

**RESOLUTION AWARDING QUOTATION AND AUTHORIZING THE DEPARTMENT OF PLANNING AND DEVELOPMENT TO ENTER INTO AN AGREEMENT WITH DAUGHTERS EXCAVATING CO. LLC FOR HOUSEHOLD SEWAGE TREATMENT SYSTEM (HSTS), WATER POLLUTION CONTROL LOAN FUND (WPCLF)**

WHEREAS, On October 10, 2025 quotes were received to install a septic system for the HSTS program under the Department of Planning and Development, as follows:

Contractor	Date Solicited	Date Received	Quotation Received
			378 Plymouth Brick Rd. W
JC Hauling & Excavating	9/26/2025	N/A	NO BID
Affordable Septic LLC	9/26/2025	N/A	NO BID
Kapalin Inc.	9/26/2025	N/A	NO BID
<b>Daughters Excavating Co. LLC</b>	<b>9/26/2025</b>	<b>10/10/2025</b>	<b>\$15,000</b>
Lake Erie Dirt Worx and More LLC	9/26/2025	N/A	NO BID

WHEREAS, Jake Brand, Director of the Department of Planning and Development has recommended to award the quote and requests permission to enter into agreement (after receiving OEPA approval) with Daughter Excavating Co. LLC as follows:

HSTS Applicant	Total Contract	Homeowner Share	HSTS Share
Jasmine & Robert Krueger – 378 Plymouth Brick Rd. W Ashtabula OH 44004	\$15,000	\$2,250	\$12,750

THEREFORE, BE IT RESOLVED, By the Board of Commissioners of Ashtabula County, Ohio, that the quote is awarded to Daughter Excavating LLC and the Department of Planning and Development is authorized to enter into agreement in accordance with the copies now on file.

BE IT FURTHER RESOLVED, Jake Brand, as Director of the Planning and Development Department is authorized to sign all documents related to this agreement.

**ASHTABULA COUNTY COMMISSIONERS  
CERTIFICATION PAGE**

**Resolution No. 2025-443**

**October 16, 2025**

**RESOLUTION AWARDING QUOTATION AND AUTHORIZING THE DEPARTMENT OF PLANNING AND DEVELOPMENT TO ENTER INTO AN AGREEMENT WITH DAUGHTERS EXCAVATING CO. LLC FOR HOUSEHOLD SEWAGE TREATMENT SYSTEM (HSTS), WATER POLLUTION CONTROL LOAN FUND (WPCLF)**

**Upon the motion of Casey R. Kozlowski, seconded by Kathryn L. Whittington.**

**VOTE:**

<b>J.P. Ducro IV</b>	<b>Aye</b>
<b>Casey R. Kozlowski</b>	<b>Aye</b>
<b>Kathryn L. Whittington</b>	<b>Aye</b>

**CERTIFICATE OF CLERK**

IT IS HEREBY CERTIFIED that the foregoing is a true and correct transcript of a resolution acted upon and duly passed by the Board of County Commissioners of Ashtabula County, Ohio, on the date noted above.



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Lisa Hawkins, Clerk of the Board  
Board of County Commissioners  
Ashtabula County, Ohio

TO: **Household Sewage Treatment System Program**

**Authorization to Proceed**

I have received a copy of the approved design for the septic system of my home. I have reviewed the replacement system with the Ashtabula County Health Department and/or understand the new system to be installed. I approve the specifications and design request that the bidding process be instituted to undertake the work therein.

HOMEOWNER(S) SIGNATURE:  \_\_\_\_\_

ADDRESS: 378 Plymouth Brick Rd W Ashtabula, OH 44004

DATE: 9/26/25



## Request for Quote-Septic System Installer

Ashtabula County has received an OEPA HSTS WPCLF award to assist income qualified homeowners with replacement of failing septic systems. Ashtabula County Department of Planning and Development has qualified applicants and secured professionals to evaluate the soils and design appropriate systems for each applicant. Ashtabula County will be paying for services for the qualifying home-owners.

Ashtabula County is seeking qualified septic system installers to install replacement systems for the following applicants using the system provided in the plans and specifications.

- Robert & Jasmine Krueger - 378 Plymouth Brick Rd. W. , Asthabula OH 44004

Scope of Work: Using the Plans & Specifications provided to obtain permit from Ashtabula County Health Department and install the replacement system as designed.

Per the terms of the HSTS WPCLF program, Ashtabula County will enter into a contract with the selected septic system installer who will need to provide all appropriate information in the attached contract.

Time Period: All work must be complete by 11/30/2025

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### Quote Information

Quotes must be received by Friday, October 10, 2025 at 12:00 PM.

Please send the quote information to [CEBurkhammer@ashtabulacounty.gov](mailto:CEBurkhammer@ashtabulacounty.gov) or mail or drop off to:

Ashtabula County Planning and Development, 25 West Jefferson St., Jefferson OH 44074.

Company: \_\_\_\_\_

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

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zipcode: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Cost/site design:   \$ \_\_\_\_\_

Approximate time from notice to proceed to approved design: \_\_\_\_\_ weeks

Provide the approximate number of septic system designs in Ashtabula County conducted in last 2 years \_\_\_\_\_.



APPROVED



Date 9/26/25

Sanitarians Initials MM

ROBERT KRUEGER RESIDENTIAL SEPTIC SYSTEM

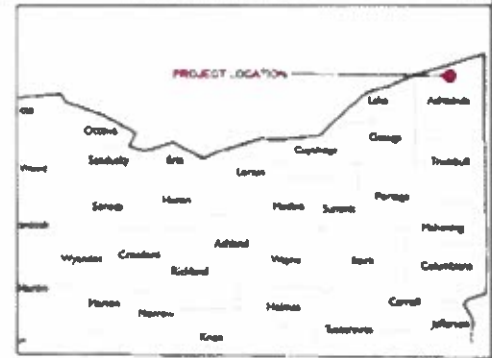
PROJECT LOCATION (NAD83) N 41.8387730°, W 80.7689030°

378 PLYMOUTH BRICK ROAD WEST ASHTABULA, PLYMOUTH TOWNSHIP, ASHTABULA COUNTY, OHIO

November 3, 2022



VICINITY MAP N.T.S.



AREA MAP N.T.S.

PROJECT NOTES

SITE DATA

PROPERTY LINES AND OWNER INFORMATION WERE TAKEN FROM ASHTABULA COUNTY ENGINEER'S ONLINE DATABASE.

NO TOPOGRAPHIC OR BOUNDARY SURVEY WAS PERFORMED. ALL MAP INFORMATION CONTAINED WITHIN THIS PLAN SET HAS BEEN DERIVED FROM PUBLICLY AVAILABLE GIS INFORMATION OR HAS BEEN PROVIDED BY OWNER.

UTILITY COORDINATION OWNER/DEVELOPER IS RESPONSIBLE FOR COORDINATION WITH ALL UTILITY COMPANIES IF REQUIRED.

GENERAL NOTES

HAMMONTREE & ASSOCIATES, LIMITED EXPRESSLY RESERVES ITS COMMON LAW COPYRIGHT AND OTHER RIGHTS IN THESE PLANS. THESE PLANS ARE NOT TO BE REPRODUCED, CHANGED OR MANIPULATED IN ANY FORM OR MANNER WHATSOEVER, NOR ARE THEY TO BE ASSIGNED TO ANY THIRD PARTY WITHOUT PERMISSION AND CONSENT OF HAMMONTREE & ASSOCIATES, LIMITED.

THE ENGINEER ASSUMES NO RESPONSIBILITY FOR ANY CHANGES IN DESIGN PLANS UNLESS WRITTEN CONSENT IS GIVEN BY THE ENGINEER. THE CONTRACTOR AND/OR THE OWNER WILL BE HELD RESPONSIBLE FOR ANY FIELD MODIFICATIONS MADE WITHOUT THE WRITTEN CONSENT OF THE ENGINEER AND NECESSARY APPROVALS BY PERMITTING AGENCIES.

THE LOCATION OF EXISTING UTILITIES WERE TAKEN FROM RECORDS AND MARKING PROVIDED BY OTHERS AND OBSERVED EVIDENCE. THE LOCATIONS SHOWN MAY BE APPROXIMATE. THE CONTRACTOR IS RESPONSIBLE FOR DETERMINING THE EXACT LOCATIONS, SIZES AND DEPTH OF ALL UTILITIES PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL EXERCISE CARE TO AVOID DAMAGE TO ALL EXISTING UTILITIES.

INDEX OF SHEETS table with columns: SHEET, DESCRIPTION, QUANTITY

Materials List table with columns: Item, Qty, Unit, Unit Price, Cost

TOTAL COST: CONTRACTOR IS RESPONSIBLE FOR VERIFYING QUANTITIES, INCLUDING EARTHWORK. QUANTITIES ARE BASED ON CURBWIDTH PLANS, AND EARTHWORK MATERIAL IS CALCULATED BY BARE MINIMUM REQUIRED BY CODE, THAT GOING BEYOND THE SPECIFICATIONS IN THE PLANS WILL INCREASE THE QUANTITIES. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO NOTIFY THE OWNER AND DESIGNER DURING THE BIDDING PROCESS OF ANY SIGNIFICANT QUANTITY DISCREPANCY IN THE LIST OF MATERIALS.

\* Pump/crush old tank

DESIGNER SIGNATURE: [Signature] 11/22/22
SANITARIAN SIGNATURE:
HOME OWNER SIGNATURE:
INSTALLER SIGNATURE:

DESIGN NOT APPROVED FOR INSTALLATION UNTIL BOTH THE DESIGNER AND LOCAL HEALTH DEPARTMENT HAVE SIGNED AND DATED ABOVE.

