

ORDINANCE NO. 2016-01

**AN ORDINANCE OF THE TOWN OF GENEVA, INDIANA
ESTABLISHING A FUND FOR LOIT SPECIAL DISTRIBUTIONS**

WHEREAS, in the 2016 session of the Indiana General Assembly, legislation was passed that creates a special distribution to local municipalities from the Local Option Income Tax (LOIT) for the purpose of road and street repair, improvement and maintenance; and

WHEREAS, the TOWN OF GENEVA, Indiana expects to receive approximately \$75,264.82 of additional funds through said special distribution; and

WHEREAS, there is merit for said special distribution to be placed in a new and separate fund from which to draw for such additional road and street repairs, improvements and maintenance as approved by the Common Council.

NOW, THEREFORE, BE IT ORDAINED BY THE COMMON COUNCIL OF THE TOWN OF GENEVA, INDIANA, THAT:

1. The need now exists for the establishment of a LOIT SPECIAL DISTRIBUTION FUND pursuant to Senate Enrolled Act 67, and for any other funding source not specifically prohibited by law.

2. The expenditures from said Fund are restricted to allowable purposes pursuant to IC 6-3.6-9-17(h)(1)(A) as follows:

- 2.1. Engineering, land acquisition, construction, resurfacing, maintenance, restoration, or rehabilitation of both local and arterial road and street systems;
- 2.2. The payment of principal and interest on bonds sold primarily to finance road, street or thoroughfare projects;
- 2.3. The purchase, rental, or repair of highway equipment; and
- 2.4. Providing a match for a grant from the local road and bridge matching grant fund under IC 8-23-30.

3. The Fund shall be subject to the same appropriation process as other municipal funds.

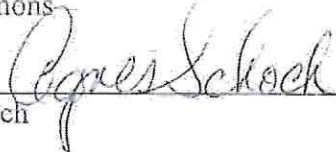
4. This ordinance shall be in full force and effect from and after its passage by the Common Council.

Adopted by the Common Council on June 7, 2016.

TOWN COUNCIL OF GENEVA, INDIANA


Richard Clutter, President


James Timmons


Agnes Schoch

ATTEST:


Jane Kaverman, Clerk-Treasurer

ORDINANCE NO. 2016-02
AN ORDINANCE ADOPTING UNIFORM INTERNAL CONTROL STANDARDS
FOR AN INDIANA POLITICAL SUBDIVISION

WHEREAS, IC 5-11-1-27 requires each political subdivision to maintain a system of internal controls in order to promote accountability and transparency; and

WHEREAS, in September of 2015, pursuant to IC 5-11-1-27(e), the Indiana State Board of Accounts developed and published the Uniform Internal Control Standards for Indiana Political Subdivisions in order to provide the basis of common understanding to assist public sector managers in complying with the internal control requirements; and

WHEREAS, the Uniform Internal Control Standards for Indiana Political Subdivisions Manual is available on the government website at www.in.gov/sboa and contains the acceptable minimum level of internal control standards; and

WHEREAS, IC 5-11-1-27(g) states that after June 30, 2016, all Indiana Political Subdivisions must develop local policies regarding internal controls and insure that personnel receive training on internal controls; and

WHEREAS, the Town Council of the Town of Geneva finds that the Town's policy regarding internal controls should be the internal control standards as set forth by the Indiana State Board of Accounts Uniform Internal Control Standards for Indiana Political Subdivisions Manual; and

WHEREAS, the fiscal officer of the Town of Geneva is the Clerk-Treasurer, and pursuant to the Uniform Internal Control Standards for Indiana Political Subdivisions, the fiscal officer shall certify in writing that the Uniform Internal Control Standards have been adopted; and

WHEREAS, the Uniform Internal Control Standards require and mandate that the legislative body insures that personnel as defined in IC 5-11-1-27 shall receive training concerning the Uniform Internal Control Standards for Indiana Political Subdivisions, and that the Clerk-Treasurer, as the fiscal officer, shall certify in writing that the personnel as defined by statute have received the required training.

