

**ORDINANCE #643**

**AN ORDINANCE TO ESTABLISH WATER AND SEWER POLICIES &  
PROCEDURES,  
TAP FEES AND RATE STRUCTURE**

BE IT ORDAINED by the Council of the Village of Convoy, Ohio, Van Wert County as follows:

The Convoy Village Council met in regular session in the office of said Council on the November 24, 2015 with the following members present:

Neal Orsbon	James Lautzenheiser
Patti Cramer	Steve Rice
James Hyitt	Randy Wermer

Steve moved to adopt Ordinance #643 on the third & final reading;

**SECTION I: CONTRACT FOR WATER AND SEWER SERVICE**

Contract application for water/sewer service must be completed at the Village Office at 123 South Main St Convoy OH 45832 during normal business hours as stated in this ordinance, on printed forms to be supplied by the Clerk for that purpose.

1. Complete the contract application
2. Authorized picture identification

Tenants of rental properties and land contract properties are required to pay a deposit of \$150.00 at the time of the contract application is filed. For a final billing and there is a deposit being held on the account, the deposit will be applied to the outstanding balance with the remaining balance of the deposit returned to customer. If the bill is current the full deposit will be refunded.

**SECTION II: BILLING PROCEDURE**

1. All bills for water/sewer services are due on the first of every month.
2. The rates to be charged for water and sewer service will be the rates set by the Council of the Village of Convoy, Ohio, by ordinance.
3. Payment must be made by the 10th of the month to avoid penalty. Payments are taken at the Village Office, 123 South Main St. Convoy OH during normal office hours, or can be mailed by check or money order to Village of Convoy P.O. Box 310, Convoy, Ohio 45832. For customer convenience, payments can be made after office hours at the Village Office deposit box on the front of the Municipal Building. When the 10th of the month falls on Saturday, Sunday, or a holiday, the payment period is extended to the next business day.
4. All bills not paid by the 10th of the month will be considered delinquent and be subject to a 10% penalty. Service will be terminated on the 20<sup>th</sup> of the month. Water Department personnel assigned to disconnect service will not accept payments. Delinquent payments must be made at the Village office. No delinquent account shall be allowed to continue after 60 days from the original billing date.
5. Past Due Charges for water/sewer service shall become a lien on property and collected as provided in section 743.04 of the Ohio Revised Code.
6. Once service is terminated for failure to pay for water/sewer service, service will not be reinstated until all delinquent payments, delinquent penalties and reconnect charges have been paid in full. Reconnect charge of \$20.00 and will be charged if service is reconnected during regular working hours, Monday, Tuesday, Thursday, Friday, 9:00 AM - 3:30 PM. A \$40.00 reconnect fee will be charged for any reconnections other than regular working hours. Any exceptions to this rule must be approved by the Village Council.
7. A charge of \$25.00 will be added to your bill for water and sewer service for any returned check used for payment of utility bills. The charge will be added for each occurrence.
8. All apartment units will be billed to the property owner, and they will be responsible for payment for the monthly billing cycle. Each dwelling unit will be charged the current metered rate monthly water and sewer charge as specified in this ordinance. Item #10 will apply if notified by the manager.
9. Service shall not be given to a tenant or buyer if said applicant owes a bill for service at any property or account number within the jurisdiction of the Village of Convoy, Ohio.
10. When a customer is on vacation for more than a month, the customer can request to be put on vacation at a rate of \$12.00 per billing cycle water will be turned off and on during the working hours of the Water Department, 7am-3:30pm Monday through Friday.
11. Applications for auto pay from a banking account are available in the village office. Auto pay will allow the clerk to send a withdraw report to the banking institution for

withdraw the monthly billing flat rate from the customer's account on the 10<sup>th</sup> of every month.

### **SECTION III WATER RATES**

#### **Definitions**

1. Water Fund- used for the daily operational and maintenance expenses.
2. Water Capital Improvement Reserve Fund – used to pay current debt services and start to save and plan for needed improvements for the future
3. Water Repair/Replacement Fund– used for repair and replacement of equipment and infrastructure.
4. Water Emergency Reserve Fund-used to operate the water system for 90 days in case of a true emergencies, not poor planning. Funded by the Water Fund with payments to maintain 90days of expenses.

