

## ORDINANCE NO. 2018-01

AN ORDINANCE OF THE COMMON COUNCIL OF THE TOWN OF GENEVA, INDIANA, WHICH ESTABLISHES PURCHASING AGENCIES OF THE TOWN, WHICH AUTHORIZES THE APPOINTMENT OF PURCHASING AGENTS OF THE TOWN, AND WHICH ESTABLISHES POLICY AND RULES REGARDING THE PURCHASE OF SUPPLIES AND SERVICES.

WHEREAS, Indiana Code, IC 5-22-6-2 authorizes the Town of Geneva ("Town") to establish Purchasing Agencies and Purchasing Agents for the Town; and

WHEREAS, IC 5-22-6-2 further authorizes the Town to establish policies and rules regarding the purchase of supplies and services; and

WHEREAS, The Common Council of the Town desires to exercise such authority granted pursuant to IC 5-22-6-2;

NOW, THEREFORE, The Common Council of the Town of Geneva adopts and ordains the following:

SECTION 1. Purpose. The purpose of this ordinance is to exercise authority conferred upon the Town pursuant to IC 5-22-6-2.

SECTION 2. Purchasing Agencies. Pursuant to IC 5-22-2-25, the Common Council of the Town of Geneva is hereby established as the Purchasing Agency for all Town Departments.

SECTION 3. Purchasing Agents. Pursuant to IC 5-22-2-26, the Workforce Manager is hereby established as the Purchasing Agent for the Town.

SECTION 4. Policy. Pursuant to this Ordinance, it is the policy of the Town to simplify and expedite the purchase of supplies and services, while at the same time promoting overall economy and encouraging competition in satisfying the needs of the Town.

SECTION 5. Rules For Purchases Under \$150,000.00. For purchases under One Hundred Fifty Thousand Dollars (\$150,000.00), a Purchasing Agent is hereby authorized to purchase supplies, as defined in IC 5-22-2-38, or to purchase services, as defined in IC 5-22-2-30 in accordance with the Purchasing Requirements identified in Exhibit "A" attached hereto. Provided however, when there exists, under emergency conditions, a threat to public health, welfare, or safety, and appropriated funds exist, a Purchasing Agent may purchase reasonably necessary supplies or services pursuant to IC 5-22-10-4(a), notwithstanding the Purchasing Requirements set forth in Exhibit "A".

SECTION 6. Rules For Purchases Of \$150,000.00 Or More. If the purchase of supplies or services, as defined above, is expected by the Purchasing Agent to be One Hundred Fifty Thousand Dollars (\$150,000.00) or more, and appropriated funds exist for such purchase, the

Purchasing Agent shall purchase such supplies or services pursuant to competitive bidding following the procedure set forth in IC 5-22-7, unless the Purchasing Agency authorizes an online auction pursuant to IC 5-22-7.5 and IC 4-13-17-4; unless the Purchasing Agency authorizes seeking requests for proposals pursuant to IC 5-22-9; or unless emergency conditions exist, in which case the Purchasing Agent is authorized to make a special purchase pursuant to IC 5-22-10, if such purchase is reasonably necessary to protect the public health, welfare, or safety.

SECTION 7. Statutory Reference. Reference hereinabove to the Indiana Code shall be understood to mean the statutory language currently in effect as well as any amendments or recodifications thereto as hereinafter enacted into law.

SECTION 8. Effective Date. This Ordinance shall be effective immediately upon its passage, and publication as may be required by law.

Adopted by the Common Council of the Town of Geneva, Indiana on Feb 16, 2018

**BOARD OF TRUSTEES OF THE TOWN OF GENEVA**

Agnes Schoch  
Agnes Schoch, President

Richard Clutter  
Richard Clutter

James Timmons  
James Timmons

ATTEST:

Jane Kaverman  
Jane Kaverman, Clerk-Treasurer

1st Reading 1/9



**ORDINANCE NO. 2018-2**  
**AN ORDINANCE ESTABLISHING A**  
**CUMULATIVE FIREFIGHTING BUILDING AND EQUIPMENT FUND**  
**FOR THE TOWN OF GENEVA, INDIANA**

WHEREAS, Indiana Code 36-8-14 allows for a municipality to establish a Cumulative Firefighting Building and Equipment Fund; and

WHEREAS, any such Cumulative Firefighting Building and Equipment Fund may be used to provide funding for a wide array of building and equipment expenditures for the volunteer fire department of the Town of Geneva; and

WHEREAS, the Board of Trustees of the Town of Geneva ("Board of Trustees"), now desires to establish said Cumulative Firefighting Building and Equipment Fund, pursuant Indiana Code 36-8-14.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF GENEVA, INDIANA, AS FOLLOWS:

**SECTION 1.**

That the Cumulative Firefighting Building and Equipment Fund for the Town of Geneva is hereby established, all in accordance with Indiana Code 36-8-14.

