



CITY OF ORRVILLE, OHIO

ELECTRIC DIVISION

GENERAL RULES AND REGULATIONS

COVERING THE FURNISHING OF ELECTRIC SERVICE TO CUSTOMERS OF

ORRVILLE UTILITIES

ELECTRIC DIVISION

AUTHORIZED UNDER RESOLUTION NO. U-10-01 DATED AUGUST 27, 2001, BY THE PUBLIC UTILITIES BOARD OF THE CITY OF ORRVILLE, OHIO.

ROBERT W. MAGLIO

ROBERT W. MAGLIO, PRESIDENT

TO BE EFFECTIVE FOR ALL BILLS PAYABLE AFTER OCTOBER 1, 2001.

ORRVILLE UTILITIES
ELECTRIC DIVISION

INDEX OF GENERAL RULES, TERMS & CONDITIONS

<u>SECTION</u>	<u>PAGE</u>
Definitions	ii
1. General	1
2. Application for Service	2-4
3. Rate Classification & Application	4-9
4. Service & Service Conditions	10-11
5. Service Voltages Available.....	12-13
6. Use of Service by Customer & Limitations	13-18
7. Orrville Utilities' Installations.....	18-23
8. Customer's Installation & Equipment	24-34
9. Attachments and Unauthorized Communication Devices Prohibited	34-36
10. Unusual Service Extensions	36-40
11. Billing, Meter Reading, Payments, Meter Testing	40-43
12. Deposits & Responsibility for Payment of Bills.....	44
13. Special Service Charges for Connection, Reconnections, Etc.	44
14. Access to Premises.....	44
15. Rights of Way	45
16. Orrville Utilities' Liability.....	45-48
17. Customers' Liability	48-50
18. Illegal Diversion of Electricity - Discontinuance of Service.....	50-52
19. Discontinuance of Service.....	52-53
20. Serving Notice to Customers	53-54
21. Rates Applicable and Selection of	54-55
22. Distribution Facilities for New Subdivisions.....	55-59
23. Telecommunications Systems	59-60
24. Street Lighting Systems	60
25. Medical Alert Situations.....	60-61
Exhibit A - Customer Deposit Policy	62-64
Exhibit B - Electric Telecommunication, Installation Service Charges	65
Exhibit C – Charges for Transfer, Reconnection of service, Special Services, Etc. ..	66-67
Exhibit D -Street Light Specifications	68
Exhibit E –Pad Mount Orientation	69

DEFINITIONS

Unless the context specifically indicates otherwise, the meaning of terms used in this chapter shall be as follows:

- (1) "Applicant", "Customer", "Developer", "Owner", "Person" or "Property Owner" means any individual, firm, company association, society, corporation, group or organization using or applying to use the City's Public Electric Supply.
- (2) "Board" means the Public Utilities Board of the City of Orrville, Ohio who shall manage, conduct and control the Electric Division of Orrville Utilities as authorized by Section 407(c) of the Charter of the City of Orrville, or common name "Orrville Utilities".
- (3) "City" means the City of Orrville, Ohio.
- (4) "Deposit" means an advance payment for electric service installation based on a cost estimated by Orrville Utilities to provide such service.
- (5) "Director" means the Director of Public Utilities, or his authorized representative.
- (6) "Dwelling Unit(s)" means housekeeping suites, light housekeeping suites and other arrangements where separate tables are set.
- (7) "Inspector" means a person authorized by the Director to perform inspections.
- (8) "Shall" is mandatory; "May" is permissive.
- (9) "Orrville Utilities" means the Electric Division of the Department of Public Utilities of the City of Orrville, Ohio, "Orrville Utilities" or it's designate.
- (10) "Code" means the current National Electric Code, National Electric Safety Code, County and Local Codes and Orrville Utilities Standards.
- (11) "Commercial Rates" means rates charged to customers other than residential. May be General Service Large, Medium or Small.
- (12) "Volts" means a nominal voltage. Voltage may vary depending on location, distance from the plant, service voltage, etc.
- (13) "Service", "Orrville Utilities Service", means primary or secondary electric service, telecommunication service including but not limited to cable, telephony, internet, fiber optics.

Electric Utility Rules and Regulations

1. GENERAL

The Public Utilities Board "shall manage, conduct and control" and shall "access and collect a charge" of sufficient amount from all customers served by Orrville Utilities' Electric System. In conformance to this responsibility, these General Rules and Regulations are hereby made effective and are applicable to the operation of the Electric Utility of the City of Orrville. When used hereafter, the words "City", "Orrville Utilities", "Director" or "Electric Utility", shall be considered as being the Public Utilities Board and/or the City of Orrville, Ohio.

As hereinafter used, "Applicant", "Customer" or Property Owner", shall be construed to be any individual, firm, organization, or corporation served by Orrville Utilities. All of the following General Rules and Regulations are applicable to all customers of Orrville Utilities as well as all of the employees of Orrville Utilities.

These Rules and Regulations are intended to set forth the rights and obligations of the City and Orrville Utilities as well as those of the Customer or Property Owner with respect to the supply and use of electric and communication services together with other related matters.

To the extent necessary, the Public Utilities Board shall cause to be prepared such supplementary administrative rules, specifications and forms as are consistent and necessary to properly enforce these General Rules and Regulations. These General Rules and Regulations shall be reviewed and amended as necessary from time to time, to keep them current, applicable to the operation of Orrville Utilities, in conformance to any Codes or Laws of this State, or any Political Subdivision thereof.

Electric Utility Rules and Regulations

2. APPLICATION FOR SERVICE

WRITTEN APPLICATION OR CONTRACT REQUIRED

2.1 Application for service shall be made in writing or in electronic format on the Utilities' standard form prior to the establishment of service to the premises involved.

Where unusual investment or construction work is required, a suitable long term contract or contribution in aid to construction may be required. See Section 10, Unusual Service Extensions.

All applications involving the initial establishment of service to premises that have not previously been served shall be in the name of the Property Owner.

Where the past record of payment of bills by tenants or occupants of the premises involved or the past record of payment of applicant has been unsatisfactory, Orrville Utilities reserves the right to require that the Application be in the name of the Property Owner and/or Contractor of the premises to be served. In such an event all bills will be sent to the Property Owner who shall be responsible for payment of same. Upon written request of the Property Owner, Orrville Utilities may at its option, send or deliver bills to the address of the premises involved without in any manner relieving the Property Owner of their responsibility of payment of all such bills and/or penalties.

2.2 Where service is to be supplied to a temporary or portable structure, (such as a mobile home, trailer, construction office, or portable tools and other temporary usage), Orrville Utilities reserves the right to require the Service Application to be in the name of the Land Owner involved who also shall be responsible for the payment

Electric Utility Rules and Regulations

of all bills. A Contractor, for new construction, may also apply for temporary power.

2.3 A deposit may be required before service is established. See Customer Deposit Policy dated March 1997 (Exhibit A).

2.4 The initial application for service to premises not previously served shall be for a minimum period of not less than 12 consecutive months-use of electric service. A construction charge may be required in cases of mobile homes, trailers, and temporary service.

2.5 Any application upon acceptance by Orrville Utilities shall be non-transferable except when agreed to by Orrville Utilities and will be considered as a contract covering the supply of one class of service to the Customer under which Orrville Utilities will install one set of service wires and the necessary metering equipment. All such facilities shall remain the property of Orrville Utilities.

2.6 Before electric service is established, if any right-of-way easements are required, same must be executed by the Property Owner on Orrville Utilities' standard right-of-way form. If the Applicant for electric service is not the Owner of the property to be supplied with electric service, it will be the responsibility of the Applicant to assist in obtaining the necessary right-of-way not only for the property to be served with Orrville Utilities' service, but also all other properties it may be necessary to cross with electric lines in order for Orrville Utilities to furnish electric service to other Customers.

2.7 For Rate Classification & Application for billing purposes see Sections 3, 11, and Section 21.

Electric Utility Rules and Regulations

- 2.8 For further details on Service and Service Conditions, see Section 4 herein.
- 2.9 For Type of Service & Voltages Available, see Section 5 herein.
- 2.10 For Use of Service by Customers & Limitations, see Section 6 herein.
- 2.11 For Utilities Installation, see Section 7 herein.
- 2.12 For Customer's Installation & Equipment, see Section 8 herein.
- 2.13 For Billing, Meter Reading & Payments, see Section 11 herein.
- 2.14 For charges for Connections & Reconnection of service, Special Services, etc., see Special Charges & Fees, See Section 13.
- 2.15 For Industrial Rate and General Service Large, a special contract may be required to conform to the provisions set forth in the applicable Rate Schedule. See Section 4, 13, and 21.
- 2.16 For service to contractors, portable tools, mobile homes, trailers, and other temporary installations, see Section 8.

3. RATE CLASSIFICATION & APPLICATION

3.1 **The Residential Rate Classification** is sometimes referred to as service for Residential, Farm Domestic, or Home Use.

3.1.1 **The Residential Rate Classification** shall apply to all uses usually considered in the Public Utilities Industry as strictly domestic, residential, or farm use in character, under 75 KVA, single phase service and where not more than one single family dwelling unit is served through one meter. Except as may be specified in the Schedule, all Non-Residential uses shall be considered as Commercial Power and shall be billed accordingly. Installation charges for

Electric Utility Rules and Regulations

all residential services are listed in Exhibit B.

3.1.2 Any Residential, Farm Domestic, or Home Use service requiring a second meter will pay the applicable rate plus a service charge for the second meter.

See Exhibit C, Special Charges & Fees.

3.2 Three Phase Service is not available under the Residential Rate Classification.

Where 3-Phase service is furnished, all services (both single and 3-Phase) will be billed under the applicable Rate Schedule.

3.3 Multiple Dwelling Units. In order to obtain service under the standard Residential Rate, the Owner of an apartment house, or a single family home that is converted or constructed so as to contain separate and individual living quarters or dwelling units for more than one family, shall install at their expense, separate wiring for each dwelling unit so that each service can be metered separately. Where such separate metering is desired for each dwelling unit, Orrville Utilities, upon being notified in writing by the Customer, that all of the wiring of the building has been so arranged and installed in accordance with the Utilities' specification and all applicable codes, shall install the necessary meters at no cost to the Owner and such service will be billed under Residential Rate. Where service is furnished to multiple dwelling units, apartments, or trailers and not more than three of such dwelling units, apartments, or trailers are supplied through one meter, such service shall be billed on the Residential Rate with the Rate Blocks and Minimum Charges multiplied by the number of dwelling units, apartments, or trailers connected to said single metered service. All such service shall only be billed to the Owner of the property served. Where four or more dwelling units, apartments, or trailers are served through one

Electric Utility Rules and Regulations

meter, such service shall be billed under the applicable Commercial Rate to the Owner of such property. For further details and conditions under which service will be furnished to trailers and trailer courts, see Section 3.1, 7.12, 8.5, 8.7, and 11.7.

3.4 Rooming Houses. Where the primary purpose of the electric service, as determined by Orrville Utilities, is for the domestic use of a single family and boarders are taken in for incidental income the service shall be classified as Residential. Where the domestic electric service use of such family is incidental and the principal activity and/or electric use is for rooming, tourist or boarding house, all service shall be classified as Commercial. Whenever a majority of the rooms on the premises are rented or are intended to be rented, it shall be deemed that the principal use is for a rooming, tourist or boarding house, and the service shall be classed as Commercial.

