

REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, May 28, 2024

The Board of Public Works and Safety of Plymouth, Indiana, met in Regular Session at 6:00 p.m. on May 13, 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 Duane Culp, Don Ecker Jr, Shiloh Milner, and Dave Morrow who were physically present. 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 Morrow moved and seconded to approve the minutes of the regular session of the Board of Public Works and Safety meeting of May 13, 2024. The motion carried.

Utility Superintendent Davidson announced they will be starting their water main flushing program on Monday, June 3rd. He explained the way they generally flush is from the plants out, and they wash the main lines first. He stated it is much more effective than the way they used to handle it by turning on all the hydrants at one time. He added they can control the pressure much better as well. He stated in the event that anyone has any discolored water or some lower pressure than usual, he offered the advice to turn the cold water on and let it run for five to ten minutes. He stated if that does not clear the problem, please call the water department at 574-936-2543 and they will investigate to see if there is anything they can do to remedy the issue.

Davidson reminded the board that this Thursday at 11:00 a.m., they would be meeting at the Council Chambers for the pre-bid of the Water Improvement Projects. He stated Division I would be the Water Main improvements and Division II would be the Water Tower Renovation and painting. He explained the bids would be submitted at the next board meeting on June 10th.

Davidson stated the last item he had to report on was the City's lead service line inventory. He explained they are probably 99% complete on the customer side and the city side. He stated they are currently in the process of doing one final internal review prior to submission which is due October 16th, so they are in good shape for submission.

City Engineer Sellers stated that a couple of weeks ago, he had the pleasure of submitting an MS4 GP Annual Report. He elaborated that the MS4 GP stands for Municipal Separate Storm Sewer System General Permit. He stated part of that annual report is that they

do public outreach, and as such, they make reports to the local officials. He listed a few of the highlights from the report as seen below.

- Three illicit discharges reported. Two eliminated with one requiring no action.
- Number of construction sites receiving stormwater runoff permits: 11
 - o Inspected 8 and 3 have yet to start construction.
- Estimated street sweeping material collected: 754 CY
- Storm Sewers Cleaned: 0.75 tons worth of material

Fire Chief Holm stated they had applied for a grant at the beginning of the year for a fire hydrant at the Fire Training Tower. He stated they were awarded the grant and have been working alongside the Clerk-Treasurer on getting the paperwork finalized. He stated that due to timing, they wouldn't receive those monies until the beginning of July. He stated that it was alright as they came up to the water main flushing, which keeps utilities busy, so he knew it would not work out to get the hydrant in the ground at this time. He stated that hopefully, near the end of the summer, it would be complete and that would be a big improvement for them. He explained it was a 100% grant from the State and there was no matching for that, and it ended up being \$14,000 worth of time and materials to complete.

Holm stated the second item is that they received a Clinical Affiliation Agreement from the School of EMS, which is an online EMS certification school out of Texas. He stated he had City Attorney Houin review the agreement, and it is similar to other agreements we already have with Goshen Hospital, as well as Ivy Tech. He explained it allows students to ride in their ambulance to do their clinical times that they have to complete for their course. He stated he would be entering into this agreement as it is not any different from what we already do as they are just helping another school. He expressed that even though it is online, out of Texas, these students are local in the area, so there is a chance to bring them on in the future as well.

Mayor Listenberger asked if they were high school students or adults.

Holm responded by stating they are more along the line of being adults.

Ecker asked for an update on the Fire Truck.

Holm replied that there had been progress. He stated the cab for the Fire Truck was being fabricated, as well as the body. He stated if they were to get on the Macqueen website, they could look up the end production photos for it. He stated the cab is already fabricated and painted, but it still looks like a shell as there is nothing else in it. He stated the back part,

where all the compartments are, had also been fabricated, but they have not been painted yet. He stated he had been told that it may be completed by the end of July.

Culp asked about the status of the ambulance.

Holm responded by stating he was not sure about the ambulance, but it should also be finished around the same timeframe. He stated even though the city was not purchasing it, the Township Brush Truck should be appearing near the end of June. He stated he would be conducting the final inspection on June 20th.

Ecker asked where the final inspection would be.

Holm responded by stating it would be in Texas.

