

**RECORD OF PROCEEDINGS**  
**VILLAGE OF PLYMOUTH**  
**Committee Meeting before Council**

Held November 23, 2021

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The Village of Plymouth convened in committee meeting on November 23, 2021 at 48 West Broadway Plymouth, Ohio 44865, at 6:14pm. Members and visitors present:

Mrs. Susan Moore	Present	Mr. Matthew Patrick	Present
Mrs. Joan Felver	Present	Ms. Susan Broderick	Present
Mr. Dwayne Cassidy	Present	Mrs. Elaine Root	Present

**EMPLOYEES:** *Cassandra Fryman, Mayor; DiAnn Jamerson, Fiscal Officer; James Burton , Acting Administrator, Rebekah Fearing, Administrative Assistant; Deb Cassidy, Utility Clerk and Richard Metzger, Fire Chief.*

**VISITORS:** *Roberta Streiffert, Senior Rural Development Specialist, Great Lakes Community Action Partnership (GLCAP)*

Discussion on water rates and Capital improvement plan

Roberta introduced herself and gave a brief overview of her job with GLCAP and how they assist communities and how she is helping the Village with our Capital Improvement plan.

Per the Ohio EPA's regulations regarding asset management of municipal water systems, communities are required to prepare and fund a maintenance program (3-5 year) and 5-20 year capital improvements plan. In February 2020, the Village received a notice of violation from the EPA for failure to prepare and fund a written short-term and long-term capital improvements plan. The Village requested assistance from Ohio RCAP to prepare these plans in order to address the compliance concern and to make appropriate budget recommendations.

**Preventative Maintenance Program (3-5 Year Capital Improvement)**

This program represents the regularly scheduled maintenance activities of your utility and should be funded at 100% of revenue needs. This allows the village to pay for the maintenance with cash on hand. Normally communities are unable to get a grant or loan for the maintenance of their infrastructure.

The Village already has the funds set up. We just need to make a few adjustments to the names and the funding aspect as well as have a maintenance plan and a long term capital plan.

The funds we currently have are:

- Water fund
- Water emergency
- Water short term capital – to become preventative maintenance
- Water long term capital – to become capital improvement
- Water debt service
- Water debt service reserve

The short term capital will become preventative maintenance program, and long term capital will become long term capital improvement.

The preventative maintenance plan includes the following:

- Leak detection program
- Waterline flushing
- Tower inspection
- Booster pump # 2 replace/rehab
- Booster pump # 1 replace/rehab
- Riggs street tower rehab

To fund preventative maintenance annually we are looking at approximately \$42,750.00 per year.

**The Long term Capital Improvement plan (5-20 year capital improvements)**

This fund represents the long-term capital investment of your utility. The program assumes that the Village will seek to save 10% of estimated costs to have available to use for matching funds, engineering costs or other pre-construction costs related to developing a capital project.

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Long term capital improvement plan includes the following:

- Hydrant replacement
- Water meter replacement
- Booster station replace/rehab
- Phase 2 waterline project
- Phase 3 Riggs St. tower replacement
- Generator replacement

To fund the long term capital improvement plan annually we are looking at approximately \$27,250.00 per year.

The EPA is issuing a citation of significant non-compliance for communities who do not properly fund the capital improvement investment program.

Roberta prepared and recommended the increase to the fees based upon the amount that needed funded. She prepared it two different ways. One follows the current rate structure the other is a base rate and then a per charge per additional 1,000 gallons. We are currently only funding around \$20,000.00 of the \$70,000.00 we need.

Council decided to stick with the current rate structure. The increase is approximately \$5.09 to the base rate. It will be read in three separate readings and go into effect February 1, 2022.

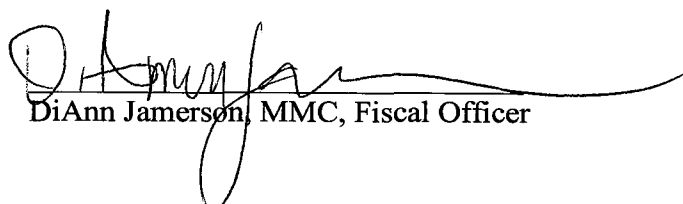
Discussion on Transformer at Plymouth Locomotive/Dave Shepherd

The transformer being used by Plymouth Locomotive on Donnenwirth Ave. was purchased by the Village of Plymouth.

Mr. Patrick stated the transformer belongs to the Village of Plymouth. It was authorized by the prior Administrator. He would like something drawn up to show we own the transformer.

Mrs. Felver stated in the future nothing is to be bought without a purchase order from the Fiscal Officer, also it must be signed off by the Mayor if the cost is over \$5,000.00.

Committee adjourned from executive at 7:08pm

  
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.