3.5 The Non-Residential Rate (sometimes called General Service or Commercial Classification) shall apply to service furnished for any use that is not strictly Residential or Home use in character except as herein before specified. Such use includes service furnished to churches, schools, orphanages, nursing homes, stores, hotels, motels, rooming houses, apartment houses, multiple dwelling units, offices, clinics, tourist camps, trailer courts, restaurants, clubs, theaters, etc., and all other establishments or activities that are Non-Residential in character. The Commercial Rate shall also be applicable for all Residential use (except farms, single and 3-Phase) where 3-Phase service is furnished. Any establishment carrying a business, professional or commercial telephone directory listing will be considered as

Electric Utility Rules and Regulations

Commercial Service for rate application purposes, but the absence of such a listing shall not be considered as establishing that the service is not commercial in character. In addition, advertising in the newspaper shall constitute a business establishment for this purpose.

3.6 Combined Commercial and Residential Use. Where one set of premises is used and occupied by a Customer as a Commercial establishment and also as a Residence, all service will be billed under the applicable Commercial Schedule or at the Customer's option, the wiring may be separated (subject to Orrville Utilities' inspection) and each class of service metered separately and billed in accordance with the applicable schedules.

3.7 Rural Commercial Use. Service in Rural areas shall be considered as Commercial in character, where such service is not incidental to general farming operations and/or is used for the preparation of processing of food or other products to the extent that same are substantially in a form that can be used or can be readily adopted for use by, or for sale to the Ultimate Customer. In addition, in order to avoid discrimination, all services supplied in Rural areas that would otherwise be classified and billed as Commercial if such was furnished to Customers located in Urban Incorporated, shall likewise be classified and billed as Commercial in Rural areas.

3.8 Combined Single and 3-Phase Service. For Commercial or General Service, use will be billed under the applicable Rate Schedule as a single bill for each service location, provided Customer's wiring is terminated at a single meter location to be determined by the Orrville Utilities. If service is supplied at more than one service or

Electric Utility Rules and Regulations

meter location, a separate billing will be made for each service or meter location. Where 3-phase service is furnished, the applicable Minimum Charge shall be effective on a 12 month year-round basis and seasonal or other interim disconnects will not avoid said Minimum Charge. As to availability of 3-Phase Service, see Sections 4.21 & 8.15.2 herein.

3.8.1 The only exception to minimum billing charges will be school facilities that are not used year around, i.e., stadium lights and farm sites only used part of the year. If power is disconnected, applicable charges for disconnection will be assessed.

3.9 **The General Service Rate Classification (Small, Medium and Large)** is applicable to any Customer who contracts in writing and whose requirements comply with the terms and conditions set forth in the applicable General Service Schedule. The General Service rate is only available on a 12 month year-round basis and seasonal disconnects will not avoid the applicable contract monthly Minimum Charge. Orrville Utilities reserves the right to require, where special substations are required, the Customer to install the necessary complete substation as provided in Orrville Utilities' General Service Schedule. In such an event, the Customer will receive the substation ownership discount specified in the applicable Rate Schedule.

3.10 **Trailer Courts** (which shall consist of two or more mobile homes or house trailers) may, at the option of Orrville Utilities, be served at a central metering point. Where not more than three dwelling units are served through one meter, the billing procedure shall be as specified under Section 3.3 "Multiple Dwelling Units". Where

Electric Utility Rules and Regulations

more than three units are served through one meter, the General Service Rate shall apply. However, such service shall not be sub metered or resold by the Owner or Operator. If this requirement is violated, service shall be subject to disconnection upon 24 hours written notice by Orrville Utilities. If Owner desires that the mobile homes or house trailers be individually metered and billed by Orrville Utilities, all wiring beyond the pole on which the main service drop terminates shall be installed and maintained at Owner's expense as specified in Section 7.12 herein. Billing will commence the first billing month following the date that Orrville Utilities establishes service to the meter pole.

- 3.11 **Service Conditions** under which service will be furnished for other usages including new extensions, temporary service, etc., see Sections 2.4, 8.1, 8.5 and 10.3.
- 3.12 **For Disconnection & Reconnection of Service** and other charges made for the furnishing of special services, etc., see Special Charges & Fees Schedule (Exhibit C in the Appendix).
- 3.13 Where more than a single dwelling unit apartment, business, or establishment is served through one meter, all billing for service shall be sent to the Property Owner.

4. SERVICE & SERVICE CONDITIONS

- 4.1 Service will not be established until all necessary permits have been obtained and not until the Customer's wiring installation has been inspected and approved by the Governmental Authority or Board having jurisdiction over same. If the Governmental Authority or Board does not have jurisdiction with respect to inspection or the wiring installation, the entire wiring installation shall be installed in

Electric Utility Rules and Regulations

accordance with the latest edition of the National Electrical Code and shall also conform to the Regulations of Orrville Utilities. Orrville Utilities is under no obligation to inspect the Customer's wiring or equipment installation located beyond Customer's main service entrance switch, but reserves the right to inspect same and to refuse service to any installation, which in the opinion of Orrville Utilities is unsafe or may be detrimental to the service furnished to other Customers.

- 4.2 Service shall normally be single phase 120/240 volt 3 wire. As to the availability of other voltages and 3 phase service, see Section 5 herein.
- 4.3 Where the furnishing of service requires an extension of Utilities transmission, distribution, or other facilities, see Sections 8, 10 and 22.
- 4.4 Orrville Utilities shall install, own, operate, and maintain its service drop wires, underground primary service wiring, communications equipment and appurtenances up to the point of Contact on Customer's building, pole, or other structures approved by Orrville Utilities. (Also, see Section 16.1.)
- 4.5 Outdoor base mounted type meters will normally be used by Orrville Utilities whenever practical. The meter base and communications interface shall be furnished by Orrville Utilities to Customer's electrical Contractor but same shall be installed, subject to Orrville Utilities' approval, at Customer's expense. The meter base and communications interface at all times will be kept sealed and under control of Orrville Utilities and shall be maintained by Orrville Utilities.
- 4.6 Except as hereinafter provided, Customer shall install, own, and maintain the complete service entrance wiring and other appurtenances. The Customer will be responsible from the meter outlet through the wiring system including protective

Electric Utility Rules and Regulations

devices and all other electric equipment located on Customer's premises. Orrville Utilities will own and maintain all communications system conduit and wiring up to the communications interface enclosure.

- 4.7 The meter itself, together with any other metering or communications devices required, shall be installed, owned, operated and maintained by Orrville Utilities. The service connections, transformers, meters and equipment furnished by Orrville Utilities for each Customer have a definite capacity and no addition to the equipment or load connected thereto will be allowed except by consent of Orrville Utilities.
- 4.8 For installation of centrally located meter poles, see Section 3.
- 4.9 For further details as to Orrville Utilities' installation, see Section 7 herein.
- 4.10 For further details as to Customer's Installation, see Section 8 herein.
- 4.11 For underground Service Installations, see Section 7.

5. SERVICE VOLTAGES AVAILABLE

- 5.1 60 cycle electric service will be furnished by Orrville Utilities. The voltages and phase conditions shall be determined by Orrville Utilities, taking into consideration the Customer's requirements and shall, at Orrville Utilities' option, be one of the following nominal voltages and phase conditions:
- 5.1.1 120/240 volts, 3 wire, single phase service (loads of 100 amps or more).
- 5.1.2 120 volts, single phase, 2 wire service may be furnished for very small loads.
- 5.1.3 240 volts, 3 wire, 3-phase service.
- 5.1.4 120/208 volt, Y connected, 4 wire, 3-phase service.
- 5.1.5 480 volt, 3 wire, 3-phase.

Electric Utility Rules and Regulations

5.1.6 277/480, 4 wire, 3-phase.

5.1.7 240/480, 4 wire, 3-phase.

5.1.8 120/240, 4 wire, 3-phase.

5.1.9 Available primary voltage of 13,200/7620 volts.

For large loads greater than 500KVA and unusual loads, Orrville Utilities reserves the right to require Customer to take service at primary voltage and to require Customer to furnish the necessary substation equipment. In such an event, Customer will receive a discount on his bill as provided in Orrville Utilities' appropriate Rate Schedule.

Where Customer desires service under voltage or phase conditions, other than those that Orrville Utilities elects to furnish, any additional transformers, conversion or accessory equipment required shall be supplied and maintained by the Customer at his expense.

5.2 **3-Phase Service:** In areas where only single phase service is available, 3-phase service may, at Orrville Utilities' option, be furnished to Customer where, as determined by Orrville Utilities, it is economically feasible to extend such 3-phase facilities.

Orrville Utilities reserves the right to refuse, to extend, or install 3-Phase facilities to serve motors individually rated at 20 HP or less and to furnish only single phase service for such motors. In such an event, Customers may elect to install single to 3-Phase conversion equipment to operate their 3-Phase motors.

Where an extension is considered, in the opinion of Orrville Utilities to be extraordinary or uneconomical, the furnishing of service will be covered by a special

Electric Utility Rules and Regulations

written agreement, the cost of such extension is to be born by the Customer, as provided in Section 10 herein. Orrville Utilities reserves the right to refuse to extend 3-Phase service to any location.

- 5.3 Special service amperage (greater than 200 amps) must be approved by the Director of Utilities. All requests must be made in writing to the Director of Utilities.
- 5.4 Overhead primary and secondary service is normally supplied. Underground primary may be available at extra cost, pending approval of the Director. See Sections 7.7.1 and 7.7.2.

6. USE OF SERVICE BY CUSTOMER & LIMITATIONS

- 6.1 Retail Services supplied by Orrville Utilities are for the exclusive use of the Customer on the premises to which such energy is delivered by Orrville Utilities. Except as is specifically provided in Section 3 herein, with respect to Multiple Dwelling Units and Trailer Parks or as may be set forth in the applicable Rate Schedule itself, service shall not be shared with another, sold to another, or transmitted off the premises. If this restriction is violated, Orrville Utilities reserves the right to discontinue electric service without notice.

Exception to the above is the resale of energy will be permitted only by other Municipalities that purchase their power requirements (for resale) from Orrville Utilities.

- 6.2 Where Customer's installation contains two or more buildings and such buildings are separated by street, alley, railroad, right-of-way, or other public thoroughfare where there is no other intervening property occupied by others, the Customer, at his own

Electric Utility Rules and Regulations

expense and responsibility and subject to the approval of Orrville Utilities, may inter-connect such buildings in accordance with all applicable codes so as to enable Customer to receive all of his electric service requirements as one service and meter location and to be so billed. The privilege herein granted is not transferable and automatically terminated if and when the buildings cease to be part of a single establishment or are separately owned and operated.

6.3 Each separate service and/or meter location will be metered and billed separately at the discretion of Orrville Utilities. Each different service voltage shall be separately metered and billed the same as though different Customers were involved.

6.3.1 A combined bill for multiple services at different locations (summary billing) may be available on Customer request to the Marketing Manager or Director of Utilities.

6.4 As provided elsewhere, where 3-Phase service is furnished for residential use, all service, both single and 3-Phase will be metered separately as set forth in the applicable Rate Schedule.

6.5 Service under residential Schedules shall not be used for the operation of individual motors with a name plate rating in excess of 10 HP unless special written permission is obtained from Orrville Utilities.

6.6 Orrville Utilities may require all single phase motors in excess of 15 HP name plate rating to be approved by Orrville Utilities and to be operated and connected for reduced voltage starting. The reduced limits shall be as specified by Orrville Utilities. The reduced voltage starting equipment may be built into the motor itself or may be external to the motor.

