

January 23, 2023

## MINUTES OF BOARD OF PUBLIC AFFAIRS MEETING

Members Present: Lynn Moomaw, Ryan Imhoff, and Kyle Krownapple

Others Present: Mayor Tom Poulson, Belinda Taylor, Adam Baker

Mayor Tom Poulson brought the meeting to order at 5:56pm.

The December 16, 2022 meeting minutes were read for approval. Ryan made the motion to accept the minutes as written, Kyle seconded, and all approved.

CT Consultants is still monitoring the Residual Chlorine Levels even though they have improved.

Ryan made a motion to approve the purchase of UV lamps/bulbs for the Wastewater Plant from Trojan Technologies in the amount of \$3,040.00, Kyle seconded the motion, and all approved.

The Mayor stated that the high usage utility bills have all been taken care of except Tristan Raber. We are continuing to monitor this account weekly for another month. They are paying the minimum amount with adjustments of late charges being made until further notice. They were gone two weeks in December and the quarterly reading was still a little high.

Kyle made the motion to allow Tristan Raber to continue to make the minimum usage payment and waive the late fees until the assessment is complete, Ryan seconded the motion, and all approved.

Adam asked if we could start searching for new meter reading equipment as we will probably need to do an upgrade in the next several years. He is suggesting going to blue tooth technology. Kyle stated there are two types AMR and AMI and they work differently. Research will need to be completed to see the reliability of each of them.

Kyle made the motion to approve the quote for Pump Doctor in the amount of \$8,520.00 to replace the EQ pump equipment. Ryan seconded the motion, and all approved.

Kyle made the motion to approve the application for a grant for equipment in the amount of \$8,800.00 from the Ohio Environmental Protection Agency, Ryan seconded the motion, and all approved.

Mayor Poulson stated that we received an update from the Water/Wastewater grant through the County Engineer from 2022 that there has been an additional 250 million approved for current applicants. We applied for money to put towards the Sanitary Sewer Project and hope we will receive it this round.

Kyle made the motion to approve Hershey Machine to rebuild the bearings in all 8 tertiary filters and the housing around it in the amount of \$4,000.00, Ryan seconded the motion, and all approved.

Lynn asked if RECAP was updated. Bob McNutt touched base on water lines and CT Consultants should have information as part of the close out documents on the project. Adam would like to have copies of them.

Kyle made a motion to adjourn the meeting at 6:35 pm, Ryan seconded, all approved.

Belinda Taylor  
BPA Clerk

Lynn Morrow  
BPA President

## BOARD OF PUBLIC AFFAIRS' RULES AND REGULATIONS

1. **RESPONSIBILITY:** The property owner is responsible for all charges for water, sewer service or repairs and shall be billed for all water use and sewer services upon their property by any tenant. Upon completion of a Water/Sewer Application, a tenant can be billed for utility services. Should the owner fail to pay any charges against his property, those charges may become a lien against the property and certified to the County Auditor for collection with the taxes on that property-
  - A. The village office may bill the tenant instead of the property owner upon completion of an agreement to indemnify the village in the event that the tenant does not pay their bill. The property owner will receive a copy of the tenant's delinquent notice. Any property owner not completing an application will receive the utility bill(s).
  - B. It is incumbent upon a prospective purchaser of property to ascertain whether there is an unpaid water bill standing against the property.
  - C. Change of ownership: The water department must be notified when there is a change of ownership of a property.
  - D. The utilities department computes and delivers bills as a matter of convenience to the consumer. Failure to receive a bill will not relieve the consumer or owner of the premises of responsibility for prompt payment or penalties.
  - E. Discontinuing service: Any owner wishing to discontinue service should notify the water department to have the meter read and to have a final bill computed by the utility's office.
  - F. If notice of a property owner's wish to discontinue service is not given to the utilities department, the owner will be responsible for all water used on the premises.
  - G. When the utilities department turns off the water at any premises, it does not drain the pipes or otherwise protect the fixtures within the premises and is in no way responsible for damage that might follow.
  - H. Before transferring to another account, the customer shall have ten (10) days to pay the balance due in full. All tenants will also have ten (10) days to pay the final bill. If this is not received within ten (10) days, the landlord will automatically be billed or the water will be shut off at the service address. (see 1.I below)
  - I. A resident moving from one location to another location in Smithville will have ten (10) days from the final date to pay their previous final bill (notice to be sent along with final bill) in full. If the bill from the previous location is not paid in

full, water service at the new location will be disconnected. Water service will not be connected until the previous final bill is paid in full. A \$50.00 turn on fee will be assessed at the new location.

