

**ORDINANCE 2017-01**  
**TOWN OF GENEVA**

**SHORT TITLE:** An Ordinance amending the Salary Ordinance 2016-6, clarifying Vacation Accrual for Full Time employees, in Section 21. Effective January 1, 2017.

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

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

Vacation Accrual is as follows:

5 days after the first year of employment.


10 days after the second through the seventh years of employment.

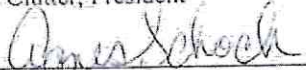
15 days after the seventh through the fifteenth years of employment.

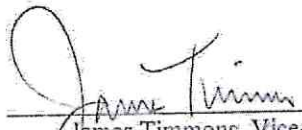
20 days after the fifteenth year and subsequent years.


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

Duly adopted by the Town Council of Geneva, Adams County, Indiana, on this 10<sup>th</sup> day of January, 2016.

  
Richard Clutter, President

  
Agnes Schoch

  
James Timmons, Vice-President

  
ATTEST: Jane Kaverman, Clerk-Treasurer

**ORDINANCE 2017-02**  
**TOWN OF GENEVA**

**SHORT TITLE: AN ORDINANCE SETTING AND ESTABLISHING THE TRASH PICK-UP RATE AT \$12.00 PER MONTH PER NINETY-SIX (96) GALLON CONTAINER (\$13.25 PER MONTH NON-RESIDENT) EFFECTIVE APRIL 1, 2017.**

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

**WHEREAS**, it is in the interest of the residents of Geneva and Ceylon connected to Town Utilities for the Town of Geneva to provide trash pick-up service, and


**WHEREAS**, it is in the interest of the residents of Geneva and Ceylon connected to Town Utilities for the Town of Geneva to provide an annual Town Clean-Up Day whereby utility customers can deliver unwanted large items that are unable to go in weekly trash collection to the Town's Grass and Leaf Site at the South End of Hale Street on a specified day, and

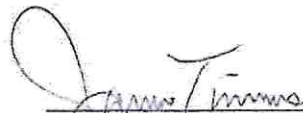
**WHEREAS**, the Geneva Town Council must set a trash pick-up rate commensurate with the charges of the trash pick-up provider, which are subject to annual review based on the Consumer Price Index and/or increases in gate fees assessed by the Adams County Solid Waste Management District, and

**WHEREAS**, the provider contract allows for pickup of one (1) 96 gallon supplied container per residence, additional containers are available at the \$12.00/\$13.25 rate per month, and

**NOW, THEREFORE, BE IT ORDAINED** by the Council of the Town of Geneva, Indiana, that, effective April 1, 2017, the monthly rate for trash pick-up is set at \$12.00 per container within the Corporation boundary and \$13.25 per container outside Corporation boundary. This charge will be added to the residents monthly utility bill.

Duly adopted by the Council of the Town of Geneva, Adams County, Indiana, on this 14 day of March, 2017.

  
Richard Clutter, President

  
James Timmons

  
Agnes Schoch, Council Member

Attest:   
Jane Kaverman, Clerk-Treasurer

1<sup>st</sup> reading 2/14/2017

2<sup>nd</sup> reading 3/14/2017



**ORDINANCE NO. 2017-03**  
**AMENDMENT TO ORDINANCE NO. 2007-5, 2009-10, and 2014-4A**

**SHORT TITLE:     AN ORDINANCE THAT AUTHORIZES AND REGULATES THE  
OPERATION AND USE OF GOLF CARTS AND OFF-ROAD  
VEHICLES ON THE STREETS AND ALLEYS OF THE TOWN OF  
GENEVA, INDIANA**

**WHEREAS**, the Board of Trustees of the Town of Geneva has the authority under the Indiana Code to authorize and regulate the operation of golf carts on the Town's streets and to make necessary regulations to protect and preserve the rights, property, health, safety and welfare of its citizens; and

**WHEREAS**, the City of Decatur, the City of Berne, and the Town of Monroe all have heretofore passed ordinances relating to utilization of golf carts upon the streets in such municipalities, which said ordinances vary to some extent in content and regulatory provisions; and

**WHEREAS**, upon occasion, individuals holding registration from other communities in Adams County, Indiana, have desired to utilize their golf cart(s) in the Town of Geneva; and

**WHEREAS**, the Town of Geneva has heretofore passed ordinances relating to utilization of golf carts and off-road vehicles on and along such streets and alleys of the Town of Geneva; and

**WHEREAS**, House Bill 1491 and House Bill 1200 were passed in the state legislature, which said bills add additional restrictions to the operation of golf carts and off road vehicles; and

**WHEREAS**, it is in the public interest to establish reasonable rules and regulations for the operation of both golf carts and off-road vehicles on and along such streets and alleys of the Town of Geneva; and

**WHEREAS**, the Board of Trustees of the Town of Geneva have contemplated the adoption of a Town Ordinance which authorizes and regulates both the use of golf carts and off-road vehicles on and along Town streets and alleys; and

**WHEREAS**, the Board of Trustees of the Town of Geneva has determined that it is in the best interest of the citizens of the Town of Geneva to enact an Ordinance that authorizes and governs the operation of both golf carts and off-road vehicles on and along the Town streets and alleys;

**NOW, THEREFORE, BE IT ORDAINED BY THE COMMON COUNCIL OF  
THE TOWN OF GENEVA, INDIANA AS FOLLOWS;**

**Section 1. Definitions.** For the purpose of this Ordinance, the following definitions shall apply, unless the context clearly indicates or requires a different meaning:

- A. **Driver's License.** A valid license to operate a motor vehicle issued by the State of Indiana or any other state.
- B. **Financial Responsibility.** Liability insurance coverage on a golf cart and off-road vehicle in an amount not less than required by Indiana law for motor vehicles operated on public highways in the State of Indiana.
- C. **Golf Cart.** A four (4) wheeled vehicle originally and specifically designed and intended to transport one (1) or more individuals and golf clubs for the purpose of playing golf on a golf course.
- D. **Highway.** The entire width between the boundary lines of a US Highway under the jurisdiction and control of the State of Indiana and/or the United States Federal Government, including (Main Street) US 27 and (Line Street) State Road 116.
- E. **Municipal Boundary.** The existing Corporate Limits of the Town of Geneva and future annexations thereto.
- F. **Street.** The entire width between the boundary lines of any street, alley, park or parking area under the jurisdiction and control of the Town of Geneva when any part thereof is open to the use of the public for purposes of vehicular travel.
- G. **Off-Road Vehicle.** A motor driven vehicle capable of cross country travel without the benefit of a road or trail, on or immediately over land, water, snow, ice, marsh, swampland or other natural terrain. It includes, but is not limited to, a multi-wheel drive or low pressure tire vehicle, amphibious machine, ground effect air cushion vehicle, or other means of transportation deriving power from a source other than muscle or wind. It does not include a farm vehicle being used for farming or a vehicle used for military or law enforcement purposes, a construction, mining, or other industrial related vehicle used in performance of its common function, a snowmobile, a golf cart, a registered aircraft, or any other vehicle properly registered by the Indiana Bureau of Motor Vehicles, and any watercraft which is registered pursuant to Indiana Statutes.
- H. **Operate.** To ride in or on and to exercise any physical control over the function or movement of a golf cart or off-road vehicle.
- I. **Operator of Golf Cart.** Any person who holds a valid license to operate a motor vehicle issued by the State of Indiana or another state, or any person at least sixteen (16) years and one hundred eighty (180) days of age who holds an identification card issued by the Bureau of Motor Vehicles, including a photo exempt identification card.
- J. **Operator of Off-Road Vehicle.** Any person who holds a valid license to operate a motor vehicle issued by the State of Indiana or another state.
- K. **Town.** The Town of Geneva, Indiana



