

**RULES, REGULATIONS AND BY-LAWS OF
GARRETTSVILLE WATER AND WASTEWATER SYSTEMS**
(latest revision February 6, 2023)

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Adopted by Board of Public Affairs

RESOLVED, by the Board of Trustees of Public Affairs of the Village of Garrettsville, Ohio that the following By-Laws, Rules & Regulations for the government, management and protections of the Garrettsville Waterworks System and the Garrettsville Wastewater System are hereby adopted.

1. DEFINITIONS: *(Amended 1/12/15)*

Board: Garrettsville Board of Trustees of Public Affairs.

Department: Garrettsville Water and/or Wastewater Department.

Superintendent: Garrettsville Water and/or Wastewater Superintendent.

Operations Employees: Superintendent of the department, Assistant Superintendent, Operator (licensed or unlicensed), Laborer.

Clerk: Garrettsville Clerk/Treasurer or Assistant.

Village: Village of Garrettsville, Ohio

Operator Licenses: Per the Ohio Environmental Protection Agency (EPA), the Garrettsville water and wastewater plants are required to be operated and administered by personnel holding Ohio EPA license certifications.

2. TRUSTEES: The Board shall organize annually on the Monday immediately preceding the second Wednesday of each year, by the election of a President and Vice President to serve for a term of one year. The Board shall meet at least once a month on such day as they may decide. Special meetings may be called on order of the President or by any two members stating the purpose of the meeting and recording same on record. A member of the Press must be notified of any special meetings. A majority of the Board shall constitute a quorum for the transaction of business, and a record of the proceedings shall be kept by the Clerk.

The major responsibilities and requirements for each employee are as follows:

CLERK/TREASURER

Duties:

Oversee the Board of Public Affairs finances as determined in the Ohio Revised Code, Section 733.

To maintain effective and efficient operation of the Board of Public Affairs office.

To attend all Board of Public Affairs meetings and provide reports and information requested by the Board.

Review any adjustments made to customer water and sewer accounts submitted by the Secretary. Approve or disapprove as appropriate. *(Added 10/16/17)*

SECRETARY TO THE CLERK/TREASURER

Duties:

Assist the Clerk/Treasurer in the office of the Board of Public Affairs.

Maintain customer accounts, Bulk water accounts, delinquent accounts, meter books, daily receipting, water/sewer rates, work orders, water/sewer billing, maintain good public relations. Perform any additional tasks as requested by the Clerk/Treasurer.

Work under the direct supervision of the Clerk/Treasurer. Any problems are to be reported to the Clerk/Treasurer. If necessary, the Clerk/Treasurer will advise the Board.

Submit any adjustments made to customer water and sewer accounts to the Clerk-Treasurer for review where such adjustments are not otherwise subject to review by the Board of Public Affairs. *(Added 10/16/17)*

WATER AND WASTEWATER SUPERINTENDENT *(Amended 1/12/15)*

Basic Requirements:

1. Class III Wastewater and Class II Water operator licenses.
2. Experienced in water and sewer line repair and maintenance.
3. Reside within ten minutes driving time of the Superintendent's office.
4. Experienced in water and wastewater plant equipment operation and maintenance.
5. Ability to perform laboratory analysis of water and wastewater to meet EPA requirements.
6. Ability to assign tasks and instruct other operators.
7. Maintain good public relations.
8. Possess a valid Ohio driver's license.

Major Responsibilities:

1. Maintain effective and efficient operation of Village water and wastewater systems in accordance with State and Federal EPA requirements.
2. Attend all Board of Public Affairs meetings and provide reports and information as requested by the Board.
3. Have personnel available at all times for emergency duty.
4. Maintain an inventory of parts and supplies necessary to operate the water and wastewater systems.
5. Be responsible to the fiscal limitations of the water and wastewater budgets, appropriations and availability of funds.
6. Make recommendations and advise the Board of Public Affairs of future maintenance, replacement and expansion needs of the systems.
7. Compile, maintain and preserve all records and maps pertaining to the water and wastewater systems.

ASSISTANT WATER AND WASTEWATER SUPERINTENDENT *(Amended 1/12/15)*

Basic Requirements:

1. Class III Wastewater and Class II Water operator license.
2. Experienced in water and sewer line repair and maintenance.
3. Reside within ten minutes driving time of the Superintendent's office.
4. Experienced in water and wastewater plant equipment operation and maintenance.
5. Ability to perform laboratory analysis of water and wastewater to meet EPA requirements.
6. Ability to assign tasks and instruct other operators.
7. Maintain good public relations.
8. Possess a valid Ohio driver's license.

Major Responsibilities:

1. Maintain effective and efficient operation of Village water and wastewater systems in accordance with State and Federal EPA requirements.
2. Attend Board of Public Affairs meetings in the absence of the Superintendent and provide reports and information as requested by the Board.
3. Be available at all times for emergency duties except during vacation and other prearranged times.
4. Assist the Superintendent in all matters pertaining to the operation of the water and wastewater systems.
5. Assume the duties of the Superintendent in his absence.

Reports to:

1. Water and Wastewater Superintendent.

LICENSED OPERATOR WATER AND WASTEWATER LEVEL 1 THROUGH LEVEL 5

(Amended 1/12/15)

Basic Requirements:

1. Valid licenses for Levels 1 through 5 are as follows:
Class I through III Wastewater and Class I through II Water Operator Licenses.
Licensed Operator pay scale Levels 1 through 5 require the following:
 - Level 1 Operator holds any one of the above valid licenses
 - Level 2 Operator holds any two of the above valid licenses
 - Level 3 Operator holds any three of the above valid licenses
 - Level 4 Operator holds any four of the above valid licenses
 - Level 5 Operator holds all five of the above valid licenses
2. Experienced in water and sewer line repair and maintenance.
3. Ability to perform laboratory analysis of water and wastewater to meet EPA requirements.
4. Experienced in water and wastewater plant equipment operation and maintenance.
5. Ability to work with limited supervision.
6. Possess a valid Ohio driver's license.

Reports to:

1. Water and Wastewater Superintendent.

Major Responsibilities:

1. Ability to interpret, evaluate and use laboratory data to maintain effective and efficient operation of Village water and wastewater facilities in accordance with State and Federal EPA requirements.
2. Be available at all times for emergency duties except during vacation and other pre-arranged times.
3. Ensure adequate safety within the plant and collection systems.
4. Repair and maintain plant equipment as necessary.
5. Report to Superintendent any changes in inventory.

UNLICENSED WATER AND WASTEWATER OPERATOR/SEMI SKILLED LABORER

(Amended 1/12/15)

Basic Requirements:

1. Must have a high school diploma.
2. Must possess a valid Ohio driver's license.
3. Ability to work with limited supervision.
4. Ability to work with the public.
5. Ability to learn laboratory procedures of water and wastewater to meet EPA requirements.

Reports to:

1. Water and Wastewater Superintendent.

Major Responsibilities:

1. Maintain effective and efficient operation of Village water and wastewater systems in accordance with State and Federal EPA requirements.
2. Be available at all times for emergency duties except during vacation and other pre-arranged times.
3. Report to Superintendent any changes in inventory.

4. Repair and maintain buildings and grounds of water and wastewater Treatment Plants in a satisfactory manner.
5. Repair and maintain plant equipment as necessary.
6. Maintain good public relations.
7. Ensure adequate safety within plant and collection systems.

WATER SERVICE

1. **AUTHORITY:** The Board of Trustees of Public Affairs shall have full charge of the Water Department, including power and authority to provide for prudent and efficient management and protection thereof.
2. **SERVICE CONNECTIONS:** No person, firm or corporation shall tap into the Village Water System without first securing the proper permits and paying the established fees as set forth in the current ordinances. This permit will be the authority for connecting service lines to the Village water system, which must be subject to regulations of the Board. Materials used for service lines must be approved by the Department before installation. Materials used between the Village main and curb valve must be “K” copper or ductile iron pipe. Materials used from the curb valve to the premises to be supplied with water shall be “K” copper, NSF approved PE-3406 class 160 polyethylene water tubing, ductile iron pipe designed in accordance with AWWA C150 and thickness class 50 or PVC plastic pipe designed in accordance with AWWA C900 having a Dimension Ratio of 18 (pressure class 150).

(a) **Portion of service line between curb stop and meter shall be maintained at owner's expense.** That portion of the service line between the curb stop and meter must be maintained at the expense of the property owner. Accordingly, the property owner will be held responsible for any leakage which may occur in such service line, and the Water and Sewer Department reserves the right to turn off the water in cases where such leakages are not corrected to the satisfaction of the Superintendent after written notice to do so. *(February 6, 2023)*

(b) **Deteriorated or substandard service lines must be repaired at owner's expense.** When a service line or connection, including fittings or valves, is found to have deteriorated to the extent that permanent repairs cannot be made, or it is determined by the Superintendent that the service line is of substandard materials (including but not limited to lead or galvanized steel), a new service line will be required to be installed at the expense of the owner. A minimum of ten (10) days, including weekends, will be allowed for the homeowner to make repairs. Failure of the owner, upon notification, to cause such new service line to be installed within the time allowed will be deemed sufficient cause for discontinuing the supply of water to the premises without further notice. *(February 6, 2023)*

(c) Fire hydrants shall be Mueller Centurion 200 Model A-421 or A-423, unless otherwise

specified by Superintendent.