Electric Utility Rules and Regulations

Where Customers receive service at primary voltage, Orrville Utilities may, at its option, permit the Customer to operate "across the line start" motors of larger than 15 HP.

6.7 Customer's electrical equipment shall be of an approved design, operated and controlled so as to not cause electrical disturbances on Orrville Utilities' system or to be detrimental to the service furnished to other Customers of Orrville Utilities. If these requirements are not complied with, service will be subject to disconnection as provided in Section 19 herein.

6.8 Where large fluctuating single phase loads, such as spot welders are involved, in order to limit voltage variations so that same will not be detrimental to service furnished to other Customers, Orrville Utilities reserves the right to require such loads to be supplied by means of a 3-Phase to single phase motor-generator or other 3-Phase to single phase converting equipment. All such converting equipment shall be installed, owned, operated and maintained at the Customer's expense.

In such an event, Orrville Utilities will furnish 3-Phase power in accordance with the provisions set forth under Section 5.

6.9 Orrville Utilities reserves the right to require the Customer to install at his expense such power factor corrective and/or load limiting equipment as is necessary to maintain a 90% or better load factor.

Orrville Utilities reserves the right to require the Customer to install such controls as are necessary, in Orrville Utilities' opinion, to prevent voltage or other disturbances on the Orrville Utilities' system that would be detrimental to the service furnished to other customers including but not limited to the following:

Electric Utility Rules and Regulations

- a. voltage dips or spikes greater than 5% of nominal voltage for any detectable duration.
- b. total harmonic voltage distortion greater than 5%.
- c. voltage distortion of any single harmonic frequency greater than 1%.

6.10 Customers with poor power factor correction may be charged for their reactive power needs through a special rate block.

6.11 In the event a separate service, transformer, or additional transformer capacity is required to adequately serve fluctuating loads (welders, X-Ray machines, etc.) such service may at Orrville Utilities' option, be metered separately. In addition to the charges set forth in the applicable Rate Schedule, an additional minimum monthly service charge may be billed to offset the cost of the additional service or capacity. In such an event, the Customer's wiring used to supply such fluctuating loads shall be installed in a continuous length of rigid conduit or cable as approved by Orrville Utilities.

6.12 When the Customer has generating equipment installed, the Customer shall install and maintain all necessary switching and protective devices so that it will be impossible for the Customer to operate his generating equipment in parallel with the Orrville Utilities' System, thereby creating a safety or operational hazard on Orrville Utilities' Electric System. The entire generating equipment installation shall conform to Orrville Utilities' Standards and all applicable codes. Orrville Utilities reserves the right to inspect the Customer's installations at any time. Orrville Utilities reserves the right to discontinue its service without notice if the Customer's installation does not comply with these provisions and requirements.

Electric Utility Rules and Regulations

The above section applies to all installations except those that are installed with the intent of co-generating as permitted by Section 210 of PURPA of 1978 (18 CFR Part 292), Utilities policy governing such co-generating facility meets all of the requirements of the National Electric Code, accepted electric utility practices in the State of Ohio, Laws, Ordinances, Rules and Regulations affecting or established by the City of Orrville, Ohio at time of application and as revised from time to time thereafter. Orrville Utilities reserves the right to discontinue its service without notice if co-generating Customer's installation does not comply with these provisions and requirements or becomes unsafe, incompatible or in any way causes detrimental conditions to Orrville Utilities' System or Customers on the system.

- 6.13 When the Customer requires power of a higher quality than specified in Section 6.09, Orrville Utilities will work with the Customer to determine what equipment is required. All costs associated with power quality improvement equipment will be borne by the Customer.

7. ORRVILLE UTILITIES' INSTALLATIONS

- 7.1 Orrville Utilities will furnish and install the necessary service wires extending from Orrville Utilities' distribution facilities as may be located on a road, street, private right-of-way or from the nearest pole of Orrville Utilities as may be located elsewhere. Customer's service location shall be such that Orrville Utilities can span its wires directly to the point of attachment on Customer's building or metering pole and connect same to Customer's service entrance wires and in such a manner that all wiring shall be in plain view.

Electric Utility Rules and Regulations

The Customer shall provide at no cost to Orrville Utilities, a structure at an approved location for the attachment of Orrville Utilities' service wires. Said location and structure shall be suitable to meet all safety requirements as to mechanical strength, clearance, above ground, etc. The service entrance location where connection is to be made to Customer's wiring and meter location shall be determined by Orrville Utilities. See Section 8 herein.

7.2 Orrville Utilities will furnish and install the necessary attachments, brackets or fittings to attach Orrville Utilities' service wires to Customer's building, service entrance fixture, mast pipe, or similar equipment. The supply conductors will be terminated on the exterior of the building or an approved service mast pipe (where one story buildings are involved).

Where the exterior of the building is finished with brick facing, concrete, plastered metal lath sheet metal, stucco, tile, or similar material, suitable facilities of adequate strength to hold Orrville Utilities' service wires and attachments, shall be provided by the Customer at customer's expense. Orrville Utilities further reserves the right to require that the installation of the necessary facilities to support said service wires be made by the Customer during the course of building construction.

7.3 Outdoor base mounted type meters will normally be used by Orrville Utilities whenever practical. The meter base shall be furnished by Orrville Utilities to Customer's Electrical Contractor but shall be installed, subject to Orrville Utilities' approval, at Customer's expense. The meter base shall at all times be kept sealed and under control of Orrville Utilities and shall be maintained by Orrville Utilities. In addition, all other connections and wiring on Customer's premises shall be made at

Electric Utility Rules and Regulations

Customer's expense. See Section 8 herein.

7.4 Orrville Utilities will at its expense, connect the Customer's service entrance loop to Orrville Utilities' service wires and will furnish, install, and maintain the meter to be installed on Customer's premises as specified elsewhere.

7.5 When in the opinion of Orrville Utilities, Customers' load requirements make it desirable to install a centrally located transformer (not more than an approved span distance from the main line), Orrville Utilities will at its expense make such an installation when service is initially established. In the event that any extra poles, for example, a meter pole, or additional facilities are installed at Customer's request, after service has been initially established, Orrville Utilities will require that the complete cost of such additional installations be paid by the Customer.

When such meter and/or meter pole is installed by Orrville Utilities, there will be included as part of the installation, furnished by Orrville Utilities, the necessary service wires and attachments to the metering pole including any guying required to properly support and maintain Orrville Utilities' facilities. All additional guying required to protect Orrville Utilities' facilities from strains and possible conflict of Customer's wiring facilities, shall be installed at Customer's expense.

Customer shall install, own and maintain, at his expense, the meter loop and the approved service entrance cable or conduit extending from the service wires at the top of the pole down to the meter and back up the pole to Customer's wiring installation. Customer shall also install at his expense such protective devices as may be required by Orrville Utilities, National Electric Code and all other applicable codes. In all instances where a meter pole is installed whether at the time service is

Electric Utility Rules and Regulations

initially established to the Customer or at some later date, Orrville Utilities reserves the right to require Customer to install and maintain at his expense an approved weatherproof secondary service fused disconnecting switch in accordance with Orrville Utilities, National Electric Code and other Governmental Body's specifications. The switch shall be installed prior to providing service.

7.6 When a non-residential Customer desires energy to be delivered at a point or in a manner other than that specified by Orrville Utilities, Customer shall pay the additional cost involved after approval by Orrville Utilities.

7.7 Where a non-residential Customer desires an underground primary service from Orrville Utilities' overhead wires, a conduit of proper size and strength shall be mounted to the pole using six (6) inch standoffs. The necessary underground service wires extending from the point of service on the Customer's building to the top of Orrville Utilities' pole from which connection is to be made shall be installed, owned and paid for by the Customer. Final attachments shall be coordinated with Orrville Utilities. The installation will be to Orrville Utilities specifications and subject to inspection prior to covering. Necessary recorded access easements will be provided to Orrville Utilities to allow for maintenance. The entire installation, including protective devices, shall conform to the National Electric Code, all other applicable codes, Orrville Utilities' standards and approval. Orrville Utilities may require metering of the service at Orrville Utilities' pole and Customer shall install, at his expense, a suitable protective switch device at the meter location.

Orrville Utilities may, at its option, where unusual conditions exist and where such underground service is advantageous to Orrville Utilities, require customer to

Electric Utility Rules and Regulations

install underground service.

For new Subdivision Underground Distribution Installations see Section 22 herein.

7.7.1 For residential service, not in subdivisions, where overhead secondary service can be provided, the customer may install an underground service with approval from Orrville Utilities. All materials and installation must be to Orrville Utilities specifications. The cost associated with the installation will be paid by the Customer. The Customer will provide the necessary easements required by Orrville Utilities to maintain the installation.

7.7.2 All pad mount transformation up to 500 KVA with services that are primary metered will be installed and owned by Orrville Utilities.

7.8 Where it is necessary for any reason other than Orrville Utilities' convenience to relocate the Customer's service entrance wiring, all expense incident to such relocation shall be borne by the Customer and the Customer shall consult Orrville Utilities which will advise him as to the new point of delivery and the point at which Orrville Utilities' supply conductors will be connected to the Customer's premises.

In the event that land use or additions to a structure located near or on the Orrville Utilities' right of way creates an unsafe or illegal conditions as per applicable codes that require the relocation of primary or secondary supply lines, poles, transformers or other equipment the land owner will bear the cost of such relocation.

7.9 All meters, including instrument transformers shall be furnished, installed, owned and maintained at the expense of Orrville Utilities. Orrville Utilities reserves the right to require Customer to furnish and install at his expense a suitable steel cabinet to

Electric Utility Rules and Regulations

house Orrville Utilities' instrument transformers and accessories. Said steel cabinet shall contain only Orrville Utilities' metering equipment and shall be equipped so that it can be sealed by Orrville Utilities.

7.10 Orrville Utilities reserves the right to seal all meter entrance switches, all service entrance boxes, metering instrument and communications cabinets regardless of ownership, where the operation or tampering could affect the operational accuracy of the communications or meter equipment or permit the use of energy contrary to the provisions of the applicable Rate Schedule.

7.11 In the event a Customer or Property Owner on or along any street, alley, road, or other right-of-way occupied by Orrville Utilities requests Orrville Utilities to move or relocate any poles, anchors, or guys or any other appurtenances belonging to Orrville Utilities, Orrville Utilities reserves the right to charge such Customer or Property Owner for the costs incurred.

7.12 For Trailer Courts, consisting of multiple Mobile Homes or House Trailers, where the trailers are to be individually metered and billed, Orrville Utilities will install only the necessary main service drop and its centrally located termination pole or poles. Orrville Utilities will furnish the necessary meter bases, but same shall be installed by the Owner at his expense. All other wiring located beyond the service drop termination poles, including main safety switches, service drops, secondaries, and all other facilities required to serve the individual trailers, shall be furnished and installed by the Owner of the Trailer Court at his expense. After the Owner has completed his installation in accordance to the National Electric Code and all other applicable codes and the installation has been inspected by the inspecting authority

Electric Utility Rules and Regulations

and approved by Orrville Utilities the individual meters will be furnished and installed by Orrville Utilities at its expense.

