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TOWN OF WEST MILFORD, a municipal corporation

OF

WEST MILFORD, WEST VIRGINIA

RATES, RULES AND REGULATIONS FOR FURNISHING

WATER

at West Milford and its environs, Harrison County, West Virginia

Filed with THE PUBLIC SERVICE COMMISSION

of

WEST VIRGINIA

Issued September 23, 2016

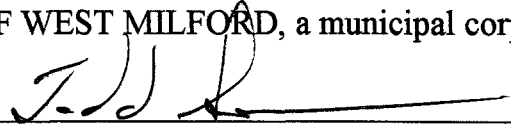
Effective for service rendered on and after September 2,  
2016, except as otherwise provided herein

Adopted by Town Council  
on July 19, 2016.

ORDW West Milford 16A

Issued by TOWN OF WEST MILFORD, a municipal corporation

By



MAYOR

Title

RULES AND REGULATIONS

- I. Rules and Regulations for the Government of Water Utilities, adopted by the Public Service Commission of West Virginia, and now in effect, and all amendments thereto and modifications thereof hereafter made by said Commission.

RIGHT OF ACCESS

The Town shall have all rights, easements, permits and privileges which are necessary for the rendering of adequate water services. Duly authorized employee of the Town shall have access at reasonable hours to the premises of any user of the facilities of the Waterworks System for the purposes of installing or removing any property of the Town necessary for such services or for examining pipes meters, lines or fixtures or for any purpose incidental to the rendering of proper service.

TAMPERING WITH FACILITIES

No person other than duly authorized employees of the Town shall tap the water mains, nor connect with, turn on, tamper with, inter-connect, alter or damage in any way any part of the Waterworks System.

NO FREE SERVICES

The town will not render or cause to be rendered any free services of any nature by the Waterworks System, nor will any preferential rates be established for users of the same class; and in the event the Town or any department, agency instrumentality, officer or employee thereof shall avail itself or themselves of the facilities or services provided by the Waterworks System, or any part thereof, the same rates, fees or charges applicable to other customers receiving like services under similar circumstances shall be charged the Town, and any such department, agency, instrumentality, officer or employee thereof. Such charges shall be paid as they accrue, and the Town shall transfer from its general funds sufficient sums to pay such charges incurred by it. The revenues so received shall be deemed to be revenues derived from the operation of the Waterworks System, and shall be deposited and accounted for in the same manner as other revenues derived from such operations.

RULES AND REGULATIONS (Continued)

NO LIABILITY OF TOWN; RIGHT TO RESTRICT SERVICES

The Town shall not be liable for any damage resulting from bursting or breakage of any water main, pipe, valve, equipment or part, or from discontinuance of the operation of any part of the Waterworks System, or from failure of any part thereof for any cause whatsoever. In case of emergency, the Town shall have the right to restrict the use of any part of the Waterworks System in any reasonable manner for the protection of the Town, the inhabitants thereof and the Waterworks System.

BILLINGS

Bills shall be rendered monthly, and shall show the readings of the meter at the beginning and end of the period for which the bill is rendered, the date of the meter readings, the number of gallons or cubic feet of water supplied, and the authorized rate. If the utility must, for any reason, render an estimated bill, the bill shall be clearly marked as an estimated bill.

Meters will be read on or about the 20th day of each month, unless circumstances dictate otherwise, in which case the customer will be notified. If for any reason a water meter cannot be read, then an average for the six month period previous to that reading will be used for billing purposes, and it shall be noted on the customer's billing statement that the meter reading was estimated.

Bills shall be rendered between the 1st and the 5th day of each month, but not later than the 5th day of each month unless circumstances for any reason dictate otherwise.

The customer will be notified of the delay. If the 5th day of the month is on Saturday, the billing will be sent out prior to the 5th day of the month. If the 5th day of the month is on Sunday, the billing will be sent out on the 6th day of the month.

There shall be a twenty (20) day grace period for each billing cycle. Past due date is established as the 25th day of the month in each monthly billing cycle.

Each bill shall bear upon its face the latest date upon which it may be paid without penalty. On all accounts not paid in full within twenty (20) days of the billing date, a ten percent (10%) penalty may be added to the net amount shown to be due on the account. This delayed payment penalty is not interest and is only to be collected once for each bill where it is appropriate.

RULES AND REGULATIONS (Continued)

DISCONTINUANCE OF SERVICE

Discontinuance of service will be regulated by the rules and regulations of the Public Service Commission governing municipal water systems.

DEFERRED PAYMENT AGREEMENTS

Deferred payment agreements will be offered to customers in compliance with the current rule and regulations of the Public Service Commission governing municipal water systems.

METER TESTING

Meter testing will be performed in compliance with the current rule and regulations of the Public Service Commission governing municipal water systems. This applies to the testing to be performed by the Waterworks System and tests requested by customers.

DISCONTINUANCE OF SERVICE BY CUSTOMER

Every customer who is about to vacate any premises supplied with service by the utility, or who for any reason wishes to have service discontinued, shall give at least twenty-four (24) hours' notice thereof to the Waterworks, specifying the date on which it is desired that service be discontinued. Until the utility shall have such notice, the customer shall be held responsible for all service rendered.

Any customer not notifying (in writing) the Waterworks of a change of address or final billing date, will be held responsible for at least the minimum billing each month that the water system is not notified or until such time as the water system becomes aware of the change.

SCHEDULE 1

AVAILABILITY OF SERVICE

Available for general domestic, commercial and industrial service within the corporate limits

(I) RATE

First	2,000 gallons used per month	\$24.43 per 2,000 gallons
All Over	2,000 gallons used per month	\$11.24 per 1,000 gallons

(I) MINIMUM CHARGE

No bill will be rendered for less than \$24.43 per month.

