



## **City of Plymouth Water Department**

900 Ledyard Street

Plymouth, IN 46563

Office: (574) 936 - 2543

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Beginning in November and into January the City of Plymouth Water Department will be resuming the process of switching to an updated meter system. For us to accomplish this task in a timely manner we are asking the cooperation of all of our customers.

Our service men, who will have identification on them, will need to have access to the area where the meter is located. This means that this area will need to be clear of any and all obstacles that are blocking access to said meter. You, the customer, are responsible for making sure access is available. Our service people will not move any type of blockage from this area, although they will try to give you information as to what needs to be done.

The process of replacing the old meter with the new updated meter system requires that the water be shut off while this work is being done. A liability factor requires, also, that the customer be at home when the water is shut off and turned back on again. If everything goes as it should, this process should take half an hour to one hour. Unfortunately, there are always extenuating circumstances that could extend the time for installation, so plan your time at home accordingly.

Our working hours are from 8:00 AM to 4:30 PM Monday through Friday. If you need to make an appointment at a time that you can be at home during these hours we will do our best to accommodate you. In this case, please call the City Office at 936-2124 to make an appointment.

If you have any questions concerning this matter you may call the City Office or you can call the Water Department Office at 936-2543.

Mike Vollrath  
Meter Coordinator