CONSUMER'S INSTALLATION & EQUIPMENT

- 8.1 The Customer shall furnish and maintain without charge, a suitable meter location as specified by Orrville Utilities. No meter shall be installed in any location where it may be unnecessarily exposed to heat, cold, dampness, or other cause of damage, or in any unduly dirty or inaccessible location. Meter location will be free of any obstacles interfering with the accessibility to the meter by a minimum of four (4) feet on either side of the vertical center line of the meter or meters. This would include air conditioners, well systems, shrubs, trees, bushes, flower beds or other objects either permanently or temporarily attached or placed around or in front of the meter. The meter bases shall be mounted at a height of not less than four (4) feet or more than six (6) feet above the finished grade line or floor line as the case may be. Minimum horizontal clearance for gas meters shall be five (5) feet from meter or meters. Orrville Utilities has the right to remove all encumbrances from around padmount transformers and to charge the property owner for removal of such.. All electric permit fees shall be paid prior to issuance of meter base, temporary service and line construction. Easements and/or Right-of-Ways shall be granted prior to construction. Electric service application and deposit (when required) shall be completed and paid prior to construction.

Building Permits shall be posted in a prominent location at construction site and shall state the house number and street or road name. Well and/or septic

Electric Utility Rules and Regulations

system and/or building permits as required, shall be posted in a prominent location at the construction site outside city limits. The above conditions must be met prior to construction.

Outdoor base mounted type meters will normally be used by Orrville Utilities whenever practical. The meter base shall be furnished by Orrville Utilities to Customer's Electrical Contractor but same shall be installed where specified and approved by Orrville Utilities. The meter base shall at all times be kept sealed and under control of Orrville Utilities and shall be maintained by Orrville Utilities.

When both 3-Phase and single phase service is installed to serve the same property, all meters and service entrance switches shall be at the same location.

The service entrance head of any service shall be located at least three (3) feet away from readily accessible windows, doors or porches. The supply conductors shall be located in such a manner as to not interfere with telephone, CATV, signal wires, windows, awnings, drain pipes, chimneys or other obstructions.

8.2 Where a meter pole is installed as provided in Section 7 herein, the service entrance cable and conduit to be installed by Customer shall extend at least twelve (12) feet above meter base and shall terminate to within one foot from the top of the meter pole. Also see Section 8 herein as to facilities to be installed by Customer on meter pole.

The service overhead entrance cable to be installed by Customer shall be continuous, unbroken and completely exposed extending from the rain-tight, approved weatherhead entrance top to the meter base (or meter cabinet should one be installed). Fused disconnects or breakers are required within fifteen (15) feet of

Electric Utility Rules and Regulations

meter in direct metered services. Exception: continuous conduit from meter to fused disconnect or breaker may exceed 15 feet in length provided disconnect is located at the first accessible site in building.

At the point of contact where Orrville Utilities' service wires are attached to Customer's building or service mast pipe and at a location to be approved by Orrville Utilities, Customer shall provide and leave 18 to 24 inches of service entrance wire or cable for a "drip loop" so that Orrville Utilities can properly connect same to Orrville Utilities' service drop wires.

The capacity and specifications of Customer's service entrance wire or cable and service entrance switch shall be as herein after specified below.

8.3 The service entrance conductors shall be of copper or aluminum and shall be continuous without any joints, splices or connections permitted between termination of same at the meter base or meter cabinet and meet all requirements of the National Electric Code. Similarly, the entrance conductors extending from the meter base to Customer's service entrance safety switch shall be continuous and be compatible to the service entrance conductors with no joints or splices in same permitted. No cloth covered entrance cable will be permitted.

All new service entrance installations (consisting of entrance switch service entrance and conductors) shall be 3-wire (unless specified elsewhere herein) using copper or aluminum conductors. The type of insulation for all conductors shall conform to the specifications of the latest edition of the National Electric Code for conductors to operate at a maximum temperature of 75° C.

Electric Utility Rules and Regulations

The minimum capacity of service entrance for new or upgrade residential applications shall be 100 amperes and conductor size shall be in accordance with the National Electric Code and other applicable codes. All aluminum conductor connections shall be coated with or treated with an anti-corrosion compound.

The conductor size and service entrance switch for all service capacities, the size and specifications of the neutral conductor, the method of neutral grounding and other electrical wiring specifications and installation of same shall conform to the requirements of the latest edition of the National Electric Code.

Upon Special Application, Orrville Utilities reserves the right to permit two (2) and three (3) wire service entrance installations of less than 100 ampere capacity where load requirements do not warrant 100 amperes such as signs, flood lights, trailers, pumps, small barns, and similar small isolated loads. However, in no event will a smaller than 100 ampere service be furnished unless Orrville Utilities gives specific prior approval.

For one story buildings where building wall height is above ground, Orrville Utilities will not permit service wires to be attached at a point which will enable a minimum ground clearance of not less than 12 feet over driveways, not subject to truck traffic; 15 feet over commercial areas, parking lots and other areas subject to truck traffic; and 18 feet over public streets, alleys, and roads. Customer shall install an approved service entrance mast pipe that will enable such clearances to be maintained. The mast pipe shall be adequate to carry the strain of Orrville Utilities' service drop wires and be continuous with no joints permitted unless approved by

Electric Utility Rules and Regulations

Orrville Utilities.

The service entrance mast pipe, service entrance conductors, and installation shall be made by Customer at his expense and shall conform to National Electric Code and Orrville Utilities' specifications. The service entrance mast pipe shall be of galvanized steel of not less than 2" nominal diameter and shall be attached to the wall of the building by means of an adequate number of approved fastening devices.

The service entrance mast pipe shall extend above the roof surface (through weatherproof roof flashing) a minimum of three (3) feet or such additional height as may be necessary to maintain the aforementioned ground clearances as well as the clearances above roof level as required by the National Electric Code, other applicable codes and Orrville Utilities' policy. Thus, for the mast pipe installations only continuous rigid conduit shall be used, extending from Customer's meter base to the service entrance weatherhead, located at the top of the mast pipe above the roof line. Insulated conductor bushings shall be installed at all terminations of the service entrance conduit.

8.4 In the event a porch or other structure is subsequently built so that the meter location is inaccessible, the meter base, and/or service conduit or cable shall be moved by Customer at his expense to an accessible location approved by Orrville Utilities.

When the construction of a building on an adjacent lot or on same lot prevents proper access to any meter, or access to the point of attachment of service drop conductors or results in inadequate service drop clearance, the Customer shall

Electric Utility Rules and Regulations

move or improve, at his expense, the meter and/or service entrance to a location which will be accessible to Orrville Utilities' employees.

- 8.5 For temporary service furnished to individual single phase loads, such as mobile homes, house trailers, small construction projects (such as houses and small buildings), portable tools, etc., Orrville Utilities will install a service drop (excluding the necessary pole, entrance, meter base, and fused disconnect) of not more than 100 feet in length. Any additional length will be charged for on a time and material basis.

The service drop termination pole or structure entrance conductors, meter base and all the necessary equipment required by the National Electric Code shall be installed at Customer's expense and in conformance to Orrville Utilities' specifications. Orrville Utilities will furnish meter and install same. Such temporary service (where not more than aforesaid standard service drop is required) shall be subject to the provisions set forth in Special Service Charge Schedule and billed on the applicable Rate Schedule.

Where the temporary service installation requires additional facilities in excess of the aforesaid standard service drop (such as an extension of Orrville Utilities' primary line and/or lines, installation of transformer or transformers), the installation of facilities that cannot be used as part of a permanent service installation, or where a 3-phase service extension is required, Orrville Utilities reserves the right to charge the Customer for the extra expenses and to require an advance deposit based upon the estimated cost. If the deposit is greater than final

Electric Utility Rules and Regulations

cost, the difference will be returned to the Customer. If cost is greater than the deposit, the difference must be paid before service is established.

8.6 For service to Trailer Courts (where more than one dwelling unit, mobile home or trailer is supplied through one meter), all facilities are required to supply service beyond the meter pole service drop connection point. The service shall be furnished, installed, owned and maintained at Owner's expense. Orrville Utilities will furnish the meter base but same shall be installed at Owners expense. Billing of such service will be in accordance with the applicable Rate Schedule. When installation has been completed and approved by the inspecting authority, Orrville Utilities will furnish the meter base and make service drop connections.

8.7 For Trailer Courts (where the trailers or mobile homes are to be individually metered and billed), Orrville Utilities will install only the necessary service drop to serve the same. Said service drop to extend from Orrville Utilities' secondary to the termination pole. All other necessary secondary, wiring, service wire entrance switches, poles, and all other appurtenances required to individually meter and serve each trailer shall be furnished, installed, operated and maintained by the Trailer Court Owner at his expense. The meter bases will be furnished by Orrville Utilities, but same shall be installed by Owner at his expense. Orrville Utilities shall furnish and install the necessary meters for each location.

The entire installation shall be in accordance with the latest edition of the National Electric Code and all other applicable code specifications and all regulations as may be applicable at the location where installation is to be made.

Electric Utility Rules and Regulations

Each trailer or mobile home will be billed under the applicable Residential Rate. For further details as to billing, responsibility for payment of bills, etc., see Sections 11 and 12.

For requirements where line extensions are required to serve trailers of Trailer Courts, see Sections 7.12, 10 and sections covering Line Extensions herein.

8.8 Where more than one meter is required for a building, such as an apartment house, condominium, etc., all of the meter bases must be located in the same place and must be individually numbered and identified according to apartments. The Electrical Contractor may use a banked meter base system, approved by Orrville Utilities . The cost of the banked base system is the responsibility of the Contractor or Owner, or other devices required to properly meter Customer's power requirements. Any cabinets required to house said instrument, transformers and accessory equipment must meet the approval of Orrville Utilities and shall be furnished and installed by Customer at his expense.

Such metering or instrument cabinets shall not be used by Customer to house distribution panels, switches, or other equipment or devices of Customers and said cabinets shall at all times be under the control of Orrville Utilities and shall be kept locked or sealed by Orrville Utilities.

8.9 All meter loops for single phase meters that do not require current transformers shall be wired in accordance with the new meter sequence, (i.e., meter, switch, then fuses; If breakers are used then meter, main breaker, sub breakers). Fused disconnects or breakers are meter services. Exception: continuous conduit from

Electric Utility Rules and Regulations

the meter to fused disconnect or breaker may exceed 15 feet in length provided disconnect is located at first accessible site in the building. All meter loops for 3-Phase meters or for combination single and 3-Phase service (with or without meter instrument transformers) shall be wired with the meter installed ahead of the main service switch.

8.10 Whenever it is necessary to install the single or 3-Phase meters on the outside of the building and instrument transformers are required, the Customer will be required to furnish and install an approved metallic weatherproof cabinet to house Orrville Utilities' metering equipment at Customer's expense. Such cabinet shall be sealed or locked and remain under the control of Orrville Utilities.

8.11 In the event a Customer makes application for additional capacity, Orrville Utilities shall install the necessary transformer capacity, service wires, and other equipment required to serve Customer's requirements subject to Section 8.13. The facilities to be installed by Orrville Utilities shall extend to the point of contact on Customer's building or meter pole as hereinbefore specified.

8.12 All applications for service involving the furnishing of additional capacity or equipment by Orrville Utilities shall be made by the Property Owner. The service wiring and main switches required for the utilization of the additional service to be furnished by Orrville Utilities shall be considered as permanent fixtures belonging to the property being served and same shall not be removed from the property except for replacement or enlargement, if necessary.