OWNER/DEVELOPER

ROBERT KRUEGER
378 PLYMOUTH BRICK ROAD WEST
ASHTABULA, OH 44004

DESIGNERS

HAMMONTREE & ASSOCIATES, LIMITED
5233 STONEHAM RD,
N. CANTON, OH 44720

ATTN: ANDREW DEMARCO
PHONE: (330) 489-8817 (OH)

ademarco@hammontree-engineers.com

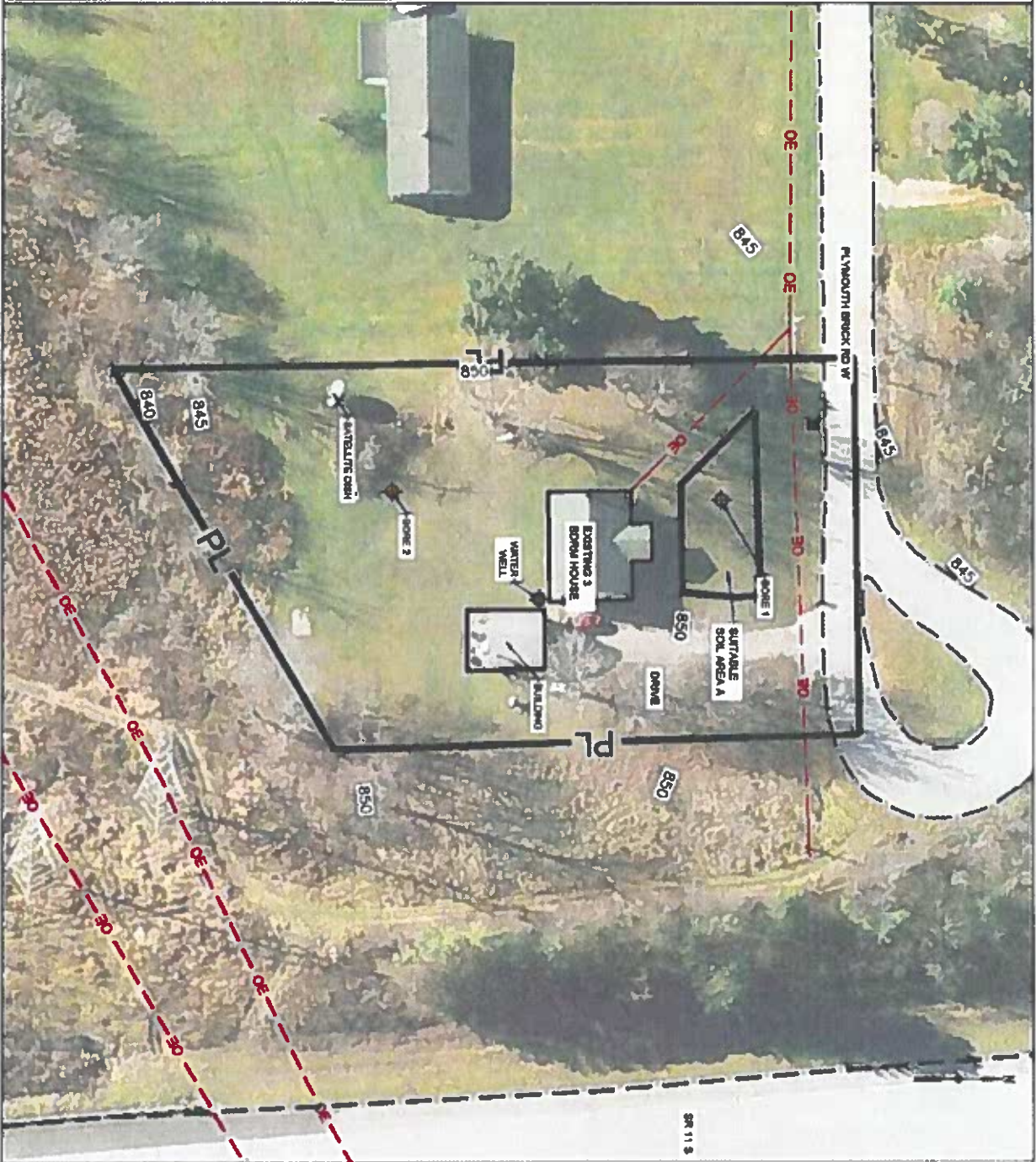
THE GENERAL CONTRACTOR SHALL NOTIFY ALL UTILITY COMPANIES INVOLVED IN THE SITE NO MORE THAN TEN DAYS AND NO LESS THAN THREE DAYS IN ADVANCE EXCAVATION. OHIO STATE LAW REQUIRES 2 WORKING DAYS NOTICE.

CALL BEFORE YOU DIG IN OHIO
OGPUS 811 OR 1-800-362-2764
OGPUS 811 OR 1-800-825-4668



ENGINEERS M PLANNERS M SURVEYORS M

Vertical text on the right edge containing project details and contact information.



- NOTES**
1. AERIAL MAPPING PROVIDED BY STATE OF OHIO CORP.
  2. BASE MAPPING OF ROADS, STREAMS, BUILDINGS WATER WELLS AND BOUNDARIES GENERATED FROM AERIAL ROAD MAPS USING STREAM DATA, CORN, AND AERIAL COUNTY ENGINEERS
  3. ASSUMING NO EXISTING WATER SUPPLY WELLS WITHIN 300' HOME IS ON PUBLIC WATER.
  4. NO PUBLIC SEWER WITHIN 600 FEET.
  5. NO KNOWN SURFACE WATER FEATURE IS WITHIN 1,000 FEET.
  6. HANMONTRIE & ASSOCIATES, LTD. DOES NOT GUARANTEE THE ACCURACY OF BASE MAP DATA PROVIDED BY OTHERS.
  7. TOPOGRAPHIC INFORMATION IS MADE AVAILABLE BY CORP. AND IS FOR REFERENCE ONLY.
  8. THERE IS INSUFFICIENT SPACE AVAILABLE FOR A SOIL ASSASSION SYSTEM, AN AEROSOL DISCHARGING SYSTEM IS THE FINAL ALTERNATIVE.



<p><b>LOCATION MAP</b></p> <p><b>RESIDENTIAL SERVICE TREATMENT SYSTEM</b></p> <p>PROJECT NUMBER: 204 PLYMOUTH BRICK ROAD W #1</p> <p>ASHTABULA COUNTY OHIO</p>	<p><b>REVISIONS</b></p> <table border="1"> <tr> <th>NO.</th> <th>DATE</th> <th>BY</th> <th>DESCRIPTION</th> </tr> <tr> <td>1</td> <td>11/22/22</td> <td>PC</td> <td>DATE</td> </tr> </table>	NO.	DATE	BY	DESCRIPTION	1	11/22/22	PC	DATE	<p><b>CLIENT</b></p> <p>DATE: 11/22/22</p> <p>BY: PC</p> <p>DATE: 11/22/22</p>	<p><b>PROJECT</b></p> <p>DATE: 11/22/22</p> <p>BY: PC</p> <p>DATE: 11/22/22</p>	<p><b>SCALE</b></p> <p>DATE: 11/22/22</p> <p>BY: PC</p> <p>DATE: 11/22/22</p>	<p><b>DATE</b></p> <p>DATE: 11/22/22</p> <p>BY: PC</p> <p>DATE: 11/22/22</p>	<p><b>PROJECT</b></p> <p>DATE: 11/22/22</p> <p>BY: PC</p> <p>DATE: 11/22/22</p>	<p><b>SCALE</b></p> <p>DATE: 11/22/22</p> <p>BY: PC</p> <p>DATE: 11/22/22</p>	<p><b>DATE</b></p> <p>DATE: 11/22/22</p> <p>BY: PC</p> <p>DATE: 11/22/22</p>	<p><b>PROJECT</b></p> <p>DATE: 11/22/22</p> <p>BY: PC</p> <p>DATE: 11/22/22</p>	<p><b>SCALE</b></p> <p>DATE: 11/22/22</p> <p>BY: PC</p> <p>DATE: 11/22/22</p>	<p><b>DATE</b></p> <p>DATE: 11/22/22</p> <p>BY: PC</p> <p>DATE: 11/22/22</p>
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1	11/22/22	PC	DATE																

