

## Rules and Regulations of the Vermilion Water Department

The supply and use of water in the City of Vermilion, Ohio, and in any territory served by the City of Vermilion, shall be under the following rules and regulations as administered by the Service Director of the City of Vermilion, Ohio, or by the authorized representatives or successors, are herein termed, "Water Department", meaning thereby those empowered to operate and to administer water supply and water distribution facilities within the City of Vermilion, Ohio, or any territory served from the Vermilion City Water Department.

It is hereby made a condition precedent to the use of water, that no damage or compensation shall be demanded of Vermilion, Ohio, or the Vermilion Water Department by property owners or tenants for any injury caused by the breakage of any service pipe or service cock, by the shutting off of water to repair or alter mains, or by the shutting off of water for any other purpose.

## INDEX

- 1046.01 – Rules & Regulations Vermilion Water Department
- 1046.02 – Application for Service
- 1046.03 – Installation of Service
- 1046.04 – Request for Taps
- 1046.05 – Operation of Valves
- 1046.06 – Tap Procedures
- 1046.07 – Changing Existing Service Lines
- 1046.08 – Repairs to Service Lines
- 1046.09 – Replacement of Service Lines
- 1046.10 – All Services to have Valves
- 1046.11 – By-Pass Requirements
- 1046.12 – Tap Size, Material, & Depth
- 1046.13 – Metering of Service
- 1046.14 – Number of Service Meters
- 1046.15 – Service Line Requirements
- 1046.16 – Service Line Locations
- 1046.17 – Damage to Meters and Lines
- 1046.18 – Private Mains
- 1046.19 – Water Main Size
- 1046.20 – Leaks on Private Property
- 1046.21 – Bad Workmanship
- 1046.22 – Connection of Wires
- 1046.23 – Employees to Enter Property
- 1046.24 – Meters to be Accessible
- 1046.25 – Testing Water Meters
- 1046.26 – Dead Meters or Jumpers
- 1046.27 – Remote Reading Meters
- 1046.28 – Service Charges
- 1046.29 – Adjustment of Bills
- 1046.30 – Meter Reading
- 1046.31 – Billing
- 1046.32 – Delinquent Bills
- 1046.33 – Refusal of Service
- 1046.34 – Tenants may Receive Bills
- 1046.35 – Bills and Notices
- 1046.36 – Final Bills
- 1046.37 – All Bills are a Lien on Property
- 1046.38-- Collection Procedure
- 1046.39 – Bankruptcy
- 1046.40 – Minimum Water Rates per Size of Meter
- 1046.41 – Apartment Buildings or Multi-Family Dwellings with Single Meter
- 1046.42 – Hydrant Charge and Tap in Fees for Fire Lines
- 1046.43 – Hydrant Testing for Insurance Companies
- 1046.44 – Private Meters
- 1046.45 – Bulk Water Rates
- 1046.46 – Water Rates
- 1046.47 – Swimming Pools
- 1046.48 – Abandoned Service- Demolished Building
- 1046.49 – Private Pumps
- 1046.50 – Capital Improvement Charge
- 1046.51 – Meter Pit Installation
- 1046.52 – Total Tap Charges
- 1046.53— Service Disconnection, Eviction
- 1046.54— Sprinkler Meter

**1046.01**      **Rules and Regulations Vermilion Water Department**

Under the Charter of the City of Vermilion and the Ohio Revised Code: 715.08, 743.01, 743.02, 743.04, 743.05, 743.06, 743.07, 743.08, 743.09, 743.10, 743.11, 743.14, 743.15, 743.16, 743.17, 743.18, 743.19, 743.20, 743.21, 743.22, 743.23, and 743.24, the Service Director may make such rules and regulations as he deems necessary for the safe and efficient operation of the Water Department. All rules and regulations shall have the same legality as an ordinance by City Council.

**1046.02**      **Application for Service Connections**

Taps and service connections may be made only on dedicated streets or thoroughfares to which all improvements per the City of Vermilion’s Subdivision Regulations have been made and accepted by the Council, City of Vermilion, Ohio.

**1046.03**      **Installation of Service Lines**

Service Lines are to be installed by a contractor licensed by the City of Vermilion and supervised by a plumber licensed by the City of Vermilion.

Homeowners may install lines on private property only as long as they adhere strictly to all rules, regulations, and requirements of the Vermilion Water Department.