(d) **CONNECTIONS TO EXISTING MAINS:** New mains shall be connected to existing mains using proper fittings. Connections shall be made in a manner acceptable to the Village of Garrettsville Board of Public Affairs. No cut-ins or connections to existing mains shall be made unless at least 48 hours notice of such work is given to the Superintendent and the related portion of the new main has been disinfected and all testing completed, as subsequently specified.

One day prior to shutting valves on existing lines, the Contractor shall notify all affected property owners and the Superintendent of such shut-off. The shut-off time shall be kept to a minimum and shall be made at off-peak hours.

The operation of all existing valves shall be accomplished by a representative of the Garrettsville Water Department. The Contractor shall not operate existing valves.

The Village of Garrettsville assumes no responsibility for any delay occasioned by special requirements of conditions which must be met in making connections.

Extreme care shall be taken in making such connections to prevent contamination of the existing mains. Before making cut-ins or connections to existing mains, all fittings, valves and pipe shall be washed with clean water and then disinfected by washing with a chlorine solution having a residual chlorine strength of not less than 50 ppm.

All such work shall be planned so as to reduce the number of shut-offs to a minimum.

Plugs removed from the existing mains may be re-used within the project and those remaining after completion of construction shall remain the property of the Village of Garrettsville.

DISINFECTION: As previously specified, all pipe interiors shall be cleaned before laying and shall be kept clean thereafter. After a main has been completed, it shall be disinfected in accordance with AWWA C651-86, "Disinfecting Water Mains", using the tablet or continuous feed method, and the following:

For the tablet method, an average chlorine dose of 25 ppm shall be provided by placing 5 gram calcium hypochlorite tablets in the main as it is being installed. Tablets shall be placed in each section of pipe, with the number of tablets determined by the formula $0.0012d^2L$ rounded to the next highest integer, where "d" is the inside diameter of the pipe in inches, and "L" is the length of the pipe section in feet, and also, one tablet shall be placed in each hydrant branch and other appurtenances. Tablets shall be attached using Permatex No. 1 or equal adhesive on only the side attached and so that they are at the inside top of the pipe upon installation of the pipe, and with approximately equal numbers of tablets at each end of a given pipe length. When installation of the pipe is complete, the main shall be filled with potable water at a rate such that water within the main will flow at a velocity no greater than 1 fps. Precautions shall

be taken to assure that air pockets are eliminated. The water shall remain in the pipe for at least 24 hours.

For the continuous feed method, the main shall be flushed as thorough as possible with the water pressure and outlets available and all air exhausted. If no hydrant is installed at the end of the main, a tap large enough to develop a velocity in the main of at least 2.5 fps shall be provided by the Contractor. Disinfection can be accomplished by injecting a 1% chlorine solution (10,000 ppm), prepared by mixing one pound of calcium hypochlorite (approximately 65% available chlorine by weight) and 8 gallons of water, into the main at a point not more than 10 feet downstream from the beginning of the new main.

Potable water for the injector for delivering the 1% chlorine solution shall be pumped from a cleaned and sterilized container. Water from the existing distribution system or other approved potable water source shall be controlled so as to flow slowly into the new main during chlorine application, with the rate of chlorine application in such proportion to the rate of water entering the main that the solution of clean water and chlorine in the main will have not less than 25 ppm free chlorine. The solution shall remain in the main for 24 hours, at which time the treated water in all portions of the main shall have a residual of not less than 10 ppm free chlorine.

For all methods, after the applicable retention period, the main shall be thoroughly flushed out with potable water from the distribution system until the main has approximately the same chlorine content as water in the existing system.

Air shall be exhausted at the fire hydrant, and 1 inch corporation stop inserted at the end of the main. the Contractor shall provide all corporation stops required for exhausting air, for samples for testing for chlorine residual, and for chlorine solution injection, In all cases, tests for chlorine residual will be performed by the Village of Garrettsville Water Department personnel.

During all flushing and disinfection operations, existing valves shall be manipulated so that strong chlorine solution in the main being treated will not flow back into the line supplying the water, and the new valve and hydrant shall be operated so as to disinfect appurtenances and pipe branches.

Bacteriological samples shall not be taken for testing until the main has been subjected to a successful pressure and leakage test.

Disinfection is a responsibility of the Contractor, who shall provide all materials, labor and equipment and, in addition, pay for the total volume of water used and dispose of all heavily chlorinated water.

PRESSURE AND LEAKAGE TEST: After the main has been disinfected and flushed out, it shall be subjected to a pressure and leakage test in accordance with AWWA C600-82 and the following:

The main shall be isolated from adjacent main and pressure shall be applied by pumping clean water from a sterilized container into the main via 1 inch corporation stops. The test pressure shall be 150 pounds per square inch (psi), and shall not vary more than ±5 psi.

The pressure test shall be started in an afternoon and the pressure shall be on for 18 hours, and then, the test pressure shall be maintained for an additional two hours by pumping water from the container. At the end of the two hour period, the water used shall be measured and the loss by leakage shall not exceed that as determined by the following formula:

$$L = \frac{SD (P)^{1/2}}{133,200}$$

in which "L" is the allowable leakage in gallons per hour; "S" is the length of the pipe tested in feet; "D" is the nominal diameter of the pipe in inches; and "P" is the average test pressure during the leakage test in pounds per square inch gauge.

The test shall be made with the hydrant in the closed position.

If the main and valves do not pass the leakage test, the leak or leaks shall be located and repaired and the testing procedure repeated by and at the expense of the Contractor. All visible leaks shall be repaired regardless of the amount of leakage.

Pressure and leakage testing is a responsibility of the Contractor, who shall provide all materials, labor and equipment and, in addition, pay for the total volume of water used.

BACTERIOLOGICAL TESTS: After the main has been disinfected and tested, and before it is placed in service, bacteriological tests shall be performed in accordance with Section 7 of AWWA C601, and the following:

Samples will be collected from the extremities and midpoint of the main by a representative of the Garrettsville Water Department and bacteriological tests performed. Samples shall not be taken by the Contractor. At least two samples taken at 24 hour intervals shall show the water to be safe.

Before a sample is taken, the water shall be allowed to flow from the sampling point for at least one minute. The outlet shall be thoroughly flamed in order to kill all bacteria. Nothing should be allowed to touch the lip or top of the sample bottle while the sample is being taken.

If bacteriological tests show the water to be safe, the main may be placed in service. If bacteriological tests show the water to be unsafe, the main shall be completely disinfected again at the expense of the Contractor.

The Contractor shall be responsible for all costs of bacteriological tests.

COMPLETION OF TESTS: When all tests on the water main have been successfully completed, the main will be placed in service by the Village of Garrettsville Water Department and no

further work on the main or its valves will be permitted without full knowledge of the work by the Superintendent.

3. **FIRE HYDRANTS:** The National Fire Protection Association outlines the general requirements for hydrants as follows:

- (1) Generally where a municipal-type water supply is provided, distance between installed fire hydrants shall not exceed 300 ft. unless fire department operations or technology would otherwise dictate increased spacing.
- (2) Fire Hydrants shall be supplied by not less than 6in. diameter main installed on a looped system or not less than a 8in. diameter main if the system is not looped or the fire hydrant is installed on a dead-end main exceeding 300ft. in length.
- (3) Dead-end mains shall not exceed 600ft. in length for main sizes less than 10in. in diameter.

Any further information can be obtained in Section 1141 Chapter 3 of the National Fire Protection Association National Fire Codes.(adopted by the Board of Public Affairs 3/9/98).

4. **METERS:** *(amended February 6, 2023)* Water will be supplied only through approved meters installed by an authorized representative of the Board. Each single family dwelling shall have a separate meter and curb box for each family unit. Dwellings containing two or more family units shall be metered according to the provisions in Village of Garrettsville Codified Ordinance section 921.06. Other than provided in section 921.06(b), all accounts will be carried in the name of the resident, whether owner, lessee or tenant, of the property being served. Any exceptions must have the approval of the Board. This provision shall not be construed to relieve the property owner of ultimate responsibility for any delinquencies which may be certified to the County Auditor as a lien on such property.

Property owners will be billed for all water passing through the meter and shall be solely responsible for leaks and other wastes in the lines and fixtures to which water service is furnished, including the service line extending from the curb valve to the water meter.

Meters will be furnished and set by the Water Department, provided the property owner furnishes a suitable place. The space occupied by the meter must at all times be kept free from rubbish or debris that will prevent personnel from gaining access to the meter. All meters must be installed horizontally, with a ball valve on each side of the meter and in a place that is free from frost. The Village of Garrettsville and /or its Water Department will not be responsible for breakage of pipes or valves occurring during the removal or installation of meters, where such breakage is due to old or faulty plumbing, nor liable for any damages arising from the same, or caused by frozen pipes or meters inside the curb lines. Consumers shall protect all meters from freezing, hot water and injury of any kind. Property owners will be responsible for actual repair and/or replacement costs incurred by the Village plus a \$50.00 service fee, for any water meter damaged due to freezing, injury, or theft. Meters will not be removed for any reason except by personnel of the Department. If it is found that a meter seal has been broken or if there is

evidence that the meter has been tampered with, the meter will be removed and water service discontinued until all charges and expenses have been paid. This will include the damaged meter charge, meter repair and a charge for the water used as estimated by the Board.

Meter vaults may only be installed if approved by the Board. The location, depth and type of meter vault used shall be approved by the Water Department before installation.