**SECTION 2.**

That any tax funds designated for said account shall be used as follows:

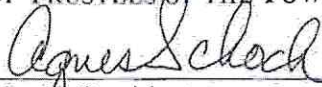
- A. For the purchase, construction, renovation, or addition to buildings, or the purchase of land for the volunteer fire department serving said municipality.
- B. For the purchase of firefighting equipment for use of the volunteer fire department serving the municipality, including making the required payments under a lease rental with option to purchase agreement made to acquire the equipment.
- C. For the purchase of police radio equipment.
- D. For the purchase, construction, renovation, or addition to buildings, or the purchase of land for use of a provider of emergency medical services serving said municipality.

**SECTION 3.**

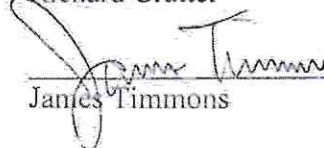
That said Board of Trustees hereby levies a tax on all taxable property within the municipal taxing district at the rate of three and thirty-three hundredths cents (\$0.0333) on each one hundred dollars (\$100) of assessed valuation of property in said municipal taxing district. As said tax is collected, it shall be deposited in a qualified public depository or depositories and held in a special fund to be known as the "Building or Remodeling, Firefighting, and Police Radio Equipment Fund."

Duly passed and adopted by the Board of Trustees of the Town of Geneva, State of Indiana on March 13, 2018.

**BOARD OF TRUSTEES OF THE TOWN OF GENEVA**

  
\_\_\_\_\_  
Agnes Schoch, President

  
\_\_\_\_\_  
Richard Clutter

  
\_\_\_\_\_  
James Timmons

ATTEST:

  
\_\_\_\_\_  
Jane Kaverman, Clerk-Treasurer



# PURCHASING REQUIREMENTS FOR THE CIVIL TOWN OF GENEVA

Nature of Purchase (Dollar Amount of Project)	Supplies/Materials (Est. Life: Less than 1 Yr.)	Equipment (Est. Life: 1 Yr. or more)	Repairs/Maintenance	Improvements	
				Add. to Building	Ground
Less than \$1,000.00	Clerk-Treasurer and/or Workforce Manager Approval No Quotes, No Bonds	Clerk-Treasurer and/or Workforce Manager Approval No Quotes, No Bonds	Clerk-Treasurer and/or Workforce Manager Approval No Quotes, No Bonds	Clerk-Treasurer and/or Workforce Manager Approval No Quotes, No Bonds	
\$1,000.00 to \$9,999.99	Clerk-Treasurer and/or Workforce Manager Approval with Two Quotes or Open Market (No Quotes) with Council Approval No Bonds	Clerk-Treasurer and/or Workforce Manager Approval with Two Quotes or Open Market (No Quotes) with Council Approval No Bonds	Clerk-Treasurer and/or Workforce Manager Approval with Two Quotes or Open Market (No Quotes) with Council Approval No Bonds Certificate of Insurance	Clerk-Treasurer and/or Workforce Manager Approval with Two Quotes or Open Market (No Quotes) with Council Approval No Bonds Certificate of Insurance	
\$10,000.00 to \$49,999.99	Council Approval Three Quotes or Open Market (No Quotes) with Council Approval No Bonds	Council Approval Three Quotes or Open Market (No Quotes) with Council Approval No Bonds	Council Approval Three Quotes or Open Market (No Quotes) with Council Approval No Bonds Certificate of Insurance	Council Approval Three Quotes or Open Market (No Quotes) with Council Approval No Bonds Certificate of Insurance	
\$50,000.00 to \$149,999.99	Council Approval Three Quotes or Advertise for Sealed Bids Bid & Performance Bonds	Council Approval Three Quotes or Advertise for Sealed Bids Bid & Performance Bonds	Council Approval Three Quotes or Advertise for Sealed Bids Bid & Performance Bonds Certificate of Insurance	Council Approval Three Quotes or Advertise for Sealed Bids Bid & Performance Bonds Certificate of Insurance	
\$150,000.00 and Over	Advertise for Sealed Bids Bid & Performance Bonds	Advertise for Sealed Bids Bid & Performance Bonds	Advertise for Sealed Bids Bid & Performance Bonds Certificate of Insurance	Advertise for Sealed Bids Bid & Performance Bonds Certificate of Insurance	

QUOTES may be solicited by department heads and need not be sealed.

BIDS must be advertised, sealed, delivered to the Clerk-Treasurer's office by a specified date and time, and opened in a public meeting.

