

REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, December 27, 2022

The Board of Public Works and Safety of Plymouth, Indiana, met in Regular Session at 6:00 p.m. on December 27, 2022. 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, Shiloh Milner and Bill Walters who were physically present. Board Member Jeff Houin was absent. City Attorney Surrisi attended virtually and Clerk-Treasurer Gorski was present. The public was able to see and hear the meeting through Microsoft Teams.

Board Members Walters and Milner moved and seconded to approve the minutes of the regular session of the Board of Public Works and Safety meeting of December 12, 2022. The motion carried.

Walters wanted to commend the Street Department for their fantastic job of cleaning up the streets after this winter storm.

Utility Superintendent Davidson states that the Water Department is going door to door doing a service line inspection just to determine whether or not the service line has lead in it or not. He states that they have chosen to go that route and there is a lot of confusion as far as the homeowners not knowing if they have a galvanized line, lead line, or copper line. He thinks that it is better to do this approach so they are 100% sure on what they have. He states that they also want to thank the Clerk-Treasurer's Office who has been inundated with service calls when someone is not home. He states that they are leaving a blue tag and informed them to call and make an appointment. He states that it is working out very well as they are making a lot of progress and they are hoping to have this completed by next year. He states that they have a federal requirement to have this complete by 2024 that way they can compile their inventory and determine how they are going to approach if they have any lead service lines. He states that at this point they have not located any so they are fortunate.

Davidson states that he is requesting the purchase of a Close Circuit TV (CCTV) unit and he understands that it is an unusual request at this time. He states that normally he would wait until January for the new year but they have been informed that the window is open to take municipal orders for chassis. He states that he is uncertain when that window will close but the concern that he has is if they close it, it could be another year before they have an opportunity. He states that their existing unit is a 2002 and they have worn it out. He states that they intend to use Sourcewell which they have used in the past. He explains that they used it to purchase a combination sewer cleaner. He states that Sourcewell serves local, state governments and school

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corporations, by using cooperative purchasing. He adds that they provide the procurement process, which includes the RFP's and bidding. He states that this is the best bid that they can get and they have chosen to go with the Rapid View/IBAK which is a brand of camera. He states that one of the reasons is the reliability, training and the service of that unit will be provided by R & R Sewer out of Rochester, IN, which they have had an excellent working relationship for years. He states for this particular purchase he has contacted Baker Tilly and confirmed that the financing is available for this unit and has moved up a couple of months from intended. He states that the cost is \$274,488.00. He adds that he had sent out a memo prior on how they use this. He explains that this is for the inspection of all of their sewer lines within the City of Plymouth and they have over 500,000 feet of sewer. He states that the important reason for them to own one of their own is in the event of an emergency like some type of blockage they cannot figure out. He states that they can send the down and the make the repairs on a timely basis.

Davidson states that the last item he wishes to bring up is that their Utilities are required to have an Asset Management Plan and it has to be up to date. He states that if they do not have one that is up to date that it would disqualify them from State Revolving Funds (SRF) that they may apply for so it is very important that they keep that up to date. He requests permission to purchase a CCTV unit.

Culp asks if they money is in this year's budget or next year's budget.

Davidson responds by stating that it is in the 2023 budget and will not be paid for until 2023. He states that they are estimating that it will take 6-12 months before the unit would arrive. He states that he has discussed this with the Clerk-Treasurer and that she understands what they are trying to accomplish by getting on the list to get the unit next year and not the following year. Walters states that he appreciates that Davidson sent information ahead of time instead of throwing it at them during the meeting so they had time to think and discuss.

Board Members Culp and Walters moved and seconded to approve the purchase of a CCTV unit as presented. The motion carried.

Board Members Milner and Walters moved and seconded to allow the payroll for December 15, 2022 and the claims for December 27, 2022, as entered in Claim Register #2022-24. The motion carried.

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

- December 27, 2022 Docket
- Plymouth Wastewater Department Activity Report – November 2022

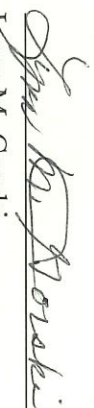
- Plymouth Water Department Activity Report – November 2022
- Plymouth Fire Department Activity Report – November 2022
- December 13, 2022 Technical Review Committee Minutes

The motion carried.

There being no further business, Board Members Walters and Milner moved and seconded to adjourn, Senter declared the meeting adjourned at 6:09 p.m.

