

REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, September 25, 2023

The Board of Public Works and Safety of Plymouth, Indiana, met in Regular Session at 6:00 p.m. on September 25, 2023. 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 and Shloh Milner who were physically present. Board Member Don Ecker Jr. attended virtually. 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 Houin moved and seconded to approve the minutes of both the regular session of the Board of Public Works and Safety meeting of September 11, 2023 and the executive session of the Board of Public Works and Safety meeting of September 19, 2023. The motion carried.

Fire Chief Holm states back when they were ordering the ambulance about a year ago now that they budgeted in a cot load system to go with it. He adds this is an automatic system that helps load the cot into the back of the ambulance. He states at that time the quote they have received was just under \$60,000 and they budgeted for next year's capital expenditures to add about \$60,000 hoping to be safe there. He states since then with some price increases that it is just about \$400 over that \$60,000 limit. He explains they have another price increase coming in October with possibly a second one coming at the start of the new year. He states they are not scheduled to receive that ambulance until next year. He states he is requesting for the ability to go ahead and order that cot now to hold the price and it will not be paid for until it is received next year when the monies are budgeted. He explains this could potentially save them another \$3,000-\$4,000 on that system after the couple of price increases that are expected. He restates there is definitely one coming October 1st and a very good possibility of another one at the start of the year.

Houin asks if they will lock in the price it is ordered at.

Holm responds by stating they have already sent him a form that he just has to sign that would lock in the price of the \$60,397.20.

Culp asks if he will be able to come up with the \$400.

Holm responds by stating that won't be hard but he wants to make sure that the rest of it does not compound on.

Board Members Culp and Houin moved and seconded to approve the request as presented.

The motion carried.

Holm states he has an invitation for all local representatives and media from the President of the Plymouth Professional Firefighter's Local 5443, Austin Bragg. He reads a message from Bragg that invites everyone to the charter presentation which is this Thursday, September 28, 2023 at 1:00 P.M. at the Fire Station. He states the Indiana Union President as well as the District Lead will be there doing a presentation.

Holm states he will also be changing his schedule and moving to the M-F position for the Fire Chief starting October 2, 2023. He states they also have added three new volunteers who are in the process of being trained.

Street Superintendent Marquardt requests to have the Clerk-Treasurer send a letter to NIPSCO to look at adding a street light on Gibson Street by the Junior High School. He states it would be the last pole going east before you get to Lincoln Highway East. He states he has noticed a lot lately that it is very dark right there by that intersection and it is right where their intersection is going to curve to meet up with Lincoln Highway East. He states there is a light by the old Plymouth Vet Clinic that does help light up past the intersection where the school's administration parking goes in and out. He believes this would be a great location to put a light on the existing pole and to add that to their light list. He states with approval he can get the Clerk-Treasurer the number so she can get the letter sent to NIPSCO because it does get pretty dark when you get to that corner.

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

The motion carried.

Marquardt states along Baker Street just off of Richter Road in front of Riverside

Commons, he states when it was all set up that there is a non-access easement except where the alley is and they have two 12-foot lanes with 24 feet of road there. He states he doesn't want anyone to try to park on the road as it is very narrow with school traffic in the morning. He states in the winter they have major snow issues out there with drifts coming off of the church side and it becomes very hard to plow. He understands that none of it was ever set for parking along Baker Street but he was looking to put some "No Parking" signs up just to make sure it does not happen so it can be kept as travel lanes. He states there was another spot along Richter Road with islands down the middle and there isn't room for parking there. He states back in some of that development along the side streets people do park on the streets. He states he was looking at putting up some no parking signs to solve the problem before it becomes an issue. He said he would welcome some thoughts but he remembers it has been stated that it would be no parking before.

Houin states before it is decided the developer Kevin Berger is here tonight.

Berger responds by stating he did not realize it was no parking as there are no signs out there so he presumed there was parking along the street. He states if you do not put signs up that there would be parking there as that is their front doors. He states he is uncertain what the ordinance says for that area but he agrees with Richter Road that there should be no parking there as it is too narrow. He states for Baker Street, one side parking would be okay.

