

ORDINANCE NO. 2020-1

AN ORDINANCE OF THE BOARD OF TRUSTEES OF THE TOWN OF GENEVA, INDIANA
TEMPORARILY AMENDING PORTIONS OF CHAPTERS 52 AND 53 OF THE GENEVA TOWN CODE
REGARDING THE COLLECTION OF CHARGES AND PENALTIES FOR LATE PAYMENT THEREOF
OF THE WATERWORKS SYSTEM AND SEWER SYSTEM OF THE TOWN OF GENEVA
DUE TO COVID-19 PUBLIC HEALTH DISASTER EMERGENCY DECLARED
BY THE GOVERNOR OF THE STATE OF INDIANA

WHEREAS, the Coronavirus Disease 2019 (COVID-19) has rapidly spread worldwide and is a potentially deadly virus which is transmitted from human to human, and can be transmitted directly or indirectly by those who are infected and display symptoms such as fever, cough, acute respiratory distress, pneumonia or various combinations of such symptoms, and is a virus which can also be transmitted directly or indirectly by those who are infected, but asymptomatic; and

WHEREAS, the Governor of the State of Indiana, in Executive Order 20-02, designated the Indiana State Department of Health (ISDH) as the lead state agency to coordinate emergency response activities among the various state agencies and local governments and further directed the ISDH to follow U.S. Center for Disease Control (CDC) guidelines and protocols; and

WHEREAS, on March 16, 2020, the Governor of the State of Indiana issued Executive Order 20-04 which authorized further actions to protect the health, safety and welfare of all Indiana residents, including activating the Indiana Emergency Operations Center to its highest status, activating the Indiana National Guard, and encouraging all residents of Indiana to adhere to the advice of the CDC, ISDH, Indiana Department of Homeland Security (IDHS) and other health care and emergency officials, restricting governmental meetings as well as business operations, both public and private; and

WHEREAS, on March 19, 2020, the Governor of the State of Indiana issued Executive Order 20-05 which further supplements Executive Order 20-02, which Executive Order 20-05 states, in part, that providers of gas and electric utilities, broadband, telecommunication, water and wastewater services are prohibited from discontinuing service to any customer in the state as these services are essential to Hoosiers and Hoosier businesses particularly during this state of public health emergency; and

WHEREAS, the Governor of the State of Indiana has further issued Executive Orders 20-06 through 20-25 which further supplement Executive Order 20-02, and which additional and supplemental Executive Orders have further limited and directed the activities of individuals, businesses, school systems, municipalities and other entities during the declared Public Health Disaster Emergency; and

WHEREAS, it is the intent of the Common Council of the Town of Geneva to honor the tenor of the Governor's Executive Order 20-05 restricting discontinuance of water and

wastewater services by additionally not assessing penalties for non-payment or less than full payment of such utility charges assessed during the Public Health Disaster Emergency;

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

That no fines and/or penalties as set forth in §52.10(D) and (F) of the Water Ordinance or §53.21(D) and (F) of the Sewer Ordinance, as codified in the Geneva Town Code, shall be charged or otherwise enforced for charges retroactively incurred from March 1, 2020, until the date upon which the Governor of the State of Indiana lifts the restriction set forth in Executive Order 20-05 prohibiting public utilities from discontinuing service to customers in the state due to such services being considered as essential services.

Duly passed, adopted and resolved by the Board of Trustees of the Town of Geneva, State of Indiana, on May 12, 2020.

BOARD OF TRUSTEES OF THE TOWN OF GENEVA



Agnes Schoch, President



Richard Clutter, Trustee



Gary Hendershot, Trustee



Arlen Mitchell, Trustee

James Timmons, Trustee

ATTEST:



Jane Kaverman, Clerk-Treasurer

ORDINANCE NO. 2020-2

WATER UTILITY ORDINANCE

AN ORDINANCE OF THE BOARD OF TRUSTEES OF THE TOWN OF GENEVA, INDIANA
AMENDING AND RESTATING CHAPTER 52 OF THE GENEVA TOWN CODE INCLUDING
PROVISIONS REGARDING THE USE OF AND SERVICES RENDERED BY THE
WATERWORKS SYSTEM OF THE TOWN OF GENEVA AND CHARGES THEREFOR

WHEREAS, the Board of Trustees of the Town of Geneva has determined that there is a need to amend policies and procedures regarding issues that occur from time to time regarding the Water Utility System of the Town of Geneva, such issues dealing with property that is served by said Utility that is occupied by someone other than the owner of the property in light of the passage of Indiana House Enrolled Act No. 1165, amending IC 8-1.5-3-8(j) and (k); and

WHEREAS, this amendment shall not amend Ordinance No. 2020-1 which temporarily amended Chapter 52 of the Geneva Town Code regarding the collection of charges and penalties for late payment thereof due to the COVID-19 Public Health Disaster Emergency Declared by the Governor of the State of Indiana, which said temporary amendment to Chapter 52 shall automatically terminate on the date upon which the Governor of the State of Indiana lifts the restriction set forth in Executive Order 20-05 prohibiting discontinuance of services for non-payment or less than full payment of utility charges, at which time, the provisions set forth in this Ordinance No. 2020-3 as to §55.13(C) and (D) shall become effective; and

WHEREAS, the Board of Trustees believes that a complete restatement of Chapter 52 of the Geneva Town Code will better organize the provisions of the Code for better access, examination and analysis by the Town, its employees and citizens; and

WHEREAS, the Board of Trustees is not making any increase in the rates and charges in this Ordinance that would require a public hearing thereon.

NOW THEREFORE, BE IT RESOLVED AND ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF GENEVA, INDIANA THAT ORDINANCES CHAPTER 52 OF THE GENEVA TOWN CODE BE AMENDED AND RESTATED IN ITS ENTIRETY AS FOLLOWS:

Section 52.01 Water Usage, Customer Responsibility, Billing and Procedures.

