



Village of Middlefield

14860 N State Avenue
Middlefield, OH 44062
Phone: 440.632.5248 Fax: 440.632.0591
www.middlefieldohio.com

May 1, 2026

Or Current Resident

Middlefield, OH 44062

RE: Water Meter Inventory Verification at , Account:

Dear Homeowner,

Our records indicate that the water meter in your home was recently installed or replaced within the last four (4) years. The Village has made a change with the network infrastructure and needs to verify the radio transmitter on your water meter. This can be done by scheduling an appointment to have our staff verify the information or you can email a picture of the serial number on the radio.

The Water department will need this information verified **within the next 30 days of this letter**. If you would like to schedule an appointment to have one of our staff members verify the information, please call the office at **440-632-3536** to schedule an appointment time that works best for you. You can also email a picture of the serial number from the radio to utilities@middlefieldohio.com.

The **Village of Middlefield Codified Ordinance Section 911.25(b,c,d)**, requires all water utilities customers to schedule **an appointment or submit the required information** within thirty (30) days from the date of the notice. Failure to provide this information may result in a monthly noncompliance penalty. The noncompliance penalty will be equal to the minimum monthly usage charge. The penalty shall be applied for each month of noncompliance.

All the radios will have a serial number on a blue or white sticker located on the side of radio transmitter. The radio will be mounted on the wall, pipe, or near the ceiling just above the water meter. Follow the black line from the water meter to the radio. Take a picture of the radio and email it to utilities@middlefieldohio.com.

Radio Transmitter



Serial Number



If you have any questions, please call the office at **440-632-3536**, or email utilities@middlefieldohio.com.

Sincerely
Village of Middlefield Utilities