

## REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, November 14, 2022

The Board of Public Works and Safety of Plymouth, Indiana, met in Regular Session at 6:00 p.m. on November 14, 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 Duane Culp, Jeff Houin, Shiloh Milner, and Bill Walters who were physically present. Clerk-Treasurer Gorski and Human Resources Manager Klingerman 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 October 24, 2022. The motion carried.

Fire Chief Holm wished to update the board on where they are with employment. He states that with the last hires that they did, Austin Bragg, who is a Civilian Paramedic, has been working the last two rounds and everything there is going great. He states that the other two, Christopher Todd and Keegan Holland, have their information down at the State Pension Board and they should be receiving that information this week so they can get started. He states that with all that being said he has two more positions that still need hired in by the beginning of next year. He states that he would like to ask for permission to offer one of those positions to Travis McVicker, who was interviewed along the other new hires. He explains that he was still in the pool and would be ready to go. He adds that he would be the Civilian EMT. He states that the other would be a part-time paramedic who has been working with them for over a year now. He states that offer would be contingent on her physical, medical, and psychological evaluations for the pension. He explains that he would like to promote Sidney Roda to a Full-Time status if they would allow him to do that.

Mayor Senter asks where she lives.

Holm responds by stating that currently she lives in Knox. He states that she currently works for Tri-County and she has been working for the city Part-Time pulling about 3-4 shifts a month. He states that she is a seasoned paramedic and has done very well for the city so far.

Board Members Culp and Houin moved and seconded to approve the conditional offers of employment as presented. The motion carried.

Holm wished to add that even though both of those are being offered now that they would not go into effect until the first of the year.

## REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, November 14, 2022

Clerk-Treasurer Gorski presented the Street Closure Request from St. Michael's Parish for their Holy Procession Walk. Jeanine Xaver was present to speak on the request.

Xaver states that they will start at the Knights of Columbus and work their way to Berkley Street, Polk Street, Jefferson Street, and Center Street as in years past. She states that once approval is secured here that they will request help from the County Sheriff.

Houin asks for clarification that it is the same route as in prior years. Xaver agrees.



*St. Michael Catholic Church and School*  
612 N Walnut St.  
Plymouth, IN 46563

### REQUEST FORM

CITY OF PLYMOUTH

Date: October 25, 2022

Notice to BOARD OF WORKS, CITY OF PLYMOUTH, INDIANA

Kindly take care of the following request:

St. Michael Church will conduct a holy procession walk in honor of the Virgin Mary. The walk will take place on December 11, 2022, and we ask for the permission to use the following streets from 11:00 a.m., to 12:00 p.m., Berkley Street, Polk Street, East Jefferson Street and North Center Street.

Signed: *[Signature]* Title: Pastor  
Address: 612 N. Walnut St. Plymouth, IN 46563  
Phone Number: 574-936-4935

Determination of request:

Approved by Board of Public Works & Safety on  
November 14, 2022

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

Signed *[Signature]* Title Clerk-Treasurer

Board Members Houin and Milner moved and seconded to approve the request as presented. The motion carried.

Clerk-Treasurer Gorski states that in the mail since the last meeting the Board of Public Works and Safety received a letter from the REES Theatre. The letter that is attached below was read aloud.



*The REES Grand Reopening would like to thank you for the support, generosity, and approval to move forward with our event.*

*This is such a great community, elegant works to get you all Rees involved all happen. We appreciate your note of confidence.*

"Thank you!"

*Randy Donelson  
Danna Dontrina  
Eleana Donelson  
Jandra Star  
Shelly Shuster  
Core Team*



REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, November 14, 2022

Board Members Milner and Walters moved and seconded to allow the payroll for October 31, 2022, November 15, 2022 and claims for November 14, 2022, as entered in Claim Register #2022-21. The motion carried.

Board Members Houin and Culp moved and seconded to accept the following communications:

- November 14, 2022 Docket
- November 8, 2022 Technical Review Committee Minutes
- Plymouth Fire Department Activity Report – October 2022
- Plymouth Water Department Activity Report – October 2022
- Plymouth Wastewater Department Activity Report – October 2022
- Plymouth Police Department Activity Report – October 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 6:06 p.m.