**HANMONTRIE & ASSOCIATES, LTD.**

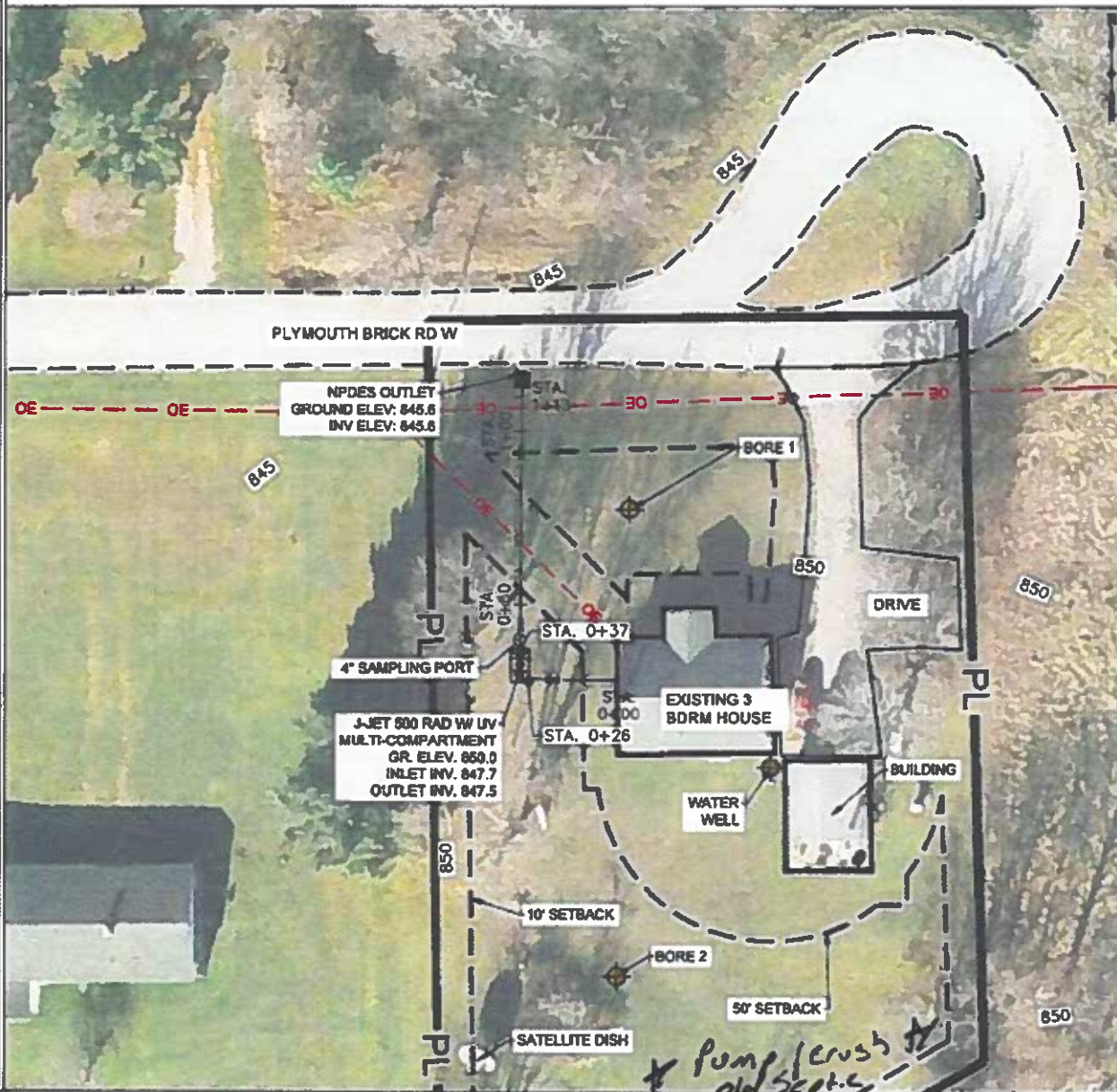
ENGINEERS, PLANNERS, SURVEYORS

10000 WOODBURN ROAD, SUITE 100

WILSON, OHIO 44095

419-949-1111

www.hanmontriedesign.com



**GENERAL NOTES:**

- ELEVATIONS ARE BASED ON INFORMATION FROM OGRIP'S CONTOURS. PROJECT ELEVATIONS ARE TO BE REFERENCED TO CLEANOUT AT TANK, AS INDICATED.
- SEWER LINE SLOPES SHALL BE MINIMUM 1/8" PER FOOT (1%).
- ALL PIPE AND FITTINGS SHALL BE 4" SCH 40 PVC. ALL PIPES BEYOND INITIAL CLEANOUT TO BE ENCASED WITHIN 6" SCHEDULE 40 PVC TO PROTECT AGAINST TRAFFIC, HEAVY TRAFFIC AND TO ASSIST IN LEAK PROTECTION. PIPES SHALL COMPLY WITH ASTM D3034. JOINTS SHALL COMPLY WITH ASTM D3212, AND INSTALLATION SHALL COMPLY WITH ASTM D3221.
- TWO-WAY CLEANOUTS ARE RECOMMENDED, UNLESS OTHERWISE INDICATED.
- LOCATE BUILDING ELECTRIC SERVICE ENTRANCE. INSTALL OUTSIDE DISCONNECT FOR AERATION SYSTEM NEXT TO SERVICE ENTRANCE.
- LOCATE EXISTING BUILDING SEWER AND TIE IN WITH APPROPRIATE FITTINGS. ASSUMED TO BE 4-IN PVC. VERIFY BURIAL DEPTH.
- PROTECT SEWER OUTLET WITH ODOT #57 STONE.
- TREATED WASTEWATER SHALL BE DISCHARGED AT DITCH BY ROAD.
- INSTALL ANIMAL GUARD AT END OF DISCHARGE LINE.
- INSTALL TELEMETRY DEVICE OR PUMP LOCK TO NPDES SYSTEM AS A FAILSAFE MECHANISM FOR THE SYSTEM.

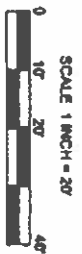
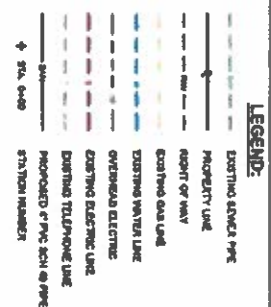
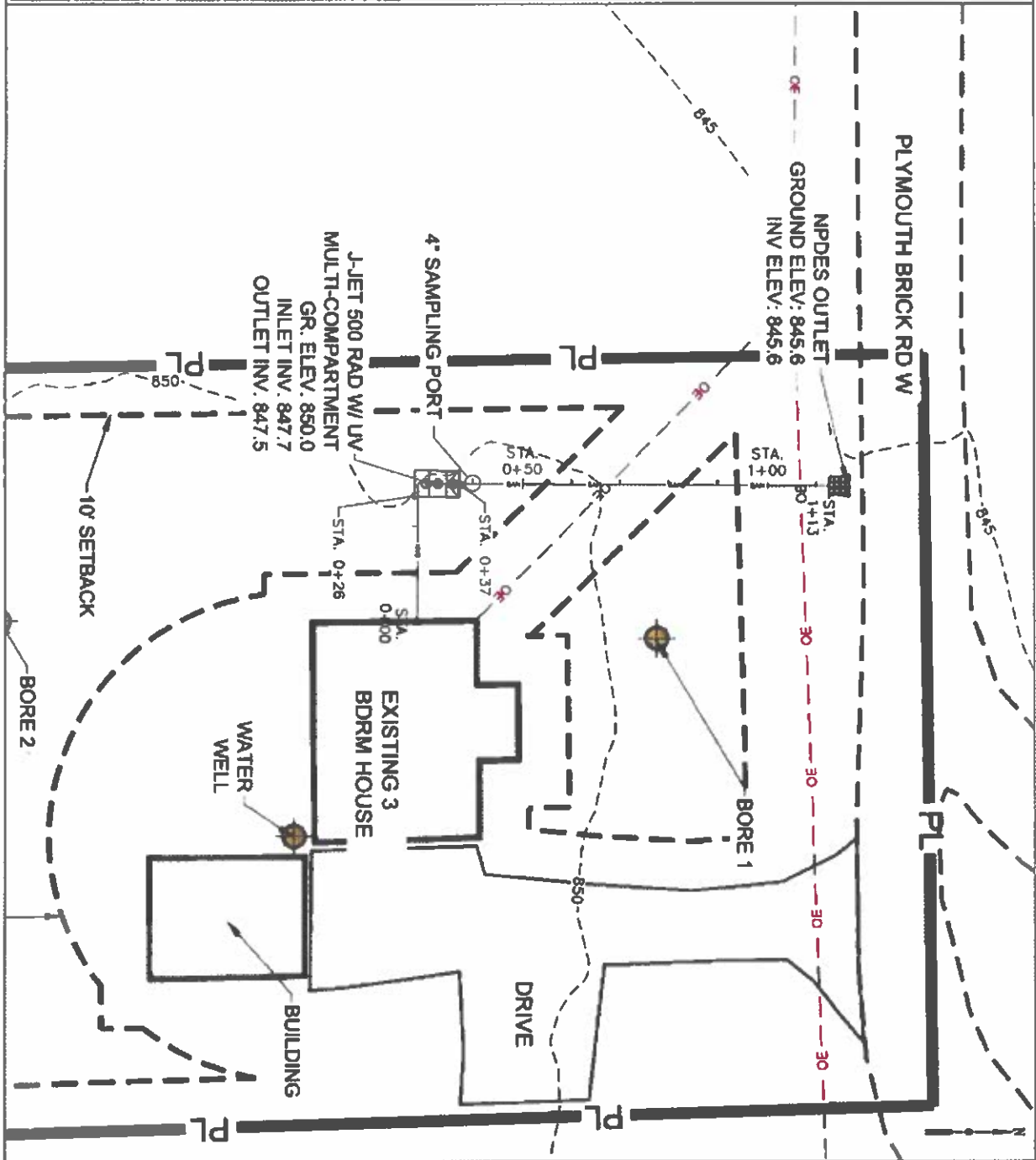


MANUELITEZ & ASSOCIATES, LTD.  
 110 ALABAMA DRIVE, SUITE 100  
 FORT WORTH, TEXAS 76102  
 TEL: 817-335-1000  
 FAX: 817-335-1001  
 www.manuelitez.com



DATE	BY	CHKD.	DESC.
08/11/2011	JAS	JAS	DESIGN
08/11/2011	JAS	JAS	REV. 01
08/11/2011	JAS	JAS	REV. 02
08/11/2011	JAS	JAS	REV. 03
08/11/2011	JAS	JAS	REV. 04
08/11/2011	JAS	JAS	REV. 05
08/11/2011	JAS	JAS	REV. 06
08/11/2011	JAS	JAS	REV. 07
08/11/2011	JAS	JAS	REV. 08
08/11/2011	JAS	JAS	REV. 09
08/11/2011	JAS	JAS	REV. 10
08/11/2011	JAS	JAS	REV. 11
08/11/2011	JAS	JAS	REV. 12
08/11/2011	JAS	JAS	REV. 13
08/11/2011	JAS	JAS	REV. 14
08/11/2011	JAS	JAS	REV. 15
08/11/2011	JAS	JAS	REV. 16
08/11/2011	JAS	JAS	REV. 17
08/11/2011	JAS	JAS	REV. 18
08/11/2011	JAS	JAS	REV. 19
08/11/2011	JAS	JAS	REV. 20

WFL LICENSE  
 RESIDENTIAL SEWERAGE TREATMENT SYSTEM  
 110 ALABAMA DRIVE, SUITE 100  
 FORT WORTH, TEXAS 76102



**RESIDENTIAL SEWAGE TREATMENT SYSTEM**  
 ROBERT J. ANDERSON  
 170 PL. PLYMOUTH BRICK ROAD THE PT  
 ADELPHI COUNTY, OHIO

DATE:	11/20/20	DATE:		DATE:		DATE:	
BY:		BY:		BY:		BY:	
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DATE:		DATE:		DATE:		DATE:	

**HARRINGTON & ASSOCIATES, LTD.**  
 REGISTERED PROFESSIONAL ENGINEERS  
 170 PL. PLYMOUTH BRICK ROAD THE PT  
 ADELPHI COUNTY, OHIO 43004  
 TEL: 614.425.1234  
 FAX: 614.425.1235  
 WWW.HARRINGTON-PA.COM



## AERATOR INSTALLATION

### IMPORTANT

- When installing the aerator be extremely careful of aspirator shaft. It has a very critical tightness tolerance. Don't ever let it touch anything except liquid. Also remember that the fit between coupling and aspirator shaft is quite close. Be careful not to burr or dirty the ends of either part.
- Both the Floodproof and Standard aerator models have been carefully designed and built to give years of trouble-free operation. To assure this long, trouble-free life, it is absolutely necessary to carefully follow the aerator installation and handling instructions.
- Life of the aerator depends on a straight shaft, never hit aerator by the shaft or subject the shaft to any bending, bumping, or strain. Never let the shaft contact anything but liquid.
- You can eliminate well over 50% of your service calls if you always inspect the line outlet and test for proper drainage at installation time.
- The Floodproof model aerator is totally sealed to protect it from water damage by flooding. It is, however, not designed to operate under water. This aerator is oil-filled and sealed. Do not disassemble it or remove plugs or bolts.
- The "Control Panel Instructions" contain a wiring diagram and detailed wiring instructions. These are included in every Control Panel Box and in the Distributor's Notebook. A wiring diagram, and detailed instructions are also on the inside of each Control Panel.

### BEFORE GOING TO JOB SITE

- Before going to job site, telephone contractor and check the following: Don't make a wasted trip
  - Is there access to facility? (There should be.)
  - Take additional notes. They may be needed.
  - Is plumbing complete so a proper drainage test can be run? (It must be.)
  - Is correct Control Panel installed and connected to electrical system? (Don't go unless it is.)
  - Is Control Panel equipped with a 7 amp circuit breaker? You must not install aerator unless Control Panel has correct circuit breaker.
  - Is underground cable connecting? (It should be.)
  - Is there enough cable in mounting casting to extend 48" above grade? (There should be.)
  - Is tank full to flow line?