- (A) There shall be and hereby are established for the use of and the service rendered by the Waterworks System of the Town of Geneva, procedures, rates and charges wherein the users of the utilities of each and every lot, parcel of real estate, or building that is connected to the Waterworks System shall be responsible for payment thereof. All rates, charges, and other fees for services rendered by the Town water utility for use by a person occupying the property other than the owner

are payable by the person occupying the property if the account or other customer or billing records maintained by the Town for the property indicate that 1) the property is occupied by someone other than the owner; and 2) the person occupying the property is responsible for paying the rates, charges and fees assessed for the services rendered by the Town water utility with respect to the property. Rates, charges, and fees assessed for serviced rendered by the Town water utility with respect to property occupied by someone other than the owner of the property do not constitute a lien against said property.

- (B) The following rates and charges shall be based upon the amount of water supplied during each monthly billing period.

Section 52.02 Deposit.

- (A) Upon applying for water utility service from the Town for a residence, an applicant, whether an owner, tenant or contract purchaser, shall pay to the Clerk-Treasurer a deposit in the sum of \$200.00, which sum shall be utilized by the Town to ensure payment by the person occupying the property of the rates, charges and fees assessed for the services rendered by the Town water utility with the respect to the property.
- (B) The Town shall maintain a record of each applicant or customer making a deposit that includes the following:
 - (1) The name of the customer.
 - (2) The current address of the customer so long as said customer maintains an active account with the utility in his or her name.
 - (3) The name of the owner or manager of the property.
 - (4) The current address of the property.
 - (5) The amount of deposit.
 - (6) The date the deposit was made.
 - (7) A record of each transaction affecting said deposit.
- (C) Each customer shall be provided with a receipt from the Town at the time the deposit is paid. The Town shall provide a reasonable method by which a customer who is unable to locate the receipt may establish that he or she is entitled to a refund of said deposit.
- (D) If a customer pays the deposit by check and the check is returned for insufficient

funds, then the customer shall be assessed the returned check fee set forth under IC 35-43-5-5 or any subsequent statute which addresses returned check fees.

(E) Any deposit will be refunded promptly upon successful termination of utility services between the customer and the Town. The procedure following a customer request for termination of service is as follows:

- (1) The Town shall require payment of any past due balance currently invoiced and owed for said water utility.
- (2) The Town may apply or otherwise credit all or part of said deposit to the final invoicing for unpaid rates, charges and fees assessed to the water utility customer. The use of all or part of said deposit toward said unpaid rates, charges and fees shall not prohibit the Town from taking further actions under §§52.10 through 52.13 herein.
- (3) Any portion of the deposit remaining after the credit set forth in paragraph 2 above shall be forwarded to the customer. Water utility deposits shall only be released to a third party upon written agreement between the owner of the deposit and the third party being presented to the Town.

(G) Unclaimed Deposits: Any deposit made by the applicant, customer or any other person to the Town for the water utility (less any lawful deductions therefrom), or any sum the Town is ordered to refund for utility service that has remained unclaimed for seven (7) years after the utility has made diligent effort to locate the person who made such deposit, shall be presumed abandoned and shall be transferred to the office of the Indiana Attorney General pursuant to IC 32-34-1.

Section 52.03 Metered Rates.

<u>Usage Per Month</u>			<u>Charge Per 1,000 Gallons</u>				
			<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
			(Effective 1/1/2018)	(Effective 1/1/2019)	(Effective 1/1/2020)	(Effective 1/1/2021)	(Effective 1/1/2022)
First	3,333	Gallons	\$7.25	\$7.76	\$7.99	\$8.23	\$8.48
Next	6,667	Gallons	6.16	6.59	6.79	6.99	7.20
Next	4,000	Gallons	5.56	5.95	6.13	6.31	6.50
Next	19,000	Gallons	4.94	5.29	5.45	5.61	5.78
Next	33,000	Gallons	4.32	4.62	4.76	4.90	5.05
Over	66,000	Gallons	3.70	3.96	4.08	4.20	4.33

Section 52.04 Minimum Monthly Charge.

All water customers of the Town of Geneva who have a meter connected to the Town's water utility shall be charged a minimum monthly charge as set forth below. The minimum charge is in recognition that customers who are connected to Town services receive a benefit of

the capability to use said services, and such customers shall as such be responsible to contribute to the cost of the improvement and maintenance of the water utility infrastructure and fixed costs of labor, operating costs, and administrative expenses. If a customer desires to no longer receive the minimum monthly charge, the customer may contact the Town to remove the meter at such property at no cost to the customer. If a property owner desires for the meter to be reinstalled after it has been removed, the Town will reinstall the meter at such location a charge of \$375.00.

<u>Meter Size</u>	<u>2018</u> (Effective 1/1/2018)	<u>2019</u> (Effective 1/1/2019)	<u>2020</u> (Effective 1/1/2020)	<u>2021</u> (Effective 1/1/2021)	<u>2022</u> (Effective 1/1/2022)
5/8 – 3/4-inch	\$ 24.16	\$ 25.86	\$ 26.63	\$ 27.43	\$ 28.26
1-inch	41.04	43.91	45.23	46.59	47.99
1-1/2-inch	82.07	87.81	90.44	93.15	95.94
2-inch	143.60	153.65	158.26	163.01	167.90
3-inch	307.83	329.38	339.26	349.44	359.92
4-inch	512.82	548.72	565.18	582.14	599.60
6-inch	1,128.42	1,207.41	1,243.63	1,280.94	1,319.37

Section 52.05 Fire Protection.

	<u>2018</u> (Effective 1/1/2018)	<u>2019</u> (Effective 1/1/2019)	<u>2020</u> (Effective 1/1/2020)	<u>2021</u> (Effective 1/1/2021)	<u>2022</u> (Effective 1/1/2022)
Hydrant Rental (per annum)	\$ 380.69	\$ 407.34	\$ 419.56	\$ 432.15	\$ 445.11
Sprinkler Connection (per annum):					
6-inch	1,017.72	1,088.96	1,121.63	1,155.28	1,189.94
8-inch	1,356.95	1,451.94	1,495.50	1,540.37	1,586.58

Section 52.06 Other Water Services.

