

## Dillsboro Town Council

August 8, 2021

The council members present were Mary Lou Powers, Doug Baker, Tom Wafford and Charles Baker. Attorney present: John Watson. Town Manager Absent: Doug Rump.

The regular monthly meeting of the Dillsboro Town Council was opened by Council President, Mary Lou Powers, with the pledge to the flag on August 8, 2021 at 6:30 p.m.

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

The minutes of the July 26, 2021 meeting was approved by a motion by CM D. Baker. Seconded by CM Wafford. Motion carried.

CT Stevens presented to council the Ordinance No. 2021-08-1 – An Ordinance Permitting Payment of Certain Claims in Advance of Approval. CM C. Baker made a motion to approve the Ordinance No. 2021-08-1. Seconded by CM D. Baker. Motion carried. (Ordinance attached.)

CT Stevens presented to council the Resolution No. 2021-08-2 – A Resolution Permitting ACH or Other Electronic Payment of Monthly Rumpke Services Claim. CT Stevens stated Rumpke has not received 3 payments. So a stop payment had to be done at the bank. And issued a new check. CM D. Baker made a motion to approve Resolution No 2021-8-2. Seconded by CM Wafford. Motion carried. (Resolution Attached.)

CT Stevens stated that Neil Clayton paid the deposit for the usage of the Soccer Building for his dad's Celebration of Life for September 5, 2021. Memorials are given to the Dearborn County Community Foundation to the Clayton Family Dillsboro Park Maintenance Fund. CT Stevens asked council to wave the \$75.00 deposit since the funds are going towards the park. CM Wafford made a motion to wave the deposit fees. Seconded by CM D. Baker. Motion carried.

CT Stevens stated there has been only resumes received for the Utility Superintendent. Should applicants have a employment application with their resume. Council stated yes. CT Stevens will email applicants a employment application to the ones that just sent in a resume.

Tim Heitmeyer, Fire Department, was absence but the council received the July Incident Report of 18.

Josh Cady, Police, stated the speed radar sign on North Street has helped slowing vehicles down. CM Wafford asked if another sign would be useful. Cady stated yes. Wafford asked Cady to get a price for a 2<sup>nd</sup> sign.

### Dino Schmaltz – Temporary Utility Superintendent

- Pump #1 lift station had some problems.
- Pump #6 Old US 50 has also had some problems.
- Finished fixing yards where valve replacements were placed.
- Salesman from Seal Master left a card at office. Schmaltz did not get a chance to talk with him and is planning on contacting him regarding a crack sealing machine.
- Trouble with the 72" Kubota mower with an oil leak. Mower is 6-8 years old.

- The Utility Department is in need of another truck. Recommends to the board for utilities to get the police truck and for the police department get a new vehicle. Schmaltz stated this truck would be stock up for locates & etc. and the person on call would be driving the truck. Council asked Cady to get a price on a new vehicle for the police department.
- The utility vehicle that Mike Beach has been driving is having some issues. Schmaltz said it needs to be replaced. Beach says he has a email saying when he was hired he would be furnished with a vehicle. CM D. Baker stated instead of buying another vehicle maybe pay him mileage. CM Powers stated she would like to have a copy of the email.
- New tractor. Zimmers don't know when coming in.
- The toilets in the soccer building are having problems. Might have to replace them.
- Wastewater report given to council.
- Schmaltz showed council forms being filled out for documentation.

CM Wafford asked Schmaltz regarding some lawns that needs to be mowed around town. If the utility workers could mow them. Attorney Watson said you cannot just go on someone property and mow. If it is a foreclosure the town would have to contact the bank.

