

REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, July 25, 2022

The Board of Public Works and Safety of Plymouth, Indiana, met in Regular Session at 6:00 p.m. on July 25, 2022. The meeting was held in the Council Chambers, on the second floor of the City Building, 124 N. Michigan St., Plymouth, Indiana.

Mayor Senter called the meeting to order. Senter presided for Board Members Shiloh Milner, Bill Walters, Duane Culp, and Jeff Houin who were physically present. City Attorney Surrisi and Clerk-Treasurer Gorski were present. The public was able to see and hear the meeting through Microsoft Teams.

Board Members Culp and Walters moved and seconded to approve the minutes of the regular session of the Board of Public Works and Safety meeting of July 11, 2022. The motion carried.

Opening Bids for WWTP Solar Array Project:

116 Legals	116 Legals	116 Legals	116 Legals
NOTICE TO BIDDERS NOTICE is hereby given that the City of Plymouth, Indiana, hereinafter referred to as the OWNER, will receive sealed bids through the City of Plymouth, in care of the Clerk-Treasurer located at 124 North Michigan Street, Plymouth, IN 46563 until 4:30 P.M. local time on Monday, July 25, 2022 for the following projects: Solar Array Procurement and Installation at Plymouth Wastewater Facility, 900 Oakhill Avenue, Plymouth, IN 46563 Any bid received after the above-designated time will be returned unopened. Bids will be	publicly opened and read aloud at the Board of Public Works and Safety meeting in the Plymouth Council Chambers at 124 North Michigan Street (Garro Street entrance, Second Floor), Plymouth, IN 46563 on July 25, 2022 at 6:00 p.m. Bid recommendations will be made at the Board of Public Works and Safety meeting in the Plymouth Council Chambers at 124 North Michigan Street (Garro Street entrance, Second Floor), Plymouth, IN 46563 on August 8, 2022 at 6:00 p.m. A non-mandatory pre-bid meeting will take place on 7/19/2022 at 10:00 a.m. local time at 900 Oakhill Avenue, Plymouth, IN 46563. Construction shall be in accordance with the applicable provisions included in the design documents including Scope of	Work, Specifications, and Drawings. Bid documents are available from the Architect, Telamon Energy. Please contact Mike Morley at mike.morley@telamon.com to receive an electronic copy of the documents. All bids shall be accompanied by (1) completed Itemized Proposal, (2) completed Form 96 with required attachments, (3) Non-discrimination affidavit as required by the laws of the State of Indiana, (4) Bid security, as described below, and (5) Other bidding documents as described in the instructions to bidders. Bid Security in the amount of five percent (5%) of the Bid shall accompany each Bid. Bid Security may be in the form of a Bid Bond, certified check, or cashier's check. If the Bidder	withdraws a bid within sixty (60) days after the opening date, without consent of the Owner or fails to execute a satisfactory contract within ten (10) days after notice of acceptance, the Owner may declare the Bid deposit forfeited as liquidated damages. The successful Bidder will be required to carry Workmen's Compensation, Employee's Liability Insurance and Comprehensive Public Liability and Property Damage Insurance in amounts and with companies satisfactory to the owner. In addition, the contractor shall furnish Performance and Payment Bonds for 100% of the Contract Sum. The Owner reserves the right to accept or reject any Bid and to waive any irregularities in the bidding. All bids may be held for a period not to exceed 60 days, or as otherwise stated in the Contract Documents before awarding the contract. If you have any questions contact, Donnie Davidson, Utilities Superintendent, 574-936-3017. July 6, 15, 2022 PWS36838 hpaxlp

Utility Superintendent Davidson states that Gerami Pennyman from Telamon is here to do the bid opening.

Pennyman announced the two bids as followed.

Wastewater Treatment Plant Solar Array Bids:	
Solar Energy Systems, LLC	\$1,017,792.00
Retro-Tech Systems, LLC	\$993,514.00

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Davidson requests permission to take both of the bids under advisement and to report back at the next meeting with the results. He adds that the engineers estimate was \$994,560.00 so these bids are within reason.

Board Members Houin and Walters moved and seconded to take the bids under advisement. The motion carried.

Mayor Senter asks Street Superintendent Marquardt how the storms went.

Marquardt responds by stating that they ended up working for 4 ½ - 5 ½ hours after the storm on Saturday. He explains that they had about 5 big branches down and trees they got taken down. He adds that other communities had it a lot worse than they did.

