

VILLAGE OF ELIDA
DEPARTMENT OF UTILITIES
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RULES AND REGULATIONS

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**VILLAGE OF ELIDA
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RULES AND REGULATIONS**

SECTION I: PURPOSE

The following are the rules and regulations under which the Village of Elida shall install water and sewer lines, furnish water, sanitary sewer, storm sewer, and refuse services to the citizens of Elida, Ohio, and the designated areas outside the Village. These rules and regulations are hereby established for the fixing, regulating, and controlling the use, installation and price of water, sanitary sewer, storm sewer and refuse supplied by the Village of Elida.

SECTION II: APPLICATION FOR SERVICE

Applications for the use of water, sanitary sewer, storm sewer and refuse service must be made at the Village Town Hall, 406 E. Main St., Elida, Ohio, on printed forms to be supplied by the Utilities Department for that purpose. Application must be made by owner or a representative with written consent of the property to be supplied. The rules and regulations herein after set forth shall be considered a part of the contract with every person, company, or corporation that is supplied with water, sewer, and refuse through the Utilities Department of the Village of Elida, Ohio, and every person, company or corporation by taking water, sewer, and refuse service shall be considered to express his or their consent to be governed hereby. The right is reserved by the Village of Elida to alter, amend, or add to the rules and regulations at any time.

SECTION III: BILLING PROCEDURE

1. All bills for utility services will be received on or about the first day of each month.
2. The rates to be charged for services will be the rates set by the Council of the Village of Elida, Ohio, by Ordinance 1080-1081-2015, including the \$5.00 monthly service charge for water and \$5.00 monthly service charge for sewer for all accounts that have a meter installed. Having the water disconnected for any reason does not void the \$10.00 monthly service charge.
3. Final payment date to avoid penalty will be the 12th of the month. For your convenience, the Village offers five different options for payment of the utility service. Please feel free to contact the Village offices to exercise a payment option.
4. Property owners, companies, and corporations located on property outside the Village limits using water and/or sewer service, provided by the Village of Elida, shall pay a surcharge of 55% over the rates charged to utilities customers living within the Village limits.

5. All bills not paid by the 12th of the month will be considered delinquent and be subject to a 10% penalty compounded monthly on the total bill. Service will be terminated 10 days from date of termination notification sent to delinquent consumer. Water Department personnel assigned to disconnect service will not accept payments. Delinquent payments must be made at the Village office in accordance with this section, paragraph 7. No delinquent account shall be allowed to continue after 30 days from the original billing date, unless it is determined to be a hardship case and approved by the Village Administrator.
 - a. The service charge continues its monthly fee as long as the meter remains in or with the property.
6. Charges for water and/or sewer service not paid shall become a lien on property and collected as provided in section 743.04 of the Ohio Revised Code.
7. Once service is terminated for failure to pay for utility service, service will not be reinstated until all delinquent payments, delinquent penalties, and reconnect charges have been paid in full. Reconnect charge of \$25.00 will be charged if service is reconnected during regular working hours, Monday through Friday, 7:00 AM - 3:30 PM. A \$50.00 reconnect fee will be charged for any reconnections at any other than regular working hours. Any exceptions to this rule must be approved by the Village Administrator. Water service will not be reinstated after 9:00 p.m. and will have to wait until the following day.
8. All payments on delinquent accounts by customers shall apply to their oldest bills and penalties.
9. A charge of \$35.00 will be added for any returned check. Payment for returned checks must be made in cash. Any customer that has more than two (2) checks returned in a six month period will lose the privilege of paying by check.
10. In the event of two (2) or more meters serving the same individual consumer, a single charge per meter will be billed for each meter. This will be calculated at the current water rate. A service charge will be applied monthly per meter. A service charge will be applied monthly per meter as long as the meter is in place. Failure of payment for either meter will result in service termination to the property.
11. The property owner is ultimately responsible for the utility bill. Apartment renters must apply for a utility account, and they will be responsible for payment of utility service fees. Apartment units with apartments individually metered will be charged water and sewer based on metered water usage.

