

Whitehouse

6925 Providence Street, PO Box 2476
Whitehouse, OH 43571
419-877-5383

www.whitehouseoh.gov

Office Hours: Monday thru Thursday, 8:00 a.m. – 5:30 p.m.

New Resident Handbook

Important Phone Numbers: Dial “911” FOR ALL EMERGENCIES

Village Administrative Offices 419-877-5383 Police Department, non-emergency 419-877-9191 Fire Department, non-emergency 419-877-0363 Anthony Wayne Schools 419-877-5377 Whitehouse Post Office 419-877-5733 Chamber of Commerce 419-877-2747	Mayor Don Atkinson Council Members: Louann Artiaga Richard Bingham Rebecca Conklin Kleiboemer Mindy Curry Robert Keogh Dennis Recker
Utility Providers Toledo Edison Co. 800-447-3333 Ohio Gas Co. 800-331-7396 Spectrum 800-617-4311 Buckeye Broadband 419-724-9800	Mayor and Council phone numbers and email addresses are available at www.whitehouseoh.gov

Village Staff

Administrator Jordan Daugherty
Police Chief Mark McDonough
Fire Chief Josh Hartbarger
Director of Public Service Steve Pilcher
Planning Administrator Tiffany Bachman
Utility Billing Jill Gundy
Zoning Permits Jennifer Herman

jdaugherty@whitehouseoh.gov
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GENERAL INFORMATION

Visit our website at www.whitehouseoh.gov for complete information. Watch the “Calendar” for a listing of important meeting dates and other events. You can also sign up to receive personal email notifications from the Village.

Government

- Council meetings are held the first and third Tuesday of the month at 6:30 pm in the Village Hall. Planning Commission and Board of Zoning Appeals meet monthly, as needed. Visit the website “Calendar” for those meeting dates.
- Tree Commission meets the fourth Thursday of each month. Due to Thanksgiving, the November meeting is moved to the third Thursday. They do not meet in December.
- Village legislation and meeting notices are posted at the following locations: Village Hall, Fire Department, U.S. Post Office, First Federal Savings of Delta, Share Our Grounds and on the Village website. If you sign up for email notification, this information will be sent directly to you.
- All meetings are open to the public and all residents are encouraged to attend.

Police Department

- Police Department offices are located at Village Hall.
- Office hours are 8:00 am to 4:00 pm, Monday through Thursday, but Officers are on duty 24 hours a day, 7 days a week.
- Non-emergency Phone Line: 419-877-9191, after hours 419-255-8443
- Dial 911 for all emergencies.

Fire Department

- The Fire & EMS Department are located at 10550 Waterville Street.
- Office hours are 8:30 am to 4:30 pm, Monday through Friday.
- Non-Emergency Phone Line: 419-877-0363
- Dial 911 for all emergencies
- 24-hour a day advanced life support services are provided through the Lucas County EMS System. A landing pad for the Life Flight Helicopter is located behind the Fire Station.

Building & Zoning Department

- Permits are required prior to construction for all new construction, additions, accessory buildings, gazebos, decks, wiring, plumbing, fireplaces, HVAC, swimming pools, fences, water heaters, etc.
- Zoning permits can be obtained through the Village of Whitehouse at 419-877-5383
- Building permits can be obtained through the City of Maumee at 419-897-7075

Parks & Recreation

- Alcoholic beverages are prohibited in all Village parks.
- Metroparks Toledo operates the Blue Creek Recreation Area, which includes the sledding hill, large quarry area and an open shelter house. Call 419-407-9701 for information on these areas.
- The Anthony Wayne Youth Foundation manages the sports complex on Providence Street.
- A sledding hill is available for public use during the winter months at your own risk.
- Fishing is allowed from water’s edge only in both the large and small quarry.
- Non-motorized boats are allowed in the large quarry only. Kayak rental is available through Metroparks Toledo.
- Swimming and motorized boating are prohibited in both the large and small quarries.
- The enclosed shelter house in Village Park is available for rent by calling 419-877-5383.
- The open shelter at Village Park is available on a first come-first-served basis, without a formal rental agreement.

Curbside Refuse and Recycling Regulations

REFUSE: The word "refuse" as used herein shall mean and include: all perishable waste, including vegetable and fruit waste; animal manure (securely bagged); household wastes (non-hazardous); and clothing.

The word "refuse" shall not mean and shall not include: lumber; construction, building and remodeling materials; tires; automobile parts; stones; rocks or dirt; steel or iron; motor oil; pesticide containers; paint and paint-related items; automobile parts; tree stumps or other forms of yard waste; or dead animals.