Clerk-Treasurer Gorski presented the Request from Michael Olszewski. Michael

Olszewski was in attendance to present his request.

REQUEST FORM
CITY OF PLYMOUTH

Date: 7-19-22

Notice to BOARD OF PUBLIC WORKS AND SAFETY, CITY OF PLYMOUTH, INDIANA

Kindly review of the following request:

TALK TO THE COUNCIL ABOUT BOUNDARY LINES, AND
WHERE RUN OFF WITH THE COUNTRY. TALK FOR
1 1/2 MONTHS TO TALK AND GET ANSWERS AND NO BODY
WILL TO CALL OR TALK MORE.

Signed Michael J. Olszewski 594-952-6600
Phone Number

Print Name Michael J. Olszewski 10240 Muckshaw Rd
Address

In-Office Only:
Determination of Request

Motion to have survey done by either County Surveyor or
Private Surveyor to be split with resident. Drainage to
be looked at by Utility Superintendent before hiring an engineer.

Return original form to Clerk-Treasurer's office after determination is complete.

Signed Stephen Gorski Clerk-Treasurer
Title

Olszewski states that he lives on Muckshaw Road and is the first house past city limits starting in the county. He states that in the 20+ years he has lived at this house that he has had to

have his driveway redone about 2-3 times. He explains in one of those times when he had to have his driveway redone, Mayor Senter, former City Engineer Gaul, and former Cemetery Superintendent Ousnamer were called out. He explains that he had gotten in contact with Ousnamer and his idea of fixing the water run off coming down the hill was to bring truck loads of clay and dump it on the hill to stop it at the time. He adds that the City Engineer told him that he would get back to him about it and that was in 2009.

Mayor Senter asks for clarification that a mound was built.

Olszewski responds by stating there was a mound built but his question is if he was in the city if they would try to find some way of fixing the water problem running in their drive.

Olszewski provides photos to the Board.

He states that there is water standing by the stairs and going down the hills. He adds that there are photos there of the day they brought dirt out and dumped it there. He explains that you could stand in the driveway and just feel the water move you as there was an inch or inch and a half of water running down that hill. He states that there are tree roots exposed now and stuff like that. He states that they have put out money to have the driveway fixed and now they are hauling dirt into the house again because of all the water running the dirt down. He adds that he has come to the city to try to talk to people but it seems that nobody wants to get back to him so he thought it would be best to come to a board meeting to see if they can help him get something figured out.

He states that the other issue he has is in the back of his property with some trees. He states that according to Cemetery Superintendent Collins that Olszewski owns 20 feet behind his shed. He explains that when he goes to the Marshall County Accessor's Office that he states that is all proximity so that isn't accurate. He states that when he first moved in their 22-23 years ago that he was told his property line was right at the wooded area. He states his whole issue started when his neighbor told him that his big tree in the back is beating on the roof of his garage. He states that after that he went to Collins to talk about trimming it and he told him that is his tree given that he owns twenty feet behind the shed.

Olszewski states that he has lived there for over twenty years and never knew he owned this property and once again when he went and spoke to the accessor that he was told it is just proximity. He explains that it is either \$2000 to have this tree cut down or \$2000 to have the property surveyed. He asks why he has to prove that it is the cities tree and not the other way around. He asks why they can't come in and just trim the trees.

Mayor Senter states that based off the picture that his driveway has always been limestone.

Olszewski agrees. He brings the topic back to the trees and states that there are a couple rotting away right over his shed. He clarifies that he wants to know whose trees they are.

They start discussing the photos that were provided to the Board.

Olszewski states that he is looking for a way to figure all of this out. He explains that a couple years ago he had a great big oak tree on the side of his house that got struck by lightning so he called Street Superintendent Marquardt and they came out and trimmed the tree because it was the cities tree. He states that according to the GIS, all the trees on the side of his driveway are his now. He adds that if they are all his that he is going to cut them all down because he has been raking the cities leaves for over 22 years.

He states that he has been in discussion with people about getting the property surveyed. He states that one was \$2250 and the other was \$1960. He states that the cost of having the one tree trimmed down and leaving one big trunk there would be \$1500 and that is from Cox Wood Service. He adds that there is nobody else he would really trust to get the trees cut.

Mayor Senter asks Collins if he has any ideas.

Collins states that his only idea is to have it surveyed to see what belongs to who.

Houin asks Olszewski if the city were to have it surveyed if they would be willing to pay half the cost of the survey.

