00	6/9/1998	95-008	6/9/1998	6/9/2008
e.	5		4/11/1995	95-009		
f.	6	\$249.00	6/9/1998	06-001	2/14/2006	2/14/2016
g.	7	\$124.00	7/13/2004	06-012	10/10/2006	10/10/2016
h.	8		4/11/2005	06-013		
i.	9	\$537.00	7/8/2008	08-02 & 03	7/8/2008	7/8/2018

Where appropriate, a reimbursement component may be included in the tapping fee charged for new connections to facilities constructed by others for which a reimbursement is due to the person/developer constructing the facilities. Generally, this reimbursement will be defined in a written reimbursement agreement between the Authority and the person constructing the facilities. Typically such agreements reimburse the cost of the excess capacity available for use by future connections. At this time the Authority has no agreement(s) with any developer(s) which would require the calculation of a reimbursement part. This is not currently applicable to the Authority's tapping fee. However, if the situation arises, then a reimbursement component could be addressed and incorporated into the calculations.

Exhibit No. 1
Shippensburg Borough Authority
Cumberland County, Pennsylvania
Calculation of Tapping Fee

A.	<u>Exhibit /</u>	<u>Trended Cost</u>
<u>Capacity Part</u>	<u>Appendix Reference</u>	
Capital Expenditures	2	\$18,803,237
Less: Contributions	4	<u>2,299,039</u>
Total Cost of Capacity Part		\$16,504,199
Less: Outstanding Debt	5 / B1, B2, B3	<u>6,695,240</u>
Eligible Cost for Capacity Part		\$9,808,959
Total Capacity in Gallons	A	3,510,000
Capacity Tapping Fee per Gallon		\$2.79
Gallons per EDU for Capacity Part (1)		159.9
Capacity Tapping Fee per EDU		\$446.85
B.		
<u>Distribution Part</u>		
Capital Expenditures	3	\$78,636,623
Less: Contributions	4	<u>40,638,991</u>
Net Capital		\$37,997,632
Less: Outstanding Debt	5 / B1, B2, B3	<u>2,779,747</u>
Eligible Cost for Distribution Part		\$35,217,885
Total Capacity in Gallons	A	3,510,000
Distribution Tapping Fee per Gallon		\$10.03
Gallons per EDU for Distribution Part (1)		159.9
Distribution Tapping Fee per EDU		\$1,604.37
Total Tapping Fee per Gallon		\$12.83
Total Tapping Fee per EDU		\$2,051.22

(1) Average Household Size Per 2005-2009 American Community Survey 5-Year Estimates	
Shippensburg Borough, Cumberland County, Pennsylvania	2.12
Shippensburg Borough, Franklin County, Pennsylvania	2.36
Cumberland County, Pennsylvania	2.36
Franklin County, Pennsylvania	2.43
Pennsylvania - 2010 Current Census	2.46 x
Gallons Per Capita Per Day Allowed Per Act 57 of 2003	65
Total Gallons Per Day Per EDU	<hr/> 159.9

Exhibit No. 2
Shippensburg Borough Authority
Cumberland County, Pennsylvania
Capacity Assets

