

**JAMESTOWN WATER DEPARTMENT  
RULES AND REGULATIONS**

**Section 1. Application for installing of services and furnishing of water**

- A. All applications for installation of service must be made in writing at the office of the Jamestown Water Department on forms furnished by the department, signed by the owner of the property or his/her duly authorized agent and must state truly and fully the uses to which the water is to be supplied and the correct lot and street number of the premises.
- B. Water will not be turned on until an application has been signed by the property owner or his/her duly authorized agent, agreeing to comply with the rules and regulations of the Jamestown Water Department and to be responsible for the payment of all bills for water used on said premises.

**Section 2. Building Purposes**

All water used for building purposes will be furnished through a meter and billed directly to the owner of said property.

**Section 3. Service Connections**

Anyone making a tap or correction to the Village water mains or distribution piping must be authorized to do so by the Superintendent of the Jamestown Water Department.

**Section 4. Property Owner to Pay Cost of Service Connections**

All service connections or pipes for supplying water or sanitary sewer laterals for collecting wastewater must be installed at the property owner's expense. This includes service saddle, corporation stop, copper/plastic service line, curb stop, service box, meter and associated fittings, meter pit lid and cover. All materials must be approved by the Jamestown Water Department.

Sanitary sewer laterals on private property are owned by the property owner who is responsible for the repair and replacement of said laterals. Proper permits must be obtained from the plumbing department of the appropriate jurisdiction before repair or replacement takes place.

Sanitary sewer laterals within the public right-of-way or within a utility easement are owned and will be maintained by the Village of Jamestown. However, property owners responsible for the routine cleaning of sanitary sewer laterals to the main. Water laterals from the water main to the first shut-off valve are owned and maintained by the Village of Jamestown. It is the responsibility of the property owner to know the location of the meter pit and /or service box and to keep them in a condition that will allow the shut-off valve to be accessed.

Any property owner claiming to need a repair of the sanitary sewer lateral or water lateral within the public right-of way/or utility easement must notify the Village of Jamestown Water and Sewer Department.

If a representative of the Water and Sewer Department determines a repair to the water or sanitary sewer lateral is necessary, the Water and Sewer Department will make the necessary repairs. During the repair, if it is discovered that the repair is necessary due to damage caused by the property owner (or by a contractor retained by the owner), the property owner shall be responsible for reimbursing the Water and Sewer Department all costs associated with the repair of the lateral in question.

The Water and Sewer Department will not initiate repairs to a water or sanitary sewer lateral within these public right-of-way/utility easement areas that it determines to be unnecessary. If a property owner is in disagreement with the Water and Sewer Department, the property owner may elect to excavate the lateral to expose it for inspection. If it is discovered that the lateral is damaged and is in need of repair, the Water and Sewer Department will reimburse the property owner all associated costs provided the damage was not caused by the property owner or by a contractor. All work done shall be in the presence of a representative of the Village of Jamestown Water and Sewer Department. The owner (or contractor) is responsible for providing advance notice a minimum of one workday prior to commencing work.

Section 5. **Pipe in Private Streets, Alleys or Courts**

Water lines in private streets, alleys or courts, when repaired, must be of a permanent nature and installed at the expense of the property owner or owners under the supervision of Jamestown Water Department and of material approved by the Superintendent of the Water Department. No temporary work will be allowed.

Section 6. **Water Connections**

All water connections hereafter constructed or to be relaid from the water main to the meter setting shall be of the following specified material. For ordinary house service 3/4" K copper/cts plastic pipe shall be used from the main through the meter setting. All pipe used from the meter into the residence (where applicable) must be approved by the Water Superintendent. All materials used in service connections exceeding 3/4" must be approved by the Water Superintendent and materials used between the curb stop and the structure to be serviced must also be approved by the Water Superintendent.

Section 7. **Application for Extending Service**

No plumber or other person shall extend a service from the curb shutoff to any premise unless the owner thereof or his/her authorized agent has secured the necessary permits from the Village Water Department, or the Board of Public Affairs.

Section 8. **Inspection of Services**

The plumber doing service work between the curb shutoff and the premises to be served must have the work inspected by the Village Water Department before it is covered up and must notify the Water Department in time for said inspection.

