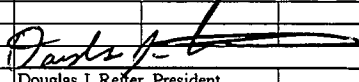

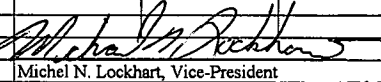
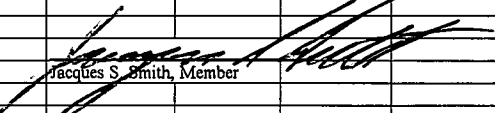
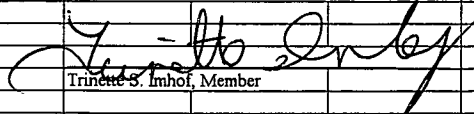
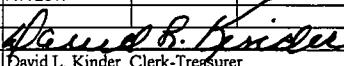


## 2006 ORDINANCES

Number	Date	Description
2006-001	1/13/2006	Amendment to Salary Ordinance (2005-026)
2006-002	1/9/2006	Establishing Water/Sewer Petty Cash Fund
2006-003	1/9/2006	Rescinding Ordinance 2000-004 (Street Dept. Petty Cash)
2006-004	1/9/2006	Amending Ordinance 2003-016 (Pre-Approved Claim Payment)
2006-005	1/13/2006	Economic Development Bond, Series 2006 Montessori Community, Inc
2006-006	1/13/2006	Amendment to Ordinance 2005-002 (Traffic Codes)
2006-007	2/20/2006	Enacting Supplement to Code of Ordinances
2006-008	3/6/2006	Zoning Change (Lomax B-1 to I-1)
2006-009	3/6/2006	Revising and Adopting Policy and Procedure Manual
2006-010	3/13/2006	Vacating Alley (Robert Smith)
2006-011	4/24/2006	Amending Municipal Works Petty Cash Fund
2006-012	4/24/2006	Extra Vacation ( Whelan, Bower and Alexander) <b>DENIED</b>
2006-013	6/12/2006	Ordinance to Purchase Coffee, Water, Food items
2006-014	4/24/2006	Amending Salary Ordinance for Part-time Court Clerks
2006-015	6/12/2006	Transfer of Appropriations
2006-016	5/22/2006	Establishing Clerk's Record Perpetuation Fund
2006-017	5/22/2006	Establishing Cash Change Fund for Town Court
2006-018	6/12/2006	Amending Ordinance 2000-011 Parks Dept. Petty Cash Fund
2006-019	7/10/2006	Creating a Retainage Fund for Public Works Contracts
2006-020	9/25/2006	Ordinance for Appropriations & Tax Rates for 2007 Budget
2006-021	9/11/2006	Amending Code Regulation (Grass, Weeds and Enforcement)
2006-022	9/25/2006	Change schedule rates & charges sewerworks (Amends Ord 2001-001)
2006-023	9/25/2006	Adopting Judgment of fees for Town Fines
2006-024	9/24/2006	Creates Non-Reverting Fund for Uninsured Medical Expenses
2006-025	10/23/2006	Transfer of Appropriations
2006-026	10/23/2006	Establishing Fees for Sellersburg Police Department
2006-027	10/23/2006	Revised Voter Districts (4 districts and 1 at-large district)
2006-028	11/30/2006	Transfer of Appropriations
2006-029	12/11/2006	2007 Salary Ordinance Employees
2006-030	12/11/2006	Transfer of Appropriations
2006-031	12/11/2006	Salary Ordinance for Elected Officials (2007)
2006-032	12/11/2006	Compensation for Appointed Officials (2007)
2006-033	12/11/2006	Amending Ordinance 2006-024 (Uninsured Medical expenses)

ORDINANCE NO. 2006-001													
Ordinance amending ordinance NO. 2005-026													
HOURLY, SALARY, HOLIDAY AND LONGEVITY PAY													
FOR EMPLOYEES OF THE TOWN OF SELLERSBURG, INDIANA													
FOR CALENDAR YEAR 2006													
BE IT ORDAINED by the Town Council of the Town of Sellersburg, Indiana, that the													
hourly, and salary pay for the Town of Sellersburg, Indiana for calendar year 2006													
payable from the General Fund, Water Utility, Sewer Utility, and the Parks and Recreation Fund of the Town of Sellersburg													
shall be as follows:													
Name	Hourly Rate	General Fund	MVH	Water	Sewer	General Fund	MVH	Water	Sewer				
<b>POLICE DEPARTMENT:</b>													
Chief of Police	1	Salary	\$25.20	100%		\$52,416.00	\$52,416.00	\$0.00	\$0.00	\$0.00			
Assistant Chief	1	Salary	\$22.85	100%		\$47,528.00	\$47,528.00	\$0.00	\$0.00	\$0.00			
Sergeant	1	Salary	\$18.55	100%		\$38,584.00	\$38,584.00	\$0.00	\$0.00	\$0.00			
Sergeant	1	Salary	\$18.55	100%		\$38,584.00	\$38,584.00	\$0.00	\$0.00	\$0.00			
Sergeant	1	Salary	\$18.55	100%		\$38,584.00	\$38,584.00	\$0.00	\$0.00	\$0.00			
Detective	1	Salary	\$17.98	100%		\$37,398.40	\$37,398.40	\$0.00	\$0.00	\$0.00			
First Class Patrolman	1	Salary	\$17.48	100%		\$36,358.40	\$36,358.40	\$0.00	\$0.00	\$0.00			
First Class Patrolman	1	Salary	\$17.48	100%		\$36,358.40	\$36,358.40	\$0.00	\$0.00	\$0.00			
First Class Patrolman	1	Salary	\$17.48	100%		\$36,358.40	\$36,358.40	\$0.00	\$0.00	\$0.00			
First Class Patrolman	1	Salary	\$17.48	100%		\$36,358.40	\$36,358.40	\$0.00	\$0.00	\$0.00			
First Class Patrolman	1	Salary	\$17.48	100%		\$36,358.40	\$36,358.40	\$0.00	\$0.00	\$0.00			
First Class Patrolman	1	Salary	\$17.48	100%		\$36,358.40	\$36,358.40	\$0.00	\$0.00	\$0.00			
School Resource Officer	1	Salary	\$17.48	100%		\$36,358.40	\$0.00	\$36,358.40	\$0.00	\$0.00			
Probationary Patrolman hired in 2006 will have a starting hourly wage of \$16.98.													
Name	Hourly Rate	General Fund	MVH	Water	Sewer	General Fund	MVH	Water	Sewer				
Full Time Police Dispatcher/Sec	1	Hourly	\$14.25	100%		\$29,640.00	\$29,640.00	\$0.00	\$0.00	\$0.00			
Full Time Police Dispatcher	1	Hourly	\$13.50	100%		\$28,080.00	\$28,080.00	\$0.00	\$0.00	\$0.00			
Full Time Police Dispatcher	1	Hourly	\$13.00	100%		\$27,040.00	\$27,040.00	\$0.00	\$0.00	\$0.00			
Full Time Police Dispatcher	1	Hourly	\$12.50	100%		\$26,000.00	\$26,000.00	\$0.00	\$0.00	\$0.00			
Part Time Police Dispatcher	1	Hourly	\$12.50	100%		\$26,000.00	\$26,000.00	\$0.00	\$0.00	\$0.00			
Part Time Police Dispatcher	1 Williams	Hourly	\$12.50	100%		\$26,000.00	\$26,000.00	\$0.00	\$0.00	\$0.00			
Full Time Police Despatcher hired in 2006 will have a starting hourly wage of 12.50													
Employee other than Police, Clerical, and Administration receives fifty cent raise for acquiring a CDL License for the first time													
<b>SANITATION DEPARTMENT:</b>													
Name	Hourly Rate	General Fund	MVH	Water	Sewer	General Fund	MVH	Water	Sewer				
Superintendent	1	Salary	\$20.35	100%		\$42,328.00	\$0.00	\$42,328.00	\$0.00	\$0.00			
Team Member	1 Harper	Hourly	\$16.25	100%		\$33,800.00	\$33,800.00	\$0.00	\$0.00	\$0.00			
Team Member	1 Robert Knard	Hourly	\$15.25	100%		\$31,720.00	\$31,720.00	\$0.00	\$0.00	\$0.00			
Team Member	1 Phil Hutchinson	Hourly	\$15.75	100%		\$32,760.00	\$32,760.00	\$0.00	\$0.00	\$0.00			
Team Member	1 Warren	Hourly	\$16.25	100%		\$33,800.00	\$33,800.00	\$0.00	\$0.00	\$0.00			
New Hire in 2006 will have a starting hourly wage of \$14.50													
<b>CLERK TREASURER'S OFFICE</b>													
Name	Hourly Rate	General Fund	MVH	Water	Sewer	General Fund	MVH	Water	Sewer				
Chief Deputy Clerk Treasurer	1	Hourly	\$15.90	100%		\$33,072.00	\$33,072.00	\$0.00	\$0.00	\$0.00			
Deputy Clerk Treasurer	1	Hourly	\$15.75	100%		\$32,760.00	\$32,760.00	\$0.00	\$0.00	\$0.00			
<b>ANIMAL CONTROL</b>													
Name	Hourly Rate	General Fund	MVH	Water	Sewer	General Fund	MVH	Water	Sewer				
Animal Control Officer	1	Salary	\$15.75	100%		\$32,760.00	\$32,760.00	\$0.00	\$0.00	\$0.00			
New Hire in 2006 will have a starting hourly wage of \$14.50													
<b>TOWN COURT</b>													
Name	Hourly Rate	General Fund	MVH	Water	Sewer	General Fund	MVH	Water	Sewer				
Court Administrator	1	Hourly	\$12.80	100%		\$26,624.00	\$26,624.00	\$0.00	\$0.00	\$0.00			
Part Time Court Clerk	(TBA)	Hourly	\$10.00	100%		\$4,160.00	\$4,160.00	\$0.00	\$0.00	\$0.00			
Part Time Court Clerk	(TBA)	Hourly	\$10.00	100%		\$4,160.00	\$4,160.00	\$0.00	\$0.00	\$0.00			
New Hire in 2006 will have a starting salary of \$12.50													

PUBLIC WORKS DEPARTMENT				Hourly Rate											
Team Member	1		Hourly	\$15.25		45%	15%	40%	\$31,720.00	\$0.00	\$14,274.00	\$4,758.00	\$12,688.00		
Team Member	1		Hourly	\$15.25		45%	15%	40%	\$31,720.00	\$0.00	\$14,274.00	\$4,758.00	\$12,688.00		
Team Member	1		Hourly	\$15.25		45%	15%	40%	\$31,720.00	\$0.00	\$14,274.00	\$4,758.00	\$12,688.00		
Team Member	1		Hourly	\$15.25		45%	15%	40%	\$31,720.00	\$0.00	\$14,274.00	\$4,758.00	\$12,688.00		
Team Member	1	Grover Cline	Hourly	\$15.25		45%	15%	40%	\$31,720.00	\$0.00	\$14,274.00	\$4,758.00	\$12,688.00		
Team Member	1	Brad Allen	Hourly	\$15.25		45%	15%	40%	\$31,720.00	\$0.00	\$14,274.00	\$4,758.00	\$12,688.00		
New Hire in 2006 will have a starting hourly wage of \$14.50					General Fund	MVH	Water	Sewer							
SEWER DEPARTMENT				Hourly Rate											
Superintendent	1	James Blincoe	Salary	\$20.35				100%	\$42,328.00	\$0.00	\$0.00	\$0.00	\$42,328.00		
Team Member	1	Earl Blevins	Hourly	\$15.25				100%	\$31,720.00	\$0.00	\$0.00	\$0.00	\$31,720.00		
Team Member(safety)	1	Robin Samples	Hourly	\$15.75				100%	\$32,760.00	\$0.00	\$0.00	\$0.00	\$32,760.00		
Saftey Coordinator shall receive .50 on hourly wage															
New Hire in 2006 will have a starting hourly wage of \$14.50					General Fund	MVH	Water	Sewer							
WATER DEPARTMENT				Hourly Rate											
Superintendent	1	Clark Henson	Salary	\$20.35				100%	\$42,328.00	\$0.00	\$0.00	\$42,328.00	\$0.00		
Team Member	1	Ronnie Blanken	Hourly	\$15.25				100%	\$31,720.00	\$0.00	\$0.00	\$31,720.00	\$0.00		
Pager Pay for Non-Salary employee will be \$100 dollars per week of on call service						45%	15%	40%	\$5,000.00	\$0.00	\$2,250.00	\$750.00	\$2,000.00		
New Hire in 2006 will have a starting hourly wage of \$14.50					General Fund	MVH	Water	Sewer							
ADMINISTRATION OFFICE				Hourly Rate											
Director of Public Works	1	Ken Alexander	Salary	\$28.84		45%	15%	40%	\$59,987.20	\$0.00	\$26,994.24	\$8,998.08	\$23,994.88		
Assistant Director of PW	1	Kevin Wright	Salary	\$25.94		45%	15%	40%	\$53,955.20	\$0.00	\$24,279.84	\$8,093.28	\$21,582.08		
Billing Manager	1	Stephanie Bowers	Salary	\$18.00		45%	15%	40%	\$37,440.00	\$0.00	\$16,848.00	\$5,616.00	\$14,976.00		
Billing Clerk	1	Lana McCutcheon	Hourly	\$14.25		45%	15%	40%	\$29,640.00	\$0.00	\$13,338.00	\$4,446.00	\$11,856.00		
Billing Clerk	1		Hourly	\$14.25		45%	15%	40%	\$29,640.00	\$0.00	\$13,338.00	\$4,446.00	\$11,856.00		
Building/Utilities Inspector	1	Jay Tanner	Salary	\$23.10		45%	15%	40%	\$48,048.00	\$0.00	\$21,621.60	\$7,207.20	\$19,219.20		
New Hire in 2006 for Billing Clerks will have a starting wage of \$14.00															
SEASONAL TEAM MEMBERS				Hourly Rate	General Fund	MVH	Water	Sewer							
Team Member				\$10.00			100%		\$6,000.00	\$0.00	\$6,000.00	\$0.00	\$0.00		
Team Member				\$10.00			100%		\$6,000.00	\$0.00	\$6,000.00	\$0.00	\$0.00		
Team Member				\$10.00				100%	\$6,000.00	\$0.00	\$0.00	\$0.00	\$6,000.00		
Team Member				\$10.00				100%	\$6,000.00	\$0.00	\$0.00	\$0.00	\$6,000.00		
PAYABLE FROM THE PARKS AND RECREATION FUND:															
					General Fund	MVH	Water	Sewer							
POOL				Hourly Rate											
Pool Manager				\$10.65					\$899,620.80	\$295,000.08	\$142,152.56	\$300,420.16			
Assistant Manager				\$9.05											
Returning Lifeguard				\$8.55											
Beginning Lifeguard				\$7.95											
Concessions				\$7.00											
SO ORDAINED this 13th day of February 2006															
 Douglas J. Reiter, President				 Paul J. Rhoads, Member				 Michel N. Lockhart, Vice-President				 Jacques S. Smith, Member			
 Trine S. Imhof, Member				ATTEST:				 David L. Kinder, Clerk-Treasurer							

**ORDINANCE NO. 2006-002**

**AN ORDINANCE ESTABLISHING A PETTY CASH FUND FOR THE  
SELLERSBURG DEPARTMENT OF MUNICIPAL WORKS**

**WHEREAS**, the Town Council for the Town of Sellersburg believes that the Town of Sellersburg Department Municipal Works should have a Petty Cash Fund in the amount of \$500.00 (five hundred dollars); and

**WHEREAS**, the Town Council for the Town of Sellersburg has determined that the herein ordinance is necessary for the efficient and effective administration of the Town Government; and

**WHEREAS**, the Town Council considers this matter at an open meeting which the public are invited to attend and participate; and

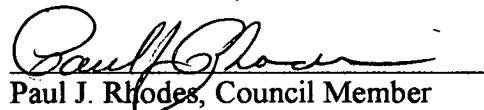
**BE IT THEREFORE NOW ORDAINED** that the Town of Sellersburg Water/Sewer Department shall have a Petty Cash Fund in the amount of \$500.00 (five hundred dollars).

SO ORDAINED THIS 9<sup>th</sup> DAY OF January, 2006.

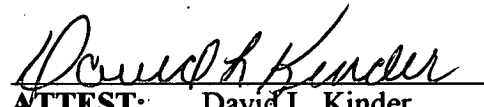
  
\_\_\_\_\_  
Douglas J. Reiter, Council President

  
\_\_\_\_\_  
Michael N. Lockhart, Vice President

  
\_\_\_\_\_  
Trinette S. Imhof, Council Member

  
\_\_\_\_\_  
Paul J. Rhodes, Council Member

\_\_\_\_\_  
Jacques S. Smith, Council Member

  
ATTEST: David L. Kinder  
Clerk-Treasurer

**ORDINANCE 2006-003**

**AN ORDINANCE RESCINDING ORDINANCE NO. 2000-004**

**WHEREAS**, the Sellersburg Town Council did on the 10<sup>th</sup> day of January, 2000, pass Ordinance No. 2000-004 which established a Town of Sellersburg Street Department Petty Cash Fund; and

**WHEREAS**, the Sellersburg Town Council has been advised by Sellersburg Clerk-Treasurer that Ordinance No. 2000-004 should be rescinded to eliminate conflict with Ordinance 2006-002; and

**WHEREAS**, the Sellersburg Town Council believes the herein Ordinance is necessary for the efficient and effective administration of Town Government; and

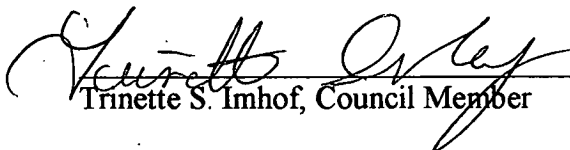
**WHEREAS**, this matter was considered at an open meeting to which the public were invited to attend and participate; and

**BE IT NOW THEREFORE ORDAINED** by the Sellersburg Town Council that Ordinance No. 2000-004 shall be and hereby is rescinded effective upon the date of passage of this Ordinance.

**SO ORDAINED THIS 09<sup>th</sup> DAY OF January, 2006.**

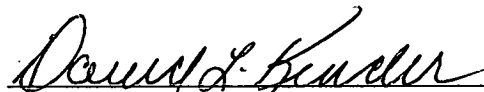
  
Douglas J. Reiter, Council President

  
Michael N. Lockhart, Vice-President

  
Trinetta S. Imhof, Council Member

  
Paul J. Rhodes, Council Member

\_\_\_\_\_  
Jacques S. Smith, Council Member

  
ATTEST: David L. Kinder  
Clerk-Treasurer

ORDINANCE NO. 2006-004

AN ORDINANCE AMENDING ORDINANCE NO. 2003-016 ESTABLISHING THE PRE-APPROVED PAYMENTS OF CLAIMS ON BEHALF OF THE TOWN OF SELLERSBURG

WHEREAS, the Sellersburg Town Council approved Ordinance No. 2003-016 establishing a definite policy regarding the pre-approved payments of claims submitted monthly for payment by the Town of Sellersburg; and

WHEREAS, the Sellersburg Clerk-Treasurer has advised that amendment to the herein ordinance is necessary for the efficient and effective administration of Town government;

BE IT NOW THEREFORE ORDAINED, by the Sellersburg Town Council Ordinance No. 2003-016 shall be amended to authorize the Town's fiscal officer to make payments of postage expenses incurred by the Sellersburg Department of Municipal Works in advance of a board allowance:

BE IT IS FURTHER ORDAINED by the Sellersburg Town Council that all other provisions of Ordinance No. 2003-016 which are not in conflict herewith shall remain in full force and effect without modification.

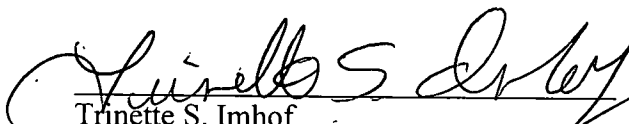
SO ORDAINED THIS 9<sup>th</sup> DAY OF January, 2006.



Doug J. Reiter  
Council President



Michael N. Lockhart  
Council Vice President

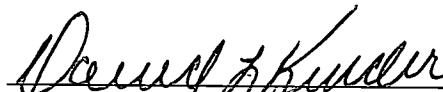


Trinette S. Imhof  
Council Member



Paul J. Rhodes  
Council Member

Jacques S. Smith  
Council Member



Attest: David L. Kinder  
Clerk-Treasurer

ORDINANCE NO. 2006-005

AN ORDINANCE OF THE TOWN OF SELLERSBURG, INDIANA AUTHORIZING THE ISSUANCE OF ITS ECONOMIC DEVELOPMENT REVENUE BONDS, SERIES 2006 (COMMUNITY MONTESSORI, INC. PROJECT), IN THE PRINCIPAL AMOUNT OF \$1,350,000.00 TO FINANCE THE COSTS OF THE COMPLETION OF AN ECONOMIC DEVELOPMENT FACILITY FOR COMMUNITY MONTESSORI, INC. AUTHORIZING THE EXECUTION AND DELIVERY OF A BOND PURCHASE AND LOAN AGREEMENT WITH RESPECT TO THE PROJECT AMONG THE TOWN OF SELLERSBURG, INDIANA, AS ISSUER, STOCK YARDS BANK & TRUST COMPANY, AS PURCHASER, AND COMMUNITY MONTESSORI, INC., AS BORROWER, PROVIDING FOR LOAN REPAYMENTS SUFFICIENT TO PAY THE PRINCIPAL OF, AND INTEREST ON THE BONDS AS THE SAME BECOME DUE; AND TAKING OTHER RELATED ACTION

A. The Town of Sellersburg, Indiana (the "Town") is organized and exists under the laws of the State of Indiana (the "State") and as such is authorized under the Economic Development and Pollution Control Act, as amended IC 36-7-11 and 12 (the "Act"), to issue its economic development revenue bonds and lend the proceeds thereof to "developers or users" (as defined in the Act) to finance the cost of "economic development facilities" (as defined in the Act), including, specifically, facilities for commercial, business, healthcare, including education, or recreational activities (whether for profit or not-for-profit), in order to accomplish thereby the public purposes of the Act and to benefit the general welfare of the Town, provided that such bonds are payable solely from revenues and receipts derived from the "financing agreement" (as defined in the Act) and are not in any respect a general obligation of the Town nor payable in any manner from revenues raised by taxation.

B. The Town of Sellersburg, Indiana, on October 18, 2004 issued \$4,500,000 of its Town of Sellersburg, Indiana Economic Development Revenue Bonds, Series 2004 (Community Montessori, Inc. Project) to finance the costs of the acquisition and construction of school

facilities located at 4102 St. Joseph Road, New Albany, Indiana 47150 and located approximate to the Town of Sellersburg, Indiana.

C. Community Montessori, Inc. (the "Company") an Indiana non-for-profit corporation engaged in the business of providing education, has now applied to the Town of Sellersburg Economic Development Commission (the "Commission") for additional Bonds in the amount of \$1,350,000 to finance the completion of the acquisition and construction of the new facilities located as aforesaid.

D. The Commission adopted on February 9, 2006, a Resolution approving the Borrower's application to the Town for issuance of additional economic development revenue bonds and adopted and approved the Project Report. On February 9, 2006, pursuant to prior published notice, the Commission, on behalf of itself and on behalf of the Town Council conducted a public hearing, in accordance with Section 147(f) of the Internal Revenue Code of 1986, as amended, (the "Code") and I.C. 36-712-24 of the Act, at which members of the general public were given an opportunity to comment on the proposed issuance of additional Economic Development Revenue Bonds to complete the Project, after which hearing the Commission found that the Project will have no adverse competitive effect on similar facilities already operating in the Town; will meet all applicable zoning laws; will benefit the health and general welfare of the Town; will comply with the Act; and the form of the Bond Purchase and Loan Agreement among Stock Yards Bank & Trust Company, as Purchaser, the Town and the Borrower, is in accord with the Act, and recommended the financing of the completion of the Project through additional Economic Development Revenue Bonds of the Town.

E. In order to accomplish the public purposes of the Act and to benefit the economic and educational welfare of the citizens of the Town, the Town Council considers it necessary and



proper to [i] authorize the issuance of the Town's Economic Development Revenue Bonds, Series 2006 (Community Montessori, Inc. Project) (the "2006 Bonds") and the loan of the proceeds thereof to the Borrower to finance the costs of the completion of the Project, [ii] authorizing the execution and delivery of the Bond Purchase and Loan Agreement, and [iii] take other related action.

NOW, THEREFORE, BE IT ORDAINED by the Town of Sellersburg Economic Development Commission as follows:

1. Public Purpose. The Town Council hereby finds and declares that the issuance of the 2006 Bonds and the loan of the proceeds thereof to the Borrower to finance the costs of the completion of the Project, as herein provided, will further the public purposes of the Act and will be of benefit to the general and educational welfare of the Town.

2. Authorization of the 2006 Bonds and the Project. For the purposes set forth in the preamble hereto, there is hereby authorized and directed:

- A. the confirmation and ratification of the Commission's Resolution;
- B. the issuance, execution, sale and delivery of the 2006 Bonds, as provided in the Bond Purchase and Loan Agreement.
- C. the authorization and approval and direction to the President of the Town Council to execute and deliver the Bonds with the Clerk/Treasurer of the Town Council to attest and also execute said 2006 Bonds.

3. Authorization of Bond Purchase and Loan Agreement. The President of the Town Council and the Clerk/Treasurer of the Town Council are hereby authorized and directed to execute and deliver on behalf of the Town the Council the Bond Purchase and Loan Agreement, substantially in the form attached hereto as Exhibit "A".

4. NONE OF THE BONDS WILL BE GENERAL OBLIGATIONS OF THE TOWN OF SELLERSBURG, THE TOWN COUNCIL OR THE TOWN OF SELLERSBURG ECONOMIC DEVELOPMENT COMMISSION; NEITHER THE BONDS NOR THE INTEREST THEREON CONSTITUTE OR GIVE RISE TO ANY INDEBTEDNESS OF THE TOWN OF SELLERSBURG, THE TOWN COUNCIL OR THE TOWN OF SELLERSBURG ECONOMIC DEVELOPMENT COMMISSION OR ANY CHARGE AGAINST ITS GENERAL CREDIT OR TAXING POWER; THE BONDS AND THE PAYMENT OF INTEREST THEREON SHALL BE SECURED AND PAYABLE SOLELY AND ONLY BY A PLEDGE OF AMOUNTS TO BE PAID BY THE COMPANY UNDER ANY LOAN AGREEMENT; AND NO PART OF SAID PROJECT COSTS WILL BE PAYABLE OUT OF ANY GENERAL FUNDS, REVENUES, ASSETS, PROPERTIES, OR OTHER CONTRIBUTIONS OF THE TOWN OF SELLERSBURG, THE TOWN COUNCIL OR THE TOWN OF SELLERSBURG ECONOMIC DEVELOPMENT COMMISSION.

5. Further Acts and Deeds: The President of the Town Council and the Clerk/Treasurer of the Town Council and other appropriate officers and employees of the Town are hereby authorized and directed to execute, acknowledge and deliver on behalf of the Town any and all papers, instruments, certificates, affidavits and other documents and to do and cause to be done any and all acts and things necessary or proper for entering into and effecting this Ordinance, the Bond Purchase and Loan Agreement and the 2006 Bonds, provided that neither the Town nor any of its members, officers, employees or agents shall incur any general liability thereby.


6. Severability. The provisions of this Ordinance are severable, and if any section phrase or provision hereof shall for any reason be declared invalid or unenforceable, such declaration shall not affect the validity of the remainder of this Ordinance.

7. Prior Conflicting Actions Superseded. To the extent that any ordinance, resolution, order or part thereof is in conflict with the provisions of this ordinance, the provisions of this Ordinance shall prevail and be given effect.

8. Effective Date. This Ordinance shall be in full force and effect from and after its enactment.

**SO ORDAINED THIS 13th DAY OF February, 2006.**

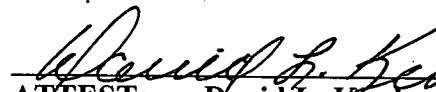
  
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Douglas J. Reiter, Council President

  
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Paul J. Rhodes, Council Member

  
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Michael N. Lockhart, Council Vice President

  
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Trinetta S. Imhof, Council Member

  
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Jacques S. Smith, Council Member

  
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ATTEST: David L. Kinder,  
Clerk-Treasurer

ORDINANCE NO. 2006-006

ORDINANCE AMENDING ORDINANCE 2005-002  
REGARDING THE TOWN OF SELLERSBURG TRAFFIC CODE

WHEREAS, the Sellersburg Town Council previously adopted Ordinance No. 2005-002 amending the Town of Sellersburg Traffic Code; and

WHEREAS, the Sellersburg Town Council has been advised amendments need to be made to said ordinance for efficient and effective enforcement thereof; and

WHEREAS, this matter was considered at an open meeting to which the public were invited to attend and participate; and

BE IT NOW THEREFORE ORDAINED by the Sellersburg Town Council that Ordinance No. 2005-002 shall be amended as follows:

Subsection E shall be amended to read as follows:

Specific streets. All traffic is required to travel at the speed within the maximum speed and weight limits established herein. It shall be unlawful for any vehicle to travel in excess of the maximum speed limit or operate a vehicle in excess of the maximum weight limit as previously established.


