



**Utilities Commission  
Commission Meeting**

**Agenda**

**July 2, 2026  
8:30 AM**

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**VIDEO BROADCASTING & RECORDING**

Meeting videos are broadcast live and published on YouTube.com  
<https://www.youtube.com/@cityofmountvernon3369>

**CALL TO ORDER**

**MINUTES APPROVAL**

*Utilities Commission Minutes June 4, 2026*

**NEW BUSINESS**

Joe Badalamenti - Westgate Mobile Home Park Water Concerns

Request to use non-compliant materials for a water service on Centennial and Frost

Beaux Hord, BHB Interior Solutions - 0 Jackson Water Meters

**OLD BUSINESS**

**OTHER**

**ADJOURN**

**Utilities Commission Minutes  
Commission Meeting**



**June 4, 2026**

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**CALL TO ORDER**

Present	Absent
Safety Service Director Tanner Salyers Acting Engineer Quentin Platt Second Ward John Ruckman Public Utilities Director Aaron Reinhart Jessi Busenburg	Gordon Gantt Mayor Matthew Starr

Others in attendance: Law Director Rob Broeren, City Inspector Scott Zimmerman, Robin DePolo, City Clerk Zac Sherman, David Hall, Maureen Hall, Joe Badalamenti, Mike Hillier

**MINUTES APPROVAL**

Minutes Utilities Commission 5/7/2026

Reinhart made a motion to approve the minutes of the 5/7/2026 Utilities Meeting. Busenburg Seconded. Apporved by unanimous voice vote.

**NEW BUSINESS**

**OLD BUSINESS**

Taxi Cabs

Zimmerman noted that Code Enforcement is working on a new application. There is one individual interested

**OTHER**

Joe Badalamenti shared that there were water issues in Westgate Mobile Home Park. During the extreme cold of the winter, water lines broke in his mobile home park. This resulted in a significant loss of water, which led to an increase in charges (due to the increase of usage). He would like forgiveness for the charges.

Safety Service Director Salyers noted that no action can be taken on that item now, but it will be added to the July agenda.

Mike Hillier spoke regarding his properties at 215 and 217 E Sugar Street. New meters were installed at the properties. The bills for the properties were identical, stating that two units were used, but the previous meter read as 0. He wanted to know how that could be the case and also when the switch to gallons would occur.

Salyers noted that April 2027 is most likely when the change from cubic feet to gallons will

occur.

Reinhart noted that the meter reads as 0 because it's a brand new meter. The two unit charge carries over from the old meter. Next month's meter reading will be higher.

Hillier urged transparency.

## **ADJOURN**

Reinhart made a motion to adjourn. Busenburg seconded. Adjourned at 8:55 a.m.

**To:** Utility Commission

**From:** Robin DePolo

**Date:** May 29, 2026

**Subject:** Account #33.220.3 – Customer Request for Commission Review

On May 29, 2026, Joe Badalamenti, owner of Westgate Mobile Home Community, contacted the Utility Billing Office regarding the upcoming June bill amount for Account #33.220.3.

Mr. Badalamenti has historically contacted the Utility Billing Office regarding seasonal high-consumption bills and payment concerns related to the Westgate Mobile Home Community account. The account is served through a master meter, meaning the City's responsibility for water service extends to the master meter location, while water usage and infrastructure beyond the meter (the mobile home community) are the responsibility of the property owner.

In March 2026, Mr. Badalamenti requested financial relief due to a large utility balance that he was unable to pay in full. Although he initially requested to defer a portion of the balance until the following month, the office proceeded in accordance with established procedures by formalizing a payment plan agreement with supporting documentation.

Under the terms of the agreement, the total outstanding balance at that time was \$12,674.85. Mr. Badalamenti agreed to make a required minimum down payment of 15%, totaling \$1,921.23, which was paid on March 10, 2026. Beginning in April 2026, the agreement required payment of the current monthly utility charges in addition to a monthly payment plan installment of \$896.14 for a period of 12 months. During the setup of the agreement, I encouraged Mr. Badalamenti to make a larger initial payment in order to reduce the monthly installment amount in the event of future high-consumption billing periods; however, he elected to proceed with the minimum required down payment.