Marquardt states for Baker Street that there is 11 feet of pavement and one foot of concrete gutter so if you put a nine-foot parking spot there that it would be very narrow and it comes right off the stop there at Richter Road. He states there is a lot of bus traffic and in the winter, it is hard to plow with all the snow coming off the church side of the drifts. He states over the years it has all been talked about that no house can build a driveway out to the street due to the non-access easements on that.

Board Members Culp and Milner moved and seconded the request to put up "No Parking" signs on Baker Street and Richter Road as presented. The motion carried.

Clerk-Treasurer Gorski states in your packets a memo was included from herself explaining that she has been looking into our utility billing software is offering another option for our online payments. She adds she is unsure if this requires approval or not but believes it should be put out there so the residents know. She states our current online payments we can accept are VISA, Mastercard, and Discover along with e-Checks. She states there is a service fee that goes to the customer themselves and this new option offers Venmo, Apple Pay, Google Pay, etc. which also charges a service fee to the customer. She states this new option also allows them to sign up for automatic payment using those choices as well. She states currently our automatic payment is ACH through a customer's checking or savings account. She states we do not charge the customer for that as long as they come into the office and sign up for that. She states if the customer were to sign up for this automatic payment through the service, then they will be charged each month for what payment option they use.

Houin asks if the option for automatic ACH will still be available for customers in office.

Gorski responds by stating most definitely. She states she wanted to give notice for this and she is uncertain if this requires approval or not.

Surtisi states he has reviewed all the contracts and had a few questions that the vendor was able to answer. He states it was his opinion that since this was a payment method and utilities were on board with this that it did not necessarily need approval but that it should be brought to the attention of the public.

Board Members Houin and Culp moved and seconded to approve the request to change the utility online payment service as presented. The motion carried.

Rick Thompson with Marshall Starke Development Center (MSDC) was here to speak on behalf of their stormwater detention. He states they are getting their parking lot repaved after many years and included in that is about 7,000 square feet of additional hard surface, which he explains is currently gravel. He states they became aware last week that the area would need to be inspected by an engineer and have additional stormwater detention work completed if that is what was determined. He states they are scheduled to start with work on the paving later this week so they are requesting the permission to proceed with the asphalt to include the 7,000 square foot of gravel area with commitment to have the project reviewed by an engineer and if there is any work that is needed that it will be done within the next six months or Spring at the latest. He states that would be done after the work is completed.

Davidson states he does not see any issues with that as he believes the gravel was put down after the ordinance and they are willing to address the added impervious surface. He states gravel is considered impervious so that is the reason it falls under that category.

Surrisi state that Chris Marshall had brought this to his attention last week and understands that local contractor, Stone Excavating, will be doing the job and in discussion with Marshall that they come to the board and seek this approval.

Board Members Houin and Milner moved and seconded to approve the request from Marshall Starke Development Center to complete stormwater detention work within six months after the paving project. The motion carried.

Board Members Culp and Houin moved and seconded to allow the payroll for September 15, 2023, along with the claims for September 25, 2023, as entered in Claim Register #2023-18. The motion carried.

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

- September 25, 2023 Docket
- Plymouth Fire Department Activity Report – August 2023
- Plymouth Wastewater Department Activity Report – August 2023
- Plymouth Water Department Activity Report – August 2023
- Change to Utility Payments Service – Clerk-Treasurer Memo 09.21.2023

The motion carried.

Lynn M. Gorski
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Clerk-Treasurer

Lynn M. Gorski
Clerk-Treasurer

Mark Senter
Mayor



(10) Fire, other						1				1
(11) Structure fire	2	1			2					5
(12) Fire in mobile property, used as a fixed structure					1					1
(13) Mobile property (vehicle) fire		2								2
(14) Natural vegetation fire	1					1				2
(20) Rescue, emergency/medical call (EMS), other						1				1
(32) Emergency medical service (EMS) incident	29	37	41		39		25			171
(35) Extrication, rescue		1								1
(40) Flammable liquid, gas, or other condition					1					1
(41) Combustible/flammable liquid, gas, or other		2	1							3
(42) Chemical release, reaction, or toxic condition	1									1
(44) Electrical wiring/equipment problem					1					1
(53) Smoke, odor problem					1					1
(61) Dispatched and canceled en route	4	3	5		8		4			24
(65) Steam, other gas, mist/smoke for smoke	1									1
(70) False alarm and false call, other		2	2		2		1			7
(74) Unintentional operation (no fire)					1					1
Total	38	48	49		57		32			224