**Section 2. Purposes.** The purpose of this Ordinance is:

- A. To authorize persons holding a valid Indiana motor vehicle driver's license (or a valid motor vehicle license from another state), or any person at least sixteen (16) years and one hundred eighty (180) days of age who holds an identification card issued by the Bureau of Motor Vehicles, including a photo exempt identification card, to operate golf carts registered with the Town of Geneva's Marshal's Office over and upon the Town's streets and alleys.
- B. To authorize persons holding a valid Indiana motor vehicle driver's license (or a valid motor vehicle license from another state) to operate off-road vehicles registered with the Indiana Bureau of Motor Vehicles and the Town of Geneva's Marshal's Office over and upon the Town's streets and alleys.
- C. To establish rules and regulations for the operation of golf carts and off-road vehicles over and upon the Town's streets and alleys.
- D. To promote the safety of persons and property, responsible enjoyment in and connected with the use and operation of golf carts and off-road vehicles, and understanding consistent with the rights of all citizens of the Town of Geneva.

**Section 3. Operation of a Golf Cart or Off-Road Vehicle.** The operation of a golf cart or off-road vehicle on and along the streets and alleys within the municipal boundary of the Town is hereby authorized only so long as the golf cart or off-road vehicle is registered, operated, insured and equipped as hereinafter required. Failure to register, operate, insure and equip a golf cart or off-road vehicle as required herein shall constitute a violation of this Ordinance and any subsequent codification of this Ordinance in the Town of Geneva Code of Ordinances. Violations shall be punishable by fines, costs and penalties as hereinafter set forth. The operation of a golf cart or off-road vehicle over and upon the streets and alleys of the Town shall be solely for the purpose of reaching a predetermined destination. The operation of a golf cart or off-road vehicle in the Town of Geneva shall be subject to the following additional restrictions on such operation:

- A. No golf cart or off-road vehicle may be operated on a highway, as defined herein, except for the purpose of crossing a highway, perpendicularly, at an intersection within a Town street.
- B. An Operator of a golf cart or off-road vehicle must operate said golf cart or off-road vehicle at a rate of speed which is not greater than is reasonable and proper, having due regard for the conditions then existing, shall obey posted speed limits and may not operate said golf cart or off-road vehicle in excess of 30 M.P.H. An Operator of a golf cart or off-road vehicle shall abide by all traffic laws and signs governing the operation of motor vehicles in the Town and as set forth in the Indiana Code.
- C. Golf carts and off-road vehicles shall be operated as close to the right edge of the street or alley as possible, and may not impede the flow of normal traffic.



- D. No golf cart or off-road vehicle may be operated or parked on Town sidewalks.
- E. Headlights and tail lights shall be lighted between sunset and sunrise.
- F. No golf cart or off-road vehicle shall be operated on the frozen surface of public waters within one hundred (100) feet of an individual not in or upon a vehicle.
- G. No gas powered golf cart or off-road vehicle shall be operated unless the vehicle is equipped with a muffler in good working order and in constant operation to prevent excessive or unusual noise and annoying smoke.
- H. Any and all operators and riders of an off-road vehicle who are under the age of eighteen (18) years shall wear helmets at all times while said off-road vehicle is in operation.
- I. No golf cart or off-road vehicle shall be operated on any private property without the consent of the property owner.
- J. No operator shall operate a golf cart or off-road vehicle while transporting on or in the golf cart or off-road vehicle a firearm unless the firearm is unloaded and securely encased or equipped with and made inoperative by a manufactured key locked trigger housing mechanism.
- K. No operator shall operate a golf cart or off-road vehicle while a bow is present in or on the vehicle if the nock of an arrow is in position on the string of the bow.

**Section 4. Operator.** Only a person who holds a valid license to operate a motor vehicle issued by the State of Indiana or another state, or any person at least sixteen (16) years and one hundred eighty (180) days of age who holds an identification card issued by the Bureau of Motor Vehicles, including a photo exempt identification card, shall be authorized to operate a golf cart on a Town street or alley, which license or identification must be in possession of the operator while operating the golf cart. Only a person who holds a valid license to operate a motor vehicle issued by the State of Indiana or another state shall be authorized to operate an off-road vehicle on a Town street or alley, which license must be in possession of the operator while operating the off-road vehicle. Authorization or permission by the golf cart or off-road vehicle owner to a person who does not qualify to operate a golf cart or off-road vehicle on a Town street or alley pursuant to this section shall constitute a violation of this section. Operators of golf carts or off-road vehicles shall obey all Federal, State and Local laws, regulations and ordinances governing passenger motor vehicles, including but not limited to laws, regulations and ordinances pertaining to licensing of operators and traffic regulation.

**Section 5. Equipment.** Off-road vehicles shall be equipped with the minimum safety equipment as set forth in IC 14-16-1 et. seq. in order to be registered and operated on Town streets and alleys. Unless otherwise exempted herein, all golf carts shall be equipped with the following minimum safety equipment in order to be registered and operated on Town streets and alleys:

- A. Factory seating for all occupants;
- B. A rear view mirror;



- C. Head lights;
- D. Tail lights;
- E. Brake lights;
- F. Turn signals; (front and back); and
- G. A Slow Moving Vehicle sign attached to the rear of the golf cart.

All safety equipment shall be maintained in good operating order. Lights shall be used when time of day or weather conditions necessitate such use in order for the golf cart or off-road vehicle to be visible from a distance of at least five hundred (500) feet. Failure to equip, maintain and use such equipment as required herein shall constitute a violation of this Ordinance.

**Section 6. Occupancy of Golf Carts and Off-Road Vehicles.** Maximum occupancy of a golf cart or off-road vehicle in use on a Town street or alley shall be limited to the number of factory manufactured seats installed on the golf cart or off-road vehicle. When in motion, all occupants must be seated, one to a manufactured seat. Occupants shall keep all parts of their body within the perimeter of the golf cart or off-road vehicle while the golf cart or off-road vehicle is being operated. Failure by the Operator of a golf cart or off-road vehicle on a Town street or alley to ensure compliance with the provisions of this section shall constitute a violation of this Section by the Operator.