Subsection G shall be amended to read as follows:

A stop sign shall be erected and maintained at the locations established herein. A vehicle traveling on the following streets are required to come to a complete stop at the said intersections. It shall be unlawful for any vehicle traveling any street or roadway covered by the herein ordinance to fail to come to a complete stop at said intersections.

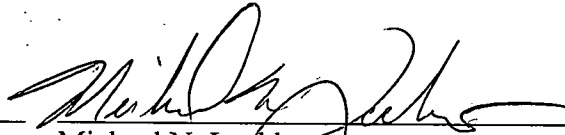
IT IS FURTHER ORDAINED that all other provisions of Ordinance No. 2005-002

which are not in conflict herewith shall remain in full force and effect.

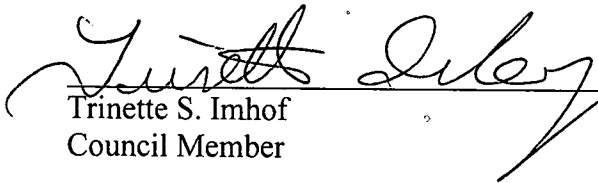
So ordained this 13<sup>th</sup> day of February, 2006.



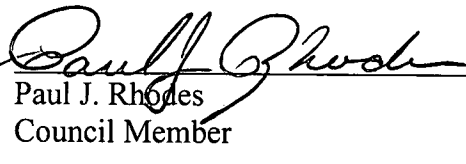
Doug J. Reiter  
Council President



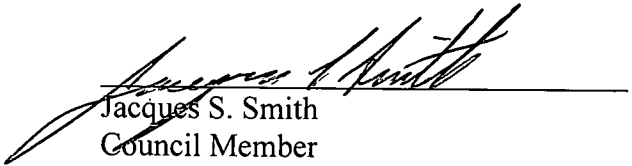
Michael N. Lockhart  
Council Vice President



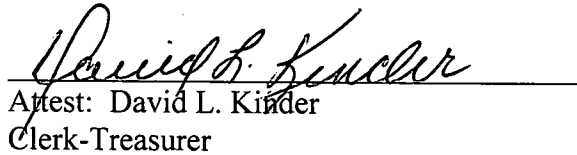
Trinette S. Imhof  
Council Member



Paul J. Rhodes  
Council Member



Jacques S. Smith  
Council Member



Attest: David L. Kinder  
Clerk-Treasurer

**ORDINANCE NO. 2006-007**

**AN ORDINANCE ENACTING AND ADOPTING A SUPPLEMENT TO THE  
CODE OF ORDINANCES FOR THE TOWN OF SELLERSBURG, INDIANA  
AND DECLARING AN EMERGENCY.**

**WHEREAS**, American Legal Publishing Corporation of Cincinnati, Ohio, has completed the 2006 supplement to the Code of Ordinances of the Political Subdivision, which supplement contains all ordinances and a general and permanent nature enacted since the prior supplement to the Code of Ordinances of this Political Subdivision; and

**WHEREAS**, American Legal Publishing Corporation has recommended the revision or addition of certain sections of the Code of Ordinances which are based on or make reference to sections of the Indiana code; and

**WHEREAS**, it is the intent of the Legislative Authority to accept these updated sections in accordance with the changes of the law of the State of Indiana; and

**WHEREAS**, it is necessary to provide for the usual daily operation of the municipality and for the immediate preservation of the public peace, health, safety and general welfare of the municipality that this ordinance take effect at an early date;

**NOW, THEREFORE, BE IT ORDAINED** by the Legislative Authority of the Political Subdivision of the Town of Sellersburg, Indiana:

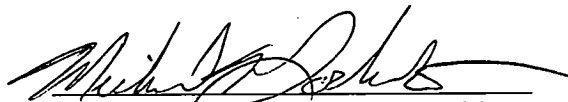
Section 1. That the 2006 supplement to the Code of Ordinances of the Political Subdivision as submitted by American Legal Publishing Corporation of Cincinnati, Ohio, and as attached hereto, be and the same is hereby adopted by reference as if set out in its entirety.

Section 2. Such supplement shall be deemed published as of the day of its adoption and approval by the Legislative Authority and the Clerk of the Political Subdivision is hereby authorized and ordered to insert such supplement into the copy of the Code of Ordinances kept on file in the office of the Clerk.

Section 3. This ordinance is declared to be an emergency measure necessary for the immediate preservation of the peace, health, safety and general welfare of the people of this municipality, and shall take effect at the earliest date provided by law.

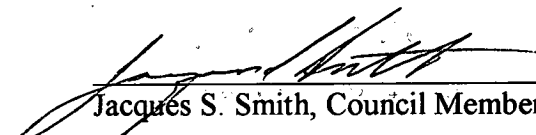
PASSED AND ADOPTED by the Sellersburg Town Council this 20<sup>th</sup> day of February, 2006.

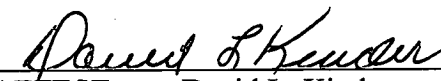
  
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Douglas J. Reiter, Council President

  
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Michael N. Lockhart, Vice-President

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Trinette S. Imhof, Council Member

  
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Paul J. Rhodes, Council Member

  
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Jacques S. Smith, Council Member

  
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ATTEST: David L. Kinder  
Clerk-Treasurer

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e Sellersburg

ORDINANCE NO. 2006-008

AN ORDINANCE AUTHORIZING ZONING CHANGE WITHIN THE TOWN OF SELLERSBURG, INDIANA

WHEREAS, the Town of Sellersburg Plan Commission has received a Petition requesting a change of zoning for a certain parcel of real property commonly known as the Samuel & Theresa Lomax property located within the Town of Sellersburg, Indiana, which is more accurately identified and described below; and,

WHEREAS, the Town of Sellersburg Plan Commission has reviewed the Petition requesting a change of zoning; and,

WHEREAS, the Town of Sellersburg Plan Commission determined that the Petition requesting a change of zoning complied with the requirements of Section 3.4.4 of the Zoning Ordinances of the Town of Sellersburg; and,

WHEREAS, the Town of Sellersburg Plan Commission has approved zoning change and recommended to the Sellersburg Town Council that said Petition for zoning change be approved; and,

WHEREAS, the Sellersburg Town Council has applied the standards and requirements as set out in Section 3.4.4(5) and has determined the requests for zoning change meets these standards and requirements; and,

WHEREAS, the Sellersburg Town Council has determined that the herein Ordinance will provide for the effective administration of Town Government; and,

WHEREAS, this matter was considered at a public meeting at which the public were invited to attend and participate.

THAT THIS ORDINANCE WAS PRESENTED AND PASSED AT THE TOWN COUNCIL MEETING ON March 6, 2006, AND WAS PRESENTED FOR FINAL VOTE AT THIS MEETING.

IT IS, THEREFORE, NOW ORDAINED BY THE SELLERSBURG TOWN COUNCIL AS FOLLOWS:

THAT A CERTAIN PARCEL OF REAL PROPERTY COMMONLY KNOWN AS THE SAMUEL & THERESA LOMAX PROPERTY AND WHICH IS MORE PARTICULARLY DESCRIBED AS FOLLOWS, TO-WIT:

TRACT I

A part of survey No. 89 of Illinois Grant, Clark County, Indiana and more particularly described as follows: Beginning at the iron pipe on the Southeast corner of Grantor's tract (as recorded in Deed Record 298-Page 98, Clark County Recorder's office), thence N 11 deg. 00 min. W. 499.70 feet to an iron pin; thence N. 11 deg. 30 min. W. 196.0 feet to an iron pin, the true point of beginning; thence S. 78 deg. 30 min. W. 117.00 feet to an iron pin; thence S. 11 deg. 30 min. E. 50.0 feet to an iron pin; thence S. 78 deg. 30 min. W. 30.0 feet to a point; thence N. 11 deg. 30 min. W. 200.0 feet to a point; thence N. 78 deg. 30 min.



E. 147.0 feet to a point; thence S. 11 deg. 30 min. E. 150.0 feet to the true point of beginning, containing 0.54 acre, subject to all easements, apparent or of record.

**TRACT II**

A part of Survey No. 89 of the Illinois Grant, Clark County, Indiana and more particularly described as the follows: Beginning at the iron pipe on the Southeast corner of Grantor's tract (as recorded in Deed Record 298-Page 98, Clark County Recorder's Office); thence North 11 deg. 00' West 499.70 feet to an iron pin, the true point of beginning; thence North 11 deg. 30' West 196.0 feet to an iron pin; thence South 78 deg. 30' West 117.00 feet to an iron pin; thence South 11 deg. 30' East 196.0 feet to an iron pin; thence North 78 deg. 30' East 117.0 feet to the true point of beginning, containing 0.526 acre, subject to all easements apparent to record. A part of the town of Sellersburg, Clark County, Indiana.

**SHALL NOW BE REZONED FROM THE CURRENT ZONING OF B-1 (LOCAL BUSINESS) TO I-1 (LIGHT INDUSTRY).**

DATED: March 6, 2006

  
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Douglas J. Reiter, Council President

  
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Michael N. Lockhart, Council Vice-President

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Trinette S. Imhof, Council Member

  
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Paul J. Rhodes, Council Member

  
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Jacques S. Smith, Council Member

ATTEST:   
\_\_\_\_\_  
David L. Kinder  
Clerk-Treasurer

ORDINANCE NO. 2006-009

AN ORDINANCE REVISING AND ADOPTING THE POLICY AND PROCEDURE  
MANUAL FOR THE TOWN OF SELLERSBURG

WHEREAS, the Sellersburg Town Council previously adopted a policy and procedure manual for the Town of Sellersburg; and

WHEREAS, the prior policy and procedure manual for the Town of Sellersburg was outdated and in need of modification; and

WHEREAS, the Sellersburg Town Council has developed a new policy and procedure manual for the Town of Sellersburg; and

WHEREAS, this matter was considered at an open meeting to which the public were invited to attend and participate; and

WHEREAS, the herein ordinance is necessary for the efficient and effective administration of Town government;

BE IT NOW THEREFORE ORDAINED by the Sellersburg Town Council that the previous policy and procedure manual adopted by the Town of Sellersburg shall be and hereby is rescinded and the new policy and procedure manual marked as Exhibit A and incorporated herein shall be and hereby is adopted effective immediately upon the execution of this ordinance.

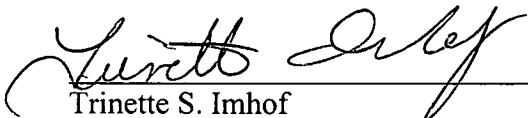
So ordained this 6th day of March, 2006.



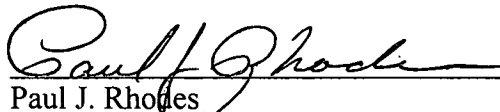
Doug J. Reiter  
Council President



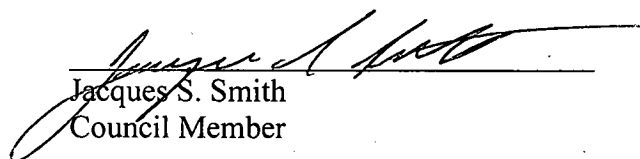
Michael N. Lockhart  
Council Vice President



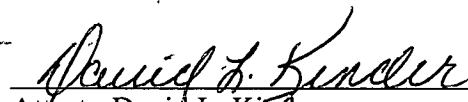
Trinetta S. Imhof  
Council Member



Paul J. Rhoades  
Council Member



Jacques S. Smith  
Council Member



Attest: David L. Kinder  
Clerk-Treasurer

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# WELCOME

TO A PROUD "TEAM" DEDICATED TO "CITIZEN SERVICE"

Your fellow employees of The Town of Sellersburg welcome you to the Team. You have been chosen to receive an opportunity to become part of a proud working tradition. Your co-workers and their predecessors have established an outstanding reputation serving the citizens of Sellersburg. Indeed, our motto is "Citizen Service". Simply put, this means our mission is to provide quality service on a consistent basis with economy and efficiency in mind. We must be ever mindful of how we spend our taxpayer's dollars.

Please understand you will be in the public's eye. Greater scrutiny and expectations from our citizenry is your heritage. We are confident you will serve with honor.

The Town policies and procedures have been adopted to provide guidance for all concerned. It is your responsibility to know and practice them: As you study them, please list any questions for review with your supervisor. A thorough understanding of these procedures will make all our working lives better.

When problems or concerns arise, please attempt to resolve them with your supervisor and/or Department Head. Perhaps the matter can be taken care of before it becomes necessary to file a formal grievance.

We ask that you do not let little problems become big ones through neglect. If its work related, and it is bothering you, discuss the matter with your supervisor.

The Town of Sellersburg is proud of the benefit package provided to our valued employees. Your supervisor will explain these benefits and let you know at what point you will be eligible for them.

Sellersburg is an outstanding community. One of the biggest reasons we are that way is the pride and dedication of our municipal work force. It is a pleasure to welcome you to an organization that is dedicated to "Citizen Service". We are confident you will soon be contributing towards that end.

# **Policy Administration**

## ***I. Introduction and Purpose***

The purpose of this Personnel Policy and Procedure Manual is to provide a consistent, systematic, and organized approach to the establishment, implementation, and administration of the personnel policies of The Town of Sellersburg (hereinafter referred to as the Town). It is written, adopted, and interpreted exclusively by the Sellersburg Town Council and their designee, and is not subject to modification, change, or contrary interpretation by any employee or employee representative organization except as may otherwise be specifically authorized and recognized by the laws and/or Constitutions of the State of Indiana and United States.

This Manual is to be used to assist and guide personnel in the day-to-day direction and performance of the general workforce, the result being that a number of important and responsible goals may be achieved:

First, by implementing uniform personnel policies that are applied in a consistent and impartial manner as is practicable, the goal is to promote the best possible working relationships and highest morale among all Town employees. This policy manual was created for Civilian Personnel not covered by any other bargaining agreement.

Furthermore, it is not the intent or purpose of this Personnel Policy Manual to supersede or overrule any State or Federal rules and regulations governing the operation of a department (the Police). It is, however, the intent of this Personnel Policy Manual to provide support, direction, and procedures that will enable the Town to practice fair and consistent daily personnel administration.

Second, by providing employees with fair and equal opportunities in their recruitment and advancement, by evaluating their services on the basis of merit and fitness, and by giving consideration to their needs and desires, the goal is to, provide an employment atmosphere that increases the cooperation and productivity of the employees together with the prospects for career opportunities within the Town and each office or department of Town government.

Third, by providing dependable and courteous services to the residents of the Town, the goal is to enhance the reputation and stature of the Town's departments and offices within the community.

## ***II. Organization and Responsibility***

- A. The Town is organized into various departments, or offices, to ensure adequate expertise, specialization, and efficient functioning. These departments, or offices, function under the administrative guidance and control of the Town Council, who are responsible for the day-to-day management and operation of the Town.
- B. The Town of Sellersburg is governed by the Town Council; Administration Personnel are hired positions directly reporting to the Town Council and are responsible for the general administration of Town business. These positions include: Municipal Works Director, Assistant Municipal Works Director, and Chief of Police.
- C. Department Heads are hired by the Designee of the Town Council as needed, within each Department, or Office, as provided in the annual budget, to provide proper control and supervision of certain internal and department functions.
- D. Each employee's particular duties, obligations, and areas of responsibility are defined in their position description and/or by assignment or directive of any supervisor. Employees are primarily responsible to their Immediate Supervisor for completion of specific work assignments and the quality, quantity, and timeliness of the work performed.
- E. The rights, authorities, powers, and responsibilities of Town employees at all levels, with respect to the policies in this manual, are more clearly delineated in the specific subject areas. However, in general, the Town Council is charged with the development, promulgation, and adoption of the provisions of this manual. The various management and supervisory personnel are charged with applying, interpreting, enforcing, and generally ensuring compliance with the provisions of this manual. It is the obligation and, a requirement as a condition of employment for each individual person employed by the Town to comply in every respect with the provisions of this manual and any related procedures and work rules and to perform their assigned duties in a responsible manner creditable to the Town. As such, all Town employees are expected to become knowledgeable about its contents and abide by the policies set forth herein. Any questions, concerns, or lack of understanding about a particular provision of this manual should be promptly discussed with your Department Head.



### **III. *Policy Manual Administration***

To implement this Personnel Policies and Procedures Manual and to oversee its administration on a day-to-day basis, the following procedures will be taken:

- A. A copy of this Manual will be given to all current employees of the Town of Sellersburg and to all new employees, to include full time, part-time, seasonal, and temporary subsequent to its adoption.
- B. The contents of this manual are subject to change without notice at the sole discretion of the Town Council. Only the Town Council will have the authority to make revisions of policies contained herein.
- C. Any changes in the Policy and Procedure Manual shall in no way alter the Employment-At-Will policy or create a binding contract between the Town and any employee.
- D. Employees are encouraged to make suggestions for improvements in personnel policies and practices. Suggestions should be directed to your Department Head in writing together with an explanation as to how such a change could benefit the Town, you're Department, and/or the public.
- E. The Town will undertake to accomplish a review of the manual at twelve-month intervals or as may be indicated by law or change in characteristics of the Town workforce.
- F. The Designee of the Town Council maintains the right to manage the work forces, consistent with the policies set forth in this manual and all applicable State and Federal laws. The Designee of the Town Council rights include, but are not limited to, determining method and procedure, assignment of duties, hours of employment, hiring disciplining, discharging, laying off employees for lack of work, lack of funds, or due to job abolishment. Compensation is determined annually in the Town's Salary Ordinance as adopted by the Town Council. The Designee of the Town Council shall submit changes to the Town Council for their review. The Town Council is charged with reviewing and providing compliance to any request according to this manual.
- G. The policies of this Manual supersede all previous policies of the Town of Sellersburg or any Department jurisdiction of the Town, written or unwritten, on subject matters covered or referred to herein.
- H. In the event that any Section of this Manual or amendment or revisions thereto is

held to be unenforceable, contrary to law or otherwise restrained from its full force and effect by a court or other tribunal of competent jurisdiction, the remaining Section(s) of the Manual, to the extent that they remain unaffected by such declaration restraint, shall continue in full force and effect.

#### ***IV. Equal Employment Opportunity***

It is the policy of the Town of Sellersburg that all personnel actions such as: hires, rate of compensation, benefits, promotions, transfers, layoffs, recalls, Town-supported training, and social or recreational programs shall be administered without regard to race, color, religion, national origin, sex, age, marital status, or non-job related handicaps. Therefore, all such personnel actions should be consistently administered to all employees without compromise and thus should be based on the results achieved on the job, as well as objective job relatedness in both job qualifications and performance standards.

#### ***V. Discrimination/Sexual Harassment***

- A. We believe that all our employees should be able to work in an atmosphere free from all forms of employment discrimination, including sexual harassment. The Town of Sellersburg's policy is to forbid sexual harassment and any type of discrimination. This policy extends to every level of our operations. Accordingly, discrimination and sexual harassment will not be tolerated. Activities of this nature serve no legitimate purpose; they have a disruptive effect on your ability to perform, and they undermine the integrity of the employment relationship.
- B. We take allegations of discrimination and sexual harassment very seriously. Any employee who believes that he or she is a victim of discrimination or sexual harassment should immediately bring the matter to the attention of his/her Supervisor, or in the case where the Supervisor is the problem, contact the designee of the Town Council for your department. All such matters will be treated confidentially, and with the utmost discretion. The Town Council will actively investigate all discrimination and sexual harassment complaints, and if determined that discrimination or sexual harassment has occurred, the Town Council will recommend appropriate disciplinary action against the offending party, up to and including termination.
- C. Acts considered to constitute sexual harassment include, but are not limited to,

unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature where:

1. Submission to such conduct is either an express or implied term or condition of employment,
2. Submissions to or rejection of such conduct is used as a basis for an employment decision affecting the harassed person;
3. The purpose or the effect of such conduct is to interfere with the affected individual's job performance or to create an intimidating, hostile, or offensive, work environment.

D. Acts considered to constitute discrimination include, but are not limited to

1. Hiring based upon race, color, religion, national origin, sex, age, marital status, or non-job related handicaps.
2. Promotions based upon race, color, religion, national origin, sex, age, marital status, or non-job related handicaps.
3. Pay increases based upon race, color, religion, national origin, sex, age, marital status, or non-job related handicaps.

## ***VI. American Disabilities Act (ADA)***

- A. It is the policy of Town of Sellersburg that qualified individuals with disabilities are not to be excluded from participation in, or benefit from the services, programs, or activities of the Town. It is the policy of the Town not to discriminate against a qualified individual with a disability in: job application procedures; the hiring, advancement or discharge of employees; employee compensation, job training, and other terms, conditions and privileges of employment. It is the intent of the Town to comply with all applicable requirements of the American's With Disabilities Act (ADA).
- B. The Town will reasonably accommodate persons with a disability on a case-by-case basis, which may include making facilities readily accessible to individuals with a disability, restructuring jobs, modifying work schedules and/or equipment, or similar accommodations. Accommodations may not create an undue hardship for the Town or other employees
- C. Employees who want an accommodation should inform the designee of the Town Council for their department of their condition. Such employees are required to provide pertinent medical information. Employees and the Supervisors should contact the designee of the Town Council for their department for assistance when an accommodation is necessary.
- D. Any individual who believes he or she has received treatment inconsistent with

the policies set forth above or any other requirement of ADA, may file a complaint with the designee of the Town Council for their department.

## ***VII. EMPLOYMENT-AT-WILL***

- A. Public employment is based on the "at-will" doctrine. "At-will" employment means, any individual may voluntarily leave employment or may be terminated by the Town at any time with or without cause. Any change to this policy will be effective only if set forth in writing and signed by both the employee and the Town Council.
- B. There are exceptions to the "at-will" doctrine, which prevent wrongful termination.
- C. This policy may not be modified by any statements contained in this manual or any other employee materials, including applications, memoranda, or other documents provided to applicants and employees in connection with their employment. None of these documents whether single or combined, create an expressed or implied contract of employment for a definite period, or an express or implied contract concerning any terms or conditions of employment.
- D. Similarly, Town policies and practices with respect to any matter should not be considered as creating any contractual obligation on the Town's part or as stating in any way that termination will occur only "for cause". Statements of specific grounds for termination set forth in this manual or in any other Town documents are examples only, not all-inclusive lists, and are not intended to restrict the Town's right to terminate at-will.
- E. Completion of a Probationary Period or conferral of regular status does not change an employee's status as an at-will employee or in any way restrict the Town's right to terminate the employee or change the terms or conditions of employment.

## ***VIII. EMPLOYER-EMPLOYEE RELATIONS***

- A. The Town is committed to a mutual rewarding and direct relationship with its employees. Thus, the Town attempts, to be receptive to constructive suggestions, criticisms, and questions. Regularly scheduled meetings will be held in each department to keep employees informed about items of interest and to discuss issues of concern to employees. The Town, as part of its commitment to delivering the highest level of services to our residents and visitors, expects all employees:
  - 1. To treat all residents, visitors, and suppliers as customers of all Town services

2. To represent the Town in a positive and ethical manner
3. To perform assigned tasks in a safe and efficient manner
4. To attend work as required and to be punctual
5. To demonstrate a considerate, friendly, and constructive attitude toward fellow employees, supervisors, and elected officials
6. To follow the Town and departmental policies and practices

B. The designee of the Town Council for their department with oversight from the Town Council retains discretion to exercise all managerial functions, including the following rights:

1. To dismiss, assign, supervise, and discipline employees.
2. To determine and change employee work schedules to meet the needs of our customers and guests of the Town of Sellersburg.
3. To assign employees to other jobs within departments or into other departments
4. To determine and adjust the employee number and specific qualifications of the workforce
5. To determine and change the nature, location, and services rendered quality, and continued operation of departments.
6. To assign duties to employees in accordance with the Town's needs and requirements and to carry out all ordinary administrative and management functions.
7. Changes to B1 thru B5 must be reviewed and approved by the Town Council to insure proper interpretation of the Policy Manual.

## ***IX. Alcohol and Drug Free Workplace***

It is the intent and obligation of the Town of Sellersburg, Indiana to provide employees with an Alcohol and Drug Free Workplace. As a condition of continued employment with the town, all employees are subject to random drug and alcohol testing at the expense of the town.

Employees of the Town of Sellersburg are expected and required to report to work on time and in appropriate mental and physical condition. It is unlawful to manufacture, consume, possess, control, distribute or sell alcohol, counterfeit drugs or narcotics in any amount, at any time during working hours, including breaks, lunch etc. It will also be considered a violation of this policy when the employee is performing his/her job functions while off Town premises. Violation of this policy will result in disciplinary procedures up to and including termination.

Keeping with the purposes and policies of the program, the Town of Sellersburg will administer a drug test when there are specific and objective reasons to believe that an employee's behavior is jeopardizing workplace safety. No test is to be performed until the "cause" to believe that the employee is impaired is documented-preferably in writing by at least two Town supervisors. Supervisors will contact elected official from the Town Council as soon as possible.

The Town of Sellersburg recognizes alcoholic or drug dependency as an illness and a major health problem. Additionally, the Town also recognizes alcohol or drug abuse as a potential health, safety, and security problem. The Town understands that some employees are hesitant or afraid to ask for help even when they are aware that they may have a drug and or alcohol problem. Employees needing help in dealing with such problems are asked to contact their Supervisor who in turn will notify designee of the Town Council for their department for guidance and direction. Every effort will be made to refer the employee who needs and requests such help to qualified help. Conscientious efforts to seek such help will not jeopardize any employee's job.

## ***X. Drug Testing: Pre-Employment and Post Accident***

Safety, efficiency and quality work performance by all employees is essential for the Town to be maintained in a positive position. The use of illegal drugs by employees adversely affects a safe, efficient, and productive work environment. The town is committed to providing a safe efficient and productive work environment for all employees.

A. In pursuit of this commitment, the Town's employment application process will require pre-employment drug screening. This screening is designed to prevent hiring individuals who use illegal drugs, which pose a potential for impaired or unsafe job performance.

1. Applicants who test positive will not be accepted for employment with the Town. Any applicant who refuses to fully participate in the drug screening process will not be accepted for employment with the Town. Any applicant who is rejected for employment under the above circumstances may reapply no sooner than 6 months after rejection.

B. Post accident testing: The Town of Sellersburg will require any employee who has a work related personal injury accident, property damage excess of 250 dollars, and/or a vehicle accident while on the clock to submit to a post accident drug and alcohol test. This will be performed within 24 hours after the accident. Failure to report an accident immediately to a supervisor will result in immediate termination. All supervisors shall report such accident immediately to the designee of the Town Council for their department. Failure could result in termination.

An employee who is required to take a post-accident drug and alcohol test will, at the Town's discretion, be assigned to a position, which does not require driving Town vehicles, or placed on non-disciplinary suspension with pay while awaiting the post accident results.

An employee who tests positive for drugs and or alcohol, or who refuses, or fails to submit to a post accident drug and alcohol test will be terminated and will not be eligible for rehire. .

## ***XI. CDL Requirements***

### **A. Commercial Drivers License**

Any Town employee, who is required to drive a Town vehicle, which meets the federal regulations, will be required to maintain a Commercial Drivers License (CDL). These employees will be required to participate in the Town of Sellersburg's alcohol and drug-testing program as mandated by the Department of Transportation.

The goals of the Town's alcohol and drug testing policy are to insure a drug and alcohol-free work environment, and to reduce and help eliminate drug and alcohol related accidents, fatalities, and damage to property.

Under the Town's Policy, drug and alcohol testing will be conducted on any current and/or prospective driver who may be required to operate a motor vehicle having a gross vehicle weight rating in excess of 26,000 pounds in interstate or intrastate commerce, and on any driver of a motor vehicle that is used to transport hazardous materials in a quantity which requires the vehicle to be placard regardless of the vehicle's size.

All applicants for positions with the Town which will include driving Town equipment, and which meets the above requirements will be notified of the Town's drug and alcohol use and testing policy at the time they apply. They will be required to pass an alcohol and drug test before becoming employed

by the Town of Sellersburg.

## **B. Post Accident Testing**

Any employee carrying a CDL must submit to a post accident drug and alcohol test immediately after an accident not to exceed a 2 hour period. As a condition of your employment a supervisor shall accompany the employee to the nearest testing facility. He/she will also be required to submit to a test whenever he/she receives a citation for a moving violation involving an accident. (i) When death occurs; (ii) either a person is injured because of the accident and the injuries require immediate medical treatment to the person away from the accident scene; (iii) one or more motor vehicles involved in the accident incur disabling damage and must be transported away from the accident scene by a tow truck or another vehicle. (A supervisor on the scene can ask the employee to submit to drug and/or alcohol test if they believe the situation warrants one even if there is no personal injury or disabling vehicle damage.) "Note the police can also request that a test be done following an accident."

An employee who is required to take a post-accident drug and alcohol test will be assigned to a position, which does not require driving Town vehicles, or placed on non-disciplinary suspension with pay while awaiting the test results.

An employee who tests positive for drugs and or alcohol, or who refuses or fails to submit to a post accident drug and alcohol test will be subject to discharge.

## **C. Random Testing**

The Town is required to test CDL employees on a random basis, and all such tests will be unannounced ahead of time. Every employee will have an equal chance of being selected every time the selection is conducted. Appropriate safeguards are also present to ensure that the identity of the individual drivers cannot be determined before or at the time of their selection. When a driver is randomly selected to be tested, he/she will be notified and instructed to report to the collection site immediately.

