

**Village of Saint Paris  
Ordinance #863 Amendment**

All rules and regulations are established under the Ohio Revised Code, Section 743.01 through 743.04 and Chapter 6109 - Safe Drinking Water, and Chapter 6111 - Water Pollution and 37450-95 of the Ohio Administrative Code.

The adoption of Rules and Regulations is not for the purpose of imposing unnecessary or burdensome regulations upon the users of water from the Saint Paris water or sewer supply system but only to provide for the orderly conduct of the business of the Saint Paris Water & Wastewater Departments, to prevent the waste of water and to ensure equal treatment of all customers of the departments and to protect the public health & safety.

Reasonable diligence and care will be exercised to provide a continuous and sufficient supply of water to all customers at a normal pressure and to avoid any shortage or interruption in delivery. However, there is neither an express or implied guarantee that a continuous supply, fixed pressure or full volume shall be maintained at all times, the service being subject to all the variable conditions that could affect the ability of the Saint Paris Water & Wastewater Departments to maintain normal service.

The following supersedes all previous ordinances and publications of the Rules and Regulations for the Saint Paris Water and Wastewater Departments.

**1. Application Required**

Application for new water and/or sewer service shall be made at the office of the Village of Saint Paris, 135 West Main Street by the property owner, or his duly authorized agent, on forms furnished by the Department. At this time, the Department will classify the service as Residential, Commercial or Industrial.

Changes to existing services must be made in person at the office. A driver's license or other photo I.D. shall be required.

**2. Deposits**

At the time of application for water and/or sewer service, a deposit shall be required of applicants who have not previously received service from the Village or who have an unsatisfactory record of payment of water and/or sewer bills. A copy of a previous St. Paris water bill will be required for a deposit to be waived. The amount of the deposit is provided in the current rate schedule.

The deposit shall be applied to the customer's bill at the conclusion of six (6) months from the initial commencement of service, provided that service is still current. If that service is no longer current, the person making the deposit may request, in writing, a refund if their account is paid in full. If a forwarding address is not made available to mail the refund, then the deposit will become the property of the Village of St. Paris after a one (1) year period.

**3. Tapping Fees**

At the time of application for new water and/or sewer service, the applicant will be required to pay a fee and obtain a permit for the installation of the water and/or sewer service. The amount of the tapping fee is provided in the current rate schedule.

All permits issued as herein provided are valid for a twelve (12) month period from the date of issue. An extension of six (6) months may be granted provided the request for the extension is received within twelve (12) months of the date of issue. No refund shall be permitted.

**4. Meter Installation Requirements**

The Water Department or their contractor shall install all meters two (2) inches in size and smaller. Installation of meters larger than two (2) inches shall be subject to the prior approval of the Water Department Superintendent. Meter shall be ordered by the Village of Saint Paris and invoiced by the supplier to the owner or his contractor. Meter will be picked up by the Water Department and shall be installed by the contractor. Billing will start on the day the meter is released to the owner or his contractor. The types of meters required to be installed and meter installation details may be obtained at the Water/Waste Water Department.

**5. Service Outside City Limits**

In compliance with the Village of Saint Paris Council, all applicants for water and/or sewer service outside the Village will be required to begin annexation procedures. All applicants will be required to sign an agreement to file an annexation petition with the appropriate jurisdiction at this time or once the property becomes abutting or contiguous to the Village corporation limits. If the petition is not filed within sixty (60) days or the annexation is not completed within one (1) year of the property becoming abutting or contiguous, the Village, through its Council and Administration, may, at its option, terminate water service to said property.

**6. Separate Meters Required**

Water service to two (2) or more separate structures is prohibited and any arrangements of this manner that exist shall be corrected within ninety (90) days of notification to do so by the Office.

Each new structure connected to the Village water system shall have a separate meter. Exceptions to this regulation must be approved in writing by the Water Department Superintendent. Failure to comply with this regulation within ninety (90) days of notification will result in water service being terminated.

