

REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, March 25, 2024

The Board of Public Works and Safety of Plymouth, Indiana, met in Regular Session at 6:00 p.m. on March 25, 2024. The meeting was held in the Council Chambers, on the second floor of the City Building, 124 N. Michigan St., Plymouth, Indiana.

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

Board Members Culp and Ecker moved and seconded to approve the minutes of the regular session of the Board of Public Works and Safety meeting of March 11, 2024. The motion carried.

Fire Chief Holm wished to update the board on their newest hire John Kauffman who started Saturday, so today he is on his second official shift. He comments that it is going well as fortunately for him we have been busy so he is learning quickly. He states we are up to being fully staffed now and things are going well.

Cemetery Superintendent Collins requests permission to burn the brush pile on the south end of the cemetery. He explains this is usually done once a year and plans on conducting this burn within the next couple weeks. He states he always gets with the Fire Chief and the county to let them know he is burning.

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

City Attorney Houin states the Park Superintendent was not feeling well today. He states he did have a request similar to the Cemetery as he would like to conduct an open burn of the brush on the terrace area along the Schuh Ditch. He states he has already spoken to the Fire Chief and he states it should happen sometime within the next two weeks before the next meeting.

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

Clerk-Treasurer Gorski introduces a street closure request from St. Michael's Church. Curt Feece was in attendance to answer questions.

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REQUEST FORM
CITY OF PLYMOUTH

Date: 25 Mar 24

Notice to BOARD OF PUBLIC WORKS AND SAFETY, CITY OF PLYMOUTH, INDIANA
Kindly review of the following request:

Request Center St. between Monroe + Madison
to be closed on evening of 3/30/24 (Sunday)
from 7:00 P.M. to 12:00 A.M. of 3/31/24.
This is for the St. Michael Easter Vigil Mass.

C. D. V. 574-315-6758
Signed Phone Number

Curt Feece 612 N. Center St. Plymouth, IN 46183
Print Name Address

In-Office Only:
Determination of Request

Approved by Board of Public Works & Safety, March 25, 2024

Return original form to Clerk-Treasurer's office after determination is complete.

Lynn M. Gorski Clerk-Treasurer
Signed Title

Feece states this is something we have done for the last four years. He states we will have a metal fire pit in the center of the street and start it around 8:00 PM and should be out easily by 10:00 PM. He explains the buffer until 12:00 AM is to allow for cleanup.

Board Members Culp and Milner moved and seconded to approve the request from St. Michael's Church to close Center Street on March 30, 2024 as presented. The motion carried.

Board Members Ecker and Milner moved and seconded to allow the payroll for March 15, 2024 and the claims for March 25, 2024, as entered in Claim Register #2024-6. The motion carried.

Board Members Culp and Ecker moved and seconded to accept the following communications:

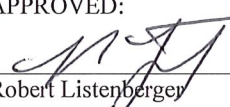
- March 25, 2024 Docket
- March 12, 2024 Technical Review Committee Minutes
- Plymouth Water Enforcement Activity Report – February 2024
- Plymouth Wastewater Department Activity Report – February 2024

The motion carried.

There being no further business, Board Members Ecker and Milner moved and seconded to adjourn, Listenberger declared the meeting adjourned at 6:06 p.m.



Lynn M. Gorski
Clerk-Treasurer

APPROVED:


Robert Listenberger
Mayor

CITY OF PLYMOUTH WATER DEPARTMENT
Board of Public Works and Safety
February 2024 Monthly Report

PLANT OPERATIONS

Water Treated – Ledyard Water Treatment Plant	21,555,257 gallons
Water Treated – Pine Water Treatment Plant	<u>16,658,748 gallons</u>
Water Treated - Total	38,214,005 gallons
Water Treated – Daily Average – Ledyard Water Treatment Plant	733,775 gallons
Water Treated – Daily Average – Pine Water Treatment Plant	<u>577,197 gallons</u>
Water Treated – Daily Average – Combined	1,310,972 gallons

- Backwashed filters at Ledyard Water Treatment Plant 8 times for a total of 672,000 gallons.
- Backwashed filters at Pine Water Treatment Plant 12 times for a total of 1,152,000 gallons.
- Total backwash usage for the month was 1,824,000 gallons.

MAINTENANCE WORK ORDERS COMPLETED

- **15 – 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.
 - Set up new Spectro photo meter in laboratory.
 - Clean air relief valves on all pressure filters.
- **12 – Pine Water Treatment Plant Maintenance**
 - Completed auxiliary generator test.
 - Completed temperature checks on high service pumps.
 - Cleaned and calibrated chlorine analyzer.
 - Cleaned chlorine injector.
- **16 – Mobile Equipment**
 - W-3, W-7, W-10, W-11, W-14, W-16 W-17, W-30 and W-32.

WATER SAMPLING

- 10 Distribution system bacteria samples, IDEM required
- 62 Distribution system chlorine residual samples, IDEM required
- 5 Fluoride samples, ISDH required
- 217 Process control samples and analysis at the Ledyard Water Treatment Plant include Ferrous Iron, Total Iron, Manganese, and Chlorine
- 248 Process control samples and analysis at the Pine Water Treatment Plant Samples include Ferrous Iron, Total Iron, Manganese and Chlorine
- 0 THM's Sets.
- 0 HAA5'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
- 0 Nitrate/Sampling for each Plant (sets)
- 0 Extra Sampling
- 0 Hardness/Corrosion
- 0 Set IDEM required PFAS sampling on all 6 wells