An employee who tests positive for drugs and or alcohol, or who refuses or fails to submit to a random drug and alcohol test will be subject to disciplinary action, up to and including discharge.



## **D. Reasonable Suspicion Testing**

Each CDL employee is required to submit to a drug and alcohol test whenever the Town has reasonable suspicion to believe that the driver has used drugs and/or alcohol in violation of DOT regulations and/or this policy.

Reasonable suspicion will exist when an employee's appearance, behavior, speech, or body odors indicate drug or alcohol use, or the withdrawal effects of drugs. Such observations must be personally observed and documented by at least one Town official who has received training covering the physical, behavioral, speech, and performance indicators of probable drug and alcohol use. (If the trained individual is not available, two supervisors who observe the impairment will use his/hers best judgment to determine whether a test is necessary.)

An employee who is required to submit to a reasonable suspicion test will be escorted by his/her supervisor to the appropriate specimen collection site for the drug and alcohol test.

The supervisor will arrange for the transportation of the employee home at the completion of the test.

An employee who is required to take a reasonable suspicion test will be considered by the Town as unqualified to work and placed on immediate suspension, without pay, pending the results of the test. An employee whose test results are positive will not be reimbursed for the time of the suspension.

An employee who tests positive for drugs and or alcohol, or who refuses or fails to submit to a reasonable cause drug and alcohol test will be subject to disciplinary action, up to and including discharge

## ***XII. Management Rights***

- A. The Council reserves all rights, which are afforded to them by virtue of their authority under the Indiana Code, together with all such other rights of management, which are inherent by custom to such positions.
- B. The Town Council is responsible for affixing compensation and benefits and otherwise regulates the employment of all employees of the Town in accordance with and to the extent authorized by applicable law.
- C. Specifically, Management rights include, but are not limited to, the following:
  1. The right to manage through the implementation, enforcement, amendment,

- deletion, or revision of policies, procedures, rules, regulations, and directives.
2. The right to control the efficiency of operations through organization or reorganization of work methods or procedures; layoff or recall of employees due to operational or financial needs; and improvement in work methods, equipment, machinery, and facilities.
  3. The right to direct the workforce through the determination of its size and number. The number of shifts required; work schedules and hours of employment. Determine when it is necessary for overtime or compensatory time, and the amount, if required. The selection, retention, and assignment of all employees based upon qualifications and departmental functions and duties; and disciplining them as required; including suspension, termination, or reduction in pay or position; and promoting and transferring employees as needed pursuant to established policy.
  4. The right to effectively, efficiently and economically manage the Department by determining acceptable standards of conduct and performances; the methods, means, equipment, materials, and processes for the accomplishment of work; the department's goals, objectives, programs, services, and work to be performed and to utilize personnel in a manner designed to meet these purposes and improve productivity.
  5. The right to determine when an emergency exists and implement actions and assignments deemed advisable and necessary to respond to such emergencies. Each designee of the Town Council for their department shall have the right and authority to promulgate and enforce any reasonable work rules and operational policies and procedures necessary to carry out the mission, goals, objectives, and functions of their Department.
- D. Designee of the Town Council for their department shall further have the right to promulgate and enforce any rules, regulations, and procedures necessary to implement the personnel policies contained in this Manual.
- E. Such rules, regulations and procedures shall not conflict in any manner with the policies of this Manual and are only applicable to the particular department or office.

# **Employment**

## ***I. Employment Status***

All employees of the Town of Sellersburg shall be categorized as salaried full time, hourly full time, part time, temporary, seasonal, and/or student.

- A. Salaried Full Time: An employee determined by Federal Labor Law.
- B. Full Time Employee: An employee who works 2080 hours per year, on a regularly scheduled basis or the standard full time workweek as designated by the Department Head.
- C. Part Time Employee: An employee who works less than 2080 hours per year, or less than full time as designated by the Department Head, but on a regularly scheduled basis.
- D. Part Time Temporary Employee: An employee who is hired to work:
  - 1. For limited periods of time, such as vacation replacements, summer employment
  - 2. On an irregularly scheduled basis, such as co-op students who work unspecified or alternating work hours due to school schedule
- E. All employees must provide the designee of the Town Council for their department with their current address and phone number. Changes in this information must be reported within five (5) days of an employee changing address or phone number. The designee of the Town Council for their department can inform Payroll Personnel concerning insurance carriers.

## ***II. Minimum Job Qualifications***

- A. It is the responsibility of employees to maintain the minimum qualifications of their classifications as established by the Town Council or designee of the Town Council for their department and /or mandated by State or Federal law. The designee of the Town Council for their department shall determine the qualifications and requirements for each classification in the Town.
- B. Employees failing to maintain the minimum qualifications of their classification, or who do not comply with State and Federal requirements may be subject to either termination of employment or a reduction of position.
- C. If a vacancy exists in a classification for which the employee is qualified, the

employee may be recommended for the position by the Department Head, with final approval granted by the designee of the Town Council for their department.

- D. An employee who is terminated pursuant to this Section may reapply for employment upon meeting the minimum requirements of the classification. An employee who is reduced in position shall receive the rate of pay of the new classification and may apply for his/her former position when a vacancy becomes available and the requirements of the position have been met. All employees are expected to make reasonable and diligent efforts to maintain the qualifications of their current classification. The provisions of layoff and recall shall not be applicable to this Section.

### ***III. Vacancies and Appointments***

- A. In the event the that a vacancy exists, a notice of such position opening shall be conspicuously posted for a period of (5) five working days on an memorandum throughout the Town's facilities. The notice shall include the date of posting, as well as the date the notice expires.
- B. All announcements will specify the job title, nature of the job, required qualifications, and essential functions of the position, compensation range, application deadline and the place to file such applications.
- C. Any employee may apply for a posted vacancy provided he or she possesses the requisite minimum qualifications and is not serving a probation period. Criteria used in evaluating an applicant's qualifications may include such considerations as evaluations, aptitude, attendance records, education, training, prior work experience history, physical and mental fitness for the position, and length of service with the Town and the particular Department or office.
- D. In the event that no qualified employees apply or the designee of the Town Council for their department determines that, such position(s) should be filled from outside, the designee of the Town Council for their department, at their discretion, may do so.
- E. An applicant for employment with the Town must complete an employment application, including acknowledgement that he or she is a citizen of the United States or has filed a declaration of intent to become one and a declaration that all information provided is truthful. Falsification of any statements by the applicant shall be cause for denial of employment or termination from employment if

discovered after the applicant has been hired. Evidence of a conviction of a felony which was not reported, or other conduct unbecoming a public servant of the Town or posing a threat to the legitimate business concerns of the Town or its various Departments shall also be cause for denial or termination from employment; however, prior criminal conviction(s) shall not be an automatic bar to employment. The application must be given to the designee of the Town Council for their department where the opening exists by the close of business on the last day of posting.

- F. Upon determination of which applicants meet the minimum job-related qualifications, the applicant's knowledge, skill, and ability to perform the essential functions of the position shall be considered. Applicants shall be required to provide any information and undergo any job-related performance tests, reference checks, background checks, or other job-related procedures necessary to demonstrate qualification for the position sought.
- G. Applicants selected for employment may be required to submit to a physical and/or psychological examinations and drug testing to determine their ability to perform the duties of the position for which they have been selected. Such examinations shall be conducted prior to commencement of employment and shall be a condition for acceptance as an employee of the Town. All testing and examinations required by the Town shall be at the expense of the Town. Examinations may include any job-related examinations determined to be pre-employment requirements. If an employee is being reinstated within one (1) year of separation, another examination may not be required. Any applicant choosing to waive the examination requirement shall submit a written affidavit from a qualified physician describing his or her state of health at the time of employment.
- H. In the event that an applicant has a disability which affects his/her abilities to complete employment testing, a request for reasonable accommodation, made by the applicant prior to the administration of the testing, (including accessible testing sites, modified testing conditions, and accessible testing formats) will be evaluated to ensure that the application process is available to all qualified applicants.
- I. Requests for reasonable accommodations will be evaluated for applicants and employees with a handicap as required by law. Health and medical conditions shall only be a bar to employment if the employee or applicant's condition is still such that after making reasonable accommodation he/ she could not perform the substantial and material aspects of the job. In addition, the Town, at its own expense, may require an employee at any time to take a medical examination conducted by a licensed physician to be selected by the Town if he/she has

reason to believe the employee is no longer capable of performing the substantial and material portions of the duties and responsibilities of their position.

- J. In the event that the minimum requirements and qualifications of a classification are changed by external law or technological advancement, it shall be the sole responsibility of the employee to meet such new requirements within a reasonable period and maintain such qualifications. Employees failing to maintain the minimum requirements and qualifications of their classification in a reasonable amount of time may be subject to reduction in position, provided a vacancy exists in a classification for which the employee is qualified or termination if no such vacancy exists. The Town has no obligation to create a vacancy for an employee failing to maintain the qualifications of is job.
- K. The designee of the Town Council for their department may eliminate a candidate from consideration if the candidate:
1. Does not possess the knowledge, skill, and abilities necessary to effectively perform the duties of the vacant position.
  2. Has made a false statement of material fact on the application form or supplements.
  3. Has committed or attempted to commit a fraudulent act at any stage of the selection process.
  4. An illegal alien is not legally permitted to work for the Town of Sellersburg. An applicant may be eliminated from consideration upon other reasonable grounds relating to job requirements (i.e. inability to perform essential functions even though reasonable accommodation). If an applicant is hired and it is subsequently discovered that any of the above disqualifying criteria apply, the designee of the Town Council for their department may terminate the employee for dishonesty, incompetence, nonfeasance, or malfeasance. The Town (through designee of the Town Council for their department) shall maintain a record keeping system reflecting the disposition of all job applicants and the reasons for hiring or not hiring an applicant. Such records shall be kept on file for at least two (2) years and shall include a completed job application, medical examination data, test results, and/or any job-related information
  5. Any applicant who has failed a pre-employment drug and alcohol screen.
- L. Continued employment by the Town is conditioned upon the employee maintaining the physical, mental, and emotional ability to perform the substantial and material portions of his/her duty (ies) and a satisfactory record of performance and discipline as determined solely and exclusively by the Town Council and/or designee of the Town Council for their department.

- M. If an applicant is hired and it is subsequently discovered that any of the above disqualifying criteria apply the designee of the Town Council for their department may terminate the employee.

## ***IV. Employment Orientation***

- A. An orientation program will be conducted for all newly hired employees of the Town. The primary purpose of the orientation program is to acquaint new employees with Town policies and departmental rules and procedures, the organization's structure, their position description, and to familiarize such new employees with facilities equipment, and introduce them to department personnel and supervisors.
- B. The designee of the Town Council for their department is responsible for establishing an orientation program for new employees within their Department and designate individuals to conduct such orientation.
- C. This orientation program may include such areas as:
1. Details to take care of before your first day on job:
  2. Application
  3. Review Town benefits
  4. I-9 Form
  5. W-4 Form
  6. Completion of all insurance forms
  7. Completion all payroll information
  8. Sign Drug-Free Workplace Policy
  9. Sign Town Safety Policy
  10. Review Town Personnel Policy and Procedure Manual
  11. Importance of attitude
  12. Employee dress code
  13. Reporting to work (time, place, and daily and weekly work hours)
  14. Where to store your personal belongings while working
  15. Personal calls
  16. Where to pick up your payroll check
  17. Who to see if there is a question/mistake on your check
  18. Job description and training for your new job
  19. Probationary period
  20. Overtime/Compensatory time
  21. Signing Compensatory Agreement form
  22. Who to call if absent
  23. Safety in the workplace

24. What you do in case of fire or other disasters
25. First aid procedures in case of emergency
26. Whom to contact if you have suggestions for improvements, Use of Town equipment and/or vehicles, Town grievance procedure
27. Job and employee information postings
28. Attend a Blood Borne Pathogen Class
29. Sign Hepatitis B vaccination form if received
30. Introduction to "all" employees within the department

D. It is the responsibility of the designee of the Town Council for their department to establish an orientation "check-off" list covering the above areas. The individual conducting the orientation will be required to check off each area after they have acquainted the new employee with this area and obtain the employee's signature and date indicating they have completed the orientation program, and understand all information provided in each of the above areas. The signed and dated check-off list will be filed in the employees' personnel file in the designee of the Town Council for their department personnel file.

## ***V. Probationary Period***

- A. Newly hired employees of the Town shall be required to complete ninety (90) calendar-days, probationary period. Such employees will be evaluated in writing on or about their completion of the ninety (90) calendar day probationary period. The evaluation will be discussed with the employees who will be requested to acknowledge their review in writing.
- B. The Probationary period allows management the opportunity to closely observe and evaluate their fitness and suitability for the position to which they have been appointed.
- C. Only those employees who demonstrate an acceptable standard of conduct and performance during this period shall be retained in their positions.
- D. If the service of a newly hired probationary employee is unsatisfactory, he/she may be removed or reduced at any time during his/her probationary period.
- E. Time spent on inactive pay status or non-paid leave of absence shall not be counted toward the completion of the probationary period.



## ***VI. Performance Evaluations***

- A. The designee of the Town Council for their department reserves the right to evaluate the performance of employees within his/her department at regular intervals or when determined necessary.
- B. The intent of performance evaluations is to determine whether an employee is maintaining an acceptable level of performance and as an instrument to correct employee deficiencies in performance. Although the specific intent of the Article is not to use performance evaluations for the sole purpose of disciplining employees, it may be used as a basis for disciplining employees; it may be used as a basis for disciplinary action if the employee repeatedly fails to maintain an acceptable level of performance.
- C. Each employee will be evaluated by the designee of the Town Council for their department at least once every twelve (12) months.

## ***VII. Employee's File***

- A. The Town maintains a confidential file for each employee, including (but not limited to) employment application, reference responses, attendance records, and evaluation reports. A copy of any written disciplinary action shall be given to the affected employee and shall be placed in the affected employee's personnel file.
- B. Upon written request, an employee may review their personnel file. This request must be signed, dated, and given to the record keeper for their department.
- C. Employee medical records will be maintained in accordance with HIPPA requirement.

## ***VIII. Transfer and Promotion***

- A. The Town of Sellersburg's policy is to promote from within whenever possible and to select employees for promotion on their ability and performance
- B. Transfer from one area to another area is possible. If you are interested in an available opening and believe, you are qualified to fill it, contact your supervisor.
  - 1. Selections will be made by evaluating the qualifications, work experience, and job performance of all eligible applicants.

2. Interviews will be conducted for selection in supervisory positions.

## ***IX. Demotion***

- A. A demotion may occur for one of the three reasons: (1) An employee's inadequate job performance; or (2) an employee requests a job move that is a demotion (request maybe denied); or (3) The Town makes a change that results in an employee being demoted, such as, but not limited to, when there is a change in job content or departmental structure. In this case, the demotion is not related to an employee's job performance.
- B. When the demotion is the result of one of the above-mentioned reasons, the employee's salary/wage may be affected. The employee's Department Head and/or Designee of the Town Council will notify and discuss the change with the individual.

## ***X. Resignation***

- A. In the event that an employee intends to resign, he or she should notify the Town Council or designee of the Town Council for their department, as appropriate, in writing at least two (2) weeks in advance of the effective date in order to assure continuity of operations.
- B. An employee who resigns while in good standing with the Town may be "reinstated" to the same or similar position at the discretion of the Town Council and Department Head if it has been within one (1) year following the effective date of the resignation. Reinstatement to his/her position preserves certain seniority rights. After the expiration of one (1) year, a former employee is eligible for rehire but not for any seniority rights.

## ***XI. Seniority***

- A. Seniority is defined for purposes of this Manual as the uninterrupted length of continuous service in the employ of the Town of Sellersburg.
- B. An authorized Leave of Absence does not constitute a break in service and seniority time continues to accumulate during the term of the leave if the employee returns to service following such authorized leave.
- C. An employee who is reinstated within one (1) year of the date of layoff retains previously accumulated seniority but not seniority credit for time spent while on layoff.

- D. Designee of the Town Council may utilize their own departmental seniority lists for purposes of work assignments, shift assignment, filling vacancies and other internal procedures.

## ***XII. Layoff and Recall***

- A. The Town may reduce staffing levels due to lack of work, lack of funds, or job abolishment for purposes of economy and/or efficiency. In the event of layoff, the Town Council, in consultation with the various designee of the Town Council for their department, shall determine in which classification(s) such reduction will occur. Employees shall be selected for retention or layoff because of performance, ability, qualification, and seniority. Employees who are affected by layoff shall be provided fourteen- (14) calendar day's written notice.
- B. The Town shall first attempt to layoff, part-time, seasonal, and probationary employees in classifications affected by the layoff if qualified full-time employees are available that can perform the functions of the position.
- C. Employees shall be laid off with consideration of length of continuous service and relative to the operational needs of the Town. Employees may displace less senior employees in another department, provided they possess the minimum qualifications and licenses required for the position.
- D. A recall list shall be established for each classification affected by the layoff, listing each laid off employee in the order of layoff.
- E. A laid off employee shall be eligible for recall for a period of one (1) year following the date of the layoff.
- F. The employee shall be responsible for keeping a current address on file with the Town. Failure to do so may result in the inability to notify the laid off employee of his or her eligibility for reinstatement.
- G. Each recalled employee shall be allowed ten (10) calendar days from the date of receipt of the certified letter to return to work, except in the event of extenuating circumstances, submitted in writing and approved by the Department Head.
- H. Any employee accepting or declining reinstatement to the same classification from which the layoff or displacement initially occurred shall be removed from eligibility for further recall.

## ***XIII. Training***

- A. Employee's Responsibility for Maintaining and Upgrading Job Skills: Each individual administrator, supervisor, and employee bears primary responsibility for maintaining individual knowledge, skills, and abilities necessary to perform the job, and for upgrading skills necessary to meet technological change or seek promotion. The Town will facilitate those efforts and provide training from time to time.
- B. An employee may pursue independent study or training but may not obligate the Town to pay expenses or compensation without specific advance permission. Employees may be required to attend job-related training programs, courses, workshops, seminars, etc. If the designee of the Town Council for their department assigns the employee to attend such training or approves a specific request from an employee to attend such training, the Town shall pay the expense incurred.
- C. Training Program Evaluation: The designee of the Town Council for their department may periodically examine current and proposed training programs in order to insure the program's relevance to both the individual employee and organizational training needs.
- D. On-the-Job Training (OJT): On-the-job training prepares an employee to perform the responsibilities required of his or her position. It allows the employee to learn his or her job duties, proper procedures, and expected performance levels.

## **Employee Behavior/Conduct**

### ***I. Ethics/Conflict of Interest***

- A. All employees are expected to maintain the highest possible ethical/moral standards and to perform within the law of the State of Indiana and other rules and regulations as may be set forth by the Employer. It is important to remember that the compensation of all employees is paid through taxes and user fees. Therefore, each employee assumes the responsibility to service the public in an honest, effective, and friendly manner.
- B. No employee shall use his or her position with the Town for personal gain, nor shall he or she engage in any business or transaction, which is in conflict with the proper discharge of his or her duties.

- C. All employees are expected to maintain the highest possible ethical, moral, and legal standards, and to perform their duties in compliance with all applicable federal, state, and local laws, the rules and regulations contained in this manual, and/or future administrative directives deemed necessary.
- D. No employee will, "without proper and legal authorization" disclose confidential information concerning the property, government, or affairs of the Town.
- E. No employee will represent private interests in any action or proceedings against the Town in any matter in which the Town is a party.
- F. No employee will engage in, accept private employment, or render services for private interests, when such employment or service is incompatible with the proper discharge of his or her official duties, or would tend to impair his or her independent judgment or action in the performance of his official duties.

## ***II. Late Arrival***

Late arrival is inexcusable and will not be tolerated, and may be subject to appropriate disciplinary action. Late arrival is defined as any situation where an employee reports to work after his or her scheduled starting time.

## ***III. Grooming***

When appropriate, a clean and neat appearance is required. (It is understood that some employees may become dirty during their work schedule. Every effort should be made to provide the community with a neat and clean appearance when possible.)

## ***IV. Dress***

- A. The Town of Sellersburg is a place of business and staff should dress accordingly. Department Heads are responsible for their employees dress.
- B. The Town of Sellersburg provides some of its employees with uniforms. These uniforms are provided and maintained at no cost to the employee. It is required that all employees who are provided uniforms wear them when they are on duty.

## ***V. Behavior***

- A. Always treat the public with respect. Employees are expected to adopt a friendly, courteous, and service oriented attitude towards the citizens of Sellersburg. The

possession and use of a firearm, ammunition, or other deadly weapons on Town property or while on duty by Town employees who are not police officers is strictly prohibited.

- B. Personal telephone calls are acceptable but should be limited. Receiving personal telephone calls at work shall be limited as much as possible. "Please inform family/friends concerning this policy." When telephone calls are necessary, please try to limit length of the call. No long-distance calls may be made without the supervisor's authorization.
- C. Improper (i.e. Immoral, Unethical and Unprofessional) use of, the Town's computers, and the Town's email system will not be tolerated.
- D. Fighting, immoral acts, threats, intimidation, or similar behavior aimed at the public or other employees will not be tolerated.
- E. Visits from family and friends while on duty should be limited.
- F. While not everything can be listed, you should remember that your behavior should reflect the fact that you work for the public and that your behavior could negatively affect the people you meet.

## ***VI. Outside Employment***

- A. Employment "conflicts", as set forth in this policy, are when a second job impairs the employee's ability to perform the duties of his or her position.
- B. Full-time employment by the Town shall be considered the employee's primary occupation, taking precedence over all other occupations. "Outside" employment, or moonlighting, shall be a concern to the designee of the Town Council for their department only if it adversely affects the job performance of the employee's Town job.
- C. Should the Department Head feel that an employee's outside employment is adversely affecting the employee's job performance, the designee of the Town Council for their department may recommend, but may not demand, that the employee refrain from such activity. However, any conflict, policy infractions, or other specific offense which is the direct result of an employee's participation in outside employment will subject the employee to discipline or discharge, in a manner that is otherwise consistent with the policies set forth in this manual.

## ***VII. Progressive Disciplinary Policy***

All employees are expected to perform their duties in a competent, efficient, and professional manner. Further, employees are required to act courteously and cooperatively with their fellow employees, supervisors, and the public. When employee conduct falls below these standards, disciplinary action may be warranted.

In order to promote the common good and welfare of the Town and its employees, the Town has established "rules of conduct". The commission of any of the acts listed below will result in disciplinary action ranging from verbal or written warnings to suspension or to immediate discharge depending on the act and the circumstances. This list is not exhaustive:

The following list provides examples of disciplinary violations. (This is not intended to be an exhaustive list.):

1. Excessive tardiness or absence
2. Leaving Town premises during working hours without permission
3. Failing to report absence one-half (1/2) hour before starting time
4. Unprofessional behavior while performing job duties
5. Neglect of duty and/or failure to perform assigned duties
6. Failure to follow established work procedure and policies
7. Gambling on Town premises
8. Horseplay or use of machinery, equipment, or tools in a hazardous manner
9. Creating or contributing to any unsanitary condition
10. Unauthorized use of bulletin boards
11. Posting notices in unauthorized places
12. Restricting one's own production or interfering with the production of other employees
13. Conducting personal business on Town time
14. Violating safety regulations
15. Failing to make an immediate report of an occupational injury
16. Fighting or committing an assault
17. Failure to report an accident while on company time
18. Failure to report a traffic ticket while driving a company vehicle
19. Loafing, loitering, or sleeping on the job
20. Absence without notification for three or more consecutive workday
21. Failing to return from leave of absence as scheduled. Improper use of accident leaves or extended disability leave benefits
22. Insubordination

23. Disclosure of confidential Town information to outsiders without proper authorization
24. Completing another employee's time record or allowing another to complete one's time record
25. Mistreatment of members of the public, fellow employees or supervisory personnel or blatant disrespect of fellow employees, supervisor, citizens
26. Using abusive or threatening language
27. Using, selling or being under the influence of illegal substance or controlled substances not prescribed by a physician
28. Disorderly, offensive or illegal conduct
29. Falsifying any Town records or employment application
30. Stealing or committing any criminal offense on Town property
31. Damage to or improper use of Town property either willfully or through gross negligence
32. Unauthorized use or possession of Town Property
33. Intentional neglect of duties and or failure to perform job tasks as assigned
34. Repeated Safety Violation

## ***VIII. Employee Appeal***

- A. In the event that disciplinary action must be taken against an employee, it will be for just cause and normally in a progressive manner (ie verbal warning, memo for record, final written warning) in an attempt to correct an employee's behavior, except in those cases of gross or serious misconduct where an employee may be subject to suspension, reduction, or removal from employment for violation of Group II rules.
- B. In cases of possible suspension without pay, reductions in pay or position, or termination, an employee shall be notified of the charges in advance and be afforded the opportunity to present evidence and witnesses on his or her behalf before disciplinary action. Said hearing will be before the designee of the Town Council for their department.

## ***IX. Grievance Procedure***

- A. It is inevitable that misunderstandings and differences will arise when employees of the Town are working together on a day-to-day basis. In order that employees have a formal process in which to have their problems and questions heard and appropriately resolved in a timely manner, the following grievance procedure is hereby established:



Step 1, The employee will submit an oral grievance to his/her Immediate Supervisor within (3) three working days of the action's occurrence. The Immediate Supervisor shall meet with the employee and make every effort to resolve the grievance within 3 (three) working days of the date of the presentation of the grievance.

Step 2, If the grievance has not been settled in Step 1, a written appeal shall be prepared in detail, dated, and signed by the employee, and presented to both the employee's Immediate Supervisor and the designee of the Town Council for their department within 3 (three) working days after the receipt of the Immediate Supervisor's oral reply from Step 1. Upon receipt of the written appeal, the designee of the Town Council for their department shall attempt to resolve the grievance and reply in writing within three working days of the date of presentation of the written grievance.

Step 3 If the grievance has not been settled in Step 2, the written appeal along with all pertinent correspondence to date shall be presented to the designee of the Town Council for their department within 3 (three) working days of the receipt of the reply from Step 2. The Designee of the Town Council for their department shall conduct a detailed investigation and he/she with the President of the Town Council shall issue a final decision within 10 (ten) working days of the date of presentation of the written grievance.

- D. Failure of the employee to submit his/her appeal within the time limits specified will result in the Town considering the matter settled and closed
- E. The time limits in the grievance procedure may be extended only by mutual written agreement of the parties due to extenuating circumstances.
- F. A grievance shall be considered resolved if, at any point, the grievant withdraws his or her grievance in writing or fails to process the grievance within the specified time limits.
- G. Any grievance not answered by the designated Department Head at any Step shall be considered to have been answered in the negative and may be taken to the next Step by the grievant in accordance with the procedures above.

# General Policies

## ***I. Travel and Expense Reimbursement***

- A. An employee may be reimbursed for mileage at the federal government mileage rate for the use of privately owned automobiles for official business. However, such reimbursement may be made only if the employee carries motor vehicle liability insurance as required by law.
- B. An employee must file all receipts on a claim form. Employee must state origin and destination of each trip in sufficient detail to account for the expenses claimed. No reimbursements are payable for travel between home and office. Travel expense reports, which include travel expenses, incurred more than thirty (30) days before the voucher date must be accompanied by a letter of explanation detailing the reason. Claims must be turned into the Clerk Treasurers within (7) seven days of the trip. Charges for parking are reimbursable on any day when an employee is entitled to claim reimbursement for mileage.
- C. Personal expenses incurred in traveling are not reimbursable, including but not limited to, personal telephone calls, laundry, entertainment, and alcoholic beverages.

## ***II. Health/Safety***

- A. In accordance with the Occupational Safety and Health Act of 1970, the Town of Sellersburg has established that as a matter of policy a safe and healthful workplace shall be provided for all employees. The Town Council has the ultimate responsibility and authority for compliance with the federal and state laws pertaining to Occupational Safety and Health
- B. Each employee is to work in a safe manner, and observe the safety procedures as instructed by your supervisor.
- C. Any accident hazards or unsafe conditions of equipment are to be corrected or reported to your supervisor immediately for his/her action. The designee of the Town Council for their department has been designated the central point of contact for OSHA/IOSHA issues. They will be responsible directly to the Town Council for implementation for the OSHA/IOSHA safety programs and standards. Nothing in this appointment shall reduce the responsibility or authority of Department Heads, Managers, and or Supervisors for the effective and ongoing performance of OSHA/IOSHA

- D. If you are involved in an accident while working, or witness an accident by another employee, it is to be reported immediately to the supervisor for his action.
- E. Worker's compensation forms will be filed for all injuries. All employees will file their report on the day the accident occurred. The degree of injury does not matter. If the employee has complications later, a properly completed form will allow the treatment to be covered by worker's compensation.
- F. If an employee is injured and is physically unable to complete the balance of the workday, he or she shall be paid for the remainder of that day. Further absence may require the employee to apply for benefits pursuant to Workers' Compensation.
- E. The Town's compliance with applicable OSHA/IOSHA laws, standards, policies, etc. shall be monitored, documented and reviewed by the designee of the Town Council for their department. The Department is authorized to establish such administrative and record keeping procedures as may be necessary to effectively evaluate and respond to the safety and health of Town work places and safe working standards and training, which involves *all Town employees regarding effective compliance with OSHA/IOSHA.*

### **III. Universal Precautions**

- A. Several departments within the Town may have occupational exposure to blood or other potentially infectious material. These departments include Police, WWTP, Sewer Line Maintenance, Park Employees Handling trash, Life Guards, Animal Control.
- B. Universal precautions will be observed at the Town in order to prevent contact with blood or infectious materials. All Blood and potentially infectious material will be considered infectious regardless of the perceived status of the source individual.
- C. Hepatitis B vaccinations will be provided at the employee's request.
- D. Employees should not compress trash in waste cans, as it would be easy to be stuck by a needle or other sharp object. Employees should also not place their hands on the bottom of trash bags for support as they could be stuck by sharp objects in the bag. Employees should examine the bags before picking them up to insure there are no sharp objects sticking out of the bag.
- E. Wastewater employees should not use their hands to clean out impellers or pumps since a used syringe may be lodged inside. A tool should be used; the pump disassembled and cleaned out.