**7. Account Responsibility**

All accounts are listed in the name of the property owner. Bills may be rendered to a tenant if requested by the property owner, in writing, except in the case of multi-family dwellings which must be billed to the property owner unless a separate service and meter is provided for each dwelling unit.

The property owner is responsible, pursuant to Ohio Revised Code, Section 743.01 through 743.04, for all bills left unpaid by their tenants.

When water and/or sewer charges become delinquent, a lien is filed against the property and the lien shall remain until such time as the charges are paid. Such charges are in the nature of an obligation of the land itself and a subsequent purchaser of the land takes the property subject to the obligation for any unpaid charges. Until such charges are paid, continued water and/or sewer service may be refused.

When the water and/or sewer bill is in the tenant's name and the bill is current, the Office is not permitted to turn the water and/or sewer off to help the owner evict the tenant or help the owner collect his rent.

**8. Billing Schedule**

The billing schedule depends upon the service classification as shown below:

- Residential - Monthly
- Commercial - Monthly

Industrial - Monthly

Water bills are due and payable at the Village Municipal Office on or before the twenty-eighth (28th) day of the month. This is the due date for the net amount of the bill.

If the bill is not paid in the Village Municipal Office by the due date, the customer will be charged the gross amount.

Bills may be paid by mailing to Village of St. Paris, 135 W. Main Street, PO Box 572, St. Paris, Ohio 43072. You may also pay by phone with a credit card by calling 937-663-4329 or online at [www.stparisohio.org](http://www.stparisohio.org). You may pay your bill at the First Central National Bank in St. Paris and there is a drop box located at the Municipal Building.

**9. Delinquency Policy**

Bills not paid by the 28<sup>th</sup> of each month are considered delinquent. Delinquent notices are mailed the day after the current bill is due, if the delinquent amount is not paid within seven (7) days a \$25.00 late fee will be assessed to each unpaid account no matter what the balance. Delinquent accounts will be reviewed on a regular basis and past due bills may be certified to The Champaign County Auditor as a tax lien for collection and remitted to the Village. There will be a 10% administrative fee charged for each account turned into the Auditor.

**10. Adjustment for Leak**

All leaks in the consumer water system, whether detected by the party to whom the bill is sent or a representative of the Village, shall be repaired within seventy-two (72) hours of its detection.

If the leak is detected by a Village representative and the leak is not repaired within the required time, and is creating a hazard, or may cause damage to other property, or in the opinion of the Village representative is causing a significant loss of water, water service shall be discontinued until the leak has been repaired.

In the event of an underground leak in the consumers water system that is not the result of any negligence on the part of the consumer or owner of the property, the consumer's largest bill for the billing period during which the leak occurred will be adjusted upon request by the customer and submission of a copy of the plumber's bill for the repair work to the Office.

The adjustment will be based upon the following formula:

A = Water consumption is billing period during which the leak occurred.  
B = Water consumption for normal water used the previous year.  
C = .05  
D = Amount of consumption for which customer will be billed.  
 $D = (A - B) \times C + B$

**11. Meter Tests**

The Water Department will test a meter upon request of the consumer at the Village Municipal Office. If the meter is found to over register by more than two (2) percent, the consumer's bill for that billing period will be adjusted accordingly.

If the meter is tested and found not to be over registering by more than two (2) percent, the bill shall be paid as rendered plus a fee for testing the meter. The amount of the fee is provided in the current rate schedule.

**12. Meter Change outs**

Change outs of meters requested by the consumer will be billed on the basis of the actual cost of labor, materials and equipment plus fifteen (15) percent. (See fee schedule)

### **13. Returned Check Policy**

A fee will be charged for all checks returned from the consumer's bank. The fee is shown in the current rate schedule.

Consumers will be given one (1) business day to pick up the check at the Office after being notified that the check has been returned. If the returned check is not picked up within the allotted time, service will be discontinued without further notice. Additional charges for turning the service off and back on, according to the current rate schedule, will also be imposed.

