

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
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Ordinance / Resolution Number: 2022-9

Be it ordained/resolved by the **Geneva Town Council** that for the expenses of **GENEVA CIVIL TOWN** for the year ending December 31, **2023** 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	09/13/2022

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	\$708,603	\$477,659	1.0605
0254	LOCAL INCOME TAX	\$86,939	\$0	0.0000
0706	LOCAL ROAD & STREET	\$24,000	\$0	0.0000
0708	MOTOR VEHICLE HIGHWAY	\$266,608	\$202,864	0.4504
1191	CUMULATIVE FIRE SPECIAL	\$0	\$14,999	0.0333
2379	CUMULATIVE CAPITAL IMP (CIG TAX)	\$0	\$0	0.0000
2391	CUMULATIVE CAPITAL DEVELOPMENT	\$25,000	\$20,043	0.0445
2402	ECONOMIC DEVELOPMENT	\$40,000	\$0	0.0000
2411	ECONOMIC DEV INCOME TAX CEDIT	\$77,000	\$0	0.0000
		\$1,228,150	\$715,565	1.5887

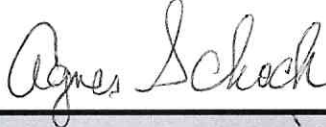
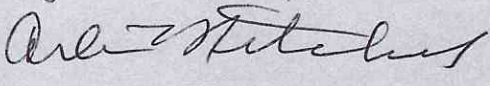
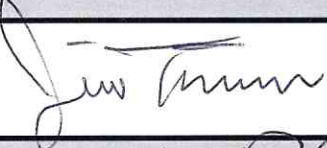


Home-Ruled Funds (Not Reviewed by DLGF)

Fund Code	Fund Name	Adopted Budget
9500	LOCAL LAW	\$7,200
9501	Community Crossing Grant	\$200,000
9502	UNSAFE BUILDING FUND	\$15,000
9503	ARP AMERICAN RESCUE PLAN	\$0
		\$222,200

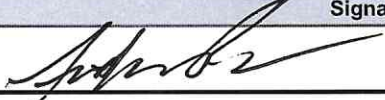
ORDINANCE OR RESOLUTION FOR APPROPRIATIONS AND TAX RATES

State Form 55865 (7-15)
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Name		Signature
Agnes Schoch	Aye <input checked="" type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	
Arlen Mitchel	Aye <input checked="" type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	
Jim Timmons	Aye <input checked="" type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	
Marvin Schwartz	Aye <input checked="" type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	
Gary Hendershot	Aye <input checked="" type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	

ATTEST

Name	Title	Signature
hony Davidson	Clerk Treasurer	

MAYOR ACTION (For City use only)

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

In accordance with IC 6-1.1-17-16(k), we state our intent to issue debt after December 1 and before January 1

Yes ☐ No ☒

In accordance with IC 6-1.1-17-16(k), we state our intent to file a shortfall appeal after December 1 and before December 31

Yes ☐ No ☒

ORDINANCE NO. 2022-8
AN ORDINANCE FIXING SALARIES, COMPENSATION AND BENEFIT PROGRAMS
FOR 2023 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 2023:

SECTION I - BASE SALARIES

That from and after January 1, 2023, 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>	<u>Part Time</u>
Greater than Seven (7) Years Experience	\$32,000.00
Greater than Six (6) Years Experience	\$31,710.00
Greater than Five (5) Years Experience	\$31,425.00
Greater than Four (4) Years Experience	\$31,140.00
Greater than Three (3) Years Experience	\$30,855.00
Greater than Two (2) Years Experience	\$30,570.00
Greater than One (1) Year Experience	\$30,285.00
Entry Level	\$30,000.00

The Workforce Manager is a part-time position for up to 1,500 hours worked during the calendar year. The position does not include either insurance benefits or retirement benefits. The position receives the Clothing Allowance as set forth in Section IV(E) for part-time employees, and Holidays, Vacations, Personal Time and Sick Leave as set forth in Section VII for part-time employees.

The Workforce Manager will be provided a Town vehicle to take home within a five (5) mile radius of the Town limits of the Town of Geneva.

WORKFORCE SUPERVISOR

Workforce Supervisor:

\$7,210.00

The Workforce Supervisor is a part-time position for up to 500 hours worked during the calendar year. The Supervisor will provide various services to the street, water and wastewater departments as well as grant writing. The Supervisor shall have the authority to work with the employees of the various departments, and shall determine what departmental projects are to be undertaken as well as the order in which they are to be completed. The purpose of this position is to provide efficient workflow by well-planned prioritization of work and successful supervising of the employees. The position does not include either insurance benefits or retirement benefits. The position receives the Clothing Allowance as set forth in Section IV(E) for part-time employees, and Holidays, Vacations, Personal Time and Sick Leave as set forth in Section VII for part-time employees.

STREET DEPARTMENT

Street Department Personnel:

Greater than Seven (7) Years Experience	23.69 - \$25.75 Per Hour
Greater than Six (6) Years Experience	\$22.91 Per Hour
Greater than Five (5) Years Experience	\$22.40 Per Hour
Greater than Four (4) Years Experience	\$21.88 Per Hour
Greater than Three (3) Years Experience	\$21.37 Per Hour
Greater than Two (2) Years Experience	\$20.85 Per Hour
Greater than One (1) Year Experience	\$20.34 Per Hour
Entry Level	\$19.57 Per Hour

The Department Head of the Street Department will be provided a Town vehicle to take home within a five (5) mile radius of the Town limits of the Town of Geneva.