**Section 7. Financial Responsibility.** At all times during the operation of a golf cart or off-road vehicle on Town streets, proof of financial responsibility covering the golf cart or off-road vehicle and its operation shall be kept in or on the golf cart or off-road vehicle. Failure to keep such proof of financial responsibility in or upon the golf cart shall constitute a violation of this Section by the owner of the golf cart or off-road vehicle. Failure to produce proof of financial responsibility, when requested by a law enforcement officer, shall constitute a violation of this Section by the Operator.

**Section 8. Registration.** Unless otherwise exempted herein, no golf cart or off-road vehicle may be operated on a Town street or alley until the golf cart or off-road vehicle is registered with the Town of Geneva Police Department. In addition, an off-road vehicle shall not be operated on a Town street or alley unless it is duly registered with the Indiana Bureau of Motor Vehicles and meets all of the standards, requirements, and regulations set forth in IC 14-16-1 et. seq. The Town of Geneva Police Department shall register all golf carts or off-road vehicle to be operated on Town streets and alleys in the name of the owner upon the owner applying for such registration, upon the owner providing proof of financial responsibility covering the golf cart or off-road vehicle, upon an inspection of the golf cart or off-road vehicle by the Police Department which confirms that the golf cart or off-road vehicle is equipped as required by this Ordinance and/or Indiana Statute, and upon the owner signing an acknowledgement that he or she received and read a copy of this Ordinance. The registration of a golf cart or off-road vehicle shall be effective as of the date of registration and shall expire on December 31<sup>st</sup> of the year of registration. Upon being registered, a registration sticker for the current calendar year shall be issued by the Town, which sticker shall be affixed to the left side of the rear of the golf cart or off-road vehicle as proof of registration.



**Section 9. Registration Fee.** Unless otherwise exempted herein, the Owner of a golf cart shall pay a registration fee of ten dollars (\$10.00) to Town of Geneva Police Department at the time of registration of a golf cart. The registration fee may hereafter be amended from time to time by Resolution adopted by the Board of Trustees of the Town. All registration fees shall be deposited in the Town of Geneva General Fund.

**Section 10. Town's Right to Restrict Operation on Designated City Streets and Alleys.** The Board of Trustees of the Town may restrict golf cart and off-road vehicular traffic on Town streets, alleys, parks or parking areas by designating such streets, alleys or areas as unsuitable for golf cart or off-road vehicular traffic and by posting signs on such designated streets, alleys or areas. It shall be a violation of this Ordinance to operate a golf cart or off-road vehicle on a street, alley or area so designated and posted.

**Section 11. Exempt Vehicles.** The Town's Board of Public Works and Safety and/or the Board of Trustees of the Town may exempt public safety personnel and/or the use of golf carts or off-road vehicle during special events from compliance with this Ordinance, provided that any operator of a golf cart or off-road vehicle so exempted must have a valid driver's license and provided proof of financial responsibility is provided for an exempted golf cart or off-road vehicle.

**Section 12. Penalties.** Any violation of this Ordinance, after its adoption and publication as required by law, shall constitute a Class C infraction. Multiple violations may be cited as separate offenses. Each time of an offense shall constitute a new and separate offense. Each violation shall carry a minimum fine of fifty dollars (\$50.00), not to exceed a fine of one thousand dollars (\$1,000.00), the maximum penalty allowed by law. In addition to civil penalties imposed herein, a person cited for violation of this Ordinance shall be responsible for all court costs. Payment of fine and costs imposed shall be made to the Clerk-Treasurer of the Town of Geneva. In the event an operator or owner of a registered golf cart or off-road vehicle is cited a second time in a calendar year for a violation(s) of this Ordinance, unrelated to the first offense, in addition to the imposition of a fine and court costs, the registration of the golf cart or off-road vehicle operated at the time of the second offense shall be revoked by the Town Police Department if such golf cart or off-road vehicle was being operated at the time of the first citation. The golf cart or off-road vehicle may be impounded by the law enforcement officer. In the event of impoundment, the golf cart or off-road vehicle shall not be released until the basis of the violation has been corrected and all towing and impoundment fees incurred as a result of the impoundment of the golf cart or off-road vehicle have been paid by the owner or operator of the golf cart or off-road vehicle.

**Section 13. Reciprocity.** By this ordinance, the Town of Geneva grants reciprocity to the citizens of the City of Decatur, the City of Berne, and the Town of Monroe to operate their golf cart and/or ORV within the Town of Geneva. Prior to the utilization of a golf cart or ORV that is registered in one of the aforementioned municipalities, the owner of said golf cart or ORV shall submit his or her golf cart or ORV to the Town of Geneva Police Department for inspection. Said golf cart or ORV shall comply in all respects with the requirements that the Town has imposed in this ordinance before permission to operate the same shall be granted by



the issuance of a certificate permitting the operation of such golf cart or ORV without the procurement of an additional registration fee. Residents of the Town of Geneva shall procure their registration through the Town of Geneva, and shall not procure a registration from another city or town in order to operate the golf cart or ORV within the Town of Geneva. Anyone operating a golf cart or ORV within the Town of Geneva utilizing a registration other than that issued by the Town of Geneva shall be subject to the penalties set forth in Section 13 above in the same manner and to the same extent as that imposed upon all residents of the Town of Geneva procuring a registration to operate a golf cart or ORV within the Town.


**Section 14. Severability/Modification.** Each section, subsection, sentence, clause and phrase of this ordinance is declared to be an independent section, subsection, sentence, clause or phrase, and the finding or holding of any section, subsection, sentence, clause or phrase to be unconstitutional, void, or ineffective for any cause shall not affect another section, subsection, sentence, clause or phrase or part thereof. The Board of Trustees of the Town of Geneva may modify this Ordinance as deemed necessary.

**Section 15. Applicability and Effective Date of Ordinance.** This Ordinance shall apply only to the incorporated areas of the Town of Geneva, Indiana, and shall be in full force and effect from and after its passage and publication as required by law.

Adopted by the Common Council of the Town of Geneva, Indiana on August \_\_\_\_, 2017.

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

  
Richard Clutter, President

  
James Timmons, Vice-President

  
Agnes Schoch

ATTEST:

  
Jane Kaverman, Clerk-Treasurer

ORDINANCE 2017-04

TOWN OF GENEVA

**AN ORDINANCE AMENDING SECTION 3.(a) OF ORDINANCE 2013-9  
PROVIDING FOR A SCHEDULE OF RATES AND CHARGES TO BE  
COLLECTED FROM THE OWNERS OF THE PROPERTY SERVED BY  
THE TOWN OF GENEVA STORM WATER SYSTEM.**

WHEREAS, the Town Council of the Town of Geneva ("Town") heretofore enacted Ordinance No. 2006-3, and as amended by Ordinance No. 2009-14, and last amended by Ordinance No. 2013-9 providing for the establishment of a schedule of rates and charges to be collected by the Town from the owners of property served by the Geneva Storm Water System; and

WHEREAS, the Council of the Town now finds it is necessary after a rate study completed by H. J. Umbaugh & Associates for the Town to amend the rates and charges contained in said Ordinance as amended in order to provide for sufficient revenue to operate and maintain the Geneva Storm Water System; now therefore,

Be it ordained by the Council of the Town of Geneva, Adams County, Indiana, as follows:

**SECTION 1.** Section 3.(a) of Ordinance No 2013-9 as enacted by the Council of the Town shall be amended to read and the same shall read as if originally set out therein as follows:

**Section 3.** (a) There is hereby established a monthly storm water utility fee to be charged to all owners of real estate within the corporate limits of the Town of Geneva, Indiana, for the use of and services provided by the storm water utility of the Town.