12. No account shall be adjusted except as follows:
 - a. Incorrect meter reading;
 - b. Defective meter, upon correction of defective meter, water usage for billing purposes shall be the average monthly consumption of water for the previous four readings as designated by the Village Administrator.
13. When a customer requests a final reading, water service will be terminated and not be reconnected until the new subscriber makes application at Town Hall for services. If the meter remains in the property dwelling the property owner is subject to the current service fee.(see ordinance # 1080-2015). In the case of a tenant, the bill will be forwarded to the property owner who will be responsible for payment in full.
14. If the meter is removed, the meter must be re-installed into a meter pit. This must be scheduled with the village before reconnection. The material used for the meter pit will be billed to the property owner.
15. Service shall not be given to a tenant or buyer if said applicant owes a bill for service at any property or service number within the jurisdiction of the Village of Elida, Ohio.
16. Any owner of real estate who installs or maintains water and/or sewer connections therein shall be considered as accepting the provisions of all lawful rules and regulations of the Utilities Department, and as agreeing, in particular, to be liable for all water, sewer, refuse EPA and/or other charges for such premises, whether the accounts for such premises are in the name of such owner or in the name of tenants or other persons.
17. When a customer goes on vacation for more than a month, they may choose to have their water service shut off and turned back on when they return. The charge for this service will be \$25.00. If the water is left on during their vacation, they will pay the minimum charge for water and sewer if usage stays under 100 gallons per month. If not, they will pay according to the water and sewer rate schedule. If there is no usage when the meter is read then the only charge will be the current service charge for the month. Water will be turned off and on during normal working hours between 7:00 am and 3:30 pm, Monday through Friday. They will pay all current charges for usage or associated charges to the account. The village can waive late fees that are proven to be originated due to extended vacation. Please notify the village in advance.
18. Requests by customer to have meter checked because of excessive water use will result in a \$75.00 service charge if it is found that the meter is in good working order and that the Village is not at fault. The customer is responsible for any plumbing

issues that would derive from removing the meter (i.e. broken valve, water leak)

19. The sewer charge on an account will be adjusted once per year for the water used for filling or maintaining the proper level of water in a swimming pool.

SECTION IV: CONSUMER CONNECTIONS

All pipes and connections from the Village's curb box located at or near the property line shall be installed at the expense of the property owner, who will be responsible for all damages resulting from leaks or breaks. This applies to all properties regardless of where the meter is installed.

SECTION V: WATER LINE INSTALLATION

This section covers the installation of water lines from residences to water supply link at curb side.

1. Obtain tap permit from Village Clerk and pay tap fee and deposit as follows:

a.	<u>Type</u>	<u>Size</u>	<u>Inside Village</u>	<u>Outside Village</u>
	Residential	1"	\$1,600.00	\$2,440.00
	Commercial	2"*	\$3,000.00	\$4,500.00
		4"*	T/M	T/M +50%
		6"*	T/M	T/M+50%

*Commercial Lines of 2", 4", and 6" could require additional expense over and above the regular tap fee. In those cases, the additional cost will be borne by the customer. All services that are on the opposite side of the roadway must be bore/jack at the cost of the customer. If the bore/jack cannot be done the customer will be responsible for an open trench cut across the roadway.

2. Customer is to trench to curbside and have the hole opened at water main. Water tap is to be done under the direction of the Water Superintendent. Minimum trench depth of 40" is required. Owner is to contact Elida Water Department prior to excavation for tap location and line installation. If meter arrangements are made at this time there will be no additional cost added to the property owner. The water superintendent has the final word in any or all conflicts with the water service.

24 HOUR NOTICE IS REQUIRED FOR WATER HOOK UP.

3. Elida Water Department will furnish and install all necessary hardware and hook-up at curbside and water main. Hardware includes quick-tap and saddle, curb stop and box, water meter and remote read out box, and miscellaneous clamps, tubing, etc.