### INSTALLATION STEPS

1. Turn Off Power - Turn the aerator Control Panel switch to "OFF". Next turn power that controls this circuit at main panel "OFF".
2. Install Plastic Inlet Tee (If tank does not have optional cast-in tee) - Attach tee to the influent pipe with the short pipe pointing down. Seal influent pipe in place. The tee is provided by distributor.
3. Install Plastic Transfer Tee (If tank does not have cast-in transfer tee) - Install the tee in the submerged transfer hole on the inlet compartment side. See drawing for plant size you are installing. Seal tee in place. The tee is provided by distributor.
4. Install Plastic Outlet Tee (If tank does not have cast-in outlet tee) - Attach tee to the effluent pipe with the short pipe pointing down. Seal effluent pipe in place. The tee is provided by distributor.
5. Check Aerator/Flow Line Measurements - Location of aerator to how line is very important. Measure distance from ledge in mounting casting to liquid level in tank. Tank must be full to flow line. If it is between 25" to 27", aerator location is correct. If it is not, change aerator mounting casting.
6. Check Vent Position - Check position of vent cap in cover. It must be installed in center of cover as shown in illustration. If vent cap is not centered, the outside-air-hose will bend and air to the aerator will be cut off.
7. Inspect Outlet - Inspect final discharge point of system to insure it is not and cannot become blocked. If there is a chance that it may become blocked in the future, inform owner and contractor that this situation must be corrected before you can install aerator. Tall drain blockage will lead to improper drainage and repeated stoppages. This can be avoided by preventive action now. (DO NOT INSTALL AERATOR IF SUCH A SITUATION EXISTS.)
8. Effluent Sample Means - Collection and assessment of effluent samples is required for all NSF Listed plants. There are four sample taking means from which samples may be taken. One of these methods must be chosen prior to plant

installation and necessary arrangements made during installation to incorporate this method into the overall system. For information on "Collecting & Assessing Samples" see "Plant Inspection & Service" instructions, pg. 2. The means are as follows:

- A. Final Outlet Samples - Can be taken at the final outlet point if it is accessible. The final outlet must be elevated sufficiently to allow a free-flowing sample to be taken.
- B. Sample Cross Samples - The cross must be as close as possible to the discharge end of the tank. One horizontal arm of the cross should act as the first section of the discharge line from the tank. The other horizontal arm acts as a continuation of the discharge line. One vertical arm of the cross extends downward and the other extends up to grade. The arm to grade should be covered with a removable cover.
- C. Distribution Box Samples - To use this method the box must have an inlet line high enough above the box floor so that a free-flowing sample can be taken. Also the top of the box must be slightly above grade and covered with a removable cover. If the box doesn't meet these qualifications it must be modified so that it does or this method of sample collection cannot be used.
- D. Baffled Outlet Samples - A sample from inside the plant outlet baffle may be taken. The outlet must have an open top and the plant discharge line must lead directly to it. It must also be accessible from grade and covered with a removable cover. Baffles are usually constructed with cast-in concrete sides or a plastic tee is used.
- E. Test for Proper Drainage - Be sure tank is full to the flow line. Fill bathtub, laundry sink, and any other fixtures that drain into system. Then, simultaneously drain all these fixtures and flush toilets. Do quickly to tank and observe any rise in water level. It is sometimes necessary to observe tank for as long as ten minutes in order to give water time to reach it. In other cases, water reaches it almost immediately. If the water rises over 3" and does not go down immediately, inform contractor that aerator cannot be installed until this situation is corrected.

motor faces away from aspirator. Set this down gently in a safe place and owner's manual, and aerator. Because the aerator fits tightly into your feet when putting it out, inspect all parts for shipping damage. Notify the carrier immediately if there is any damage. The fit between coupling and aspirator shaft is quite close. When handling these, be careful not to burr or dirty-ends of either part.

Exposing aerator to severe cold, such as the back of a truck or an untreated storage area, could cause circuit breaker to trip when power is first applied due to the drag from cold bearing grease. To prevent this problem, place aerator in a warm area (back of truck) for a short time before installation. After aerator is installed, cold weather will not affect its operation.

11. Electrical Connection - Before proceeding, make sure power is "OFF" at both the aerator Control Panel and at the main electrical panel in the house. Test all three leads of cable with a neon glow tester to be sure power is "OFF". Check the dimension of the underground cable to make sure it is not smaller than 2x64" x 11/64". If it is smaller, the governor will not be watertight.

- Install female half of electrical connector on end of cable, in mounting casting, coming from facility. Follow wiring instructions furnished with electrical connector.
- Connect two halves of connector.

12. Install Foam Restraint and Aspirator Shaft - An aerator lying on its side would rest on the foam restraint and bend the aspirator shaft or motor shaft. For this reason, it is necessary to either block up lower end of the aerator, or allow it to overhang an object during installation of aspirator shaft.

Slide foam restraint down shaft until it stops at ground-step on aspirator shaft. Tighten set screw firmly. The Allen key should spring, but do not tighten it so much that it slips and rounds out the hex socket. Slide aspirator shaft into coupling already attached to aerator motor shaft until foam restraint stops against coupling. Firmly tighten the two set screws closest to foam restraint. The Allen key should spring, but do not tighten it so much that it slips and rounds out hex socket. To ease future disassembly, many distributors

apply a light coating of lubricant, such as Vaseline, to end of motor and aspirator shaft. If lubricant is applied do not use too much or allow it to get into the hollow end of the connector or shaft. Current aerators use shafts with plastic aspirators on the end. Some older models (100-G, 100-FP) used a shaft with a propeller in addition to the aspirator. Shafts with a propeller must only be used with older aerators. Never use a shaft equipped with a propeller on any other aerator---this will damage the motor.

**13. Fit Brackets** - If the bumpers on the bottom brackets do not press against all sides of mounting casting, remove aerator and spring brackets out until all of them touch the sides. The fit should be snug, but not tight enough to push bumpers off when aerator is installed. If mounting casting risers are used, it is easier to install or remove an aerator using a lift fork that is supplied in distributor's tool kit. The lift fork can be screwed onto a piece of 1" threaded pipe (supplied by distributor). A 5' length should be adequate for most installations. The lift fork should be positioned under the aerator lift handle.

**14. Install Drip Loops.**  
Install aerator in mounting casting and push cable down below connector an inch or two. This forms a "drip loop" which channels any water running down the cable away from the aerator.

**15. Rotate Aerator Clockwise.**  
Looking down at installed aerator, rotate it clockwise until one of the mounting brackets engages anti-rotation block in mounting casting. This prevents cutting off the air supply by twisting of the air hose and also eliminates electrical problems caused by twisted cables.

**16. Outside-Air-Hose** - Aerators are equipped with a hose adapter and a 4 1/2" inch length of hose attached. Important, hose must be in place to ensure fresh air for proper treatment and to prevent possible moisture damage to the bearing on certain models. If one or more risers are used, a longer hose is required. Remove the air hose from the top of the aerator and cut a piece of 3/4" PVC (sold separately) and install it with a threaded adapter at one end. It must be long enough to fit completely on the plastic hose adapter (top, center of aerator - over shaft) and go straight up into the center of

the vent. With one riser, the hose length should be 15 1/2" long. Each additional riser will require an additional 11" of hose.

Be sure hose is properly installed in vent cap. It must not be bent or kinked when the riser cover is replaced. After the riser cover is in place, remove the vent cap and check position of hose. It should be in the vent body but not close enough to the vent lid to restrict air flow.

If an optional padlock is to be installed on the vent cap, refer to notebook blueprint for an illustration of installation. Place padlock key with Control Panel.

**17. Perform Electrical Test.**

**NOTE:** These instructions are for standard model 180-194 control panels only. If using a different model, follow the test instructions in the model specific manual.

The instructions on inside of the Control Panel cover describe Control Panel operation. Read these before proceeding.

**A.** Check to be sure the Control Panel installed is the correct one for the aerator. Current model aerator Control Panels must have 7 amp circuit breakers.

**B.** Check the wiring to be sure all the above instructions have been followed. Have the electrical contractor correct the work, if necessary.

**C.** Set the Control Panel switch to the "OFF" position. Turn the power to the Control Panel circuit "ON" at the main panel. With the power "ON", the aerator warning light should not glow. If installed, warning buzzer should not sound.

**D.** Test for power to the panel. Place one prod of a neon glow tester on terminal #1 and the other to terminal #4. The test lamp should glow, indicating power to the panel.

**E.** Set the Control Panel switch to the "CONT" position. Check the circuit for proper polarity by placing one prod of the neon glow tester on terminal #2 and the other prod to the bare ground wire in the Control Panel or any other ground such as a copper cold water pipe. The test lamp should glow, indicating proper polarity. Repeat test with terminal #1.

**F.** If the Control Panel is equipped with a time clock, set Control Panel switch to the "AUTO" position. Place one prod of a neon glow tester on terminal #2 and the other on terminal #5. Manually rotate timer cam clockwise one

complete revolution. The test lamp should go "ON" once and "OFF" once for each complete revolution, indicating the power is on to the aerator circuit and that switching circuit is operating properly.

**G.** Turn the Control Panel switch "OFF". Install the aerator and connect it to the power supply.

**H.** Turn the Control Panel switch to "CONT". The aerator should run and the aerator warning light should not glow. If installed, warning buzzer should not sound.

**I.** If the Control Panel is equipped with a time clock, set the Control Panel switch at the "AUTO" position. Manually rotate the timer cam one complete rotation clockwise. The aerator should cycle on and off once and the aerator warning light should not glow. If installed, warning buzzer should not sound.

**J.** If these tests or checks are not satisfactory, correct the wiring.

**K.** When all checks are completed, make sure the Control Panel switch is in the "CONT" position for panels without a time clock and in the "AUTO" position for panels with a time clock. Close and latch the Control Panel cover.

**18. Observe Aerator Operation.**

It should be quiet and free from excessive vibration. Heavy vibration indicates shaft damage. If heavy vibration occurs, install a new shaft and return the shaft that is damaged to the factory.

**19. Final Steps.**

**A.** Completely fill in label on front of Control Panel cover.

**B.** Remove the red "Notice to Occupant" tag from Control Panel.

**C.** Fill in "Installation and Service Record" card.

**D.** Explain "Owner's Manual" to owner and wire manual to the Control Panel. Instruct owner to fill in "Owner Warranty Registration" card and mail it.