<b>Charges Per Month:</b>	<b><u>2018</u></b> (Effective 1/1/2018)	<b><u>2019</u></b> (Effective 1/1/2019)	<b><u>2020</u></b> (Effective 1/1/2020)	<b><u>2021</u></b> (Effective 1/1/2021)	<b><u>2022</u></b> (Effective 1/1/2022)
Class I - Residential	\$ 3.18	\$ 3.37	\$ 3.57	\$ 3.78	\$ 4.01
Class II - Commercial	6.89	7.30	7.74	8.20	8.69
Class III - School	10.60	11.24	11.91	12.62	13.38
Class IV - Industrial					
Small	10.60	11.24	11.91	12.62	13.38
Medium	31.80	33.71	35.73	37.87	40.14
Large	84.80	89.89	95.28	101.00	107.06


**SECTION 2.** This Ordinance shall in no way affect any other provisions, clause, or phrase contained in Ordinance No. 2013-9 as amended, and in all other respects, said Ordinance 2013-9 as amended by this Ordinance is hereby ratified and confirmed.

**SECTION 3.** This Ordinance shall be in full force and effect from and after its passage.

Duly adopted by the Town Council of Geneva, Adams County, Indiana, on November 14, 2017.

**TOWN COUNCIL OF GENEVA, INDIANA**

  
Richard Clutter, President

  
James Timmons, Council Member



Agnes Schoch  
Agnes Schoch, Council Member

ATTEST:

Jane Kaverman  
Jane Kaverman, Clerk-Treasurer

1<sup>st</sup> Reading: 10-10-2017

2<sup>nd</sup> Reading: 11-14-2017

## ORDINANCE 2017-05

### TOWN OF GENEVA

#### **AN ORDINANCE AMENDING SECTION 15.1 OF ORDINANCE 2003-12 PROVIDING FOR AN INCREASED SCHEDULE OF RATES AND CHARGES TO BE COLLECTED FROM THE OWNERS OF THE PROPERTY SERVED BY THE TOWN OF GENEVA MUNICIPAL WATER UTILITY, AND OTHER MATTERS CONNECTED THEREWITH.**

**WHEREAS**, the Town Council of the Town of Geneva ( "Town") heretofore enacted Ordinance No. 2013-12 providing for the establishment of a schedule of rates and charges to be collected by the Town from the owners of property served by the Geneva Municipal Water Utility ("Utility"); and

**WHEREAS**, Ordinance No. 1986-03 was amended by Ordinance No. 1986-9, and further amended by Ordinance No 1996.05, and further amended by Ordinance No. 2000-4, and further amended by Ordinance No. 2006-1, and further amended by Ordinance No. 2009-12, and last amended by Ordinance 2013-12; and

**WHEREAS**, the Council of the Town now finds it is necessary after a rate study completed by H. J. Umbaugh & Associates for the Town to amend the rates and charges contained in said Ordinance as amended in order to provide for sufficient revenue to operate and maintain the Geneva Water Utility; now therefore,

Be it ordained by the Council of the Town of Geneva, Adams County, Indiana, as follows:

**SECTION 1.** Section 15.1 of Ordinance No 2013-12, as amended and enacted by the Council of the Town, shall be amended to read and the same shall read as if originally set out therein as follows:

**Section 15.1.** There shall be and there are hereby established for the use of, and the service rendered by, the Geneva Water Utility, the following rates and charges based on the use of water supplied by the Geneva Water Utility:

**(a) *RATE STRUCTURE.***

<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



**(b) METER MINIMUM MONTHLY CHARGES.**

Each user shall pay a minimum monthly charge in accordance with the following applicable size meter installed for which the user will be entitled to the quantity of water set out in the above schedule of rates.

<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

**(c) 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

**(d) OTHER**

	<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
Meter deposit	50.00	50.00	50.00	50.00	50.00
Reconnect fee	40.00	40.00	40.00	40.00	40.00
Return check fee	20.00	20.00	20.00	20.00	20.00
Tap fees:					
5/8-inch	575.00	575.00	575.00	575.00	575.00
Larger than 5/8"	-----	-----	-----	-----	-----
Check Valve	25.00	25.00	25.00	25.00	25.00

**SECTION 2.** This Ordinance shall in no way affect any other provisions, clause, or phrase contained in Ordinance No. 2013-12 as amended, and in all other respects, said Ordinance 2013-12 as amended by this Ordinance is hereby ratified and confirmed.

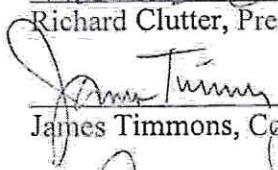
**SECTION 3.** This Ordinance shall be in full force and effect from and after its passage.

Duly adopted by the Town Council of Geneva, Adams County, Indiana, on November 14, 2017.

**TOWN COUNCIL OF GENEVA, INDIANA**



Richard Clutter, President

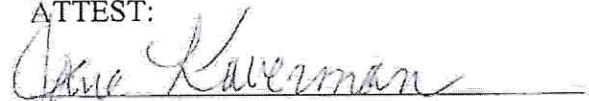


James Timmons, Council Member



Agnes Schoch, Council Member

ATTEST:

  
Jane Kaverman, Clerk-Treasurer

1<sup>st</sup> Reading: 10-10-2017

2<sup>nd</sup> Reading: 11-14-2017



## ORDINANCE 2017-06

### TOWN OF GENEVA

#### **AN ORDINANCE AMENDING SECTION 19.03(a) OF ORDINANCE 2013-11 PROVIDING FOR A SCHEDULE OF RATES AND CHARGES TO BE COLLECTED FROM THE OWNERS OF THE PROPERTY SERVED BY THE TOWN OF GENEVA MUNICIPAL SEWAGE UTILITY, AND OTHER MATTERS CONNECTED THEREWITH.**

WHEREAS, the Town Council of the Town of Geneva ("Town") heretofore enacted Ordinance No. 2013-11 providing for the establishment of a schedule of rates and charges to be collected by the Town from the owners of property served by the Geneva Municipal Sewage Utility; and

WHEREAS, Ordinance No. 1975-01 was amended by Ordinance No. 1980-03, and further amended by Ordinance No. 1983-06, and further amended by Ordinance No. 1996-6, and further amended by Ordinance No. 1996-8, and further amended by Ordinance No. 2006-2, and further amended by Ordinance No. 2009-13, and last amended by Ordinance No. 2013-11; and

