

The Board of Public Works and Safety of Plymouth, Indiana, met in Regular Session on August 11, 2014, 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 Hutchings 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 July 28, 2014, as presented since they have been reviewed and found to be correct. The motion carried.

Utility Superintendent Davidson presented his monthly reports:

**CITY OF PLYMOUTH WATER DEPARTMENT
Board of Public Works and Safety
JULY 2014 Monthly Report**

PLANT OPERATIONS

Water Treated July – Ledyard Water Treatment Plant	33,995,458 gallons
Water Treated July – Pine Water Treatment Plant	<u>24,083,282 gallons</u>
Water Treated - Total	58,078,740 gallons
Water Treated – Daily Average – Ledyard Water Treatment Plant	1,133,182gallons
Water Treated – Daily Average – Pine Water Treatment Plant	<u>776,880 gallons</u>
Water Treated – Daily Average - Combined	1,910,062 gallons

- Backwashed filters at Ledyard Water Treatment Plant 7 times for a total of 371,000 gallons
- Backwashed filters at Pine Water Treatment Plant 14 times for a total of 882,000 gallons
- Total backwash usage for the month was 882,371 gallons

MAINTENANCE WORK ORDERS COMPLETED

- 22 - Ledyard Water Treatment Plant Maintenance
 - Rerouted electric lines to well #1 and well #3 for the new well housing
 - Completed repairing conduit holes in well #3 meter pit
 - Installed conduit in shop for well connection
 - Trenched in conduit between wells for new Allen Bradley system
 - Installed conduit for well communication
 - Flushed filter sample valves and venture meter lines
 - Cleaned and flushed chlorine injectors and lines
- 14 – Pine Water Treatment Plant Maintenance
 - Re-installed the drive belt for overhead door #3 on pole barn
 - Repaired leak on #1 permanganate pump
 - Located water line in front of property and south side for Metronet communication lines
 - Replaced ballast and starter on southeast outside building light
 - Tested backflow device and made repairs due to debris in unit
 - Assisted Jim Lies, Infrared PM on equipment temperature inspections
 - Trouble shot VFD on high service pumps
 - Recorded bearing temperature reading on high service pump #4
- 24 – Mobile Equipment
 - Completed welding and repairs to dump truck bed

WATER SAMPLING

- 10 Distribution system bacteria samples, IDEM required
- 8 Fluoride samples, ISDH required
- 310 Process control samples and analysis at the Ledyard Water Treatment Plant samples includes Ferrous Iron, Total Iron, Manganese, and Chlorine
- 396 Process control samples and analysis at the Pine Water Treatment Plant samples includes Ferrous Iron, Total Iron, Manganese and Chlorine
- 25 Extra sample
- 6 New main samples
- 7-18-14 Received approval from IDEM on recently completed Lead and Copper monitoring

SERVICE

Locates	221
Total Number of Work Orders	133
Service Disconnects	20

Service Disconnects for non-pay	37
Service Reconnects for non-pay	35
“Service Notice” left on door (Blue Tags)	10
“Insufficient Funds Notice” left on door (Pink Tags)	7
New Radio Read / Meter Installations	1
Accuracy checks	38
After Hours Call Outs	0
Meters repaired	2
Hydrants Serviced	0
Hydrants Sandblasted and Painted	0

CONSTRUCTION ACTIVITIES

(0) Curb Stops Replaced/Installed

(1) Old Curb Stops Found and Capped Off at Valve

07-07-14 Pennsylvania Ave. and Liberty St. – Retired 10” fire system for old 301 S. Liberty St. - Liberty St. Depot

(1) New Taps Installed

07-07-14 2526 Western Ave. (American Container) Installed new 8” fire tap with 150’8” of ductile main

