

# RECORD OF PROCEEDINGS

## VILLAGE OF PLYMOUTH Service Committee Minutes

July 12, 2024

The Service Committee convened on July 12, 2024, at 7:00pm. The meeting began at 186 West Broadway St. and then later moved to Council Chambers. The following committee members and employees were present:

Hannah Carter, Chairperson

Dwayne Cassidy, Committee Member

Amanda Clark, Committee Member

Cassandra Fryman, Mayor

James Burton, Administrator

Rebekah Fearing, Tax/Mayor's Court Clerk

Also Present: Mike Whittington, 186 West Broadway St.; Eli Carter, 371 Willow Dr.  
(Both present at Whittington's house only.)

### Storm Tile on West Broadway

This meeting began at Mike Whittington's house at 186 West Broadway St. to discuss the storm tile project running through his yard. Approximately a year ago the Village started a project to replace the storm tile that runs from West Broadway St., through Whittington's back yard, and connects in the woods at the end of Walnut St.

Mr. Whittington claims back in the spring of this year, after several days of heavy rain, he had standing water in his yard and water coming in his basement. Administrator Burton stated he has since found and tied in a four-inch and eight-inch tile into the 24" storm tile. Whittington says the problem seems to now be fixed but he will keep an eye on it.

It was also discussed why the Village decided to eliminate the "manhole" in Whittington's driveway. Burton stated it was a yard grate that was non-operational, and the new 24" tile running through his yard is more than capable of keeping up with any rainwater accumulation.

At this time, some members of the Committee ventured further into the woods to continue talking about what still needs done to finish tying in the new tile to the existing tile at the end of Walnut St.

Meeting paused to reconvene in Council Chambers at 7:22.

Meeting resumed at 7:25.

### Storm Tile Continued...

Mrs. Carter stated she feels better after having that conversation with Mr. Whittington. Everything that has been done to date, looks good; she is confident the homeowner will continue to monitor the situation and let someone know if a problem arises from the absence of the "manhole" in the driveway.

In concern for the amount of work the utility guys need to complete, Mrs. Carter suggested contracting the rest of the project out in order to get it completed faster. She would like Burton to contact Ed Burdue on Monday and get a quote for finishing the tile work through the woods. She also plans to send him a couple more contractors for him to contact for quotes.

It was asked for Administrator Burton to keep in contact with the committee on the progress, and then the committee could report any pertinent updated to the council.

### Hiring Utility Worker

The Administrator would like to put an advertisement in the paper to hire a utility worker. It was stated he could also pull from the applications received from the spring when we were hiring. Mr. Cassidy believes we still need to advertise because we did not get enough qualified applications last round.

Cassidy would also like to see the Village hire two young guys dedicated to mowing only each summer. Burton explained the reason we did not do this like we have in the past is because we have a park custodian who has the park under control, and we had a returning seasonal employee to take care of mowing the cemetery.

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This (the cemetery) was not an issue till the seasonal employee quit and left us with no one to mow the cemetery right before Memorial Day. The Administrator stated he had to scramble and fortunately was able to hire the company currently doing the trimming. At that time, it was decided to keep them on board for the rest of this mowing season and reevaluate the hiring of seasonal mowers before next year.

Mr. Cassidy stated the mowing at the cemetery was not up to his standards of what it should look like. He believes the busiest times for a cemetery, besides holiday, are the weekends; that is when most families visit their loved ones. Cassidy does not think the mowing company is timing the mowing correctly, ensuring the cemetery looks it's best when it is most frequented.

Burton stated he would check it out and speak to the company owner if necessary. He reiterated his point of not having a better option at the time, being left in such a predicament where he had to make a rushed decision. The Administrator does like the idea of hiring two people dedicated to mowing only, no matter the age; he believes this will free up his guys to get some of the other stuff done around town that they struggle with during the summer.

### Weekly Maintenance Non-Negotiables

Mrs. Carter would like the committee to compile a list of things the Administrator needs to do on a weekly basis. She provided examples of grass letters, holes that need patched, weeds that need trimmed, garbage needing cleaned up, etc.

Mr. Cassidy stated he would like to drive around with the administrator to point these things out each week. He believes a set of "fresh eyes" may notice something that normally may be overlooked. Cassidy went on to name a few things he had listed so far, they are: weeds along the fencing at Pioneer Rest Cemetery, weeds along the fence at the back of the municipal building, weeds out front under the digital sign, weeds around the utility garage entrance on 61.

