CITY OF ORRVILLE, OHIO
DEPARTMENT OF PUBLIC UTILITIES

WATER DIVISION

GENERAL RULES & REGULATIONS

COVERING THE FURNISHING OF WATER SERVICE TO CONSUMERS OF THE CITY'S

DEPARTMENT OF PUBLIC UTILITIES

WATER UTILITY DIVISION

Authorized Under Date of February 9, 2004, Revised April 9, 201; By The Public Utilities Board of the City of Orrville, Ohio, in accordance with Section 407(c) of the Charter of the City of Orrville and Sections 729.06, 729.07, 735.28, 735.29, 743.02, 743.04, 743.05, 743.10 and 743.12, of the Revised Code of Ohio.

To Be Effective For All Bills Payable After January 1, 2019.

CITY OF ORRVILLE - WATER DIVISION
INDEX OF GENERAL RULES, TERMS & CONDITIONS

	PAGE
Definitions	1
General Information	4
Application & Classification of Service - Inside City Limits	5
Application for Service - Outside City Limits	6
Tap and Water Service Line Installation	7
Meter Installation (including non-sewered meter policy	8
Utility's Installation	8
Consumer's Installation	9
Utility's Access to Premises	11
Use of Water Service	11
Billing and Payments	12
Deposits and Responsibility for Payments	13
Utility's Liability	13
Consumer's Liability	13
Fire Protection Service	14
Misc. Service Charges (Trip, Turn On, Call In, Overtime, etc.)	15
Discontinuance of Service - Illegal Diversion	15
New Paving - Water Connections to Unserved Lots	17
Main Extensions	17
Temporary Service	17
Notice - To be Served on Consumers	18
Administration of Rules and Regulations	18
Revisions and Amendments to Rules and Regulations	18
Water Rates	18
Exhibit 1 – Connection Fees	19
Exhibit 2 – Meter Fees	20
Exhibit 3 – Charges for Transfers, Reconnection, Special Services	21
Exhibit 4 – Direct Sales to Tank Trucks	23
Exhibit 5 – Non-Sewered Water Meter Policy	24
Exhibit 6 – Equipment Charges	26
Exhibit 7 – Delinquent Utilities & Service Transfer Policy (Property Owners & Landlords)	27

DEFINITIONS

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

1. "Applicant", "Consumer", "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 Water Supply.

2. "Backflow Preventer" means an EPA approved device which prevents back-siphonage of spent water into the public water supply.

3. "Board" means the Public Utilities Board of the City of Orrville, Ohio who shall manage, conduct and control the Water Division of the Department of Public Utilities as authorized by Section 407(c) of the Charter of the City of Orrville.

4. "Building Water Line" means the water service line extending from the building side of the curb valve to the meter. It is owned, operated and maintained by the property owner.

5. "City" means the City of Orrville, Ohio.

6. "Conditional Water Service" is intended to provide water throughout the interior plumbing system of a structure under construction for a limited time prior to the request for occupancy. It shall be charged at the applicable water and wastewater rate schedules unless the installation is approved by the Utility as a non-sewered meter. Allowable time frames for conditional service are:

   Residential: 45 days from the date of installation.
   Non-Residential: 90 days from the date of installation.

   Upon expiration of the allowable time for conditional service, it shall be terminated and the water meter removed or if not removed, a charge of $10.00 per day will be added to the utility bill until the owner obtains an "occupancy release form" and "permanent service" is established.

7. AConnection Fee@ is the amount charged to new property owners that is used to create an equity between new and existing customers in relation to debt free investment previously made by existing customers; includes and replaces tap fee charges.

8. "Construction Water Service" is intended to provide water to a structure under construction for construction related tasks such as mixing mortar, etc. and therefore cannot be installed in the permanent interior plumbing system of a structure. The owner or contractor may apply for construction water after a "zoning permit" has been issued by the Director of Safety and Service and utility permits have been issued and all Utility fees paid. Construction water is charged at the applicable water rate schedule. There is no wastewater use charge and any unauthorized connection to the structures interior plumbing will result in the termination of construction water service plus all applicable fines, penalties, etc.

9. "Corporation Stop" means a valved tapping device installed into the public water main. It is owned, operated and maintained by the City.

10. "Curb Valve" means a valve located at the downstream end of the water tap line in

the public right of way. It is owned, maintained and operated by the City. The "building water line" commences on the outlet side of the curb valve

11. "Deposit" means an advance payment for water service installation based on a cost estimated by the Utility to provide such service.

12. "Director" means the Director of Public Utilities, or his authorized representative.

13. "Dwelling Unit(s)" means housekeeping suites, light housekeeping suites and other arrangements where separate tables are set.

14. "Inspector" means a person authorized by the Director to perform inspections.

15. "Meter" means an approved device for measuring water for billing purposes provided at the expense of the owner but owned by the City.

16. Micrograms per liter or "ug/l" means the micrograms of substance per liter of solution, and is one thousandth of a milligram per liter or parts per billion.

17. Milligrams per liter or "mg/l" means the milligrams of substance per liter of solution, and is equivalent to 10-6 kilograms per liter or parts per million, assuming unit density.

18. "Non Residential" means commercial, professional, business establishments, industrial and processing plants, power plants, offices, restaurants, clubs, lodges, theaters, rest homes, hospitals, schools, churches, motels, hotels, tourist homes, car washes, commercial laundries, etc.

19. "Non-Sewered Meter" means a meter installation for measuring water for billing purposes and providing water for non-sewered purposes such as cooling water, lawn sprinkling, etc. A meter or deduct meter designated as a non-sewered meter by the Utility will be charged according to the applicable water rate schedule but will not be charged for wastewater service.

20. "Temporary Non-Sewered Meter" means an external meter service provided by the Utility on a temporary basis for purposes of establishing a new or renewed lawn or filling swimming pools.

21. "Occupancy Permit" means a document issued by the Director of Safety and Service certifying that a structure has been completed, inspected and approved; and is ready for human habitation. The occupancy permit must be obtained by the owner prior to the establishment of "permanent water service" by the Utilities.

22. "Permanent Water Service" is provided by the Utility after the owner has signed up for permanent service in the City's bill payment office and all fees, charges, etc have been paid in full; and all ordinances, codes, standards, policies, etc have been satisfied, including the Safety Service Director's "occupancy release form". It shall be charged as per the applicable water and wastewater rate schedules unless the installation is approved by the Utility as a "non-sewered meter" installation.

23. "Public Water Main" or "Main" means a water line in which all owners of abutting properties haveequal rights, and is owned and controlled by the City.

24. ARate Schedule@ is the form of Public Utilities Board and City Council approved rates that are applied to the utility bill. Miscellaneous fees are attached to the end of the rate schedule and approved by the Public Utilities Board.

25. "Renewed Lawn" means a lawn in which the entire front and/or back lawn is completely

replaced.

26. "Residential" means individual residences, apartments, mobile homes or other dwelling units.

27. "Shall" is mandatory; "May" is permissive.

28. "Tap" or "Water Tap" means the water service line including the "corporation stop" commencing from the public main up to and including the curb valve; which shall be owned, operated and maintained by the Utility.

29. "Tenant" means the occupant(s) of a building, dwelling unit, household, residence, or commercial establishment who is not the "owner" of the tenement.