BID BOND -- A bid bond is to be enclosed with the sealed bid in the amount of 100% of the base bid (or 100% of the expected total purchases for a year) OR a certified check, payable to the Town of Geneva, in the amount of 10% of the base bid (or 10% of the expected total purchases for a year). The bond or check will be returned immediately if a bid is not accepted. The bond or check from the successful bidder will be returned upon receipt by the Town of a performance bond.

PERFORMANCE BOND -- The successful bidder will be required to present a performance bond in the amount of 100% of the contract price (or 100% of the expected total purchases for a year) OR a certified check, payable to the Town of Geneva, in the amount of 10% of the contract price (or 10% of the expected total purchases for a year). The bond or check will be returned upon the successful completion of the contract.

CERTIFICATE OF INSURANCE -- The successful quote/bidder must furnish the Town of Geneva a certificate of liability insurance with an aggregate limit of \$5,000,000.00, and evidence of Indiana worker's compensation insurance before a contract will be executed.

Purchases of \$150,000.00 and over are governed by Indiana law. The Town Council may waive any of the above requirements only under special (emergency) circumstances.



# 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  
Generated 9/26/2018 9:27:01 AM

Ordinance Number: 2018-03

Be it ordained/resolved by the **Geneva** that for the expenses of **GENEVA CIVIL TOWN** for the year ending December 31, 2019 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 **Geneva**.

Name of Adopting Entity / Fiscal Body	Type of Adopting Entity / Fiscal Body	Date of Adoption
Geneva	Town Council	10/09/2018

Funds				
Fund Code	Fund Name	Adopted Budget	Adopted Tax Levy	Adopted Tax Rate
0005	CASINO/RIVERBOAT	\$20,000	\$0	0.0000
0061	RAINY DAY	\$0	\$0	0.0000
0101	GENERAL	\$680,690	\$425,433	1.0665
0254	LOCAL INCOME TAX	\$35,000	\$0	0.0000
0706	LOCAL ROAD & STREET	\$37,500	\$0	0.0000
0708	MOTOR VEHICLE HIGHWAY	\$228,000	\$165,426	0.4147
1191	CUMULATIVE FIRE SPECIAL	\$0	\$14,759	0.0333
2379	CUMULATIVE CAPITAL IMP (CIG TAX)	\$10,000	\$0	0.0000
2391	CUMULATIVE CAPITAL DEVELOPMENT	\$40,000	\$20,300	0.0458
2411	ECONOMIC DEV INCOME TAX CREDIT	\$37,500	\$0	0.0000
		\$1,088,690	\$625,918	1.5603

Home-Ruled Funds (Not Reviewed by DLGF)		
Fund Code	Fund Name	Adopted Budget
9500	LOCAL LAW	\$6,000
		\$6,000

# 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  
Generated 9/26/2018 9:27:01 AM

Name		Signature
Agnes Schoh	Aye <input checked="" type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	<i>Agnes Schoh</i>
Richard Clutter	Aye <input checked="" type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	<i>Richard Clutter</i>
James Timmons	Aye <input checked="" type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	<i>James Timmons</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 NO. 2018-4**  
**AN ORDINANCE FIXING SALARIES AND BENEFIT PROGRAMS FOR**  
**2019 OF ALL ELECTED OFFICIALS OF THE TOWN OF GENEVA**

BE IT ORDAINED by the Common Council of the Town of Geneva, Indiana that the following elected officials of the Town of Geneva shall receive the following salaries and benefits for year 2019:

**SECTION I. BASE SALARIES**

That from and after January 1, 2019, the salaries of the Clerk-Treasurer and each member of the Common Council, payable from the General Fund, Water Fund and Sewage Fund and of said Town shall be in the following amounts:

<u>Clerk-Treasurer (with High School Education):</u>	\$39,000.00
<u>Clerk-Treasurer (with 4 year Bachelor's Degree in Business/Accounting):</u>	\$43,000.00
<u>Clerk-Treasurer (with MBA or CPA License):</u>	\$47,000.00

The salary of the Clerk-Treasurer shall be paid from the following funds:

General Fund	70%
MVH Fund	10%
Waterworks Fund	10%
Wastewater Fund	10%

<u>Members of Common Council (each)</u>		
Council President	General Fund	\$3,240.00
Council Member	General Fund	\$2,970.00

**SECTION II - HEALTH CARE BENEFIT**

The Town of Geneva shall pay 100% of the medical insurance premium with the insurance carrier approved by the Town for the Clerk-Treasurer. The Clerk-Treasurer shall pay for any additional family coverage.

BE IT FURTHER ORDAINED that this Ordinance shall be in full force and effect from and after its passage.

Duly passed, adopted and resolved by the Common Council of the Town of Geneva,  
State of Indiana, on Oct 9, 2018.

