

The Board of Public Works and Safety of Plymouth, Indiana, met in Regular Session on July 22, 2019. The meeting was held in the Council Chambers, 124 N. Michigan St., Plymouth, Indiana. Mayor Senter called the meeting to order at 6:00 p.m.

Mayor Senter presided for Board Members Culp, Houin, Milner and Walters. City Attorney Surrisi and Clerk-Treasurer Xaver were also present.

Board 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 July 8, 2019. The motion carried.

Mayor Senter announced that the Rees Theatre will begin work on the alley wall on the back side of their building starting on Monday, July 29, 2019. The work could last up to two weeks and the alley will be closed during that time.

Utility Superintendent Davidson presented the following monthly reports:

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

**PLANT OPERATIONS:**

- |                                                                                                                                    |            |
|------------------------------------------------------------------------------------------------------------------------------------|------------|
| 1. Total flow in gallons                                                                                                           | 75,296,300 |
| 2. Average daily flow in gallons                                                                                                   | 2,509,877  |
| 3. Rainfall                                                                                                                        | 6.68"      |
| 4. Monthly average in BOD removal                                                                                                  | 98.5%      |
| 5. Monthly average in TSS removal                                                                                                  | 96.4%      |
| 6. Monthly average in Ammonia removal                                                                                              | 97.8%      |
| 7. General plant maintenance                                                                                                       |            |
| 8. Work orders completed:                                                                                                          |            |
| ➤ <u>262 – Wastewater Treatment Plant</u>                                                                                          |            |
| ➤ Completed troubleshooting of the ultra violet disinfection system including ballast, quartz sleeve, and bulb-socket replacement. |            |
| ➤ Henry P. Thompson installed replacement controller in the ultra violet disinfection system.                                      |            |
| ➤ Adjusted bar screen drive chains.                                                                                                |            |
| ➤ Completed rebuild of Mono-flow sludge circulating pump.                                                                          |            |
| ➤ Infrared inspection on all plant and lift station electrical connections 6/13/19.                                                |            |
| ➤ Replaced the capacitor on blower unit for the A/C in administration building.                                                    |            |
| ➤ <u>122 – Vehicle/Mobile Equipment</u>                                                                                            |            |
| ➤ Replaced voltage regulator on portable auxiliary generator.                                                                      |            |
| ➤ Replaced throttle on T-24.                                                                                                       |            |
| ➤ Replaced transmission lines on T-13.                                                                                             |            |
| ➤ Repaired electrical connection issue for headlights on T-3.                                                                      |            |
| ➤ <u>32 – Lift Stations</u>                                                                                                        |            |
| ➤ Installing conduits, slide rail, piping and invert in wet well and valve vault at the Candy Ln. lift station project.            |            |
| ➤ Replaced electrical contactors in the Showland lift station.                                                                     |            |
| ➤ Installed 2" underground electrical conduits for power feed from REMC to Showland lift station.                                  |            |
| ➤ Replaced level transducer in the Jail lift station.                                                                              |            |
| ➤ <u>12 - Collection System</u>                                                                                                    |            |

- 0 - Eliminated structures
  - a.
- 4 – Replaced structures
  - a. Replaced inlet structure (I6C353) at W. Washington St. & N. Second St.
  - b. Replaced structures (I6M120, I6C130 and I6C129) at W. Harrison St. and Fourth St.
- 1 – Replaced / adjusted castings
  - a. Replaced casting at structure (I6C353) at W. Washington St. & N. Second St.
- 0 – GIS data collection points
  - a.
- 0– New structure
  - a.
- 0 – Mainline sewer new construction / replacement.
  - a.
- 7 – Miscellaneous
  - a. Grout structure (K7M106) at Kingston Rd. & Ferndale St.
  - b. Sealed storm lines at structure (K7M108) at completion of Candy Ln. Storm Sewer Project.
  - c. Repaired sinkhole at structure (J6C353) in Founders Park.
  - d. Replaced 32’ of 36” RCP storm sewer in the 700 block of Ferndale St.
  - e. Connected 6” field tile into structure (K6C332), 1001 E. Jefferson St.
  - f. Repaired broken storm sewer in 400 block of Conger St.
  - g. Grouted structure (J8M120) on Chester St.

