

**TOWN OF MARLBOROUGH
WATER IMPROVEMENT AREA
APPLICATION FOR WATER SERVICE INSTALLATION**

DATE: _____

Name/address of property owner: _____

Phone number: _____

Section/Block/Lot: _____

Water use type: _____

Name of contractor or firm: _____

**RULES AND REGULATIONS ATTACHED HERETO AND MADE PART OF THIS
APPLICATION MUST BE COMPLIED WITH.**

Signature of owner or authorized agent

**SECTION 12, WATER
PURSUANT TO CHAPTER 149**

1. Turning on/off water.....	\$50.00
2. Fee for damage or destruction of water meter due to negligence or freezing.....	3/4" / \$250.00 1" / \$400.00
3. Replacement of entire water meter.....	3/4" / \$550.00 1" / \$700.00
4. Reapplication for service.....	\$200.00
5. Application fee for work performed by the Town of Marlborough Water Dept. in tapping the water main and appurtenances for residential use which includes and is limited to: corporation, curb valve, curb box, up to 25' of k copper, and up to four hours of work.....	\$3,000.00
6. Existing non-billable taps and pre-existing taps on properties, and water mains that have been put in by contractors and the town has taken them over. Includes water meter and connectors.....	\$1,500.00
7.*Road cut fee for a service line not crossing the center of a road.....	\$2,000.00
8.*Road cut fee for a service line crossing center of road	\$3,000.00

*A \$5,000.00 road repair bond for 6 months is required for road cuts/openings for water or sewer for anything over a one inch service, refundable if there are no repairs made at the Town of Marlborough's expense.

- 9. Inspection fee for privately installed main and tap.....\$500.00
- 10. Inspection fee for each service line and tap from privately installed main\$500.00
- 11. Fee for meter connectors.....3/4" / \$150.00
1" / \$250.00
- 12. Replace the meter encoder (plastic top on meter).....\$300.00

In the event of special circumstances the following may also apply:

- A. Per hour for backhoe use.....\$125.00
- B. Per hour for dump truck use.....\$95.00
- C. Labor per man hour.....\$50.00
- D. K copper per foot.....List price
- E. Compressor use per hour.....\$75.00
- F. Boring underneath road surfaces under 6 years of age (Per Linear Foot). \$75.00
- G. One inch Taps are additional cost of.....\$500.00
- H. Excavator with hydraulic hammer per hour.....\$125.00
(Hydro-Vac excavator will be customer's responsibility to pay for if excavation is needed.)

Water Superintendent

Highway Superintendent

Town Clerk

(1/26)