- F. Wastewater employees should also use caution when shoveling out pits or tanks, as contaminated objects could be present in the sludge.
- G. Hand washing facilities are also available to employees who incur exposure to potentially infectious materials. Employees should wash as soon as possible.
- H. Protective gloves should be worn whenever possible.
- I. When performing CPR proper face guards must be used.
- J. Do not reuse gloves, face guards, or other protective equipment.

#### ***IV. Smoking Policy***

- A. Use of tobacco products by an employee or non-employee shall be prohibited in all areas and facilities of the Town that are designated as “non-smoking areas.”
- B. Any employee may make a written request to the Town that a work area be designated as a non-smoking area. Such request shall be considered and evaluated at the discretion of the Town Council or designee of the Town Council for their department.

#### ***V. Tools/Equipment and Vehicles***

- A. Employees are prohibited from using and loaning Town vehicles, materials, tools, equipment, and labor for personal or private use regardless of whether it is during work or non-work time.
- B. Employees may not expend labor during scheduled work hours for work not related to Town business. This prohibits any employee from performing private work for himself, another employee, or a non-employee.
- C. Use of Town Vehicles
  - 1. Any employee of the Town office or department who is required to operate a Town vehicle in the course of their employment shall be subject to the following conditions and restrictions:
    - a. Periodic record checks at the Bureau of Motor Vehicles at least annually
    - b. Use of seat belts by all drivers and front seat passengers
    - c. Reassignment or other appropriate personnel action in the event of license revocation, suspension, or traffic offense conviction such as DUI/DWI
  - 2. Employees who are required to operate Town vehicles during the course of their

employment must immediately report any condition that adversely affects their ability to operate such vehicle(s) and/or equipment.

- a. Must be able to meet insurability standards/requirements of the Town liability insurance provider
  - b. Maintain a valid driver's license.
3. In addition, employees must use Town vehicles when possible. Reimbursement for necessary emergency road service and repairs, parking, and highway-related tolls require appropriate receipts for reimbursement.
4. In the event of an accident, employees must do the following:
- a. Assist any injured party and call 911 for an ambulance, if necessary.
  - b. Do not move any vehicles unless instructed to do so by proper police authority.
  - c. Write down all pertinent facts such as the other driver's name, address, telephone number, license plate number, driver's license number, social security number, and name of insurance company and policy number, name, address, and telephone number of any injured party or witness.
  - d. Do not admit any fault or make any oral or written statements to anyone other than official personnel.
  - e. Notify your supervisor and submit a written report as soon as possible.

## ***VI. Solicitation and Distribution***

The following policy on solicitation and distribution is hereby adopted by the Town Council as to all Town premises including but not limited to the various administrative offices, locations, and work sites:

- A. Non-employees of the Town who intend a solicitation and distribution visit to the interior premises of the Town's facility shall give the Town Council and/or Department Head not less than twenty-four (24) hours notice of each visit. Such notice shall be accompanied by a list of persons intending access and a designated time. All solicitation and distribution activity by non-employees shall be confined to non-work time and in non-work areas designated by the Town and must not jeopardize health and safety. Exceptions to this are at the discretion of the Town Council and/or designee of the Town Council for their department and may include such persons as suppliers, vendors, and manufacturer's representatives who make regular visits with the continuing knowledge of the Town Council and/or designee of the Town Council for their department.
- B. Employees of the Town are strongly recommended not to engage in solicitation of

fellow employees.

- C. The Town Council or designee of the Town Council for their department may regulate any solicitation and distribution activity by any employee or non-employee, which disrupts or interferes with the normal work of the Town on its premises or in areas under the operational control of the Town.

## ***VII. Definitions:***

- A. Town: The Town of Sellersburg
- B. Take home vehicle: Town owned vehicle to be driven back and forth to work and for emergencies by Town employees
- C. Vehicle used 24/7: Town owned vehicles used by Town employees twenty four hours a day seven days a week
- D. On Duty Vehicle: Town Vehicle used only while the Town employee is on duty
- E. Employee: Any person in the employed by the Town
- F. Immediate Family: spouse, child, stepchild or dependent parent
- G. Illness: a bona fide employee or immediate family member illness serious enough in nature to require an employee to be absent from work.
- H. Non-Occupational Injury: an injury occurring while off the job which is serious enough in nature to require an employee to be absent from work.
- I. Work Area: as used in this policy includes, but is not limited to, offices, work sites, locations, conference rooms, common areas, and corridors leading directly thereto, and such other areas, which are essential to the performance of an employee's duties
- J. Non-Work Area: is any area on or off the Town's premises not designed as a work area
- K. Work Time: as used in this policy includes, all of the time when an employee's duties require that he or she be engaged in work tasks, but does not include the employee's own time such as meal periods, scheduled breaks, and time before or after a work shift
- L. Non-Work Time: as used in this manual includes, any time during an employee's workday where the employee is completely relieved of work duties, such as break time and lunch time. Whether an employee is in paid or unpaid status during

these times is immaterial to the designation of non-work time

- M. Salaried: Employee paid a predetermined amount of compensation weekly based upon a thirty-seven and one half hours (37 ½) workweek
- N. Hourly: Employee paid an hourly rate weekly/semi-monthly based upon a forty (40) hour workweek
- O. Exempt: Employee classified as Executive, Administrative, or Professional according to provisions of the Fair Labor Standards Act (FLSA), plus any elected official
- P. Non-Exempt: All employees that do not meet the Fair Labor Standards Act (FLSA) exempt provision

## ***VIII. Confidential Information***

In the course of your employment with the Town of Sellersburg, you may have access to information, which is confidential, including, but not limited to, information about any new Town projects, accounting records, personnel records, the community, and their families. You shall not use, disclose, or divulge the confidential information, to any third party, without prior authorization from the Town Council.

## ***IX. Hours of Work***

- A. Each designee of the Town Council for their department will establish the standard workday, workweek, and starting and quitting times for their department, taking into account current and anticipated workloads, public service needs, and other factors. No established schedule shall be construed as a guarantee of work hours or as a restriction on the Town's right to restructure the workday or workweek.
- B. The hours of work, including the workday, workweek, and work shift, for all employees shall be as established by the designee of the Town Council for their department of each Town office or department.
- C. Subject to the discretion of the Town, employees may be authorized to take break periods each full working day. Such breaks shall not interfere with the proper performance of the employee's work responsibilities, will be set by the designee of the Town Council for their department, and are subject to change.

- D. Operational needs and/or emergencies, however, may necessitate the establishment of other work hours, days, or weeks on a temporary or permanent basis.

## ***X. Flex Time***

The Town may utilize "time-off" or flexible hours in order to avoid having employees work in excess of forty (40) hours in a work week. The Department Head must approve flextime scheduling.

## ***XI. Retirement***

All full-time employees are covered by the Public Employees Retirement Fund. (PERF) All contributions are made by the Town. (For Police and Fire, refer to their policy manual.)

## ***XII. Communication Equipment, Internet and E-Mail***

All Town of Sellersburg employees have a responsibility to use the electric media provided in a manner, which both enhances the image of the Town and is productive in its service and operation.

This section applies to all Town employees, not subject to a prior agreement or contrary to provisions of law.

- A. Contracts and licenses with software program providers define the limits of software program use. Employees are forbidden to use any software program contrary to the provisions of these contracts and licenses. The Town provides the software programs that are anticipated to be needed by employees in performing their job responsibilities. If any employee believes that he or she needs additional software programs, he/she should consult with his or her supervisor.
- B. Employees found to be in violation of this may be subjected to disciplinary action up to and including termination of employment with the Town.
- C. Employees will not be allowed to load any of their personal software.



### ***XIII. Handling Citizens' Questions/Complaints***

- A. All citizens should be treated with respect and courtesy. Employees should not engage in arguments, debates, or lengthy discussions with private citizens regarding the Town's policies, procedures, or services. All complaints from a private citizen should be referred to your designee of the Town Council for their department.

### ***XIV. Conflict of Interest***

The Town of Sellersburg has always maintained the highest ethical standards in the conduct of our business affairs. We are proud of the reputation for the highest standards which our Town has developed and we know each of you share this pride. We have never believed it necessary to have a formal written policy on business ethics. Such a belief is based upon the knowledge of the high ethic standards to which each employee adheres in the conduct of his her job. However, there has been much public debate during the past few years on business ethics. In view of this public debate, we believe it is appropriate to issue the following statement.

#### **A. Interest in Other Business**

- 1. Employees or their families should not have a significant financial interest in any other business organization that does business with the Town, unless such interests have been fully disclosed in writing to the Town.
- 2. Employees should not serve as director, partner or consultant in an organization that does a significant amount of business with the Town without advising the Town of such association. Where a potential for conflict of interest exists, prior approval should be obtained from the Town.

#### **B. Favors Received by Town Employees**

- 1. Employees shall not accept gifts, including services, pleasure trips, loans or other favors from any person or business organization which does business with the Town. In application to this policy, it should be kept in mind that:
  - a. Employees may accept common courtesies usually associated with business practices

- b. A strict standard is expected with respect to gifts from suppliers on the common courtesies mentioned about should be accepted, and

C. Inside Information

1. Employees are to be mindful that they should not, without proper authority, release to anyone not employed by the Town or to another employee who does not need the information, data or information of a confidential nature about the Town.
2. Real Estate should not be acquired by employees when it is known that the Town has an interest in acquiring same.

D. Gifts and Entertainment by the Town

1. In the normal course of Town business, gifts, favors and entertainment may be given to others at the Town's expense provided they are
  - a. Consistent with accepted business practices
  - b. Of such limited value that they will not be construed as a bribe or payoff.
  - c. Not in violation of any applicable law or ethics standards, and
  - d. Not embarrassing to the Town by public disclosure.

E. Political Contributions

1. Under no circumstances shall employees use Town funds for contributions of any kind to any political party or candidate for public office or an officeholder.
2. There is a Town obligation and an individual employee obligation to fulfill the intent of the foregoing guidelines. The Town Council will continue to demonstrate its convictions and commitments to the highest standard of business conduct. Compliance of this standard of integrity will be expected from all employees where ever employed by the Town.

***Town of Sellersburg  
Employee Benefits Section***

# Wage and Hour Section

## ***I. Payroll***

- a. Payroll is paid on a weekly basis. All required deductions will be made according to the law.
- b. All non-elected hourly personnel will be required to maintain a time sheet. Salaried non-elected personnel will be required to maintain a time sheet for sick and vacation days only. This hand written entry must be authorized and initialed by the supervisor.”
- c. Straight time will be paid to hourly employees working 40 hours or less per work week. Work performed by hourly employees in excess of 40 hours in a work week will be considered overtime and will be paid at the rate of time and one-half the employee’s regular rate of pay for hours actually worked over forty (40) hours. Benefit hours (vacation, holidays, etc.) are not considered time worked for computing overtime.
- c. If an employee is called to work by an authorized individual during an emergency, he or she will be paid a minimum of two (2) hours. The employee will receive time and one-half for actual time worked. If the employee works less than two hours, he/she will receive time and one half for actual time worked and the difference between the amount of actual time worked and two hours at straight time. Exception: Employee who is called in to work on an approved holiday will receive double time for hours worked. This includes “On Call Person”

## ***II. Over Time***

- a. The designee of the Town Council for their department shall attempt to distribute overtime as equally as practicable to qualified employees within those classifications in which overtime is required.
- b. Any employee may be required to work in excess of the normal workday or workweek to meet operational demands. Overtime will be paid under the guidelines set out by the FLSA (Fair Labor Standards Act) and paid accordingly. Eligibility for overtime shall be based upon all hours in "active pay status".
- c. Overtime is generally discouraged and is usually performed only when the Supervisor determines it is necessary. All overtime must be approved by the

designee of the Town Council for their department in advance, except in unusual or emergency situations.

- d. Non-exempt (hourly) employees of the Town (see provisions of the Fair Labor Standards Act) (FLSA) shall receive overtime pay (or compensatory time off in lieu of overtime payment) for all time authorized and actually worked in excess of forty (40) hours in any work week at a rate of one and one-half (1½) times the employee's hourly base rate of pay. For purposes of calculation of overtime, paid vacation, holidays, and sick leave shall not be included as time worked...
- e. Non-exempt employees of the Town may, alternatively decide, per agreement between Town and employee may choose to receive compensatory time off for overtime hours worked in lieu of overtime.
- f. An employee works 45 hours in one week. The employee is entitled to five (5) hours of compensatory time. The employee would receive one and one-half (1.5) hour's time off for each hour over forty worked. Therefore,  $1.5 \times 5 = 7.5$  hours of regular work time off.
- g. Non-exempt employees can take compensatory time off after proper request has been submitted and approved by the employee's supervisor. Compensatory time must be used within 30 working days from the pay period in which it was accrued.

### ***III. Call Outs***

- a. Town employees who is designated as the "on Call Person" and are called out after working hours during the work week or on weekends, and have worked forty (40) hours that week, will be compensated at one and one half(1½) times their regular salary.
- b. The "On Call Person" shall receive 100 dollars per week as compensation for the on call service.
- c. All call outs should be listed on the employee's time sheet and approved by the supervisor.

### ***IV. PERF***

- A. Full time Town employees become fund members of P.E.R.F. on the first day of employment. Police employees may be governed separately.
-

B. P.E.R.F. is a State sponsored pension plan. For additional information and eligibility, contact the Utilities Director.

## ***V. Longevity***

The Town offers full-time employees longevity pay. Employees will receive longevity as established by ordinance or as directed by the Town Council.

## ***VI. Garnishments***

A court ordered legal claim against the wages of an employee by a creditor for nonpayment of a debt by legal authority is a garnishment and shall be recognized and executed by the Town. When a garnishment is received for an employee, the Clerk Treasurer's office will notify employee.

# Holidays/ Vacations/Leaves/Birthdays

## ***I. Holidays***

The following are paid holidays:

New Year's Day	January 1st
Good Friday	Friday before Easter
Memorial Day	Last Monday in May
Independence Day	July 4th
Labor Day	First Monday in September
Veteran's Day	November 11th
Thanksgiving (2 days)	Fourth Thursday & Friday in November
Christmas Eve	December 24th
Christmas Day	December 25 <sup>th</sup>

- A. All holidays are approved by the Town Council.
- B. If the holiday falls on Sunday, it will be observed on the following Monday; if it falls on Saturday, it will be observed on the preceding Friday.
- C. To receive pay for the holiday, the employee must work the scheduled day before and the scheduled day after the holiday. If an employee is off sick two days before, or more than two days after the scheduled holiday, they will not lose the holiday pay, if they provide their supervisor with a doctor's excuse. If an employee is confined to the hospital as a patient on the holiday, they will not lose the holiday regardless of the length of their confinement.
- D. If a holiday occurs while an employee is on vacation, such vacation day will not be charged against his or her vacation leave.
- E. Time worked on any of the above listed holidays shall be included in time calculations.
- F. An employee scheduled to return from a non-paid leave on the day after a holiday will not be paid for the holiday. An employee whose leave without pay is approved through the end of the last business day preceding a holiday is also presumed to be on leave during the holiday, and will not receive compensation for the holiday, unless the Department Head has specifically authorized pay
- G. Any full-time, hourly rated employee required to work (Christmas Eve, Christmas, or Thanksgiving Day) holidays will be paid 8 hours holiday pay in addition to

double time pay for hours worked.

- H. The holiday scheduled may be amended by the Town Council, with written notice, distributed to all departments within Town government.
- I. Probationary employees, Part Time employees, and Temporary employees will not be eligible to receive pay for the holidays.

## ***II. Birthday***

- A. Employees have the option of taking a scheduled work day off for their birthday with pay. This date must be approved by their supervisor if they wish not to exercise the actual birth date and is only good in the current year and cannot be carried over.

## ***III. Vacation***

A full time employee shall be entitled to annual vacation leave with pay according to the:

- A. Vacation eligibility is earned from January 1 through December 31. Vacations are taken the year in which they are earned and cannot be carried over into the following year. In rare situations the Town Council may approve an employees request to carry vacation time into the following year.

- B. An employee whom on the previous December 31<sup>st</sup> has completed:

Less than 1 year service-----1 day for each full calendar month worked, with a maximum accrual of ten (10) Days.

1 through 4 years of service-----10 days vacation

5 through 9 years of service-----15 days vacation

10 through 19 years service-----20 days vacation

20 years and over-----25 days vacation

Example:

An employee is hired on July 8, 1999. By December 31, 1999, that employee will have worked for five full calendar months, making him eligible for five days vacation in the following calendar year 2000.

In the calendar years 2001-2004, this employee would receive 10 days of vacation in



each of those years.

In the calendar years 2005-2009, this employee would receive 15 days vacation in each of those years.

In the calendar years 2010-2019, this employee would receive 20 days of vacation in each of those years.

Beginning in 2020, this employee would receive 25 days of vacation.

- C. Vacation leave is credited for all continuous service in active pay status. Vacation is not earned while an employee is in a non-paid status (i.e., leave of absence without pay, disciplinary suspensions, and disability leave under unpaid Family and Medical Leave).
- D. Vacations are scheduled in accordance with workload requirements of the individual department or office. For this reason, it is essential that vacation requests be made at least four (4) weeks in advance of the proposed starting date. Department Heads and have the authority to approve or deny vacation requests.
- E. From time to time the Town Council may establish a vacation schedule to new employees as part of a hiring incentive. New hire should obtain in writing the vacation schedule to be part of his/her employee file.
- F. If an employee's leaves employment with the Town of Sellersburg, for any reason, he/she will be paid for any unused vacation he/she might have accumulated. "Accrued vacation is computed by multiplying the number of full calendar months worked in the current year by the number of vacation days the employee normally would have earned (i.e. 10, 15, 20, or 25) had he/she worked the full year, and dividing that figure by 12. (Use actual amount rounded to hundredths.)
- G. If an employee resigns or is terminated with a subsequent rehire, the rehire date will be used for calculating the earned vacation benefits.
- H. If service is broken by release due to reduction in force and with a subsequent rehire, the original date of the previous employment will be use to calculate service if the employee's prior period of employment was longer than the time away from the Town. If the rehired employee was gone for a longer period of time than his/her prior employment; years, the rehire date will be used for calculating the earned vacation.
- I. Employees desiring vacation should check the dates of their vacation with their Department Head. Vacation leave is granted in minimum units of four (4) hours or half-day increments; lesser amount must have the approval of the Department Head.

Vacations shall be scheduled in accordance with the needs of the department and the Department Head will make every effort to respect the vacation requests. Seniority shall prevail in the determination of vacation requests.

J. Employees hired on a temporary basis are not eligible for vacation benefits.

K. Pay Practices

1. A "vacation's" is a normal eight (8) hour working day.
2. Pay for Vacation's is at the employee's regular base rate of pay, limited to the standard hours of work per week and subject to the standard work schedule of the facility where the employee works.
3. If a holiday falls in a period of vacation will not be charged as a vacation day.
4. For any period of absence due to illness or injury covered under the Sick Day Policy, which commences prior to, but extends into a period of scheduled vacation, and employee may, with the approval of his/her supervisor, defer the scheduled vacation period.
5. For any period of absence due to illness or injury covered under the Sick Day Policy, which commences after the beginning of the employee's scheduled vacation, the vacation period must be completed as scheduled after which, if the illness continues, the provisions of the Sick Day Policy will apply.

L. Part-time employees who are (1) hired to work for a limited period of time, such as summer employment, or (2) on an irregularly scheduled basis such as co-op students or interns, are not eligible for pro-rata vacations.

L. Payment in Lieu of Vacation Time. All employees are urged to take all of their vacation. Payment in Lieu of vacation time for employees with less than two weeks of vacation will not normally be permitted. Exceptions to this rule may be made where operating needs of the Town would require temporary help to be hired or overtime be paid. Town employees entitled to vacation time, in excess of two (2) weeks, may request pay in lieu of their additional vacation time. Employee requests shall be made in writing and approved by the designee of the Town Council for their department. A maximum of (1) week sell back is allowed.

## ***IV. Funeral Leave***

- A. Bereavement Leave must be arranged with the appropriate Department Head or Supervisor through a written request. The request must be executed by the employee. It must state the relationship between the deceased and the employee, and the length of time needed for the requested absence.
- B. All regular, full-time employees may take a paid leave of up to three (3) days in the event of the death in the employee's immediate family. Employee's immediate family for purposes of this Section shall mean an employee's spouse, parent, child, grandparent, grandchildren, sister, brother, corresponding in-laws, uncles, aunts, and other residents of the household of an employee.
- C. Time off, without pay, or using vacation or holidays, may be added to the aforementioned maximums with the approval of the department supervisor. Every effort will also be made for time off, without pay, to attend the funeral of a close friend.
- D. In exceptional circumstances, the employee may request an additional five working days of funeral leave. The Department Head must apply to the Town Council on behalf of the employee.

## ***V. Personal Time***

The Town Council recognize that occasionally, significant events and needs arise that require time away from work. Except in the case of an emergency, personal time should be scheduled as far in advance as possible with the designee of the town council to ensure that the schedule can be adjusted to compensate for the employee's absence.

- A. All salaried or hourly, full-time regular employees who, on December 31, have completed twelve (12) months continuous employment will receive twenty-four (24) hours of personal time on January 1 of each year.
- B. All salaried or hourly, full-time regular employees who have NOT completed twelve (12) months continuous employment on December 31 will receive personal time on January 1 based upon the following:
  - 1. Two (2) hours of personal time for each calendar month of service completed.
- C. Personal time is personal and specific reasons are not required for approval

D. All absences must be recorded on the employee's time sheet and acknowledged by the employee's supervisor.

E. Personal time can not be accumulated and no circumstance will an employee be paid for accumulated personal time.

## ***VI. Sick Days***

To provide employees with income protection during temporary periods of absence and to establish guidelines with respect to absenteeism caused by personal illness due to a non-occupational illness or injury and/or immediate family illness

### **A. Eligibility and Maximum Annual Days**

1. All salaried or hourly full-time employees based on the following:

- a. 0 to 6 months: Four (4) days. One (1) day at the end of 90 days of employment and one (1) day per month up to a total of four (4) days.
- b. 6 to 12 months: One (1) day per calendar month of employment beginning with the seventh month, but not over eight (8) per year.

Example: If an employee is hired on June 15, the first complete calendar month of employment would be July 15. An employee would not earn any sick days for the months of July and August but would commence earning one day of sick leave beginning on the fifteenth day of September during the first twelve months of employment

### **B. Reporting Absences:**

It is the employee's responsibility to report to his/her supervisor every absence, its estimated duration and the reason. An anticipated absence should be report by the employee, in a prompt manner, preceding the absence. An unanticipated absence should be reported as soon as possible during the morning of the first work day the employee is absent.

### **C. Proof of Illness:**

Before authorizing pay for an absence, the supervisor may require proof that the absence was unavoidable and necessary. The supervisor may require proof that

personal absence was unavoidable by a doctor's slip for the employee and/or a doctor's slip for dependent care, and is authorized to deny payment for such absences if these conditions were not met.

1. The employee may be required to obtain a letter from his/her physician as to the nature of illness or injury including any restrictions if the absence is over two consecutive days.

#### D. Pay Practices:

Persons who exhaust their sick days due to personal illness or absence due to the care of dependents, and who subsequently are absent due to their own illness, will not be paid.

1. Pay for authorized days absent is at the employee's regular base rate of pay, limited to the standard hours of work per week and subject to the standard work schedule for the department where the employee works.
2. In the event a paid holiday occurs during an illness period, which is being paid under the Sick Day Policy, the allowed time for illness will be suspended and the holiday benefit will be paid.
3. For any period of absence due to illness or injury covered under the Sick Day Policy, which commences prior to, but extends into a period of scheduled vacation, and employee may, with the approval of his/her supervisor, defer the scheduled vacation period.
4. For any period of absence due to illness or injury covered under the Sick Day Policy, which commences after the beginning of the employee's schedule vacation, the vacation period must be completed as scheduled after which, if the illness continues, the provisions of the Sick Day Policy will apply.
5. Under no circumstances are Sick Days to be considered as time off with pay for any reason other than a bona fide person/family illness or non-occupational injury/illness.
6. Maximum of 60 Sick Days can be accrued. Once an employee has reached 60 days accrued sick time, the employee will be paid at a rate of 2 – 1 on the first pay period of the following year. Example: On January 1<sup>st</sup> of a given year an employee has accrued 65 sick days. The employee would receive pay for 20 hours of regular time on the next scheduled pay period.
7. Employee will not be paid for earned or accumulated sick days at the time an

employees job ends with the Town of Sellersburg under any circumstances.

8. Sick days are given on January 1 of each year, after twelve (12) months of service.

## ***VII. Court Leave***

- A. Permanent salaried and hourly employees will be granted time off to fulfill their obligations as a jury member under the following condition.
- B. The employee will be paid the difference between their normal salary and the amount paid to them by the Court.
  1. The Bailiff of the court must certify actual days in attendance.
  2. It is expected that an employee will spend only required periods at the court, and any free periods during regular working hours will be spent at the employee's job when practicable.
- C. Time spent in jury duty will not affect an employee's vacation, sick or personal hours paid, or any other compensated time off.

## ***VIII. Military or Reserve Service***

- A. Reserve Training: I'D. Sections 10-5-8-1, 10-5-8-2, and 36-8-5-8 require that Indiana National Guard, Defense Corps, Naval Militia, and all U.S. Armed Forces reserve component members be authorized up to fifteen (15) working days leave with pay per calendar year for training purposes.
- B. Along with requests for such leave, employees are required to submit the published order authorizing the military duty or a written statement from the appropriate military commander authorizing such duty. Employees requesting such leave will also be required to complete the necessary leave papers.
- C. Active Duty: A permanent employee who is drafted or is called for active duty in the Armed Forces of the United States, the Coast Guard, Public Health Service, Civil Defense, or is drafted in the Merchant Marine Service, shall (in accordance with existing law) be entitled to reemployment after honorable discharge or discharge under honorable conditions from such services, provided the employee is physically and mentally able to do the work required and reports for work within ninety (90)

days of such discharge, or within ninety (90) days after he or she is released from hospitalization continuing after discharge for a period of not more than one (1) year. He or she shall be employed in the position or a similar position to the one held at the time of entry into the Armed Forces. All salary adjustments or position upgrades shall be granted to the employee upon reinstatement. In the event his or her former job no longer exists, he or she shall be employed in such a capacity for which he or she is qualified at a salary comparable with that he or she formerly received.

## ***IX. Leave of Absence without Pay***

A. Leave of absence without pay may generally be granted for full-time employees only for the following reasons:

1. For educational and training purposes.
2. For personal reasons, such as illness in the family (FMLA), personal problems, and legal difficulties, when there is such urgency that no other alternatives are available.
3. Entry into military service.
4. For personal reasons when the granting of the leave will not be disruptive to department operations, such as for travel or for highly unusual personal requirements.

B. Factors to be weighed in considering a request for a leave of absence are:

1. Time employed by the Town
2. Effect upon departmental performance

C. Requests for leaves of absence for a period of ninety (90) consecutive days with the exception of entry into military service. After 3 months leave-of-absence, an employee is considered as terminated. IN cases of pregnancy, a normal period of six (6) weeks may be granted. Leave-of-absences may be granted for a longer period of time for illness or education, with the Town Council's approval.

D. When an employee goes on a leave-of-absence, sick leave accumulation will be suspended for the period of the leave. The days previously accumulated will not be lost; they will remain frozen until the employee returns to work and once again begins accumulating days. Vacation days earned and holidays due will be paid when the leave begins and no days will be earned while on leave.

E. The Town will continue paying the Town's share of group insurance, during extended illness leave, for up to 120 consecutive days.