**1046.04**      **Request for Installation of Taps and Connections**

The Utilities Department must be contacted twenty-four (24) hours prior to requesting a tap. Installation will be made only after the complete service line has been installed as directed by the Superintendent of Water.

Permits to connect to mains may be issued only after lines have been accepted by the Council of the City of Vermilion and an “as built” print has been delivered to the Vermilion Water Department.

Water permits not completed within one (1) year of date of the purchase may be charged an additional fee to adjust to the cost of the current fee.

**1046.05**      **Operating of Valves**

The curb shut off, meter and all valves shall be under absolute control of the Water Department. They must not be tampered with, interfered with, or operated by any unauthorized persons.

**1046.06**      **Tap Procedures**

All work, including digging around water mains, and the installation of the service piping from the main to the property line (curb stop) must be done or supervised by a plumbing contractor that is licensed by the State of Ohio and registered with the City. The tap and curb stop will be installed by the city. Tap charges will include the cost of all parts and labor plus a capital improvement charge. These charges will be revised as needed as determined by the Service Director.

Costs of taps will be on file at the Utility Billing Office.

Tap charges do not include any service line material from the curb stop to the unit being served. (See 1046.52 referencing taps over 2”).

**1046.07**      **Changing the Existing Service Lines**

When a request for an increase in the size of a service line is made, the full cost of the new tap size must be paid. No credits for existing taps will be given. All water taps no longer used must be properly removed at the property owner’s expense and inspected by the City prior to covering.

**1046.08**      **Repairs/Replacement of Service Connections**

Three quarter inch (3/4”) and one inch (1”) service connections more than one year old will be repaired by the City Water Department from the water main to the curb stop.

The property owner shall be required to pay all costs to repair or replace any service connection larger than one inch (1”). Repairs or replacements of connections must be done by a plumbing contractor licensed by the State and registered with the City.

**1046.09**      **Repairs/Replacement of Service Lines**

The property owner shall be responsible for all repairs or replacement of the service line from the curb stop to the house/building.

All work must be done by a plumbing contractor licensed by the State of Ohio and registered with the City. When the service line is found to be so deteriorated that permanent repairs are not possible, the entire service line shall be replaced.

**1046.10**      **Service Line Valves**

All service lines must have a full port valve, equal to the size of the service line, where the service line enters the building.

Service lines larger than three quarter inches (3/4”) must have valves on the discharge side of the meter also.

**1046.11**

**By-Pass**

All meters one and one-half inches (1.5") and larger must have a by-pass and be sealed by the Vermilion Water Department.

**1046.12**

**Tap Size, Material, & Depth**

All taps and services must be at least ¾" in diameter.

Water service lines are to be placed at a minimum depth of 42" or deeper to prevent freezing, from the main to the unit being served.

All material from the main to the meter pit and including all parts in the meter pit shall be "K" copper installed with flared fittings.

**1046.13**

**Metering of Service**

All services are to be metered by a meter purchased from the Vermilion Water Department and installed as directed.

**1046.14**

**Number of Meters Required**

Each newly constructed home, dwelling or business unit will require an individual tap and meter setting. In cases where more than one home or dwelling unit exists on one meter, a minimum water rate charge will be made for each home or unit.

**1046.15**

**Service Line Requirements**

Service lines are intended for one home or business and shall not be extended.

Any additional units built on a property will require a new connection and meter.

**1046.16**

**Service Line Location**

Service lines are to be installed directly in front of the property and not within ten (10) feet of a sewer line.

**1046.17**

**Damage to Meter or Related Lines**

The owner or resident of a property may be held responsible for all cost to repair or replace any meter, register, or lines damaged on the property.

**1046.18**

**Private Mains**

The construction of private water mains in areas serviced by the Vermilion Water Department will not be approved.

**1046.19**      **Size of Water Main**

No water main smaller than 8" is to be installed in the City of Vermilion or in any area serviced by the Vermilion Water Department unless otherwise approved.

**1046.20**      **Leaks on Private Property**

Leaks on private property must be repaired within a time limit set by the Vermilion Water Department. Any large leaks will be turned off after notice is given to owner or tenant. The line shall not be turned on until such time as it has been repaired or replaced to the satisfaction of the Vermilion Water Department.

**1046.21**      **Bad Workmanship**

Whenever the workmanship on any line connected to the Vermilion Water System is found to be unsatisfactory, service will be discontinued until such time as the installation of the line meets the requirements of the Vermilion Water Department.