Town of Marlborough

Guide to the Installation of Water Service Lines

Water Department 845-795-5100 Ext. 5

Town Clerk 845-795-5100 Ext. 4



1. Costs

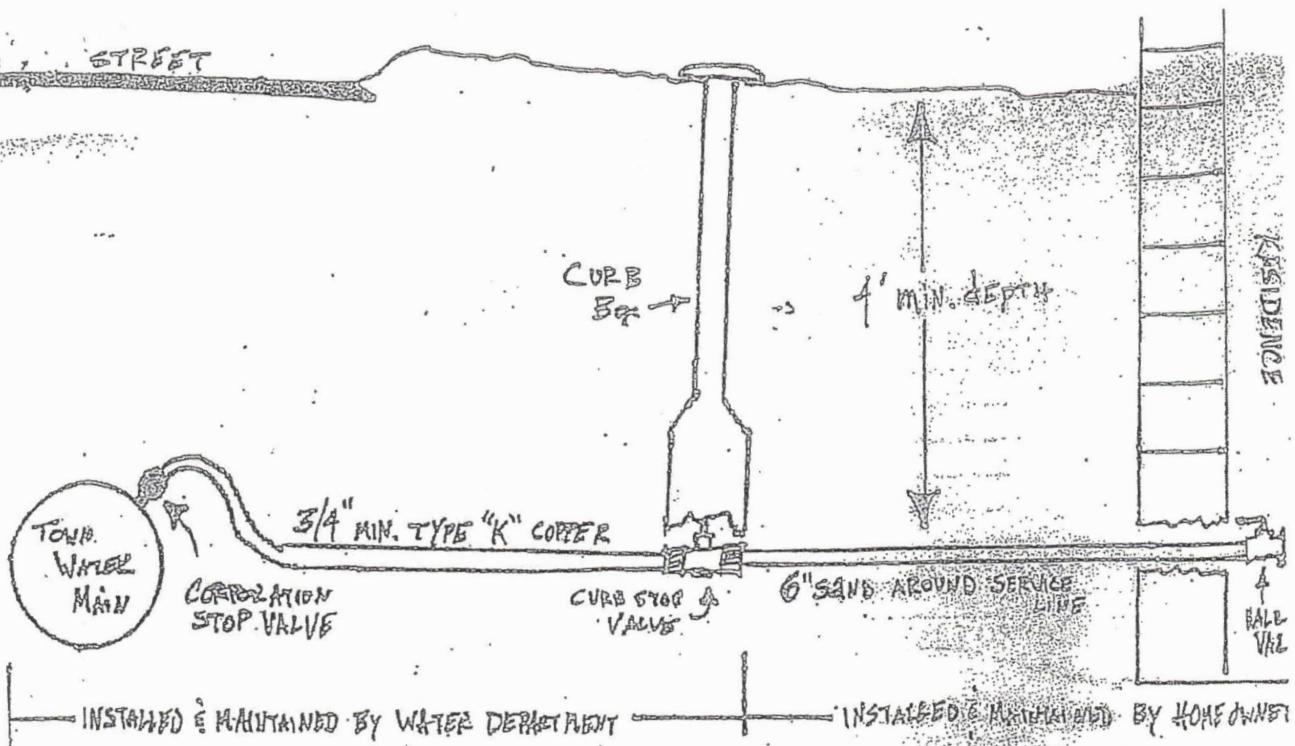
- A. Permit is available at the Town Clerk's Office.
- B. Customer will be billed for work performed by the Water Department necessary to tap water main and install service line to curb box on property's edge.
- C. Customer is responsible for installation of line from curb box into residence.

2. Line and Trench

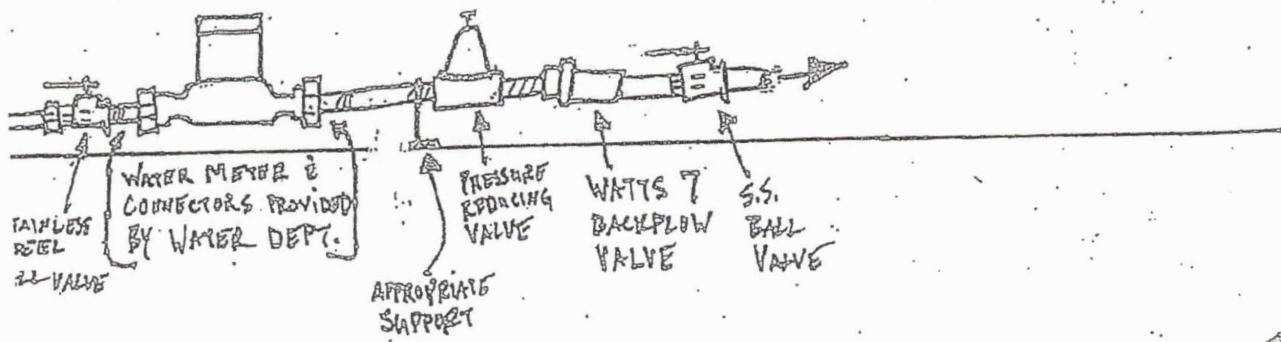
- A. Lines shall be of "K" type copper only.
- B. Minimum bury depth of 4 feet.
- C. Fittings shall be Mueller compression only.
- D. Service line shall be covered with gray **sand or stone dust** prior to backfilling with excavated material. A 9 inch sand base and 9 inch coverage is required.
- E. Water lines shall be in a separate trench as all other utilities. Wastewater lines shall be a minimum of 10 feet from water line.
- F. An authorized employee of the Water Department shall inspect service line and fittings prior to backfilling trench. This can be done weekdays between 7 a.m. and 2 p.m.
A ball valve should be on the end of line in the residence before the water department is called to inspect.