## ***X Family Medical Leave:***

- A. The Family and Medical Leave Act of 1993, enacted February 5, 1993, allows for "eligible" employees to request and, if approved, receive up to a total of twelve (12) weeks of unpaid leave during any twelve (12) month period for four circumstances:
1. Birth of a child of the employee and in order to care for the child;
  2. Placement of a child with an employee for adoption or foster care;
  3. A spouse, parent, or child (including biological, adopted, foster and step-children) of the employee has a "serious health condition" which requires care by the employee; or
  4. The employee suffers from a "serious health condition" which prevents the employee from being able to perform the functions of his/her position.
- B. An "eligible" employee is an employee that has been on the Town payroll for at least twelve (12) months and has worked at least 1250 work hours during the twelve (12) months preceding the request for leave.
- C. FMLA requests are to be made in writing to the Utilities Director. FMLA forms are available from the Utilities Director.
- D. In the case of leaves for the birth of a child or adoption, an employee is required to provide not less than thirty (30) days advance notice or as much advance notice as possible of the intent to take leave.
- E. Employees seeking leave for a foreseeable medical treatment for himself or herself or a family member must also give thirty (30) days notice or as much notice as possible and, attempt to schedule the treatment so that the leave does not disrupt Town operations.
- F. The Town has the right to request that the medical leave be properly certified by the health care provider and the employee is to provide such certification in a timely manner. If an employee requests a leave to care for a family member, the certification must confirm that this is necessary and contain an estimate of the amount of time involved. When intermittent medical leave is sought, the certification must recite the anticipated dates and duration of treatment.
- G. Failure to return to work on the determined return to work day will be considered as a resignation by the employee
- H. Approval/Denial of FMLA

The Department Head shall notify the employee orally or in writing within two (2)



business days as to the approval or denial of their FMLA request, and that any sick, personal, or vacation leave will be set off against the leave pursuant to the Department Head's policy regarding it (See "Utilization of Accumulated Paid Leave"). Oral notice will be followed by written confirmation by payday' following. If the Department Head is late complying with these notice requirements, paid leave may only be set of against FMLA leave prospectively, once notice is given (See "Utilization of Accumulated Paid Leave" below). The Department Head shall note the starting and ending dates of leave, reinstatement procedures, and utilization of accumulated paid leave. The Department Head shall send a copy of this written notice to the insurance office. The Utility Office shall notify the employee as to the status of insurance coverage and the employee's contribution, if applicable.

Employees may request intermittent or reduced leave schedules to accommodate medically necessary treatment in connection with a serious health condition. Intermittent or reduced leave may not exceed the total hours an employee would have worked during their regular twelve- (12) week schedule. If intermittent or reduced leave is approved, the Department Head may require the employee to schedule the leave so that it does not disrupt the Department head's operation, or the employee may be placed in an alternate position, which better accommodates the intermittent leave schedule.

#### I. Working While on Family and Medical Leave

An employee who is self-employed, accepts other employment, or works for any other current Town during a Family and Medical Leave, must report such work immediately to the Utilities Director.

An employee who becomes self employed or accepts other employment during Family Medical shall be considered to have terminated employment with the Town as of the date of such employment began.

Employees described in the immediately preceding paragraph may be required to reimburse the Town for the employer-paid portion of group health insurance premium contributions made while the employee was on leave.

#### J. Job Restoration

1. During Family and Medical Leave, every effort will be made by the Town to hold an employee's position open until he or she returns to work.
2. However, based upon the necessity of continuing operations during an employee's absence, the Town may choose to fill any non-elected position. If the position is filled while an employee is on the FMLA, the Town will make every effort to place the employee in an equivalent position, with equivalent pay,

benefits, and other terms and conditions of employment. In addition, the position into which the employee is placed will have substantially similar duties.

NOTE: If an employee's position is eliminated during the Family and Medical Leave, through, for example, layoff or restructuring, the employee will not be entitled to return to his or her former or an equivalent position.

3. The Town does not have "light duty" positions, but if a health care provider indicates in writing that an employee is not able to perform all the essential functions of the position, but that the employee may perform his or her job with restrictions, the Town will make every effort to cooperate with a doctor's written orders for restrictions placed on an employee in order for the employee to perform meaningful and necessary work the Town needs done. Arrangements for light work must be made in writing and approved by the Department Head in advance of an employee's return.
4. Employees whose FMLA was for their own personal medical conditions must, prior to reinstatement, submit a medical certification to their Department Head as to their ability to return to work, subject to a second medical opinion as deemed necessary by the Department Head, or a third medical opinion as provided in the Family and Medical Leave Act.
5. Employees on FMLA who do not return to work immediately following release from the health care provider as fully restored to perform all the essential functions of his or her positions, shall be considered to have voluntarily terminated employment as the date of the release.
6. Employment will be terminated if an employee is not able to return to work at the end of the FMLA. There may be exceptions to termination required under the ADA; and the Town will comply with ADA.

#### K. Definitions under Family and Medical Leave Act

1. Spouse: A husband or wife: Unmarried domestic partners do not qualify for FMLA to care for their partner
2. Child: A son or daughter, including a child eighteen (18) years or over who is incapable of self-care because of a mental or physical disability
3. Parent: A biological parent or an individual who stands in the place of a parent to the employee. "In-laws" are not included in the definition of parent
4. Foster Care: Placement of a child with the employee through a formal agreement for substitute care requiring state action, rather than an informal arrangement to take care of another person's child
5. Serious Health Condition: An illness, injury, impairment, or physical/mental condition that involves a period of treatment that requires absence from employment for more than three (3) calendar days and involves care by a health care provider. Serious health condition also includes continuing treatment of chronic or long-termed incurable conditions and prenatal care.

6. The Utility Department will assist you with any questions in determining a "serious health condition" under the Family and Medical Leave Act.

## **IX. *Worker's Compensation***

Workers' Compensation Insurance provides coverage for work-related injuries and illnesses as required under the Workers' Compensation laws of the State of Indiana. Workers' Compensation Insurance covers all authorized expenses related to the treatment of a work-related illness or injury and provides "lost time benefits" when an employee must be absent from work on a Workers' Compensation Disability Leave.

NOTE: The Insurance benefits described in this manual are expressly subject to the terms, conditions, and eligibility requirements set forth in the formal plan documents governing the Town's compensation and benefit plans.

All employees are covered under the Town's Workers' Compensation Insurance Plan.

### **A. When An Absence Resulting From A Work-Related Injury Or Illness Is Also FMLA**

A Town employee who has worked for Town of Sellersburg:

- a. For at least 12 months and for a minimum of 1,250 hours in the immediately preceding calendar year (not including holidays)
- b. That has an absence resulting from a work-related injury or illness, which qualifies, also counts as Family and Medical Leave.

### **B. Reporting A Work Related Injury Or Illness**

Any illness or injury related to an employee's work assignment must be reported to the Department Head so that the necessary forms can be completed and sent with the employee prior to evaluation and treatment, if possible. The Town does not endorse or have an approved medical facility; however, the Department Head or injured employee must notify the Utilities Director as soon as possible so that all claims and compensation can be administered properly and in a timely manner.

NOTE Work-related illnesses or injuries that occur when an employee is away from the Town and conducting Town business or participating in a training program, should be treated by a provider in the geographical area where the illness or injury occurred and submitted to the Town's Workers' Compensation Insurance carrier.

1. Work-related illnesses or injuries should never be submitted under the Town's group health insurance. Failure to report a work-related injury or illness may result in ineligibility for benefits.
2. In the event an employee qualifies for FMLA, a Leave Request Form may be obtained from the Utilities Director and completed when both of the following

conditions exist:

- a. The employee is treated by the Town's designed health care provider; and
- b. The employee is diagnosed by the health care provider as having a serious health condition. (See "Serious Health Conditions" defined under the Family and Medical Leave Section of this manual)

C. Duration OF A Workers Compensation Disability

The employee will be terminated if unable to return to work within the 12 months from the date of the work-related injury or the onset of the work-related illness. An eligible terminated employee may elect to continue group health insurance through COBRA. A terminated employee may be considered for future position that becomes available, for which, in the Town's opinion, the employee is qualified.

D. Insurance Coverage

- C. Group health insurance coverage and other insurance benefits will continue on the same basis, as coverage would have been provided had the employee been continuously employed during the period of a Workers' Compensation Disability Leave as long as the employee pays his or her regular portion of the premium on a timely basis. Employees must arrange with the Clerk-Treasurer's Office to pay their portion of this insurance coverage.
- D. The employee's insurance coverage may be terminated, if the employee's premium payment is more than 30 days late. Before terminating the coverage, however, the Town will first give the employee at least 15 days written notice that the premium is late and that coverage will lapse, if the payment is not provided by a specific date.
- E. Additionally, failure of the employee to return to work when released by the health care provider, assuming such release is given before the end of 12 months from the beginning of a Workers' Compensation Disability Leave, may give the Town the right to collect the employer-paid portion of premium contributions made while the employee was on leave, unless the reason for not returning is a certified new or continuing serious health condition or other circumstance beyond the employee's control. NOTE: Any changes in the terms of the Town's group health insurance will apply to employees on Workers' Compensation Disability Leave.
- F. Group term life insurance and accidental death and dismemberment coverage will remain in force at the Town's expense on the employee. In addition, any changes in the terms of the Town's group term life insurance and accidental death and dismemberment coverage will apply to the employee on Workers' Compensation Disability Leave.

E. Public Employees Retirement Fund (PERF)

The Town continues to contribute to the Public Employees Retirement Fund while

the employees are on Workers' Compensation leave. No break shall be reflected in the employee's service credit.

#### F. Holidays

Employees shall not receive Holiday pay or time off for Holidays during a Workers' Compensation Disability Leave. If a full-time employee returns to work from a Workers' Compensation Disability on less than a full-time work schedule or is working on an intermittent basis or a reduced work schedule basis because of a work-related injury or illness, he or she will not receive Holiday pay or time off for Holidays until the employee is working on a full-time basis again, unless he or she has enough accrued time to cover work time missed.

#### G. Bereavement Time Off

Employees are not entitled to Bereavement Time Off during a Workers' Compensation Disability Leave. If a full-time employee has returned to work on less than a full-time basis from a Workers' Compensation Disability or is working on an intermittent basis or reduced work schedule basis because of a work-related injury or illness, however, he or she is eligible for Bereavement Time Off.

#### H. Working While on Workers' Compensation Disability Leave

G. An employee who is self employed or accepts other employment or works for any other current Town during a Workers' Compensation Disability Leave must report such work immediately to Utilities Director.

H. An employee who is self employed or accepts other employment or works for any other current employer, performing work of a like or similar character or exertion as that which the employee performed for the Town, during the employee's Workers' Compensation Disability Leave of absence shall be considered to have terminated his or her employment with the Town as the date such employment began.

I. Employees described in the immediately preceding paragraph may be required to reimburse the Town for the employer-paid portion of the group health insurance premium contributions made while the employee was on Workers' Compensation Disability Leave. Please refer to the section on voluntary termination.

#### I. Job Restoration After a Workers' Comp. Leave

J. During Workers' Compensation Disability Leave, every effort will be made by the Town to hold an employee's position open until he or she returns.

K. However, based upon the necessity of continuing operations during an employee's absence, the Town may choose to fill any non-elected position. If the

position is filled while an employee is on Workers' Compensation Disability Leave, upon return to work, the employee will be placed in an equivalent position with equivalent pay, benefits, and other terms and conditions of employment. The position into which the employee is placed will have substantially similar duties.

- L. If an employee's position is eliminated during a Workers' Compensation Disability Leave, through, for example, layoff for restructuring, the employee will not be entitled to return to his or her former or an equivalent position.
- M. Prior to returning to work from a Workers' Compensation Disability Leave, an employee must submit a release from the health care provider to his or her Department Head.
- N. The Town does not have "light duty" positions, but if the health care provider puts in writing that an employee is not able to perform all the essential functions of the position, but that the employee may perform his or her job with restrictions, the Town will make every effort to cooperate with a doctor's written orders for restrictions placed on an employee in order for the employee to perform meaningful and necessary work the Town needs done. Arrangements for "light" duty work must be made in writing and approved by the Department Head in advance of an employee's return.
  - 1. If an employee who is on a Workers' Compensation Disability Leave that is also on FMLA refuses to return to work (before the end of the FMLA period of 12 weeks) until he or she is fully restored to perform all the essential duties of his or her job, even though the Town is willing and able to accommodate restrictions placed upon the employee by the health care provider, then the employee's lost time benefits from the Town's Workman's Compensation Carder will cease. The FMLA will continue however, until available FMLA is exhausted. If the employee has available accrued time, he or she may be paid for work time missed.
  - 2. An employee who is on Workers' Compensation Disability Leave and does not return to work immediately following release from the health care provider shall be considered to have voluntarily terminated employment as of the date of the release. Please refer to the section on voluntary termination.
  - 3. Employment will be terminated, if an employee remains unable to be released to return to work within 12 months from the date of the work-related injury or the date of the onset of the illness. A terminated employee may elect to continue his or her group health insurance coverage, if any, through COBRA.
  - 4. A terminated employee may be considered for future positions, which become available, for which, in the Town's opinion, he or she is qualified.
- J. Workers' Comp. Leave and the American's with Disabilities Act (ADA)
- O. The Town complies with the ADA. The Town offers Workers' Compensation

Disability Leave to qualified disabled employees under the same circumstances that it offers Workers' Compensation Disability Leave to non-disabled employees.

- P. The ADA does not require the Town to allow a disabled employee to extend a Workers' Compensation Disability Leave beyond the 12-month period that is allowed by the Town. The ADA may, require the Town to provide reasonable accommodations (as long as an accommodation is not an undue hardship) to employees who become qualified under the ADA because of a work-related injury or illness.

K. Work -Related Injury or Illness and Personnel Files

All medical information obtained in connection with a work-related injury or illness is kept in a confidential medical file separate from an employee's personnel file.

## ***X. COBRA Health Coverage for Terminated Employees***

Employees, their spouses, or dependents who are enrolled in the Town's group health insurance at the time of the employee's termination from employment (other than for gross misconduct or as the result of retirement) or because of another qualifying event may, unless otherwise provided by law, elect to continue participating in the group health insurance plan through the Consolidated Omnibus Reconciliation Act (COBRA). In addition to termination of employment (except for gross misconduct), qualifying events include death, divorce, legal separation of marriage, and other similar change of status (example: dependent age no longer qualifies for coverage under the parent's group plan). When there is a qualifying event, the employee must notify the Utilities Director. The insurance carrier administers the COBRA and the monthly payment/expense is paid directly to the insurance carrier by the qualifying person or employee.

## ***Acknowledgment of Receipt***

I have received a copy of the Town of Sellersburg's policy and procedure manual. I understand that it is my responsibility to become familiar with the contents of this book, as it outlines my benefits and Town's policies and procedures. I also understand that nothing contained in this manual shall be construed as a contract or guarantee of employment.

Should I have any questions regarding these policies and procedures, I understand that I am encouraged to talk them over with my supervisor.

Date: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

Employee's Name Printed: \_\_\_\_\_



BEFORE THE TOWN COUNCIL  
TOWN OF SELLERSBURG  
CLARK COUNTY  
STATE OF INDIANA

IN RE: The Petition to  
Vacate filed by  
Robert W. Smith and  
Norma J. Smith  
Petitioners

Filing Date: 3-15-2006

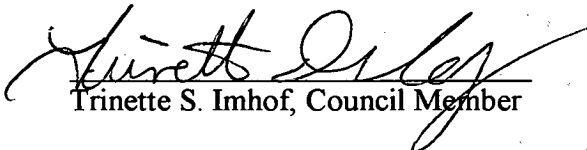
ORDINANCE 2006-010 VACATING REAL-ESTATE

The Town Council for the Town of Sellersburg, Clark County, Indiana pursuant to I.C. 36-7-3-12, do hereby ordain and order that the unnamed alleys being the real-estate described on the attached "Exhibit A" is hereby vacated.

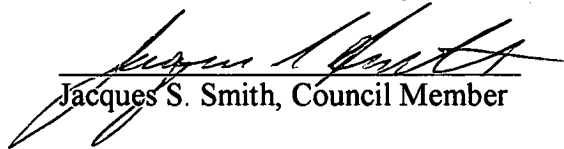
SO ORDAINED this 13<sup>th</sup> day of March, 2006.

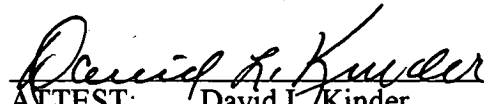
  
Douglas J. Reiter, Council President

  
Michael N. Lockhart, Vice President

  
Trinette S. Imhof, Council Member

  
Paul J. Rhodes, Council Member

  
Jacques S. Smith, Council Member

  
ATTEST: David L. Kinder  
Clerk-Treasurer

Description of 12 foot alley easements for Robert Smith

A part of Survey # 110 of the Illinois Grant and also part of Block # 5 of Edgeland Addition to the Town of Selersburg ( plat book 4, page 97 ), described as follows: Commencing at a found rebar marking the eastern corner of said Block # 5; thence N 40°00' W with the northeastern line of said Block # 5 and the southwestern R/W of Kahl Court ( 21' R/W ) for 349.51 feet to a found rebar, the place of BEGINNING, thence S 49°40'40" W ( basis of bearings and passing a set rebar with cap at 90.00 feet ) for 386.00 feet to a set rebar with cap; thence N 40°00' W for 12.0 feet to a found rebar with cap; thence N 49°40'40" E for 180.00 feet to a found rebar with cap; thence N 40°00' W for 48.09 feet to a found rebar with cap; thence N 49°40'00" E for 12.0 feet to a found rebar with cap; thence S 40°00' E for 48.09 feet to a found rebar with cap; thence N 49°40'40" E for 194.00 feet to a found rebar with cap on the southwestern R/W line of Kahl Court; thence S 40°00' E with the R/W line of Kahl Court for 12.00 feet to the place of BEGINNING.

Surveyed: 3/10/06  
For: Robert Smith  
Job No. 06110 A

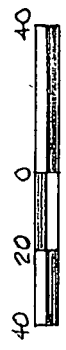


A handwritten signature in cursive script, appearing to read "Paul E. Moffett".

Paul E. Moffett, L.S.  
In. Reg. #11461

11

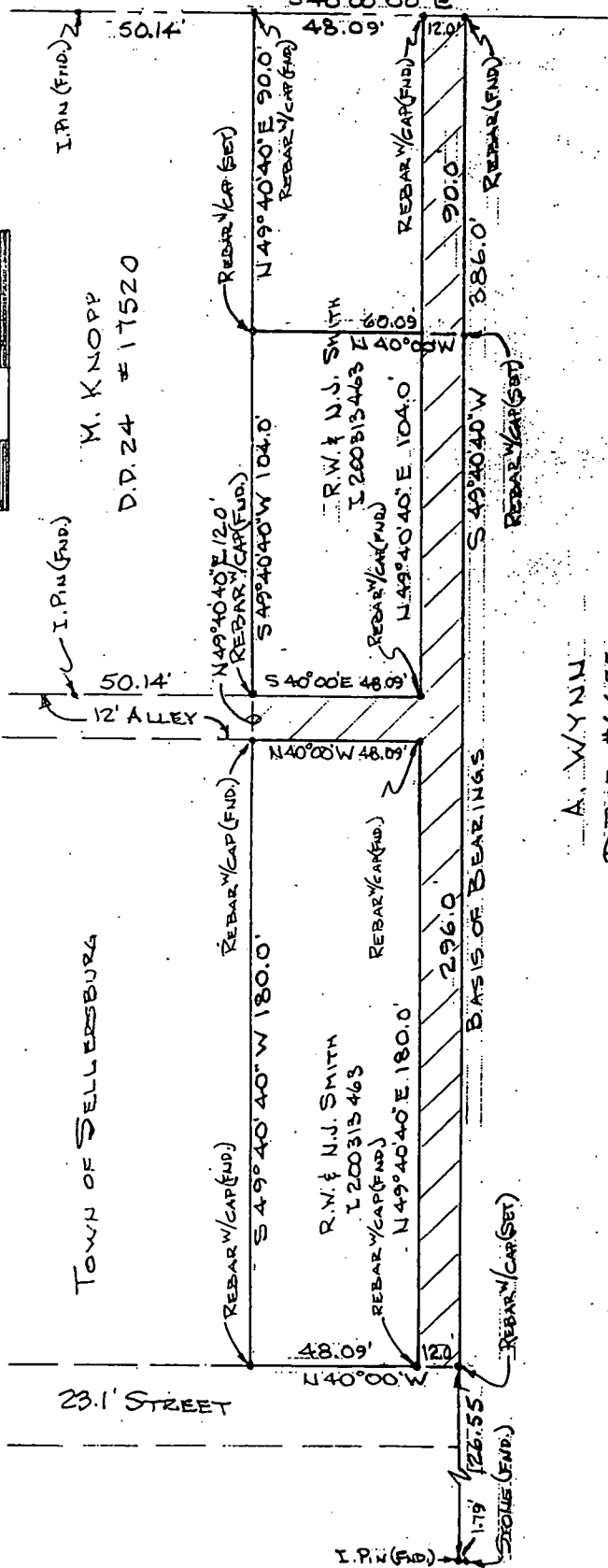
KAHL COURT 21' R/W  
S40°00'00"E



M. K. KNOPP  
D.D. 24 #17520

TOWN OF SELLERSBURG

23.1' STREET



R.N. & N.J. SMITH  
L200315 463  
REBAR W/CAP (END)  
N49°40'40"E 180.0'

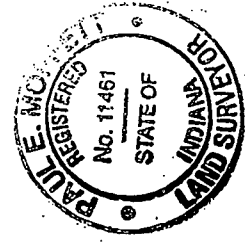
R.N. & N.J. SMITH  
L200315 463  
REBAR W/CAP (END)  
N49°40'40"E 104.0'

A. WYNN  
D.D. 12 #6655

SURVEYED: MAR. 10, 2006

FOR: ROBERT SMITH

JOB No. 06110



*Paul E. McQuesten*

**ORDINANCE 2006-011**

**AN ORDINANCE AMENDING ORDINANCE 2006-002, AN ORDINANCE  
ESTABLISHING A PETTY CASH FUND FOR THE SELLERSBURG  
DEPARTMENT OF MUNICIPAL WORKS.**

**WHEREAS**, the Sellersburg Town Council previously adopted Ordinance 2006-002, An ordinance establishing a Petty Cash Fund for the Sellersburg Department of Municipal Works; and

**WHEREAS**, the Sellersburg Town Council has been advised an amendment needs to be made to said ordinance for efficient and effective administration thereof, and

**WHEREAS**, this matter was considered at an open meeting to which the public were invited to attend and participate, and

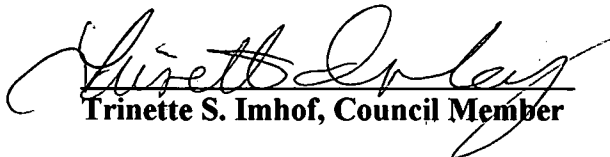
**BE IT NOW THEREFORE ORDAINED** by the Sellersburg Town Council that Ordinance No. 2006-002 shall be amended as follows:

A petty cash fund for the Department of Municipal Works is increased from \$500.00 (five hundred dollars) to \$1,000.00 (one thousand dollars).

**SO ORDAINED THIS 10<sup>TH</sup> day of APRIL, 2006.**


  
\_\_\_\_\_  
**Douglas J. Reiter, Council President**

  
\_\_\_\_\_  
**Michael N. Lockhart, Vice-President**

  
\_\_\_\_\_  
**Trinetta S. Imhof, Council Member**

  
\_\_\_\_\_  
**Paul J. Rhodes, Council Member**

  
\_\_\_\_\_  
**Jacques S. Smith, Council Member**

  
\_\_\_\_\_  
**ATTEST: David L. Kinder  
Clerk-Treasurer**

ORDINANCE 2006- 012

ORDINANCE AUTHORIZING VACATION BENEFITS FOR SPECIFIC TOWN OF  
SELLERSBURG MANAGEMENT PERSONNEL

WHEREAS, the Sellersburg Town Council has determined various full-time management employees should be afforded three (3) weeks of paid vacation for the year 2006; and

WHEREAS, the Sellersburg Town Council determined three (3) weeks of paid vacation should be made immediately available to those employees which qualify; and

WHEREAS, the Sellersburg Town Council has determined the paid vacation as established in the herein ordinance cannot be sold back to the Town of Sellersburg at any time; and

WHEREAS, the Sellersburg Town Council has determined Chief of Police, Russell Whelan, Town of Sellersburg Billing Office Manager, Stephanie Bower, Building Commissioner, Jay Tanner, and Municipal Works Director, Ken Alexander shall be entitled to three (3) weeks of paid vacation available immediately and which cannot be sold back to the Town of Sellersburg; and

WHEREAS, this matter was considered at an open meeting to which the public were invited to attend and participate; and

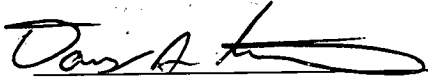
WHEREAS, the herein ordinance is necessary for the efficient and effective administration of the Town government:

BE IT NOW THEREFORE ORDAINED, that Chief of Police, Russell Whelan, Town of Sellersburg Billing Office Manager, Stephanie Bower, Building Commissioner, Jay Tanner, and Municipal Works Director, Ken Alexander shall be entitled to and receive three (3) weeks of

paid vacation available immediately which cannot be sold back to the Town of Sellersburg.

So Ordained this 24<sup>th</sup> day of April, 2006. *First Reading*


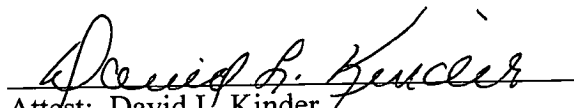
*Passed on the second reading this 8<sup>th</sup> day of May, 2006*



Doug J. Reiter  
Council President

Michael N. Lockhart  
Council Vice President

*NAY*  
Trinette S. Imhof  
Council Member

  
Paul J. Rhodes  
Council Member  
Jacques S. Smith  
Council Member  
Attest: David L. Kinder  
Clerk-Treasurer

ORDINANCE NO. 2006- 013

ORDINANCE AUTHORIZING THE EXPENDITURE OF TOWN OF SELLERSBURG FUNDS FOR THE PURCHASE OF COFFEE, BOTTLED WATER, FOOD ITEMS AND INCIDENTAL ITEMS AS REQUIRED

WHEREAS, the Town of Sellersburg has in the past routinely used Town funds for the purchase of coffee, bottled water, and food item expenses as part of the Town's day to day business; and

WHEREAS, items such as coffee, bottled water, and food expenses are purchased by the Town for use by citizens who regularly visit the Town's offices or participate in Town functions or other activities which benefit the Town; and

WHEREAS, the Town of Sellersburg Clerk-Treasurer has been advised by the Indiana State Board of Accounts an ordinance is necessary to allow for the purchase of items such as coffee, bottled water, and food expenses; and

WHEREAS, the Sellersburg Town Council authorizes the purchase of coffee, bottled water, and food expenses which are used as good will gesture to the community; and

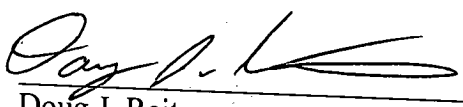
WHEREAS, this matter was considered at an open meeting to which the public were invited to attend and participate; and

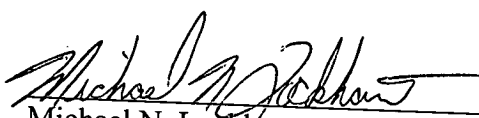
WHEREAS, the herein ordinance is necessary for the efficient and effective administration of Town Government;

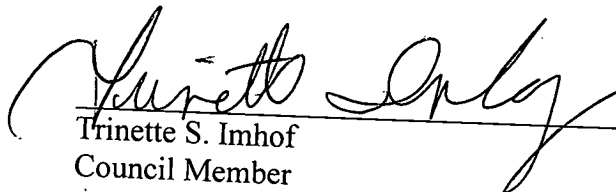
BE IT NOW THEREFORE ORDAINED by the Sellersburg Town Council the purchasing agent for the various departments of the Town of Sellersburg, (i.e. Town of Sellersburg Police Department, Clerk-Treasurer and the Municipal Works) shall be authorized to expend Town funds for the purchase of coffee, bottled water, and food expenses as well as

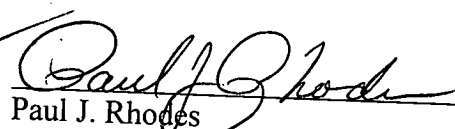
incidentals expenses, as the need may arise as part of a good will practice by the Town of Sellersburg to provide such items as a gesture to the community.

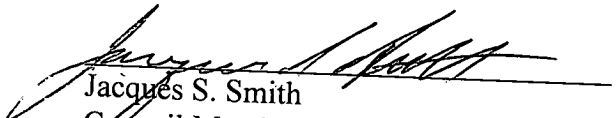
So ordained this 24<sup>th</sup> day of April, 2006.

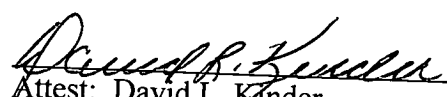
  
\_\_\_\_\_  
Doug J. Reiter  
Council President

  
\_\_\_\_\_  
Michael N. Lockhart  
Council Vice President

  
\_\_\_\_\_  
Trinette S. Imhof  
Council Member

  
\_\_\_\_\_  
Paul J. Rhodes  
Council Member

  
\_\_\_\_\_  
Jacques S. Smith  
Council Member

  
\_\_\_\_\_  
Attest: David L. Kinder  
Clerk-Treasurer



ORDINANCE NO. 2006- 014

AN ORDINANCE AMENDING ORDINANCE REGARDING  
SALARY, HOLIDAY AND LONGEVITY PAY

WHEREAS, the Sellersburg Town Council did previously adopt an Ordinance establishing the 2005 Salary, Holiday and Longevity Pay; and

WHEREAS, the Sellersburg Town Council has determined that said Ordinance should be amended to accurately reflect the new rates of pay for the two (2) Clerks of the Sellersburg Town Court; and

WHEREAS, the Sellersburg Town Council has determined that said Ordinance should be amended for the efficient and effective administration of Town Government; and

WHEREAS, the herein Ordinance was considered at an open meeting of the Sellersburg Town Council to which the public were invited to attend and participate.


