



Water Board Meeting
Tuesday, September 8, 2026
3:30 p.m.
City Hall in the Water Department Office

A Water Board meeting will be held at City Hall on Tuesday, September 8, 2026, at 3:30 p.m.

1. Approve Meeting minutes for June 9, 2026.
2. Consideration of Bulk Water Permit Policy

DREW CAMPANY
Water Superintendent

CITY OF ONEIDA
WATER DEPARTMENT



109 N. Main Street
Oneida NY 13421

Tel.: (315) 363-1490
Email: water@oneidacityny.gov

Permit Fee: \$50.00
Payment required at time of issuance

BULK WATER PERMIT

(Effective as of 2026)

(Water Board Commission Approval Date: September 8, 2026)

Issuance Date: _____

The Applicant shall agree to the terms and conditions listed on this permit.

Applicant Company Name: _____

Representative/ Contact Name: _____

Contact Phone Number: _____

Mailing Address: _____

City: _____

State: _____ Zip Code: _____

Bulk Water from this permit shall be mostly used for: _____

By signing, the applicant agrees to the terms and conditions listed on the attached pages.

Applicant's Signature: _____ Date: _____

City Representative Name Issuing Permit: _____

City Representative Position: _____

City Representative Signature: _____ Date: _____

**The City of Oneida reserves the right to restrict or revoke permit.
Display Permit at Time of Use**

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City of Oneida Water Department Bulk Water Permit Terms and Conditions

1. The Bulk Water Permit is issued solely to the applicant identified on this application and may not be transferred, assigned, or used by any other individual, business, or organization.
2. The permit holder shall pay a minimum monthly surcharge of fifteen dollars (\$15.00) for each calendar month in which bulk water is obtained under this permit. The monthly surcharge shall apply only during months in which bulk water is utilized, and no surcharge shall be assessed for any calendar month in which no bulk water is obtained.
3. The permit holder shall pay the required permit fee established by the City of Oneida Water Department prior to receiving authorization to use the bulk water fill station.
4. The permit holder agrees to pay for all bulk water usage at the same metered water rate applicable to residential and commercial customers, as established by the annual City of Oneida Water Department rate schedule. All water shall be metered and billed based upon actual consumption, and the permit holder agrees to pay all charges at the rates in effect at the time the water is used. Failure to pay any invoice or charge associated with bulk water usage by its due date may result in suspension or revocation of bulk water privileges until all outstanding balances have been paid in full.
5. The permit holder shall present a valid Bulk Water Permit to an authorized Department of Public Works employee upon request before access to the bulk water fill station is granted. Permit holders shall carry their permit while utilizing the facility.
6. Bulk water filling shall only occur during the applicable posted business hours of the Department of Public Works facility unless specific written authorization for after-hours access has been granted by the Water Superintendent. Such authorization shall be issued by letter or specifically noted on the permit.
7. The permit holder shall accurately and honestly complete the Bulk Water Usage Log for each use of the facility, including the company name, date, time, beginning meter reading, ending meter reading, and any other information required by the Water Department. Falsification or omission of information shall constitute a violation of this permit.
8. The permit holder shall operate only the designated bulk water fill valve and equipment necessary to obtain water. No permit holder shall tamper with, operate, adjust, modify, or interfere with any other valves, meters, controls, electrical equipment, mechanical equipment, or Water Department infrastructure.
9. The permit holder shall use reasonable care while operating the bulk water fill station and shall immediately close the designated valve upon completion of filling operations.
10. The permit holder shall maintain the security of the Department of Public Works facility at all times while using the bulk water fill station. Upon completion of use, the permit holder shall secure the building, return the key to the designated lockbox, properly secure the lockbox, and ensure the facility is left locked and protected.
11. Access codes, keys, lock combinations, or any other security information provided by the City shall remain confidential and shall not be shared, copied, distributed, or disclosed to any unauthorized person.
12. Upon completion of filling operations, the permit holder shall neatly store the bulk water hose and any associated equipment in its designated location and leave the facility in a clean and orderly condition.
13. The permit holder shall make every reasonable effort to prevent unnecessary waste of potable water during filling operations. Water shall not be intentionally discharged, allowed to flow unattended, or wasted through negligence.

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14. The permit holder shall immediately report any equipment malfunction, water leak, damage, security concern, or unsafe condition to the Water Department or Department of Public Works. (Water Department: (315) 363-1490, DPW: (315) 363-7222)
15. The permit holder shall be responsible for any damage caused by the negligence or improper actions of the permit holder or the permit holder's employees while using the bulk water fill station.
16. The City of Oneida shall not be responsible or liable for damage to vehicles, equipment, property, or injury to persons arising from or related to the use of the bulk water fill station.
17. Any violation of these Terms and Conditions, the City of Oneida Water Department Rules and Regulations, or any lawful directive issued by the Water Superintendent may result in:
 - Assessment of an administrative violation fee of two hundred dollars (\$200.00) per violation;
 - Immediate suspension or permanent revocation of the Bulk Water Permit by the Water Superintendent;
 - Recovery of any costs incurred by the City for damages, repairs, cleanup, or other expenses resulting from the violation; and
 - Any additional remedies authorized under the City of Oneida Water Department Rules and Regulations or applicable law.
17. The Water Superintendent reserves the right to immediately suspend or revoke a Bulk Water Permit whenever continued use is determined to be contrary to the interests of the City, the protection of the public water supply, the security of City facilities, or the safe operation of the bulk water filling station.
18. By signing this application, the applicant certifies that all information provided is true and accurate and agrees to comply with all applicable City of Oneida Water Department Rules and Regulations and these Terms and Conditions as a condition of maintaining bulk water privileges.

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