"Bulk refuse" (requires a fee. A fee schedule is provided by the contractor) shall include: old appliances; water heaters; furniture; mattresses; carpeting (cut in 4' lengths, rolled and tied no thicker than 2' in diameter); and dismantled swing sets (cut in 4' lengths and tied, with concrete bases removed).

UNLIMITED/BULK PICKUPS: Unlimited pickups will be provided periodically. These pickups will be on Saturdays. Please reference ARS's General Clean-Up Guidelines for a list of items accepted.

Dates for 2021 will be on the following **Saturdays:**

January 8 and 15 – drop off at Village Maintenance Garage

March 26 – Curbside Pickup

June 25 – Curbside Pickup

September 24 – Curbside Pickup

COLLECTION SERVICE: Refuse will be collected every Monday for every single-family dwelling or duplex property, provided that (1) a refuse receptacle(s) is kept thereon; (2) said dwelling is not served by a private refuse collection service, and (3) the Director of Public Service approves of same with the standards of the Public Service Department. Collections shall be made between the hours of 7:00 a.m. and 7:00 p.m.

FEES: Monthly fee is \$12.01 and is charged on the water bill.

LIMITATIONS ON NUMBER OF CONTAINERS/ITEMS: The limit upon the number of containers or items collected as part of the basic service shall be a maximum of ONE (1) 95 or 35 gallon cart. The Contractor (ARS) will collect additional items only if arrangements have been made with them prior to the collection day. Those additional items have a separate fee schedule which can be obtained by calling the contractor.

CART REQUIREMENTS: Cart requirements are ONE (1) 95 or 35 gallon hard plastic regulation trash cart supplied by Whitehouse of substantial water tight construction with tight fitting lids with RFID chip. The cart shall not exceed one hundred (100) pounds when filled. Carts with ragged or sharp edges or any defect potentially dangerous to collection personnel must be repaired or replaced. Refuse contractor will repair as needed. For lost or stolen carts, a Police Report will be required for replacement. Damaged carts due to misuse or abuse will require the resident to pay \$75 for a replacement. Carts are to remain with the property if you are to move.

CART PLACEMENT: All approved cart(s) and material must be placed at the edge of the pavement, but not under trees, no later than 7:00 a.m. on the day of collection, but not before 6:00 pm on the day before collection. There needs to be 3 feet of clearance on each side of cart(s) for collection. **The resident shall return empty cart(s) to the premises the same day of collection.** The Contractor is responsible for placing containers back along the pavement and cleaning up spillage caused by its employees.

- Place the cart(s) in the street lawn – the area between the sidewalk and the edge of the street as close to the street as possible, but not under trees.
- Cart(s) must be out of and clear from storage corrals.
- Do not block driveway and garage access of neighbors with cart(s).
- Set cart(s) with the lid opening facing the street and the handle facing away from the street.
- Do not lean any items against cart(s).
- Only Whitehouse issued cart(s) will be emptied.
- Cart(s) **must** be set out for collection by 7:00 a.m. to ensure collection by Contractor.
- **Do not leave cart(s) at the street after collection day.**
- Lids must be kept closed to keep rain, snow, and animals out of the cart(s).
- All items must be bagged and fit in the cart(s) with the lid closed.
- **DO NOT** place items on the closed lid of the cart.



Place cart(s) with a minimum of five (5) feet from all obstructions including fire hydrants, street sign mailboxes, vehicles, trees, utility poles and other obstructions.



Place cart(s) facing the street with a minimum of three (3) feet between cart(s), all large item collection, yard waste and other items.

DO NOT PLACE IN REFUSE CARTS

No construction, remodeling materials or auto parts including, but not limited to:

- Bathroom fixtures such as showers, sinks, toilets, or vanities.
- Bricks, blocks, cabinets, countertops, concrete, or tile.
- Doors and door framing of all types.
- Drywall or lumber of any type.
- Fencing, landscape pavers, or timbers.
- Hot tubs.
- Plumbing pipe or fixtures.
- Roofing material.
- Tires, Seats, Bumpers or any other Auto Parts

No yard waste including, but not limited to:

- Branches, brush, stumps, or twigs.
- Comstalks, ornamental grass, straw, or weeds.
- Garden debris from flower or vegetable gardens.
- Grass clippings, leaves, or mulch of any type.
- Rocks, stones, sod, soil, or dirt.

