

HELPFUL HINTS FOR NEW RESIDENTS

VILLAGE OFFICES: 530 Lime Street
MAILING ADDRESS: Post Office Box 156
HOURS: Monday – Friday 8:30 – 4:00
WEB SITE: www.villageofwoodville.com

ADMINISTRATOR /
ZONING INSPECTOR: Keith Kruse 419-849-3031
keith.kruse@woodville.net

ADMINISTRATIVE ASSISTANT: Kris Gerwin 419-849-3031
krisg@woodville.net Extension #1

FISCAL OFFICER: Barb Runion 419-849-2731
clerk@woodville.net Extension #3

UTILITY BILLING CLERK: MaryLou Evans 419-849-2731
utilitiesclerk@woodville.net Extension #2

POLICE DEPARTMENT: 219 West Main Street
MAILING ADDRESS: Post Office Box 156
24 hour police protection
POLICE CHIEF: Roy J Whitehead 419-849-2211
WPD8901@woodville.net

The Village is governed by a non-charter type government that includes:

Mayor Ty Tracy
Council Joe Riffle, President Patrick Dunn
Kelly O'Connor Jeff Tate
Tammi Throop Dennis Fetzer

TAXES: No Village Income Tax or School District Taxes
The Village is funded by a 9.4 year replacement levy which went into effect January 2016

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WOODVILLE TOWNSHIP: 321 EAST MAIN STREET
MAILING ADDRESS: Post Office Box 121
WEB SITE: www.woodvilletownship.org

Woodville Twp. Fiscal Officer: Lori Kepus 419-849-2492

EMS /FIRE DEPARTMENT EMERGENCY 9-1-1 419-849-3232

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AFTER HOUR'S NON 911 EMERGENCIES: POLICE / FIRE / UTILITIES
Sandusky County Dispatch
419-849-3020

HELPFUL HINTS FOR NEW RESIDENTS of WOODVILLE

UTILITY BILLING: Electric, Water, Sewer, Sewer Separation, Garbage, and Yard Waste and are billed monthly. Bills are mailed approximately the 15th of each month and are for the previous month's usage.

Payment: Is due by the last day of the month in which the bill was received . There is a 10% discount if the bill is paid by the end of the month (TOTAL AMOUNT DUE area on the bill).

Payments may be made at:

Utilities Office - 530 Lime Street - Monday – Friday 8 AM – 4 PM

Fremont Federal Credit Union

On our Website <http://villageofwoodville.com/> using link to GovPayNet (fees apply)

Drop boxes are available 24 / 7 and located at:

Police Department / Town Hall 219 West Main Street

Utility Office – 530 Lime Street **(NO CASH PLEASE)**

If the last day of the month falls on a weekend or Holiday, payments received at the Utility Billing Office, no later than noon the next business day will be considered on time.

The Utilities Office accepts payments by check, money order, debit / credit cards, or cash (exact amount only; overpayments will be applied to next bill) .

Please allow at least 10 business days for payments from your financial institution and at least 7 business days if sent via United States Postal Service.

If you have billing questions or you are moving call Utility Billing 419-849-2731 Option #2

VEGETATION SITE (YARD WASTE): The Village operates a Vegetation Site for Village residents ONLY. It is located north of the Village on South River Road / Port Clinton Road. The site is for grass clippings, shrub or tree trimmings, and leaves. **Please follow the directions on signs posted at the site.** The site is open 9 AM – 9 PM year round. There is a \$1.00 usage fee per month on the utility bill to cover cost of maintaining the site.

SWIMMING POOL: Located at 205 Erie Street **419-849-2005**. Passes are available after May 1st at 530 Lime Street 9 AM to 3 PM until pool opens. Swimming lessons and pool rentals are available by contacting the pool manager. The Pool usually opens after school closes and stays open until school begins, weather permitting.