Section 9. **Street Openings**

In excavating for service connections, the street must be opened in such a manner as to cause the least inconvenience to the public, and a free passage of water into the gutters shall be provided. No excavation in any street or public place may be left open overnight without a proper barricade and warning lights, so set as to warn pedestrians or travelers, and the public safety shall in all cases be protected. The refilling of ditches and the repaving of streets shall be done in such a way and with materials prescribed by the Water Superintendent.

Section 10. **Shut-Offs for Repairs**

The Water Department shall have the right to shut off the water for repair or tests and will not be responsible for any accidents or damages which may result from a discontinuance of service. Persons using steam boilers, gas engines or other equipment whose operation depends on a supply of water direct from the service pipes should have in mind the foregoing rules and provide storage of sufficient water to operate a reasonable length of time.

Section 11. **No Cross Connections or By-Pass connections to be allowed**

To prevent the pollution of the water supply of the Village of Jamestown through connections to the water works mains. (Ordinance 1983-9)

Section 12. **Curb and Corporation Cocks under Control of the Water Department**

The curb shut off as well as the corporation cocks shall be under the absolute control of the Water Department and must not be tampered or interfered with or operated by unauthorized persons. Water may be turned on/off into premises by an authorized employee of the Water Department only.

Section 13. **Interference with Curb Box or Other Lines**

A. Any contractor or other person doing work in or upon the public streets, and interfering with any curb boxes or other lines, pipes or connections attached to the Village Waterworks, shall promptly restore same to their proper conditions, alignment and grade.

B. Property owners have a continuing responsibility to maintain curb boxes in such a way as to keep them visible, accessible and in good repair. Any repairs made by the Water Department to a curb box (service box), will be done so at the property owner's expense.

- Section 14. **Independent Service for Each Property**  
No single service shall service more than one meter except in special cases which must be approved by the Water Department Superintendent.
- Section 15. **Stop and Waste Shut Off**  
All service pipes for domestic supply must be provided with an approved stop and waste cock where it enters the building easily accessible and so installed that the water can be shut off and drained from the pipes and meter. All services larger than ¾" in diameter must have a shut off valve on both sides of the meter so that the meter may be removed without draining all the pipes in the building.
- Section 16. **Turning on/off water**  
No plumber or other person, except the duly authorized agent of the Water Department, shall turn water on/off into any premises.
- Section 17. **Addition and Alterations**  
No addition or alterations in any pipe between the water main and the meter or the change of any meter shall be made without permission by the Superintendent of the Water Department.
- Section 18. **Service to be discontinued**  
Any property owner wishing to have his/her water service discontinued shall notify the Village Office. The regular rate will be charged until such notice is given and must be paid before service is again turned on.
- Section 19. **Access to Property**  
The Superintendent or his/her authorized employees of the Water Department shall have access at all reasonable hours to the premises supplied with water for the purpose of reading meters and to see that all rules are observed or to make any necessary examination of plumbing and water fixtures. In case the meter cannot be read in a reasonable length of time not to exceed 4 quarters, the service may be shut off until a reading is obtained and bill paid.
- Section 20. **Leaky Fixtures and Pipes**  
Water will not be furnished where there are leaky pipes or fixtures and the Water Department reserves the right to shut the water off until necessary repairs are made.
- Section 21. **Meters to be furnished**  
The water meters will be furnished by the Village at the expense of the property owners and will be set, removed or adjusted by employees of the Water Department only. The location of said meter must be satisfactory to the Water Department and the plumbing must be so arranged that the meter can be set in place without disturbing any of the water piping. Meters will not be permitted to be installed in inaccessible places.

Section 22. **Meters to be Accessible**

The property owner shall maintain a passage way to the meter and keep the meter accessible for reading or removal at all times.

Section 23. **Meters Damaged or Stolen**

If a meter installed on the premises is stolen, damaged by freezing, fire, hot water, or is damaged in other way due to the act of neglect of the consumer or property owner, the cost of repairs or replacement shall be paid by the property owner. If the meter seal is found broken or other proof of tampering with the meter is found, the bill for the period in question will be estimated and the service may be shut off until all just charges are paid.