8.13 Orrville Utilities reserves the right to require, where installations over 500 kVA or

Electric Utility Rules and Regulations

special substations are required, the Customer to install the necessary complete substation as provided for in Orrville Utilities' Power Schedules. In such an event, the Customer will receive the substation ownership discount specified in the applicable Rate Schedule.

Where Customer furnishes the necessary complete substation equipment to take service at primary service voltage, such equipment shall be maintained by the Customer and shall include the necessary transformers, structure, controls, and protective equipment and shall be of such quality and construction as meets Orrville Utilities' approval, standards and all applicable codes

8.14 Customer shall install no wiring or attachments on poles of Orrville Utilities (other than the metering pole) unless specifically authorized in writing by Orrville Utilities.

Orrville Utilities will furnish the Customer with software to obtain hourly information from its electronic meters if proper application is made and the "Policy for Special Metering Service" is adhered to. The Customer will be responsible for the cost of the software. Hourly electronic meter information will be provided at no cost to the Customer. This service is available only to customers connected to the fiber optic meter reading system

8.15 For new primary metered customers and secondary metered customers whose total connected load exceeds 100kVA, the customer shall design his electric wiring and circuits such that loads are properly balanced over three (3) phases. For the purposes of this policy, balanced means that the phase having the lightest load will be within 10% of the phase with the heaviest load.

Electric Utility Rules and Regulations

8.15.1 For new and modified Customer facilities in which the Customer will provide his own transformation, the Customer shall provide Orrville Utilities with the following information:

- a) Main breaker interrupting rating and continuous rating
- b) Size and type of fuses that are in series with main breaker, if any.
- c) All main breaker relay settings.
- d) Connected load across each phase

8.16 See elsewhere herein for further reference to type and operation of Customer's equipment and as to the Customer's Liability.

9. ATTACHMENTS AND UNAUTHORIZED COMMUNICATION DEVICES

PROHIBITED

9.1 No wires cables, guys, structures, equipment, hardware, signs, or any appurtenances of whatever character owned by any individual, firm or corporation shall be attached, connected, supported, or otherwise make use of any poles, equipment, facilities or any appurtenances owned by Orrville Utilities, unless covered by a special written rental contract between Orrville Utilities and the individual, firm, or corporation involved. Exception: When poles are set in a fence line, fence may be attached to poles providing the fence attachment is no higher above ground line than four (4) feet and the fence is not tensioned so as to pull pole over. Drilling in poles to run fence cable, etc., through is not permitted. A clearance of 10 feet is required between pole and any obstruction.

Electric Utility Rules and Regulations

Under no circumstances will persons, other than employees of Orrville Utilities, be permitted to climb poles of Orrville Utilities, connect or attempt to connect to wires on said poles or to the wires of said, poles to building service wires unless authorized by the Orrville Utilities. Only those persons that will be authorized to climb said poles will be other Utilities (telephone, CATV, and power companies) that have joint use of Orrville Utilities' poles through special rental contracts. Other persons such as a Contractor or Electrician may be given special authorization. If any authorization is given, Orrville Utilities shall not be liable for accidents, damage to Orrville Utilities' customers or Orrville Utilities' equipment and appurtenances nor liable for any action taken by the person/persons doing any work on said pole

9.2 Devices connected to Customer's facilities which transmit signals beyond Orrville Utilities' service drop connection to Customer's service entrance are prohibited.

9.3 Communication devices, whether owned by Customer or others, shall not, in any manner or method, be connected to Orrville Utilities' electric facilities. Such prohibited connections include direct or indirect methods such as an inductive or capacitor for coupling to any of Orrville Utilities' facilities or to Customer's electric wiring or equipment connected to Customer's service entrance supplied by Orrville Utilities.

9.4 Under no circumstances shall Orrville Utilities' distribution or transmission lines or facilities be used for transmitting signals from Customer owned devices. If it is found that unauthorized devices are being used, Orrville Utilities may immediately discontinue service to Customer until unauthorized device is discontinued.

Electric Utility Rules and Regulations

- 9.5 Any unauthorized use of Orrville Utilities' equipment or facilities by others shall be subject to immediate removal of all unauthorized attachments or appurtenances by Orrville Utilities at the customer's expense without prior notice being given to the violator or trespasser.
- 9.6 Orrville Utilities shall not be liable for damage or interference caused by Customer owned communication devices.

UNUSUAL SERVICE EXTENSIONS

- 10.1 Orrville Utilities will extend its single phase distribution facilities to provide electric service to new Customers for installations that, in the opinion of Orrville Utilities, consist of a permanent structure, normally occupied with electric service, being used on a year round basis. Orrville Utilities reserves the right to require aid to construction, monthly minimum charge or written guarantee of usage in the event the extension is over 500 feet in length or of such nature in the opinion of Orrville Utilities cannot be classified as being normal in character. A guaranteed monthly minimum charge or written guarantee of usage may be used in place of aid to construction.

Where more than a "Standard Service Drop" of 100 feet of secondary service is required, or where such temporary facilities cannot be incorporated in a permanent service, the extension will be governed by the Terms and Conditions hereinafter set forth.

- 10.2 Orrville Utilities reserves the right to refuse to extend or enlarge its service, and its

Electric Utility Rules and Regulations

appurtenances (including the furnishing of 3-Phase service) where the expected revenue appears to be insufficient to justify the investment and operating expenses involved.

Orrville Utilities further reserves the right to limit new or additional power and communications services commensurate with the available unreserved capacity in production, transmission, distribution and substation and communications facilities.

10.2.1 Orrville Utilities reserves the right to extend, or not to extend, into another Orrville Utilities' territory.

10.3 For New Extensions, a Special Contract may be required setting forth the Minimum Charge, the method of financing and the construction cost involved, where furnishing of service involves any of the following conditions:

10.3.1 For permanent service when Orrville Utilities is required, or requested, to extend its single phase facilities (referred to above) beyond, in the opinion of Orrville Utilities, what is of usual length or character.

10.3.2 For Temporary Seasonal Service where more than a "Standard 100 foot drop" is required.

10.3.3 For 3-Phase Service whenever it is necessary for Orrville Utilities to extend or enlarge its facilities (including substation equipment).

10.3.4 For any new service other than 120/240 volt single phase for which Orrville Utilities is to provide transformation, regardless of final ownership of the transformation, or which will require special equipment, a six month lead time from the time a service request is accepted to the time the service is

Electric Utility Rules and Regulations

installed, is required.

10.4 A Special Contract, covering an extension or expansion of Orrville Utilities' facilities in excess of the standard expansion or extension referred to above, will be subject to the following conditions:

10.4.1 Customer shall own the premises involved and as determined by Orrville Utilities, shall be financially responsible to fulfill obligations as specified by the Contract.

10.4.2 Customer's installation, equipment, and buildings shall, in the opinion of Orrville Utilities, be of permanent nature.

10.4.3 Customer's probable use of electric service, as determined by Orrville Utilities, will equal or exceed the Contract Minimum Charge.

10.4.4 The Monthly Minimum Charge shall be not less than the Minimum Charge as determined in accordance with the applicable Rate Schedule.

10.4.5 The aforementioned Monthly Minimum Charge shall be set forth in said Contract and shall be applicable continuously for the duration of the Contract, whether or not service is disconnected.

10.4.6 The term of the Contract shall be of such length as Orrville Utilities deems necessary to compensate for the investment and operating costs involved.

10.4.7 If, in the opinion of Orrville Utilities, the requirements set forth in (1), (2), and (3) of this Section have not been complied with, Orrville Utilities reserves the right to require Customers to make a non-refundable Contribution in Aid of Construction to the extent necessary so that the project will conform to said

Electric Utility Rules and Regulations

requirements.

10.4.8 If the Customer is required to make a non-refundable Contribution in Aid of Construction, the Monthly Minimum Charge, as determined in Section 10.4.4 above, will be reduced accordingly. However, the resultant Monthly Minimum Charge shall be, in no event, less than the Minimum Charge specified in the applicable Rate Schedule.

10.4.9 When an extension or expansion is required to supply Customer's 3-Phase needs, Orrville Utilities reserves the right to require Customer to install the complete substation as referred to in the Orrville Utilities' applicable Rate Schedules. In such an event, the Customer will receive the credit specified in the applicable Rate Schedule.

10.4.10 When an expansion requires Orrville Utilities to install additional substation capacity, Orrville Utilities reserves the right to require contracts for service and increase rates or contribution by Customers that benefit, or have the potential to benefit, from such expansion. The term of the Contract shall be of such length as Orrville Utilities deems necessary to compensate for the investment and operating costs involved.

10.5 To assure payment of Customer's bill and the Contract Monthly Minimum Charge, Orrville Utilities reserves the right to require Customer to make a suitable advance deposit as provided in Deposit Policy. In addition, Orrville Utilities also reserves the right to require Customer to make at the beginning of each 12 month period, a prepayment of account equal to 12 times the Monthly Minimum Charge specified in

Electric Utility Rules and Regulations

said Contract. One twelfth of said annual advance payment shall be applied as a credit to each monthly bill computed under the applicable Rate Schedule and Contract terms. Any unused portion of said advance payment remaining at the end of 12 months billing period may at option of Orrville Utilities, be retained as partial advance payment for the succeeding 12 months billing period.

- 10.6 Additional work requested by Customers will be performed on a time and material basis plus an overhead charge determined by the Director. Approval of Director of Utilities is required before commencing work.

11. BILLING, METER READING, PAYMENTS, METER TESTING

- 11.1 All bills for service applied are due when rendered and are payable at Orrville Utilities' Billing Office or at an authorized collection agent for payment of bills, on or before the net due date specified on Customer's bill for electric service. If all accounts of Customer are not so paid, the Gross Rate specified in the schedule shall become payable.
- 11.2 Bills will normally be rendered by Orrville Utilities to the Customer at approximately monthly intervals (the word "month" being defined as the elapsed time between two (2) successive meter readings approximately 30 days apart). If the meter is not read on a monthly basis, Orrville Utilities will render a bill based upon an estimated 30 days consumption using Customer's past and projected consumption as an estimating base.

Said bills are payable in person or by mail at the Cashier's Office or in person

Electric Utility Rules and Regulations

at any authorized and designated collection agency of Orrville Utilities, on or before the date and/or time limit specified on the bill. Failure to receive a bill or the existence of a Customer Deposit will not entitle Customer to any discount or to the remission of any charge for non-payment within the date or time limit specified.

Payments that are made to an authorized collection agent or to the Utilities Cashier's Office will be considered at net if made before closing on the net due date or in their respective drop slots before said agent opens for business the day following the net due date. When a mailed payment is received after the net due date, determination of whether the payment should be accepted at net amount will be made in relation to the cancellation date by the Post Office on the envelope.

Customer may elect to be billed on any equal payment or Budget plan. Said plan is set up primarily for Customer's that have seasonally fluctuating loads such as electric heat or air conditioning. See Budget Plan Policy, Exhibit A.

11.3 In the event of the stoppage or the failure of any meter to register the full amount of power consumed, the bill will be based on the customer's use of power in a similar period.

When a bill for electric service is questioned, Orrville Utilities will cause an investigation to be made and any billing adjustments shall be determined in accordance with said investigation. Bill adjustments for meter errors shall be made pursuant to Rules and Regulations.

In cases where any factors required for application of Rate Schedules or other provisions are not subject to exact determination or are disputed, the Director

Electric Utility Rules and Regulations

of Utilities shall establish such factors and shall authorize billing adjustments to be made.

