

The Board of Public Works and Safety of Plymouth, Indiana, met in Regular Session at 6:00 p.m. on December 27, 2023. The meeting was held in the Council Chambers, on the second floor of the City Building, 124 N. Michigan St., Plymouth, Indiana.

Mayor Senter called the meeting to order. Senter presided for Board Members Duane Culp, Don Ecker Jr., Jeff Houin and Shiloh Milner who were physically present. Clerk-Treasurer Gorski and City Attorney Surrisi were present. The public was able to see and hear the meeting through Microsoft Teams.

Board Members Culp and Houin moved and seconded to approve the minutes of the regular session of the Board of Public Works and Safety meeting of December 11, 2023. The motion carried.

Utility Superintendent Davidson states he has a couple items to address tonight. He states the first item is that they are preparing their budget for utilities at the moment and they are seeing a need for an additional employee at the water department. He explains they have researched the current employment as far back as they can see and they have continued to use the same number of employees that they have for at least the last 12 years that he has been associated with the water department and even further before that. He states since then, they have added a completely new water plant and many other items associated with the water department. He states there is a Maintenance Supervisor there now and he doesn't really supervise anyone there as he is a one man show. He states with that being said, he has taken care of everything for the last ten years, and due to the maintenance requirements, it takes a very skilled individual. He explains even though they do have other people around him, to teach someone that is being pulled in their other job, that it becomes very difficult. He states sometimes for that particular employee, it takes more time to train somebody for a day then it would be for him to take care of it. He states it is becoming a bit of a burnout for the employee and he is very concerned about him. He states he wants to be sure he has the help that he needs as he is in his mid-50's and has done a fantastic job for us. He states they are at the point now where they are starting to fall behind on their preventative maintenance, to no lack of his effort. He adds that he doesn't complain but it is obvious. He states the preventative maintenance program goes right into their asset management plan. He states they have to have a certified asset management plan to be eligible for any state revolving loan funding and part of that is when they start getting into their lead service line replacement program that the state revolving loan funding will be the main source of the funding for that. He adds they could be looking at millions of dollars for

replacement and he does not want to give bad news as we are not like Flint, Michigan or anything like that. He states as far as their service lines, they have very few complete but they do have small sections of lead that will need to be replaced which will be really expensive. He explains with that being said, they need the person dedicated to maintenance so they can be trained and depended on to assist with the preventative maintenance. He states this would allow our current maintenance person to dedicate time, that he has not been able over the last couple years, to specific projects. He adds he is extremely skilled and he is a fabulous fabricator. He states there are a lot of projects that we take on in house that a lot of water companies contract out so in his opinion, he believes we can cancel out a lot of the costs if they do this and would save the city money going in this direction. He states it is very important as far as he is concerned to have a smooth transition when an employee reaches a time when they go to retire or move on and we would want to be prepared for that. He asks the board's permission to add another employee specifically for maintenance at the water department.

Ecker states he wants to be upfront that he has had lengthy discussions about this with Davidson and wanted to really understand the expectations. He asks if this would require a different job description or if this would be the same type of job description.

Davidson responds by stating they have four current job descriptions for maintenance, a Supervisor, Class A, Class B and Class C. He states depending on the individual's skill level that they would fit into one of the three maintenance positions. He explains with that being said, they can work their way up to the top maintenance pay. He states a lot of that is going to depend upon the skill level and the number of applicants they receive.

Ecker comments that the only reason they are in the position they are in is because of the preventative maintenance to stay ahead of it. He states with so many things going on, he wouldn't want to see us slide and he would personally support this request.

Culp asks if the money is in the budget already or how he plans to come up with it.

Davidson responds by stating they have discussed the proposal with the Clerk-Treasurer and he does not want to speak for her, but the feedback he received is that she is okay with it. He states they have also spoke with Baker Tilly, who is our financial consultant, and they have indicated that with the cash on hand that they are in a really good position to support the proposal.