LATE PAYMENT PENALTY

On all current usage billings not paid in full within twenty (20) days of the billing date, there shall be added a ten percent (10%) late payment penalty added to the net current amount unpaid. This delayed payment penalty is not interest and is only to be collected once for each bill where it is appropriate.

NEW CUSTOMER SET-UP FEE

A new customer set-up fee will be assessed in the amount of \$25.00.

(I) Indicates increase

SCHEDULE 2

APPLICABILITY

Applicable in entire territory served

(C) AVAILABILITY

Available for certified resale customers

(C,I) RATE

Metered gallons per month      \$9.03 per 1,000 gallons

(O)

LATE PAYMENT PENALTY

On all current usage billings not paid in full within twenty (20) days of the billing date, there shall be added a ten percent (10%) late payment penalty added to the net current amount unpaid. This delayed payment penalty is not interest and is only to be collected once for each bill where it is appropriate.

(C) Indicates change in text

(I) Indicates increase

APPLICABLE TO BOTH SCHEDULE 1 AND SCHEDULE 2 CUSTOMERS

RECONNECTION FEE

A reconnection fee of \$25.00 will be charged for any customer who has had their water disconnected for non-payment of water billings, violation of rules and regulations or fraudulent use of water. This fee must be paid, along with other required amounts, prior to the water service being turned back on.

SERVICE CALL-OUT FEE

A service call-out fee of \$25.00 per call will be charged to customers for call outs after working hours or on holidays for problems other than the Town's responsibility. This charge will be assessed, if the problem is the responsibility of the customer, and is so determined at the time of the call-out by the water board.

SERVICE CONNECTION CHARGES/FEES (Water Taps)

A person making application for a water service connection shall pay in advance to the water board for the permit and the furnishing of labor and material for the following:

- (a) the service connection pipe, complete from the water main to the edge of the persons property (curb), including the curb stop and box, or valve box, and
- (b) the meter installation, including the meter vault.

The charge for these items shall be as follows:

<u>Size of Tap</u>	<u>Total Charge</u>
3/4" or less	\$400.00

For sizes larger than 3/4 inch, the charges will be equal to the actual cost of the installation. The water board will provide an estimate of actual cost, which amount must be deposited by the applicant in advance of the installation. Upon completion of the installation, a final statement of the actual installation cost will be prepared and submitted for payment to the applicant. The amount of payment due will be reduced by the amount of the advance deposit. In the event of an excess in the amount deposited over the actual installation cost, the amount of the excess will be refunded to the applicant.

APPLICABLE TO BOTH SCHEDULE 1 AND SCHEDULE 2 CUSTOMERS

NEW CUSTOMER SET-UP FEE

There is instituted a non-refundable set-up fee of \$25.00, which shall be required as follows:

- (a) All new customers who at the time of connection are not a current customer of the West Milford Water System must pay a non-refundable set-up fee of \$25.00 prior to service being rendered.
- (b) Any customer who is changing their residence within the town and who is a current customer in good standing, and has no unpaid balance at the time of the transfer will not be required to pay an additional set-up fee.
- (c) Any customer who is changing their residence within the town and who is a current customer who is not in good standing, and who has an unpaid balance on their current account, will be required to pay in full all charges pending to date, and will additionally be required to pay a new set-up fee of \$25.00 prior to service being rendered at the new account location.
- (d) Any customer who has or owns more than one residence, commercial or industrial structure, and desires water service must pay a separate set-up fee for each location.

RETURN CHECK FEE

A service charge of Twenty Five Dollars (\$25.00) will be imposed on any customer whose check for charges is returned for any reason.



APPLICABLE TO BOTH SCHEDULE 1 AND SCHEDULE 2 CUSTOMERS

LEAK ADJUSTMENTS

Leak adjustments will be made when the bill reflects unusual usage which can be attributed to leakage on the customer's side of the meter.

Leak adjustments will not be made for unusual usage when it is attributed to leaking commodes, dripping faucets, malfunctioning appliances and similar situations.

Leak adjustments will be made for water line breaks only. Leak adjustments will be made as follows:

- (a) An adjustment will be made for no more than two billing cycles of unusual usage in connection with a leak and within the date that the West Milford Water System is notified or is aware that a leak exists.
- b) The customer must provide proof (receipt for repair of line break- parts, etc.) that the unusual usage is due to a line break, and not as a result of items listed above.
- (c) It shall be the policy of the West Milford Water System to adjust bills in the following manner:
  1. An historical usage average will be calculated by finding an average usage over a six month billing period of the customer's usual usage.
  2. The customer will be billed for the cost of the average usage, plus,
  3. The customer will be charged for the water which was in excess of the average usage, the Town's cost plus 25% per 1,000 gallons.
  4. The cost of the average usage and the cost of the excess usage will be the cost of the new adjusted bill.
  5. Exhibit 9-207. "Leak Adjustment Worksheet" will be used to calculate all leak adjustments in connection with this section.

APPLICABLE TO BOTH SCHEDULE 1 AND SCHEDULE 2 CUSTOMERS

VACANCY OF PREMISES SERVED

In the event that any building, structure or premises served by any facilities of the Waterworks system is to be vacated for a period of not less than thirty days, the person responsible for paying the rates, fees and charges for such services for such building, structure or premises may apply in writing to the Town to have the water service temporarily disconnected from such facilities. The town shall upon such application temporarily disconnect such building, structure or premises from the Waterworks beginning on the first day of such vacancy. At the end of such vacancy, upon application or notification in writing contained in the application for disconnection or a separate paper, such building, structure or premises shall be reconnected upon payment of a reconnection charge of \$4.00.

In the event that the time exceeds thirty (30) days the usual reconnection fee of \$25.00 will be required.