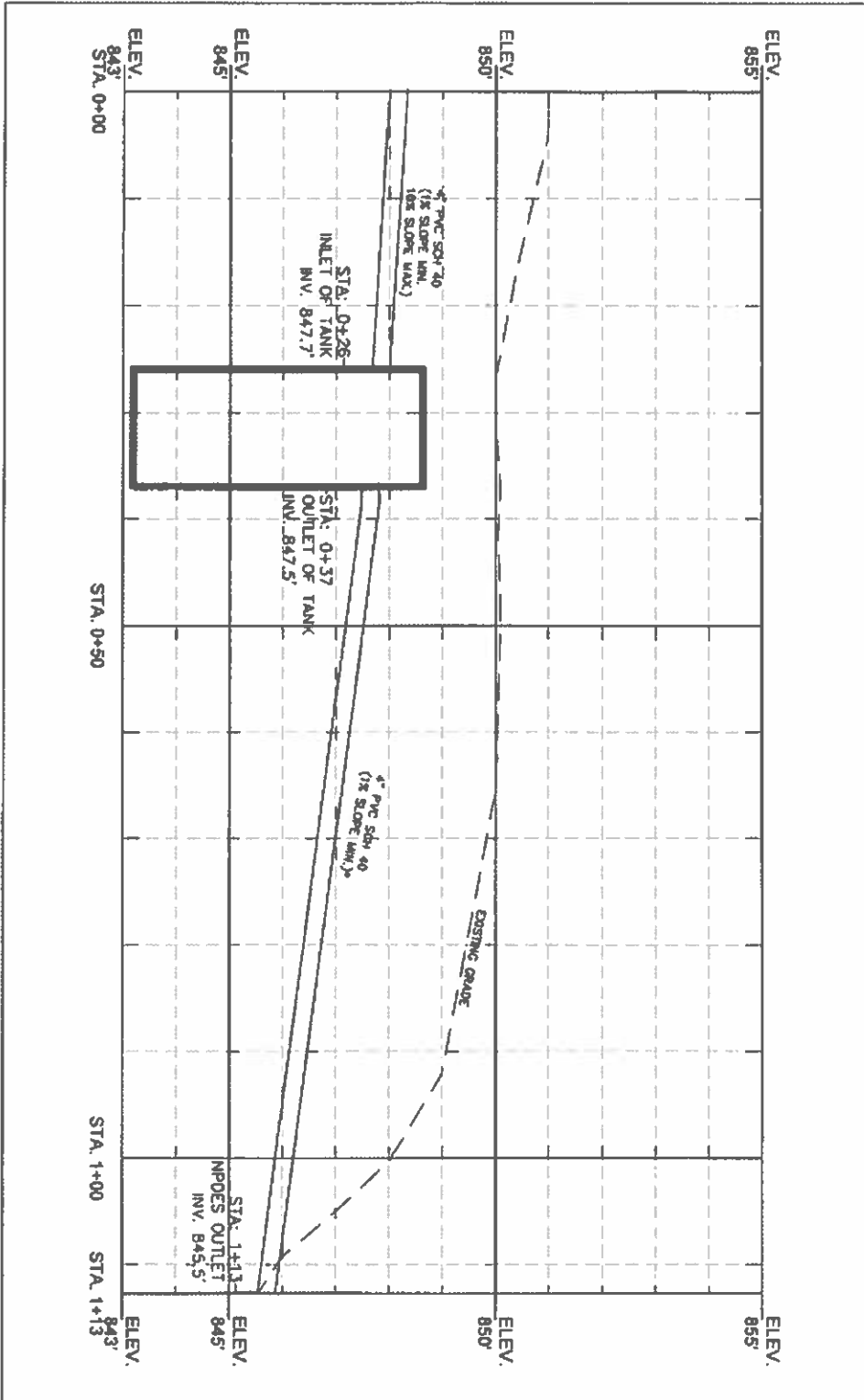
HANDBOOKS & LITERATURE, LTD.  
 1111 W. 19TH AVENUE, DENVER, CO 80202  
 TEL: 303-733-1111



REV. BY:	DATE:	REV. BY:	DATE:	REV. BY:	DATE:	REV. BY:	DATE:
DESIGN:	DATE:	DESIGN:	DATE:	DESIGN:	DATE:	DESIGN:	DATE:
CHECKED:	DATE:	CHECKED:	DATE:	CHECKED:	DATE:	CHECKED:	DATE:
APPROVED:	DATE:	APPROVED:	DATE:	APPROVED:	DATE:	APPROVED:	DATE:

OTWAS 1  
 RESIDENTIAL SEWAGE TREATMENT SYSTEM  
 370 N. ROCKY MOUNT ROAD, WEST  
 ARIZONA COUNTY, OHIO

# HYDRAULIC PROFILE



PIPING DOES NOT NEED TO DUPLICATE PROFILE BUT IS FOR REFERENCE ONLY. A MINIMUM OF 1% SLOPE MUST BE MAINTAINED THROUGHOUT THE PIPE LINE. ENSURE ENOUGH COVER IS AVAILABLE ABOVE PIPE TO PREVENT CRUSHING OF PIPE.

# Soil Descriptions for On-Site Sewage Treatment Systems

County: Ashtabula  
 Township / Sec: Plymouth  
 Property Location: 378 Plymouth Brick Road  
Ashtabula, OH  
 Applicant Name: Kenneth Krueger  
 Address: 378 Plymouth Brick Road  
Ashtabula, OH  
 Phone #: \_\_\_\_\_  
 Parcel #: 42-0050001100

Test Hole #: 1  
 Latitude: 41.838766  
 Longitude: -80.766996  
 Method: Hand Auger  
 Land Use / Vegetation: Mowed Grass  
 Landform: Till Plain  
 Position on Landform: Backslope  
 Percent Slope: 3  
 Shape of Slope: Linear-linear

Date: 10/21/2022  
 Evaluator: Jeff Rice / ABC Soil, LLC  
 Certification #: 356776  
 Signature: \_\_\_\_\_  
 Phone #: (330) 464-2343



Soil Profile	Estimating Soil Saturation				Estimating Soil Permeability				Horizon Notes							
	Horizon	Depth (inches)	Munsell Color (hue, value, chroma)	Redoximorphic Features		Class	Texture			Grade	Type (shape)	Consistence	Soil Infiltration Loading Rate (gpd/ft <sup>2</sup> ) >25 mg/L (Septic Tank Effluent)	Soil Infiltration Loading Rate (gpd/ft <sup>2</sup> ) <25 mg/L (Pre-Treated Effluent)	Hydraulic Linear Loading Rate (gpd/ft <sup>2</sup> ) B-12	
				Concentrations	Depletions		Approx. % Clay	Approx. % Frag.							Slope =	inches
A	0-8	10YR/4/2	-	-	SIL	12	-	2	M	GR	FR	0.6	0.8	2.7	3	
BE	8-13	10YR/5/4	7.5YR/6/6 (5%)	-	SIL	23	-	2	M	SBR	FI	0.6	0.8	2.7		
Bk1	13-20	10YR/6/4	7.5YR/6/8 (20%)	-	SIL	23	-	2	M	SBR	FI	0.6	0.8	2.7		
Bkx	20-43	10YR/5/4	7.5YR/5/6 (10%)	-	SIL	30	-	2	CO	PR	FI	0.4	0.6	2.4		
BC	43-60	10YR/4/4	7.5YR/5/6 (10%)	-	SIL	25	-	1	CO	PR	FI	0.4	0.6	2.4		

Limiting Conditions	Depth to (in.)	Remarks / Risk Factors	Horizon Notes:
Perched Seasonal Water Table	6		
Apparent Water Table	None observed		
Highly Permeable Material	None observed		
Bedrock	None observed		
Restrictive Layer	20	Lateral Flow Expected	



Map Source:  
Aerial photo (QDRP, 2017)  
Parsons (Ashland County GIS, 2019)  
Columbus (QDRP DEM, 2008)  
Drawn by: ADD  
Date drawn: 11/04/2022

# Soil Map (Landscape)

Robert Krueger  
378 Plymouth Brick Road West

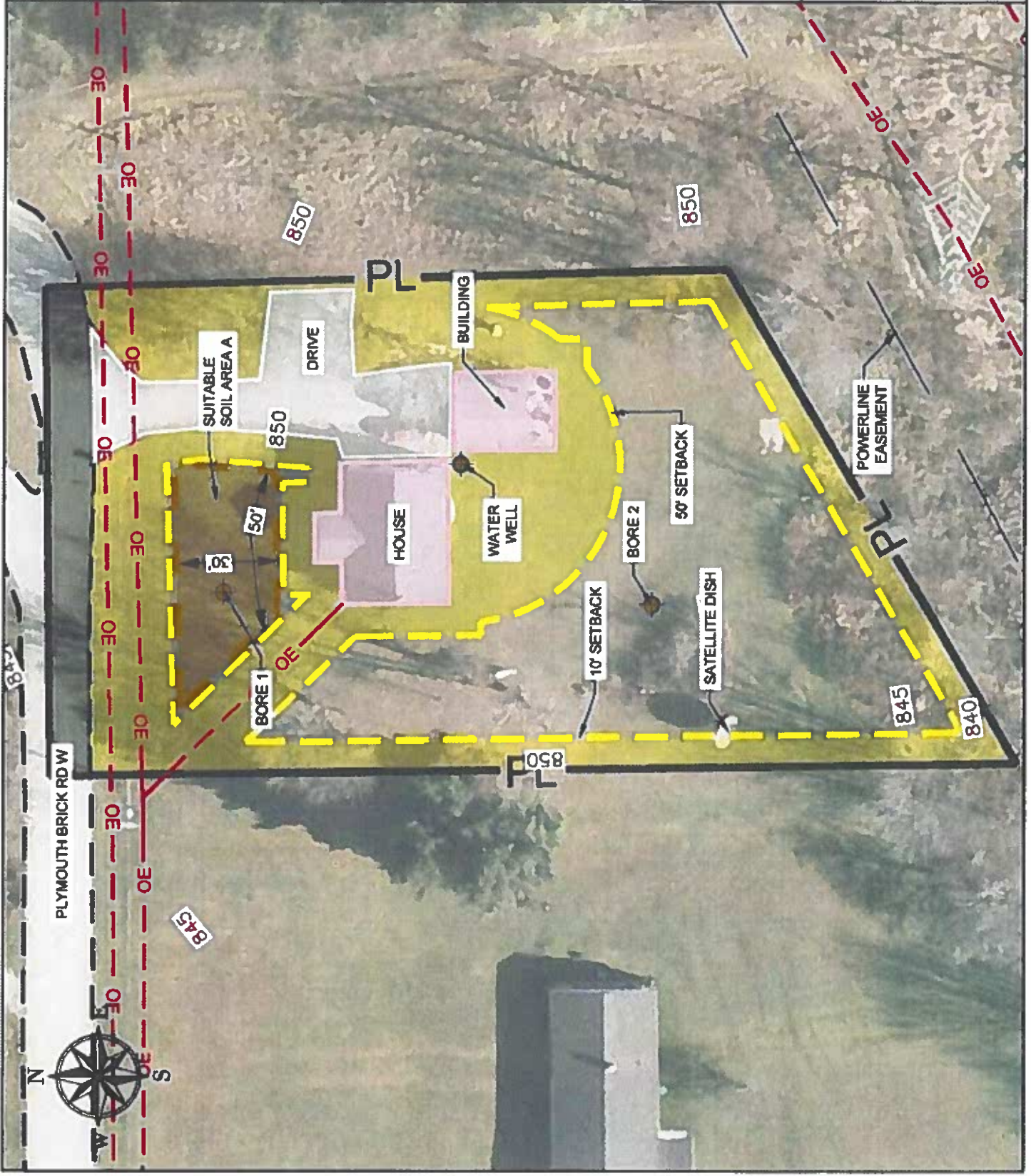
Located in Plymouth Township, Ashland County, OH  
Latitude: 41.8387730, Longitude: -80.7669030 (NAD 83)

**LEGEND**

- Soil Basing
- Soil Area
- Setback
- Parcel
- 1' Contour
- 5' Contour
- Existing Building
- Existing Drive

Scale: 1 INCH = 50'

0 25 50



**HOMEOWNER-CONTRACTOR-COUNTY AGREEMENT**

**COUNTY OF ASHTABULA**

**FY 2024 WATER POLLUTION CONTROL LOAN FUND (WPCLF)**

**HOUSEHOLD SEWAGE TREATMENT SYSTEM (HSTS) PROJECT**

THIS AGREEMENT is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_ 2025, by and between Jasmine & Robert Krueger herein after referred to as the OWNER, and Company Name hereinafter referred to as the CONTRACTOR and the Ashtabula County Board of Commissioners, by and through the Department of Planning and Development; herein collectively referred to as the COUNTY.