Water meters may be removed for tests, cleaning and repair whenever deemed necessary by the Department. The Board may test any meter, and if found to vary 2% or more from the correct amount, the meter will be repaired or replaced. If a consumer desires a test of his meter, he shall make the request to the Clerk in writing. A test will be made under the supervision of the Superintendent and if the test shows that the meter over registers by as much as 2%, a proper adjustment will be made in the billing. A service charge will be made if the test shows that the meter does not over register. (See Fee Schedule). Consumers requesting a meter reading, due to a vacating of premises or suspension of service shall notify the Clerk at least 24 hours prior to desired meter reading. A billing will be rendered promptly after final meter reading.

5. **GENERAL PROVISIONS:** No persons other than Board employees or authorized agents of the Board shall have the authority to open or close valves which are the property of the Department.

The Board shall have the right to shut off and stop the flow of water in to any premises whenever access to any part of the water apparatus on said premises shall be denied to them, or to their agents, or whenever the consumer shall fail to comply with any of the rules and regulations herein provided for.

The Board reserves the right at all times to temporarily discontinue water service whenever it becomes necessary to make extensions, alterations or repairs; and it is expressly stipulated by the Board that no claims shall be made against it or the Village by reason of its inability to supply water to all parts of the Village, by reason of breakage of mains, service pipes or other fixtures, or from damages arising from shutting off the water to repair mains, or for any other cause whatsoever. All boiler and hot water heater connections with the service lines must be provided with suitable check valves to prevent accidents in case water is drawn off from the main. The Board shall have the right to curtail the use of water whenever a public emergency so requires.

6. **COMPLAINTS:** Complaints of any nature from consumers shall be submitted to the Clerk in writing. The Clerk will forward the complaint to the proper department for action. A written response to the complaint will be returned to the consumer if requested.

7. **BULK WATER SALES** (*Amended 10/10/2022*) Effective January 1, 2023, the sale of Bulk Water is discontinued.

CROSS CONNECTION CONTROL and BACK-FLOW PREVENTION
(Amended 3/6/2017)

SECTION 1 General Policy.

- A. Purpose. The purpose of these Rules and Regulations is:
1. To protect the public potable water supply from contamination or pollution by isolating within the consumer's water system contaminants or pollutants which could backflow through the service connection into the public potable water system.
 2. To promote the elimination or control of existing cross-connections, actual or potential, between the public or consumer's potable water system and non-potable water systems, plumbing fixtures and sources or systems containing process fluids.
 3. To provide for the maintenance of a continuing program of cross-connection control which will systematically and effectively prevent the contamination or pollution of the public and consumer's potable water system.
- B. Application. These Rules and Regulations shall apply to all premises served by the public potable water system of the Village of Garrettsville.
- C. Policy. The Superintendent shall be responsible for the protection of the public potable water system from contamination due to backflow of contaminants through the water service connection. If, in the judgment of the Superintendent, an approved backflow prevention device is necessary at the water service connection to any consumer's premises for the safety of the water system, the Superintendent or his authorized representative shall give notice to the consumer to install such approved backflow prevention device at each service connection to his premises. The consumer shall immediately install such approved device or devices at his own expense, and failure, refusal or inability on the part of the consumer to install such device or devices immediately shall constitute grounds for discontinuing water service to the premises until such device or devices have been installed.

SECTION 2 Definitions.

- A. The following definitions shall apply in the interpretation and enforcement of these Rules and Regulations:
1. "Air gap separation" means unobstructed vertical distance through the free atmosphere between the lowest opening from any pipe or faucet supplying water to a tank, plumbing fixture, or other device and the flood level rim of

the receptacle.

2. "Approved" means that a backflow prevention assembly, device, or method has been accepted by the supplier of water and the director as suitable for the proposed use.
3. "Auxiliary water system" means any water system on or available to the premises other than the public water system. These auxiliary water systems shall include used water or water from a source other than the public water system, such as wells, cisterns or open reservoirs that are equipped with pumps or other prime movers, including gravity.
4. "Backflow" means the flow of water or other liquids, mixtures or substances into the distributing pipes of a potable water supply from any source other than the intended source of the potable water supply.
5. "Backflow preventer" means any assembly, device, method or type of construction intended to prevent backflow into a potable water system. This definition applies wherever "backflow prevention device" is used in this chapter.
6. "Booster pump" means any device which is intended to increase the in-line water pressure.
7. "Consumer" means the owner or person in control of any premises supplied by or in any manner connected to a public water system.
8. "Consumer's water system" means any water system, located on the consumer's premises, supplied by or in any manner connected to a public water system. A household plumbing system is considered to be a consumer's water system.
9. "Containment principle backflow preventer" is a backflow preventer, installed in a consumer's water system, that is intended to contain the water within the premises in order to prevent any polluted or contaminated water from backflowing into the public water system. Typically, the containment principle backflow preventer is placed at the service connection unless placement is otherwise specified by rule herein.
10. "Cross-connection" means any arrangement whereby backflow can occur.
11. "Degree of hazard" is a term derived from an evaluation of the potential risk to health and welfare.
12. "Director" means the director of the Ohio Environmental Protection Agency or the director's duly authorized representative.

13. “Double check valve assembly” means an assembly composed of two single, independently acting, check valves including tightly closing shutoff valves located at each end of the assembly and suitable connections for testing the water-tightness of each check valve.
14. “Double check-detector check valve assembly” means a specially designed assembly composed of a line-size approved double check valve assembly with a specific bypass water meter and a meter-sized approved double check valve assembly. The meter shall register accurately for only very low rates of flow and shall show a registration for all rates of flow.
15. “Health hazard” means any condition, device or practice in a water system or its operation that creates, or may create, a danger to the health of users.
16. “Human consumption” means the ingestion or absorption of water or water vapor as the result of drinking, cooking, dishwashing, hand washing, bathing, showering or oral hygiene.
17. “Interchangeable connection” means an arrangement or device that will allow alternate but not simultaneous use of two sources of water and includes an approved reduced pressure principle backflow prevention assembly or an approved reduced pressure principle-detector assembly on the public water system side of the connection.
18. “Non-potable water” means water not safe for drinking, personal or culinary use.
19. “Person” means the state, any political subdivision, public or private corporation, individual, partnership or other legal entity.
20. “Pollutional hazard” means a condition through which an aesthetically objectionable or degrading material, which is not dangerous to the public water system or health of users, may enter the public water system or portion of a consumer’s water system.
21. “Potable water” means water intended for human consumption.
22. “Premises” means any building, structure, dwelling or area containing plumbing or piping supplied from a public water system.
23. “Pressure vacuum breaker” means an assembly composed of an independently acting spring loaded check valve located downstream of an independently acting spring loaded air inlet valve including, tightly closing shutoff valves located at each end of the assembly and suitable connections for testing the integrity of the

air inlet and check valves.

24. "Process fluids" means any fluid or solution which may be chemically, biologically or otherwise contaminated or polluted in a form or concentration such as would constitute a pollutional, system, health or severe health hazard if introduced into the public water system or portion of a consumer's water system. This includes, but is not limited to the following:
 - a. Polluted or contaminated waters;
 - b. Process waters;
 - c. Used waters originating from the public water system which may have deteriorated in sanitary quality;
 - d. Cooling waters;
 - e. Contaminated natural waters taken from wells, lakes, streams or irrigation systems;
 - f. Chemicals in solution or suspension;
 - g. Oils, gases, acids, alkalis and other liquid and gaseous fluids used in industrial or other processes or for fire fighting purposes.
25. "Public water system" has the meaning as in rule 3745-81-01 of the Ohio Administrative Code.
26. "Reduced pressure principle backflow prevention assembly" means an assembly containing a minimum of two independently acting check valves together with an automatically operated pressure differential relief valve located between two check valves. During normal flow and at the cessation of normal flow, the pressure between these two checks shall be less than the supply pressure. In cases of leakage of either check valve, the differential relief valve, by discharging to the atmosphere, shall operate to maintain the pressure between the check valves at less than the supply pressure. The unit must include tightly closing shutoff valves located at each end of the assembly, and each assembly shall be fitted with properly located test cocks.
27. "Reduced pressure principle-detector assembly" means a specially designed assembly composed of a line-size approved reduced pressure principle backflow prevention assembly with a specific bypass water meter and a meter sized approved reduced pressure principle backflow prevention assembly. The meter shall register accurately for only very low rates of flow and shall show a registration for all rates of flows.
28. "Service connection," for the purposes of this chapter, means the terminal end of a service line from the public water system. If a meter is installed at the end of the service, then the service connection means the downstream end of the meter.

29. "Severe health hazard" means a health hazard to users that could reasonably be expected to result in significant morbidity or death.
30. "Supplier of water" means the owner or operator of a public water system.
31. "System hazard" means a condition posing an actual or potential threat of damage to the physical properties of the public water system or a consumer's water system.
32. "Used water" means any water supplied by a supplier of water from a public water system to a consumer's water system after the water has passed through the service connection and is no longer under the control of the supplier.
33. "Water system" means a system for the provision of piped water or process fluids, and includes any collection, treatment, storage or distribution facilities used primarily in connection with such system.
34. "Weep holes" means a series of small diameter holes located in the wall of the supply pipe for a yard hydrant that allow for drainage of accumulated water from the delivery piping. These holes are usually part of a plunger and valve system that seals off holes during water usage and opens the holes during shutdown. These openings are located below ground level and below the frost line in areas where the threat of freezing exists.
35. "Yard hydrant" means a device that is located outside of a building, equipped with a valved mechanism that controls the delivery of potable water, and is not designed to supply a fire department pumper.

