

## Dillsboro Town Council

February 12, 2024

The regular meeting of the Dillsboro Town Council was opened by President, Doug Baker, with the pledge to the flag on February 12, 2024 at 6:00 p.m.

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

The minutes of the Special Council Meeting on February 3. CM Baker made the following corrections on page 2, paragraph 3, that stated CM Baker was unaware that Dillsboro received Riverboat funds from the county. He thought all Riverboat funds came from Lawrenceburg. He feels we should go ahead and pay \$18,523.35. CM Baker agrees with CM Benning, but feels that we should pay the \$18,523.35 since there is no interlocal agreement. Along with Dillsboro receiving Riverboat funds from the county. CM Baker stated that we should work together with the county towards a solution to the shortfall of dollars in 911. CM Fryman agreed with CM Baker. CM Fryman made a motion to approve the minutes with the corrections. Seconded by CM Caldwell. Motion carried.

### Clerk-Treasurer – Rita Stevens

- The town received \$3,974.50 from the Dearborn Community Foundation. \$3,553.23 from the Dillsboro Quality of Life Improvement Fund Endowment and \$421.27 from the Clayton Family Dillsboro Park Maintenance Fund. \$421.27 will go into the Park fund. CM Benning made a motion for the \$3,553.23 to be split 1/2 to Park Fund and ½ to Dillsboro Community Partnership/Façade. Seconded by CM Caldwell. Motion carried.

### Fire Department – Jason Sullivan

- January Incident Summary Report was 15.
- Red Cross will be participating in a Smoke Alarm Distribution Program. Red Cross will be installing the smoke alarms.

### Utility Department – Matt Bauer

- RTV from Zimmer's has been received. The \$21,900 was paid from Riverboat. This was approved at the Special Meeting on February 3.
- The Utility Department will be hosting a SIOA (Southern Indiana Operators Association) education program on February 14 regarding wastewater. The program will be touring the sewer plant. Expecting 32 participants.
- Been crack sealing some streets.
- Received 3 quotes from tree companies for the trees on Guion Street. S&S/Spurlock Tree Service for \$4,000 was the lowest. Bauer did talk to Ryan Elder the property owner regarding taking the trees down and clearing the brush. Elder really preferred having something there for blockage. A suggestion might be some ornamental grass. Bauer and TM Walker will look into some different options and bring back to council.
- Holman Excavating will be starting sometime on the water extension on North Street and the water line leak by Cherokee Lane. CM Baker stated he did see some equipment on North Street. So could be a possibility will be starting soon.

- Bauer and TM Walker will get with Jill Curry regarding the LSLI (Lead Service Line Inventory).
- Curry & Associates has always done the Water Loss Audit. Bauer is working with TM Walker and they should be able to do the audit. That will save the town some money.
- Regarding the seal bids for the salt spreader. TM Walker is going to look into the online auction sites. Also check and see if the town has any other equipment to be seal bid.

CM Baker did state the streets that was crack sealed. Very nice job.

Bauer did state previously the town had Curry & Associates furnish the inspector for the water line projects. Instead the town is going to have the utility laborer, Dino Schmaltz, inspect them because he has the knowledge to do this.

CM Baker stated the council had a Special Meeting on February 3 and hired Derek Walker as the new town manager. CM Baker introduced TM Walker.

#### Town Manager – Derek Walker

- Water & Sewer Billing. The park and fire house has never been billed. Going to start metering and consider billing them. Township Trustee has provided an annual contribution based on budget availability. Would pay fair share on the fire department if accounted.
- Interlocal Agreement. Recommend providing written notice to terminate the Dearborn County Plan Commission Interlocal Agreement, requires 90 days notice. Walker is trained and willing to manage the responsibilities of the Dearborn County Plan Commission and can use these savings to offset payroll changes. CM Baker made a motion to approve the termination of the Interlocal Agreement. Seconded by CM Benning. Motion carried.
- Town Manager Laptop. TM Walker is in need of a laptop to permit offsite work and to aid in meetings outside of the town manager office. TM Walker found some between \$750 and up to \$1,500. This could be paid from the general operating expenses.
- Utility Budget – Working on drafting a budget for the water and sewer utilities to be presented and discussed at the next meeting.
- Sewer Utility – TM Walker and Bauer will be looking into water infiltration of the Town's sanitary sewer lines. Recommends looking at lines in conjunction with road projects. Bauer advised looking into Western Row. Bauer also stated Guion and Main Streets a possibility. Planning on applying for a fall application. This would be for a Community Crossing Grant.

