

The Board of Public Works and Safety of Plymouth, Indiana, met in Regular Session on October 12, 2015, at 6:00 p.m. in the Council Chambers of the City Building, 124 N. Michigan St., Plymouth, IN.

Mayor Senter presided for Board Members Culp, Ecker, Grobe and Smith. City Engineer Gaul, City Attorney Surrisi and Clerk-Treasurer Xaver were also present.

Board Members Ecker and Culp moved and seconded to approve the minutes of the last regular session of the Board of Public Works and Safety on September 28, 2015 and the last executive session of the Board of Public Works and Safety on October 5, 2015, as presented since they have been reviewed and found to be correct. The motion carried.

Board Member Grobe thanked the Fire Department and their staff for the open house they conducted during Fire Prevention Week.

Utility Superintendent Davidson presented the Wastewater and Water Department reports for September 2015:

**CITY OF PLYMOUTH WASTEWATER DEPARTMENT
Board of Public Works and Safety
September 2015 Monthly Report**

PLANT OPERATIONS:

- | | |
|--|------------|
| 1. Total flow in gallons | 65,911,240 |
| 2. Average daily flow in gallons | 2,197,041 |
| 3. Rainfall | 3.65" |
| 4. Monthly average in BOD removal | 98.9% |
| 5. Monthly average in TSS removal | 97.1% |
| 6. Monthly average in Ammonia removal | 99.2% |
| 7. General plant maintenance | |
| 8. Sims Roofing completed the roof replacement project on the secondary control building | |
| 9. Work orders completed: | |
| • <u>260 – Wastewater Treatment Plant</u> | |
| ➤ Rebuild #2 primary sludge pump | |
| ➤ Repair scum beach drain line | |
| ➤ Replace seal on grit pump | |
| • <u>63 – Vehicle/Mobile Equipment</u> | |
| ➤ Vactor repairs | |
| • <u>27 – Lift Stations</u> | |
| ➤ Upgrade SCATA controls for the Showland lift station | |
| ➤ Upgrade SCATA controls for the Goshen Rd. lift station | |
| • <u>57 – Collection System</u> | |
| ➤ 0 - Eliminated structures | |
| a. | |
| ➤ 3 – Replaced structures | |
| a. (1) – (K6C227) | |
| b. (1) – (J7C051) | |
| c. (1) – Grand Ave. (J6M323) Spectro Tech Liner | |
| ➤ 1 – Replaced/adjusted castings | |
| ➤ 19 – GIS data collection points | |
| ➤ 1 – Point repair | |
| a. Pennsylvania Ave. & LWE -12" bypass at (L7M018) | |
| ➤ 0 – New structure | |
| a. | |
| ➤ 0 – Mainline sewer replacement | |
| a. | |
| ➤ 1 – Miscellaneous | |
| a. Grease removal demonstration | |

MEETINGS ATTENDED:

- 09-02 Midwestern Engineers – WWTP Improvements Design
- 09-09 Pre-bid Meeting - Floodway Structure Demolition Project
- 09-14 Board of Public Works and Safety
- 09-16 Zentis – Future Operations
- 09-17 Department Head Meeting
- 09-22 Midwestern Engineers – Utilities Extension Goshen Rd. & Randolph St. Area
- 09-23 City Safety Meeting
- 09-25 Gibson Ins. – Agility Recovery
- 09-28 Board of Public Works and Safety

09-29 Water Environment Association – Annual Conference in Chicago, Equipment Presentations

COLLECTION SYSTEM:

1. Cleaned 1,538 feet of sewer lines
 - 255 feet during service calls
 - 1,283 feet during preventive maintenance
2. Televised 0 feet of sewer lines
3. Mechanically removed roots from 100 feet of sewer lines
4. Removed approximately 0.77 tons of silt and debris during cleaning and inspections of sewers lines
5. Used approximately 4,050 gallons of potable water during sewer cleaning
6. Inspected and cleaned 249 storm inlets
7. Performed routine maintenance on 10 CSO's and 16 pumping station

**CITY OF PLYMOUTH WATER DEPARTMENT
Board of Public Works and Safety
SEPTEMBER 2015 Monthly Report**

PLANT OPERATIONS

Water Treated September – Ledyard Water Treatment Plant	32,024,419 gallons
Water Treated September – Pine Water Treatment Plant	<u>24,595,491 gallons</u>
Water Treated - Total	56,617,710 gallons

Water Treated – Daily Average – Ledyard Water Treatment Plant	1,067,481 gallons
Water Treated – Daily Average – Pine Water Treatment Plant	<u>819,850 gallons</u>
Water Treated – Daily Average - Combined	1,887,257 gallons

