

ORDINANCE NO. 945-21  
VILLAGE OF TONTOGANY, WOOD COUNTY, OHIO

**ORDINANCE SETTING FORTH PROCEDURES FOR WATER UTILITIES SHUTOFF**

**WHEREAS**, the Village of Tontogany is a statutory village located in Wood County, Ohio, and

**WHEREAS**, Ohio Constitution Section XVIII, Article 3, gives the Village powers of local self-government, and

**WHEREAS**, Ohio Revised Code Section 743.04 permits the Village to collect rents for water supplies, and

**WHEREAS**, Ohio Administrative Code Section 4901:1-15-27 allows for the disconnection of waterworks for nonpayment of accounts, and

**WHEREAS**, the Village of Tontogany has an interest in keeping all utilities accounts current.

**NOW, THEREFORE, BE IT ORDAINED**, by the Council of the Village of Tontogany, Wood County, Ohio that:

**Section 1:** The Village shall collect amounts owed to it for use of municipally-owned or operated utilities.


**Section 2:** To the extent that any user account is deemed delinquent, the Village shall engage in disconnection procedures as permitted by Ohio Administrative Code 4901:1-15-27.

**Section 3:** Waterworks disconnection procedures are set forth in the attached Exhibits A, B, and C, attached hereto. Such procedures and policies are subject to change.

**Section 4:** It is hereby found and determined that all formal actions of this Council Concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council and that all deliberations of this Council and of any other committees that results in such formal action were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Revised Code of Ohio.

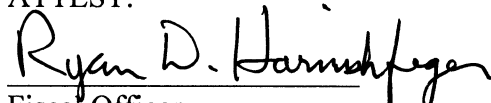
Vote on Passage: Ayes 6 Nays 0 Abstain 0

Passed this 17TH day of JANUARY, 20 22

  
Mayor

  
President of Council

ATTEST:

  
Fiscal Officer

## EXHIBIT A

### WATERWORKS AND SEWER DISCONNECTION PROCEDURES

1. Service will be disconnected with no notice:
  - a. For tampering with any main, service line, meter, curb stop, curb box, seal, or other appliance under the control of, or belonging to, the company.
  - b. For connecting the service line or any pipe directly or indirectly connected to it with any other source of supply or with any apparatus which may, in the opinion of the company, contaminate the company's water supply or threaten the integrity of the system.
  - c. For any other violation of or failure to comply with the regulations of the company which may in the opinion of the company or any public authority, create an emergency situation.
2. Service will be disconnected with at least twenty-four hours written notice either in person at the customer's premises or by securely attaching the notice to the premises in a conspicuous manner, in the format provided in Exhibit B, before service is disconnected:
  - a. For the use of water for any purpose not stated in the application, or for the discharge of any type of sewage not stated in the application, or for the use of either service upon any premises not stated in the application.
  - b. To prevent waste or reasonably avoidable loss of water.
3. Service will be disconnected with at least fourteen days written notice, followed by either in person at the customer's premises or by securely attaching the notice to the premises in a conspicuous manner on the day of the disconnection, in the format provided in Exhibit C:
  - a. For nonpayment of any tariffed charges when due or within any additional period for payment permitted by the company, or for not making a deposit as required.
  - b. For any violation of, or failure to comply with, the regulations of the company other than those previously stated within these procedures.
  - c. For denial to Village Waterworks of reasonable access to the premises for the purpose of reading, inspection, replacement, or maintenance of the meter.
  - d. For violation of federal, state, or local laws or ordinances where such violation affects the provision of utility service by a waterworks company and/or sewage disposal system company.
4. Disconnection of services shall be done no later than 12:30pm on the day before a day that all services necessary for reconnection are not regularly performed or available.
5. Disconnection of services shall be done during normal business hours.

**EXHIBIT B**

[Insert Village Letterhead]

[Date]

[Name]

[Address]

Account Number:

Dear Resident,

You are receiving this notice because your waterworks and/or sewer services at [address] are scheduled to be disconnected by the Village of Tontogany twenty-four (24) hours or more from the date and time you are receiving this notice, [as a result of the use of water for any purpose not stated in the application] [as a result of the use of waterworks upon a premises other than the premises listed under the account] [to prevent waste or reasonably avoidable loss of water].

To avoid disconnection of your waterworks, we ask that you contact the Village of Tontogany at (419) 823-9013, or at the Village Office at 18545 Main Street, P.O. Box 43565 Tontogany, Ohio 43565, immediately to discuss how to resolve this issue. Failure to make arrangements before shutoff may result in an additional charge of \$100 for reconnection.

If you have a complaint in regard to this disconnection notice that cannot be resolved after you have called the Village of Tontogany, or for general utility company information, residential and business customers may contact the public utilities commission of Ohio (PUCO) for assistance at 1-800-686-7826 (toll free) from eight a.m. to five p.m. weekdays, or at <http://www.puco.ohio.gov>. Hearing or speech impaired customers may contact the PUCO via 7-1-1 (Ohio relay service). PUCO is available to render assistance with unresolved complaints.

The Ohio consumer counsel (OCC) represents residential utility customers in matters before the PUCO. The OCC can be contacted at 1-877-742-5622 (toll free) from eight a.m. to five p.m. weekdays, or at <http://www.pickocc.org>. OCC is available to render assistance with unresolved complaints of residential customers.

Respectfully,

[Name]

[Title]

The Village of Tontogany

**EXHIBIT C**

[Insert Village Letterhead]

[Date]

[Name]

[Address]

Account Number:

Delinquent Amount:

Dear Resident,

You are receiving this notice because account with the Village of Tontogany for waterworks and/or sewer services at [address] is currently delinquent in the amount of [\$]. As a result of this delinquency, your waterworks / sewer is scheduled to be disconnected on or after on [day], [month], [year], fourteen (14) days from the date this document was initially served upon you.

To avoid disconnection of your waterworks and/or sewer, we ask that you contact the Village of Tontogany at (419) 823-9013, or at the Village Office at 18545 Main Street, P.O. Box 43565 Tontogany, Ohio 43565, immediately to discuss payment options. Failure to pay the delinquent amount or make other arrangements before shutoff may result in an additional charge of \$100.00 for reconnection.

If you have a complaint in regard to this disconnection notice that cannot be resolved after you have called the Village of Tontogany, or for general utility company information, residential and business customers may contact the public utilities commission of Ohio (PUCO) for assistance at 1-800-686-7826 (toll free) from eight a.m. to five p.m. weekdays, or at <http://www.puco.ohio.gov>. Hearing or speech impaired customers may contact the PUCO via 7-1-1 (Ohio relay service). PUCO is available to render assistance with unresolved complaints.

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Respectfully,

[Name]

[Title]

The Village of Tontogany