11.4 For a partial month's service to Residential and Commercial Customers, when either the initial billing period after service is first established or the final billing period up to the time of discontinuance of service by the Customer is less than the regular meter readings or billing period of approximately 30 days, Orrville Utilities reserves the right to apply the following billing procedure:

11.4.1 When the Customer's account is being transferred from one location to another and the period of service involves five days or less of the Orrville Utilities' regular billing period, the Customer's initial usage at the new location will be carried over into the next succeeding regular billing period for said new location and shall be combined with and be considered as part of same.

11.4.2 For all other services furnished for a partial month, including all final bills, the bill shall be calculated in accordance with the charges (including Minimum Charges) as set forth in the applicable Rate Schedules with no prorating of the rate blocks of the Minimum Charge being made.

11.5 For initial service to Consumers served under Orrville Utilities' General Service Small, Medium, Large or Industrial, whose initial period of service is ten days or less, Orrville Utilities reserves the right to combine the Demand and Minimum Charges with the next succeeding billing period at that location.

11.6 Customers who intend to move from the premises or discontinue the use of electricity or in any way terminate their liability hereunder shall give Orrville Utilities

Electric Utility Rules and Regulations

reasonable notice of such intention (two [2] working days). The Customer and/or Property Owner will be liable in accordance with the laws of this State and Orrville Utilities' Rules and Regulations for all electricity used upon the premises until such notice is given and Orrville Utilities has made final meter readings and/or service has been discontinued.

11.7 When the accuracy of a meter is questioned, upon written request from the Customer, Orrville Utilities will test the meter by comparing with a standard test meter. If the meter is found to be correct to within plus or minus 2%, the Orrville Utilities reserves the right to make a charge equivalent to a trip charge, to partially cover the expense to make such a test, the fees to be included and paid together with Customer's next bill, which is to be paid on or before due date. Orrville Utilities reserves the right to require a deposit to cover said charge, same to be paid to Orrville Utilities before making test. See Exhibit A in the Appendix.

If the meter being tested is found to be incorrect beyond plus or minus 2%, no charge shall be made for testing and Orrville Utilities will adjust the bill in proportion to the error (either fast or slow) for the period covered by the bill in question and to the date of installation of a new meter. Said adjustment period shall not exceed six months.

11.8 If services in the tenants name become delinquent by more than 30 days after the net due date, notification may be made to the property owner.

12. DEPOSITS AND RESPONSIBILITY FOR PAYMENT OF BILLS

Electric Utility Rules and Regulations

12.1 See Appendix, Exhibit A for Rules and Regulations and Deposit Policy.

13. SPECIAL SERVICE CHARGES FOR CONNECTION, RECONNECTIONS, ETC.

13.1 See Appendix, Exhibits B and C.

14. ACCESS TO PREMISES

14.1 Orrville Utilities shall have access to the Customer's premises to perform work in connection with serving said Customer's power and communications requirements. Such work would include repairs to Orrville Utilities equipment and appurtenances, trim trees, read meters, change meters, etc., and all rights granted under Easements, Rights-Of-Way grants and Contracts. Access to Customer's premises shall also be granted to Orrville Utilities, if in the opinion of Orrville Utilities, it becomes necessary to perform any work on said premises to provide service to Customer and any other Customer on Orrville Utilities' System.

If access to premises to perform aforesaid work is denied or otherwise impeded, Customer will be subject to disconnection until access shall be granted. Customer will also be subject to any legal action found necessary to obtain such access as Orrville Utilities finds necessary. Customer may also be held accountable for any extra costs and/or legal fees incurred by Orrville Utilities caused by denial of access to said Customer's premises.

15. RIGHTS OF WAY

Electric Utility Rules and Regulations

- 15.1 All lines to the extent feasible, will be constructed within, the right-of-way boundaries of streets, roads and alleys. Whenever, in the opinion of Orrville Utilities, it is not practical to construct its lines within the limits of streets, roads, alley and other public thorough-fares, Orrville Utilities will construct its lines on private rights-of-way.
- 15.2 Where it is not practicable or feasible to construct such lines on a public right-of-way and it is necessary to secure right-of-way on private property or tree trimming permits; the applicant or applicants shall secure same or assist Orrville Utilities in obtaining such right-of-way, without cost to Orrville Utilities before construction shall commence. Orrville Utilities shall be under no obligation to construct such necessary lines to serve applicant in the event the necessary right-of-way or tree trimming permits cannot be so obtained.
- 15.3 Easements or rights of way must be 30 feet for primary access and 20 ft. for secondary.

16. ORRVILLE UTILITIES' LIABILITY

- 16.1 Customer shall be solely responsible for all wiring up to Orrville Utilities' point of delivery. Said delivery point will normally be where Orrville Utilities' overhead or underground service wires are first connected to Customers' service entrance (metering point) on Customer's building or other structures of Customer.
- 16.2 Customer shall be responsible for the direct and indirect use and/or ultimate utilization of all electric energy and telecommunications services on Customer's premises. Customer shall be further responsible for any injuries to person or

Electric Utility Rules and Regulations

property arising from, caused by, or incident to the failure on the part of the Customer to properly install, operate, or maintain any wiring, appliances or other appurtenances located on Customer's side of the aforementioned delivery point or for any defects in said wiring and other equipment operated by Customer.

16.3 Orrville Utilities will use reasonable diligence in furnishing a regular and uninterrupted supply of energy but does not guarantee uninterrupted service. It is recognized that a customer must employ mitigating measures in his own facility to meet his total needs. Orrville Utilities shall not be liable for damages in case such supply should be interrupted or fail by reason of an Act of God, the Public Enemy, accidents, Labor Disputes, Orders, or Acts of Civil or Military Authority, Breakdowns or Injury to the Machinery. Orrville Utilities also shall not be liable for the following; transmission lines, distribution lines or other facilities of Orrville Utilities, extraordinary repairs, or any act of Orrville Utilities including the interruption of service to any Customer taken to prevent or limit the extent or duration of interruption, instability or disturbance on the electric system of Orrville Utilities or any electric system interconnected, directly or indirectly, with Orrville Utilities' system. When such act is necessary or indicated in the sole judgment of Orrville Utilities, Orrville Utilities shall not be liable for damages if the supply or service is disconnected due to any cause.

The Customer shall provide and maintain suitable protective devices power conditioning equipment, UPS, etc., on his equipment to prevent any loss, injury or damage that might result from single phasing conditions or any other fluctuation or

Electric Utility Rules and Regulations

irregularity in the supply of energy. Orrville Utilities shall not be liable for any loss, injury or damage resulting from a single phasing condition or any fluctuating or irregularity in the supply of energy, which could have been prevented by the use of such protective devices.

Orrville Utilities will provide and maintain in proper operative condition the necessary lines or service connections, transformers, when the same are required by conditions of Contract between the parties thereto; also such meters and apparatus as may be required for proper measurement of and protection to its service. All such apparatus shall be and remain the property of Orrville Utilities.

16.4 Orrville Utilities shall design and operate its system so that under normal operating conditions, the sustained voltage delivered to the Customer's service entrance is for the voltages listed above within the range of plus or minus 5% of normal voltages. Whenever voltages shall be known to exist outside of such range, Orrville Utilities will take steps to promptly initiate corrective action to restore the sustained voltage level to within such range.

16.5 The distribution circuit shall be designed so that the short circuit current ratings of Orrville Utilities equipment will not be exceeded in accordance with industry standards. In general, fault currents must be within specified momentary or interrupting ratings for studies made with all facilities in service.

16.6 Transient and momentary voltage deviations are generally beyond the control of Orrville Utilities since they are caused by the need to perform equipment switching to clear system faults or the result of customer usage. Orrville Utilities minimizes the

Electric Utility Rules and Regulations

frequency and magnitude of these disturbances by doing adequate maintenance to assure that Orrville Utilities facilities perform up to design levels. Orrville Utilities will inform customers as to what can be expected by providing monitored information where available and required so that the Customer may purchase equipment to minimize the adverse effects of voltage deviations or power quality.

- 16.7 The distribution system is designed to provide three phase voltage as nearly balanced as is practical. Recognizing the diversity and varying level of customer loads, Orrville Utilities shall attempt to minimize any imbalance.
- 16.8 Frequency change caused by sudden load or generator changes, will be limited to \pm 0.5 Hz subject to Section 6.10.

17. CONSUMERS' LIABILITY

- 17.1 The Customer shall be held responsible for all electricity and communications services used on the premises occupied and/or under the Service Contract or Application, until reasonable notice has been given at Orrville Utilities' Cashiers Office to discontinue services. Such discontinuance of services shall in no way relieve Customer of his obligation as to Minimum Charge and other payments set forth in Customer's Contract or Service Application with Orrville Utilities.

Customer, as referred to herein, shall be responsible for the payment of all bills for electric and communication services used on the premises. The foregoing shall in no manner relieve the Property Owner of his responsibility for payment of bills as is specified in Section 11, herein and also as is prescribed by the laws of this

Electric Utility Rules and Regulations

State.

17.2 No one except the employees of Orrville Utilities shall be allowed to make any internal or external adjustments of any meter or any other piece of equipment or facilities which is the property of Orrville Utilities.

17.3 Customer shall be held responsible and liable for any tampering with, interfering with, the breaking of meters, removal of seals, metering/equipment or any other equipment of Orrville Utilities installed on the Customer's premises.

Customer shall also be responsible for any illegal diversion of electrical energy or communications services and shall be liable according to the laws of this State and be subject to the penalties of said laws.

17.4 When Orrville Utilities finds a service which has been tampered with, resulting in the by-passing of electric service around his meter, or where the proper accounting of the quantity is prevented or interfered with unauthorized use of communications services. Orrville Utilities shall immediately discontinue without notice all electric service and/or communications services until the by-pass is removed, the accuracy of metered power confirmed and the necessary wiring change are made by the Customer. All wiring changes shall be inspected by Orrville Utilities and complete payment of all charges must be made as specified in Section 18 herein before service will be reconnected.

17.5 The Customer shall also be responsible for any illegal meter tampering, removal or damage by anyone other than Orrville Utilities' personnel. The Customer will be responsible for all charges associated with unauthorized meter removal. See

Electric Utility Rules and Regulations

Appendix, Exhibit B.

- 17.6 The normal operating characteristic of industrial equipment such as motors, welders, and electric furnaces can cause abrupt changes in supply and voltage. Repetitive abrupt voltage changes of relatively low magnitude are defined as voltage flicker. Whether this is considered objectionable by other customers is dependent upon the magnitude of change and rate of occurrence. Since such flickers are not under direct Orrville Utilities' control, Orrville Utilities may impose limits to maintain the flicker at an acceptable level for the majority of people.
- 17.7 Harmonics are caused by customer equipment and may require Orrville Utilities' limits in accordance with industry standards.

18. ILLEGAL DIVERSION OF ELECTRICITY AND COMMUNICATIONS

SERVICES- DISCONTINUANCE OF SERVICE

- 18.1 In the event Orrville Utilities finds that its metering equipment and/or wiring or connections have been tampered with, so as to prevent proper accounting of the quantity of electricity and communications services used on the premises, the following procedure will be applicable:
- 18.2 Orrville Utilities reserves the right to discontinue its service at once and without notice to any Customer for any of the following reasons:
- 18.2.1 If electricity consuming devices are connected ahead of Orrville Utilities' meter or metering equipment or if connections or devices of any kind are found installed on the premises of Customer which would prevent the meter

Electric Utility Rules and Regulations

from registering the total amount of electricity then being used or which may be subsequently used on the premises.