	<u>2018</u> (Effective 1/1/2018)	<u>2019</u> (Effective 1/1/2019)	<u>2020</u> (Effective 1/1/2020)	<u>2021</u> (Effective 1/1/2021)	<u>2022</u> (Effective 1/1/2022)
Public drinking fountain (per fountain/per annum)	\$447.78	\$479.12	\$493.49	\$508.29	\$523.54
Bulk water (up to 3,000 gallons)	163.50	174.95	180.20	185.61	191.18
Hydrant bulk water:					
Flat charge	27.25	29.16	30.03	30.93	31.86
Plus: Rate per 1,000 gallons	5.80	6.21	6.40	6.59	6.79
Other fees:					
Check Valve	25.00	25.00	575.00	575.00	575.00

Section 52.07 Irrigation Meters and Charges, Sprinkling Credit, Filling Swimming Pools.

At the request of a customer, the Town may install a second meter for the sole purpose of irrigation of lawns, landscaping and planting beds. The Town shall provide a meter at the cost to the Town plus 10% of such cost. The regular meter charge pursuant to Sections 52.02 and 52.03 shall be charged for the use of water through an irrigation meter, but there shall be no sewage charge levied thereon. For the billing months of July through October, for customers who sprinkle their lawns, but do not have a dedicated irrigation system, if the customer contacts the Town and requests a sprinkling credit prior to the use of water for sprinkling purposes, the Town will credit the customer's account by calculating the wastewater charge during such months at the three (3) month average (mean) wastewater billing during the previous months of January, February and March. For customers who intend to fill a swimming pool, if the customer contacts the Town and requests a credit prior to the use of water to fill said pool, the Town will credit the customer's account by calculating the wastewater charge during the month in which the pool is filled at the three (3) month average (mean) wastewater billing during the previous months of January, February and March.

Section 52.08 Automatic Sprinklers.

<u>Connection Size</u>	<u>Rate Per Year</u>
2 inch connection	\$23.00
3 inch connection	\$51.75
4 inch connection	\$92.00
6 inch connection	\$322.00
8 inch connection	\$368.00
10 inch connection	\$575.00
12 inch connection	\$828.00

Section 52.09 Connection Charge.

<u>Tap Size</u>	<u>Charge</u>
5/8 inch to 1 inch tap	\$525.00
Larger than 1 inch tap	Actual cost of labor, material and equipment, but not less than \$525.00

The Town shall also be reimbursed for all boring costs regardless of the size of the tap.

Section 52.10 Non-Sufficient Funds Charges and Procedure.

If a check for payment on an account is returned for non-sufficient funds or an automated clearing house (ACH) payment on an account is reversed for non-sufficient funds, the Town will charge an additional \$40 NSF fee to that account. The Town shall post a notice upon the property of the account that the bill shall be paid in full with the NSF fee within 3 days of the posting of said notice, and if the account is not so paid, the Town shall disconnect service to said

property. If an account paid by ACH has 2 or more NSF reversal of funds, the Town shall discontinue acceptance of ACH payments on that account.

Section 52.11 Billing Cycle, Delinquency, Disconnection, and Hearing.

- (A) Usage Period. The usage period is the month or any part of the month during which water service is provided or is available to be provided to a customer of the utility or the month or part of the month that a customer's property is physically connected to Town's water system.
- (B) Reading Date. The Reading Date shall be the first work day of the month, on which date the Town of Geneva shall read the meter at each customer's property.
- (C) Billing Date. The Billing Date upon which monthly water bills are sent to customers shall be the tenth (10th) day of the month in which the water meter is read, or if such date is on a weekend or legal holiday, then the first (1st) business day thereafter.
- (D) Due Date. The Due Date shall be the 25th day of the month in which the water bill is sent. Each monthly bill will state the date the bill is due and the date after which the bill is considered delinquent and delinquent fees will be added. The total bill shall be due and payable without penalty by the close of business (4:00 p.m.) no later than the 25th day of the month in which the billing is sent. However, if the 25th day of the month is on a Saturday, Sunday or legal holiday, then the Due Date shall be on 4:00 p.m. on the first (1st) business day after such weekend or holiday.
- (E) Delinquent Date. The Delinquent Date shall be on and after 4:01 p.m. on the 25th day of the month. However, if the 25th day of the month is on a Saturday, Sunday or legal holiday, then the Delinquent Date shall be on and after 4:01 P.M. on the first (1st) business day after such weekend or holiday.
- (F) Penalties. A penalty of ten percent (10%) of the unpaid bill for sewage, trash, storm water and the first \$3.00 of water charges shall be assessed as of the Delinquent Date, and the water charges in excess of \$3.00 shall be assessed a penalty of three percent (3%).
- (G) Delinquent Letter. If a monthly bill remains unpaid as of the Delinquent Date, then a Delinquent Letter shall be sent by regular U.S. Mail to the customer and owner stating that the delinquent amount, with penalties, shall be paid on or before 4:00 p.m. on the seventh (7th) day after such Delinquent Letter is sent. However, if the Delinquent Letter Due Date is on a Saturday, Sunday or legal holiday, then the Delinquent Letter Due Date shall be on 4:00 p.m. on the first (1st) business day after such weekend or holiday.
- (H) Water Service Disconnection (Hang Up Notice). If a monthly bill, with penalty,

remains unpaid at 4:01 p.m. on the Delinquent Letter Due Date, then the Town shall post upon the property upon which service was billed a disconnect notice along with an updated bill, including penalty, and said notice shall state that if the bill is not paid on or before the close of business (4:01 p.m.) two (2) days after the notice is posted, the Town shall disconnect water service or otherwise turn off such service without further notice. However, if the second (2nd) day after the posting of the notice falls on a Friday, Saturday, Sunday or legal holiday, then the Town shall disconnect water service or otherwise turn off such service without further notice after 4:01 p.m. on the first (1st) business day after such weekend or holiday. All water service subject to disconnection shall be disconnected by the Town utility personnel. There shall be a charge of \$25.00 added to the account upon the posting of the hang up disconnection notice. Any customer water service that is disconnected for non-payment can only be reconnected after full payment is received plus the reconnection fee as set forth in Section 52.12 herein.