TOWN COUNCIL OF GENEVA, INDIANA

Agnes Schoch  
Agnes Schoch, President

Richard Clutter  
Richard Clutter, Council Member

James Timmons  
James Timmons, Council Member

ATTEST:

Jane Kaverman  
Jane Kaverman, Clerk-Treasurer



**ORDINANCE NO. 2018-5**  
**AN ORDINANCE FIXING SALARIES, COMPENSATION AND BENEFIT PROGRAMS**  
**FOR 2019 OF ALL APPOINTED OFFICERS AND EMPLOYEES OF**  
**THE TOWN OF GENEVA AND ESTABLISHING CLOTHING**  
**ALLOWANCES FOR THE POLICE DEPARTMENT,**  
**POLICE RESERVES AND FIRE DEPARTMENT**

BE IT ORDAINED by the Common Council of the Town of Geneva, Indiana that the following named officers, employees and other persons employed by the Town of Geneva, Indiana, shall receive the following salaries for the year 2019:

**SECTION I - BASE SALARIES**

That from and after January 1, 2019, the following appointed officers and employees of the Town of Geneva, Indiana, shall receive the following maximum base salaries per year.

<b>WORKFORCE MANAGER</b>		
<u>Workforce Manager:</u>	<u>Full Time With Marshal</u>	<u>Full Time Without Marshal</u>
Maximum Wage	\$56,160.00	\$49,060.00
Greater than Seven (7) Years Experience	\$55,390.00	\$48,290.00
Greater than Six (6) Years Experience	\$54,620.00	\$47,520.00
Greater than Five (5) Years Experience	\$53,850.00	\$46,750.00
Greater than Four (4) Years Experience	\$53,080.00	\$45,980.00
Greater than Three (3) Years Experience	\$52,310.00	\$45,210.00
Greater than Two (2) Years Experience	\$51,540.00	\$44,440.00
Greater than One (1) Year Experience	\$50,770.00	\$43,670.00
Entry Level	\$50,000.00	\$42,900.00

The salary of the Workforce Manager shall be paid from the following funds:

General Fund - WFM	19%
General Fund - Marshal	21%
MVH Fund	5%
Waterworks Fund	25%
Wastewater Fund	20%
Stormwater Fund	5%
Sanitation Fund	5%

## STREET DEPARTMENT

Street Superintendent (Greater than 7 Years Experience): \$21.40 Per Hour

Assistant Street Superintendent (Based on Experience): \$18.00 to \$19.00 Per Hour

### Street Department Personnel:

Greater than Seven (7) Years Experience	\$17.75 Per Hour
Greater than Six (6) Years Experience	\$17.50 Per Hour
Greater than Five (5) Years Experience	\$17.25 Per Hour
Greater than Four (4) Years Experience	\$17.00 Per Hour
Greater than Three (3) Years Experience	\$16.75 Per Hour
Greater than Two (2) Years Experience	\$16.50 Per Hour
Greater than One (1) Year Experience	\$15.80 Per Hour
Entry Level with Experience	\$15.23 Per Hour
Entry Level	\$14.73 Per Hour

The salaries of all Street Department employees shall be paid from the following funds:

MVH Fund	70%
Waterworks Fund	10%
Wastewater Fund	10%
Stormwater Fund	5%
Sanitation Fund	5%

## WATER WORKS DEPARTMENT

### Water Department Personnel:

Water Superintendent -	Greater than Seven (7) Years Experience	\$21.63 Per Hour
	Greater than Six (6) Years Experience	\$20.80 Per Hour
DSM and WT3 Certs.	Greater than Five (5) Years Experience	\$19.97 Per Hour
	Greater than Four (4) Years Experience	\$18.72 Per Hour
DSM Certification	Greater than Three (3) Years Experience	\$17.97 Per Hour
	Greater than Two (2) Years Experience	\$16.97 Per Hour
	Greater than One (1) Year Experience	\$16.50 Per Hour
	Entry Level with Experience/Education	\$15.73 Per Hour
	Entry Level	\$14.73 Per Hour

If certification is completed prior to the base year of experience for that certification as set forth above, pay shall be calculated from the base year in the certification rather than the years of experience.



Water Department Certifications:

- DSM Certification - Greater than Three (3) Years Experience  
(To be certified within one (1) year after first attempt)  
WT3 Certification - Greater than Five (5) Years Experience  
(To be certified within one (1) year after first attempt)

The Town of Geneva will pay for the first certification attempt. If an employee is not certified after three (3) attempts, the Town will need to decide whether to retain or replace the employee.

The Town of Geneva will pay for the books, classes, and testing fee for the first attempt, and the wages and vehicle for each testing day.

