

Dillsboro Town Council

January 23, 2023

The regular monthly meeting of the Dillsboro Town Council was opened by President, Doug Baker, with the pledge to the flag on January 23, 2023 at 6:00 p.m.

Prayer was given by Steve O'Brien from the CARE Team.

Council members present: Doug Baker, Becky Fryman, Tim Benning, Charlie Caldwell and Jamie Craig.
Attorney present: John Watson.

The minutes of the Regular Meeting on January 9, 2023 were approved by CM Fryman. Seconded by CM Benning. Motion carried. The minutes of the Executive Meeting on January 9, 2023 were approved by CM Benning. Seconded by CM Fryman. Motion carried.

Clerk-Treasurer – Rita Stevens

- Sewer adjustment – Jeff Cleeter, 9927 Holland Drive, for \$35.32. Outside faucet leak. CM Benning made a motion to approve the sewer adjustment. Seconded by CM Fryman. Motion carried.
- INPRS (PERF) did an audit from July 1, 2021 to June 30, 2022. Everything was perfect.
- Still working on December financial reports. Council was given the fund report. If any questions feel free to see CT Stevens.

John Watson presented the following ordinances and resolutions.

Amended Town of Dillsboro Ordinance 2022-12-3 (salary). Correction of Eric Graver Sunday Overtime of \$46.30. CM Fryman made a motion to approve. Seconded by CM Craig. Motion carried. (Attached)

Ordinance 2023-1-1 - An Ordinance Establishing a Return Fee for Payments Made to the Town Returned for Insufficient Funds (attached). CM Fryman made a motion to approve. Seconded by CM Caldwell. Motion carried.

Resolution 2023-1-2 – A Resolution Permitting ACH or Other Electronic Payment of Monthly Claims. CM Fryman made a motion to approve. Seconded by CM Craig. Motion carried.

Town Management/Economic Development – Susan Greco

Introduced Tim Hunt from HWC Engineering. The road inventory in Dillsboro is missing some streets. So the town is losing money in the MVH Fund from the state. Could be losing around \$26,000.00 a year. Council approved to move forward to update the streets inventory.

Fire/EMS – Homeland Security was more confusion at the last Fire/EMS meeting. Greco did contact AIM and there is 2 people on staff that works with Fire & EMS. They will be in touch with Greco. Greco did state that Fire & EMS both want to do the merger.

Park - Need to get organized with new park board and trustees. Find funds of maybe a Tax Levy. Attorney Watson stated get a joint board or individual board. There could be the ability for a small levy. Attorney Watson will do more research on this.

Annexation – Update and review of existing ordinances. Ordinance 91.02 regarding animals 200 feet from neighboring property owner. Ordinance 130.01 regarding discharge weapons. After discussion on both ordinances. Council agreed to leave it as is.

General Assembly Update: Moving forward with Annexation allowing only voluntary would be allowed. Randy Frye drinking water bill moving through the process.

Street Lighting – Customer contacted Greco regarding his Duke bill was paying for a street light. Greco contacted Duke and they are going to send Greco a lighting map to look more into the street lights. Greco stated some streets have a lot and some streets have none.

Indiana Landmarks – 3 story building on North. The timeline is February the inside should be wrapped up. In March to secure the exterior. Dumpster gone the end of February.

Friendship Building has been having a high electric bill with nothing going on. Greco contacted Duke and they are going to come and check it out.

LINK 101 Meeting – Huge crowd. Information and surveys are in the utility office and also on Facebook.

Utility Superintendent – Matt Bauer


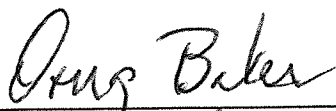
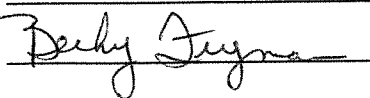
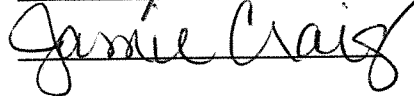
- Planning on doing crack sealing.
- Holman moving right along. 13 more meters on 50 and 18 on 262. Will have meeting with Lori Young and William Kirby on Wednesday. There is parts that was ordered that are not being used.
- Regarding plowing the soccer parking lot that CM Baker asked at January 9th meeting. Attorney Watson recommends do not do any parking lots due to liability. Bauer stated he will go ahead and have the guys do the soccer field parking lot.
- Clarifier job will be finished next week.
- Will be getting quotes on the other side.
- Regarding the repair of pumps. Going to start going to another vendor.

Attorney John Watson – Not much going on with the Lake Dilldear Project and the Friendship Building lawsuit.