BE IT THEREFORE NOW ORDAINED that the Ordinance regarding 2005 Salary, Holiday and Longevity Pay be amended as follows:

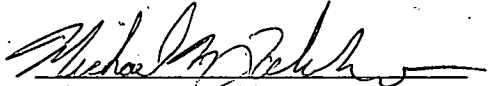
The hourly rate for the two (2) Clerks of the Sellersburg Town Court, shall be changed from \$10.00 per hour to \$12.55 per hour effective April 14, 2006;

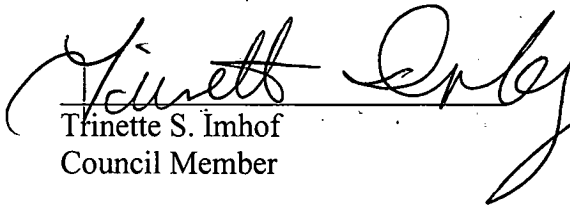
All other provisions of the 2005 Ordinance regarding salary, holiday and

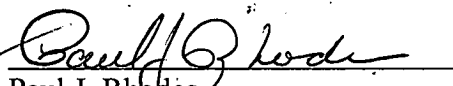
longevity pay shall remain in full force and effect.

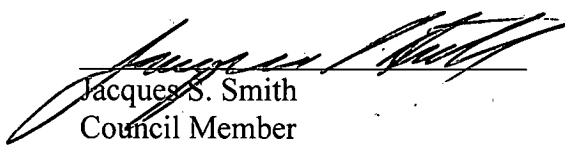
SO ORDAINED THIS 24<sup>th</sup> DAY OF April, 2006.

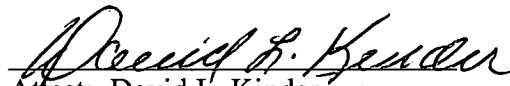
  
\_\_\_\_\_  
Doug J. Reiter  
Council President

  
\_\_\_\_\_  
Michael N. Lockhart  
Council Vice President

  
\_\_\_\_\_  
Trinette S. Imhof  
Council Member

  
\_\_\_\_\_  
Paul J. Rhodes  
Council Member

  
\_\_\_\_\_  
Jacques S. Smith  
Council Member

  
\_\_\_\_\_  
Attest: David L. Kinder  
Clerk-Treasurer

**ORDINANCE NO. 2006-015**

**AN ORDINANCE FOR THE TRANSFER OF APPROPRIATIONS REGARDING  
THE TOWN OF SELLERSBURG**

**WHEREAS**, the Town of Sellersburg Clerk-Treasurer has determined there exists a need to transfer appropriations to continue efficient and effective budget administration within the Town of Sellersburg; and

**WHEREAS**, the Town Council for the Town of Sellersburg has determined that the requested transfer of appropriations is necessary for the continued efficient and effective budget administration within the Town of Sellersburg; and

**WHEREAS**, this matter was considered in an open public meeting to which the public were invited to attend and participate.

**BE IT NOW THEREFORE ORDAINED AS FOLLOWS:**

Transfers from the GENERAL FUND appropriations:

<b>AMOUNT</b>	<b>FROM</b>	<b>TO</b>
\$12,000.00	101003121, TC, SS/FICA	101003124 TC, Group Health
1,000.00	101003121 TC, SS/FICA	101003125 TC, Unemployment
2,500.00	101003121 TC, SS/FICA	101003128 TC, Group Dental
2,500.00	101003121 TC, SS/FICA	1101003232 TC, Floor Mats, Town Hall
4,000.00	101003121 TC, SS/FICA	101003314 TC, Council Consulting
4,000.00	101003121 TC, SS/FICA	101003323 TC, Telephone/Pagers
6,000.00	101003121 TC, SS/FICA	101003317 TC, Council Promotions
20,000.00	101003316 TC, Attorney	101003341 TC, Insurance, Non Group
8,000.00	101003129 TC, Group/Life	101003341 TC, Insurance, Non Group
2,000.00	101020351 PD, Electric	101003351 TC, Electric
500.00	101020353 PD, Water/Sewer	101003353 TC, Water/Sewer
4,000.00	101020354 PD, Heat/Gas	101003354 TC Heat/Gas

\$ 5,000.00	101003121 TC, SS/FICA	101003356 TC, Hydrant Rental
1,000.00	101003129 TC, Group/Life	101003356 TC, Hydrant Rental
1,000.00	101301433 S&S, Emergency	101301244 S&S Protection Equipment
2,500.00	101301443 S&S, Street Truck	101301365 S&S Maintenance Packer
2,500.00	101950242 AC, Misc Supply	101950393 AC, Miscellaneous Charges
1,200.00	101003421 TC, Police Bldg.	101950126 AC, Longevity
7,000.00	101003421 TC, Police Bldg.	101950111 AC, Salary
2,000.00	101002114 CT, Vac. Sell back	101002123 CT, Retirement
1,734.00	101002114 CT, Vac. Sell back	101002126, CT, Longevity

Transfers from **MOTOR VEHICLE HIGHWAY** fund

26,000.00	201001316 MVH, Bldg. Comm.	201001123 MVH Street PERF
16,000.00	201001112 MVH, Police Salaries	201001126 MVH Street Longevity
20,000.00	201001314 MVH, Consulting Svc.	201001111 MVH Street Salaries
32,000.00	201001384 MVH, Paving Culverts	201001111 MVH Street Salaries
12,000.00	201001441 MVH, Street/Snow	201001111 MVH Street Salaries
12,000.00	201001451 MVH Storm Sewer	201001111 MVH Street Salaries
3,000.00	201001368 MVH, Bituminous Mtr.	201001394 MVH Miscellaneous

Transfers from **PARKS DEPARTMENT**

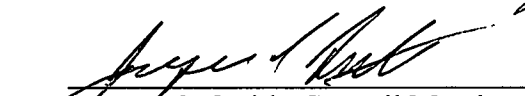
3,000.00	204001111 PRK. Pool Salaries	204001364 PRK. Pool Repairs/Maint.
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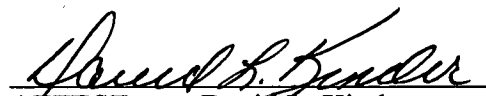
  
 Douglas J. Reiter, President

  
 Michael N. Lockhart, Vice President

  
 Trinetta S. Imhof, Council Member

  
 Paul J. Rhodes, Council Member

  
 Jacques S. Smith, Council Member

  
 ATTEST: David L. Kinder  
 Clerk-Treasurer

ORDINANCE ESTABLISHING A CLERK'S RECORD PERPETUATION FUND AS AUTHORIZED BY I.C. 33-37-5-2

WHEREAS, the Sellersburg Town Council has been advised by the Town of Sellersburg Clerk-Treasurer there is a need to establish a Clerk's Record Perpetuation Fund as authorized by I.C. 33-37-5-2; and

WHEREAS, the Sellersburg Town Council has also been advised the Indiana State Board of Accounts has recommended the establishment of a Clerk's Record Perpetuation Fund as authorized by I.C. 33-37-5-2; and

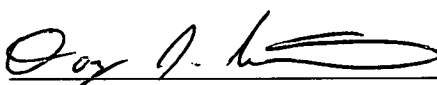
WHEREAS, the Sellersburg Town Council has determined that the establishment of a Clerk's Record Perpetuation Fund as authorized by I.C. 33-37-5-2 is necessary for the efficient and effective administration of Town government; and

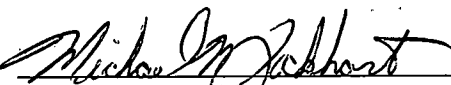
WHEREAS, this matter was considered at an open meeting to which the public were invited to attend and participate;

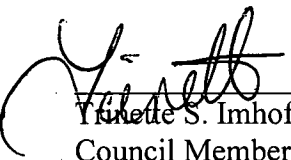
BE IT NOW THEREFORE ORDAINED, by the Sellersburg Town Council there shall be established a Clerk's Record Perpetuation Fund as authorized by I.C. 33-37-5-2;


IT IS FURTHER ORDAINED all provisions of I.C. 33-37-5-2 shall govern the Town of Sellersburg Clerk-Treasurer's use of the Clerk's Record Perpetuation Fund.

So ordained this 22 day of May, 2006.

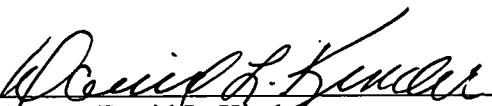
  
\_\_\_\_\_  
Doug J. Reiter  
Council President

  
\_\_\_\_\_  
Michael N. Lockhart  
Council Vice President

  
\_\_\_\_\_  
Yvonne S. Imhof  
Council Member

  
\_\_\_\_\_  
Paul J. Rhodes  
Council Member

ABSENT  
\_\_\_\_\_  
Jacques S. Smith  
Council Member

  
\_\_\_\_\_  
Attest: David L. Kinder  
Clerk-Treasurer

ORDINANCE NO. 2006-017

ORDINANCE ESTABLISHING A CASH CHANGE FUND FOR THE SELLERSBURG TOWN COURT AS AUTHORIZED BY I.C. 36-1-8-2

WHEREAS the Sellersburg Town Council has been advised by the Town of Sellersburg Clerk-Treasurer that the Indiana State Board of Accounts requires the establishment of a Cash Change Fund for the Sellersburg Town Court; and

WHEREAS, I.C. 36-1-8-2 authorizes the establishment of a Cash Change Fund for the Sellersburg Town Court; and

WHEREAS, the Sellersburg Town Council has determined the herein ordinance is necessary for the efficient and effective administration of Town government; and

WHEREAS this matter was considered at an open meeting to which the public were invited to attend and participate;

BE IT NOW THEREFORE ORDAINED by the Sellersburg Town Council pursuant to I.C. 36-1-8-2 there shall be established for the Sellersburg Town Court a Cash Change Fund;

IT IS FURTHER ORDAINED by the Sellersburg Town Council all provisions of I.C. 36-1-8-2 shall apply to the establishment and use of the Sellersburg Town Court's Cash Change Fund.

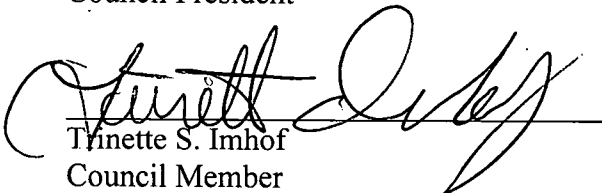
So ordained this 22 day of May, 2006.



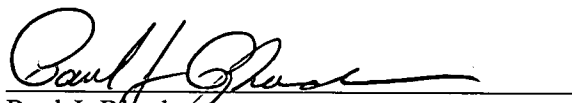
Doug J. Reiter  
Council President



Michael N. Lockhart  
Council Vice President

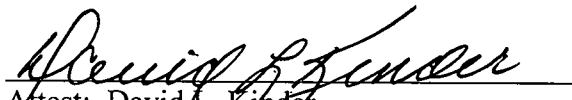


Trinette S. Imhof  
Council Member



Paul J. Rhodes  
Council Member

ABSENT  
\_\_\_\_\_  
Jacques S. Smith  
Council Member



Attest: David L. Kinder  
Clerk-Treasurer

**ORDINANCE 2006-018**

**AN ORDINANCE AMENDING ORDINANCE 2000-011, AN ORDINANCE ESTABLISHING A PETTY CASH FUND FOR THE SELLERSBURG PARKS DEPARTMENT**

**WHEREAS**, the Sellersburg Town Council previously adopted Ordinance 2000-011, An ordinance establishing a Petty Cash Fund for the Sellersburg Parks Department, and

**WHEREAS**, the Sellersburg Town Council has been advised an amendment needs to be made to said ordinance for efficient and effective administration thereof, and

**WHEREAS**, this matter was considered at an open meeting to which the public were invited to attend and participate, and

**BE IT NOW THEREFORE ORDAINED** by the Sellersburg Town Council that Ordinance No. 2000-011 shall be amended as follows:

A petty cash fund for the Sellersburg Parks Department is increased from \$100.00 (One hundred dollars) to \$150.00 (one hundred fifty dollars).

**SO ORDAINED THIS 12<sup>TH</sup> day of June, 2006.**

  
Douglas J. Reiter, Council President

  
Michael L. Lockhart, Vice-President

  
Trinette S. Imhof, Council Member

  
Paul J. Rhodes, Council Member

  
Jacques S. Smith, Council Member

  
ATTEST: David L. Kinder  
Clerk-Treasurer

ORDINANCE NO. 2006- 019

ORDINANCE CREATING A RETAINAGE FUND FOR PUBLIC WORK CONTRACTS

WHEREAS, the Sellersburg Clerk-Treasurer has advised the Sellersburg Town Council the State Board of Accounts recommended the Town of Sellersburg pass an ordinance establishing a Retainage Escrow Account for Public Work contracts; and

WHEREAS, the Town of Sellersburg desires to follow recommendations made by the Indiana State Board of Accounts; and

WHEREAS, the Sellersburg Clerk-Treasurer is hereby directed to establish and maintain a Retainage Escrow Account for all public work contracts as authorized under I.C. 36-1-12 et seq.; and

WHEREAS, the herein ordinance is necessary for the efficient and effective administration of Town government; and

WHEREAS, this matter was considered at an open meeting to which the public were invited to attend and participate;

BE IT NOW THEREFORE ORDAINED by the Sellersburg Town Council there shall be and hereby is created a Retainage Escrow Account for all public work contracts;

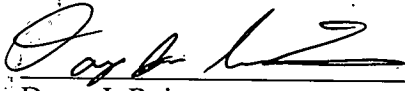
BE IT FURTHER ORDAINED, the Retainage Escrow Account shall be used for all purposes provided by I.C. 36-1-12, et seq.;

BE IT FURTHER ORDAINED, the Sellersburg Clerk-Treasurer is hereby directed to establish and maintain a Retainage Escrow Account for all public work contracts as authorized



pursuant to I.C. 36-1-12 et seq.

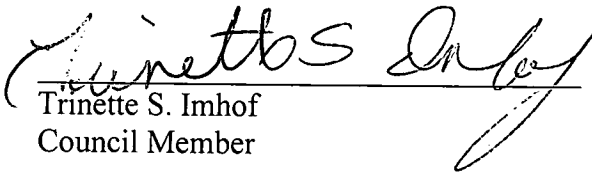
So ordained this 10<sup>th</sup> day of July, 2006.



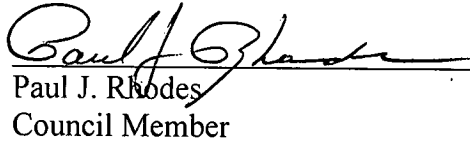
Doug J. Reiter  
Council President



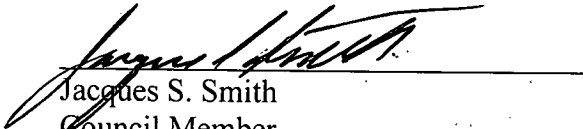
Michael N. Lockhart  
Council Vice President



Trinette S. Imhof  
Council Member



Paul J. Rhodes  
Council Member



Jacques S. Smith  
Council Member



Attest: David L. Kinder  
Clerk-Treasurer

Ordinance Number: 2006- 020  
ORDINANCE FOR APPROPRIATIONS AND TAX RATES

Be it Ordained by the County, City, Town or Fire Protection District of SELLERSBURG, Indiana: That for the expenses of the County, City or Town government and its institutions for the year ending December 31, 2007, the sums of money shown on Budget Form 4-A 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 purpose of raising revenue to meet the necessary expense of county, city or town government, tax rates are shown on Budget Form 4-B and included herein. Two (2) copies of Budget Forms 4-A and 4-B for all funds and departments are made a part of the budget report and submitted herewith.

APPROVED BY:

COUNTY COUNCIL

Presented to the County Council of \_\_\_\_\_ County,  
Indiana, and read in full for the first time this \_\_\_\_\_ day of  
\_\_\_\_\_ yr.  
\_\_\_\_\_  
President County Council

ATTEST:  
\_\_\_\_\_  
County Auditor and/or Clerk of County Council

Presented to the County Council of \_\_\_\_\_ County,  
Indiana, and read in full for the second time, and adopted this \_\_\_\_\_ day of  
\_\_\_\_\_ yr. by the following vote:

YEA	NAY
_____	_____
Council Member	Council Member
_____	_____
Council Member	Council Member
_____	_____
Council Member	Council Member
_____	_____
Council Member	Council Member
_____	_____
Council Member	Council Member
_____	_____
Council Member	Council Member

ATTEST:  
\_\_\_\_\_  
County Auditor and/or Clerk of County Council

COMMON COUNCIL OR FPD BOARD

This ordinance shall be in full force and effect from and after its passage and approval by the Common Council and the Mayor or Fire Protection Board.  
Adopted by the following vote on \_\_\_\_\_ yr.

YEA	NAY
_____	_____
Council/Board Member	Council/Board Member
_____	_____
Council/Board Member	Council/Board Member
_____	_____
Council/Board Member	Council/Board Member
_____	_____
Council/Board Member	Council/Board Member
_____	_____
Council/Board Member	Council/Board Member
_____	_____
Council/Board Member	Council/Board Member
_____	_____
Council/Board Member	Council/Board Member

Approved by the Mayor/Board \_\_\_\_\_ yr  
\_\_\_\_\_  
Mayor/Board

ATTEST:  
\_\_\_\_\_  
City Clerk or Clerk-Treasurer/Board

TOWN COUNCIL

This ordinance shall be in full force and effect from and after its passage and approval by the Town Council.  
Adopted with the following vote on September 25, yr 2006.

YEA	NAY
_____	_____
Council Member	Council Member
_____	_____
Council Member	Council Member
_____	_____
Council Member	Council Member
_____	_____
Council Member	Council Member
_____	_____
Council Member	Council Member
_____	_____
Council Member	Council Member

ATTEST:  
David L. Kinder  
David L. Kinder, Town Clerk-Treasurer

ID	2007 YEAR	CO	TYPE	KEY	TOWN OF SELLERSBURG TAXING UNIT	COUNTY	ORIGINAL PUBLISHED BUDGET APPROPRIATION	AMOUNT APPROVED BY		FINAL BUDGET AFTER REDUCTION ORDERED BY THE DEPT LOCAL GOV FINANCE
								LOCAL COUNCIL OR BOARD	TAX ADJUSTMENT BOARD	
					FUND: GENERAL			DEPARTMENT: TOWN COUNCIL		FUNCTION:
					100000 PERSONAL SERVICES		336,950.00			
					200000 SUPPLIES		3,200.00			
					300000 OTHER SERVICES AND CHARGES		243,500.00			
					400000 CAPITAL OUTLAY		20,000.00			
					9999 TOTAL		603,750.00			
					FUND: GENERAL			DEPARTMENT: TOWN COURT		FUNCTION:
					100000 PERSONAL SERVICES		57,500.00			
					200000 SUPPLIES		6,500.00			
					300000 OTHER SERVICES AND CHARGES		9,000.00			
					400000 CAPITAL OUTLAY		2,000.00			
					9999 TOTAL		75,000.00			
					FUND: GENERAL			DEPARTMENT: CLERK/TREASURER		FUNCTION:
					100000 PERSONAL SERVICES		134,800.00			
					200000 SUPPLIES		6,500.00			
					300000 OTHER SERVICES AND CAHRGES		28,900.00			
					400000 CAPITAL OUTLAY		4,000.00			
					9999 TOTAL		174,200.00			
					FUND: GENERAL			DEPARTMENT: POLICE DEPT		FUNCTION:
					100000 PERSONAL SERVICES		1,000,100.00			
					200000 SUPPLIES		14,700.00			
					300000 OTHER SERVICES AND CAHRGES		71,400.00			
					400000 CAPITAL OUTLAY		65,000.00			
					9999 TOTAL		1,151,200.00			
					FUND: GENERAL			DEPARTMENT: STREET/SANITATION		FUNCTION:
					100000 PERSONAL SERVICES		211,000.00			
					200000 SUPPLIES		55,800.00			
					300000 OTHER SERVICES AND CAHRGES		134,300.00			
					400000 CAPITAL OUTLAY		41,250.00			
					9999 TOTAL		442,350.00			
					FUND: GENERAL			DEPARTMENT: ANIMAL CONTROL		FUNCTION:
					100000 PERSONAL SERVICES		42,900.00			
					200000 SUPPLIES		4,100.00			
					300000 OTHER SERVICES AND CAHRGES		4,500.00			
					400000 CAPITAL OUTLAY		2,000.00			
					9999 TOTAL		53,500.00			
					FUND: METRO POLICE PENSION (MPP)			DEPARTMENT: MPP		FUNCTION:
					100000 PERSONAL SERVICES					
					200000 SUPPLIES					
					300000 OTHER SERVICES AND CHARGES		130,000.00			
					400000 CAPITAL OUTLAY					
					9999 TOTAL		130,000.00			
					FUND: PARKS & RECREATION (PR)			DEPARTMENT: PARK & REC		FUNCTION:
					100000 PERSONAL SERVICES		60,950.00			
					200000 SUPPLIES		22,000.00			
					300000 OTHER SERVICES AND CHARGES		38,050.00			
					400000 CAPITAL OUTLAY		14,000.00			
					9999 TOTAL		135,000.00			
					FUND: CUMULATIVE CAPITAL DEVELOPMENT (CCD)			DEPARTMENT: CCD		FUNCTION:
					100000 PERSONAL SERVICES					
					200000 SUPPLIES					
					300000 OTHER SERVICES AND CAHRGES		27,000.00			
					400000 CAPITAL OUTLAY		100,555.00			
					9999 TOTAL		127,555.00			
					FUND: CUMULATIVE CAPITAL IMPROVEMENT (CCI)			DEPARTMENT: CCI		FUNCTION:
					100000 PERSONAL SERVICES					
					200000 SUPPLIES					
					300000 OTHER SERVICES AND CAHRGES		10,576.00			
					400000 CAPITAL OUTLAY		26,500.00			
					9999 TOTAL		37,076.00			
					FUND: MOTOR VEHICLE HIGHWAY (MVH)			DEPARTMENT: MVH		FUNCTION:
					100000 PERSONAL SERVICES		372,000.00			
					200000 SUPPLIES		66,500.00			
					300000 OTHER SERVICES AND CAHRGES		142,700.00			
					400000 CAPITAL OUTLAY		30,000.00			
					9999 TOTAL		611,200.00			
					FUND: LOCAL ROADS & STREETS (LRS)			DEPARTMENT: LRS		FUNCTION:
					100000 PERSONAL SERVICES					
					200000 SUPPLIES					
					300000 OTHER SERVICES AND CAHRGES		80,000.00			
					400000 CAPITAL OUTLAY		70,000.00			
					9999 TOTAL		150,000.00			

FUND: \_\_\_\_\_ TOTAL: 3,690,831.00  
 (ONLY IF DEPARTMENTALIZED)

2007  
 ID YEAR CO TYPE FUND

**BUDGET ESTIMATE - FINANCIAL STATEMENT - PROPOSED TAX RATE**

TAXING UNIT TOWN OF SELLERSBURG

COUNTY \_\_\_\_\_

FUND GENERAL

NET ASSESSED VALUATION \_\_\_\_\_

\$182,573,910.00

(This form is to be prepared for each fund that requires either a tax rate or an appropriation)

(NOT TO BE PUBLISHED)

FUNDS REQUIRED FOR EXPENSES TO DECEMBER 31st OF INCOMING YEAR:		AMOUNT USED TO COMPUTE PUBLISHED BUDGET	APPROPRIATING BODY	TAX ADJUSTMENT BOARD	CONTROL BOARD AND DLGF FINAL ACTION
1.	Total budget estimate for incoming year	2,500,000.00			
2.	Necessary expenditures, July 1 to December 31 of present year, to be made from appropriation unexpended	1,519,051.00			
3.	Additional appropriation necessary to be made July 1 to December 31 of present year				
4.	Outstanding temporary loans				
	a. To be paid not included in lines 2 or 3				
	b. Not repaid by December 31 of present year				
5.	Total funds required (add lines 1, 2, 3, 4a and 4b)	4,019,051.00			
FUNDS ON HAND TO BE RECEIVED FROM SOURCES OTHER THAN PROPOSED TAX LEVY:					
6.	Actual cash balance, June 30 of present year (including cash investments)	355,334.00			
7.	Taxes to be collected, present year (December Settlement)	944,910.00			
8.	Miscellaneous revenue to be received July 1 of present year to December 31 of incoming year				
	(Schedule on File):				
	a. Total Column A Budget Form 2	489,649.00			
	b. Total Column B Budget Form 2	740,594.00			
9.	TOTAL FUNDS (add lines 6, 7, 8a and 8b)	2,530,487.00			
10.	Net amount to be raised for expenses to December 31 of incoming year (deduct line 9 from line 5)	1,488,564.00			
11.	Operating balance (not in excess of expense January 1 to June 30, less miscellaneous revenue for same period)				
12.	Amount to be raised by tax levy (add lines 10 and 11)	1,488,564.00			
13.	Property Tax Replacement Credit from Local Option Tax	50,500.00			
14.	NET AMOUNT TO BE RAISED BY TAX LEVY (deduct line 13 from line 12)	1,438,064.00			
15.	Levy Excess Fund applied to current budget	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	
16.	Net amount to be raised	1,438,064.00	0.00	0.00	
17.	Net Tax Rate on each one hundred dollars of taxable property	0.7877			

2007  
 ID YEAR CO TYPE FUND

**BUDGET ESTIMATE - FINANCIAL STATEMENT - PROPOSED TAX RATE**

TAXING UNIT TOWN OF SELLERSBURG  
 FUND MPP

COUNTY \_\_\_\_\_  
 NET ASSESSED VALUATION \$182,573,910.00

(This form is to be prepared for each fund that requires either a tax rate or an appropriation)  
 (NOT TO BE PUBLISHED)

	AMOUNT USED TO COMPUTE PUBLISHED BUDGET	APPROPRIATING BODY	TAX ADJUSTMENT BOARD	CONTROL BOARD AND DLGF FINAL ACTION
<b>FUNDS REQUIRED FOR EXPENSES TO DECEMBER 31st OF INCOMING YEAR:</b>				
1. Total budget estimate for incoming year	130,000.00			
2. Necessary expenditures, July 1 to December 31 of present year, to be made from appropriation unexpended	87,417.00			
3. Additional appropriation necessary to be made July 1 to December 31 of present year				
4. Outstanding temporary loans				
a. To be paid not included in lines 2 or 3				
b. Not repaid by December 31 of present year				
5. Total funds required (add lines 1, 2, 3, 4a and 4b)	217,417.00			
<b>FUNDS ON HAND TO BE RECEIVED FROM SOURCES OTHER THAN PROPOSED TAX LEVY:</b>				
6. Actual cash balance, June 30 of present year (including cash investments)	160,986.00			
7. Taxes to be collected, present year (December Settlement)	500.00			
8. Miscellaneous revenue to be received July 1 of present year to December 31 of incoming year				
(Schedule on File):				
a. Total Column A Budget Form 2	17,002.00			
b. Total Column B Budget Form 2	53,134.00			
9. TOTAL FUNDS (add lines 6, 7, 8a and 8b)	231,622.00			
10. Net amount to be raised for expenses to December 31 of incoming year (deduct line 9 from line 5)	-14,205.00			
11. Operating balance (not in excess of expense January 1 to June 30, less miscellaneous revenue for same period)	15,000.00			
12. Amount to be raised by tax levy (add lines 10 and 11)	795.00			
13. Property Tax Replacement Credit from Local Option Tax	0.00			
14. NET AMOUNT TO BE RAISED BY TAX LEVY (deduct line 13 from line 12)	795.00			
15. Levy Excess Fund applied to current budget	XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX	
16. Net amount to be raised	795.00	0.00	0.00	
17. Net Tax Rate on each one hundred dollars of taxable property	0.0004			

2007  
 ID YEAR CO TYPE FUND

**BUDGET ESTIMATE - FINANCIAL STATEMENT - PROPOSED TAX RATE**

TAXING UNIT TOWN OF SELLERSBURG  
 FUND PARKS & RECREATION

COUNTY \_\_\_\_\_  
 NET ASSESSED VALUATION \$182,573,910.00

(This form is to be prepared for each fund that requires either a tax rate or an appropriation)  
 (NOT TO BE PUBLISHED)