APPROVED:

  
Mark Senter  
Mayor

  
Lynn M. Gorski  
Clerk-Treasurer

**PLYMOUTH POLICE DEPARTMENT**  
**Code Enforcement**

**Activity Report Summary 2022**

Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Tall Grass	0	0	0	0	30	12	5	18	1	1			67
Owner Complied	0	0	0	0	28	10	3	15	0	1			57
City Action (Mowed)	0	0	0	0	2	2	2	3	1	0			10
Action Pending	0	0	0	0	0	0	0	0	0	0			0
Abandoned or Junk Vehicles	6	6	5	12	9	6	10	3	2	5			64
Owner Complied	6	6	5	12	6	6	8	3	1	5			58
City Action (Towed)	0	0	0	0	3	0	2	0	1	0			6
Action Pending	0	0	0	0	0	0	0	0	0	0			0
Debris/Junk on Property	12	1	9	5	4	7	3	2	6	2			51
Owner Complied	12	1	7	5	2	7	2	2	5	1			44
City Action (Cleaned)	0	0	2	0	2	0	1	0	1	1			7
Action Pending	0	0	0	0	0	0	0	0	0	0			0
Fowl/Livestock	0	0	0	0	0	0	0	0	0	0			0
Owner Complied	0	0	0	0	0	0	0	0	0	0			0
City Action	0	0	0	0	0	0	0	0	0	0			0
Action Pending	0	0	0	0	0	0	0	0	0	0			0
Signs in Public Right of Way (Removed)	0	2	21	5	9	56	60	40	41	11			245

# PLYMOUTH POLICE DEPARTMENT

## Activity Report Summary 2022

Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
All Calls for Service, Complaints, and Information received by Central Dispatch for PPD	914	676	775	751	877	794	816	908	903	756			8,170
Traffic Stops	136	114	201	148	328	179	119	71	84	140			1,520
Citations Issued	73	49	152	56	207	98	60	41	31	36			803
Accident Reports	32	23	33	35	29	38	29	36	53	30			338
Case Reports	87	66	86	95	88	89	79	119	91	87			887

### PPD

### Departmental Activity Report

Current Period: 10/01/2022 to 10/31/2022, Prior Period: 01/01/2022 to 10/31/2022

00:00 to 24:00

All Stations

All Shifts

All Units

Fire Alarm Responses, EMS Alarm Responses, Training Classes, Activities (Non-Incident), Equipt Maint/Testing, Departmental Events

Category	Current Period		Prior Period	
	Count	Staff Hrs	Count	Staff Hrs
<b>Fire Alarm Situations</b>				
Chemical release, reaction, or toxic condition	1	0.55	5	15.70
Children complaint	0	0.00	2	5.09
Combustible/flammable spills & leaks	3	7.13	14	36.49
Dispatched and cancelled en route	17	27.07	188	609.35
Electrical wiring/equipment problem	0	0.00	6	70.40
Emergency medical service (EMS) Incident	190	1,739.64	1,765	9,059.61
False alarm and false call, Other	5	29.09	41	138.42
Fire, Other	0	0.00	4	23.22
Good intent call, Other	0	0.00	2	2.75
Hazardous condition, Other	0	0.00	3	3.79
HarMar release investigation w/no HarMar	0	0.00	1	0.40
Medical assist	0	0.00	31	73.64
Mobile property (vehicle) fire	0	0.00	14	149.25
Natural vegetation fire	3	5.93	13	339.92
Outside rubbish fire	0	0.00	6	16.45
Public service assistance	2	3.07	10	20.24
Rescue, emergency medical call (EMS), other	0	0.00	1	0.80
Service call, Other	0	0.00	2	1.40
Severe Weather & Natural Disaster - Specified	0	0.00	1	1.21
Smoke, odor problem	0	0.00	6	52.60
Special type of incident, other	1	1.84	1	1.84
Steam, Other gas mistaken for smoke	0	0.00	3	18.29
Structure Fire	1	10.14	15	145.50
System or detector malfunction	3	3.47	9	22.80
Unintentional system/detector operation (no fire)	1	0.84	6	18.41
Vacinity alarm	0	0.00	1	1.27
Water problem	0	0.00	3	22.81
	227	1,828.77	2,153	10,850.15
<b>Training</b>				
Hydrant Hook up	0	0.00	2	3.00

\* Staff hours for Fire Alarm responses that have an associated EMS alarm record are considered shared hours. Shared hours are posted only with the EMS alarm responses to avoid duplication of staff hours in totals.

