

The Board of Public Works and Safety of Plymouth, Indiana, met in Regular Session on October 25, 2021. 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 Shiloh Milner who were physically present. Board Member Bill Walters was absent. City Attorney Sean Surrisi and Clerk-Treasurer Xavier were also 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 the Regular Session meeting of October 11, 2021. The motion carried.

Utility Superintendent Davidson reviewed the recommended updates to the City of Plymouth, Indiana Construction Standards for the Design and Details of Water Projects. The standards were originally adopted October 13, 2010 and were revised May 28, 2013. He also reviewed recommended updates to the City of Plymouth, Indiana Standards for the Design and Construction of Sanitary Sewer, Storm Sewers and Sanitary Lift Stations. The standards were originally adopted on September 17, 2007 and were revised on May 28, 2013. He said that the main changes for the water projects were to reduce the spacing on water hydrants to 500 ft., standard line size for new construction would be 1" size, but would not need that size of a meter, they wanted to make sure all meters that were installed would work with the meter reading system, and allow the incorporation of certain poly liners to help with options on materials for water lines. For the sewer standards the main changes were that all new sewer lines will need to have a locating wire installed to help find plastic sewer lines, and lift stations would need to all match up to help with buying parts for each lift station.

Xaver asked Davidson if projects that were occurring now would have to follow these standards. Davidson stated that they would have to follow the new City Standards as soon as proposed Resolution #2021-979, A Resolution of the Board of Public Works and Safety to Amend Water Project Constructions Standards for the Plymouth Water Department and to Amend Sanitary Sewers, Storm Sewers and Sanitary Lift Station Construction Standards for the Plymouth Wastewater Department, is adopted.

Senter asked Building Commissioner Keith Hammonds to give an update on 1808 Hillcrest Avenue. Hammonds stated that he would be sending out an order to take action on the property during the current week. The order to take action would be for the house to be torn down. He stated

that he needed to follow state statute, so the notices and the next Board of Works meeting would need to be timed correctly.

Fire Chief Holm stated that he had accepted a letter of resignation from Zack Stbjak. Mr. Stbjak's last day will be November 2, 2021. He stated that they hope to start internal applications soon. He stated that he would keep the board updated as that develops.

Holm added that the baby box is now available and functioning as intended. He stated that it was technically not recognized on the company's website until all the testing is completed. After the next week of daily tests go through correctly, it would then be recognized on the company's website. They will then be testing the box once a week to make sure that all notices are going out to the correct parties.

Street Superintendent Marquardt reviewed the following Sidewalk Request Form:

10.14.21 – Sidewalk in front of the house, on the south side of driveway is sunken and cracked leaving a pretty deep gap. I'm concerned about my elderly family members falling because of it. I am also going to be improving the drive soon, to help as well. Brittany Rogers, 914 N. Center Street, Plymouth. 317-798-8216.

Marquardt stated that he had looked at the sidewalk and spoke with the homeowner. The corner by the house was up to ADA standards. Right in front of the house there is one square that is cracked most likely from previous owners driving over that area. He explained to her that it would most likely be a long time before they got back to that area. She stated that she would look to fix that with the driveway fix.

Street Superintendent Marquardt read the following request:

10.18.21 On Thursday, November 11, 2021 close Center Street from Madison to Jefferson and Jefferson Street from Center to Walnut Street from 10:55 am until approximately 11:30 for the annual Veterans Day Ceremony on the Courthouse lawn to ensure the safety of the participants and the attendees. S/ Laura Mann, Promotion of the City Coordinator, 124 N. Michigan St., Plymouth, IN 46563 (574)-936-6717.

Marquardt stated that the city had been doing this for years and did not see any issues with the request.

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

Marquardt informed the board that Juve Tech Inc. was coming around to mark the roads that would need to be rejuvenated. This would be done on 2-3-year-old roads. This had been done last year as well. The contractor will be handling traffic in those work areas.

Marquardt gave an update on the Street Projects. He stated that there were still a couple of soft spots on Westgate Ave. that would need addressed. The cemetery was about halfway done and overall, the projects were about halfway done.

City Engineer Gaul reviewed UT-21-023, American Environmental Corp – 501 N.

Michigan St. monitoring well in the ROW. He stated that this would be a monitoring well that would be placed in the state right of way, but the city has a sidewalk and utilities in the area. This would still require permission from the state. The city would be asking for a \$5,000 Financial Guarantee and a \$1,500 Bond in place for as long as the monitoring well was active. He asked the board for approval of the work in the right of way.

Board Members Houin and Milner moved and seconded to approve the work in the right of way, subject to the terms, notes, and conditions outlined in the correspondence provided by City Engineer Gaul and the placement of the financial guarantees. The motion carried.

City Engineer Gaul informed the board that NIPSCO will be replacing items on their poles and would still need city permits. They were informed that they needed to follow state and city permitting processes to do that maintenance. He also asked for information on possible outages such as time of day and how long they would be to inform citizens and to have that information for the sanitary pump stations throughout the city.