WHEREAS, the Council of the Town now finds it is necessary after a rate study completed by H. J. Umbaugh & Associates for the Town to amend the rates and charges contained in said Ordinance as amended in order to provide for sufficient revenue to operate and maintain the Geneva Sewage Utility; now therefore,

Be it ordained by the Council of the Town of Geneva, Adams County, Indiana, as follows:

**SECTION 1.** Section 19.03(a) of Ordinance No 2013-11, as amended and enacted by the Council of the Town, shall be amended to read and the same shall read as if originally set out therein as follows:

#### **Section 19.03.**

- (a) The sewage rates and charges shall be based on the quantity of water used on or in the property or premises subject to such rates and charges, as the same is measured by the water meter in use, plus a base charge based on the size of the water meter installed, except as herein otherwise provided. For the purpose of billing and collecting the charges for sewage services, the water meters shall be read monthly and the users shall be billed each month (or periods equaling a month). The water usage schedule on which the amount of said rates and charges shall be determined shall be as follows (*rates and charges for customers Outside Corporate Town boundaries are approximately 14.9% higher than rates and charges for customers Inside Corporate Town boundaries*):

#### ***TREATMENT RATE (per 1,000 gallons)***

Inside Town Limits				
<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)
\$5.00	\$5.61	\$6.02	\$6.17	\$6.32
Outside Town Limits				
\$5.75	\$6.45	\$6.92	\$7.09	\$7.26

**BASE RATE (per month)**

<u>Meter Size</u>	<u>Inside Town Limits</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	\$ 16.74	\$ 18.78	\$ 20.15	\$ 20.65	\$ 21.17
1-inch	39.76	44.61	47.87	49.07	50.30
1-1/2-inch	90.55	101.60	109.02	111.75	114.54
2-inch	154.91	173.81	186.50	191.16	195.94
3-inch	354.75	398.03	427.09	437.77	448.71
4-inch	631.23	708.24	759.94	778.94	798.41
6-inch	1,414.68	1,587.27	1,703.14	1,745.72	1,789.36

<u>Meter Size</u>	<u>Outside Town Limits</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	\$ 19.23	\$ 21.58	\$ 23.15	\$ 23.73	\$ 24.32
1-inch	45.68	51.26	55.00	56.38	57.79
1-1/2-inch	104.04	116.74	125.26	128.40	131.61
2-inch	177.99	199.71	214.29	219.64	225.14
3-inch	407.61	457.34	490.73	503.00	515.57
4-inch	725.28	813.77	873.17	895.00	917.37
6-inch	1,625.47	1,823.77	1,956.91	2,005.83	2,055.97

**NON-METERED USER (per month)**

<u>Inside Town Limits</u>				
\$46.74	\$52.44	\$56.27	\$57.68	\$59.12

<u>Outside Town Limits</u>				
\$53.70	\$60.25	\$64.65	\$66.27	\$67.93

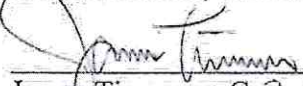
**SECTION 2.** This Ordinance shall in no way affect any other provisions, clause, or phrase contained in Ordinance No. 2013-11 as amended, and in all other respects, said Ordinance 2013-11 as amended by this Ordinance is hereby ratified and confirmed.

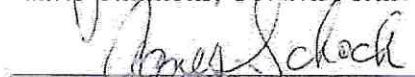
**SECTION 3.** This Ordinance shall be in full force and effect from and after its passage.

Duly adopted by the Town Council of Geneva, Adams County, Indiana, on November 14, 2017.

**TOWN COUNCIL OF GENEVA, INDIANA**

  
Richard Clutter, President

  
James Timmons, Council Member

  
Agnes Schoch, Council Member

ATTEST:



Jane Kaverman  
Jane Kaverman, Clerk-Treasurer

1<sup>st</sup> Reading: 10-10-2017

2<sup>nd</sup> Reading: 11-14-2017

**ORDINANCE NO. 2017-07**  
**AN ORDINANCE RECERTIFYING TOWN LEGISLATIVE BODY DISTRICTS**  
**IN THE TOWN OF GENEVA, INDIANA**

WHEREAS, the Board of Trustees (Town Council) of the Town of Geneva, Indiana, set forth the legislative body districts from which Trustees are elected in Ordinance 2002-4 which was adopted on October 1, 2002; and

WHEREAS, IC 36-5-2-4.1(n) states that in towns having a population of less than three thousand five hundred (3,500), if the town legislative body has not adopted an ordinance recertifying districts after December 31, 2011, and before December 31, 2017, then the town legislative body districts are abolished effective January 1, 2018; and

WHEREAS, the Board of Trustees believes that it is beneficial to the citizens of the Town to continue to elect Trustees from the legislative districts as in the past;

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

1. That §30.07 of the Geneva Town Code is hereby recertified stating that Members of the Board of Trustees shall be elected at large by the voters of the whole town from the districts established in §33.01 of said Code.

2. That the town legislative body districts as set forth in Ordinance 2002-4 adopted October 1, 2002, and set forth in § 33.01 of the Geneva Town Code are hereby recertified, and that said districts shall be as set forth on Exhibit A attached herein and incorporated herein by reference as well as set forth below:

- (A) District number 1 shall consist of all area in the corporate limits of the town north of Line Street and west of US Highway 27.
- (B) District number 2 shall consist of all area in the corporate limits of the town north of Line Street and east of US Highway 27.
- (C) District number 3 shall consist of all area in the corporate limits of the town south of Line Street.



3. That pursuant to IC 36-5-2-4.1(j), a copy of this ordinance recertifying said town legislative body districts shall be filed with the circuit court clerk of Adams County, Indiana, no later than thirty (30) days after the recertification of this ordinance has been adopted.

Duly passed, recertified and adopted by the Board of Trustees on October 10, 2017.

**BOARD OF TRUSTEES OF GENEVA, INDIANA**

\_\_\_\_\_  
Richard Clutter, President

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

\_\_\_\_\_  
Agnes Schoch

ATTEST:

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

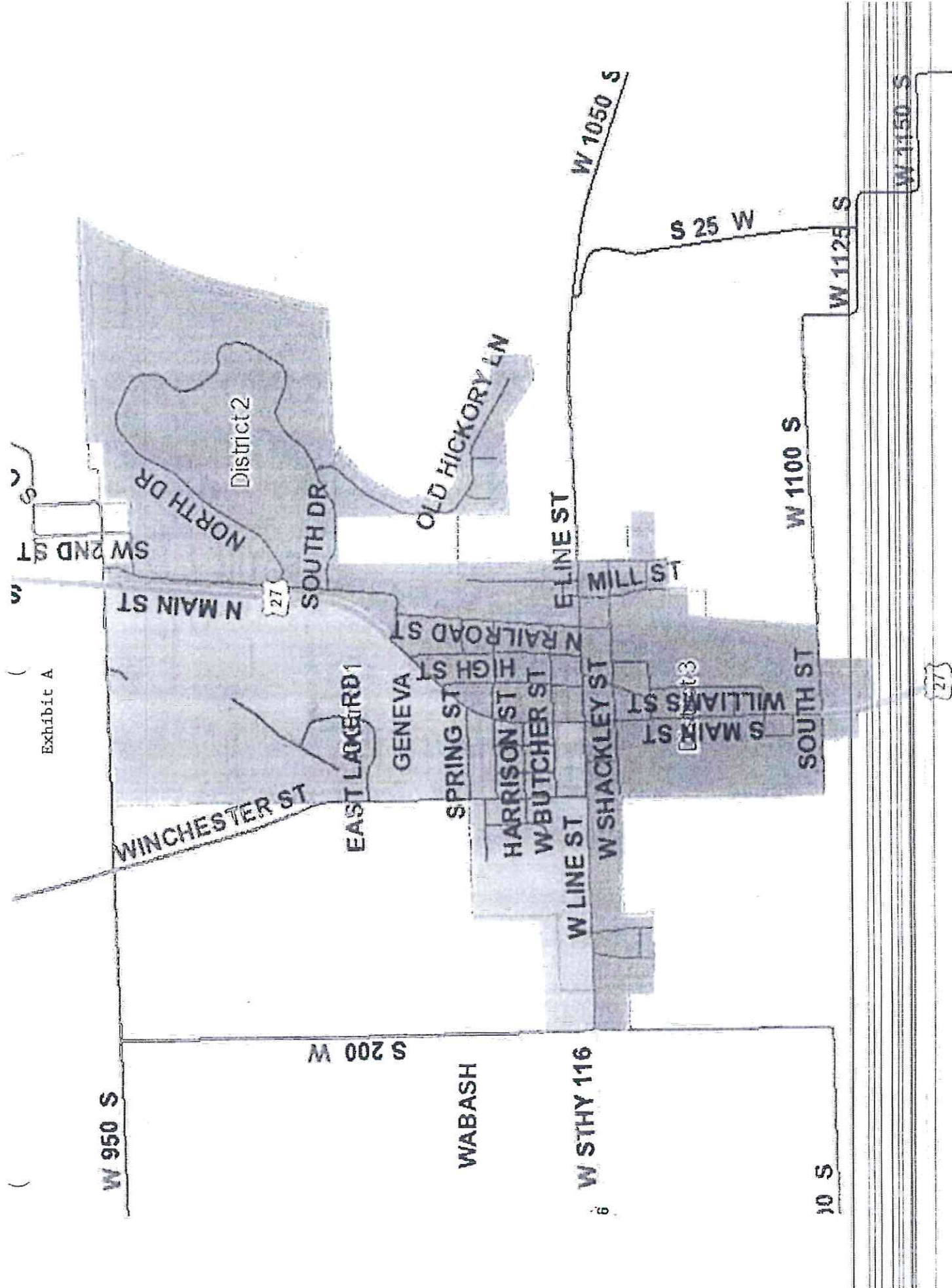


Exhibit A



TOWN OF GENEVA COUNCIL  
PUBLIC MEETING  
October 10, 2017 at 6:30 P.M.

President, Richard Clutter, called the meeting to order. Roll call showed Council members Richard Clutter, Jim Timmons and Agnes Schoch, Clerk-Treasurer, Deputy Clerk-Treasurer and Town Attorney present.

**PRESENT:** Councilmembers: Richard Clutter, Jim Timmons and Agnes Schoch, Clerk-Treasurer Jane Kaverman, Deputy Clerk-Treasurer Sally Burry and Town Attorney Dave Baumgartner. General Public: Robert Johnson, Gabe Schwartz, Mark Schoch, Tony Lothridge, Gary Hendershot, Ryan Lefeld and Jim Langham.

On a motion by Jim Timmons, seconded by Agnes Schoch, and passed unanimously, the Council approved the minutes from the September 12<sup>th</sup>, 20<sup>th</sup> and 26<sup>th</sup> meetings.

On a motion by Agnes Schoch, and seconded by Jim Timmons, and passed unanimously, Ordinances 2017-04, 2017-05, and 2017-06, increasing the rates for water, sewage and storm water, were introduced with the adoption meeting set for Tuesday, Nov. 14.

On a motion by Jim Timmons, seconded by Agnes Schoch, and passed unanimously, Ordinance 2017-17, establishing the Town's Legislative Body Districts, was introduced. On a motion by Jim Timmons, seconded by Agnes Schoch, and passed unanimously, the normal procedures for Ordinance approval was waived. On a motion by Jim Timmons, seconded by Agnes Schoch, and passed unanimously, Ordinance 2017-17 was adopted.

The Adoption Hearing for the 2018 Budget was opened. On a motion by Jim Timmons, seconded by Agnes Schoch, and passed unanimously, Ordinance 2017-08, the 2018 Budget, was approved on the second reading. Hearing closed.

Ryan Lefeld, representing Choice One, gave an update on the door to door investigation for sewage (gutters and sump pumps). Approximately two-thirds of households have been contacted. Some issues have been found and those households/ businesses will be contacted soon by Choice One for corrections.

Pam Krause, Chamber Executive, was not present. Her report, given by the Clerk Treasurer, stated that the Senior Luncheon is on Tuesday, October 17<sup>th</sup>, sponsored by Jay County REMC. The Annual Downtown Trick and Treat will be October 26<sup>th</sup> from 5-7-pm. Street closure for this event was approved by consensus of the Council. Chamber Golf Outing is Friday, October 13<sup>th</sup>.

Gabe Schwartz, Fire Chief, gave the monthly Fire Department report. The report indicated four First Responder, one fire run and one mutual aid runs this past month. Training was continued grain rescue and training of PLP fires involving mobile and stationary tanks. Truck 540 and tanker truck had tire issues and were replaced. Two passed the 80 hours course of basic training. On October 28<sup>th</sup>, Saturday, is the Annual Halloween Parade preceded by the Chili Supper.

Marshal Rob Johnson reviewed his monthly police reports with the Council. This past month three officers spent time with the children at the Migrant Daycare. Four officers assisted the SRO at SA with lock down drills. GPD received an equipment grant of \$1500.00 from ICJI for two Alco sensor PBT's, a calibration kit and mouth pieces. It was suggested that the 3 year contract for newly employed police officers be updated to include the new charges from ILEA.

**Report by Work Force Manager, Rob Johnson:**

**Streets/Maintenance & Storm Water:** Early in the month, the compost site was cleaned up and room was made for the upcoming leaf season. Leaf Pickup for Geneva did begin Monday, Oct. 16<sup>th</sup>. Leaves should be piled as close to the roadway or curb as possible. Crews still have a few cut outs in which they need to apply cold mix in cut out areas that won't get hot mix asphalt applied until next year sometime. The leaf vac has been taken out of storage and serviced to be used for the season and has been used 1 time so far – everything worked as it should. The mowing of the area occupied by the



SAT is now being mowed by the Adams Co Parks system. We are now only mowing the small portion of the 7 acres that lies between the Case & quart and the Trail.