- Backwashed filters at Ledyard Water Treatment Plant 10 times for a total of 530,000 gallons
- Backwashed filters at Pine Water Treatment Plant 15 times for a total of 945,000 gallons
- Total backwash usage for the month was 1,475,000 gallons

MAINTENANCE WORK ORDERS COMPLETED

- 23 - Ledyard Water Treatment Plant Maintenance
 - Inspected north and west water towers
 - Cleaned and inspected influent and effluent chlorine injectors
 - Cleaned and inspected east and west venturi meter supply lines
 - Flushed out samples valves on pressure filters
 - Replaced front gate pole light
 - Repaired generator block heater
 - Cleaned cooling coils on A/C unit
 - Peerless Midwest performed annual performance tests on all 3 wells and calibrate well meters
 - Living Waters performed annual inspection and preventative maintenance on chlorine feed system
- 23 – Pine Water Treatment Plant Maintenance
 - Cleaned and inspected lines to chlorine analyzer
 - Cleaned and inspected effluent and influent chlorine injectors
 - Performed monthly generator test
 - Replaced security light at entrance to plant
 - Cleaned and inspected air release system
 - Rebuilt #2 permanganate pump
 - Removed VFD on high service pump for repairs
 - Peerless Midwest performed annual performance tests on all 3 wells and all four high service pumps
 - Living Waters performed annual inspection and preventative maintenance on chlorine feed system and chemical feed systems
- 26 – Mobile Equipment
 - Inspected equipment on all trucks
 - Equipment inspection and oil change and on Bobcat E-50 Excavator and Hycon Hydro Power Pack
 - Equipment inspection on Wachs Valve Exerciser
 - Equipment inspection on Mole, Tapping machine, 1" Honda pump, Sullair, Gehl, and LT6000 Tamper
 - Repaired wiring on backhoe trailer

WATER SAMPLING

- 10 Distribution system bacteria samples, IDEM required
- 60 Distribution system chlorine residual, IDEM required
- 8 Fluoride samples, ISDH required

- 327 Process control samples and analysis at the Ledyard Water Treatment Plant samples includes Ferrous Iron, Total Iron, Manganese, and Chlorine
- 438 Process control samples and analysis at the Pine Water Treatment Plant samples includes Ferrous Iron, Total Iron, Manganese and Chlorine
- 0 THM's
- 0 HAA5's
- 0 VOC's sets
- 0 SOC's / Nitrates
- 0 Radionuclide (1) ea. Ledyard Plant and Pine Plant
- 2 IOC & Sodium, 1 – set each plant
- 12 Extra samples - distribution, plant and wells

SERVICE

Locates	183
Total Number of Work Orders	141
Service Disconnects	20
Service Disconnects for non-pay	45
Service Reconnects for non-pay	40
Blue Tags "Service Notice" left on door	10
Pink Tags "Insufficient Funds Notice" left on door	5
New Radio Read / Meter Installations	2
Accuracy checks	55
After Hours Call Outs	3
Meters repaired	0
Hydrants Serviced	0
Hydrants Sandblasted and Painted	0

CONSTRUCTION ACTIVITIES

- (1) Curb Stops Repaired / Replaced / Installed**
09-02-2015 321 – 323 N. Walnut St. – Relocated ¾" curb stop and installed new box, rod, meter pit and setter
- (1) Old Curb Stops Located / Capped Off at Valve**
09-16-2015 401 Cleveland St. – Retired ¾" service at the main and the corporation stop, house to be removed
- (0) New Taps Installed**
- (0) New Mains Completed**
- (0) Valves / Valve Boxes / Repaired or Replaced / Valve Boxes Repaired or Replaced**
- (23) Hydrants Repaired / Replaced / Installed / Serviced / Painted**
September Sand blasted and painted 19 hydrants / Painted 4 hydrants
- (0) Valves Exercised**
- (0) Main Breaks and Leaks Repaired**
- (3) Service Lines / New / Repaired**
9-10-2015 627 Ferndale St. – New service line on home owner's side. Installed pit and meter setter outside of house. (new curb stop, box and rod)
9-14-2015 213 E. Jefferson St. - Leak on ¾" service line / clamped
9-15-2015 1245 Lincolnway East – Installed new pit. Relocated it from crawlspace and out in new curb stop

MISCELLANEOUS

- September West water tower cleaned and inspected
- September Assisted street department concrete crew installing new sidewalks and driveways at Ledyard Plant
- September Assisted in main extension for Oakhill Drive under river to E. LaPorte St.
- September Installed new parking area at Ledyard Plant
- September Set up and break down water supply system for the Blueberry Festival and the Barbeque Cook Off
- September Five employees attended the Fall AWWA conference at Schererville, IN

WATER DEPARTMENT IMPROVEMENT PROJECTS

- September Division 1 – Ledyard Water Treatment Plant Improvements
 1. Job trailer set up
 2. Parking area constructed
 3. Utility pot holing
- September Division 2 – 12" Water main W. LaPorte St. to Oakhill Ave.

