

REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, December 23, 2024

The Board of Public Works and Safety of Plymouth, Indiana, met in Regular Session at 6:00 p.m. on December 23, 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, Don Ecker Jr., Shiloh Milner, and Dave Morrow, who were physically present. 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 Morrow and Ecker moved and seconded to approve the minutes of the regular session of the Board of Public Works and Safety meeting of December 9, 2024, as presented. The motion carried.

Utility Superintendent Donnie Davidson presented the Second Amendment to the Lease Agreement with AT&T for use of the water tower at Parkview Street for cellular antennas. He stated the agreement was for up to 8 antennas and lease of the property below the water tower for their control center. He explained they needed to expand their system and AT&T had proposed paying an additional \$700.00 per month for the leasing of the tower and ground space. He stated he had reviewed the agreement with the City Attorney and they both agreed that everything is in order with the increase. He stated this would increase the monthly rent to approximately \$3,844 per month and it would also increase 4% annually. He added that if they must do any maintenance on the tower, they are required to remove all their items so that they can perform the work.

Ecker asked how long the agreement was good for.

Davidson responded until one party or the other cancels the agreement.

Board members Ecker and Milner moved and seconded to approve the second amendment to the agreement with AT&T for use of water tower for cellular antennas as presented. The motion carried.

City Engineer Dan Sellers informed the board that on December 26, 2024, they would start advertising for bids for the 2025 Street Projects, to be opened January 27, 2025.

Cemetery Assistant Superintendent Greg Carroll asked permission for a controlled burn at the Cemetery for their brush pile. He stated they would coordinate with Fire Chief Steve Holm and contact the Marshall County Sheriff to inform them what and when they would be doing this.

Ecker asked if this controlled burn was in the same general area that it had been in the past.

Caroll confirmed and stated that this burn would not happen for a couple of weeks.

Board members Ecker and Morrow moved and seconded to approve the request for the controlled burn at the Cemetery as presented. The motion carried.

City Attorney Houin presented three job description updates. The first two are Firefighter 1<sup>st</sup> Class and Firefighter Paramedic, which are simply to move the minimum age from 21 down to 18. He stated that they have the Career & Technical Education (CTE) course for firefighter training where they have high school students coming out of this course with firefighter certifications and they are ready to start the job as a firefighter, but they can't hire them because they are not old enough. He stated this would allow the City to potentially hire students that are coming out of this CTE class that have worked with their department.

He listed the third update was for the Human Resources Manager, where there are several changes to that job description that reflect duties that have been taken on by the HR Department that were not listed in the job description.

Board members Ecker and Culp moved and seconded to approve the Firefighter 1<sup>st</sup> Class, and the Firefighter Paramedic as presented. The motion carried.

Board members Ecker and Morrow moved and seconded to table the Human Resources Manager changes as presented. The motion carried.

Houin reported that they held the groundbreaking for the Water Street Townhomes last week. He stated they are requesting them to allow the closure of the parking lot at the corner of E. Garro and Water Streets during the construction. He added that construction barricades would be placed the day after Christmas.

Board members Culp and Ecker moved and seconded to close the parking lot as presented. The motion carried.

Board members Ecker and Morrow moved and seconded to allow the payroll for December 13, 2024, and the claims for December 23, 2024, as entered in Claim Register #2024-24. The motion carried.

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

- December 23, 2024 Docket
- December 10, 2024 Technical Review Committee Minutes

- Water Department Activity Report – November 2024
- Wastewater Department Activity Report – November 2024
- Code Enforcement Activity Report – November 2024
- Fire Department Activity Report – November 2024

The motion carried.

There being no further business, Board members Ecker and Morrow moved and seconded to adjourn. Listenberger declared the meeting adjourned at 6:15 p.m.