WATER WORKS DEPARTMENT

Water Department Personnel:

	Greater than Seven (7) Years Experience	\$25.75 Per Hour
	Greater than Six (6) Years Experience	\$24.97 Per Hour
DSM and WT3 Certs.	Greater than Five (5) Years Experience	\$24.46 Per Hour
	Greater than Four (4) Years Experience	\$22.91 Per Hour
DSM Certification	Greater than Three (3) Years Experience	\$22.40 Per Hour
	Greater than Two (2) Years Experience	\$20.85 Per Hour
	Greater than One (1) Year Experience	\$20.34 Per Hour
	Entry Level	\$19.57 Per Hour

If an employee's certification is not completed prior to the three (3) or five (5) year certification dates set forth above, then pay for said employee shall be calculated on the year of experience prior to the date of the required certification rather than the years of total experience.

The Department Head of the Water Works Department will be provided a Town vehicle to take home within a five (5) mile radius of the Town limits of the Town of Geneva.

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.

WASTE WATER (SEWAGE) DEPARTMENT

Waste Water Department Personnel:

	Greater than Seven (7) Years Experience	\$25.75 Per Hour
	Greater than Six (6) Years Experience	\$24.97 Per Hour
	Greater than Five (5) Years Experience	\$24.46 Per Hour
	Greater than Four (4) Years Experience	\$22.91 Per Hour
CL1 Certification	Greater than Three (3) Years Experience	\$22.40 Per Hour
	Greater than Two (2) Years Experience	\$20.85 Per Hour
	Greater than One (1) Year Experience	\$20.34 Per Hour
	Entry Level	\$19.57 Per Hour

If an employee's certification is not completed prior to the three (3) year certification date set forth above, then pay for said employee shall be calculated on the year of experience prior to the date of the required certification rather than the years of total experience.

The Department Head of the Waste Water (Sewage) Department will be provided a Town vehicle to take home within a five (5) mile radius of the Town limits of the Town of Geneva.

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.

MARSHAL OFFICE (SALARIED)

Town Marshal (Based on Experience): \$55,847.00 to 59,599.00

Chief Deputy Marshal (Based on Experience): \$51,768.00 to 56,064.00

Deputy Marshal:

Greater than Seven (7) Years Experience	\$53,138.00
Greater than Six (6) Years Experience	\$52,373.00
Greater than Five (5) Years Experience	\$51,601.00
Greater than Four (4) Years Experience	\$50,828.00
Greater than Three (3) Years Experience	\$50,048.00
Greater than Two (2) Years Experience	\$49,314.00
Greater than One (1) Year Experience	\$48,284.00
Entry Level with ILEA	\$47,012.00
Entry Level without ILEA	\$45,740.00
Part Time with ILEA (No Benefits)	\$25.00 Per Hour

The Marshal, as well as the deputy marshals, will be provided a police vehicle to take home within a five (5) mile radius of the Town limits of the Town of Geneva.

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

The Board of Trustees of the Town may, in its sole discretion, with approval prior to such certification, approve a stipend in the sum of \$1,000.00 for additional law enforcement certifications.

Any Active Reserve officer who is subpoenaed to testify in court and must miss employment in order to do so shall be paid \$19.93 per hour for the time that said officer is fulfilling the subpoena.

DEPARTMENT OF LAW

Town Attorney:

\$14,000.00

In addition to the regular salary of the Town Attorney, it is hereby established that the town attorney shall be paid Two Hundred Fifty Dollars (\$250.00) 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. The budget for the Department of Law shall also include an expense account not to exceed Five Hundred Dollars (\$500.00) for reimbursement of recording costs, court costs and other miscellaneous expenses.

DEPARTMENT OF ADMINISTRATION

Deputy Clerk-Treasurer:

Up to 1,500 Hours	Greater than Seven (7) Years Experience	\$19.31 Per Hour
	Greater than Six (6) Years Experience	\$19.05 Per Hour
	Greater than Five (5) Years Experience	\$18.79 Per Hour
	Greater than Four (4) Years Experience	\$18.54 Per Hour
	Greater than Three (3) Years Experience	\$18.28 Per Hour
	Greater than Two (2) Years Experience	\$18.02 Per Hour
	Greater than One (1) Year Experience	\$17.76 Per Hour
	Entry Level	\$17.51 Per Hour

FIRE DEPARTMENT

The Volunteer Fire Department of the Town of Geneva shall receive the following total compensation of \$18,600.00 for practices, fire fighting and trainings, with said compensation being divided as follows:

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 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	\$14.42 Per Hour
Second Year	\$15.45 Per Hour
Third Year	\$16.48 Per Hour
Fourth Year (or more)	\$17.51 Per Hour

Town Hall Custodian:

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	\$19.31 Per Hour
	Greater than Six (6) Years Experience	\$19.05 Per Hour
	Greater than Five (5) Years Experience	\$18.79 Per Hour
	Greater than Four (4) Years Experience	\$18.54 Per Hour
	Greater than Three (3) Years Experience	\$18.28 Per Hour
	Greater than Two (2) Years Experience	\$18.02 Per Hour
	Greater than One (1) Year Experience	\$17.76 Per Hour
	Entry Level	\$17.51 Per Hour

SECTION II - ADDITIONAL COMPENSATION FOR EMPLOYEE CERTIFICATION AND SPECIALIZED TRAINING

Employees who hold an optional water or wastewater certification or licensing as of January 1, 2023, shall receive \$0.70 per hour additional compensation for each of said licenses

and/or certifications. Employees who hold pesticide licensing as of January 1, 2023, shall receive \$0.45 per hour additional compensation for said licensing. No employee of the Town shall take any such optional certification or licensing without prior approval of the Board of Trustees of the Town.

