

Dillsboro Town Council

Public Meeting

September 2, 2021

The council members present were Mary Lou Powers, Tom Wafford, Charles Baker, Doug Baker and Becky Fryman. Attorney present: John Watson. Town Manager/Economic Developer present: Susan Greco. Temporary Utility Superintendent present: Dino Schmaltz. Other present: Kyle Cleeter

The public meeting of the Dillsboro Town Council was opened by Council President, Mary Lou Powers, with the pledge to the flag on September 2, 2021 at 6:25 p.m.

CM Wafford made a recommendation to hire Kyle Cleeter as Utility Superintendent. Pay is \$25.50 an hour. Anything over 85 hours in a pay period is overtime of time and half (\$38.25 per hour). Pay period is \$2,040.00 salary. Cleeter to get his CDL, water and wastewater license. Cleeter was present and accepted the position. Starts on September 27. CM D. Baker made a motion of the above recommendation to hire Cleeter. Seconded by CM C. Baker. Motion carried.

CM Wafford also recommended for Susan Greco, Town Manager/Economic Developer, any hours worked over 85 hours in a pay period shall be paid time and half of \$42.88 per hour. This takes in effect immediately.

Attorney Watson presented the Ordinance 2021-9-1 Amending Ordinance 2021-6-1. (Attached) Amended was the above regarding Cleeter and Greco and 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. CM C. Baker made a motion to approve Ordinance 2021-9-1. Seconded by CM Wafford. Motion carried.

CT Stevens asked how long paying Dino Schmaltz for Temporary Utility Superintendent. Council said as long as it takes to train Cleeter.

Attorney Watson stated in the future the towns and cities are recommended to have their meetings with alternate broadcast and minutes taped. CM D. Baker made a motion for the council research to record the minutes. Have Greco check with other towns and cities of what they are doing. Seconded by CM C. Baker. Motion carried.

Attorney Watson presented Resolution 2021-9-1 (Attached) – A Resolution Adopting and Implementing the Town's ADA Transition Plan and Title VI Implementation Plan. The town needs these plans to be eligible for grants. CM D. Baker made a motion to approve the Resolution 2021-9-1. Seconded by CM C. Baker. Motion carried. The Non-Discrimination Notice (Page 11) in the ADA Plan needs to be posted in the office, uploaded to the website and sent to the newspaper.

CT Stevens asked is someone contacting the other applicants that applied for the Utility Superintendent job be notified that the position is filled. CM Wafford said he would.

Attorney Watson said that the Dennerline property east of Dillsboro on US 50. Dennerline wants to be paid for the easement for the water line. Watson recommends to do a title search on the parcel to see if there is an easement. CM Wafford made a motion to give Watson the authority to do the title search. Seconded by CM D. Baker. Motion carried.

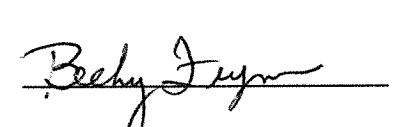
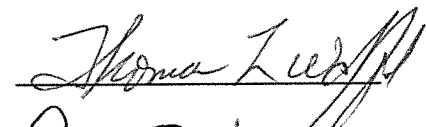


CM D. Baker asked CT Stevens how the progress is going with Kami Hamilton, Administrative Assistant. Stevens stated she is doing a great job. CM Baker did ask if Hamilton can stay in the office by herself. Stevens said she could. But there is still a lot to learn. It is hard to train someone who is only working 3 days a week to learn everything. Been wanting to teach her payroll but it has been difficult with so many changes. And learn her on how to pay bills. On her days off she misses a lot of daily activity in the office. CM D. Baker stated beginning September 27 Hamilton should be available to work with Cleeter and Greco.

CM Wafford asked Greco about the work room. Greco has talked to the painters and the person to put the carpet in. Should be done in the next couple of weeks. CM Wafford asked Schmaltz if the guys could help move cabinets & etc. out of the room. Schmaltz stated yes just let him know.

Being no further business. CM C. Baker made a motion to adjourn the meeting at 7:10 p.m. Seconded by CM Wafford. Motion carried.



Rita Stevens, Clerk-Treasurer

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TOWN OF DILLSBORO ORDINANCE 2021-9-1 AMENDING ORDINANCE 2021-6-1

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 be \$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. 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 42.88 per hour for

hours worked in excess of 85 hours per pay period. She will be reimbursed \$200.00 annually per year for cell phone usage.

10. That Kyle Cleeter shall be Utilities Superintendent effective September 27, 2021, and shall be paid \$2,040.00 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 Kyle Cleeter shall track his hours worked during each pay period and that he shall be paid at the rate of \$38.25 per hour for hours worked in excess of 85 hours per pay period.** 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, a DSS Water License, or a Class 2 Wastewater license will receive **an additional \$1.00 per hour** for each such license earned.

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.

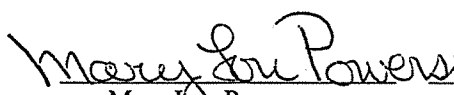
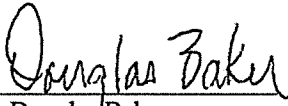
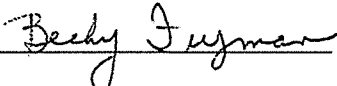
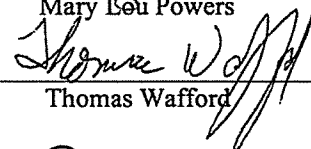

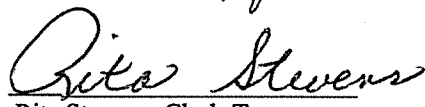
All full-time employees will be covered by PERF, effective first day of employment except for a newly created position which will be subject to enlargement approval from PERF.

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

 Mary Lou Powers	 Douglas Baker	 Becky Fuzman
 Thomas Wafford	 Charles Baker	
 Rita Stevens, Clerk-Treasurer		

RESOLUTION 2021-9-1

A RESOLUTION ADOPTING AND IMPLEMENTING THE TOWN'S ADA
TRANSITION PLAN AND TITLE VI IMPLEMENTATION PLAN

WHEREAS, The Civil Town of Dillsboro wishes to fully implement and comply with the requirements of the Americans with Disabilities Act of 1990 (ADA) which provides that the design, construction and continued maintenance of public facilities that are not accessible for people with disabilities constitutes discrimination; and

WHEREAS, Title II of the ADA prohibits any local government from discriminating against persons with disabilities; and

WHEREAS, Title VI of the Civil Rights Act of 1964 and related anti-discrimination statutes and regulations set forth compliance standards which the Civil Town of Dillsboro is committed to meeting; and

WHEREAS, the Town of Dillsboro has prepared it's ADA Transition Plan and Title VI Implementation Plan and desires to implement both, effective immediately;

NOW THEREFORE BE IT ORDAINED as follows:

1. The Civil Town of Dillsboro hereby adopts its ADA Transition Plan and Title VI Implementation Plan, effective immediately. A copy of the ADA Transition Plan and the Title VI Implementation Plan are attached hereto as Exhibits A and B respectively.
2. The Dillsboro Town Council hereby directs that all Town officials comply with the terms of the ADA Transition Plan and Title VI Implementation plan as herein approved.

PASSED BY THE COMMON COUNCIL OF THE CIVIL TOWN OF
DILLSBORO, INDIANA, this 2nd day of September,
2021.

Mary Lou Powers
President

Thomas Luff
Member

Charles Baker
Member

Douglas A. Baker
Member

Beryl Tuzman
Member

Attest: Rita Stevens
Rita Stevens, Clerk-Treasurer