

Dillsboro Town Council

August 22, 2022

The regular monthly meeting of the Dillsboro Town Council was opened by President, Tom Wafford, with the pledge to the flag on August 22, 2022 at 6:00 p.m.

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

Council members present: Tom Wafford, Charles Baker and Doug Baker. Council members absent: Mary Lou Powers and Becky Fryman. Election Council Candidates present: Charlie Caldwell, Tim Benning and Jacob Kohorst.

Gage Pace, One Dearborn, presented information regarding The Broadband Ready Community. This sends a signal to the telecommunication industry that a community has taken steps to reduce barriers to broadband infrastructure investment. CM C. Baker made a motion to approve Resolution 2022-8-1 "A Resolution Seeking To Be Designated As A Broadband Ready Community" for the town. (Attached) Seconded by CM D. Baker. Motion carried.

The minutes of the August 8, 2022 were approved by CM C. Baker. Seconded by CM D. Baker. Motion carried.

Clerk-Treasurer – Rita Stevens

- SIRPC Invoice for \$27,400.00. Payment of their contract amount of 40% of Grant Administration Services and 100% of Environmental Services. Total was \$66,000.00. Balance due after invoice payment is \$38,600.00. This invoice is paid through the Indiana Office of Community & Rural Affairs. SIRPC just need approval to submit this claim. CM D. Baker made a motion to approve this claim. Seconded by CM C. Baker. Motion carried.
- The 2nd ARP Funds have been received for \$159,772.12.
- 2023 Budget Public Hearing is September 12, 2022 at 6:00 p.m. during regular council meeting.
- 2023 Budget Adoption Meeting is October 10, 2022 at 6:00 p.m. during regular council meeting.
- 2022 Additional Appropriation Public Meeting is September 12, 2022 at 6:00 p.m. during regular meeting.
- MVH Restricted Fund was not appropriated for 2022. There was an Dave O'Mara Contractor invoice paid from this fund which leaves the fund negative. Need approval for this invoice to come out of Riverboat. CM D. Baker made a motion to approve this request. Seconded by CM C. Baker. Motion carried.
- CT Stevens stated when she will be off with a medical procedure. What hours does council want Kami Hamilton, Assistant Administrative, work since Hamilton is employed part-time. CM C. Baker made a motion for Hamilton to work 7 hours a day from 9:00 a.m.-4:00 p.m. during a 5 day week. Seconded by CM D. Baker. Motion carried.

Utility Superintendent – Matt Bauer

- Mike Holman started on Rump Road for the water project. Then will proceed to Old U.S. 50.
- O & J Coatings started last week on painting the big water tank.
- Waller's Meter revised invoice on work on Martin Road will be higher because installing a fire hydrant instead of a flush hydrant at the end of Martin Road. Cost is \$4,542.27.

- Indiana Pump Works quote for putting in the existing auto-dialer at the sewer plant with an OmniSite monitoring unit. Installation - \$5,975.00 plus a High Gain Antenna/Installation is \$1,485.00.
- Indiana Pump Works upgrading the existing pumps. There was 3 options. CM D. Baker made a motion to approve Option 2 for \$8,950.00 each. Seconded by CM C. Baker. Motion carried.
- All Star Paving proposal for 1-inlet and patching by Legion was \$13,812.00. Dave O'Mara was \$12,300.00 for 2-inlets.
- All Star Paving proposal for patching on Main and North Streets was \$13,643.86.

Town Manager/Economic Development – Susan Greco

Tom Maltbie, Director of Dillsboro Arts, was present and stating what the Dillsboro Arts has done at the Friendship Center with exhibits, Jazz Festival and etc. Would like to have some renovations done at the center. Phase #1 – Lobby – remove the counter space and some walls. Phase #2 – ADH Restroom. Maltbie stated would like to start with Phase #1. And also thanked the council for all their support towards the artist. CM C. Baker made a motion to move forward and the artist should help with the labor. CM D. Baker stated would like to see some numbers. Attorney Watson stated need to advertise for bids. Try to get 3 bids. If only 1 bid received just accept that 1 bid. CM D. Baker seconded the motion but need bids submitted for Phase #1. Motion carried.

Tom Maltbie also reported on attending with several other artist the AIM Roundtable. Miah Michelson, director of Indiana Art Commission, addressed downtown development through arts.