APPROVED:


Mark Senter
Mayor


Lynn M. Gorski
Clerk-Treasurer

CITY OF PLYMOUTH WATER DEPARTMENT
Board of Public Works and Safety
November 2022 Monthly Report

PLANT OPERATIONS

Water Treated – Ledyard Water Treatment Plant	21,324,649 gallons
Water Treated – Pine Water Treatment Plant	<u>16,974,131 gallons</u>
Water Treated - Total	38,298,780 gallons
Water Treated – Daily Average – Ledyard Water Treatment Plant	710,822 gallons
Water Treated – Daily Average – Pine Water Treatment Plant	<u>565,804 gallons</u>
Water Treated – Daily Average – Combined	1,276,626 gallons
• Backwashed filters at Ledyard Water Treatment Plant 9 times for a total of 756,000 gallons.	
• Backwashed filters at Pine Water Treatment Plant 12 times for a total of 1,152,000 gallons.	
• Total backwash usage for the month was 1,908,000 gallons.	

MAINTENANCE WORK ORDERS COMPLETED

- 22- Ledyard Water Treatment Plant Maintenance
 - Completed auxiliary generator test.
 - Completed temperature checks on high service pumps.
 - Cleaned and inspected chlorine injectors.
 - Inspected both water towers.
 - Winterizing plant and water towers.
 - Installed well enclosures
 - Repaired numerous heaters.
 - Peerless Midwest completed inspection of wells, high service pumps, calibrate flow meters and installing new test well at #2B site.
 - Repaired backwash waste pumps.
 - Living Waters inspected and completed needed repairs on the plant's chlorination system on 11-7-22.
 - Plant's auxiliary generator was serviced and inspected by Cummins on 11-9-22.
- 17 – Pine Water Treatment Plant Maintenance
 - Completed auxiliary generator test.
 - Completed temperature checks on high service pumps.
 - Cleaned and calibrated chlorine analyzer.
 - Cleaned chlorine injector.
 - Winterizing plant.
 - Repaired numerous heaters.
 - Peerless Midwest completed inspection of wells, high service pumps and calibrate flow meters.
 - Plant's auxiliary generator was serviced and inspected by Cummins on 11-9-22.

- Living Waters inspected and completed needed repairs on the plant's chlorination system on 11-8-22.
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- 8 – Mobile Equipment
 - General preventative maintenance.
 - W-2 backhoe

WATER SAMPLING

- 10 Distribution system bacteria samples, IDEM required
- 62 Distribution system chlorine residual samples, IDEM required
- 4 Fluoride samples, ISDH required
- 252 Process control samples and analysis at the Ledyard Water Treatment Plant include Ferrous Iron, Total Iron, Manganese, and Chlorine
- 282 Process control samples and analysis at the Pine Water Treatment Plant Samples includes Ferrous Iron, Total Iron, Manganese and Chlorine
 - 0 THM's Sets.
 - 0 HAAS's Sets.
 - 0 VOC's sets.
 - 2 SOC/2nd Annual 1 for each plant sets.
 - 0 Radionuclide
 - 0 IOC- Metals-Radon
 - 0 Lead & Copper Samples
 - 0 Nitrate/Sampling for each Plant (sets)
 - 2 Extra Sampling
 - 0 Hardness/Corrosion

SERVICE

Utility Locates 352
Total Number of Work Orders 320
Service Disconnects 46
Service Disconnects for non-pay 48
Service Reconnects for non-pay 56
Blue Tags "Service Notice" left on door 5
Pink Tags "Insufficient Funds Notice" left on door 17
New Radio Read / Meter Installations 2
Accuracy Checks 98
After Hours Call Outs 2
Meters New/Repaired 4
Consumer Confidence Report Requested Hand Delivery 0