CITY OF PLYMOUTH WASTEWATER DEPARTMENT
Board of Public Works and Safety
August 2023 Monthly Report

PLANT OPERATIONS:

1. Total flow in gallons	51,041,120
2. Average daily flow in gallons	1,646,488
3. Rainfall	3.68"
4. Monthly average in BOD removal	99.2%
5. Monthly average in TSS removal	96.9%
6. Monthly average in Ammonia removal	97.1%
7. Monthly average in Phosphorus removal	77.8%
8. General plant maintenance	
9. Work orders completed:	

281 – Wastewater Treatment Plant

- Exercised 66 plant valves.
- Replaced rubber motor mounts on pretreatment and chemical feed building's exhaust fan.
- Completed infrared electrical inspection on all plant and lift station electrical. Completed all identified repairs (hot spots).
- Replaced the PLC screen for the centrifuge.
- Repaired failed VFD on #2 grit pump and reinstalled.

68 – Vehicle/Mobile Equipment

- Prepared equipment for sale on-line auction.
- Replaced all fuel lines on E-42.
- Re-attached the lights on rear of T-20.
- Replaced the wiring harness on T-23 (semit), which had been damaged.

73 – Lift Stations

- Daily removal of rags from the Centennial Crossing and 30/17 lift stations.
- Replaced back-up battery system on Clark & Rose lift station PLC.
- Replaced both pumps and guide rails at the 30/17 lift station with Haskins Underground.
- Replaced phase monitor on Centennial Park lift station.

5 - Collection System

- 1 - Eliminated structures
 - a. Removed structure (J5M304) replaced with 12" - 45-degree fitting.
- 0 – Replaced structures
 - a.
- 1 – Repaired structure
 - a. Completed repairs to MH (I7M148) 3' barrel & 2' cone.
- 0 – Replaced / adjusted castings.
 - a.
- 0 – GIS data collection points.
 - a.
- 1 – New structure
 - a. Village Pl. (G7M314).
- 1 – Point Repairs
 - a. Replaced 13' of 8" sewer pipe with 6" PVC from MH (J7M034).
- 1 – Miscellaneous
 - a. Installed new 8" PVC sewer at south end of Village Pl. from MH (G7M301).

COLLECTION SYSTEM GENERAL:

1. Cleaned 18,307 feet of sewer lines:
 - 0 feet during service calls
 - 18,307 feet during preventive maintenance
2. Televised 7,885 feet of sewer lines.
3. Mechanically removed roots from 286 feet of sewer lines.
4. Removed approximately 9,15 tons of silt and debris during cleaning and inspections of sewers lines.
5. Used approximately 34,860 gallons of potable water during sewer cleaning.
6. Performed routine maintenance on 10 CSO's and 17 pumping station.

MISCELLANEOUS

- Brad Lips, maintenance resigned on 8/3/23.
- Interviewed 6 candidates for the 2 maintenance positions. Three were not interested after the interviews. Offer was made to 2, which accepted.

CITY OF PLYMOUTH WATER DEPARTMENT
Board of Public Works and Safety
August 2023 Monthly Report

PLANT OPERATIONS

Water Treated – Ledyard Water Treatment Plant	27,871,152 gallons
Water Treated – Pine Water Treatment Plant	22,256,449 gallons
Water Treated - Total	50,127,601 gallons
Water Treated – Daily Average – Ledyard Water Treatment Plant	899,069gallons
Water Treated – Daily Average – Pine Water Treatment Plant	711,950 gallons
Water Treated – Daily Average – Combined	1,617,019 gallons

- Backwashed filters at Ledyard Water Treatment Plant 9 times for a total of 756,000 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 2,004,000 gallons.

