

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

The Board of Public Works and Safety of Plymouth, Indiana, met in Regular Session at 6:00 p.m. on October 28, 2024. The meeting was held in the Council Chambers, on the second floor of the City Building, 124 N. Michigan St., Plymouth, Indiana.

Mayor Robert Listenberger called the meeting to order. Listenberger presided for Board Members Duane Culp and Shiloh Milner, who were physically present. Board Members Don Ecker Jr. and Dave Morrow attended virtually but were left out of the vote as they could not be seen virtually. City Attorney Jeff Houin and Clerk-Treasurer Lynn Gorski were also present. The public was able to see and hear the meeting through Microsoft Teams.

Board members Culp and Milner moved and seconded to approve the minutes of the regular session of the Board of Public Works and Safety meeting of October 14, 2024, as presented. The motion carried.

City Engineer Dan Sellers stated in their packet there was a change order for overruns on the Gibson and LaPorte Street Project in the total amount of \$73,996.85 because of poor subgrade material that required excavation and replacement with additional asphalt. He stated it was about 250 feet long, mostly at the intersection of Gibson and Roy Streets.

Mayor Listenberger asked if funds had been identified to pay for this.

Gorski confirmed that funds were available.

Board members Culp and Milner moved and seconded to approve the change order for Gibson and LaPorte Street as presented. The motion carried.

Building Commissioner Dennis Manuwal stated at the last meeting he had brought a demolition order before the board for the property located at 2220 Lake Avenue and the property was currently in the process of being sold. He stated that the current potential owners were present and asked that the deadline for the demolition order be 60 days from the closing date.

Culp asked if he was requesting this or if the property owner was.

Manuwal replied that he was requesting the extension. He stated that November 1, 2024 would have been the 30<sup>th</sup> day and the current property owner had 30 days to have a substantial start. He stated they did have a dumpster and were in the process of removing the interior contents and since then they have been in the selling process. He stated with someone purchasing the property, he believed we should offer them the same 60 days.

**Sheila Ellabarger (1116 Sycamore Street, Plymouth, IN 46563)**

Ellabarger stated that she was the current owner.

**George Folkers (57652 Priscilla Court, Elkhart, IN 46563)**

Folkers stated that they had a purchase agreement, signed it, and were going through the paperwork.

Mayor Listenberger asked if there was a closing date.

Folkers replied they had not, and they were hoping within a week or two.

Mayor Listenberger stated that in the past if they have seen progress that they had been rather lenient. He believed they were on the right track, and he did not have a problem with the request.

Board Members Culp and Milner moved and seconded to approve an extension of 60 days after closing to have the property at 2220 Lake Avenue demolished. The motion carried.

Culp asked where they were on the house at Hope Boulevard that burnt down.

Manuwal replied they were currently waiting on insurance to get settled as insurance can take up to a year or longer. He stated he has reached out, but they must wait on insurance before they can do anything with it.

Fire Chief Steve Holm stated he had two requests, the first being with John Kauffman leaving them that tomorrow would be his last day on shift. He stated they did an internal application process, and they did receive a worthy application and with that they would like to give a conditional offer of employment to Brandon Smith contingent upon his acceptance into the 77 pension and that would fulfill their current opening that they have.

Board Members Culp and Milner moved and seconded to extend a conditional offer of employment to Brandon Smith. The motion carried.

Holm stated he was aware they had all been in discussion and he appreciated everyone's time. He stated he would like to open an application process now to begin accepting applications to hire three more staff in 2025 and that would be for employment after the 1<sup>st</sup> of the year. He explained that would bring all their staff up to one more person per shift for a total of six people per shift.

Culp asked if they had the budget for that request.

Gorski replied that they barely had enough so it would be tight on the budget.

Mayor Listenberger stated this was not a request for an additional appropriation or anything like that but rather a request to hire three additional employees and they have it in the budget barely.

Gorski commented that the budget this year is tight and will be even tighter next year.

Mayor Listenberger stated he noticed Holm had brought some additional support with him. He stated now would be a good time to come up and say something if they would like. He believed it is important to listen to the boots on the ground, who work this every day.

Justyn Wade introduced himself as a Lieutenant on B Shift. He stated they had discussions on how badly they need full-time staff and that this was not a move to get away from volunteers or anything like that. He stated it comes down to response times in today's day and age with the increase in call volumes. He stated everyone knows the city and the population are growing so they need more full-time staff to get out the door even a couple minutes quicker as it would help. He appreciated the board for listening to them on this.