GAS COMPANY: Columbia Gas located in Bowling Green, Ohio. (800) 344-4077

CABLE / INTERNET / PHONE: Spectrum (800) 617-4311
<https://www.spectrum.com/>

Amplex Internet. (419) 833-3635,
(888) 419-3635

Webmaster@Amplex.net

Century Link (800) 407-5411
<http://www.centurylinkdeals.com/prism.html>

STANDARD PROCEDURES FOR PAST DUE UTILITY ACCOUNTS

NOTICES:

- When a utility bill has ANY outstanding balance after the due date, the next bill will be stamped PAST DUE.
- This serves as NOTICE of an outstanding balance and must be paid along with the current amount by the due date to avoid further action.

- When a utility bill has a balance that is outstanding for two (2) months, the following will apply:
 - An IMPORTANT NOTICE will be hand delivered to the service address and/or mailed to the property owner/landlord and fees will apply*.
 - Upon receipt of this notice, the full outstanding amount MUST be PAID IN FULL** within five (5) business days from the date of the notice to avoid further action.***FEES FOR IMPORTANT NOTICE DELIVERED and/or MAILED: \$20.00**

DISCONNECTION OF SERVICE(S):

Water and Electric

- If payment is not made by the date and time on the IMPORTANT NOTICE, service(s) will be terminated and fees will apply*.
 - If payment arrangements were made and are in default, another IMPORTANT NOTICE will be delivered and service(s) will be terminated and fees will apply*.
- *FEES FOR DISCONNECTION – PER SERVICE \$25.00**

RECONNECTION OF SERVICE(S):

- The total utility bill and all applicable fees* must be paid in full prior to reconnection of service(s).
 - An adult (18yrs or older) must be present to reconnection service(s).
- *FEES FOR RECONNECTION – PER SERVICE \$25.00**

PAYMENT PROVISIONS:

- All payments must be made at the Municipal Office – 530 Lime St.
- **All payments must be in CASH or MONEY ORDER
- If you are a tenant and cannot pay your bill in full, you MUST make payment arrangements through the property owner/landlord. Arrangements will only be accepted by the property owner/landlord contacting the Village Office.
- In extreme circumstances, the Village may be able to offer an extended payment contract. Tenants wanting to enter into such contract must have approval from the property owner/landlord. Please contact the Village for contract details.

Please note:

The Village reserves the right to not bill a tenant who has, or had, a history of chronic late payments.

ADOPTED: **October 9, 2017**

Keith Kruse
Village Administrator
dmb/2017

HELPFUL HINTS FOR NEW RESIDENTS of WOODVILLE

GARBAGE: Is contracted by the village and services provided by Buckeye Sanitation, and billed at the rate of \$8.40 per month on the Village Utility Bill.

Collection is Thursday beginning at 7:30 AM, EXCEPT on a week when one of the six major holidays (NEW YEARS DAY–MEMORIAL DAY–4th of JULY–LABOR DAY–THANKSGIVING DAY – CHRISTMAS DAY), falls on a weekday (not weekend) prior to the holiday, pickup will be on Friday. **By ordinance garbage may not be put out before 5:00 PM the evening prior to pickup and receptacles must be removed no later than 24hours after pickup.**

Pickup is limited to **4 – 30 gallon containers and MAY NOT exceed 40 lbs.** Extra bag tags may be purchased for \$.50 per bag. **ONE LARGE ITEM** such as Carpet, Chairs, Sofas, Mattress, appliances, etc. is included in weekly pickup extra large item tags are available at the Municipal Office.

Due to EPA regulations, grass clippings, yard waste, leaves, shrub, tree trimmings, etc. CAN NOT be placed in the garbage and must be taken to the Vegetation Site. Pumpkins are vegetation; they must either be placed in trash bags or taken to the Vegetation Site. PAINT cans MUST be separate with lids off and dried out with sand or kitty litter.

RECYCLING: Recyclables are picked up also by Buckeye on the **2nd and 4th Thursday** of each month or according to the Holiday schedule above. Aluminum, tin, glass and plastic can be placed in one bag.

Red tags for recyclables are available at the Utilities Office and Police Department / Town Hall. Place a red tag on recyclable bag and place in a separate area from your regular garbage or waterproof a tag, place it on a garbage can (items must still be in a bag) and take that can to the curb on recycle days.