THIS AGREEMENT, including its exhibits and appendices as identified more specifically below, shall serve as the Contract between the OWNER, CONTRACTOR, and the COUNTY:

- Exhibit 1: Notice to Proceed
- Exhibit 2: Owner’s Approval of Work Write-up Specifications (if applicable)
- Exhibit 3: Ashtabula County WPCLF HSTS Program Work Specifications
  
- Appendix A: Insurance Provisions
- Appendix B: WPCLF Change Order/Instructions
- Appendix C: Contractor’s Equal Employment Opportunities Certification
- Appendix D: Contractor’s Certification Regarding Debarment, Suspension, and Other Responsibility Matters
- Appendix E: Contractor’s American Iron & Steel Acknowledgement
- Appendix F: Legal Certificate – Ashtabula County Prosecuting Attorney (approving as to legal form only)
- Appendix G: Fiscal Certificate – Ashtabula County Auditor (conforming to ORC §5705.41)

WHEREAS, the COUNTY has funds available for the WATER POLLUTION CONTROL LOAN FUND (WPCLF) HOUSEHOLD SEWAGE TREATMENT SYSTEM (HSTS) PROJECT and the OWNER desires to utilize these funds for the purpose of replacing or repairing the Household Sewage Treatment System (HSTS).

WHEREAS, the COUNTY has provided technical assistance in preparing bid specifications; screening Contractors; reviewing bid proposals; permitting; inspection during installation; and invoicing, and

WHEREAS, the COUNTY has selected the CONTRACTOR to perform this HSTS installation pursuant to the specifications and conditions recited hereinafter; and,

WHEREAS, the OWNER's share of the HSTS repair/replacement Contract Amount (\$XXX.XX), plus any non-eligible repairs that may arise as the result of the work for the HSTS project.

NOW THEREFORE, in consideration of the mutual promises and covenants contained hereinafter, the parties agree as follows:

## **ARTICLE I                    CONTRACTOR'S RESPONSIBILITIES**

The CONTRACTOR shall:

1.        Furnish all labor, materials, supervision, equipment, services, and supplies necessary to perform the work in the manner specified pertinent to HSTS Replacement/Connection to Public Sanitary Sewers and in conformity with the requirements set forth in the Bid Forms, Plans, and Specifications hereunto attached and/or made a part hereof by reference for the total sum of **Contract Amount**.
  
2.        Commence the work herein required to be completed and inspected in accordance with the execution of this Contract and after application for permit. Upon commencement of the work, the CONTRACTOR shall diligently pursue to completion the rehabilitation of the work to avoid any unnecessary inconveniences to the OWNER. Extensions of time can only be granted by authority of the COUNTY by way of a Change Order.
  
3.        No request for extra payment shall be made for any reason other than for a change in scope of work issued by the CONTRACTOR and authorized by the COUNTY provided that funding is available and the change is submitted on a change order form.
  
4.        Remove all debris, tools, equipment, and miscellaneous items so that the work site is restored to its original condition and receive final grading with existing native soil (top soil cover shall be laid over soil absorption system areas), grass seeding and straw. The CONTRACTOR shall at all times organize the work and secure the structures to provide safe working conditions for his/her operations.
  
5.        Comply with the Ohio Administrative Code Chapter 3701-29 Household Sewage Disposal Systems, Ohio EPA HSTS General Permit conditions for repair or replacement of the HSTS and the specifications made a part hereof by reference, and with all the regulations of the applicable agency of Ashtabula County, the Federal Government, and the community within which the OWNER is located. The CONTRACTOR, is responsible for promptly securing all necessary inspections, licenses, permits, and approvals required thereby and for allowing inspections of all work by authorized inspectors of the COUNTY or appropriate municipalities.
  
6.        Turn over all applicable guarantees and warranties to the OWNER upon completion of the installation. Guarantee the work performed for a period of One Year from date of final acceptance of work by the COUNTY.
  
7.        Carry full, updated and complete Workmen's Compensation Insurance for all of his/her employees and those of his/her subcontractors engaged in work on the subject premises, in accordance with local and state laws governing same.

8. Carry during the life of the Contract, Comprehensive Liability Insurance in accordance with the terms and conditions stated in the attached insurance provision requirements (Appendix A).
9. Submit evidence of the coverage required above should the COUNTY or OWNER request such evidence.
10. Not assign this Contract without the written consent of the COUNTY.
11. Furnish to the OWNER and COUNTY the name and telephone number of an official who will represent and be responsible for the prime CONTRACTOR and the Subcontractors in the execution and conduct of their work.
12. Not be required to employ any Subcontractors to whom it has a reasonable objection. The CONTRACTOR agrees that it is completely responsible to the COUNTY and the OWNER for the acts and omissions of his/her Subcontractors and of the persons either directly or indirectly employed by him. Nothing contained in the Proposal Documents shall create any contractual relation between any Subcontractor and the OWNER or COUNTY.
13. Comply with all requirements of the General Conditions and Guidelines for Contractors; as may be amended from time to time.
14. Hereby acknowledge that he/they have studied and thoroughly understand the appropriate documents as stated herein and has personally inspected the aforementioned premises and the submission of a bid form shall be evidence of the CONTRACTOR's having acquainted himself with the job site and his/her willingness to conform to all code and project requirements without additional compensation.
15. Provide proof of required EEO Certification in Appendix C.
16. Sign required American Iron and Steel Acknowledgement form contained on page 19 in this document.
17. Provide certification regarding Debarment, Suspension, and Other Responsibility Matters on the required forms on page 17.
18. Comply with all applicable standards, orders or requirements under Section 306 of the Clean Air Act, 42 USC 1867 (h), Section 508 of the Clean Water Act, 33 USC 1328, Executive Order 11738, and EPA regulations, 40 CFR Part 32, which prohibits the use under non-exempt Federal contracts, grants, or loans of facilities included on the EPA List of Violating Facilities.
19. Meet the insurance requirements of the WPCLF agreements as established in Appendix A of this Contract.

20. Submit any and all change orders in accordance with the WPCLF instructions and on the form included in Appendix B of this Contract.
21. Bid Guarantee – Connections to Public Sewers: The CONTRACTOR must have filed with the bid, a bid guaranty (which can be in the form of either a bond or a certified check, cashier's check, or letter of credit in accordance with ORC 153.54/ORC 307.88 as established at the time of this Agreement).
22. Payment and Performance Bonds -The CONTRACTOR must comply with all the requirements for payment and performance bonds included in ORC 153.54/ORC 307.89 and Section 3.4 of the WPCLF Loan Agreement.
23. Completion - The CONTRACTOR agrees that time is of the essence in this Contract. The Date of Initiation of Operation and Date of Completion of Work will both be within sixty (60) days of the start date of this Contract.
24. Contractor agrees to submit a Change Order Form to the COUNTY if weather was not suitable during the sixty days.

## **ARTICLE II                    OWNER'S RESPONSIBILITIES**

The OWNER shall:

1. Not hinder the Contractor in his/her work, nor allow any other persons to hinder the Contractor in their work.
2. Maintain household insurance upon the subject premises in an amount equivalent to the value of the property. After completion of the HSTS installation, the OWNER should notify his/her Homeowner's Insurance Agent to determine if additional coverage should be secured and added to the home insurance policy to cover the HSTS installation.
3. Make the subject premises available for inspection by the COUNTY and/or a representative of the Ohio EPA for a period of One (1) year after the completion of work on the Owner's property. Inspection should be upon demand and with a minimum of Twenty-four (24) hours-notice given to the OWNER.
4. Make the subject premises available for HSTS installation from the date of the Contract acceptance by CONTRACTOR until the completion thereof.
6. Permit the CONTRACTOR to use, at OWNER's cost, existing utilities such as light, power, heat, and water reasonably necessary to the carrying out and completion of the work.
7. Cooperate with the CONTRACTOR to facilitate the performance of the work, including the removal and replacement of any items that could obstruct the completion of the system.

8. Supply a check or money order for submission to the COUNTY, the amount of **Homeowner's share of contract (\$XXX.XX)** as the OWNER's share of the rehabilitation work. Such sum shall be submitted not less than five (5) business days prior to the issuance of the permit. If such funds are not deposited on time, this Contract is null and void.
9. The OWNER acknowledges that settlement in the sewage treatment system area is likely to occur after final grading, seeding and application of straw and is responsible for correcting any settlement that occurs once the system installation is inspected and approved.

### **ARTICLE III COUNTY'S RESPONSIBILITIES**

The COUNTY shall:

1. Properly enforce and apply any conditions, rules or regulations that apply for the expenditure of rehabilitation funds in accordance with HUD requirements, and WATER POLLUTION CONTROL LOAN FUND (WPCLF) HOUSEHOLD SEWAGE TREATMENT SYSTEM (HSTS) PROJECT which are made a part hereof by reference.
2. Issue payment upon receipt of proper invoice after notice of satisfactory completion of the work performed and monies have been received from Ohio EPA DEFA.

### **ARTICLE IV COMPENSATION & PAYMENT**

1. The Contract sum stated in Article I, OWNER-CONTRACTOR-COUNTY Agreement, and including authorized adjustments thereto, is the total amount payable by the COUNTY to the CONTRACTOR for the performance of the work under the Contract Documents.
2. The COUNTY hereby assigns to the CONTRACTOR the funds payable by the COUNTY to the CONTRACTOR.
3. The COUNTY agrees to pay said assigned funds to the CONTRACTOR in accordance with the following conditions:
  - a) The contract(s) has been executed by all parties and a copy submitted to Ohio EPA, and
  - b) The installation of the HSTS has been inspected by the local health district and a final inspection certification has been issued, and
  - c) A payment request that documents costs incurred for the individual HSTS improvements is submitted by the local government agency to Ohio EPA (the request must be accompanied by the local health district final inspection certification), and
  - d) The Ohio EPA reviews and approves the submissions and directs the Ohio Water Development Authority to disburse approved amounts to the local government agency.

4. Payment Retention - The parties agree to follow all requirements for payment retainage as provided in ORC 153.12, as that section exists on the date of execution of this agreement. Any retainage held pursuant to this section will be placed in an escrow account pursuant to ORC 153.13, as that section exists on the date of execution of this agreement. All payments will be made pursuant to ORC 153.14, as that section exists on the date of execution of this agreement.

