

The Board of Public Works and Safety of Plymouth, Indiana, met in Regular Session on December 14, 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 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 November 23, 2015 as presented since they have been reviewed and found to be correct. The motion carried.

Cemetery Assistant Superintendent Mike Collins made a last call for quotes for the Cemetery Carpet project. The following quotes were opened and read aloud:

- Lowry's Plymouth, IN \$2,035.22 (Poly)
- Lowry's Plymouth, IN \$2,467.22 (Nylon)
- Pratt's Floor LLC Plymouth, IN \$2,198.99
- Sherwin-Williams Plymouth, IN \$2,828.22

Board Members Ecker and Culp moved and seconded to authorize Collins to award the quote after review. The motion carried.

Utility Superintendent Davidson presented the November 2015 monthly reports for the Water and Wastewater Departments:

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

PLANT OPERATIONS:

1. Total flow in gallons 54,654,232
2. Average daily flow in gallons 1,821,808
3. Rainfall 1.90"
4. Monthly average in BOD removal 98.9%
5. Monthly average in TSS removal 95.6%
6. Monthly average in Ammonia removal 97.9%
7. Land applied 523,400 gallons / 48.01 dry tons of bio-solids on 32.18 acres of local farm ground
8. Borings completed at the wastewater plant for improvements project
9. Industrial pretreatment inspections completed at Indiana Heat Transfer and Bay Valley Foods
10. General plant maintenance
11. Winterize equipment
12. Work orders completed:
 - 316 – Wastewater Treatment Plant
 - Review electrical drawings for plant improvements project
 - Remove all wall heaters/AC units and block up openings
 - Seasonal inspection/repairs to ultra violet disinfection system
 - Installing SCATA controls on air blowers
 - Rebuilt polymer feed pump
 - 67 – Vehicle/Mobile Equipment
 -
 - 31 – Lift Stations
 - Troubleshoot backup power issues at Candy Ln. & Carriage Green lift stations
 - 1 – Collection System
 - 0 - Eliminated structures
 - a.
 - 0 – Replaced structures
 - a.
 - 0 – Replaced/adjusted castings
 - 0 – GIS data collection points
 - 0 – Point repair
 - a.

- 1 – New structure
 - a. Freedom Park
- 0 – Mainline sewer replacement
 - a.
- 0 – Miscellaneous

MEETINGS ATTENDED:

11-09 Board of Public Works and Safety
11-17 TRC Meeting – Michiana Eye Center – Plymouth High School
11-17 Redevelopment Commission Meeting
11-23 Board of Public Works and Safety
11-24 AFLAC
11-25 City Safety Meeting

COLLECTION SYSTEM:

1. Cleaned 0 feet of sewer lines
 - 0 feet during service calls
 - 0 feet during preventive maintenance
2. Televised 219 feet of sewer lines
3. Mechanically removed roots from 0 feet of sewer lines
4. Removed approximately 0 tons of silt and debris during cleaning and inspections of sewers lines
5. Used approximately 500 gallons of potable water during sewer cleaning
6. Performed routine maintenance on 10 CSO's and 16 pumping station

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

PLANT OPERATIONS

Water Treated November – Ledyard Water Treatment Plant	15,184,626 gallons
Water Treated November – Pine Water Treatment Plant	<u>27,443,482 gallons</u>
Water Treated - Total	42,628,108 gallons

Water Treated – Daily Average – Ledyard Water Treatment Plant	506,154 gallons
Water Treated – Daily Average – Pine Water Treatment Plant	<u>914,783 gallons</u>
Water Treated – Daily Average - Combined	1,420,937 gallons

- Backwashed filters at Ledyard Water Treatment Plant 3 times for a total of 159,000 gallons
- Backwashed filters at Pine Water Treatment Plant 16 times for a total of 1,008,000 gallons
- Total backwash usage for the month was 1,167,000 gallons

