

**Administrative Report**  
**August 21, 2020 to September 10, 2020**

**Administration**

1. Boat Docks are available for rent until November 1, 2020
  - a. August 1<sup>st</sup> – November 1<sup>st</sup>- \$110.00  
\*\*There are 3 boat docks available for rent on West Bank Road and only 1 boat dock at the Hot Water Hole has been rented. \*\*
2. Bryson Swimming Pool is closed for the season
3. Miscellaneous employee changes/questions
4. Employee bi-weekly accruals
5. Payroll
6. New hire orientation- Evin Bachelor- Civil Service Member
7. Workers Compensation
8. PMLA & FFCRA- Coronavirus Response Act Leave

**Engineering Department**

1. Department Projects:
  - a. Zoning Permits//311 updates //Code Enforcement//Planning Commission Meeting Schedule///Organizing Maps & Plans//Street Projects//EPA SWMP
2. Zoning Permits:
  - a. Ayers Service Group-sign-812 N Main St
  - b. Sean Daniel-fence-1100 Pennyroyal
  - c. Dean Shaffer-res addition-309 E Forest
  - d. Mike Robbins-fence-622 N Walnut St
  - e. Working with contractors on E. Market St. project; assist at range
  - f. Permits for Street cuts for Dominion Gas Co. (1)
3. Code Enforcement:
  - a. Removal of signs in right-of-way
  - b. 1767 Havemann-certified letter-grass
  - c. 1109 N Main St- certified letter-grass
  - d. 528 N Walnut St-certified letter-grass
  - e. 649 N. Walnut St.-door hanger-grass & junk
  - f. 536 E. Wayne St. - door hanger-grass
  - g. Touvelle St trailer park- certified letter-trash
4. Planning Commission:
  - a. Meeting held August 20, 2020 to hear cases by Mid America Properties (Meadowview Dr.) approved additional units, National Mutual Insurance (638 N. Walnut St.) approved lot split, James Chilimigras (6301 US 127) tabled lot split until easement added for pond; and Summit Locations (1845 E. Market St.) tabled for legal review on billboards, Boardwalk District (West Bank Rd) approved site plan, David Geisege (Friendly Markets) tabled until more investigation done by Geisege with State of Ohio.
  - b. Next meeting is scheduled for Thursday, September 24, 2020 to review site plan for 805 N. Main St. Current auto dealer would like to demolish building and build a new one on same lot.

## **Fire Department**

1. Runs to Date:
  - a. Squad- 125; Total Year- 1,107
  - b. Fire- 24; Total Year- 234
  - c. Primary Squad Runs for other Branches- 5; Total Year- 49
2. Assisted the Parks Department with watering evergreens at Eastview Park and Lakeshore Drive
3. Continue working with the Health Department on the coronavirus cases
4. Provided a squad for the Varsity Football game on Friday, September 4<sup>th</sup>
5. Auxiliary training scheduled for September 9<sup>th</sup> and 23<sup>rd</sup>
6. On September 1<sup>st</sup> provided 2 squads and provided traffic control for an incident involving a male subject with a gun at 8796 Indiana/Ohio State Line. We are working with the Sheriff Department for possible cost recovery for the incident.
7. On August 31<sup>st</sup> we had an electrical transformer fire at Stoneco Inc. on Karch Road (estimated loss \$35,000.00)
8. The new fire engine has arrived. Currently we are training, installing radios and equipment

## **Police Department**

1. Calls for Service- 937
2. Reports Written- 248
3. Arrests- 56
4. Citations- 18
5. Crashes- 21
6. Warnings- 65
7. Reports of Interest:
  - a. On September 1<sup>st</sup>, at around 4PM, Celina Police Department were requested by the Mercer County Sheriff's Office to respond to a shots fired call on State Line Road. A deputy responded to a call of a missing male who left a note indicating he intended to commit suicide. When the deputy arrived he heard shots in the adjacent woods.

Celina Police Department arrived and assisted with an attempt to locate the man. When he was spotted, he pointed a gun at officers. Officers and deputies found cover and an officer did fire shots to provide others the opportunity to get cover without being fired upon.

The man retreated into the woods and hid for several hours until located in a culvert. He did surrender without further incident.