## **ARTICLE V                    GENERAL CONDITIONS OF THE CONTRACT**

1. It is agreed by the parties hereto that all changes (if any) mutually agreed upon shall be in writing and signed by the parties to the Contract. Any unsigned agreements or changes shall be null and void. Changes to the scope of work must be concurred with by the COUNTY and the OHIO EPA-DEFA.
2. The parties agree that other than expressly permitted herein, there shall be no assignment of this Contract without the written mutual consent of all parties.
3. The parties further state that to the best of their knowledge, no officer, employee, or agent of the COUNTY who exercises any functions or responsibilities in connection with carrying out the project to which this Contract pertains, has any personal interest, direct or indirect, in the Contract.
4. The OWNER and the CONTRACTOR agree not to make any side agreements or to arrange for any work or services not covered by this Contract or subsequent change orders, until all work under this Contract is completed, approved, and paid.
5. In the event of any breach of this Contract, the COUNTY would engage the Ashtabula County Board of Health to pursue enforcement of the Ohio Administrative Code Chapter 3701-29 Household Sewage Disposal Systems and/or pursue a bond claim to ensure the completion of the contract in accordance with applicable rules.
6. The CONTRACTOR and the OWNER shall indemnify and hold harmless the COUNTY and its agents and employees from and against all claims, damages, losses, and expenses including attorney's fees arising out of or resulting from the performance of the work, provided that any such claim, damage, loss, or expense: a) is attributable to bodily injury, sickness, disease, or death or to injury to or destruction of tangible property (other than the work itself) including the loss of use resulting there from, and b) is caused in whole or in part by any negligent act or omission of the CONTRACTOR, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose act any of them or the COUNTY, its agents, or employees may be liable regardless of whether or not it is caused in part by a party indemnified hereunder.
7. OWNER shall permit authorized representatives rights of access to inspect and examine the work during normal working hours. This shall include the U.S. Government, its designee, and the COUNTY. The signatories agree to ensure that the Director of the COUNTY's applicable agency (CS&P/DES, Board of Health) or its duly authorized agents shall have the right at all reasonable times to enter upon the Project Site(s) and Project Facilities, and to examine and inspect the same and to exercise the Director's rights pursuant to the WPCLF Assistance

Agreement. If any work is covered without approval or consent of proper authority, it must, if required, be exposed for inspection at the CONTRACTOR's expense. All defects caused by the CONTRACTOR or his/her Subcontractor shall be corrected at his/her expense.

8. Parties agree to exercise proper precaution at all times for the protection of persons and property and CONTRACTOR shall be responsible for all damages to persons or property, which occur as result of his/her prosecution of the work. The safety provisions of applicable local laws and building construction codes shall be observed.
9. During the performance of this Contract, the CONTRACTOR and the OWNER shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The CONTRACTOR will take affirmative action to ensure that applicants are employed, and CONTRACTOR and OWNER shall further affirm that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; lay-off or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.
10. The OWNER hereby acknowledges the responsibility for the day-to-day maintenance of the improvements installed as part of the WPCLF HSTS Program; and that the CONTRACTOR provides only a limited one-year warranty for work and materials. The OWNER is responsible for the maintenance of the HSTS, the compliance with Ohio EPA NPDES permit requirements, and the COUNTY operation permit.
11. The COUNTY shall not be held responsible for any mechanic's liens that may be placed on the property as a result of the HSTS project.
12. No persons shall use any equipment or services from anyone on the Ohio EPA List of Violating Facilities.
13. In the event of a conflict between the contract and the WPCLF Assistance Agreement, the provisions of the WPCLF Agreement shall prevail.

SIGNATURES ON NEXT PAGE

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed as of the day and year first above written.

**OWNER(S)**

Witnessed:

\_\_\_\_\_

\_\_\_\_\_

**CONTRACTOR:**

Witnessed:

\_\_\_\_\_

\_\_\_\_\_

*(\* Legal and Fiscal Certificate appended)*

**COUNTY OF ASHTABULA\*:**

\_\_\_\_\_  
Jake Brand, Director

*Ashtabula County Dept. of Community Services & Planning*

**EXHIBIT 1  
NOTICE TO PROCEED**

Date: \_\_\_\_\_

RE: Household Sewage Treatment System Improvement/Abandonment and Connection to Public Sanitary Sewer at  
(OWNER ADDRESS)

Reference is made to our contract dated \_\_\_\_\_ for HSTS installation at 378 Plymouth Brick Rd. W. Pursuant to the provisions of Article 1.2, you are hereby given Notice to Proceed with the work immediately upon notification with acknowledgement of Contractor's Right of Recission as noted in Exhibit 2 of this Agreement. This notice establishes that the work be completed by 11/30/2025. Please acknowledge receipt of this Notice to proceed as provided below and return the original signed copy to the CONTRACTOR for obtaining the installation permit.

You may keep one copy for your records,

Sincerely,

\_\_\_\_\_  
Homeowner

\_\_\_\_\_  
Homeowner

This acknowledges that the above notice was received, which establishes the completion date as

\_\_\_\_\_.

\_\_\_\_\_  
Title

\_\_\_\_\_  
Contractor Signature

\_\_\_\_\_  
DATE

**EXHIBIT 2**  
**OWNER'S APPROVAL OF WORK WRITE-UP SPECIFICATIONS**

That, Jasmine & Robert Krueger Owner(s) of property located at 378 Plymouth Brick RD. W. Ashtabula, OH 44004 and an applicant for the WPCLF HSTS Program, agree that the attached work specifications have been prepared by the County of Ashtabula and the applicant further understands that that Company Name is obligated to complete only the items mentioned within these specifications. I (We) have reviewed the agreement between Ashtabula County, and Company Name agree to the terms of the agreement.

\_\_\_\_\_  
Signature of Owner –

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner –

\_\_\_\_\_  
Date

**EXHIBIT 3  
ASHTABULA COUNTY WPCLF HSTS PROGRAM  
INSTALLATION SPECIFICATIONS**

**FOR: [INDICATE ONE]            HSTS REPLACEMENT            CONNECTION TO NEW PUBLIC SANITARY SEWER**

**INSTALLATION DETAILS FOLLOW SYSTEM SPECIFICATIONS WORKSHEET ATTACHED**

**HSTS REPLACEMENT:**            Standard Specifications from the Ashtabula County Board of Health

**CONNECTION TO  
PUBLIC SEWERS:**            Ashtabula County Sanitary Engineering Code: Connections to Public Sewers

## APPENDIX A

### INSURANCE PROVISIONS

Section 3.5 of the WPCLF Assistance Agreement contains specific requirements regarding insurance for all contractors and all subcontractors for the life of the contract.

The Contractor shall, at his/her expense, furnish and maintain insurance in the form and amounts specified in subparagraphs 1 through 7 inclusive, of this section. Policies shall be with acceptable insurance companies authorized to do business in the State of Ohio.

The Contractor shall not commence Work nor shall he permit any of his/her Sub-contractors to commence Work until the insurance policies specified hereinafter, or otherwise required, have been submitted to, and approved by the Owner. Such insurance policies shall be kept in force until the Contractor receives final payment.

Insurance shall be endorsed so that it cannot be changed or canceled in less than ten (10) days after receipt by the Contractor and the Owner of written notice of such proposed action from the Insurer.

The insurance specified in Subparagraphs 1, 2, 3 and 4 shall be written under the comprehensive general form of liability insurance contracts.

The Contractor shall furnish three (3) certificates or, whenever specifically requested by the Owner, three (3) certified copies of the insurance policies themselves and a receipt evidencing full payment of the premiums.

In addition to the insurance described hereinafter, the Contractor shall secure and maintain such other insurance as may be designated elsewhere in the Contract document.

If the Contractor is required to repair or perform Work after the completion of the Work involved under this Contract or obtain new policies in accordance with the requirements in this section.

1. *General Liability:* In addition to such fire and other physical damage insurance as the Contractor elects to carry for his/her own protection, he shall also secure and maintain in the name of the Owner, the government agency sponsoring the Project, Subcontractors, the Consulting Engineer and any other parties having an interest in the Project, as named insured as their interest may appear; a general liability policy for fire, extended coverage, vandalism and malicious mischief in the amount of one hundred (100) percent of the value of the complete parts of the Project and Materials in storage, except that such coverage shall not be required in connection with sewer, water main or paving construction. Pump or lift station construction shall not be considered sewer or water main construction for purposes of this paragraph.
2. *Workers Compensation:* The Contractor shall provide Workers Compensation Insurance for all employees engaged in Work who may come within the protection of the workers compensation law, and, where applicable, employer's General Liability Insurances for employees not so protected and shall require all Subcontractors to provide corresponding insurance.
  - (a) The Contractor shall indemnify the Owner and the Consulting Engineer against any and all liabilities, cost and expenses due to accidents or other occurrences covered by the workers compensation law.
3. *Contractor's Motor Vehicle Bodily Injury and Property Damage Liability Insurance:* Insurance to cover liability arising from the use and operation of motor vehicles in connection with the performance of the Contract (as customarily defined in liability insurance policies), whether they be owned, hired or non-owned by the Contractor, as follows:
  - a. Bodily Injury Liability: \$1,000,000 for each person;
  - b. Property Damage Liability: \$1,000,000 for each occurrence.

4. *Contractor's Public Liability and Property Damage Liability Insurance:* Contractor's Public Liability Insurance providing a limit of not less than \$1,000,000 for all damages arising out of bodily injuries, including accidental death to one person, and \$1,000,000 for all damages arising out of bodily injuries, including accidental death, to two or more persons in any one occurrence. Contractor's Property Damage Liability Insurance providing for a limit on not less than \$1,000,000 for all damages to or destruction of property.

Coverage under this policy shall include, to the limits indicated above, the collapse or damage to any structure, building or its contents, public or private utility, or pavement during construction and for two (2) years thereafter.

Whenever Work under the Contract is to be done in the vicinity of existing underground utilities or structures, coverage under the policy shall also include, to the limits indicated, all damages to said underground utilities or structures during construction and for a period of two (2) years thereafter. Whenever Work under the Contract is to be done by blasting, coverage under the policy shall also include, to the limits indicated above, all damages of any kind whatsoever caused by blasting.

5. *Contractor's Protective Public Liability and Property Damage Liability Insurance:* Contractor's Protective Public Liability and Property Damage Liability Insurance for operations performed by Subcontractors providing for coverage and limits corresponding to those described in subparagraph 4.
6. *Owner's Protective Public Liability and Property Damage Liability Insurance:* Regular Owner's Protective Public Liability and Property Damage Liability Insurance for operations performed by the Contractor or any Subcontractor providing for coverage and limits corresponding to those described in subparagraph 4.

This policy shall be written in the name of the Owner as a separate policy from those specified elsewhere herein.

