

REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, FEBRUARY 22, 2021

The Board of Public Works and Safety of Plymouth, Indiana, met in Regular Session on February 22, 2021. The meeting was held in the Council Chambers, 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 and Bill Walters. As allowed by Governor Holcomb's Executive Orders, Board Members Jeff Houin and Shloh Carothers Milner attended the meeting electronically. Clerk-Treasurer Jeanine Xaver and City Attorney Surtisi were also present.

Members Culp and Walters moved and seconded to approve the minutes of the last regular session of the Board of Public Works and Safety on February 8, 2021, as presented. The motion carried.

Utility Superintendent Davidson presented Change Order #1 for Haskins Underground, Inc. for the Centennial Crossings Lift Station and Force Main Project. The Change Order is for a decrease of \$2,040.00 The original contract was for \$237,250.00; the change order brings the contract down to \$235,210.00.

Utility Superintendent Davidson presented a proposed Certificate of Substantial Completion for Haskins Underground, Inc. for the Centennial Crossings Lift Station and Force Main Project.

Utility Superintendent Davidson presented a claim for the payout of the retention to Haskins Underground, Inc. for the Centennial Crossings Lift Station and Force Main Project. The amount being held in retainage is \$11,760.51. This will close out the project.

Board Members Culp and Walters moved and seconded to approve Change Order #1, Substantial Completion, and payout of the retention to Haskins Underground, Inc. for the Centennial Crossings Lift Station and Force Main Project. The motion carried.

Davidson presented Pay Application #7 for Kokosing Industrial, Inc. for the Digester Rehab Project at the Wastewater Treatment Plant. The pay application is for the release of retention in the amount of \$19,981.21. Davidson mentioned that the contractor had agreed to delay the start up of the digester connections until the weather is more favorable. The Digester Project is looking to be done by the end of April and would seem to be coming in considerably under budget. If this payout is approved, the city will still be holding \$3,228.98 in retainage.

Board Members Walters and Culp moved and seconded to approve the release of retention in the amount of \$19,981.21 to Kokosing Industrial, Inc. as requested. The motion carried.

REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, FEBRUARY 22, 2021

City Engineer Rick Gaul presented UT 21-004, Comcast on Randolph Drive (Centennial Crossings) work in the right-of-way. Gaul stated that this work would run down the east side of Randolph from Baker Street to the north side of Plymouth-Goshen Trail. The county has looked at it and Comcast is working on the permit process with them. There are some areas where they may be on private property and would need to obtain permission from the owners to do such work. In turn he was asking for a financial guarantee of \$5,000.

Walters expressed concern about entering into another work in the right-of-way since they had previously had a problem with a financial guarantee not being able to cover the cost of the work needed to fix an issue. He asked Gaul if the city would be okay with a \$5,000 financial guarantee for a project of this size. Gaul stated that the contractor that had the problem was QC Communications while the contractor on this project would be PirTano Construction.

Board Members Houin and Culp moved and seconded to approve of the work in the right-of-way request for presented UT 21-004, Comcast for Randolph (Centennial Crossings) work in the right-of-way. The motion carried.

City Engineer Rick Gaul presented PW-17-031, BCA Environmental Consultants, LLC for Monitoring Wells at 1101 West Jefferson. BCA would like to come back onto the site in order to seal the monitoring wells back up. They would just need permission to be on the Right-of-Way and notify the city of any traffic disruptions.

Board Members Walters and Culp moved and seconded to approve of PW-17-031, BCA Environmental Consultants, LLC for Monitoring Wells at 1101 West Jefferson as presented. The motion carried.

City Attorney Surrisi presented Resolution No. 2021-938, A Resolution of the Board of Public Works & Safety to Write-Off Delinquent and Uncollectable Water, Wastewater, Garbage, and Stormwater Bills in the amount of \$1,497.50.

Clerk Treasurer Xaver explained that of the seven properties, one person is deceased with no estate and the house is being sold at sheriff's sale; sewer liens have been filed where possible; two properties were sold before liens could be filed. The remaining bills have been filed with our collection agency. One bill in the amount of \$901.82 was being handled by the city attorney in court. Overall, the collection rate for water, sewer, stormwater and garbage bills for 2019 was 99.97%.

