

The Board of Public Works and Safety of Plymouth, Indiana, met in Regular Session on April 26, 2021. 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, and Bill Walters. As allowed by Governor Holcomb's Executive Orders, Board Members Jeff Houin attended the meeting electronically using Microsoft Teams. City Attorney Sean Surrisi and Clerk-Treasurer Xaver were also present.

Board Members Culp and Walters moved and seconded to approve the minutes of the Regular Session meeting of April 12, 2021. The motion carried.

The following notice was sent by Police Chief Bacon:



**PLYMOUTH POLICE DEPARTMENT**  
215 W. Washington St.  
Plymouth, IN 46563  
574-936-2126

April 14, 2021

The City of Plymouth Police Department is seeking quotes for two (2) 2021 Ford Police Interceptor Utility vehicles.

The department will be trading one (1) vehicle:

2014 Ford Police Interceptor Sedan, VIN FAHP2MK5EG185558, approx. 84,900 miles

Appraisals on the trade-in vehicle can be completed by contacting Chief David Bacon for an inspection.

A written quote must be returned to the following address by 3:30 p.m. on Monday, April 26, 2021:

City of Plymouth  
Quote – 2021 Police Vehicles  
124 N. Michigan St.  
Plymouth, IN 46563

**Specifications of 2021 Ford Police Interceptor Utility vehicles**

**The following options (if not standard):**

Color = Black  
Driver's side LED spotlight  
Remote keyless entry  
Heated side mirrors  
Dome light in cargo area  
Inoperable rear door locks & handles  
Noise-suppression bonds  
Underbody deflector plate  
Dark car feature  
Rear view camera  
Reverse sensing

David Bacon  
Chief of Police  
(574) 936-2126, Ext. 1203  
[dbaconppd@plymouthin.com](mailto:dbaconppd@plymouthin.com)

Oliver Ford  
Attn. Police Fleet Sales  
1001 E. Jefferson St.  
Plymouth, IN 46563

Auto Park Ford of Bremen  
Attn. Police Fleet Sales  
1203 W. Plymouth St.  
Bremen, IN 46506

Rochester Ford  
Attn. Police Fleet Sales  
119 E. 4<sup>th</sup> St.  
Rochester, IN 46975

Police Chief Bacon made a last call for quotes for two 2021 Ford Police Interceptor Utility Vehicles.

Bacon opened the following sealed quotes:

Oliver Ford, 1011 E. Jefferson St, Plymouth, IN 46563

Cost of MSRP 2021 Utility Interceptor: \$39,905.00

City of Plymouth Price: \$33,603.00 (x2)

Trade in Value for 2014 Taurus: \$4000

Net Cost after Trade: \$63,206.00

Bacon asked the Board for permission to proceed with the purchase of the two 2021 Ford Police Interceptor Utility Vehicles as long as everything is in order with the quote.

Board Members Culp and Walters moved and seconded to allow for the purchase of the two

2021 Ford Police Interceptor Utility Vehicles. The motion carried.

Mayor Senter introduced Craig Williams, the Vice President of the Indiana Water

Environment Association. Williams presented the Hatfield Award to Utilities Superintendent

Donnie Davidson. Williams explained that the William D. Hatfield Award is presented to operators of wastewater treatment plants for outstanding performance and professionalism. The award was established in honor of Dr. William D. Hatfield, Superintendent of the Decatur, Illinois Sanitary District, who was President of the Central States Sewage Works Association in 1944-45. He served as President of the Federation in 1958-59. Eligibility criteria include:

- Member of PNCWA
- A nominee has demonstrated sustained and ongoing contributions for at least five years to further and improve the field of treatment plant operations.
- Activities that demonstrate contributions may include:
  - Development or participation in a successful reporting system of reports.
  - Documentation of a successful system of reports from the operator to his or her superiors that fulfill the information requirements and provide the operator with a forum for suggestions for improvements.
  - Use of an effective public relations program.
  - The nominee should have contributed to the dissemination of information concerning advancements in the field.

