

RECORD OF PROCEEDINGS

VILLAGE OF PLYMOUTH

Service Committee

Held August 20, 2025

Page 1 of 2

The Village of Plymouth convened in Service Committee on August 20, 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; and DiAnn Jamerson, Fiscal Officer

VISITORS: Susan Broderick

Overview

- Emphasis on **improving communication** within the committee and with the community.
- Addressed **recent park reservation issues** and discussed new protocols to prevent recurrence.
- Discussed **maintenance priorities**: road repairs, park cleanliness, and equipment upgrades.
- Highlighted the need for **employee initiative** and pride in village upkeep.
- Outlined **action steps** for infrastructure repairs and staff evaluations.

Opening Remarks & Meeting Purpose

- Outlined three broad discussion points: communication, departmental priorities, scheduling.
- Emphasized importance of open, respectful communication for committee effectiveness.
- Encouraged sharing of community feedback and internal concerns within the meeting.

Communication: Importance & Practices

- Encouraged open communication within the department and with Jamie.
- Sensitive questions are less likely to be raised in formal council meetings.
- Recent communication issues discussed, including a park-related incident and steps to prevent recurrence.
- Emphasized importance of proactive, informal communication before council meetings to address concerns.
- Daily team meetings held to communicate priorities and incomplete tasks; proactive scheduling encouraged.

Park Reservation Incident & Solutions

- Pavilion rental issue occurred due to lack of communication and oversight.
- Refunds and compensation provided to affected groups; one group reserved for next year at no charge and other group issued a refund.
- Discussion on implementing a refundable deposit (e.g., \$40) for pavilion rentals to ensure cleanup compliance.
- Proposal to post clear rules and cleanup guidelines at pavilions and require renters to sign agreements.
- Consideration of barring renters who do not comply with cleanup rules from future rentals.

Roadwork, Maintenance, and Scheduling

- Hot patch machine purchased last year; limited use due to staff shortages.
- Current plan: milling and hot patching on Mills, North Street, Bell Street, Park Avenue, Riggs Street, Hoffman Street, Springmill Street and area near new fire department.
- Equipment available until next Wednesday; work to start immediately.
- Public notification planned via Facebook about upcoming roadwork and repaving.
- Request for a complete list of streets to be patched; alleys with severe holes also identified as needing attention.
- Crack sealing and patching discussed as maintenance tasks.
- Plymouth Springmill road section within corporation limits identified as rough; requires milling, hot patch, or cold patch.

Employee Initiative, Evaluations, and Village Pride

- Concerns raised about employees frequently seen driving around without visible productivity.

RECORD OF PROCEEDINGS

VILLAGE OF PLYMOUTH Service Committee

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Page 2 of 2

- Employees are assigned in pairs for safety and liability reasons, especially on private property and during tasks like checking lift stations and water meters.
- Expectation for employees to show self-initiative and address issues (e.g., weeds, tape removal) without explicit instructions.
- Community perception affected by lack of visible action and maintenance; pride in work emphasized as important.
- Employee evaluations should include assessment of self-initiative and actions beyond assigned daily tasks.

Infrastructure: Curbs, Fencing, Lighting, and Equipment

- Weed maintenance at firehouse and park discussed; issues with timely upkeep noted.
- Responsibility for regular landscaping and weed control emphasized; should not require reminders.
- Cemetery signage needs repair: replacement posts required, current posts damaged or taped.
- Fence at cemetery requires pressure washing due to moss buildup.
- Schedule uptown curb repairs; obtaining quotes required.
- Pioneer Cemetery fencing in poor condition; needs repair and weed control.
- Street string lights have multiple bulbs out; periodic replacement needed.

Storm Drains, Water/Electric Meters, and Facility Upgrades

- Backup generator grant for building under consideration.
- Vac truck needed to flush storm drains; some drains blocked by vegetation.
- Only two qualified operators for specific truck; three-person crew preferred.

Staffing, and Closing Remarks

- Received 16 new electric meters; 450 still pending for new system.
- Vacant position to be posted; resumes from past year can be reused if under 1 year old.

Action Items

- **Check Park Reservation Books** Personally verify park reservations and ensure someone is assigned to cover during staff absences.
- **Draft and Post Facility Rules** Create a list of rules for pavilion and scout hut rentals, post them, and require renters to sign agreements.
- **Public Notification of Roadwork** Post updates on social media to inform residents about upcoming road repairs and possible disruptions.
- **Provide List of Streets for Repairs** Compile and distribute a list of streets scheduled for milling and patching.
- **Investigate Curb and Sidewalk Repairs** Contact contractors and gather quotes for curb and sidewalk repairs, including ADA compliance.
- **Continue Meter Installation** Oversee the installation of new water and electric meters as supplies arrive.

Meeting adjourned at 7:48PM.



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.