  
Lynn M. Gorski, Clerk-Treasurer

APPROVED:   
Robert Listenberger, Mayor

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

**PLANT OPERATIONS**

Water Treated – Ledyard Water Treatment Plant	19,696,106 gallons.
Water Treated – Pine Water Treatment Plant	<u>18,572,839 gallons.</u>
Water Treated - Total	38,268,945 gallons.
Water Treated – Daily Average – Ledyard Water Treatment Plant	656,537 gallons.
Water Treated – Daily Average – Pine Water Treatment Plant	<u>619,095 gallons.</u>
Water Treated – Daily Average – Combined	1,275,632 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**

- **33- Ledyard Water Treatment Plant Maintenance**
  - Completed auxiliary generator test.
  - Completed temperature checks on high service pumps.
  - Cleaned and inspected chlorine injectors and analyzer.
  - Inspected the north water tower.
  - Winterizing plant.
  - Remove variable frequency drive for well #1A for rebuild.
  - Living Waters completed the inspection and repairs to the plant's chlorination system.
  - Service plant air compressor unit.
  - Indiana State Department of Health completed inspection of the plant's fluoride system.
- **32 – Pine Water Treatment Plant Maintenance**
  - Completed auxiliary generator test.
  - Completed temperature checks on high service pumps.
  - Cleaned and calibrated chlorine analyzer.
  - Cleaned chlorine injector.
  - Winterizing plant.
  - Living Waters completed the inspection and repairs to the plant's chlorination system.
  - Repaired the chain link security fence.
  - Service plant air compressor unit.
  - Indiana State Department of Health completed inspection of the plant's fluoride system.
- **30 – Mobile Equipment**
  - W-1, W-3, W-5, W-6, W-10, W-11, W-14, W-16, W-18, W-19, W-24, W-28 and W-32.

**WATER SAMPLING**

- 10 Distribution system bacteria samples, IDEM required.
- 62 Distribution system chlorine residual samples, IDEM required.
- 4 Fluoride samples, ISDH required.
- 351 Process control samples and analysis at the Ledyard Water Treatment Plant include Ferrous Iron, Total Iron, Manganese, and Chlorine
- 336 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
- 2 VOC's sets
- 0 SOC/2nd Annual 1 for each plant set
- 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	279
Total Number of Work Orders	370
Service Disconnects	51
Service Disconnects for non-pay	33
Service Reconnects for non-pay	47
Blue Tags "Service Notice" left on door	26
Pink Tags "Insufficient Funds Notice" left on door	3
New Radio Read / Meter Installations	28
Accuracy Checks	196
After Hours Call Outs	2
Meters New/Repaired	0
Consumer Confidence Report Requested Hand Delivery	0

**CONSTRUCTION ACTIVITIES**

- (0) Curb Stops Repaired / Replaced / Installed
- (0) Curb Stops Located / Capped Off at Valves
- (0) New Taps Installed
- (0) New Mains Completed
- (2) Valves / Valve Boxes / Repaired / Replaced / Installed
  - 11-19-2024 700 block of LaPorte St.- Replaced 2 boxes and rods. (Damaged by contractor).
  - 11-19-2024 1105 Broadway St.- Replaced damaged box and rod.
- (544) Hydrants Repaired / Replaced / Installed / Serviced / Painted
  - Annual maintenance
  - 30 Hydrants problems
  - 20 Will not drain properly drain.
  - 2 Hard turners
  - 1 Replacement
  - 1 Bottom seal
  - 6 Flag & tag
- (0) Valve Exercised
- (1) Main Breaks and Leaks Repaired
  - 11-13-2024 932 Angel St.- Repaired a 6" main break.
- (1) Service Lines / New/ Repaired
  - 11-19-2024 736 S. Second St.- Replaced leaking service line and curb stop.

**MISCELLANEOUS**

- Completed work with Commonwealth Engineers and Baker Tilley on certifying the department's asset management plan.
- Water Improvement Projects continuing, Division 1 - TGB Unlimited water main improvements / Division 2 - O & J Coatings water tower renovation.
- Attended walkthrough on the Harrison St. Greenway Trail for utilities relocations.
- Completed training employees on the new 811 call confirmation system that goes into effect in January.
- Two employees attended the Indiana Finance Authority (IFA) meeting in Nappanee, IN. These are mandatory meetings to be eligible for State Revolving Funds (SRF).
- One employee successfully completed classroom training for CDL. They are now eligible to take the driving test in December.