Being no further business. CM Benning made a motion to adjourn the meeting at 7:20 p.m. Seconded by CM Craig. Motion carried.



Rita Stevens, Clerk-Treasurer

AMENDED
TOWN OF DILLSBORO ORDINANCE 2022-12-3
JANUARY 23, 2023

An ordinance Amending salary and wages for the employees, Town Council and Clerk Treasurer of the
Town of Dillsboro for the 2023 fiscal year

Whereas the town council has the lawful obligation and duty to set amounts of compensation and increases and decreases from time to time of the Town's employees;

And whereas, it has been determined that certain employees should have salaries and wages for the year 2023 and are effective upon December 26, 2022.

NOW THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL, TOWN OF DILLSBORO:

1. That Michael J. Beach shall be given an hourly wage of \$20.13 to be taken from water works, sewer or general or motor vehicle highway fund based on 40 hours per week. The overtime rate will be \$30.19 per hour. The Sunday Overtime rate will be \$40.26. He shall be reimbursed \$600 annually for cell phone usage.
2. That Brian Graver shall receive \$22.28 per hour from the Water Works, Sanitary Sewage and General Funds or Motor Vehicle Highway Fund based on a 40-hour work week. The overtime rate will be \$33.42 per hour. The Sunday Overtime rate will be \$44.56. He shall be reimbursed \$600.00 annually for cell phone usage.
3. That Eric R. Graver shall receive \$23.15 per hour from the Sanitary Sewage Funds based on a 40-hour work week. The overtime rate will be \$34.73 per hour. The Sunday Overtime rate will be \$46.30. He shall be reimbursed \$600.00 annually for cell phone usage.
4. That Matthew Bauer, Utilities Superintendent, shall receive \$28.08 per hour from the Sanitary Sewage Funds based on a 40-hour work week from water works, sewer or general fund. The overtime rate will be \$42.12 per hour. The Sunday Overtime rate will be 56.16. He shall be reimbursed \$600.00 annually for cell phone usage. Matthew Bauer shall be eligible to receive three years vacation calculated from August 26, 2019, and shall thereafter be entitled to vacation as provided by the Town's personnel policy as thereafter in effect.
5. That Utilities Clerk Rita Stevens shall receive \$15.91 per hour from Water Works and Sanitary Sewage Funds based on a 40-hour work week. Overtime rate will be \$23.87 per hour. The Sunday Overtime rate will be \$31.82. She shall be reimbursed \$600.00 annually for cell phone usage.
6. That Administrative Assistant Kami Hamilton shall receive \$13.90 per hour from Water Works and Sanitary Sewage Funds based on a work week limited to twenty-four hours, as the position is part-time. No overtime is expected due to the part-time nature of the position. However, if the Administrative Assistant ever exceeds forty (40) hours in a work week, the overtime rate will be paid at the rate of \$20.80 per hour. The Administrative Assistant shall report to the Town Manager who shall make the Administrative Assistant's schedule and direct the Administrative Assistant in her duties.
7. That Susan Greco shall be Town Manager and shall be paid \$2,426.07 salary per pay period based on a 40-hour week from water works, sewer or general fund. This position is exempt from overtime. Nonetheless, Council has determined that Susan Greco shall track her hours worked during each pay period and that she shall be paid at the rate of \$45.50 per hour for hours worked in excess of 85 hours per pay period. She shall be reimbursed \$600.00 annually per year for cell phone usage.

8. That Kyle Cleeter shall receive \$18.54 per hour from the Water Works, Sanitary Sewage and General Funds or Motor Vehicle Highway Fund based on a 40-hour work week, per pay period. The overtime rate will be \$27.81 per hour. The Sunday Overtime rate will be \$37.08. He shall be reimbursed \$600.00 annually for cell phone usage.
9. That Donald R. Schmaltz shall receive an hourly wage of \$21.63 to be taken from water works, sewer or general or motor vehicle highway fund based on 40 hours per week. The overtime rate will be \$32.44 per hour. The Sunday Overtime rate will be \$43.26. He shall be reimbursed \$600.00 annually for cell phone usage.
10. That Police Chief Joshua Cady shall receive \$25.32 per hour based on 40 hours per week from the General Fund or MVH Fund. His overtime rate will be \$37.98. The Sunday Overtime rate will be \$50.64.
11. That Patrol Officer Kevin Turner shall receive \$22.28 per hour based on 40 hours per week from the General Fund or MVH Fund and 1/3 of LIT Public Safety. His overtime rate will be \$33.42. The Sunday Overtime rate will be \$44.56.
12. Employees who receive the \$600.00 cell phone allowance shall reimbursement in two installments, the first on or about June 1, 2023, and the second, on or about December 1, 2023. Employees may also opt to take overtime hours as compensatory time rather than receiving overtime pay. Employees shall arrange compensatory time with their immediate supervisor, which will not be unreasonably denied. The employee will also report compensatory time scheduled and taken promptly to the clerk treasurer. Compensatory time will be granted so long as the compensatory time sought does not cause a serious disruption of town operations and/or services.