Olszewski adds that if it is found out that they are his trees that he has got no problem getting them taken care of but if they are the cities trees that he would feel bad about cutting them down.

Mayor Senter asks if the mound helped at the time.

Olszewski responds by stating that it didn't as the water just went around it and washed the dirt down.

Mrs. Olszewski adds that now the dirt is in the driveway.

Houin asks Surrisi if he sees any problem with having it surveyed and splitting the cost with the property owner.

Surrisi states that he does not see any problem with that.

Houin states that there are two issues. One is the trees and nobody seems to know whose trees they are. The other is the drainage and with his background as an attorney his first thought is the common enemy doctrine. He states that at the same time he thinks that the city should be

good neighbors and at least take a look at what can be done. He asks Surrisi if he can reach out to their engineers and see what it would take to have them at least take a look at it to see if they have any suggestions.

Collins states that he was speaking to Davidson about this earlier and that he would be okay with going out there to look at it.

Compton states that this is also a County issue and Kevin Berger was suggesting that perhaps the county surveyor could come out and survey it.

Board Members Houin and Culp moved and seconded to ask the City Attorney to reach out to the county surveyor to see if they would be willing to survey it and if not to investigate options to have a private surveyor survey it and split the cost equally with the homeowner if they are willing. The motion carried.

Houin states that as far as the drainage that the best place to start would be to have Davidson look at it with Mike Collins and to make a suggestion and go from there.

Mayor Senter states that they had lost their full time City Engineer but Davidson does a great job as that.

Surrisi asks about the estimates from the private surveyors and if it was pretty recent or not.

Olszewski agrees.

Surrisi adds that the prices sounded reasonable and hopes they would honor the pricing.

Olszewski states that one was from Plymouth Land Survey and the other was from Territorial Engineering out of Walkerton.

Human Resources Manager Klingerman states that she is here tonight on behalf of Fire Chief Holm. She states that they have been discussing the possibility of creating a Civilian Firefighter 1st Class position and Civilian Fire Inspector position. She explains as the Board has all been notified the current Fire Inspector Rod Miller is maxed out of the pension as of this year and he would like to continue working for the city so they would like to transition him to Civilian position as opposed to the 77 fund. She states that they have created the job description and it is exactly the same except with the transition to regular PERF instead of the 77 fund. She states that as for the Civilian Firefighter position, Holm has someone who would love to start working for the city tomorrow but unfortunately does not qualify for the 77 fund. She states that he is creating this position in hopes that this person would want to become a City employee as he is short three positions.

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Houin asks if the Civilian Firefighter position is similar to the Firefighter 1st Class position where it is not in the 77 fund but rather to the regular pension.

Klingerman responds by stating that it is identical except they removed the 77 fund and put them into the regular pension.

Surrisi states that he sent an email regarding these materials to the Board earlier today and that they are planning to just present the salary ordinance on first reading tonight to allow everyone some time to ask any questions they had to Klingerman or Fire Chief Holm and he hopes to bring this ordinance back to them at the next meeting.

Culp asks if the Firefighter 1st Class Civilian position going to be generic for anyone who wants it can get it or is it going to be specific to this person.

Klingerman responds by stating that Holm will keep it open for any future possibilities of employment.

Board Members Culp and Houin moved and seconded to approve both the Civilian Fire Inspector Position and the Civilian Firefighter 1st Class job position requests as presented. The motion carried.

Board Members Houin and Walters moved and seconded to allow the payroll for July 29, 2022 and the claims for July 25, 2022, as entered in Claim Register #2022-14. The motion carried.

Board Members Culp and Milner moved and seconded to accept the following

communications:

- July 25, 2022 Docket
- July 12, 2022 Technical Review Committee Minutes
- Wastewater Department Activity Report June 2022
- Water Department Activity Report June 2022

The motion carried.

There being no further business, Board Members Culp and Milner moved and seconded to adjourn, Senter declared the meeting adjourned at 6:22 p.m.