City Attorney Surtisi presented Resolution No. 2021-979, A Resolution of the Board of Public Works and Safety to Amend Water Project Construction Standards for the Plymouth Water Department and to Amend Sanitary Sewers, Storm Sewers and Sanitary Lift Station Construction Standards for the Plymouth Wastewater Department.

Board Members Houin and Culp moved and seconded to adopt Resolution No. 2021-979, A Resolution of the Board of Public Works and Safety to Amend Water Project Construction Standards for the Plymouth Water Department and to Amend Sanitary Sewers, Storm Sewers and Sanitary Lift Station Construction Standards for the Plymouth Wastewater Department. The motion carried.

City Attorney Surtisi presented the following request:

10.22.21 Ella and Ava Boutique at 105 W. Laporte Street would like to use the space that had been previously approved for Standard Plumbing and Heating to have a 4-yard business dumpster transfer that approval to allow Ella and Ava Boutique to have the same size dumpster in the same location.

Houin asked if this was just because this was a new owner that they would need to reauthorize this. Surtisi stated that he believed that Davis was doing this to get on record that this was allowed for him out of caution.

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

Board Members Milner and Culp moved and seconded to allow for the payroll for October 29, 2021 and the claims for October 25, 2021, as entered in Claim Register #2021. The motion carried.

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

- 10.25.21 Check Register
- September 2021 Wastewater Department Report
- September 2021 Water Department Report

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

**PLANT OPERATIONS:**

- |                                       |            |
|---------------------------------------|------------|
| 1. Total flow in gallons              | 51,102,850 |
| 2. Average daily flow in gallons      | 1,703,428  |
| 3. Rainfall                           | 2.33"      |
| 4. Monthly average in BOD removal     | 99.2%      |
| 5. Monthly average in TSS removal     | 95.5%      |
| 6. Monthly average in Ammonia removal | 99.4%      |
| 7. General plant maintenance          |            |
| 8. Work orders completed:             |            |

**293 – Wastewater Treatment Plant**

- Relocate cat cable in the thickener building and seal off old conduit.
- Exercised 93 valves.
- Rotated from north primary clarifier to south, cleaning north.
- Started rebuilding return sludge pumps.
- Installing new chemical feed lines for the phosphorus removal system.
- Replaced the sled on the #3 sampler.
- Gas mixer on top of the primary digester continues to have issues. Tearing up belts, appears to be related to mismatched pulleys.
- Continue troubleshooting the grit removal system, which does not appear to be removing adequate amount of grit. Hydro-gritter completed their inspection and testing.
- Replaced louver brackets on the bio-tower vents.
- Replaced seals on the hydraulic cylinder for the thickener.
- Repaired #2 polymer feed pump on the sludge thickener.
- Retired frost-free hydrant in the maintenance building.

**82– Vehicle/Mobile Equipment**

- Repaired fuel injectors on the skid loader.

**43 – Lift Stations**

- Removed old bubbler/level controller on the Jail lift station.
- Replaced the back-up battery on the Candy Ln. lift station.
- Changed block heater on the Goshen Rd. lift station.
- Replaced the stand for the electronic rain gauge located at the Industrial Park 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. Repaired hammered tap on 24" RCP storm sewer in easement at the Cleveland St. CSO.
  - 3 – Miscellaneous
    - a. Continuing the inspection of the sewer installation at 1) Centennial Crossing 2) Goodwill Project 3) Dollar General Project.
    - b. Completing many locate requests by Maplenet Wireless for the buildout of their fiber network.
    - c. Niblock completed 4 major resurfacing repairs on large utilities excavations.
- 1. Cleaned 62,003 feet of sewer lines.
  - 0 feet during service calls.
  - 62,003 feet during preventive maintenance.
- 2. Televised 0 feet of sewer lines.
- 3. Mechanically removed roots from 0 feet of sewer lines.
- 4. Removed approximately 31.00 tons of silt and debris during cleaning and inspections of sewers lines.
- 5. Used approximately 75,838 gallons of potable water during sewer cleaning.
- 6. Performed routine maintenance on 10 CSO's and 17 pumping station.

**MISCELLANEOUS**

- One employee completed the 10-Hour OSHA Course.
- New laborer is training for the Commercial Drivers Licensing.

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

**PLANT OPERATIONS**

Water Treated – Ledyard Water Treatment Plant	26,865,681 gallons
Water Treated – Pine Water Treatment Plant	<u>17,518,363 gallons</u>
Water Treated - Total	44,384,044 gallons
Water Treated – Daily Average – Ledyard Water Treatment Plant	895,523 gallons
Water Treated – Daily Average – Pine Water Treatment Plant	<u>583,945 gallons</u>
Water Treated – Daily Average – Combined	1,479,468 gallons
• Backwashed filters at Ledyard Water Treatment Plant 8 times for a total of 672,000 gallons.	
• Backwashed filters at Pine Water Treatment Plant 14 times for a total of 1,200,000 gallons.	
• Total backwash usage for the month was 1,872,000 gallons.	