#### Interim Town Manager – Susan Greco

- Greco will be completely retiring now after this week. Happy the town is in good hands with TM Walker.
- Main Street Certification Assessment is February 19 at the town hall. Asking any council members to attend if possible. CM Benning, CM Baker and CM Fryman showed some interest. This is a discussion session for Dillsboro Main Street & OCRA. A notice will be posted at the town hall in case a quorum of town council is present. CM Baker signed the support of Dillsboro Main Street Certification letter.
- Dearborn One notifying municipalities regarding the Stellar Pathways program for revitalization. Flier was given to council. Asking council's approval for TM Walker to attend a workshop held

TOWN OF DILLSBORO ORDINANCE 2024-2- 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 February 5, 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, Administrative Assistant, shall receive \$14.46 per hour from Water Works and Sanitary Sewer Funds based on a 24-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 \$21.69 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 Derek Walker, Town Manager, shall receive \$75,000 annual salary from the General Fund or Riverboat Fund, effective February 5<sup>th</sup>. 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. 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.
12. 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 32 or more hour per week employees will receive major medical and dental insurance effective first day of employment, except as otherwise provided herein, and all permanent full-time employees will be enrolled in PERF. 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.

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.

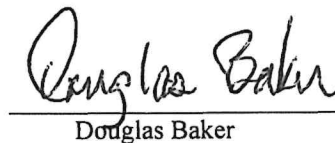
The salaries of the Town Council shall be \$2,715.27 per year from the Sanitary Sewage Fund and \$2,715.27 per year from the Water Works Fund and \$1,357.64 from the general fund. They will be paid the last pay period of every month. Regular meeting attendance is of great importance. Council members 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.

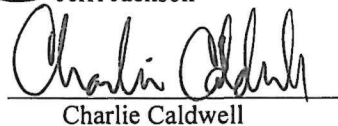
All salary and wage increases set forth above will be paid to those persons unless in the discretion of the Town Council there are insufficient appropriations or amounts contained in the budget from which to pay such increases.

Town Council  
Town of Dillsboro

  
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Jerri Jackson

  
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Douglas Baker

  
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Becky Fryman

  
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Charlie Caldwell

  
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Tim Benning

  
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Rita Stevens, Clerk-Treasurer

- o March 4 & 5. No cost just per diem. CM Fryman made a motion to approve TM Walker to attend the workshop. Seconded by CM Jackson. Motion carried.

CM Benning asked Greco regarding the Dillsboro EMS that there is people at the building. Greco stated people has seen the lifesquad running so she has talked to Jim Thatcher and he said it is not official. Jason Sullivan made a comment that Harry Witteride is running the lifesquad.

Beautification – Charlie Caldwell - nothing

Attorney – John Watson

- o Regarding the Brown Roofing at the Friendship Center. Been in contact with their attorney regarding the release.

Old Business

2024 Salary Ordinance 2024-2-1 (attached). Adding Derek Walker as Town Manager and removing Susan Greco as Interim Town Manager. CM Fryman made a motion to approve the 2024 Salary Ordinance 2024-2-1. Seconded by CM Benning. Motion carried.

New Business

The Dearborn County Plan Commission Interlocal Agreement. This was decided and terminated in the TM Report.

Public Comment

Alex Hewitt, Old US 50, stated that Jake Mick and himself set up for yard sales during the Friendship Shoot week and was informed that they could only set up for 2 days. CM Baker stated that there is a draft ordinance but nothing has been official and there will be something regarding yard sales during the Friendship Shoot dates for several days. Attorney Watson will look into this draft ordinance.

Kim Mix stated she and her husband, Steve, are happy and thanked the town for hiring her nephew, Derek Walker. He will do an awesome job.

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



Rita Stevens, Clerk-Treasurer