SECTION 3 Backflow Prevention and Cross-Connection Control.

- A. No person shall install or maintain a water service connection to any premises where actual or potential cross-connections to the public water system or a consumer's water system may exist unless such actual or potential cross-connections are abated or controlled to the satisfaction of the supplier of water.
- B. No person shall install or maintain a connection between a public water system or consumer's water system and an auxiliary water system, the method of connection and the use of such system have been approved by the supplier of water and by the director as required by Section 6109.13 of the Revised Code.
- C. A public water system shall develop and implement a backflow prevention and cross-connection control program consistent with this chapter.

SECTION 4 Survey and Investigations.

- A. The supplier of water shall conduct or cause to be conducted an initial assessment and periodic surveys or investigations of water use practices within a consumer's premises to determine whether there are actual or potential cross-connections to the consumer's water system through which contaminants or pollutants could backflow into the public water system or determine where in the judgment of the supplier of water, a pollitional system, health or severe health hazard to the public water system exists.

To meet this requirement, the supplier of water shall conduct or cause to be conducted an on-site investigation of all premises at least every five years to identify changes in water use practices at the consumer's property so that new or increased hazards to the water supply are identified and mitigated.

1. In lieu of conducting an on-site investigation of all premises every five years, the supplier of water can document, in writing, an alternate, on-going, methodology to identify changes in water use practices that may represent a new or increased hazard to the public water supply. An on-site investigation is required when a potential new or increased hazard is suspected to confirm the degree of risk and how it will be addressed. Information obtained through a water use survey questionnaire or in coordination with local building, zoning, health, fire protection and other licensing agencies may be used as an indicator of when an on-site investigation should be conducted. Other triggers, such as a request to the supplier of water for a new or additional service line, or an additional or larger meter should warrant an on-site investigation.
 2. In lieu of conducting an on-site investigation of each residential premise, the supplier of water may institute an on-going educational campaign to inform consumers of common backflow hazards created during residential water use and provide a reporting mechanism for suspected cross-connections. An education campaign may use local media and advertising resources, but must also include information delivered, either electronically or hard copy, to each residential service connection at least annually.
- B. The supplier of water, or the supplier's authorized representative, shall have the right to enter premises served by the public water system at all reasonable times for the purpose of making surveys and investigations of water use practices within the premises.
- C. On request by the supplier of water, or the supplier's authorized representative, the consumer shall furnish the supplier, or the supplier's authorized representative, information on water use practices within the consumer's premises.
- D. Paragraph (A) of this rule does not relieve the consumer of the responsibility for

conducting, or causing to be conducted, periodic surveys of water use practices on his/hers premises to determine whether there are actual or potential cross-connections in the consumer's water system through which contaminants or pollutants could backflow into a public water system or a potable consumer's water system.

SECTION 5 Where Protection Is Required.

- A. An approved backflow prevention device shall be installed on each service line to a consumer's water system serving premises, where in the judgment of the supplier of water or the director, a pollutional, system, health or severe health hazard to the public water system exists.

- B. An approved backflow prevention device shall be installed on each service line to a consumer's water system serving premises where the following conditions exist:
 - 1. Premises having an auxiliary water system, unless such auxiliary system is accepted as an additional source by the supplier of water and the source is approved by the director;
 - 2. Premises on which any substance is handled in such a fashion as to create an actual or potential hazard to the public potable water system. This shall include premises having sources or systems containing process fluids;
 - 3. Premises having internal cross-connections that, in the judgment of the supplier of water, are not correctable, or intricate plumbing arrangements which make it impractical to determine whether or not cross-connections exist;
 - 4. Premises where, because of security requirements or other prohibitions or restrictions, it is impossible or impractical to make a complete cross-connection survey;
 - 5. Premises having a repeated history of cross-connections being established or re-established; or
 - 6. Others specified by the director.

- C. The following requirements apply to premises that have an auxiliary water system on the real property that is owned or under control of the consumer and adjacent to the premises.
 - 1. A physical separation shall be maintained between the public water system or a consumer's water system and the auxiliary water system as required by paragraph (B) of rule 3745-95-02 of the Ohio Administrative Code; and

2. An approved backflow prevention device shall be installed on each service connection serving the consumer's water system, unless the supplier of water does all of the following:
 - a. Determines, on a case-by-case basis, that the installation of an approved backflow prevention device on a service connection is not required in consideration of factors including, but not limited to, the past history of cross-connections being established or re-established on the premises, the ease or difficulty of connecting the auxiliary water system with the public water system on the premises, the presence or absence of contaminants on the property or other risk factors;
 - b. Requires the consumer to sign an agreement which specifies the penalties, including those set forth in rule 3745-95-08 of the Ohio Administrative Code, for creating a connection between the public water system and the auxiliary water system;
 - c. Conducts or causes to be conducted an inspection at least every twelve months to certify that no connection or means of connection has been created between the public water system and the auxiliary water system;
 - d. Maintains an inventory of each consumer's premises where an auxiliary water system is on or available to the premises, or on the real property adjacent to the premises; and
 - e. Develops and implements an education program to inform all consumers served by the public water system about the dangers of cross-connections and how to eliminate cross-connections.

- D. An approved backflow prevention device shall be installed on each service line to a consumer's water system serving, but not necessarily limited to, the following types of facilities unless the director determines that no severe health, health, system or polluttional hazard to the public water system exists:
 1. Hospitals, mortuaries, clinics, nursing homes;
 2. Laboratories;
 3. Piers, docks, waterfront facilities;
 4. Sewage treatment plants, sewage pumping stations or storm water pumping stations;
 5. Food or beverage processing plants;
 6. Chemical plants;
 7. Metal plating industries;
 8. Petroleum processing or storage plants;
 9. Radioactive material processing plants or nuclear reactors;
 10. Car washes;
 11. Others specified by the director.

- E. An approved backflow prevention device shall be installed at any point of connection

that is approved in accordance with paragraph (B) of rule 3745-95-02 of the Ohio Administrative Code between the public water system or a consumer's water system and an auxiliary water system, unless such auxiliary system is accepted as an additional source by the supplier of water and the source is approved by the director.

SECTION 6 Type of Protection Required.

- A. The type of protection required under Sections 5.A, 5.B, 5.C and 5.D of these regulations shall depend on the degree of hazard which exists as follows:
 - 1. An approved air gap separation shall be installed where the public water system may be contaminated with substances that could cause a severe health hazard;
 - 2. An approved air gap separation or an approved reduced pressure principle backflow prevention assembly or an approved reduced pressure detector check assembly shall be installed where the public water system may be contaminated with any substance that could cause a system or health hazard;
 - 3. An approved air gap separation or an approved reduced pressure principle backflow prevention assembly, an approved reduced pressure principle-detector check assembly, an approved double check valve assembly, or an approved double check-detector valve assembly shall be installed where the public water system may be contaminated with any substance that could cause a pollutional hazard.
- B. The type of protection required under Section 5.E of these regulations shall be an approved air gap separation or an approved interchangeable connection. A removable spool piece connection is not an acceptable method.
- C. Where an auxiliary water system is used as a secondary source of water for a fire protection system, the provisions of paragraph (B) of this rule for an approved air gap separation or an approved interchangeable connection may be waived by the director, provided the following conditions exist:
 - 1. At premises where the auxiliary water system may be contaminated with substances that could cause a system, health or severe health hazard, a public water system or a consumer's water system shall be protected against backflow by installation of an approved reduced pressure principle backflow prevention assembly or an approved reduced pressure principle-detector check assembly.
 - 2. At all other premises, the public water system or consumer's water system shall be protected against backflow by installation of an approved reduced pressure principle backflow prevention assembly, an approved reduced pressure principle-detector check assembly, an approved double check valve assembly or

an approved double check-detector check valve assembly.

3. A public water system or a consumer's water system shall be the primary source of water for the fire protection system.
 4. The fire protection system shall be normally filled with water from a public water system or a consumer's water system.
 5. The water in the fire protection system shall be used for fire protection only, with no other use of water from the fire protection system downstream from the approved backflow prevention device.
- D. An exception to the requirement in paragraph (A)(2) of this rule may be applied when mitigating the health hazard associated with a water-only. Residential-type irrigation system that is not subjected to backpressure and is not equipped with pumps or other prime movers which can create backpressure to the public or the consumer's water system. In this instance, an approved pressure vacuum breaker can be used to isolate the service line to the irrigation system in lieu of installing a containment assembly at the service connection. The same maintenance and testing requirements as outlined in rule for containment assemblies apply. This exception does not apply if an additive is used within the irrigation system. The supplier of water may determine other hazards exist that warrant additional containment protection at the service connection.

SECTION 7 Backflow Prevention Devices.