No liquids including, but not limited to:

- Cooking oil or grease.
- Paint of any type.
- Liquids must be absorbed in kitty litter or other absorbent material (not sand or soil). After the liquid is totally absorbed, place in a sealed container, then in the refuse cart.

No highly flammable or explosive materials including, but not limited to:

- Ammunition, lead acid batteries, lithium batteries or motor oil.

If unacceptable items are in the cart(s), crews will stop emptying the cart(s). The resident is then responsible for correcting the problem.

CART STORAGE: After collection, store cart(s) on your property in a manner that is not visually distracting to you or your neighbors. Cart(s) should never be stored in the front yard of any property.

REFRIGERATORS, FREEZERS, AIR CONDITIONERS, & DEHUMIDIFIERS: New Federal regulations place limitations upon the disposal of items containing Freon for the cooling process. Arrangements for this collection must be made by notifying the contractor prior to the Monday pickup.

DISABLED RESIDENTS CARRY-OUTS: Carry-out refuse service is available for the disabled or infirmed. All occupants of the dwelling must qualify for this service. To receive this service an application for carry-out service must be filled out and turned in along with a doctor's letter to provide proof of eligibility. Only household materials in refuse or recycling carts will qualify for carry-out service. All other items must be placed at the curb. Refuse/Recycling carts must be placed in front of the dwelling in plain sight near your drive or sidewalk by 6:00 a.m. so that Village employees can roll them out on the day of collection. Carts will be returned to the front of the residence after pickup is complete.

Whitehouse/Contractor Curbside Recycling Regulations

NO PLASTIC BAGS: The quickest way to turn your recycling into trash is by placing it in a plastic bag. All your good intentions, hard work and recycling efforts are wasted because items placed in plastic bags are considered as refuse/trash and discarded as such. No one sorts through the plastic bags and empties out the containers. They are simply taken to the landfill. Additionally if an entire load of collected materials has too many plastic bags the entire load is taken to the landfill. What a waste.

Allowable Recyclable Items:

- Aluminum and bi-metal beverage cans
- Plastics (#1 & 2)
- Newsprint, magazines, junk mail and office paper
- Cardboard - corrugated and single layer (such as cereal boxes) flattened, cut to size to fit into cart
- Tin and steel cans

Recycling Pick-Up:

1. Your recyclables will be picked up on the same day as your regular trash pick-up. Collections shall be made between the hours of 7:00 a.m. and 7:00 p.m.
2. Co-mingle plastic, paper, cardboard, and metals in the cart.
3. All cardboard boxes should be flattened to fit into the cart.

Recycling Hints:

1. Remove lids and discard, rinse all containers.
2. Newsprint should be kept dry. Wet newspapers are not recyclable.
3. Recycling reduces the amount of normal refuse going to the landfills, so recycle as much as possible.
4. Shop for items that come in recyclable containers. The best way to reduce solid waste is to avoid creating it in the first place.

**Restricted Curbside Recycling Items:
(Item not included in curbside recycling)**

- Styrofoam plastic (egg cartons, meat trays, fruit-vegetable packaging)
- Glass
- Waxed paper milk and juice containers
- Plastic bottles from vehicle motor oil
- Unmarked plastics, #3 or #6
- Wire coat hangers
- Diapers
- Clothes
- Shoes
- Wood
- Auto Tires or Auto Parts
- Bio-Hazardous Waste
- Electronic Waste
- Plastic Bags
- Plastic CD Cases
- Scrap Metal
- Hoses



200 Taylor Parkway
Archbold, Ohio 43502

arsrefuse.com

GENERAL CLEAN UP GUIDELINES

NO YARD WASTE

No branches, No leaves, No grass. Yard waste will not be accepted by the landfill.

NO HAZARDOUS WASTE

No Batteries- Pesticides- Liquid Paint, Etc.

****Dried Paint is Acceptable as Long as Lid is off Paint Can****

NO TIRES

Tires will not be accepted at the landfill.

NO TYPE OF LIQUID IS ACCEPTABLE

BURN BARRELS

Empty barrels will be accepted at the landfill.

BARRELS FULL OF ASHES or BAGS OF ASHES WILL NOT BE ACCEPTED.

HOUSEHOLD ITEMS

Furniture- TV's- Mattresses- Box Springs, Etc. are acceptable. All appliances must be certified "Freon Free"

LAWN AND GARDEN

Mowers- Roto Tillers – Swing Sets, Etc. are acceptable.

