

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

**Engineering Department**

1. Department Projects:
  - a. Zoning Permits//311 updates //Code Enforcement //Cemetery Project//Small MS4 General Permit Annual Report//Organizing Maps & Plans//Downtown Façade Ordinance Research//Downtown Building Profiles
2. Zoning Permits:
  - a. 7277 – Daniel Schoen – 1019 Fleck Ave. – SF Dwelling
  - b. 7278 – Cheryl Smith – 322 N. Ash St. – Shed
  - c. 7279 – Rob Helmke – 922 N. Main St. - Sign
3. Zoning Violations:
  - a. 565 E. Market St. – Coles Motel – Zoned B-1, not zoned for apartments
  - b. 225 S. Main St. – Celina Motel – Zoned B-2, not zoned for apartments
  - c. 206 E. Livingston St. – Zoned B-2, not zoned for apartments

**Fire Department**

1. Runs to date:
  - a. Squad- 92; Total Year- 280
  - b. Fire- 20; Total Year- 67
  - c. Primary Squad Runs for other Branches- 5; Total Year- 12
2. Auxiliary training was completed on Saturday, February 16<sup>th</sup>. The new standard operating guidelines for auxiliary firefighters was implemented.
3. The department will host a Hazardous Materials Technician course for county firefighters. This is a 40-hour course over 2 weekends March 2<sup>nd</sup> & 3<sup>rd</sup>, and March 9<sup>th</sup> & 10<sup>th</sup>. Celina has three firefighters obtaining their certification
4. The chief will be attending the Ohio Fire Chief's Winter Symposium in Columbus at the Capital March 5<sup>th</sup> and 6<sup>th</sup>
5. Providing a squad and the rescue truck for the Polar Bear Plunge on Saturday March 2<sup>nd</sup>

**Police Department**

1. Calls for Service- 614
2. Reports Written- 89
3. Arrests- 18
4. Citations- 21
5. Crashes- 18
6. Warnings- 38
7. Reports of Interest:
  - a. On February 13, 2019 at about 3:08 AM a resident at 537 Touvelle Street heard a number of shots fired in the trailer court and called the Celina Police. Upon arrival officers found that a residential trailer had been shot five times. Officers made contact with the resident, who denied knowing what was going on and that he was asleep at the time. No suspect was located at that time.

- b. On February 14, 2019 St. Marys Police Department made a traffic stop. The officer was aware of the shooting call in Celina the day before. The St. Marys officer did make observations during the traffic stop which made him suspicious. He contacted Celina Police Department. Together the agencies developed probable cause for a search warrant which was executed on a St. Marys home

As a result, a suspect, 22-year-old Joseph Dylan Meinerding, was arrested and booked into the Mercer County Jail on Felonious Assault. The suspected handgun and ammunition were also recovered.

8. Total Police Department Calls for Services, YTD: 2,480

### **Parks and Recreation**

1. Working on sponsorships
2. Office work
3. Putting together baseball and softball packets for coaches and parents
4. Working on registration forms for online sign-ups

### **Parks Maintenance**

1. Dumped trash from parks
2. Cleaned up boardwalk from geese
3. Serviced parks equipment
4. Plow snow

### **Public Works**

1. Plow snow, salt streets, haul snow
2. Patch pot holes
3. Clean equipment
4. Work on equipment
5. Trim trees in right of ways

### **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. Plow snow
6. Install new water services for new construction

### **Sewer Collection**

1. Locates for utilities
2. Jet sanitary and storm sewers
3. Cleaned catch basins
4. Camera sewers for repairs
5. Plow snow, salt streets, haul snow

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

1. Billed 1,846 customer billings
2. Sent out 506 delinquent letters
3. Shut off 3 accounts for non-pay
4. Sent out final billings and refunds
5. Meter readers continued reading