- (I) Clerk Treasurer as Hearing Officer on Application for Extension on Disconnection of Service. A person owing an unpaid water bill may appeal in writing to the Clerk-Treasurer for an extension of the date when water service would be subject to discontinuation, setting forth in detail the extraordinary hardship or other unavoidable circumstances whereby the delinquent bill cannot be paid within the allowed period. The Clerk-Treasurer, acting as the Hearing Officer for the extension request, may grant or deny such request, in whole or in part. The Hearing Officer may require partial payment of the delinquent bill in return for granting an extension.
- (J) Appeal of Hearing Officers Denial of Disconnection Extension. A person owing an unpaid water bill may appeal the determination of the Clerk-Treasurer acting as Hearing Officer in Section 52.10(I) herein. The appeal shall be in writing within twenty-four (24) hours after receipt of the notice of determination by the Hearing Officer, said appeal being to an Appeal Board composed of the Board of Trustees President, the Clerk-Treasurer and Workforce Manager. The written appeal request shall set forth in the detail the 1) extraordinary hardship or other unavoidable circumstances whereby the delinquent bill cannot be fully paid within the allowed period, 2) the specific relief requested, and 3) the reason(s) that the person owing an unpaid water bill believes that the adverse determination of the Clerk-Treasurer acting as Hearing Officer was arbitrary or capricious. The Appeal Board shall hold a hearing on said appeal within ten (10) business days of the filing of the appeal. The appellant shall be given at least forty-eight (48) hours prior notice of the hearing. Any contemplated discontinuation of water service shall be deferred pending the determination of the appeal by the Appeal Board. The Appeal Board in its appeal determination may 1) deny the appeal, or 2) grant the appeal in whole or in part, and 3) may require partial payment of the delinquent bill in return for granting an extension. Upon denial of the appeal, the delinquent user shall be given forty-eight (48) hours notice of the appeal denial prior to the discontinuation of service.

(K) Application of Payments When Payment is Less Than Total Billing. When a utility payment is received by the Town from a customer, and said payment is less than the amount billed, the customer's payment shall be applied as follows:

- (1) The payment shall be applied first to the water charges on said account until said water charges are fully paid, and then to any water taxes, penalties and other charges for the water portion of the account.
- (2) The payment shall then be applied to the sanitation charges on said account until said sanitation charges are fully paid.
- (3) The payment shall then be applied to the stormwater charges on said account until said stormwater charges are fully paid.
- (4) The payment shall be applied to the sewage charges on said account until said sewage charges are fully paid, and then to any sewage penalties and other charges for the sewage portion of the account.
- (5) Any funds remaining in the customer's payment after the aforementioned charges, taxes and penalties have been paid in full shall be applied toward to the next month's account billing.

(L) Application of Payments When Payment is More Than Total Billing. When a utility payment is received by the Town from a customer, and said payment is more than the amount billed, the customer's payment shall be credited to the customer's water account.

(M) Disputed utility bills. A customer may request an in person conference regarding any dispute over a disputed utility bill or other service matter before the Town Council, or its designee, to hear such matters. All such matters will be resolved in accordance with IC 8-1-2-103 and IC 8-1.5-3.5, the written policies of the Town of Geneva and the judgment of the Board of Trustees of the Town of Geneva.

Section 52.12 Tampering With or Obstructing Meters.

Any customer or owner who tampers with or obstructs a water meter, or allows a water meter to be tampered with or obstructed, without authorization of the Town, will be subject to a charge of \$50.00 per occurrence, plus the costs of any repairs, plus the normal invoicing for the water, sewer and other charges for the use thereof, and shall further be subject to criminal prosecution therefor.

Section 52.13 Reconnection Charge.

Any person, firm, corporation, partnership or association who shall hereafter request a reconnection into the Waterworks System of the Town shall pay a reconnection charge in the amount of \$40.00 prior to reconnection into the Waterworks System.

Section 52.14 Review of Connection and Reconnection Charges.

Due to increase of costs pertaining to tap and reconnection fees, a review of Sections 52.08 and 52.13 shall be made every three (3) years from the date of passage of this section to determine whether or not the fees remain appropriate or are insufficient and in need of amendment due to increased costs.

Section 52.15 Water Loss Audit.

The Town will inspect and test the meters and stand pipes of an industrial customer every three (3) years in order to ascertain whether the industrial customer has a leak in its system.

Section 52.16 Procedures for Removal of Lead Lines.

In the event that a water user desires to have lead service lines replaced, the Town Water Department will first verify whether the service has not yet been replaced by digging at the curb shut off and physically examining both sides of the shut off. The user is responsible replacing any lead service lines on the user's side of the shut off, and the Town will replace any lead service line between the shut off and the main. If a replacement is deemed necessary, then the user shall replace the user's side, and then upon the Town's satisfactory inspection of the user's replacement of the line, the Town shall then replace its line between the shut off and the main.

Section 52.17 Cross Connection Control.

- (A) A cross connection shall be defined as any physical connection or arrangement between two otherwise separate systems, one of which contains potable water from the Town water system, and the other, water from a private source, water of unknown or questionable safety, or steam, gases, or chemicals, whereby there may be a flow from one system to the other, the direction of flow depending on the pressure differential between the two systems.
- (B) No person, firm, or corporation shall establish or permit to be established or maintain or permit to be maintained any cross connection. No interconnection shall be established whereby potable water from a private, auxiliary, or emergency water supply other than the regular public water supply of the Town may enter the supply or distribution system of said municipality, unless such private, auxiliary, or emergency water supply and the method of connection and use of such supply shall have been approved by the Town utilities and by the Indiana Department of Environmental Management in accordance with 327 LAC 8-10.
- (C) It shall be the duty of the Town water utility to cause inspections to be made of all properties served by the public water system where cross connections with the public water system is deemed possible. The frequency of inspections and re-inspections based on potential health hazards involved shall be as established by the

Town water utility.