MAINTENANCE WORK ORDERS COMPLETED

- 19 - Ledyard Water Treatment Plant Maintenance
 - Inspected north and west water towers
 - Cleaned and inspected influent and effluent chlorine injectors
 - Flushed supply lines to east and west venturi meter supply lines
 - Collected bearing temperature readings on high service pumps and motors 1, 2, 3, and 4
 - Inspected detention tanks and wells
 - Installed ice dam on roof of pole barn
 - Removed backwash control panel
- 12 – Pine Water Treatment Plant Maintenance
 - Replaced and inspected chlorine analyzer
 - Cleaned chlorine injectors and flushed supply lines
 - Installed new 0-100 psi gauge on #3 high service pump
 - Replaced water supply line in sodium permanganate room
 - Cleaned and inspected back flow preventer in permanganate room
 - Flushed and inspected all pressure filter sample taps
 - Flushed 4" main line and supply lines
 - Cleaned and inspected filter air release supply lines
 - Installed winter weather structures over wells 5E and 6F
 - Cleaned and inspected backwash waste tanks
 - Assisted NOBI on repairs to alarm system
- 23 – Mobile Equipment
 - Repairs completed to hydraulic cylinders on backhoe

WATER SAMPLING

- 10 Distribution system bacteria samples, IDEM required
- 30 Distribution system chlorine residual, IDEM required
- 8 Fluoride samples, ISDH required
- 265 Process control samples and analysis at the Ledyard Water Treatment Plant samples includes Ferrous Iron, Total Iron, Manganese, and Chlorine
- 374 Process control samples and analysis at the Pine Water Treatment Plant samples includes Ferrous Iron, Total Iron, Manganese and Chlorine
- 12 THM's
- 12 HAA5's
- 0 VOC's sets
- 0 SOC's / Nitrates
- 0 Radionuclide (1) ea. Ledyard Plant and Pine Plant
- 0 IOC & Sodium, 1 – set each plant
- 19 Extra samples - distribution, plant and wells

SERVICE

Locates	77
Total Number of Work Orders	139
Service Disconnects	40
Service Disconnects for non-pay	38
Service Reconnects for non-pay	33
Blue Tags "Service Notice" left on door	12
Pink Tags "Insufficient Funds Notice" left on door	4
New Radio Read / Meter Installations	1
Accuracy checks	66
After Hours Call Outs	1
Meters repaired	1

CONSTRUCTION ACTIVITIES

(0) Curb Stops Repaired / Replaced / Installed

(1) Old Curb Stops Located / Capped Off at Valve

11-18-2015 900 Ledyard St. / Ledyard Water Treatment Facility – Installed a new 2" tap – capped off old 2" tap for office area

(1) New Taps Installed

11-05-2015 900 Ledyard St / Ledyard Water Treatment Facility – Installed new 2" tap for filter building

(0) New Mains Completed

(3) Valves / Valve Boxes / Repaired or Replaced / Valve Boxes Repaired or Replaced

11-03-1-2015 309 Kingston Ave. – Replaced fire valve and bolts around fitting to valve K6V032

11-17-2015 Hydrant 391 – Replaced broken valve box

11-23-2015 Gary Dr. – SW Corner – Repaired leaking 8" valve (E4V001) – bonnet bolts rotted off. Replaced bonnet bolts and repaired valve

(257) Hydrants Repaired / Replaced / Installed / Serviced / Painted

November Maintenance of Hydrants – Greased and lubricated 257 public hydrants

(0) Valves Exercised

(0) Main Breaks and Leaks Repaired

(1) Service Lines / New / Repaired

11-18-2015 Ledyard Water Treatment Facility – Installed new 2" service line from new tap to filter building, back to main office

MISCELLANEOUS

- November 900 Ledyard St.- Sealed approach area for new storage building
- November 900 Ledyard St. – Restoration of dig areas with asphalt, dirt, and seed
 - November 900 Ledyard St. – Punch list: New storage building – Oakhill extension
 - November 900Ledyard St. – Grading – Relocation of gravel bins
 - November 900 Ledyard St. – Moving miscellaneous to new storage building

WATER DEPARTMENT IMPROVEMENT PROJECTS

- November Division 1 – Ledyard Water Treatment Plant Improvements
 1. Filters and high service pumps have been removed from the west side of the plant
 2. New filters have been delivered and placed in the filter room
 3. Transformer and generator pads has been completed and readied for NIPSCO
 4. 2" water service for the filter building and filter building has been completed
 5. West detention tank and west side filter building is continuing to be media blasted and coatings applied
- November Division 2 – 12" Water main W. LaPorte St. to Oakhill Ave.
 1. All pressure testing and bacteria testing has been completed and passed
 2. Substantial completion was approved on 11-9-2015
- November Division 3 – Storage Building
 1. Substantial completion was approved on 11-9-2015

Davidson reported on the ongoing progress at the Ledyard Water Plant for Divisions I, II, and III.