**1046.22**      **Connection of Wires to Service Lines**

The connection of any ground wires to any piping which is connected to a service line is not allowed. Any damage or injury which may result from any such connection will be the responsibility of the property owner.

**1046.23**      **Right of Employees to Enter Property**

Any employee of the Vermilion Water Department shall have the right to enter any property during working hours to read meters and inspect for possible cross connections. Failure of a property owner to allow an employee to enter his property shall be cause for discontinuance of service until such time as entrance is allowed.

**1046.24**      **Meters to be Accessible**

All meters shall be installed so that meter readings may be taken without excessive loss of time due to inaccessibility of a meter. Meters shall not be covered by any substance.

**1046.25**      **Testing of Meters**

When a utility customer suspects their water meter is not registering an accurate reading of water consumption, they may request the City to verify the water meter is functioning properly through testing. The request must be in writing and must include reasons they are requesting the meter be tested and they acknowledge the cost associated with the test.

Effective immediately, there shall be a \$450 charge to send any 5/8" water meter out to be tested. The fee to test larger meters will be determined by the Service Director at the time of the request. Test results shall be provided to the customer upon completion of the test.

If the test determines the meter is NOT registering accurate readings the customer shall not be responsible for the test fee.

If the test determines the meter IS registering accurate readings the customer shall be responsible for the test fee and the cost will be applied to the next utility bill after the test has been completed.  
(Amended 6/01/2022)

**1046.26**      **Dead Meters or Jumpers**

Whenever a meter stops, or a jumper has been installed an estimated reading will be given.

**1046.27**      **Remote Reading Meters**

Remote Reading registers are to be installed on all new construction unless otherwise directed. The location will be determined by the Vermilion Water Department.

Any damage to wire or the register must be repaired, and the cost of such repairs will be the responsibility of the property owner.

**1046.28**      **Service Charges**

A service charge of \$50 will be charged for any requested turn on.

A \$35.00 service charge will be assessed when a check for payment or ACH is returned for insufficient funds.

A \$40 service charge will be assessed to the owner when a property transfers or a new tenant is added to the billing.

A \$70.00 service charge will be assessed to the property if scheduled for turn off due to non-payment.

A \$50 service charge may be assessed to the property for any non-routine service visits to a property during regular working hours (\$100 during non-routine hours) as determined by the Finance Director. (Amended 6/1/2022)

**1046.29**      **Adjustment of Water Bills**

A sewer bill may be adjusted by 2 x the average 6 months sewer usage, plus a service charge, when the water usage has doubled due to a confirmed leak, for one billing cycle per 12 months. Requests for adjustment must be made within 90 days of the leak incident to be considered.

All adjustments are at the discretion of the Finance Director. (Amended 06/01/2022)

**1046.30**      **Meter Reading**

All domestic usage meters will be read monthly. All large volume meters may be read monthly as conditions warrant.

**1046.31**      **Billing**

Water and sewer bills are sent monthly. Water and sewer bills are sent on the fourth Friday of each month and are due two weeks later.

Bills based on actual meter readings will be subject to a ten percent (10%) penalty if not paid by the 16<sup>th</sup>. This 'grace period' is to allow customers on a fixed income, who do not receive their payments until the 15<sup>th</sup> of each month, the opportunity to pay their bills without being assessed a late fee each month. (Amended 9/1/2013)

Payment of bills may be made at the Vermilion Utility Billing office during normal work hours. Payment may be sent to the Utility Billing office or be made at authorized collection locations in the City of Vermilion.

Bills are to be paid in full each month and are credited to the account in the order that they accrue.

Miscellaneous billing will be sent at non-specific times throughout the month as accrued by the property owner and will be due within fourteen (14) days of the date stamped on the bill.

**1046.32**      **Delinquent Bills**

Water service may be discontinued at any property that is sixty (60) days or more delinquent on a bill that is based on an actual meter reading.

Separate, delinquent bills are not issued. Language shall be included on all Vermilion Utility bills stating, "Failure to pay past due balances will lead to service disconnection."