Williams stated as the Vice President of the Indiana Water Environment Association and with more than 20 years of experience in the wastewater field, he understands that wastewater department heads take great pride in quietly and efficiently doing their job. A day where the utilities are not in the news was considered a good day. Yet often times the most important public health officials do not get the recognition that they deserve. When he was following up on the nomination for the official, he found that the nomination was well placed. He had spoken to employees, city leaders, engineers, contractors and found that the nominee Donnie Davidson had inspired confidence in his employees and city leaders. He said he was proud to present the William D. Hatfield Award to Donnie Davidson.

Davidson stated that there are a lot of people within the utilities that he works with day in and day out that work hard for very little recognition. In turn, he does not see this award as an individual award, but as a City of Plymouth Utility Award to help recognize all of their hard work.

Mayor Senter announced Steve Holm as the new Fire Chief.

Holm stated that he looked forward to serving the community as the new Fire Chief. He added that the department had halted the hiring process for a new firefighter as Rod Miller is moving back to shift work which would fill the immediate opening at the time. He was hoping that at some point next year to have some more hiring opportunities for the department.

Airport Manager Sheley stated that they will be having a bid opening on Thursday the 29<sup>th</sup> at 2:00 p.m. for the Paved Parallel Taxiway Project. He added that board members are more than welcome to attend if they would like to.

City Engineer Gaul reviewed UT-21-006 Maplenet, Plymouth Schools Buildout. This was a fiber buildout that covers a large portion of the Eastern Side of the city. The first portion would start at the tower on the old Marshall County Jail property and run to the east side of Center Street; then south to the north side of Madison Street; then east to the east side of Michigan Street; then south to the north side of E. Jefferson; where it would run east to the Yellow River where bore pits will be used to cross the bridge and continue along E. Jefferson to Columbus Drive. The second portion of the buildout will be ~~dwn~~ starting at the north side of E. Jefferson; then south along the east side of N. Liberty to Gibson Street; then east along the south side of Gibson to the school property line. The third part of the buildout would be from the North Side of E. Jefferson Street and Randolph Street then north along the east side of Randolph Street to Baker Street. It would then finish off by going north ~~dwn~~ across Baker Street to a cabinet. The fourth part of the buildout would start on the south east corner of Randolph and Baker and go east along the South side of

Baker to just East of Columbus Drive. The last part of the buildout would start at the South East corner of Randolph and Baker Street and go west along the south side of Baker to the Yellow River. The line would be bored under the Yellow River to the South East corner of Baker and Fairbanks Avenue. Then the line would run north along the east side of Fairbanks to the South East corner of Fairbanks and Franklin Avenue. Lastly, it would move North on the east side of Fairbanks to school property. The financial guarantee was broken down into five parts to where the Contractors could decide to do the whole project at once or section by section. For N. Center-W Madison-N Michigan-E Jefferson the financial guarantee would be \$15,000.00. For N. Liberty-Gibson the financial guarantee would be \$7,000.00. The Randolph buildout would be \$5,000.00, Baker would be \$5,000.00, and the Baker-Fairbanks portion would be \$5,000.00. This would result in a total financial guarantee cost of \$37,000.00. Gaul asked for the board's approval of UT-21-006.

Board Members Culp and Walters moved and seconded to approve UT-21-006, subject to the terms, notes and conditions outlined in the correspondence provided by City Engineer Gaul and the placement of the financial guarantee. The motion carried.

City Engineer Gaul asked the Board to waive the 90-day requirement for UT-20-024 – 315 Eastwood Drive - Comcast, UT-20-031 – 1201 Flora St - Comcast, and UT-20-027 – 333 Juniper Lane – Comcast.

Board Members Walters and Culp moved and seconded to approve the waiving of the 90-day requirement for UT-20-024 – 315 Eastwood Drive - Comcast, UT-20-031 – 1201 Flora St - Comcast, and UT-20-027 – 333 Juniper Lane – Comcast. The motion carried.