#### Susan Greco – Town Manager/Economic Development

- Serenity Pines – Redevelopment has agreed to the escrow. Materials are being delivered.
- Property owners by Serenity Pines are concerned about their property lines on Twin Oaks Drive. The lines they thought was their property is not.
- The controversy between Barth has peaked regarding Serenity Pines. Probably will excel when bulldozers start moving dirt.
- Jim Hughes bought the Victorian house next to TC's. There is no water being used. Hughes concerned about a bill he received for water and sewer. CT Stevens said he received a bill for sewer and garbage pick-up. CT Stevens stated there is an ordinance that if a house has no water the customer has to pay the minimum sewer. Also customer have to pay for garbage because town has a contract with Rumpke. CM Wafford stated there is a sewer ordinance regarding this.
- Munch-a-Lunch was well attended. Grant for \$1,380.00 for storage cabinet, grill and banner. Participated in the meet the teacher at the school.
- Community Church Service is Sunday, September 19 at the green space. Stage will already be set-up from the night before with the concert. CM D. Baker stated the Legion will be having their chicken dinner also that day.
- Main Street – Woody Fryman has resigned. Need 2 new people.
- READI Grant – Corridor Plan. Plan for the Regional Connection on the 101 Connector. There will be some challenges. The READI Grant pays 30%.
- Omer Perdue son wants to use the Soccer Building with no kitchen on Sunday, August 22 for a memorial service. Family would like to donate a tree to the park. This would have to go to the Park Board. CM C. Baker made a motion for Perdue's to have the memorial service. Seconded by CM Wafford. Motion carried.
- Heritage Pointe is used on Saturday mornings for the Farmer's Market. There was a car parked in the parking lot. Cady stated can't enforce because there is no signs for no parking. A sign needs to be posted. Cady mentioned Lawrenceburg has signs that can be wrote on that they use. Cady will check into it and get a price.

Doug Rump – Town Manager - Absence but council has copy of his report. CM Powers highlighted items.

- 2<sup>nd</sup> Floor Art Center Lease Agreement expired. Needs to be renewed for another year. Recommend extending current lease. From July 1, 2021 to July 1, 2022 of \$300.00 a month. CM Wafford made a motion to renew the lease. CM C. Baker seconded the motion. Motion carried. Watson will have a copy to be signed at next meeting.
- Finally received closeout on CCMG 2020-1 for overpayment. These fund have been in CCMG Fund awaiting INDOT Invoice. CM Wafford and CM D. Baker questioned why paying it back. CT Stevens stated the quote was lesser then the final bill. CT Stevens said to ask Rump for more information. Council tabled this invoice to next meeting and need an explanation.
- ARAP determination letter received. Advised should receive final notice in 5-7 business days. ARAP Funding is \$309,000.00. Will receive ½ this year and ½ next year.
- Council received a copy of the water rate study from Robert Reynolds

CM D. Baker reported on the Water Conference that him and CM Wafford attended. CM D. Baker stated there was some good presentations. Mapping is an issue that the town needs to consider. Did receive a card and talked to someone that does this. After discussion. Need to talk to Lori Young because there has already been some mapping done in the town. Also talk to Mark McCormack.


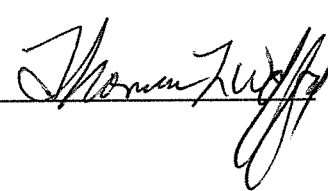
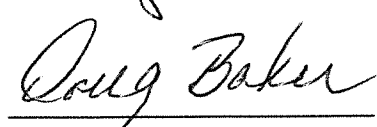
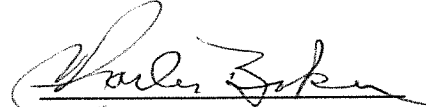
Attorney Watson presented the amended Salary Ordinance for the Town of Dillsboro Ordinance 2021-6-1 Amending Ordinance 2020-12-1 to be signed. Also working on the deed from the Beautification to the town. (Ordinance attached.)

Council will have a working meeting with Beautification Committee on August 16 to discuss their future.

Dino Schmaltz stated the walk way to the new bathrooms at the ballfield needs to be paved. Even from the walking trail to the bathroom. Council asked Schmaltz to get quotes for black top and concrete.

Being no further business. CM Wafford made a motion to adjourn the meeting at 8:13 p.m. Seconded by CM D. Baker. Motion carried.

  
Rita Stevens, Clerk-Treasurer

ORDINANCE NO 2021-08-1

AN ORDINANCE PERMITTING PAYMENT OF CERTAIN CLAIMS IN ADVANCE OF APPROVAL

WHEREAS, multiple claims are received by the Clerk Treasurer for payment by the Town of Dillsboro in the regular course of business; and

WHEREAS, given the timing of receipt of certain claims and the due date of same, the Town Council has determined that some claims for certain expenses should be paid in advance of formal approval by the Council;

WHEREAS, Indiana Code 36-5-4-12 permits the payment of certain claims in advance of formal approval by town Council subject to certain conditions;

NOW, THEREFORE, BE IT ESTABLISHED AND ORDAINED AS FOLLOWS:

- (A) The following claims for expenses may be paid in advance of Town Council Approval subject to the restrictions of this ordinance:
1. Property of services purchased or leased from the United States Government or an agency or political subdivision of the United States Government.
  2. License or permit fees
  3. Insurance Premiums
  4. Utility payments or utility connection charges
  5. Federal Grant Programs if:
    - a) Advance funding is not prohibited
    - b) The contracting party provides sufficient security for the amount advanced.
  6. Grants of State funds authorized by statute.
  7. Maintenance agreements or service agreements
  8. Lease agreements of rental agreements
  9. Principal and interest payments on bonds
  10. Payroll
  11. State, federal or county taxes
  12. Promotional funding, including but not limited to community event funding, town sponsorships and advertising.
  13. Office, cleaning, repair and maintenance supplies for daily operations
  14. Expenses that must be paid because of emergency circumstances.
- (B) Each payment of expenses must be supported by a fully itemized invoice or bill with certification of the Clerk treasurer and the Town Council shall review and allow the claim at the next regular or special meeting following the pre-approved payment of the expense authorized by this ordinance.

Passed and adopted by the Town Council of Dillsboro Indiana, on this the 9 day of August, 2021.

TOWN COUNCIL OF THE TOWN OF DILLSBORO

Mary Sue Powers  
President

Thomas Zwapp  
Member

John Baker  
Member

Douglas A. Baker  
Member

\_\_\_\_\_  
Member

Rita Stevens

Attest: Rita Stevens  
Clerk Treasurer

RESOLUTION NO 2021-08-2

A RESOLUTION PERMITTING ACH OR OTHER ELECTROIC PAYMENT OF MONTHLY RUMPKE SERVICES CLAIM

WHEREAS, the Town of Dillsboro contracts with Rumpke to provide trash pick-up and related services and makes a monthly payment to Rumpke to pay for these services; and

WHEREAS, the Clerk Treasurer has reported that the monthly service check has been lost at least three times this year by Rumpke, which has resulted in the Clerk Treasurer being forced to stop payment on the missing checks and re-issue new checks;

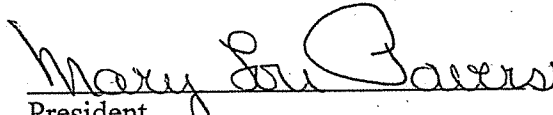
WHEREAS, authorization of electronic payment of this regular expense would alleviate this problem and insure regular and efficient payment of the Rumpke service charge;

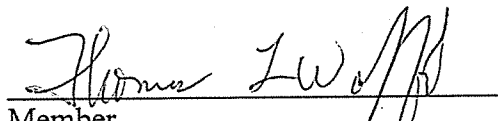
NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

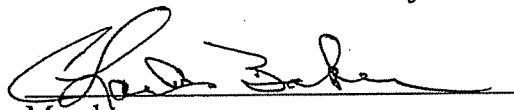
1. The Clerk Treasurer is authorized to make Automated Clearing House (ACH) and/or other electronic payment of the Town's monthly service charge to Rumpke for trash pick-up and related services as and when due.
2. The Clerk Treasurer shall follow the provisions of State law and the Town's Advance Claim Payment Ordinance in making such payments.

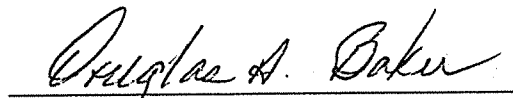
August RESOLVED by the Town Council of Dillsboro Indiana, on this the 9 day of \_\_\_\_\_, 2021.

TOWN COUNCIL OF THE TOWN OF DILLSBORO

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Member

  
\_\_\_\_\_  
Member

  
\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

*Rita Stevens*

Attest: Rita Stevens  
Clerk Treasurer

TOWN OF DILLSBORO ORDINANCE 2021-6-1 AMENDING ORDINANCE 2020-12-1

An amended ordinance for salary and wage (increase) for the employees, Town Council and Clerk  
Treasurer of the Town of Dillsboro.

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  
2021 and are effective December 28, 2020, as amended July 26, 2021.

