

**Water Office  
1100 Walnut Street  
Coshocton, OH 43812**

**740-622-2626  
740-623-5927-Fax**



**Mark Mills  
Mayor**

**David A. Kadri  
Utilities Director**

January 28, 2021

To: West Lafayette Village Water/Sewer Customer:

The City of Coshocton (City) and the Village of West Lafayette (Village) have entered into an agreement whereby all of the Village's water assets and ownership of the water system will be transferred to the City. The City of Coshocton will become your water supplier.

The City will be responsible for billing, maintenance, and any service issues you may have with your water account. While the City will bill you for your Village sewer service, the Village will still be responsible for any maintenance or service issues associated with your sewer account. You will need to contact the Village for any sewer issues. You will make only one payment for both services to the "Coshocton Water Department".

To help prepare you for this transition, the City has prepared this information packet to answer some of your questions. It contains a sample bill and other information for your use.

One of the first things you will notice on the front of the sample bill is the billing units. The City bills in cubic feet and the Village bills in gallons. The conversion factor is one cubic foot equals 7.48 gallons.

Your water rates will be the same as an existing customer for the City of Coshocton. If you are receiving the inside rate from the Village you will receive the inside rate from the City. If you are receiving the outside rate from the Village you will receive the outside rate from the City.

The water rates are set by Coshocton City Council and will not change for at least one year. The sewer rates are set by West Lafayette Village Council. The minimum monthly inside water rate is \$16.79 for up to 367 cu.ft. (2745 gallons). The minimum monthly outside water rate is \$25.19 for the same volume. You will need to contact the Village of West Lafayette for information on their sewer rates. A sheet containing the water rates is included in this informational packet.

The front side of the bill also contains information for the service period, meter readings, consumption, and other account information. The backside of the sample bill contains contact information for service, emergency services, payment options, and other account information.

The bills are sent out the 15<sup>th</sup> of each month. If payment is not received in the Water Office by 4:00 PM on the 5<sup>th</sup> of the following month, the due date, a ten percent late fee will be applied to the outstanding balance. If you don't receive a bill by the 1<sup>st</sup> of the month contact the Water Office. Failure to receive a bill does not waive the penalty.

An "Application for service" is included. Please return this form so the City has the latest account information. Also, an "ACH" form is included. This form allows you to have your water and sewer payments taken automatically from your checking or savings account monthly on the due date.

For landlords, a "Mailing Authorization" form is included if the tenant is to receive the bill. This form does not relieve the Landlord from being responsible for all charges for water and sewer services at the service address. The "Mailing Authorization" form must be returned to the City Water Office at 1100 Walnut Street, Coshocton OH 43812.

As part of the project, at no cost to you, the City is replacing your existing meter. The old meter will be replaced with a new radio read meter and the radio unit will be located on the exterior of the home. The new meter will be installed by a contractor from Newman Plumbing Inc. who will need to access the old meter location inside your residence.


Newman Plumbing will be following the recommendations from the CDC to minimize your risk from COVID-19. At a minimum, the installer will be wearing a mask and gloves. The installer will ask you, the resident, if there are any health or safety issues preventing their entry into the residence.

To accomplish this meter change-out, Newman Plumbing will be contacting you to make an appointment for this work. Or you can contact Newman Plumbing at [newmanmeters@gmail.com](mailto:newmanmeters@gmail.com) or 1-888-437-0078. The scheduling hours are 7:30 AM to 3:30 PM. The meter replacement work is scheduled to start in the middle of February, 2021.

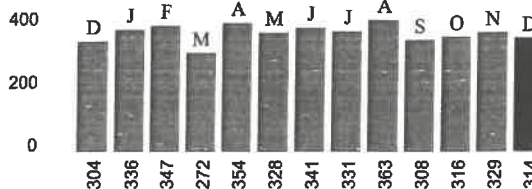
If you have any questions please call the billing office at 740.622.2626

*David A. Kadri*

David A. Kadri  
Utilities Director  
City of Coshocton

\*\*\*\*\* Coshocton Water Department  
 \*\*\*\*\*  
 1100 Walnut Street  
 \*\*\*\*\* Coshocton, OH 43812-1746  
 \*\*\*\*\*  
 RETURN SERVICE REQUESTED