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

Davidson states the other item he has is the flood control project next to the Neighborhood Center. He adds we will need some input from the board on what their choice will be as far as the mowed version or the more natural wetlands vegetation. He states there is an approximate \$50,000 difference between them and there would also be an annual maintenance from the wetlands vegetation people to maintain and inspect those versus the plain mowing version. He states it does appear there is a consensus that people do not want fences around it, which he is okay with as long as everyone accepts the responsibility and understanding that kids are attracted to water. He states flash flood is no different than a river but he is always worried about kids having an accident or something. He states the feedback from Troyer Group is that the side slopes would be gentle enough that someone should be able to get out if they fell in. He states we would like to get an idea on where you stand with this project so we could have Troyer Group start the actual design on one as they wouldn't want them to work on both of them due to the cost. He states the choice is yours but keep in mind it is another \$50,000 and we do have other drainage issues around the city they would like to address. He explains he is not saying one way or the other, because he likes both of them. He states it is in an area they want to be attractive to the community so he understands both ways. He states if you noticed the renderings that it had become a viewing area where people can sit on benches and look out over the various wildlife. He explains it could almost be a park environment where you can have native vegetation identified, making another positive out of it instead of just a hole in the ground.

Houin asks Davidson if he was able to get an estimate on the annual maintenance cost for the natural vegetation.

Davidson responds by stating they are still waiting on the response, Michael Reese is working on that. He states he has been having a hard time through the season getting some responses back for what the annual maintenance cost will be. He states with that being said, there are a lot of things they can do, such as mowing around the sides but once you get to the plants, it becomes a specific thing that an expert has to handle.

Houin states he had a conversation with Adam Thada, who is very experienced with that type of vegetation, and he suggested that it is really a matter of training as it is the type of maintenance that can be done in house once employees are trained on how to do it. He states it might be a case where there is an annual maintenance for the first couple of years that diminishes over time.



Davidson states they are all for that because he believes if there is anything we can do in house to save money is very important to do. He states if they are capable of being taught how to properly do this and if they can start communications with CARDNO, who would probably be the people installing it.

Houin adds that is who Thada suggested.

Davidson states hopefully by next meeting they have some numbers and they can come down to a decision on which direction they want to go.

Mayor Senter adds for those who have not noticed but the Eagles Building is now gone. He states it was taken down last week.

Davidson adds that it looks better than it did prior but that is just a personal opinion. He states he does have an update on the online auction as it closed today. He explains we are very satisfied with the results so far, as they haven't received the official numbers yet. He states they were hoping to have a total of \$4,000 on reserves for each unit but it looks like everything comes in at \$12,550 so they are very happy as long as there are no hiccups along the way. He states they haven't officially closed it out but he believes it has been a great experience for them.

Mayor Senter adds one thing he did forget to mention is that the Commerce Street Bid Opening date was postponed until January 8, 2024.

Surrisi states they had just put that out and our engineers at VS Engineering had been receiving feedback from some of the contractors requesting due to holidays that they needed some more time. He states reflecting on that, usually when contractors are crunched for time, you end up with higher bids so they thought it would be in our best interest to delay this until the next meeting, so they will hopefully get good bids submitted in there.

Police Chief Bacon states at the first of the month, Lance Balsley resigned his position as Officer at the department. He states with that, we would like to open the hiring process in January and accept applications through January since they will have two positions to fill.

Mayor Senter asks the age limit.

Bacon responds by stating you are beyond it.

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

Street Superintendent Marquardt states he was contacted by Ward Byers, who is the Director of Safety and Security for Plymouth Community School Corporation, requesting to have another street light added along Berkley Street. He states it would be between the current

administration building and the building that used to be an administration building. He states it would be the east drive into the main parking lot and it is pretty dark over there. He states he did get a poll number and he is asking for permission to get with the Clerk-Treasurer and send a letter to NIPSCO about potentially adding one to see if it is a suitable place for a pole.

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

Marquardt states the other big item is that people want their Christmas trees picked up for the Winter. He states they have started Christmas tree pickup today and they would have to be put out at the curb with no lights, no decorations and real trees only as they take them and chip them. He states with the way it seems to go is that they will be doing it for another month and a half.

