

Dillsboro Town Council

May 13, 2024

The regular meeting of the Dillsboro Town Council was opened by President, Doug Baker, with the pledge to the flag on May 13 at 6:00 p.m.

Council present: Doug Baker, Becky Fryman, Tim Benning and Charlie Caldwell. Council absent: Jerri Jackson. Attorney present: John Watson.

The executive meeting minutes and regular council minutes on April 22, 2024 were presented. CM Fryman made a motion to approve the minutes. Seconded by CM Benning. All in favor. Motion carried.

Clerk-Treasurer – Rita Stevens

- Sewer Adjustments – Debbie Wright at 12594 North Street. Adjustment of \$124.23. Water leak underground. Angela Leonard Revocable at 1316 Park Street. Adjustment of \$149.69. Outside water faucet leak. Richard Webster at 10078 Western Row. Adjustment of \$644.23. Waterline busted in basement. CM Fryman made a motion to approve the sewer adjustments. Seconded by CM Caldwell. All in favor. Motion carried.
- Duke Energy Street Light bill has increased of \$325.47 a month. Duke added a new Energy Charge. This is an additional \$2,603.65 expense for this year in the Local Road Street Fund. Might have to do an additional appropriation sometime this year.

Fire Department – Drew Tenhundfeld

- Jason Sullivan absent so do not have the April Incident Summary Report.

Police – Josh Cady

- Police Officer, Alex Sears, is doing good at the Police Academy. Will be here on Saturday for the Dillsboro Homecoming Festival to help out.
- Still have 3 open police officer spots to help with the Dillsboro Homecoming on Saturday.
- Cameras behind the fire department building facing the utility building, fuel tank and recycling trailer needs to be replaced. Received 3 quotes from H & B for \$6,000. Mobilcomm for \$5,600. Midwest Data for \$4,200. Will check and see if they are the same quality cameras and bring back to council for approval.
- In the future, will need to upgrade the town hall and sewer plant cameras.

Utility Superintendent – Matt Bauer

- Utility employees have been doing great as usual.
- Dillsboro Homecoming Festival - Been sweeping streets in town that the fair and parade route use. Helping Civic Club with some fair preparations. Will be putting up the barricades and closing North Street down on Tuesday.
- Busy with mowing. Ted Thurber started and he will be mowing and park maintenance. Will be working Monday, Wednesday & Thursday. Interviewed more and will be hiring 1 or 2 more to work 20 hours a week.

- Mike Holman Excavating got all the yards fixed back around May 3rd. Will address any problems as they arise.

Old Business

- 911 Dispatch Agreement (Town Manager Derek Walker). Dearborn County attorney, Andy Baudendistel prepared a one-year Interlocal Cooperation Agreement for each town, to keep everyone's "books straight". The agreement is for 2024 and does not contain an automatic renewal provision. The amount in the Agreement is what the town has already paid. Need a motion to approve the agreement and signed. Council stated this was already approved at the April 8 meeting with 3 Aye's and 2 Nay's.
- West Adams Street Drainage Agreement (TM Walker). A property owner at the end of West Adams Street is claiming that water coming from our storm drain is eroding the soil and uprooting some trees creating a safety concern for the property owner and their neighbor. The existing pipe outlets onto a plated row and flows freely on the surface for about 150+ feet before working its way to a channel on private property and flowing down the hill to Bobb Branch creek. TM Walker talked to CLM Surveying & Engineering who recommends installing a fabric over the exposed soil and placing riprap on top of it to stabilize the soil and prevent any further erosion. This could be completed with town employees and cost less than \$2,000 in materials. But the property owner does not like the proposed fix and suggests cutting the trees down and hard pipe the storm water to the ridge of the hill. This would cost over \$5,000. Attorney Watson stated it is the town's right of way and council is not obligated of what the property owner are asking. Council decided to table to next meeting so council can look at the situation.
- US 50 J-Turn Project (TM Walker). Dave O'Mara has delayed the Front and Short Street Road closures until after the conclusion of the Dillsboro Homecoming Festival. The intersections are still planned to close one at a time and being closed 2-3 days each.