Friendship Center – Insurance Claim. Attorney Watson stated that Morris Kirby summary for property damage is \$13,226.46. Plus not covering of lost of income from renter and attorney fees. Town has held \$7,254.54 remaining balance to Brown Roofing. Attorney Watson stated could do a demand letter followed by a lawsuit. Send second letter to insurance to be reimbursed.

Sturgeon Property for Country Store. This is an educational facility at the day care for at risk kids. Met all the requirements of the Variance. BZA has ruled on it. Need council approval. CM D. Baker made a motion to approve the Country Store. Seconded by CM C. Baker. Motion carried.

Salary Ordinance 2022-8-2 (Attached) – Kevin Turner be paid 2/3 from LIT Public Safety instead of 1/3. CM D. Baker made a motion to approve the salary ordinance. Seconded by CM C. Baker. Motion carried.

Lease Agreement with Indiana Mentors. Present lease is \$1,100.00. After council discussed and agreed the lease would be a 5 year lease. 1st year - \$1,200.00. 2nd year - \$1,250.00. 3rd year - \$1,300.00. 4th year - \$1,350.00. 5th year - \$1,400.00. This lease does not include snow removal, lawn care and landscaping. CM D. Baker made a motion of this 5 year lease. Seconded by CM C. Baker. Motion carried.

Bike Paths & Walking Trails Plan – Will be having a meeting with HWC Engineering on August 30th.

Street Light Replacement – Corner of Rullman Drive and U.S. 262. An accident occurred and knocked down the street light pole from REMC. The town is responsible for this. The cost is \$650.00 with upgrading to LED lights plus 2 lights. One light towards Rullman Drive and other towards U.S. 262. Will be turning it into the insurance of the vehicle hitting the pole.

Verizon account is closed. Have T-Mobile now. Had to replace SIM cards for the fire department.

New Policies & Procedures Handbook for Employees – Handbook has been revised. Employees has received a copy for review. Also a copy has been emailed to council.

Funding through the Bipartisan Infrastructure Law (BIL). How communities can best position themselves to secure funding. Greco attending this meeting.

DISA – Suspending all the drug testing for the town.

Ordinance 1996-1 “Ordinance to Establish An Alcohol & Drug Testing Policy & Testing Procedure”. Alcohol & Controlled Substance Testing Policy for Commercial Drivers License (CDL) Employees. This was presented to the council and reviewed. CM D. Baker made a motion of the following. Testing of Employee – Pre-Employment. Under no circumstances will an individual be placed on the payroll without proof of a successful completion of a drug test. Random – A Minimum rate of 50% of employee **could** (instead of shall) be tested annually for drugs and 35% of employee **could** (instead of shall) be tested annually for alcohol. Seconded by CM C. Baker. Motion carried. Attorney Watson stated need to select a panel for drug testing. Panels are different. One is a panel with marijuana. Tabled to next meeting.

AIM Conference Reservations have been made. On waiting list for a hotel.

Local Government Workshop is August 23 & 24th. (Zoom)

IMMA Workshop is August 24th on Zoom if anybody wants to attend.

Attorney – John Watson

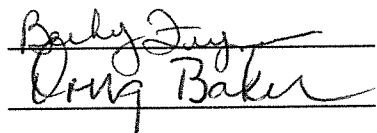
- o Brown Roofing letter for \$15,000.00 damage to Friendship Center. Will get with Greco regarding this.
- o SABRE Property – 12227 Rullman Drive. Penalty lifted. Certified in circuit court when 30 days have passed. A full title search is ordered for \$175.00.
- o September 12th Meeting. Requesting a Executive Meeting prior at 5:30 p.m. regarding the SABRE property, Brown Roofing damage and Jennifer Street.

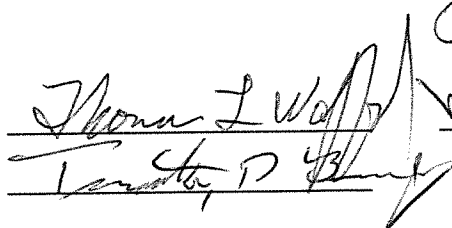
Charles Baker, council member, read a letter of his resignation effective August 22nd. (Attached) Tim Benning will replace CM C. Baker.

CM Wafford mentioned that Greco should proceed on the annexation with Rhonda Cook. CM D. Baker made a motion to approve. Seconded by CM C. Baker. Motion carried.

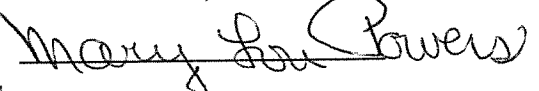
CM D. Baker mentioned that the new 2023 council members should decide when the monthly council meetings should be in the year of 2023.