******LIQUIDS MUST BE DRAINED******

CONSTRUCTION MATERIAL- NO CONCRETE or CONCRETE BLOCKS

No Drywall, Dirt, Stones, Material cannot exceed 5 foot in length. Material must fit into the back of the truck. We will not break off material with the truck blade.

NO TYPE OF LIQUID, SEMI LIQUIDS, OR SEMI SOLIDS IS ACCEPTABLE.

"Your Local Company"

BULK ITEM PRICING

ITEM	New Price
Appliances (washer, dryer, water heater etc)	\$25.00
Bathtub	\$15.00
Bed Frame	\$10.00
Bicycle (Adult or Child)	\$10.00
Book Case	\$8.00
Box Spring	\$15.00
Bulk per box : 2x2x2	\$3.00
Car Seat - Infant	\$10.00
Couch - per section (sleeper sofa add \$5.00)	\$20.00
Door - storm, screen, shower, interior	\$8.00
Door - security	\$10.00
Door Casing	\$5.00
Dresser	\$10.00
Entertainment Center - large	\$20.00
Entertainment Center - sm to med	\$10.00
Extra Bags	\$2.25
Garage Opener	\$10.00
Garage Track	\$18.00
Grill-gas tank removed	\$20.00
Lawn Furniture-Steel or Plastic	\$5.00
Mail Box	\$5.00
Mattress	\$15.00
CARPET:	
Average 12x12 or 15x15 room = \$25.00	
Maximum length 6 feet not to exceed 40 lbs.	
The carpet has to be in a manageable condition so that we can get it in the truck!	

ITEM	New Price
ALL MOWERS MUST HAVE OIL & GAS REMOVED	
Mower - Push	\$12.00
Mower - Riding	XXXXXXXXXX
Microwave	\$10.00
Pallets (per pallet)	\$2.00
Sink - no cabinet	\$7.00
Sink - with cabinet	\$10.00
Straight Chair	\$10.00
Stuffed Chair	\$17.50
Swing - wooden	\$15.00
Swing Set	\$25.00
Swing Set - Wooden	\$15.00
Toilet	\$10.00
TV - console, projection, or plasma	\$50.00
TV - flat screen	\$1.00 per inch
Vacuum	\$7.00

WE CAN RECYCLE

Cardboard/boxboard

Corrugated cardboard (non-waxed). Remove any packaging materials, such as foam, styrofoam peanuts & bubble wrap. Cereal boxes, tissue boxes & shoe boxes. Wax liners must be removed. Please flatten boxes.

Aluminum Cans

Please drain cans. Aluminum & steel beverage containers will be separated automatically at the Recycle Center. You may crush cans to save space.

Steel Food Cans

Rinse clean. Paper labels are ok. Place lid inside can & pinch end closed to keep lid inside.

Office Paper & Junk Mail

White office paper, colored, computer, and notebook paper. Junk mail, envelopes (window ok), manila folders, yellow pad paper, sticky notes & paperback books

Magazines/Catalogs

Magazines, phone books, paperback books and catalogs

Newspaper

Newspapers & glossy inserts are accepted. Place in brown paper grocery bags. Do not place in plastic bags or tie in bundles.

Plastic Bottles & Jugs

All #1 and #2 plastic bottles, such as milk jugs, water bottles, pop bottles & detergent bottles. Remove caps and throw in garbage. Rinse bottles.

ARS
REFUSE SERVICE

WE CANNOT RECYCLE

Glass bottles or jars

Plastic bags

Windows, ceramic or

Pyrex glass

Batteries

Light bulbs

Mirrors

Oil containers

Used motor oil

Transmission oil

Antifreeze

Styrofoam

Greasy pizza boxes

Needles

Yard waste

Juice containers

Hardcover books

Please Help...

Make recycling happen by preparing your recyclables as requested. What can be recycled and how these materials have to be prepared is determined by the businesses that make products from recycled materials.

Manufacturers require clean & contaminate free materials to make new products.