Mayor Listenberger stated it was important that he noted the fact that this did not take away the need for the volunteers as they are still counting on them.

Sidney Roda introduced herself as a Paramedic/Firefighter on B Shift. She stated that solely from the Paramedic standpoint, that additional staff was greatly needed just because of the mental load alone. She stated that today she took care of a kid younger than her with serious things happening to him and being a parent on top of that it takes a mental toll. She explained that additional staff help ease that burden.

Culp asked how many calls have increased over the last 5-10 years and what it was doing to our paramedics.

Roda replied that now they have made approximately 2,200 calls for this year and last year they got close to 2,500. She stated she was in full confidence they were going to hit that number and exceed it. She stated being a younger medic on the department as she had only been there for three years that it takes a lot, not just because of the workload, but because a lot of them in this field do the work because they love it but not because the money always supports it. She stated she works multiple other jobs, and it was a mental task carrying it from this job to another job, to home, etc. She commented that another staff member would take a lot of burden off. She stated their shift just had a bad call three weeks ago and giving some downtime to that medic to grasp the reality of what happened would help.

Mayor Listenberger asked if that was the day they had 3 fatalities on one shift.

Roda replied in agreement and stated that it would take a big mental load off as they often alternate between calls and most of the time, they have two medics on one truck. She stated that switching back and forth on calls does help a little bit but having to see and deal

with the same things as your partner does, that it becomes taxing. She stated with that alleviation, the retention rate would go up as it would not be so much of a mental burnout.

Ecker asked with this additional request for personnel, what the plan was to cut back on the extra hours that have been involved with training as the budget would be super tight if they go through with this. He asked who would monitor this and who would monitor that person to ensure they stay within the budget that was out there.

Holm replied that overall, he would be the first monitor as the department head and with their checks and balances each month that it would either be through the Clerk-Treasurer or Deputy Clerk-Treasurer with monthly checks on where they are at through the year. He stated with training and overtime, one item that would be helped as they grow would be that a lot of that training would be able to be completed on shift amongst the different crews which could alleviate some of the coming in off duty to do the training. He stated at the same time he would not want to sacrifice training as that was one of the highest priorities of their job. He stated if some overtime comes from training, that he would not be against that, but one area they would save on would be not needing to mandate or have the shifts completely full as some could be filled in with part-time.

Ecker asked if they would stick to the schedules so people would work the schedules they are supposed to work. He stated we must stay within the budget as we owe that responsibility to the public.

Holm replied that they are fiscally responsible to the public and responsible to always cover their emergency needs, so they need to ensure they are always staffed and have the manpower to do that. He stated by the time they get through all the testing processes, even if they were to start them that night, they realistically would not have anyone working until around February.

Mayor Listenberger stated it would be close as they would be counting three new full-time people in January. He explained they would watch the budget.

Culp asked if they would all be hired as Paramedics.

Holm replied when they put the numbers together, what they originally planned for was one Paramedic and two EMT. He stated they currently have two EMT preparing to go to Paramedic school, as they cannot always find Paramedics readily, as they are a dime a dozen, so they would have to hire EMT's when possible, and train them into Paramedics.

Board Members Culp and Milner moved and seconded to approve the request to hire three additional employees for 2025. The motion carried.

Street Superintendent Jim Marquardt stated he had met with the Parks Department on ideas for Christmas decorations and they are looking to try to do something with the corner of Jefferson and Michigan Street at the empty lot to do something small. He stated they are looking to get some power out there as there was a pole there and Dave Cooper, of the Parks Department, spoke to NIPSCO and they said it was possible to bring power down to a meter for the city there. He stated they needed permission from them to have the Clerk-Treasurer send a letter to NIPSCO requesting to give them a service at 500 N. Michigan Street to that empty lot. He stated nothing would be going into the ground permanently, as most of the items would be mounted above. He stated they still had test wells there that are checked every so often, but he could foresee them utilizing a few different holiday displays throughout the year. He stated he did not know the exact amount, but he did not believe it would be a large cost, but it would need to be metered, and Gorski would have to send a request to NIPSCO. He added that the bill would be paid out of City Power and Lights.

Gorski asked why it would be paid out of City Power and Lights and not through Park if Park would be the ones decorating this.