30. "Tenement" means a building, dwelling unit, household, residence or commercial establishment being rented or leased to a tenant(s).

30. "Utility" means the Water Division of the Department of Public Utilities of the City of Orrville, Ohio.

31. "Water Treatment Plant" means all facilities for treating and conditioning water for public consumption.

32. "Water System" means all facilities for supplying, pumping, treating, conditioning, storing and distributing water for the public consumption.

DEPARTMENT OF PUBLIC UTILITIES

CITY OF ORRVILLE, OHIO

WATER DIVISION

GENERAL RULES & REGULATIONS COVERING WATER SERVICE

GENERAL

As is set forth in Section 407(c) of the Charter of the City of Orrville and the Ohio Revised Code, the Public Utilities Board shall be responsible for the operation and maintenance of, and any improvements or expansions of, the water utility of the City, and may adopt such rules, regulations, fees and miscellaneous charges, not inconsistent with the Charter, as the Board shall deem necessary for the conduct of its affairs and the management and operation of the Utility. In conformance to this responsibility, these General Rules & Regulations are hereby made effective and are applicable to the operation of the Water Division of the Department of Public Utilities of the City of Orrville for the supply of water to all of the City's water consumers. When used hereinafter, the word "City", "Utility", "Director", "Water Department" or "Water Division" shall be considered as being the Department of Public Utilities and/or City of Orrville, Ohio.

As hereinafter used, Consumer, Customer, Applicant, Developer, Property Owner, Owner or Person shall be construed to be any Individual, Firm, Organization, Group or Corporation using or applying to use the City's water service and all of the following General Rules & Regulations are applicable to all such water consumers of the City as well as all employees of the City's Water System.

These Rules and Regulations are supplementary to the City's Water Rate Schedule(s) and are intended to set forth the rights and obligations of the City and its Water Utility as well as those of the Consumers and/or Property Owners with respect to the supply and use of the public water system together with other related matters. The Public Utilities Board reserves the right to alter, amend or add to these Rules and Regulations at any time.

To the extent necessary, the Department of Public Utilities shall prepare such supplementary administrative rules, policies, forms, standards and/or specifications as are consistent and necessary to properly enforce these General Rules & Regulations and applicable EPA requirements.

1. APPLICATION AND CLASSIFICATION OF SERVICE - INSIDE CITY LIMITS

a. All applications for water service shall be made in writing on the City's standard form at the City's bill payment office located in the Orrville Municipal Building or other designated location.

b. All Applications involving a permanent water service installation shall be made only in the name of the Property Owner. By such application the Property Owner shall be deemed to assent, agree and commit himself to all rules, regulations, charges and fees pertaining to the furnishing and utilization of water service.

Such application shall state the Property Owner will be responsible (as specified in Section 743.04 ORC) for the payment of all bills for water service used on the premises involved.

c. Subsequent applications for water service involving a Tenant, may be made by the Tenant who will occupy the premises to be served with water. In such an event, all bills will be billed to the tenant and mailed to the address of the premises being served. However, such application and billing procedure shall in no way relieve the Property Owner from being responsible at all times for all water used on said premises.

See Section 9, "Billing and Payments" and Section 10 "Deposits and Responsibility For Payment of Bills By Property Owner".

d. The application shall identify the location of the premises to be served - whether inside or outside the corporate limits of the City of Orrville, Ohio. It shall also identify the class of service (whether Residential or Non-Residential) and the applicable rate that shall apply.

e. If the premises are located outside the city limits see Sections 2 and 3 for conditions under which the City will furnish service and its responsibility for continuation of service.

f. As a part of the Zoning Application package, the Consumer shall advise the Utility of the purpose for which the water will be used and the description, number and sizes of all water consuming fixtures required in order that the Utility can properly determine the size of the water tap, building water line and meter required to properly serve the Consumer.
A full set of house plans should be submitted with the zoning application.

In the case of industrial Customers, they shall advise the Utility of the probable quantity required for building water service line and meter size determination.

g. The size of all building water lines and size or type of meter(s) required for any Consumer shall be determined and/or approved by the Director. The "Minimum" and other charges shall be determined as set forth in the applicable rate schedule.

h. Where the Consumer's requirements for water service are unusual, the Director may require a suitable contract from the Consumer so as to protect the Utility's investments required to render the service involved.

i. All Applications involving a new tap and/or building water line shall, before work is commenced, be accompanied by the connection fee, deposit and other applicable charges hereinafter specified to be paid for or advanced by the Property Owner /Applicant, including such payments as may be specified if a line extension is

involved. No work or inspection shall be performed by the Utility until all applicable fees and/or deposits are paid.

j. The Residential Water Rate Schedule (Attachment No.1) is applicable for individual residences, apartments, mobile homes or other dwelling units. (Dwelling units are defined as housekeeping suites, light housekeeping suites and other arrangements where separate tables are set).

For existing installations where more than one dwelling unit or apartment is served thru one meter, see "Billing for Multiple Dwelling Units" in Residential Water Rate Schedule (Attachment No. 1).

k. All newly constructed dwelling units shall be individually metered and plumbed before permanent water service is established. For new multi-family installations (duplexes, triplexes, etc) the City requires each occupancy unit to have a separate water service line, curb stop valve and water meter. Existing structures being converted to multi-family residences will be handled on a case by case basis.

l. Where a single building water line supplies a combination Residential and Non-Residential or Commercial establishment, the Non Residential Rate No. 2 shall apply or at the Consumer's option and expense, the plumbing may be separated (subject to Utility's approval) and each class of service will be separately metered and billed.

m. The Non-Residential and Commercial Water Service Schedule No. 2 is applicable to all commercial, professional and business establishments, industrial and processing plants, power plants, offices, restaurants, clubs, lodges, theaters, rest homes, hospitals, schools, churches, motels, hotels, tourist homes, car washes, commercial laundries and all other non-residential establishments and all residences and/or services where the building water line is larger than 1.5" in nominal diameter.

n. For further details as to definition and applicability of rates for residential and non-residential Service, see City's Water Rate Schedules themselves.

o. For fire line service see Section 13 "Fire Protection Service".

p. For further details as to Utility's and the consumer's installation and use of service, see Section 3, 4, 5 & 6.

q. See Exhibit 3, Charges for Transfer, Reconnection of Service, Special Services, Etc."

2. APPLICATION FOR SERVICE - OUTSIDE CITY LIMITS

For water service outside the City Limits - all of the foregoing provisions set forth under Section 1 shall likewise be applicable for water service outside the City limits. In addition, all applicants for service outside the City limits shall execute an agreement that conforms to the City's main extension policies. Said agreement specifies, among other requirements, the following:.

a. All applications shall be as defined in Sections 1 (a), (b) and (c).

b. The entire cost of all installations, including pipes, valves, fittings, fire hydrants, right of way, insurance, inspections and all other related costs, shall be paid by the

Applicants and/or Consumers involved. See Section 17, as to other requirements pertaining to main extensions.

c. No new water service connections outside the corporation limits of the city will be approved unless the Property Owner executes an annexation agreement and meets the requirements of Section 913.15 of the Codified Ordinances of the City of Orrville, Ohio.

In the event that the Property Owner refuses to properly execute and deliver to the City said annexation petition within ten (10) days after the City requests same, the City may discontinue all water service from said premises after three (3) months written notice has been given to the Property Owner to that effect.

