



CITY OF PERRYSBURG
CITY COUNCIL
AGENDA

January 3, 2023

1. Call to Order - 6:30 PM
2. Roll Call
3. Pledge of Allegiance
4. Minutes of Council Meeting of December 20, 2022
5. Special Reports
6. Letters, Communications, and Citizens Communications
7. Administrative Reports
 - a. Mayor
 - City Seal
 - Discussion
 - b. City Administrator
 - c. Finance Director
 - d. Law Director
8. President of Council Report
9. Committee Reports
 - a. **Finance & Economic Development**
 - b. **Safety**
 - c. **Recreation**
 - d. **Planning & Zoning**
 - e. **Personnel**

f. Public Utilities

Res 1-2023 (OEPA Grant)

RESOLUTION 1-2023

AUTHORIZING CITY ADMINISTRATION TO PURSUE AN EQUIPMENT
GRANT APPLICATION THROUGH THE OHIO ENVIRONMENTAL
PROTECTION AGENCY; AND DECLARING AN EMERGENCY

***Recommendation to Suspend the Rules,
Waive the Three Readings, and
Pass as an Emergency Measure***

g. Service

10. Other Business

11. Adjournment

TO: Mayor Mackin
President Smith
Members of City Council

FROM: Bridgette Kabat, City Administrator

RE: Resolution 1-2023

DATE: December 28, 2022



Subject Matter/Background

A Resolution authorizing the Administration to apply for an Equipment Grant through the Ohio Environmental Protection Agency for the purchase of leak detection equipment for use in the Department of Public Utilities. The deadline for the application is January 25, 2023. If awarded the city will enter into a grant agreement with OEPA.

Financial Review

There is no budgetary impact to the city.

Legal Review

Recommendation

If City Council is in agreement, a motion to suspend the three readings, waive the rules, and pass as an emergency measure.

RESOLUTION 1-2023

AUTHORIZING CITY ADMINISTRATION TO PURSUE AN EQUIPMENT GRANT THROUGH THE OHIO ENVIRONMENTAL PROTECTION AGENCY; AND DECLARE AN EMERGENCY

WHEREAS, the Ohio Environmental Protection Agency has certain funds available for equipment grants which may be available to the City of Perrysburg, Ohio, pursuant to an application process; and,

WHEREAS, the City of Perrysburg Department of Public Utilities has a need for water leak detection equipment to be used throughout the water distribution system; and,

WHEREAS, the grant application requests cannot exceed \$10,000.00 and must be submitted no later than January 25, 2023; and,

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF PERRYSBURG, WOOD COUNTY, OHIO:

SECTION 1. The City Administration is authorized to apply for an equipment grant through the Ohio Environmental Protection Agency for leak detection equipment and authorizes the acceptance of the grant funds if awarded.

SECTION 2. It is found and determined that all formal actions of Council concerning or relating to the passage of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and any of its committees, that resulted in such formal actions, were in meetings open to the public in compliance with all legal requirements of the City of Perrysburg and the State of Ohio.

SECTION 3. This Resolution is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health and safety of the citizens of the City of Perrysburg, Wood County, Ohio, in order to meet the grant application and shall be in full force and effect from and immediately after its passage and approval by the Mayor.

Res 1-2023

President of Council

Mayor

PASSED: _____

ATTEST: _____

APPROVED: _____



**Equipment Grant
Application and Guidelines**

**Division of Drinking and Ground Waters
P.O. Box 1049
Columbus, OH 43216-1049
Phone: 614-644-2752**

Website: <http://epa.ohio.gov/ddagw/>

Email: DDAGW.Grants@epa.ohio.gov

TABLE OF CONTENTS

I.	Introduction	iii
II.	Grant Application Guidelines	iii
	a. Deadlines and Review Dates	iii
	b. Eligibility	iii
	c. Grant Amounts and Project Duration	iii
	d. Equipment, Supplies and Training	iii
	e. Assistance with Applications	iv
	f. Application Submittal	iv
	g. Review of Applications	v
	h. Grant Award Process.....	v
III.	Application	1
	Section 1. Contact Information for Applicant	1
	Section 2. Applicant Certification Statement	3
	Section 3. Equipment and Training Data.....	5
	Section 4. Equipment Use Description	6

I. Introduction

With the implementation of asset management program requirements for all public water systems, a need has been identified for valve exercising, leak detection and meter accuracy testing equipment. Grants are being offered to reimburse the initial cost of valve exercising, leak detection and meter accuracy testing equipment. The purpose of these grants is to help public water systems increase their technical capacity to provide a continuous source of safe drinking water.