City Attorney Surrisi presented Resolution 2021-945, A Resolution of the Plymouth Board of Public Works and Safety Adopting an Electronic Meeting Policy.

Surrisi stated that this was a basic policy that was patterned off of the terms of a new statute that the General Assembly passed recently. It would allow for the conducting of electronic meetings as long as half of the membership was attending in person. The only exception would be due to military service, medical emergency, death of relative, or other emergency situations. Members would only be able to attend two meetings remotely before having to attend in person. Also, a member could not attend more than half of the meeting in a year remotely. If any member were to attend virtually, all votes would need to be done by roll call vote. According to the State Statute if there were any interference of the internet connection, member would still be counted for the quorum, but would not be able to vote unless they were able to be seen and heard. The minutes



would in turn need to reflect how the meeting was conducted along with who attended in person and who attended virtually.

Senter asked if there was a volume problem if a person who be able to wave or write aye or nay. Surrisi stated that the Resolution and the Statute state that the member would need to be seen and heard in order to vote.

Compton asked who would be coordinating the attendance of members. Surrisi stated that the City Staff would have to coordinate who was attending virtually and keep track of how many times a person attended virtually in a row.

Compton asked if there was going to be a specific person that would be handling this coordination. Deputy Clerk-Treasurer Hickman stated that she would be tracking who attended virtually.

Board Members Houin and Walters moved and seconded to approve Resolution 2021-945,

A Resolution of the Plymouth Board of Public Works and Safety Adopting an Electronic Meeting Policy as presented. The motion passed by roll call vote.

AYES: Senter, Culp, Houin, Walters  
NAYS: None  
ABSENT: Milner

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

communications:

- 04.26.21 Check Register
- 2021-04-13 TRC Meeting Notes
- Wastewater March 2021 Utilities Report
- Water March 2021 Utilities Report
- March 2021 PPD Activity Report
- March 2021 Code Enforcement Activity Report

**CITY OF PLYMOUTH WASTEWATER DEPARTMENT**  
**Board of Public Works and Safety**  
**March 2021 Monthly Report**

**PLANT OPERATIONS:**

1. Total flow in gallons	54,604,240
2. Average daily flow in gallons	1,761,427
3. Rainfall	2.32"
4. Monthly average in BOD removal	98.9%
5. Monthly average in TSS removal	95.4%
6. Monthly average in Ammonia removal	98.3%
7. General plant maintenance	
8. Work orders completed:	

336 – Wastewater Treatment Plant

- Replaced mechanical seal on #1 grit pump.
- Chain hoists and crane inspections completed on 3/23/21.
- Working on dewatering the south slurry store.
- Valve exercising.
- Replaced (2) cooling sleds on the ISCO automatic samplers.
- Inspected and repaired pretreatment's backflow preventer.
- Installed and tested ultra-violet disinfection system.
- Repacked #1 raw and #1 intermediate pumps.
- Cleaned and inspected centrifuge.
- Purchased new boiler tubes for the methane boiler.
- Changed oil and inspected distributor drives on both bio-towers.
- Replaced 2 – 6" gate valves in the basement of the administration building.
- Completed a load test on the plant's auxiliary generator.
- Replaced the variable frequency drive on the make-up air unit for the pretreatment structure.
- Replaced LED cobra head on plant exterior lighting system next to the post air tank.
- Installed (2) new 6" valves in the driveway (underground) beside the centrifuge building.
- Paint ceiling in basement under the administration building.

83 – Vehicle/Mobile Equipment

- ET-8, T-1, T-6, T-15, T-16 and T-23.

78 – Lift Stations

- Clean and inspect pressure/vacuum valve on the force main for the Pioneer Dr. lift station.
- Replaced electrical block on Centennial Park lift station.
- Installed wear plate on Fendale lift station pump.