Board Members Houin and Milner moved and seconded to approve Resolution No. 2021-938, A Resolution of the Board of Public Works & Safety to Write-Off Delinquent and

REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, FEBRUARY 22, 2021

Uncollectable Water, Wastewater, Garbage, and Stormwater Bills in the amount of \$1,497.50 as presented. The motion passed by roll call vote.

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

Xaver asked the board to considered retroactive approval of claims totaling \$127,789.53.

This includes utility bills totaling \$3,883.94, payment for the purchase of 500 N Michigan St. in the amount of \$104,404.03, sales tax in the amount of \$7741.05 as well as the release or retainage to Haskins Underground Inc. in the amount of \$11,760.51 in addition to the claim docket that was sent to them with their packet.

City Attorney Surrisi added that the purchase of 500 N Michigan St. will be through the Stellar Grant Program as the Crossroads Plaza Project. They had intended to close on the property earlier in the day, but they encountered a problem. In turn they were hoping to have the closing on February 23, 2021.

Members Walters and Culp moved and seconded to allow the payroll for February 26, 2021 and the claims for February 22, 2021 as entered in Claim Register #2021 and the retroactive claims. The motion carried.

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

communications:

- 02.22.21 Check Register
- 2021-02-09 TRC Meeting Notes
- January 2021 Wastewater Utility Report
- January 2021 Water Utility Report

CITY OF PLYMOUTH WASTEWATER DEPARTMENT

**Board of Public Works and Safety
 January 2021 Monthly Report**

PLANT OPERATIONS:

1. Total flow in gallons	47,258,750
2. Average daily flow in gallons	1,524,476
3. Rainfall	0.21"
4. Monthly average in BOD removal	99.1%
5. Monthly average in TSS removal	96.6%
6. Monthly average in Ammonia removal	99.0%
7. General plant maintenance	
8. Work orders completed:	

281 – Wastewater Treatment Plant

- Square – D was in to check out the auxiliary generator switch gear on 1/11/21, after it failed to switch over during the power outages 1/1/21.
- Centrifuge and thickener training.
- Repaired the alarming systems on the overloads for the 5 clarifiers.
- General winter equipment maintenance.
- Painting the interior of the primary digester.
- Completed all electrical connections to the gas mixer for Kokosing Industrial.
- Replacing the ultra violet bulbs on the disinfection system.
- Repaired the laboratory furnace.
- Valve exercising.
- Replaced solenoid on hydro gritter.
- Installed auto drip trap on primary digester methane gas line.
- Completed testing of all the Wastewater backflow preventors.
- Replaced sump pump in the secondary digester.
- Blew out all variable frequency drives in the treatment plant.

73 – Vehicle/Mobile Equipment

- E-1, CE-1, T-20 and T-26.
- Monthly portable generator inspection.

429 – Lift Stations

- Completed start-up (1-19-21) of the Centennial Crossing lift station with Haskins Underground.
- Installed voltage stickers on lift stations.

2 - Collection System

- 0 - Eliminated structures
 - a.
- 0 – Replaced structures
 - a.
- 0 – Replaced / adjusted castings
 - a.
- 2 – GIS data collection points
 - a. Various
- 0– New structure
 - a.
- 0 – Point Repairs
 - a.
- 0 – Miscellaneous
 - a.

COLLECTION SYSTEM:

1. Cleaned 134 feet of sewer lines.
 - 134 feet during service calls.
 - 0 feet during preventive maintenance.
2. Televised 0 feet of sewer lines.
3. Mechanically removed roots from 0 feet of sewer lines.
4. Removed approximately 0.00 tons of silt and debris during cleaning and inspections of sewers lines.
5. Used approximately 1,650 gallons of potable water during sewer cleaning.
6. Performed routine maintenance on 10 CSO's and 16 pumping station.

MISCELLANEOUS

- GIS data collection.
- Three employees attend training webinar on 1/12/21 for "Risk Assessment & Emergency Response Training".
- Safety training 1/21/21 Carbon Monoxide Poisoning
- Safety training 1/26/21 NTPSCO 1) Cranes & Heavy Equipment 2) Ladders & Long Tools 3) Digging & Excavating 4) Electric & Gas Safety.
- Safety training 1/26/21 Bench Grinder Safety.
- One employee started "Wastewater Operator Certification Exam Prep Course" on 1/27/21.