This grant opportunity is made possible by Governor Mike DeWine's H2Ohio initiative. H2Ohio is a comprehensive and data-driven approach to reduce harmful algal blooms, improve wastewater, and water infrastructure, and prevent lead contamination.

II. Grant Application Guidelines

a. DEADLINES AND REVIEW DATES

Applications will be accepted beginning on December 20, 2022, until January 25, 2023.

Grant applications will be reviewed by Ohio EPA and applicants will be notified within 90 days from the close of the application of the award determination. If Ohio EPA has additional funding after the initial application period, a second application period will be announced.

b. ELIGIBILITY

Ohio community public water systems that need equipment for valve exercising, leak detection, or meter accuracy testing are eligible to apply. Equipment obtained under the grant must be used for the purchase of equipment necessary to exercise distribution system valves and perform leak detection in the distribution system.

Where applicable, the public water system must also comply with Ohio ethics laws and conflict of interest laws; the Federal Drug-Free Workplace Act of 1988 (41 USC Section 701, et. seq.); state regulations covering non-discrimination in hiring and affirmative action (ORC 125.111); and the PWS Authorizing Agent/owner or spouse, as applicable under ORC 3517.13(I) or ORC 3517.13(J), has not made, within the two previous years, one or more contributions totaling in excess of \$1,000 to the Governor or his campaign committees.

c. ELIBIBLE EQUIPMENT & SUPPLIES AND TRAINING

Equipment obtained under the grant must be used for to exercise distribution system valves, perform leak detection in the distribution system and for meter accuracy testing. The following are examples of equipment that are eligible under this grant:

- Valve exercising equipment
- Clamp on flowmeters to check accuracy of meters

- Pressure loggers
- Pitot Tube kits to measure hydrant flow and perform hydrant condition assessment
- Amplified Listening Device to detect leaks in the distribution system.
- Metal pipe locator
- Training on the use of the above equipment.

d. GRANT AMOUNTS AND PROJECT DURATION

Grants may be requested for equipment, supplies and training in an amount not to exceed \$10,000. Grants may only be requested for equipment, supplies and training obtained on or after a fully executed grant agreement is in place. Please **round off all requests to the nearest dollar amount**. Equipment supplies and training must be obtained, and reimbursement requested must be submitted within **6 months** of the date on Ohio EPA's grant agreement, unless an extension is granted in writing from Ohio EPA.

e. ASSISTANCE WITH APPLICATIONS

Please direct all inquiries to Sean Stephenson by email at DDAGW.Grants@epa.ohio.gov. Please include "Public Water System Equipment Grant" in the subject line.

f. APPLICATION SUBMITTAL

Application materials may be submitted in hard copy (paper) to the address on the cover of these guidelines or e-mailed to: DDAGW.Grants@epa.ohio.gov. Electronic submissions must be readable by Microsoft Word 2010 or newer software (for text, tables, and related materials) and Microsoft Excel 2010 or newer software (for spreadsheets). If you do not receive confirmation within two business days that your application has been received, please call the Division of Drinking and Ground Waters.

Applicants submitting their proposals on paper must provide **one** original of the application package, including an original signature from the System Owner or Authorized Agent (preferably in blue ink). The original may be single-sided or double sided. The application should be stapled in the upper left-hand corner. Please do not otherwise bind. Do not include cover letters, blank pages, dividers, or a table of contents. Fax submittals will not be accepted.

By mail:
Ohio EPA
Division of Drinking and Ground Waters
P.O. Box 1049
Columbus, OH 43216-1049
(614) 644-2752

g. GRANT AWARD PROCESS

Equipment supplies and training must be obtained, and reimbursement requested within 6 months of the date on Ohio EPA's grant agreement unless an extension is granted in writing from Ohio EPA.

A grant award letter will be sent to all applicants along with a grant agreement. The grant agreement will need to be signed by the Owner or Authorized Agent and returned. The Director of Ohio EPA will review and sign the agreement. This fully executed agreement will be returned and at this time equipment purchases can be made. The grant award letter and agreement will specify the award amount and provide instructions for obtaining reimbursement and completing the closeout report.

Upon receipt of a grant award letter and agreement the applicant will have six months from that date to purchase the equipment, supplies and training specified in their application including proof of purchase (receipts). An extension may be requested.

Applicants who are not awarded funding will be notified by email.