- A. Any containment principle backflow preventer required by these rules and regulations shall be of a model or construction approved by the supplier of water and conform to at least one of the following standards:
1. For air gap separations, the specific edition of the American National Standards Institute (ANSI) and the American Society of Mechanical Engineers (ASME) standard as referenced in rule 4101:3-13-01 of the Ohio Administrative Code.
 2. For reduced pressure principle backflow prevention assemblies: the specific edition of the ANSI and the American Water Works Association (AWWA) standard, or the American Society of Sanitary Engineering (ASSE) standard, or the Canadian Standards Association (CSA) standard as referenced in rule 4101:3-13-01 of the Ohio Administrative Code; or the foundation for cross-connection control and hydraulic research, University of Southern California specifications of backflow assemblies for reduced pressure principle assemblies – tenth edition (2009).
 3. For double check valve assemblies: the specific edition of the ANSI and the AWWA standard, or the ASSE standard, or the CSA standard as referenced in rule

4101:3-13-01 of the Ohio Administrative Code; or the Foundation for Cross-Connection Control and Hydraulic Research, University of Southern California specifications of backflow assemblies for double check valve assemblies – tenth edition (2009).

4. For reduced pressure principle-detector assemblies: the specific edition of the ANSI and ASSE standard, or the CSA standard as referenced in rule 4101:3-13-01 of the Ohio Administrative Code; or the Foundation for Cross-Connection Control and Hydraulic Research, University of Southern California specifications of backflow assemblies for reduced pressure principle-detector assemblies – tenth edition (2009).
 5. For double check-detector check valve assemblies: the ANSI and the ASSE standard, or the CSA standard as referenced in rule 4101:3-13-01 of the Ohio Administrative Code; or the Foundation for Cross-Connection Control and Hydraulic Research, University of Southern California specifications of backflow assemblies for double check valve assemblies – tenth edition (2009).
 6. For pressure vacuum breakers: the ANSI and the ASSE standard, or the CSA standard as referenced in rule 4101:3-13-01 of the Ohio Administrative Code.
- B. Any containment principle backflow preventer required by sections 5 and 6 of these rules shall be installed at a location and in a manner approved by the supplier of water and shall be installed at the expense of the water consumer. In addition, any backflow prevention device required by paragraphs (B) and (C) of section 6 shall be installed at a location and in a manner approved by the director as required by section 6109.13 of the Revised Code.
- C. It shall be the duty of the water consumer to maintain any containment principle backflow preventer required by sections 5 and 6 of these rules in proper working order and in continuous operation.
1. The supplier of water shall retain authority over any containment principle backflow preventer required under rules 3745-95-04 and 3745-95-05 of the Ohio Administrative Code.
 2. It shall be the duty of the supplier of water to see that the tests and inspections required under this paragraph are made.
 3. The consumer shall, on any premises on which any containment principle backflow preventer required by sections 5 and 6 of these rules are installed, have thorough inspections and operational tests made of the backflow preventers at the time of installation or repair, and as may be required by the supplier of water or the director, but in all cases at least once every twelve

months. These inspections and tests shall be at the expense of the water consumer and shall be performed by the supplier of water or a person approved by the supplier as qualified to inspect and test backflow preventers.

4. These devices shall be repaired, overhauled or replaced at the expense of the consumer whenever they are found to be defective.
 5. Records of such inspections, tests, repairs and overhaul shall be kept by the consumer and made available to the supplier of water.
 6. The supplier of water shall maintain a paper or electronic record of inventory of survey, investigation and containment principle backflow preventer installation reports. Records of inspection, tests, repairs and overhauls related to the containment principle backflow preventer required by sections 5 and 6 of these rules shall be maintained by the supplier of water for a minimum of five years.
- D. The supplier of water shall inspect or cause to be inspected all installations where an approved connection exists between an auxiliary water system and the public water system or a consumer's water system at least once every twelve months and shall maintain an inventory of all such installations and inspection records. Such inventories and inspection records shall be made available during sanitary surveys and at other reasonable times. Paper or electronic inspection records shall be maintained by the supplier of water for a minimum of five years.
- E. Containment principle backflow preventers approved by the supplier of water and conforming to prior or subsequent editions of the standards cited in paragraph (A) of this rule, and which are properly maintained in accordance with paragraph (C) of this rule shall be excluded from the requirements of paragraphs (A) and (B) of this rule if the supplier of water and the director are assured that the backflow preventer will satisfactorily protect the public water system.

SECTION 8 Booster Pumps.

- A. No person shall install or maintain a water service connection where a booster pump has been installed, unless an approved method is in place and is operational to maintain a minimum suction pressure as prescribed as presented in the following:
1. For booster pumps not intended to be used for fire suppression, no person shall install or maintain a water service connection to any premises where a booster pump has been installed on the service line to or within such premises, unless such booster pump is equipped with a low pressure cut-off designed to shut-off the booster pump when the pressure in the service line on the suction side of the pump drops to ten pounds per square inch gauge or less.

2. For booster pumps used for fire suppression, also referred to as fire pumps, installed after August 8, 2008, no person shall install or maintain a water service connection to any premises where a fire pump has been installed on the service line to or within such premises, unless the pump is equipped with one of the following:
 - a. A low suction throttling valve which is a pilot-operated valve installed in the discharge piping that maintains positive pressure in the suction piping, while monitoring pressure in the suction piping through a sensing line. The valve must throttle the discharge of the pump when necessary so that suction pressure will not be reduced below ten pounds per square inch gauge while the pump is operating.
 - b. A variable speed suction limiting control which is a speed control system used to maintain a minimum positive suction pressure at the pump inlet by reducing the pump driver speed while monitoring pressure in the suction piping through a sensing line. It will be set so that the suction pressure will not be reduced below ten pounds per square inch gauge while the pump is operating.
3. For booster pumps used for fire suppression, also referred to as fire pumps, installed prior to August 8, 2008, which are equipped with a low pressure cut-off as defined in paragraph (A)(1) of this rule, are not required to modify the installation solely for the purpose of meeting the new methods accepted after this date, under paragraph (B)(1) of this rule.
 - B. It shall be the duty of the water consumer to maintain the low pressure cut-off device, the low suction throttling valve, or the variable speed suction limiting control in proper working order and to certify to the supplier of water, at least once every twelve months that the minimum suction pressure sustaining method is operable and maintained in continuous operation.
 - C. The supplier of water must maintain electronic or paper records of inventory of booster pump installations. Electronic or paper records certifying operation must be retained for a period of five years.
 - D. The provisions of this rule shall be followed notwithstanding inconsistent provisions in the Great Lakes-Upper Mississippi river board of state and provincial public health and environmental managers' or "Recommended Standards for Water Works" (2012).

SECTION 9 Violations.

- A. The supplier of water shall deny or discontinue, after reasonable notice to the occupants thereof, the water service to any premises wherein any backflow prevention

device required by these regulations is not installed, tested and maintained in a manner acceptable to the supplier of water, or of if it is found that the backflow prevention device has been removed or by-passed, or if an unprotected cross-connection exists on the premises, or if a low pressure cut-off required by these regulations is not installed and maintained in working order, or if the supplier of water or the director, or the authorized representative of either, is denied entry to determine compliance with these regulations.

- B. Water service to such premises shall not be restored until the consumer has corrected or eliminated such conditions or defects in conformance with these regulations and to the satisfaction of the supplier of water.

SECTION 10 Requirements for Yard Hydrants

- A. Yard hydrants with weep holes.
 - 1. Yard hydrants with weep holes used for human consumption installed on a public water system are prohibited unless the weep holes are sealed.
 - 2. Yard hydrants with weep holes not used for human consumption installed on a public water system, and those installed on a consumer's water system, shall have an appropriate backflow prevention assembly on the service line to protect the public water system. Yard hydrants with weep holes installed on public water systems shall be clearly labeled as "non-potable" or "not for human consumption".
- B. Sanitary yard hydrants that do not have weep holes, such as those that meet the requirements of the "American Society of Sanitary Engineers (ASSE) standard 1057, Performance Requirements for Freeze Resistant Yard Hydrants with Backflow Protection" (2001), are not prohibited provided:
 - 1. The device is acceptable to the public water system to which it will be connected; and
 - 2. Any other applicable backflow prevention and cross-connection control requirements of these regulations have been met.

WASTEWATER SERVICE

1. AUTHORITY: The Board of Trustees of Public Affairs shall have full charge of the Wastewater Department, including power and authority to provide for prudent and efficient management and protection thereof.

2. SERVICE CONNECTIONS: All persons, firms or corporations owning property which is accessible to the sanitary sewer system of the Village shall connect to the system and upon failure to make the connection shall be subject to refusal by the Board to furnish water supply. No person, firm or corporation shall tap into any public sanitary sewer or make any connection thereto without first securing the permit required in accordance with the most current ordinances.

No connection shall be completed and the trench covered until proper inspection has been made by the department. The cost of excavating, installing, and covering the sewer from the main line to the individual service shall be borne by the property owner, who shall indemnify and save harmless the Board and the Village from any loss or damage which may directly or indirectly occur as a result of such installation.

Materials to be used shall be vitrified clay sewer pipe meeting the latest ASTM designation C-425, PVC sewer pipe meeting the Latest ASTM designation D-3034, or ductile iron pipe. Sewer pipe will be no less than six (6) inches in diameter with gastight and watertight joints. If possible, building sewer pipe shall be installed so as to provide a minimum fall of one-quarter ($\frac{1}{4}$) inch per foot to insure proper fall to main sewer.

In the event that flow of building sewage by gravity into the main sewer is impossible, the property owner may install, at his own expense, a pump for lifting sewage into the sewer, subject to the Board's approval and inspection by the Department.

