

Village of Leetonia

300 East Main Street
Leetonia, Ohio 44431
Fax: 330-427-8088

Kevin Siembida
Mayor
330-427-6721, Ext 108
Email: mayor@leetonia.org

Gary E. Phillips
Administrator
330-427-8090
Email: administrator@leetonia.org

Randy Chismar
Fiscal Officer
330-427-6721, Ext 103
Email: fiscalofficer@leetonia.org

Leetonia's Website: <http://www.leetonia.org>

October 16, 2018

NAME
ADDRESS
ADDRESS

Re: Water Meter Replacement Project
Account Number: _____

Dear _____,

The Village is installing new water meters for all water customers serviced by the Village of Leetonia. Your new meter was unable to be installed due to _____. Be advised that the customer is responsible for all repairs to service lines and connections from the curb stop inward, including within the structure. Therefore, it will be necessary for you to remedy and/or make arrangements to correct this problem by October 29, 2018, in order that the Village may complete the installation of your new water meter within the timeframe of the project. Failure to do so may result in the termination of your water service and/or the cost of the meter being assessed to your account.

It is necessary for you to contact the water office at (330) 427-6720 to advise what arrangements have been made to correct this issue so the new meters can be installed within the timeframe of the project.

Sincerely,

Gary E. Phillips
Village Administrator