**Water Usage History**



Monday — Friday 8:00 - 4:00  
 PHONE: (740) 622-2626 FAX: (740) 623-5927



YNNNNN



BILLING DATE: 12/15/2020  
 SERVICE ADDRESS: 344 S 9TH ST  
 ACCOUNT NUMBER: K11-11100-04  
 READING TYPE: ACTUAL

| TYPE OF SERVICE | SERVICE PERIOD |          | METER READING |         | CONSUMPTION (CU FT) | AMOUNT |
|-----------------|----------------|----------|---------------|---------|---------------------|--------|
|                 | FROM           | TO       | PREVIOUS      | CURRENT |                     |        |
| WATER           | 11/04/20       | 12/04/20 | 26054         | 26368   | 314                 | 16.79  |
| SEWER           |                |          |               |         |                     | 14.24  |

*Sample Bill*

|  |                  |          |
|--|------------------|----------|
| The Water Office will be closed Dec. 24th at noon, Dec. 25th for Christmas and Jan. 1st for New Year's holiday. COMING SOON! View and Pay Your Bill Online, Pay by Phone, Pay by Text, using your credit or debit card. Stay tuned for more details once this service becomes available. | PREVIOUS BALANCE | \$0.00   |
|  | CURRENT BILLING  | \$ 30.93 |
|  | AMOUNT DUE       | \$ 30.93 |
|  | DUE DATE         | 2/5/21   |

**RETURN THIS PORTION WITH PAYMENT**

3025

PLEASE CHECK BOX IF ADDRESS IS INCORRECT OR HAS CHANGED AND INDICATE CHANGES ON THE REVERSE SIDE.

|                       |          |
|-----------------------|----------|
| ACCOUNT NUMBER        |          |
| DUE DATE              | 2/5/21   |
| AMOUNT DUE            | \$ 30.93 |
| AMOUNT AFTER DUE DATE | \$ 34.02 |

PLEASE MAKE CHECKS PAYABLE TO:

COSHOCTON WATER DEPARTMENT  
 1100 WALNUT STREET  
 COSHOCTON OH 43812-1746



7511111000400061395

Billing and Service Inquiries Call: (740) 622-2626

For **Emergency** Service Call: Water (740) 622-1577 Coshocton Sewer (740) 622-1684

**Lobby Hours are 8:30 am to 3:30 pm, Monday thru Friday except for City Holidays**

**Drive Thru Hours are 8:00 am to 4:00 pm, Monday thru Friday except for City Holidays**

### **BILL PAYMENT OPTIONS**

- Make checks payable to: **Coshocton Water Dept.**
- Payments may be made in person or by mail at 1100 Walnut St., Coshocton, OH 43812
- There is also a drop off box at the drive thru located at 1100 Walnut St.
- Automatic payment deduction is available. Pick up an application at our office for automatic withdrawal from your checking or savings account. There is no charge for this option.
- On-line using debit or credit card at <https://www.invoicecloud.com/coshoctonohwater>. Invoicecloud will charge the debit or credit a processing fee \$1.95 per transaction.

**\$35.00 fee for returned checks.**

**Failure to receive bill does not waive penalty.**

**IF YOU ARE MOVING, PLEASE CALL OUR OFFICE 72 HOURS PRIOR TO SCHEDULE A FINAL READING BEFORE YOU MOVE.**

**NOTICE:** All monthly utility bills shall be issued around the 15<sup>th</sup> of the month. Payment in full is due in the Billing Office by 4:00 PM on the 5<sup>th</sup> of the following month. If payment in full is not received by the due date, a 10% late fee will be applied to the total outstand balance. A delinquent notice shall be sent.

Before your water service can be shut off, you have the right to fourteen (14) days from the date a delinquent notice is issued to a hearing to contest the shut off. For information on these and other hearing rights, ask to look at a copy of the City's Rules & Regulations, which are located at the Water Office.

**DELINQUENT ACCOUNTS:** A delinquent notice may be mailed to you if your payment for water and/or sanitary sewer service has not been received at our office by the due date.

**PLEASE DO NOT DISREGARD THIS NOTICE. FAILURE TO PAY PAST DUE BALANCES MAY LEAD TO SERVICE DISCONNECTION AND ADDITIONAL CHARGES.**

If you have paid your account, call our office to make sure your payment has been received. If you are unable to pay the past due amount in full, it is your responsibility to make suitable arrangements for payment with our office.