- Installed new mechanical seal in Pioneer Dr. lift station pump.
- Installed new impellers (2) in Jail lift station pumps.
- Load tested portable generator.

2 – 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. 321 Kingston Rd., repaired sinkhole around K6C318.
- 1 – Miscellaneous
  - a. Bayless St., cleaned out material at outlet of K8C022.

COLLECTION SYSTEM:

1. Cleaned 14,171 feet of sewer lines.
  - 0441 feet during service calls.
  - 13,730 feet during preventive maintenance.
2. Televised 7,453 feet of sewer lines.
3. Mechanically removed roots from 300 feet of sewer lines.
4. Removed approximately 7.09 tons of silt and debris during cleaning and inspections of sewers lines.
5. Used approximately 30,870 gallons of potable water during sewer cleaning.
6. Performed routine maintenance on 10 CSO's and 17 pumping station.

MISCELLANEOUS

- Safety training 3/12/21 "Lock Out / Tag Out".
- Safety training 3/26/21 "Fire – Emergency Action Plan".
- One employee completed "Wastewater Operator Certification Exam Prep Course".
- Clean and inspect pressure/vacuum valve on the force main for the Pioneer Dr. lift station.

**CITY OF PLYMOUTH WATER DEPARTMENT  
Board of Public Works and Safety  
March 2021 Monthly Report**

**PLANT OPERATIONS**

Water Treated – Ledyard Water Treatment Plant	18,748,088 gallons
Water Treated – Pine Water Treatment Plant	<u>18,221,439 gallons</u>
Water Treated - Total	36,969,527 gallons
Water Treated – Daily Average – Ledyard Water Treatment Plant	604,777 gallons
Water Treated – Daily Average – Pine Water Treatment Plant	587,788 gallons
Water Treated – Daily Average – Combined	1,192,565 gallons
• Backwashed filters at Ledyard Water Treatment Plant 9 times for a total of 756,000 gallons.	
• Backwashed filters at Pine Water Treatment Plant 14 times for a total of 1,344,000 gallons.	
• Total backwash usage for the month was 2,100,000 gallons.	

**MAINTENANCE WORK ORDERS COMPLETED**

- 6- Ledyard Water Treatment Plant Maintenance
  - Completed auxiliary generator test.
  - Completed repairs to 4" trash pump.
  - Repaired chlorine feed system.
  - Inspected both water towers.
  - Repaired various electrical issues at the Ledyard Treatment Plant.
- 5- Pine Water Treatment Plant Maintenance
  - Completed auxiliary generator test.
  - Completed inspection of high service pumps #1 and #3. Wells #4D and 5E.
  - Repaired fluoride room heater.
  - Change chlorine the filters on the analyzer.
  - Replaced solenoid on air line at the pressure filters for backwashes.
- 20 – Mobile Equipment
  - Completed repairs to W-1, W-5, W-6, W-12, W-23, W-24 and W-30.

**WATER SAMPLING**

- 10 Distribution system bacteria samples, IDEM required.
- 56 Distribution system chlorine residual samples, IDEM required.
- 8 Fluoride samples, ISDH required.
- 310 Process control samples and analysis at the Ledyard Water Treatment Plant 12 samples include Ferrous Iron, Total Iron, Manganese, and Chlorine.

- 305 Process control samples and analysis at the Pine Water Treatment Plant samples. Includes Ferrous Iron, Total Iron, Manganese and Chlorine.
- 0 THM's - Sample for 4th quarter.
- 0 HAA5's - Sample for 4th quarter.
- 0 VOC's sets.
- 1 Radionuclide (1) ea. Ledyard Plant and Pine Plant
- 1 IOC & Metals
- 0 Lead & Copper Samples.
- 1 Nitrate/Sampling for each Plant (sets)
- 0 Extra Sampling
- 0 Hardness/Corrosion