7. *Railroad Protective Liability Insurance:* In any of the Work under this Contract is on railroad R/W, the Contractor shall at its sole cost and expense, procure and provide, for and in behalf of each railroad company. Protective Liability Insurance (AARAASHO form) with minimum limits per occurrence of not less than \$2,000,000 for bodily injury, death and/or property damage, subject to an aggregate limit of \$6,000,000 per annum. The policy shall name each railroad company as the insured and be issued to the Contractor. Each railroad company shall be provided with a copy of each policy of insurance prior to commencement of any work.

## **APPENDIX B CHANGE ORDER INSTRUCTIONS**

All Change Orders for this work, regardless of costs, must be submitted to Ohio EPA for review.

### Changes Requiring Prior Approval

Any change which substantially modifies the Project Facilities as specified in the Ohio EPA approved Facilities Plan and Final Permit to Install or Final Plan Approval (when applicable) or alters the direct or indirect impact of the Project Facilities upon the environment must be incorporated into a Change Order. One copy of the Change Order prior to execution is to be submitted to Ohio EPA for review and prior approval of the acceptability of the change. "Prior to execution" means before the Change Order is signed by the Owner.

Ohio EPA will review the Change Order and inform the Owner of the technical, environmental and operational acceptability of the change, and give the Owner permission to proceed with the proposed work.

### All Other Changes

Change Orders not requiring prior approval as described above must be submitted to Ohio EPA within one (1) month of the time at which they are approved by the Owner. Change Orders for WPCLF projects should be submitted to the Division of Environmental and Financial Assistance (DEFA).

### Change Order Approval Process

After the Change Order is executed, one (1) copy of the Change Order, including the supporting documentation, is to be sent to Ohio EPA for final review. The WPCLF/WSRLA Change Order forms must have original signatures.

Owners have the option to submit hard copies of the project Change Orders via mail to Ohio EPA or to send PDF Change Order forms and supporting documentation electronically. With either hard copy or electronic submittals, the WPCLF Change Orders should be submitted to DEFA. The dedicated e-mail address for the electronic submittal of WPCLF Change Orders is: [EPAWPCLFCO@epa.ohio.gov](mailto:EPAWPCLFCO@epa.ohio.gov).

After the Change Order is accepted and eligible costs determined, Ohio EPA will issue a letter informing the Owner and authorizing OWDA to disburse funds from Project Contingency for the work. The OEPA letter will be sent electronically. OWDA will return a copy of the WPCLF/WSRLA Change Order form which will be signed by all parties including Ohio EPA and OWDA.

Please notify Ohio EPA if the community prefers a hard copy of change order approval documentation and then Ohio EPA and OWDA will send hard copies of approval documentation through the mail.

### Payments for Change Order Work

The Owner is precluded from submitting to the OWDA payment requests for Eligible Project Costs associated with the Change Orders until such time as the Ohio EPA's approval of the Change Orders has been obtained.

*All Change Orders, including Prior Approval requests, should be sent to:*

Ohio EPA - Division of Environmental and Financial Assistance - P.O. Box 1049, Columbus, OH 43216-1049



**APPENDIX C**

**Contractor Equal Employment Opportunity Certification**

During the performance of this contract, the undersigned agrees as follows:

1. The undersigned will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The undersigned will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The undersigned agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this equal opportunity (federally assisted construction) clause.
2. The undersigned will, in all solicitations or advertisements for employees placed by or on behalf of the undersigned, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.
3. The undersigned will send to each labor union or representative of workers, with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representative of the undersigned's commitment under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
4. The undersigned will comply with all provisions of Executive Order No. 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
5. The undersigned will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations, and relevant orders of the Secretary of Labor, or pursuant thereto, and will permit access to his/her books, records and accounts by the administering agency of the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
6. In the event of the undersigned's non-compliance with the equal opportunity (federally assisted construction) clause of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated or suspended in whole or in part, and the undersigned may be declared ineligible for further Government contracts of federally assisted construction contracts in accordance with procedures authorized in Executive Order No. 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, or by rules, regulations, or order of the Secretary of Labor, or as provided by law.
7. The undersigned will include this equal opportunity (federally assisted construction) clause in every subcontract or purchase order unless exempted by the rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order No. 11246 of September 24, 1965, so that such provision will be binding upon each subcontract or vendor. The undersigned will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for non compliance: Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor, as a result of such direction by the administering agency the undersigned may request the United States to enter into such litigation to protect the interest of the United States.

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(Signature)

(Date)

**Company Representative**

(Name and Title of Signer, Please type)

---

**Company Name**

## APPENDIX D

### Certification Regarding Debarment, Suspension, and Other Responsibility Matters

The prospective participant certifies to the best of its knowledge and belief that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three year period preceding this proposal been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal of State antitrust statues or commission if embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (b) of this certification;
- (d) Have not within a three year period preceding this application / proposal had one or more public transactions (Federal, State, or local) terminated for cause or default; and
- (e) Will not utilize a subcontractor or supplier who is unable to certify (a) through (d) above.

I understand that a false statement on this certification may be grounds for rejection of this proposal or termination of the award. In addition, under 18 USC Sec. 1001, a false statement may result in a fine of up to \$10,000 or imprisonment for up to 5 years, or both.

**Company Representative Name**

---

Type Name & Title of Authorized Representative

---

Signature of Authorized Representative

---

Date

I am unable to certify to the above statements. My explanation is attached.

**APPENDIX D (CONTINUED)**  
**Certification Regarding Debarment, Suspension, and Other Responsibility Matters**  
**INSTRUCTIONS**

Under Executive Order 12549 an individual or organization debarred or excluded from participation in Federal assistance or benefit programs may not receive any assistance award under a Federal program or a subagreement thereunder for \$25,000 or more.

Accordingly, each prospective recipient of an EPA grant, loan, or cooperative agreement and any contract or subagreement participant thereunder must complete the attached certification provide an explanation why they cannot. For further details, see 40 CFR 32.510, Participants' responsibilities, in the attached regulation.

Go to <https://www.sam.gov/portal/SAM/##11> to access the Excluded Parties List System (EPLS). The EPLS includes information regarding entities debarred, suspended, proposed for debarment, excluded or disqualified under the nonprocurement common rule, or otherwise declared ineligible from receiving Federal contracts, certain subcontracts, and certain Federal assistance and benefits. This information may include names, addresses, DUNS numbers, Social Security Numbers, Employer Identification Numbers or other Taxpayer Identification Numbers, if available and deemed appropriate and permissible to publish by the agency taking the action.

*Where to Submit*

The prospective EPA grant, loan, or cooperative agreement recipient must return the signed certification or explanation with its application to the appropriate EPA Headquarters, Regional office, or Ohio EPA, as required in the applications.

A prospective prime contractor must submit a complete certification or explanation to the individual or organization awarding the contract.

Each prospective subcontractor must submit a complete certification or explanation to the prime contractor for the project.

Applicants may reproduce these materials as needed and provide them to their prospective prime contractor, who, in turn, may reproduce and provide them to prospective subcontractors.

Additional copies / assistance may be requested from: Ohio

EPA  
Division of Environmental and Financial Assistance  
P.O. Box 1049  
Columbus, Ohio 43216-1049  
(614) 644-2798  
<http://epa.ohio.gov/defa/EnvironmentalandFinancialAssistance.aspx>

**APPENDIX E**

**American Iron and Steel Acknowledgement**

The Contractor acknowledges to and for the benefit of Ashtabula County (“Purchaser”) and the State of Ohio (the “State”) that it understands the goods and services under this Agreement are being funded with monies made available by the Clean Water State Revolving Fund and/or Drinking Water State Revolving Fund that have statutory requirements commonly known as “American Iron and Steel;” that requires all of the iron and steel products used in the project to be produced in the United States (“American Iron and Steel Requirement”) including iron and steel products provided by the Contractor pursuant to this Agreement. The Contractor hereby represents and warrants to and for the benefit of the Purchaser and the State that (a) the Contractor has reviewed and understands the American Iron and Steel Requirement, (b) all of the iron and steel products used in the project will be and/or have been produced in the United States in a manner that complies with the American Iron and Steel Requirement, unless a waiver of the requirement is approved, and (c) the Contractor will provide any further verified information, certification or assurance of compliance with this paragraph, or information necessary to support a waiver of the American Iron and Steel Requirement, as may be requested by the Purchaser or the State. Notwithstanding any other provision of this Agreement, any failure to comply with this paragraph by the Contractor shall permit the Purchaser or State to recover as damages against the Contractor any loss, expense, or cost (including without limitation attorney’s fees) incurred by the Purchaser or State resulting from any such failure (including without limitation any impairment or loss of funding, whether in whole or in part, from the State or any damages owed to the State by the Purchaser). While the Contractor has no direct contractual privity with the State, as a lender to the Purchaser for the funding of its project, the Purchaser and the Contractor agree that the State is a third-party beneficiary and neither this paragraph (nor any other provision of this Agreement necessary to give this paragraph force or effect) shall be amended or waived without the prior written consent of the State.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Company Representative Name

\_\_\_\_\_  
Name and Title of Authorized Signatory, Please Print or Type

Company Name

\_\_\_\_\_  
Bidder’s Firm

Check here if the WPCLF or WSRLA applicant will be requesting an individual waiver for non- American made iron and steel products. Please note that the waiver box does not need to be marked for nationwide waivers.

APPENDIX F

**SIGNATURE PAGE – PROSECUTING ATTORNEY**

Agreement Title: **FY 2024 WPCLF-HSTS Program**

By and Between the Ashtabula County Board of Commissioners, by and through the Department of Community Services & Planning, (CONTRACTOR NAME) and (OWNER NAME) for the purposes of providing HSTS services as specified herein; Ashtabula County General Sewer District and Ashtabula County Health District

Agreement Date: \_\_\_\_\_

Agreement Term: Upon completion of services (one-time)

The above referenced Agreement/Contract is hereby approved as to Legal Form.

\_\_\_\_\_  
April Grabman  
*Ashtabula County Prosecuting Attorney*

\_\_\_\_\_  
Date



**APPENDIX G**

**FISCAL OFFICER'S CERTIFICATE**

Conforming with ORC § 5705.41

The undersigned Auditor of Ashtabula County hereby certifies that the amount required to meet the obligations of Ashtabula County during the year 2024/2025 under the Agreement has been lawfully appropriated for such purpose, and is in the Treasury of the County or is in the process of collection to the credit of:

**(2101.001.517-601) "Contract Projects" in the amount not-to-exceed \$XXX.XX to be appropriated for 2024** and free from any previous encumbrances.

Agreement Title: **FY 2024 WPCLF-HSTS Program**

By and Between the Ashtabula County Board of Commissioners, by and through the Department of Community Services & Planning, (The Company) and (The Homeowner) for the purposes of providing HSTS services as specified herein; Ashtabula County General Sewer District and Ashtabula County Health District

SIGNED

\_\_\_\_\_  
Scott Yomamoto  
Ashtabula County Auditor

\_\_\_\_\_  
Date