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Departmental Activity Report

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Maint/Testing, Departmental Events

Category	Current Period		Prior Period	
	Count	Staff Hrs	Count	Staff Hrs
Training				
Active Shooter	0	0.00	39	117.50
Advanced Med. Life Support	0	0.00	14	112.00
Airway Management	0	0.00	5	20.00
Airway Skills	0	0.00	2	2.00
Alternative Fuel	0	0.00	41	61.50
Ambulance Ops	0	0.00	5	3.50
Anaphylaxis	0	0.00	12	9.00
Apparatus / Equipment	0	0.00	21	29.00
Apparatus Check Procedures	0	0.00	2	2.00
ASIST CORONER	5	2.50	5	2.50
audit and review	15	30.00	109	210.50
Autism Spectrum Disorder	0	0.00	1	1.00
Blood Borne Pathogens	0	0.00	26	38.00
Cadaver Lab	0	0.00	1	2.00
Cardiac	0	0.00	17	17.50
cardiovascular emergencies	1	2.50	1	2.50
Class Review	0	0.00	2	4.00
COVID-19 online ldn's	0	0.00	1	1.00
CRAP/NEB/ETCO2	0	0.00	2	1.00
CPR	0	0.00	5	11.50
CPR Recert	0	0.00	28	84.00
dementia	15	15.00	15	15.00
Diabetes	0	0.00	13	26.00
Documentation	0	0.00	27	51.00
Driving Apparatus & Pumping	0	0.00	6	14.00
Emergency Medical Responder	14	35.00	41	102.50
EMS Audit & Review	0	0.00	3	1.50
EMS ECHO	0	0.00	5	5.50
EMS Skills	0	0.00	53	136.50
EMT-B	0	0.00	69	272.00
Epinephrine Administration	0	0.00	2	1.00
ES0	0	0.00	6	10.00

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Category	Current Period		Prior Period	
	Count	Staff Hrs	Count	Staff Hrs
Training				
ES0 Software Reporting	0	0.00	5	10.00
Evacuation	0	0.00	20	61.00
FF I-II	0	0.00	14	42.50
FF I-II SKILLS	12	60.00	12	60.00
Fire Behavior	0	0.00	22	110.00
Fire Control, General	0	0.00	5	7.50
Fire Department Organization	0	0.00	6	6.00
Fire Instructor 1	4	4.00	4	4.00
Fire Search & Rescue	0	0.00	1	4.00
Fire Streams	0	0.00	2	6.00
Forcible Entry	0	0.00	1	3.00
Gas Pipe Line Safety	0	0.00	1	1.50
General Building Construction	0	0.00	1	3.00
Generalized Weakness	0	0.00	11	11.00
Grain Bin	0	0.00	4	19.00
Gun shot wounds - trauma	0	0.00	1	0.50
Hazmat Awareness and Operations	0	0.00	6	23.00
Heat Emergencies	0	0.00	24	22.00
HIPAA	0	0.00	8	8.00
Hose Test	0	0.00	37	74.00
Human Anatomy	0	0.00	4	4.00
Ice Rescue	0	0.00	23	69.00
ICS 300	0	0.00	3	25.50
Infants & Children	0	0.00	4	4.00
Infection Control	0	0.00	1	1.00
Instructor Training	0	0.00	7	17.00
Internal Controls	0	0.00	3	3.00
IT Maintenance	0	0.00	1	0.50
Landing Zone Helicopter	0	0.00	37	74.00
Mandatory	0	0.00	2	3.00
WATDAY	22	44.00	22	44.00
NCI	0	0.00	55	361.00

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Maint/Testing, Departmental Events

Category	Current Period		Prior Period	
	Count	Staff Hrs	Count	Staff Hrs
Training				
Mega Code	0	0.00	2	1.00
NIMS MANDATORY	0	0.00	2	5.00
Obstetrics	0	0.00	3	12.00
P H T L S	0	0.00	22	176.00
Pathophysiology	0	0.00	5	20.00
Ped. Adv. Life Support	0	0.00	2	11.00
Pediatric Emergencies	0	0.00	24	39.00
Pediatric Trauma	0	0.00	1	0.50
PEPP & PALS Hybrid Course	7	28.00	7	28.00
Personal Protective Equip.	2	1.00	26	37.00
Pharmacology	0	0.00	21	42.00
PPE	0	0.00	1	4.00
Preplan	0	0.00	5	7.50
Protocol Review	0	0.00	1	1.50
Protocol Test	2	1.00	14	12.00
Public Education	5	15.00	5	15.00
Public Relations	6	21.00	39	156.50
Pump Operations	0	0.00	10	19.00
Respiratory Emergencies	0	0.00	7	14.00
Risk Management	0	0.00	8	4.00
roof ventilation	0	0.00	23	69.00
Ropes & Knots	0	0.00	14	21.00
Safety in the Workplace	0	0.00	3	1.50
Seizure	0	0.00	10	12.00
Sepsis	0	0.00	13	26.00
sids	0	0.00	16	31.00
Suicide Prevention	0	0.00	1	1.00
tanker ops	0	0.00	2	4.00
Technical Rescue Awareness	0	0.00	2	2.00
Test and Skills	0	0.00	2	2.00
Training Lecture	0	0.00	3	3.00
Trauma	2	2.00	19	46.00