If water service is disconnected due to non-payment, payment in full shall be required to restore service. In extreme circumstances the minimum payment to restore service shall be 70% of the total bill, and the remaining 30% shall be paid within two weeks, with no exceptions. Payment arrangements may be made at the discretion of the Finance Director. Failure to adhere to a payment arrangement may result in immediate discontinuation of services. (Amended 6/01/2022)

All disconnection of water service shall take place on Monday through Thursday of each week. No disconnection of water shall take place on Friday. (Amended 3/1/2002)

**1046.33**      **Refusal of Service**

Water service will be refused to any property within the area served by the Vermilion Water Department where a delinquent owner or tenant resides.

**1046.34**      **Tenants Billing**

The owner of the property is responsible for all outstanding tenants' bills.

**1046.35**      **Bills and Notices**

The Vermilion Utility Billing office will undertake to deliver bills and notices by depositing them in the Post Office only as a convenience to property owners or consumers. Failure to receive bills shall not relieve any person from their obligation to pay such bills by the due date.



**1046.36**      **Final Bills**

All charges for usage will be made against premises served and bills will be sent where requested by owner. Failure of previous owner to pay within thirty (30) days will be caused to send the unpaid balance to collections.

**1046.37**      **All Bills are a Lien on the Property**

Water, sewer, garbage (over \$250 outstanding) and other service bills sixty (60) days past due, shall be certified to the County Auditor for collection in the same manner as other taxes and assessments are collected, together with a penalty of One Hundred dollars (\$100.00), after the owner of the property has been noticed thirty (30) days prior to certification to the County Auditor. (Ohio Revised Code 743.04, 701.10, Ord. 1064.06)

**1046.38**      **Collection Procedure**

In addition to certifying past due accounts to the property taxes as per 1046.37, the Vermilion Utility Billing office may elect to send past due final bills to a private company for collection purposes. In some circumstances, after other attempts to collect a past due account have failed, the Vermilion Utility Billing office shall have the option to generate a 'final bill' on a past due account of an occupied unit and send the final bill to a private company for collection purposes.

In existing multiple-unit buildings with only one meter, and the Vermilion Water Department does not have the ability to turn off past due units without shutting off service to other units in good standing, a letter shall be sent to the property owner notifying them of the past due account and requiring payment in full within 30 days. As per Section 1046.34, the property owner is ultimately responsible for all utility accounts. Failure of the property owner to make payment in full of past due accounts shall result in a 'final bill' being generated for the past due account and the final bill shall be sent to a private company for collection against the property owner. The letter sent to the property owner shall include language notifying them of this collection procedure.

Whenever a new account has been turned in to a Final to collect a past due account, the account shall not be put into a new tenant name until the account has been paid in full.

**1046.39**      **Bankruptcy**

Whenever a property is in bankruptcy, all bills are to be paid in full as directed by the Bankruptcy Court. Where conditions warrant, service may be discontinued.

Re-establishment of services due to bankruptcy requires a deposit amount equal to two months estimated billing within 20 days of restarting services. Failure to make this deposit may result in additional discontinuation and all associated fees. (Amended 06/01/2022).

**1046.40**      **Minimum Water Rates per Size of Meter**

Meter Size	Inside City	Outside City
5/8" x 3/4"	\$5.00	\$5.75
1"	7.00	8.25
1 1/2"	10.00	12.00
2"	13.00	15.75
3"	24.00	29.50
4"	39.00	48.25
6"	62.00	77.00

(Amended 12/3/2018)

Minimum base rates will be charged whether an address is occupied or not.

**1046.41**      **Apartment Buildings or Multi-Family Dwellings with Single Meter**

Each dwelling unit in an apartment building or multi-family dwelling will be charged at the minimum rate for a three-quarter inch (3/4") meter. Minimum rate will be charged for a unit whether occupied or not.

**1046.42**      **Hydrant Charge and Tap-in Fees for Fire Lanes**

Tap-in fee is \$175 per inch diameter. (Amended 06/01/2022)

**1046.43**      **Hydrant Test for Insurance Companies**

Requests for hydrant testing must be made to the Superintendent of Water and Service Director forty-eight (48) hours prior to the test.

A charge of \$75 per hour shall be paid to the Vermilion Water Department to defray any cost of hydrant testing. (Amended 06/01/2022)

**1046.44**      **Private Meters**

Meters may be purchased and installed by the owner of a property whenever he wishes to determine water usage. The Water Department will not be responsible for maintenance, accuracy, or reading of private meters unless so agreed upon in writing. In any case water usage will be determined by the master meter.