MAINTENANCE WORK ORDERS COMPLETED

- 16- 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.
 - Infrared inspection performed on all electrical at the water treatment plant and all observed failures have been repaired.
- 14 - Pine Water Treatment Plant Maintenance
 - Completed auxiliary generator test.
 - Completed temperature checks on high service pumps.
 - Cleaned and calibrated chlorine analyzer.
 - Cleaned chlorine injector.
 - Infrared inspection performed on all electrical at the water treatment plant and all observed failures have been repaired.
 - Completed repairs to sodium permanganate feed pumps.
 - Completed repairs to the outdoors lighting.
 - Completed repairs to the dehumidifier.
 - Water proofing exterior walls and painting interior walls has been completed.
- 10 - Mobile Equipment
 - W-12, W-29, W-28, W-24, E-59, W-16, W-14, W-15, T-17, W-10, W-36 and W-6.

WATER SAMPLING

- 10 Distribution system bacteria samples, IDEM required
- 62 Distribution system chlorine residual samples, IDEM required
- 4 Fluoride samples, ISDH required
- 351 Process control samples and analysis at the Ledyard Water Treatment Plant include Ferrous Iron, Total Iron, Manganese, and Chlorine
- 342 Process control samples and analysis at the Pine Water Treatment Plant Samples include Ferrous Iron, Total Iron, Manganese and Chlorine
- 2 THM's Sets.
- 2 HAA5's Sets
- 0 VOC's sets
- 0 SOC/2nd Annual 1 for each plant sets
- 0 Radionuclide
- 0 IOC- Metals-Radon
- 28 Lead & Copper Samples
- 0 Nitrate/Sampling for each Plant (sets)
- 1 Extra Sampling
- 0 Hardness/Corrosion
- 0 Set IDEM required PFAS sampling on all 6 wells

SERVICE

Utility Locates	351
Total Number of Work Orders	302
Service Disconnects	19
Service Disconnects for non-pay	53
Service Reconnects for non-pay	60
Blue Tags "Service Notice" left on door	6
Pink Tags "Insufficient Funds Notice" left on door	14
New Radio Read / Meter Installations	5
Accuracy Checks	146
After Hours Call Outs	2
Meters New/Repaired	1
Consumer Confidence Report Requested Hand Delivery	0

CONSTRUCTION ACTIVITIES

- (0) **Curb Stops Repaired / Replaced / Installed**
- (1) **Old Curb Stops Located / Capped Off at Valves**
 - 08-14-2023 10251 Nutmeg Rd.- retired 2" service at Nutmeg Rd. & Poplar St.
- (1) **New Taps Installed**
 - 08-14-2023 10251 Nutmeg Rd.- Relocated new 2" service line.
- (1) **New Mains Completed**
 - 08-01-2023 Nutmeg Rd. Ext. - Completed 800' of 8" main (Connected to existing main at Poplar St. & Discover Lane).
- (3) **Valves / Valve Boxes / Repaired / Replaced / Installed**
 - 08-07-2023 811 N. 5th St. Repaired valve box.
 - 08-08-2023 N. Oak Rd & W. Harrison St.- Repaired valve box lid.
 - 08-08-2023 915 E. Jefferson St - Replaced valve box (Damaged by contractor).
- (1) **Hydrants Repaired / Replaced / Installed / Serviced / Painted**
 - 08-10-2023 Nutmeg Rd. & Discovery Ln.- Turned (2) fire hydrants to face street.
- (0) **Valve Exercised**
- (6) **Main Breaks and Leaks Repaired**
 - 08-10-2023 312 W. Monroe St.-Repaired leak on service line, replaced curb stop.
 - 08-11-2023 N. 7th St.- Leak inside pit (Replaced meter horn).
 - 08-16-2023 Elliot Ave.- Repaired leak on service line.
 - 08-17-2023 2002 W. Lake Ave. - Repaired 8" main break (Contractor damage).
 - 08-18-2023 2705 N. Michigan St.- Repaired service line.
 - 08-29-2023 302 W. Monroe St.- Repaired service line.
- (2) **Service Lines / New/ Repaired**
 - 08-07-2023 128 Dickson St.- New valve box & rebuilt meter pit.
 - 08-23-2023 301 Baker St.- Vacuum out service line so plumber could repair sewer line.

MISCELLANEOUS

- GPS data collection.
- Lead service line inspections.
- Hydrostatic testing of water mains in the Merominee Heights development.
- Set up water serves for the Blueberry Festival.
- Completed safety training module on "Sharps Safety" on 8-31-23.
- Remove fallen trees from Riverside retention pond and Pine Water Treatment Plant.