Mayor Listenberger asked if they were delivering the fire truck and ambulance. Holm agreed. Mayor Listenberger asked if anyone would be picking them up.

Holm replied that they would be delivering them as the dealers would need to go over operations and training with them. He stated they would still have to go to Texas for the final inspections, but once they were completed, they would deliver the vehicles.

Airport Manager Sheley stated the Board of Aviation Commissioners meeting had been moved from June 11th to June 25th. He stated they would be swearing in a couple of new board members, but the reason for it being moved is that they would be opening bids for the Airport Taxiway Project. He explained the FAA had asked them to rebid the project as they had seen bids come down since COVID, and that they would be able to include the lighting project in it as one. He stated they would also be opening bids for snow removal equipment.

Clerk-Treasurer Gorski introduced a request from St. Thomas Episcopal Church to place dumpsters during their roof renovations. Patrick Pearish was in attendance to answer questions.

Pearish stated they had the renovations scheduled for the current week. He listed Thursday through Saturday, and it would be for the entire project. He guessed that they would be done on Thursday on the back side where the alley is and said they would also like to place a dumpster on Center Street on their side of the street. He explained they would be working on the Rectory and the west side of the Parrish Hall.

Mayor Listenberger asked if this would only be exterior work.

Pearish responded in agreement and stated it was a reroof.

Ecker asked if it was the upcoming weekend or the following weekend.

Pearish replied that it would be the upcoming weekend from Thursday, May 30th – Saturday, June 1st.

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Reverend Bernadette Hartsough brought up that there would also need to be some masonry work done.

Pearish commented that it was down the road, but they would be having some tuckpointing done and there would be one day when they would have a lift in the alley as well. He stated it would probably only be that workday.

Hartsough expressed that they had to get this work done as they had not had work done in many years. She stated with the tuckpointing that behind the altar, the bricks were crumbling as the building was over 100 years old. She stated she lived in the Rectory and there was a hole in the roof. She stated it happened so quickly and needed to schedule the roofers as soon as they were available. She explained that if it was not done in the next week or two, it would have to be next year as the roofers were booked out.

Ecker asked if the lift would be coming in four weeks later.

Pearish replied in two weeks.

Ecker asked if that was two weeks or two weeks after the roofing project.

Pearish replied in two weeks and one day from that day.

Ecker asked Houin if they would have to return in two weeks from then with another request.

Houin stated that the board could approve it that night with the understanding that they would notify the City as soon as they knew the date.

Morrow asked if the alley was used frequently.

Pearish replied that there were apartments on the Jefferson Street side, but he believed they could maneuver from the gas station.

Morrow asked if he would be communicating with the tenants and letting them know.

Pearish responded by stating he would let them know and that the other structures had access from Michigan Street. He stated they had garages on the back side, but he would talk to them as well.

Police Chief Weir asked if the alley would be blocked by a dumpster at the upcoming weekend.

Pearish replied that they had a portable moving dumpster that pulls in. He explained that they fill it up, and then they dump it into another dumpster. He stated it would be blocked for 20-minute periods.

Weir shared his concern as he saw that the garages are used frequently.

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Hartsough stated that when they do the tuckpointing, a lift would be blocking the alley, but they do not have a timeframe for that yet, but would let the City know. She stated they are trying to minimize the amount of time it is closed.

REQUEST FORM
CITY OF PLYMOUTH

Date: 5/24/24

Notice to BOARD OF PUBLIC WORKS AND SAFETY, CITY OF PLYMOUTH, INDIANA

Kindly review of the following request:

We need to place a dumpster
behind St Thomas church at 900 N Center
Street in the ally for the reroofing of
our Parish Hall. Also one on North
Center Street for the reroofing of
the rectory.

Pat Powell
Signed

574-952-4216
Phone Number

Patrick Parrish
Print Name

12941 - par-Tr. Culver 46571
Address

In-Office Only:
Determination of Request

Board of Public Works & Safety approved dumpsters for May 30 -
June 1, 2024. Along with lift for tuckpointing to be determined with
notification with City office before hand. Approved 5/28/2024

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

Steve Milner Clerk-Treasurer
Signed Title

Board Members Ecker and Morrow moved and seconded to approve the request to place the dumpsters as presented, along with the lift for tuckpointing with an estimated project completion date of June 15th. The motion carried.