Ecker states the stoplight where Oak Road, Hillcrest Avenue and Lake Avenue come together, the southbound light is out.

Marquardt states he saw that on the way out to the Wastewater Plant today. He states they will call INDOT about that and the way it has been going, it may be done in the next two weeks.

Ecker states the bright side is one of the lights works.

Board Members Culp and Houin moved and seconded to allow the payroll for December 15, 2023 and December 29, 2023, along with the claims for December 27, 2023, as entered in Claim Register #2023-24. The motion carried.

Board Members Houin and Milner moved and seconded to accept the following communications:


- December 27, 2023 Docket
- Fire Department Activity Report – November 2023
- Wastewater Department Activity Report – November 2023
- Water Department Activity Report – November 2023

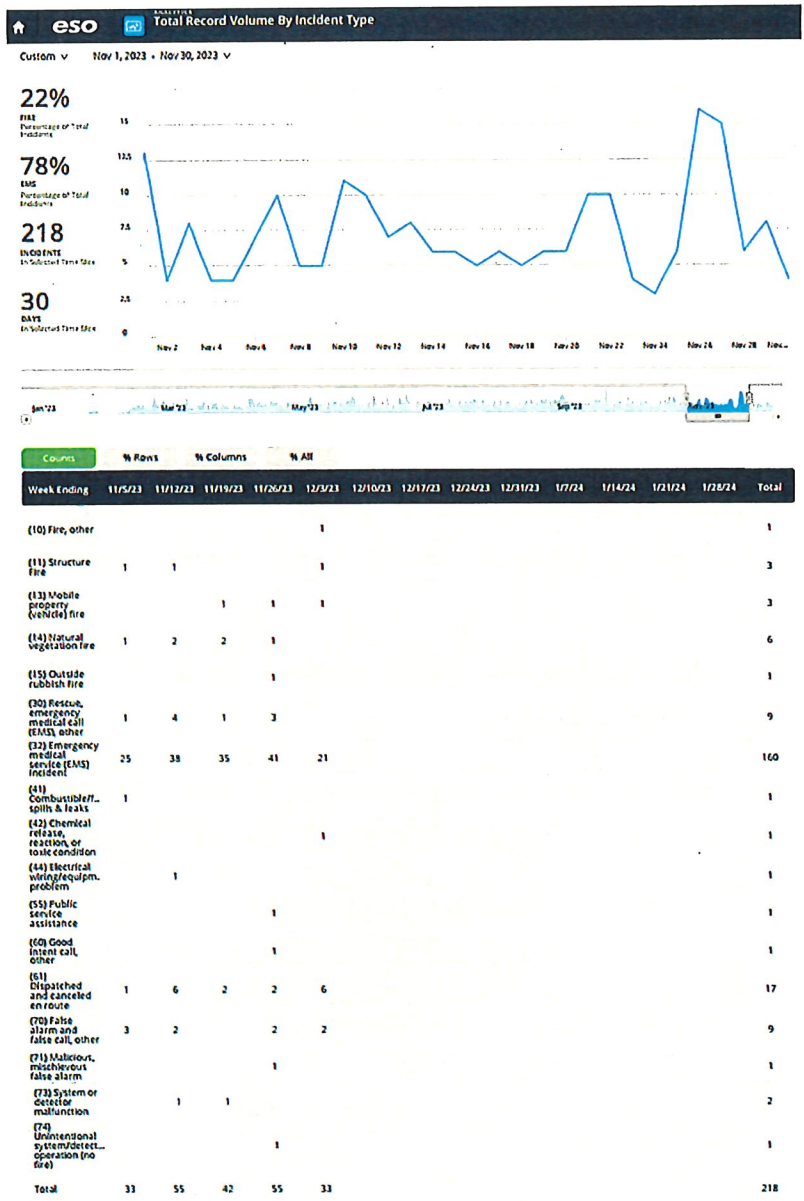
The motion carried.

There being no further business, Board Members Ecker and Milner moved and seconded to adjourn, Senter declared the meeting adjourned at 6:16 p.m.

