

**Administrative Report**  
**September 6, 2018 to September 20, 2018**

**Engineering Department**

1. Department Projects:
  - a. Zoning Permits//311 updates //Code Enforcement//Planning Commission Meeting Schedule //N. Main Street Improvements//Welcome Signs Project
2. Zoning Permits:
  - a. 7247 – Myron Schwartz – 304 & 310 W. Warren St. – Duplex
  - b. 7248 – Amy Krogman – 1239 Brooke Ave. – SF Dwelling
  - c. 7249 – Kyle Schulte – 1520 Greenview Dr. – SF Dwelling
3. Violations: High Weeds/Grass and/or Trash
  - a. 503 Echo
  - b. 227 N Leblond
  - c. 108 N County
  - d. 222 Washington
4. Zoning Violations:
  - a. 565 E. Market St. – Coles Motel
  - b. 225 S. Main St. – Celina Motel
  - c. 206 E. Livingston St.
5. Planning Commission:
  - a. Planning Commission meeting is scheduled for September 20 at 7:00 pm. There is one item on the agenda:
    - i. Coil Processing – Driveway cut/access off of Grand Lake Rd.

**Fire Department**

1. Runs to Date
  - a. Squad- 63; Total Year- 1,260
  - b. Fire- 5; Total Year- 230
  - c. Primary Squad Runs for other Branches- 4; Total Year- 64
2. Will have a squad at the varsity football game on October 5<sup>th</sup>
3. On September 13<sup>th</sup> completed annual pump testing on all fire apparatus. Pump testing is conducted to make sure the pump, fire apparatus, electrical system is operating correctly under load.
4. On September 25<sup>th</sup> the department paramedics will be recertifying in Pediatric Advanced Life Support Dayton Children's Hospital will be doing the instructing.
5. Provided a squad at the motorcycle races at the fairgrounds on Saturday, September 22<sup>nd</sup>.
6. Provided talks and tours of the station to three elementary school classes
7. Will be conducting fire prevention at the primary school October 1<sup>st</sup> thru October 5<sup>th</sup>. Immaculate Conception School will be completed also being schedule for a day that following week.
8. 2018 Fire Prevention Week is October 7<sup>th</sup> thru October 13<sup>th</sup>

### **Police Department**

1. Calls for Service- 719
2. Reports Written- 92
3. Arrests- 27
4. Citations- 18
5. Crashes- 16
6. Warnings- 45
7. Reports Written
  - a. On 9/8/18 Celina Officers responded to a reported unresponsive male suspected of overdosing on opioids. One Celina Officer used Narcan and was able to revive the man. The man again overdosed on 9/13/18 and was revived by Celina Fire Department. He is currently held in Mercer County Jail. We would not be able to hold him in jail and keep him from overdosing a 3<sup>rd</sup> time if Issue 1 was passed and in effect.
  - b. Also on 9/8/18, a Celina business, Piper Trucking, was broken into and vandalized. There was an undisclosed amount of cash taken as well. The incident remains under investigation.
8. Total Police Department Calls for Services, YTD: 15,238

### **Parks and Recreation**

1. Getting things set up for our Fall Festival
2. Working at soccer games
3. Little league football on Sundays
4. Office work

### **Parks Maintenance**

1. Dumped trash from parks
2. Cleaned up boardwalk from geese
3. Cleaned restrooms
4. Cleaned shelter houses
5. Mow grass
6. Line soccer fields

### **Public Works**

1. Patched potholes
2. Sweep city streets
3. Repairing catch basins
4. Work on equipment
5. Crack seal streets
6. Install ADA ramps on East Livingston Street
7. Miscellaneous street sign replacement
8. Repair sidewalks
9. Trim trees in right-away
10. Dirt work at Eastview for Challenge Course

### **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. Flush fire hydrants
5. Locates of utilities
6. Installing water line to splash pad and restroom at Bryson Park District

### **Sewer Collection**

1. Locates for utilities
2. GIS sewer system
3. Jet sanitary and storm sewers
4. Camera sewers for repairs
5. Repair catch basins
6. Help other departments with hydro excavations

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

1. Billed 2,055 customer billings
2. Sent out 504 delinquent billings
3. Shut off 14 customers
4. Sent out final billings and refunds
5. Meter readers continue reading

### **Water Treatment Plant**

1. Completed 54 microbiology samples
2. Continued weekly sampling for Microcystin analysis:
  - a. Raw Water 09/11/18 – 42.3 ug/L
  - b. Raw Water 09/18/18 – 29.0 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. 2018 Projects
    1. Seeded around new Shelter House, as soon as the heat breaks
    2. 3 doors on basket house to be repaired / replaced
      - a. Scheduled for completion in a few weeks
    3. Replace roof with green metal to match shelter houses
      - a. To be completed at the end of the swimming season
      - b. Getting price quotes
4. Water Dept. Training
  - i. Celina to host October 18<sup>th</sup>, 2018, Ohio AWWA NW District meeting
    1. Please let me know if anyone would like to attend
5. WTP Buildings, Grounds, & Operations:
  - a. South Flocculator, 1952 South drive shaft broke

