

**Administrative Report**  
**November 8, 2019 to November 21, 2019**

**Administration**

1. Civil Service Firefighter/Paramedic Exam will be Saturday, December 7<sup>th</sup> at 9:00 AM at the Central Services Building
2. Miscellaneous employee changes/questions
3. Employee accruals
4. Payroll

**Engineering Department**

1. Department Projects:
  - a. Zoning Permits//311 updates //Code Enforcement//Planning Commission Meeting Schedule//Cemetery Project//Organizing Maps & Plans//Celina Welcome signs//Street Projects//EPA SWMP
2. Zoning Permits:
  - a. 7356 – Jason Gray – 227 N. Enterprise St. – Attached Garage Addition
  - b. 7357 – New Signs Ohio – 1400 E. Market St. – Sign
  - c. 7358 – Classic Sign Co. – 1005 Grand Lake Rd. - Sign

\*Special note: Engineering has been working with homeowners who were affected by recent tornado. Assisting in expedient paperwork filing and site locations.
3. Zoning Violations:
  - a. 243 Leona St. - checking into a camper issue (left DH and sent letter)
  - b. Signs placed in ROW; notified business owners
4. Code Enforcement:
  - a. 1901 Mockingbird
  - b. 704 Murlin
  - c. 625 Jay St.
5. Planning Commission:
  - a. Tentative meeting scheduled for December 12, 2019
6. 2019 Construction Update:
  - a. 2018 North Main Street Improvements
    - i. North Main Street is complete
  - b. 2018 Bryson Park District Phase 2 Amphitheater
    - i. Bruns Building & Development has completed the project
  - c. 2018 Bryson Park District Phase 3 Amphitheater Hardscape
    - i. Alexander & Bebout, Inc. has completed the project
  - d. 2018 East Livingston Street Improvements
    - i. PAB Construction Co. has completed the Livingston Street project, phase 1 and 2 with the exception of a final punch list. Final punch list will include final grading and seeding in the tree lawn areas. This is scheduled to be completed in Spring 2020.
  - e. 2019 Street Resurfacing Project
    - i. The 2019 Street Resurfacing project is complete
  - f. 2019 West Market Street Utility Improvement

- i. Tom's Construction has completed the West Market Street Utility Improvements project with exception of a final punch list. The final grading and seeding of tree lawn areas is scheduled to be completed in Spring 2020.

### **Fire Department**

1. Runs to Date
  - a. Squad- 70; Total Year- 1,721
  - b. Fire- 16; Total Year- 368
  - c. Primary Squad Runs for other Branches- 3; Total Year- 58
2. Three hours of EMS continuing education was conducted the week of November 17<sup>th</sup>
3. County Firemen Association Meeting was Thursday, November 21<sup>st</sup> at Mendon
4. County Fire Chief's meeting was held Wednesday, November 13<sup>th</sup> at the Mercer County Sheriff Office
5. We will be assisting with a truck in the Rein Dog Parade on Saturday, November 30<sup>th</sup>
6. Assisted Montezuma Fire Department on a house fire in Bass Landing on Saturday, November 17<sup>th</sup>

### **Police Department**

1. Calls for Service- 620
2. Reports Written- 86
3. Arrests- 24
4. Citations- 14
5. Crashes- 15
6. Warnings- 24
7. Junk Vehicle Report:
  - a. 520 Sycamore St. - vehicles removed by owner, case closed.
  - b. 322 W. Warren St. - charges filed.
  - c. 223 S. Ash St. - vehicle removed by owner, case closed.
  - d. 644 N. Sugar St. - charges filed.
  - e. 213 Parkview Dr. - vehicle removed by owner, case closed.
  - f. 206 E. Livingston St. - vehicle removed by owner, case closed.
  - g. 825 South St. - charges filed.
  - h. 315 Touvelle St. - notice sent by certified mail.
  - i. 245 Jewett Dr. - Vehicle in compliance, case closed.
  - j. 1709 E. Livingston St. - Notice completed for service for 2 vehicles. Charges filed for 1 vehicle.
  - k. 634 W. Wayne St. - Charges signed.
8. Total Police Department Calls for Services, YTD: 16,297

### **Parks and Recreation**

1. Working on football uniform returns
2. Passing out sponsorship pictures to sponsors
3. Attended safety meeting
4. Office work

### **Parks Maintenance**

1. Dump trash from parks
2. Cleaned up boardwalk from geese
3. Serviced park equipment
4. Mulch leaves

### **Public Works**

1. Sweep down town
2. Leaf collection
3. Sweep streets
4. Sign repair
5. Plow snow
6. Salt streets

### **Water Distribution**

1. Install new water services
2. Miscellaneous work orders (dead meters, water turn ons and offs; leaking meters)
3. Water valve repairs, fire hydrant repairs
4. Locates of utilities
5. Install new residential water meters
6. We had 3 water main breaks, Portland south of Logan Street, Echo Street south of Logan Street, Washington Street between Walnut and Sugar Street

### **Sewer Collection**

1. Locates for utilities
2. Jet sanitary and storm sewers
3. Cleaned catch basins
4. Repair catch basins
5. Camera sewers for repairs

### **Customer Accounts/Meter Readers**

1. Billed 2,073 customer billings
2. Shut off 17 customers
3. Mailed out 456 delinquent notices
4. Sent out final billings and refunds
5. Meter readers continue to read