Division III, the storage building at the Ledyard Water Treatment Plant is substantially completed, including the punch list items. Davidson asked for the Board's permission to release the \$12,569.01 retainage to Michiana Contracting for this portion of the Ledyard Water Improvement Project.

Board Members Culp and Ecker moved and seconded to release retainage to Michiana Contracting. The motion carried.

Fire Chief Miller provided the Fire Department's November 2015 reports.

Plymouth Fire Department
Departmental Activity Report

Current Period: 11/01/2015 to 11/30/2015, Prior Period: 01/01/2015 to 11/30/2015

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	208	898.66	2,062	13,615.77
	208	898.66	2,062	13,615.77
Fire Alarm Situations				
Accident, potential accident	0	0.00	2	0.00
Chemical release, reaction, or toxic	2	0.00	6	0.00
Combustible/flammable spills & leaks	1	0.00	12	0.00
Controlled burning	1	0.00	3	0.00
Dispatched and cancelled en route	17	0.00	128	0.00
Electrical wiring/equipment problem	1	0.00	17	0.00
Emergency medical service (EMS) Incident	146	0.00	1,548	0.00
Excessive heat, scorch burns with no	1	0.00	1	0.00
Extrication, rescue	0	0.00	1	0.00
False alarm and false call, Other	3	0.00	43	0.00
Fire in mobile property used as a fixed	0	0.00	2	0.00
Fire, Other	0	0.00	3	0.00
Good intent call, Other	2	0.00	17	0.00
Hazardous condition, Other	0	0.00	1	0.00
HazMat release investigation w/no HazMat	1	0.00	1	0.00
Malicious, mischievous false alarm	0	0.00	1	0.00
Medical assist	15	0.00	145	0.00
Mobile property (vehicle) fire	0	0.00	10	0.00
Natural vegetation fire	3	0.00	21	0.00
Outside rubbish fire	0	0.00	5	0.00
Overpressure rupture, chemical reaction	1	0.00	2	0.00
Person in distress	0	0.00	2	0.00
Public service assistance	1	0.00	16	0.00
Rescue, emergency medical call (EMS),	0	0.00	2	0.00
Search for lost person	1	0.00	1	0.00
Service call, Other	0	0.00	1	0.00
Severe Weather & Natural Disaster -	0	0.00	1	0.00
Smoke, odor problem	0	0.00	4	0.00
Special outside fire	0	0.00	3	0.00
Special type of incident, other	0	0.00	1	0.00
Steam, Other gas mistaken for smoke	0	0.00	2	0.00
Structure Fire	7	0.00	19	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.

Category	Current Period		Prior Period	
	Count	Staff Hrs	Count	Staff Hrs
Fire Alarm Situations				
System or detector malfunction	1	0.00	9	0.00
Unauthorized burning	0	0.00	1	0.00
Unintentional system/detector operation	4	0.00	31	0.00
	208	0.00	2,062	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	0	0.00	37	89.00
Apparatus Check Procedures	0	0.00	2	2.00
Apparatus Drafting	0	0.00	2	6.00
Ariel Operations	4	3.00	24	61.00
Autisim 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	0	0.00	33	66.00
Diabetics	0	0.00	3	4.00
Documentation	0	0.00	40	40.00
Drug Addiction	0	0.00	1	6.00
Emergency Medical Services	0	0.00	3	15.00
EMS Audit & Review	6	8.00	137	133.55
EMS Operations	0	0.00	1	9.00
EMS Skills	0	0.00	38	128.00
EMT-B	0	0.00	65	1,658.00
Extrication	0	0.00	48	94.00
FF I-II	24	61.50	142	481.00
FF I-II SKILLS	0	0.00	15	52.50
Fire Behavior	0	0.00	1	8.00
Fire Board	0	0.00	1	3.00
Fire Department Organization	0	0.00	5	5.00
Fire Dept Inventory	17	34.00	17	34.00