**MAINTENANCE WORK ORDERS COMPLETED**

- 7- Ledyard Water Treatment Plant Maintenance
  - Completed auxiliary generator test.
  - Completed temperature checks on high service pumps.
  - Flushed chlorine analyzer.
  - Cleaned and inspected chlorine injectors.
  - Inspected both water towers.
  - Addressed several electrical issues at the plant and north water tower.
  - Peerless Midwest reviewing sampling data from the 2 new tests well sites at the Ledyard Plant for water quality and production, anticipating replacing well #2B in 2022.

- 7 – Pine Water Treatment Plant Maintenance
  - Completed auxiliary generator test.
  - Completed temperature checks on high service pumps.
  - Flushed chlorine analyzer.
  - Additional repairs to air compressor, which supplies air to the pneumatic valves, that allows backwashing to occur automatically.
  - Completed well draw down level monitoring at wells 5E and 6F.
- 19 – Mobile Equipment

WATER SAMPLING

- 10 Distribution system bacteria samples, IDEM required.
  - 60 Distribution system chlorine residual samples, IDEM required.
  - 8 Fluoride samples, ISDH required.
  - 315 Process control samples and analysis at the Ledyard Water Treatment Plant include Ferrous Iron, Total Iron, Manganese, and Chlorine.
  - 333 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.
  - 0 Radionuclide (1) ea. Ledyard Plant and Pine Plant.
  - 0 IOC- Metals-Radon
  - 0 Lead & Copper Samples.
  - 0 Nitrate/Sampling for each Plant (sets)
  - 0 Extra Sampling- CMD New Main, New Shell Building, Blueberry Festival.
  - 0 Hardness/Corrosion
- Having issues with our contract laboratory forwarding results to IDEM in a timely fashion due to labor issues, which could create violations for the City of Plymouth.

SERVICE

Utility Locates	219
Total Number of Work Orders	274
Service Disconnects	34
Service Disconnects for non-pay	43
Service Reconnects for non-pay	58
Blue Tags "Service Notice" left on door	9
Pink Tags "Insufficient Funds Notice" left on door	8
New Radio Read / Meter Installations	1
Accuracy Checks	108
After Hours Call Outs	0
Meters New/Repaired	6

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CONSTRUCTION ACTIVITIES

- (0) Curb Stops Repaired / Replaced / Installed
- (0) Old Curb Stops Located / Capped Off at Valves

(2) **New Taps Installed**

09-03-2021 1130 Ed Cook Blvd.- New 1" tap, meter pit & service line.  
09-03-2021 1170 Ed Cook Blvd.- New 1" tap, meter pit & service line.

(0) **New Mains Completed**

(4) **Valves / Valve Boxes / Repaired / Replaced / Installed**

09-20-2021 404 N. Liberty St. – New curb box.  
09-20-2021 1100 Fairbanks St.- New curb box.  
09-27-2021 1660 N. Michigan St.- Centennial Park- Replaced 2 valve boxes by Blueberry information booth # 1.  
09-28-2021 1660 N. Michigan St.- Centennial Park- Replaced 2 curb boxes by the rotary shelter.

(0) **Hydrants Repaired / Replaced / Installed / Serviced / Painted**

(160) **Valve Exercised**

(4) **Main Breaks and Leaks Repaired**

09-21-2021 105 S. Fifth St.- Repaired leak on service line.  
09-27-2021 2000 Walter Glauß Dr.- Repaired 12' main break.  
09-29-2021 1040 Warana Dr.- Repaired leak at corporation stop (damaged by contractor).  
09-30-2021 E. Jefferson St. & N. Kingston St.- Repaired leak on valve #KK6V022, new stem & wedge.

(3) **Service Lines / New / Repaired**

09-01-2021 630 N. Fourth St.- Repaired curb stop and pit setter.  
09-17-2021 1000 E. Jefferson St.- All new service line from new pit to building.  
09-08-2021 325 Cromer St.- Installed a meter pit on new poly service line.

MISCELLANEOUS

- > GIS data collection.
- > Water personnel, continuing installing auxiliary generator at the Pidco Dr. water tower.
- > Crew completed cleaning the riser at the north water tower (Parkview St.), which was left after sand blasting and painting.
- > Locating hundreds of utilities locate requests from Surf Wireless for the design of the fiber system throughout the city.
- > Completed the set-up and tear-down of the Blueberry Festival water system.

The motion carried.

There being no further business, Board Members Culp and Milner moved and seconded to adjourn, Senter declared the meeting adjourned at 6:18 p.m.

*Jeanine M. Xavier*  
Jeanine M. Xavier, IAMC, CMC, ACPFIM  
Clerk-Treasurer

APPROVED:

*Mark Senter*  
Mark Senter  
Mayor