

**APPLICATION FOR WATER SERVICES**

*(\$50.00 DEPOSIT REQUIRED)*

**BERKELEY SPRINGS WATER WORKS**

271 Wilkes Street, Berkeley Springs, WV 25411

Phone 304-258-1290 / Fax 304-258-2638 / BSWW@WVDSL.NET

Residential ( ) Commercial ( )  
Rent ( ) Own ( )

Previous Customer: ( ) If so, When \_\_\_\_\_ New Customer ( )

\*Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

\*Property Location: \_\_\_\_\_

If rental Property, Owners Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\*Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

\*Co-Applicant's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Employer: \_\_\_\_\_

\*Name, Address & Phone of nearest relative and or person to contact: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

I hereby authorize service to be established in my name at the above property location and agree to pay for service until disconnected by my request. I understand that this application is subject to the availability of service at this location, and I have received a copy of the current Tarrif as well as the Policies of Berkeley Springs Water Works.

Signature of Applicant(s): \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

For Department Use Only	
Deposit Paid \$ _____	Date: _____ Account #: _____
Metered ( ) Unmetered ( )	
Tap Fee: _____	Date Paid: _____
Previous Customer: _____	Account #: _____

RECEIVED  
9-24-12

10:59 AM SEP 20 2012 PSC EXEC SEC DIV

P.S.C. W. Va. No. 13  
Canceling P.S.C. W. Va. No. 12

TOWN OF BATH (Berkeley Springs), a municipal corporation

OF

BERKELEY SPRINGS, WEST VIRGINIA

RATES, RULES AND REGULATIONS FOR FURNISHING

WATER

at Berkeley Springs and vicinity, Morgan County, West Virginia

Filed with THE PUBLIC SERVICE COMMISSION  
of  
WEST VIRGINIA

Issued September 13, 2012      Effective for all services rendered on or after October 1, 2012,  
or as otherwise provided herein

Adopted by Town Council

Issued by TOWN OF BATH (Berkeley Springs), a municipal corporation

By Susan K. Weis

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.
- II. Residences which have been converted into two or more separate living quarters will be supplied with service through separate meters; provided, however, that in instances where this is impracticable such residences may be supplied with service through a single meter and the owner or lessor of the residence will be billed under the applicable residential service schedule, with billing blocks increase in proportion to the number of living quarters served.
- III. The plumbing on the premises of all new customers be equipped with a shut off valve. In the event the Town is required to turn off the water to a customer not having a shut-off valve, service will not be resumed until the customer has installed a shut-off valve.

DISCONNECT FOR-NON PAYMENT

The utility may disconnect service to any customer for non-payment of bill but must first make a diligent effort to induce the customer to pay the same and no discontinuance shall be effected until after a least twenty-four (24) hours written notice to the customer.

MULTIPLE OCCUPANCY

On apartment buildings, or other multiple occupancy buildings, each family or business unit shall be required to pay not less than the minimum monthly charge herein established for a five-eighths inch meter. Motels and hotels shall pay according to the size of meter installed.

RULES AND REGULATIONS (Continued)

TRAILER COURTS

House trailer courts shall be provided with a master meter. No bill shall be rendered for less than the minimum bill herein established for a five-eighths inch meter, multiplied by the number of units situated on the court site at the time the meter is read or the actual charge for the size meter installed, whichever is greater. House trailer (as used hereinabove) shall include both mobile and immobile units.

House trailers, either mobile or immobile, located on sites other than a park or court, shall be billed in the same manner as any other family or business unit.

SECURITY DEPOSIT FEE

A security deposit may be required only as provided by and in conformity with Rule 4.02 of the Rules and Regulations for the Government of Water Utilities, issued March 1, 1977, and effective May 1977.

APPLICABILITY

Applicable within the entire territory served.

AVAILABILITY

Available for general domestic, commercial, industrial and sale for resale service.

(C) RATES (customers with metered water supply)

First	2,000 gallons used per month	\$16.14 per 1,000 gallons
Next	3,000 gallons used per month	\$11.66 per 1,000 gallons
Next	45,000 gallons used per month	\$ 9.34 per 1,000 gallons
Next	150,000 gallons used per month	\$ 4.72 per 1,000 gallons
All Over	200,000 gallons used per month	\$ 2.89 per 1,000 gallons

(C) MINIMUM CHARGE

No bill will be rendered for less than the following amounts, according to the size of the meter installed:

	(Gallons per quarter)	<u>Equivalent Gallons</u>
5/8 - inch meter	\$ 32.28 per month	2,000
3/4 - inch meter	\$ 48.42 per month	3,384
1 - inch meter	\$ 80.70 per month	6,439
1 1/2 - inch meter	\$ 161.40 per month	15,070
2 - inch meter	\$ 258.24 per month	25,448
3 - inch meter	\$ 484.20 per month	49,640
4 - inch meter	\$ 807.00 per month	117,677
6 - inch meter	\$1,614.00 per month	344,790
8 - inch meter	\$2,582.40 per month	679,877

RETURNED CHECK CHARGE

A service charge equal to the actual bank fee assessed to the Utility or a maximum of \$25.00 will be imposed upon any customer whose check for payment of charges is returned by their bank due to insufficient funds.