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Fire Alarm Responses, EMS Alarm Responses, Training Classes, Activities (Non-Incident), Equip  
Maint/Testing, Departmental Events

Category	Current Period		Prior Period	
	Count	Staff Hrs	Count	Staff Hrs
Training				
Trauma in OB	0	0.00	11	11.00
Trauma Symposium	0	0.00	2	8.34
Victims of Abuse	0	0.00	24	28.00
Vol. EMS Bus. Mng	0	0.00	24	36.00
Volunteer Fire Business Mng.	26	20.28	228	272.95
Water Supply	0	0.00	1	2.00
Weather Safety	0	0.00	4	2.00
	139	291.28	1,535	3,632.79



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

**PLANT OPERATIONS:**

1. Total flow in gallons	47,262,180
2. Average daily flow in gallons	1,524,586
3. Rainfall	3.97"
4. Monthly average in BOD removal	99.4%
5. Monthly average in TSS removal	97.4%
6. Monthly average in Ammonia removal	99.7%
7. General plant maintenance	
8. Work orders completed:	

**368 – Wastewater Treatment Plant**

- Exercised 92 in plant valves.
- Continuing work on the chemical feed system for phosphorus removal project, currently waiting on parts.
- Main breaker to the wastewater plant failed, requiring it to run for 2 days on the auxiliary generator.
- Winterizing the plant, repaired multiple heaters and installed heat tape in various locations.
- Fabricated and installed new catch pan on the north primary clarifier.
- Replaced the packing sleeve on the anaerobic digester circulating pump.
- Replaced the refrigeration unit on automatic sampler.
- Influent and effluent meters were calibrated. We found that algae going in the channel was causing increased flow recording. Installed mats over the grating to prevent sunlight and eliminating algae from growing.
- Replaced pump/motor coupling on raw sewage pump #2.
- Levelled media at the WWTp bio-filter.
- Completed start-up of new natural/methane gas boiler.
- Serviced bio-roughing towers.

**78 – Vehicle/Mobile Equipment**

- Replaced center deck bearing on E-4.
- Replaced fuel pump on extenda jet.
- Replaced hydraulic pump on backhoe E-32.

**57 – Lift Stations**

- Replaced broken wiring in control panel in the Pioneer Dr. lift station, caused by H2S corrosion.
- Completed draw downs on the Pioneer Dr. lift station as part of the ongoing odor study.
- Replaced control board on the Pioneer Dr. lift station controller (covered under warranty).

**6 - Collection System**

- 0 - Eliminated structures
  - a.
- 0 – Replaced structures
  - a.
- 0 – Repaired structure
  - a.
- 2 – Replaced / adjusted castings
  - a. 16M207 and 17M359
- 0 – GIS data collection points
  - a.
- 0 – New structure
  - a.
- 3 – Point Repairs
  - a. Storm lines STSP 1986 and STSP 1876
  - b. 2000 Felix Pl. 8" culvert
- 1 – Miscellaneous
  - a. Installed tap for 801 Sycamore St. (SSP 382)

**COLLECTION SYSTEM:**

1. Cleaned 25,199 feet of sewer lines.
  - 0 feet during service calls.
  - 25,199 feet during preventive maintenance.
2. Televised 4,012 feet of sewer lines.
3. Mechanically removed roots from 542 feet of sewer lines.
4. Removed approximately 12,60 tons of silt and debris during cleaning and inspections of sewers lines.
5. Used approximately 47,380 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 and starting to collect as-built information.
- Continuing to monitor the H2S in trunklines by Walmart and Pregis areas.
- Receiving hundreds of locate requests for the Surf Broadband project.
- Completed industrial wastewater discharge inspections at Zenith, Pretzel's Inc., RHC, Culver Tool and Engineering and Indiana Wheel.
- Six operators attended the Northern Indiana Operator Association (NIOA) meeting held here in Plymouth on October 12, 2022.
- Winterized the 6<sup>th</sup> St. odor unit (bio-filter).