Brooks Paving has done some of the repair work as quoted earlier in the year. The Town did not get awarded any Community Crossings grant funding from INDOT. We had planned for up to \$97,000 worth of work for next year on streets / sidewalks with the grant money. We will re-apply in 2018. But we also need to re-think some of the areas that will receive hot mix asphalt in 2018 as we will not have grant funding to put with our funding. Our crew worked w/ the County Highway crew while they installed a new pipe under 950S for the Snow Legal drain. Our reason for assisting was because of them digging around our sewer push line, gravity line and water line.

**Water Utility:** Crews worked at three locations where meter pits needed to be installed; either because the shut off and/or meters were currently inside the homes or the shut offs were broke. Locates were requested to be completed on both utilities in the right of way of US 27 from Kosouth St, going south. This is for INDOT as they finalize plans to reconstruct US 27 going south and widening it. When completed, US 27 from 1100S to Bryant will have 2 – 12' lanes with an 8' shoulder on each side. A water leak has been found at the Deep Water Ct. cul-de-sac. The leak is on a very old odd sized 3" cast line. The line has been repaired in the past numerous times and because of the existing route of the line, the Town in the past has paid to re-concrete three driveways. Suggestion is to install a new 6" line down Deep Water Ct and install new taps and then abandon the old cast line. This would be the installation of up to approximately 250 ft. **On a motion** by Jim Timmons, seconded by Agnes Schoch, and passed unanimously, the Town will write a letter to IDEM for approval of the project. The Town is currently accepting applications for a Water Utility Operator, in the interim, the employees and the City of Berne are splitting the duties.

**Waste Water:** Crews had to change out a pump in Lift Station 14. These pumps are just over \$1,400 each. 2 more of these were ordered for stock, as we use this same pump in 11 of our lift stations and there are 2 pumps in each. Near the first of the year, we need to purchase a back-up pump for Lift station #1. This is the large lift station @ Rainbow Rd & North Drive. This like the others has 2 pumps in it but they are larger 7.5hp pumps and cost \$5,130.00 each. Currently we have no back-up on the shelf for this lift station. If one of these pumps were to go out, we would have to utilize our portable Godwin Pump and hoses to pump from the lift station to a manhole. Lift Station 9 (by Dollar General) was giving us electrical issues. CopperSmith Elec. was called in and some replacing of burnt or frayed wires and the installation of new contacts was completed. Cardinal Electric had to be called in to work w/Coppersmith on a circuit board issue. Algae is still an issue at the plant but as soon as the cooler weather stays it should return to normal.

**Other:** A combination of workers from utilities and maintenance were utilized to walk door to door to deliver door flyers notifying residences of the Choice One door to door inspections. The IRWA would like to conduct another workshop in Geneva. The Council gave their approval by consensus to have the workshop.

The Clerk Treasurer reported on the month end reconciliation. **On a motion** by J Agnes Schoch, seconded by Jim Timmons, and passed unanimously, the Council approved the Bank Reconciliation.

**On a motion** by Agnes Schoch, seconded by Jim Timmons, and passed unanimously, the Council approved to pay the claims against the Town.

**General Comments:** The Clerk Treasurer reminded everyone that Hydrant Flushing is October 9-13, leaf pick up starts October 16<sup>th</sup>, Monday thru Wednesday and Trick or Treat, Thursday, October 26<sup>th</sup> from 5-7pm. A Redevelopment Meeting is November 14 @ 6PM, prior to the Council meeting.

**On a motion** by Jim Timmons, seconded by Agnes Schoch, and passed unanimously, the meeting was adjourned.

Meeting adjourned.



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Richard Clutter, President

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James Timmons, Vice President

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Agnes Schoch

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

# ORDINANCE OR RESOLUTION FOR APPROPRIATIONS AND TAX RATES

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

Budget Form No. 4  
Generated 10/5/2017 3:52:25 PM

Ordinance Number: 2017-08

Be it ordained/resolved by the **Town of Geneva** that for the expenses of **GENEVA CIVIL TOWN** for the year ending December 31, **2018** the sums herein specified are hereby appropriated and ordered set apart out of the several funds herein named and for the purposes herein specified, subject to the laws governing the same. Such sums herein appropriated shall be held to include all expenditures authorized to be made during the year, unless otherwise expressly stipulated and provided for by law. In addition, for the purposes of raising revenue to meet the necessary expenses of **GENEVA CIVIL TOWN**, the property tax levies and property tax rates as herein specified are included herein. Budget Form 4-B for all funds must be completed and submitted in the manner prescribed by the Department of Local Government Finance.

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

Name of Adopting Entity / Fiscal Body	Type of Adopting Entity / Fiscal Body	Date of Adoption
Town of Geneva	Town Council	10/10/2017

Funds				
Fund Code	Fund Name	Adopted Budget	Adopted Tax Levy	Adopted Tax Rate
0005	CASINO/RIVERBOAT	\$2,500	\$0	0.0000
0061	RAINY DAY	\$12,000	\$0	0.0000
0101	GENERAL	\$621,715	\$419,082	1.1218
0254	LOCAL INCOME TAX	\$115,000	\$0	0.0000
0706	LOCAL ROAD & STREET	\$20,000	\$0	0.0000
0708	MOTOR VEHICLE HIGHWAY	\$209,250	\$171,812	0.4599
1191	CUMULATIVE FIRE SPECIAL	\$47,000	\$7,560	0.0172
2379	CUMULATIVE CAPITAL IMP (CIG TAX)	\$2,500	\$0	0.0000
2391	CUMULATIVE CAPITAL DEVELOPMENT	\$60,000	\$21,976	0.0500
2411	ECONOMIC DEV INCOME TAX CREDIT	\$141,500	\$0	0.0000
		<b>\$1,231,465</b>	<b>\$620,430</b>	<b>1.6489</b>

Home-Ruled Funds (Not Reviewed by DLGF)		
Fund Code	Fund Name	Adopted Budget
9500	LOCAL LAW	\$4,000
		<b>\$4,000</b>



# 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 10/5/2017 3:52:25 PM

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

## ATTEST

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

## MAYOR ACTION (For City use only)

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

**ORDINANCE NO. 2017-09**  
**AN ORDINANCE FIXING SALARIES AND BENEFIT PROGRAMS FOR**  
**2018 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 2018:

**SECTION I. BASE SALARIES**

That from and after January 1, 2018, the salaries of the Clerk-Treasurer and each member of the Common Council, payable from the General Fund, Water Fund and Sewage Fund and of said Town shall be in the following amounts:

<u>Clerk-Treasurer:</u> (with High School Education)	General Fund	\$31,200.00
	Waterworks Department	\$3,900.00
	Sewage Department	\$3,900.00
	Total Salary	\$39,000.00

<u>Clerk-Treasurer:</u> (with 4 year Bachelor's Degree in Business)	General Fund	\$34,400.00
	Waterworks Department	\$4,300.00
	Sewage Department	\$4,300.00
	Total Salary	\$43,000.00

<u>Clerk-Treasurer:</u> (with MBA or CPA License in Business)	General Fund	\$37,600.00
	Waterworks Department	\$4,700.00
	Sewage Department	\$4,700.00
	Total Salary	\$47,000.00

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

**SECTION II - HEALTH CARE BENEFIT**

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



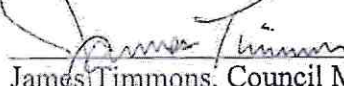
BE IT FURTHER ORDAINED that this Ordinance shall be in full force and effect from and after its passage.