3. TAP AND WATER SERVICE LINE INSTALLATION

a. The Water Division will make all "wet" taps and will furnish, install and maintain the water service line extending from the public water main to and including the curb valve and box. The curb shut off box will be installed at a location to be determined by the Utility. See Section 4 as to Meter Installation.

b. The Connection Fee, and Meter Charge and/or Deposit to cover same shall be paid before water service is established or inspections performed. All applicable electric, water and sewer fees, charges or deposits must be paid before permanent water service is established.

In the event the Utility does or doesn=t not make the water tap the minimum charge is equal to the Connection Fee plus meter charge for the size meter furnished. These Connection Fees are shown in Exhibit 1, and THE METER CHARGE in Exhibit 2.

c. All fees and/or deposits shown in Exhibit 1 are applicable only where an existing public water main of adequate size borders the property to be served. Any extension, enlargement or looping of water mains or other facilities required to properly furnish water service shall be also paid for by the Property Owner. See Section 17 "Main Extensions".

d. The charges contained in this document may be reviewed once a year by the Director. In the event that the average cost of a given size service installation exceeds the charges set forth in Exhibit 1, Exhibit 2, Exhibit 3, and Exhibit 4 said charges shall be increased accordingly to properly cover costs and overhead expenses.

e. In the case of a new multiple lot subdivision or development, all water taps and service lines must be installed by the Developer at the time he or she installs the public water mains. The tap and service line installation shall extend from the main to and include the curb box and shut off valve along with a "pigtail" extending a minimum of three feet beyond the public right of way into the private property.

f. In all cases where new public water mains are being installed, every Property Owner will be required at his expense to install, or have installed, at that time the tap, service line, curb shut off valve and box, etc for each lot, regardless of whether or not the lot is to be occupied. The foregoing tap, service line, etc., installation will also be required prior to the paving or repaving of any street, alley or other thoroughfare.

g. At the Utility's option, a dry tap and service line may be installed by a Contractor approved by the Utility. The installation shall conform to the Water and Sewer Pipe Standards of the Department of Public Utilities and all other applicable Rules, Regulations and Ordinances of the City of Orrville, Ohio. All "wet" taps shall be made by Utility personnel.

4. METER INSTALLATION

a. All water meters are registered to the property, not the Owner or Tenant and cannot be relocated as such. All applicable fees and charges must be paid and the property owner must have an approved Occupancy Permit before te final water meter is installed.

b. The meter installation to record the Consumer's water usage shall be located indoors unless the Utility approves an outdoor location provided by the Owner. If located outdoors it shall be located so that the meter will not be subject to freezing or intrusion of surface water. The Utility may require the installation of an exterior remote meter reading device on all installations.

c. To the extent required and depending upon whether the meter is installed indoors or outdoors, the Utility will furnish (at the Owners expense), install, maintain and own the meter, meter housing (if installed outdoors), curb shut off valve and box, meter connectors, the meter itself and accessory equipment. All other piping, valves and appurtenances on the Consumers side of the curb box shall be furnished, installed, maintained and owned by the Consumer.

d. Meter pits, if permitted, shall receive specific prior approval by the Director because of the possibility of ground water intrusion. They shall meet the specifications of the Utility and be furnished, owned and maintained by the Consumer.

e. Any freezing of the meter, due to the premises being unoccupied and/or no water use, Consumer negligence or improper usage, shall be the responsibility of the Property Owner. See Section 6 (o) for Property Owners liability as to meter damage caused by his, or his Tenants, negligence. In all cases, any meter damage caused by negligence of the Consumer shall be paid for by the Owner. See Exhibit No. 3, "Charges for Transfer, Reconnection of Service, Special Services, etc".

f. Additional water meters for Industrial or Commercial purposes such as non-sewered usages and/or subtraction meters may be installed subject to the approval of the Director. All costs of such installations shall be borne by the Property Owner. The Owner shall notify the Utility of any change or partial change in the status of any non-sewered water meter. Failure to do so may result in backcharging of sewer use charges for a period of one year and/or termination of the non-sewered meter. Residential non-sewered meters are specifically addressed in Item 4 (g).

g. Residential consumers may install a non-sewered water meter if approved by the Director in accordance with Exhibit 5.

5. UTILITY'S INSTALLATION

a. The Utility will make and install the necessary water service tap as provided for in

Section 3 "Tap and Service Line Installation" after the required advance deposit and/or fees (see Exhibits 1 and 2) have been paid.

b. The Utility will furnish the service line, curb valve and curb box, meter mounting connectors, meter, and remote reading device.

c. The Utility will operate, maintain and repair at its expense, the tap, service line and appurtenances extending from the main to and including the curb valve and box; also the meter installation except that any repair due to Consumers negligence shall be paid by the owner. With the exception of the meter and remote reader, all piping, valves, fittings and appurtenances on the customer's side of the curb box shall be furnished, installed, maintained and owned by the Customer.

d. No person other than an employee of the Utility shall tap a live water main or extend a service in the street from the main to the curb; provided however, that where a Developer is making a number of "dry" taps the Director may permit the Developer to make his own taps, provided such taps are made in accordance with the AWater and Sewer Pipe Standards@ of the City of Orrville, Dept. Of Public Utilities.

e. Commencing with the effective date of these General Rules and Regulations, all service lines from the main to the curb valve shall be of not less than one (1.0) inch inside diameter, of type K soft copper pipe, class 52 cement lined ductile cast iron pipe or approved polyvinyl chloride (PVC) pipe. In cases where an existing serviceable 0.75" tap and service line is found, they may be used if approved by the Director. The size and material of all service lines shall be approved by the Director.

f. Normal maintenance and repair of the meter will be done by the Water Division at its expense. However, the cost of extraordinary maintenance and repairs caused by freezing, backup of hot water through the meter or by other negligence caused by the Consumer, shall be paid for by the Owner. Such cost shall be the City's total cost of all materials (including replacement of the meter if necessary) labor, insurance, transportation & other properly chargeable overhead expenses.

6. CONSUMER'S INSTALLATION

a. Unless otherwise specified by the Water Division, all water service lines shall be located in front of the building or premises to be served. To protect against freezing, all water service lines shall have not less than 48" of cover and shall be located so as to avoid driveways, large trees or other obstructions.

b. The Property Owner shall install, own, operate and maintain at his expense the building water line(s) extending from the curb valve(s) into the structure with the exception of the meter(s).

c. Any Consumer wishing to discontinue water service shall notify the Utility to have the meter read, the water service turned off and to have a final billing computed (reference SECTION 7. UTILITY'S ACCESS TO PREMISES) If such notice to discontinue service is not given by the Consumer to the Utility, the Property Owner will be responsible for payment for all water used on the premises.

d. No allowance or rebate shall be permitted on any water bill that is excessive due to leaks or other wastage on the premises of the Consumer.

e. When the Utility turns off the water service it is not responsible to drain the piping

or otherwise protect any fixtures. Draining the piping system and protecting his property from freezing damages is the sole responsibility of the Property Owner.