<u>Facility</u>	<u>Year Placed in Service</u>		<u>Original Cost</u>	<u>Cost Index</u>		<u>Trended Current Replacement Cost</u>
				<u>Original</u>	<u>Current</u>	
Water Treatment Plant	JUN	1992	\$1,959,977	4973	9484	\$3,737,751
WTP-Lagoon Improvements	MAR	1999	90,280	5986	9484	143,032
Letterkenny Interconnect	MAY	2006	792,760	7691	9484	977,545
Dykeman Spring	JUN	1992	195,482	4973	9484	372,792
Well No. 1	JUN	1992	211,949	4973	9484	404,195
Well No. 1 Upgrade	FEB	1994	164,105	5371	9484	289,764
Well No. 1 Upgrade	SEP	1996	59,742	5683	9484	99,696
Well No. 1 Upgrade	JUL	2002	8,000	6605	9484	11,487
Well No. 2	FEB	1994	409,840	5371	9484	723,664
Well No. 3	SEP	2007	1,533,269	8050	9484	1,806,343
Cleversburg Storage Tank	SEP	1996	320,753	5683	9484	535,268
In-Town Reservoir Storage Tank	MAR	2000	512,070	6202	9484	783,025
Mainsville Storage Tank	JUN	1992	194,382	4973	9484	370,694
Roxbury Storage Tank	JUN	1992	315,392	4973	9484	601,465
Huckleberry Storage Tank	DEC	2005	106,000	7647	9484	131,460
Orrstown Storage Tank	DEC	2005	170,000	7647	9484	210,832
Metering Pits	APR	1993	80,000	5167	9484	146,835
12" Interconnect with Letterkenny Reservoir	DEC	2008	360,000	8551	9484	399,267
Timber Hill Tank	JAN	2013	4,572,260	9437	9484	4,594,755
Timber Hill Tank – Land	JAN	2013	150,000			150,000
Timber Hill Tank – Engineering & Legal	JAN	2013	715,579	9437	9484	719,100
Well No. 1 Upgrade	JAN	2013	1,162,015	9437	9484	1,167,732
Well No. 1 Upgrade – Engineering & Legal	JAN	2013	<u>424,451</u>	9437	9484	<u>426,539</u>
			\$14,508,306			\$18,803,237

Exhibit No. 3
Shippensburg Borough Authority
Cumberland County, Pennsylvania
Distribution Assets

<u>Original System</u>	<u>Year Placed in Service</u>		<u>Original Cost</u>	<u>Cost Index</u>		<u>Trended Current Replacement Cost</u>
				<u>Original</u>	<u>Current</u>	
Water Mains	DEC	2008	\$70,284,480	8551	9484	\$77,950,757
Booster Pump Station	MAR	1999	68,725	5986	9484	108,882
Less Roxbury Road Replacements	DEC	2008	<u>(6,391,800)</u>	8551	9484	<u>(7,088,985)</u>
			\$63,961,405			\$70,970,654
 Roxbury Road Waterline Project						
Construction		2010	\$6,332,129	8799	9484	\$6,824,936
Engineering		2010	763,791	8799	9484	823,234
Legal		2010	<u>16,514</u>	8799	9484	<u>17,799</u>
			\$7,112,435			\$7,665,970
Total Distribution Assets			<u>\$71,073,840</u>			<u>\$78,636,623</u>

Exhibit No. 4
Shippensburg Borough Authority
Cumberland County, Pennsylvania
Contribution Summary

<u>Capacity Part Facility</u>		<u>Year</u>	<u>Original Amount</u>	<u>Cost Index</u>		<u>Trended Amount</u>
				<u>Original</u>	<u>Current</u>	
Water Treatment Plant	JUN	1992	\$225,000	4973	9035	\$408,767
Well No. 1	JUN	1992	25,000	4973	9035	45,419
Well No. 1 Upgrade	FEB	1994	100,000	5371	9035	168,212
Well No. 2	FEB	1994	300,000	5371	9035	504,636
70% of Well No. 1 Upgrade	JAN	2013	813,411	9437	9484	817,412
70% of Well No. 1 Upgrade(Eng)	JAN	2013	<u>297,116</u>	9437	9484	<u>298,577</u>
			\$1,760,526			\$2,299,039
 <u>Distribution Part</u>						
<u>Contribution</u>		<u>Year</u>	<u>Original Amount</u>	<u>Cost Index</u>		<u>Trended Amount</u>
				<u>Original</u>	<u>Current</u>	
Water Mains	DEC	2008	\$35,142,240	8551	9484	\$38,975,378
Dept. of Commerce BID Grant (1)	DEC	2008	<u>1,500,000</u>	8551	9484	<u>1,663,612</u>
			\$36,642,240			\$40,638,991

(1) Contribution to the Little Tikes Waterline Installation.