Corrugated cardboard, newspapers and magazines ARE NOT recycled by Buckeye you may recycle it at the Township located east of the Village (see attached). When disposing of cardboard at curb or at Township it must be broke down,

Recycling affords the Village opportunities to apply for grant monies and keeps the rates lower for Garbage collection.

Please call **419-849-2731** with any questions. If we are unable to assist you may call:
Buckeye Sanitation 419-637-7022 www.buckeyesanitation.com

Items such as building materials, stone, auto parts, etc. will not be picked up. Call Buckeye for arrangements to discard these items.

SCHOOLS: **Solomon Lutheran School** 419-849-3600 <http://solomonelementary.com/>
Nursery through 6th
Extended Care Program

Woodmore Public School 419-862-1070 <http://www.woodmore.k12.oh.us/>
Pre K through Grade 8 in Woodville
Grade 9 through 12 in Elmore

BANKS: Fremont Federal Credit Union Huntington National Bank
CHURCHS: Solomon Lutheran United Methodist Church

ZONING AND ORDINANCES

NOTICE – IF YOU ARE PLANNING A FUTURE PROJECT THAT MAY INCLUDE AN ADDITION, DECK, FENCE, POOL, SHED OR STRUCTURES TO YOUR PROPERTY YOU MUST HAVE A ZONING PERMIT ISSUED TO YOU BY THE VILLAGE PRIOR TO THE START OF ANY PROJECT.

All of our ordinances and zoning requirements are available on the village website at www.villageofwoodville.com then clicking on the Zoning tab. Zoning permit applications are available at 530 Lime Street. If you have questions, please call Zoning Inspector Keith Kruse at 419-849-3031.

Some of the common ordinances are listed below:

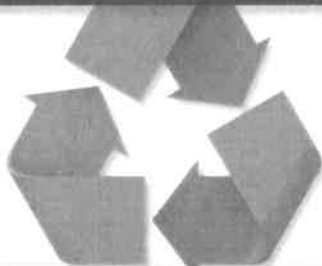
- 303.09 - LEAVING JUNK AND OTHER VEHICLES ON PRIVATE OR PUBLIC PROPERTY WITHOUT PERMISSION OR NOTIFICATION
- 303.10 - LEAVING JUNK VEHICLES ON PRIVATE PROPERTY WITH PERMISSION OF OWNER
- 521.13 - WEEDS (mowing)
- 521.14 - SNOW REMOVAL
- 521.14 - REMOVAL OF ANIMAL EXCRETA
- 541.09 - SIGNS ON POSTS (garage sale, contractor, political, etc.)
- 901.11 - THROWING RUBBISH INTO STREETS AND HAULING RUBBISH THROUGH STREETS, ETC**
- 1125.03 - SWIMMING POOLS
- 1125.04 - FENCES AND PLANTING SCREENS
- 1125.06 - ACCESSORY BUILDINGS OR STRUCTURES

****WHEN MOWING YOUR PROPERTY, GRASS CLIPPINGS CAN NOT BE BLOWN OR MOWED IN TO THE STREETS**

Also according to the Village of Woodville Electric Department Rules & Regulation, no property owner may install any type of back up generation, including portable generators without the prior authorization of the Village Administrator.

WOODVILLE TOWNSHIP

This full-time recycling service is provided to Woodville Township residents in cooperation with the Woodville Township Trustees and the OSS Solid Waste District. Participation in the recycling program is encouraged and appreciated. **RESIDENTIAL RECYCLING ONLY - NO BUSINESSES.**



Location:

Woodville Twp Garage
761 E. Main Street
Woodville, Ohio 43469

Woodville Township Trustees:

Ken Green
419-849-3705

Bill Hammer
419-467-2044

Paul Runion
419-367-6873



FULL-TIME RECYCLING DROP-OFF

Open 7 days a week, during daylight hours

ALL MATERIALS CAN BE PUT INTO CONTAINER TOGETHER

GLASS BOTTLES & JARS ONLY



- Rinse thoroughly.
- Remove lids.
- **NO** window glass, dishes or cookware, drinking glasses, light bulbs, mirrors, ceramic or china.



