



City of **NAPOLEON**, Ohio

Operations Department

1775 Industrial Dr., P.O. Box 151, Napoleon, OH 43545

Phone: 419/599-1891 Fax: 419/592-4379

Operations Superintendent
Jeffrey H. Rathge

Water Distribution Foreman
Brian Okuley

Streets/Sewer Foreman
Roger Eis

Refuse/Recycling Foreman
Perry Hunter

Head Mechanic
Tony Kuhlman

PRESS RELEASE

WINTER WATERLINE AND METER PROTECTION

Once again the cold weather is upon us. The City of Napoleon Water Distribution Department is reminding all residents to inspect their waterlines. Please check the following items in your home to reduce the freezing risk for your waterlines and meters:

- ☀ Make sure that your basement windows are closed tightly and are draft free. You may want to temporarily place insulation over the windows to prevent drafts.
- ☀ Check all areas of your basement that contain waterlines to make sure the temperature is not below freezing.
- ☀ Make sure that any cracks in your basement or crawl space are repaired to avoid drafts and freezing temperatures.
- ☀ If you have a crawl space, make sure the vents are closed. You may want to temporarily place insulation over the vents to prevent drafts.
- ☀ Check any exposed waterlines on outside walls to make sure they are warm and that no drafts are in this area.
- ☀ If you have any waterlines that may possibly freeze, wrap them with insulation. In some cases you may need to install heat tape on your pipes to keep them from freezing.
- ☀ If you have an inside meter you will need to protect it, as it is part of your water system. This may include wrapping the meter with insulation or heat tape.
- ☀ If you have any waterlines or a water meter in the garage, remember to have the doors open as little as possible.

Please note that there is a replacement charge for water meters damaged due to neglect. The charge consists of the cost of the meter and a service call. This is a sizable fee.

Thank you for your cooperation. If there are any questions, please contact the Water Distribution Department at 419/599-1891 between 7:00 a.m. and 3:30 p.m.



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TO ALL RESIDENTS WHO HAVE HAD PROBLEMS WITH WATER SERVICES FREEZING IN THE PAST:

The City of Napoleon Water Distribution Department is asking you to leave your water running at one of your inside faucets; a stream the size of a pencil lead will be sufficient. Before doing so, you **must** contact the Utilities Department at 419/592-4010. Only those individuals who have made prior arrangements will receive credit on their monthly water bill.

Thank you for your cooperation. If there are any questions, please contact the Water Distribution Department at 419/599-1891 between 7:00 a.m. and 3:30 p.m.