No storm water, roof water or other surface water shall be discharged into or connected in any way to the public sewer system. The following water and wastes shall not be discharged or permitted to go into the sanitary sewer system:

- a. Hot water having a temperature of 120 degrees F or higher
- b. Waters containing a high percentage of greases, oils or fats (See Exhibit 1)
- c. Gasoline, benzene, oils or other oily petroleum products or by-products
- d. Ashes, cinders, sand, salt or other inorganic solids
- e. Garbage, not properly shredded. After shredding, the largest dimension shall be no greater than $\frac{1}{2}$ "
- f. Any substance that will produce poisonous or explosive gas
- g. Any other substance that the Board may determine to be harmful or dangerous

For additional discharge limitations, see Exhibit 1 - Discharge Limitations, Page 38.

The Board may require the installation of grease traps or filters, if found to be necessary, for

the proper use of the system by property owners or property discharging excess grease, sand or other prohibited materials into the public sewer. The Board may also require inspection openings, properly located in the building sewer of commercial buildings, if deemed necessary by the nature of the sewage to be discharged into the sanitary system.

It shall be unlawful for any person, firm, or corporation, or any property owner in the Village to discharge raw sewage through storm sewers or septic tanks or cesspools or otherwise if the sanitary sewer system of the Village is available to the property.

3. GENERAL PROVISIONS: No persons other than Board employees or authorized agents of the Board shall have the authority to open or remove manhole covers or tap into any sanitary sewer lines which are the property of the Department.

The Board shall have the right to shut off and stop the flow of water into any premises whenever access to any part of the sanitary sewer lines or apparatus on said premises shall be denied to them, or to their agents, or whenever the consumer shall fail to comply with any of the rules and regulations herein provided for.

See **Village of Garrettsville Codified Ordinances Chapter 927** for detailed Sanitary Sewer Discharge Regulations.

The property owner shall be responsible for the operation and maintenance of the sewer lateral from the building to the sewer main.

Any person, firm, or corporation installing water or sanitary sewer lines that will become a part of the Village's water or sanitary sewer system shall submit plans and specifications for approval to the Board and to the Board's designated Engineer.

The developer will be responsible for all costs and fees charged by the Engineer and Ohio Environmental Protection Agency for approval of the plans and specifications. Only after approval of the plans and specifications by the OEPA and the Board's designated Engineer will connection to the Village water and sanitary sewer system be permitted.

The developer will be responsible for providing the Board an "As Built" copy of all plans and specifications following installation of water and sanitary sewer lines, including the locations and depth of all sewer "Y" connections and all water corporation valves, line valves, and curb valves.

The developer will be responsible for all costs incurred by the Board for inspectors, on-site engineers, pressure testing of all lines, and laboratory fees.

The Village of Garrettsville Wastewater Treatment Plant will not accept fluids, septage or other wastes transported by vehicle. Only those wastes transported directly from the generating source through the lines, pipes, conduits and appurtenances thereto of the Village sewerage

system will be accepted for treatment. (adopted 03/07/11)

CONNECTIONS TO EXISTING SANITARY SEWER MAINS

New sanitary sewer mains shall be connected to existing mains using proper fittings. Connections shall be made in a manner acceptable to the Village of Garrettsville Board of Public Affairs. No cut-ins or connections to existing mains shall be made unless at least 48 hours notice of such work is given to the Superintendent.

1.1 PVC PLASTIC PIPE

PVC plastic pipe shall meet the requirements of ASTM D3034, Type PSM< SDR-35. The pipe shall be of the elastomeric gasket joint (integral bell) type. Joints shall provide a watertight seal and shall be made in accordance with the pipe manufacturer's instructions. Joints shall be of the push-on type meeting the requirements of ASTM D3212, and in addition, the bell shall be designed to retain the gasket to prevent pull-out during the making of the joint.

The pipe shall be installed in accordance with ASTM D2321, and with the requirements of these specifications. Any requirements in these specifications which may be in conflict or inconsistent with the requirements of ASTM D2321 shall be void to the extent of such conflict or inconsistency, except in all cases material for pipe embedment shall be as subsequently specified in Paragraph 1.4.

1.2 ABS AND PVC COMPOSITE AND SOLID WALL PIPE

ABS or PVC composite pipe shall meet the requirements of ASTM D2680. All 6 inch diameter pipe shall be ABS plastic solid wall pipe meeting the requirements of ASTM D2751, SDR 23.5 or SDR 35, or shall be PVC plastic pipe as previously specified in Paragraph 1.1.

Joints shall be of the solvent cement type. Joints shall provide a watertight seal and shall be made in accordance with the pipe manufacturer's instructions. Solvent shall be labeled to indicate specific pipe joints for which it shall be used, such as ABS to ABS, PVC to PVC, and shall conform to appropriate ASTM Standards.

Pipe shall be installed in accordance with ASTM D2321, and the requirements of these specifications. Any requirements in these specifications which may be in conflict or inconsistent with the requirements of ASTM D2321 shall be void to the extent of such conflict or inconsistency, except in all cases material for pipe embedment shall be as subsequently specified in Paragraph 1.4.

1.3 LAYING PIPE IN TRENCHES

All pipe outside of structures shall be laid in the location and to the grades shown, except as specifically permitted or ordered otherwise by the Village or its designated representative. The width of the trench, except for PVC and ABS sewer pipe, shall be not more than 24 inches greater than the inside diameter of the pipe, except at joints, where sufficient space shall be provided for properly making the joint without raising the pipe above the solid bottom of the

trench. Trenches shall be excavated to a depth sufficient to provide not less than 4 feet of vertical cover, unless otherwise noted.

All pipe shall be thoroughly cleaned before being lowered into the trench, and shall be kept clean after laying and when pipe laying is stopped, the end of the pipe shall be tightly plugged to exclude water or other foreign material.

Except where otherwise specifically required or permitted by the Village, gravity flow piping shall be laid in open trench; shall be started at the lowest point; and shall have spigot ends pointing in the direction of flow.

For PVC and ABS sewer pipe, the width of trenches below the level of the top of the pipe shall not exceed the maximum allowable trench width and shall not be less than 12 inches greater in width than the outside diameter of the pipe barrel. Whenever the maximum allowable trench width (below the level of the top of the pipe) is exceeded for any reason, the Village reserves the right to direct the Contractor to utilize pipe of greater strength, to modify the type of backfill, to embed the pipe in concrete, or to utilize a combination of these procedures, all at the expense of the Contractor.

Trenches for PVC and ABS sewer pipe shall be excavated to a depth of not less than 4 inches nor more than 6 inches below the outside bottom of the pipe barrel (and bell) when the pipe is laid on its final grade.

Trench excavation shall include the removal of existing facilities not to remain.

Trenches shall be kept sufficiently free of water during pipe laying and jointing to prevent damage to the joints. When water existing in the trenches at the time of pipe laying, the contractor shall, at his expense, dewater the trench in a manner approved by the Village.

1.4 BEDDING PIPE

Bedding for PVC and ABS sewer pipe for which the bedding material shall be Size No. 67 coarse aggregate meeting the requirements of Item 703 and the 1985 Ohio Department of Transportation, Construction and Material Specification, and shall be provided for a distance 12 inches above the top of the pipe.

The bedding material shall be shaped to conform to the bottom quadrant of the pipe barrel. The Village reserves the privilege of altering the type of bedding material and regulating the exact grading of the bedding material depending upon the water characteristics of the trench. At least the minimum of bedding shall be provided under pipe bells.

After the pipe is laid, the bedding material shall be shovel placed and tamped to fill all voids.

All embedment material shall be carefully placed so as not to damage the joints or displace the pipe and no material shall be dropped directly on the pipe.

After proper bedding of the pipe, the Contractor shall supply and install a metallic location tape. The location tape is to be laid directly over the pipe after installation of the 12 inches of bedding. The location tape shall be one continuous piece from manhole to manhole and shall be labeled "Sanitary Sewer".

1.5 BACKFILLING

Backfill shall include the material placed above the pipe embedment material previously specified. No heavy or large quantities of backfill material shall be placed over the pipe until backfilling has progressed to a depth of at least 3 feet over the top of the pipe barrel. All backfill material shall be carefully placed so as not to damage the joints or displace the pipe.

Trenches coming within existing or proposed paved and stoned areas shall be backfilled for their full depth with granular material. Granular material shall conform to Item 304, Item 310 Grading A, or Item 411 of the 1985 Ohio Department of Transportation Construction and material Specifications.

For backfilling the remainder of the trenches, as much of the excavated material as possible shall be replaced. Until back-filling has progressed to a depth of at least 2 feet over the pipe barrel, the material shall be finely divided, free of large stones, boulders or other harmful debris, and shall be placed in 6 inch layers, loose measurement, and compacted by hand or mechanical tamping to the satisfaction of the Village. The remainder of the backfill shall be rolled in over the pipe from the end of the trench.

1.6 LEAKAGE TESTING

A. Gravity Flow Piping All gravity flow piping shall be tested for leakage by a low pressure air test. Each end of the section to be tested and all pipe outlets in the section shall be plugged with suitable test plugs. All plugs used during leakage tests shall be of a length at least equal to the diameter of the pipe being tested to assure a watertight seal. Pneumatic plugs for air testing shall be able to resist internal test pressure without requiring external blocking. One plug used shall have an inlet tap or other provision for connecting an air hose from the air supply equipment. The equipment shall include valves to control the rate at which air flows into the test section and pressure gauges with minimum graduations of 0.1 psi and an accuracy of +0.04 psi to monitor the air pressure within the test section. The Contractor shall be responsible for supplying, operating and maintaining all equipment and appurtenances to conduct the test.