3. Meter Setting

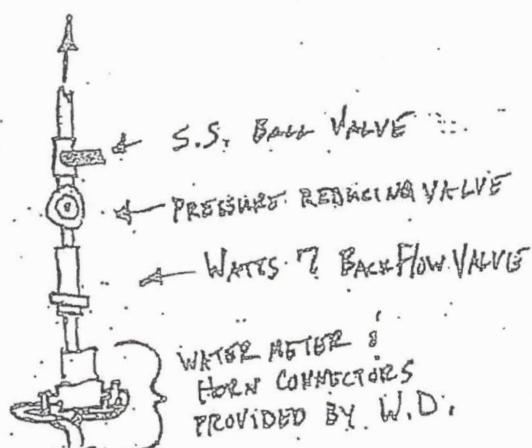
- A. A meter and meter fittings will be provided by the Water Department for all $\frac{3}{4}$ " or 1" services.
- B. **No sweat or solder fittings are to be used before the meter.**
- C. A Watts 7 backflow valve is required for all residential customers. Commercial customers are to use a Watts 007 or 009, to be determined by the Water Superintendent.
- D. An appointment is to be made with the Water Department to attach a remote meter on the inside of the residence when completed.
- E. Meters will be read triennially in January, May, and September.



HORIZONTAL MOUNTING OF WATER METER



VERTICAL MOUNTING OF WATER METER



*Town of Marlborough, NY
Thursday, February 1, 2018*

Chapter 149. Water

Article I. Water Service Regulations

§ 149-1. Compliance with regulations required.

[Amended 11-25-2002 by L.L. No. 7-2002]

It shall be unlawful and subject to the penalties provided for any person to do plumbing work in connection with the Marlborough Water District otherwise than in compliance with the terms and provisions of this article.

§ 149-2. Agents for issuance of permits and inspections.

[Amended 11-25-2002 by L.L. No. 7-2002]

The Superintendent of Marlborough Water District shall act as agent for the Town Board in the issuance of permits and the inspection of work.

§ 149-3. Approval required for engaging in installation work.

No plumber or firm shall engage in the installation of services unless and until such person or some member of said firm shall have been approved by the Town Board or the Superintendent of the respective district.

§ 149-4. Application for use of water.

All applications for the use of water from the mains or distribution pipes of either district must be made at the office of the Town Clerk, where a copy of the rules and regulations will be furnished, together with instructions as to the form prescribed for the purpose. The application shall state truly and fully each particular purpose and manner in which the water is to be used and the name of the plumber or firm selected to do the work and shall be signed by the owner of the premises or his authorized agent.

§ 149-5. Issuance of permit.

The permit may be granted thereupon by the Superintendent of the water district concerned to the plumber or firm designated, who will be recognized as the agent of the owner or applicant.

§ 149-6. Tapping; fees.

[Amended 8-28-1978 by L.L. No. 3-1978; 7-11-1983 by L.L. No. 6-1983; 8-22-1994 by L.L. No. 2-1994]

- A. The tapping of water mains or distribution pipes and the furnishing of valves, boxes, curb valves, copper and material needed for restoration of the opening to the water main shall be done by the Marlboro Water District, to be paid for by the applicant for a water supply.

- B. No single tap larger than three-fourths (3/4) inch (inside diameter) will be allowed, except by special permission issued by the Superintendent.
- C. The tapping of a water main or distribution pipe shall be done by the Marlboro Water District as a service to the applicant. Tapping costs are included in the application fee.
- D. The application fee for work performed by the Marlboro Water District in tapping the water main and appurtenances to and including the curb box and valve shall be set at the annual reorganization meeting of the Town Board.^[1]
 - [1] *Editor's Note: The current fees resolution is on file in the office of the Town Clerk and may be examined there during regular office hours.*
- E. The application fee for work performed by the Marlboro Water District in tapping the water main and appurtenances to and including the curb box and valve, including backhoe services and backfilling, shall be set at the annual reorganization meeting of the Town Board.^[2]
 - [2] *Editor's Note: The current fees resolution is on file in the office of the Town Clerk and may be examined there during regular office hours.*
- F. When it becomes necessary to cross a Town road to tap a main, the road shall be cut with a saw prior to excavation by a power shovel. Materials acceptable to the Superintendent of Highways shall be used for backfill and compacted as per his specifications. The work for replacing the bituminous wearing course shall be done by the Superintendent of Highways, at his discretion. The fee for highway service shall be set at the annual reorganization meeting of the Town Board.^[3]
 - [3] *Editor's Note: The current fees resolution is on file in the office of the Town Clerk and may be examined there during regular office hours.*
- G. When it becomes necessary to cross a county road to tap a main, a permit shall be obtained from the Ulster County Highway Department. In the event that the permit requires boring under the county road, the applicant shall contract for the services of a private contractor, the costs to be borne by the applicant.