**COLLECTION SYSTEM:**

1. Cleaned 6,396 feet of sewer lines.
  - 796 feet during service calls.
  - 5,600 feet during preventive maintenance.
2. Televised 1,677 feet of sewer lines.
3. Mechanically removed roots from 0 feet of sewer lines.
4. Removed approximately 3.20 tons of silt and debris during cleaning and inspections of sewers lines.
5. Used approximately 23,350 gallons of potable water during sewer cleaning.
6. Performed routine maintenance on 10 CSO’s and 16 pumping station.

**MISCELLANEOUS**

- IDEM inspection of wastewater treatment facility on 6/11/19.
- CDL practice.
- Three employees attended chlorine handling and safety seminar at Century Center in South Bend, sponsored by Alexander Chemical on 6/14/19.

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

**PLANT OPERATIONS**

Water Treated – Ledyard Water Treatment Plant gallons	28,125,656
Water Treated – Pine Water Treatment Plant gallons	<u>13,396,186</u>
Water Treated - Total gallons	41,521,842
Water Treated – Daily Average – Ledyard Water Treatment Plant	958,307 gallons
Water Treated – Daily Average – Pine Water Treatment Plant	<u>446,540 gallons</u>
Water Treated – Daily Average – Combined gallons	1,404,847

- Backwashed filters at Ledyard Water Treatment Plant 7 times for a total of 588,000 gallons.
- Backwashed filters at Pine Water Treatment Plant 11 times for a total of 1,056,000 gallons.
- Total backwash usage for the month was 1,644,000 gallons.

**MAINTENANCE WORK ORDERS COMPLETED**

- 8 – Ledyard Water Treatment Plant Maintenance
  - Completed installing bird shields on the east detention tank.
  - Flushed water lines and chlorine analyzer.
  - Repaired de-humidifier #2.
- 7 – Pine Water Treatment Plant Maintenance
  - Flushed water lines and chlorine analyzer.
  - Removed weather covers at wells E-5 & F-6.
- 17 – Mobile Equipment
  - Completed repairs to W-6.
  - Completed repairs to W-28 Toro mower.
  - Completed repairs to W-11.
  - Completed repairs to W-2.
  - Completed repairs to W-29.
  - Completed repairs to W-1.

**WATER SAMPLING**

- 10 Distribution system bacteria samples, IDEM required.
- 60 Distribution system chlorine residual samples, IDEM required.
- 8 Fluoride samples, ISDH required.
- 328 Process control samples and analysis at the Ledyard Water Treatment Plant 1 samples include Ferrous Iron, Total Iron, Manganese, and Chlorine.
- 277 Process control samples and analysis at the Pine Water Treatment Plant samples. Includes Ferrous Iron, Total Iron, Manganese and Chlorine.
- 4 THM’s – Sample for 4th quarter.
- 4 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	180
Total Number of Work Orders	237
Service Disconnects	13
Service Disconnects for non-pay	41
Service Reconnects for non-pay	44
Blue Tags “Service Notice” left on door	4
Pink Tags “Insufficient Funds Notice” left on door	1
New Radio Read / Meter Installations	0
Accuracy Checks	133
After Hours Call Outs	0
Meters Repaired	0

**CONSTRUCTION ACTIVITIES**

- (0) Curb Stops Repaired / Replaced / Installed**
- (0) Old Curb Stops Located / Capped Off at Valves**
- (1) New Taps Installed**  
06-24-2019 Installed 1” tap for pressure test on North Liberty project.
- (1) New Mains Completed**  
06-17-2019 N. Liberty St. Project- Installed approximately 750’ of 8” ductile iron water main.
- (3) Valves / Valve Boxes / Repaired / Replaced / Installed**  
06-03-2019 Candy Lane project - repaired or adjusted 4 service valve boxes.  
06-04-2019 Candy Lane & Lincolnway East- Kerf cut street box (L7V002).