**1046.45**      **Bulk Water Rates**

Bulk water rates are \$1.00 for 100 gallons, delivered at the Vermilion Bulk Water Station. (Amended 06/01/2022)

**1046.46**      **Water Rates, Codified Ordinances, City of Vermilion**

Inside Corporate Limits Base Rate- \$5.00/month per unit.

Inside Corporate Limits Water Rate- \$7.76 per one hundred cubic foot (100 cuft) of water consumed by each unit.

Penalty- If a bill is not paid on or before the due date a ten percent (10%) penalty will be added to bills that are based on an actual water meter reading. This does include the base rate.

Outside Corporate Limit Water Rate- Twenty-five percent (25%) to be added to corporate rate set in sections 1046.45 (a) and 1046.45 (b). This section does not preclude the development of special agreements with other public entities when it is in the best interest of the City to do so.

Reduced Income- Residences or family units with a gross annual income of all individuals at that residence of not more than twenty-six thousand (\$26,000.00), shall receive a discount of 50% on the first 300 cubic feet of water consumed at that residence each month, plus a discount of 50% of the Base Rate set in section 1046.45(a). Persons requesting this reduced rate must submit a yearly application with a copy of current federal income tax forms or other proof of income. (Amended 8/1/2016)

**1046.47**      **Swimming Pools Standard Procedure**

Cost to the customer will be the current water rate times the cubic feet needed to fill the swimming pool.

The Vermilion Utility Billing office will reduce, by adjustment, the cost of current sewer rate times the cubic feet to fill the pool. The swimming pool must hold a minimum of 5,250 gallons or 7cuft. of water to qualify for an adjustment.

Verification of increased usage will take place at time of the regular reading period in which the pool is filled. If usage does not increase during the requested reading period, sewer charges that were adjusted can be added to the customer's billing on the following cycle.

Request is limited to one pool filling per property, per year, if made within 60 days of service provided. (Amended 6/1/2022)

**1046.48**      **Abandoned Service- Demolished Building**

Prior to a permit being issued to demolish a building, all services must be disconnected from the mains and verification by the Vermilion Water Department must be made. All service must be terminated as directed by the Service Director. A fee of \$80.00 shall be paid prior to the termination of any service to a property. (Amended 06/01/2022)

The city shall inspect all sealed terminated water service lines before covering.

**1046.49**      **Private Pumps**

Any pump installed on private property and using city water must be approved by the Superintendent of Water.

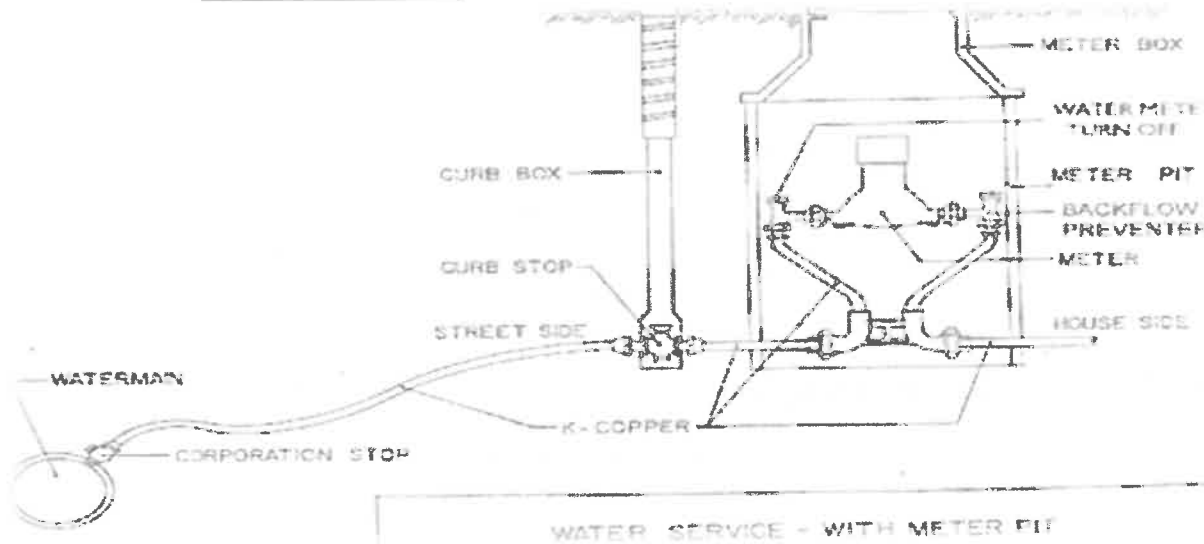
Failure to obtain approval of installation of any private pump will be discontinued of service until such installation is approved.