Utility employees who have on call week end duty will be paid \$100.00 per week end from water or sewer.

Any employee that acquires a CDL, a DSS Water License, or a Class 2 Wastewater license will receive an additional \$1.00 per hour for each such license earned so long as the license is maintained by the employee. The Town of Dillsboro will pay the costs for additional training, continuing education and other similar requirements necessary to maintain any such license. Each employee having secured such a license is expected to take the necessary steps to maintain the license in good standing. Every employee who receives additional pay for acquiring a CDL, DSS Water License or a Class 2 Wastewater license will be expected as a condition of employment to perform the duties which any such license holder is entitled to perform by law. Failure or refusal to perform such duties when required may result in disciplinary action or termination of employment.

Any employee hired shall receive minimum wage. The Council may approve a higher rate depending on education and experience. This payment shall come from the Water Works, Sanitary Sewage or General Funds or Motor Vehicle Highway Fund.

All salaries and/or wages are to be paid every 2 weeks with twenty-six pay periods per year, and the overtime rate will be one and a half times the hourly rate. Sunday overtime will be paid as double time, per town policy. Overtime will be limited to emergencies i.e., water line breaks, sewage problems, snow removal or as seen necessary by Town Manager or Superintendent or with prior approval of the Town Council.

VACATION ENTITLEMENT: All permanent full-time employees shall earn vacation. See Town of Dillsboro Employee Personnel Policy adopted December 26, 2001. All 35 or more hour per week employees will receive major medical and dental insurance effective first day of employment and will

be enrolled in PERF. All vacation time accumulated in 2023 shall be used in 2023. Vacation time may not be carried into 2024.

SICK LEAVE: All permanent full-time employees shall receive twelve days per year from January to December. All new employees shall receive one sick day per month from date of employment to December. Sick days can be accumulated to a maximum of 90 days.

Vacation entitlement and sick leave entitlement for new hires shall be subject to the discretion of the Council as outlined in the personnel policy.

The Town of Dillsboro will furnish major medical insurance and dental insurance to the permanent full-time employees and their families. Employees who have single coverage will pay \$85.10 per month; employees with a child pay \$158.40; employees with a spouse pay \$170.30, and employees with family coverage will pay \$245.00 per month. The Town of Dillsboro will pay the balance of the premium. The Town of Dillsboro will deposit \$2,000.00 into any employees' Health Savings Account who has an insurance plan for the year 2023 to be taken out of the Riverboat Revenue Fund. The deposits will be as follows, March, \$500.00; June, \$500.00; September, \$500.00; and December, \$500.00. No HSA contribution shall be made for Town Manager Susan Greco as she is now on Medicare and can no longer lawfully contribute to an HSA account. The Town will reimburse Susan Greco for the cost of maintaining her Medicare Plan and the cost of supplements thereto.

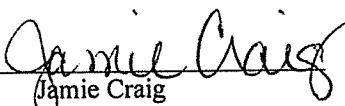
All full-time employees will be covered by PERF, effective first day of employment except for a newly created position which will be subject to enlargement approval from PERF.

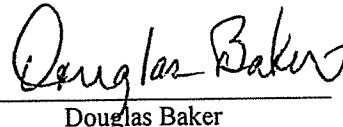
The salaries of the Town Council shall be \$2610.84 per year from the Sanitary Sewage Fund and \$2,610.84 per year from the Water Works Fund and \$1,305.42 from the general fund. They will be paid the last pay period of every month. Regular meeting attendance is of great importance. Council members may miss up to two meetings without loss of pay annually. However, Council members who miss meetings in excess of two meetings annually, except for emergency circumstances, will not be paid for the missed meetings.

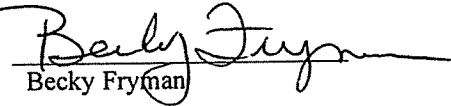
The clerk-treasurer shall receive \$3,224.71 per year from the General Fund, \$6,449.43 per year from the Water Works Fund and \$6,449.43 per year from the Sanitary Sewage Fund. The clerk-treasurer will be paid the last pay period of every month.