18.2.2 If inspection by Orrville Utilities shows that anyone has interfered or tampered with any wiring connections, seals, conduit, equipment or appurtenances that may have or would prevent the meter registering the total amount of electricity or communications services used.

18.3 Upon disconnection of service for any of the aforesaid reasons, the following procedure shall be applicable and followed before service is restored:

18.3.1 Orrville Utilities shall in any reasonable manner, estimate and/or compute the amount of unmetered electricity used and shall have the right to inspect the Customer's premises and make accurate service count of all current consuming devices in order to arrive at the probable amount of all unmetered electricity.

18.3.2 Customer shall pay for all metered and estimated unmetered electricity in accordance with the Applicable Rate Schedule, plus any damages to Orrville Utilities' metering equipment and/or installation.

18.3.3 A special reconnection fee set forth in Exhibit C in the Appendix shall be paid by the Customer in order to pay for part of the expense Customer has caused Orrville Utilities to make in order to investigate and correct the fraud or crime.

18.3.4 Customer has installed at his expense all necessary rigid conduit and/or approved cable together with any necessary protective devices that will, in

Electric Utility Rules and Regulations

the opinion of Orrville Utilities, protect Orrville Utilities' metering equipment. Customer shall also pay for the expense caused Orrville Utilities to move its metering equipment to another location, on Customer's premises or on Orrville Utilities' pole or other structure, so as to prevent the future diversion or theft of electricity or communications services from Orrville Utilities.

The foregoing Rules, applicable to illegal diversion or theft of electricity or communications services, are not intended to affect, waive, or modify any possible action or prosecution under the Laws and Criminal Statutes of this State pertaining to this crime.

19. DISCONTINUANCE OF SERVICE

19.1 Orrville Utilities reserves the right to discontinue the supply of electrical energy, disconnect its lines, and/or remove its property from the premises of the Customer for any of the following reasons:

19.1.1 For necessary repairs to Orrville Utilities' system or for unavoidable shortage or interruptions in the source of supply.

19.1.2 If the Customer's service use is detrimental to other Orrville Utilities customers, and the Customer fails to correct the situation after notice has been given by Orrville Utilities.

19.1.3 When unauthorized devices are attached to Orrville Utilities' facilities, see Section 9 herein.

19.1.4 For any violation of the National Electric Code currently in effect.

Electric Utility Rules and Regulations

19.1.5 When made incompatible, unreasonable or unlawful by the order of any County, State or Federal Government Regulatory Authorities, Laws of this State or any Political Subdivision thereof.

19.1.6 When the Customer is in arrears in payment of bills, or fails to comply with any of these Rules and Regulations.

19.1.7 When the Customer has moved from the premises or requested disconnection of service.

19.1.8 For fraud or to prevent fraud, as specified in Section 18 herein.

19.1.9 Willful destruction of any property of Orrville Utilities located on the Customers' premises and for non-payment of same by Customer.

19.2 Any such suspension of service shall not terminate or reduce the term of any Contract between Orrville Utilities and the Customer nor shall it nullify any applicable Minimum Charge.

19.3 To the extent applicable the disconnection and restoration of service, when disconnected as provided herein, shall be subject to the applicable charges set forth in Exhibit C in the Appendix.

20. SERVING NOTICE TO CONSUMERS

20.1 Notice to Customer may be given by whichever of the following methods is applicable.

20.1.1 To Discontinue Service for Non-Payment of Bill: All Customer bills shall

Electric Utility Rules and Regulations

clearly state the due date of the bill. The Customer shall be given a separate printed notice by mail from Orrville Utilities at least five (5) days in advance of the date that service is subject to disconnection by Orrville Utilities.

Any extensions granted for payment beyond the date that service is subject to disconnection for Non-Payment must be approved in advance before the disconnect date. Extensions must be requested of the Cashier's Office and be approved by the Marketing Manager or Director of Utilities. When an extension is granted, it should be made clear to the customer that this is to be an unusual arrangement for only one month.

20.1.2 To discontinue Service when Orrville Utilities' Metering Equipment has been Tampered with or when illegal diversions of electric energy has occurred or exists, **no** advance notice will be given. At the time of disconnection, Orrville Utilities' employees may give verbal notice to Customer or any of his agents or employees who may be on the premises.

20.1.3 To discontinue Service for Violation of Other Rules and Regulations, written or oral notice may be given by Orrville Utilities.

21. RATES APPLICABLE AND SELECTION OF:

21.1 A complete Schedule of all Rates in effect, and these "General Rules and Regulations", will be available to any Customer at Orrville Utilities' Office during normal Business Hours.

Electric Utility Rules and Regulations

21.2 The rates to be charged to the Customer and to be paid to Orrville Utilities for electric and communications services will be the applicable rates in effect for the class of service involved.

21.3 The Customer shall not be eligible to receive service under any rate unless the classification of Customer's requirements and use of electric and communications services conforms to the Rate under consideration. The Customer is responsible for necessary and required wiring and equipment changes, to conform and comply with all of the requirements for the Rate Schedule under consideration.

22. DISTRIBUTION FACILITIES FOR NEW SUBDIVISIONS

22.1 Orrville Utilities will extend its overhead electric distribution system, including primaries, secondaries, transformers, meters, etc., for the purpose of providing electric and communications services to new residential subdivisions where, the Director determines such an extension of facilities is feasible and justifiable. Developers and/or property owners may be required to assume all costs for installation of services if located outside the city limits.

22.2 At Orrville Utilities' option, an underground distribution system may be installed, subject to the following conditions and requirements:

22.2.1 Primary and Secondary Distribution Facilities. All Developers shall make known to and consult with Orrville Utilities as to their intent and requirements of power **prior** to any construction before any commitment to furnish power or other services will be given by Orrville Utilities. (See Application or

Electric Utility Rules and Regulations

Contract and Extension of Service).

22.2.2 Detailed plans, drawings, and locations shall be furnished to Orrville Utilities by the Developer in sufficient time to allow engineering, material acquisition and work schedules to be made. All installation of electric distribution or communications systems shall conform to the Rules and Regulations of Orrville Utilities or any other Administrative Orders, Policies, Ordinances, Governmental Codes and the National Electric Code then in effect. See Sections 7.73 and 10.3.5 herein.

22.2.3 Where the subdivision plat Developer desires that said plat or subdivision be served by means of an underground system of distribution, in lieu of the overhead construction that is normally installed by Orrville Utilities, Orrville Utilities shall furnish and install all primary electrical and communications cables, transformers, conduits, poles and make all connections. Trenching and backfilling shall be done by the site work Contractor to Orrville Utilities' Specifications and Applicable Codes. The cost difference between overhead and underground installation will be paid by the developer.

22.2.4 Orrville Utilities reserves the right to refuse to install said underground distribution system unless the Telephone and other Utilities also install their facilities underground.

22.2.5 Pad mount transformers must be located within 30 feet of the roadway for maintenance access by Orrville Utilities' equipment. See Exhibit E.

22.2.6 Installation of the electric distribution system will not commence until all

Electric Utility Rules and Regulations

streets and sidewalks have been located.

22.2.7 Electrical and telecommunications conduits shall be in place prior to construction of streets and sidewalks.

22.2.8 The Electrical Contractor is to furnish and install all secondary conduit, 2 ½" Sch. 40 with long radius elbows with cables and make connections from the transformer to the meter base in accordance with all applicable codes then in effect.

22.2.9 Contractor is to install a 6" wide continuous yellow tape 12" below grade above all buried electrical cables. Lettering on the tape is to read "Warning - Buried Electrical Wires."

22.2.10 Contractor shall install a telecommunications conduit along with all secondary cables to be terminated near the meter base as specified by Orrville Utilities. See Exhibit E.

22.2.11 The location of the underground distribution facilities shall be determined by Orrville Utilities. At the option of Orrville Utilities, the distribution facilities may be located at either the front or at the rear of the lots.

22.2.12 All primary electric and telecommunication cables running under paved areas such as streets, driveways, sidewalks, etc., shall be in conduit provided by Orrville Utilities and installed by Orrville Utilities or owner on a time and material cost basis to the Developer.

22.2.13 Single and Duplex meter bases will be furnished by Orrville Utilities. If other than single or duplex bases are required for the development, the

Electric Utility Rules and Regulations

Electrical Contractor will be required to furnish them.

22.2.14 All electric revenue meters will be furnished and installed by Orrville Utilities.

All meter bases shall be clearly identified and marked properly so proper billing can be made in multiple dwellings before any meters will be set.

22.2.15 The Developer shall be responsible for all damages to all electrical supply equipment (except damage due to Acts of God) until said development has been properly and legally accepted by Orrville Utilities.

22.2.16 No permanent electric service shall be furnished until dedication and plat recording has taken place.

22.2.17 Before any work is done, Orrville Utilities reserves the right to require an Aid to Construction Payment equal to the difference between Orrville Utilities' estimated cost to provide an overhead distribution system and the cost of the underground system to service the entire subdivision as provided herein.

22.2.18 Before any work is done by Orrville Utilities, a Contract and a blanket Right-Of-Way Easement shall be executed between the owner of the subdivision tract and Orrville Utilities. Said Contract and blanket Right-Of-Way Easement shall constitute a covenant that shall be a part of and to run concurrently with each and every subsequent deed transfer, covering the sale of any land within the subdivision. Said Contract and Covenant shall provide the following: (Also see Sections 18 and 19 herein.) Suitable perpetual Right-Of-Way Easements that will permit the installation, operation, maintenance and replacement of all Orrville Utilities' distribution and

Electric Utility Rules and Regulations

telecommunication facilities and appurtenances required to serve every lot in the subdivision, including the right of ingress and egress of Orrville Utilities and the right to trim trees and shrubbery. A suitable similar perpetual Right-Of-Way Easement to occupy all streets, alleys and thoroughfares of the subdivision and all other areas that are not part of the lots involved.

22.3 Conversion of Overhead Service to Underground - Where existing overhead service facilities are requested to be installed underground, the cost and responsibilities related to new installations, plus labor costs of retirement of existing overhead facilities shall be borne by the Customer pending approval by Orrville Utilities.

All underground 3-Phase distribution systems will be evaluated on an individual basis and charged for as dictated by material and labor cost.

22.4 If underground distribution is constructed initially, it shall not be changed to overhead distribution in future phases, but must continue with underground utilities through the whole subdivision.

23. COMMUNICATIONS SYSTEMS

23.1 All new subdivisions must provide conduit crossings for streets to handle communication system wiring.

23.2 All new subdivisions must supply blanket easements from the nearest transformer to the meter location for telecommunications wiring and electrical service wiring.

23.3 All new service installations, residential or commercial, must have a 2" Sch. 40 PVC conduit with long radius bends installed from the communications' pedestal to the

Electric Utility Rules and Regulations

meter base and capped off at both ends.

24. STREET LIGHTING SYSTEMS

- 24.1 All new subdivisions must provide street lighting.
- 24.2 The developer may choose between wood poles with cobra head lights or a decorative pole and light as specified in Exhibit D, Street Light Specifications.
- 24.3 Existing subdivisions may obtain lighting by submitting a proposal for payment of the lights to the Utilities Director. If sufficient numbers of property owners desire street lighting, assessments can be set up. A petition signed by the majority of the property owners must be submitted, before detailed cost estimates and engineering can be completed.
- 24.4 Minimum street lighting levels have been set by City Council.

