

The Board of Public Works and Safety of Plymouth, Indiana, met in Regular Session on November 25, 2019. 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, Shiloh Milner and Bill Walters. City Attorney Sean Surrisi and Clerk-Treasurer Jeanine Xaver were also present. Board Member Jeff Houin was absent.

Members Culp and Milner moved and seconded to approve the minutes of the last regular session of the Board of Public Works and Safety on October 28, 2019. The motion carried.

The following legal notice was advertised in the Pilot Newspaper on November 8 and 18, 2019:

**116
Legals**

**NOTICE TO BIDDERS
CITY OF PLYMOUTH,
INDIANA
PW-19-038 2019 STREET &
SIDEWALK CCMG
PROJECTS**

Notice is hereby given that the CITY OF PLYMOUTH, Indiana, by and through its Board of Public Works and Safety, hereinafter referred to as the OWNER, will receive sealed bids for the CITY OF PLYMOUTH - PW-19-038 2019 STREET & SIDEWALK CCMG PROJECTS at the office of the Clerk-Treasurer of the City of Plymouth - City Hall, 124 North

**116
Legals**

Michigan Street, Plymouth, Indiana, 46563. Sealed bids are invited and may be forwarded by registered mail, addressed to the City, in care of the Clerk-Treasurer by no later than **4:30 PM (local time)** and will be considered by the OWNER at a public meeting called to open such proposals on or after **6:00 PM (local time)** on **November 25, 2019** at the City of Plymouth - City Hall, 124 North Michigan Street, Plymouth, Indiana, 46563 (Garro Street Entrance). Proposals received by the Clerk-Treasurer after 4:30 PM (local time) shall be returned unopened. The bidder shall be responsible to make sure that bids are mailed or otherwise delivered to the Clerk-Treasurer before said time. One final call for bids shall be made prior to the opening of the bids at the subject meeting. The PW-19-038 2019 STREET & SIDEWALK CCMG PROJECTS shall be the street milling/construction and hot mix asphalt placement project with ADA Ramps as described in the Specifications.

A complete set of Contract Documents and Specifications may be obtained at the Clerk-Treasurer's Office between the hours of 8:30 a.m. and 4:30 p.m., local time, Monday through Friday. A non-refundable fee of \$50.00 is required at the time of Contract Documents and Specifications package procurement. The fee will be waived for the contractors who bid on the PW-19-008 2019 STREET & SIDEWALK FALL PROJECTS. **A pre-bid meeting will be held at the City of Plymouth - Wastewater Treatment Plant; 900 Oakhill Avenue 9:00 AM on Friday, November 15, 2019.** All bids received at the Office of the Clerk-Treasurer or delivered to the meeting by 6:00 PM local time will be opened publicly and read aloud by the Board at the Board of Public Works and Safety Meeting; 124 North Michigan Street (Garro Street entrance) at the above time. Bids are to be submitted on Indiana Form No. 96 and shall be accompanied with the appropriate financial statement. Each bid shall be accompanied by a

certified check or acceptable bid bond, in a sum of not less than five percent (5%) of the total bid amount. Bids shall be in sealed envelopes, marked with the name and place of business of the bidder. E-Verify employment documentation, City Nepotism documentation, Doing Business with Iran, and Tier 1 Contractor Certification Pursuant to IC 5-16-13 documentation shall be completed and submitted with the bid documents. A performance bond equal to the contract price and a payment bond to insure the payment of subcontractors, contract laborers, material suppliers, and persons furnishing services will be required upon award of contract. No bid shall be withdrawn after scheduled closing time for receipt of bids for at least thirty (30) days. The Board reserves the right to reject any or all bids, to accept all, or any part of any bid received, and to waive any and all informalities in bidding, and to accept the lowest and/or best bid. Board of Public Works and Safety Jeanine M. Xaver Clerk-Treasurer November 8 & 18, 2019-P November 8, 18, 2019 PN307125 hspaxlp

City Attorney Surrisi made a last call for bids and opened the following sealed bids for PW-19-038 2019 Street & Sidewalk Community Crossings Matching Grant Projects:

- | | | |
|-------------------------------------|----------------|--------------|
| • E & B Paving, Inc. | Rochester, IN | \$315,627.50 |
| • Phend & Brown, Inc. | Milford, IN | \$445,682.30 |
| • Rieth-Riley Construction Co, Inc. | South Bend, IN | \$283,668.00 |
| • Walsh & Kelly, Inc. | South Bend, IN | \$292,296.70 |

Board Members Walters and Milner moved and seconded to take the bids under advisement. The motion carried.