f. As specified under Section 4, at the option of the Utility the meter may be installed indoors or outdoors. If the Utility elects to install the meter within the Consumer's building, the Consumer shall provide suitable space at a location to be approved by the Utility. All meter installations shall conform to the "Water and Sewer Pipe Standards" of the City of Orrville, Department of Public Utilities.

g. The location and/or routing of the building water line(s) and meter(s) to be installed by the Property Owner shall be approved by the Utility before work is commenced.

h. Only employees of the Utility are permitted to make wet taps and connections of service lines .o water mains except as provided in Section 5(d).

i. The Utility may discontinue service once established, whenever the Consumer's installation is of such nature that it could jeopardize, contaminate or otherwise adversely affect water service to other consumer's. See Section 8, "Use of Service"(a).

j. The Consumer's installation shall conform to the Wayne County Plumbing Code if applicable or otherwise it shall conform to such other governmental authority having jurisdiction over same and/or the "Water and Sewer Pipe Standards@ of the City of Orrville Dept. Of Public Utilities. Water service shall not be established by the Utility until the Consumer's installation is inspected and approved by the Utility.

k. All new building water lines after the effective date of this document shall have isolation valves installed within the Consumers building, at their expense, immediately on both sides of the meter installation so that the entire water supply can be shut off and the meter isolated in the event of trouble to the Consumers piping system. The location of the isolation valves shall be specified by the Utility and they shall be installed before permanent water service is established. No other connections or drains may be made between the isolation valve(s) and the meter(s).

l. If an existing water service has been shut off and the isolation valves are not existing the Utility may refuse to re-establish water service until the Consumer installs such valves as approved by the Director.

m. The Consumer shall have the required isolation valves and an adequate number of valves and drain valves in his piping system so arranged that the water can be drained so as to prevent freezing of the meter.

n. The City shall conform to EPA requirements and may require water Consumers to install in their building water piping system an EPA approved backflow prevention device in accordance with Chapter 921 of the Codified Ordinances of the City of Orrville, the location of which shall be approved by the Utility. In addition an approved pressure relief device may be required as per applicable rules and regulations.

o. If the water meter is damaged by hot water, steam, rough use, or any cause other than natural wear and usage, the Consumer will be charged the amount of repair or replacement. The amount of such charges shall be placed upon the water bill of the Consumer for the succeeding month and shall be due and payable within the payment period specified for bills. If said charges are not paid within the time provided for the payment of the Consumer's regular water bill, the water service may be curtailed as is provided elsewhere for non-payment of bill.

p. The enlarging, moving or relocation of any water main, service line, meter or other water system appurtenances at the request of a Consumer or other party shall be paid for by the individual requesting the move who shall make a suitable advance deposit to cover all costs involved as estimated by the Water Division.

q. When the Utility determines that a change in the size of an existing building water service and/or meter is necessary for proper metering accuracy and/or meter longevity, the Utility shall determine the size or meter type that is adequate based on the history of the usage and meter repairs. All plumbing and piping changes from the curb valve to the meter are at the expense of the Owner. If it is an upgrade, the Utility will enlarge the service from the main to the curb valve with the Owner paying the difference between the old tap fee and the new connection and meterr fees. If the Owner does not upgrade his building water service to the size determined by the Utility within ninety (90) calendar days of the date of written notice from the Utility to do so, the water service may be curtailed.

r. In order to avoid possible contamination of the Utility's water supply, no cross connections will be permitted between any piping of the Consumer and any foreign source of water supply or drainage. When any such cross connections exist, the Utility may immediately shut off, without notice, its water service to the Consumer involved, in which event service will not be re-established until the condition, at the Owner's expense, is corrected to the Directors satisfaction.

s. No person without approval of the Director shall turn a curb valve, hydrant or valve except members of the Fire Division in the official performance of their duties. In case trouble occurs between the main and the curb valve or in the meter, the Water Division should be notified. If the trouble is in the Consumer's building water piping system, the building main shut off valve should be turned off by the Consumer and a plumber called to correct the problem. If the trouble is in the building water line, the Utility should be contacted to shut off the curb valve.

7. ACCESS TO PREMISES

a. Any identified representative or employee of the Water Division without undue inconvenience or personal hazard, shall at all reasonable hours have access to the premises of any Consumer for the purpose of examining pipes, meters, connections and other appurtenances involving the Utility's water supply and for the further purpose of examining, replacing, repairing, or removing any meter, piping, instrument or connection that is part of the public water system; also to ascertain that all requirements as to "Use of Service" as set forth in Section 8 are complied with.

b. If disconnection of utility service requires inside access to the property and the current / vacating occupant has not provided access, the rental property owner (or written pre-designated representative of property owner) is ultimately responsible for establishing an appointment to accompany the representative of Orrville Utilities, at requested property location and to provide access to the premises to complete the disconnection. Failure to provide access to Orrville Utilities within five business days will result in future billings (date of discontinuation of service and forward) reverting to the property owner.

8. USE OF SERVICE

a. Due to health considerations, including possible contamination of the public water supply, no cross connections (as defined in Section 6 (r)) will be permitted between another or foreign water supply and/or piping system and the public water supply.

The Utility may discontinue service after same has been once established where possible water contamination would or might result from use of the water service by the Consumer.

b. No Consumer shall submeter or resell water service to others. Any violation of this provision shall subject all water service to the premises to be disconnected until the violation is corrected to the satisfaction of the Director.

c. No person shall take water for private use from any public building, fountain, hydrant or other connection or opening, except with the approval of the Director.

9. BILLING AND PAYMENTS

a. All bills for water service shall be rendered monthly in accordance with the provisions set forth in the City's Water Rate Schedule(s) and are payable on or before the date specified on the bill. If so paid the net rates and charges set forth in the Utility's Water Rate Schedule shall apply. If not so paid, the gross rates, as set forth in the applicable Water Rate Schedule applies. Failure to receive a bill does not entitle the Consumer to the net rates nor to the remission of any charge for non-payment within the time specified, unless excepted by the Director.

b. In the event of the stoppage of or the failure of any water meter to register the full amount of water used the Consumer will be billed for such billing period on an estimated consumption basis which will be based upon the Consumer's normal use of water in a similar period during the time the meter was registering correctly.

c. In the case of a question arising as to the accuracy of the Utility's meter and the Consumer requests the Utility to test the meter, the following procedure and charges shall apply:

If the meter is found to be correct within 2%, the Consumer shall pay the applicable fees specified in Exhibit 3 to partially cover the cost of making the trip required to remove the meter, bring it into the shop, testing same and reinstalling a meter. If meter inaccuracy is found to be greater than 2%, all expenses shall be borne by the Utility unless the meter is found to be damaged due to negligence of the Consumer.

Any adjustment to be made where a meter inaccuracy in excess of 2% is found, shall not cover a period of water usage in excess of two regular billing periods.

d. All meter readings and billings shall be in the measured units specified in the applicable water rate schedule.

e. For service involving a partial billing period where 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 Consumer is less than the regular billing period, the following billing procedure will apply:

A. "Capacity of Service Charge":

1. When service is initially established to the Consumer and the period of

service involves 7 days or less of the Utility's regular billing period, the Consumer's initial usage will be carried over into the next succeeding regular billing period at that location and shall be combined with and be considered as part of same.