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 \$92.70 each per month up to \$1,112.00 per calendar year.

B. Fire Department Clothing and Car Allowances:

The Fire Department shall be entitled to a clothing / vehicle allowance of \$8,971.00 for the calendar year of 2023. 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 \$114.66 each per month of active service up to a total of \$1,350.00 per calendar year.

D. Full Time Workforce Manager and Full Time Utility Clothing Allowance: A full-time 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 and a part-time Workforce Manager shall be granted a clothing allowance of \$125.00 each per quarter up to \$500.00 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 the Workforce Manager (if applicable) or the Clerk-Treasurer. The Clerk-Treasurer 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

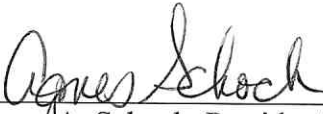
Eligible full-time employees who work in covered positions with the Town will be covered by the Indiana Public Retirement System (INPRS). The benefits, costs, and administration are determined by current INPRS directives.

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 Common Council of the Town of Geneva, State of Indiana, on September 13, 2022.


COMMON COUNCIL OF THE TOWN OF GENEVA




Agnes A. Schoch, President



Gary L. Hendershot



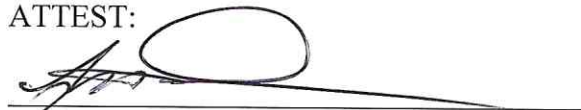
Arlen R. Mitchell



Marvin R. Schwartz

James A. Timmons

ATTEST:



Anthony J. Davidson, Clerk-Treasurer

ORDINANCE NO. 2022-7
AN ORDINANCE FIXING SALARIES AND BENEFIT PROGRAMS FOR
2023 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 2023:

SECTION I. BASE SALARIES

That from and after January 1, 2023, the salaries of the Clerk-Treasurer and each member of the Town Council, payable from the General Fund, Water Fund and Sewage Fund of said Town shall be in the following amounts:

<u>Clerk-Treasurer (with High School Education):</u>	\$41,406.00
<u>Clerk-Treasurer (with 4 year Bachelor's Degree in Business/Accounting):</u>	\$44,290.00
<u>Clerk-Treasurer (with MBA or CPA License):</u>	\$48,410.00

<u>Members of Town Council (each)</u>		
Board President	General Fund	\$3,471.00
Board Member	General Fund	\$3,151.00


SECTION II - HEALTH CARE BENEFIT

The Town of Geneva shall pay 100% of the medical insurance premium and/or Medicare Part B, Medicare Supplement and Prescription Drug Plan, 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 Common Council of the Town of Geneva, State of Indiana, on September 13, 2022.

COMMON COUNCIL OF THE TOWN OF GENEVA




Agnes A. Schoch, President



Gary L. Hendershot



Arlen R. Mitchell



Marvin R. Schwartz

James A. Timmons

ATTEST:



Anthony J. Davidson, Clerk-Treasurer

ORDINANCE NO. 2022-6
AN ORDINANCE ESTABLISHING A POLICY FOR
ELECTRONIC FUNDS TRANSFERS (EFT), AUTOMATIC CLEARING HOUSE (ACH)
AND ONLINE BANKING FOR THE TOWN OF GENEVA, INDIANA

WHEREAS, the Clerk-Treasurer of the Town of Geneva, Indiana, finds it necessary to use Electronic Funds Transfer (EFT), including online banking transfers for payments, transfers and deposits, and Automatic Clearing House (ACH), pursuant to Indiana Code 36-1-8-11.5 et seq; and

WHEREAS, the Common Council of the Town of Geneva has determined it to be necessary to adopt a policy to authorize EFT and ACH transfers, including online transfer transactions pursuant to Indiana Code 5-13-5-5

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

SECTION 1. ELECTRONIC FUNDS TRANSFERS (EFT), INCLUDING ONLINE TRANSFERS. The Common Council of the Town of Geneva hereby authorizes the use of online transfers for the purpose of transferring funds as Electronic Funds Transfers (EFT).

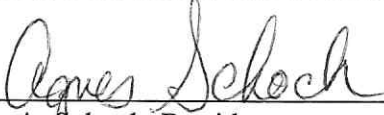
SECTION 2. AUTOMATIC CLEARING HOUSE (ACH) TRANSACTIONS. The Common Council of the Town of Geneva hereby authorizes the Clerk-Treasurer to utilize Automatic Clearing House (ACH) transactions including payments for payroll, retirement benefits, utilities, taxes, bonds and payments for any other municipal expense, in the discretion of the Clerk-Treasurer. The Council does further hereby authorize the receipt of funds by the Town pursuant to Automatic Clearing House (ACH).

SECTION 3. DOCUMENTATION. The Clerk-Treasurer shall be required to maintain adequate and appropriate documentation of the above-referenced transactions for future audits, as provided by the laws of the State of Indiana.

This ordinance shall be effective immediately upon adoption.