**Exhibit No. 5
Shippensburg Borough Authority
Cumberland County, Pennsylvania
Debt Service Summary**

Outstanding Principal

<u>Series</u>	<u>Total</u>	<u>Appendix Reference</u>	<u>Capacity</u>	<u>Distribution</u>
2009 Number 1	\$4,754,242	B1	\$3,755,851	\$ 998,391
2009 Number 2	4,720,745	B2	63,881	1,781,356
2009 Series B	<u>0</u>	B3	<u>0</u>	<u>0</u>
	\$9,474,987		\$6,695,240	\$2,779,747

**Appendix A
Shippensburg Borough Authority
Cumberland County, Pennsylvania
Water System Capacity**

Franklin County General Authority - Letterkenny Reservoir	0.65 MGD
Well No. 1	1.28 MGD
Well No. 2	1.58 MGD
Well No. 3	<u>2.00</u> MGD
Sum of Total System Capacity	5.51 MGD
Total Safe Yield - System Capacity (Excludes Largest Single Source)	3.51 MGD

SHIPPENSBURG BOROUGH AUTHORITY

APPENDIX 5

**MEANS TEST FOR DETERMINATION OF
ELIGIBILITY FOR WATER FORGIVENESS**

Income Limits

Income limits shall be the most recent low-income and moderate-income limits from the Harrisburg-Carlisle-Lebanon Metropolitan Statistical Area.

SHIPPENSBURG BOROUGH AUTHORITY

APPENDIX 6

VALVE LOCATION AND EXERCISE PROGRAM

VALVE LOCATION AND EXERCISE PROGRAM

It's imperative that valves remain operational within the water system. In times of emergency, a bad valve can contribute to additional water loss, as well as additional time in getting a break isolated for repair. For the same reasons knowing the locations of valves is important also.

With this in mind, this program is being adopted in order to develop a systematic procedure to locate, exercise, maintain and log all valves in the Shippensburg Borough Water Authority's water system.

The Goal is to:

1. Exercise all main valves within the system on a bi-annual basis.
2. Locate all main valves within the system
3. Develop a data base of valves.

The program will work as follows:

The system will be divided into two (2) sections, with one (1) section being exercised one year and the other the next year. This process would then continue on an annual basis.

At the same time that exercising is being performed, staff will also, using a measuring wheel, locate the valve from a known point. This location will then be placed on a system map and a number assigned to the valve.

A field log will be developed by staff, which will include the following information:

- The assigned valve number
- The location of the valve
- The nature of the work being performed
- Date of work
- Number of turns to open and close
- The position of valve (open or closed)
- Reason, if closed
- Person performing the work
- Type of valve
- Size of valve
- Date of installed or replaced; and Area controlled by valve
- Whether the valve is operational or not
- Other information added if needed

This data will be placed into a data base to be developed by staff.

SCHEDULE OF RATES AND CHARGES

SHIPPENSBURG BOROUGH AUTHORITY

APPENDIX 7

**CUMBERLAND AND FRANKLIN COUNTIES
PENNSYLVANIA**

EFFECTIVE: MAY 1, 1989
REVISED: MAY 1, 1996
REVISED: NOVEMBER 12, 2002
EFFECTIVE: JANUARY 1, 2003
REVISED: NOVEMBER 9, 2004
EFFECTIVE: JANUARY 1, 2005
REVISED: MAY 19, 2009
EFFECTIVE JANUARY 1, 2010
EFFECTIVE: May 10, 2011

SHIPPENSBURG BOROUGH AUTHORITY

WATER USAGE

SCHEDULE "A"

(EFFECTIVE January 1, 2010)

1. The Authority's water billing charge is composed of a base rate and a usage rate. The base rate is dependent on the meter size and the impact that size has on the water system. The usage rate is dependent on the amount of water registered by the meter in thousands of gallons during each billing quarter.