Consumers who have their service discontinued due to a returned check will not be permitted to write checks to the Village for a period of one (1) year following receipt of the returned check.

## **Water/Sewer Main Extensions**

**Ordinance # 577 is incorporated within this section in its entirety**

### **1. Within Corporate Limits**

The Water Superintendent will permit the installation of water and/or sewer mains to serve a new real estate subdivision within the corporate limits, which shall be connected to the proper water and/or sewer mains unless this will result in overloading existing mains. In this case, permission for connecting to an existing water and/or sewer main may be denied until such time as the necessary corrective measures are taken.

All new water and/or sewer mains and appurtenances shall meet the specifications adopted as standard by the Village for the construction and installation of same and with any plans or specifications approved by the Water Superintendent.

### **2. Developer's Expenses, Plans And Bond**

All extensions of water and/or sewer mains to serve new real estate subdivisions or any lots within the corporate limits shall be constructed by the developer at his own expense, unless the extension is constructed in accordance with the provision of the Ohio Revised Code regarding assessments. The full cost of the extension includes any and all inspection costs, preparation of plans and estimates and any other related expenses.

The developer shall submit proper plans and estimates for the main and obtain the approval of the Village Water and Sewer Department for the plans and estimates and shall construct same in accordance with Village regulations relative to the installation of water and/or sewer mains.

The developer shall be required, prior to beginning the installation or construction of proposed mains, to post a bond in an amount to be determined by the Water Superintendent to insure compliance with the regulations and the proper and complete installation of the water and/or sewer mains.

### **3. Outside Corporate Limits**

The Water and Sewer Superintendent, on authorization by Village Council, may permit the installation of water and/or sewer mains beyond the corporate limits provided the water and/or sewer mains meet the specifications adopted as standard by the Village and plans and specifications approved by the Water Superintendent.

#### **4. Right of the Village**

All water and/or sewer mains installed, whether within or outside the corporate limits shall, on connection with Village mains, become the sole property of the Village and shall henceforth be maintained by the Village which shall exercise exclusive control of same.

The Village shall have the right and authority to further extend any water and/or sewer main extension to serve additional properties beyond the original or earlier extension without reimbursement to anyone who may have contributed to the cost of the original or earlier extension.

At locations where water and/or sewer is not available and the property owner/developer desires the use of the public water supply and/or the sewer treatment, the property owner/developer shall cause a water line and/or sewer line to be constructed from an existing water line and/or sewer line to, along, and/or across the entire parcel that the property owner/developer desires to serve. The entire cost associated with the construction of the water line and/or sewer line, including engineering and approval, shall be borne by the property owner/developer that desires the water and/or sewer service. After construction and acceptance by the Village, the water line and/or sewer line will become the property of the Village. This line then shall be considered a "rotary line" and eligible for rotary fee that may be in effect at the time of acceptance by the Village for future taps.

#### **Rotary Fee Policy**

1. A connection charge will be required for new connections to a water and/or sewer main that has previously been extended to, along, and/or across a property without an assessment against the property having been made or without cost to the owner of the property at the time the extension was completed. The funds realized from connection charges will be deposited in a rotary water and/or sewer main fund. These charges shall be paid at the time of application for service. Connection charges are provided in the current rate schedule.
2. Developers or individuals who extend a water and/or sewer main at their cost are entitled to be reimbursed from the connection charges collected from property owners who connect to the water and/or sewer main that they have extended. Reimbursement will cease seven (7) years after the water and/or sewer main has been placed in service. If the cost of the project is supplemented by the Village, the developer or individual will be reimbursed only his proportionate share.
3. In order to be eligible for reimbursement, the developer or individual who extended the water and/or sewer main must file with the Village of Saint Paris, a notarized statement of the actual footage and final cost of the water and/or sewer main extension within ninety (90) days of the completion of the project and pay an administrative fee equal to five (5) percent of the actual final cost. The administrative fee is to cover the Village's cost of maintaining records on new connections, receiving and remitting connection charges, etc.
4. Actual final cost of a water and/or sewer main extension shall include all items of material and labor, including costs occasioned by opening of pavement, street surfacing and rock excavation together with allowances for engineering and general office expense pertaining to the purchase, storage, delivery and installation of all materials necessary for the extension.
5. Failure to file the notarized statement of actual final cost within the time required will result in the developer or individual being ineligible for reimbursement.