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

**PLANT OPERATIONS:**

1. Total flow in gallons	43,208,790
2. Average daily flow in gallons	1,440,293
3. Rainfall	4.17"
4. Monthly average in BOD removal	99.2%
5. Monthly average in TSS removal	96.2%
6. Monthly average in Ammonia removal	98.7%
7. Monthly average in Phosphorus removal	81.3%
8. General plant maintenance	
9. Work orders completed:	

**289- Wastewater Treatment Plant**

- Exercised 23 plant valves.
- Collecting information on the replacement of all four clarifier drives and iron works.
- Removed all ultraviolet bulbs from service and completed inspecting and repairing, preparing for next disinfection season (April 1, 2025)
- Completed cleaning and painting the chlorine room.
- Preparing for the replacement of (2) yard valves at the secondary digester.
- Troubleshooting SCADA controls for the centrifuge conveyors. Input and output cards failed and there is new updated programing that will need to be installed by Toric (SCADA provider).
- Inventoried all input and output cards in the plant and lift stations.
- Vented the Roots blower/mixer on the roof of the primary digester.
- Troubleshooting heat sensors on the primary building fire alarm system.
- Started the process of coating steel framing in the pretreatment building with anti-corrosion materials. Hydrogen Sulfide gas is attacking the galvanized coating on the steel.
- Winterize equipment.

**68- Vehicle/Mobile Equipment**

- Repaired T-18 exhaust leak.

**12- Lift Stations**

- Reset the radar level controller at the Clark & Rose lift station.
- Updated all voltage stickers on lift stations.

**4- Collection System**

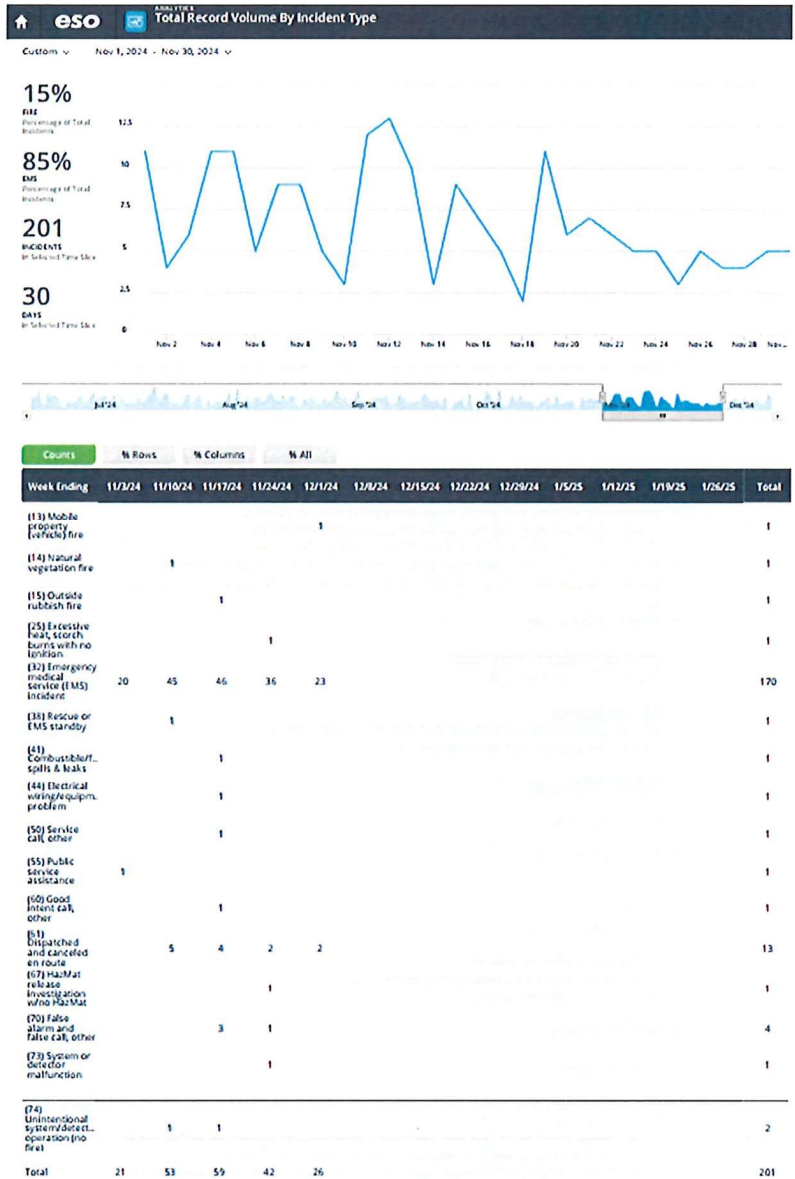
- 0 - Eliminated structures
  - a.
- 0 - Replaced structures
  - a.
- 0 - Repaired structure
  - a.
- 1- Replaced / adjusted castings.
  - a. Gary Dr. - Scaled casting back down (E4M201).
- 0 - GIS data collection points.
  - a.
- 0 - New structure
  - a.
- 1 - Point Repairs
  - a. Removed roots and repaired break in sewer line by the Greenway Trail, behind the Boys & Girls Club.
- 3 - Miscellaneous
  - a. Relined 337' of 10" sanitary sewer in alley between E. LaPorte St. and Ferndale St. from 816 Ferndale St. west to Earl St. (K7M128 to K7M128).
  - b. Relined 418' of 10" sanitary sewer in alley between E. LaPorte St. and Ferndale St. from Earl St. west to West St. (K7M128 to K7M008).
  - c. Calibration of all 10 Combined Sewer Overflow (CSO) sensors has been completed.

