

Utility Superintendent Davidson addressed the board about a letter that went out with the most recent water bills. He explained that this letter was informing the citizens that as a requirement from the new Lead and Copper Rule, the city has to take inventory of what service lines were composed of. He stated that if they were to find that the line was made of lead, there may be funding available to help replace these lines. He stated that to date, they were not aware of any lead service lines.

Houin asked if the city employees would have to enter every single citizen's residence. Davidson stated that first they would be going through their records to see what residences they had records on. Otherwise, employees would need to enter the houses of mainly the older portions of town, as they would have records for the newer residences in town.

Houin asked if there was anything that homeowners could do to expedite this process. Davidson explained that since it was hard to determine a lead line from a galvanized line, they would need to go in and test those lines to know with confidence what the lines were made of.

Houin asked if they were scheduling for those who work during the time of this testing. Davidson stated that in the notice they included that people could call and make an appointment. Otherwise, they would be going door to door and knocking.

Fire Chief Holm stated that Devin Garcia would be replacing Zach Strbjak starting Thursday. He stated that Garcia was already a member of the 1977 Police and Firefighters Pension Plan for the City of Goshen and would be transferring to the City of Plymouth. Holm stated that he had also accepted the resignation of Brandon Cooper, who had a job opportunity come up. Cooper did ask to stay and help as a part time employee which Holm had accepted. Holm stated that they had already started the advertisement for another Firefighter – Paramedic for the department.

Street Superintendent Marquardt stated that leaf season had been completed schedule wise. He explained that they would still plan to pick up leaves this week and next week. Eventually they would need to covert the trucks over to salt trucks so the leaf pick up would need to stop before this could happen.

Senter asked if Marquardt was aware that Surf Broadband was flagging in Westgate. Marquardt stated that he was aware of this and that they had been very good at communicating with them about the work they had been doing.

The following memo was included in the packet to the Board Members:

MEMO

To: Mayor Senter
Board of Works Members
City Attorney Surrisi
Utility Superintendent Davidson

From: Clerk-Treasurer Xaver
Date: November 17, 2021

Re: requests for payment plans and waivers of penalties

All,

We have had two requests for utility payment plans this week.

The first request is for a house on William Street. Their normal usage is for 80-120 units per month. September usage was 435 units; October Usage was 740 units. The resident said that mid-October, they noticed that their outside spigot had been left on by their son. The bill due December 4th is \$590.76. If you wish the enter into a payment plan, I would recommend that the resident pay \$150 per month plus their future monthly bills; and as long as they pay that by the fourth of each month, that their penalties be waived until the bill for October consumption is paid in full, which should be 4 months.

The second request is for residence on Plum Street that has usage of 521 units. The bill due November 4th was \$686.32. If you wish the enter into a payment plan, I would recommend that the resident pay \$100 per month plus their future monthly bills; and as long as they pay that by the fourth of each month, that their penalties be waived until the bill that was due November 4th is paid in full, which should be 6 or 7 months.

As always, please feel free to call me if you have questions or concerns.

Utility Superintendent Davidson stated that for the customer with the outside spigot that was left on there will be a potential wastewater credit applied to their account as it was confirmed that none of this water went into the wastewater system. He stated that he will work with Clerk-Treasurer Xaver and her office on this.

Board Members Houin and Walters moved and seconded to allow Clerk-Treasurer Xaver to negotiate these payment plans at her discretion. The motion carried.

Chris Marshall presented UT-21-025 Soil Boring- Pidco and Broadway. Marshall stated that this would mainly consist of vertical soil boring. Once they complete this work, they would fill in the boring area.

Chris Marshall presented UT-21-024 Surf Broadband – Plymouth Phase 2, Phase 5, and Phase 10.

Marshall stated that these were very similar to previous buildouts for Surf Broadband. Each phase would be multiple blocks.

Houin asked if these would just be multiple phases of the fiber buildout that they had discussed previously. Marshall confirmed this.

Board Members Houin and Walters 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 Chris Marshall and the placement of the financial guarantee. The motion carried.

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

Clerk-Treasurer Xaver presented the following request to the Board of Works:

11.17.21 - The Brass Rail Restaurant would like to place a dumpster in front of the Rail on Michigan St. or Washington St. starting Monday, January 3, 2022 until about January 17, 2022 for renovation of our prep room. S/ Dave Langdon, 225 N. Michigan St. (574)-936-7816.

Senter stated that Washington St. would make the most sense traffic wise. Walters agreed and stated that he would prefer it being placed on Washington Street.

Houin asked if anyone had spoken to Langdon about this yet. Senter stated that Dave Langdon spoke to him a couple Fridays ago at lunch, which sparked this request. Culp added that he had spoke with him about it, and that Langdon's biggest concern was having to drag items through the kitchen to get it out of the door on Washington St. Senter asked if he preferred it be on Michigan St. or Washington St. Culp stated he would prefer Michigan St.