Being no further business. CM D. Baker made a motion to adjourn the meeting at 7:46 p.m. Seconded by CM C. Baker. Motion carried.


Doug Baker


Rhonda I. Wafford


Rita Stevens, Clerk-Treasurer


Mary Lou Powers

**TOWN COUNCIL
DILLSBORO, INDIANA**

RESOLUTION 2022-- 8-1

**A RESOLUTION SEEKING TO BE DESIGNATED AS A
BROADBAND READY COMMUNITY**

WHEREAS, Dillsboro, Indiana, by and through the Dillsboro Town Council, seeks to promote private investment in broadband infrastructure; and

WHEREAS, Dillsboro, Indiana, by and through the Dillsboro Town Council, seeks to be designated as a Broadband Ready Community pursuant to I.C. §5-28-28.5.

NOW, THEREFORE, Dillsboro, Indiana, by and through the Dillsboro Town Council, hereby adopts the following provisions pursuant to said statute:

1. As defined by Indiana Code § 5-28-28.5-2, **PERMIT** means any local permit, license, certificate, approval, registration, or similar form of approval required by policy, administrative rule, regulation, ordinance, or resolution with respect to a project.
2. As defined by Indiana Code § 5-28-28.5-3, **PROJECT** means the construction or deployment of wireline or wireless communications facilities to provide “communications service” (as defined by Indiana Code § 8-1-32.5-3) in Dillsboro, Indiana.
3. Notwithstanding any other provision of the Dillsboro, Indiana Code of Ordinances and/or previously adopted Ordinances, Resolutions, regulations, policies, and/or practices, the following shall apply to projects located in Dillsboro, Indiana:
 - a. The Dillsboro Town Council shall establish processes and procedures to review applications and issues permits for project. The Council may designate any Board or Department of Town of Dillsboro with the implementation of the adopted processes and procedures and said processes and procedures **must** contain all of the follow components:
 - i. Appoint a single point of contact for all matters related to a project;
 - ii. Guarantee that all applications related to a project will be reviewed and either approved or rejected within ten (10) business days after an application has been filed or submitted;

iii. Include an assurance that after an application is approved pursuant to Indiana Code § 5-28-28.5-7(a), all inspections, including necessary approvals related to a project, will occur in a timely and expeditious manner; and

iv. Authorize all forms, applications, and documentation related to a project to be filed and signed by electronic means.

4. The Dillsboro Town Council or the Board or Department delegated with the authority shall adopt adequate processes and procedures to implement the provisions of Paragraph 3.a.i. through 3.a.iv. (above). The processes and procedures established hereunder may **not** do the following:

- a. Require an applicant to designate a final contractor to complete a project;
- b. Impose a fee to review an application or issue a permit for a project;
- c. Impose a seasonal moratorium on the issuance of permits for a project;

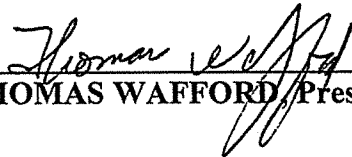
and/or

d. Discriminate among communications service providers or utilities with respect to any action described in this section or otherwise related to a project, including granting access to public rights-of-way, infrastructure and poles, rivers and bridge crossings, and any other physical assets owned and/or controlled by Dillsboro, Indiana.

5. The processes and procedures adopted by the Town Council by Ordinance shall be in full force and effect from and after its passage. Further, the processes and procedures established by said Ordinance shall become a part of the Dillsboro, Indiana Code of Ordinances, in a chapter designated by the Dillsboro Town Council when said Ordinance is adopted.

ALL OF WHICH IS RESOLVED by the Town Council of Dillsboro, Indiana this the 22nd day of August, 2022.

**TOWN COUNCIL
DILLSBORO, INDIANA**

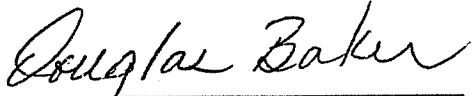


THOMAS WAFFORD, President



CHARLES BAKER, V-President

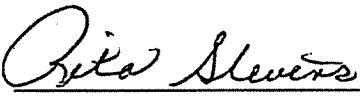
MARY LOU POWERS, Member



DOUGLAS BAKER, Member

ATTEST:

BECKY FRYMAN, Member



RITA STEVENS
Clerk-Treasurer

TOWN OF DILLSBORO ORDINANCE 2022- 8-2

An ordinance Amending Ordinance 2021- ~~2022~~ regarding salary and wages for the employees, Town Council and Clerk Treasurer of the Town of Dillsboro for the 2022 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 2022 and are effective upon passage or as provided herein.