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

1. That Michael J. Beach shall be given an hourly wage of \$18.00 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 \$27.00 per hour. He will be reimbursed \$200.00 annually for cell phone usage.
2. That Donald R. Schmaltz shall receive \$25.27 per hour from the Water Works, Sanitary Sewage, and General Fund or Motor Vehicle Highway Fund based on a 40-hour work week. The overtime rate will be \$37.91 per hour. He shall be reimbursed \$200.00 annually for cell phone usage.
3. Any utility worker shall receive an additional \$2.00 per hour for all hours worked supervising the utility crew at times when the Town Manager is unavailable due to vacation, sickness or other duties or circumstances which cause the Town Manager to be absent and unable to manage the crew. This additional \$2.00 per hour shall be retroactive to January 1, 2021. The Town Manager, Town Utility Clerk and/or the Administrative Assistant shall review all necessary records with affected employees in order to establish the actual number of hours earned to this point by any utility worker serving as supervisor in the absence of the Town Manager and reimburse for the earned hours.
4. That Brian Graver shall receive \$20.00 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 \$30.00 per hour. He shall be reimbursed \$200.00 annually for cell phone usage.
5. That Eric R. Graver shall receive \$21.83 per hour from the Sanitary Sewage Funds based on a 40-hour work week. The overtime rate will be \$32.75 per hour. He shall be reimbursed \$200.00 annually for cell phone usage.
6. That Matthew Bauer shall receive \$18.65 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 \$27.98 per hour. He shall be reimbursed \$200.00 annually for cell phone usage.
7. That Utilities Clerk Rita Stevens shall receive \$15.00 per hour from Water Works and Sanitary Sewage Funds based on a 40-hour work week. Overtime rate will be \$22.50 per hour. She shall be reimbursed \$200.00 annually for cell phone usage.
8. That Administrative Assistant Kami Hamilton shall receive \$12.00 per hour from Water Works and Sanitary Sewage Funds based on a 24-Hour work week. No overtime is expected, but if required, the overtime rate will by \$18.00 per hour.
9. That Susan Greco shall be Town Manager in succession to Doug Rump effective July 26, 2021, and shall be paid \$2,286.81 salary per pay period based on a 40-hour week out of Riverboat Revenue. Town share of benefits will come from Riverboat Revenue. She will be reimbursed \$200.00 annually per year for cell phone usage. This position is exempt from overtime.



10. That Douglas Rump in his capacity as Town Manager, shall be paid \$2,286.81 salary per pay period based on a 40-hour week from water works, sewer or general fund. This position is exempt for overtime. He shall be paid \$200.00 annually for cell phone usage.
11. That Police Chief Joshua Cady shall receive \$23.86 per hour based on 40 hours per week from the General Fund or MVH Fund. His overtime rate will be \$35.79.
12. That Patrol Officer shall receive \$21.00 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 \$31.50

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 will get .50 cents per hour. Any employee that acquires a water license will get .50 cents per hour.

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. 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.

**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.

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 \$50.00 per month and employees with dependent coverage will pay \$100.00 per month. The Town of Dillsboro will pay the balance of the premium. The Town of Dillsboro will deposit \$4,500.00 into an employee's Health Savings Account who has an insurance family plan for the year 2021 and \$2,250.00 into an employee's Health Savings Account who has single coverage for the year 2021 to be taken out of the Riverboat Revenue Fund. The deposits will be as follows, March \$750.00 single, and \$1,500.00 family, June \$500.00 single and \$1000.00 family, September \$500.00 single and \$1,000.00 family and December \$500.00 single and \$1,000.00 family.


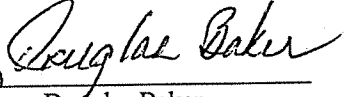
All full-time employees will be covered by PERF, effective first day of employment except for a newly created position which will be subject to enlargement approval from PERF.

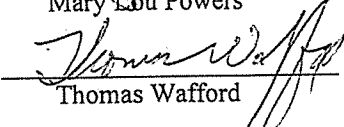
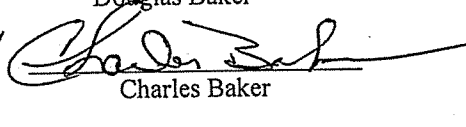
The salaries of the Town Council shall be \$2534.80 per year from the Sanitary Sewage Fund and \$2,534.80 per year from the Water Works Fund and \$1,267.40 from the general fund. They will be paid the last pay period of every month.


The salary of the clerk-treasurer shall receive \$3039.60 per year from the General Fund, \$6079.20 per year from the Water Works Fund and \$6079.20 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.

Ordinance No. 2021-6-1 adopted August 8, 2021, amending  
Ordinance No. 2020-12-1 adopted December 14, 2020  
Town Council  
Town of Dillsboro

   
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Mary Lou Powers Douglas Baker

   
\_\_\_\_\_  
Thomas Wafford Charles Baker

  
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Rita Stevens, Clerk-Treasurer