Marquardt replied that he did not know how everyone felt about that, but it could be used for anything citywide but for the time being it would more be used for holiday use. He stated he could not speak for the Park's budget, but he could go back to them and discuss it the following day.

Mayor Listenberger stated they could make the decision either or but giving the go ahead would be more important now while they discuss it.

Board Members Culp and Milner moved and seconded to approve the request as presented while giving the parties the authority to work out the details associated with paying for the NIPSCO meter.

Clerk-Treasurer Gorski introduced a street closure request from St. Michael Catholic Church for their annual Holy Procession Walk. Jeanine Xaver was present to answer questions from the board.

Board members Milner and Culp moved and seconded to approve the street closure request as presented. The motion carried.

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



St. Michael's Catholic Church and School  
637 E. Walnut St.  
Plymouth, IN 46563

**REQUEST FORM**  
CITY OF PLYMOUTH

Date: October 14, 2024

Notice to BOARD OF WORKS, CITY OF PLYMOUTH, INDIANA

Kindly take care of the following request:

St. Michael Church will conduct a holy procession in honor of the Virgin Mary, beginning at the Plymouth Columbus Club building and ending at St. Michael Church.

The walk will take place on December 12, 2024, and we ask for permission to use the following streets from 05:00 P.m. to 06:00 P.m., Berkley Street, Polk Street, East Jefferson Street, and North Center Street.

Signed: \_\_\_\_\_ Title: Pastor  
Address: 612 N. Walnut St. Plymouth, IN 46563  
Phone Number: 574-936-4935

Determination of request:

*Approved by Board of Public Works & Safety, October 28, 2024*

Return the original to the Clerk-Treasurer's Office after determination is complete.

*Lynn M. Gorski* Clerk-Treasurer  
Signed Title

Board members Milner and Culp moved and seconded to allow the payroll for October 15, 2024, and the claims for October 28, 2024, as entered in Claim Register #2024-20. The motion carried.

Board members Culp and Milner moved and seconded to accept the following communications:

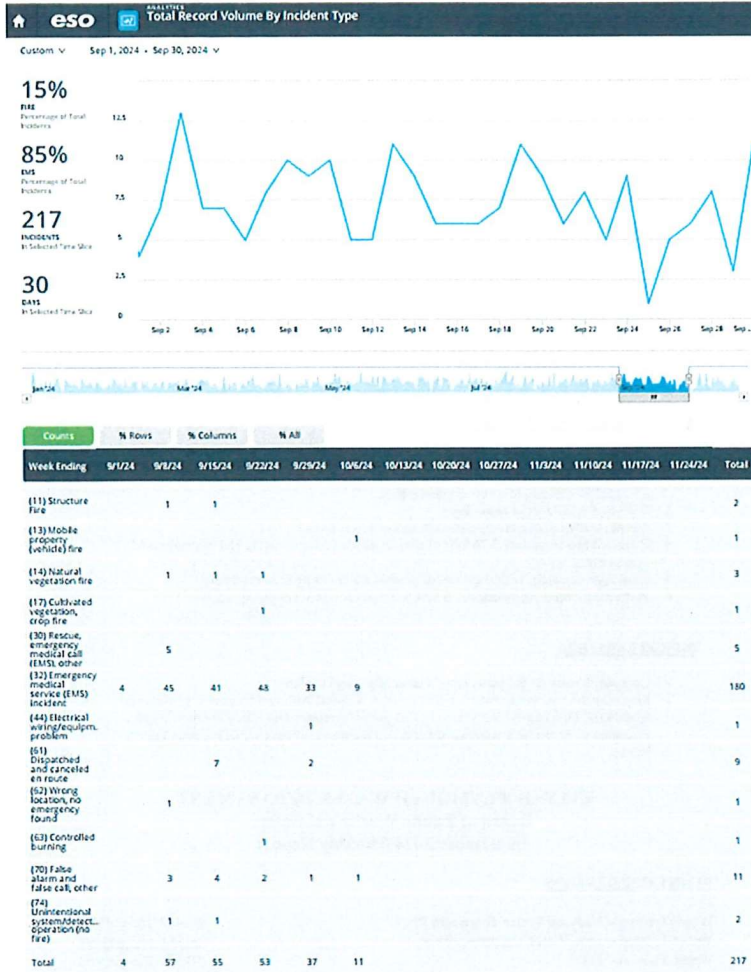
- October 28, 2024, Docket
- Fire Department Activity Report – September 2024
- Wastewater Department Activity Report – September 2024
- Water Department Activity Report – September 2024
- Gibson & LaPorte Street Change Order

The motion carried.