- (D) Upon presentation of credentials, the representative of the Town water utility shall have the right to request entry at any reasonable time to examine any property served by a connection to the public water system of the Town for cross connections. On request, the owner, lessee, or occupant of any property so served shall furnish to the inspection agency any pertinent information regarding the piping system or systems on such property. The refusal of access or refusal of requested pertinent information shall be deemed evidence of the presence of cross connections.
- (E) The Town water utility is hereby authorized and directed to discontinue water service to any property wherein any connection in violation of this section exists, and to take such other precautionary measures deemed necessary to eliminate any danger of contamination of the public water system. Water service shall be discontinued only after reasonable notice is served on the owner, lessee, or occupants of the property or premises where a violation is found or suspected to exist. Water service to such property shall not be restored until the cross connection(s) has been eliminated in compliance with the provisions of this section.
- (F) If it is deemed by the Town water utility that a cross connection or an emergency endangers public health, safety, or welfare and requires immediate action, and a written finding to that effect is filed with the Town Clerk and delivered to the consumer's premises, service may be immediately discontinued. The consumer shall have an opportunity for hearing within ten days of such emergency discontinuance.
- (G) Pursuant to 327 IAC 8-4, the following consumers shall be designated as cross connection hazards, and shall install and maintain a reduced-pressure-principle backflow preventer in the main water line serving each building on the premises. The backflow preventer must be installed in an easily accessible location not subject to flooding or freezing. Said presumed cross connection hazards are as follows:
 - (1) Aircraft and missile manufacturing plants;
 - (2) Automotive plants, including those plants that manufacture motorcycles, automobiles, trucks, recreational vehicles, and construction and agricultural equipment;
 - (3) Beverage bottling plants, including dairies and breweries;
 - (4) Canneries, packing houses, and reduction plants;
 - (5) Car washes;

- (6) Chemical, biological, and radiological laboratories, including those in high schools, trade schools, colleges, universities, and research institutions;
- (7) Hospitals, clinics, medical buildings, autopsy facilities, morgues, other medical facilities, and mortuaries;
- (8) Metal and plastic manufacturing, fabricating, cleaning, plating, and processing facilities;
- (9) Plants manufacturing paper and paper products;
- (10) Plants manufacturing, refining, compounding, or processing fertilizer, film, herbicides, natural or synthetic rubber, pesticides, petroleum or petroleum products, pharmaceuticals, radiological materials, or any chemical that could be a contaminant to the public water supply;
- (11) Commercial facilities that use herbicides, pesticides, fertilizers, or any chemical that could be a contaminant to the public water supply;
- (12) Plants processing, blending, or refining animal, vegetable, or mineral oils;
- (13) Commercial laundries and dye works, excluding coin-operated laundromats;
- (14) Sewage, storm water, and industrial waste treatment plants and pumping stations;
- (15) Waterfront facilities, including piers, docks, marinas, and shipyards;
- (16) Industrial facilities that recycle water; and
- (17) Restricted or classified facilities (federal government defense or military installations), or other facilities closed to the supplier of water or to the Commissioner.

All ordinances and parts of ordinances in conflict herewith are hereby repealed. This ordinance shall be effective upon passage.

Duly passed, adopted and resolved by the Board of Trustees of the Town of Geneva,
State of Indiana, on June 9, 2020.

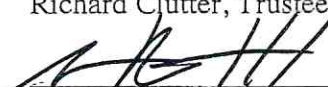
BOARD OF TRUSTEES OF THE TOWN OF GENEVA



Agnes Schoch, President



Richard Clutter, Trustee



Gary Hendershot, Trustee



Arlen Mitchell, Trustee

James Timmons, Trustee

ATTEST:



Jane Kaverman, Clerk-Treasurer

ORDINANCE OR RESOLUTION FOR APPROPRIATIONS AND TAX RATES

State Form 55565 (7-15)
Approved by the State Board of Accounts, 2015
Prescribed by the Department of Local Government Finance

Budget Form No. 4
Generated 9/22/2020 10:47:29 AM

Ordinance / Resolution Number: 2020-3

Be it ordained/resolved by the **Geneva Town Council** that for the expenses of **GENEVA CIVIL TOWN** for the year ending December 31, **2021** 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 Town Council**.

Name of Adopting Entity / Fiscal Body	Type of Adopting Entity / Fiscal Body	Date of Adoption
Geneva Town Council	Town Council	10/13/2020

Funds				
Fund Code	Fund Name	Adopted Budget	Adopted Tax Levy	Adopted Tax Rate
0005	CASINO/RIVERBOAT	\$0	\$0	0.0000
0061	RAINY DAY	\$0	\$0	0.0000
0101	GENERAL	\$643,000	\$441,243	1.1462
0254	LOCAL INCOME TAX	\$53,550	\$0	0.0000
0706	LOCAL ROAD & STREET	\$25,000	\$0	0.0000
0708	MOTOR VEHICLE HIGHWAY	\$233,000	\$178,500	0.4637
1191	CUMULATIVE FIRE SPECIAL	\$3,000	\$15,081	0.0333
2379	CUMULATIVE CAPITAL IMP (CIG TAX)	\$0	\$0	0.0000
2391	CUMULATIVE CAPITAL DEVELOPMENT	\$23,000	\$20,154	0.0445
2411	ECONOMIC DEV INCOME TAX CEDIT	\$53,950	\$0	0.0000
		\$1,034,500	\$654,978	1.6877

Home-Ruled Funds (Not Reviewed by DLGF)		
Fund Code	Fund Name	Adopted Budget
9500	LOCAL LAW	\$9,000
9501	Community Crossing Grant	\$100,000
		\$109,000

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 9/22/2020 10:47:29 AM

Name		Signature
Agnes Schoch	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	<i>Agnes Schoch</i>
Arlen Mitchell	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	<i>Arlen Mitchell</i>
Richard Clutter	Aye <input checked="" type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	<i>Richard Clutter</i>
Gary Hendershot	Aye <input checked="" type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	<i>Gary Hendershot</i>
James Timmons	Aye <input 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"/>		10/13/2020

ORDINANCE NO. 2020-4
AN ORDINANCE AMENDING ORDINANCE 2019-15 DESIGNATING
A ONE-TIME STIPEND / BONUS FOR OFFICERS OF
THE TOWN OF GENEVA MARSHAL'S OFFICE

WHEREAS, the Board of Trustees of the Town of Geneva has adopted Ordinance No. 2019-15 wherein the Board of Trustees fixed the salaries for the various employees and departments of the Town; and

WHEREAS, due to the reduction in the number of officers in the marshal's office during calendar year 2020, Marshal Robert Johnson and Deputy Marshal Loren Swanson have spent numerous extra hours of work for the department; and

WHEREAS, said officers are paid on salary, and the extra hours worked are not adequately compensated by the existing salary ordinance; and

WHEREAS, due to the illness of Town employee, Curt Chaffins, the Town's Seasonal Part-Time employee, Don Walter, has performed additional unanticipated services for the Town which would have usually been performed by Curt Chaffins.

