

## TOWN OF GENEVA COUNCIL MEETING

December 9, 2025 at 6:30 P.M.

Those present were asked to please rise for the Pledge of Allegiance.

The meeting was called to order by President Lynn Burry. Roll call showed Council members Andrew Briggs, Arlen Mitchel, Agnes Schoch, Stan Ringger, Clerk-Treasurer, Deputy Clerk, and Town Attorney present.

This meeting was livestreamed on the Town of Geneva's YouTube channel.

**PRESENT:** General Public: Alix Foster, Mark Schoch, Tony Lothridge, Duane Booth, Cathy Mitchel, Michael Padgett, Trent Shaffer, Scott Dunlap

**On a motion** by Stan Ringger, seconded by Andrew Briggs, and passed unanimously, Council approved the Executive Session meeting minutes for 11/4/25 and 11/10/25, and regular Council meeting minutes for 11/10/2025.

**Ordinances to Adopt:** **On a motion** by Arlen Mitchel, seconded by Stan Ringger, and passed unanimously, Council approved Ordinance 2025-6 Additional Appropriations. **On a motion** by Andrew Briggs, seconded by Stan Ringger, and passed unanimously, Council approved ordinance 2025-7 Fixing 2026 Salaries for Elected Officials. Reference Ordinance 2025-8 Fixing 2026 Appointed Salaries, lengthy discussion was had and changes were suggested. **On a motion** by Arlen Mitchel, seconded by Andrew Briggs, and passed unanimously, Council approved Ordinance 2025-8 pending the changes listed below:

1. Take-home vehicles:
  - a. Removed the "personal use" / IRS Form 1099 sentence.
  - b. Replaced the "department head" designations with the applicable employee names.
  - c. Removed all take-home vehicle paragraphs throughout Section I and consolidated them into a new, dedicated Section VII so all applicable employees are listed together.
2. Holidays –
  - a. **On a motion** by Stan Ringger, seconded by Andrew Briggs, and passed unanimously, Council approved revisiting MLK/Columbus Day. Added Martin Luther King Jr. Day and Columbus Day to the list of holidays and specified that employees *may* receive paid holiday time off, *subject to* Policy No. 305 of the Employee Handbook.

- b. **On a motion** by Arlen Mitchel, seconded by Andrew Briggs, and passed unanimously, Council approved changing the wording regarding how holidays are paid for part-time employees. Upon review of the Employee Handbook by the Town Attorney, Policy No. 305 already specifies the Town's policy and procedures for holiday pay and time off, including applicability of holiday pay for part-time employees. Specifically, it states that "part-time nonexempt employees will receive holiday pay equal to the number of hours that they would have normally been scheduled to work on that day." The Employee Handbook is the more appropriate place for specifying these policies and procedures; therefore, no additional language will be added to the ordinance.
- c. **On a motion** by Stan Ringger, seconded by Agnes Schoch, and passed unanimously, Council approved discussion regarding benefits for part-time employees, with the Deputy Clerk being grandfathered in and keeping the benefits as is. **On a motion** by Lynn Burry to leave the wording as-is, there was no second and the motion died. Stan Ringger stated we currently have no part-time employees, other than the Deputy Clerk, at this time, and this would be the time to make the change. This will be addressed at another time.

### 3. Weekend Duties

- a. **On a motion** by Stan Ringger, seconded by Andrew Briggs, and passed unanimously, Council approved discussion of Weekend Duty Pay. Weekend Duty Pay is to do the required water and wastewater readings. Verbiage needs added about the pay, as there is nothing in writing in the ordinance or the handbook at this time. **On a motion** by Agnes Schoch, seconded by Stan Ringger, and passed unanimously, Council approved "Weekend On-Call Compensation," which specifies that any employee assigned an on-call shift will be paid 4 hours of on-call compensation for each Saturday and 4 hours of on-call compensation for each Sunday on which the employee is designated as on-call, in addition to any hours actually worked. *4 hours on call for readings only. U300th*

### 4. Spray Certification Regarding Overtime Pay

- a. Trent Shaffer and Shaun Fosnaugh both hold the certification, but only one person is required to be certified to be in compliance. Stan Ringger suggested the pay be commensurate on use as it is not used every day. Per Town Attorney, ordinance does state the certification is listed as "additional pay" and overtime is not paid on additional income. **On a motion** by Stan Ringger, seconded by Andrew Briggs, and passed unanimously, topic will be tabled for further investigation.