New Business

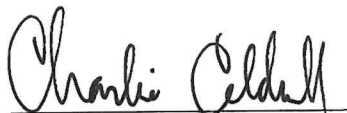
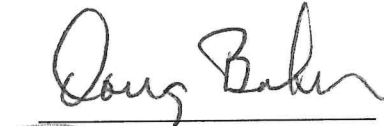
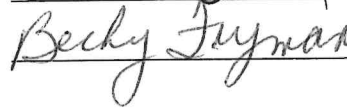
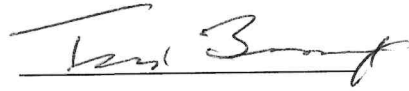
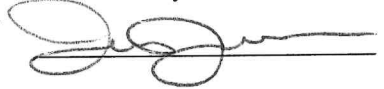
- Salary Ordinance 2024-5-1 (TM Walker) – attached. Amendment by creating a Main Street Executive Director position. Kami Hamilton as the Main Street Executive Director/Administrative Assistant and paying \$17.00/hour. Position is part-time working 32 hours per week. CM Fryman made a motion to approve Salary Ordinance 2024-5-1. Seconded by CM Benning. All in favor. Motion carried.
 - Community Crossing Matching Grant Engineer (TM Walker). Need a request for qualifications/proposals for engineering services for a grant application for CCMG 2024-2. TM Walker is asking council for authorization to select and enter a contract for engineering services to get some road work completed in 2025. Currently planning improvements to Guion Street, Western Row and intersection of Rullman Drive and Main Street. IC 36-5-5-8 authorizes the Town Manager to execute contracts on behalf of the town after completion of the appropriations and legal procedures required by law. The 2024 budget includes a \$20,000 appropriation for road engineering. TM Walker has council support to proceed.
 - CM Baker asked if drainage could be in the CCMG. On Oak Street there is a drainage issue and needs to be ditched.
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- Homecoming Parade Participation (TM Walker). Council will be participating in the parade.
- CM Baker was wondering who is monitoring the Dillsboro Community Information Facebook page. There has been some unpleasant comments and what are the rules. TM Walker will look at the rules and post them on the facebook page.

Being no further business. CM Benning made a motion to adjourn the meeting at 6:47 p.m.
Seconded by CM Fryman. Motion carried.



Rita Stevens, Clerk-Treasurer

TOWN OF DILLSBORO ORDINANCE 2024-5- 1

An ordinance setting salary and wages for the employees, Town Council and Clerk Treasurer of the Town of Dillsboro for the 2024 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 2024 and are effective upon May 27, 2024, unless otherwise noted herein.

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

1. That Michael J. Beach shall receive \$21.25 per hour from the Water Works, Sanitary Sewer, or Motor Vehicle Highway Fund based on 40-hours per week. The overtime rate will be \$31.87 per hour. The Sunday Overtime rate will be \$42.50 per hour. He shall be reimbursed \$600 annually for cell phone usage.
2. That Brian Graver shall receive \$23.40 per hour from the Water Works, Sanitary Sewer or Motor Vehicle Highway Fund based on a 40-hours per week. The overtime rate will be \$35.10 per hour. The Sunday Overtime rate will be \$46.80. He shall be reimbursed \$600.00 annually for cell phone usage.
3. That Eric R. Graver shall receive \$24.27 per hour from the Sanitary Sewer Funds based on a 40-hours per week. The overtime rate will be \$36.40 per hour. The Sunday Overtime rate will be \$48.54 per hour. He shall be reimbursed \$600.00 annually for cell phone usage.
4. That Matthew Bauer, Utilities Superintendent, shall receive \$29.20 per hour from the Water Works, Sanitary Sewer, or Motor Vehicle Highway Fund based on a 40-hours per week. The overtime rate will be \$43.80 per hour. The Sunday Overtime rate will be \$58.40 per hour. He shall be reimbursed \$600.00 annually for cell phone usage. He shall be eligible to receive three weeks' 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 Rita Stevens, Utilities Clerk, shall receive \$16.55 per hour from Water Works and Sanitary Sewer Funds based on a 40-hours per week. Overtime rate will be \$24.82 per hour. The Sunday Overtime rate will be \$33.10 per hour. She shall be reimbursed \$600.00 annually for cell phone usage.
6. That Kami Hamilton, Main Street Executive Director / Administrative Assistant, shall receive \$17.00 per hour from Water Works, Sanitary Sewer, and Riverboat Funds based on a 32-hours per week, 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 \$25.50 per hour. The Administrative Assistant shall report to the Town Manager who shall direct schedule and duties.