2. Base rates per meter size (reflects 6% increase over 2005 rate):

<u>Meter size</u>	<u>Base rate per Quarter</u>
¾ "	\$ 19.89
1"	\$ 26.73
1 ½"	\$ 54.43
2"	\$ 91.71
3"	\$ 194.92
4"	\$ 336.39
6"	\$ 734.07
8"	\$1284.74
10"	\$1988.38

3. Usage rates per full thousands of gallons:

All Customers with ¾" meters –

5,000 gallons or less	\$3.66 per thousand
6000 – 10,000 gallons	\$3.90 per thousand
Over 10,000 gallons	\$4.90 per thousand

All customers with larger than ¾" meters –

10,000 gallons or less	\$3.88 per thousand
Over 10,000 gallons	\$4.40 per thousand

4. Total water billing charge (Base plus usage rates) per quarter:

All Customers with ¾" meters (tiered block charge, not uniform 6% increase) –

<u>Minimum flat rate:</u> 5,000 gallons or less -	\$38.20
6,000 – 10,000 gallons -	\$ 3.90 per thousand
Over 10,000 gallons -	\$ 4.90 per thousand

All Customers with larger than ¾” meters –

Minimum flat rate: 10,000 gallons or less by appropriate meter size –

<u>Meter size</u>	<u>Base rate per Quarter (Rounded)</u>
1”	\$ 65.50
1 ½”	\$ 93.50
2”	\$ 130.00
3”	\$ 234.00
4”	\$ 375.00
6”	\$ 773.00
8”	\$1320.00
10”	\$2030.00

Plus the following schedule:

Over 10,000 gallons - \$4.40 per thousand

Bulk rate customers:

Bulk rate for each 1,000 gallons of water metered \$5.05 per thousand

Rates for bulk customers and all customers with larger than ¾” meters reflect 6% increase over 2005 rates. In addition, for all customers with larger than ¾” meters, the over 50,000 gallon schedule rate was eliminated. The over 10,000 gallon rate for other larger than ¾” meters is an average of the prior 10,000 to 50,000 and over 50,000 gallon rates.

SHIPPENSBURG BOROUGH AUTHORITY

SCHEDULE "B"

SCHEDULE OF CHARGES FOR SERVICE CONNECTIONS
METER INSTALLATIONS, AND MISCELLANEOUS CHARGES

(EFFECTIVE JANUARY 1, 2003)

1. The connection fee is based on the actual cost of installing the service line from the water main to curb stop including the tapping of the main, installing the corporation fitting and stop, service line to and including the curb stop, and the curb box and top.
2. The customer facilities fee is based on the actual cost of installing the service line from the curb stop to the customer's shut off valve including the meter pit and meter.

CUSTOMER SERVICE CONNECTIONS:

All sizes	Cost of labor, material and equipment, plus \$25.00 for administrative fees.
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METER INSTALLATION:

All Sizes	Cost of labor, material and equipment, plus \$25.00 for administrative fees.
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Reinstallation	\$50.00
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METER TESTING

Up to 1"	\$60.00
1" to 2"	\$85.00
Over 2"	Actual cost, plus 25% administrative fees

MISCELLANEOUS CHARGES:

Missed Appointments	\$10.00
Returned Check Fee	\$25.00
Turn-Off/Turn-On	\$25.00

Turn-Off/Turn-On (After Normal Duty Hours of Maintenance Section)	Time and Equipment charges
Final Meter Reading (w/3days notice)	\$20.00
Final Meter Reading (w<3 days notice)	\$40.00
Registered, Certified, and Hand Delivery Letters	
Postal Delivery	\$25.00
Hand Delivery within Service Area	\$50.00
Hand Delivery out of Service Area	\$50.00 plus \$25.00 per hour after first hour
Posting of Property for Termination of Service	\$50.00
Hand Delivery for Notice of Termination of Service	\$50.00
Annual Municipal Water License	\$10.00