Utility Superintendent Donnie Davidson presented the following monthly reports:

CITY OF PLYMOUTH WASTEWATER DEPARTMENT
Board of Public Works and Safety
October 2019 Monthly Report

PLANT OPERATIONS:

- | | |
|---------------------------------------|------------|
| 1. Total flow in gallons | 50,956,030 |
| 2. Average daily flow in gallons | 1,643,749 |
| 3. Rainfall | 3.32" |
| 4. Monthly average in BOD removal | 99.4% |
| 5. Monthly average in TSS removal | 97.0% |
| 6. Monthly average in Ammonia removal | 99.5% |
| 7. General plant maintenance | |
| 8. Work orders completed: | |
- 358 – Wastewater Treatment Plant
 - Completed the installation of new angle irons in the north final clarifier to block holes and strengthen baffles.
 - Dialed in the impeller tolerance on intermediate #3 pump.
 - H & G completed the cleaning of the exhaust stack and adjust the methane and natural gas boilers.
 - Cummins Crosspoint completed the preventative maintenance on the auxiliary generator at the wastewater treatment plant.
 - B.L. Anderson completed the meter calibration of the WWTP's influent and effluent flow meters.
 - Bio-roughing towers repair were made to the exterior, which was covered under warranty.
 - Removed tree that fell at the WWTP.
 - Serviced primary and final clarifiers.
 - Installed new radar level control sensor on the storm water retention basin (SWRB).
 - Installed new thermostat on heater in the pretreatment control room.
 - Installed additional piping and valving to drain the slurry store tanks.
 - Installed new safety switches on the primary clarifier drives.
 - Sealed off 1 ½" PVC non-potable water line next to the waste sludge storage tanks and replumbed system in basement of old administration building.
 - 69– Vehicle/Mobile Equipment
 - Repaired safety van and associated fuel delivery issue.
 - Replaced brakes on T-15.
 - 47 – Lift Stations
 - Completed the installation of the new controller at the Ferndale lift station including a new radar level controller.
 - Completed the installation of the new controller at the Briarwood lift station including a new radar level controller.
 - Installed new pump at the Briarwood lift station.
 - Replaced the battery in the auxiliary generator at the Goshen Rd. lift station.
 - Replaced antenna on Ferndale lift station.
 - Replaced cord on Briarwood lift station pump.
 - Installed new relays and timers to the Viaduct lift Station control panel. Cummins Crosspoint completed the preventative maintenance on the auxiliary generator at the Goshen Rd. lift station.
 - 13 - Collection System
 - 1 - Eliminated structures
 - a. East St. and Ferndale St. (K7C124).
 - 2 – Replaced structures
 - a. East St. and E. LaPorte St. (K7C110 and K7C111)
 - 1 – Replaced / adjusted castings
 - a. Replaced castings at structure (K7C110)
 - 0 – GIS data collection points
 - a.
 - 1– New structure
 - a. East St. and Ferndale St. (no I.D. at this point).
 - 3 – Point Repairs
 - a. Grouted pipes at Packard Woods (H6C316 and H6C327).
 - b. Repaired manhole on Roy St. (K6M234).
 - 1 – Mainline sewer new construction / replacement.

- a. Installed 305' of 12" PVC and 45' of 8" PVC storm sewer pipe at East St.
- 4 – Miscellaneous
 - a. Clean brush and debris from the Packard Woods detention pond.
 - b. Cleaned brush and debris from the Riverside Meadow's detention pond.
 - c. Repaired clean outs at the Briarwood development.
 - d. Installed bollards at the Ledyard lift station.

COLLECTION SYSTEM:

1. Cleaned 35,660 feet of sewer lines.
 - 326 feet during service calls.
 - 35,334 feet during preventive maintenance.
2. Televised 197 feet of sewer lines.
3. Mechanically removed roots from 0 feet of sewer lines.
4. Removed approximately 17.83 tons of silt and debris during cleaning and inspections of sewers lines.
5. Used approximately 69,425 gallons of potable water during sewer cleaning.
6. Performed routine maintenance on 10 CSO's and 16 pumping station.
7. Winterized odor control unit on 6th St.