2. For all other service furnished for a partial billing period of more than 7 days including all final bills irrespective of the number of days of service, the bill shall be calculated in accordance with the rate blocks and charges (including Minimum Charges) as set forth in the applicable water rate schedule and no proration of Rate Blocks or Minimum Charge shall be made.

f. A Consumer and/or Property Owner who intends to move from the premises or discontinue the use of water or in any way terminate his liability hereunder, shall give the Utility reasonable notice of such intention. The Consumer and/or Property Owner shall be liable for all water that may be used upon the premises until such notice is given and the Utility has made the final meter reading.

10. DEPOSITS AND RESPONSIBILITY FOR PAYMENT OF BILLS BY PROPERTY OWNER

a. For all water services, the current property owner of record of the land involved is responsible for all water bills, irrespective of who incurs such unpaid bills or when such bills are incurred or who owned or occupied the property at the time such bills were incurred.

b. Delinquent Utilities and Service Transfer Policy/Procedure (for Property owners/Landlords), reference Exhibit 7 of this document.

11. UTILITY'S LIABILITY

a. The Utility will use reasonable diligence in supplying a regular and uninterrupted supply of water but 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, strikes, legal processes, other governmental interferences, breakdowns, or injury to the machinery or water distribution lines of the City or for extraordinary repairs.

b. As to the City's right to discontinue service outside the City limits under certain conditions see Section 15 "Discontinuance of Service".

12. CONSUMER'S LIABILITY

a. The Consumer as referred to throughout these General Rules and Regulations is defined as the Property Owner inasmuch as the Property Owner is, according to law, responsible for payment of all bills and is the owner of the necessary piping and connections of his premises.

b. All water that passes through the meter installed in the service line that supplies the Consumer shall be charged to and paid for by the Consumer whether actually used or consumed by the Consumer or whether wasted or lost by leakage of Consumer's piping or equipment.

c. The Consumer shall be responsible for any tampering, interfering with or breaking of the seals of meters or other equipment of the Utility installed on the Consumer's premises and will be held liable for same including any illegal diversion of water according to Law.

d. The Consumer agrees that no one except the employees of the Utility shall be allowed to make any internal or external adjustments to any meter or any other piece of apparatus which is the property of the Utility.

e. Only authorized employees of the Utility shall have the authority to turn the water service on or off at the curb valve and no other person shall be permitted to turn such water on or off without first having approval of the Director.

f. If a leak occurs on the building water line between the curb valve and the meter, the Property Owner shall repair same immediately upon discovery of the leak or upon notification by the Utility that the leak exists. Failure to promptly repair the leak may be cause for discontinuance of water service and service will not be restored until the repair is made and approved by the Director and any applicable fees have been paid in full.

In the event an unmetered leak is in a "private" development where the owner is responsible for the operation and maintenance of the building curb valve and after proper notification has failed to promptly repair the leak, water service will be discontinued to the structure by closing and sealing the influent valve located downstream of the meter until such time as the leak is repaired and approved by the Director and any applicable fees have been paid in full. Should this seal be broken or removed without authorization of the Director, it will be addressed as "theft of service".

g. The Utility does not guarantee that variations in the quality and pressure of the water delivered to the Consumer will not occur. All Consumers applying for water service from the Utility shall be deemed to have agreed to such variations in the water service and to hold the Utility harmless from any damages arising from low pressure or high pressure conditions, interruptions of service, or quality of water. It is the responsibility of the owner to determine the need for any pressure regulating devices and, if needed, are at the expense of the owner.

h. Necessary repairs, adjustment, or changes may force a change or stoppage of water service without notice.

i. The Utility shall not be responsible for any inconvenience or damages caused by items g. and h.

13. FIRE PROTECTION SERVICE

All private fire protection service shall be subject to the charges and other conditions set forth in the Utility's Non-Residential Rate Schedule (Attachment No. 1.) covering such service, including the following provisions:

h. For all fire protection service installations made after the effective date of this document and requiring a special separate fire service line located on the Consumer's premises, the Consumer shall install at his expense, subject to the Directors approval, all of the necessary complete separate piping and appurtenances, extending from the Consumer's system and connecting to the public water main.

b. All separate fire service lines installed after the effective date of this Document shall have installed in same an approved check meter that will measure any flow of water in same and to detect any illegal diversion of water from the fire line. Said check meter and its installation shall meet the City's specifications and the entire installation shall be at the expense of the Consumer.

c. For unmetered fire service lines, existing as of the effective date of this document the City may require the Property Owner to install at his expense an approved check meter installation to detect water usage from the fire service line. In such an event the Consumer will be given written notice (not to exceed 6 months) as to the date that such meter is to be

installed and if not installed and in operation by the date specified by the City, the fire service line shall be disconnected.

d. The charges for such fire protection service shall be as specified in the Non-Residential Schedule (Attachment No. 1.)

e. Where such special fire protection has been established and the Consumer subsequently obtains his normal water supply from sources other than the Utility, the charge for the fire protection service furnished by the City, shall be in accordance with the Non-Residential Schedule (Attachment No.1.) and based on the size of the fire protection water service line.

f. No charge will be made for any water used for fire fighting purposes. Should the fire flow be metered with the consumers normal water supply, said fire flow shall be estimated by the City and deducted from the Consumer's water bill.

g. In the event that any non-fire protection lines or connections or taps are made to an unmetered fire service line and/or any evidence exists that water for non-fire fighting purposes has been or could be illegally diverted from any unmetered fire line, the fire line shall be immediately disconnected from the public water system. Such fire protection service will not be restored until the Consumer or Property Owner makes an advance deposit that will cover the total installed cost of adequate fire line metering equipment plus such other costs as are required to provide properly metered fire line protection service, plus an additional amount for the cost of the estimated billing as determined by the City of Orrville for all water use that may have been illegally diverted from said fire line.

h. No person except for authorized members of the Orrville Fire Department or Utility employees in performance of their official duties, shall draw water from a fire hydrant without the approval of the Director. Any person authorized to operate a fire hydrant shall use only an approved spanner wrench.

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

For special services furnished to the Consumer, the charges (which are in addition to any tap or other charges payable) set forth elsewhere in these Rules and Regulations plus other applicable special charges are summarized in Exhibit 3 hereafter:

a. The above referenced charges are part of the Consumer's regular water service bill and are payable at the same time. If not so paid, the water service is subject to curtailment. The Property Owner is responsible for the payment of all applicable charges.

15. DISCONTINUANCE OF SERVICE

a. The Utility may discontinue its service at once and without notice to any Consumer on any premise for any of the following reasons:

1. If water taps are connected ahead of the Utility's meter or metering equipment or if connections or devices of any kind are found installed on the premises of a Consumer which would prevent the meter from registering the total amount of water being used or to be used.

2. If inspection by the Utility shows that anyone has interfered or tampered with any meter seals or metering equipment that may or could prevent the meter from registering the total amount of water used.

3. If water has been illegally diverted from an unmetered fire protection line or if non-fire protection taps or connections have been made.

4. If Owner or Contractor connects the construction water meter to permanent plumbing.

5. If Occupancy Permit is not obtained before moving into a new dwelling.

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

1. The Utility shall, in any reasonable manner, estimate and/or compute the amount of unmetered water used and shall have the right to inspect the Consumer's premises and make an accurate service count and check all water consuming devices in order to arrive at the probable amount of unmetered water.

