

**CLAVERACK RURAL ELECTRIC COOPERATIVE, INC.
WYSOX, PENNSYLVANIA 18854**

POLICY BULLETIN NO. B-3

SUBJECT: MEMBER LINE EXTENSIONS, UPGRADES & RELOCATION OF FACILITIES

POLICY:

The cooperative will provide electric service to members within its service territory in compliance with the Retail Electric Supplier Unincorporated Area Certified Territorial Act, The Pace Act.

RESPONSIBILITY: President & CEO

PROCEDURE:

Rights-of-Way / Easements

Whenever practicable, electric lines of the Cooperative will be constructed on rights-of-way secured by easements granted by landowners, rather than upon highways or other public rights-of-way. Every reasonable method shall be employed to obtain easements from landowners; permits from public bodies for the use of streets, roads and highways; crossing agreements with railroads; and joint-use agreements with utility and communications companies with respect to construction, relocation or removal of facilities.

Where a transmission or distribution line is to be constructed, the Cooperative will require each member/prospective member, who is also a landowner, to execute an easement on the adopted easement form. Additionally, the member/prospective member shall be required to secure to, and for, the cooperative all necessary easements from adjacent property owners upon whose land it is necessary to locate the lines. Easements shall be obtained from landowners on standard easement forms as adopted by the Cooperative.

The Cooperative will discuss plans for location of lines and other related facilities with each landowner however it remains the responsibility of the member / prospective member to secure all needed easements on behalf of the cooperative. In working with each landowner, the cooperative will consider alternatives always bearing in mind that any demands which would create excessive costs or indicate preferential treatment would be discriminatory to other members.

Right-of-Way Clearing

Where line is to be constructed, the Cooperative will clear the right-of-way of trees and incompatible vegetation and construct the line as approved. After the original clearing, the Cooperative will keep the rights-of-way clear as part of its planned maintenance program at no additional cost to the member.

Engineering Design and Estimates

1. A design fee (see Schedule of Fees) may be assessed for engineering designs/estimates. This fee, payable to the cooperative, must be received before commencement of the design work. This fee is nonrefundable. Design fees for larger projects or projects requiring significant design effort will be assessed on a case by case basis.
2. Cost estimates shall be valid for a period of 6 months from the date issued.

Single Phase Service to New Permanent Residential Installations

1. Permanent residential members will be provided a standard 200 Ampere service conductor installation exclusive of poles, transformers and other equipment at no cost to the member.
2. Permanent residential members will receive an allowance (new residential line extension allowance) for the construction of poles, conductors, transformers and related equipment up to an amount approved annually by the board of directors (see Policy Bulletin B-12, Schedule of Fees). To qualify for this allowance the location where a member is requesting service shall:
 - a. Be a permanent installation constructed on an enclosed foundation or slab. Mobile homes must have the running gear removed and be anchored in accordance with code requirements.
 - b. Be occupied full time as a residence.
 - c. Have permanent water and septic systems installed.
3. Construction costs in excess of the allowance are to be paid by the member in advance of construction. The additional costs paid by the member will be a contribution in aid of construction and will be determined based upon estimated construction costs utilizing current material, labor and transportation costs.

Single Phase Service to New Non-Permanent, Seasonal and Miscellaneous Installations

Non-Permanent, Seasonal and Miscellaneous installations include; residences not occupied full time, garages, pole buildings, barns, recreational vehicles (RV's), picnic shelters, ball fields etc.

1. Members requesting service to Non-Permanent, Seasonal and Miscellaneous installations will be provided a standard 200 Ampere service conductor installation exclusive of poles, transformers and other equipment at no cost to the member.
2. Additional construction costs are to be paid by the member in advance of construction. The additional costs paid by the member will be a contribution in aid of construction and will be determined based upon estimated construction costs utilizing current material, labor and transportation costs.

3. Members establishing electric service at a non-permanent/seasonal location who establish permanent residency at said location within two (2) years of receipt of electric service may request a refund from the Cooperative of the residential construction allowance in effect at the time of service establishment. At no time shall the member receive a refund in excess of the amount paid to the cooperative in aid of construction. It is the responsibility of the member to provide satisfactory documentation to the Cooperative establishing permanency of residency as described herein and as required in Policy Bulletin B-1. The member must request the residential construction allowance within six (6) months of establishing a permanent residence or waive the right to receive the same. To be eligible for the allowance, the member must have previously paid the contribution in aid of construction.

Service to New Permanent Commercial Installations

1. Permanent Commercial Members requesting single phase service will be provided a standard 200 Ampere service conductor installation exclusive of poles, transformers and other equipment at no cost to the member.
2. Additional construction costs are to be paid by the member in advance of construction. The additional costs paid by the member will be a contribution in aid of construction and will be determined based upon estimated construction costs utilizing current material, labor and transportation costs. The Cooperative may consider the speculative nature of the project, projected energy demand and use, benefit to other members of the cooperative and other potential benefits of project when determining contribution in aid of construction charges to be assessed.
3. Due to the varying nature and complexity of three phase extensions, each request will be considered individually. Contribution in aid of construction charges for three phase line extensions will be determined through a field survey and design applying current material, labor and transportation costs.

Overhead to Underground Conversions

Members requesting conversion of overhead facilities to underground facilities for their convenience / benefit shall be responsible for all costs associated with said conversion. Contribution in aid of construction charges for conversion of existing overhead facilities to underground facilities shall be determined based upon estimated construction costs utilizing current material, labor and transportation costs.