Duly passed, adopted and resolved by the Board of Trustees of the Town of Geneva,
State of Indiana, on August 9 _____, 2022.


COMMON COUNCIL OF THE TOWN OF GENEVA



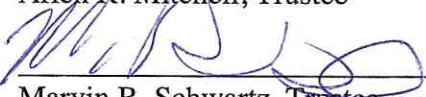
Agnes A. Schoch, President



Gary L. Hendershot, Trustee



Arlen R. Mitchell, Trustee




Marvin R. Schwartz, Trustee



James A. Timmons, Trustee

ATTEST:



Anthony J. Davidson, Clerk-Treasurer

ORDINANCE NO. 2022-5
AN ORDINANCE RE-ESTABLISHING THE PARKS AND RECREATION BOARD
OF THE TOWN OF GENEVA, INDIANA

WHEREAS, the Common Council of the Town of Geneva has previously adopted Ordinance No. 1982-3 in which a Parks and Recreation Board was created pursuant to the provisions of I.C. 36-10-3; and

WHEREAS, the Town, over a period of time, had difficulty in keeping a fully seated Parks and Recreation Board, and therefore the Common Council eliminated said Parks and Recreation Board on October 8, 2019, by the adoption of Ordinance No. 2019-10; and

WHEREAS, the Common Council now believes that there is renewed interest by individuals in serving on a Parks and Recreation Board of the Town, and that it is in the best interest of the Town of Geneva , and its residents, to re-establish the Geneva Parks and Recreation Board;

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

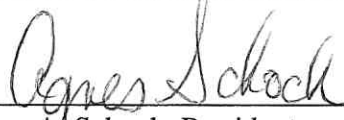
Section 32.35 of the Town of Geneva Code is hereby amended to read as follows:

“The Department of Parks and Recreation is created, and the management and supervision thereof shall be assumed by the Parks and Recreation Board of the Town of Geneva. The Parks and Recreation Board shall be composed of a five (5) member Board appointed by the Common Council, for five (5) year staggered terms, and said Board may, in its discretion, appoint a superintendent and/or other personnel to provide services to the Department, or may, upon the direction of the Common Council, utilize existing Town employees for said Department.”

This ordinance shall be effective immediately upon adoption. All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

Duly passed, adopted and resolved by the Board of Trustees of the Town of Geneva,
State of Indiana, on August 9, 2022.

COMMON COUNCIL OF THE TOWN OF GENEVA




Agnes A. Schoch, President



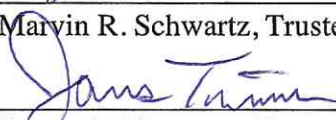
Gary L. Hendershot, Trustee



Arlen R. Mitchell, Trustee



Marvin R. Schwartz, Trustee



James A. Timmons, Trustee

ATTEST:



Anthony J. Davidson, Clerk-Treasurer

ORDINANCE NO. 2022-4
AN ORDINANCE AMENDING ORDINANCE NO. 2021-8
FIXING SALARIES, COMPENSATION AND BENEFIT PROGRAMS FOR 2022 OF
ALL APPOINTED OFFICERS AND EMPLOYEES OF
THE TOWN OF GENEVA AND ESTABLISHING CLOTHING
ALLOWANCES FOR THE POLICE DEPARTMENT,
POLICE RESERVES AND FIRE DEPARTMENT

WHEREAS, the Common Council of the Town of Geneva has discussed and considered what measures should be taken in order to provide added consideration to the employees of the Town in appreciation for the work performed for the Town by existing employees, in order to better retain said employees, as well as to better attract new and additional employees to the Town.

THEREFORE BE IT ORDAINED by the Common Council of the Town of Geneva, Indiana that the salary ordinance, being Ordinance No 2021-8 is hereby amended, in its entirety, to read as follows:

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 2022:

SECTION I - BASE SALARIES

That from and after June 1, 2022, the following appointed officers and employees of the Town of Geneva, Indiana, shall receive the following maximum base salaries per year.

WORKFORCE MANAGER

Workforce Manager:

	<u>Part Time</u>
Greater than Seven (7) Years Experience	\$32,000.00
Greater than Six (6) Years Experience	\$31,710.00
Greater than Five (5) Years Experience	\$31,425.00
Greater than Four (4) Years Experience	\$31,140.00
Greater than Three (3) Years Experience	\$30,855.00
Greater than Two (2) Years Experience	\$30,570.00
Greater than One (1) Year Experience	\$30,285.00
Entry Level	\$30,000.00

The Workforce Manager is a part-time position for up to 1,500 hours worked during the calendar year. The position does not include either insurance benefits or retirement benefits. The position receives the Clothing Allowance as set forth in Section IV(E) for part-time employees, and Holidays, Vacations, Personal Time and Sick Leave as set forth in Section VII for part-time employees.

The Workforce Manager will be provided a Town vehicle to take home within a five (5) mile radius of the Town limits of the Town of Geneva.

WORKFORCE SUPERVISOR

Workforce Supervisor:

\$7,000.00

The Workforce Supervisor is a part-time position for up to 500 hours worked during the calendar year. The Supervisor will provide various services to the street, water and wastewater departments as well as grant writing. The Supervisor shall have the authority to work with the employees of the various departments, and shall determine what departmental projects are to be undertaken as well as the order in which they are to be completed. The purpose of this position is to provide efficient workflow by well-planned prioritization of work and successful supervising of the employees. The position does not include either insurance benefits or retirement benefits. The position receives the Clothing Allowance as set forth in Section IV(E) for part-time employees, and Holidays, Vacations, Personal Time and Sick Leave as set forth in Section VII for part-time employees.