Board Members Senter and Walters moved and seconded to table this request until the next meeting so that they could get more information about this. The motion carried.

Clerk-Treasurer Xaver stated that in the Board's packet they were provided a \$5,600 invoice for escrow for the new dental insurance plan. According to the City Attorney, the escrow money would be held by Paramount Dental in our account in case there was ever an emergency and the money was needed to fund claims. Otherwise, it would be held and would be used to pay bills that were outstanding for 30 days or would cover the run out claims at the point that the city cancels coverage with them. The claim for this escrow payment was included in the docket, so the board would need to make an exception if they did not wish to approve this escrow payment.

Clerk-Treasurer Xaver added that according to an email from the City Attorney Surrisi, Paramount Dental requires the city to make payments through electronic funds transfer. That in itself would be acceptable because Ordinance No. 99-1735 allows for the Transaction of Business with Financial Institutions through the Use of Electronic Funds Transfers. However, based on the City Attorney's explanation, every Monday, Paramount Dental would process claims and every Tuesday the claims invoice would be available on their portal for her to access. Every Thursday they would tell her how much they intended to withdraw from the City of Plymouth bank account, and on Friday they intend to withdraw cash from the city's account. She stated that was where the problem existed. She would not authorize anyone to withdraw funds from any City account. If Paramount wants to provide her with their banking information, she would deposit funds into their account the same way that the city direct deposits to pay our employees. She stated that she had discussed this issue today with the State Board of Accounts, and they agreed that there was not authority for any outside vendor to access public funds. In the instance of the Indiana Public

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

Retirement System, they actually have statutory authority to access public funds. However, even in this case, she or her deputy upload the file to tell INPRS how much to withdraw.

Xaver added that City Attorney Surrisi had asked for her to forward any questions to him on the 29th when he returns to work. She asked that he present all of the changes to the Board of Works or City Council for their approval, including new contracts or contract changes for the health, vision, dental, life, or voluntary insurances. With this, the administration would need to approve these at a public meeting as to what the employees' shares are for each of the insurances, as is the case any time there had been a change in insurances.

Howin asked when these changes would be effective. Xaver stated that this would be effective January 1, 2022.

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

- November 22, 2021 Docket
- Wastewater Department Activity Report October 2021
- Water Department Activity Report October 2021
- IDEM Notice Revocation of Existing Permit
- November 9, 2021 Technical Review Committee Notes
-

CITY OF PLYMOUTH WASTEWATER DEPARTMENT

Board of Public Works and Safety October 2021 Monthly Report

PLANT OPERATIONS:

1. Total flow in gallons	83,599,340
2. Average daily flow in gallons	2,696,753
3. Rainfall	9.15"
4. Monthly average in BOD removal	99.1%
5. Monthly average in TSS removal	95.9%
6. Monthly average in Ammonia removal	98.6%
7. General plant maintenance	
8. Work orders completed:	

299 – Wastewater Treatment Plant

- Installing new phosphorus removal feed equipment in chemical room.
- Exercised 120 in plant valves.
- Valve actuator failed on east final clarifier wet well; parts currently unavailable. Expected delivery 8 weeks.
- Continue troubleshooting the grit removal system, which does not appear to be removing adequate amount of grit. Hydro-gritter completed their inspection and testing.
- Serviced ultra violet disinfection after the performance started to decline.
- Replaced heater switch in chlorine room.
- Repaired air leak on aeration tank #5.
- Replaced 2 plug valves in secondary digester with 2 gate valves.

80 – Vehicle/Mobile Equipment

- Replaced brakes and clutch on John Deere Gator.

43 – Lift Stations

- Installed new rain gauge at the Ledyard lift station.
- Installed new wiring in the Pioneer Dr. lift station for the low voltage to operate the soft starts.
- Replaced contractor base in the control panel, which had failed.

0 - 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
- 0 – Point Repairs^a
- 0 – Miscellaneous^a

COLLECTION SYSTEM:

1. Cleaned 33,969 feet of sewer lines.
 - 0 feet during service calls.
 - 33,969 feet during preventive maintenance.
2. Televised 874 feet of sewer lines.
3. Mechanically removed roots from 0 feet of sewer lines.
4. Removed approximately 16,98 tons of silt and debris during cleaning and inspections of sewers lines.
5. Used approximately 55,300 gallons of potable water during sewer cleaning.
6. Performed routine maintenance on 10 CSO's and 17 pumping station.

MISCELLANEOUS

- New laborer is training for the Commercial Drivers Licensing.
- Completed safety module on Lockout / Tagout training on 7-7-21.
- Three employees started 6-week wastewater training course sponsored by Alliance of Indiana Rural Water.