2. The Consumer shall pay for all metered and estimated unmetered water in accordance with the applicable water rate schedule plus any damages to the Utility's metering equipment.

3. The Consumer shall pay for all of the expenses incurred by the Utility so as to prevent the future diversion or theft of water from the Utility.

If an unmetered fire protection line is involved, such expense shall include the cost of a meter installation in the fire line as specified in Section 13.

The foregoing Rules, applicable to illegal diversion or theft of water are not in any way intended to affect, waive or modify any possible action or prosecution under the Laws and Criminal Statues of the State of Ohio pertaining to this crime.

The Utility may discontinue or curtail the supply of water service and disconnect its lines, and/or remove its property from the premises of any Consumer for any of the following reasons of violations:

c. For non-payment of water bills including any charges set forth under Section 14 (Exhibit 3).

d. For non-payment of sewer bills.

e. For repairs to the City's water system and/or unavoidable shortage or interruptions in the source of supply.

f. If the Consumer's utilization of service is detrimental or hazardous to the service furnished by the Utility to other consumers and if the Consumer fails or refuses to correct the situation after reasonable notice has been given to the Consumer by the Utility.

g. For any unsafe or objectionable installations.

h. When made incompatible, unreasonable or unlawful by the order of any State or Federal Government regulator authority, Laws of this State or any political subdivision thereof.

i. If the Property Owner fails to sign an annexation agreement as specified.

j. If the Consumer fails to comply with any of the Rules & Regulations set forth therein.

k. When the Consumer has moved from the premises or requested disconnection of service.

l. To prevent fraud upon the Utility.

m. Willful destruction of any Utility property located on the Consumer's premises and if the

Consumer does not restore and/or pay for such property.

n. If a Customer allows to continue after being notified, any condition or situation detrimental to the health or personal safety of utilities personnel.

o. If the Consumer fails to comply with a Director's Order to upgrade his water service within 90 days of notice to do so.

In the event that such a discontinuance of water involves an inhabited dwelling unit and the City determines that such complete shut off of water will cause a sanitary or health problem in connection with the disposal of human waste, as an alternate to a complete shut off of water to an inhabited dwelling unit, the City may curtail its water supply at the curb valve to the bare minimum water supply required to dispose of human waste into the City's sanitary sewer. Electrical service may also be disconnected in an inhabited dwelling unit for any of the aforementioned reasons. The re-establishing of water service when discontinued or curtailed for cause, is subject to the applicable turn-on, turn-off and other charges specified in Exhibit 3. Any such discontinuance or curtailment of service shall not terminate or reduce the term of any contract with the consumer nor abrogate any minimum charge specified therein.

16. NEW PAVING - WATER CONNECTIONS SHALL BE MADE TO UNSERVED LOTS

Where a street is to be paved, the Property Owners of all lots for which a water connection and service line is not already installed shall be required, as provided by Ohio law to make the necessary water tap connection, pay the associated fees and conform to the other requirements as are set forth in these General Rules & Regulations.

17. MAIN EXTENSIONS

All extensions of the Utility's public water mains including the connection of new consumers to the Utility's water system shall be in accordance with and conform to the City's written "Line Extension Policy". See also Section 2 "Application For Service - Outside City Limits".

a. The size, specifications and installations of all water main extensions shall be determined by the Director and no connections will be made by the Utility unless the extensions conform to the utility's standards and specifications.

b. If a public water main is to be extended, it must be extended to the Owners far property line unless it is determined by the Director that there is no reasonable potential for future service beyond the property to be served, or obtaining a grid loop with an existing main.

c. In all cases where new public water mains are to be installed the following minimum water main sizes are required:

   1. RESIDENTIAL AREAS: 8 inch if not a part of a grid loop. 6 inch only where part of an adequate grid loop.

   2. COMMERCIAL/INDUSTRIAL AREAS: 12 inch.

d. All new or repaired water mains shall meet the AWWA C600 Standard for installation and pressure testing. Such mains shall also be disinfected in accordance with the AWWA C651-86 standard for disinfection.

e. All water main extensions shall have fire hydrants installed so as to satisfy the requirements of the Utility and the Fire Chief. All water main extensions shall have a fire hydrant at the end of the line for flushing purposes.

f. All water main extensions shall be "looped" with existing water mains whenever possible at the expense of the Owner.

18. TEMPORARY SERVICE

Whenever the service requested by the Consumer is temporary, special short term or emergency, the written application or contract for such service shall specify the period of service, the character of service and the Consumer shall pay for all extra charges involved to install and remove the service facilities. Such charges shall include all material, labor and other expense incidental thereto.

Temporary service shall be defined as water service that is, in the opinion of the Director, considered to be non-permanent in character.

The water rate to be charged for such temporary service shall be that specified in the City's Rate Schedule.

19. SERVING NOTICE TO CONSUMERS

Notice to consumers may be given by whichever of the following methods is applicable:

a. To Curtail or Discontinue Service For Non-Payment of Bill: All Consumer bills shall clearly state the date or days available for payment of the bill and the date or days thereafter that will result in service being disconnected for non-payment of bill. As an alternate, the Consumer may be given a separate printed notice by mail by the Utility at least 5 days in advance of the date that service is subject to disconnection by the Utility.

b. To Discontinue Service When The Utility's Metering Equipment Has Been Tampered With Or When Illegal Diversion Of Water Has Occurred Or Exists: No Notice will be given. In such an event the Utility's employees may give verbal notice at the time of disconnection if the Consumer or any of his agents or employees are on the premises. Such verbal notice may be subsequently confirmed in writing by mail to the Consumer.

c. To Discontinue Service For Violation Of Other Rules and Regulations: Reasonable Notice shall be given by the Utility by any of the following methods:

    1. Verbal notice may be given to the Consumer anywhere or to his agent or employee who may be on the premises of the Consumer. Such verbal notice shall be given personally by an authorized representative of the Utility or by telephone. The Utility may subsequently confirm such verbal notice in writing by mailing same to the Consumer.

    2. Written notice by prepaid mail deposited in the United States Post Office.

d. Other Notices to Consumers: Notice of other matters may be given by one of the methods shown under (c) above.

20. ADMINISTRATION OF RULES & REGULATIONS

As provided by Section 743.02 RC et seq., these General Rules and Regulations are promulgated by the Public Utilities Board of the City of Orrville, Ohio, who, by law, is responsible for the proper administering and enforcement of same and its Director of Utilities who may supplement same by such printed forms and supplementary regulations as may be necessary to properly administer these Rules and Regulations in accordance with their expressed intent and purpose.

21. REVISIONS & AMENDMENTS

The Public Utilities Board may from time to time, revise or amend these Rules and Regulations by means of typed or printed sheets, which shall indicate on same the date of revision and shall replace or supplement the corresponding page herein.

22. WATER RATES

A complete set of water rates may found in *The City of Orrville Water Rates.*

EXHIBIT NO. 1

These charges are to be used as a guideline. If the Director of Utilities or the Public Utilities Board deems it necessary to make changes on these charges due to exceptional circumstances, either or both parties are permitted to do so.