FUNDS REQUIRED FOR EXPENSES TO DECEMBER 31st OF INCOMING YEAR:		AMOUNT USED TO COMPUTE PUBLISHED BUDGET	APPROPRIATING BODY	TAX ADJUSTMENT BOARD	CONTROL BOARD AND DLGF FINAL ACTION
1.	Total budget estimate for incoming year	135,000.00			
2.	Necessary expenditures, July 1 to December 31 of present year, to be made from appropriation unexpended	90,015.00			
3.	Additional appropriation necessary to be made July 1 to December 31 of present year				
4.	Outstanding temporary loans				
	a. To be paid not included in lines 2 or 3				
	b. Not repaid by December 31 of present year				
5.	Total funds required (add lines 1, 2, 3, 4a and 4b)	225,015.00			
FUNDS ON HAND TO BE RECEIVED FROM SOURCES OTHER THAN PROPOSED TAX LEVY:					
6.	Actual cash balance, June 30 of present year (including cash investments)	54,599.00			
7.	Taxes to be collected, present year (December Settlement)	35,000.00			
8.	Miscellaneous revenue to be received July 1 of present year to December 31 of incoming year				
	(Schedule on File):				
	a. Total Column A Budget Form 2	23,620.00			
	b. Total Column B Budget Form 2	40,970.00			
9.	TOTAL FUNDS (add lines 6, 7, 8a and 8b)	154,189.00			
10.	Net amount to be raised for expenses to December 31 of incoming year (deduct line 9 from line 5)	70,826.00			
11.	Operating balance (not in excess of expense January 1 to June 30, less miscellaneous revenue for same period)				
12.	Amount to be raised by tax levy (add lines 10 and 11)	70,826.00			
13.	Property Tax Replacement Credit from Local Option Tax	0.00			
14.	NET AMOUNT TO BE RAISED BY TAX LEVY (deduct line 13 from line 12)	70,826.00			
15.	Levy Excess Fund applied to current budget	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	
16.	Net amount to be raised	70,826.00	0.00	0.00	
17.	Net Tax Rate on each one hundred dollars of taxable property	0.0388			

2007  
 ID YEAR CO TYPE FUND

**BUDGET ESTIMATE - FINANCIAL STATEMENT - PROPOSED TAX RATE**

TAXING UNIT TOWN OF SELLERSBURG  
 FUND CCI

COUNTY \_\_\_\_\_  
 NET ASSESSED VALUATION \$182,573,910.00

(This form is to be prepared for each fund that requires either a tax rate or an appropriation)  
 (NOT TO BE PUBLISHED)

	AMOUNT USED TO COMPUTE PUBLISHED BUDGET	APPROPRIATING BODY	TAX ADJUSTMENT BOARD	CONTROL BOARD AND DLGF FINAL ACTION
<b>FUNDS REQUIRED FOR EXPENSES TO DECEMBER 31st OF INCOMING YEAR:</b>				
1. Total budget estimate for incoming year	37,076.00			
2. Necessary expenditures, July 1 to December 31 of present year, to be made from appropriation unexpended	24,998.00			
3. Additional appropriation necessary to be made July 1 to December 31 of present year				
4. Outstanding temporary loans				
a. To be paid not included in lines 2 or 3				
b. Not repaid by December 31 of present year				
5. Total funds required (add lines 1, 2, 3, 4a and 4b)	62,074.00			
<b>FUNDS ON HAND TO BE RECEIVED FROM SOURCES OTHER THAN PROPOSED TAX LEVY:</b>				
6. Actual cash balance, June 30 of present year (including cash investments)	29,716.00			
7. Taxes to be collected, present year (December Settlement)	0.00			
8. Miscellaneous revenue to be received July 1 of present year to December 31 of incoming year				
(Schedule on File):				
a. Total Column A Budget Form 2	11,049.00			
b. Total Column B Budget Form 2	21,309.00			
9. TOTAL FUNDS (add lines 6, 7, 8a and 8b)	62,074.00			
10. Net amount to be raised for expenses to December 31 of incoming year (deduct line 9 from line 5)	0.00			
11. Operating balance (not in excess of expense January 1 to June 30, less miscellaneous revenue for same period)				
12. Amount to be raised by tax levy (add lines 10 and 11)	0.00			
13. Property Tax Replacement Credit from Local Option Tax	0.00			
14. NET AMOUNT TO BE RAISED BY TAX LEVY (deduct line 13 from line 12)	0.00			
15. Levy Excess Fund applied to current budget	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	
16. Net amount to be raised	0.00	0.00	0.00	
17. Net Tax Rate on each one hundred dollars of taxable property	0.0000			

2007  
 ID YEAR CO TYPE FUND

**BUDGET ESTIMATE - FINANCIAL STATEMENT - PROPOSED TAX RATE**

TAXING UNIT TOWN OF SELLERSBURG  
 FUND CCD

COUNTY \_\_\_\_\_  
 NET ASSESSED VALUATION \$182,573,910.00

(This form is to be prepared for each fund that requires either a tax rate or an appropriation)  
 (NOT TO BE PUBLISHED)

FUNDS REQUIRED FOR EXPENSES TO DECEMBER 31st OF INCOMING YEAR:	AMOUNT USED TO COMPUTE PUBLISHED BUDGET	APPROPRIATING BODY	TAX ADJUSTMENT BOARD	CONTROL BOARD AND DLGF FINAL ACTION
1. Total budget estimate for incoming year	127,555.00			
2. Necessary expenditures, July 1 to December 31 of present year, to be made from appropriation unexpended	109,743.00			
3. Additional appropriation necessary to be made July 1 to December 31 of present year				
4. Outstanding temporary loans				
a. To be paid not included in lines 2 or 3				
b. Not repaid by December 31 of present year				
5. Total funds required (add lines 1, 2, 3, 4a and 4b)	237,298.00			
<b>FUNDS ON HAND TO BE RECEIVED FROM SOURCES OTHER THAN PROPOSED TAX LEVY:</b>				
6. Actual cash balance, June 30 of present year (including cash investments)	164,689.00			
7. Taxes to be collected, present year (December Settlement)	16,500.00			
8. Miscellaneous revenue to be received July 1 of present year to December 31 of incoming year (Schedule on File):				
a. Total Column A Budget Form 2	3,210.00			
b. Total Column B Budget Form 2	6,430.00			
9. TOTAL FUNDS (add lines 6, 7, 8a and 8b)	190,829.00			
10. Net amount to be raised for expenses to December 31 of incoming year (deduct line 9 from line 5)	46,469.00			
11. Operating balance (not in excess of expense January 1 to June 30, less miscellaneous revenue for same period)				
12. Amount to be raised by tax levy (add lines 10 and 11)	46,469.00			
13. Property Tax Replacement Credit from Local Option Tax				
14. NET AMOUNT TO BE RAISED BY TAX LEVY (deduct line 13 from line 12)	46,469.00			
15. Levy Excess Fund applied to current budget	XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX	
16. Net amount to be raised	46,469.00	0.00	0.00	
17. Net Tax Rate on each one hundred dollars of taxable property	0.0255			



2007  
 ID YEAR CO TYPE FUND

**BUDGET ESTIMATE - FINANCIAL STATEMENT - PROPOSED TAX RATE**

TAXING UNIT TOWN OF SELLERSBURG

COUNTY \_\_\_\_\_

FUND LRS

NET ASSESSED VALUATION \$182,573,910.00

(This form is to be prepared for each fund that requires either a tax rate or an appropriation)

(NOT TO BE PUBLISHED)

	AMOUNT USED TO COMPUTE PUBLISHED BUDGET	APPROPRIATING BODY	TAX ADJUSTMENT BOARD	CONTROL BOARD AND DLGF FINAL ACTION
<b>FUNDS REQUIRED FOR EXPENSES TO DECEMBER 31st OF INCOMING YEAR:</b>				
1. Total budget estimate for incoming year	150,000.00			
2. Necessary expenditures, July 1 to December 31 of present year, to be made from appropriation unexpended	138,815.00			
3. Additional appropriation necessary to be made July 1 to December 31 of present year				
4. Outstanding temporary loans				
a. To be paid not included in lines 2 or 3				
b. Not repaid by December 31 of present year				
5. Total funds required (add lines 1, 2, 3, 4a and 4b)	288,815.00			
<b>FUNDS ON HAND TO BE RECEIVED FROM SOURCES OTHER THAN PROPOSED TAX LEVY:</b>				
6. Actual cash balance, June 30 of present year (including cash investments)	158,710.00			
7. Taxes to be collected, present year (December Settlement)	0.00			
8. Miscellaneous revenue to be received July 1 of present year to December 31 of incoming year (Schedule on File):				
a. Total Column A Budget Form 2	30,342.00			
b. Total Column B Budget Form 2	64,212.00			
9. TOTAL FUNDS (add lines 6, 7, 8a and 8b)	253,264.00			
10. Net amount to be raised for expenses to December 31 of incoming year (deduct line 9 from line 5)	35,551.00			
11. Operating balance (not in excess of expense January 1 to June 30, less miscellaneous revenue for same period)				
12. Amount to be raised by tax levy (add lines 10 and 11)				
13. Property Tax Replacement Credit from Local Option Tax	0.00			
14. NET AMOUNT TO BE RAISED BY TAX LEVY (deduct line 13 from line 12)	0.00			
15. Levy Excess Fund applied to current budget	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	
16. Net amount to be raised	0.00	0.00	0.00	
17. Net Tax Rate on each one hundred dollars of taxable property	0.0000			

2007  
 ID YEAR CO TYPE FUND

**BUDGET ESTIMATE - FINANCIAL STATEMENT - PROPOSED TAX RATE**

TAXING UNIT TOWN OF SELLERSBURG  
 FUND MVH

COUNTY \_\_\_\_\_  
 NET ASSESSED VALUATION \$182,573,910.00

(This form is to be prepared for each fund that requires either a tax rate or an appropriation)  
 (NOT TO BE PUBLISHED)

	AMOUNT USED TO COMPUTE PUBLISHED BUDGET	APPROPRIATING BODY	TAX ADJUSTMENT BOARD	CONTROL BOARD AND DLGF FINAL ACTION
<b>FUNDS REQUIRED FOR EXPENSES TO DECEMBER 31st OF INCOMING YEAR:</b>				
1. Total budget estimate for incoming year	611,200.00			
2. Necessary expenditures, July 1 to December 31 of present year, to be made from appropriation unexpended	326,974.00			
3. Additional appropriation necessary to be made July 1 to December 31 of present year				
4. Outstanding temporary loans				
a. To be paid not included in lines 2 or 3				
b. Not repaid by December 31 of present year				
5. Total funds required (add lines 1, 2, 3, 4a and 4b)	938,174.00			
<b>FUNDS ON HAND TO BE RECEIVED FROM SOURCES OTHER THAN PROPOSED TAX LEVY:</b>				
6. Actual cash balance, June 30 of present year (including cash investments)	429,717.00			
7. Taxes to be collected, present year (December Settlement)	0.00			
8. Miscellaneous revenue to be received July 1 of present year to December 31 of incoming year (Schedule on File):				
a. Total Column A Budget Form 2	180,703.00			
b. Total Column B Budget Form 2	297,670.00			
9. TOTAL FUNDS (add lines 6, 7, 8a and 8b)	908,090.00			
10. Net amount to be raised for expenses to December 31 of incoming year (deduct line 9 from line 5)	30,084.00			
11. Operating balance (not in excess of expense January 1 to June 30, less miscellaneous revenue for same period)				
12. Amount to be raised by tax levy (add lines 10 and 11)				
13. Property Tax Replacement Credit from Local Option Tax	0.00			
14. NET AMOUNT TO BE RAISED BY TAX LEVY (deduct line 13 from line 12)	0.00			
15. Levy Excess Fund applied to current budget	XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX	
16. Net amount to be raised	0.00	0.00	0.00	
17. Net Tax Rate on each one hundred dollars of taxable property	0.0000			

ORDINANCE NO. 2006- 021

AN ORDINANCE AMENDING THE SELLERSBURG TOWN CODE REGARDING THE REGULATION OF WEEDS, GRASS AND RANK VEGETATION WITHIN THE MUNICIPAL LIMITS AND THE DECLARATION OF NUISANCE FOR SAME AND THE ENFORCEMENT FOR VIOLATION THEREOF

WHEREAS, the Sellersburg Town Council has determined the current nuisance ordinance for the Town are in need of modification and updates;

WHEREAS, the Town Council for the Town of Sellersburg has determined that the herein ordinance is necessary for the efficient and effective administration of Town government; and

WHEREAS, this matter was considered at an open meeting to which the public were invited to attend and participate; and

BE IT NOW THEREFORE ORDAINED as follows:

DEFINITIONS:

For the purpose of this chapter, the following definition shall apply unless the context clearly indicates or requires a different meaning.

**WEED.** Any undesirable, uncultivated plant. As used in this chapter, **WEEDS, GRASS AND RANK VEGETATION** do not include agricultural crops such as hay and pasture.

EXCESSIVE GROWTH PROHIBITED:

It is unlawful for the owner of any lot or tract of ground within the Town to allow it to be overgrown with weeds, grass, or rank vegetation beyond the height of nine inches, or to such extent that the growth is detrimental to the public health and constitutes a nuisance.

INSPECTIONS:

It shall be the duty of the Office of the Building Commissioner of the Town to make a careful inspection, upon request, of any lots, grounds and/or tracts of land situated within the corporate limits of the town for the purpose of determining whether there is a violation of this chapter.

## REMOVAL NOTICE:

(A) Whenever the Building Commissioner finds grass, weeds, or rank vegetation on property within the town which is in such a condition as to violate this chapter, the Building Commissioner shall issue a written notice to the landowner to remove the grass, weeds or rank vegetation within five days of the date of receipt of the notice. Notice shall be served by certified mail upon the landowner, to the landowner's last known address, with a first class letter sent on the same date.

(B) A landowner who has been issued a notice of violation under this chapter may appeal the notice of violation to the Municipal Works Director <sup>within</sup> 3 days of receiving the notice. Such appeal must be in writing and made during regular business hours to the municipal works office. The Municipal Works Director will review the appeal and determine the appeal within twenty-four (24) hours of receipt. The Municipal Workers Director's decision is final.

## FAILURE TO REMOVE; REMEDIES:

(A) The Building Commissioner shall inspect the property within the ten days following the date of the notice to determine whether the violation has been cured. If the landowner has failed to remove the grass, weeds or rank vegetation, the Building Commissioner, his deputy or designee may issue to the landowner a citation for an ordinance violation which states the relevant offense(s) of this chapter, and the matter shall be prosecuted in the appropriate court by the Town Attorney.

(B) In addition, if the landowner upon reinspection has failed to remove the grass, weeds or rank vegetation, the Town through its Building Commissioner may enter the property and remove the grass, weeds or rank vegetation. The town may also pursue any other appropriate legal remedies.

## COST OF REMOVAL BY THE TOWN:

(A) If the landowner fails to remove the grass, weeds or rank vegetation and it is subsequently removed by the Town, the Clerk-Treasurer shall make a certified statement of the actual costs incurred by the town for the removal together with an administrative fee cost of \$50.00 for the first offense, \$150.00 second offense, third offense \$500.00 in one calendar year beginning January 1 of said year. The statement shall be served on the landowner by certified mail to the landowner's last known address. The landowner shall pay the amount of the statement to the Clerk-Treasurer to the general fund within ten (10) days of the receipt of the statement.

(B) If the landowner fails to pay within the specified ten-day period, the Clerk-Treasurer shall certify a copy of the statement of cost with the administrative fee and file same in the Office of the Clark County Auditor. The Auditor shall place the amount claimed on the tax duplicate of the property affected by the removal by the town. The amount shall be collected as taxes are collected, and dispersed to the general fund of the Town.

PUBLIC NUISANCE DECLARED:

Violations of the provisions of this section are declared a public nuisance.

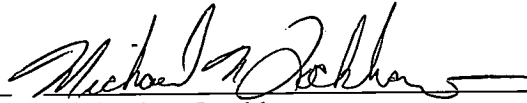
PENALTY:

Any person, firm or corporation who violates any provision of this section shall be subject to a fine not to exceed \$2,500.00 for each violation. Each day a violation continues shall be considered a separate violation.

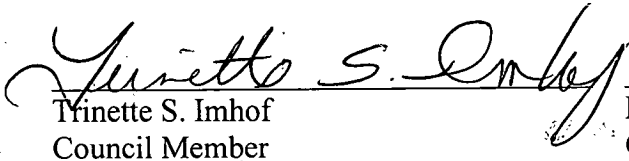
So ordained this 11<sup>th</sup> day of SEPTEMBER, 2006.



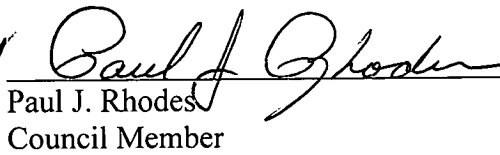
Doug J. Reiter  
Council President



Michael N. Lockhart  
Council Vice President



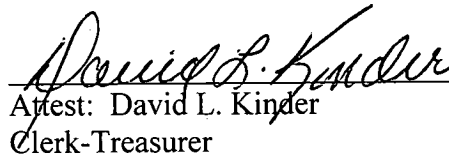
Trinetta S. Imhof  
Council Member



Paul J. Rhodes  
Council Member

*RESIGNED*

Jacques S. Smith  
Council Member



Attest: David L. Kinder  
Clerk-Treasurer

ORDINANCE NO. 2006-022

ORDINANCE AMENDING ORDINANCE NO. 2001-001 CHANGING THE SCHEDULE OF RATES AND CHARGES TO BE COLLECTED BY THE TOWN OF SELLERSBURG FROM OWNERS OF PROPERTY SERVED BY THE SEWER WORKS OF SAID TOWN AND OTHER MATTERS CONNECTED THEREWITH

FINAL PROPOSAL

WHEREAS, the Sellersburg Town Council did on February 12, 2001 adopt Ordinance No. 2001-001 establishing a schedule of rates and charges to be collected by the Town of Sellersburg from owners of property served by the sewage works of the Town of Sellersburg and other matters connected therewith; and

WHEREAS, the Sellersburg Town Council is authorized pursuant to I.C. 36-9-25-11 to change the fees associated with the treatment and disposal of sewage and other waste discharged into the sewer system, in an amount which is sufficient to procedure revenue sufficient to pay operation, maintenance, and administrative expenses as well as to pay the principal and interest on bonds and they become due and payable, and to provide money for the revolving funds authorized under I.C. 36-9-25;

WHEREAS, the Sellersburg Town Council believes the current financial condition of the Town of Sellersburg Sewer Department will allow for a reduction in the schedule of rates and charges to be collected by the Town of Sellersburg for owners of property served by the sewage works of the Town; and

WHEREAS, the Sellersburg Town Council engaged the services of a certified public accounts, H.J. Umbaugh & Associates to determine if a rate change is justified based upon the current financial condition of the Town of Sellersburg; and

WHEREAS, the Sellersburg Town Council received information from H.J. Umbaugh & Associates which justifies the amendment of Ordinance No. 2001-001 establishing a different

schedule of rates and charges to be collected by the Town of Sellersburg for owners of property served by the sewage works which are outside of the municipal limits of the Town as well as those rates and charges to be collected for those owners of property served by the sewage works which are inside the municipal limits; and

WHEREAS, the Sellersburg Town Council desires to make the reduction in the sewer rates in phases as set out in "Exhibit A", attached hereto and incorporated herein; and

WHEREAS, the Sellersburg Town Council has determined the amendment to said Ordinance is necessary for the efficient and effective administration of Town government; and

WHEREAS, this matter was considered at an open meeting to which the public were invited to attend and participate.

BE IT NOW THEREFORE ORDAINED by the Sellersburg Town Council that Section III a (1) and (2), and Section III b of Ordinance No. 2001-001 shall be and hereby are amended as set out in Exhibit A attached hereto and incorporated herein.

BE IT FURTHER ORDAINED by the Sellersburg Town Council the rates and charges as herein set forth shall become effective for all customers of the Town (connected or to be connected) on the first billing period after January 1, 2007.

Initial proposed ordinance approved on the first reading dated September 25, 2006.

Final proposed ordinance approved on a second reading after public hearing on October 9, 2006.

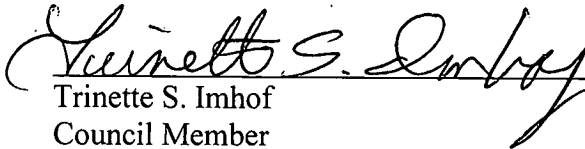
SO ORDAINED THIS 9<sup>th</sup> DAY OF October, 2006.



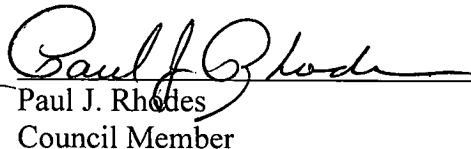
Doug J. Reiter  
Council President



Michael N. Lockhart  
Council Vice President

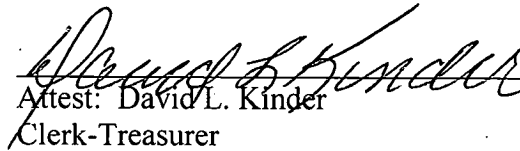


Trinette S. Imhof  
Council Member



Paul J. Rhodes  
Council Member

\_\_\_\_\_  
Council Member



Attest: David L. Kinder  
Clerk-Treasurer



SELLERSBURG (INDIANA) MUNICIPAL SEWAGE WORKS

SUMMARY OF PRESENT AND PROPOSED RATES AND CHARGES

(Based on Ordinance #2001-001 adopted February 12, 2001)

Assumes a 2% reduction in year 1 and a 1% reduction per year thereafter for 3 years

(A) METERED USERS:

Monthly Base Charge		Phase I		Phase II		Phase III		Phase IV			
		Inside Town Rates	Outside Town Rates	Inside Town Rates	Outside Town Rates	Inside Town Rates	Outside Town Rates	Inside Town Rates	Outside Town Rates		
Meter Size:											
5/8 - 3/4	inch	\$ 8.85	\$ 16.45	\$ 8.67	\$ 16.12	\$ 8.58	\$ 15.96	\$ 8.49	\$ 15.80	\$ 8.41	\$ 15.64
1	inch	19.65	27.25	19.45	26.98	19.26	26.71	19.07	26.44	18.88	26.18
1 1/2	inch	43.45	51.05	43.02	50.54	42.59	50.03	42.16	49.53	41.74	49.03
2	inch	73.65	81.25	72.91	80.44	72.18	79.64	71.46	78.84	70.75	78.05
3	inch	167.25	174.85	165.58	173.10	163.92	171.37	162.28	169.66	160.66	167.96
4	inch	289.65	297.25	286.75	294.28	283.88	291.34	281.04	288.43	278.23	285.55
6	inch	656.85	664.45	650.28	657.81	643.78	651.23	637.34	644.72	630.97	638.27

Flow Charge (per 1,000 gallons) \$ 3.80 \$ 3.80 \$ 3.72 \$ 3.72 \$ 3.68 \$ 3.68 \$ 3.64 \$ 3.64 \$ 3.60 \$ 3.60

(B) UNMETERED USERS: (Per Month)

Residential Single Family

(Assuming 5,400 gallons average)

\$ 29.40 \$ 37.00 \$ 28.76 \$ 36.21 \$ 28.45 \$ 35.83 \$ 28.15 \$ 35.46 \$ 27.85 \$ 35.08

Form Prescribed by State Board of Accounts

General Form No. 99p (Revised 1999)

To: Town of Sellersburg  
(Governmental Unit)  
Clark County, Indiana

From: The Evening News  
221 Spring St. P.O. Box 867  
Jeffersonville, IN 47130

PUBLISHER'S CLAIM

LINE COUNT

Display Matter (Must not exceed two actual lines, neither of which shall total more than four solid lines of type in which the body of the advertisement is set) -- number of equivalent lines

Head -- number of lines ..... 6 x 43  
Body -- Number of lines .....  
Tail -- number of lines .....  
Total number of lines in notice ..... 6 x 43

COMPUTATION OF CHARGES

43 lines, 6 columns wide equals 258 equivalent lines  
at 0.333 cents per line ..... \$ 85.91  
Additional charge for notices containing rule or tabular work  
(50 percent of above amount) .....  
Charge for extra proofs of publication (\$4.00 for each proof  
in excess of two) .....  
TOTAL AMOUNT OF CLAIM ..... 85.91

DATA FOR COMPUTING COST

Width of single column 9.0 ems  
Number of insertions 1  
Size of type 7 point

FEDERAL ID#  
55-0870768

Pursuant to the provisions and penalties of Chapter 155, acts 1953,

I hereby certify that the foregoing account is just and correct, that the amount claimed is legally due, after allowing all just credits, and that no part of the same has been paid.

Pam Brown

Date: 10-2 20 06

Title: Legal Bookkeeper

PUBLISHER'S AFFIDAVIT

State of Indiana )  
STREET, SELLERSBURG, INDIANA, THE SELLERSBURG ) ss:  
CLARK COUNTY )  
Personally appeared before me a notary public in and for said county  
and state, the undersigned Pam Brown who, being duly  
sworn, says that she is legal bookkeeper of The Evening News  
newspaper of general circulation printed and published in the English  
language in the city of Jeffersonville in state and county aforesaid,  
and that the printed matter attached hereto is a true copy, which was  
duly published in said paper for 1 time \_\_\_\_\_, the  
dates of publication being as follows:  
September 29, 2006

SELLERSBURG, INDIANA  
SUMMARY OF RATES  
(A) METERED USERS  
Assumes a 2% discount  
Phase 1  
Monthly Base Charge  
Meter Size:  
6/8 - 3/4 inch: Inside \$ 8.85, Town \$16.45, Outside \$18.15  
1 1/2 inch: Inside 19.85, Town 27.25, Outside 29.15  
2 inch: Inside 43.45, Town 61.05, Outside 66.15  
3 inch: Inside 73.65, Town 101.25, Outside 109.15  
4 inch: Inside 167.25, Town 247.25, Outside 266.15  
6 inch: Inside 289.65, Town 427.25, Outside 458.15  
Flow Charge (per 1,000 gallons): \$ 3.80, \$ 3.80, \$ 3.80  
(B) UNMETERED USERS (Per Monthly)  
Residential Single Family:  
(Assuming 6,400 gallons average) \$ 29.40, \$ 37.00, \$ 29.40  
BE IT FURTHER ORDAINED by the Sellersburg Town Council that the rates of publication be as set out in Exhibit A attached hereto and incorporated into the Ordinance of the Sellersburg Town Council, Indiana, dated and captioned as above.  
SO ORDAINED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2006.

Subscribed and sworn to before me this 2nd day of October, 2006.

Joan Galligan Notary Public  
JOAN GALLIGAN

My commission expires: August 27, 2014

716511911

ORDINANCE NO. 2006- 023

ORDINANCE ADOPTING A SCHEDULE OF FEES FOR PAYMENT  
OF JUDGMENTS (FINES) FOR CIVIL TRAFFIC VIOLATIONS

WHEREAS, the Sellersburg Town Council has heretofore amended its ordinances for civil traffic violations; and

WHEREAS, the Sellersburg Town Council has been advised it is necessary to adopt a schedule for the payment of judgments (fines) for said civil traffic violations; and

WHEREAS, the Sellersburg Town Court as well as the Sellersburg Chief of Police have requested the adoption of a schedule for payment of judgments (fines) for civil traffic violations; and

WHEREAS, the Sellersburg Town Council has determined that the herein ordinance is necessary for the efficient and effective administration of Town government; and

WHEREAS, this matter was considered at an open meeting to which the public were invited to attend and participate;

BE IT NOW THEREFORE ORDAINED the schedule for payment of judgments (fines) for civil traffic violations in and for the Town of Sellersburg shall be as follows:

Speeding	Total Due
1-15 mph over limit	\$138.00
16-25 mph over limit	\$148.00
26 mph over limit	\$163.00
All other moving violations	\$148.00
Non-Moving Violations	
Non-Commercial Vehicles such as:	
Expired plates, expired drivers license,	
Parking in a handicap zone & Equipment violations	\$143.00
Open Container violation	\$143.00
Child restraint violation – 1 <sup>st</sup> offense	(show proof of compliance)

2 <sup>nd</sup> offense	\$ 25.00
Seatbelt violation	\$ 25.00
Driving while suspended (infraction)	\$163.00
Commercial Truck Violations	
PSCI (Pub.Ser.Comm. Vehicles), Equipment Violations, Log Book Violations & Third Lane Violations	\$163.00
Fuel Tax Permit Violation	\$143.00
CDL – Seat Belt	\$120.00
Over Weight By:	
1000 – 2000	\$163.00
2001 – 3000	\$188.00
3001 – 4000	\$238.00
4001 – 5000	\$288.00
5001 – 6000	\$338.00
6001 – 7000	\$438.00
7001 – 8000	\$538.00
8001 – 9000	\$638.00
9001 – 10,000	\$738.00
Over 10,000	\$1,088.00

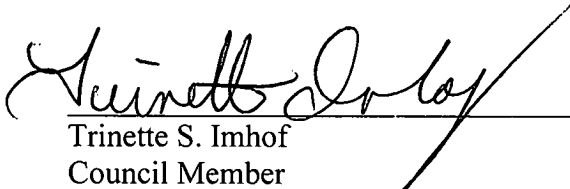
SO ORDAINED this 25 day of September, 2006.