6. If a direct tap is made off of the extended water and/or sewer line, the rate of reimbursement shall be in accordance with the current rate schedule.
7. If a water and/or sewer main extension is further extended by another developer or individual within the seven (7) year period and the initial developer or individual is eligible for reimbursement, the developer or individual making the second extension shall pay a connection charge equal to one-half the amount of the actual final cost of the initial extension that is not reimbursed.
8. If a developer or individual installs a branch main that connects to a water and/or sewer main extended by another developer or individual within the seven (7) year period and the initial developer or individual is eligible for reimbursement, the second developer or individual shall pay a connection charge equal to one-half of the average unit cost per foot of the not reimbursed portion of the initial extension multiplied by the number of feet from the beginning of the initial extension to the point at which the branch main connection is made.
9. In no case will the developer or individual responsible for the water and/or sewer main extension be eligible to recover more than one hundred (100) percent of the actual final cost of the extension.

### **Miscellaneous Provisions**

#### **1. Right to Interrupt Service**

Whenever the Village finds it necessary or convenient for the purpose of making repairs or improvements to the Village Water and/or Sewer System, it shall have the right to temporarily suspend delivery of water and/or sewer treatment and shall not be liable for any loss or damage occasioned thereby.

Whenever possible, and as time permits, all affected consumers will be notified prior to such suspension by personal contact and/or news release.

The Village shall NOT be liable for interruptions in water and/or sewer service, shortages or insufficiency of supply or pressure, or for any loss or damage occasioned thereby, if caused by accident, act of God, fire, strikes, riots, war or other cause.

#### **2. Use of Hydrants**

No person except an authorized employee of the Village shall open, operate or draw water from a fire hydrant.

A special permit for a temporary service connection at a fire hydrant must be applied for at the office, subject to the approval of the Water Department Superintendent. All charges for such connections must be paid at the time of application. The service will be metered and the water used will be billed at the regular prevailing rate. All charges are shown in the current rate schedule.

Any damage to the fire hydrant resulting from the installation of the temporary service connection shall be the responsibility of the person holding the permit, who will be billed for the cost of repairing or replacing the fire hydrant.

#### **3. Damage to Water/Sewer System Facilities**

Any damage to the facilities of the Village Water and/or Sewer System will be repaired by the Water Department and the cost of the repairs billed to the responsible person and/or the property owner.

The Village reserves the right to require proper maintenance and/or repairs of all systems not under its control that may affect the proper

operation of the Village Water and/or Sewer System. Failure to effect said maintenance and/or repairs within thirty (30) days of notification to do so will result in discontinuance of service.

#### **4. Oversize Main Policy**

##### **Sections: 3 and 4 reference Ordinance 577**

The minimum size for new water and/or sewer mains is established by the Village as six (6) inches in diameter.

The size (diameter) of the proposed water and/or sewer line shall be approved by the Village Water Superintendent. If it is determined that the Village requires a water and/or sewer line larger in diameter than needed by the proposed development, the difference in the cost of MATERIALS will be paid by the Village to the property owner/developer, provided:

- 1) That the property owner/developer request said reimbursement,
- 2) The request for said reimbursement is approved by Village Council and the Water Superintendent, and
- 3) That the actual difference in MATERIAL costs is clearly documented and the request for payment is submitted in a timely manner (no more than six (6) months after acceptance of the water and/or sewer line by the Village).
- 4) Reimbursement under the rotary fee policy will be based upon the project cost exclusive of over-sizing costs.