Connection Fees – Per Meter

{Equals the Fees below, plus the cost of the meter}

Capacity of Service (Meter Size)	Service Size Ratio	Current Rates
5/8” or 3/4”	1.0	$ 1,620
1.00"	2.5	$ 4,050
2.00"	8.0	$ 12,960
3.00"	15.0	$ 24,299
4.00"	25.0	$ 40,499

Note: If an existing customer wishes to upsize or downsize the meter in current use, expense to the existing customer will be the entire cost of the new meter installation, no Connection Fee applicable.

EXHIBIT 2-B

These charges are to be used as a

Rate Schedule #1

WATER DIVISION
GENERAL RULES AND REGULATIONS

EXHIBIT NO. 2

METER FEES	
SIZE AND TYPE OF METER	CURRENT METER CHARGE
5/8 A x 3/4"	$250.00
3/4"	$300.00
1"	$350.00
2" Compound	$1,700.00
2" Turbo	$950.00
3" Compound	$2,250.00
3" Turbo	$1,350.00
4" Compound	$3,500.00
4" Turbo	$2,400.00

Authorized Under Date of August 29, 2005 (revised), February 9, 2004, By The Public Utilities Board of the City of Orrville, Ohio, in accordance with Section 407(c) of the Charter of the City of Orrville and Sections 729.06, 729.07, 735.28, 735.29, 743.02, 743.04, 743.05, 743.10 and 743.12, of the Revised Code of Ohio.

To Be Effective For All Bills Payable After the above stated authorization date.

EXHIBIT 2-B

These charges are to be used as a guideline. If the Director of Utilities or the Public Utilities Board deems it necessary to make changes on these charges due to exceptional circumstances, either or both parties are permitted to do so.

DIRECT SALES TO TANK TRUCKS

	Current Rates
Charge per 100 Cubic Feet	$6.42
Minimum Charge	$52.62

Effective December 1, 2017 Approved by: Administrative ___

EXHIBIT 3

ELECTRIC & TELECOMMUNICATIONS DIVISION
INSTALLATION SERVICE CHARGES

The charges listed below are estimated costs. **Final costs are determined by using cost-based pricing and current labor costs, and may vary.** *Estimates* are given by the Director, Superintendent or Assistant Superintendent.

These costs are part of the Consumer's regular electric utility service bill and are payable at the same time. If not so paid, the electric service is subject to disconnection. The Property Owner is responsible for the payment of all applicable charges, fees, invoices.

Service Type	Estimated Costs
1. Temporary Power	$ 300.00
2. Service Upgrade	
A. Provide new meter base, cut taps, & reconnect service wire	$ 150.00
B. Remove existing service wire & install new plus service as listed above in 2Aa.	$ 350.00
3. Installation Service	
A. Secondary Drop (overhead & underground)	$ 550.00
B. Secondary drop w/transformer	$ 3,300.00
C. New Overhead Service (first 500 linear ft.) ($6.50 per ea. additional linear ft.)	$ 8,250.00
D. New Underground Service (first 500 linear ft) ($8.50 per ea. additional linear ft.)	10,900.00
4. Three phase will be invoiced time and material.	

Authorized under date of October 13, 2008, 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 November 1, 2008, and revisions thereafter effective as authorized by the Director of Utilities.

Approved charges recommended by Director of Utilities on December 12th, 2022, and approved by the Public Utility Board. Changes effective January 1, 2023.

Signed Michele Abel , Public Utility Board President

EXHIBIT 4

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	COSTS
1.	TRIP CHARGE (normal working hours) - covers services such as:	$ 50.00
	a) Charge for each trip relating to a Turn on, Disconnect, or Reconnect.	$ 50.00
	b) Trips due to repeat or flagrant violation of rules, regulations, etc.	$ 50.00
	c) Commercial Trip Charge for items 1a. and 1b, above.	$200.00
2.	OVERTIME CHARGE	$32.OO/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	Trip charge plus materials
	b) During non-regular working hours or holidays (call in)	$$64.00 Minimal plus materials
5.	TESTING OF METER AT REQUEST OF THE CUSTOMER	
	a) If meter is found to be more than 2% slow or fast:	No Charge
	b) If meter is found to be less than 2% slow or fast or any test where the City does not own the meter:	Trip 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	Varies per account
	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 %

EXHIBIT 4

RULES AND REGULATIONS

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

DESCRIPTION OF ELECTRIC OR TELECOMMUNICATIONS SERVICE(S) FURNISHED		COST
7.	UNAUTHORIZED USE OF SERVICES WHERE NO THEFT IS INVOLVED - The following charges will be assessed:	
a)	Tampering	$ 50.00
b)	Trip Charge(s)	$ 50.00
3)	All Overtime Labor Involved	$ 32.00
4)	Any Materials Used	At cost +20%

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. Revised November 8, 2010.

To be effective for all bills payable after October 1, 2011, and revisions thereafter effective as authorized by the Director of Utilities.

Approved charges recommended by Director of Utilities on December 12th, 2022, and approved by the Public Utility Board. Changes effective January 1, 2023.

Signed Michele Abel , Public Utility Board President

CITY OF ORRVILLE - DEPARTMENT OF PUBLIC UTILITIES

EXHIBIT 5

RESIDENTIAL
NON-SEWERED WATER METER POLICY

This policy is incorporated into the General Rules and Regulations of the Water Division of the Department of Public Utilities covering water service and all rules, regulations, charges and fees are applicable to this policy. In the event of conflicts between this policy and other policies and regulations, this policy prevails.

The non-sewered water meter shall be used only for external water uses such as:

* Lawn and garden watering
* Tree or shrubbery watering
* Filling swimming pools that are not drained to the sanitary sewer.

A non-sewered meter system cannot be used in the event of a sprinkling ban.

Application(s) for a non-sewered water meter shall be made by the property owner at the City's bill payment office located in the municipal building at the corner of North Main and West Water Streets. There will be an application charge equal to the applicable meter charge documented in the "tap and service line installation" contained in Exhibit 1. By such application, the property owner shall be deemed to assent, agree and commit to all rules, regulations, policies, charges and fees pertaining to the furnishing and utilization of water service. Such application shall state that the property owner will be responsible for the payment of all bills for water and/or sewer service used on the premises involved.

A piping plan detailing the proposed non-sewered installation must be submitted with the application and be approved by the Director prior to commencement of the work. All costs associated with the installation of a non-sewered meter system are at the expense of the owner.

All related work must be inspected and approved by the Department of Public Utilities before the meter is permanently installed.

In the event that the Director of Utilities is satisfied that a portion of the metered public water supply consumed upon any premises does not and will not enter the sanitary sewer system, the owner may, at his sole expense, install such separate approved metering system to determine the portion of the metered public water supply which shall not be discharged to the sanitary sewer system of the City. Such portion shall be subtracted from the applicable metered public water supply to determine the quantity of sewer discharge.

An approved backflow prevention device shall be installed after the master meter and before the non-sewered meter. In addition, an approved pressure relief device shall be installed downstream of the non-sewered meter in a location required by the Wayne County Plumbing Inspector. Isolation valves shall be required as per exhibit "A" or as approved by the Director. All related internal piping shall be exposed and accessible at all times.

All remote readers must be installed in same location as the electric meter or as approved by the meter department.

Seasonal discontinuance of the non-sewered meter is permitted only if the house water service is discontinued totally.

Except for the above, if the non-sewered service is discontinued at the request of the owner, it shall not be reinstalled unless there is a change of ownership.