Board Members Milner and Culp moved and seconded to allow the payroll for May 15, 2024, and the claims for May 28, 2024, as entered in Claim Register #2024-10. The motion carried.

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


- May 28, 2024, Docket
- May 14, 2024, Technical Review Committee Minutes
- Plymouth Water Department Activity Report – April 2024
- Plymouth Wastewater Department Activity Report – April 2024

The motion carried.

There being no further business, Board Members Morrow and Milner moved and seconded to adjourn, Listenberger declared the meeting adjourned at 6:18 p.m.


Lynn M. Gorski
Clerk-Treasurer

APPROVED:


Robert Listenberger
Mayor

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

PLANT OPERATIONS:

1. Total flow in gallons	83,364,010
2. Average daily flow in gallons	2,778,800
3. Rainfall	6.82"
4. Monthly average in BOD removal	99.2%
5. Monthly average in TSS removal	98.2%
6. Monthly average in Ammonia removal	97.2%
7. Monthly average in Phosphorus removal	80.5%
8. General plant maintenance	
9. Work orders completed:	

356 – Wastewater Treatment Plant

- Exercised 85 plant valves.
- Rotated primary clarifiers. Currently using the north clarifier.
- Installed new hanging heater in the south end of the east maintenance building.
- Serviced the automatic bar screen.
- Start-up ultraviolet disinfection system.
- Replaced the check valves on #1 primary sludge pump.

70 – Vehicle/Mobile Equipment

- Installed new skid plate for boom on T-20.

94 – Lift Stations

- Replaced the battery back-up at the Briarwood lift station.
- Amp & meg all 17 electric motors in the lift stations
- Inspected and adjusted all pump impellers on all 17 lift stations.
- Replaced pump at the Pioneer Dr. lift station, which was plugged with debris.
- Corrected float issues at the Pioneer Dr. lift station.
- Installed timers on the aerator for the Pioneer Dr. lift station so it would restart automatically after power outage.
- Replaced the gas regulator on the Goshen Rd. lift station generator.
- Replaced the alternator on the Ferndale lift station.
- Removed stick from the Candy Ln. lift station check valve.
- Replaced the soft start on the Pioneer Dr. lift station.

6 – Collection System

- 0 – Eliminated structures
 - a.
- 0 – Replaced structures
 - a.
- 1 – Repaired structure
 - a. Airport Rd. J4C004.
- 1 – Replaced / adjusted castings.
 - a. 17M115
- 0 – GIS data collection points.
 - a.
- 0 – New structure
 - a.
- 3 – Point Repairs
 - a. Bayless St. & Charles St. repaired broken pipe.
 - b. Bayless St. & Alexander St. repaired broken pipe.
 - c. 325 S. Michigan St. repaired broken pipe from root damage.
- 1 – Miscellaneous
 - a. Cleaned and inspected the pressure relief valves on the Pioneer Dr. lift station.

COLLECTION SYSTEM GENERAL:

1. Cleaned 14,735 feet of sewer lines:
 - 0 feet during service calls
 - 14,735 feet during preventive maintenance
2. Televised 8,601 feet of sewer lines.
3. Mechanically removed roots from 2,372 feet of sewer lines.
4. Removed approximately 7.37 tons of silt and debris during cleaning and inspections of sewers lines.
5. Used approximately 34,316 gallons of potable water during sewer cleaning.
6. Performed routine maintenance on 10 CSO's and 17 pumping station.

MISCELLANEOUS

- Interviewed 2 applicants for the maintenance position. Hired Lane Sahloff.
- Started up the sprinkler system on the 6th St. odor control unit.
- Provided facilities tour of the wastewater plant and the 2 water plants for Dave Morrow, Board of Works member.
- Completed safety training for "Safety Data Sheets & Safe Use of Ladders" on 4/23/24.
- Travelers Ins. completed an inspection at the wastewater plant on 4/19/24.
- Repairs were completed to the Close Circuit Televising Unit's camera.