NOW THEREFORE, BE IT RESOLVED by the Town Council of the Town of Geneva, State of Indiana, as follows:

1. That the above recitations are adopted as findings by the Town Council of the Town of Geneva; and

2. It is further ordered and determined that the Town of Geneva hereby adopts as policy the internal control standards as set forth by the Indiana State Board of Accounts Uniform Internal Control Standards for Indiana Political Subdivisions Manual as expressly written and published by the Indiana State Board of Accounts in September of 2015, and as amended from time to time; and

3. It is further ordained that at the time the annual financial report is electronically filed, the Clerk-Treasurer, as fiscal officer of the Town of Geneva, shall certify in writing that the Uniform Internal Control Standards for Indiana Political Subdivisions have been adopted, and shall certify that the personnel have been trained as required by law; and

4. It is further ordained that the Geneva Town Code shall be amended, and a new Section is hereby added to Geneva Town Code, which Section shall read as follows:

"INTERNAL CONTROL STANDARDS

The Town of Geneva adopts as policy the Internal Control as set forth by the Indiana State Board of Accounts Uniform Internal Control Standards for Indiana Political Subdivisions Manual as expressly written and published by the Indiana State Board of Accounts in September of 2015, and as amended from time to time. In order to implement these standards, the Clerk-Treasurer shall certify in writing that personnel as defined in statute have received the required training. All officers, elected officials and employees are required to comply with the policy. Employees who fail to comply with this policy are subject to discipline, including but not limited to, termination of their employment."

5. It is further ordained that this Ordinance shall take effect upon its adoption by the Town Council of the Town of Geneva.

6. It is further ordained that any ordinances inconsistent or in conflict with the terms of this ordinance are of no further force and effect and are specifically repealed. This ordinance shall be in full force and effect immediately upon adoption as set forth herein.

Duly passed, adopted by the Common Council on June 7, 2016.

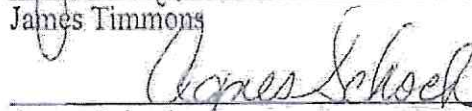
TOWN COUNCIL OF GENEVA, INDIANA



Richard Clutter, President



James Timmons



Agnes Schoch

ATTEST:



Jane Kaverman, Clerk-Treasurer

ORDINANCE NO. 2016-03
AN ORDINANCE ESTABLISHING A MATERIALITY THRESHOLD

WHEREAS, the Town Council of the Town of Geneva, Indiana, recognizes that IC 5-11-1-27(j) requires erroneous or irregular material variances, losses, shortages, or thefts of political subdivision funds or property to be reported immediately to the State Board of Accounts; and

WHEREAS, IC 5-11-1-27(l), requires public officials who have actual knowledge of or reasonable cause to believe that there has been a misappropriation of public funds to immediately send written notice of the misappropriation to the State Board of Accounts and the prosecuting attorney; and

WHEREAS, State Examiner Directive 2015-6 directs each political subdivision to determine its own policy on materiality; and

WHEREAS, the Town of Geneva does not condone any erroneous or irregular material variances, losses, shortages, or thefts of funds or property but recognizes that relatively small items may not justify the cost of the involvement of the State Board of Accounts;

NOW THEREFORE, BE IT RESOLVED by the Town Council of the Town of Geneva, State of Indiana, as follows:

1. It will be the policy of the Clerk-Treasurer to report to the State Board of Accounts any erroneous or irregular variances, losses, shortages, or thefts of cash in excess of Five Hundred Dollars (\$500.00). In addition, all erroneous or irregular variances, losses, shortages, or thefts of cash which occur more than one time in a month and which the aggregate total is Five Hundred Dollars (\$500.00) or more shall be reported immediately to the State Board of Accounts. Exceptions shall be made for inadvertent clerical errors that are identified timely and promptly corrected with no loss to the Town of Geneva.

2. It will be the policy of the Clerk-Treasurer to report promptly to the State Board of Accounts any erroneous or irregular variances, losses, shortages, or thefts of non-cash items in excess of Two Thousand Dollars (\$2,000.00), estimated market value, except for those resulting from inadvertent clerical errors or misplacements that are identified timely and promptly corrected with no loss to the Town, and except for losses from genuine accidents.

3. All erroneous or irregular variances, losses, shortages, or thefts shall be reported immediately to the Clerk-Treasurer. The Town of Geneva shall maintain records and documentation concerning erroneous or irregular variances, losses, shortages, or thefts in accordance with generally accepted accounting principles and the internal control standards provided by the Indiana State Board of Accounts.