8. Total Police Department Calls for Services, YTD: 10,665

## **Parks Maintenance**

1. Dump trash from parks
2. Clean up goose droppings all over parks
3. Mowing parks
4. Water flowers

5. Clean shelter houses
6. Clean restrooms
7. Disinfect playgrounds
8. Line football and soccer fields
9. 1 employee on COVID quarantine for 1 week

**Public Works**

1. Mowing cemetery
2. Mowing Parks
3. Patch pot holes
4. Sweep streets
5. Repair Havemann Road area
6. Brush collection
7. Staff on COVID quarantine for 1 week

**Sewer Collection**

1. Locates for utilities
2. Jet sanitary and storm sewers
3. Repair catch basins
4. Camera sewers for repairs
5. Staff on Covid quarantine for 1 week

**Customer Accounts/Meter Readers**

1. Billed 1,890 customer billings
2. Shut off 21 customers
3. Sent out 312 delinquent billings
4. Sent out finals/refunds
5. Meter Readers continue to read

**KWH Tax August 2020**

	<b>Number of KWHs Distributed</b>	<b>Tax</b>
Inside Accounts	15,173,006	\$62,220.76
Outside Accounts	<u>9,674,518</u>	<u>\$38,104.96</u>
Total for All Accounts	24,847,524	\$100,325.72

**Water Treatment Plant**

1. COVID-19 mitigating measures are in place
  - a. Cleaning/disinfecting throughout the facility continues to be top priority
2. Completed 71 microbiology samples
3. Water Distribution
  - a. Water meter replacement program
  - b. Lead service line research

- c. Concrete sidewalk grinding program
  - d. Installed DAF Facility service line
- 4. Continued weekly sampling for Microcystin analysis:
  - a. Raw Water 08/25/20 – 46.3 ug/L
  - b. Raw Water 09/01/20 – 53.0 ug/L
  - c. Raw Water 08/08/20 – 75.0 ug/L
  - d. All Finished Water Samples were Non-Detect for Microcystin Toxin
  - e. Continued lagoon effluent Microcystin monitoring (NPDES Permit)
  - f. Continued Microcystin Analysis for outside communities (Paulding, Van Wert, Delphos)
  - g. Continued Microcystin Analysis for West Beach project (GLSM State Park)
- 5. Bryson Pool Operations
  - a. Pool closed for season
    - i. Drained pool into deep end, finish cleaning next week
    - ii. Winterization of splash pad started
    - iii. Winterization of pool pumps started
- 6. Water Dept. Training
  - a. Technology Committee Meetings scheduled for;
    - i. November 17<sup>th</sup>, 2020 (Teams Meeting)
- 7. WTP Buildings, Grounds, & Operations:
  - a. South raw water pump removed from service for repair
    - i. Cost to come after inspection and repair – PO submitted
    - ii. Should return to service within 60 days
  - b. Summer maintenance
    - i. #1 ozone basin to be completed
    - ii. All outside valves to be exercised
    - iii. Carbon exchange for tank #3, scheduled for 10/06/20
- 8. WTP Capital Projects
  - a. 1974 Clarifier Replacement Project
    - i. AWC by-weekly phone meetings completed, project on schedule thru 10/2020
    - ii. Sludge and air testing with OSU ongoing, additional samples were collected on 2/7/20 and 7/24/20, waiting on results
    - iii. DAF Facility Project
      - 1. Earth work continuing
      - 2. Stone and concrete for exterior wall forms & floor continuing
      - 3. Hunter completed drainage rough-in
      - 4. Woolace Electric started main electric conduit

## **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. Cut trees back on backside of 4-H LS fence
3. Informed OSU/OEPA that the Celina WWTP would participate in the COVID testing of WW influent
4. Mayor made site visit to discuss capacity, storm flow EQ, and toured wwtp
5. Sent Site Info Sheet and map of service area to ZuZana Bohrerova / OSU for WW Covid testing
6. Disabled auxillary contactor faults at Bruns LS
7. Met with Jared Ebbing to discuss EJ Inflow – called SSD to inform County not interested in removing direct inflow
8. Provided cut sheets from Buschur Electric to framing contractor for louver and exhaust fan dimensions
9. Mowed
10. Emailed Tom Wale list of WWTP military items (only 1 – air compressor)
11. Buschur Electric redug trench for conduit to avoid future AD location
12. Sprayed weeds
13. Sewer Crew worked on cleaning and videoing EJ sewers all week as time allowed
14. WWTP had bypass event (4.67” rain); Updated Bypass Record and reported bypass event to OEPA
15. Reviewed and approved Joe Walker’s / ASE Final Preliminary Engineering Report for WWTP Scada
16. Assisted Electric Dept with brush pickup
17. Kerry worked on completing OWEA virtual continuing education
18. Buschur Electric working on bunker addition project
19. Lefeld Plumbing working on plumbing

## **Electric Distribution**

1. Set 3 poles
2. New Services
  - a. Underground 1
3. Service Replacement
  - a. Upgrade Underground 4
4. Street Lights
  - a. Repairs 3
  - b. Replaced 5
  - c. Pole New/Replace 1
5. Underground Locates (OUPS) 117
6. Traffic Signals
  - a. Replace upgrade boards in 4 school beacons, program, and test