### **Water Treatment Plant**

1. Completed 51 microbiology samples
2. Continued weekly sampling for Microcystin analysis:
  - a. Raw Water 02/12/19 – 19.3 ug/L
  - b. Raw Water 02/19/19 – 7.69 ug/L
  - c. All Finished Water Samples were Non-Detect for Microcystin Toxin
  - d. Continued Microcystin Sampling for outside communities (Paulding, Van Wert, Delphos)
3. Bryson Pool Operations
  - i. Winterized and closed for season
  - ii. Basket House roof replacement quotes received 1/31/19 @ 10am
    1. Technique Roofing of St. Henry, LLC \$69,508.00
    2. Ohio & Indiana Roofing \$56,981.00
    3. Miami & Erie Contractors, Inc. (Deduct Options) \$63,000.00
    4. Shinn Brothers NO BID
    5. Schmitz Enterprises NO BID
  - iii. Due to bids in excess of engineering estimate, details have been changed
  - iv. Rebid quotes received 2/15/19 @ 10:00am
    1. Technique Roofing of St. Henry, LLC \$58,825.00
    2. Ohio & Indiana Roofing NO BID
    3. Miami & Erie Contractors, Inc. (Deduct Options) \$41,500.00
    4. Shinn Brothers NO BID
    5. Schmitz Enterprises \$33,493.00
4. Water Dept. Training
  - a. Attended OAWWA Technology Committee meeting February 19, 2019
5. WTP Buildings, Grounds, & Operations:
  - a. No current projects
6. WTP Capital Projects
  - a. Engineers continuing plant review, \$8M was received mid-August
    - i. Continued next stage, designing improvements of 1974 expansion
    - ii. Hazen & Sawyer / Tri-TECH - continuing design plans
    - iii. Continued communication with Dennis Johnson on equipment design
  - b. Project #1, Completed
  - c. Project #2, Wash Water Tank Pump Station Project

- i. Metal roofing ends, spouting, & caulking need completed, weather permitting
    - ii. OEPA final approval pending
  - d. Project #3, Clarifier Replacement
    - i. 6 week OEPA run completed, OEPA approved, project on hold until engineering meeting completed

### **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 (generators and level probes weekly), perform buildings/grounds duties as needed
2. Scheduled overnight shipment of sludge sample to Huber Lab in Huntersville NC; Huber lab received sludge sample but couldn't test because sample was frozen; sending cooler, container, and ice packs back to WWTP for new sample
3. Contacted Brian May to request Engineering contract for sludge dewatering improvements, asked about status of County's LS improvement project for Scotty's, asked for pdf drawings for Phase II East Jefferson Water and Sewer
4. Brian May dropped off contracts for Sludge Dewatering Improvement project
5. Contacted Joan Moran/Red Valve Company to determine status of 4" series Buna-N sleeves for WML pumps
6. Collected sludge fecal sample (503 composite) #5 of 7
7. Resent sludge sample overnight FEDEX to Huber Technology lab in Huntersville, NC

### **Electric Distribution**

1. Set 7 poles
2. Street lights
  - a. 32 Repairs
  - b. 22 Replaced
3. Underground Locates (OUPS) 22
4. Substations
  - a. Substation Metering
  - b. CAPT Metering
5. Request or Miscellaneous Jobs
  - a. Reattach 2 services pulled off by tree
  - b. Continue work on system mapping
  - c. Replace failed vault lid at WWTP parking lot
  - d. Work on repairing flags and flag staffs
  - e. Repair service drop- N. Walnut Street
  - f. Remove Christmas decorations downtown
  - g. Hang Flags- downtown
  - h. Move house drop for room addition- State Route 49
  - i. Meet with CAPT- go over 2018 bills
  - j. Plow snow for Street Department- 2/20/19

6. Trouble Calls

- a. 2/7/19- Oregon & Hellwarth corner- lateral out, tree branch- high winds
- b. 2/7/19- South Sugar behind water plant- center phase arcing- high winds
- c. 2/8/19- 400 block North Cherry- evergreen tree fell- ripped 2 services off of houses
- d. 2/9/19- State Route 127 North- center phase floating- retied it in
- e. 2/11/19- Fairground Road west of Hellwarth- transformer pole knocked off- car wreck
- f. 2/14/19- State Route 703- low wire blocking traffic- removed
- g. 2/16/19- East Livingston Street- low wires- raised and reattached

7. Large Projects

- a. Continue work for 3 phase line extension on Karch Road south of Monroe Road start replacing needed poles
- b. Begin work for 3 phase line extension on Township Line north of Tama Road
- c. Hook up meter centers for new apartments- Meadowview & straighten transformer