**Items for Discussion/Vote – On a motion** by Stan Ringger, seconded by Andrew Briggs, and passed unanimously, Council approved the 2026 Town Council Meeting Calendar. **On a motion** by Agnes Schoch, seconded by Andrew Briggs, and passed unanimously, Council

approved 2026 Heavy Trash Day dates 5/30/25 and 10/3/25. **On a motion** by Stan Ringger, seconded by Agnes Schoch, and passed unanimously, Council approved discussion of a possible dog park and splash pad at Cardinal Park. **On a motion** by Stan Ringger, seconded by Arlen Mitchel, and passed unanimously, Council will not be supporting either of these items. **On a motion** by Stan Ringger, seconded by Agnes Schoch, and passed unanimously, Council approved discussion of the Medical Building. **On a motion** by Arlen Mitchel, seconded by Stan Ringger, and passed unanimously, Council approved Trent Shaffer changing the water/sewer line to a 1" line at the Medical Building. Marshal Booth was given permission on obtaining information for moving I.T. to the Medical Building as well as any immediate changes that need to be completed in order for the Police Department to this building. **On a motion** by Andrew Briggs, seconded by Stan Ringger, and passed unanimously, Council approved relocating the Geneva Police Department to the Medical Building. **On a motion** by Andrew Briggs, seconded by Stan Ringger, and passed unanimously, Council approved the bid process to replace the windows at the Town Hall regarding the mold issue. **On a motion** by Agnes Schoch, seconded by Stan Ringger, and passed unanimously, Council approved keeping the current Health Insurance through Anthem for 2026. The increase for 2026 is 8.39%. **On a motion** by Stan Ringger, seconded by Arlen Mitchel, and passed unanimously, Council denied paying the current tort claim that was received by Brightspeed. Town Attorney will send Brightspeed correspondence stating the Town will not be paying this claim.

No citizen comments at this time.

**Police Report** – Marshal Booth updated Council regarding computers being updated with DUO system, backup guns have arrived and qualifications are complete. New police reserve is going through the pre-basic course. Should be on the street by the beginning of the year. Departmental phones for the officers discussed. Total cost per full-time officer per year \$480.00. Officers would no longer get the monthly phone stipend. Phones will cost 99 cents each, and will include a mobile hot spot. **On a motion** by Agnes Schoch, seconded by Stan Ringger, and passed unanimously, Council approved ordering departmental phones for the Police Department for Official Use Only. **On a motion** by Stan Ringger, seconded by Arlen Mitchel, and passed unanimously, Council approved the updated Emergency Action Plan. Geneva Youth Council invited the Town Council to the Second Annual Cookies with Claus on Saturday, December 20, 2025 from 10AM to noon. **On a motion** by Arlen Mitchel, seconded by Agnes Schoch, and passed unanimously, Council approved two parking spots in front of Town Hall be blocked off to accommodate the event.

**Fire Report** – Chief Schoch reported that the Rainbow Lake 5K Run went well and the group expressed thanks to Council for allowing the event. Quotes for the bathroom remodel at the fire station were provided and are as follows:

|                                  |             |
|----------------------------------|-------------|
| Next Generation Builders LLC     | \$53,192.00 |
| Frank’s Quality Construction LLC | \$40,450.00 |
| Limberlost Construction, Inc.    | \$45,081.00 |

**On a motion** by Agnes Schoch, seconded by Arlen Mitchel, and passed unanimously, Council approved Frank’s Quality Construction LLC for the bathroom remodel. Chief Schoch indicated the remodel should be completed by the April 2026. Chief Schoch will notify Frank’s Quality Construction to get started.