(0) New Mains Completed

(9) Valve Repaired or Replaced / Valve Boxes Repaired or Replaced

- 07-07-14 Pennsylvania Ave. & S. Liberty St. installed new 6” mainline valve (K7V060)
- 07-11-14 Pennsylvania Ave. & S. Michigan St. replaced 6” mainline valve (J7V033)
- 07-14-14 Pennsylvania Ave. & Louisa St. replaced 6” mainline valve (J7V046)
- 07-16-14 814 N. Walnut St. – Vacuumed out debris in box
- 07-16-14 922 N. Walnut St. – Vacuumed out debris in box
- 07-24-14 2055 Pidco Dr. – Repaired valve box – Contractor damaged
- 07-28-14 S. Plum St. & W. LaPorte St. replaced packing on valve (J7V011)
- 07-30-14 317 Conger St. – Replaced buffalo box
- 07-30-14 1423 Kenwood Ave. - replaced packing on 4” mainline valve (H7V011)

(1) Hydrants Repaired/Replaced/Installed

07-24-14 Replaced bonnet on HYD 339 on Walter Glaub Dr.

(0) Main Breaks Repaired

(2) Service Lines Repaired, Replaced or Retired

- 07-09-14 128 Lemler Ln. – Leak on ¾” polyethylene line coming from corporation stop
- 07-17-14 110 Webster St. – Repaired 2” service line (assisted contractor)

MISCELLANEOUS

- July 1 through July 31 – Unidirectional flushing of mains – 2-3 men all month water usage for the month of July was 2,126,745 gallons
- July 1st storm resulted in lost power at both water towers and Pine Rd. Plant. Staff manned plants and towers manually until power restored.
- July 15 – 17 Toric Engineering installing new plant control system at the Ledyard Plant
- July 31 Metronet control cabinet installed at the Pine Water Treatment Facility

**CITY OF PLYMOUTH WASTEWATER DEPARTMENT
Board of Public Works and Safety
JULY 2014 Monthly Report**

PLANT OPERATIONS:

1. Total flow in gallons 62,764,557
2. Average daily flow in gallons 2,024,663
3. Rainfall 1.79”
4. Monthly average in BOD removal 99.2%
5. Monthly average in TSS removal 97.4%
6. Monthly average in Ammonia removal 99.1%
7. General plant maintenance
8. Work orders completed:
 - 276 – Wastewater Treatment Plant
 - Calibrate/test return sludge meter
 - Replaced #2 paddle drive on the grit removal unit
 - Repaired the exhaust fan on the secondary control building
 - Clean digester methane transfer piping
 - Completed rebuilding anaerobic primary digester methane gas mixing system

- 69 – Vehicle/Mobile Equipment
 - Replaced oil pan on T-6
- 24 – Lift Stations
- 9 – Collection System
 - 0 - Eliminated structures
 - 2 – Replaced structures
 - 6 – Replaced/adjusted castings
 - 0 – GIS data collection points
 - 0 – Point repair
 - 0 – New structure
 - 1 – Mainline sewer replacement
 - 1. Alley behind Kessler Crane (18” PVC)

MEETINGS ATTENDED:

07-01 Beerenbrook St. & W. Jefferson St. Storm Sewer Project – Pre-bid meeting
07-10 Master Plan Review – Midwestern Engineers, Mark Sullivan
07-14 Board of Public Works and Safety
07-14 Beerenbrook St. & W. Jefferson St. Storm Sewer Project – Bid Opening
07-15 TRC – 1) City of Plymouth Odor Control Unit 2) Tennis Courts 3) Premiere Signs
07-17 WWT Training - Knox, IN – Phosphorous Removal – Alliance of Indiana Rural Water
07-21 Beerenbrook St. & W. Jefferson St. Storm Sewer Project – Bid Award Haskins
Underground Utilities
07-23 WWTP Training – Plymouth, IN – Phosphorus Removal – Indiana Rural Water
07-24 Wastewater Master Plan equipment and operation tour, Huntington, IN
07-28 Board of Public Works and Safety
07-31 Wastewater Master Plan equipment and operation tour, Fishers and Greenwood, IN

COLLECTION SYSTEM:

1. Cleaned 17,775 feet of sewer lines
 - 333 feet during service calls
 - 17,442 feet during preventive maintenance
2. Televised 8,542 feet of sewer lines
3. Mechanically removed roots from 175 feet of sewer lines
4. Removed approximately 8.89 tons of silt and debris during cleaning and inspections of sewers lines
5. Used approximately 64,025 gallons of potable water during sewer cleaning
6. Performed routine maintenance on 10 CSO's and 15 pumping station

Utilities Superintendent Davidson addressed the board regarding the Beerenbrook and West Jefferson Streets Storm Sewer Project. He said that the project is expected to start within the next week and the first leg of the work should be done before Labor Day weekend. His intent is to have the contractor shut down all activities until after the Blueberry Festival weekend and the ceremony at the armory is complete that weekend.