**DISCONNECTION FEE SCHEDULE:** Shut-off notice/final charge is \$25.00 Reconnection fee is \$25.00

**A complete listing of the City's Rules and Regulations may be obtained at the Water Office upon request or go to PART NINE of city's ordinances at [www.cityofcoshocton.com/codified-ordinances/](http://www.cityofcoshocton.com/codified-ordinances/) .**

**CHANGE OF ADDRESS FORM (Please print clearly)**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Street Address or PO Box: \_\_\_\_\_

City, State and Zip Code: \_\_\_\_\_

E-mail: \_\_\_\_\_



## AGREEMENT

This Water Agreement (“Agreement”) is made and entered into on the date this Agreement is signed by the City of Coshocton (“City”) and the Owner. By the terms of this Agreement, City will provide water to the service address and Owner will pay for such services according to the terms of this Agreement, the policies and procedures adopted by the City’s Utilities Department relating to such services, and all applicable ordinances of the City.

In consideration of the mutual promises and obligations contained herein, and other good and valuable consideration, whether expressly set forth herein or not, receipt of which is hereby acknowledged, the parties agree as follows:

### I. Obligations of City: Utility Service to be Provided

- A. City agrees to provide water service at the service address at the rates currently existing and thereafter as may be modified by City pursuant to its authority. Such service shall begin within seven days of the initial payment by Owner as provided for herein and the execution of this Agreement by City and Owner.
- B. Billing statements shall be mailed to Owner on a monthly basis to the Owner’s Address listed above or as is otherwise directed pursuant to the Mailing Authorization Form attached hereto.

### II. Obligations of Owner

- A. Owner agrees to pay and be responsible for payment of water services delivered to the service address regardless of the party or parties using or consuming such service.
- B. Owner agrees to pay City in accordance with the schedule of rates as now established or as may be revised. The Owner acknowledges that there is a minimum charge for water service that must be paid by the Owner regardless of whether the amount used is less than the minimum amount established by the rate schedule. The Owner acknowledges receipt of the rate schedule.
- C. Owner shall install as necessary, at Owner’s expense, service line(s) suitable for connection with City’s distribution line(s) at such point(s) of connection as is consistent with the policies of City.
- D. Owner shall, at Owner’s expense, comply with City’s rules and regulations including but not limited to regulations applicable to back flow and cross-connections.
- E. Owner shall permit City, its agents and representatives, full access to the premises being serviced pursuant to this Agreement, including but not limited to the water line(s), meter vault, service line(s) and property adjacent and connected thereto for purposes of inspection, repair, removal of fixtures and equipment, testing, maintenance, monitoring or any other lawful purpose relating to the services provided by City.
- F. Owner shall grant to the City, without additional consideration, a permanent easement in, on, over, through and across the service address for the purpose of constructing, installing, using, maintaining and repairing additional distribution line or lines, or service line or lines, of whatsoever size, length or nature as City determines are

necessary for its operations, present and future, and the continued distribution of water service throughout its system; provided however, such easement shall not exceed twenty feet (20') in width and shall be constructed and located as close to the adjacent public right of way as is practicable under the circumstances. In the event there is no adjacent public right of way, then the easement shall be in a location least detrimental to Owner's use and enjoyment of the Served Premises and consistent with the use, requirements and purposes of City.

- G. Owner shall comply with all policies, ordinances and rules and regulations of the City, regardless of date of adoption, relating to the use and consumption of water Service supplied pursuant to this Agreement.

### III. Late Payments/Fees

A late payment fee shall be assessed on any account that is not paid by the due date. The late fee shall be as currently set by City or as may be adjusted or modified in its sole discretion and no notice of such change or modification to Owner shall be required.

### IV. Notice of Intent to Terminate Water Services

If the Owner fails to make payment for water and wastewater service when due, City shall provide Owner, at Owner's address, a Notice of Delinquency and Intent to Terminate Water Services. This Notice shall state the balance owed for water and wastewater services, late payment fees and other charges.