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
- (7) Valves / Valve Boxes / Repaired / Replaced / Installed
 - 11-02-2022 1801 Jim Neu Dr. – Repaired curb box.
 - 11-02-2022 1445 Pilgrim Ln. – Repaired curb box.
 - 11-09-2022 1210 N. Walnut St - Removed debris in curb box and installed new meter setter.
 - 11-09-2022 2124 Western Ave.- Debris in curb box.
 - 11-16-2022 2705 N. Michigan St.- Removed debris in curb box.
 - 11-22-2022 1527 Sycamore St.- Replaced broken curb box.
 - 11-22-2022 117 Elliott St.- Debris in curb box
- (15) Hydrants Repaired / Replaced / Installed / Serviced / Painted
November- Hydrant problems from Hydrant maintenance program (repaired).
- (0) Valve Exercised
- (4) Main Breaks and Leaks Repaired
 - 11-14-2022 2125 Western Ave.- Repaired a 6" main break.
 - 11-16-2022 714 Freeman St.- Repaired leak at corporation stop.
 - 11-22-2022 1527 W. Lake Ave. – Repaired leak (new service line, curb stop).
 - 11-21-2022 310 Skyplane Dr.- Leak on property owner's side (Stone excavating repair).
- (2) Service Lines / New/ Repaired
 - 11-07-2022 109 Ewing St.-New service line from curb stop to house.
 - 11-09-2022 802 Ferndale St.- New service line and curb stop.

MISCELLANEOUS

- GIS data collection.
- Completed the annual fire hydrant maintenance program.
- West water tower (Prico Dr.) was drained, cleaned and inspected 11-7-22 thru 11-9-22 and was put back on line 11-14-22.
- One employee completed his 4-week CDL drivers training course on 11-11-22.
- Completed safety module on "Slips, Trips and Falls" on 11-18-22.
- Completed safety module on "Skid Loader Safety" on 11-18-22.
- Inspected meter pits for insulation and potential freezing issues.

CITY OF PLYMOUTH WASTEWATER DEPARTMENT
Board of Public Works and Safety
November 2022 Monthly Report

PLANT OPERATIONS:

1. Total flow in gallons	43,193,200
2. Average daily flow in gallons	1,439,773
3. Rainfall	1.28"
4. Monthly average in BOD removal	99.3%
5. Monthly average in TSS removal	96.0%
6. Monthly average in Ammonia removal	99.4%
7. General plant maintenance	
8. Work orders completed:	

287 – Wastewater Treatment Plant

- Exercised 92 in plant valves.
- Continuing work on the chemical feed system for phosphorus removal project, currently waiting on parts.
- Solar project is moving along. Approximately 70% of the framework and panels have been installed.
- Replaced drive coupling on #2 raw sewage pump.
- Turned off the ultra violet disinfection unit for the season. Performed annual preventative maintenance.
- Installing new locate wire on all plant fiber lines.
- Removed all grating, dewatered tanks, power washed all channels and walls and cleaned diffusers at the post air and UV areas, removing accumulated sludge and algae growth on 11-10-22.
- Cummins serviced and inspected plant generator on 11-17-22.
- Serviced both bio-roughing towers 11-28-22.

73 – Vehicle/Mobile Equipment

- Rebuilt deck on 1420 John Deere.
- Took T-6 to Portage, IN for Peterbilt to update the on-board computer to meet current EPA emissions standards.

74 – Lift Stations

- Replaced the radar level controller at the M.C. Jail lift station.
- Installed new pump/rail gasket on pump #2 at the 30/17 lift station.
- Applied new settings to generator at Carriage Green lift station so that generator will start if line power is single phasing.
- Replaced seal on pump #1 at S. Oak Dr. lift station.
- Generators at Plymouth Goshen / N. Michigan St. & US 30 / Pioneer Dr. was serviced and inspected by Cummins.
- Fabricating ventilation boxes for wire connections for lift stations.

3 – Collection System

- 0 - Eliminated structures
 - a.
- 0 – Replaced structures
 - a.
- 0 – Repaired structure
 - a.
- 1 – Replaced / adjusted castings
 - a. K7C224
- 1 – GIS data collection points
 - a. GPS & inside info K7C224
- 0 – New structure
 - a.
- 0 – Point Repairs
 - a.
- 1 – Miscellaneous
 - a. Restarted bio-filter (used for odor control) at 6th St., which was off.

COLLECTION SYSTEM:

1. Cleaned 17,494 feet of sewer lines.
 - 0 feet during service calls.
 - 17,494 feet during preventive maintenance.
2. Televised 7,120 feet of sewer lines.
3. Mechanically removed roots from 0 feet of sewer lines.
4. Removed approximately 8,74 tons of silt and debris during cleaning and inspections of sewers lines.
5. Used approximately 31,975 gallons of potable water during sewer cleaning.
6. Performed routine maintenance on 10 CSO's and 17 pumping station.