MISCELLANEOUS



**CITY OF PLYMOUTH WATER DEPARTMENT
Board of Public Works and Safety
October 2019 Monthly Report**

PLANT OPERATIONS

Water Treated – Ledyard Water Treatment Plant	21,336,311 gallons
Water Treated – Pine Water Treatment Plant	<u>19,220,768 gallons</u>
Water Treated - Total	40,557,079 gallons
Water Treated – Daily Average – Ledyard Water Treatment Plant	688,268 gallons
Water Treated – Daily Average – Pine Water Treatment Plant	<u>620,025 gallons</u>
Water Treated – Daily Average – Combined	1,308,293 gallons

- 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.

MAINTENANCE WORK ORDERS COMPLETED

- 10– Ledyard Water Treatment Plant Maintenance
 - Peerless Midwest completed inspections and calibration of plant flow meters.
 - Lowered conduit to #3C well.
 - Installed concrete storage area on south side of equipment storage building.
 - Cummins – Crosspoint completed preventative maintenance on plant generator.
 - Flushed sample valves.
 - Inspect and adjust sodium permanganate pump #2.
 - Winterize plant and wells.
 - Driveway and parking lot crack sealed.
- 5 – Pine Water Treatment Plant Maintenance
 - Cleaned detention tanks and backwash tanks.
 - Cummins – Crosspoint completed and preventative maintenance on plant generator.
 - Peerless Midwest completed inspections and calibration of plant flow meters.
 - Winterize plant and wells.
- 20 – Mobile Equipment
 - Completed repairs to W-15 W-6, W-15, W-17, W-23, W-24, W-29 and W-30.

WATER SAMPLING

- 10 Distribution system bacteria samples, IDEM required.
- 62 Distribution system chlorine residual samples, IDEM required.
- 8 Fluoride samples, ISDH required.
- 340 Process control samples and analysis at the Ledyard Water Treatment Plant 1 samples include Ferrous Iron, Total Iron, Manganese, and Chlorine.
- 342 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 & Sodium.
- 0 Lead & Copper Samples
- 2 Extra Sampling.

SERVICE

Locates	208
Total Number of Work Orders	323
Service Disconnects	48
Service Disconnects for non-pay	54
Service Reconnects for non-pay	53
Blue Tags “Service Notice” left on door	7
Pink Tags “Insufficient Funds Notice” left on door	9
New Radio Read / Meter Installations	1
Accuracy Checks	150
After Hours Call Outs	1
Meters Repaired	1

Completed 2nd round of mandatory EPA UCMR sampling requirements.

CONSTRUCTION ACTIVITIES

- (3) Curb Stops Repaired / Replaced / Installed**
 - 10-08-2019 717 W. Adams St. – Replaced ¾” curb stop and meter pit.
 - 10-08-2019 723 W. Adams St.- Replaced ¾” curb stop and meter pit.
 - 10-18-2019 1212 N. Center St. – Replaced ¾” curb stop and added a meter pit.
- (1) Old Curb Stops Located / Capped Off at Valves**
 - 10-10-2019 Angel St. & Alexander St. – Retired 1 ½” main that served the 700-800 blocks of Angel St.
- (3) New Taps Installed**
 - 10-09-2019 2121 Walter Glaub Dr.- (CTE) Contractor Installed new 4” domestic near building.
 - 10-29-2019 304 Clark St.- Installed a new 1” tap with meter pit.
 - 10-29-2019 722 Pearl St.- Installed a new 1” tap with meter pit.
- (2) New Mains Completed**
 - 10-11-2019 Western Ave.- (Previously Bay Valley Building) 8” tap and 110’ of 8” DI fire system with 4” domestic service teeing off to a 2” meter.
 - 10-28-2019 414 W. Laporte St.- Installed 300’ of 2” water line between W. Laporte and W. Garro St.
- (2) Valves / Valve Boxes / Repaired / Replaced / Installed**
 - 10-01-2019 W. Laporte & N. Plum- replaced leaking packing on valve (J7V011).
 - 10-14-2019 Western Ave. & 30 Over Pass- replaced 10” valve (I4V007).
- (0) Hydrants Repaired / Replaced / Installed / Serviced / Painted**
- (0) Valve Exercised**
- (0) Main Breaks and Leaks Repaired**
- (1) Service Lines / New / Repaired**
 - 10-28-2019 800 W. Washington St. – added meter pit, customer installed a new service line from meter pit to house.

MISCELLANEOUS

- North water tower (Parkview St.). Fedewa Inc., painting contractors have completed repairs and painting of the water tower. Bacteria testing completed.
- Continued testing backflow devices at city owned properties.
- GPS distribution system installs and repairs.
- Installed driveway at the North Water Tower on Parkview St.
- Sandblasted and repaired welds on winter sand storage dumpster.
- New access gate installed on west side of North Water Tower.
- Employee completed drone photos of both water plants and the north water tower on Parkview St.
- Leak detection completed for 2019 by M.E. Simpson.
- Removed 6" water meter from the previous Bay Valley building on Western Ave.
- Received the State Board of Health's award for fluoride treatment and compliance.