SHIPPENSBURG BOROUGH AUTHORITY

SCHEDULE "C"

WATER ACQUISITION FEE
(TAPPING FEES)

(EFFECTIVE May 12, 2009)

Water Acquisition Fee: (Tapping Fees)

1. One (1) Equivalent Dwelling Unit (EDU) shall conform to the Authority's latest Act 57 Report.
2. The water acquisition fee (tapping fee) shall be \$1828.00 per EDU, or any part thereof.
3. The schedule of Equivalent Dwelling Units listed below has been adopted by the Authority and shall be the official schedule. The Authority shall no longer entertain requests for deviation from its official schedule of EDU'S.

The following Schedule of EDU'S shall be used if adequate, as determined by the Authority's consulting engineer, water consumption data is not available:

<u>Property to be Connected</u>	<u>EDU Value</u>
Each unit of occupancy within a single unit house, multi-unit house, Townhouse, condominium, apartment or garden style apartment	1 per unit
Fire House or Municipal Building	1 per connection
Church	1 per connection
Retail store	1 per 3,000 sq. ft. or part thereof
Enclosed Shopping Mall in lieu of separate calculations for each retail store or restaurant.	1 per 2,000 sq. ft. or part thereof
Office, office building or portion of building used for a business and/or professional offices.	1 per 1,000 sq. ft. or part thereof
Warehouse, in addition to office space	1 per 25,000 sq. ft. or part thereof
Doctor's Office	1 per 2 examining rooms

Dentist's Office	1 per 3 dental chairs
Retail gas station without car washing facilities	2 per service connection
Retail gas station with car washing facilities	3 per service connection
Hotel or motel, in addition to restaurant or bar:	
Each living unit without kitchen and/or laundry facilities in unit	1 per 2.5 rooms
Each living unit with kitchen and/or laundry facilities in unit	1 per room
Restaurant, bar room or other commercial establishment (not otherwise herein) which regularly dispenses food and/or beverages.	1 per 10 seats
General Hospital	1 per 1.5 beds
Rest home or Nursing Facility	1 per 2.5 beds
Funeral Home	1 per 2 viewing rooms
Public/private day school, in accordance with rated capacity	1 per 15 students, teachers & employees
Boarding School	1 per 3 pupils
Day-Care school, in accordance with rated capacity	1 per 15 students, teachers & employees
Self-service Laundromat	1 per washing machines
Theater	1 per 100 seats
Bowling Alley	1 per 2 lanes
Industrial user	See Act 57 and proposed water consumption
Beauty Salon or Barber Shop	1 per 3 chairs
Fraternities/Sororities	1 per 2 bedrooms
Health and Fitness Club	1 per 3,500 sq. ft. or part thereof
Any use not classified above	As determined by Borough Authority

Special Purpose Fee. Special purpose fees shall be established for each water district approved by the Authority. This fee is in addition to the Water Acquisition Fee (Tapping Fee) stated above. These fees will stay in place for a period of ten (10) years from the date of the fee setting, or until the improvements that were completed have been paid for.

	<u>District Number</u>	<u>Fee/EDU</u>	<u>Date Established</u>	<u>Resolution Number</u>	<u>Date Fee Set</u>	<u>Date Ending</u>
a.	Water District Number 1 (Expired)	\$700.00	Dec 6, 1994	94-005	Dec 6, 1994	Dec 6, 2004
b.	Water District Number 2	\$1586.00	Jan 10, 1995	95-002	Nov 13, 2001	Nov 13, 2011
c.	Water District Number 3	0	Dec 6, 1994	94-006		
d.	Water District Number 4 (Expired)	\$1400.00	Apr 11, 1995	95-008 98-002	June 9, 1998	June 9, 2008
e.	Water District Number 5	0	Apr 11, 1995	95-009		
f.	Water District Number 6	\$249.00 \$754.00	Jun 13, 1995 Apr 14, 1998 Jun 9, 1998 Feb 14, 2006	95-011 98-001 98-002 06-001	Feb 14, 2006 Jun 9, 1998	Feb 14, 2016 Jun 9, 2008
g.	Water District Number 7	\$124.00	Oct 10, 2006	06-011 & 012	Oct 10, 2006	Oct 10, 2016
h.	Water District Number 8	0	Oct 10, 2006	06-013		
i.	Water District Number 9	\$537.00	Jul 8, 2008	08-02 & 03	July 8, 2008	July 8, 2018