- 06-14-2019 N. Liberty St. & W. Jefferson St.- Installed 8” valve for main project.
- (1) **Hydrants Repaired / Replaced / Installed / Serviced / Painted**  
06-20-2019 Installed a new hydrant with auxiliary valve for the N. Liberty St. project.
- (0) **Valve Exercised**
- (1) **Main Breaks and Leaks Repaired**  
06-28-2019 1009 Nutmeg Road- Repaired a 4” main break.
- (3) **Service Lines / New / Repaired**  
06-09-2019 900 Oakhill Ave. – Assisted in repairing a 2” leak to the Centrifuge building.  
06-27-2019 515 Beerenbrook St. – Repaired leak on service line.  
06-27-2019 607 S. Michigan St.- Repaired leak on service line.

### **MISCELLANEOUS**

- Installed 2” conduit for the wastewater at Showland lift station.
- Completed Uni-directional Flushing of water mains.
- Consumer Confidence Report was delivered to customers on 6/5/19.
- Hauled in 5 loads of top soil donated by Pretzel’s Inc.
- AT&T continuing upgrading antennas on the north tower.
- Staff meeting on disconnects and customer rudeness.
- Derrick Collins attended “Chlorine Handling / Safety Course” at the Century Center – South Bend, sponsored by Alexander Chemical on 6/14/19.
- Fire flow test for AZZ Galvanizing on Jim Neu Dr.
- Fire hydrant ran over at Gary Dr. & Pioneer Dr. – hit and run, appeared to be a tractor/trailer.

Street Superintendent Marquardt reviewed the sidewalk request from Jim Emond at 421 Webster Avenue. He said he inspected this area and the only bad part of the sidewalk appears to be right at their driveway. He noted that even if the sidewalk was fixed, the driveway would have to be repaired on either side of that sidewalk. The sidewalk does end about 5-feet past this area. Marquardt said the rest of the sidewalk is in relatively good condition and he does not recommend fixing the sidewalk in this area at this time. He will contact Mr. Emond and inform him of the decision.

City Engineer Gaul said he was supposed to have two right-of-way requests from PirTano, but those have not been submitted at this time. He had nothing else to discuss.

Clerk-Treasurer Xaver presented the following requests:

Caring Cupboards Community Outreach Program to place little outside food pantries in front of police and fire stations. S/ Rebecca Palmer, 321 Pennsylvania Ave, Plymouth, 317-984-0432

Ms. Palmer was present to discuss the request. She said the request is to install outside emergency food pantries and the hope is to place one in front of either the fire station, police station, or both. Her hope is to target the working poor who are unable to make it to food pantries during the day. The South Bend Tribune has donated six vending boxes for her cause, which can be painted to either stand out or blend in with the color scheme of the surrounding buildings – which ever the board would prefer. Patrons would be able to go to the box, open it,

and get canned goods, cleaning supplies, and pet supplies. She said that she, along with the United Church of Christ congregation, have agreed to monitor the pantries.

Houin asked if she has been in contact with local food pantries/services. Palmer said the Neighborhood Center has been very supportive. There have been discussions about having a box at their location, however, Palmer feels the police or fire station would be more appropriate because they are safe places that are well lit and easy to monitor. She said the Park Board discussed having an emergency food pantry in one of the parks, and the board was supportive, but concerned that there might be vandalism since there are not always people around in the park.

There was discussion about having the boxes up on a trial basis to see how it goes. Fire Chief Miller said he has an area on the south side of the building where the box could be located. He said he would only ask for it to be removed if there became a nuisance or looting problem. Police Chief Bacon said there is possibly an area in the front of the building next to the steps where a box could be located, but he would prefer it only be located in the front of the police station.

Walters said he thinks it is worth trying and wants them to be monitored closely for 60 days and then reviewed. Milner asked if Palmer would be able to bring a report back to the board in 60 days. Palmer said yes.

Board Members Houin and Walters moved and seconded to approve the request as presented. The motion carried.

Clerk-Treasurer Xaver presented the following requests:

HIS Small Wonders Preschool would like to use the parking lot next to the building for our scholarship garage sale on the above mentioned dates (August 1 and 2) from 8:00am – 3:00pm. S. Kristi Nate, Owner, 220 N Center St, Plymouth, 574-780-4072

Board Members Houin and Milner moved and seconded to approve the request as presented. The motion carried.

Board Members Walters and Culp moved and seconded to allow the payroll for July 31, 2019 and the claims for July 22, 2019 as entered in Claim Register #2019. The motion carried.

Board Members Houin and Culp moved and seconded to approve the following communications:

- Water Dept – June 2019 Report
- Wastewater Dept – June 2019 Report

The motion carried.