There being no further business, Board members Milner and Culp moved and seconded to adjourn. Listenberger declared the meeting adjourned at 6:31 p.m.

*Lynn M. Gorski*  
Lynn M. Gorski, Clerk-Treasurer

APPROVED:  
*Robert Listenberger*  
Robert Listenberger, Mayor



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

**PLANT OPERATIONS:**

1. Total flow in gallons 46,807,610
2. Average daily flow in gallons 1,509,923
3. Rainfall 3.22"
4. Monthly average in BOD removal 99.4%
5. Monthly average in TSS removal 97.2%
6. Monthly average in Ammonia removal 99.7%
7. Monthly average in Phosphorus removal 76.0%
8. General plant maintenance
9. Work orders completed:

**283- Wastewater Treatment Plant**

- Exercised 49 plant valves.
- Completed repairs to the ultraviolet disinfection system.
- Replaced temperature sensor on the centrifuge.
- Flushed and installed new acid for the sleeves/bulbs on the ultraviolet disinfection system.
- Replaced the thermostat on the air make-up unit for the pretreatment structure.
- Installed new reinforcing sleeve on the north primary clarifier's center vertical feed tube.
- Changed oil and inspected all actuators.
- Replaced the polymer feed check valve on the centrifuge.
- Replaced overhead light in the NW corner of the pretreat building.
- Power washed thickener belt.
- Repaired automatic sampler (temperature sensor).
- Replaced water heater in secondary control building.

**69- Vehicle/Mobile Equipment**

- Repaired oil pressure issue on T-18.
- Tear down the dual fan units on T-20.
- Replaced the seals on the fluid coupler on T-20.

**46- Lift Stations**

- Repaired the debris screen in the Packard Woods lift station.
- Repaired communication error at the Showland lift station.

**16 - Collection System**

- 0 - Eliminated structures
  - a.
- 0 - Replaced structures
  - a.
- 0 - Repaired structure
  - a.
- 4 - Replaced / adjusted castings.
  - a. Adjusted three casting (J6C119, H7M114, ISM005 and H7C127).
- 8 - GIS data collection points.
  - a. Data collection sites.
- 2 - New structure
  - a. Installed new clean out structure between the ponds at the Bird Park (J6M153).
  - b. Packard Woods detention basin (H6C332).
- 0 - Point Repairs
  - a.
- 2 - Miscellaneous
  - a. Detention basin at Garro St. and Plum St. has been excavated (4,555 cu/yds) and seeded.
  - b. Installed 116' of 8" PVC in wet area in Packard Woods detention basin.

**COLLECTION SYSTEM GENERAL:**

1. Cleaned 5,518 feet of sewer lines:
  - 334 feet during service calls
  - 5,247 feet during preventive maintenance
2. Televised 9,077 feet of sewer lines.
3. Mechanically removed roots from 356 feet of sewer lines.
4. Removed approximately 2.76 tons of silt and debris during cleaning and inspections of sewers lines.
5. Used approximately 12,200 gallons of potable water during sewer cleaning.
6. Performed routine maintenance on 10 CSO's and seventeen pumping stations.

**MISCELLANEOUS**

- Continuing work on the wastewater's asset management plan.
- Preparing the renewal application for the city's National Pollutant Discharge Elimination System (NPDES) for IDEM's review. This permit is required by IDEM for the City of Plymouth to discharge treated wastewater into the waters of the state of Indiana (Yellow River).