4. The Town shall investigate all erroneous or irregular variances, losses, shortages or thefts, regardless of whether they meet the materiality threshold established by this resolution. Upon conclusion of each such investigation, the Town shall implement procedures designed to prevent the recurrence of such incidents and take appropriate disciplinary action against the employee responsible for the incident.

Duly passed, adopted by the Common Council on June 7, 2016.

TOWN COUNCIL OF GENEVA, INDIANA


Richard Clutter, President


James Timmons


Agnes Schoch

ATTEST:


Jane Kaverman, Clerk-Treasurer

ORDINANCE 2016-4 ADDITIONAL APPROPRIATIONS

WHEREAS, It has been determined that it is now necessary to appropriate more money than was originally appropriated in the annual budget; now,

THEREFORE, a public hearing was properly advertised and held on August 9, 2016 with no dissent; now, therefore:

Sec. 1. Be it ordained by the Geneva Town Council, Governing Body of the Town of Geneva, Adams County, Indiana, that for the expenses of the taxing unit the following additional sums of money are hereby appropriated out of the funds named and for the purposes specified, subject to the laws governing the same:

Fund Name: General	Amount	Original Amount Appropriated/Certified
Major Budget Classification:		
30000 Other Services & Charges	\$57,484	\$165,073
40000 Capital Outlays	<u>\$ 3,619.18</u>	\$ 14,500
TOTAL for General Fund:	\$61,103.18	
 Fund Name: MVH	 Amount	
Major Budget Classification:		
30000 Supplies	\$31,730	\$ 79,000
40000 Capital Outlays	<u>\$ 5,000</u>	\$ 10,000
TOTAL for MVH Fund:	\$36,730	
 Fund Name: Parks and Recreation	 Amount	
Major Budget Classification:		
40000 Capital Outlays	<u>\$ 4,420</u>	\$ 0
TOTAL for Safety LOIT Fund:	\$ 4,420	
 Fund Name: Beautification Fund	 Amount	
Major Budget Classification:		
40000 Capital Outlays	<u>\$21,110</u>	\$ 0
TOTAL for Beautification Fund:	\$21,110	
 Fund Name: Geneva EDIT Fund	 Amount	
Major Budget Classification:		
40000 Capital Outlays	<u>\$ 4,000</u>	\$ 0
TOTAL for Geneva EDIT Fund:	\$ 4,000	

Fund Name: LOIT Special Distr.	Amount	
Major Budget Classification:		
40000 Capital Outlays	<u>\$75,264.82</u>	\$ 0
TOTAL for LOIT Special Distribution:	<u>\$75,264.82</u>	

Duly adopted by the Town Council of Geneva, Adams County, Indiana, on this 9th day of August, 2016.

Richard Clutter
Richard Clutter, President

James Timmons
James Timmons, Vice-President

Agnes Schoch
Agnes Schoch, Council Member

Jane Kaverman
ATTEST Jane Kaverman, Clerk-Treasurer

ORDINANCE OR RESOLUTION FOR APPROPRIATIONS AND TAX RATES

State Form 55865 (7-15)
Approved by the State Board of Accounts, 2015
Prescribed by the Department of Local Government Finance

Budget Form No. 4

Ordinance Number: 2016-5

Be it ordained/resolved by the Town of Geneva that for the expenses of GENEVA CIVIL TOWN for the year ending December 31, 2017 the sums herein specified are hereby appropriated and ordered set apart out of the several funds herein named and for the purposes herein specified, subject to the laws governing the same. Such sums herein appropriated shall be held to include all expenditures authorized to be made during the year, unless otherwise expressly stipulated and provided for by law. In addition, for the purposes of raising revenue to meet the necessary expenses of GENEVA CIVIL TOWN, the property tax levies and property tax rates as herein specified are included herein. Budget Form 4-B for all funds must be completed and submitted in the manner prescribed by the Department of Local Government Finance.

This ordinance/resolution shall be in full force and effect from and after its passage and approval by the Town of Geneva.