Section 24. **Cost of Repairs**

The cost of repairing meters damaged by freezing or other cause chargeable to the owner or tenant must be paid before another meter is installed. The cost of repairing meters damaged by hot/frozen water will be charged to the property owner and must be paid promptly or the supply will be shut off until bill is paid.

Section 25. **Test of Meters: Charge**

- A. The Water Department reserves the right to test a customer's water meter when deemed necessary. Any meter testing done at the discretion of the Water Department will be done at no expense to the property owner where said meter is in operation.
- B. Where a consumer so demands, in writing, the Water Department will test a meter for accuracy. The Water Department will guarantee the accuracy of the meter against overcharge within two percent. Proper refunds will be made for charges based on reading of a meter which is shown to overcharge the consumer. When the meter being tested is found to be accurate within two percent, a charge for the testing of the meter will be levied against the property owner. This charge is not to exceed any actual expense incurred by the Water Department for the testing of said meter.

Section 26. **Leaks in Fire Lines and Inactive Services**

The cost of repairing leaks in fire lines and inactive services must be paid by the owner of the property connected with said service.

Section 27. **When Service Connections Will not be repaired**

When a service connection is found to have deteriorated to the extent that permanent repairs cannot be made, a new service will be required to be installed at the expense of the property owner. The failure of the owner upon notification to authorize such a new service to be installed will be deemed sufficient cause for discontinuing the supply of water to the premises without further notice.

Section 28. **Leaks Will Not be allowed**

Water service pipe between the curb box and the residence must be maintained at the expense of the property owner. Accordingly, the property owner will be held responsible for any leakage which may occur in such service mains and the Water Department reserves the right to turn off the water in cases where such leakage exists. All water that passes through a meter shall be charged for, whether used or wasted or lost by leakage, except that the Board of Public Affairs may make such abatement as seems to them right and proper in the case of a leak, when it does not appear that the owner or user could be reasonably expected to know of the leak, or to have had a fair chance to stop the same. The adjustment for excessive water bills, due to leaks, will be considered only if the usage doubled their average amount. The average amount is taken from the last four quarters, excluding the quarter with the high usage. The water bills that qualify for an adjustment will be figured as follows: the average usage will be doubled, then the doubled amount will be subtracted from the actual usage and the difference will be divided by two, which is the total number of gallons that will receive the adjustment. The sewer adjustment policy will remain the same, being the sewer amount can be lowered to the average of the last four quarters sewer usage, excluding the quarter with the high usage.

Section 29. **Service Connections for Fire Protection**

- A. The installation of fire extinguisher service connections to supply water to sprinkler systems or private fire hydrants for fire extinguishing only, will be permitted when applications and plans for such services have been submitted to the Water Department and approved by the Superintendent, but no connection will be allowed larger than six inches in diameter and must be provided with backflow prevention that meets current regulations and plumbed for bypass meter, or where required a full sized meter set in concrete meter vault with iron cover and vault drained to owner.
- B. Water for such extinguishing purposes will be furnished as per rates established by the Board of Public Affairs.
- C. The Water Department will furnish all material and do all work necessary for the installation of such fire extinguishing services from the main to the curb, the cost of said work to be paid by the property owner promptly upon rendering of the bill.
- D. When any premise has one or more fire service connections each service shall be equipped with the appropriate backflow prevention device that is easily accessible, so set that water can flow into the premise but cannot flow out.
- E. Pipes intended for protection against fire must not be tapped or used for general water supply on any premises.

Section 30. **Use of Fire Hydrants**

The fire hydrants are intended primarily for the use of the Fire Department and must not in any way be interfered with. Permission to use is given reluctantly and can only be obtained from the Village Water Superintendent. Drawing of water from fire hydrants by unauthorized persons is strictly prohibited and violations of this rule may cause arrest and fine when no permit has been issued for same.