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

**PLANT OPERATIONS**

Water Treated – Ledyard Water Treatment Plant	30,443,153 gallons
Water Treated – Pine Water Treatment Plant	<u>19,908,563 gallons</u>
Water Treated - Total	50,351,716 gallons

Water Treated – Daily Average – Ledyard Water Treatment Plant	1,014,772 gallons.
Water Treated – Daily Average – Pine Water Treatment Plant	<u>663,619 gallons</u>
Water Treated – Daily Average – Combined	1,687,649 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 and analyzer.
  - Inspected north water tower.
  - Peerless Midwest completed inspection and testing on all 3 wells, 4 high service pumps and calibrated the effluent and well meters.
  - Auxiliary generator was serviced and tested by Cummins.
  - Moving well 2B weather guard to the new well 2B-R.
  - Repaired chain link security fence around the perimeter of the facility.
  - Relocated the meter room to the electrical room (more space).
  - Repair pH analyzer.
- **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.
  - Peerless Midwest completed inspection and testing on all 3 wells, 4 high service pumps and calibrated the effluent and well meters.
  - Changed out the chemical feed lines due to fatigue.
  - Auxiliary generator was serviced and tested by Cummins.
  - Changed out well 5E motor due to faults.
- **20 - Mobile Equipment**
  - W-5, W-7, W-10, W-11, W-13, W-15, W-17, W-24, W-28, W-29 and W-36.



**WATER SAMPLING**

- 10 Distribution system bacteria samples, IDEM required.
- 62 Distribution system chlorine residual samples, IDEM required.
- 4 Fluoride samples, ISDH required.
- 348 Process control samples and analysis at the Ledyard Water Treatment Plant include Ferrous Iron, Total Iron, Manganese, and Chlorine
- 279 Process control samples and analysis at the Pine Water Treatment Plant Samples Includes Ferrous Iron, Total Iron, Manganese and Chlorine
- 2 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
- 2 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	243
Total Number of Work Orders	376
Service Disconnects	26
Service Disconnects for non-pay	51
Service Reconnects for non-pay	49
Blue Tags "Service Notice" left on door	25
Pink Tags "Insufficient Funds Notice" left on door	2
New Radio Read / Meter Installations	21
Accuracy Checks	189
After Hours Call Outs	2
Meters New/Repaired	0
Consumer Confidence Report Requested Hand Delivery	0

**CONSTRUCTION ACTIVITIES**

- (5) **Curb Stops Repaired / Replaced / Installed**
  - 09-04-2024 905 S. Michigan St.- Replaced 3/4" curb stop.
  - 09-10-2024 755 Thayer St.- Replaced 3/4" curb stop.
  - 09-12-2024 213 Shalley Dr.- Replaced 3/4" curb stop.
  - 09-19-2024 1201 W. Laporte St.- Replaced leaking curb stop.
  - 09-26-2024 711 Magnetic Parkway- Replaced 3/4" curb stop.
- (1) **Curb Stops Located / Capped Off at Valves**
  - 09-18-2024 209 N. 4<sup>th</sup> St.- Retired abandoned service line & meter pit.
- (3) **New Taps Installed**
  - 09-17-2024 122 S. Michigan St. - New 1" tap for TGB.
  - 09-20-2024 (2) Gilmore St. & Douglass St. for TGB.
- (1) **New Mains Completed**
  - 09-20-2024 Douglas St. to Gilmore St. - 324' of 6", two 6" tap, 1 fire hydrant.
- (1) **Valves / Valve Boxes / Repaired / Replaced / Installed**
  - 09-06-2024 W. Laporte St. & N. Plum St.- Cut in a new 4" valve.
- (2) **Hydrants Repaired / Replaced / Installed / Serviced / Painted**
  - 09-09-2024 W. Jefferson St. & N. 5th St.- Replaced fire hydrant.
  - 09-20-2024 Installed new hydrant at Gilmore St. & Douglass St.
- (0) **Valve Exercised**
- (1) **Main Breaks and Leaks Repaired**
  - 09-25-2024 2124 Western Ave.- Repaired 10" main break.
- (2) **Service Lines / New/ Repaired**
  - 09-11-2024 306 Douglas St.- Repaired service line (Damage caused by contractor).
  - 09-17-2024 1755 N. Oak Rd.- Repaired leaking 2" meter setter.

**MISCELLANEOUS**

- GPS data collection.
- Continuing to work with Commonwealth Engineers and Baker Tilley on certifying the department's asset management plan.
- New employee Carlos Del Real-Torres started on 9-4-24.
- Submitted Lead & Copper results to IDEM in compliance with the new well 2B-R requirements.
- The City's lead service line inventory has been submitted to IDEM as mandated.
- Three employees attended the Fall District- AWWA meeting in Hammond on 9-27-24.
- Water Improvement Projects both started this month. Division 1 - TGB Unlimited water main improvements / Division 2 - O & J Coatings water tower renovation.