**COLLECTION SYSTEM GENERAL:**

1. Cleaned 8,048 feet of sewer lines:
  - 0 feet during service calls
  - 8,048 feet during preventive maintenance
2. Televised 13,679 feet of sewer lines.
3. Mechanically removed roots from 656 feet of sewer lines.
4. Removed approximately 6.84 tons of silt and debris during cleaning and inspections of sewers lines.
5. Used approximately 17,275 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.
- Completed training employees on the new 811 call confirmation system that goes into effect in January.
- Two employees successfully completed classroom training for CDL and have received their drivers' permits. They are now eligible to take the driving test in December.
- Six employees completed 94 hours of continuing education hours for their IDEM Wastewater Operators License's.
- Reviewing and updating department safety programs.
- Two employees attended the Indiana Finance Authority (IFA) meeting in Nappanee, IN. These are mandatory meetings to be eligible for State Revolving Funds (SRF).
- Attended walkthrough on the Harrison St. Greenway Trail for utilities relocations.



**BUILDING COMMISSIONER**  
Code Enforcement  
Activity Report Summary 2024

Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
<b>Tall Grass</b>					23	8	8	4	3	0	0		46
Owner Complied					18	6	7	2	1	0	0		34
City Action (Mowed)					5	2	1	2	2	0	0		12
Action Pending													
<b>Abandoned or Junk Vehicles</b>													
Owner Complied													
City Action (Towed)													
Action Pending													
<b>Debris/Junk on Property</b>	4	5	4	8	2	1	4	6	4	3	8		49
Owner Complied	4	3	3	6	2	0	4	5	3	2	5		42
City Action (Cleaned)						1			2	1	2		6
Action Pending		2	1	1	0	1	0	1	1	0	1		1
<b>Fowl/Livestock</b>							3						3
Owner Complied													
City Action													
Action Pending							3						3
<b>Signs in Public Right of Way (Removed)</b>				1	2	0	0	0	0	1	0		4