**Work Force Report** – Trent Shaffer reported unexplained high usage of water. Numbers are fluctuating between 20,000 and 30,000 gallons. Council instructed Trent to research and report back to Council. Trent stated there has been trouble locating some lines at Red Gold. The new line has not been installed yet due to those issues. The Town of Geneva was denied the Community Crossings Grant for 2026.

**New Business** – PASER certification was discussed. Trent Shaffer is now certified and stated the inspections need to be done yearly. Trent believes it will take a couple of days to test the roads in town. Next inspection is due December 2026. There are continuing education hours that will be required. Stan Ringger reported if we get less than a 6 on the inspection, 40% of the MVH funds will be required to go towards roads. Trent stated the roads are averaging between a 5 and 6 rating at this time.

**Old Business** – Scott Dunlap from Utility Supply presented the Neptune system to Council again. Agnes Schoch contacted several references, all of which stated the program doesn’t save towns money, but assists the citizens in saving money. Cost to get the system up and running is \$41,668.30. **On a motion** by Stan Ringger, seconded by Arlen Mitchel, and passed unanimously, Council approved the purchase of the Neptune program. Town Attorney asked if Council was going to add a fee to the monthly utility bills for the citizens to help pay for this program. Lynn Burry asked that the Town Attorney send them the information on the hearing



process to add the fee. Agnes Schoch discussed I.T. updates, regarding moving away from the County I.T., except for the Police Department. Zoom meeting has been had with ESI and notes from the meeting have been provided to Council. Agnes, Clerk Treasurer, Fire Chief, Marshal, and Trent will have a Zoom meeting later this week with Innovative to see what they can do for the Town. Regarding the elevator, Elevated Oracle will be at the Town Hall during the week of December 15, 2025 to certify the elevator. **On a motion** by Agnes Schoch, seconded by Stan Ringger, and passed unanimously, signing the Elevated Maintenance Contract, based on the elevator being certified, was approved by Council, for \$962.70. Alix Foster provided information for a sound board and 6 new microphones for the livestreaming. **On a motion** by Stan Ringger, seconded by Agnes Schoch, and passed unanimously, Council approved the purchase of this new equipment, not to exceed \$1000.00.

**Clerk Treasurer – On a motion** by Agnes Schoch, seconded by Andrew Briggs, and passed unanimously, Council approved the November 2025 Bank Reconciliation. **On a motion** by Andrew Briggs, seconded by Agnes Schoch, and passed unanimously, Council approved the November 2025 Accounts Payable Vouchers.

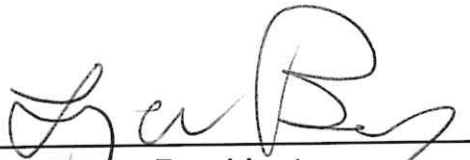
**Town Attorney** – no updates at this time.

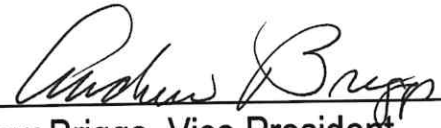
**Council Members** – Lynn Burry updated Council that Wabash Jay, Hartford, and Jefferson Townships signed the 2026 fire contracts. The Wabash Township Adams will be meeting with Lynn Burry and the Clerk-Treasurer on Friday, December 12, 2025 at 1:00PM to discuss the contract that has been presented to them. Council agreed to have an Executive Session on Monday, December 15, 2025, beginning at 5:00PM to interview the applicants for the full time Workforce Manager Position. Lynn Burry stated the next Nuisance meeting will be on Friday, December 12, 2025, at 9:00AM.

**On a motion** by Agnes Schoch, seconded by Andrew Briggs, and passed unanimously, Council approved adjourning the meeting.

Meeting adjourned.

Next Meeting: December 30, 2025 06:30PM

  
Lynn Burry, President

  
Andrew Briggs, Vice President

  
Arlen Mitchel, Council Member

  
Stan Ringger, Council Member

  
Agnes Schoch, Council Member

  
Christina Booth, Clerk Treasurer

December 9, 2025 Minutes