METAL ALUMINUM & STEEL CANS



- **RINSE THOROUGHLY**
- Includes empty aerosol cans (with lids and tips removed).
- **NO** hangers, pots or pans.



PLASTIC PLASTIC FOOD, BEVERAGE & DETERGENT CONTAINERS ONLY



- **RINSE.** Containers should be empty or without liquids.
- **NO** plastic bags, motor oil containers, buckets, styrofoam, toys, butter tubs, etc.
- Remove lids.



PAPER

**CARDBOARD • CARTONS • JUNK MAIL • MAGAZINES • NEWSPAPER
OFFICE PAPER • PAPERBOARD • PHONE BOOKS**



- Includes phone books & paper back books. **NO** hard back books.
- Remove plastic wrappers from newspapers and magazines.
- Leave advertisement inserts in newspaper.
- Cartons for juice, soy milk, milk, broth, cream, egg substitutes (remove caps & straws) **NO** foil pouches.
- **FLATTEN ALL BOXES**
- Remove all packaging materials: tissue paper, packaging peanuts, styrofoam, bubble wrap, etc.
- **NO** colored construction paper, candy wrappers, tissues, wax coated materials, napkins, hanging or reinforced file folders, copy paper covers, carbon paper, etc.



PLEASE KEEP AREA AROUND CONTAINERS CLEAN.

For information or questions contact the OSS Solid Waste District at 419-334-7222, toll-free at 1-888-850-7224 or go visit www.recycleoss.org.

Sandusky County

CITIZEN ALERT

Providing information to our citizens regardless of their location.

*Get alerted about **EMERGENCIES** & other important community news by signing up for our Notification System.*

This notification system will allow Sandusky County to contact thousands of residents in seconds & provide you with critical information for a variety of situations, such as tornadoes, severe weather, hazardous chemical releases & environmental issues, unexpected road closures, amber alerts, civil disturbance, missing persons, evacuation of buildings or neighborhoods as well as any immediate threat to the health & safety of the general population.

The best thing about the notification system is that YOU, the resident, get to specify how you want to receive notifications & what notifications you want to receive! Pick from options such as your home phone, cell phone, business phone, email, text messages, hearing impaired receiving device & more. It's your choice on how you are notified.

To sign up to receive notifications:

- 1. Log onto the County website (www.sandusky-county.org) & click on the Citizens Alert Tab.*
- 2. Click on "Sign Up" button to add your information to the notification system.*
- 3. Create an account.*
- 4. For assistance call: Sandusky County EMA @ 419-334-8933.*



Sandusky County Emergency Alert System

First Name* _____ Middle _____ Last Name* _____ Suffix _____

Fields marked with an * are required.

Resident Business **Language preference:** English Spanish

Alerts you want to receive:

Emergency Weather Flood Road Closure and Detours
 Health Concerns Amber/Silver Alerts Utility Failure Evacuation Notice
 Civil/Criminal Disturbance Shelter Locations

Special needs:

Hearing Impaired Dialysis Wheelchair Bound/Mobility Power Dependent
 Visually Impaired Bariatric Needs Speech Impaired No Transportation
 Mentally Impaired Oxygen Dependent

Sandusky County Alert System Locations you care about:

1 Location Name _____
 Street _____ City _____

2 Location Name _____
 Street _____ City _____

3 Location Name _____
 Street _____ City _____

Add additional locations on the back of this form.

Contact Preference:

Home Phone _____
Personal Cell _____
Personal email _____
Work Phone _____
Work Cell _____
Work email _____
Text number _____

Emergencies

Community Alerts

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

- This service allows you to sign up to get emergency and community alerts on your cell phone, work phone, text message, email, home phone, and more. You can also choose the locations you want to be contacted about. You can receive notifications about emergencies that may affect your home, your parent's home, your workplace, and your child's school, as long as those locations are within the boundaries of the city or county.
- The system will be used to notify residents about imminent threats to health, safety or for important community alerts. Public safety officials will send alerts about emergencies such as severe weather, floods, gas leaks, or critical police activity.
- Your contact information will not be shared with others. The information that you provide will be used for notification purposes only. We will not give or sell your telephone numbers or email addresses to any vendor or other organization.