APPROVED:


Lynn M. Gorski
Clerk-Treasurer


Mark Senter
Mayor

CITY OF PLYMOUTH WASTEWATER DEPARTMENT
Board of Public Works and Safety
June 2022 Monthly Report

PLANT OPERATIONS:

1. Total flow in gallons	54,062,030
2. Average daily flow in gallons	1,802,068
3. Rainfall	3.30"
4. Monthly average in BOD removal	99.49%
5. Monthly average in TSS removal	96.7%
6. Monthly average in Ammonia removal	99.3%
7. General plant maintenance	
8. Work orders completed:	

334 – Wastewater Treatment Plant

- Exercised 91 in plant valves.
- Continuing work on the chemical feed system for phosphorus removal project, currently waiting on parts. Installed corporation stop for chemical application on aeration basin discharge line.
- Completed installing new 3" non-potable water line for the sludge thickener.
- Harell Tree Service removed 2 trees along the east side of the plant grounds.
- Replaced the A/C unit in the breakroom garage.
- Cleaned polymer feed check valves.
- Completed amping and meging all plant motors and variable frequency drives.
- Replaced belts on digester mixing system.
- Repaired methane line at flare.
- Repaired air handlers in the pretreatment building.

77 – Vehicle/Mobile Equipment

- Replaced air bag on simi tractor T-23.
- Completed pump flushes on T-6 and T-20.

55 – Lift Stations

- Completed grounds keeping on all stations.
- Installed new control board in the auxiliary generator at Plymouth Groshen Rd. & N. Michigan St.
- Installed 2 new debris screens in Femdale lift station and in the Briarwood lift station.

4 – Collection System

- 0 - Eliminated structures
 - a.
- 0 – Replaced structures
 - a.
- 0 – Replaced / adjusted castings
 - a.
- 0 – GIS data collection points
 - a.
- 0 – New structure
 - a.
- 1 – Point Repairs
 - a. Oak Dr. & Pidco Dr., repaired storm sewer that boring company bored through.
- 3 – Miscellaneous
 - a. Repaired sink hole along curb behind the Police Station.
 - b. Installed driveway to the Centennial Crossing lift station.
 - c. Replaced battery in CSO-007 monitoring system.

COLLECTION SYSTEM:

1. Cleaned 6,882 feet of sewer lines.
 - 0 feet during service calls.
 - 6,882 feet during preventive maintenance.
2. Televised 1,586 feet of sewer lines.
3. Mechanically removed roots from 0 feet of sewer lines.
4. Removed approximately 3.44 tons of silt and debris during cleaning and inspections of sewers lines.
5. Used approximately 15,425 gallons of potable water during sewer cleaning.
6. Performed routine maintenance on 10 CSO's and 17 pumping station.

MISCELLANEOUS

- Continuing inspection of the sanitary/storm sewer system in the Centennial Crossing project.
- Continuing to monitor the H2S in trunklines by Walmart and Pregis.
- Receiving hundreds of locate requests for the Surf Broadband project.
- Completed safety module on "Basics of Heat Stress" on 6-29-22.
- Completed Lock Out Tag Out (LOTO) training on 6-30-22, provided by Andy Metsker, Gibson Insurance.
- Hauled several loads of top soil, donated by Renewal by Anderson construction site on Miller Dr.

**CITY OF PLYMOUTH WATER DEPARTMENT
Board of Public Works and Safety
June 2022 Monthly Report**

PLANT OPERATIONS

Water Treated – Ledyard Water Treatment Plant	28,583,488 gallons
Water Treated – Pine Water Treatment Plant	<u>21,243,738 gallons</u>
Water Treated - Total	49,827,226 gallons
 Water Treated – Daily Average – Ledyard Water Treatment Plant	 852,783 gallons
Water Treated – Daily Average – Pine Water Treatment Plant	<u>525,573 gallons</u>
Water Treated – Daily Average – Combined	1,478,356 gallons

- Backwashed filters at Ledyard Water Treatment Plant 8 times for a total of 672,000 gallons.
- Backwashed filters at Pine Water Treatment Plant 13 times for a total of 1,248,000 gallons.
- Total backwash usage for the month was 1,920,000 gallons.

MAINTENANCE WORK ORDERS COMPLETED

- 18- Ledyard Water Treatment Plant Maintenance
 - Completed auxiliary generator test.
 - Completed temperature checks on high service pumps.
 - Cleaned and inspected chlorine injectors.
 - Inspected both water towers.
 - FSS (NOBI) alarming system is currently having issues communicating from the storage building to the main monitoring station, they are working on resolving the issue.
 - Completed several safety improvements, which were identified during the City's Safety Committee's monthly meeting.
 - Repaired A/C unit for the administration building.
- 19 – Pine Water Treatment Plant Maintenance
 - Completed auxiliary generator test.
 - Completed temperature checks on high service pumps.
 - Cleaned and calibrated chlorine analyzer.
 - Cleaned chlorine injector.
 - Completed several plumbing repairs.
 - Completed repairs to the plant's backwash system.
- 14 – Mobile Equipment
 - General preventative maintenance.