25. MEDICAL ALERT SITUATIONS

- 25.1 The Electric and Water Departments will maintain a list of customers who may not be shut off due to medical necessity.
- 25.2 To be put on this list a customer must submit a request to the Director of Utilities along with a physician's letter stating the medical necessity for providing power.
- 25.3 In the event of a power outage these people should be put back on first or an attempt made to provide temporary power. If temporary power is not available, emergency personnel should be notified.

Electric Utility Rules and Regulations

25.4 A special numbered green meter seal will be attached to electric meters for people who qualify for the special medical status.

Electric Utility Rules and Regulations

EXHIBIT A

DEPARTMENT OF PUBLIC UTILITIES CITY OF ORRVILLE

All customers and potential customers of one or more of the Utility Services provided by the Department of Public Utilities of the City of Orrville, Ohio, shall be subject to the provisions of this policy.

APPLICATIONS AND DEPOSITS

Customers and potential customers have been placed in the following classification to determine a reasonable and sufficient deposit for various classes of services as provided by the Department of Public Utilities: Residential-Homeowners, Residential-Renters, Business-Owned, and Business-Rented.

- Residential-Homeowner- The property owner(s) who reside at the property being served shall complete the application. This application must be completed either in person or by telephone. No cash deposit will be required at time of application, unless the homeowner has been disconnected two times within a three year period due to non-payment of a bill, and reconnecting is requested. At which time a cash deposit of \$90 (\$135 for an electric heated home) is required.
- Residential-Renters- The leasee(s) who reside at the property being served shall complete the application. This application must be completed either in person or by telephone. The landlords name and telephone number must be listed on the application. Rental applications will be maintained in a pending file, and services not available until either receipt of a cash deposit or signature from a cosigner is obtained. A cash deposit of \$90 (\$135 for an electric heated rental) will be required unless the property owner or an authorized representative of the property owner, or any property owner served by the Orrville Electric Utility, cosigns the application for services. The cosigner agrees to be fully liable for any amounts owed the Department. If a leasee has been disconnected for nonpayment of a bill, a cash deposit will be required before reconnecting. Landlords may request notification of accounts that are delinquent by more than 30 days.

Exceptions to the deposit and co-signer requirement are leasee(s) who are senior citizens by definition, or leasee(s) who have been previous homeowners. These leasee(s) may also apply for service via telephone. If these leasee(s) have been disconnected for whatever reason in the past 5 years, they will forfeit this exception and be required to meet all above stipulations before service will be connected.

Tenant-Landlord Policy: If as part of your rent payment, your landlord includes utilities (electric, water, and sewer), but fails to make the

Electric Utility Rules and Regulations

appropriate bill payment, your utilities will be subject to shut-off. Notice will be given approximately five days before scheduled shut-off in the form of an orange door hanger, and written notification alerting the occupant of the unpaid bill and the shut-off date. If the landlord does not make the necessary bill payment by the date on the notice, Orrville Municipal Utilities will disconnect the electric service.

Tenant options to maintain their utility service, or have it restored are; pay the current utility bill and any fees themselves, or vigorously impress upon the landlord to make the appropriate bill payment.

- **Business-Owned-** Any person, partnership, corporation, or combination thereof who does business at the property being served, whether for profit or nonprofit, shall complete the application. This application must be completed either in person or by telephone. No cash deposit will be required at time of application, unless the business has been disconnected due to nonpayment of a bill, and reconnecting is requested. At which time, a cash deposit equivalent to two months usage (as determined by the department) will be required.
- **Business-Rented-** Any leasee(s) who does business at the property being served, whether for profit or nonprofit shall complete the application. This application must be completed either in person or by telephone. The landlords name and telephone number must be listed on the application. Rental applications will be maintained in a pending file, and services not available until either receipt of a cash deposit or signature from a cosigner is obtained. A cash deposit equivalent of two months usage (as determined by the Department) shall be required unless the property owner or an authorized representative of the property owner, or any property owner served by the Orrville Municipal Utility, cosigns the application for services. The cosigner agrees to be fully liable for any amounts owed the department. If a business has been disconnected for nonpayment of a bill, a cash deposit equivalent of two months usage shall be paid before reconnecting.

All deposits shall be held in trust for the customer's account at no interest, and shall be refunded after discontinuing service, settlement of final accounts and proof of ownership. Deposits of customers shall be returned annually in April to all parties who have not been disconnected for nonpayment in the past three years.

Service to a customer will not be started or reconnected until all applicable fees, charges, and amounts owed are paid in full according to the laws, ordinances, rules, and regulations in effect at the time.

DISCONNECTIONS

Electric Utility Rules and Regulations

Upon receipt of written notification by the party being served, the Department will, at no charge, stop service and read the meter(s) within three working days. The Department will stop services during non working hours upon receipt of a specific request, provided the standard charges in effect at the time are paid in advance.

Parties shall be required to pay for services for a reasonable period of time after receipt of a request to stop services. The time shall allow employees to stop the service, read the meter(s), and issue a bill.

The Department is authorized, at its sole option, to remove meters and/or service facilities; to shut off or disconnect any or all service at the end of its agreement with any party and/or whenever any account is past due and/or upon violation of any applicable laws, ordinances, rules, and regulations.

March 1997

Electric Utility Rules and Regulations

EXHIBIT B ELECTRIC & TELECOMMUNICATIONS DIVISION INSTALLATION SERVICE CHARGES

	AMPS	INSIDE CITY	OUTSIDE CITY
1. Temporary Power*		\$100.00	\$125.00
2. Meter Base (Permanent)	100 A	\$ 20.00	\$ 20.00
	200 A	\$ 70.00	\$ 70.00
	400 A	\$110.00	\$110.00
3. Meter**		\$30.00	\$30.00
4. Installation and Connection Charges*** (meter, temporary power, permanent power)		\$100.00	\$125.00

- * Residential installation
- ** Residential KWH Meter
- *** Commercial installation @ time + materials + equipment

The above charges are part of the Consumer's regular electric and telecommunications service bill and are payable at the same time. If not so paid, the electric and/or telecommunication service is subject to disconnection. The Property Owner is responsible for the payment of all applicable charges.

Authorized under date of August 27,____, 2001, by the Public Utilities Board of Orrville Utilities, City of Orrville, Ohio, in accordance with Sections 743.02 et. seq. of the Revised Code of Ohio.

To be effective for all bills payable after October 1, 2001.

Signed Robert W. Maglio

Robert W. Maglio, President

Electric Utility Rules and Regulations

EXHIBIT C

RULES AND REGULATIONS

CHARGES FOR TRANSFER, RECONNECTION OF SERVICE, SPECIAL SERVICES, ETC.

For Special Services furnished Consumer to partially offset the additional expense caused the City, the charges (which are in addition to any other charges payable) are summarized as follows:

DESCRIPTION OF ELECTRIC OR TELECOMMUNICATIONS SERVICE(S) FURNISHED	(a) INSIDE CITY	(b) OUTSIDE CITY	APPLIES TO BOTH
1. TRIP CHARGE (normal working hours) - covers services such as: a) Turn on/Disconnect/Reconnect or Collect delinquent account b) Trips due to repeat or flagrant violation of rules, regulations, etc.	\$20.00	\$30.00	
2. OVERTIME CHARGE	\$32.00/HR
3. CALL-IN CHARGE - Time and materials for services that require a City employee to be called in after regular working hours (minimum 2 hrs.)	\$64.00 Minimum
4. REPLACEMENT OF ELECTRIC EQUIPMENT DAMAGED DUE TO CUSTOMER NEGLIGENCE: a) During regular working hours b) During non-regular working hours or holidays (call in)		Trip charge plus materials\$64.00 Minimum plus materials
5. TESTING OF METER AT REQUEST OF THE CUSTOMER a) If meter is found to be more than 2% slow or fast: b) If meter is found to be less than 2% slow or fast or any test where the City does not own the meter:		No ChargeTrip Charge
6. FRAUD OR ILLEGAL DIVERSION OF ELECTRICITY OR TELECOMMUNICATIONS. ALSO, WHERE AN UNAUTHORIZED TURN-ON OF SERVICE IS INVOLVED. In addition to possible legal prosecution, the following charges will be assessed.:			
a) Minimum cost of estimated services diverted	-----
b) Tampering/Cut Seal Charge	\$100.00
c) Trip Charge(s)	\$100.00
d) Overtime or Call In Labor	\$ 32.00
e) Any Materials Used	At cost + 20 %

Electric Utility Rules and Regulations

--	--------------------------

EXHIBIT C

RULES AND REGULATIONS

CHARGES FOR TRANSFER, RECONNECTION OF SERVICE, SPECIAL SERVICES, ETC. (continued)

DESCRIPTION OF ELECTRIC OR TELECOMMUNICATIONS SERVICE(S) FURNISHED	(a) INSIDE CITY	(b) OUTSIDE CITY	APPLIES TO BOTH
7. UNAUTHORIZED USE OF SERVICES WHERE NO THEFT IS INVOLVED - The following charges will be assessed: a) Tampering b) Trip Charge(s) 3) All Overtime Labor Involved 4) Any Materials Used	\$ 50.00 \$ 50.00 \$ 32.00 At cost +20%
8. DEPOSIT REQUIRED TO SECURE PAYMENT OF BILL -Note: This does not relieve Property Owner of his bill payment responsibility.	See Customer Deposit Policy	

The above charges are part of the Consumer's regular electric and telecommunications service bill and are payable at the same time. If not so paid, the electric and/or telecommunication service is subject to disconnection. The Property Owner is responsible for the payment of all applicable charges.

Authorized under date of August 27, 2001, by the Public Utilities Board of Orrville Utilities, City of Orrville, Ohio, in accordance with Sections 743.02 et. seq. of the Revised Code of Ohio.

To be effective for all bills payable after October 1, 2001.

Electric Utility Rules and Regulations

Signed _____ Robert W. Maglio _____

Robert W. Maglio, President

EXHIBIT D

STREETLIGHTING SPECIFICATIONS

The following street light configurations are available for developers or existing subdivisions to install:

1. Cobrahead Light on Wood Pole
 - a. Manufacturer: General Electric
 - b. Model: M2AC1551M2GMC31 (OMU #ED-4-5830)
 - c. Lamp: 150 Watt high pressure sodium
 - d. Wood pole - 30 ft. long (25ft. above ground level)

2. Decorative Light on Fiberglass Pole
 - a. Manufacturer: Cooper Orrville Utilities Lighting
 - b. Model: UTR155R2334BPS (OMU #ED-3-5297)
 - c. Lamp: 150 Watt high pressure sodium
 - d. Pole: Shakespeare Fiberglass Direct Burial - 18 ft. (pole height may vary)
 - e. Pole Model No.: BS1801N1BE08 (OMU #ED-3-5296)

3. Decorative Light on Steel Pole

The double and single luminaries as supplied for the City's downtown area can be specified on special request. The lights and poles were manufactured by Antique Street Lamps, Inc., Austin Texas. (Catalog No. NY13/20-CIS/PP-2FPI-DWPRTWIU-WA25F-CA/BK-S150/240-111)

Electric Utility Rules and Regulations

Electric Utility Rules and Regulations

EXHIBIT E

PAD MOUNT ORIENTATION