- 1. Both main line taps completed
- 2. River crossing complete
- 3. Lake Ave. crossing complete
- September Division 3 – Storage Building
 - 1. Roof, exterior and interior sheeting complete
 - 2. Overhead doors complete
 - 3. Gutters complete
 - 4. Electrical complete
 - 5. Insulation complete
 - 6. Roadway grading complete

Superintendent Davidson provided an update on the Water and Wastewater Department projects. The roof replacement project at the Wastewater Treatment Plant has been completed as of September 17th and was one week ahead of schedule. Division II of the Water Department Project, which is the 12 inch water main replacement from W. LaPorte Street to Oakhill Avenue, is approximately 90% completed. Division III of the Water Department Project, which is the storage building at the Ledyard Plant, is close to be substantially completed. The estimated completion date is November 17, 2015. Division I of the Water Department Project, which is the renovation of the Ledyard Plant, is on schedule with Thieneman Construction. They have started underground construction of the electric conduits and gas lines. Part of the project is to replace the electrical services to the plant.

Davidson explained that the City has not yet been billed for the work by NIPSCO to relocate the lines and upgrade the service, but that payment must be paid before being able to proceed. He requested the Board's permission proceed with the NIPSCO contract and payment for those services. The cost is just under \$30,000.

Board Members Smith and Grobe moved and seconded to approve the service contract with NIPSCO and payment of the estimated \$30,000 to relocate and upgrade service. The motion carried.

Building Commissioner Hammonds presented the 2015 Third Quarter Report for his department:

**Building Commissioners
2015 Third Quarter Report**

TYPE OF CONSTRUCTION	ESTIMATED COST	Permit Cost	R/C
Accessory 10	\$5,465,675.00	\$4,998.00	C 18 R 44
Addition 7			
Deck 10			
Demolition 2			
Fence 4			
Plumbing 1			
Pool 4			
Porch 3			
Renovation 9			
Sign 7			
Sign temp 2			
Single Family 3			
Total 62			

Submitted the 12 day of October 2015

2014 Third Quarter Report

75 - Permits issued
Estimated cost of construction \$4,260,089.79

Hammonds also explained that all building permits are now completed online. He provided an update on the residence at 2220 Lake Avenue. An inspection was conducted on October 12, 2015 and the house is almost empty. Hammonds also gave an update for 400 E Jefferson Street regarding Mr. Iqbal. He is unsure if Mr. Iqbal is conducting any business at this location. City Attorney Surrisi stated that Attorney Clevenger is no longer representing Iqbal legally and the case has been taken over by Bill Fortin. There remains a dispute over the land contract and who currently owns the property.

Fire Chief Miller presented the Fire Department's September 2015 Reports:

**Plymouth Fire Department
Departmental Activity Report**

Current Period: 09/01/2015 to 09/30/2015, Prior Period: 01/01/2015 to 09/30/2015

00:00 to 24:00

All Stations

All Shifts

All Units

Fire Alarm Responses, EMS Alarm Responses, Training Classes

Category	Current Period		Prior Period	
	Count	Staff Hrs	Count	Staff Hrs
EMS Alarm Situations				
No Location Provided	191	699.15	1,656	12,221.33
	191	699.15	1,656	12,221.33
Fire Alarm Situations				
Accident, potential accident	0	0.00	2	0.00
Chemical release, reaction, or toxic	0	0.00	4	0.00
Combustible/flammable spills & leaks	2	0.00	6	0.00
Controlled burning	0	0.00	1	0.00
Dispatched and cancelled en route	6	0.00	100	0.00
Electrical wiring/equipment problem	1	0.00	15	0.00
Emergency medical service (EMS) Incident	141	0.00	1,258	0.00
Extrication, rescue	0	0.00	1	0.00
False alarm and false call, Other	6	0.00	33	0.00
Fire in mobile property used as a fixed	1	0.00	2	0.00
Fire, Other	0	0.00	3	0.00
Good intent call, Other	4	0.00	13	0.00
Hazardous condition, Other	0	0.00	1	0.00
Malicious, mischievous false alarm	0	0.00	1	0.00
Medical assist	11	0.00	115	0.00
Mobile property (vehicle) fire	1	0.00	7	0.00
Natural vegetation fire	2	0.00	17	0.00
Outside rubbish fire	1	0.00	5	0.00
Overpressure rupture, chemical reaction	0	0.00	1	0.00
Person in distress	0	0.00	2	0.00
Public service assistance	4	0.00	12	0.00
Rescue, emergency medical call (EMS),	2	0.00	2	0.00
Service call, Other	0	0.00	1	0.00
Severe Weather & Natural Disaster -	1	0.00	1	0.00
Smoke, odor problem	0	0.00	4	0.00
Special outside fire	1	0.00	3	0.00
Special type of incident, other	1	0.00	1	0.00
Steam, Other gas mistaken for smoke	0	0.00	2	0.00
Structure Fire	1	0.00	10	0.00
System or detector malfunction	3	0.00	7	0.00
Unauthorized burning	0	0.00	1	0.00

REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, OCTOBER 12, 2015

Category	Current Period		Prior Period	
	Count	Staff Hrs	Count	Staff Hrs
Fire Alarm Situations				
	191	0.00	1,656	0.00
Training				
Active Shooter	0	0.00	7	7.00
Advanced Cardiac Life Support	0	0.00	2	11.00
Airway Management	0	0.00	9	9.00
Apparatus / Equipment	28	56.00	29	57.00
Apparatus Check Procedures	0	0.00	2	2.00
Apparatus Drafting	0	0.00	2	6.00
Ariel Operations	6	27.00	20	58.00
Autism Disorder	0	0.00	3	1.50
Cardiac Assessment	0	0.00	9	20.00
Chest and Abdominal Injuries	0	0.00	2	4.00
Class Final	0	0.00	4	16.00
Class Review	0	0.00	3	12.00
Combat Ready Firefighting	0	0.00	7	59.50
CPR	0	0.00	34	67.00
Debriefing	33	66.00	33	66.00
Diabetics	0	0.00	3	4.00
Documentation	0	0.00	40	40.00
Drug Addiction	1	6.00	1	6.00
Emergency Medical Services	0	0.00	3	15.00
EMS Audit & Review	1	0.25	124	113.55
EMS Operations	0	0.00	1	9.00
EMS Skills	36	128.00	38	128.00
EMT-B	0	0.00	65	1,658.00
Extrication	0	0.00	48	94.00
FF I-II	27	107.50	100	371.50
FF I-II SKILLS	0	0.00	15	52.50
Fire Behavior	0	0.00	1	8.00
Fire Board	1	3.00	1	3.00
Fire Department Organization	0	0.00	5	5.00
Fire Fighter I Skills Exam	0	0.00	5	10.00
Fire Investigation	0	0.00	1	4.00
Fire Preplan	0	0.00	71	121.50
Fire Streams	22	132.00	22	132.00

* 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.

REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, OCTOBER 12, 2015

Category	Current Period		Prior Period	
	Count	Staff Hrs	Count	Staff Hrs
Training				
Fireman Health and Safety	0	0.00	1	2.00
Gas Pipe line Safety	0	0.00	5	12.50
General And Topographic Anatomy	0	0.00	1	4.00
Hazardous Materials Overview	1	4.00	37	137.50
Hazmat Awareness and Operations	1	2.00	29	106.00
Heart Monitor, 12 lead, defib,	0	0.00	10	10.00
Hose Lays	2	4.00	2	4.00
Hose Loads	0	0.00	53	116.06
Hose Test	0	0.00	50	100.00
Hypothermia	0	0.00	2	8.00
Infants & Children	0	0.00	9	41.00
Instructor Training	0	0.00	10	22.00
Instructor's Meeting	0	0.00	11	5.50
Ladders	0	0.00	31	62.00
LP Gas	1	4.00	1	4.00
Medical Video	0	0.00	2	1.00
Modern Fire Attack	1	4.00	1	4.00
New Construction Tour	0	0.00	3	6.00
Obstetrics	0	0.00	4	8.00
Oxygen admin	0	0.00	9	9.00
Patient Assessment	0	0.00	15	13.50
Penetrating Trauma	0	0.00	2	4.00
Personal Protective Equip.	19	38.00	19	38.00
Physical Ability Test	0	0.00	15	30.00
Physicians Order Scope Treatment	0	0.00	1	2.00
PPE	0	0.00	5	15.00
Preplan	0	0.00	13	19.50
Public Education	0	0.00	34	368.50
Public Fire Ed	6	30.00	9	45.00
Pump Operations	0	0.00	34	65.00
Reading Smoke - the Sequel	0	0.00	2	18.00
Safe Haven	0	0.00	7	7.00
SCBA	0	0.00	3	2.25
Shock	0	0.00	5	16.00
Splinting	0	0.00	2	0.00
Sprinkler Systems	0	0.00	1	9.00