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

**PLANT OPERATIONS**

Water Treated – Ledyard Water Treatment Plant	22,495,178 gallons
Water Treated – Pine Water Treatment Plant	17,316,996 gallons
Water Treated - Total	39,812,174 gallons
Water Treated – Daily Average – Ledyard Water Treatment Plant	725,651 gallons
Water Treated – Daily Average – Pine Water Treatment Plant	558,613 gallons
Water Treated – Daily Average – Combined	1,284,264 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**

- 25 – 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.
  - Winterizing plant and water towers.
  - Installed well enclosures
  - Repaired numerous heaters.
  - Peerless Midwest completed inspection of wells, high service pumps and calibrate flow meters.
- 20 – Pine Water Treatment Plant Maintenance
  - Completed auxiliary generator test.
  - Completed temperature checks on high service pumps.
  - Cleaned and calibrated chlorine analyzer.
  - Cleaned chlorine injector.
  - Winterizing plant.
  - Repaired numerous heaters.
  - Peerless Midwest completed inspection of wells, high service pumps and calibrate flow meters.
- 10 – Mobile Equipment
  - General preventative maintenance.
  - W-2 backhoe

**WATER SAMPLING**

- 10 Distribution system bacteria samples, IDEM required
- 62 Distribution system chlorine residual samples, IDEM required
- 4 Fluoride samples, ISDH required
- 292 Process control samples and analysis at the Ledyard Water Treatment Plant include Ferrous Iron, Total Iron, Manganese, and Chlorine
- 284 Process control samples and analysis at the Pine Water Treatment Plant Samples include Ferrous Iron, Total Iron, Manganese and Chlorine
  - 0 THM's Sets.
  - 0 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)
  - 2 Extra Sampling
  - 0 Hardness/Corrosion

**SERVICE**

Utility Locates	349
Total Number of Work Orders	320
Service Disconnects	40
Service Disconnects for non-pay	36
Service Reconnects for non-pay	44
Blue Tags "Service Notice" left on door	14
Pink Tags "Insufficient Funds Notice" left on door	5
New Radio Read / Meter Installations	0
Accuracy Checks	167
After Hours Call Outs	1
Meters New/Repaired	0
Consumer Confidence Report Requested Hand Delivery	1

**CONSTRUCTION ACTIVITIES**

- (1) **Curb Stops Repaired / Replaced / Installed**  
 10-24-2022 801 Sycamore St.- Installed new ¾" curb stop & added a meter pit to new service.
- (0) **Old Curb Stops Located / Capped Off at Valves**
- (7) **New Taps Installed**  
 10-13-2022 1257 Baker St. – New 1" Tap with meter pit.  
 10-13-2022 1259 Baker St. – New 1" Tap with meter pit.

- 10-18-2022 1201 Baker St. - New 1" Tap with meter pit.
- 10-18-2022 1221 Baker St. - New 1" Tap with meter pit.
- 10-19-2022 1113 Baker St. - New 1" Tap with meter pit.
- 10-19-2022 1113 Baker St. - New 1" Tap with meter pit.
- 10-20-2022 1111 Baker St. - New 1" Tap with meter pit.
- (0) New Mains Completed**
- (3) Valves / Valve Boxes / Repaired / Replaced / Installed**
  - 10-14-2022 Gray St. & Sycamore St - Repaired valve (H7V015).
  - 10-14-2022 Sycamore St. - Repaired 3 valve boxes hit by asphalt miller.
  - 10-17-2022 1617 W. Lake Ave. - Removed debris in box.
- (1) Hydrants Repaired / Replaced / Installed / Serviced / Painted**
  - 10-27-2022 Commerce Dr. - (HYD401) Replaced bottom break flange.
- (0) Valve Exercised**
- (1) Main Breaks and Leaks Repaired**
  - 10-20-2022 2007 Felix Pl. - Repaired leak at corporation stop.
- (4) Service Lines / New/ Repaired**
  - 10-03-2022 1110 Sycamore St.-Installed new ¾" service line, curb stop, box & rod bored in under street.
  - 10-04-2022 1116 Sycamore St.-Installed new ¾" service line, curb stop, box & rod bored in under street.
  - 10-04-2022 1112 Sycamore St.-Installed new ¾" service line, curb stop, box & rod bored in under street.
  - 10-05-2022 1108 Sycamore St.-Installed new ¾" service line, curb stop, box & rod bored in under street.

#### 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 hydrostatic and bacteria testing at Plymouth Moldings and Renewal by Anderson sites.
- Started the annual fire hydrant maintenance program.
- 10-19-22 Indiana State Board of Health conducted the annual inspection for fluoride application.
- One employee started his 4-week CDL drivers training course on 10-17-22.
- One employee attended EPA sponsored Unregulated Contaminant Monitoring Rule (UCMR 5) training on 10-26-22.