SHIPPENSBURG BOROUGH AUTHORITY

SCHEDULE "D"

INSPECTION FEES

1. The Authority shall charge a fee to be known as an inspection fee for the following types of inspections:
 - a. Water mains and the appurtenances associated therewith
 - b. Service lines and the appurtenances associated therewith
 - c. Installation of fire hydrants
 - d. Installation of blow-off valves, and
 - e. Other construction or installation involving replacement, or extensions or modifications to the system.
2. The cost of said inspection shall be the hourly wage, plus the cost of benefits, of the employee of the Borough of Shippensburg performing said inspection, times 1.25. The minimum fee shall be \$25.00.
3. Upon approval of the installation, the Authority shall provide to the contractor and/or developer an estimate of the cost of all fees required by the Authority. Prior to the commencement of construction, the developer and/or contractor shall deposit with the Authority an amount equal to one-half (1/2) the estimated fees. The Authority shall submit monthly statements of the account to the developer/contractor showing expenses and the balance of said account. Upon the exhaustion of the account, the developer/contractor shall deposit an additional sum equal to one-half (1/2) of the original estimate with the Authority. Upon completion of the project and acceptance of the project by the Authority any unused sum shall be refunded within thirty (30) days to the developer and/or contractor. This provision may be waived where the developer provides bonding for such construction, provided, however, that such bonding or financial security shall not be released until all sums owed to the Authority have been paid in full.

SHIPPENSBURG BOROUGH AUTHORITY

EQUIPMENT CHARGES
SCHEDULE "E"

(REVISED NOVEMBER 12, 2002)

The following are the rates that will be charged customers for equipment usage with any project the Authority is contracted to do.

1.	Backhoe -----	\$25.00/ per hour
2.	Loader -----	\$30.00 /per hour
3.	Dump Truck -----	\$25.00/per hour
4.	Trailer -----	\$20.00/per hour
5.	Service Truck ----	\$15.00/per hour
6.	Air Compressor ---	\$15.00/per hour
7.	Tamp (gas) -----	\$ 7.50/per hour
8.	Concrete Saw-----	\$25.00/per hour
9.	Tapping Machine --	\$20.00/per tap

These prices do not include the operators' salary, which will be added to charges. No equipment will be used without an Authority operator.

SHIPPENSBURG BOROUGH AUTHORITY

FIRE SERVICE CHARGES
SCHEDULE "F"

January 1, 2007

The following are the rates that will be charged customers for fire service connections:

<u>Connection Size (inches)</u>	<u>Quarterly Charges</u>
¾ to 1 ½	\$ 20.00
2	\$ 40.00
4	\$ 60.00
6	\$ 80.00
8	\$ 100.00
10	\$ 120.00
12	\$ 140.00

SHIPPENSBURG BOROUGH AUTHORITY

APPENDIX 8

SWIMMING POOL FILLING

THE AUTHORITY WILL GRANT A COST CREDIT FOR THE FILLING OF SWIMMING POOLS, THAT DO NOT HAVE A SEPARATE WATER METER, AT THE BEGINNING OF A SEASON, PROVIDED THE OWNER MAKES ARRANGEMENTS WITH THE AUTHORITY TO ESTABLISH PRE AND POST METER READINGS PRIOR TO FILLING THE POOL. THIS DOES NOT INCLUDE ANY APPROVED SWIMMING POOL METER INSTALLATIONS. IF THIS POLICY IS NOT FOLLOWED, NO CREDIT WILL BE GIVEN.