## Water and Sewer Fee and Rates

### 1. Water/Sewer Rotary Fee

The following table shows the rotary fee per foot of frontage based on diameter and depth of the water/sewer main. The base is \$22.00 per foot for an 8-, 10-, or 12-inch water/sewer main installed at a standard depth of 8 feet or less. For each additional 2 feet of depth, or part thereof, the base rate is increased by 8 percent compounded. The minimum rotary fee shall be \$200.00.

Pipe Diameter (inches)

Pipe Depth (feet)	8", 10", or 12"	15"	18" or larger
0 - 8'	\$22.00	\$24.00	\$26.00
8' - 10'	\$23.76	\$25.92	\$28.08
10' - 12'	\$25.66	\$27.99	\$30.33
12' - 14'	\$27.71	\$30.23	\$32.75
14' - 16'	\$29.93	\$32.65	\$35.37
16' - 18'	\$32.33	\$35.26	\$38.20
18' - 20'	\$34.91	\$38.08	\$41.26
20' - 22'	\$37.70	\$41.13	\$44.56
22' - 24'	\$40.72	\$44.42	\$48.12
24' - 26'	\$43.98	\$47.98	\$51.97

### 2. Wastewater treatment capacity charge

- a. For Residential Service: Eight Hundred Dollars (\$800.00) per equivalent residential dwelling unit.
- b. For non-Residential service: Eight Hundred Dollars (\$800.00) per 4000 gallons per month flow based upon estimated flow guides provided by OEPA or estimated documented flows provided by the applicant.
- c. The capacity charge shall be paid in full at the time the connection permit is issued.

### 3. Water and Sewer Tap Fees

These fees are based upon meter size of that application. These fees do not include time and material or outside contractor's costs.

¾"	\$350.00
1"	\$500.00
1½"	\$800.00
2"	\$1800.00
3"	\$2500.00
4"	\$3000.00
6"	\$4000.00
8"	\$5,000.00

### 4. Miscellaneous Fees

New customers		\$100.00
Fee for returned checks	\$ 50.00	
Service charge to shut water/sewer off	\$ 30.00	
Service charge to turn water/sewer on	\$ 55.00	
Service charge to turn water/sewer on after 4:00 pm		\$100.00
Service charge to turn water/sewer on weekends or holidays		\$200.00
Mailing Late Notice		\$ 4.50
Delinquency Fee	\$ 25.00	
Temporary water service	\$150.00 + usage	
Meter test		\$ 30.00 + shipping

Application fee for water	\$ 25.00 per connection
Application fee for sewer	\$ 25.00 per connection
Meter and reading equipment	\$250.00

This ordinance shall take effect and be in force from and after the earliest period allowed by law.

THEREFORE, be it ordained by the Council of the Village of St. Paris, County of Champaign and State of Ohio upon affirmative vote of all elected members of said Council, that the Council of the Village of St. Paris, County of Champaign, State of Ohio adopt the foregoing corrective Ordinance.

This ordinance passed and adopted by the Council of the Village of St. Paris, OH, Champaign County, this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

ATTEST:

DEE MEADOWS ss  
FISCAL OFFICER

JOE RENEER ss  
MAYOR

CERTIFICATE

I, Dee Meadows, Fiscal Officer of the Village of St. Paris, OH in said County, and in whose custody the Files, Journals and Records are required by the laws of the State of Ohio to be kept, do hereby certify that the foregoing is a correct copy of said Ordinance now on file with said Village; that the foregoing is true and correct copy thereof.

WITNESS MY SIGNATURE, THIS DATE \_\_\_\_\_

\_\_\_\_\_  
Dee Meadows, Fiscal Officer

\_\_\_\_\_  
Joe Reneer, Mayor

First Reading 1-24-17

Second Reading 2-6-17

Third Reading 3-6-17