Fire Chief Rod Miller presented the following monthly reports:

Plymouth Fire Dept

Incidents by District (Summary)

Alarm Date Between {10/01/2019} And {10/31/2019}

District	Count	Pct of Incidents	Est Losses	Pct of Losses
001 Argos	3	1.53 %	\$0	0.00 %
004 Culver	1	0.51 %	\$0	0.00 %
007 Plymouth	134	68.36 %	\$32,000	100.00 %
011 Center Twp	22	11.22 %	\$0	0.00 %
019 West Twp	29	14.79 %	\$0	0.00 %
12 Argos Paramedic Assist	2	1.02 %	\$0	0.00 %
16 Lakeville/Lapaz Paramedic Assist	1	0.51 %	\$0	0.00 %
18 Walkerton Paramedic Assist	3	1.53 %	\$0	0.00 %
30 Argos Ambulance Assist	1	0.51 %	\$0	0.00 %
Total Incident Count:	196		Total Est Losses:	\$32,000

Plymouth Fire Dept

Departmental Activity Report

Current Period: 10/01/2019 to 10/31/2019, Prior Period: 01/01/2019 to 10/31/2019

00:00 to 24:00

All Stations

All Shifts

All Units

Fire Alarm Responses, Training Classes

Category	Current Period		Prior Period	
	Count	Staff Hrs	Count	Staff Hrs
Fire Alarm Situations				
Chemical release, reaction, or toxic	2	3.82	6	108.32
Combustible/flammable spills & leaks	1	3.78	10	58.98
Cultivated vegetation, crop fire	1	25.89	2	65.31
Dispatched and cancelled en route	11	6.65	133	168.46
Electrical wiring/equipment problem	0	0.00	7	19.21
Emergency medical service (EMS) Incident	153	399.91	1,492	4,375.83
Excessive heat, scorch burns with no	1	5.44	1	5.44
Extrication, rescue	0	0.00	1	2.20
False alarm and false call, Other	5	52.46	34	256.45
Fire in mobile property used as a fixed	0	0.00	2	21.41

REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, NOVEMBER 25, 2019

Fire, Other	0	0.00	10	240.93
Good intent call, Other	2	2.42	5	9.30
Hazardous condition, Other	0	0.00	3	11.23
Medical assist	10	7.23	71	275.44
Mobile property (vehicle) fire	3	12.41	12	55.23
Natural vegetation fire	0	0.00	8	17.41
Outside rubbish fire	0	0.00	6	11.57
Public service assistance	0	0.00	1	1.28
Rescue or EMS standby	0	0.00	1	0.89
Rescue, emergency medical call (EMS),	0	0.00	2	6.57
Severe Weather & Natural Disaster -	0	0.00	1	0.00
Smoke, odor problem	1	1.92	3	12.19
Special outside fire	1	12.19	1	12.19
Steam, Other gas mistaken for smoke	1	1.35	6	24.86
Structure Fire	3	50.70	16	392.68
System or detector malfunction	0	0.00	3	8.09
Unintentional system/detector operation	1	0.98	10	15.55
Wrong location, no emergency found	0	0.00	1	1.55
	196	587.15	1,848	6,178.57