- i. Mixers recieved to convert from horizontal to vertical mixers
  - ii. Holes drilled thru floor, units mounted to the floor
  - iii. Electric completed and start demo of 1952 unit shafts
  - iv. Started demo on S. Flocc. Paddles and shafts
- 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
  - b. Project #1, 3<sup>rd</sup> Floor Removal, 2<sup>nd</sup> Floor Roof Repair, & Basement Piping Removal
    - i. Awarded to Jutte Excavating, start mid-October, 6 weeks to complete
  - c. Project #2, Wash Water Tank Pump Station Project
    - i. Metal siding and roofing on order
    - ii. Electric completed
    - iii. Phosphate tank & pump installed and in operation
  - d. Project #3, Clarifier Replacement
    - i. 6 week OEPA run completed, waiting for OEPA approval

## **Wastewater**

1. Completed daily operations: open/close WWTP, transfer wasted sludge twice daily, clean coarse bar screens twice daily, record influent/effluent readings three times daily, record sludge blanket depth/clarity, monitor all process equipment twice daily, transfer chlorine/sodium aluminate/polymer/calcium nitrate as needed, perform all laboratory tests needed for operational control and Permit compliance, check 13 lift stations, perform buildings/grounds duties as needed
2. Troubleshoot bridge blowing control fuses (shorted out coil on latching relay), replaced lower coil and contact assembly 9/6
3. Calibrated gas meters for WWTP and Sewer crew 9/7
4. Made up new pH storage solution 9/7
5. Removed plug from influent sample pump, cut damaged section of suction line off 9/9
6. East upstairs entry door window on raw building broke 9/9, ordered new glass pane from Van Wert Glass and temporary repaired door 9/11
7. Drafted and emailed JES Foods letter for USDA inspector stating the Celina WWTP accepts their sanitary discharge 9/10
8. Emailed Centrisys and Pelton Environmental for screw press pricing for 2019 budget; asked manufacturer reps to see when dewatering trial was available 9/12
9. Troubleshoot #1 aerator/ditch #2 tripping out; adjusted breaker sensitivity, rewired hour meter to low only to avoid stray voltage 9/12
10. Met with Brian May/Access Eng to discuss electric specs for project for final drawings and bid specs 9/13; reviewed revised drawing and contacted Brian May (incomplete) 9/18/18
11. Discussed engineering services with Brian May for 2019 Sludge Dewatering Project 9/13

12. Worked on 2019 Budget 9/13
13. Replied to OEPA Preliminary Compliance Review due to August ammonia concentration/loading violations (tripped aerator) 9/14
14. Checked faulty operation of #3 RAS totalizer and determined totalizer bad; contacted Scott Gehle/Electro Controls for replacement options 9/14; Scott did site visit to determine part needed 9/19
15. Issued Grease Interceptor Waiver for Cake by Designs based on FSE Survey 9/17
16. Checked 703 Eastech flowmeter for Larry Bell/Chemical Instruments to determine repair options 9/17-9/18; since faulty display unit was Toshiba, had to pull unit to send to manufacturer for repair; cleaned and packaged unit 9/19

### **Electric Distribution**

1. Set 2 poles
2. New services
  - a. 2 Overhead
3. Replacement/upgrade
  - a. 1 Overhead
4. Street lights
  - a. 1 Replaced
  - b. 7 New Install
  - c. 7 New Pole
5. Underground Locates (OUPS) 88
6. Substations
  - a. Decommission west Power Transformer- Staeger Substation
  - b. Emerald Transformer- drain and completely dismantle and remove it
  - c. System Mapping
7. Request or Miscellaneous Jobs
  - a. Set 6 light poles- Eastview Park
  - b. Work on Obstacle Course- Eastview Park
8. Trouble Calls
  - a. 9/8/18- Rama Road- crossarm and pole on fire- replace arm and resag lines
  - b. 9/8/18- Wabash Road- killed a squirrel
  - c. 9/16/18- Gause Road- north of swamp Road- tree tore primary lines down
  - d. 9/17/18- Neptune Mendon Road- killed a squirrel
9. Large Projects
  - a. Gause Road south of St. Anthony- 1 phase primary UG extension to new house
  - b. Complete conduit boring and installation- Gallman addition- Hire Construction
  - c. CMU crews begin digging conduits in and setting equipment
  - d. Replace 3 phase transformer for Grain Bins- Erastus Durbin Road north of Oregon Road
  - e. Bore in conduit for primary replacement- Mooring Line Drive south of State Route 703