§ 149-7. Distribution of water to be independent of other systems.

Any water supply taken from the districts' system shall be distributed through a piping system entirely independent of any system conveying another water supply.

§ 149-8. Size of water supply pipes; fittings, valves and joints.

[Amended 8-22-1994 by L.L. No. 2-1994]

- A. The minimum size of water service pipes from the curb to the meter shall be three-fourths-inch and the maximum size shall be two-inch copper service Type K tubing and brass fittings and valves. All joints between the main and the meter shall be flared, or a compression fitting approved by the Water Superintendent may be used.
- B. Connections above two inches are to be of ductile iron and shall conform to the standards of water mains for each district.
- C. Where a tap to an existing water main will serve more than one metered user, either existing or planned, and any user is more than 200 feet from the existing water main, there shall be installed a main, which specifications shall be determined by the Water Superintendent. If the tap is part of a site plan or subdivision review by the Town Planning Board, the Water Superintendent shall review said plans and provide specifications prior to final approval of said plans.
 - [Added 11-25-2002 by L.L. No. 7-2002]
- D. The requirements of Subsection C may be waived or varied for cause with the mutual consent of the Water Superintendent, the Planning Board if the tap is part of a site plan or subdivision and the Town Board.
 - [Added 11-25-2002 by L.L. No. 7-2002]

§ 149-9. Tapping notice.

A plumber receiving a permit to lay service or supply pipes for the introduction of water to any premises shall give the Superintendent 24 hours' notice previous to the time for tapping the main.

§ 149-10. Owner responsible for expenses.

All expenses for introducing water to any premises and excavating for and laying service pipes and all fixtures connected therewith (except the corporation cock at the main which belongs to the water district) must be paid by the owner of the premises.

§ 149-11. Placement of service pipes.

- A. All service pipes to any premises shall be laid at least four feet below the surface of the grade lines of the street and shall extend at right angles to and from the street main to the inside of the curbline, where a curb cock shall be attached and a valve box placed.
- B. There shall be a stainless steel ball valve placed on every supply pipe just inside the building or cellar and on the customer's side of the meter.

[Amended 8-22-1994 by L.L. No. 2-1994]

§ 149-12. Supervision of introduction of water service.

All work attendant upon the introduction of water to any premises and laying supply pipes thereto and fixtures connected therewith shall be done under the supervision of the Superintendent of the water district involved and subject to his approval.

§ 149-13. Report upon completion of work.

All plumbers shall, after completing the work to any service pipe or fixture, make a true report, upon blanks furnished by the district, of all the fixtures and pipes attached or connected by them or under their supervision, and such report shall be filed in the office of the Town Clerk within forty-eight (48) hours after completing the work.

§ 149-14. Permits required.

- A. No plumber shall make any addition, alteration, attachment or extension to any water supply or service pipe or service side of meter on any premises until a permit is granted upon an application made and signed by the owner of the premises, as provided in §§ 149-4 and 149-5.
- B. No plumber or other person shall open any curb cock or let on the supply of water through any water main or service pipe. Only the Water Superintendent or other authorized water district personnel may open a water main, curb cock or other service pipe.

[Amended 1-23-1995 by L.L. No. 1-1995]

§ 149-15. Independent stops required for each house.

One tap and one service pipe will not be allowed to supply more than one house or premises, unless such service pipe is provided with separate and independent curb stops and boxes at the curbline in front of each house or

premises. In no case will service pipes be allowed to run across lots, but must be taken from the main in front of the premises. Any exception to this regulation must receive the approval of the Town Board.

§ 149-16. Shutting off water supply generally.

- A. The supply of water to any premises may be shut off for nonpayment if any bills or other charges are unpaid at the expiration of 60 days from the date due. The Superintendent shall give such delinquent five (5) days' written or printed notice, at the expiration of which time, if the charges are not paid, the water will be shut off from such premises until said charges are paid in full. The amount set by resolution of the Town Board shall be charged for turning the water on.

[Amended 8-22-1994 by L.L. No. 2-1994]^[1]

[1] *Editor's Note: The current fees resolution is on file in the office of the Town Clerk and may be examined there during regular office hours.*

- B. The payment of the regular water rents shall not conflict with the right of the Superintendent to shut off the supply of water from any premises for any violation of these rules and regulations.