Name of Adopting Entity / Fiscal Body	Type of Adopting Entity / Fiscal Body	Date of Adoption
Town of Geneva	Town Council	10/11/2016

DLGF-Reviewed Funds

Fund Code	Fund Name	Adopted Budget	Adopted Tax Levy	Adopted Tax Rate
0005	CASINO/RIVERBOAT	\$7,600	\$0	0.0000
0061	RAINY DAY	\$9,000	\$0	0.0000
0101	GENERAL	\$580,743	\$422,929	1.1299
0254	LOCAL INCOME TAX	\$30,000	\$0	0.0000
0706	LOCAL ROAD & STREET	\$15,000	\$0	0.0000
0708	MOTOR VEHICLE HIGHWAY	\$255,700	\$153,541	0.4102
1191	CUMULATIVE FIRE SPECIAL	\$7,000	\$7,574	1.0172
2379	CUMULATIVE CAPITAL IMP (CIG TAX)	\$3,200	\$0	0.0000
2391	CUMULATIVE CAPITAL DEVELOPMENT	\$20,000	\$20,169	0.0458
2411	ECONOMIC DEV INCOME TAX CEDIT	\$90,000	\$0	0.0000
		\$1,018,243	\$604,213	2.6031

Home-Ruled Funds (Not Reviewed by DLGF)

Fund Code	Fund Name	Adopted Budget
9500	Local Law	\$3,000
		\$3,000

ORDINANCE OR RESOLUTION FOR APPROPRIATIONS AND TAX RATES

State Form 55805 (7-15)
 Approved by the State Board of Accounts, 2015
 Prescribed by the Department of Local Government Finance

Budget Form No. 4

Name		Signature
Richard Clutter	Aye <input checked="" type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	<i>Richard Clutter</i>
Jim Timmons	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	
Agnes Schoch	Aye <input checked="" type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	<i>Agnes Schoch</i>

ATTEST

Name	Title	Signature
Jane Kaverman	Clerk-Treasurer	<i>Jane Kaverman</i>

MAYOR ACTION (For City use only)

Name		Signature	Date
	Approve <input type="checkbox"/> Veto <input type="checkbox"/>		

ORDINANCE 2016-6

TOWN OF GENEVA

SHORT TITLE: An Ordinance fixing wages and salaries paid in the year 2017 for the Town Council, Clerk-Treasurer, Town Marshal, Deputy Clerk, Deputy Town Marshal, and all Other Employees of the Town of Geneva, payable from the Funds noted.

BE ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF GENEVA, ADAMS COUNTY, INDIANA, AS FOLLOWS:

SECTION 1: That the salary for the members of the Town Council for calendar year 2017 be fixed, set and paid in the following amounts: President of the Town Council: not more than \$258.50 per month, total annual salary of \$3,102.00. Other Council members: not more than \$223.08 per month; total annual salary of \$2,676.96. No Benefits. These funds will come from the General Fund at 100%.

SECTION 2: That the salary of the Clerk-Treasurer of the Town of Geneva for calendar year 2017 paid from the various funds listed below, will be fixed, set and paid at the sum of not more than \$721.15 per week, total annual salary of \$37,499.94. With a Bachelor of Science Degree pay is increased at up to 3%. A MBA or CPA License could yield yet additional pay increase at the Town Council discretion. The Deputy Clerk is to be appointed by the Clerk-Treasurer, with the approval of the Town Council. The Clerk Treasurer will receive Full Benefits. Beginning Pay for a new elected or appointed Clerk-Treasurer will be \$32,500 with a max of \$45,500 per year.

Pay for the Clerk Treasurer in 2017 will be funded as follows:

General Fund	70%	\$26,250.00
MVH	10%	\$ 3,749.98
Water	10%	\$ 3,749.98
Wastewater	10%	\$ 3,749.98

SECTION 3: That the salary of the Work Force Manager of the Town of Geneva for calendar year 2017 paid from the various funds listed below, will be fixed, set and paid at the sum of not more than \$ 740.38 per week, total annual salary of \$38,500. Full Benefits. Beginning wages for a WFM without experience will be \$35,000 with the Max pay at \$ 50,000. Pay for the Work Force Manager will be funded as follows:

General Fund	20%	\$ 7,700
MVH	19.22%	\$ 7,399.70
Water	20%	\$ 7,700
Wastewater	40.78%	\$15,700.30

