

The Board of Public Works and Safety of Plymouth, Indiana, met in Regular Session on November 23, 2020. The meeting was held in the Council Chambers, on the second floor of the City Building, 124 N. Michigan St., Plymouth, Indiana.

Mayor Mark Senter called the meeting to order at 6:00 p.m. Senter presided for Board Members Duane Culp, Jeff Houin, Shiloh Milner and Bill Walters. City Attorney Sean Surrisi and Clerk-Treasurer Xaver were also present. Mayor Senter, Jeff Houin and Shiloh Milner attended the meeting virtually.

Board Members Culp and Walters moved and seconded to approve the minutes of the Regular meetings of November 9, 2020. The motion carried.

City Attorney Surrisi presented Executive Order 2020-25, COVID Response Plan. He mentioned that this was made in response to the executive order made by the Governor of Indiana that stated that government entities needed to make up a plan on how to handle the COVID-19 pandemic. This plan was then to be distributed to employees. The written executive order was presented to the board members through their packets that they received prior to the meeting.

City of Plymouth

COVID-Response Plan

(Version 1 – November 17, 2020)

As required by Governor Eric J. Holcomb's Executive Order 20-48, as may be amended from time-to-time, and in order to ensure a safe environment for the City of Plymouth's employees and customers, the following COVID-Response Plan is now implemented.

1. Employee Health Screening. At the beginning of their workday, all City employees shall perform a self-assessment of their health and fitness for duty. If, at that time, or at any time throughout their workday, an employee is experiencing any symptoms of COVID-19, they shall report such symptoms to their immediate supervisor.
2. Workplace Sanitation. All City Departments shall implement enhanced cleaning and disinfecting protocols for the workplace, including regularly cleaning high-touch surfaces.
3. Personal Sanitation. All City employees are encouraged to wash their hands as frequently as may be practical or to take other personal hygiene measures such as use of hand sanitizer. Hand sanitizer shall be made available throughout all City Departments for use by City employees, customers, and vendors who may have access such facilities.
4. Social Distancing/Face Coverings. To the extent practical, all City employees shall comply with social distancing requirements established by the CDC, including maintaining six-foot social distancing for both employees and members of the general public when possible and/or employing other separation measures such as wearing face coverings or using barriers when social distancing is not possible.
5. Communication. All City employees are encouraged to communicate with their immediate supervisors their ideas and thoughts regarding how the City can continue to improve its operations while enhancing safety during the pandemic.

Board Members Culp and Walters moved and seconded to allow the payroll for November 30, 2020 and the claims for November 23, 2020, as entered in claim register #2020. The motion carried.

Board Members Culp and Milner moved and seconded to accept the October 2020 Code Enforcement Activity Report Summary, October 2020 Plymouth Police Department Activity Report, October 2020 Wastewater Monthly Report, October 2020 Water Monthly Report, and the Memo from Clerk-Treasurer Xavier dated 11.19.20 Re: 2020 Bills and Purchase Orders that were received in the board's packets. The motion carried.

Since all members of the Council were present at this virtual meeting, City Attorney Surrisi asked Michael Morin from BIS and Damien Biltres from Wolfvision, who were present through Virtual Zoom to present the updated BIS quote. Morin explained the expectations and system specifications that were needed. They discussed about how Zoom, or another videoconferencing software would still be needed with the system. What budget this money would be coming out of and where the funds would be coming from were also brought up and explained. Morin added that there was the possibility of using Suite 1 for broadcasting and hosting which would round out to \$5,600 per year. The board members decided to think about this option at a later time.

Jason Haines, General Manager of Walmart, voiced a concern about the enforcement of the county mask mandate. He had recently been issued a warning and was worried about being fined. City Attorney Surrisi and Mayor Senter promised to follow up with him the next day on this matter.

There being no further business, Board Members Milner and Culp moved and seconded to adjourn the meeting. The motion carried, and the meeting was declared adjourned at 6:44 p.m.

Jeanine M. Xavier, IAMC, CMC
Clerk-Treasurer

APPROVED:

Mark Senter
Mayor