The salaries of all Water Department employees shall be paid from the following funds:

For Employees with greater than two (2) years experience:

MVH Fund	30%
Waterworks Fund	40%
Wastewater Fund	20%
Stormwater Fund	5%
Sanitation Fund	5%

For Employees with less than two (2) years experience:

Waterworks Fund	70%
Wastewater Fund	20%
Stormwater Fund	5%
Sanitation Fund	5%

**WASTE WATER (SEWAGE) DEPARTMENT**

Waste Water Department Personnel:

Waste Water Superintendent -     CL1 Certification	Greater than Seven (7) Years Experience	\$21.63 Per Hour
	Greater than Six (6) Years Experience	\$20.80 Per Hour
	Greater than Five (5) Years Experience	\$19.97 Per Hour
	Greater than Four (4) Years Experience	\$18.72 Per Hour
	Greater than Three (3) Years Experience	\$17.97 Per Hour
	Greater than Two (2) Years Experience	\$16.97 Per Hour
	Greater than One (1) Year Experience	\$16.50 Per Hour
	Entry Level with Experience/Education	\$15.73 Per Hour
	Entry Level	\$14.73 Per Hour

If certification is completed prior to the base year of experience for that certification as set forth above, pay shall be calculated from the base year in the certification rather than the years of experience.

Waste Water Department Certification:

CL1 Certification - Greater than Three (3) Years Experience  
(To be certified within one (1) year after first attempt)

The Town of Geneva will pay for the first certification attempt. If an employee is not certified after three (3) attempts, the Town will need to decide whether to retain or replace the employee.

The Town of Geneva will pay for the books, classes, and testing fee for the first attempt, and the wages and vehicle for each testing day.

The salaries of all Waste Water Department employees shall be paid from the following funds:

Waterworks Fund	10%
Wastewater Fund	77.5%
Stormwater Fund	7.5%
Sanitation Fund	5%

**MARSHAL OFFICE - SALARIED**

Town Marshal (Based on Experience): \$48,000.00 to 51,103.00

Chief Deputy Marshal (Based on Experience): \$43,500.00 to 47,671.00

Deputy Marshal:

Greater than Seven (7) Years Experience	\$42,750.00
Greater than Six (6) Years Experience	\$42,008.00
Greater than Five (5) Years Experience	\$41,258.00
Greater than Four (4) Years Experience	\$40,508.00
Greater than Three (3) Years Experience	\$39,750.00
Greater than Two (2) Years Experience	\$39,038.00
Greater than One (1) Year Experience	\$38,038.00
Entry Level with ILEA	\$36,803.00
Entry Level without ILEA	\$35,568.00
Part Time with ILEA (No Benefits)	\$25.00 Per Hour

The salaries of the Marshal Office shall be paid from the General Fund (except for the SRO whose salary shall be paid 14% from the General Fund and 86% from the SRO Fund).



## DEPARTMENT OF LAW

Town Attorney:

\$8,000.00

In addition to the regular salary of the Town Attorney, it is hereby established that the town attorney shall be paid Two Hundred Dollars (\$200.00) per hour for representation of the Town of Geneva, its agencies, boards, officers and employees in all matters of litigation and bond proceedings and before or involving State and Federal agencies.

## DEPARTMENT OF ADMINISTRATION

Deputy Clerk-Treasurer:

Up to 1,500 Hours	Greater than Seven (7) Years Experience	\$15.09 Per Hour
	Greater than Six (6) Years Experience	\$14.80 Per Hour
	Greater than Five (5) Years Experience	\$14.50 Per Hour
	Greater than Four (4) Years Experience	\$14.20 Per Hour
	Greater than Three (3) Years Experience	\$13.90 Per Hour
	Greater than Two (2) Years Experience	\$13.60 Per Hour
	Greater than One (1) Year Experience	\$13.30 Per Hour
	Entry Level	\$13.00 Per Hour

The salary of the Deputy Clerk-Treasurer shall be paid from the following funds:

General Fund	35%
Waterworks Fund	30%
Wastewater Fund	30%
Sanitation Fund	5%

## FIRE DEPARTMENT

The Volunteer Fire Department of the Town of Geneva shall receive the following total compensation of \$15,244.00 for practices, fire fighting and trainings, with said compensation being divided as follows (100% from General Fund):

Fire Chief 24%

Assistant Fire Chief (2) 6.5%

Divided Equally Between Other Active Firefighters 63%

Compliance with Fair Labor Standards Act. Payment for Firefighters employed full time by the Town. Notwithstanding any other terms for payment for practices, fire fighting and training, and in compliance with the Fair Labor Standards Act, the compensation will be calculated and paid

to those volunteer firemen who are full time employees of the Town at the time of such performance of work pursuant to 29 CFR ¶778.415 through ¶778.421. and to the following provisions.

1. Where a full time employee in a single workweek works at two or more different types of work for which different non-overtime rates of pay (of not less than the applicable minimum wage) have been established, his regular rate for that week shall be the weighted average of such rates. The employee's total earnings (except statutory exclusions) shall be computed to include his compensation during the workweek from all such rates, and shall be then divided by the total number of hours worked at all jobs.