Category	Current Period		Prior Period	
	Count	Staff Hrs	Count	Staff Hrs
Training				
Staff Meeting	0	0.00	10	20.00
Strategic and Tactical Operations	1	4.00	21	102.00
Survival Box	0	0.00	36	73.50
Table Top Exercise	0	0.00	1	4.00
Training Lecture	0	0.00	3	25.00
Truck Company Ops	0	0.00	5	45.00
Volunteer Fire Business Mtg.	25	37.50	253	502.00
Well-Being of EMT	0	0.00	13	19.50
Workforce Survey	0	0.00	1	0.00
	212	653.25	1,491	5,277.36

**Plymouth Fire Department
Incidents by District (Summary)**

Alarm Date Between {09/01/2015} And {09/30/2015}

District	Count	Pct of Incidents	Est Losses	Pct of Losses
002 Bourbon	1	0.52 %	\$0	0.00 %
004 Culver	1	0.52 %	\$0	0.00 %
007 Plymouth	131	68.58 %	\$1,150	100.00 %
011 Center Twp	34	17.80 %	\$0	0.00 %
019 West Twp	16	8.37 %	\$0	0.00 %
12 Argos Paramedic Assist	2	1.04 %	\$0	0.00 %
15 Culver Paramedic Assist	1	0.52 %	\$0	0.00 %
16 Lakeville/Lapaz Paramedic Assist	1	0.52 %	\$0	0.00 %
18 Walkerton Paramedic Assist	4	2.09 %	\$0	0.00 %
Total Incident Count:	191		Total Est Losses:	\$1,150

Chief Miller presented the following out-of-town training requests:

- John Grolich, EMS Conference on October 31, 2015 at Parkview in Fort Wayne, IN;
- Michael Jernstrom, Pediatric Trauma Symposium on November 13, 2015 at Parkview Hospital in Fort Wayne, IN;
- Kimberly Irsa, Prehospital Emergency Response Symposium on October 31, 2015 at Parkview in Fort Wayne, IN
- Kimberly Irsa, PHILS on November 2 and 3 , 2015 at Clay Fire Station 22;
- Kimberly Irsa, ACLS on November 6, 2015 at Tri County Ambulance Service in Wakarusa, IN;
- Kimberly Irsa, PALS on November 13, 2015 at Tri County Ambulance Service in Wakarusa, IN

The classes are free for attendees, but employees will be compensated for their time spent at the training.

The board approved the training by consensus.

Miller also asked to make a conditional offer of employment to Jesus Garcia for the open firefighter position.

Board Members Ecker and Smith moved and seconded to make a conditional offer of employment to Jesus Garcia. The motion carried.

Street Superintendent Marquardt notified the Board that the sidewalks on Center and Liberty streets have been completed by Niblock's subcontractor.

City Engineer Gaul presented a request from United Telephone Company of Indiana (Century Link) – ElectriCom for permission to perform work in the City's Right of Way for telephone installation maintenance at Pidco and Broadway Streets. A cash financial guarantee for the project is requested in the amount of \$5,000.00.

Board Members Smith and Ecker moved and seconded to approve the recommendation and cash financial guarantee. The motion carried.

City Engineer Gaul also presented a request on behalf of The Robert Henry Corporation regarding the Redevelopment Commission's Downtown Brick Restoration Project. The Robert Henry Corporation is requesting permission from the Board of Public Works and Safety to Work in the City

Right of Way (side streets) and block off parking spaces in the downtown area to perform the work. Also they plan to utilize an area for storage out of the right of way. They have requested permission from INDOT to work in the SR 17 Right of Way and have received their permit.

Board Members Culp and Grobe moved and seconded to approve the request. The motion carried.

Board Members Smith and Grobe moved and seconded to allow the salaried payroll for September 16 - 30, 2015, and the claims for October 12, 2015 as entered in Claim Register #2015, including payment to NIPSCO in an amount not-to-exceed \$30,000 for upgraded service at the Ledyard Water Treatment Plant. The motion carried.

There being no further business to discuss, Members Grobe and Culp moved and seconded to adjourn the meeting. The motion carried and the meeting was declared adjourned at 6:14 p.m.

S/Jeanine M. Xaver
Clerk-Treasurer

APPROVED:

S/Mark Senter
Mayor