Training

12 lead interpretation	0	0.00	7	7.00
Abulance Opps	0	0.00	1	0.50
Advanced Cardiac Life Support	0	0.00	7	18.00
Air Bags	0	0.00	8	16.00
Airway Management	0	0.00	25	33.00
Airway Skills	0	0.00	9	9.00
Allergies	0	0.00	2	2.00
Anaphlaxis	0	0.00	2	2.00
Apparatus / Equipment	0	0.00	18	36.00
Ariel Operations	0	0.00	18	36.00
Bleeding Control	0	0.00	12	12.00
Blood Bourne Pathogens	0	0.00	5	5.00
Cardiac	1	1.00	1	1.00
Cardiology	0	0.00	21	51.00
chemical suicides	12	12.00	12	12.00
Communications Equipment	0	0.00	1	1.00
CPR	0	0.00	10	10.00
CPR Recert	0	0.00	37	148.00
Cric/needle cric	0	0.00	11	11.00
EMS Audit & Review	13	31.00	77	124.67
EMS Skills	0	0.00	17	14.00
EMT-B	0	0.00	10	28.00
Epi Pens	0	0.00	1	1.00
Epinephrine Administraton	0	0.00	2	1.50
ESO	0	0.00	40	49.00
FF I-II	3	6.00	115	329.00
FF I-II SKILLS	0	0.00	49	234.50
Fire Behavior	0	0.00	12	36.00
Fire Hose	5	12.50	5	12.50
Gas Pipe line Safety	0	0.00	24	50.50
General Building Construction	0	0.00	4	8.00
Grain Bin	26	48.00	26	48.00
Hand Hygiene	0	0.00	1	1.00
Hazardous Materials Overview	3	12.00	4	14.00
Hazmat Awareness and Operations	3	24.00	6	36.00
Hose Lays	0	0.00	18	36.00
Hyperthermia	0	0.00	12	12.00
Ice Rescure	0	0.00	13	39.00
Infection Control	0	0.00	1	1.00
Instructor Training	0	0.00	9	44.00
Landing Zone Helicopter	0	0.00	22	55.00

* 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.

Miller requested the board's authorization to pre-pay the following invoice for purchase order 2666:

Wiers International Trucks
 Plymouth, IN
 Logansport, IN
 Lafayette, IN



INVOICE 111819

Customer Number		
Name	City of Plymouth	
Address	124 N. Michigan St	
City	Plymouth	State IN
Zip	46563	
Contact		

Date	11/18/19
Proposal#	
Sales Rep	Tom Moran
F.O.B.	Plymouth
P.O.#	

Quantity	Description	Unit Price	Extended Price
One	New 2020 International MV607 SBA truck Chassis Vin# 3HAEWMMM8LL390213	\$52,390.00	\$52,390.00
One	TRADE: 2015 International Terrastar chassis Vin #1HTJSSKK8FH140948	-\$2,500.00	-\$2,500.00
Sub Total			49,890.00
Less Down Payment			
Less Net Allowance			
State Tax			
Federal Excise Tax			
Title/Plates			
Misc.			
Misc.			
Total Invoice			49,890.00

_____	Cash
_____	Navistar Fiancial
_____	Other

Board Members Culp and Walters moved and seconded to authorize the payment of invoice 111819 in the amount of \$49,890.00.

Miller requested the board's permission to allow Bomarko to conduct a controlled burn of a brush pile at their property located at 2400 Walter Glaub Drive.

Board Members Walters and Milner moved and seconded to allow Chief Miller to coordinate with Bomarko and have the controlled brush pile burn at 2400 Walter Glaub Drive. The motion carried.

Airport Manager Bill Sheley notified the board that he, along with City Attorney Surrisi, Mayor Senter, and a representative from AlphaFlight, met at the Indiana statehouse with folks from INDOT and the FAA to discuss the city airport's capital improvement project schedule and the plans for the airport. The hope was to decrease the timeline for the preparation and installation of a parallel taxiway from a 4-year to a 1 or 2-year period of time. Sheley said he believes the

meeting went well and he has high hopes that the city will receive federal and state funding in the requested shorter time frame and have the parallel taxiway done by the end of 2021.

City Attorney Surrisi discussed his findings of fact and conclusions of law regarding the demolition of 400 E Jefferson Street:

**BEFORE THE
CITY OF PLYMOUTH
BOARD OF PUBLIC WORKS AND SAFETY**

**IN THE MATTER OF: AN UNSAFE BUILDING AT
400 EAST JEFFERSON STREET**

**FINDINGS OF FACT AND CONCLUSIONS OF LAW REGARDING
AN ORDER TO TAKE ACTION**

On Monday, August 12, 2019, the City of Plymouth Board of Public Works and Safety, as the hearing authority under the City's Unsafe Building Ordinance, conducted a public hearing on Building Commissioner Keith Hammond's Order, of on or about July 16, 2019, regarding 400 East Jefferson Street, Plymouth, Indiana. Pursuant to Indiana Code § 36-7-9-7(d)(1), the Board now enters its written findings of fact and conclusions of law in this case, affirming the previous order, and states as follows:

FINDINGS OF FACT

1. The building located at 400 East Jefferson Street, Plymouth, Indiana, the former site of a Clark Gas Station, was previously the subject of unsafe building orders to remediate the property issued by the City of Plymouth.

2. No responsive action was taken by anyone with a substantial property interest in the property and Building Commissioner Keith Hammonds, as the enforcement authority under the City's Unsafe Building Ordinance, issued an order to demolish the building. That order was served on or about July 16, 2019.