4. Water main supply lines located on opposite side of the street will require boring under the street. All costs incurred for boring under the street will be the responsibility of the customer.
5. Customer is to install an additional shut-off valve inside the residence, within 6" of the wall. We recommend a 1" or 3/4" ball valve be used.
6. Customers on a private well system must physically separate well water system from Village furnished water. Plumbing will be physically checked by Water Department personnel before curb stop is turned on.
7. Village water rates are set by village council. Please see current rate structure for information.
8. When requested by homeowner (landlord) or tenant, a \$25.00 fee will be required for each occurrence for turning off and back on water at curbside after initial turn-on during normal working hours between 7:00 am and 3:30 pm. Monday through Friday. Any service calls for turning off and on after normal working hours will result in a \$50.00 fee. No services will be turned back on after 9.00pm daily
9. Under no circumstances will Village water lines, shut off, hydrants, valves, or any component of the water infrastructure be tampered with, altered, in any way without the permission of the Village Administrator or his designee, and if allowed, will be done under the Village Administrators or his designee's supervision to the Village specifications at the contractor's or property owner's expense.

In some areas the water mains cross the back, front or side yards. Where this occurs, there will be water main valve boxes and fire hydrants. In this situation, there cannot be any landscaping, shrubs, trees, lawn ornaments within a five (5) foot radius.

10. No water service connection shall be installed or maintained to any premises where actual or potential cross connections exist which may contaminate any potable water supply or groundwater aquifers unless protected by an approved backflow prevention assembly.
11. An approved backflow prevention assembly shall be installed and maintained on each service line that is not a residential one, two or three family dwelling. Backflow prevention is required on all fire lines.
12. It shall be the duty of the property owner of any premises, on which a backflow prevention assembly is required by these regulations, to ensure they are installed, inspected, tested and repaired as needed in accordance with the following schedule or more often where inspections indicate a need.

- a. Air separation shall be inspected at the time of installation and at least every

twelve months thereafter.

- b. Double Check Valve Assemblies. Reduced Pressure Principle Backflow Prevention Assemblies and Pressure Vacuum Breaker Assemblies shall be inspected and tested for tightness at the time of installation and at least every twelve months thereafter.
 - c. Inspections, tests and overhaul of backflow prevention assemblies listed in this regulation shall be performed at the expense of the property owner and be made by a person certified by the State of Ohio for backflow.
 - d. Backflow prevention assemblies inspections required in (b) above shall be forwarded to the Combined Allen County General Health District annually together with an Administrative test fee as established in Section F (1)(h) of the Uniform System of Fees Regulation as adopted by the Board of Health.
13. Failure to renew backflow prevention assembly inspections on an approved form as required in this regulation may result in notification to the Ohio Environmental Protection Agency and/or the Public Water System to recommend termination of water service.
14. Bulk Water Sales- Bulk water shall be sold at the outside water rate per gallon plus a \$25.00 administrative fee. All bulk water sales shall be metered and purchaser assumes responsibility for damage or theft of the meter. Village of Elida personnel will install meter on fire hydrant and chain and lock meter to fire hydrant.

DEFINITIONS

Backflow Pressure created by any means in the water distribution system, which by being in excess of the pressure in the water supply mains causes a potential backflow condition.

Cross Connection Any physical connection or arrangement between two otherwise separate piping systems, one of which contains potable water and the other either water of unknown or questionable safety or steam, gas or chemical, whereby there exists the possibility for flow from one system to the other, with the direction of flow depending on the pressure differential between the two systems.

SECTION VI: WATER SHORTAGE

The Village Council and/or Village Administrator reserves the right in case of a shortage of water to make an order forbidding or suspending the use of water for irrigation and sprinkling purposes, and at any time may make such an order by giving notice through the local papers or radio and television announcements. Or by any other means of communication.

SECTION VII: MAINTENANCE AND REPAIR SHUT-OFFS

1. The water may at any time be shut off from the mains, without notice, for repairs, extensions, or other purposes, and persons having boilers supplied from the mains are cautioned against danger of explosion or collapse. The Village will not be responsible for the safety of boilers or hot water heaters on the premises of any water consumer.
2. The Water Department under the direction of the Village Administrator, retains the privilege of shutting off the supply of water in and on all sections of the Village when, in their opinion, it is necessary to do so because of broken mains, emergency repairs at the plant, etc. This may be done without notice but when time permits, due notice will be given through the news media.