#### **Metered Rate Structure**

##### **In town rates:**

1. Water Fund (WA) \$15.00 Minimum 2000 gallons  
\$2.60 per 1000 gallons for additional gallons
2. Water Capital Improvement Reserve (WC) \$3.00
3. Water Repair/Replacement Fund (WR) \$3.00
4. Water Emergency Reserve Fund

##### **Out of town rates:**

1. Water Fund (WA) \$19.50  
\$3.38 per 1000 gallons for additional gallons
2. Water Capital Improvement Reserve (WC) \$3.00
3. Water Repair/Replacement Fund (WR) \$3.00
4. Water Emergency Reserve Fund

Commercial metered water accounts will be charged \$2.60 per 1000 gallons used per billing cycle. The Water Capital Improvement and Water Repair/Replacement funds will be billed at: VanCrest of Convoy 13 units each per billing cycle. Crestview Schools 50 units each per billing cycle.

Water furnished by the Village of Convoy shall be used for the consumption of the customer, members of his household or business. Customer shall not sell or permit the hauling of water from their residence out of town unless approved by the Board of Public Affairs.

Bulk rate will be \$10.00 per 1000 gallon, hauled by individual not the village entity, and must contact the Convoy Water Superintendent to make necessary arrangements during the hours of 7:30am & 3pm. A minimum amount purchased is 1000 gallons.

### **SECTION IV: WATER TAP FEES**

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

Applications for service from the village shall be considered upon the following conditions:

1. Applicants who are contiguous to the village;
2. Must be annexed to the village before they can receive service,
3. Obtain tap permit from Village Clerk and pay tap fee as follows:
  - ¾" \$750.
  - 1" \$850.
  - Larger than 1" time and materials

All cost pertaining to the installation of a new water service line will be the responsibility of the property owner.

### **SECTION V: SEWER TAP FEES**

Applications for service from the village shall be considered upon the following conditions:

1. Applicants who are contiguous to the village;
2. Must be annexed to the village before they can receive service,
3. Obtain tap permit from Village Clerk and pay tap fee as follows:
  - Sewer Tap \$200.

All cost of installing a sewer service line will be the responsibility of the property owner.

### **SECTION VI SEWER RATES**

#### **Definitions.**

1. Sewer Fund- used for the daily operational and maintenance expenses.
2. Sewer Capital Improvement Reserve Fund – used to pay current debt services and start to save and plan for needed improvements for the future
3. Sewer Repair/Replacement Fund– used for repair and replacement of equipment and infrastructure.

4. Sewer Emergency Reserve Fund-used to operate the water system for 90 days in case of a true emergencies, not poor planning. Funded by the Water Fund with payments to maintain 90days of expenses.

#### **Metered Rate Structure (2015)**

##### **In town rates:**

1. Sewer Fund (SA) \$23.00 minimum 2000 gallons  
\$2.60 per 1000 gallons for additional gallons
2. Sewer Capital Improvement Reserve (SC) \$3.00
3. Sewer Repair/Replacement Fund (SR) \$3.00
4. Sewer Emergency Reserve Fund

##### **Out of town rates:**

1. Sewer Fund (SA) \$29.00 minimum 2000 gallons  
\$3.38 per 1000 gallons for additional gallons
2. Sewer Capital Improvement Reserve (SC) \$3.00
3. Sewer Repair/Replacement Fund (SR) \$3.00
4. Sewer Emergency Reserve Fund

Commercial sewer accounts that are metered, the sewer rate will be based on units. The Sewer Capital Improvement and Sewer Repair/Replacement funds will be billed at: VanCrest of Convoy 13 units per billing cycle. Crestview Schools 50 units per billing cycle.

**SECTION VII: TAMPERING** - No person, firm or corporation shall tamper with, change, bypass, or interfere with any valves, hydrants or meters having a connection to the village's water distribution system with the intention of preventing, avoiding or using the flow of water through such devices without prior notification to the village office.