Public Water System Equipment Grant Application

For Office Use Only:

Application Number: _____ *Date Received:* _____

Section 1. Contact Information for Applicant

Please provide contact information for the Authorizing Agent who is authorized to sign the grant contract on behalf of the public water system.

a. Full name of Public Water System:	City of Perrysburg
b. PWS Identification Number (PWSID):	OH8701803
b. Federal Employer Identification Number (EIN):	
c. Street Address:	211 East Boundary Street
d. City:	Perrysburg
e. State:	Ohio
f. Zip Code:	43551
g. County:	Wood
h. Authorizing Agent:	
i. Authorizing Agent Phone Number:	
j. Authorizing Agent Email Address:	

Contact Information for Project Director (person who will oversee the installation of testing equipment and implementation of the project).

a. Project Director (Primary Contact):	AJ Coleman
b. Title:	Deputy Director of Public Utilities
c. Street Address:	211 East Boundary Street
d. City:	Perrysburg
e. State:	Ohio
f. Zip Code:	43551
g. Phone:	419-872-8050
h. Fax:	
i. Email Address:	acoleman@ci.perrysbur.oh.us
j. Alternative or Additional Contacts (Name, Title, Phone, Email):	Brian Homer, Field Superintendent,
k. Person performing analysis if different from above:	
l. Title:	
m. Phone:	
n. Email Address:	

Contact Information for applicant's Fiscal Agent (person who will process the grant payment from Ohio EPA)

a. Fiscal Agent:	Amber Rathburn
b. Title:	Director of Finance
c. Street Address:	201 West Indiana Ave
d. City:	Perrysburg
e. State:	Ohio
f. Zip Code:	43551
g. Phone:	4198728030
h. Fax:	
i. Email Address:	arathburn@ci.perrysburg.oh.us
j. Alternative or Additional Contacts (Name, Title, Phone, Email):	Khayla Trego, Deputy Finance Dire

Section 2. Applicant Certification Statement

Instructions: Please have the Authorizing Agent/owner read the Statement of Certification below and sign it in Table 2-1, row a. Paper copy versions of this application must include one copy with an original signature in Table 2-1, row a. Applications submitted electronically may include an electronic signature, or certification will be required from those applicants when a grant contract is sent out for signature.

Statement of Certification

I certify that to the best of my knowledge the information contained in this application and in the supplemental material is correct and complete. I certify that the funding requested satisfies the eligibility requirements for this Program as represented in the Program Description and related materials. I certify that I understand that the funding under this Program is subject to restrictions and other conditions listed below, including (*inter alia*):

- ☒ The applicant will use the funding under this Program for the specific purposes defined in the grant application and guidelines.
- ☒ The equipment purchased under this Program is owned and operated by the applicant public water system.
- ☒ The applicant will maintain the equipment for a minimum period of four years from the date of purchase. As needed, the applicant will avail itself of the warranty in order to ensure that the equipment funded under this Program remains in good working order for at least four years.
- ☒ The applicant will not use funding under this Program to purchase hardware or services for which the applicant has received, or will receive, payment from another source or under another program.
- ☒ The applicant will submit a closing activity and fiscal report to Ohio EPA upon completion of the project.
- ☒ The applicant will provide the Ohio EPA access to the equipment purchased with grant funding, facilities where the equipment is located, and documentation related to funding received from this Program, based on reasonable notice of a request for such access.
- ☒ The applicant has received approval from its governing body, to apply and make use of the funding under this program.
- ☒ The applicant will follow the public water system's procedures and applicable federal guidelines to procure the products and services funded under this project. Applicants are encouraged to conduct competitive procurements.
- ☒ Where applicable under ORC 3517.13(I) or ORC 3517.13(J), the applicant's Authorizing Agent or spouse has not made, within the two previous years, one or more contributions totaling in excess of \$1,000 to the Governor or his campaign committees.
- ☒ Where applicable, the applicant public water system is in compliance with the Federal Drug-Free Workplace Act of 1988 (41 USC Section 701, et seq.); state

ethics laws and conflict of interest laws; and state regulations covering non-discrimination in hiring and affirmative action (ORC 125.111).

I authorize Ohio EPA to make any necessary inquiries to verify the information that I have presented. I acknowledge that the information in this application is not confidential and may be released as required by the Program.

Table 2-1. Applicant Certification Signature

a. Signature of Authorizing Agent:	
b. Date:	
c. Name (<i>typed</i>):	
d. Title or relationship to applicant organization:	
e. Name of Public Water System	

Section 3. Equipment and Training

Please describe the equipment, supplies and training that will be obtained with the requested funding.

Equipment & Training (Manufacturer, Model & Description)	Number	Unit Cost	Cost (number x unit cost)
Equipment and Supplies			
a.			
b.			
c.			
Training			
d.			
e.			
f. Total Cost			

Section 4. Equipment Use Description

Please provide a description of how the equipment planned to be purchased under the grant will be used and maintained.