Underground Residential Developments

1. The member owner and/or developer shall at his own expense:
 - a. Clear the ground (where the distribution lines, service laterals, and related facilities such as pedestals, transformers, transformer pads, and other devices are to be installed) of trees, stumps and other obstructions. The applicant shall rough grade the ground to within six inches of final grade, set corner pins on all lots (if applicable) and provide trenching and backfilling for installation of electric lines. All work relative to underground electric service shall conform to Cooperative requirements, and is subject to inspection and approval by the Cooperative.

- b. Provide the Cooperative with required easements.
 - c. Request electric service at such time that the aforesaid lines may be installed before curbs, pavements and sidewalks are laid; keep the route of lines clear of machinery and other obstructions when the line installation crew is scheduled to appear; and otherwise cooperate with the Cooperative to avoid unnecessary costs.
 - d. Contribute to project expenses. Assessment of contribution in aid of construction charges to the owner developer will be determined by the cooperative considering the amount of electric facilities required, the size/number of lots, the electric load characteristics of the planned housing and the anticipated schedule of individual service connections.
 - e. Provide the Cooperative with two copies of the approval plan of building development and the lot layout; which plans shall show all streets, water lines and sewer lines and shall have been approved by any and all agencies, including government agencies, having jurisdiction.
2. If an owner developer fails to comply with all the applicable provisions of this policy or changes his plot plan after installation of the Cooperative's lines has begun, or otherwise necessitates additional costs by his act or failure to act, such additional costs shall be borne by the owner.
 3. The Cooperative shall not be liable for injury or damage occasioned by the willful or negligent excavation, breakage or other interference with its underground lines by other than its own employees or agents. The liability for injury or damage occasioned by the willful or negligent excavation, breakage or other interference with the Cooperative's underground lines shall rest with the party causing or permitting such injury or damage.

Pole Type Service - Permanent Service

1. The Cooperative will furnish and install a service entrance pole or a pole for center pole metering, and when available, poles for other purposes. The cost to the member is reviewed annually and can be found in Policy Bulletin B-12, Schedule of Fees under "Member Owned Poles". An in-place used pole owned by the Cooperative may likewise be purchased by a member provided it is not needed as a continuing part of the Cooperative's electric distribution system. Member owned poles, whether newly installed or purchased in place, are wholly owned and maintained by the member. With the permission of the member, the member's pole may be used as a secondary pole by the Cooperative for the continuation of its secondary system to serve another location, or for the installation of a security light. If a member's pole, used as a secondary pole by the Cooperative, is abandoned by the member, the Cooperative at its option may elect to buy back or replace the pole. A member is not permitted to install a service entrance or any other wiring or materials on any pole owned by the Cooperative.
2. It will be the member's responsibility to furnish and install the complete service entrance equipment.
3. It will be the member's responsibility to have the service entrance installation approved by a recognized electrical inspection agency as defined herein.

Relocation/Modification of Existing Electric Facilities

1. For Member or Owner Benefit or Convenience - The member or owner shall pay in advance of the work the estimated total construction cost utilizing current material, labor and transportation costs.
2. For the Mutual Benefit of the Cooperative and the Member or Owner - The member or owner shall pay in advance of the work the estimated shared cost on negotiated prorated basis, dependent on the degree of benefit to the Cooperative and the member owner.
3. Where a Hazard Exists –The Cooperative will promptly notify the member of the existence of the hazard and work with the member to immediately mitigate the hazard. In the event the hazard was created by construction, site grading or installation of buildings or facilities by the member or others within Cooperative right of way, the member will be responsible for removing or causing to be removed the building or facility and/or re-establishing previous grades. At the option of the member, if acceptable to the Cooperative, the line/facilities may be relocated by the Cooperative to mitigate the hazard. The cost for relocation shall be the responsibility of the member.

Inspection of Electric Service Installations

Any new, modified, or upgraded electric service entrance facilities must be inspected and approved by individuals/agencies who are accepted or appointed to perform inspections by the local municipality and are certified by the Commonwealth of Pennsylvania Department of Labor and Industry pursuant to the Uniform Construction Code. This requirement applies to temporary and permanent electric service entrance facilities. All inspection requirements stipulated by the NESC, NEC, state, municipal, local, fire and any other applicable codes must be met.

Successful completion of the inspection indicates that the member's service entrance facilities are ready for the introduction or re-introduction of electricity by Claverack from the Claverack electric distribution system. A list of Inspectors who are approved to perform inspections is available by contacting the code enforcement office of the particular municipality where the service is/will be installed.

Electrical inspections are required prior to energization of new electric service; where a service panel, meter base or service entrance cable is replaced or relocated; if a property has been affected by fire or by flood where the service panel or meter base has been flooded; if the service has been disconnected for 12 months or more; if the location has been involved in diversion of power; when a standby generator/transfer switch has been installed.

Claverack also recommends that all new wiring or changes and additions to existing wiring be inspected even when there is no Claverack involvement.

Where approval of a recognized electrical inspection agency is required, as outlined above written notice from the inspection agency must be received by the Cooperative before the service is energized. If an emergency or extreme hardship condition exists, an inspector may telephone the office of the Cooperative, advising an electrical installation has been approved, providing the office with the necessary information followed by mailing the cut-in-card to the office.

SOURCE: Revised 02/26/20.