STREET DEPARTMENT

Street Department Personnel:

Greater than Seven (7) Years Experience	23.00 - \$25.00 Per Hour
Greater than Six (6) Years Experience	\$22.25 Per Hour
Greater than Five (5) Years Experience	\$21.75 Per Hour
Greater than Four (4) Years Experience	\$21.25 Per Hour
Greater than Three (3) Years Experience	\$20.75 Per Hour
Greater than Two (2) Years Experience	\$20.25 Per Hour
Greater than One (1) Year Experience	\$19.75 Per Hour
Entry Level	\$19.00 Per Hour

The Department Head of the Street Department will be provided a Town vehicle to take home within a five (5) mile radius of the Town limits of the Town of Geneva.

WATER WORKS DEPARTMENT

Water Department Personnel:

	Greater than Seven (7) Years Experience	\$25.00 Per Hour
	Greater than Six (6) Years Experience	\$24.25 Per Hour
DSM and WT3 Certs.	Greater than Five (5) Years Experience	\$23.75 Per Hour
	Greater than Four (4) Years Experience	\$22.25 Per Hour
DSM Certification	Greater than Three (3) Years Experience	\$21.75 Per Hour
	Greater than Two (2) Years Experience	\$20.25 Per Hour
	Greater than One (1) Year Experience	\$19.75 Per Hour
	Entry Level	\$19.00 Per Hour

If an employee's certification is not completed prior to the three (3) or five (5) year certification dates set forth above, then pay for said employee shall be calculated on the year of experience prior to the date of the required certification rather than the years of total experience.

The Department Head of the Water Works Department will be provided a Town vehicle to take home within a five (5) mile radius of the Town limits of the Town of Geneva.

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.

WASTE WATER (SEWAGE) DEPARTMENT

Waste Water Department Personnel:

	Greater than Seven (7) Years Experience	\$25.00 Per Hour
	Greater than Six (6) Years Experience	\$24.25 Per Hour
	Greater than Five (5) Years Experience	\$23.75 Per Hour
	Greater than Four (4) Years Experience	\$22.25 Per Hour
CL1 Certification	Greater than Three (3) Years Experience	\$21.75 Per Hour
	Greater than Two (2) Years Experience	\$20.25 Per Hour
	Greater than One (1) Year Experience	\$19.75 Per Hour
	Entry Level	\$19.00 Per Hour

If an employee's certification is not completed prior to the three (3) year certification date set forth above, then pay for said employee shall be calculated on the year of experience prior to the date of the required certification rather than the years of total experience.

The Department Head of the Waste Water (Sewage) Department will be provided a Town vehicle to take home within a five (5) mile radius of the Town limits of the Town of Geneva.

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.

MARSHAL OFFICE (SALARIED)

Town Marshal (Based on Experience): \$54,220.00 to 57,863.00

Chief Deputy Marshal (Based on Experience): \$50,260 to 54,431.00

Deputy Marshal:

Greater than Seven (7) Years Experience	\$51,590.00
Greater than Six (6) Years Experience	\$50,848.00
Greater than Five (5) Years Experience	→ \$50,098.00 Low
Greater than Four (4) Years Experience	\$49,348.00
Greater than Three (3) Years Experience	\$48,590.00
Greater than Two (2) Years Experience	\$47,878.00
Greater than One (1) Year Experience	\$46,878.00
Entry Level with ILEA	\$45,643.00
Entry Level without ILEA	\$44,408.00
Part Time with ILEA (No Benefits)	\$25.00 Per Hour

The Marshal, as well as the deputy marshals, will be provided a police vehicle to take home within a five (5) mile radius of the Town limits of the Town of Geneva.

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

The Board of Trustees of the Town may, in its sole discretion, with approval prior to such certification, approve a stipend in the sum of \$1,000.00 for additional law enforcement certifications.

Any Active Reserve officer who is subpoenaed to testify in court and must miss employment in order to do so shall be paid \$19.35 per hour for the time that said officer is fulfilling the subpoena.

DEPARTMENT OF LAW

Town Attorney:

\$9,000.00

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	\$18.75 Per Hour
	Greater than Six (6) Years Experience	\$18.50 Per Hour
	Greater than Five (5) Years Experience	\$18.25 Per Hour
	Greater than Four (4) Years Experience	\$18.00 Per Hour
	Greater than Three (3) Years Experience	\$17.75 Per Hour
	Greater than Two (2) Years Experience	\$17.50 Per Hour
	Greater than One (1) Year Experience	\$17.25 Per Hour
	Entry Level	\$17.00 Per Hour

FIRE DEPARTMENT

The Volunteer Fire Department of the Town of Geneva shall receive the following total compensation of \$17,218.00 for practices, fire fighting and trainings, with said compensation being divided as follows:

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 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	\$14.00 Per Hour
Second Year	\$15.00 Per Hour
Third Year	\$16.00 Per Hour
Fourth Year (or more)	\$17.00 Per Hour

Town Hall Custodian:

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	\$18.75 Per Hour
	Greater than Six (6) Years Experience	\$18.50 Per Hour
	Greater than Five (5) Years Experience	\$18.25 Per Hour
	Greater than Four (4) Years Experience	\$18.00 Per Hour
	Greater than Three (3) Years Experience	\$17.75 Per Hour
	Greater than Two (2) Years Experience	\$17.50 Per Hour
	Greater than One (1) Year Experience	\$17.25 Per Hour
	Entry Level	\$17.00 Per Hour

SECTION II - ADDITIONAL COMPENSATION FOR EMPLOYEE CERTIFICATION AND SPECIALIZED TRAINING

Employees who hold an optional water or wastewater certification or licensing as of January 1, 2022, shall receive \$0.70 per hour additional compensation for each of said licenses and/or certifications. Employees who hold pesticide licensing as of January 1, 2022, shall receive \$0.45 per hour additional compensation for said licensing. No employee of the Town shall take

any such optional certification or licensing without prior approval of the Board of Trustees of the Town.

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 2022. 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. Full Time Workforce Manager and Full Time Utility Clothing Allowance: A full-time 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 and a part-time Workforce Manager 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 the Workforce Manager (if applicable) or the Clerk-Treasurer. The Clerk-Treasurer 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

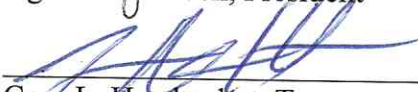
BE IT FURTHER ORDAINED that this Ordinance shall be in full force and effect from and after its passage.

Duly passed, adopted and resolved by the Common Council of the Town of Geneva, State of Indiana, on June 14, 2022.

COMMON COUNCIL OF THE TOWN OF GENEVA



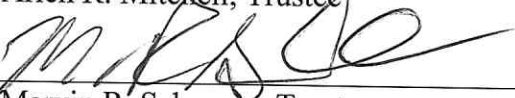
Agnes A. Schoch, President



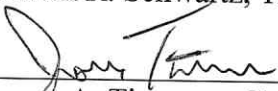
Gary L. Hendershot, Trustee



Arlen R. Mitchell, Trustee




Marvin R. Schwartz, Trustee



James A. Timmons, Trustee

ATTEST:



Anthony J. Davidson, Clerk-Treasurer

ORDINANCE NO. 2022-3
AN ORDINANCE AMENDING ORDINANCE NO. 2021-8
TO AMEND THE MILE RADIUS FOR POLICE VEHICLES TO BE TAKEN HOME
AND TO ALLOW TOWN PROVIDED VEHICLES FOR DEPARTMENT HEADS

WHEREAS, in order to provide greater benefits to the employees of the Town of Geneva, including the members of the Marshal's office as well as the department heads of the Town, the Common Council of the Town of Geneva deems it necessary to allow Town vehicles to be taken home by said employees when said employees live within five (5) miles of the Town limits of the Town of Geneva; and

WHEREAS, the Common Council believes that such additional benefits may make the Town more competitive in both attracting potential employees as well as retaining existing employees.

THEREFORE BE IT ORDAINED by the Common Council of the Town of Geneva, Indiana that MARSHAL OFFICE (SALARIED) Section of SECTION I – BASE SALARIES of Ordinance No. 2021-8 setting salaries for the year 2022 is hereby amended by amending the fifth paragraph in said Section to read as follows:

The Marshal, as well as the deputy marshals, will be provided a police vehicle to take home within a five (5) mile radius of the Town limits of the Town of Geneva.

THEREFORE BE IT FURTHER ORDAINED by the Common Council of the Town of Geneva, Indiana that the WORKFORCE MANAGER Section of SECTION I – BASE SALARIES of Ordinance No. 2021-8 setting salaries for the year 2022 is hereby amended to add the following paragraph at the end of said section:

The Workforce Manager will be provided a Town vehicle to take home within a five (5) mile radius of the Town limits of the Town of Geneva.

THEREFORE BE IT FURTHER ORDAINED by the Common Council of the Town of Geneva, Indiana that the STREET DEPARTMENT Section of SECTION I – BASE SALARIES of Ordinance No. 2021-8 setting salaries for the year 2022 is hereby amended to add the following paragraph at the end of each of said sections:

The Department Head of the Street Department will be provided a Town vehicle to take home within a five (5) mile radius of the Town limits of the Town of Geneva.

THEREFORE BE IT FURTHER ORDAINED by the Common Council of the Town of Geneva, Indiana that the WATER WORKS DEPARTMENT Section of SECTION I – BASE SALARIES of Ordinance

No. 2021-8 setting salaries for the year 2022 is hereby amended to add the following paragraph at the end of each of said sections:

The Department Head of the Water Works Department will be provided a Town vehicle to take home within a five (5) mile radius of the Town limits of the Town of Geneva.

THEREFORE BE IT FURTHER ORDAINED by the Common Council of the Town of Geneva, Indiana that the WASTE WATER (SEWAGE) DEPARTMENT Section of SECTION I – BASE SALARIES of Ordinance No. 2021-8 setting salaries for the year 2022 is hereby amended to add the following paragraph at the end of each of said sections:

The Department Head of the Waste Water (Sewage) Department will be provided a Town vehicle to take home within a five (5) mile radius of the Town limits of the Town of Geneva.

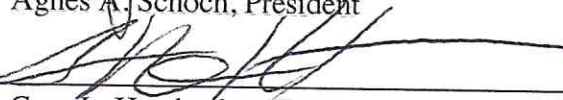
All other sections and provisions of Ordinance No. 2021-8, as otherwise heretofore amended, are hereby re-ratified and shall remain in full force and effect.