SECTION 4: That the Town Marshal of the Town of Geneva for calendar year 2017 paid from the general fund at 100%, it will be fixed, set and paid at the sum of not more than 298.07 per week, total annual salary of \$15,500. Full Benefits. Beginning wages for a Marshal without experience will be \$11,856 with the Max pay at \$ 50,000. Pay for the Town Marshal will be funded by the General Fund at 100 %

SECTION 5: That the salary of the Chief Deputy Town Marshal of the Town of Geneva for calendar year 2017 paid from the general fund at 100%, it will be fixed, set and paid at the sum of not more than \$19.00 per hour based on 40 hours/week. Overtime shall be paid at the rate of one and one-half (1 ½) times the hourly rate for each hour worked in excess of forty (40) hours per workweek. Clothing allowance will be \$992.40 per year, payable pursuant to and consistent with the terms and restrictions of Geneva Town Ordinance 2007-2. This has full benefits. Beginning Wages of a Chief Deputy, with academy and 3 years' experience will be at \$18.00 per hour, with a max of \$21.63.

SECTION 6: That the salary of the Deputy Town Marshal of the Town of Geneva for calendar year 2017 paid from the general fund at 100%, it will be fixed, set and paid at the sum of not more than \$15.10 per hour based on 40 hours/week. Overtime shall be paid at the rate of one and one-half (1 ½) times the hourly rate for each hour worked in excess of forty (40) hours per workweek. Clothing allowance will be \$992.40 per year, payable pursuant to and consistent with the terms and restrictions of Geneva Town Ordinance 2007-2. This has full benefits. Beginning Wages of a Deputy not thru the academy will be at \$14.10 per hour. Once the Academy has been successfully completed and one year anniversary, wage will go up to 15.10 per hour. Maximum Salary is set at \$18.00 per hour.

SECTION 7: That the Deputy School Resource Officer shall be paid up to the sum of not more than \$16.10 per hour for calendar year 2017. Overtime shall be paid at the rate of one and one-half (1 ½) times the hourly rate for each hour worked in excess of forty (40) hours per workweek. Clothing allowance will be \$992.40 per year, payable pursuant to and consistent with the terms and restrictions of Geneva Town Ordinance 2007-2. Wages and benefits for this position will be paid from 83.12% grant/ reimbursement and 16.88% from the Public Safety LOIT. This has full benefits. Beginning Wages of a Deputy not thru the academy will be at \$14.10 per hour. Once the Academy has been successfully completed and one year anniversary, wage will go up to 15.10 per hour. Maximum Salary is set at \$18.00 per hour.

SECTION 8: That part time/seasonal for police department may be hired in at minimum wage up to no more than \$11.25 per hour, depending on experience. At no more than 1500 hours per year. No benefits. All applicable state laws on hiring minors to be followed. It will be paid at 100% from the General Fund.

SECTION 9: That Reserve Police Officers (maximum of eight reserve officers) receive a clothing allowance of \$49.50 per 12 hour shift, maximum of two allowances per month. This maximum amount to be paid in a given year will be \$1188.00. This will be paid after receiving actual hours served by the Reserve Police Officers, recorded by the Geneva Town Marshal for a given month. This payment will be pursuant to and consistent with the terms and restrictions of Geneva Town Ordinance 2007-2. No Benefits. This will be paid at 100% from the General Fund.

SECTION 10: That the hourly wage of the Superintendent of Streets & Maintenance of the Town of Geneva for calendar year 2017 paid from the MVH fund at 100%, it will be fixed, set and paid at the sum of not more than \$21.10 per hour based on 40 hours/week. Work in excess of forty (40) hours in any single week to be paid at one and one-half (1 ½) the hourly rate for each hour worked. Will receive full benefits. Beginning Wages of a Superintendent of the Streets & Maintenance for the Town of Geneva will be \$ 15.38 per hour without experience and \$16.38 with experience Maximum Salary is set at \$21.63