### V. Termination of Service

- A. City shall have the right to terminate water and wastewater services for the failure of Owner to pay for water and wastewater charges as they become due. Termination of service shall be in accordance with Section 933.07 of the Codified Ordinances of the City of Coshocton, which Ordinances are incorporated in this Agreement by reference. Owner acknowledges that at the time of the signing of this Agreement, Owner has received, read and understands the Ordinances relative to the termination of service.
- B. Resolution of Billing Disputes; Opportunity to Review. The parties agree that in the event Owner receives a Notice of Delinquency and Intent to Terminate Water and Wastewater Services, Owner shall have 5 days from date of the notice to request an opportunity to meet with the Director of Utilities or his designee to resolve the dispute in accordance with Section 933.07 of the Codified Ordinances of the City of Coshocton. The meeting provided for in said Ordinance shall provide the Owner a fair and reasonable opportunity to resolve the dispute.
- C. Disconnection and Termination. Subject to the opportunity for review set forth in this agreement and as is provided in Section 933.07 of the Codified Ordinances of the City of Coshocton, water services shall be terminated on the date indicated in the notice unless Owner has made full payment on the service account prior the date of disconnection.

- D. All notice provisions contained in this Agreement are deemed delivered when sent by U.S. Mail to the Owner's Address or as otherwise provided in the Mailing Authorization Form attached to the Agreement. Owner shall have the obligation to provide City with written notice of any changes in Owner's Address or of the ownership of the Service Address.

VI. Reconnection Fee

In the event services are terminated, and subject to the right of the City to refuse to restore water and wastewater services, the Owner agrees to pay any reconnection charge established by City and such other charges City incurs in the re-establishment of water and wastewater services.

VII. Interruption of Water and Wastewater Services

If shut off of water and wastewater services is required due to an emergency, such shut off shall proceed as determined by the Director based upon the circumstances. To the extent practicable, prior notice of shut off shall be given to Owner or occupant of the Served Premises.

VIII. Voluntary Shut Off/Disconnection

A request for service disconnection by Owner must be in writing. Such request shall be processed within 14 days of receipt. Notice of such disconnection request and the date of shut off shall be sent to Owner and either posted or delivered to the service address if different from Owner's address before the date of shut off.

IX. Interpretation and Authority

- A. This Agreement constitutes the complete and exclusive agreement of the Parties and supersedes any and all written or oral agreements between the Parties. Provided however, the parties agree that applicable ordinances and the policies and procedures promulgated and adopted by City or its Utilities Department, as may be amended from time to time, are incorporated in this Agreement by stipulation.
- B. Should any part of this Agreement or any provision contained herein be declared invalid by operation of law or by tribunal of competent jurisdiction, such provision shall be of no force and effect, but such invalidation of a part or provision of this Agreement shall not invalidate the remaining portions and this Agreement shall remain in full force and effect.
- C. This Agreement is entered into for the mutual benefit of the City and Owner and no individual shall be considered an incidental or intended third party beneficiary to this Agreement. In no instance shall this Agreement be construed and intended for the benefit of an occupant or consumer of water of the service address other than the Owner.
- D. This Agreement is **non-assignable** by Owner.



## **A SUMMARY OF THE NON-PAYMENT SHUT-OFF PROCEDURE**

1. All monthly utility bills shall be issued around the 15<sup>th</sup> of the month. Payment in full is due in the Billing Office by 4:00 PM on the 5<sup>th</sup> of the following month.
2. If payment in full is not received by 4: 00 PM on the 5<sup>th</sup>, the due date, a 10% late fee will be added to the total outstanding balance. A delinquent notice shall be sent.
3. If the delinquent payment in full is not received by 4:00 PM on the 15<sup>th</sup>, the account will revert to shut-off status. The back of the bill notifies you of your rights.
4. If no response to the delinquent notice, a “Red Tag” will be hung on the door of the premises and landlords will receive a copy of the final notice in the mail for their rental properties.
5. Red Tags will state the date hung, address, account number, past due amount, full amount due, and name of owner. It will specify a date and time payment needs to be made before water will be shut-off, giving the customer at least 5 working days. The water may be turned off Monday – Friday. The Red Tag also shows a charge of \$25.00 for the red tag.
6. Before water can be turned on, an additional \$25.00 turn on fee will be added to the bill. The customer will need to pay their past due amount plus the Red Tag fee before water will be restored. Someone will need to be at the residence when water is turned on.