Building Commissioner Keith Hammonds provided an update to the board regarding the property at 881 Broadway Street. He said that he and City Attorney Surrisi have been in contact with both property owners. Four parcels of land are owned by one individual and one parcel is owned by another individual. Hammonds said they are hoping the owners can come to an agreement so the building can be saved rather than torn down.

Walters said he has seen garbage outside the building and assumed that someone was working there. Hammonds said the owner of the four parcels does have someone working there to fix the building up, but the water service runs through the other side of the building and until the owners can come to an agreement, water service cannot be connected.

There was discussion regarding the consequences if they cannot come to an agreement. Hammonds said the property will need to be demolished if they cannot come to an agreement. Houin asked what process the city needs to go through to have the property demolished. Hammonds said the process has already begun: notifications have been sent to owners and the order is currently in effect. City Attorney Surrisi said that there two routes that can be taken under the unsafe building statute. One would be to file a complaint with the circuit court (section 17) and the other is to hire a contractor to demolish the building since the board has already affirmed the demolition order (section 10). Indiana Code outlines each path the city can take if they so choose. Culp asked if filing with the court would force the two parties to cooperate and come to an agreement. Houin said he likes that idea, but his concern is putting additional work on the city attorney when the board can simply set a deadline.

Houin noted that he would like to see the building fixed up, but is unsure if that is feasible or not. He believes there should be a hard deadline. Mayor Senter said he had a meeting with the two people living at the property. They are residing there with the permission of Mr. Gupta (Indyre, LLC), the owner of four of the five parcels. Those individuals are working on fixing the units currently owned by Indyre, LLC.

Houin asked City Attorney Surrisi if he was comfortable with moving forward with the deadline and demolition. Surrisi said he thinks setting a deadline might be good motivation for the owners to come to a resolution. The general consensus from the public appears to be that there is potential to fix this apartment complex up and it would be a shame to demolish them.

Board Members Culp and Houin moved and seconded to set a deadline for the property owners to come to a resolution or the building will be demolished in 30 days. The motion carried.

In other business, Kristyn Radkiewicz addressed the board regarding the formation of a Neighborhood Watch in the East LaPorte Street area. She said there have been four instances of theft or vandalism in that area since March. She would like to have a meeting on August 4 at 1:00 pm to discuss the interest in forming a group in the area and/or other areas of the city.

Houin asked if she is requesting assistance from the city or just recognition that the group is being formed. Radkiewicz said just recognition and possibly help with getting the police department involved if they are interested in participating. She said there is a national organization that will help start an official group in Plymouth to determine the local interest and see if there are enough people to fill shifts.

Surrisi asked about Neighborhood Watch and if it is a sanctioned program that has certain standards. Radkiewicz said yes. She said there is typically an officer from the local police department that sits in on the meetings so they are aware of how the group is being organized and what they will be doing. Mayor Senter asked Chief Bacon if he would be assigning an officer to attend the meeting on August 4<sup>th</sup>. Bacon said yes.

Board Members Walters and Culp moved and seconded to give the group the board's support. The motion carried.

There being no further business to discuss, Board Members Walter and Culp moved and seconded to adjourn the meeting. Mayor Senter declared the meeting adjourned at 6:28 p.m.

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Jeanine M. Xaver, IAMC, CMC  
Clerk-Treasurer

APPROVED:

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Mark Senter, Mayor

The following requests were forwarded to the proper committee to act upon:

7/3/2019 – Tree Request: A large tree between Michigan Street and our sidewalk at 719 South Michigan Street has several dead branches that could endanger pedestrians. We do not want this tree cut down – only dead branches. S/ Mike and Dare Hawes, 719 S Michigan St, Plymouth, 574-767-0136

7/3/2019 – Tree Request: Removing three-hollow S/ Martin Vigil, 708 Plum St, Plymouth, 574-933-2519

7/5/2019 – The city has a right a way behind 304 Pierce Street, which as 3 pine trees that are leaning toward our services and one toward our out building. We are afraid that when they fall, they will cause property damage. We would like the city to look into this matter as soon as possible. S/ Seldon Rowe, Sr., homeowner, 304 Pierce St, Plymouth, 574-936-4524