Other Non-Curbside Recycling Options

County Recycling Program

- The Village has joined with Lucas County Solid Waste Management District to provide recycling dumpsters at the Maintenance Garage, 11295 Waterville Street. This facility is open 24/7 for residents to dispose of recyclable items, including:

Cardboard

(Please flatten boxes)

- Corrugated
- Cereal Board
- Shoe Boxes

Not Accepted

- Packing Material
- Linings
- Waxed cartons
- Food soiled cartons

Paper

- Newspapers
- Ad Inserts
- Junk Mail
- Office Paper
- Magazines
- Catalogs
- Phone Books

No plastic bags or tied bundles

Containers

Clean, Empty, Rinsed

Cans

- Aluminum beverage cans
- Steel, tin, bimetal, food cans
- Foil wrap & containers

Glass

- Clear, green & brown bottles & jars

Plastics

- #1 , #2, #4, #5, #7
- Plastic bottles for liquids such as milk, soda, detergent, water

Cartons

- Milk, juice, broth, soup & other food & beverage containers

Items that cannot be accepted for recycling

- Aluminum storm doors and downspouts
- Plate glass, such as windows or mirrors

Fall Leaf Collection

- Curb-side leaf collection is provided mid-October through mid-December (weather permitting). Dates will be posted on the website, in the Village Update and the electronic sign in the plaza.
- Residents should place leaves behind the curb or just off the edge of the pavement on uncurbed streets. **DO NOT PLACE LEAVES ON THE PAVEMENT!**
- On-street parking causes problems during the collection process. Avoid parking on the street when your district is scheduled for collection.

OHIO COMPOST

Recyclers of Yard Waste

Yard Waste Drop Off

10839 Sager Road (Rt. 20A)

Swanton, OH 43558

~South Side of Toledo Express Airport~

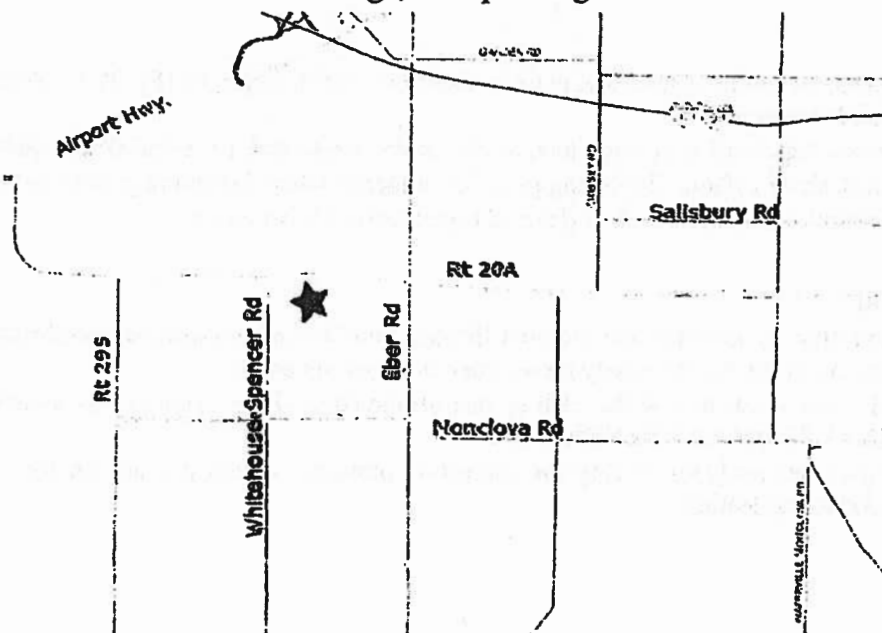
Hours of Operation

Monday—Friday 8:00a-6:00p

Saturday / Sunday 9:00a—5:00p

*Weather permitting

- Compostable brown paper bags are acceptable. All other containers must be emptied and disposed of by customer. All GREEN WASTE material accepted.
- Leaves, Grass clippings including ornamental grass(es), Tree branches, Limbs, Trunks and/or root balls 10" in diameter or less, Christmas/ornamental trees and trimmings, and prunings



10839 Sager Road • Swanton, Ohio 43558 • Mailing: P.O. Box 8733 • Maumee, Ohio 43537
P: 419-897-7807 • Fax: 419-893-3944 • www.ohiocompost.com

Water and Sewer Department

- Monthly bills for water and sewer are sent to all households. Bills are mailed the first week of each month and are due on the 15th by 4:30 pm (if the 15th falls on a weekend, the actual date is printed on your bill).
- If for any reason you do not receive your monthly bill, please contact us at 419-877-5383 so that your payment is not late and subject to a 10% penalty.
- Credit card payments are accepted at the Village office, online at munilink.com****
- Once a year sewer credit can be given for filling your pool. The Pool Credit Form is available at www.whitehouseoh.gov under “Forms” and must be filled out to qualify for the credit. Forms can be submitted electronically through the Village website or printed and returned to Village Hall.
- Current water and sewer rates:

Fees for the Division of Water, including water and sewer rates and tap fees shall be:

A. Water Rates (within Village limits)

1. Minimum charge for one month or up to 2,000 gallons \$16.96
2. Per 1,000 gallons thereafter \$8.48
3. Monthly Capital Improvement charge per meter, by meter size:

<u>Meter Size</u>	<u>Charge</u>
5/8” – 3/4”	\$2.50
1”	\$6.25
1-1/2”	\$12.50
4”	\$50.00
6”	\$82.50

B. Water Rates (outside Village limits)

1. Minimum charge for one month or up to 2,000 gallons \$35.62
2. Per 1,000 gallons thereafter \$17.81
3. Monthly Capital Improvement charge per meter size:

<u>Meter Size</u>	<u>Charge</u>
5/8” – 3/4”	\$2.50
1”	\$6.25
1-1/2”	\$12.50
4”	\$50.00
6”	\$82.50

C. Sewer rates (within Village limits)

1. Minimum charge for one month or up to 2,000 gallons \$9.58
2. Per 1,000 gallons thereafter \$4.79
3. Minimum charge for one month for those residents not Connected to the Village water system \$34.88
4. Monthly Capital Improvement charge per meter, by meter size:

<u>Meter Size</u>	<u>Charge</u>
5/8” – 3/4”	\$4.01
1”	\$8.53
1-1/2”	\$16.03
4”	\$61.20
6”	\$100.33

D. Sewer rates (outside Village limits)

1. Minimum charge for one month for non-residents not
Connected to the Village water system \$75.31
2. Minimum charge for one month up to 2,000 gallons for
Non-residents with water service (110% surcharge for Outside Village) \$20.10
3. Per 1,000 gallons thereafter (110% surcharge for Outside Village) \$10.05
4. Monthly Capital Improvement charge per meter, by meter size:

<u>Meter Size</u>	<u>Charge</u>
5/8" – 3/4"	\$3.01
1"	\$7.53
1-1/2"	\$15.03
4"	\$60.20
6"	\$99.33

E. Additional miscellaneous charges:

1. Water shut-off due to non-payment of a bill (first time) \$20.00
(additional shutoffs) \$40.00
2. Employee over-time to cover the cost of turning water on
If payment is made after 4:00 pm \$40.00
3. Deposit for all rental properties before service is turned on \$100.00
4. Replace frozen water meter Cost of meter plus labor
5. 10% late payment on bills paid after the due date
6. Collection fee charged to all delinquent bills if no prior
Arrangements have been made for payment \$10.00
7. Fee for tampering with meter \$250.00
8. Bulk water, plus cost per gallon \$25.00
9. Damaged service line Cost of parts plus labor
10. Unauthorized use of hydrant, theft of water \$250.00

F. Water and sewer tap fees for new construction

1. Sewer tap fee for Village residents \$1,100.00
2. Sewer tap fee for non-Village residents \$2,310.00
3. Water tap fee for Village residents \$750.00
4. Water tap fee for non-Village residents \$1,500.00
5. Fire line or fire suppression Cost of materials plus inspection

Fees for Refuse Services

- Monthly fee for weekly residential refuse and recycling collection \$12.73

Names:

_____-_____-_____
Primary Social Security Number First Name Middle Last Name

_____-_____-_____
Spouse's Social Security Number First Name Middle Last Name

Primary date of birth: ____/____/____ Spouse's date of birth: ____/____/____

Registration for the city or village of: _____

Current Residence Address Information:

Street No. Street Name Apt. /Suite # PO Box

City / Village State Zip Code

Date you moved to this address: ____/____/____ Contact Phone No. (____) ____-____

Do you own or rent your home? (Please check one) Own Rent

If renting please give the Landlord's name, address and phone number _____

Previous Residence Address Information:

Street No. Street Name Apt. /Suite # City / Village State Zip Code

Date you moved to this address: ____/____/____

Employment Information: (Check Yes or No, if retired please include date of retirement)

Are you employed? Yes No Is your spouse employed? Yes No

Are you retired and/or have no taxable income? Yes No If Yes, date you retired: ____/____/____

Is your spouse retired and/or have no taxable income? Yes No If Yes, date your spouse retired: ____/____/____

Do you have income reported on Federal Schedules C, E or F? Yes No

Does your spouse have income reported on Federal Schedules C, E or F? Yes No

Do you and/or your spouse own rental property? Yes No (Please list tenant's name, address and date you began renting property. If you have multiple properties, please supply additional information on back or a separate sheet of paper.)

Tenant's First, Last Name and address: _____

Date: ____/____/____