- C. In case a house or other building is to be closed or become vacant, notice thereof shall be given to the district in order that the meter may be read and the curb cock closed. Where such notice is not given and pipes burst from freezing or other cause, the value of the water lost by reason thereof, as estimated by the Superintendent, together with an additional sum in an amount set by resolution of the Town Board to cover labor and expense to the district, shall be added to the next bill and paid in like manner as regular water charges.

[Amended 8-22-1994 by L.L. No. 2-1994]^[2]

[2] *Editor's Note: The current fees resolution is on file in the office of the Town Clerk and may be examined there during regular office hours.*

§ 149-17. Shutting off water supply at main.

In cases where water is shut off for nonpayment of water rent or other causes and when, in the opinion of the Superintendent, the shutting off at the curb is not sufficient protection against the further use of water, he may cause the corporation cock to be shut off and the supply pipe to be disconnected therefrom.

§ 149-18. Reapplication for service; fee.

[Amended 8-22-1994 by L.L. No. 2-1994]^[1]

Upon reapplication for water where the water has been shut off at the corporation cock, an additional charge in an amount set by resolution of the Town Board must be paid for opening the street main and reconnecting the supply line.

[1] *Editor's Note: The current fees resolution is on file in the office of the Town Clerk and may be examined there during regular office hours.*

§ 149-19. Stoppage of supply; pressure-reducing valves.

No person shall be entitled to damages nor to have any portion of a payment refunded for any stoppage of supply occasioned by accident to any portion of the work, nor for any stoppage for purposes of addition or repairs. Owners desiring pressure-reducing valves shall furnish and install the same at their own expense. The Superintendent of each district shall have the right to shut off water to make repairs or additions of new work.

§ 149-20. Check valves.

- A. In all cases where water is supplied to water backs in stoves and ranges or to steam boilers for domestic use or manufacturing purposes, the supply pipe must be provided with a suitable check valve or other sufficient device to prevent any damage from collapse or explosion when the water is shut off from the street mains or other causes.
- B. Whenever a check valve is installed on the cold water supply pipe between the street main and the hot water tank, there shall be installed on the hot water distributing system a suitable relief valve.
- C. High-pressure steam boilers shall not be supplied with water directly from public water supply pipes. All such boilers shall be provided with a tank or other receptacle of sufficient capacity to hold not less than six hours' supply for the boiler.

§ 149-21. Use in public buildings.

The use of water in all public and school buildings shall be subject to the same requirements and restrictions as in private dwellings.

§ 149-22. Fire hydrants and valves.

- A. No person or persons shall open any fire hydrant or draw water therefrom except the Superintendents of each district and persons under their direction or with their permission, except in case of fire, when the Chiefs of the Fire Departments, their assistants and officers and members of the Fire Departments shall have free and entire control of the hydrants for the purpose of extinguishing fires.
- B. No person or persons except the Superintendents or employees under their direction shall open or close any valve or gate in any water main or street pipe or in any manner interfere with or obstruct the same.

§ 149-23. Permits for building and special purposes.

Persons desiring to use water for building purposes, filling cisterns or any special purpose whatever shall be required to make application at the office of the Town Clerk and to pay in advance for the same, when the Superintendent of the district involved will issue a permit therefor, such advance payment to be the minimum charge as fixed by § 149-28.

§ 149-24. Meters.

- A. The plumber making the water main installation shall provide all necessary supports for the meter, as directed by the Water Superintendent. Any meter so attached shall not be interfered with, removed, disconnected or repaired by any person other than an employee of the Marlborough Water District. The Superintendent shall be given not less than 24 hours' notice of the setting of the meter.
[Amended 1-23-1995 by L.L. No. 1-1995]
- B. Owners of premises where meters are attached to the supply pipes will be required to protect the meter from frost or other injury at their own expense, and whenever it should be necessary to attach a meter outside of the building, they shall pay the expense incurred in excavating for and boxing the same. Any cost of repairs necessitated by failure to observe this section shall be born solely by the owner(s) of the premises.
- C. Where a meter fails to register the correct quantity of water delivered through it or where it becomes otherwise out of order or in need of repair, notice thereof shall be given to the district. Another meter will then be loaned and installed during the time required for testing and repair. When repairs are found necessary, the same shall be made by the district. When, in the opinion of the Superintendent of the district, a meter becomes unsuitable for further use, it shall be replaced by another.