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

That the Marshal Office – Salaried portion of Section I of the salary ordinance No. 2019-15 be amended to read as follows:

“MARSHAL OFFICE - SALARIED

<u>Town Marshal (Based on Experience):</u>	\$48,000.00 to 51,103.00
--	--------------------------

<u>Chief Deputy Marshal (Based on Experience):</u>	\$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. The Marshal, as well as the deputy marshals, will be provided a police vehicle to take home within a two (2) mile radius of the Town.

For the calendar year 2020, all officers of the Marshal Office who have been employed with the Town for a minimum of ten (10) months during the calendar year 2020 shall receive a stipend / bonus of the sum of Two Thousand Five Hundred Dollars (\$2,500.00), payable on or before December 31, 2020.”

That the Part Time Hourly (Seasonal) Miscellaneous portion of Section I of the salary ordinance No. 2019-15 be amended to read as follows:

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

However, for a Seasonal Part Time Hourly employee so employed as of October 26, 2020, said employee shall receive an hourly wage of \$13.00 per hour commencing on said date and for the remainder of the 2020 calendar year for such services provided by Seasonal Part Time Hourly said to the Town.

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

All other sections and provisions of Ordinance No. 2019-15 are hereby re-ratified and shall remain in full force and effect.

Duly passed, adopted and resolved by the Board of Trustees of the Town of Geneva, State of Indiana, on November 10, 2020.

BOARD OF TRUSTEES OF THE TOWN OF GENEVA

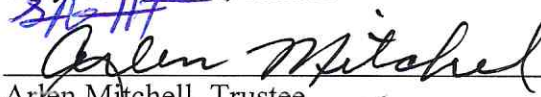


 Agnes Schoch, President

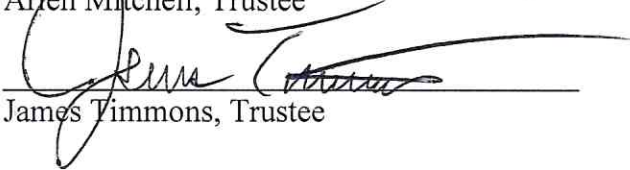
Richard Clutter, Trustee



Gary Hendershot, Trustee



Arlen Mitchell, Trustee



James Timmons, Trustee

ATTEST:


Jane Kaverman, Clerk-Treasurer

ORDINANCE NO. 2020-5
AN ORDINANCE FIXING SALARIES AND BENEFIT PROGRAMS FOR
2021 OF ALL ELECTED OFFICIALS OF THE TOWN OF GENEVA

BE IT ORDAINED by the Board of Trustees 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 2021:

SECTION I. BASE SALARIES

That from and after January 1, 2021, the salaries of the Clerk-Treasurer and each member of the Board of Trustees, 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	67%
MVH Fund	11%
Waterworks Fund	11%
Wastewater Fund	11%
Stormwater Fund	0%
Sanitation Fund	0%

<u>Members of Board of Trustees (each)</u>		
Board President	General Fund	\$3,240.00
Board 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, less \$1.00 per year to be paid by 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 Board of Trustees of the Town of Geneva, State
of Indiana, on December 8, 2020.

BOARD OF TRUSTEES OF THE TOWN OF GENEVA

*Introduced/
First Reading
11-10-2020*

Agnes Schoch
Agnes Schoch, President

Richard Clutter
Richard Clutter, Trustee

Gary Hendershot
Gary Hendershot, Trustee

Arlen Mitchell
Arlen Mitchell, Trustee

James Timmons
James Timmons, Trustee

ATTEST:

Jane Kaverman
Jane Kaverman, Clerk-Treasurer

ORDINANCE NO. 2020-6
AN ORDINANCE FIXING SALARIES, COMPENSATION AND BENEFIT PROGRAMS
FOR 2021 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 Board of Trustees 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 2021:

SECTION I - BASE SALARIES

That from and after January 1, 2021, the following appointed officers and employees of the Town of Geneva, Indiana, shall receive the following maximum base salaries per year.

WORKFORCE MANAGER

<u>Workforce Manager:</u>	Full Time <u>With Marshal</u>	Full Time <u>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 with Experience & Education	\$50,000.00	\$42,900.00

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

	Full Time <u>With Marshal</u>	Full Time <u>Without Marshal</u>
General Fund - WFM	21.28%	14.22%
General Fund - Marshal	13.20%	0%
MYH Fund	14%	18%
Waterworks Fund	29.65%	38.82%
Wastewater Fund	28.73%	37.62%
Stormwater Fund	6%	7.85%
Sanitation Fund	1%	1.31%

A Workforce Manager who also has Marshal responsibilities will be provided a take-home vehicle within a two (2) mile radius of the Town.

