

# RECORD OF PROCEEDINGS

## VILLAGE OF PLYMOUTH

### Service Committee

Held October 29, 2025

Page 1 of 2

The Village of Plymouth convened in Service Committee on October 29, 2025 at 7:00PM in person. The following members and visitors present:

Mayor Fryman	Present
Mr. Richard Hurles	Present
Mr. Dwayne Cassidy	Present
Mrs. Amanda Clark	Present

**EMPLOYEES:** *James Burton, Administrator; DiAnn Jamerson, Fiscal Officer; and Rebekah Fearing, Tax/Court Clerk.*

**VISITORS:** None

#### Overview

- Focused on utility department updates: water, sewer, electric, and equipment.
- Addressed major infrastructure needs: obsolete equipment, funding, and grant applications.
- Agreed on a new \$500 annual uniform allowance for full-time utility workers, with clear eligibility and accountability.
- Discussed safety protocols: equipment, onboarding, and policy updates for new hires.
- Reviewed strategic planning for long-term capital projects and grant competitiveness.

#### Utility Department Updates: Water, Sewer, and Equipment

- Old water main on Riggs Street requires abandonment; needs new main installed.
- Filter house control panel obsolete; only 2 of 3 pumps operational; estimated replacement cost \$150,000.
- Awaiting quotes for filter house panel replacement; no grants available; possible low-interest loans suggested.
- New water meters partially installed; approximately 70 remain to be installed; gradual purchase and replacement of additional meters due to cost.
- GIS mapping project pending follow-up; valve exercising and hydrant flushing ongoing.

#### Water Loss, Meter Upgrades, Filter House Priority and Customer Compliance

- \$150,000 panel replacement identified as a major priority.
- Water loss is approximately 30% which could become a compliance issue with EPA if it gets much higher.
- Plastic census meters are compatible with new system using Radio read remote heads.
- Radio read box costs \$115; total meter with radio read costs \$325.
- Door tags used for non-responsive customers; water shutoff possible after multiple notices.
- Streetlights repaired; upcoming bridge project will cause departmental interruptions.

#### Electric Department, Street Lights, and Upcoming Bridge Project

- Met with Engineer, Frontier, Columbia Gas, Amp, and other utilities three weeks ago to coordinate utility relocation for bridge project.
- Frontier is relocating lines; Columbia Gas does not need major changes; Spectrum has not coordinated yet.
- Suggestion to implement a shared, updated document (e.g., Google Doc) for tracking reported issues (streetlight outage) and upcoming projects (Bridge replacement, Plymouth East, Safe Routes to school).
- Preference for service reports to highlight out-of-the-ordinary tasks (e.g., water main breaks, major repairs) rather than routine duties.

# RECORD OF PROCEEDINGS

VILLAGE OF PLYMOUTH

## Service Committee

Held October 29, 2025

Page 2 of 2

### Uniform Allowance, Handbook update

- Discussed safety equipment and uniform requirements for workers.
- Proposed annual uniform allowance for full-time employees, suggested amounts: \$150–\$500.
- Agreed on \$500 uniform allowance for full time, no part-time, boots may be deducted from next year's allowance if already received in 2025.
- Probationary employees receive basic safety gear (vests) immediately; full allowance beginning of year.
- Part-time and seasonal workers not eligible for allowance; may receive vests if required.
- Need to specify required items (boots, coats, high-visibility shirts, gloves) and update employee handbook policy.
- Employees must wear proper uniform/equipment; failure results in unexcused absence and potential termination after repeated offenses.
- Discussed vaccinations for utility workers, get scheduled immediately.
- Safety notice for employees not to drive zero turn mower on 61 from WWTP to in town. It should be trailered. Okay to drive from Cemetery to Park on side road. Come off Hoffman to 61 to cross to Park. Short distance in town on 61 is allowed.
- Add zero turn restrictions to handbook.

### Equipment, Vehicle Safety, and Capital Planning

- Zero-turn mowers prohibited from driving on Highway 61; use trailers or alternate routes; policy to be documented and communicated.
- Plan to install lights and backup beepers on dump trucks; older trucks to be upgraded.
- Trailer modifications for equipment loading proposed selling the old Trailer and purchase a lower one for next year.
- Sell trailer and Dodge on GovDeals.


### Grant Funding, Strategic Planning, and County Coordination

- Plan initiated to list and assess obsolete wastewater and pump station assets for replacement and funding needs.
- \$500,000 ODWC supplemental grant application submitted for Bridge replacement project; project scored 59, highest in county, increasing funding likelihood.
- Efforts underway to extend NPO designation to northern community for broader federal funding eligibility.

### Action Items

- **Reach out to GIS mapping vendor** Follow up with the GIS mapping company to get a status update on the mapping project.
- **Replace rotator assembly at West Broadway sewer lift station** Install the new rotator assembly at the West Broadway sewer lift station and fix the one on Nicholas Street.
- **Obtain quotes for filter house panel replacement** Continue gathering quotes for the replacement of the obsolete filter house panel and present them to the council.
- **Implement new uniform allowance policy** Formalize the \$500 annual uniform allowance policy for full-time utility workers, ensure it is added to the handbook, and communicate requirements to staff.
- **Compile list of obsolete infrastructure** Begin assembling a comprehensive list of all obsolete or soon-to-be-obsolete equipment and infrastructure for capital planning.

Meeting adjourned at 6:30PM.

  
DiAnn Jamerson, MMC, Fiscal Officer

All formal actions of the Village of Plymouth concerning and relating to the adoption of resolutions and/or motions passed at this meeting were adopted in a meeting open to the public, in compliance with the law, including Section 121.22 of the Ohio Revised Code.