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

1. That Michael J. Beach shall be given an hourly wage of \$19.54 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 \$29.31 per hour. He will be reimbursed \$200.00 annually for cell phone usage.
2. That Brian Graver shall receive \$21.63 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 \$33.44 per hour. He shall be reimbursed \$200.00 annually for cell phone usage.
3. That Eric R. Graver shall receive \$22.48 per hour from the Sanitary Sewage Funds based on a 40-hour work week. The overtime rate will be \$33.72 per hour. He shall be reimbursed \$200.00 annually for cell phone usage.
4. That Matthew Bauer shall be Utilities Superintendent effective May 2, 2022, and shall be paid \$27.26 per hour pay based on a 40-hour week from water works, sewer or general fund. The overtime rate will be \$40.89 per hour. He shall be paid \$200.00 annually for cell phone usage. Matthew Bauer shall be on a probationary term in this position to and through December 31, 2022. Matthew Bauer shall be eligible to receive three weeks of 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 \$15.45 per hour from Water Works and Sanitary Sewage Funds based on a 40-hour work week. Overtime rate will be \$23.17 per hour. She shall be reimbursed \$200.00 annually for cell phone usage.
6. That Administrative Assistant Kami Hamilton shall receive \$13.50 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 \$20.25 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 \$2,355.41 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 \$44.17 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.
8. That Kyle Cleeter shall receive \$18.00 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, effective May 2, 2022. The overtime rate will be \$27.00 per hour. He shall be reimbursed \$200.00 annually for cell phone usage.

9. That Donald R. Schmaltz shall be given an hourly wage of \$21.00 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 \$31.50 per hour. He will be reimbursed \$200.00 annually for cell phone usage.
10. That Police Chief Joshua Cady shall receive \$24.58 per hour based on 40 hours per week from the General Fund or MVH Fund. His overtime rate will be \$36.87.
11. That Patrol Officer Kevin Turner shall receive \$21.63 per hour based on 40 hours per week from the General Fund or MVH Fund and 2/3 of LIT Public Safety. His overtime rate will be \$32.44

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. 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.

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 \$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 2022 and \$2,250.00 into an employee's Health Savings Account who has single coverage for the year 2022 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. 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.

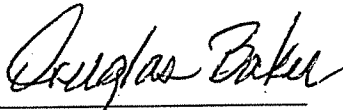
The salaries of the Town Council shall be \$2610.84 per year from the Sanitary Sewage Fund and \$2,610.84 per year from the Water Works Fund and \$1,305.42 from the general fund. They will be paid the last pay period of every month.

The salary of the clerk-treasurer shall receive \$3,130.79 per year from the General Fund, \$6,261.58 per year from the Water Works Fund and \$6,261.58 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.

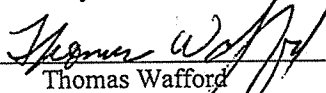
Town Council
Town of Dillsboro

Mary Lou Powers

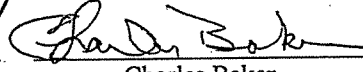


Douglas Baker

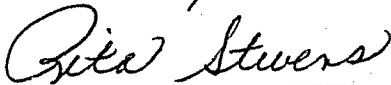
Becky Fryman



Thomas Wafford



Charles Baker



Rita Stevens, Clerk-Treasurer

August 22, 2022

To the members of the Dillsboro Town Council,

At the May 9th meeting I gave notice that I would be resigning the first of September, since this is the last meeting before September I will be resigning as of tonight.


I would like at this time to thank God for the opportunity to be a member of the council. I would like to thank my wife, Wanda, for the time I needed to be away from home to attend to town business. I would also like to thank the Board Members for all the positive work that we have accomplished for the betterment of the town of Dillsboro.

I want to thank all the employees of the town and I appreciate all their hard work. I pray they will continue to work together for the improvement of the community.

I understand Tim Benning will be taking my seat on the council. I wish him the best and pray that he will have a long successful term on the Board.

Again, thank all of you for your support and please keep up the good work as the town of Dillsboro is making great strides to be a thriving community for the future.

Thanks again and God Bless,

A handwritten signature in cursive script, appearing to read "Charles Baker".

Charles Baker