2. An hourly rate will be regarded as a bona fide rate for a particular kind of work if it is equal to or greater than the applicable minimum rate therefore and if it is the rate actually paid for such work when performed during non-overtime hours.

Payment. By November 1 of each calendar year, the Geneva Volunteer Fire Department shall report to the Town the roster of Firefighters and how many months in the calendar year that each Firefighter has been active. The Clerk Treasurer shall then pay each firefighter compensation on or before November 30<sup>th</sup> of such calendar year. The Geneva Volunteer Fire Department shall be responsible to provide to the Clerk Treasurer with documentation, as requested, verifying requests for payment and certifying the firefighter's successful completion of training events.

## MISCELLANEOUS

### Part Time Hourly (Seasonal):

First Year	\$9.25 Per Hour
Second Year	\$10.25 Per Hour
Third Year	\$11.25 Per Hour
Fourth Year (or more)	\$12.25 Per Hour

The wage of part time (seasonal) employees shall be paid 100% from the MVH Fund.

### Town Hall Custodian (General Fund 100%):

Four (4) Week Month	\$125.00 Per Month
Five (5) Week Month	\$175.00 Per Month

### Other Part Time Hourly (Not Seasonal):

Up to 1,500 Hours	Greater than Seven (7) Years Experience	\$16.25 Per Hour
	Greater than Six (6) Years Experience	\$15.50 Per Hour
	Greater than Five (5) Years Experience	\$14.75 Per Hour
	Greater than Four (4) Years Experience	\$13.75 Per Hour
	Greater than Three (3) Years Experience	\$13.00 Per Hour



Greater than Two (2) Years Experience	\$12.25 Per Hour
Greater than One (1) Year Experience	\$11.25 Per Hour
Entry Level	\$10.25 Per Hour

The wage of other part time hourly employees (not seasonal) shall be paid from the following funds:

MVH Fund	95%
Waterworks Fund	5%

## **SECTION II - ADDITIONAL COMPENSATION FOR EMPLOYEE WITH PESTICIDE APPLICATORS LICENSE**

From and after January 1, 2019 certain aforementioned appointed officers and employees of the Town of Geneva, Indiana who perform the following extra services for the Town of Geneva shall receive, in addition to their base salary as set out in Section I, the following additional compensations per year.

Pesticide Applicators License: \$.45 Per Hour

## **SECTION III - ADDITIONAL COMPENSATION FOR LONGEVITY**

Town of Geneva employees averaging over 1,000 work hours per year shall receive an additional \$50.00 longevity compensation for each continuous year of service rendered to the Town, said longevity compensation commencing upon completion of the employee's seventh (7<sup>th</sup>) year of service to the Town. Said longevity compensation shall be paid the third (3<sup>rd</sup>) week of December of each year.

## **SECTION IV - CLOTHING ALLOWANCES**

### **A. Marshal Office Clothing Allowance:**

A full time Town Marshal, Chief Deputy, and Deputies with or without Indiana Law Enforcement Academy training shall be granted a clothing allowance of \$90.00 each per month up to \$1,080.00 per calendar year.



B. Fire Department Clothing and Car Allowances:

The Fire Department shall be entitled to a clothing / vehicle allowance of \$8,375.00 for the calendar year of 2019. This sum shall be divided equally between all active members of the Fire Department.

C. Police Reserve Clothing Allowance: Police reserves shall be granted a clothing allowance of \$105.00 each per month up to \$1,260.00 per calendar year.

D. Workforce Manager and Full Time Utility Clothing Allowance: The Workforce Manager and a full time utility employee shall be granted a clothing allowance of \$125.00 each per quarter up to \$500.00 per calendar year.

E. Part Time Utility Clothing Allowance: A part time utility employee shall be granted a clothing allowance of \$62.50 each per quarter up to \$250.00 per calendar year.

F. Seasonal Clothing Allowance: Seasonal employees shall receive three (3) shirts and a safety vest.

## **SECTION V - OVERTIME AND COMPENSATORY TIME PROVISIONS**

When operating requirements or other needs cannot be met during regular working hours, employees will be given the opportunity for overtime work assignments. All overtime work must receive prior authorization and approval from the Workforce Manager or the Clerk-Treasurer. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the work. When overtime work is assigned by the Town of Geneva on a Saturday, Sunday or holiday, it generally will be assigned on a weekly rotation. Overtime for all nonexempt employees will be paid after the first forty (40) hours of work each week at the rate of time and a half. Paid time off (vacation benefits, sick leave benefits, holidays, personal days, etc.) will not be counted as hours worked toward the total of forty (40) hours in any one week for the calculation of overtime.