MISCELLANEOUS

- Continuing to monitor the H2S in trunklines by Walmart and Pregis areas.
- Completed safety module on "Slips, Trips and Falls" on 11-17-22.
- Completed safety module on "Skid Loader Safety" on 11-17-22.
- Completed safety module on "Confined Space Entry" on 11-17-22.

PFD

Departmental Activity Report

Current Period: 11/01/2022 to 11/30/2022, Prior Period: 01/01/2022 to 11/30/2022
00:00 to 24:00
All Stations
All Shifts
All Units
Fire Alarm Responses, EMS Alarm Responses, Training Classes, Activities (Non-Incident), Equip
Main/Testing, Departmental Events

Category	Current Period		Prior Period	
	Count	Staff Hrs	Count	Staff Hrs
Fire Alarm Situations				
Chemical release, reaction, or toxic condition	0	0.00	5	15.70
Citizen complaint	0	0.00	2	5.09
Combustible/flammable spills & leaks	0	0.00	14	36.49
Dispatched and cancelled en route	13	43.46	201	652.81
Electrical wiring/equipment problem	2	47.60	8	118.00
Emergency medical service (EMS) incident	181	476.17	1,946	9,537.60
Explosion (no fire)	1	2.43	1	2.43
False alarm and false call, Other	6	13.31	47	151.73
Fire, Other	0	0.00	4	23.22
Good intent call, Other	1	5.52	3	8.27
Hazardous condition, Other	1	0.52	4	4.31
Harvat release investigation w/no Harvat	0	0.00	1	0.40
Medical assist	0	0.00	31	73.64
Mobile property (vehicle) fire	3	47.74	17	195.99
Natural vegetation fire	3	7.00	16	346.92
Natural rubbish fire	1	0.94	7	17.39
Outside rubbish fire	1	0.00	10	20.24
Public service assistance	0	0.00	1	0.80
Rescue, emergency medical call (EMS), other	0	0.00	2	1.40
Service call, Other	0	0.00	4	47.84
Severe Weather & Natural Disaster - Specified	3	46.63	6	52.60
Smoke, odor problem	0	0.00	6	62.16
Special outside fire	1	2.16	1	2.16
Special type of incident, other	0	0.00	1	1.84
Steam, Other gas mistaken for smoke	0	0.00	3	18.29
Structure fire	1	14.55	16	160.05
System or detector malfunction	1	0.78	10	23.08
Unintentional system/detector operation (no fire)	0	0.00	6	18.41
Vicinity alarm	0	0.00	1	1.27
Water problem	0	0.00	3	22.81
	218	708.81	2,371	11,560.78

Category	Current Period		Prior Period	
	Count	Staff Hrs	Count	Staff Hrs
Training				
Hydrant Hook up	0	0.00	2	3.00
Active Shooter	0	0.00	39	117.50
Advanced Med. Life Support	0	0.00	14	112.00
Airway Management	0	0.00	5	20.00
Airway Skills	0	0.00	2	2.00
Alternative Fuel	0	0.00	41	61.50
Amulance Ops	0	0.00	5	3.50
Asphyxiants	0	0.00	15	11.00
Apparatus / Equipment	2	2.00	23	30.00
Apparatus Check Procedures	0	0.00	2	2.00
ASIST CORNER	0	0.00	5	2.50
audit and review	0	0.00	117	225.00
Autism Spectrum Disorder	0	0.00	1	1.00
Blood Borne Pathogens	0	0.00	26	38.00
Cadaver Lab	0	0.00	1	2.00
CARDIOGRAPHY	2	2.00	2	2.00
Cardiac	0	0.00	17	17.50
cardiovascular emergencies	0	0.00	1	2.50
Class Review	0	0.00	2	4.00
Cold Weather Emergencies	18	36.00	18	36.00
COVID-19 online idhs	0	0.00	1	1.00
CPR/NEB/ETCO2	0	0.00	2	1.00
CPR	0	0.00	5	11.50
CPR Recert	0	0.00	28	84.00
dementia	0	0.00	19	19.00
Diabetics	0	0.00	13	26.00
Documentation	2	4.00	33	57.00
Driving Apparatus & Pumping	0	0.00	6	14.00
Emergency Medical Responder	18	45.00	60	150.00
EMS Audit & Review	0	0.00	3	1.50
EMS ECHO	0	0.00	5	5.50
EMS Skills	0	0.00	53	136.50