§ 149-25. Districts to be saved harmless; protection of excavations; surety bond.

- A. Any plumber or firm obtaining a permit to make connections with the Marlboro Water District and/or the Milton Water District shall save harmless said districts from all suits, accidents and damages consequential thereupon for or by reason of any opening in any street, alley or avenue made by him or those in his employ, for making any connection with said water districts' system or for any other purpose or object whatever, and he shall also replace and restore said street over such opening in as good state and condition as he found it or reimburse the water district for the cost of the same when done by said district or shall keep guards by day and light by night and keep and maintain the same in good order and comply with all ordinances of the Town Board applicable thereto.
- B. Every plumber or firm, before entering upon said business or calling, shall execute and file a bond in the office of the Town Clerk in the sum of \$50,000 with one or more sureties, and which bond shall cover all provisions of the preceding subsection and shall be approved by the Town Board as to sufficiency of the sureties and by the districts' counsel as to its form.

[Amended 8-22-1994 by L.L. No. 2-1994]

§ 149-26. Regulations to be considered part of contract with user.

All the foregoing rules, regulations and restrictions made and adopted by the Town Board shall be considered a part of the contract with and between any person who applies for and obtains a supply of water, and every person receiving the water so supplied shall be considered as having expressed his consent to be bound thereby.

§ 149-27. Penalties for offenses.

- A. Any person committing an offense against any provision of this chapter shall be guilty of a violation punishable by a fine not exceeding \$250 or by imprisonment for a term not exceeding 15 days, or by both such fine and imprisonment. The continuation of an offense against the provisions of this chapter shall constitute, for each day the offense is continued, a separate and distinct offense hereunder.
- B. Any willful act whereby said Marlboro Water District or said Milton Water District or any property, apparatus or appliances pertaining thereto shall be injured or the supply of water obstructed, impaired or made less pure shall be deemed a misdemeanor punishable by the maximum fine and imprisonment allowed by law.

[Amended 8-22-1994 by L.L. No. 2-1994]

§ 149-28. Schedule of water rates: Marlboro Water District.

- A. Meters will be read semiannually on a schedule to be set at the annual Town reorganization meeting.

[Amended 7-11-1983 by L.L. No. 6-1983; 11-25-2002 by L.L. No. 7-2002]
- B. Rates.

[Amended 7-11-1983 by L.L. No. 6-1983]

 - (1) The minimum rate shall be ten dollars (\$10.) semiannually, payable as set forth in § 149-29.

[Amended 8-22-1994 by L.L. No. 2-1994]
 - (2) The rate shall be determined by dividing the operating and maintenance budget for the current fiscal year by the total number of gallons billed during the previous fiscal year, expressed in cost per thousand.
- C. No out-of-district connections will be allowed to tap on the water mains or pipes of the Marlboro Water District in the absence of an agreement approved by the Town Board.^[1]

[Amended 11-27-2017 by L.L. No. 9-2017]

[1] *Editor's Note: Original § 111-29, Schedule of water rates: Milton Water District, which immediately followed this section, was repealed 7-11-1983 by L.L. No. 6-1983.*

§ 149-29. Payment of water rents.

- A. All water rents or other charges shall be payable at the office of the Town Clerk semiannually.
- B. All water rents, accounts or other charges shall be made against the owner or owners of the premises which are connected with the water main, and such owners shall be held responsible for all accounts and charges.
- C. Water rents for all services shall be payable semiannually on a schedule to be set at the annual Town reorganization meeting.
[Added 11-25-2002 by L.L. No. 7-2002]
- D. Ten percent (10%) will be added to bills which are unpaid after the due date listed on the bill or after 30 days, whichever the latter.
[Amended 3-9-1992; 8-22-1994 by L.L. No. 2-1994]
- E. Water rents for fractional parts of a period shall be prorated for the remainder of the period and shall be payable on the first day of the ensuing semiannual period.
- F. The foregoing schedule of rates is subject to change from time to time by resolution of the Town Board.
[Amended 8-22-1994 by L.L. No. 2-1994]

§ 149-30. Backflow prevention devices.

[Added 8-22-1994 by L.L. No. 2-1994]

Backflow prevention devices shall be required on all water taps in the Marlboro Water District in compliance with the Town's specifications on file in the Town offices.