Duly passed, adopted and resolved by the Common Council of the Town of Geneva, State of Indiana, on May 10, 2022.

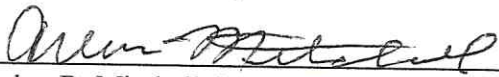
COMMON COUNCIL OF THE TOWN OF GENEVA



Agnes A. Schoch, President




Gary L. Hendershot, Trustee



Arlen R. Mitchell, Trustee



Marvin R. Schwartz, Trustee



James A. Timmons, Trustee

ATTEST:


Anthony J. Davidson, Clerk-Treasurer

ORDINANCE NO. 2022-2
AN ORDINANCE TO AUTHORIZE AND REGULATE THE DISPOSAL OF
SOLID WASTE AT THE TOWN COMPOST LOT

WHEREAS, the Common Council of the Town of Geneva believes that it is advantageous to the citizens of said Town and to the Town of Geneva for there to be a location and opportunity for citizens of said Town to dispose of solid waste at a centralized location at times of a given week other than the normally scheduled curbside trash pickup; and

WHEREAS, the Town has been providing such location at the Town Compost Lot located at the south end of Hale Street within said Town; and

WHEREAS, the Town desires to set forth rules and regulations of the use of said dumpsters in order to prevent individuals from abusing said privilege by disposing of solid waste outside of the provided dumpsters at said location or by disposing of prohibited waste, or to prevent individuals other than the citizens of said Town from utilizing said privilege without paying for said privilege as Town citizens so pay through their utility bills.

NOW THEREFORE, BE IT RESOLVED AND ORDAINED BY THE COMMON COUNCIL OF THE TOWN OF GENEVA, INDIANA, THAT THE FOLLOWING PROVISIONS BE ADDED TO CHAPTER 51 OF THE GENEVA TOWN CODE:

Section 51.06 Disposal of Solid Waste at Town Compost Lot.

- (A) Purpose. The purpose of this section is to regulate the disposition of solid waste by citizens of the Town at the Town Compost Lot located at the south end of Hale Street within said Town. It is also the purpose of this section to prevent non-citizens of the Town from disposing of solid waste at said location and to prevent citizens of the Town from wrongfully disposing of solid waste at said location.
- (B) Citizens' Privilege. The Town shall provide dumpsters (containers ranging from four to forty cubic yards in size) in a number in the discretion of the Town, said dumpsters to be located at the Town Compost Lot. Citizens of the Town shall have the privilege of using said dumpsters for personal use so long as any solid waste that is disposed of at said site is fully deposited into the dumpsters located at said site. It shall be considered as a violation of this Ordinance if an individual disposes of solid waste outside of a dumpster. If all dumpsters are full, then no additional waste shall be disposed of at said location. This privilege is for the benefit of private citizens of the Town, and the disposal of solid waste at said location by non-citizens or contractors shall be considered as a violation of this Ordinance.

ORDINANCE NO. 2022-2
AN ORDINANCE TO AUTHORIZE AND REGULATE THE DISPOSAL OF
SOLID WASTE AT THE TOWN COMPOST LOT

WHEREAS, the Common Council of the Town of Geneva believes that it is advantageous to the citizens of said Town and to the Town of Geneva for there to be a location and opportunity for citizens of said Town to dispose of solid waste at a centralized location at times of a given week other than the normally scheduled curbside trash pickup; and

WHEREAS, the Town has been providing such location at the Town Compost Lot located at the south end of Hale Street within said Town; and

WHEREAS, the Town desires to set forth rules and regulations of the use of said dumpsters in order to prevent individuals from abusing said privilege by disposing of solid waste outside of the provided dumpsters at said location or by disposing of prohibited waste, or to prevent individuals other than the citizens of said Town from utilizing said privilege without paying for said privilege as Town citizens so pay through their utility bills.

NOW THEREFORE, BE IT RESOLVED AND ORDAINED BY THE COMMON COUNCIL OF THE TOWN OF GENEVA, INDIANA, THAT THE FOLLOWING PROVISIONS BE ADDED TO CHAPTER 51 OF THE GENEVA TOWN CODE:

Section 51.06 Disposal of Solid Waste at Town Compost Lot.

(A) Purpose. The purpose of this section is to regulate the disposition of solid waste by citizens of the Town at the Town Compost Lot located at the south end of Hale Street within said Town. It is also the purpose of this section to prevent non-citizens of the Town from disposing of solid waste at said location and to prevent citizens of the Town from wrongfully disposing of solid waste at said location.

(B) Citizens' Privilege. The Town shall provide dumpsters (containers approximately four cubic yards in size) in a number in the discretion of the Town, said dumpsters to be located at the Town Compost Lot. Citizens of the Town shall have the privilege of using said dumpsters for personal use so long as any solid waste that is disposed of at said site is fully deposited into the dumpsters located at said site. It shall be considered as a violation of this Ordinance if an individual disposes of solid waste outside of a dumpster. If all dumpsters are full, then no additional waste shall be disposed of at said location. This privilege is for the benefit of private citizens of the Town, and the disposal of solid waste at said location by non-citizens or contractors shall be considered as a violation of this Ordinance.