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

PLANT OPERATIONS

Water Treated – Ledyard Water Treatment Plant	15,667,367 gallons
Water Treated – Pine Water Treatment Plant	19,208,823 gallons
Water Treated - Total	<u>34,876,190 gallons</u>
Water Treated – Daily Average – Ledyard Water Treatment Plant	505,399 gallons
Water Treated – Daily Average – Pine Water Treatment Plant	<u>619,639 gallons</u>
Water Treated – Daily Average – Combined	1,125,038 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

- 7- Ledyard Water Treatment Plant Maintenance
 - Repaired chlorine analyzer.
 - Completed auxiliary generator test.
 - Completed repairs to the building lighting system.
 - Completed repairs to well #1A.
 - Completed repairs to the chlorination system (solenoid valve).
 - Inspect and adjust high service pumps.
 - Inspected both water towers.
- 6- Pine Water Treatment Plant Maintenance
 - Completed repairs to well #4D.
 - Repaired multiple heaters in the facility.
 - Completed auxiliary generator test.
 - Completed repairs to chlorine analyzer.
 - Completed various repairs to the plumbing in the filter building.
 - Inspect and adjust high service pumps.
 - Completed repairs to "EXIT" signs.
- 23 – Mobile Equipment
 - Completed repairs to W-1, W-18, W-28 and W-29.

WATER SAMPLING

- 10 Distribution system bacteria samples. IDEM required.
- 62 Distribution system chlorine residual samples. IDEM required.
- 10 Fluoride samples. ISDH required.
- 300 Process control samples and analysis at the Ledyard Water Treatment Plant 12 samples include Ferrous Iron, Total Iron, Manganese, and Chlorine.
- 337 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
 - 0 Lead & Copper Samples.
 - 0 Nitrate/Sampling for each Plant (sets)
 - 0 Extra Sampling
 - 0 Hardness/Corrosion

SERVICE

Locate	145
Total Number of Work Orders	200
Service Disconnects	13
Service Disconnects for non-pay	38
Service Reconnects for non-pay	30
Blue Tags "Service Notice" left on door	3
Pink Tags "Insufficient Funds Notice" left on door	5
New Radio Read / Meter Installations	3
Accuracy Checks	108
After Hours Call Outs	0
Meters New/Repaired	0

CONSTRUCTION ACTIVITIES

- (2) **Curb Stops Repaired / Replaced / Installed**
01-07-2021 1110 N. Walnut St. - Replaced broken curb stop, box & rod.
01-21-2021 208 Shalley Dr. - Replaced broken curb stop, box & rod.
- (0) **Old Curb Stops Located / Capped Off at Valves**
- (0) **New Taps Installed**
- (0) **New Mains Completed**
- (1) **Valves / Valve Boxes / Repaired / Replaced / Installed**
01-20-2021 120 Louisa St. - Repaired box and broken curb stop.
- (0) **Hydrants Repaired / Replaced / Installed / Serviced / Painted**
- (0) **Valve Exercised**
- (3) **Main Breaks and Leaks Repaired**
01-11-2021 201 Ewing St. - Repaired 8" main break.
01-12-2021 822 Dickman St. - Repaired 1" galvanized service line leak.
01-25-2021 816 Fendale Ave. - Repaired 4" main break.
- (0) **Service Lines / New / Repaired**

MISCELLANEOUS

- GIS data collection.
- Three employees attend training webinar on 1/12/21 for "Risk Assessment & Emergency Response Training".
- Safety training 1/21/21 Carbon Monoxide Poisoning.
- Safety training 1/26/21 NIPSCO 1) Cranes & Heavy Equipment 2) Ladders & Long Tools 3) Digging & Excavating 4) Electric & Gas Safety.
- Safety training 1/26/21 Bench Grinder Safety.
- Welded methane gas piping in the primary digester at the WWTP.
- 37 non-pay water shut offs.
- Started meter accuracy verifications and large meter testing.
- Two employees started "Water Operator Certification Exam Prep Course" on 1/20/21.
- Constructed employee gear storage in the equipment storage building at the Ledyard Water Treatment Plant.

There being no further business to discuss, Board Members Walters and Culp moved

and seconded to adjourn the meeting. The motion carried and Mayor Senter declared the meeting adjourned at 6:29 p.m.

Jeanine M. Xaver

Jeanine M. Xaver, IAMC, CMC, CPPIM
Clerk-Treasurer

APPROVED:

Mark Senter

Mark Senter, Mayor

The following request was forwarded to the proper committee to act:

No requests at this time