

# Village of Holgate

P.O. Box 217  
327 Railway Avenue  
Holgate, Ohio 43527

Village Administrator  
Jessi Randall

Office (419) 264-4395  
Fax (419)264-8001  
Administrator@HolgateOhio.com

**Summary:** 1/23 to 2/12/2023

## **Work Completed:**

- Administrator
  - Compiled and submitted reports to Ohio EPA
  - Customer service calls
  - Gathered more data and collected more water samples for Wessler Engineering study
  - Compiled and submitted year-end report to Ohio DNR for water withdrawal
  - Created year-end Consumer Confidence Report and submitted draft copy to Ohio EPA for review
  - Finished creating the Emergency Contingency Plan for the water system
  - Began creation of the Disinfection/Disinfectant Byproduct Plan
  - Began creation of Source Water Protection Plan
  - Began creation of Asset Management Plan
  - Snow plowing & removal, snow plow maintenance
  - Met with PEP representative and conducted biennial insurance audit
  - Started creation of the new Employee Handbook and Personnel manual, as requested by PEP representative
  - Attended Henry Co Commissioners meeting to learn of upcoming grant funding cycles
  - Attended Zoom meeting with Sensus, EJ Prescott, and Government Accounting Solutions to prepare for the next steps in our meter reading program updates
  - Took one weekend of water/sewer readings and plant checks

- Laborers

- Downtown and Park trash pickup
- Took wastewater samples to IFM
- Took two weekends of water/sewer readings and plant checks
- Customer service calls
- Vehicle, equipment, and building maintenance
- OUPS/811 tickets completed
- Snow plowing & removal, snow plow maintenance
- Yard repairs
- Meter pit maintenance

**Respectfully Submitted by: Jessi Randall**