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Category	Current Period		Prior Period	
	Count	Staff Hrs	Count	Staff Hrs
Training				
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	0	0.00	22	132.00
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
Glucometer Training/Skills Blood	9	9.00	9	9.00
Hazardous Materials Overview	0	0.00	37	137.50
Hazmat Awareness and Operations	0	0.00	29	106.00
Heart Monitor, 12 lead, defib,	0	0.00	18	20.00
Hose Lays	0	0.00	2	4.00
Hose Loads	0	0.00	53	116.00
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	0	0.00	1	4.00
Medical Video	0	0.00	2	1.00
Mill Rescue	0	0.00	32	80.00
Modern Fire Attack	0	0.00	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.	0	0.00	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	0	0.00	15	71.00
Pump Operations	0	0.00	34	65.00

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Category	Current Period		Prior Period	
	Count	Staff Hrs	Count	Staff Hrs
Training				
Reading Smoke - the Sequal	0	0.00	2	18.00
Safe Haven	0	0.00	7	7.00
SCBA	4	4.00	7	6.25
Shock	0	0.00	5	16.00
Splinting	0	0.00	2	0.00
Sprinkler Systems	0	0.00	1	9.00
Staff Meeting	0	0.00	10	20.00
Strategic and Tactical Operations	0	0.00	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
Trauma Symposium	0	0.00	1	8.00
Truck Company Ops	0	0.00	5	45.00
Volunteer Fire Business Mtg.	31	62.00	314	609.00
Well-Being of EMT	0	0.00	13	19.50
Workforce Survey	0	0.00	1	0.00
	95	181.50	1,696	5,719.86

Plymouth Fire Department

Incidents by District (Summary)

Alarm Date Between {11/01/2015} And {11/30/2015}

District	Count	Pct of Incidents	Est Losses	Pct of Losses
001 Argos	2	0.96 %	\$0	0.00 %
006 Lapaz	1	0.48 %	\$0	0.00 %
007 Plymouth	138	66.34 %	\$10,000	100.00 %
008 Polk	3	1.44 %	\$0	0.00 %
011 Center Twp	24	11.53 %	\$0	0.00 %
019 West Twp	25	12.01 %	\$0	0.00 %
14 Starke Co. Paramedic Assist	1	0.48 %	\$0	0.00 %
15 Culver Paramedic Assist	1	0.48 %	\$0	0.00 %
16 Lakeville/Lapaz Paramedic Assist	3	1.44 %	\$0	0.00 %
18 Walkerton Paramedic Assist	9	4.32 %	\$0	0.00 %
19 Other - Paramedic Assist	1	0.48 %	\$0	0.00 %
Total Incident Count: 208			Total Est Losses: \$10,000	

Miller asked for the Board's permission to extend the application submittal period until the end of December for the open paramedic position in his department.

Board Members Smith and Grobe moved and seconded to extend the application period until the end of December. The motion carried.

Clerk-Treasurer Xaver presented Resolution No. 2015-677, A Resolution of the Plymouth Board of Public Works and Safety Authorizing Credit Card Use. Xaver explained that state law requires a policy be in place for credit card use. The only credit card the City of Plymouth has is a Wal-Mart card that remains in the possession of the Clerk-Treasurer's office, locked in the safe, when it is not being used by the Clerk-Treasurer's office for supplies.

Board Members Smith and Culp moved and seconded the approve Resolution No. 2015-677, A Resolution of the Plymouth Board of Public Works and Safety Authorizing Credit Card Use. The motion passed by roll call vote.

REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, DECEMBER 14, 2015

AYES: Senter, Culp, Ecker, Grobe, Smith
NAYS: None

Board Members Smith and Ecker moved and seconded to allow the payroll for December 15, 2015 and the claims for December 14, 2015 as entered in Claim Register #2015. The motion carried.

There being no further business to discuss, Members Culp and Grobe moved and seconded to adjourn the meeting. The motion carried and the meeting was declared adjourned at 6:13 p.m.

S/Jeanine M. Xaver
Clerk-Treasurer

APPROVED:

S/Mark Senter
Mayor