7. That Derek Walker, Town Manager, shall receive \$75,000 annual salary from the General Fund or Riverboat Fund, effective February 5th. He shall be reimbursed \$600.00 per year for cell phone usage. He shall be eligible to receive five weeks' vacation.
8. That Donald R. Schmaltz shall receive \$22.75 per hour from Water Works, Sanitary Sewer or Motor Vehicle Highway Fund based on 40-hours per week. The overtime rate will be \$34.12 per hour. The Sunday Overtime rate will be \$45.50. He shall be reimbursed \$600.00 annually for cell phone usage. Donald R. Schmaltz will receive 1/5 sick day per (1) day that Utilities Superintendent is absent beginning January 1, 2023, and each year thereafter.
9. That Joshua Cady, Police Chief, shall receive \$29.20 per hour ninety (90%) percent of which shall come from the General Fund or Motor Vehicle Highway Fund and ten (10%) of which shall come from the Local Income Tax Public Safety Fund based on 40-hours per week. His overtime rate will be \$43.80. The Sunday Overtime rate will be \$58.40.
10. That Alexander Sears, Patrol Officer, shall receive \$23.00 per hour of which shall come from the Motor Vehicle Highway Fund and 2/3 of the Local Income Tax Public Safety Fund based on 40-hours per week. His overtime rate will be \$34.50. The Sunday Overtime rate will be \$46.00. Upon completion of an initial six-month probationary period, Alexander Sears shall receive a fifty cent (\$.50) per hour raise. Upon successful completion of the Indiana Law Enforcement Academy Tier II Course, he shall receive an additional fifty cent (\$.50) raise per hour. Overtime and Sunday pay rate will be re-calculated upon receipt of fifty cent (\$.50) per hour raise described herein.
11. That seasonal laborers shall receive \$13.00 to \$14.00 per hour of which shall come from the Riverboat Fund. Seasonal laborers are ineligible for benefits and shall remain seasonal as defined by federal law.
12. Employees who receive the \$600.00 cell phone allowance shall receive reimbursement in two installments, the first on or about June 1, 2023, and the second, on or about December 1, 2023.
13. 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 weekend duty will be paid \$100.00 per weekend 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, 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 Employee Policies and Procedures Revised. . All vacation time accumulated in 2024 shall be used in 2024. Vacation time may not be carried into 2025.

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.

All 35 or more hours per week employees will receive major medical and dental insurance effective on the first day of employment, except as otherwise provided herein, and all permanent full-time employees will be enrolled in PERF. 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 2024 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.

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 \$2,715.27 per year from the Sanitary Sewage Fund and \$2,715.27 per year from the Water Works Fund and \$1,357.64 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 \$3,353.70 per year from the General Fund, \$6,707.41 per year from the Water Works Fund and \$6,707.41 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.

**DILLSBORO, INDIANA
TOWN COUNCIL**

Date: May 13, 2024

Charlie Caldwell
CHARLIE CALDWELL

☒ Aye
☐ Nay
☐ Abstain

Tim Benning
TIM BENNING

☒ Aye
☐ Nay
☐ Abstain

Doug Baker
DOUG BAKER

☒ Aye
☐ Nay
☐ Abstain

Becky Fryman
BECKY FRYMAN

☒ Aye
☐ Nay
☐ Abstain

☐ Aye
☐ Nay
☐ Abstain

JERRI JACKSON

ATTEST:

Rita Stevens
RITA STEVENS
Clerk-Treasurer
Town Council, Town of Dillsboro