### **KWH October 2019**

	<b>Number of KWHs Distributed</b>	<b>Tax</b>
Inside Accounts	11,437,313	\$46,075.58
Outside Accounts	<u>7,992,090</u>	<u>\$31,175.50</u>
Total for All Accounts	19,429,403	\$77,251.08

## **Water Treatment Plant**

1. Completed 41 microbiology samples
2. Continued weekly sampling for Microcystin analysis:
  - a. Raw Water 11/12/19 – 20.6 ug/L
  - b. Raw Water 11/19/19 – 14.4 ug/L
  - c. All Finished Water Samples were Non-Detect for Microcystin Toxin
  - d. Continued Microcystin Sampling for outside communities (Paulding, Van Wert, Delphos) and for Grand Lake St Marys State Park (West Beach project)
  - e. qPCR Sampling concluded for the 2019 recreation season
3. Bryson Pool Operations
  - a. Pool is closed for the season
    - i. Maintenance list received from pool staff for next season
4. Water Dept. Training
  - a. AWWA Technology Committee meeting attended November 19<sup>th</sup>, 2019
    - i. Ohio EPA & AWWA Update, Rules & Regulations
    - ii. USEPA Lead & Copper Rules Revisions, big additions
    - iii. OSU Study Update
    - iv. Sludge / Beneficial Use Committee formed
  - b. 2020 Meeting schedule
    - i. February 25<sup>th</sup>, May 19<sup>th</sup>, August 18<sup>th</sup>, & November 17<sup>th</sup>, 2020
5. WTP Buildings, Grounds, & Operations:
  - a. Continued Fall tank cleaning
    - i. North & South Clarifiers, Jan 2020
    - ii. North & South Rapid Mixers, completed
    - iii. Recarbonation basin, completed
    - iv. Water system flushing completed
6. WTP Capital Projects
  - a. Engineers continuing plant review, \$8M was received mid-August
    - i. Continued next stage, designing improvements of 1974 expansion (@ 90%)
    - ii. Hazen & Sawyer / Tri-TECH - continuing design plans
    - iii. Equipment design drawings submitted to Hazen & Sawyer
    - iv. Sludge testing with OSU ongoing, next round tested this week
  - b. Project #1, Completed
  - c. Project #2, Completed
  - d. Project #3, Clarifier Replacement

## Wastewater

1. Completed daily operations: open/close WWTP, transfer wasted sludge twice daily, clean course bar screens daily, record influent/effluent readings three times daily, record sludge blanket depth/clarity, monitor all process equipment twice daily, transfer sodium aluminate/polymer/calcium nitrate as needed, perform all laboratory tests needed for operational control and permit compliance, check 13 lift stations daily (check generators/voice reporters and clean level probes weekly), perform buildings/grounds duties as needed
2. Completed SOUR tests on AD#1
3. Completed SOUR test on AD#1; transferred to mixing tank
4. Renewed Class I Certified Wastewater Analyst Certification
5. Buschur Farm Services hauled 15 semi-loads of biosolids to Smith farm, site S1A35
6. Removed leaves from 4-H lift station fence enclosure
7. Backfilled around new sludge bunker at ground rod locations

## Electric Distribution

1. Set 4 poles
2. Contractors set 3 poles
3. New services
  - a. 3 Underground
  - b. 1 Overhead
4. Replacement/upgrade
  - a. 5 Undergrounds
  - b. 1 Overhead
5. Street lights
  - a. 10 Repairs
  - b. 9 Replaced
6. Underground Locates (OUPS) 52
7. Traffic Signals
  - a. Work needed for mast arm traffic signal installation- Main & Summit/Myers Road directional bore; install junction boxes etc.
8. Substations
  - a. Continue work on system mapping
  - b. Check CAPT metering
  - c. Check Crown metering (found blown PT fuse, ordered fuse)
  - d. Download substation metering
  - e. Download Reynolds & Reynolds metering
9. Tree Trimming
  - a. Cut down 3 evergreen trees under primary- Celina Mendon Road north of State Route 197
  - b. Cut limbs down along Fairground Road for county highway department
10. Request or Miscellaneous Jobs
  - a. Replace needed lamps in Christmas decorations
  - b. Hang Christmas lights, downtown and Havemann Road
  - c. Assist street department with snow removal
  - d. Finish repairs to cable reel trailer

- e. Construction meeting with contractor for Reynolds & Reynolds project
  - f. 11/15-19- AMP quarterly safety meeting
11. Trouble Calls
- a. 11/16/19- Subway- East Market- half power
  - b. 11/18/19- Hayes Road north of State Route 197- traffic accident- pole knocked off
12. Large Projects
- a. Replace poles- Jewitt Street, Bayview Drive
  - b. Replace pole on Hayes Road after traffic accident
  - c. Replace primary OH behind Peoples Bank, West Logan Street
  - d. Build 3 can bank and pull in URD for Taylor Painting- Staeger Road south of railroad tracks
  - e. 11/15/19- Contractor (J.W. Didado Electric) begin Reynolds & Reynolds project
    - i. Rebuild/relocate 3 phase pole line from Sycamore Street to Wastewater Plant add under build lines for connection to Reynolds generator set up