1. Any person, firm or corporation that has tampered, thief charges will be filed with the Convoy Police Department or the Van Wert County Sheriff's Department.
2. Any person, firm or corporation who caused damage to village owned valves, hydrants or meters shall be responsible for all costs associated with repairing said valve, hydrant or meter.

#### **SECTION VIII: LEAK ADJUSTMENTS – WATER & SEWER PLUMBING LEAK & POOL FILL ADJUSTMENTS POLICYA**

Any leaks on private property are the responsibility of the property owner to locate & repair. The village meter reading equipment will recognize a potential leak due to an unusually high read and the resident will be notified. The village will provide a one-time adjustment due to high consumption caused by a leak, broken water line or pool fill between the village meter and the structure.

##### **1. LEAK ADJUSTMENTS**

All customers must fully complete and submit a leak & pool fill adjustment request application within 30 days of a leak repair or pool fill date. Customers are eligible for a leak adjustment once in a 12 month period (January through December). The consumption period to be adjusted cannot exceed two billing cycles. Once the request has been approved for an adjustment, the average normal monthly use is calculated based on your history for the past 6 months. The excess consumption is calculated at the current rates. The difference is the adjusted amount and will be applied as a credit to the applicants account.

- Payments must continue to be made by the due date to avoid disconnection of service.
- Watering lawns, gardens & landscaping will not be an acceptable reason for adjustment.
- Acts of theft or vandalism will be adjusted on a case-by-case basis with repair documentation and a supporting police report.
- Any suspicious behavior, such as altering dates of falsifying documents, will result in adjustment request being denied.
- After granted the village has the right to access and inspect.

##### **2. POOL FILL ADJUSTMENTS**

Swimming pools credits will be limited to new construction and complete drain and fill due to repair. This credit will not be provided more than once in a 12 month period (January through December). All customers must fully complete and submit a leak & pool fill adjustment request application with supporting documentation within 30 days of the leak repair or pool fill. For pool fills only sewer charges will be credited based on the customer's average usage for the prior 6 months.

#### **SECTION IX: WATER RESTRICTION**

The Village Council and/or Mayor will reserve the right in case of a shortage of water to make an order forbidding or suspending the use of water:

1. The use of outside hoses for the filling of swimming and wading pools, the watering of lawns, trees, shrubberies or gardens.
  2. There shall be an exception to the prohibition regarding lawns, trees, shrubberies or garden that an individual or business may use an outside faucet to fill buckets and pails for outside watering purposes, but no hoses shall be used in maintenance of any landscaping.
  3. Such an order by giving notice through the local papers, radio, signage and webpage.
- Failure to comply with the above restriction will result in:
1. A written warning on the first offense
  2. A fine of \$100. and a minor misdemeanor for each of the prohibited uses after the initial written warning;
  3. The village may terminate water service to an individual who violates this section and receives a citation twice. (

**SECTION X: ANNUAL REVIEW OF WATER AND SEWER CHARGES**

1. Council will review the charges at least annually and revise the rates as necessary to ensure that adequate revenues are generated to pay the costs of operations and maintenance including replacement.

**SECTION XI: EFFECTIVE DATE**

This ordinance, for the above water/sewer matters, shall be in effect on and after January 1, 2016.

All ordinances inconsistent with this ordinance and passed prior to the effective date of this ordinance, be and the same hereby are repealed simultaneously.

Neal second the motion. Vote:

Neal Orsbon, yea	James Lautzenheiser, yea
Patti Cramer, yea	Steve Rice, yea
James Hyitt, yea	Randy Wermer, yea

The third & final reading of Ordinance #643 passed November 24, 2015.

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Clerk

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President of Council

I, Vicki Saylor, Clerk/Treasurer, do hereby certify that this Ordinance has been posted in five (5) public places: Village Office, US Bank, Thatcher Kulwicki, Hall Lumber, Convoy Post Office for a period of fifteen (15) days.

Vicki Saylor, Clerk/Treasurer