Category	Current Period		Prior Period	
	Count	Staff Hrs	Count	Staff Hrs
Training				
EMT-B	0	0.00	69	272.00
Emergency Administration	0	0.00	2	1.00
ISO	0	0.00	6	10.00
ISO Software Reporting	0	0.00	5	10.00
Extrication	8	12.00	28	73.00
FF I-II	0	0.00	14	42.50
FF I-II SKILLS	0	0.00	12	60.00
Fire Behavior	0	0.00	22	110.00
Fire Control, General	0	0.00	5	7.50
Fire Department Organization	0	0.00	6	6.00
Fire Hose	2	1.00	2	1.00
Fire Instructor 1	12	33.00	22	59.50
Fire Search & Rescue	0	0.00	1	4.00
Fire Streams	0	0.00	2	6.00
Forcible Entry	0	0.00	1	3.00
Gas Pipe Line Safety	0	0.00	1	1.50
General Building Construction	0	0.00	1	3.00
General Driver Training	2	2.00	2	2.00
Generalized Weakness	0	0.00	11	11.00
Gain Bin	0	0.00	4	18.00
Gun Shot Wounds - Trauma	0	0.00	1	0.50
Hazard Awareness and Operations	0	0.00	6	23.00
Heat Emergencies	0	0.00	24	22.00
HIPAA	0	0.00	10	10.00
Hose Test	0	0.00	37	74.00
Human Anatomy	0	0.00	8	8.00
Ice Rescue	0	0.00	23	69.00
ICS 300	0	0.00	3	25.50
Incident Command System	2	1.00	2	1.00
Infants & Children	0	0.00	4	4.00
Infection Control	0	0.00	1	1.00
Instructor Training	0	0.00	10	26.00

Category	Current Period		Prior Period	
	Count	Staff Hrs	Count	Staff Hrs
Training				
Internal Controls	1	0.50	4	3.50
IT Maintenance	0	0.00	1	0.50
Landing Zone Helicopter	0	0.00	37	74.00
Mandatory	0	0.00	2	3.00
NAYDAY	5	5.00	27	49.00
NCI	0	0.00	55	361.00
Mega Code	2	1.00	4	2.00
NIMS MANDATORY	0	0.00	2	5.00
Obstetrics	0	0.00	3	12.00
Orientation of The EMT/Responder	0	4.00	2	4.00
P H T I S	0	0.00	22	176.00
Pathophysiology	0	0.00	5	20.00
Patient Assessment	28	53.00	28	53.00
Ped. Adv. Life Support	0	0.00	2	11.00
Pediatric Emergencies	0	0.00	24	39.00
Pediatric Trauma	0	0.00	1	0.50
PEDP & PALS Hybrid Course	0	0.00	7	28.00
Personal Protective Equip.	2	2.00	28	39.00
Pharmacology	0	0.00	21	42.00
PPH	0	0.00	1	4.00
Preplan	0	0.00	5	7.50
Protocol Review	0	0.00	1	1.50
Protocol Test	2	2.00	16	14.00
Public Education	3	3.00	8	18.00
Public Relations	3	3.00	42	159.50
Pump Operations	0	0.00	10	19.00
Respiratory Emergencies	0	0.00	7	14.00
Risk Management	0	0.00	8	4.00
Roof Ventilation	0	0.00	23	69.00
Ropes & Knots	0	0.00	14	21.00
Safety in the Workplace	4	2.00	7	3.50
Seizure	0	0.00	10	12.00

Category	Current Period		Prior Period	
	Count	Staff Hrs	Count	Staff Hrs
Training				
Sepsis	0	0.00	13	26.00
SIDS	0	0.00	16	31.00
Suicide Prevention	0	0.00	1	1.00
Tanker Ops	0	0.00	2	4.00
Technical Rescue Awareness	0	0.00	2	2.00
Test and Skills	0	0.00	2	2.00
Training Recurse	0	0.00	3	3.00
Trauma	0	0.00	19	46.00
Trauma in OB	0	0.00	11	11.00
Trauma Symposium	0	0.00	2	8.34
Victims of Abuse	0	0.00	24	28.00
Vol. EMS Bus. Mtg	0	0.00	24	36.00
Volunteer Fire Business Mtg.	29	58.00	257	330.95
Water Supply	0	0.00	1	2.00
Weather Safety	0	0.00	4	2.00
	149	271.50	1,719	3,967.79

* Staff hours for Fire Alarm responses that have an associated EMS alarm record are considered shared hours. Shared hours are posted only with the EMS alarm responses to avoid duplication of staff hours in totals.