Duly passed, adopted and resolved by the Common Council of the Town of Geneva, State of Indiana, on December 12, 2017.

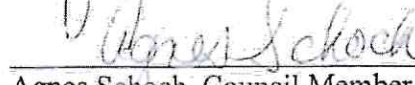
**TOWN COUNCIL OF GENEVA, INDIANA**



Richard Clutter, President




James Timmons, Council Member



Agnes Schoch, Council Member

ATTEST:



Jane Kaverman, Clerk-Treasurer

**ORDINANCE NO. 2017-10**  
**AN ORDINANCE FIXING SALARIES, COMPENSATION AND BENEFIT PROGRAMS**  
**FOR 2018 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 2018:

**SECTION I - BASE SALARIES**

That from and after January 1, 2018, the following appointed officers and employees of the Town of Geneva, Indiana, shall receive the following maximum base salaries per year.

<b>MANAGER OF WORKFORCE</b>		
<u>Manager of Workforce</u>	<u>Full Time With Marshal</u>	<u>Full Time Without Marshal</u>
General Fund - WFM	\$11,232.00	\$10,725.00
General Fund - Marshal	14,040.00	
MVH Fund	8,424.00	10,725.00
Waterworks Fund	11,232.00	10,725.00
Sewage Fund	11,232.00	10,725.00
Total Salary	\$56,160.00	\$42,900.00

**STREET DEPARTMENT**

<u>Street Superintendent (Greater than 7 Years Experience)</u>	\$21.40 Per Hour
MVH Fund 60%	
Waterworks Fund 20%	
Wastewater Fund 20%	
<u>Assistant Street Superintendent</u>	\$17.00 Per Hour
<u>Street Department Entry Level (With Experience)</u>	\$15.80 Per Hour
MVH Fund 25%	
Waterworks Fund 37.5%	
Wastewater Fund 37.5%	
<u>Street Department Entry Level</u>	\$14.73 Per Hour



## **WATER WORKS DEPARTMENT**

<u>Water Superintendent with DSM &amp; WT3</u> <u>(Distribution System &amp; Pressure Filter)</u>	N/A
<u>Water Superintendent w/ DSM or WT3 (With Greater than 7 Years Experience)</u>	\$21.63 Per Hour
<u>Water Department with DSM &amp; WT3</u>	\$19.97 Per Hour
<u>Water Department with DSM</u>	\$17.97 Per Hour
<u>Water Department Entry Level (With Formal Education)</u>	\$15.73 Per Hour
<u>Water Department Entry Level</u>	\$14.73 Per Hour

## **WASTE WATER (SEWAGE) DEPARTMENT**

<u>Waste Water Superintendent w/ CL 1 (With Greater than 7 Years Experience)</u>	\$21.63 Per Hour
<u>Waste Water with CL 1 (With Greater than 5 Years Experience)</u>	\$19.97 Per Hour
<u>Waste Water with CL 1 (With Greater than 3 Years Experience)</u>	\$17.97 Per Hour
<u>Waste Water Department - Entry Level (Some Experience)</u>	\$15.73 Per Hour
<u>Waste Water Department - Entry Level (No Experience)</u>	\$14.73 Per Hour

## **MARSHAL OFFICE - SALARIED**

<u>Town Marshal</u>	\$51,103.00
<u>Chief Deputy</u>	\$47,671.00
<u>Deputy (With Greater than 5 Years Experience with ILEA)</u>	\$40,508.00
<u>Deputy (With Greater than 3 Years Experience with ILEA)</u>	\$39,273.00
<u>Deputy (With Greater than 1 Year Experience with ILEA)</u>	\$38,038.00
<u>Deputy (With Less than 1 Year Experience with ILEA)</u>	\$36,803.00

Deputy (With Less than 1 Year Experience without ILEA)

\$35,568.00

Deputy - Part Time (Less than 1,500 Hours)

\$11.25 Per Hour

### **DEPARTMENT OF LAW**

Town Attorney

\$7,500.00

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 with Experience

\$15.09 Per Hour

Deputy Clerk - Entry Level

\$13.00 Per Hour

### **FIRE DEPARTMENT**

The Volunteer Fire Department of the Town of Geneva shall receive the following total compensation of \$14,800.00 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 30<sup>th</sup> of such calendar year. The Geneva Volunteer Fire Department shall be responsible to provide to the Clerk Treasurer with documentation, as requested, verifying requests for payment and certifying the firefighter's successful completion of training events.

#### **MISCELLANEOUS**

<u>Hourly Part-Time (Up to 1,500 Hours with Experience)</u>	\$12.80 to \$15.00 Per Hour
<u>Hourly Part-Time (Up to 1,500 Hours with No Experience – New Hire)</u>	\$10.92 Per Hour
<u>Town Hall Custodian</u>	\$125.00 to \$175.00 Per Month
<u>Other Seasonal and Summer Labor</u>	\$8.25 to \$12.25 Per Hour

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

That from and after January 1, 2018 certain aforementioned appointed officers and employees of the Town of Geneva, Indiana who perform the following extra services for the Town of Geneva shall receive, in addition to their base salary as set out in Section I, the following additional compensations per year.

<u>Pesticide Applicators License</u>	\$ .45 Per Hour
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### **SECTION III - 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 \$1,020.00 each for the calendar year.

B. Fire Department Clothing and Car Allowances:

The Fire Department shall be entitled to a clothing / vehicle allowance of \$8,242.00 for the calendar year of 2018. 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 \$1,212.00 each for the calendar year.

### **SECTION IV - OVERTIME PROVISIONS**

Overtime for all full time salaried employees of the Town of Geneva shall be at the rate as determined by the Town of Geneva Personnel Policy as adopted by the Common Council of the Town of Geneva which portions dealing with overtime are incorporated herein by reference. The Civilian hourly salaries have been set for forty (40) hours per week and overtime pay shall be paid to such civilian employees only for hours worked each week exceeding forty (40) hours.

### **SECTION V - HEALTH CARE BENEFIT**

The Town of Geneva shall pay 100% of 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 for all full time employees. The employees shall pay for any additional family coverage.

### **SECTION VI - EFFECTIVE DATE**


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

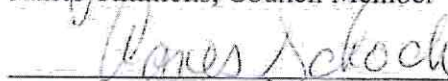


Duly passed, adopted and resolved by the Common Council of the Town of Geneva,  
State of Indiana, on December 12, 2017.


**TOWN COUNCIL OF GENEVA, INDIANA**

  
Richard Clutter, President

  
James Timmons, Council Member

  
Agnes Schoch, Council Member

ATTEST:

  
Jane Kaverman, Clerk-Treasurer