ORDINANCE NO. 2022-1
AN ORDINANCE AMENDING ORDINANCE NO. 2021-8
TO SET THE SALARY FOR AN INTERIM (SUPERVISORY) MARSHAL

WHEREAS, due to the retirement of Robert Johnson as Town Marshal for the Town of Geneva, it has become necessary to appoint an Interim (Supervisory) Marshal in order to ensure that the scheduling, reporting and other duties of the Marshal are fulfilled until a permanent Town Marshal is appointed by the Common Council of the Town of Geneva;

THEREFORE BE IT ORDAINED by the Common Council of the Town of Geneva, Indiana that the MARSHAL OFFICE (SALARIED) Section of SECTION I – BASE SALARIES of Ordinance No. 2021-8 setting salaries for the year 2022 is hereby amended to read as follows:

MARSHAL OFFICE (SALARIED)

Town Marshal (Based on Experience): \$50,060.00 to 53,703.00

Interim Town (Supervisory) Marshal: \$46,100.00

Chief Deputy Marshal (Based on Experience): \$46,100.00 to 50,271.00

Deputy Marshal:

Greater than Seven (7) Years Experience	\$47,430.00
Greater than Six (6) Years Experience	\$46,688.00
Greater than Five (5) Years Experience	\$45,938.00
Greater than Four (4) Years Experience	\$45,188.00
Greater than Three (3) Years Experience	\$44,430.00
Greater than Two (2) Years Experience	\$43,718.00
Greater than One (1) Year Experience	\$42,718.00
Entry Level with ILEA	\$41,483.00
Entry Level without ILEA	\$40,248.00
Part Time with ILEA (No Benefits)	\$25.00 Per Hour

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.

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

The Common Council of the Town may, in its sole discretion, with approval prior to such certification, approve a stipend in the sum of \$1,000.00 for additional law enforcement certifications.

ORDINANCE NO. 2021-8
AN ORDINANCE FIXING SALARIES, COMPENSATION AND BENEFIT PROGRAMS
FOR 2022 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 2022:

SECTION I - BASE SALARIES

That from and after January 1, 2022, 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>	<u>Part Time</u>
Greater than Seven (7) Years Experience	\$32,000.00
Greater than Six (6) Years Experience	\$31,710.00
Greater than Five (5) Years Experience	\$31,425.00
Greater than Four (4) Years Experience	\$31,140.00
Greater than Three (3) Years Experience	\$30,855.00
Greater than Two (2) Years Experience	\$30,570.00
Greater than One (1) Year Experience	\$30,285.00
Entry Level	\$30,000.00

The Workforce Manager is a part-time position for 2022, for up to 1,500 hours worked during the calendar year. The position does not include either insurance benefits or retirement benefits. The position receives the Clothing Allowance as set forth in Section IV(E) for part-time employees, and Holidays, Vacations, Personal Time and Sick Leave as set forth in Section VII for part-time employees.

STREET DEPARTMENT

<u>Street Department Personnel:</u>	
Greater than Seven (7) Years Experience	21.00 - \$23.00 Per Hour
Greater than Six (6) Years Experience	\$20.25 Per Hour
Greater than Five (5) Years Experience	\$19.75 Per Hour
Greater than Four (4) Years Experience	\$19.25 Per Hour
Greater than Three (3) Years Experience	\$18.75 Per Hour

Greater than Two (2) Years Experience	\$18.25 Per Hour
Greater than One (1) Year Experience	\$17.75 Per Hour
Entry Level	\$17.00 Per Hour

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.

MARSHAL OFFICE (SALARIED)

Town Marshal (Based on Experience): \$50,060.00 to 53,703.00

Chief Deputy Marshal (Based on Experience): \$46,100 to 50,271.00

Deputy Marshal:

Greater than Seven (7) Years Experience	\$47,430.00
Greater than Six (6) Years Experience	\$46,688.00
Greater than Five (5) Years Experience	\$45,938.00
Greater than Four (4) Years Experience	\$45,188.00
Greater than Three (3) Years Experience	\$44,430.00
Greater than Two (2) Years Experience	\$43,718.00
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Entry Level with ILEA	\$41,483.00
Entry Level without ILEA	\$40,248.00
Part Time with ILEA (No Benefits)	\$25.00 Per Hour

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.

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

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 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	\$12.00 Per Hour
Second Year	\$13.00 Per Hour
Third Year	\$14.00 Per Hour
Fourth Year (or more)	\$15.00 Per Hour

Town Hall Custodian:

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	\$16.75 Per Hour
	Greater than Six (6) Years Experience	\$16.50 Per Hour
	Greater than Five (5) Years Experience	\$16.25 Per Hour
	Greater than Four (4) Years Experience	\$16.00 Per Hour
	Greater than Three (3) Years Experience	\$15.75 Per Hour
	Greater than Two (2) Years Experience	\$15.50 Per Hour

E. Part Time Utility Clothing Allowance: A part-time utility employee and a part-time Workforce Manager 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 the Workforce Manager (if applicable) or the Clerk-Treasurer. The Clerk-Treasurer 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 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 14, 2021.

BOARD OF TRUSTEES OF THE TOWN OF GENEVA



Agnes Schoch, President



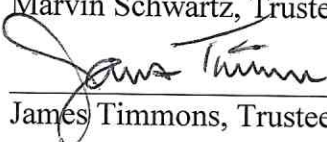
Gary Hendershot, Trustee



Arlen Mitchell, Trustee



Marvin Schwartz, Trustee



James Timmons, Trustee