No approval will be given for installation of any pump that will cause any excessive pressure drops in the area.

**1046.50**      **Capital Improvement Charge**

See Exhibit B - Effective 06/01/2022

**1046.51**      **Meter Pit Installation**



**1046.52**      **Total Tap Charges, City of Vermilion**

See Exhibit A – Effective 06/01/2022

**1046.53**      **Service Disconnection, Eviction**

No owner can use the Vermilion Water Department as a means to evict a tenant. An owner must present legal documentation, showing that a Writ of Restitution was issued placing control of the property exclusively in the owner's name. The owner can request water service be disconnected the next business day after the effective date of the Writ of Restitution. The Vermilion Water Department will disconnect service twenty-four (24) hours after notification to the tenant. Service will not be reconnected until all outstanding utility bills are made current. (Amended 12/1993)

**1046.54**      **Sprinkler Meter**

A water service unit may install a water meter for lawn sprinkling and other non-sewer use of water. The water meter shall be a second service line dedicated to a lawn hydrant or sprinkling type lawn watering unit. The second water only unit shall not be allowed to enter the building being served. This unit will be installed by a licensed plumber in the City of Vermilion. The cost will be the total cost of equipment needed to install a parallel meter from the same water curb tap plus a Water Department service charge. If a parallel meter cannot be installed from the same service connection, the property owner will be required to pay for a complete water tap.

A properly installed backflow device shall be required.

The second parallel meter will be charged the same rate as the current water rate (including minimum monthly base fee if installed after June 1, 2022) and shall be exempt from sewer charges. (Amended 6/01/2022)

The cost for a sprinkler meter shall be the same rates as per section 1046.52. (Amended 6/01/2022)

CITY OF VERMILION  
SEWER LATERAL POLICY

**The City of Vermilion will be responsible for sewer lateral failure ONLY when it occurs under a road or within an existing berm.**

The following must be done to confirm failure:

1. Electronic location of the lateral by a licensed plumber.
2. Verified or witness by City of Vermilion Utilities Department employee.

The City of Vermilion will do lateral locating when an exposed and functioning clean out exists in the yard between the house and the sewer main for a set fee.

ALL repairs done by the City of Vermilion to sewer laterals will include installation of an outside clean out at the edge of the right of way.

NOTE: LOCATION COSTS ARE ASSUMED BY HOMEOWNER





# City of Vermilion

*Jim Forthofer, Mayor*

## EXHIBIT A

May 31, 2022

Cara Farley  
Utilities Billing Department  
City of Vermilion

Re: Water/Sewer Tap Fees

This letter is to inform you that effective immediately, Water and Sewer Tap Fees throughout the City's water and sewer system have been raised.

Water Tap Fees shall be charged as follows:

3/4" tap-5/8" meter	\$1843.00
3/4" tap-3/4" meter	\$1961.00
1" tap	\$2385.00

Larger taps will be calculated.

Sprinkler Meters      \$820.00

Sewer Tap fees shall be charged as follows:

Within City	\$900.00
Outside City	\$1200.00

Thank you,

Anthony Valerius  
Director of Public Service

Cc: Jim Forthofer, Mayor  
Amy Hendricks, Finance Director







# City of Vermilion

Jim Forthofer, Mayor

## EXHIBIT B

May 31, 2022

Cara Farley  
Utilities Billing Department  
City of Vermilion

Re: Capital Improvement Fees

This letter is to inform you that effective immediately, Capital Improvement Fees have been raised.

The fee per size of tap is as follows:

<u>Size</u>	<u>Equation</u>	<u>Charge</u>
¾"	1.0 x \$300.00	\$300.00
1"	1.9 x \$300.00	\$570.00
1 ½"	5.8 x \$300.00	\$1740.00
2"	11x \$300.00	\$3300.00
3"	30 x \$300.00	\$9000.00
4"	60 x \$300.00	\$18,000.00
6"	168 x \$300.00	\$50,400.00

Thank you,

Anthony Valerius  
Director of Public Service

Cc: Jim Forthofer, Mayor  
Amy Hendricks, Finance Director