3. The order was received, on or about July 19, 2019, by Michael Iqbal, the registered owner of the property, by certified mail at 730 Pintail Lane, Hobart, Indiana 46342.

4. As of Monday, August 12, 2019 at 5:00 p.m., the subject unsafe building had not been demolished as ordered.

5. As noticed, Building Commissioner Hammonds' order, the Board of Public Works and Safety conducted a public hearing on the order at its regularly scheduled meeting on Monday, August 12, 2019, at 6:00 p.m. At the public hearing, Building Commissioner presented evidence of the building's unsafe condition. Nobody appeared at the hearing on behalf of the registered owner of the property and no member of the public offered any evidence or argument in opposition to the order. At the conclusion of the public hearing, the Board of Public Works and Safety affirmed the order.

6. To date, the subject unsafe building has not been demolished as ordered and the time in which to appeal the Board of Public Work's and Safety's affirmation of the order, under Indiana Code § 36-7-9-8, has since expired.

7. Pursuant to Indiana Code § 36-7-9-10(b), Building Commissioner Hammonds sought to perform the demolition previously ordered. With the proposed work estimated to cost less than \$10,000.00, the City solicited quotes from qualified demolition contractors to perform the work on his behalf.

8. Quotes were received at the regularly scheduled Board of Public Works and Safety meeting on Monday, October 14, 2019. The work was awarded to Langfeldt Excavating, LLC, who submitted the lowest responsible quote in the amount of \$12,300.00.

CONCLUSIONS OF LAW

1. As previously determined at public hearing, on Monday, August 12, 2019, pursuant to Indiana Code § 36-7-9-7(d)(1), the City's Order to Take Action for demolition and removal of the unsafe building at 400 East Jefferson Street, Plymouth, Indiana, issued on or about July 16, 2019, is affirmed.

2. Pursuant to Indiana Code § 36-7-9-10(b), Building Commissioner Keith Hammonds' action as the enforcement authority to demolish the unsafe structure at the cost of \$12,300.00 is appropriate and necessary.

ENTERED by the City of Plymouth Board of Public Works and Safety this 25th day of November, 2019.

Surrisi said he is requesting approval of this document, as it is part of the submission to be recorded at the Marshall County Recorder's office. The contractor will be ready for demolition after the Thanksgiving holiday and NIPSCO is expected to have retired the utility lines no later than December 5th.

Board Members Culp and Walters moved and seconded to approve the Findings of Fact and Conclusions of Law for 400 E Jefferson Street, Plymouth, Indiana. The motion carried.

City Attorney Surrisi presented Executive Order 2019-07, Regarding Closure of Flora Street. He said this request came due to some delays in the work that PIDCO had originally presented the board, which was approved on October 28, 2019.

Board Members Walters and Culp moved and seconded to ratify Executive Order 2019-07, Regarding Closure of Flora Street.

Clerk-Treasurer Xaver requested the board's authorization to sign the Agreement Between Plymouth Community Ambulance Service and State of Indiana for its 2017 Governmental Ambulance Payment Adjustment. She said the office of Medicaid Policy and Planning received approval from the Centers for Medicare and Medicaid Services to provide a supplemental payment adjustment to in-state government owned ambulance providers for ambulance services provided during or after 2011. The payment is intended to reimburse in-state government owned ambulance providers the actual incurred costs of providing ambulance service for eligible Medicaid beneficiaries. She is anticipating payment of \$14,086.59 for services provided during 2017. For years 2014-2016, the city has received a total of \$133,000 in these reimbursements.

Board Members Culp and Walters approved authorization to sign the Agreement Between Plymouth Community Ambulance Service and State of Indiana for its 2017 Governmental Ambulance Payment Adjustment. The motion carried.

Rebecca Palmer was present to update the board on the Caring Cupboards project. She said there is now a cupboard located at the fire station, which is being used in its intended capacity. She is hoping to have the cupboard at the Police Department installed next month.

Members Culp and Milner moved and seconded to allow the payroll for November 27, 2019 and the claims for November 25, 2019 as entered in Claim Register #2019. The motion carried.

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

- Fire Department October 2019 Reports
- Wastewater Department October 2019 Report
- Water Department October 2019 Report

There being no further business to discuss, Mayor Senter declared the meeting adjourned at 6:26 p.m.

Jeanine M. Xaver, IAMC, CMC
Clerk-Treasurer

APPROVED:

Mark Senter, Mayor