Davidson said that the unidirectional flushing of the water mains is complete. The water department is completing a few repairs that require additional flushing. He said they have had some complaints of brown water on the west side of town, so they are working on getting that cleared up.

Davidson reviewed the following letter with the board:

August 11, 2014

Re: Requesting Board approval for community service project

Board of Works & Safety:

Kevin Bachman, City of Plymouth resident and a member of the Boy Scouts of America has approached us about a performing a community service project for the City of Plymouth to assist in completing requirements in achieving the rank of Eagle Scout.

After reviewing various potential project it was decided that the best fit for both the City of Plymouth and Mr. Bachman would be inspection of storm drains and the placement of medallions as needed, which displays the information “No Dumping – Drains to River”. This is a valuable part of public education that all citizens need to be aware of to protect our waterways from preventable pollution. As a secondary benefit the City of Plymouth will receive credits in the IDEM required MS4 program.

I have contacted our insurance provider and City Attorney for their review and approval of the project, which we have received. A list of volunteers will be required to be on file at the Clerk-

Treasurer's office a minimum of 24 hours prior to the project beginning. The scheduled date of the project is Saturday, August 23, 2014 and should take place for most of the day.

We currently have 1,844 storm drains in the City of Plymouth. We have requested that Mr. Bachman stay off of major thoroughfares such as Michigan St., Oak Dr., Jefferson St., etc. All participants will be provided training prior to beginning the project. In addition to the training the participants will be required to wear safety vests at all times and using traffic cones to warn oncoming traffic of their activities. One adult supervisor will be accompanying each group of 3-4 scouts. It is anticipated that there will be approximately 4 groups participating, with the main focus in residential areas where traffic is less dense.

Davidson explained that the program of installing medallions on storm inlet drains throughout the city was started several years ago, but due to lack of time and manpower they are unable to inspect the drains regularly to replace the medallions that have fallen off. Kevin Bachman has decided to assist the city with this project and has already put a lot of work into the project. Davidson said that in addition to the installation of the medallions, the city has some pamphlets from IDEM which will be presented and Bachman has created his own flyer which can be distributed around the city. He said that this is a very important program for the City of Plymouth; he said that the current Lake Erie water issue with the blue-green algae issue that has been on the news recently is related to groundwater and the nitrogen that gets into the waterways. This project will be an educational process to inform the public.

Kevin Bachman asked the board to allow him to work on this project, which will help him complete his Eagle Scout project. He said that he will distribute the flyer he had printed to the library, Wal-Mart, the high school and other areas around the city that have a lot of public traffic to help raise awareness about the problem with motor oil and other fluids being dumped into the river.

Board Member Ecker asked how long they anticipate the project to take.

Bachman said that he has a backup weekend in case of bad weather or if they don't get done, but he intends for this to be a one weekend event. They will work on August 23rd from 8:30 until 5:00 with a lunch break.

Superintendent Davidson noted that there are 1,844 storm drains, but a lot of them already have the medallions on them. Over the years, some of the medallions have fallen off or been taken off. He estimated that one third of the drains will need attention. The volunteers have been given maps and will provide an inspection for the City of Plymouth in terms of which drains had an existing medallion and which drains had to have one added; and they will be given training on how to complete the simple process of installing the medallions.

Board Members Smith and Ecker moved and seconded to approve Bachman's request to complete the project. The motion carried.