SERVICE

Utility Locates	265
Total Number of Work Orders	377
Service Disconnects	29
Service Disconnects for non-pay	57
Service Reconnects for non-pay	63
Blue Tags "Service Notice" left on door	24
Pink Tags "Insufficient Funds Notice" left on door	7
New Radio Read / Meter Installations	15
Accuracy Checks	181
After Hours Call Outs	0
Meters New/Repaired	1
Consumer Confidence Report Requested Hand Delivery	0

CONSTRUCTION ACTIVITIES

- (1) Curb Stops Repaired / Replaced / Installed
02-12-2024 201 Dickson St. – Replaced broken curb stop
- (0) Curb Stops Located / Capped Off at Valves
- (0) New Taps Installed
- (0) New Mains Completed
- (0) Valves / Valve Boxes / Repaired / Replaced / Installed
- (0) Hydrants Repaired / Replaced / Installed / Serviced / Painted
- (0) Valve Exercised
- (1) Main Breaks and Leaks Repaired
02-12-2024 815 W. Jefferson St.- Repaired leak from a broken saddle (Jefferson Street washateria).
- (0) Service Lines / New/ Repaired

MISCELLANEOUS

- GPS data collection.
- Continuing lead service line inspections. A total of 1,743 service lines were identified by either hydro-excavation, physically entering the basements or records search.
- Continuing to work with Commonwealth Engineers on certifying the department's asset management plan.
- One employee attended the OSHA 10-hour course provided by Gibson Ins. on 2-8-24 and 2-9-24.
- Completed safety training for PPE and Importance of Hand Washing on 2/8/24.
- Completed safety training for Confined Space Entry and How to Use Gas Detection Equipment on 2/13/24.
- Completed safety training for Lock Out / Tag Out Procedures on 2/20/24.
- AT&T completed the installation of auxiliary generator to power their communications equipment at the north water tower, which we also have access to for power outages for the water tower for the lighting requirement on the tower.
- Michael Peck, water department maintenance started on 2/12/24.

CITY OF PLYMOUTH WASTEWATER DEPARTMENT
Board of Public Works and Safety
February 2024 Monthly Report

PLANT OPERATIONS:

1. Total flow in gallons	52,649,690
2. Average daily flow in gallons	1,815,506
3. Rainfall	1.21"
4. Monthly average in BOD removal	99.1%
5. Monthly average in TSS removal	97.3%
6. Monthly average in Ammonia removal	98.5%
7. Monthly average in Phosphorus removal	85.5%
8. General plant maintenance	
9. Work orders completed:	

319 – Wastewater Treatment Plant

- Exercised 62 plant valves.
- Collection system crew continuing servicing small equipment and trailers.
- Repaired doors on bio-roughing towers.
- Replaced pump on return sludge pump tee valves.
- Repaired air leak on discharge piping on Neuro's turbo blowers.
- Replaced water valve in sludge storage area north of the centrifuge.
- Replace blower on the anaerobic digester gas mixing system.
- Opened up and blew dust out of plant electrical variable frequency drives.
- Replaced cable on grease removal system.
- Completed in-plant backflow device inspections.
- Replaced the grinder in the primary control building.
- Had several lock sets repaired or replaced.
- Cleaned the air release valves on the secondary and return sludge pumps.
- Replaced overhead door on the east maintenance building (north end).
- Replaced valve on methane gas waste burner.

71 – Vehicle/Mobile Equipment

- Repaired brakes on T-23.
- Repaired seal on power rake.
- Debris box on T-20 was repaired by cutting out rusted metal and welding in new panels.
- Body repair was completed at Lincolnway Auto Body on T-21.

38 – Lift Stations

- Replaced fail contactor on pump controller at the Jail lift station.
- Organized pump and float level controls at the Centennial Crossing lift station.
- Replaced mini-relays on the lift station controller at the Goshen Rd. lift station.
- Replaced the battery backup on the controller at the Goshen Rd. lift station.
- Ordered new portable auxiliary generator.

5 – Collection System

- 0 - Eliminated structures
 - a.
- 0 – Replaced structures
 - a.
- 0 – Repaired structure
 - a.
- 3 – Replaced / adjusted castings.
 - a. Clean out at 1101 W. Harrison St.
 - b. Hood on inlet at 1906 N. Oak Dr.
 - c. Manhole gasket on casting at 646 Oakhill Ave.
- 0 – GIS data collection points.
 - a.
- 0 – New structure
 - a.
- 0 – Point Repairs
 - a.
- 2 – Miscellaneous
 - a. Installed new sewer connection at 821 Ledyard St.
 - b. Replaced sewer lateral and connection at 101 S. Michigan St.

COLLECTION SYSTEM GENERAL:

1. Cleaned 2,674 feet of sewer lines:
 - 0 feet during service calls
 - 2,674 feet during preventive maintenance
2. Televised 7,949 feet of sewer lines.
3. Mechanically removed roots from 0 feet of sewer lines.
4. Removed approximately 1,337 tons of silt and debris during cleaning and inspections of sewers lines.
5. Used approximately 7,650 gallons of potable water during sewer cleaning.
6. Performed routine maintenance on 10 CSO's and 17 pumping station.

MISCELLANEOUS

- Preparing for IDEM, EPA Industrial Pretreatment and CSO audits.
- Jennifer Branch the new administrative assistant started on 2/12/24.
- One employee attended the OSHA 10-hour course provided by Gibson Ins. on 2-8-24 and 2-9-24.
- Completed safety training for PPE and Importance of Hand Washing on 2/8/24.
- Completed safety training for Confined Space Entry and How to Use Gas Detection Equipment on 2/13/24.
- Two employees attended Northern Indiana Operators Association meeting at South Bend WWTP, training on laboratory procedures on 2/14/24.
- Completed safety training for Lock Out / Tag Out Procedures on 2/20/24.