Air pressure shall be applied slowly to the test section until the pressure reaches 4.0 psi, plus an adjustment of 0.433 psi for each foot of ground water above the crown of the pipe being tested. Internal air pressure, including adjustment for ground water, should never exceed 5.0 psi. The Contractor shall be responsible for determining ground water level.

When the pressure reaches 4.0 psi, plus adjustment for ground water, the air supply shall be throttled so that the internal pressure is maintained between 4.0 and 3.5 psi for at least 2

minutes to permit temperature stabilization. When the pressure has stabilized and is at or above 3.5 psi, the air supply shall be disconnected and a stop watch started and allowed to run until the pressure has dropped 1.0 psi.

The permissible time allocated for the 1.0 psi pressure drop shall be calculated on the basis of the diameter and length of main sewer tested. The air test for a section shall be considered acceptable if the time elapsed for the 1.0 psi pressure drop is equal to or greater than the time indicated, and shall be considered unacceptable if elapsed time is less than that indicated in the following table:

MINIMUM HOLDING TIME IN MINUTES REQUIRED FOR 1.0 PSI PRESSURE DROP

LENGTH OF MAIN LINE TESTED*

PIPE

<u>DIAMETER</u>	<u>100"</u>	<u>200"</u>	<u>300"</u>	<u>400"</u>	<u>500"</u>
4"	1/4	1/2	1	1-1/4	1-1/2
6"	3/4	1-1/4	2	2-3/4	2-3/4
8"	1-1/4	2-1/4	3-1/2	3-3/4	3-3/4
10"	1-3/4	3-3/4	4-3/4	4-3/4	4-3/4
12"	2-3/4	5-1/4	5-3/4	5-3/4	5-3/4

*Time for intermediate lengths shall be interpolated

For any test section failing to meet the limits of the specifications, the Contractor shall be required to locate and remedy the defects causing the failure and the section shall be retested and repairs or replacement continued until the limits of the specification are satisfied. All visible leakage shall be repaired, even though tests may have been satisfactory.

The Contractor may air test sections before backfilling the trench as a check for defects and workmanship. Such tests are at the option of the Contractor and are not a substitute for tests required after backfilling has been completed.

1.7 TESTING FOR DEFLECTION

PVC and ABS sewer pipe shall be tested for a maximum deflection of 5% not less than 30 days after final full backfill has been placed, as determined by the Village. Pipe with a stiffness of 200 psi or greater need not be tested for deflection if all pipe between two consecutive manholes is less than 12 feet below final grade.

Such tests shall be conducted with a representative of the Village present. All pipes exceeding a deflection of five percent (5%) shall be repaired or replaced and then retested until satisfactory test results are obtained. All repairs or replacements shall be the same class and pipe specification as the existing pipe. Pipe class and specification shall be the same from one manhole to the next manhole. The Contractor shall pay all costs for the tests.

The tests shall be conducted using electronic equipment specifically designed for measuring

and recording deflection in flexible pipe or by the use of an approved deflection probe, having a diameter equal to 95% of the I.D. of the pipe being tested, pulled through the sewer line.

If the deflection probe is used, tests shall be performed without mechanical pulling devices, and a proving ring, having an I.D. equal to the O.D. of the probe, shall be available at the time the probe is used to verify that the probe has the proper diameter by inserting the probe into the ring.

The deflection probe shall be as available from Wortco, Inc.; Burke Concrete Accessories, Inc.; or equal, and shall be designed specifically for testing the deflection of the type of pipe specified. The probe shall incorporate an odd number (no less than 9) of 1/2" X 3/16" bar stock runners equally spaced on edge around and welded to the circumference of two minimum 1/4" thick circular steel plates. The diameter of the plates for the type and nominal size of the pipe to be tested shall be as follows:

PLATE DIAMETER

<u>NOMINAL PIPE DIA.</u>	<u>ABS PIPE</u>	<u>PVC PIPE</u>
6"		5.598
8"	7.36	7.496
10"	9.26	9.371
12"	11.16	11.150

The distance between plates, out-to-out, shall not be less than two inches smaller than the nominal diameter of the pipe to be tested. The runners shall extend approximately 1-1/2 inch beyond each plate, being bent inward for this distance at approximately 30 degrees. A continuous 3/4 inch threaded rod shall be provided through the center of the plates, having a hex nut drawn tight against the inside face of each plate, and extending each side as required for providing a 3/4 inch ferrule loop insert or similar piece for attaching the pulling medium.

RATES, BILLING, DELINQUENT ACCOUNTS

(amended 7/8/19)

The rates charged for water consumed and use of the sanitary sewer system shall be set and established by the Village Council upon the recommendation of the Board of Public Affairs. So far as practicable, meters will be read monthly and bills will be rendered promptly there-after. A schedule of rates is on file with the Clerk and is available upon request. A charge shall be made for each turn-on made at the consumer's request if made necessary by reason of failure to make payments as provided herein or through violation of any of the provisions in these regulations. (See Fee Schedule).

Each business or industry shall furnish the Clerk such information as she may require in order to establish the proper rate to be charged. Rates for other unclassified users are to be established upon application to the Board.

All bills shall be due and payable within 22 days of the billing date and if not paid, shall be subject to a 10% penalty charge and the account shall be considered delinquent. If at the end of 22 days from the date of billing, the water/sewer bill shall remain unpaid, the Water Department shall notify the account holder by posting a notice at the property served that water service shall be terminated after five business days unless the balance is paid in full.
(amended 8/10/20)

If service is discontinued due to non-payment or other violation of these Rules and Regulations, service will remain discontinued until all bills, including the turn-on charge and any other penalties and interest, have been paid in full or unless satisfactory arrangements are made to pay the bill (see "Payment Plans", below). No discontinued water/sewer service will be reinstated outside of the normal business hours of the Water/Sewer Department, which are 8:00 a.m. to 4:00 p.m., Monday through Friday, excluding legal holidays. *(amended 8/10/20)*

Delinquent sanitary sewer charges shall be a lien on the property supplied, and if not paid as herein provided, the same shall be collectible as other taxes and assessments are collected, and the Clerk is hereby directed to certify to the Auditor of Portage County such delinquent accounts with a description of the premises, and the Auditor shall place the same on the duplicate according to law.

When water rents are not paid as herein provided, the board may certify them, together with any penalties, to the county auditor for placement on the real property tax list and duplicate against the property served by the connection, but only when the unpaid rents or charges have arisen pursuant to a service contract made directly with an owner who occupies the property served and the board provides certification of such fact to the county auditor. The amount placed on the tax list and duplicate shall be a lien on the property served from the date placed on the list and duplicate and shall be collected in the same manner as other taxes.

The Board of Public Affairs also reserves the right to collect unpaid water rent and sanitary sewer charges by actions at law in the name of the village from an owner, tenant, or other person who is liable to pay the rents or charges.

Individuals or businesses having delinquent and unpaid prior water/sewer accounts shall be denied service for any new account or new address within the Village until all prior delinquencies, including any interest and penalties, have been paid in full. (adopted 08/12/13)

In the event that a meter ceases to operate during a current billing period, an estimated bill will be prepared based on the last three (3) regular readings of the meter. If the meter reader cannot gain access to the property to read the meter, the Clerk is authorized to prepare an estimated bill based on the last three (3) readings.

If a customer is undercharged due to equipment malfunction, clerical error or other reason, the Village reserves the right to collect the undercharged amount, once it has been determined, by including it on the customer's next regular bill. Upon customer request, the undercharged amount may be spread across multiple billings, not to exceed six months. Unpaid amounts shall be collected as otherwise provided herein. (adopted 12/10/18)

FEE SCHEDULE

Waste water rates-by ordinance on file in Clerk's office	
Water rates-by ordinance on file in Clerk's office	
Delinquent service turn on charge	\$50.00
Service charge for testing correct meter	\$25.00
Frozen/Damaged meter charge	\$50.00 plus actual cost of equipment
Non Sufficient Funds	\$25.00 plus bank charges
Certified Letter Fee	current postal charges

PAYMENT PLANS

- (1) All Payment Plans shall be in writing and signed by the customer.
- (2) No Payment Plan shall be for less than twenty-five dollars (\$25.00) per month, nor shall a Payment Plan last longer than six (6) months.
- (3) Sunset Provision: No Payment Plan shall be initiated after December 31, 2020.
- (4) During the term of any Payment Plan, additional late fees and/or delinquency charges will not accrue on the principal amount that is the subject of the Payment Plan.
- (5) A Payment Plan is not a "budget plan". In addition to payments pursuant to the Payment Plan, the customer must pay all new and current bills when due. Any failure to do so will constitute a violation of the Payment Plan.

- (6) Failure to comply with any and all terms of the Payment Plan shall result in termination of service until the account is paid in full including penalties, shut-off and restoration fees.
- (7) If the principal amount due pursuant to any Payment Plan is satisfied in full according to its terms, the Board of Public Affairs may, at its discretion, waive any penalties, late fees or other charges above and beyond the principal amount so paid.
- (8) Upon agreement between the customer and the billing clerk, any monies received pursuant to a payment plan which are in excess of the amount due under said plan may be applied to the next regular billing relating to the same account.