### SERVICE

Locate	171
Total Number of Work Orders	238
Service Disconnects	16
Service Disconnects for non-pay	43
Service Reconnects for non-pay	52
Blue Tags "Service Notice" left on door	6
Pink Tags "Insufficient Funds Notice" left on door	5
New Radio Read / Meter Installations	0
Accuracy Checks	116
After Hours Call Outs	0
Meters New/Repaired	0

### CONSTRUCTION ACTIVITIES

- (1) **Curb Stops Repaired / Replaced / Installed**  
03-04-2021 120 Louisa St.- Replaced broken curb stop.
- (0) **Old Curb Stops Located / Capped Off at Valves**
- (0) **New Taps Installed**
- (1) **New Mains Completed**  
03-23-2021 800 Block of Dickman St.- Bored in approximately 300' of 2" Poly with locate wire.
- (6) **Valves / Valve Bores / Repaired / Replaced / Installed**  
03-08-2021 Western Ave. & Hoham Dr. - Cut in new 10" main valve.  
03-09-2021 Western Ave. & Markley Dr.- Replaced 10 main valve (15V001).  
03-16-2021 220 N. Liberty St.- (old LJHS) Repaired valve, will retired service on a later date.  
03-16-2021 1531 Kenwood Ave.- Repaired box.  
03-30-2021 1201 Markley Dr.- Cut in a new 8" fire valve.  
03-31-2021 127 N. Kingston Rd.- New box.
- (0) **Hydrants Repaired / Replaced / Installed / Serviced / Painted**
- (0) **Valve Exercised**
- (4) **Main Breaks and Leaks Repaired**  
03-01-2021 1200 block of W. Adams St. - Repaired 4" main break.  
03-02-2021 323 Franklin St.- (Leak) Bored new service line, curb stop, box and rod.  
03-16-2021 612 S. Plum St.- Repaired leak on main service line.  
03-24-2021 635 E. Laporte St.- Repaired leak and moved curb stop (New service line).
- (5) **Service Lines / New / Repaired**  
03-10-2021 1827.5 N. Michigan St.- Installed 1" service line to property line.  
03-11-2021 1825 N. Michigan St.- Installed 1½" new service line separation from 1827.5 N. Michigan St.  
03-22-2021 1023 Sycamore St. - Separated service from 1027 new tap, services and curb stops.  
03-22-2021 1027 Sycamore St. - Separated service from 1023 new tap, services and curb stops.  
03-23-2021 822 Dickman St.- Installed a 1" service to property line.



## MISCELLANEOUS

- GIS data collection.
- Safety training 3/12/21 "Lock Out / Tag Out".
- Repaired hatch on the Briarwood meter vault.
- Continuing preparing the City of Plymouth's "Risk Assessment Summary Report" for the EPA and IDEM.
- Safety training 3/26/21 "Fire – Emergency Action Plan".
- 33 non-pay water shut offs.
- Continuing meter accuracy verifications and large meter testing.
- Two employees completed "Water Operator Certification Exam Prep Course".
- Started testing and certifying the city properties backflow preventors.
- Street Department installed new sidewalk at the Ledyard Water Plant.

**PLYMOUTH POLICE DEPARTMENT**

# Activity Report Summary 2021

[illegible]

**PLYMOUTH POLICE DEPARTMENT**

## Code Enforcement

# Activity Report Summary 2021

[illegible]

## REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, APRIL 26, 2021

There being no further business, Mayor Senter declared the meeting adjourned after a proper motion and second at 6:25 p.m.

Jeanine M. Xavier  
Jeanine M. Xavier, IAMC, CMC, CPFIM  
Clerk-Treasurer

APPROVED:

Mark Senter  
Mark Senter  
Mayor

The following requests have been submitted to the proper committee to act:

4/22/21 - 2 maybe 3 trees with dead limbs in them. Topped if possible, house on house at corner E. Adams St. and Water Street – the trees are on Water St. 1 dead limb already broke off and just hanging there. S/Clifford Young, 122 E. Adams St. (574)-935-0255