During the May 29 conversation, I advised Mr. Badalamenti that the current account balance was \$9,139.19, in addition to the monthly payment plan installment of \$896.14 due with the June billing cycle.

While discussing the account, I also explained that an error had occurred during the calculation of the April payment amount. The payment for that billing cycle was made in four separate transactions on April 3, April 10, April 13, and April 14. Due to the complexity created by multiple partial payments and the manner in which the billing software handles payment plans and late penalties, I manually calculated the remaining balance due.

During that process, a late penalty in the amount of \$1,075.37 had been identified for reversal. While calculating the remaining amount owed, I inadvertently deducted the penalty amount from the monthly balance due and later, our office also processed the penalty reversal separately on the account. As a result, the penalty amount was effectively deducted twice, creating an under-collection of \$1,075.37 on the account. This error was identified in late May.

During the conversation, I explained the error and advised Mr. Badalamenti that the account balance needed to be corrected to reflect the amount actually owed. In an effort to avoid requiring immediate payment of the additional \$1,075.37, I suggested extending the payment plan by one additional month rather than requiring the full amount to be paid with the current billing cycle.

Mr. Badalamenti stated that the office had historically worked with him regarding seasonal high winter bills and expressed concern regarding changes in staff and new procedures. He further expressed concern that the additional amount being added back to the account was an attempt to charge him more than he believed was owed. During the discussion, he asked whether the office could “look the other way” regarding the additional amount owed as a result of the calculation error. I advised him that the Utility Billing Office must maintain accurate account balances and apply billing practices consistently in accordance with established procedures and policies.

Mr. Badalamenti then inquired about the next Utility Commission meeting and stated that he wished to address the matter with the Commission. I provided him with the meeting information and concluded the call.

## City of Mount Vernon

Division of Water & Wastewater  
3 N. Gay Street, Suite B  
Mount Vernon, OH 43050  
Phone: (740) 393-9504 Fax: (740) 397-3707  
Email: [utilitycs@mtvernonoh.gov](mailto:utilitycs@mtvernonoh.gov)



**Mount Vernon**

<http://www.mtvernonoh.gov>

### UTILITY REPAYMENT AGREEMENT

Customer Name: Joe Badalamenti, Westgate Mobile Home Community, LLC

Service Address: 900 Harcourt Rd, Mount Vernon, OH 43050

Account Number: 33,220.3

Total outstanding balance: \$12,674.85

Down payment (15%): \$1,901.23

Administrative fee: \$20.00

Total initial payment due: \$1,921.23

Down payment due date: 3/15/2026

Remaining balance: \$10,773.62

Divided into 12 equal monthly installments of: \$897.80

(Final installment may be adjusted slightly for rounding.)

First installment due date: 4/15/2026

All monthly installment payments AND all new monthly utility charges must be paid by the 15th of each month.

#### Terms and Conditions

1. Customer must make all scheduled payments on time. Failure to do so will result in cancellation of the plan and the full outstanding balance becoming immediately due.
2. Customer must continue to pay all new monthly utility charges in full and on time while on the repayment plan.
3. No additional repayment plans will be granted until this plan is paid in full and 12 months have passed since the last agreement.
4. The repayment plan does not exempt the customer from late fees on future bills if new charges are not paid on time.

5. Any late fees incurred will not be waived.
6. One (1) missed payment will result in cancellation of this agreement.
7. If the customer defaults on the repayment plan, service disconnection procedures will commence.

Customer Signature: Joe Badalamenti

Printed Name: Joseph Badalamenti

Date: 3-5-26

Utility Representative: \_\_\_\_\_

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

Account Add'l Info Service Address Customers A/R History Deposits, Etc Billing Programs Contact Log Comments Service Orders

Posted Balance \$18,274.44 Reports View + Add Misc Charge

Unposted Amt \$0.00 Overpayment Amt \$0.00 Apply + Add Payment

Average Bill \$9,107.79 Consecutive Timely Payments 13

View FULL HISTORY Reset Grid Export

Type	Posted	Invoice	Date	Amount	Remaining	Balance	Paid	Due Date
Penalty Waived	P	WAIVE PENALTY	06/02/2026	(\$118.13)	\$0.00	\$18,274.44		
Penalty Waived	P	WAIVE PENALTY	06/02/2026	(\$107.54)	\$0.00	\$18,392.57		