EXHIBIT 1

<u>EFFLUENT CHARACTERISTIC</u>		<u>DAILY DISCHARGE LIMITATIONS</u>
Reporting Units	Parameter	Concentration
Std. Units	pH	6.5 - 9.0
oF - oC	Temp	<120 F
mg/l	Arsenic (As)	0.0686
mg/l	Zinc (Zn)	1.6111
mg/l	Copper (Cu)	0.6086
mg/l	Nickel (Ni)	1.0480
mg/l	Selenium (Se)	0.0449
mg/l	Cadmium (Cd)	0.0053
mg/l	Chromium (Cr)	4.2430
mg/l	Mercury (Hg) *	0.0034
mg/l	Lead (Pb)	0.0330
mg/l	Molybdenum (Mo)*	0.0100
mg/l	Oil & Grease	6
mg/l	Total Suspended Solids	390
mg/l	Cyanide (CN-)	0.6500
mg/l	Silver (Ag) **	0.0100
mg/l	Hex Cr **	0.0050
mg/l	Phenol **	0.0500
mg/l	Selenium	0.0499
mg/l	Phosphorus	To be monitored
mg/l	Potassium	To be monitored
mg/l	Calcium	To be monitored
mg/l	Magnesium	To be monitored
mg/l	Ammonia	TBD
mg/l	Nitrogen (total)	TBD
mg/l	BOD ₅	245

* Industries discharging these pollutants will be allowed to discharge only at background levels as established from non-industrial (residential/domestic and commercial) sampling results.

** Detection Limit

See Village of Garrettsville Codified Ordinances Chapter 927 for detailed Sanitary Sewer Discharge Regulations

WATER/WASTEWATER TECHNICAL PLAN REVIEW AND INSPECTION

The purpose of this section is to provide guidelines for the review and subsequent inspection of proposed water and wastewater lines other than normal house connections.

APPLICATION FOR TECHNICAL REVIEW

Site plans shall be submitted to the Board of Public Affairs for technical review by the Village representative. Site plans may be submitted individually or with building construction plans. Where a zoning permit is required, the zoning permit shall not be issued before the site plan is approved by technical review.

SITE PLAN REQUIREMENTS

The site plan shall be a complete set of site improvement plans prepared and sealed by a registered architect or engineer and shall include a boundary survey prepared and sealed by a registered surveyor and the site plan shall be neatly drawn to a legible scale and shall show topographical features of the lot, building placement and activity areas, and shall include a plan of the utility services, a circulation and parking plan, a planting and landscape plan and complete engineering and constructional details and notes and shall include the following minimum data and information:

- (a) Existing and proposed elevations on the site including elevations at building corners, property corners, sidewalks, streets storm and sanitary sewers, building floors, etc. Adequate elevations shall be provided to show that the site will adequately drain and that the grades of the ground and structures will be within acceptable design limits. A minimum of two vertical bench marks shall be shown on the plan.
- (b) Sanitary sewer plan complete with pipe type, size, location, grade and elevations at the building wall and at the point of connection to the public sewer together with data indicating the proposed quantity and composition of the sanitary waste.
- (c) Water service plan showing pipe size, location and grade, location of curb box, size, type and location of water meter and calculations of pipe size based upon the estimated peak water usage.
- (d) Construction detail drawings of manholes, catch basins, trenches, pavements, walks, curb cuts, sewer lines, water lines and all appurtenances.
- (e) A detailed, itemized engineer's estimate of quantities and costs for construction of the site improvements.

VILLAGE UTILITIES (WATER AND SANITARY SEWER)

- (1) The developer shall be responsible for providing adequate investigation of the existing utility systems to verify that their condition and capacity is adequate for the use intended.
- (2) Village utilities shall be extended to the boundaries of the site as approved by the Village representative to provide for future development and to promote the integrity of the utility.
- (3) The Village reserves the sole right to determine those onsite utilities which shall become a part of the public system and the size, grade and type of construction of such utilities. The developer shall provide easements as may be required by the Village for such utilities which are to become a part of the public system.
- (4) Where private utility lines result in long lines and/or multiple service points, the developer may be required to install metering vaults and/or inspection wells near the point of connection to the public system.
- (5) Private utilities connected to the public system shall be maintained free of leaks and defects at the sole expense of the owner and/or user of the utility.
- (6) In case of commercial and industrial uses, adequate provision shall be made for the collection, treatment and/or disposal of all wastes, including oils and grease, which may be harmful to the public collection and/or treatment system. Adequate information shall be submitted to allow a determination of the components of the waste to be discharged and complete compliance with the Village sewer use regulations and wastewater pre-treatment ordinance is required. All installations required to satisfy these provisions shall be designed and be included as a part of the site plan submission.
- (7) Existing utilities shall not be used for new or expanded facilities unless first inspected, tested and found to be free of defects and leaks and equal to or better than current Code requirements for the type and volume of flows anticipated and such re-use is approved by the Village representative.
- (8) Each building and/or use therein shall be serviced by its own individual utility lines unless otherwise approved by the Village representative.

TECHNICAL PLAN APPROVAL

Technical approval of the site plan shall be obtained and all fees and construction guarantees shall be paid and deposited prior to the issuance of building permits, sewer tap-in permits and/or water connection permits. Prior to approval, all aspects of the site plan, including

provisions for grading and surface drainage shall be reviewed and approved by the Village representative for conformance with accepted engineering design and construction practices and the requirements of this chapter. Technical approval shall be valid for one year from the date of the letter of approval. Failure to begin construction within one year of the date of the letter of approval shall require resubmittal as a new project. Failure to respond to comments within six months of the date of a comment letter shall constitute abandonment of the project and shall require submittal as a new project. Failure to achieve compliance and approval following the completion of two reviews shall require the payment of an additional review fee for each subsequent review.

INSPECTIONS

The Village representative shall conduct periodic and final inspections of the construction of project improvements and the owner/developer shall correct any deficiencies noted. Construction shall be complete and in accordance with the approved technical plans prior to occupancy of the site.

No work shall be covered until inspected and/or tested and approved by the Village representative. Village inspections and/or approvals shall not relieve the owner/developer of his responsibility to insure proper and safe construction and installation of the improvements in accordance with applicable codes and regulations.

FEES AND GUARANTEES

- (A) Plan Review Fee. Payment of a plan review fee in the amount of one percent (1%) of the estimated cost of the site improvements shall be paid at the time of application for technical review.
- (B) Improvement Inspection Fee. Payment of an improvement inspection fee in the amount of six percent (6%) of the final approved estimate of cost for all site improvements within the public right of way and for all improvements upon private property which are proposed to be dedicated to the Village for Village ownership and/or maintenance shall be paid prior to commencement of construction.
- (C) Construction Guarantee. A performance bond, bank or savings institution escrow agreement requiring Village authorization for disbursement of funds or other approved guarantee, in the amount of one hundred ten percent (110%) of the final approved estimated cost of all water and sewer improvements, as estimated by the Village representative, shall be placed on deposit with the Village to insure that the improvements are installed all in conformance with the approved plans. Such guarantee shall be in effect for a period of one year after approval or approved extension thereof or until the construction is completed and approved, whichever first occurs. In the event that construction is not complete at the end of the guarantee period, the Village may at its sole option, use the guarantee to either complete the improvements or restore the

site to a safe and maintainable condition. The Village may, at its option make partial releases of the guarantee based upon the estimate of the progress of the site construction.

EXCEPTION: In lieu of a performance bond, bank or savings institution escrow agreement, the property owner may deposit a cash bond in the amount of ten percent (10%) of the estimated cost of all site improvements; minimum cash deposit shall be one thousand dollars (\$1,000) with a maximum of five thousand dollars (\$5,000). The property owner shall also sign an agreement whereby any costs incurred by the Village in excess of the cash bond, to complete the construction and/or restore the site to a safe and maintainable condition will be billed to the property owner and collected pursuant to Ohio R.C. Chapter 729.

APPEALS AND VARIANCES

The Village representative shall exercise enforcement of this chapter. Appeals and/or requests for variances may be presented in writing to the Board of Public Affairs, who shall determine if the request merits consideration.

PENALTY

Whoever violates any provision of this chapter or any code adopted herein or fails to comply with any lawful order issued pursuant thereto shall be fined not more than five hundred dollars (\$500). Each day during which noncompliance or violation continues shall constitute a separate offense. The Village may suspend or terminate water and/or sanitary sewer service to any premises in violation of the requirements of these Rules and Regulations, may institute injunction proceedings in Common Pleas Court to abate the nuisance of failure to comply with any lawful order issued pursuant to this chapter, and may avail itself of any other remedy allowed by law.

WATER-WASTEWATER EXTENSIONS

When the Trustees of the Board of Public Affairs deems it necessary for a new water or wastewater main to be installed in the Village of Garrettsville, The Board shall determine, based upon the specific project, how much Village participation shall be involved. This shall be determined by the specific benefits of the Village residents, i.e. health, water pressure, flow issues, and wastewater issues.

If the Board determines that the property owners that benefit from the line should be assessed, the Board shall determine the total project costs; the portion the Village shall assume and either obtain direct payment from the property owner or assess the properties as provided by law.

When an individual requests water service from the Village, the Board shall require the following:

- (1) A written request specifying the services required.
- (2) Establish a non-refundable fee for the project-which sum shall be credited to the project costs.
- (3) Require an agreement of the property owners affected for their payment of the cost in providing the service.