STREET DEPARTMENT

Street Department Personnel:

Greater than Seven (7) Years Experience	19.75 - \$21.75 Per Hour
Greater than Six (6) Years Experience	\$19.00 Per Hour
Greater than Five (5) Years Experience	\$18.50 Per Hour
Greater than Four (4) Years Experience	\$18.00 Per Hour
Greater than Three (3) Years Experience	\$17.50 Per Hour
Greater than Two (2) Years Experience	\$17.00 Per Hour
Greater than One (1) Year Experience	\$16.50 Per Hour
Entry Level with Experience	\$15.75 Per Hour
Entry Level	\$14.75 Per Hour

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

<u>More than Seven (7) Years Experience</u>		<u>Less than Seven (7) Years Experience</u>	
MVH Fund	70%	MVH Fund	20%
Waterworks Fund	15%	Waterworks Fund	40%
Wastewater Fund	15%	Wastewater Fund	40%
Stormwater Fund	0%	Stormwater Fund	0%
Sanitation Fund	0%	Sanitation Fund	0%

WATER WORKS DEPARTMENT

Water Department Personnel:

	Greater than Seven (7) Years Experience	\$21.75 Per Hour
	Greater than Six (6) Years Experience	\$21.00 Per Hour
DSM and WT3 Certs.	Greater than Five (5) Years Experience	\$20.50 Per Hour
	Greater than Four (4) Years Experience	\$19.00 Per Hour
DSM Certification	Greater than Three (3) Years Experience	\$18.50 Per Hour
	Greater than Two (2) Years Experience	\$17.00 Per Hour
	Greater than One (1) Year Experience	\$16.50 Per Hour
	Entry Level with Experience/Education	\$15.75 Per Hour
	Entry Level	\$14.75 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 Operator who is listed on the IDEM permit will be responsible for the signing of all paperwork filed with the Department.

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

MVH Fund	0%
Waterworks Fund	100%
Wastewater Fund	0%
Stormwater Fund	0%
Sanitation Fund	0%

WASTE WATER (SEWAGE) DEPARTMENT

Waste Water Department Personnel:

CL1 Certification	Greater than Seven (7) Years Experience	\$21.75 Per Hour
	Greater than Six (6) Years Experience	\$21.00 Per Hour
	Greater than Five (5) Years Experience	\$20.50 Per Hour
	Greater than Four (4) Years Experience	\$19.00 Per Hour
	Greater than Three (3) Years Experience	\$18.50 Per Hour
	Greater than Two (2) Years Experience	\$17.00 Per Hour
	Greater than One (1) Year Experience	\$16.50 Per Hour
	Entry Level with Experience/Education	\$15.75 Per Hour
	Entry Level	\$14.75 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 Operator who is listed on the IDEM permit will be responsible for the signing of all paperwork filed with the Department.

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

Waterworks Fund	0%
Wastewater Fund	100%
Stormwater Fund	0%
Sanitation Fund	0%

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	\$44,830.00
Greater than Six (6) Years Experience	\$44,088.00
Greater than Five (5) Years Experience	\$43,338.00
Greater than Four (4) Years Experience	\$42,588.00
Greater than Three (3) Years Experience	\$41,830.00
Greater than Two (2) Years Experience	\$41,118.00
Greater than One (1) Year Experience	\$40,118.00
Entry Level with ILEA	\$38,883.00
Entry Level without ILEA	\$37,648.00
Part Time with ILEA (No Benefits)	\$25.00 Per Hour

Unless otherwise stated herein, the salaries of the Marshal Office shall be paid from the General Fund. The Marshal, as well as the deputy marshals, will be provided a police vehicle to take home within a two (2) mile radius of the Town.

For the calendar year 2021, a stipend of \$5,899.00 shall be paid to the Town Marshal as additional compensation for various services to be provided to the street, water and wastewater departments, as well as information technology and grant writing. This stipend shall be paid from the following funds:

MVH Fund	35%
Waterworks Fund	30%
Wastewater Fund	35%
Stormwater Fund	0%
Sanitation Fund	0%

Upon being hired by the Town, a Marshal or Deputy Marshal shall hold a probationary position for a period of one (1) year.

Any Active Reserve officer who is subpoenaed to testify in court and must miss employment in order to do so shall be paid \$18.10 per hour for the time that said officer is fulfilling the subpoena.

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 - \$15.32 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:

MVH Fund	15%
General Fund	25%
Waterworks Fund	30%
Wastewater Fund	30%
Stormwater Fund	0%
Sanitation Fund	0%

FIRE DEPARTMENT

The Volunteer Fire Department of the Town of Geneva shall receive the following total compensation of \$16,092.00 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 30th 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	\$10.00 Per Hour
Second Year	\$11.00 Per Hour
Third Year	\$12.00 Per Hour
Fourth Year (or more)	\$13.00 Per Hour

The wage of part time (seasonal) employees shall be paid from the following funds:

MVH Fund	70%
Waterworks Fund	15%
Wastewater Fund	15%
Stormwater Fund	0%
Sanitation Fund	0%

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

MVH Fund	70%
Waterworks Fund	15%
Wastewater Fund	15%
Stormwater Fund	0%
Sanitation Fund	0%

**SECTION II - ADDITIONAL COMPENSATION FOR EMPLOYEE
CERTIFICATION AND SPECIALIZED TRAINING**

From and after January 1, 2021, certain aforementioned appointed officers and employees of the Town of Geneva, Indiana, including, but not in limitation, employees of the water and wastewater department, who perform services for the Town of Geneva shall receive, at the time of their optional certification or licensing, a one-time stipend of \$1,000.00, with the Board of Trustees' prior approval to such officer or employee taking the certification or licensing. Employees who hold pesticide licensing as of January 1, 2021 shall continue to receive \$0.45 per hour additional compensation for said licensing.

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 (7th) year of service to the Town. Said longevity compensation shall be paid the third (3rd) 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 \$8,710.00 for the calendar year of 2021. 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 \$109.20 each per month of active service up to a total of \$1,310.00 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 HOLIDAY, VACATION, PERSONAL TIME OFF AND SICK LEAVE BENEFITS

Holiday:

Employees shall receive twelve (12) paid holidays per year, said holidays being: New Year's Day, Presidents Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day, and New Year's Eve.

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

* Unused vacation days will be lost upon the employee's anniversary date or shall be paid out at the time of termination of employment before such anniversary date.

Personal Time Off:

Full Time Employees:	24 Hours Per Year
Part Time Employees:	12 Hours Per Year

* Unused personal time off will be lost at the end of each year and shall not be paid out at the time of termination of employment.

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.

* Unused sick leave days shall be lost and not be paid out at the time of termination of employment.

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 Board of Trustees of the Town of Geneva, State of Indiana, on December 8, 2020.