Fire Chief Miller presented his reports for July:

Plymouth Fire Department
 Departmental Activity Report

Current Period: 07/01/2014 to 07/31/2014, Prior Period: 01/01/2014 to 07/31/2014
 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	179	1,030.32	1,258	6,653.72
	179	1,030.32	1,258	6,653.72
Fire Alarm Situations				
Accident, potential accident	0	0.00	1	0.00
Chemical release, reaction, or toxic condition	0	0.00	5	0.00
Combustible/flamable spills & leaks	5	0.00	9	0.00
Dispatched and cancelled en route	12	0.00	70	0.00
Electrical wiring/equipment problem	1	0.00	5	0.00
Emergency medical service (EMS) incident	128	0.00	968	0.00
Extrication, rescue	0	0.00	1	0.00
False alarm and false call, Other	8	0.00	25	0.00
Good intent call, Other	3	0.00	13	0.00
Hazardous condition, Other	0	0.00	1	0.00
HazMat release investigation w/no HazMat	0	0.00	4	0.00
Medical assist	8	0.00	63	0.00
Mobile property (vehicle) fire	1	0.00	8	0.00
Natural vegetation fire	0	0.00	10	0.00
Outside rubbish fire	2	0.00	4	0.00
Overpressure rupture, explosion, overheat, Other	0	0.00	1	0.00
Person in distress	0	0.00	1	0.00
Public service assistance	0	0.00	4	0.00
Rescue, emergency medical call (EMS), other	0	0.00	2	0.00
Service call, Other	1	0.00	4	0.00
Severe Weather & Natural Disaster - Other	1	0.00	1	0.00
Severe Weather & Natural Disaster - Specified	1	0.00	1	0.00
Smoke, odor problem	1	0.00	3	0.00
Special outside fire	1	0.00	6	0.00
Steam, Other gas mistaken for smoke	0	0.00	6	0.00
Structure Fire	2	0.00	19	0.00
System or detector malfunction	3	0.00	6	0.00
Unauthorized burning	0	0.00	1	0.00
Unintentional system/detector operation (no fire)	1	0.00	14	0.00
Wrong location, no emergency found	0	0.00	2	0.00
				0.00
* 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.				

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Plymouth Fire Department
 Departmental Activity Report

Current Period: 07/01/2014 to 07/31/2014, Prior Period: 01/01/2014 to 07/31/2014
 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
Training				
Administrative Procedures	0	0.00	2	2.00
AEMT Class	1	5.00	75	267.75
Apparatus / Equipment	28	64.00	28	64.00
Cardiac Assessment	0	0.00	12	23.00
CPR	0	0.00	38	112.00
Diabetics	0	0.00	7	7.00
Disaster MGMT	0	0.00	1	4.00
Emergency Medical Services	0	0.00	2	0.00
EMS Audit & Review	2	2.00	31	39.17
FF I-II	0	0.00	2	8.00
Fire Behavior	0	0.00	1	2.00
Fire Control, General	0	0.00	4	34.50
Fire Ground Safety	37	71.50	37	71.50
Fire Investigation	0	0.00	3	18.00
Fire Preplan	0	0.00	55	134.00
Foam Applications	0	0.00	31	57.00
Hazmat Awareness and Operations	0	0.00	21	128.00
Hazmat Laws and Regulations	0	0.00	7	14.00
Helicopter EMS Orientation	10	15.00	10	15.00
Hose Test	0	0.00	71	118.50
Instructor Training	2	6.00	36	61.50
Leadership	0	0.00	12	96.00
Mega Code	0	0.00	4	6.00
Officers Meeting	0	0.00	7	5.25
Paramedic School	0	0.00	24	100.00
Pension Board Meeting	0	0.00	8	4.00
Personal Safety	0	0.00	18	36.00
Power Cot Lift	0	0.00	12	18.00
Public Education	8	22.00	22	86.00
Respiratory System	0	0.00	5	5.00
Ropes & Knots	4	8.00	34	83.00
Splinting	0	0.00	4	2.00
Staff Meeting	0	0.00	11	22.00
Training Lecture	0	0.00	3	16.00
Venting the fire	0	0.00	8	56.00
				435.00
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Plymouth Fire Department
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 All Stations
 All Shifts
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 Fire Alarm Responses, EMS Alarm Responses, Training Classes

Category	Current Period		Prior Period	
	Count	Staff Hrs	Count	Staff Hrs
Training	122	238.50	862	2,151.17