SECTION VIII: METER INSTALLATION

1. Any duly authorized person or employee of the Water Department shall have free access at proper hours, to all parts of any building or any place where water is delivered to the consumer. The Utilities Department reserves the right to set a meter on any service at any time. Failure to schedule and/or allow the installation of a meter or readout is cause for the Village to terminate service to that property. Work must be scheduled within five (5) working days after receiving notification of meter installation or read-out.
2. All residential water meters and fittings needed to install meters will be furnished by the Village Water Department. All meters and hardware larger than three-quarter inch (3/4") will be furnished by the Village Water Department at cost to the consumer minus the cost of a standard three quarter inch (3/4") meter and hardware. All meters will be set, removed, or adjusted by employees of the Utilities Department only. The location of said meter must be satisfactory to the Utilities Department and the plumbing must be arranged so that the meter can be set in place without disturbing any water piping. The consumer shall maintain a passageway to the meter and keep the meter accessible for reading or removal at all times. If a meter installation on a consumer's premises is stolen, or is damaged by freezing, by fire, or by hot water, or is damaged due to the act of neglect of consumer, the cost of the repairs or the replacement shall be paid by the consumer. If the meter seal is found to be broken, or other positive proof of tampering with the meter is found, the bill for that period will be calculated based on the average of the highest four (4) months water bills in the past year. The Village of Elida will prosecute to the fullest extent of the law. Upon repetition of the offense, it will be optional with the approval of the Village Administrator to terminate the service and collect payment based on the formula used above.
3. The plumbing must be arranged so that the meter can be set in place without disturbing any water piping. The customer must have a good operational valve in accordance with SECTION V/paragraph 5 for the Village to perform meter maintenance. (The Village is not responsible for any leaks, bad plumbing, broken or non-performing valves on the property) The consumer shall maintain a passageway to the meters, sending unit or any components of the reading system, both inside and outside. If any wire needs installed out of plain site to village

personnel, arrangements can be made with property owners to run wires behind walls, ceiling, etc. for themselves. If any reading components cannot be installed in the line of plain site or the access to components cannot be performed, or if access to components will be a health issue, an outdoor meter will be ordered and installed at the owner's expense.

**SECTION IX: INSTALLATION OF SECOND METER FOR
 SPRINKLING PURPOSES**

1. Application for additional meter installation for sprinkling purposes must be made at the Village Town Hall, 406 E. Main St., Elida, Ohio, and approved by the Village Administrator.
2. The consumer shall purchase the meter and readout from the Village Water Department at \$250.00 and have it installed by Water Department personnel at a cost of \$50.00. Any additional items needed will be at the consumer's expense. The meter will be inspected each year before sprinkling season by water department personnel at a cost of \$40.00. This account will also be subject to the current service fee. Any plumbing changes needed to accommodate the additional meter will be at the consumer's expense. Any repair necessary to meter will be at the consumer's expense, and will be done by Village Water Department personnel.
3. When property containing a deduct meter transfers to a new owner, and the new owner chooses to stay on the Village Sprinkling Meter Program, they shall pay a one-time \$50.00 application fee plus the annual inspection fee, and will be bound by all other rules and regulations contained in this section pertaining to deduct meters.
4. The second meter will be used as a deduct meter to calculate monthly sewer charges. The meter will only be used for this purpose for a four (4) month period, May 15 through September 15 of each year. This meter will be subject to the current service fee where applicable.

BY ORDER OF THE VILLAGE OF ELIDA, OHIO. ORDINANCE #1120-2018

VILLAGE ADMINISTRATOR
DAVE W. METZGER

Signature on File _____

DATE: April 24, 2018

APPROVED: Signature on File _____
 KIM M. HARDY, MAYOR
 Date: April 24, 2018