2. **TURNING WATER ON AND OFF**: The water department may turn the water off at any time for the purpose of making emergency repairs and will resume service when the repairs are made at no charge to the customer.
  - A. Except in an emergency, a charge of \$50.00 will be made for turning the water on or off.
  - B. For extended vacations, etc., the water department will remove a meter from a property at the request of the property owner for a fee of \$50.00 and take a final reading to bring the account up to date. The \$50.00 fee shall include reinstallation of the meter at a later date.
3. **RESIDENTIAL METER TESTING**: Upon written request and deposit of \$10.00 by a customer, the water department shall test the customer's water meter. If said meter, upon testing, registers five (5) percent or less over the correct value, the deposit shall be forfeited and all water bills paid as presented. If the meter registers greater than five (5) percent of the correct value, the deposit shall be returned and a proportional reduction made in the current bill, and another meter substituted for the inaccurate meter.
  - A. The owner or his agent shall witness any such test.
  - B. The water department reserves the right to test any meter.
  - C. Meters may not be removed for testing or repairs by anyone other than a water department employee.
  - D. Any meter larger than  $5/8 \times 3/4$  must be tested outside the village.
4. **METER DAMAGE**: Meters damaged by frost, by hot water backing into them, by being set in proximity to heat of any kind, or by any carelessness or accident, will be repaired by the water department at the expense of the property owner. Repairs to fixtures, valves, etc., other than the meter, must be made by the owner.
5. **ADJUSTMENTS**: If, upon receipt of a bill, a customer feels the bill to be inaccurate or unusually high for reasons beyond his control, he should immediately make a written request to the Board of Public Affairs to review and/or adjust his bill. The Board will review the billing and make any adjustments it deems necessary.
6. **ESTIMATIONS**: If, after two (2) attempts, the water department is unable to ascertain the charge, having been denied access to the meter for any reason, the charge may be estimated and a bill for the estimated amount delivered.

7. **CHARGE FOR RETURNED CHECKS/CREDIT CARD CHARGEBACK FEES/ACH REJECT FEES:** The water department will charge a fee of Fifteen Dollars (\$15.00) for any check that has been returned due to insufficient funds. This would cover the cost of bookkeeping and service calls. Any additional fees imposed by the bank for a returned check will also be the responsibility of the check writer. A fee of Twenty Dollars (\$20.00) for each instance of a credit card chargeback or credit card dispute and a fee of Fifteen Dollars (\$15.00) for each instance for an ACH Rejection Fee for customer insufficient funds.
8. **DISCOUNT FOR SENIOR CITIZENS:** Any senior citizen who is eligible for the HOMESTEAD exemption will receive a twenty (20) percent reduction off their bill. Any senior citizen desiring this discount must register at the Village Hall and bring proof of their eligibility.
9. **OUTSIDE RATES:** Water and sewer rates outside of the municipality will be one- and one-half times as great unless otherwise stated in an agreement or contract.
10. **BILLING FOR LESS THAN A MONTH:** For the purpose of billing for a portion of one (1) month, the following division will be made to determine the charge: One (1) to ten (10) days – 1/3 of the monthly charge; Eleven (11) days to twenty (20) days – 2/3 of the monthly charge; Twenty-one (21) days or more – entire monthly charge. NOTE: billing may be higher based on the meter reading.
11. **ADDITIONAL CHARGES:**
  - A. Where there are multiple dwelling units with only one (1) meter, an additional charge of \$5.00 per month per dwelling unit will be billed.
  - B. Where there are multiple business units with only one (1) meter, an additional charge of \$5.00 per month per unit will be billed.
  - C. Any combination of the above will be charged \$5.00 per month per unit.
  - D. If any of the above property owners requests the installation of separate meters, the water department will install the meters at no cost, except that all plumbing costs will be at the expense of the property owner.
12. **SEPARATE METERS:** Each individual family or business unit shall be separately metered.
13. **PENALTY:** All water and sewer rates and other charges are due and payable on the twentieth (20th) day of the month. If the twentieth (20<sup>th</sup>) falls on Saturday, Sunday or holiday, the due date will be the next business day. A penalty of ten (10) percent of the amount of the bill will be charged if not paid on or before the due date of the month of issue.

14. **SHUT-OFF NOTICES:** Shut-off notices will be printed and mailed the next business day following the due date. They will be sent to those customers who are delinquent beyond 30 days. "Utilities Shut-Off Notice" shall mean any statement of the past due balance containing (but not limited to) the customer's name, billing address, service address, date on which disconnection will occur and the account number. Said notice shall be sent by ordinary mail to the billing address.

The customer will be given ten (10) days to pay the past due amount in full, then the water will be shut off. If the water is shut off due to non-payment, the entire bill including all delinquent charges must be paid plus a \$50.00 turn-on fee before service is resumed. Only cash or money orders will be accepted in payment of an account that has been turned off due to a delinquent bill.

**LANDLORD/TENANT:** At the time disconnection notices are issued, the Village also will attempt to notify the tenant if the landlord receives a disconnection notice. Any individual whose utility service is included in his rent may retain service by paying the bill if there is a threat of disconnection or if the service has been disconnected because the past due utility bill was not paid by the landlord. The customer will be expected to complete the normal application for service process, including payments of appropriate deposits.

15. **SERVICE DEPOSIT REQUIRED:** A \$150.00 deposit is required to obtain water and sewer services. This deposit is payable at the time of application. If this deposit is not paid, water service will be discontinued.

16. **TEMPORARY STATUS:** Residents who leave for an extended length of time (30 days or more, not less) may have their account changed to temporary status. The resident must notify the Utility Billing Office. A final reading will be taken at the time of the departure and sent the resident. At the time of return the resident must notify the Utility Billing Office to have the service restored from temporary to regular service. Failure to notify the Utility Billing Office may result in charges billed in rears to date of return.

Effective date 02/21/2022