In lieu of paying overtime pay to eligible employees, the Town of Geneva may recognize the use of "compensatory time" for nonexempt employees. Compensatory time will be paid at one and one-half hours worked over forty (40) hours in a standard workweek and non-exempt employees may accumulate up to forty (40) hours of compensatory time which will equal sixty (60) hours of work time. All compensatory time must be used during the calendar year in which it was earned and may not be carried over from year to year. Employees must request the use of compensatory time from their Supervisor. Supervisors will keep verifiable records of overtime worked which will include the date, hours worked, reason for the overtime and a record of compensatory time used. Compensatory time may be paid out at the end of the year, or upon request. An employee who separates employment with the Town of Geneva will be paid for any accumulated compensatory time. Compensatory time cannot be used to extend the date of separation. The last day an employee is actively on the job working for the Town of Geneva is the employee's last day of employment.

## SECTION VI – CELL PHONE STIPEND

The Town of Geneva shall pay each full time employee a quarterly stipend of \$60.00. This stipend shall be paid in March, June, September and December.

## SECTION VII – VACATION AND SICK LEAVE BENEFITS

### Vacation:

Full Time Employees:	Greater than One (1) Year of Employment	5 Days or 40 Hours
	Greater than Two (2) Years of Employment	10 Days or 80 Hours
	Greater than Seven (7) Years of Employment	15 Days or 120 Hours
	Greater than Fifteen (15) Years of Employment	20 Days or 160 Hours

Part Time Employees:	Greater than One (1) Year of Employment	3 Days or 24 Hours
	Greater than Two (2) Years of Employment	6 Days or 48 Hours
	Greater than Seven (7) Years of Employment	9 Days or 72 Hours
	Greater than Fifteen (15) Years of Employment	12 Days or 96 Hours

### Sick Leave:

Full Time Employees: Four (4) Hours Per Month up to Six (6) Days Per Year. Up to Thirty (30) Days (240 Hours) of unused sick leave may be accumulated and carried over to succeeding years.

Part Time Employees: Two (2) Hours Per Month up to Twenty-Four (24) Hours Per Year. Up to Fifteen (15) Days (120 Hours) of unused sick leave may be accumulated and carried over to succeeding years.

## SECTION VIII - INSURANCE BENEFITS

Full time employees of the Town shall contribute \$1.00 per year, and the Town shall pay for all additional premiums for the medical, dental, vision, short-term disability, life (\$25,000 coverage), accidental death and dismemberment (\$25,000.00 coverage), and employee assistance insurance premiums with the insurance carrier or carriers approved by the Town covering all full time employees. The employees shall pay for any additional family coverage.

## SECTION IX – INDIANA PUBLIC RETIREMENT BENEFITS



Eligible full time employees who work in covered positions with the Town will be covered by the Indiana Public Retirement System (INPRS). The benefits, costs, and administration are determined by current INPRS directives.

### SECTION X - EFFECTIVE DATE

BE IT FURTHER ORDAINED that this Ordinance shall be in full force and effect from and after its passage.

Duly passed, adopted and resolved by the Common Council of the Town of Geneva, State of Indiana, on November 13, 2018.

TOWN COUNCIL OF GENEVA, INDIANA

Agnes Schoch  
Agnes Schoch, President

Richard Clutter  
Richard Clutter, Council Member

James Timmons  
James Timmons, Council Member

ATTEST:

Jane Kaverman  
Jane Kaverman, Clerk-Treasurer

1<sup>st</sup> Reading 10-9-18



2018 -  
6

DID NOT  
PRESENT

## ORDINANCE NO. 2018-7

### AN ORDINANCE OF THE COMMON COUNCIL OF THE TOWN OF GENEVA, INDIANA AMENDING CHAPTER 74, SCHEDULE I OF THE GENEVA TOWN CODE BY THE ADDITION OF A PARKING SPACE FOR PERSONS WITH PHYSICAL DISABILITIES

WHEREAS, the Town of Geneva has adopted the Town of Geneva Code of Ordinances which includes traffic and parking rules and schedules for the designation of prohibited parking areas, and the designation of parking spaces for persons with physical disabilities throughout the Town; and

WHEREAS, the Common Council believes that it is in the best interest of public safety and for the general welfare for a parking space for persons with physical disabilities to be located from the south side of Line Street and to set forth such designation in Chapter 74 of the Town Code entitled Parking Schedules; and

WHEREAS, in the past the Common Council has designated other parking spaces for persons with physical disabilities, but those locations have not been recorded in Chapter 74 of the Town Code; and

NOW, THEREFORE, BE IT RESOLVED AND ORDAINED BY THE COMMON COUNCIL OF THE TOWN OF GENEVA, INDIANA, AS FOLLOWS:

#### ITEM I

1.1. Title VII, Chapter 74, Schedule I, Paragraph A of the Geneva City Code, is hereby amended to add to the end of said paragraph a designation of the following parking spaces for persons with physical disabilities as follows:

<u>Street or Alley</u>	<u>Location</u>	<u>Direction</u>	<u>Ord. No.</u>	<u>Date Passed</u>
Line Street	The parking space in front of 404 E. Line Street, and immediately to the west of the post office short term (5 minute) parking zone	East	2018-7	10/9/18
Line Street	The first parking space To the east of High Street	West	2018-7	10/9/18
Decatur Street	The first diagonal parking space south of Line Street	Northeast	2018-7	10/9/18

1.2. It shall be unlawful for any person to park any vehicle in such designated parking space as set forth in Item 1.1 other than a person with a physical who has been issued a placard

under I.C. 9-14-5, or a person with a disability registration plate for a motor vehicle issued by the Bureau of Motor Vehicles under I.C. 9-18-22.

1.3. That a street sign shall be erected and proper painting shall be installed on the street to designate the parking space as set forth in Item 1.1 as a parking space designated only for persons with physical disabilities.

## ITEM II

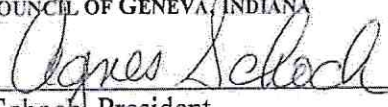
The penalty for violation of this Ordinance shall be according to Paragraphs B and C of said Chapter 74, Schedule I of the Town of Geneva Code of Ordinances.


## ITEM III

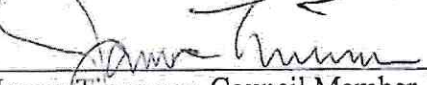
This Ordinance shall be in full force and effect from and after its passage by the Common Council of the Town of Geneva.

Duly passed, adopted and resolved by the Common Council of the Town of Geneva, State of Indiana, on October 9, 2018.

TOWN COUNCIL OF GENEVA, INDIANA

  
Agnes Schoch, President

  
Richard Clutter, Council Member

  
James Timmons, Council Member

ATTEST:

  
Jane Kaverman, Clerk-Treasurer



**ORDINANCE NO. 2018-8**  
**AN ORDINANCE INCREASING THE**  
**NUMBER OF MEMBERS OF THE BOARD OF TRUSTEES**  
**OF THE TOWN OF GENEVA, INDIANA**

WHEREAS, on March 13, 2018, the Board of Trustees of the Town of Geneva passed Resolution 2018-01 that, pursuant to Indiana Code 3-10-9-4, placed a public question on the November 6, 2018 ballot, said public question stating "Shall the number of town council members be increased from 3 to 5?"; and

WHEREAS, said Resolution 2018-01 was certified to the Adams County Election Board pursuant to Indiana Code 3-10-9-3; and

WHEREAS, said public question did appear on the November 6, 2018 ballot, and a majority of the votes cast on the question were in the affirmative, said vote being certified by the Adams County Election Board as 3 votes in the affirmative, and 0 votes in the negative.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF GENEVA, INDIANA, AS FOLLOWS:

**SECTION 1.**

That the number of Board of Trustee (Town Council) members of the Town of Geneva, State of Indiana, be increased from three (3) to five (5) as of January 1, 2019.

**SECTION 2.**

That the existing Board of Trustee seats shall continue to be elected at large by the voters of the whole town from the districts established in Ordinance No. 2017-07.

**SECTION 3.**

That the two (2) additional Board of Trustee seats shall be elected at large by the voters of the whole town and shall not be from any designated district of the town, but shall be from the town at-large.

**SECTION 4.**

That the two (2) additional Board of Trustee seats shall normally be for a four (4) year term, but that in order to stagger the terms of the members of the Board of Trustees, the first terms of the additional Board of Trustee seats shall be for a two (2) year term, commencing


January 1, 2019, and after said initial term, said seats shall be filled by election for full four (4) year terms commencing January 1, 2021.

**SECTION 5.**


That, pursuant to Indiana Code 36-5-2-4.2(f), the current Board of Trustees shall fill the two (2) additional Board of Trustee seats prior to when this Ordinance takes effect on January 1, 2019, and said appointed Board of Trustee members shall assume office as of January 1, 2019, for a two (2) year term.

Duly passed and adopted by the Board of Trustees of the Town of Geneva, State of Indiana, on November 13, 2018.

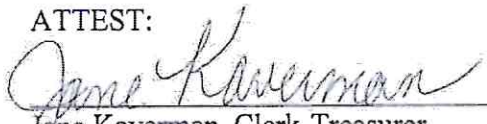
**BOARD OF TRUSTEES OF THE TOWN OF GENEVA**

  
\_\_\_\_\_  
Agnes Schloch, President

  
\_\_\_\_\_  
Richard Clutter

  
\_\_\_\_\_  
James Timmons

ATTEST:

  
\_\_\_\_\_  
Jane Kaverman, Clerk-Treasurer