Type	Posted	Invoice	Date	Amount	Remaining	Balance	Paid	Due Date
Bill	P	2653476	05/27/2026	\$9,137.19	\$9,137.19	\$19,397.91		6/15/2026
Penalty	P	2645934	05/19/2026	\$118.13	\$0.00	\$10,260.72	WAIVED	
Payment	P	PAYMENT	05/14/2026	(\$1,741.77)	\$0.00	\$10,142.59		
Payment	P	PAYMENT	05/12/2026	(\$4,000.00)	\$0.00	\$11,884.36		
Payment	P	PAYMENT	05/05/2026	(\$3,000.00)	\$0.00	\$15,884.36		
Payment	P	PAYMENT	04/30/2026	(\$897.80)	\$0.00	\$18,884.36		
Bill	P	2634509	04/27/2026	\$8,741.77	\$1,179.59	\$19,782.16		5/15/2026
Penalty	P	2626992	04/20/2026	\$107.54	(\$107.54)	\$11,040.39	WAIVED	
OverpaymentApp	P	OverpaymentApp	04/20/2026	\$0.00	\$0.00	\$10,932.85		
Penalty Waived	P	WAIVE PENALTY	04/14/2026	(\$1,075.37)	\$0.00	\$10,932.85		
Payment	P	PAYMENT	04/14/2026	\$849.26	\$0.00	\$12,008.22		
Payment	P	PAYMENT	04/13/2026	\$1,132.69	\$0.00	\$12,857.48		
Payment	P	PAYMENT	04/10/2026	(\$3,000.00)	\$0.00	\$13,990.17		
Payment	P	PAYMENT	04/03/2026	(\$3,897.80)	\$0.00	\$16,990.17		
Bill	P	2616397	03/27/2026	\$9,058.98	\$0.00	\$20,887.97	PAID	4/15/2026
Penalty	P	2608963	03/20/2026	\$1,075.37	\$0.00	\$11,828.99	WAIVED	
Payment	P	PAYMENT	03/10/2026	(\$1,921.23)	\$0.00	\$10,753.62		
Bill	PLAN	2598606	02/25/2026	\$12,674.85	\$8,065.20	\$12,674.85	PAYPLAN	3/15/2026

4/14 Highlighted in Yellow shows the Penalty of \$1075.37 Waived

Monthly Bill = 9058.98  
 Payment Plan Amount \$ =896.14  
 Total Amount April = \$9955.12

Less Payments:

4/03 Pmt -\$3897.80  
 4/10 Pmt -\$3000.00  
 4/13 Pmt -\$1132.69  
 4/14 Pmt -\$849.26

Balance Remaining \$1075.37

Payment Plan

File Edit Tools History Window Help

New Open Save Print Attachments Refresh Help Plan ID 9

Setup Payments

Total Payment Plan Amount \$10,753.62

Sequence	Amount	Bill Date	Payment Date	Remaining	Paid
1	\$896.14	04/01/2026	4/3/2026	\$0.00	<input checked="" type="checkbox"/>
2	\$896.14	05/01/2026	5/5/2026	\$0.00	<input checked="" type="checkbox"/>
3	\$896.14	06/01/2026	6/1/2026	\$0.00	<input checked="" type="checkbox"/>
4	\$896.14	07/01/2026	(none)	\$896.14	<input type="checkbox"/>
5	\$896.14	08/01/2026	(none)	\$896.14	<input type="checkbox"/>
6	\$896.14	09/01/2026	(none)	\$896.14	<input type="checkbox"/>
7	\$896.14	10/01/2026	(none)	\$896.14	<input type="checkbox"/>
8	\$896.14	11/01/2026	(none)	\$896.14	<input type="checkbox"/>
9	\$896.14	12/01/2026	(none)	\$896.14	<input type="checkbox"/>
10	\$896.14	01/01/2027	(none)	\$896.14	<input type="checkbox"/>
11	\$896.14	02/01/2027	(none)	\$896.14	<input type="checkbox"/>
12	\$896.08	03/01/2027	(none)	\$896.08	<input type="checkbox"/>

Payment Status

Number of Payments Made 3 End Date (none)

Total Amount Paid \$2,688.42 Reason N/A

End Plan

\*\* The Payment Plan Agreement states the monthly plan amount to be \$897.80 when calculated prior to the Agreement being put in place. By the time set up began, the amount was \$896.14 and it was unable to be changed in the software.