SECTION 11: That the hourly wage of the Certified Water Operator of the Town of Geneva for calendar year 2017, shall be set at not more than \$19.67 per hour, based on a forty (40) hour week. Work in excess of forty (40) hours in any single week to be paid at one and one-half (1 ½) the hourly rate for each hour worked. This pay is based on One Water Certification. When the Second Water Certification is achieved, pay will go to \$20.19 per hour. This position is the contact person for all IDEM correspondence. This job has full benefits. Beginning Salary for this job will range from \$13.57-\$14.73 with no water certificates. Previous education in a related field may yield \$1.00 additional per hour. 1 certification pay will go to \$18.46 and the second certification will go to \$20.19 per hour. Maximum Salary is \$20.19 per hour. It is expected that Certification will be complete in 3 years. If this is not met, the Town will need to decide to retain the person or replace. The Town will pay for one (1) testing per certification. Allocation of funding is as follows:

Water	35%
Wastewater	65%

SECTION 12: That the hourly wage of the Certified Waste Water Operator of the Town of Geneva for calendar year 2017, shall be set at not more than \$19.67 per hour, based on a forty (40) hour week. Work in excess of forty (40) hours in any single week to be paid at one and one-half (1 ½) the hourly rate for each hour worked. This pay is based on One Waste Water Certification. This position is the contact person for all IDEM correspondence. This job has full benefits. Beginning Salary for this job will range from \$13.57-\$14.73 with no certificates. Previous education in a related field may yield \$1.00 additional per hour. 1 certification needed, will pay \$19.67. Maximum Salary is \$21.63 per hour. It is expected that Certification will be complete in 2 years. If this is not met, the Town will need to decide to retain the person or replace. The Town will pay for one (1) testing per certification. Allocation of funding is as follows:

Water	35%
Wastewater	65%

SECTION 13: That the hourly wage of the Certified Waste Water & Water Operator (Combined) of the Town of Geneva for calendar year 2017, shall be set at not more than \$21.92 per hour, based on a forty (40) hour week. This pay is based on One Waste Water & Two Water Certifications. This position is the contact person for all IDEM correspondence. Work in excess of forty (40) hours in any single week to be paid at one and one-half (1 ½) the hourly rate for each hour worked. This job has full benefits. Beginning Salary for this job will range from \$13.57-\$14.73 with no certificates. Previous education in a related field may yield \$1.00 additional per hour. 1 certification needed, will pay \$18.46, the second will yield \$20.19 and the third and final certificate needed would pay at \$21.92. Maximum Salary is \$24.03 per hour. It is expected that Certification will be complete in 3 years. If this is not met, the Town will need to decide to retain the person or replace. The Town will pay for one (1) testing per certification. Allocation of funding is as follows:

Water	50%
Wastewater	50%

SECTION 14: That the hourly wage of the Deputy Clerk, with duties as the Utilities Clerk and assistant to the Clerk-Treasurer, will be not more than \$14.79 per hour for the calendar year 2017. This wage is based upon a normal workweek of not more than twenty-nine (29) hours. This is a part time position, working five days per week. Work in excess of forty (40) hours in any single week to be paid at one and one-half (1 ½) the hourly rate for each hour worked. Deputy Clerk will receive up to 53 hrs. of paid vacation per year based on seniority in job, 6 sick days, 3 personal days, 5 hrs per holiday, and up to 5 bereavement days. No other benefits. The Deputy Clerk position is to be appointed by the Clerk-Treasurer, with the approval of the Town Council. Entry level wages will be at \$13.00 per hour. Maximum Salary is set at \$16.00. Funds allocated for the Deputy Clerk are:

General	40%
Water	40%
Wastewater	20%

SECTION 15: That the hourly wage of full time laborers of the Street, Maintenance, Water, Wastewater and Storm water Department for calendar year, 2017 will be paid up to a rate of not more than \$14.73 per hour, depending on your time with the Town. Hire in Rate will be \$13.57, after 6 month employment and evaluation is needed for additional pay increase, not to exceed \$13.85 per hour. Maximum wage is \$17.00 per hour.. Overtime hours in excess of forty (40) hours in any single week to be paid at one and one-half (1 ½) the hourly rate for each hour worked. These jobs receive full benefits. Funding allocated for these jobs are as follows:

<u>MAINTENANCE/MVH/STORMWATER</u>		<u>WATER/WASTEWATER</u>	
MVH	50%	Water	60%
Water	30%	Wastewater	40%
Wastewater	20%		

SECTION 16: That the hourly wage of part time laborers of the Street, Maintenance, Water, Wastewater and Storm water Department for calendar year, 2017 will be paid up to a rate of not more than \$12.05 per hour for calendar year 2017. This wage is based upon a normal workweek of not more than twenty-four (29) hours, not to exceed 1500 hours in a calendar year. General these hours are worked as 3-8hr. days. Overtime hours in excess of forty (40) hours in any single week to be paid at one and one-half (1 ½) the hourly rate for each hour worked. Part time laborers working 24- 29 hours per week will be eligible for holiday pay of up to 5 hours.