Section 31. **Conservation of Water Supply**

In case of serious fire, water shortage, or when for any cause it is necessary, in the judgment of the Fire Chief, to conserve the water supply by limiting the use thereof, such order as he shall make or as shall be made by the Water Superintendent or Mayor to that end, shall be obeyed by all users of water affected by such order, and the village shall not be responsible for any damages resulting from any such limited use. (Ordinance 1988-1)

Section 32. **Water Bills, How Rendered**

Water bills will be made out in the name of the property owner, unless the tenant pays \$100 deposit to have the service in their name, but owner shall not thereby be relieved from payment of any delinquency that might occur. In rendering first or final bills where consumers move out or in at odd dates in the month, the full monthly minimum charge for the month will be billed, unless the usage is over the 3,000 gallons monthly minimum at which time the amount will be calculated on actual usage.

Section 33. **Water Bills, When Due**

Water bills are due, and payable monthly or quarterly, as billed, at the Security National Bank or mailed to the Water Department on or before the 1<sup>st</sup> day of the next month after the date of bills. If not paid when due, the water supply will be discontinued and will not be resumed until all past due accounts are paid.

Section 34. **Bills must be paid in the Order Contracted**

Accounts for water service must be paid in the order in which they are contracted. Accordingly, the Board of Public Affairs may refuse to accept payment of an account, except when each account is paid in the order incurred, for instance; payment of a current account will not be accepted until all prior accounts for the same premises or person have been paid.

Section 35. **Water May be Shut off against Delinquents**

Whenever a water bill becomes delinquent, the supply of water may be shut off from any premises of such owner or consumer, regardless of whether such indebtedness was incurred at the premises where service is discontinued or at any other property of such owner or consumer. In the event the owner or consumer restores the water service to the premise in question before the delinquent bill is paid, the owner or consumer will be required to pay all the outstanding water indebtedness, including the most recent water bill against that property. Payment must be rendered by way of cash, money order or an official certified

bank check.

**Section 36. Estimating of Water**

- A. If a meter fails to register, the consumption of water will be estimated from the consumption of a period when water was supplied under similar conditions and was correctly measured.
- B. When the meter reader cannot gain entrance into a residence, a postage-paid card is left at the residence requesting the resident read the meter and return the card to the Water Department. Failure to return the card by the billing date results in an estimated bill covering a period when the water was supplied under similar conditions and was correctly measured. All meters must be read by Village personnel at least once every 4 quarters.

**Section 37. Lien upon Real Estate to Secure Delinquent Accounts**

- A. The Board of Public Affairs shall require the owner of the premises served with water for the payment thereof, and in the event of default of payment, the village shall place a lien upon the premises to secure payment of the amount due, and the premises may be sold to enforce the same.
- B. On and After the 2<sup>nd</sup> day of the following month of the date of the bill for water service each account shall be considered in default, and the amount owing shall constitute a lien upon the premises from 8:00 o'clock A.M. on such day. At any time thereafter the Board of Public Affairs may discontinue water service to enforce payment.

**Section 38. Non-user of water**

In the event any premise connected with and discharging sanitary sewage into the Village sanitary sewer system is not a user of water supplied by the Village Water Department, then any water so used shall be measured by a meter approved by the Village and provided and installed at the expense of the property owner. The sewage charge will be based on readings taken by the Village meter reader from said meter.



Village of Jamestown  
Ordinance # 1-2020

An ordinance amending Jamestown Rules and Regulations  
Ordinance 3-2013 regarding charges for services.

WHEREAS, the Jamestown Board of Public Affairs has within its  
authority to control and regulate the operation of the Jamestown  
Water and Sewer Departments; and

WHEREAS, the Jamestown Board of Public Affairs has the  
responsibility to ensure the financial stability of the Jamestown Water and  
Sewer Systems in Jamestown, Ohio, and

WHEREAS, Jamestown Council adopted, by ordinance, a set of rules  
and regulations for the Jamestown Water and Sewer Department (#3-2013)

WHEREAS, the council of the Village of Jamestown amends the  
ordinance by the addition of #39: "A service fee of \$50 will be charged to  
a customer requesting a "call-out" of village employees to check a meter,  
check for leak, read a meter, turn water on or off, check for backed up sewer,  
after 4:00 p.m. UNLESS the problem is found to be the responsibility of  
the village.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL  
OF THE VILLAGE OF JAMESTOWN, OHIO, THAT THIS ORDINANCE  
SHALL TAKE EFFECT AT THE EARLIEST PERIOD ALLOWED BY  
LAW.

passed 2/3/20

Fiscal Officer Mark Hains