MAINTENANCE WORK ORDERS COMPLETED

- 18- Ledyard Water Treatment Plant Maintenance
 - Completed auxiliary generator test.
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 - FSS (NOBI) alarming system is currently having issues communicating from the storage building to the main monitoring station, they are working on resolving the issue.
 - Completed several safety improvements, which were identified during the City's Safety Committee's monthly meeting.
 - Repaired A/C unit for the administration building.
- 19 - Pine Water Treatment Plant Maintenance
 - Completed auxiliary generator test.
 - Completed temperature checks on high service pumps.
 - Cleaned and calibrated chlorine analyzer.
 - Cleaned chlorine injector.
 - Completed several plumbing repairs.
 - Completed repairs to the plant's backwash system.
- 14 - Mobile Equipment
 - General preventative maintenance.

WATER SAMPLING

- 10 Distribution system bacteria samples, IDEM required
- 62 Distribution system chlorine residual samples, IDEM required
- 4 Fluoride samples, ISDH required
- 319 Process control samples and analysis at the Ledyard Water Treatment Plant include Ferrous Iron, Total Iron, Manganese, and Chlorine
- 271 Process control samples and analysis at the Pine Water Treatment Plant Samples include Ferrous Iron, Total Iron, Manganese and Chlorine
 - 1 THM's Sets,
 - 1 HAA5's Sets,
 - 0 VOC's sets,
 - 2 SOC/2nd Annual 1 for each plant sets,
 - 0 Radionuclide
 - 0 IOC- Metals-Radon
 - 0 Lead & Copper Samples
 - 0 Nitrate/Sampling for each Plant (sets)
 - 1 Extra Sampling
 - 0 Hardness/Corrosion

SERVICE

Utility Locates	514
Total Number of Work Orders	264
Service Disconnects	15
Service Disconnects for non-pay	52
Service Reconnects for non-pay	52
Blue Tags "Service Notice" left on door	6
Pink Tags "Insufficient Funds Notice" left on door	9
New Radio Read / Meter Installations	2
Accuracy Checks	116
After Hours Call Outs	1
Meters New/Repaired	1
Consumer Confidence Report Requested Hand Delivery	11

CONSTRUCTION ACTIVITIES

- (0) Curb Stops Repaired / Replaced / Installed
- (1) Old Curb Stops Located / Capped Off at Valves
 - 06-22-2022 401 W. Jefferson St.- Retired leaking service line at the corporation stop.
- (6) New Taps Installed
 - 06-01-2022 985 Baker St. - New 1" Tap, curb stop & service line.
 - 06-01-2022 987 Baker St. - New 1" Tap, curb stop & service line.
 - 06-01-2022 989 Baker St. - New 1" Tap, curb stop & service line.
 - 06-01-2022 991 Baker St. - New 1" Tap, curb stop & service line.
 - 06-01-2022 993 Baker St. - New 1" Tap, curb stop & service line.
 - 06-01-2022 995 Baker St. - New 1" Tap, curb stop & service line.
- (0) New Mains Completed

- (3) Valves / Valve Boxes / Repaired / Replaced / Installed
 - 06-09-2022 101 S. Michigan St.- Debris in valve box.
 - 06-17-2022 719 Westgate Ave.-Repaired valve box.
 - 06-23-2022 911 Markley Dr.- Repaired valve box.
- (0) Hydrants Repaired / Replaced / Installed / Serviced / Painted
- (0) Valve Exercised
- (3) Main Breaks and Leaks Repaired
 - 06-02-2022 1112 S. Michigan St.- Replaced leaking curb stop.
 - 06-20-2022 311 N. 5th St. - Leak on customer side of service line, customer replaced.
 - 06-22-2022 916 W. Washington St.- Repaired leak on service line.
- (2) Service Lines / New/ Repaired
 - 06-07-2022 2100 N. Michigan St.- Adjusted irrigation pit.
 - 06-29-2022 1007 Fairbanks Ave.- Homeowner replaced service line from house to curb stop.

MISCELLANEOUS

- GIS data collection.
- Locating hundreds of utilities locate requests from Surf Wireless for the design of the fiber system throughout the city.
- Collecting as-built information for Centennial Crossing development.
- Completed Uni-direction Flushing (UDF) of all water mains and fire hydrants.
- Lock Out/ Tag Out training provided by Andy Metsker, Gibson Insurance on 6/30/22.