NOTE: The customer may come into the Utility Office and make payment arrangements on their utility account. Accounts that are shut-off do not qualify. A Payment Plan Agreement may be completed stating name, amount owed, account number, address, and what the customer agrees to pay and how often. While making payments the customer must keep their present bill current. If they fail to honor their payment plan water service will be shut-off without any additional notice.

**MAILING AUTHORIZATION FORM**

As owner of said property, I hereby authorize and direct that all charges for water and sewer services should be mailed to the occupant/tenant at the following address.

**Service Address:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Occupant/Tenant's Name:** \_\_\_\_\_ \*

**Effective Date:** \_\_\_\_\_

**Payment Plan Agreements:** \_\_\_\_\_ Allow      \_\_\_\_\_ Don't Allow

I acknowledge that as Owner of the Service Address, I am solely responsible for the payment of all charges for water and sewer at the above service address.

**Owner Print Name:** \_\_\_\_\_

**Owner's Signature:** \_\_\_\_\_

\*This form will need to be updated for each new occupant/tenant.

**RETURN TO:    COSHOCTON UTILITIES  
                  1100 WALNUT ST.  
                  COSHOCTON, OH 43812**

# CITY OF COSHOCTON

AUTHORIZATION AGREEMENT FOR AUTOMATIC WITHDRAWAL:

\_\_\_ CHECKING

\_\_\_ SAVINGS

I HEREBY AUTHORIZE THE COSHOCTON WATER DEPARTMENT TO INITIATE DEBIT ENTRIES TO MY CHECKING/SAVINGS ACCOUNT INDICATED ABOVE AND THE DEPOSITORY INDICATED BELOW, HEREINAFTER CALLED DEPOSITORY, TO DEBIT THE SAME TO SUCH ACCOUNT.

**PLEASE COMPLETE**

DEPOSITORY NAME \_\_\_\_\_

AREA OFFICE \_\_\_\_\_

BANK TRANSIT# \_\_\_\_\_ ACCOUNT# \_\_\_\_\_

THIS AUTHORITY IS TO REMAIN IN FULL FORCE AND EFFECT UNTIL WRITTEN NOTICE IS RECEIVED FROM APPLICANT OF ITS TERMINATION. PLEASE SIGN AND RETURN THIS COMPLETED FORM ALONG WITH A VOIDED CHECK.

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

WATER BILLING ACCT# \_\_\_\_\_ PHONE# \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**RETURN TO: COSHOCTON UTILITIES  
1100 WALNUT ST.  
COSHOCTON, OH 43812**

# City of Coshocton & West Lafayette Water Charges

## A. Inside Corporation Limits

|       |                      |   |         |                  |
|-------|----------------------|---|---------|------------------|
| First | 367 C.F. per month   | @ | \$16.79 | (Minimum Charge) |
| Next  | 3,334 C.F. per month | @ | \$36.98 | per 1000 C.F.    |
| Over  | 3,335 C.F. per month | @ | \$25.07 | per 1000 C.F.    |

## B. Outside Corporation Limits

|       |                      |   |         |                  |
|-------|----------------------|---|---------|------------------|
| First | 367 C.F. per month   | @ | \$25.19 | (Minimum Charge) |
| Next  | 3,334 C.F. per month | @ | \$55.46 | per 1000 C.F.    |
| Over  | 3,335 C.F. per month | @ | \$37.61 | per 1000 C.F.    |

## West Lafayette Conversions

The Village of West Lafayette bills in Gallons. The City of Coshocton will be billing in Cubic Feet (C.F.). The table below is provided as a conversion from gallons to C.F.

C.F. = Cubic Foot

1 C.F. = 7.48 Gallons

First 367 C.F. = 2,745 Gallons = \$16.79 = Minimum Charge

Next 3,334 C.F. = 24,938 Gallons = \$36.98 per 7,480 gallons or \$4.94 per 1,000 gallons

Next 3,335 C.F. = 24,946 Gallons = \$25.07 per 7,480 gallons or \$3.35 per 1,000 gallons

## Water Quality Comparisons

(Based Upon 2020 Testing)

|             | Coshocton | West Lafayette |
|-------------|-----------|----------------|
| pH          | 9.07      | 8.07           |
| Alkalinity* | 70        | 254            |
| Hardness*   | 143       | 345            |
| Fluoride*   | 1.05      | -----          |
| Phosphorus* | 0.16      | 1.64           |

\* Parts per Million or milligrams per Liter