  
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Lynn M. Gorski  
Clerk-Treasurer

APPROVED:

  
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Mark Senter  
Mayor



**CITY OF PLYMOUTH WASTEWATER DEPARTMENT**  
**Board of Public Works and Safety**  
**November 2023 Monthly Report**

**PLANT OPERATIONS:**

- Total flow in gallons 43,090,430
- Average daily flow in gallons 1,436,348
- Rainfall 0.78"
- Monthly average in BOD removal 99.3%
- Monthly average in TSS removal 94.7%
- Monthly average in Ammonia removal 99.8%
- Monthly average in Phosphorus removal 81.6%
- General plant maintenance
- Work orders completed:

**282 – Wastewater Treatment Plant**

- Exercised 94 plant valves.
- Winterizing plant and lift stations.
- Repairing several heaters within the plant.
- Installed new air compressor in the maintenance shop.
- Removed all ultra violet modules for cleaning, inspection and replace worn parts to get ready for next disinfection season.
- B.L. Anderson completed the calibration of the influent and effluent flow meters.
- Serviced bio-roughing towers.
- Removed rocks from yard hydrant south of bio-roughing towers.
- Completed repairs on the air make up unit for the pretreatment building.

**65– Vehicle/Mobile Equipment**

- Flushed rodder pump on T-6.
- Street Department garage replaced the fuel system controller on T-14.
- Straightened the trailer bows on the semi-trailer.

**35 – Lift Stations**

- Replaced the SCADA communications radio on the Pioneer Dr. lift station.
- Installed new level control radar at the M.C. Jail lift station.

**4 – Collection System**

- 0 - Eliminated structures
  - a.
- 0 – Replaced structures
  - a.
- 0– Repaired structure
  - a.
- 1– Replaced / adjusted castings.
  - a. 1301 Flora St. replaced casting I6M002
- 0 – GIS data collection points.
  - a.
- 0 – New structure
  - a.
- 2 – Point Repairs
  - a. Replaced 2 flow channel inverters on structures K7M225 and K7M226
- 1 – Miscellaneous
  - a. Cleaned the drains at the loading docks for the M.C. Recycling Depot.

**COLLECTION SYSTEM GENERAL:**

1. Cleaned 15,663 feet of sewer lines:
  - 330 feet during service calls
  - 15,333 feet during preventive maintenance
2. Televised 27,613 feet of sewer lines.
3. Mechanically removed roots from 2,127 feet of sewer lines.
4. Removed approximately 7.83 tons of silt and debris during cleaning and inspections of sewers lines.
5. Used approximately 30,425 gallons of potable water during sewer cleaning.
6. Performed routine maintenance on 10 CSO's and 17 pumping station.

**MISCELLANEOUS**

- Two employees attended AWWA sponsored cyber security workshop.
- Started SBA inventories.
- GRIPP & Associates completed the calibration of all 10 Combined Sewer Overflow (CSO) flow meters.
- Two employees attended Northern Indiana Operators Association meeting in Warsaw on 11/8/23.
- Replaced sump pump at the City Office.
- Completed 4 industrial sites, pretreatment inspections.

**CITY OF PLYMOUTH WATER DEPARTMENT  
Board of Public Works and Safety  
November 2023 Monthly Report**

**PLANT OPERATIONS**

Water Treated – Ledyard Water Treatment Plant	21,864,853 gallons
Water Treated – Pine Water Treatment Plant	<u>17,115,892 gallons</u>
Water Treated - Total	38,980,745 gallons
Water Treated – Daily Average – Ledyard Water Treatment Plant	728,828 gallons
Water Treated – Daily Average – Pine Water Treatment Plant	<u>570,530 gallons</u>
Water Treated – Daily Average – Combined	1,299,358 gallons

- Backwashed filters at Ledyard Water Treatment Plant 8 times for a total of 672,000 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 1,920,000 gallons.

