

VILLAGE OF PAYNE, OHIO ORDINANCE NO. 2026-7

AN ORDINANCE ESTABLISHING A POLICY REQUIRING CONTRACTORS TO PROVIDE ADVANCE NOTICE FOR WATER SERVICE SHUTOFFS, PROHIBITING UNAUTHORIZED OPERATION OF THE MUNICIPAL WATER SYSTEM, AND DECLARING AN EMERGENCY

WHEREAS, the Village of Payne owns and operates a public water system essential to the health, safety, and welfare of its residents; and

WHEREAS, uncoordinated or unauthorized water shutoffs can result in service disruptions, damage to infrastructure, and risks to public health and safety; and

WHEREAS, the Village Council finds it necessary to establish clear procedures requiring contractors to coordinate water service interruptions through the Village Water Operator; and

WHEREAS, immediate implementation of this policy is necessary to prevent damage to the Village's water system and ensure proper oversight of ongoing and upcoming construction activities;

NOW, THEREFORE, BE IT ORDAINED by the Council of the Village of Payne, Paulding County, Ohio:

SECTION 1. PURPOSE

This Ordinance establishes requirements for contractors to provide advance notice for water service shutoffs and prohibits unauthorized operation of the municipal water system.

SECTION 2. APPLICABILITY

This Ordinance applies to all contractors, developers, utility companies, and individuals performing work requiring interruption of municipal water service within the Village of Payne.

SECTION 3. ADVANCE NOTICE REQUIREMENT

A. Contractors must provide **a minimum of twenty-four (24) business hours advance notice** to the Village Water Operator prior to any requested water service shutoff.

B. Requests shall include:

- Project location
- Scope of work
- Requested date and time
- Estimated duration
- Contractor contact information
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C. Requests shall be made during normal business hours unless otherwise approved.

SECTION 4. AUTHORIZED SHUTOFFS ONLY

- A. All water shutoffs and restorations shall be performed **only by the Village Water Operator or authorized personnel.**
- B. The Village reserves the right to approve, deny, or reschedule any requested shutoff to minimize disruption.

SECTION 5. PROHIBITION ON UNAUTHORIZED OPERATION

No contractor or unauthorized individual shall operate valves, shut off or restore water service, or otherwise tamper with the municipal water system.

SECTION 6. EMERGENCY SITUATIONS

In the event of an emergency, contractors shall immediately contact the Village Water Operator or designated emergency contact. Emergency conditions do not relieve contractors of liability for damages.

SECTION 7. RESTORATION OF SERVICE

Water service shall only be restored by the Village Water Operator or authorized personnel upon notification that work is complete.

SECTION 8. LIABILITY FOR DAMAGES

Contractors shall be responsible for all damages to the Village water system and shall bear the full cost of repair in accordance with Village standards.

SECTION 9. ENFORCEMENT

Violation of this Ordinance may result in:

- Stop-work orders
- Civil fines as established by Council
- Liability for damages
- Denial of future permits or utility coordination

SECTION 10. SEVERABILITY

If any provision of this Ordinance is held invalid, such invalidity shall not affect the remaining provisions.

SECTION 11. REPEAL OF CONFLICTING ORDINANCES

All prior ordinances or parts thereof in conflict with this Ordinance are hereby repealed.

SECTION 12. EMERGENCY CLAUSE

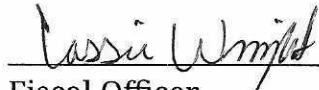
This Council finds and determines that this Ordinance is necessary for the **immediate preservation of the public peace, health, safety, and welfare of the residents of the Village of Payne**, specifically to prevent damage to critical water infrastructure and ensure proper coordination of water service interruptions.

Therefore, this Ordinance shall take effect and be in force immediately upon its passage.

PASSED: _____



Mayor



Fiscal Officer

EXHIBIT A
VILLAGE OF PAYNE – WATER SERVICE SHUTOFF REQUEST FORM

Contractor / Company Information

- **Company Name:** _____
- **Contact Person:** _____
- **Phone Number:** _____
- **Email Address:** _____

Project Information

- **Project Location (Address):** _____
- **Type of Work Being Performed:**
 - Water Line Repair
 - New Connection
 - Utility Work
 - Other: _____
- **Description of Work:**

Shutoff Request Details

- **Requested Shutoff Date:** _____
- **Requested Shutoff Time:** _____
- **Estimated Duration of Shutoff:** _____

Advance Notice Requirement

- I acknowledge that this request is being submitted at least **24 hours in advance** of the requested shutoff time.
- I understand that all shutoffs must be performed **only by the Village Water Operator or authorized personnel.**

Emergency Contact (Required)

- **On-Site Contact Name:** _____
- **On-Site Phone Number:** _____

Contractor Acknowledgment & Liability

By signing below, the contractor acknowledges and agrees:

- Not to operate valves or tamper with the Village water system
- To comply with all Village of Payne ordinances and policies
- To be responsible for any damage to water infrastructure caused by this project
- To coordinate all excavation with **811 (OUPS)** prior to digging
- To notify the Village when work is complete and ready for service restoration

Contractor Signature

Signature: _____

Printed Name: _____

Date: _____

Village Use Only

- **Request Received By:** _____
- **Date/Time Received:** _____
- Approved
- Denied
- Rescheduled
- **Approved Shutoff Date/Time:** _____
- **Operator Assigned:** _____
- **Notes / Special Instructions:**

Water Operator Signature

Signature: _____

Date: _____