CITY OF PLYMOUTH WATER DEPARTMENT**Board of Public Works and Safety
October 2021 Monthly Report**PLANT OPERATIONS

Water Treated – Ledyard Water Treatment Plant	23,083,933 gallons
Water Treated – Pine Water Treatment Plant	<u>17,114,197 gallons</u>
Water Treated - Total	40,198,130 gallons
Water Treated – Daily Average – Ledyard Water Treatment Plant	744,643 gallons
Water Treated – Daily Average – Pine Water Treatment Plant	<u>552,071 gallons</u>
Water Treated – Daily Average – Combined	1,296,714 gallons
<ul style="list-style-type: none"> • 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. 	

WATER SAMPLING

- 10 Distribution system bacteria samples. IDEM required.
- 62 Distribution system chlorine residual samples. IDEM required.
- 10 Fluoride samples. ISDH required.
- 313 Process control samples and analysis at the Ledyard Water Treatment Plant include Ferrrous Iron, Total Iron, Manganese, and Chlorine.
- 315 Process control samples and analysis at the Pine Water Treatment Plant samples. Includes Ferrrous 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

SERVICE

Utility Locates	260
Total Number of Work Orders	304
Service Disconnects	48
Service Disconnects for non-pay	39
Service Reconnects for non-pay	53
Blue Tags "Service Notice" left on door	17
Pink Tags "Insufficient Funds Notice" left on door	1
New Radio Read / Meter Installations	1
Accuracy Checks	141
After Hours Call Outs	0
Meters New/Repaired	3

MAINTENANCE WORK ORDERS COMPLETED

- 10- 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.
 - #1 well motor failed, required to be rewound.
 - Indiana State Board of Health (ISBH), completed inspection of both facility's fluoride system, all was satisfactory.
 - Peerless Midwest review of sampling data from the 2 new tests well sites at the Ledyard Plant for water quality and production, has indicated that addition testing and monitoring will be required to determine the ideal location.
 - Completed winterizing plant.
 - Completed electrical repairs at various locations in the plant.
- 5 - Pine Water Treatment Plant Maintenance
 - Completed auxiliary generator test.
 - Completed temperature checks on high service pumps.
 - Flushed chlorine analyzer.
 - Completed winterizing plant.
 - Cleaned chlorine injector.
- 20 - Mobile Equipment
 - New service truck body was installed on service repair truck.

CONSTRUCTION ACTIVITIES

- (0) Curb Stops Repaired / Replaced / Installed
- (0) Old Curb Stops Located / Capped Off at Valves
- (0) New Taps Installed
- (0) New Mains Completed
- (2) Valves / Valve Boxes / Replaced / Replaced / Installed
10-14-2021 W. Harrison St. & N. 1st St. – Temporary repaired 8" fire valve for
500 W. Harrison St.
- 10-15-2021 W. Harrison St. & N. 1st St. - Cut out 8" fire valve and tee.
- (0) Hydrants Repaired / Replaced / Installed / Serviced / Painted
- (168) Valve Exercised
- (0) Main Breaks and Leaks Repaired
- (2) Service Lines / New / Repaired
10-21-2021 606 Beerenbrook St. - Leak (Replaced 3/4" service from main to curb stop).
10-22-2021 333 Juniper Dr. - Leak (Replaced corporation stop).

MISCELLANEOUS

- GIS data collection.
- Water personnel, completed installing auxiliary generator at the Pidco Dr. water tower.
- Completed valve exercising program for 2022.
- Locating hundreds of utilities locate requests from Surf Wireless for the design of the fiber system throughout the city.
- Completed safety module on Emergency Action – Fire safety training on 10-29-21.
- Completed safety module on Housekeeping - Spills safety training on 10-29-21.
- Request from the owners of Briarwood manufacture home complex to shut off the water, which we complied. Since, the issue has been resolved.
- North Water Tower (Parkview St.) was drained, cleaned and inspected. All areas were satisfactory.
- 2 employees attend webinar sponsored by AIM on "Forever Chemicals – PFAS.
- Fire hydrant servicing and inspection has been completed for the year.
- Completed the kick-off meeting with 120Water (consultant) on the EPA required compliance regulation for the new Lead & Copper Rule on 9/28.

The motion carried

Board Members Houin and Culp moved and seconded to allow for the payroll for

November 30, 2021 and the claims for November 22, 2021, as entered in Claim Register #2021, including the prepayment of \$5,600 for the "escrow" for the new dental insurance. The motion carried.

There being no further business, Board Members Culp and Walters moved and seconded to adjourn, Senter declared the meeting adjourned at 6:26 p.m.

APPROVED:


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


Mark Senter
Mayor