*Introduced /
First Reading
11-10-2020*

BOARD OF TRUSTEES OF THE TOWN OF GENEVA

Agnes Schoch
Agnes Schoch, President

Richard Clutter
Richard Clutter, Trustee

Gary Hendershot
Gary Hendershot, Trustee

Arlen Mitchell
Arlen Mitchell, Trustee

James Timmons
James Timmons, Trustee

ATTEST:

Jane Kaverman
Jane Kaverman, Clerk-Treasurer

ORDINANCE NO. 2020-7
AN ORDINANCE OF THE BOARD OF TRUSTEES OF THE TOWN OF GENEVA,
INDIANA ESTABLISHING THE CARES ACT FUND
FOR THE TOWN OF GENEVA

WHEREAS, the Town of Geneva has been a recipient of distributions from the Coronavirus Aid, Relief, and Economic Security Act (CARES Act); and

WHEREAS, the Town is seeking reimbursement of public health and public safety payroll costs as allowed through federal CARES Act funding, which has been received by the Town from the Indiana Finance Authority; and

WHEREAS, in light of the Governor's public health emergency, an alternative process is being implemented to transfer all or a portion, as determined appropriate by the Board of Trustees of the Town of Geneva, of the reimbursed federal CARES Act monies that are specific to public health and/or public safety payroll costs into the General Fund; and

WHEREAS, the process contemplated herein is intended to allow for maximum usage of these funds; and

WHEREAS, the Board of Trustees of the Town of Geneva ("Board of Trustees"), now desires to establish a COVID CARES Act Fund, COVID Public Safety Fund, and COVID Clerk-Treasurer – Other Fund, pursuant to the directives of the Indiana State Board of Accounts.

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

That the COVID CARES Act Fund (Fund #150), COVID Public Safety Fund (Fund #150312.000), and the COVID-Clerk-Treasurer – Other Fund (Fund #15002111.240) for the Town of Geneva are hereby established, all in accordance with the directives of the Indiana State Board of Accounts; and

That any and all moneys that the Town receives as a distribution from the CARES Act through the Indiana Finance Authority shall be transferred into said separate COVID CARES Act Fund; and

That thereafter, a claim shall be created against the COVID CARES Act Fund for the amount, up to the payroll reimbursement amount, that the Town determines shall be receipted into the General Fund. This claim must be supported by the public health and/or public safety payroll costs that

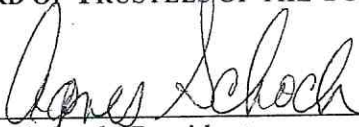
have been expensed from the General Fund or other appropriate funds and clearly documented in the records of the Town; and

That the money claimed shall be receipted into the General Fund; and

That, after the payroll reimbursement amount has been receipted into the General Fund, the normal appropriation procedures shall apply to the expenditure of the reimbursement amount.

Duly passed, adopted and resolved by the Board of Trustees of the Town of Geneva, State of Indiana, on December 8, 2020.

BOARD OF TRUSTEES OF THE TOWN OF GENEVA



Agnes Schoch, President

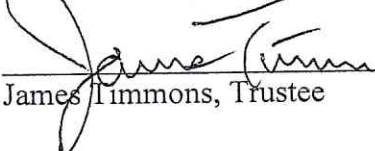


Richard Clutter, Trustee



Gary Hendershot, Trustee

Arlen Mitchell, Trustee



James Timmons, Trustee

ATTEST:



Jane Kaverman, Clerk-Treasurer

ORDINANCE NO. 2020-8
AN ORDINANCE OF THE BOARD OF TRUSTEES OF THE TOWN OF GENEVA,
INDIANA ESTABLISHING FEES FOR DOCUMENT, VIDEO AND PHOTO
REPRODUCTION IN THE TOWN MARSHAL'S OFFICE.

WHEREAS, in the course of its service to the public, the law enforcement officers in the office of the Town Marshal from time to time take photographic and video images of accident and crime scenes and compile official reports of numerous incidents to which said officers respond or of which said officers investigate; and

WHEREAS, the general public has the right to request copies of public records, but the Board of Trustees of the Town of Geneva ("Board of Trustees") believes that the expense of the reproduction of said records shall not be borne by the office of the Town Marshal; and

WHEREAS, Indiana Code §5-14-3-8 sets forth that public agencies may, within certain limits, charge a fee for certification, copying and reproduction of documents and photographic and video images; and

WHEREAS, the Board of Trustees now desires to establish a schedule of fees so charged by the office of the Town Marshal for said certification, copying and reproduction of documents and photographic and video images.

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

That the office of the Town Marshal shall charge a fee in the sum of \$120.00 for the reproduction of computer tape, computer discs, microfilm, video recordings, a set of photographs of any one incident, other law enforcement recordings, or similar or analogous record systems; and

That the office of the Town Marshal shall charge the sum of \$5.00 for accident reports; and

That the office of the Town Marshal shall charge for all copying of documents the greater of:

1. Ten cents (\$0.10) per page for copies that are not color copies or twenty-five cents (\$0.25) per page for color copies [said specific charges shall automatically be modified upon the modification of said IC §5-14-3-8(d)(1)]; or
2. The actual cost to the Marshal's office of copying the document;

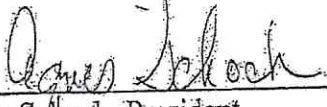
and

That the office of the Town Marshal shall require the payment of such copying or reproduction costs in advance; and

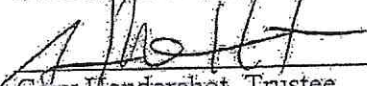
That, notwithstanding the aforementioned set charges, pursuant to IC §5-14-3-8(f), the office of the Town Marshal shall collect any certification, copying, reproduction, or search fee that is specified by statute or is ordered by a court.


Duly passed, adopted and resolved by the Board of Trustees of the Town of Geneva, State of Indiana, on December 8, 2020.


BOARD OF TRUSTEES OF THE TOWN OF GENEVA


Agnes Schloch, President


Richard Clutter, Trustee


Gary Hendershot, Trustee


Arlen Mitchell, Trustee


James Timmons, Trustee

ATTEST:


Jane Kaverman, Clerk-Treasurer