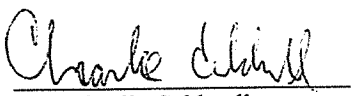
All salary and wage increases set forth above will be paid to those persons unless in the discretion of the Town Council there are insufficient appropriations or amounts contained in the budget from which to pay such increases.

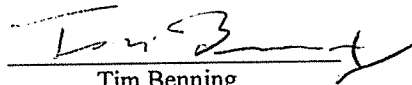
Town Council
Town of Dillsboro


Jamie Craig


Douglas Baker


Becky Fryman


Charlie Caldwell


Tim Benning


Rita Stevens, Clerk-Treasurer

ORDINANCE NO 2023-01- 1

AN ORDINANCE ESTABLISHING A RETURN FEE FOR PAYMENTS MADE TO THE TOWN RETURNED FOR INSUFFICIENT FUNDS

WHEREAS, the Town of Dillsboro receives payments on a regular basis for Town services and for other business related to the Town; and

WHEREAS, the Town incurs significant return fees occasionally because checks or other forms of payments are returned for insufficient funds; and

WHEREAS, the Town does not charge sufficient fees for returned forms of payment in order to reimburse the Town for return fees it incurs in such situations, thereby causing the Town's tax and rate payers to underwrite these return fees

NOW, THEREFORE, BE IT ORDAINED AS FOLLOWS:

1. In the event a check, credit card payment, debit card payment, or an ACH withdrawal payment is received by the town from any person, party, or other entity and is returned to the town due to insufficient funds or for other reasons from a bank, credit union, or other institution or entity, the appropriate officer, employee, and/or agent of the town is hereby authorized to require the issuer to pay for fee by requiring payment in cash, money order, or by cashier's check.
2. In addition to the foregoing, the appropriate officers, employees, and agents of the town who are empowered by ordinance or by state statute to receive the fees from members of the public are hereby authorized to charge a \$60.00 processing fee to the issuer of a check, credit card payment, debit card payment, or an ACH withdrawal payment that is returned for insufficient funds.
3. In addition to the remedies and procedures provided in this section, the town and its officers, employees, agents are hereby empowered and authorized to utilize any and all other legal remedies available to it under the laws of the state in the collection and prosecution of any person, party, or other legal entity who issue checks, credit card payments, debit card payments, or ACH withdrawal payments to the town for whatever reasons which are returned to the town for insufficient funds.

SO ORDAINED by the Town Council of Dillsboro Indiana, on this the 23rd day of January, 2023.

TOWN COUNCIL OF THE TOWN OF DILLSBORO

Don Baker
President

Becky Dupra
Member

Charlie Caldwell
Member

Jamie Craig
Member

Toni B...
Member

Rita Stevens
Attest: Rita Stevens
Clerk Treasurer

RESOLUTION NO 2023-01- 2

A RESOLUTION PERMITTING ACH OR OTHER ELECTROIC PAYMENT OF MONTHLY CLAIMS

WHEREAS, the Town of Dillsboro incurs a number of invoices per month for regular services to, or expenses of, the Town, and

WHEREAS, the Clerk Treasurer indicates that mail payment of invoices has become less reliable and much slower than in the past; and

WHEREAS, many vendors now offer service whereby ACH or other electronic payment can be utilized to address bills, and

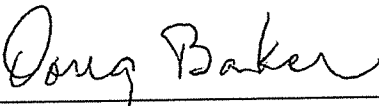
WHEREAS, authorization of electronic payment of regular expenses would insure regular and efficient payment of Town obligations;

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

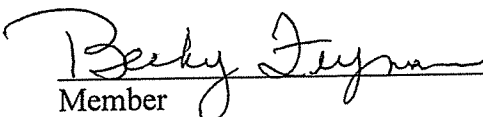
1. The Clerk Treasurer is authorized to make Automated Clearing House (ACH) and/or other electronic payment of the Town's regular monthly charges and other obligations incurred by the Town and approved for payment.
2. The Clerk Treasurer shall follow the provisions of State law and the Town's Advance Claim Payment Ordinance in making such payments.

RESOLVED by the Town Council of Dillsboro Indiana, on this the 23rd day of January, 2023.

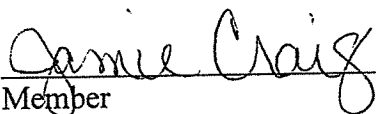
TOWN COUNCIL OF THE TOWN OF DILLSBORO



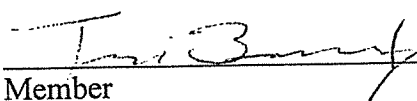
President



Member



Member



Member

Charli Calhoun

Member

Rita Stevens

Attest: Rita Stevens
Clerk Treasurer