**MAINTENANCE WORK ORDERS COMPLETED**

- **10- Ledyard Water Treatment Plant Maintenance**
  - Completed auxiliary generator test.
  - Completed temperature checks on high service pumps.
  - Cleaned and inspected chlorine injectors.
  - Inspected both water towers.
  - Repaired well 1A.
  - Repaired fluoride pump #2.
  - Reviewed status of wells and high service pumps after inspection/testing with Peerless Midwest.
  - Living Waters rebuilt and inspected chlorine feed equipment.
  - Removed brush from around exterior fence at the water treatment plant.
  - Winterizing.
- **8 – Pine Water Treatment Plant Maintenance**
  - Completed auxiliary generator test.
  - Completed temperature checks on high service pumps.
  - Cleaned and calibrated chlorine analyzer.
  - Cleaned chlorine injector.
  - Living Waters rebuilt and inspected chlorine feed equipment.
  - Repaired fluoride pump #1 and repaired scales.
  - Repaired well #4.
  - Winterizing.
- **11 – Mobile Equipment**
  - W-3, and W-6.



**WATER SAMPLING**

- 10 Distribution system bacteria samples, IDEM required
- 62 Distribution system chlorine residual samples, IDEM required
- 4 Fluoride samples, ISDH required
- 306 Process control samples and analysis at the Ledyard Water Treatment Plant include Ferrous Iron, Total Iron, Manganese, and Chlorine
- 314 Process control samples and analysis at the Pine Water Treatment Plant Samples Includes Ferrous Iron, Total Iron, Manganese and Chlorine
- 0 THM's Sets.
- 0 HAAS's Sets
- 0 VOC's sets
- 0 SOC/2nd Annual 1 for each plant sets
- 0 Radionuclide
- 0 IOC- Metals-Radon
- 0 Lead & Copper Samples
- 2 Nitrate/Sampling for each Plant (sets)
- 1 Extra Sampling
- 0 Hardness/Corrosion
- 0 Set IDEM required PFAS sampling on all 6 wells

**SERVICE**

Utility Locates	262
Total Number of Work Orders	208
Service Disconnects	17
Service Disconnects for non-pay	38
Service Reconnects for non-pay	39
Blue Tags "Service Notice" left on door	10
Pink Tags "Insufficient Funds Notice" left on door	2
New Radio Read / Meter Installations	4
Accuracy Checks	98
After Hours Call Outs	0
Meters New/Repaired	0
Consumer Confidence Report Requested Hand Delivery	0

**CONSTRUCTION ACTIVITIES**

- (0) Curb Stops Repaired / Replaced / Installed
- (1) Old Curb Stops Located / Capped Off at Valves  
11-02-2023 2923 VanVactor Dr. – Retired unused curbstop.
- (1) New Taps Installed  
11-13-2023 2526 Western Ave.- (American Container) 8" tap for new fire system.
- (0) New Mains Completed
- (1) Valves / Valve Boxes / Repaired / Replaced / Installed  
11-13-2023 315 N. Center St.- Repaired lid to valve box.
- (2) Hydrants Repaired / Replaced / Installed / Serviced / Painted  
11-28-2023 200 S. Michigan St.- Repaired hydrant (Hit by car).  
11-29-2023 Pine Road Water facility-repaired 2" blow off hydrant.
- (0) Valve Exercised
- (2) Main Breaks and Leaks Repaired  
11-22-2023 Fairbanks St & Franklin St.- Repaired 4" main break.  
11-27-2023 Elm St & Poplar St.- Repaired 4" main break.
- (3) Service Lines / New/ Repaired  
11-13-2023 W. Jackson St. – Changed Out lead gooseneck (All new service line & curb stop).  
11-13-2023 211 Pennsylvania Ave. – Changed Out lead gooseneck (All new service line & curb stop).  
11-14-2023 241 Pennsylvania Ave. – Changed Out lead gooseneck (All new service line & curb stop).

**MISCELLANEOUS**

- GPS data collection.
- Continuing lead service line inspections.
- Two employees attended AWWA sponsored cyber security workshop.
- Started SBA inventories.
- Completed fire hydrant inspection and repairs.