## **City of Mount Vernon Utility Bill Repayment Plan Policy**

**Effective Date:** March 31<sup>st</sup>, 2025

**Approved By:** Safety Service Director

### **Purpose**

The purpose of this policy is to establish guidelines for the Assistant Director of Utility Billing to authorize repayment plans for delinquent utility accounts. This policy ensures a structured approach to assisting customers while maintaining the financial stability of the utility services.

### **Eligibility Requirements**

1. The customer must have an active utility account with the City of Mount Vernon.
2. The account must have an outstanding balance of at least \$500.00.
3. The customer must not have had another repayment plan within the past 12 months.
4. The customer must demonstrate financial hardship or an inability to pay the full amount due at once. (See attached exhibit for more information)
5. The repayment plan must be requested before service disconnection.

### **Repayment Plan Structure**

Customers may be eligible for one of the following repayment tiers based on their total outstanding balance:

#### **Tier 1: Balances of \$500 - \$999**

- Maximum repayment term: 3 months
- Minimum down payment: 25% of the outstanding balance
- Remaining balance divided evenly over the repayment period

#### **Tier 2: Balances of \$1000 - \$1499**

- Maximum repayment term: 6 months
- Minimum down payment: 20% of the outstanding balance
- Remaining balance divided evenly over the repayment period

#### **Tier 3: Balances of \$1,500 and above**

- Maximum repayment term: 12 months
- Minimum down payment: 15% of the outstanding balance
- Remaining balance divided evenly over the repayment period

### **Payment Plan Conditions**

1. The customer must make all scheduled payments on time. Failure to do so will result in the plan's cancellation, and the full outstanding balance will become due immediately.
2. The customer must continue to pay all new monthly utility charges in full and on time while on the repayment plan.
3. No additional repayment plans will be granted until the current plan is paid in full and 12 months have passed since the last agreement.
4. The repayment plan does not exempt the customer from late fees on future bills if new charges are not paid on time.
5. If a customer defaults on the repayment plan, service disconnection procedures will commence.

### **Fee Schedule**

1. **Administrative Setup Fee:** \$20.00 (non-refundable)
2. **Service Reconnection Fee (if applicable):** As per current utility policies.

### **Approval Process**

1. Customers must submit a written request for a repayment plan to the Utility Billing Office.
2. The Assistant Director of Utility Billing will review the request and determine eligibility based on the outlined criteria.
3. The Assistant Director of Utility Billing may approve or deny the plan at their discretion, subject to final approval by the Director of Public Utilities.
4. Once approved, the customer will receive a written agreement outlining the terms of the repayment plan, which must be signed before implementation.

### **Exceptions & Appeals**

1. In exceptional circumstances, a customer may appeal a denial or request modifications due to unforeseen financial hardship to the Director of Public Utilities.
2. Appeals must be submitted in writing to the Director of Public Utilities, who will make the final determination in consultation with the Safety Service Director.

This policy ensures that customers have a structured means of repaying overdue utility bills while maintaining fair and consistent enforcement of payment obligations.



Mount Vernon

An Innovative Community; Authentically Hometown

Water and Wastewater Rules and Regulations Non-Compliance  
Application

**Applicant Information**

1. Applicant Name: Sam Filkins
2. Address: P.O. Box 29
3. City State Zip: Mount Vernon, OH 43050
4. Phone Number: 740-507-5762      Email: sam@knoxadfr.com

**Owner Information**

1. Owner Name: Habitat for Humanity
2. Owner Address: 405 West Chestnut
3. City State Zip: Mount Vernon, OH 43050
4. Phone Number: 740-324-5407      Email: tschulz@hfhknoxoh.org

**Project Information**

1. Site Street (Name, St, #, Direction): 1 Centennial Street
2. Parcel ID 12-00848.000 & 12-00847.000
3. City/District Location: Mount Vernon / Clinton Township
4. Type of Facility/Structure: new home
5. Type of Service: water
  - a. If Other, Explain:
6. Anticipated Connection Date: ASAP
7. Line Size(s):
8. Meter Size(s):
9. Select Reasoning for Non-Compliance:

- Not utilizing "K" Copper minimum 3/4' diameter
- Not utilizing ductile iron
- Not Covering Minimum of four (4) feet
- If Other Explain:



Water and Wastewater Rules and Regulations Non-Compliance Application

10. Will you be filling with the OEPA to be a Public Water System (PWS)?

YES

NO

11. Additional Comments:

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**Contractor Information**

1. Contractor name:

2. Contract Address:

3. City State Zip:

4. Phone Number:

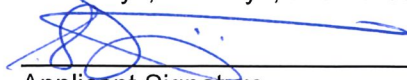
Email:

**Non-Compliance Acknowledgment**

In consideration of the granting of this permit, the owner and/or his or their agents are responsible for understanding that this application submittal acknowledges that the proposed water tap(s) are in non-compliance with City Ordinances and Water and Wastewater Rules and Regulations. And that It is up to the discretion of the Utilities Commission of the City of Mount Vernon to Approve or deny such non-compliance. If Non-Compliance application is reviewed and approved by the Utilities Commission The City and Entity will enter into an agreement with the following determinations that The Entity must agree to:

- not to seek or be granted credits for loss of water or seek or be granted sanitary sewer credits
- indemnify, to hold harmless and release the City of Mount Vernon, Ohio from all liability related to use of plastic pipe and other types of pipe not meeting City Standards
- pay all costs to the City if the USEPA or any other Governing body outlaws or finds any environmental hazard in relation to pipes used on said premises not meeting City Standards.

With approval of Non-Compliance Application by the utilities Commission the Water and Wastewater Department must be notified to make their inspection of the completed service line installation prior to backfilling. No inspections will be made after 3:30 PM on weekdays or during Saturdays, Sundays, and holidays.

  
\_\_\_\_\_  
Applicant Signature

6/29/2026

\_\_\_\_\_  
Date



Zac Sherman &lt;zsherman@mtvernonoh.gov&gt;

**Fwd: 0 jackson water meters**

1 message

**Tanner Salyers** <tsalyers@mtvernonoh.gov>

Tue, Jun 30, 2026 at 4:55 PM

To: Zac Sherman &lt;zsherman@mtvernonoh.gov&gt;

Cc: Robin DePolo &lt;rdepolo@mtvernonoh.gov&gt;, Aaron Reinhart &lt;areinhart@mtvernonoh.gov&gt;, Robert Broeren &lt;probertbroeren@mtvernonoh.gov&gt;, Quentin Platt &lt;eng4@mtvernonoh.gov&gt;, John Ruckman &lt;jruckman@mtvernonoh.gov&gt;, Jessi Busenburg &lt;jbusenburg@mtvernonoh.gov&gt;, Gordon Gantt &lt;ggantt@mtvernonoh.gov&gt;

Email from Beau Hord for Utilities Commission

**Tanner S. Salyers**Safety-Service Director  
City of Mount Vernon  
*"Build Here, Grow Here"*236 S. Main Street  
Mount Vernon, Ohio 43050  
Office Telephone: (740) 393-9520  
Office Hours: 8:00 AM – 4:00 PM**Mount Vernon**  
*BUILD HERE ~ GROW HERE*

----- Forwarded message -----

From: **beaux hord** <bhbinteriorsolutions@gmail.com>

Date: Tue, Jun 30, 2026 at 4:53 PM

Subject: 0 jackson water meters

To: [tsalyers@mtvernonoh.gov](mailto:tsalyers@mtvernonoh.gov) <tsalyers@mtvernonoh.gov>, Quentin Platt <eng4@mtvernonoh.gov>

Good afternoon Tanner,

I spoke with Quentin this morning, and asked him if i could do something, and he advised i need you to take to your people.

I am building 2 triplexs @ N Jackson st, permit application numbers are below. We are wanting to do 6 meters 1 for each unit. My request was if i pay for 3 up front, can they run all 6 meter boxes, than i pay the other 3 before connection. This is set away from all other water, so i am just trying to get ahead of the build, and not fully break the bank with 6 meters all paid at the same time up front.

2026387

2026388

Thank you for the consideration,  
Beaux Hord  
BHB Interior Solutions