Cassidy went on to say he would even be inclined to approve overtime to make sure these things get taken care of in a timely manner. He feels these are things people driving through the town may look at and give them the perception the village does not care. He believes it makes us look bad. He would like it if everyone could chip in and help compile a list to give to Burton, and then he could delegate as necessary.

Ms. Fearing suggested utilizing the park custodian to accomplish some of these things being discussed. Seeing as how she is part-time, there would be no overtime, she would just need to watch her total hours accumulated for the year. Mayor Fryman agreed that would be a good option if she has the available hours.

### Cushman Replacement

Burton stated the Cushman, Gretchen, the park custodian, uses to accomplish her varied duties, is now completely out of commission. The guys have worked on it several times, for varying issues, over the last couple months, and it is now to the point where is it unsafe to drive. He would like to get some sort of utility cart with a bed on it so she can use it for any number of tasks.

Mr. Cassidy suggested a golf cart; whereas Fryman believes it best to go with a "gator" of some sort. Carter is inclined to consider this purchase. Mayor Fryman stated since this will be used for so many things benefitting several departments, it can come from "all" funds. Cassidy said he doesn't care what it is as long as it's capped so it can be used year around.

### Other Items Discussed

Gazebo- Mrs. Carter stated she was approached by someone who was concerned over the "state" of the gazebo down by Mickey Mart. It was asked when this concern was brought to her attention, because the gazebo has been completely redone, everything from power washing, to painting, to new flowers/bushes all around. Carter was unaware this work had been completed but was glad to clarify it is done. Burton wanted to thank Dorothy Runkle and the Plymouth FFA once again for all their help getting this ready for the Memorial Day Parade.

Veteran's Park Fountain- Mrs. Carter asked Administrator Burton what the status was of getting the fountain operational at the Veteran's Park. Burton reported the tank has been completely cleaned out and the new

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pump installed. He said they still had to cut a hole at the top to run the water lines down through.

Grass at Pool- Mrs. Clark stated she was down at the pool one day earlier this week and noticed the new grass area inside the fence looked like it had not been mowed yet this season. She wanted to know who is responsible for cutting it- the pool manager/assistant manager, or the utility workers. Members of the committee believed it should be something added to the job description of the pool manager and assistant manager.

It was asked if the pool employees are to mow it, what equipment are they supposed to use. When the utility guys or park custodian mow it, they are bringing the push mower from the office building down to the pool. It was decided for Burton to purchase a dedicated mower for the pool to use. Several of the committee members thought that would be acceptable since they believed a push mower could be purchased for around \$150. Burton to pick one up next week.

Street Patching Equipment- Mrs. Clark asked if we had used any of the new paving equipment purchased earlier this year. Burton explained there is a slight problem with a current skid steerer not being able to handle the milling attachment. He has contacted a rental company and it will cost approximately \$825 for the skid steerer and \$750 for the milling attachment for a week. Mrs. Carter stated she thought we purchased a milling attachment. Burton clarified we purchased a hot box and it was decided to wait a year to purchase the milling machine. Mr. Cassidy said Burton should schedule a week where all the utility guys can be available to work on paving for that entire week's time. Mrs. Clark believes this is a good way to show the public we made a good choice purchasing this equipment and we are trying to fix what we can on the roads.

Road Grates- Mayor Fryman stated she would like to see all the storm drains in the roads get cleaned off. Burton said he is planning on doing that in September.

Cemetery Grant- Mr. Cassidy asked Mayor Fryman if she had filed the paperwork for the cemetery grant. Fryman stated she will start it tomorrow.

Next Meeting- Mr. Cassidy asked if the committee would be willing to hold the next service meeting at the utility garage/ wastewater treatment plant; everyone agreed. He believes this would be a good opportunity for everyone to see some of the equipment the guys work with every day and have a short tour of the plant. It was decided to meet again on July 30<sup>th</sup> at 6pm at the utility garage. Mrs. Carter stated at that time, the committee will follow up on all the topics discussed today.

Mr. Cassidy will meet with Administrator Burton on Tuesday the 16<sup>th</sup> to discuss the park basketball court and going around town compiling a list of non-negotiables.

Meeting adjourned at 8:03pm.

Respectfully Submitted,

  
Rebekah Fearing, Tax and Mayor's Court Clerk