Plymouth Fire Department
 Incidents by District (Summary)

Alarm Date Between {07/01/2014} And {07/31/2014}

District	Count	Pct of Incidents	Est Losses	Pct of Losses
002 Bourbon	1	0.56 %	\$0	0.00 %
006 Lapex	4	2.23 %	\$0	0.00 %
007 Plymouth	125	69.83 %	\$100	16.67 %
011 Center Twp	21	11.73 %	\$0	0.00 %
019 West Twp	25	13.97 %	\$500	83.33 %
15 Culver Paramedic Assist	2	1.12 %	\$0	0.00 %
18 Walkerton Paramedic Assist	1	0.56 %	\$0	0.00 %
Total Incident Count: 179			Total Est Losses: \$600	

Miller asked permission to up-staff the fire station with two additional people per day per shift for Labor Day weekend, beginning Friday at noon through Monday at 7:30 pm, as he has done in the past.

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

Miller reported that today he attended the funeral of a volunteer firefighter who was killed in the line of duty last week at New Carlisle.

Miller thanked the board for allowing the fire department to provide staff on-site during the Notre Dame football team training at Culver Military Academy. He said they treated two players, but did not have to transport anyone.

City Engineer Gaul presented a request from PirTano Construction Company on behalf of Comcast to perform work in the City's Right of Way to install communication infrastructure along the west side of Oak Drive from about 400' north of Pidco Drive to about 100' north of the Schuh Ditch and then north to service Mid City Supply. Gaul recommended a cash financial guarantee of \$5,000 and for recommending in the notations for approval that PirTano contact the contractor who is installing the Metronet for identification of that across the road. He said that City Attorney Surrisi reviewed the contract and found it to be in good order.

Board Members Ecker and Smith moved and seconded to approve the request as recommended. The motion carried.

Clerk-Treasurer Hutchings presented the following requests:

8/4/14 – I would like to block off part of sidewalk so scaffolding can go up to work on façade to 110 N. Michigan At. (Harriet's Closet) for 8/12/14, Tuesday. S/ Ann M. Davis, owner, 110 N. Michigan St., 574-941-4474

Board Members Smith and Culp moved and seconded to approve the request; the motion carried.

8/4/14 – Plymouth-Kilwinning Masonic Lodge respectfully request we be allowed to use the water tower property located on Parkview St. to store our golf carts during the Blueberry festival. We have made this request for a number of years. We will provide our own lock. S/ Keith Hammonds, Past Master, 109 Water, Plymouth, IN 46563 574-936-2664

Hutchings said that Utility Superintendent reported that the area inside the fence under the tower will be under construction and unavailable this year because AT&T is doing work.

Board Members Smith and Culp moved and seconded to allow the Masonic Lodge to use the rest of the area. The motion carried.

8/8/14 – Close Randolph Street between Baker Street and Becknell Drive for approximately 30 minutes for the beginning of the Freedom Park Color Run being held on Saturday, August 15th due to the estimated large turnout of runners. There are currently 450 pre-registered participants. S/ Tony Gamble

Gamble said that they now have close to 500 people registered and would like to close the street for approximately one hour from 9:45 to 10:45.

Board Members Ecker and Grobe moved and seconded to approve the request as amended. The motion carried.

Members Smith and Ecker moved and seconded to allow the salaried payroll for July 16-31, 2014 and the claims for August 11, 2014, as entered in Claim Register #2014. The motion carried.

Mayor Senter opened the floor for discussion of the Order to Take Action Regarding 400 E. Jefferson Street.

Michelle and Michael Iqbal were present. Mrs. Iqbal said that her husband had a stroke and has had to have major surgery. She said that the building has been painted and cleaned up and the plywood can be taken down at any time.

Board Members Smith and Culp moved and seconded to give an extension until the last meeting in October, which is October 27, 2014. The motion carried.

There being no further business to discuss, Board Members Culp and Grobe moved and seconded to adjourn the meeting. The motion carried and the meeting was declared adjourned at 6:28 p.m.

S/Toni L. Hutchings, IAMC, CMC, CPFA
Clerk-Treasurer

APPROVED:

S/Mark Senter
Mayor