After 1 year, the following will be offered to the employee:

Sick days earned at .25 per month, 2 personal day at the beginning of the next year, 3 bereavement days, up to 48 hours of paid vacation. No other fringe benefits. Entry wage will be \$10.92 with the Maximum set at \$15.00. Allocation of funds for part time laborers is 100% MVH.

SECTION 17: That Seasonal Summer Help working in Street, Maintenance, Water, Wastewater and Storm water Departments, may be hired at minimum wage at for no more than 1500 hours per calendar year. No benefits. All applicable state laws on hiring minors to be followed. Seasonal Help that returns year after year will receive a \$1.00 per hour pay increase per year, up to \$11.25.

Allocation of funds will be 100% MVH

SECTION 18: The clothing allowances established in Sections 4, 5, 6, and 8, herein above, shall be controlled and limited by Geneva Town Ordinance 2007-2.

SECTION 19: This ordinance shall be in full force and effect from and after its passage and shall be effective as to salaries and wages provided for herein on and after January 1, 2017.

SECTION 20: All Ordinances and parts of ordinances in conflict herewith are hereby repealed.

SECTION 21: All Full time employees are provided Health, Life, Dental and Vision insurance at no cost to the Employee. Town employees will receive 10 paid Holidays. Sick days are earned at 4 hours per month, maximum accrual is 240 hrs (30 days). At the beginning of the year employees will be given 24 hours personal time that will be lost at the end of the year if not used. Vacation Accrual is as follows:

After 1 year 5 days After 5 years 10 days After 10 years 15 days

After 15 years 20 days After 20 years 25 days

INPRS (Civilian PERF) is provided to Full time employee, The Town contributes 11.2% of wages and the Employee contributes 3%. Ten years is needed to be fully vested.

Duly adopted by the Town Council of Geneva, Adams County, Indiana, on this

11 day of October, 2016.

Richard Clutter
Richard Clutter, President

James Timmons, Vice-President

Agnes Schoch
Agnes Schoch, Council Member

ATTEST Jane Kaverman
Jane Kaverman, Clerk-Treasurer

1st reading 9-13-2016

2nd reading 10-11-2016

ORDINANCE 2016-7
TOWN OF GENEVA

SHORT TITLE: An Ordinance amending the Salary Ordinance 2016-6, clarifying Reserve Police Officers compensation, in Section 9. Effective January 1, 2016.

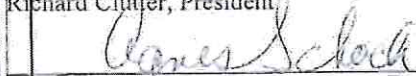
BE ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF GENEVA, ADAMS COUNTY, INDIANA, AS FOLLOWS:

SECTION 9: Reserve Police Officers of the Geneva Town Marshal's office shall receive a clothing allowance totaling \$1188.00 for the year. Each Reserve Officer shall receive a sum equaling 1/12 of the annual sum, monthly as set forth in SECTION 7 of Ordinance 2007-2. This allowance shall be paid 100% from the general fund. No Benefits. There shall be no more than a maximum of 8 Reserve Officers allowed.

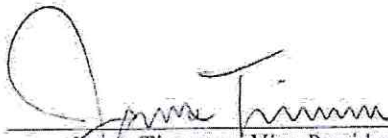
Duly adopted by the Town Council of Geneva, Adams County, Indiana, on this 8th day of November, 2016.



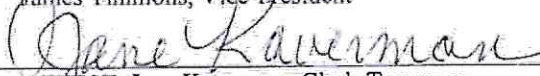
Richard Clutter, President



Agnes Schoch



James Timmons, Vice-President



ATTEST: Jane Kaverman, Clerk-Treasurer