Any unauthorized use of the water supplied through a non-sewered meter system shall be cause for discontinuance of the service. In addition, a minimum charge of $100.00 per month for possible unmetered sewer service shall be added to the utility bill.

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Example of Installation Costs

Paid to the City:

Application Fee (consists of 3/4" meter fee & remote, Exhibit 2): $ 180.00

Other Fees or Costs:

County Permits and/or Inspection Fees (if applicable) ?
Approved Backflow Prevention Device (estimated cost): $ 20.00
Approved Pressure Relief Device (estimated cost): $ 30.00
Approved pipe and fixtures: ?
Installation Costs: ?

(h) Before any Meter installation and service line tap is made, the Owner shall make the "Advance Deposit" specified under Exhibit 1 herein.

(i) A "Temporary Non-Sewered Meter Installation" may be provided to customers for purposes of establishing a new or renewed lawn. All such installations shall be provided only by employees of the Utility and only to a hose connection located outside any structure or to a fire hydrant, whichever the Utility deems best. The customer shall be liable for any damages incurred while the meter is in his trust. A renewed lawn is defined as a lawn in which the entire front and/or back lawn is completely replaced. The "old" yard must be completely tilled and seeded or sodded. Over seeding an existing lawn will not be considered as a renewed lawn. All such services shall have a limited term which shall only be long enough to reasonably fulfill the intended purpose (not to exceed one growing season, April thru October).

(j) Customers who desire a temporary non-sewered water service for purposes of filling swimming pools may request the service by contacting the Utility. All such installations shall be as specified in Section 4(j) above with the exception that they may be renewed annually.

(k) If in the judgement of the Utility, a temporary non-sewered water service is utilized for any purpose other than the specific, intended purpose; the installation shall be removed immediately and that customer (including current spouse and/or co-habitants) shall be denied any future temporary non-sewered water service for any properties owned or controlled by such customer.

Authorized Under Date of __February 9, 2004_ , By The Public Utilities Board of the City of Orrville, Ohio, in accordance with Section 407(c) of the Charter of the City of Orrville and Sections 729.06, 729.07, 735.28, 735.29, 743.02, 743.04, 743.05, 743.10 and 743.12, of the Revised Code of Ohio.

To Be Effective For All Bills Payable After the above stated authorization date.

EXHIBIT NO. 6

EQUIPMENT CHARGES

EQUIPMENT	CHARGE
Air Tamper	$10.00
Air Compressor	$25.00
Backhoe	$35.00
Cut Off Saw	$10.00
Gas Torch	$18.00
Gas Tamper	$15.00
Gopher	$25.00
Hydrant Pipe Cutter	$20.00
Portable Generator	$8.00
Shoring	$20.00
Skid Steer	$35.00
Tap Machine, Small	$30.00
Tap Machine, Large	$30.00
Truck 16 (Dump Trunk)	$25.00
Truck 87	$10.00
Truck 22	$15.00
Water Pump	$5.00

Authorized Under Date of __February 9,2004___, By The Public Utilities Board of the City of Orrville, Ohio, in accordance with Section 407(c) of the Charter of the City of Orrville and Sections 729.06, 729.07, 735.28, 735.29, 743.02, 743.04, 743.05, 743.10 and 743.12, of the Revised Code of Ohio.

To Be Effective after the above Stated Authorization Date.

EXHIBIT NO. 7

Implementation of Policy

Procedures and Policies associated with property owner responsibility of tenant utility bills shall not apply to current utility accounts, in a tenant's name, at a rental address until such time as the current tenant moves and is replaced by another tenant. The policy adopted April 9, 2018 shall take effect on January 1, 2019. Throughout this document the term "tenant" is applicable to commercial building tenants, multi-family or single family residential rental property tenants.

Customers who have established service on or after the policy effective date of January 1, 2019 will cause formal implementation of this policy. When service has commenced after the policy date the property owner will be responsible for the payment of any and all charges billed for electricity, water, sewer and sanitation service used at his, her or their property after reasonable collection efforts have been made.

New Account Set Up

1. New property owners of owner occupied residences will require at least one property owner to complete a Utility Service Application in person at the Utility Billing Office to establish service.

2. Rental properties will require that at least one tenant complete a Utility Service Application in person at the Utility Billing office. Tenant must provide a current Rental Agreement to ensure the property owner has authorized said Tenant to establish utility service. Occupants of rental properties will also be required to authorize disclosure of their account status, at any time, to the rental property owner.

3. A deposit for service will be determined based on the customer's personal credit history or business credit history (for commercial properties) which is obtained by using a third party provider.

   Any customer, whose account has previously been written off for non-payment or had a balance transfer to the rental property owner will be required to pay the deposit established for the highest credit risk. Said deposit will remain on the account until the account closes.

4. Following completion of a Utility Service Application, and payment of applicable fees and / or deposit, utility service will be established the next business day.

Delinquency and Disconnection Procedures

1. If a rental or commercial property owner has completed any one of the 2 available Landlord / Property Owner Transfer Agreement (Attachments 1, 2) the rental / commercial property owner will be notified, by email, when a tenant account reaches delinquent status. In the case of owner occupied properties the occupant whom established service will be notified once their account reaches delinquent status.

2. Failure to execute a Landlord / Property Owner Transfer Agreement, or update the Landlord / Property Transfer Agreement with current information, will result in NO NOTIFICATION of delinquent accounts and or disconnection of services.

3. After a disconnection notice is issued, payment must be made in accordance with the date stated on the notice to avoid disruption of service. Property owners may contact Orrville Utilities to inquire the status of tenant(s) utility accounts at any time if tenants application date for service is dated on or after January

1, 2019.

4. If disconnection of utility services for non-payment or cancellation of service requires access to the inside of a property the property owner is responsible for providing access, per Orrville Utility Rules and Regulations, to a representative of Orrville Municipal Utilities. Failure to provide access will result in future billings (discontinuation and forward) reverting to the property owner

5. After utility services have been disconnected for any reason (non-payment, move-out, abandonment, non-meter access, theft, fraud, noncompliance, dangerous/hazardous conditions or request for disconnection), and the account is not brought current within 90 days any outstanding electric, water, wastewater and sanitation balances, including –penalties, will become the responsibility of the Rental Property Owner. If the transferred account balance is not paid within 45 days the remaining balance will be assessed to the property taxes along with a 10% assessment fee through the process described by the Wayne County Auditor. **PLEASE NOTE:** Orrville Utilities Wastewater Division General Rules and Regulations GENERAL 1 and ORC 729.49 provide this authority. The Water Division General Rules and Regulations GENERAL 1 and ORC 743.04 provide this authority. The Electric Division General Rules and Regulations 17 Consumers Liability, provide this authority.

6. Delinquent amounts incurred by tenants ***prior to the implementation of this policy*** shall stay with the tenant and shall not be considered for property assessment.

Ownership of Property Transfers to Realtor or Financial Institution (repossession)

If ownership or stewardship of a property with an unpaid utility account transfers to either a realty company (temporary) or to a financial institution (i.e. repossession, foreclosure, etc.) said utilities will not be commenced in the name of final purchaser until all amounts owed for all utility services are paid in full.

Authorized by Resolution U-05-18. under date of April 9, 2018, and shall take effect January 1, 2019.