(C) Indicates change in text

PRIVATE FIRE PROTECTION SERVICE

Where connections, hydrants, sprinklers, etc., on property are maintained by customer:

- 1 - inch Service Line with hydrants, sprinklers, and/or hose connections \$ 37.50 per quarter
- 2 - inch Service Line with hydrants, sprinklers, and/or hose connections \$ 50.00 per quarter
- 3 - inch Service Line with hydrants, sprinklers, and/or hose connections \$ 77.50 per quarter
- 4 - inch Service Line with hydrants, sprinklers, and/or hose connections \$105.00 per quarter
- 6 - inch Service Line with hydrants, sprinklers, and/or hose connections \$135.00 per quarter
- 8 - inch Service Line with hydrants, sprinklers, and/or hose connections \$165.00 per quarter

PUBLIC FIRE PROTECTION SERVICE

The fee for a public fire hydrant is \$10.30 per hydrant per quarter.

The Town of Bath shall pay a public fire service charge of \$309 per quarter, payable in four equal quarterly installments.

DELAYED PAYMENT PENALTY

The above tariff is net. On all accounts not paid in full when due, ten percent (10%) will be added to the net current amount unpaid. This delayed payment penalty is not interest and is to be collected only once for each bill where it is appropriate.

(I,C) RECONNECTION - \$35.00

May be charged whenever the supply of water is turned off for violations of rules, non-payment of bills or fraudulent use of water.

ADMINISTRATIVE FEE - \$25.00

To be charged in the event the Town collects payment in full of a delinquent water bill at the customer's premise in lieu of discontinuance of service for nonpayment of a water bill.

(I) Indicates increase

(C) Indicates change in text

(N) SERVICE CHARGE - \$35.00

There shall be made a service charge of \$35.00 for turning water off at the customers meter and a like charge for turning water on.

(I,C) TAP FEE

The following charge is to be made whenever the utility installs a new tap to serve an applicant.

A tap fee of \$850.00 will be charged to customers who apply for service outside of a certificate proceeding before the Commission for each new tap to the system. A fee for a tap of 1" or greater will be the utility's actual cost for installing the tap to serve and applicant.

LEAK ADJUSTMENT

\$1.87 per 1,000 gallons is to be used when the bill reflects unusual consumption which can be attributed to eligible leakage on the customer's side of the meter. This rate shall be applied to all such consumption above the customer's historical average usage.

SECURITY DEPOSITS

\$50.00 or 2/12 of the average annual usage of the applicant's specific customer class, whichever is greater.

MUNICIPAL EXCISE TAX SURCHARGE

The municipality listed below having imposed a public utility tax computed on the basis of two percent of the revenues from water sales by the Berkeley Springs Water Works within the corporate limits of such municipality, said tax shall be billed as a "surcharge" to the customers receiving service within said corporate limits.

The water utility is required to collect the utility tax pursuant to West Virginia Code §8-13-5a.

Customers receiving water service within the corporate limits of the specified municipality shall pay a surcharge based on the following surcharge rates:

	Utility Excise Tax	
Municipality	Local Tax Rate	Surcharge Rate
Town of Bath	2%	

- (N) Indicates new
- (I) Indicates increase
- (C) Indicates change in text

# Berkeley Springs Water Works

271 Wilkes Street, Berkeley Springs, WV 25411

Phone 304-258-1290...Fax 304-258-2638

## Policies

### LEAK ADJUSTMENTS

Customers may request an adjustment to their water bill due to high usage resulting from an accidental break in the customer's service line between the meter and foundation. Forms may be obtained at the Berkeley Springs Water Works Billing Office. Once received, your request will be submitted to the Water Committee for review and consideration. You will then be notified of their decision.

The Berkeley Springs Water Works **WILL NOT** consider or make adjustments for repeated leaks, leaking fixtures (such as commodes, faucets, etc.), or where poor quality materials are used by the customer.

Prior to any consideration of an adjustment to your bill, the Berkeley Springs Water Works must have verification that a leak actually occurred and that the leak was repaired. Evidence of repair, such as a copy of any bills for repair materials or plumber's repair bill, will help expedite the Berkeley Springs Water Work's review of the adjustment request.

If your request is approved the Berkeley Springs Water Works will follow the requirements as outlined in the current Tariff set forth by the WV Public Service Commission.

The Berkeley Spring Water Works will only honor one leak adjustment per a twelve (12) month period and may not span more than one billing period.

### DEFERRED PAYMENTS

Customers may apply for a Deferred Payment Agreement with the Berkeley Springs Water Works if unforeseen and extraordinary circumstances occur which make it difficult to meet the obligation of their water bill by the due date / and or termination date. Customers must also provide pertinent documentation of such hardship, for example...Loss of employment, unexpected Medical expenses, etc.

Customers shall make application for a deferred payment agreement **PRIOR to TERMINATION** at the Berkeley Springs Water Works Billing office. **Agreements will not be taken over the phone.**

Only one (1) Deferred Payment Agreement will be honored in a twelve (12) month period, depending upon additional circumstances.

Customers who default on a Deferred Payment Agreement will be subject to Termination of Water Service.

(Revised and Approved by Town of Bath Council 4/19/2011)