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

PLANT OPERATIONS

Water Treated – Ledyard Water Treatment Plant	22,191,549 gallons
Water Treated – Pine Water Treatment Plant	<u>19,371,056 gallons</u>
Water Treated - Total	41,562,605 gallons
Water Treated – Daily Average – Ledyard Water Treatment Plant	739,718 gallons
Water Treated – Daily Average – Pine Water Treatment Plant	<u>645,702 gallons</u>
Water Treated – Daily Average – Combined	1,385,420 gallons

- Backwashed filters at Ledyard Water Treatment Plant 9 times for a total of 756,000 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 2,004,000 gallons.

MAINTENANCE WORK ORDERS COMPLETED

- 16- 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 backwash system.
 - Continuing installing the concrete for the well vault, installing discharge piping and electrical conduits.
- 14 – Pine Water Treatment Plant Maintenance
 - Completed auxiliary generator test.
 - Completed temperature checks on high service pumps.
 - Cleaned and calibrated chlorine analyzer.
 - Cleaned chlorine injector.
 - Peerless Midwest reinstalled high service pump #2 after rebuild.
 - Peerless Midwest reinstalled well #6F after rebuild.
- 26 – Mobile Equipment
 - W-7, W-9, W-10, W-15, W-16, W-24, W-28, and T-10. Hydraulic pumps.

WATER SAMPLING

- 10 Distribution system bacteria samples, IDEM required
- 62 Distribution system chlorine residual samples, IDEM required
- 4 Fluoride samples, ISDH required
- 416 Process control samples and analysis at the Ledyard Water Treatment Plant include Ferrous Iron, Total Iron, Manganese, and Chlorine
- 321 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 HAA5's Sets
- 0 VOC's sets
- 0 SOC/2nd Annual I 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	322
Total Number of Work Orders	392
Service Disconnects	13
Service Disconnects for non-pay	58
Service Reconnects for non-pay	86
Blue Tags "Service Notice" left on door	10
Pink Tags "Insufficient Funds Notice" left on door	10
New Radio Read / Meter Installations	11
Accuracy Checks	194
After Hours Call Outs	3
Meters New/Repaired	13
Consumer Confidence Report Requested Hand Delivery	0

CONSTRUCTION ACTIVITIES

- (1) **Curb Stops Repaired / Replaced / Installed**
04-16-2024 219 William St.- Repaired ¾" curb stop box.
- (3) **Curb Stops Located / Capped Off at Valves**
04-08-2024 1901 Jim Neu Dr.- Retired 1" service at corporation stop.
04-18-2024 422 W. Garro St. -ME Simpson leak detection.
04-19-2024 316 W. Garro St.- Retired old service at corporation stop.
- (0) **New Taps Installed**
- (0) **New Mains Completed**
- (3) **Valves / Valve Boxes / Repaired / Replaced / Installed**
04-17-2024 2001 Felix Pl.- Cut & lowered telescopic box.
04-19-2024 N. Plum St.-Repaired valve (J7V003).
04-22-2024 402 W. Garro St.- Repaired valve (J7V068).
- (0) **Hydrants Repaired / Replaced / Installed / Serviced / Painted**
- (157) **Valve Exercised**
Valve Turning Program - 157
- (4) **Main Breaks and Leaks Repaired**
04-02-2024 620 E. Jefferson St. Leak at goose neck. (Replaced entire service line).
04-29-2024 Bayless St. & Charles St.- Repaired leak on bell.
04-30-2024 708 Thayer St.- Replaced leaking service line. (Bored).
04-22-2024 2535 N. Michigan St.- repaired leak on horn (Needs to be replaced).
- (0) **Service Lines / New/ Repaired**

MISCELLANEOUS

- GPS data collection.
- McMichael Fire Extinguisher Service completed inspection and repairs to all of the department's fire extinguishers.
- Continuing to work with Commonwealth Engineers on certifying the department's asset management plan.
- Provide a tour of the Ledyard Water Treatment Plant to the Marshall-Starke Development Center on 4/17/24.
- Provide a tour of the Ledyard and Pine Water Treatment Plants to Dave Morrow, Board of Works member on 4/26/24.
- Completed safety training for "Safety Data Sheets & Safe Use of Ladders" on 4/19/24.
- Continuing working with Milestone on the water main / street project on Hoham Dr.
- Indiana State Board of Health conducted an inspection 4-22-24 on the water department's fluoride applications. All phases passed inspections.