7. Substations
  - a. Download Versa Pak, make demand report
8. Tree Trimming
  - a. W. Anthony Street, along railroad tracks north of Livingston Street- CMU & Springer Sons
9. Request or Miscellaneous Jobs
  - a. Repair flags
  - b. Wire Shelter house- Eastview Park
  - c. Turn power off- Gordmans Store Havemann Road
  - d. Relocate UG at 1201 Lilac Street for pool installation
  - e. Wreck out OH lines on east side of Enterprise north of Livingston Street
  - f. City brush and limb pick up
10. Trouble Calls
  - a. 8/24/2020- Traffic accident S. Sugar at State Route 127, west side- car hit and broke 3 phase double dead-end pole
  - b. 8/24/2020- Willow Street- customer's problem
  - c. 8/26/2020- Miller Road- customer's problem
  - d. 8/27/2020- Moose Lodge- hook up service
  - e. 8/29/2020- feeder #3 out- animal caused phase to phase fault on UG switch on Wayne Street east of College
  - f. 8/31/2020- Erastus Durbin, Tama Road area outage, caused by bird
  - g. 9/5/2020- 604 Kingswood- customer trenched into UG line, taped up
  - h. 9/7/2020- 5329 Morrow Road- ½ power, transformer lead broke off at bushing
  - i. 9/7/2020- Weitz Road north of Morrow, Eldon Sell- bad transformer- lightning strike
  - j. 9/7/2020- State Route 197/Howick Road/Rice Road- lightning strike, lateral open. Will need to replace 1 pole
  - k. 9/7/2020- Erastus Durbin, north of Hone Weir Road- lightning strike, lateral open
11. Large Projects
  - a. Complete OH to UG area feeding Grove Street Apartments and homes on Hierholzer
  - b. Replace 3 phase double dead-end pole after accident, S. Sugar at State Route 127, west side
  - c. Install conductor on new pole line to west side of Fairgrounds and Mud Pike
  - d. Work needed to bring OH 3 phase line from Livingston Street to Thiemann Tailgate
  - e. Set lift pole build station for service on Beaver Street (old Grand Lake Supply property)
  - f. Check out switch on Wayne Street after fault, reterminate as needed, Hi Pot wire, UIS Power Services
  - g. Install transcloser, directional bore to extend lines at Abounding Grace Church for homeless cabins
  - h. Replace 3 phase double dead-end pole S. Sugar east side of State Route 127
  - i. Set pole and reroute 3 phase line- Wabash Road south of Frahm Pike for County Bridge project

### Income Tax –August 2020

	2018 Month-to-date	2019 Month-to-date	2020 Month-to-date	2018 Year-to-date	2019 Year-to-date	2020 Year-to-date	2020 vs 2019 Year change	2020vs 2019 Year percent
<b>Business</b>	7,360.18	13,558.18	27,390.51	549,534.19	632,593.44	630,911.38	-1,682.06	-0.2
<b>Non Resident Bus</b>	649.07	3,422.13	5,152.47	49,731.30	67,357.01	60,888.44	-6,468.57	-9.6
<b>Resident</b>	21,571.29	21,174.98	91,614.29	610,614.66	662,112.70	671,358.72	9,246.02	1.3
<b>Non-resident</b>	2,229.68	4,803.16	11,645.88	65,851.74	67,676.85	72,871.65	5,194.80	7.6
<b>Withholding</b>	325,100.52	338,859.39	392,812.70	2,887,187.81	2,923,987.46	2,854,689.42	-69,298.04	-2.3
<b>Non Resident W/H</b>	7,463.95	11,270.81	10,846.61	88,943.48	95,047.87	83,740.36	-11,307.51	-11.8
<b>Grand Total</b>	364,374.69	393,088.65	539,462.46	4,251,863.18	4,448,775.33	4,374,459.97	-74,315.36	-1.6

	2017	2018	2019	2020
<b>January</b>	\$516,516.97	\$476,665.83	\$457,302.65	\$458,919.27
<b>February</b>	\$380,935.74	\$400,627.74	\$416,481.74	\$466,258.90
<b>March</b>	\$553,910.83	\$489,686.20	\$509,758.48	\$553,445.37
<b>April</b>	\$694,964.08	\$676,370.43	\$655,859.08	\$768,825.17
<b>May</b>	\$704,868.16	\$805,364.57	\$828,197.94	\$495,500.19
<b>June</b>	\$526,539.06	\$592,217.55	\$754,024.14	\$625,636.75
<b>July</b>	\$473,797.12	\$446,556.17	\$434,062.65	\$466,411.86
<b>August</b>	\$358,417.44	\$364,374.69	\$393,088.65	\$539,462.46
<b>September</b>	\$572,678.85	\$695,848.58	\$647,270.08	
<b>October</b>	\$454,378.79	\$475,426.79	\$489,731.44	
<b>November</b>	\$357,054.14	\$404,081.65	\$410,789.77	
<b>December</b>	\$484,723.58	\$627,345.52	\$580,818.02	
<b>Grand Total</b>	<b>\$6,078,784.76</b>	<b>\$6,454,565.72</b>	<b>\$6,577,384.64</b>	