Doug J. Reiter  
Council President



Michael N. Lockhart  
Council Vice President

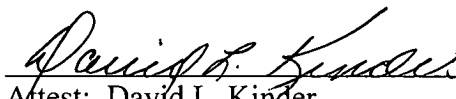


Trinetta S. Imhof  
Council Member



Paul J. Rhodes  
Council Member

\_\_\_\_\_  
Council Member



Attest: David L. Kinder  
Clerk-Treasurer

ORDINANCE NO. 2006- 024

AN ORDINANCE CREATING A NON-REVERTING FUND FOR THE PURPOSE OF REIMBURSING EMPLOYEES FOR CERTAIN UNINSURED MEDICAL EXPENSES

WHEREAS, the Sellersburg Town Council is desirous of implementing an employee medical insurance program which includes the self-insurance of certain incurred expenses; and

WHEREAS, the implementation of the program will require the creation of a non-reverting fund from which payments to employees shall be made; and

WHEREAS, the State Board of Accounts has confirmed in volume no. 283 of The County Bulletin, January 1991, that the municipality, acting pursuant to the provisions of I.C. 36-1-3, et seq., is empowered to create, by ordinance, such funds deemed necessary for the effective operation of government as to local affairs; and

WHEREAS, the Sellersburg Town Council has been advised as to the basic parameters of the medical insurance program, evidenced its agreement to the limited self-insurance provisions; and

WHEREAS, this matter was considered at an open meeting to which the public were invited to attend and participate; and

WHEREAS, the herein ordinance is necessary for the efficient and effective administration of Town government;

BE IT NOW THEREFORE ORDAINED, that a non-reverting fund, to be known as the Medical Expense Reimbursement Fund, shall be and hereby is created, with said fund being subject to the following terms and provisions:

1. Revenue: The Sellersburg Town Council shall insure from time to time that the Sellersburg Clerk-Treasurer appropriates from the Town General Fund, and/or transfers from one

or more categories of the Town's General Fund budget, such amounts as shall be reasonably necessary to effect the purpose for which the fund was created.

2. Purpose: The purpose of the fund is to enable the Sellersburg Town Council to reduce the rate of escalation of medical insurance premiums through self-insurance of certain aspects of the insurance program offered employees.

3. Fund Life: The Medical Expense Reimbursement Fund balance shall be non-reverting at year end and shall continue from year to year until terminated by ordinance duly adopted by the Sellersburg Town Council.

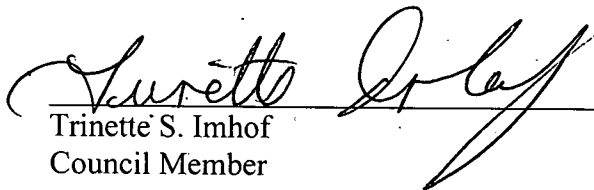
So ordained this 25 day of September, 2006.



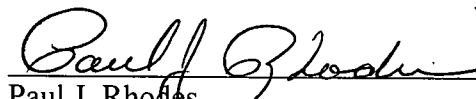
Doug J. Reiter  
Council President



Michael N. Lockhart  
Council Vice President

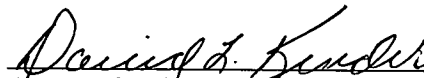


Trinette S. Imhof  
Council Member



Paul J. Rhodes  
Council Member

\_\_\_\_\_  
Council Member



Attest: David L. Kinder  
Clerk-Treasurer

**Ordinance No. 2006- 025**

**AN ORDINANCE FOR THE TRANSFER OF APPROPRIATIONS REGARDING  
THE TOWN OF SELLERSBURG**

**WHEREAS**, the Town of Sellersburg Clerk-Treasurer has determined there exists a need to transfer appropriations to continue efficient and effective budget administration within the Town of Sellersburg; and

**WHEREAS**, the Town Council for the Town of Sellersburg has determined that the requested transfer of appropriations is necessary for the continued efficient and effective budget administration within the Town of Sellersburg; and

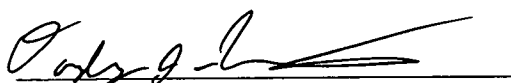
**WHEREAS**, this matter was considered in an open public meeting to which the public were invited to attend and participate.

**BE IT NOW THEREFORE ORDAINED AS FOLLOWS:**

Transfers from the **General Fund** appropriations:

Amount	FROM	TO
\$ 1,400.00	101020315.000 PD, Service Contracts	101020214.000 Software Computer Maints.
\$ 9,900.00	101301432.000 S&S Sidewalks	101301225.000 Fuel for Packer
\$ 2,400.00	101301431.000 S&S Storm Drain	101301225.000 Fuel for Packer
\$ 860.00	101301431.000 S&S Storm Drain	101301242.000 Misc. Supply
\$ 135.00	101301431.000 S&S Storm Drain	101301244.000 S&S Personal Prot.
\$ 160.00	101301431.000 S&S Storm Drain	101301313.000 S&S Medical Exams
\$ 360.00	101301431.000 S&S Storm Drain	101301323.000 S&S Telephone/Pagers
\$ 7,000.00	101301433.000 S&S Emergency	101301365.000 S&S Maint. Packer
\$ 615.00	101301431.000 S&S Storm Drain	101301394.000 S&S Misc. Services
\$ 75.00	101301431.000 S&S Storm Drain	101301441.000 S&S Equipment/Packer
\$ 515.00	204001111.000 Pool Salaries	204001314.000 PR Consulting Services
\$ 1,435.00	204001111.000 Pool Salaries	204001351.000 PR Electric/Pool
\$ 1,680.00	204001111.000 Pool Salaries	204001364.000 PR Repairs/Maint
\$ 3,000.00	201001126.000 MVH Street Longevity	201001121.000 MVH Street FICA/SS
\$ 5,700.00	201001126.000 MVH Street Longevity	201001314.000 MVH Consulting Services
\$ 4,500.00	201001126.000 MVH Street Longevity	201001366.000 MVH Gravel
\$ 300.00	201001126.000 MVH Street Longevity	201001394.000 MVH Misc.
\$ 1,500.00	101950114.000 AC Sell Back Vacation	101950242.000 AC Misc. Supplies
\$ 1,900.00	101003421.000 TC Purchase of Police	101003314.000 Consulting Services
\$ 170.00	101003124.000 TC Group Health Ins.	101003364.000 Repairs to Town Hall

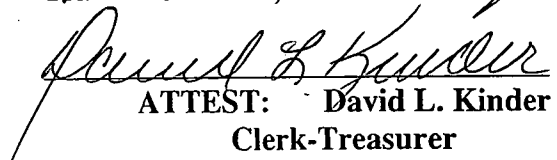
SO ORDAINED this 23<sup>rd</sup> day of October 2006

  
Douglas J. Reiter, Council President

  
Michael N. Lockhart, Council Vice President

  
Trinette S. Imhof, Council Member

  
Paul J. Rhodes, Council Member

  
ATTEST: David L. Kinder  
Clerk-Treasurer



ORDINANCE NO. 2006- 026

ORDINANCE ESTABLISHING FEES FOR SELLERSBURG POLICE DEPARTMENT

WHEREAS, the Sellersburg Town Council has adopted an ordinance establishing a schedule of fees for payment of Judgments (Fines) for Civil Traffic Violations for the Town of Sellersburg; and

WHEREAS, all such fees collected with the exception of three (\$3.00) dollars, is now deposited into the Town of Sellersburg General Fund;

WHEREAS, out of the fees collected three (\$3.00) dollars is directed to the Sellersburg Police Department Continuing Education Fund; and

WHEREAS, with the adoption of the schedule of fees for payment of judgments (fines) for civil traffic violations under Town of Sellersburg Ordinance, the Town of Sellersburg will receive the majority of all funds paid by the violator; and

WHEREAS, the Sellersburg Town Council has consulted with the Clerk Treasurer and Chief of Police in regard to this matter; and

WHEREAS, due to the increased fees received by the Town of Sellersburg, \$25.00 of all such fees collected shall be designated for destination into the Sellersburg Police Department Continuing Education Fund;

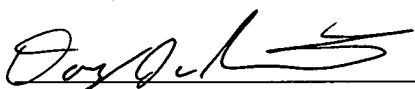
WHEREAS, this matter was considered at an open meeting to which the public were invited to attend and participate; and

WHEREAS, the herein ordinance is necessary for the efficient and effective administration of Town government.

BE IT NOW THEREFORE ORDAINED by the Sellersburg Town Council as follows:

1. That twenty-five (\$25.00) dollars of any fee collected as judgment for a Town ordinance violation ticket written by the Sellersburg Police Department shall be deposited into the continuing ~~new~~ education fund of the Sellersburg Police Department.

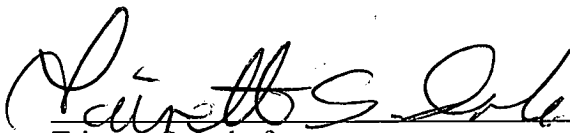
So ordained this 23<sup>rd</sup> day of October, 2006



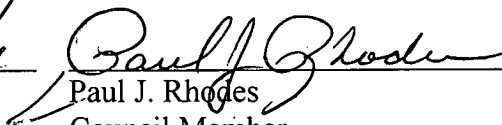
Doug J. Reiter  
Council President



Michael N. Lockhart  
Council Vice President

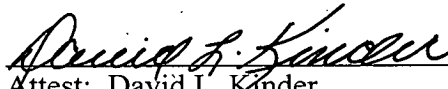


Trinette S. Imhof  
Council Member



Paul J. Rhodes  
Council Member

\_\_\_\_\_  
Council Member



Attest: David L. Kinder  
Clerk-Treasurer

ORDINANCE NO. 2006- 027

AN ORDINANCE ESTABLISHING REVISED VOTER DISTRICTS  
IN THE TOWN OF SELLERSBURG, INDIANA CREATING ONE (1) AT  
LARGE DISTRICT AND FOUR (4) REGULAR DISTRICTS

WHEREAS, I.C. 36-5-2-4.1 requires the legislative body of the Town of Sellersburg, Indiana to divide the Town's districts for the purpose of conducting elections of Town offices; and

WHEREAS, I.C. 36-5-2-5 allows the legislative body to divide the Town districts for the purpose of conducting elections of Town offices into districts and at-large districts; and

WHEREAS, the Sellersburg Town Council has determined the current ordinance should be revised to allow for one (1) voter district at large and four (4) regular voter districts as more specifically defined below; and

WHEREAS, the Sellersburg Town Council finds the following criteria exists in dividing the Town's districts, to-wit: each district is composed of contiguous territory, each district is reasonably compact; each district does not cross precinct lines and each district contains as near as possible equal populations as required by I.C. 36-5-2-4.1; and

WHEREAS, the herein ordinance is necessary for the efficient and effective administration of Town government; and

WHEREAS, the Sellersburg Town Council determined this matter at an open meeting to which the public were invited to attend and participate;

BE IT NOW THEREFORE ORDAINED, by the Sellersburg Town Council the following revised voter districts for the Town of Sellersburg shall be:

Revised District 1: Shall be defined in accordance with the precinct map attached hereto as Exhibit 1, wherein there lives 1,605 voters.

Revised District 2: Shall be defined in accordance with the precinct map attached hereto as Exhibit 2, wherein there lives 1,513 voters.

Revised District 3: Shall be defined in accordance with the precinct map attached hereto as Exhibit 3, wherein there lives 1,458 voters.


Revised District 4: Shall be defined in accordance with the precinct map attached hereto as Exhibit 4, wherein there lives 1,509 voters.


Revised District 5, (At-large District): Shall be defined in accordance with the precinct map attached hereto as Exhibit 5, wherein there lives 6,085 voters.

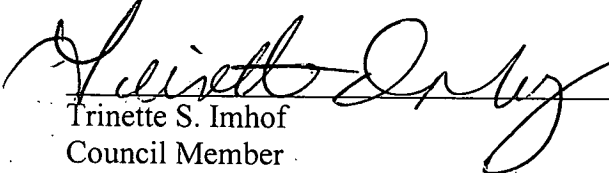
BE IT FURTHER ORDAINED by the Sellersburg Town Council that maps showing the district boundary and population information shall be and hereby are incorporated by reference as if fully set forth herein.


BE IT FURTHER ACKNOWLEDGED by the Sellersburg Town Council that I.C. 3-11-1.5-32 requires that any change to the boundaries of a district established under I.C. 36-5-2-4.1 occur prior to November 8 of the year preceding the year in which a municipal election is to be held and before the day upon which the municipal election is held.

So ordained this 23<sup>rd</sup> day of October, 2006.

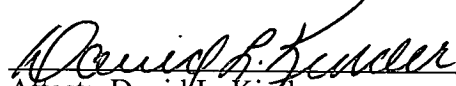
  
\_\_\_\_\_  
Doug J. Reiter  
Council President

  
\_\_\_\_\_  
Michael N. Lockhart  
Council Vice President

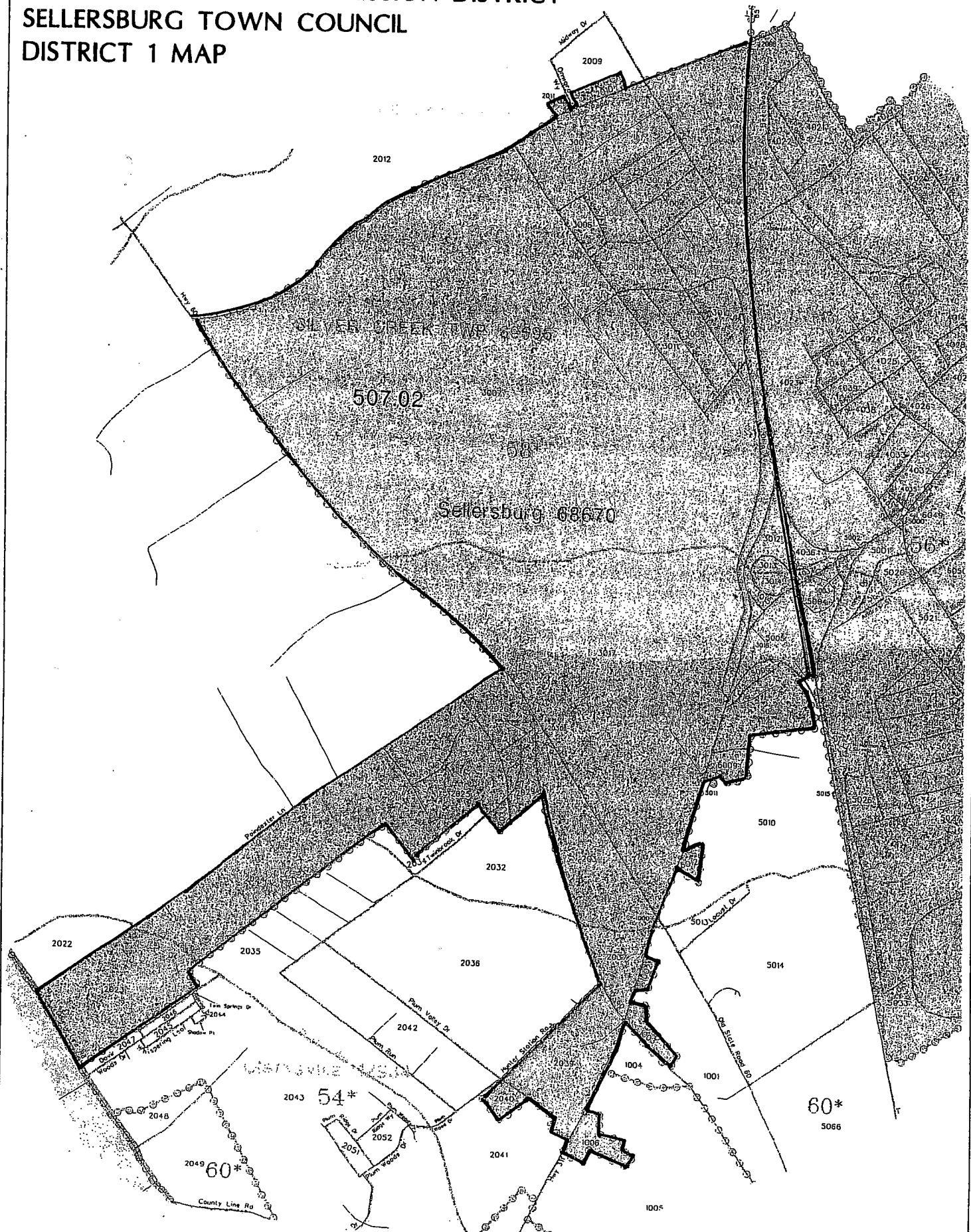
  
\_\_\_\_\_  
Trinette S. Imhof  
Council Member

  
\_\_\_\_\_  
Paul J. Rhodes  
Council Member

\_\_\_\_\_  
Council Member

  
\_\_\_\_\_  
Attest: David L. Kinder  
Clerk-Treasurer

TOWN OF SELLERSBURG, INDIANA  
INDIANA ELECTION COMMISSION DISTRICT  
SELLERSBURG TOWN COUNCIL  
DISTRICT 1 MAP



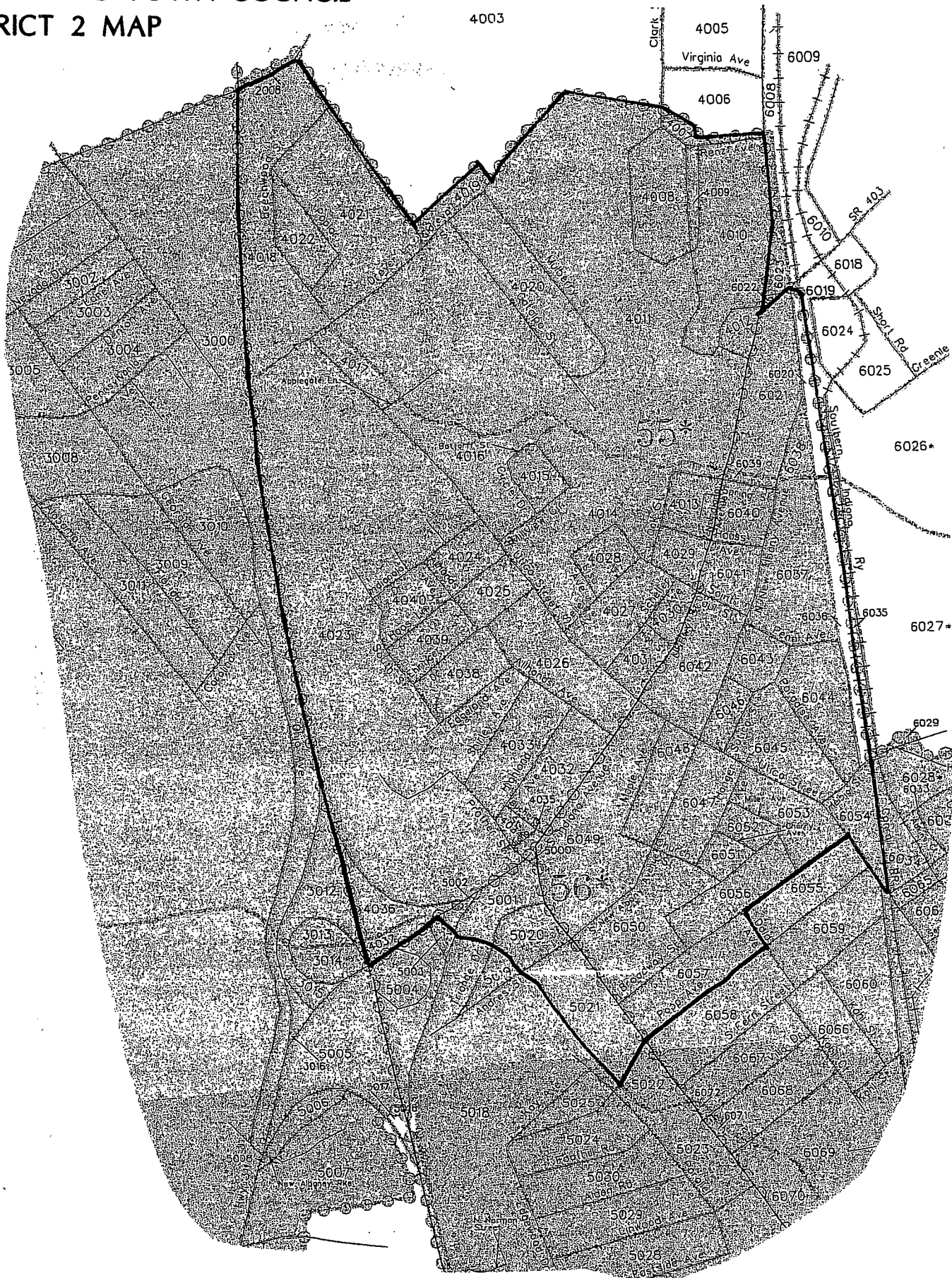
DATA TAKEN FROM P.L. 94-171 COUNTY BLOCK MAPS-CENSUS 2000

PRECINCT SUMMARY STATEMENT  
 INDIANA ELECTION COMMISSION  
 SELLERSBURG TOWN COUNCIL DISTRICT 1

October 23, 2006

<u>DISTRICT</u>	<u>ID</u>	<u>STFID</u>	<u>PERSONS</u>
Clark County			
	1636	180190507021002	2
	1637	180190507021003	0
	1640	180190507021006	5
	1730	180190507022010	0
	1731	180190507022011	0
	1743	180190507022023	3
	1744	180190507022024	30
	1745	180190507022025	72
	1746	180190507022026	25
	1747	180190507022027	44
	1748	180190507022028	0
	1749	180190507022029	0
	1750	180190507022030	0
	1751	180190507022031	6
	1753	180190507022033	0
	1757	180190507022037	6
	1759	180190507022039	43
	1760	180190507022040	15
	1776	180190507023000	186
	1777	180190507023001	221
	1778	180190507023002	68
	1779	180190507023003	69
	1780	180190507023004	68
	1781	180190507023005	60
	1782	180190507023006	42
	1783	180190507023007	293
	1784	180190507023008	49
	1785	180190507023009	61
	1786	180190507023010	56
	1787	180190507023011	99
	1788	180190507023012	0
	1789	180190507023013	0
	1790	180190507023014	0
	1791	180190507023015	0
	1792	180190507023016	0
	1793	180190507023017	74
	1840	180190507025005	0
	1841	180190507025006	0
	1842	180190507025007	4
	1844	180190507025009	0
	1846	180190507025011	0
	1847	180190507025012	4
			1605

TOWN OF SELLERSBURG, INDIANA  
INDIANA ELECTION COMMISSION DISTRICT  
SELLERSBURG TOWN COUNCIL  
DISTRICT 2 MAP



PRECINCT SUMMARY STATEMENT  
 INDIANA ELECTION COMMISSION  
 SELLERSBURG TOWN COUNCIL DISTRICT 2

October 23, 2006

<u>DISTRICT</u>	<u>ID</u>	<u>STFID</u>	<u>PERSONS</u>
Clark County	1728	180190507022008	0
	1801	180190507024007	0
	1802	180190507024008	0
	1803	180190507024009	0
	1804	180190507024010	8
	1805	180190507024011	97
	1806	180190507024012	0
	1807	180190507024013	48
	1808	180190507024014	70
	1809	180190507024015	17
	1810	180190507024016	60
	1811	180190507024017	14
	1812	180190507024018	33
	1813	180190507024019	27
	1814	180190507024020	66
	1815	180190507024021	51
	1816	180190507024022	19
	1817	180190507024023	175
	1818	180190507024024	19
	1819	180190507024025	17
	1820	180190507024026	71
	1821	180190507024027	39
	1822	180190507024028	17
	1823	180190507024029	2
	1824	180190507024030	10
	1825	180190507024031	12
	1826	180190507024032	15
	1827	180190507024033	57
	1828	180190507024034	5
	1829	180190507024035	0
	1830	180190507024036	0
	1831	180190507024037	0
	1832	180190507024038	38
	1833	180190507024039	28
	1834	180190507024040	27
	1835	180190507025000	0
	1836	180190507025001	2
	1837	180190507025002	0
	1855	180190507025020	0
	1856	180190507025021	0
	1922	180190507026020	0
	1923	180190507026021	1

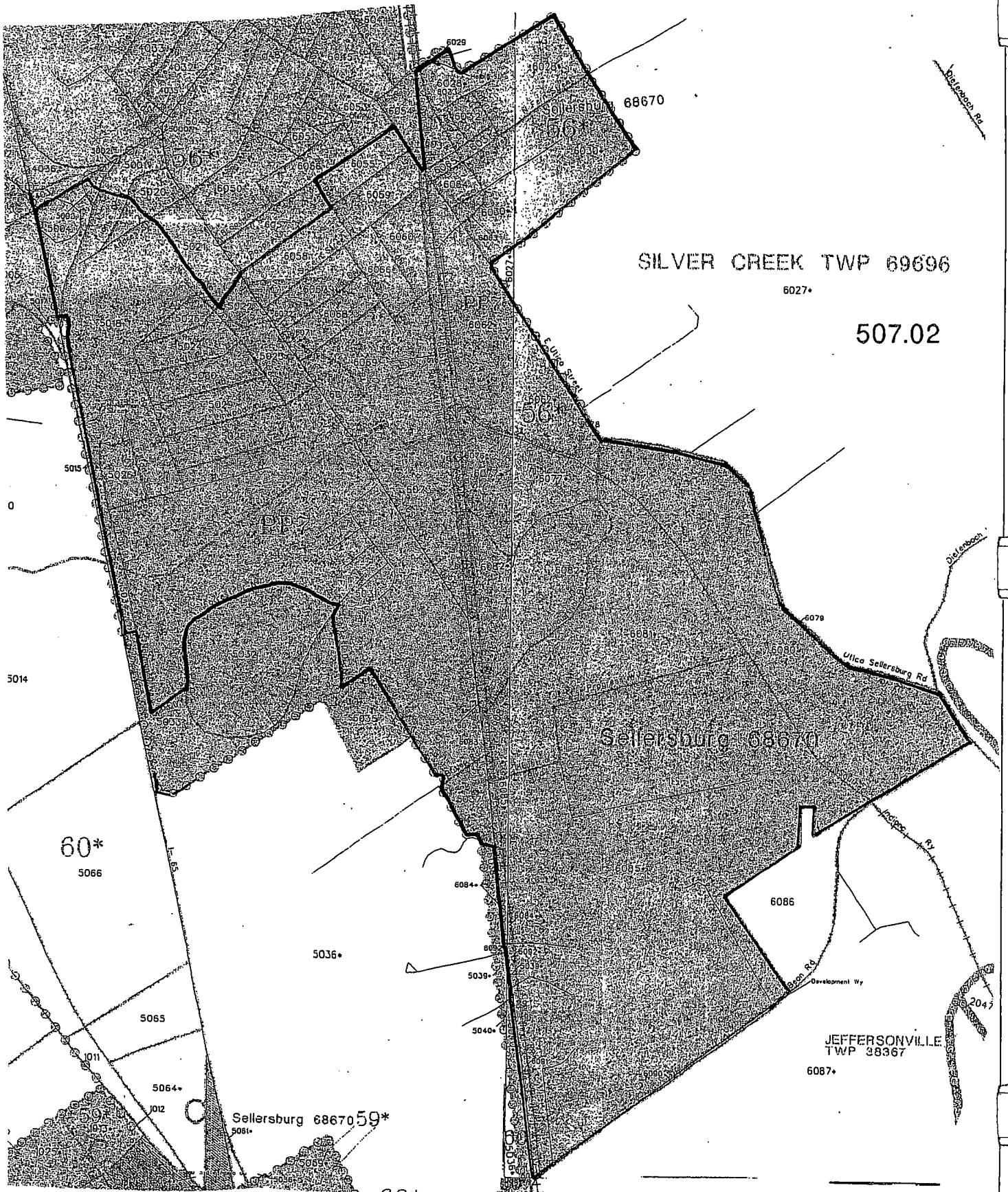


PRECINCT SUMMARY STATEMENT  
INDIANA ELECTION COMMISSION  
SELLERSBURG TOWN COUNCIL DISTRICT 2

October 23, 2006

<u>DISTRICT</u>	<u>ID</u>	<u>STFID</u>	<u>PERSONS</u>
Clark County	1924	180190507026022	0
	1938	180190507026036	0
	1939	180190507026037	13
	1940	180190507026038	0
	1941	180190507026039	8
	1942	180190507026040	52
	1943	180190507026041	19
	1944	180190507026042	16
	1945	180190507026043	3
	1946	180190507026044	35
	1947	180190507026045	62
	1948	180190507026046	19
	1949	180190507026047	38
	1950	180190507026048	34
	1951	180190507026049	9
	1952	180190507026050	6
	1953	180190507026051	8
	1954	180190507026052	26
	1955	180190507026053	21
	1956	180190507026054	12
	1958	180190507026056	47
	1959	180190507026057	48
			<hr/> 1521

TOWN OF SELLERSBURG, INDIANA  
INDIANA ELECTION COMMISSION DISTRICT  
SELLERSBURG TOWN COUNCIL  
DISTRICT 3 MAP



PRECINCT SUMMARY STATEMENT  
 INDIANA ELECTION COMMISSION  
 SELLERSBURG TOWN COUNCIL DISTRICT 3

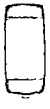
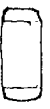
October 23, 2006

<u>DISTRICT</u>	<u>ID</u>	<u>STFID</u>	<u>PERSONS</u>
Clark County			
	1838	180190507025003	0
	1839	180190507025004	0
	1850	180190507025015	0
	1853	180190507025018	148
	1854	180190507025019	0
	1857	180190507025022	1
	1858	180190507025023	37
	1859	180190507025024	66
	1860	180190507025025	15
	1861	180190507025026	17
	1862	180190507025027	105
	1863	180190507025028	54
	1864	180190507025029	50
	1865	180190507025030	61
	1866	180190507025031	172
	1869	180190507025034	0
	1872	180190507025037	24
	1873	180190507025038	0
	1874	180190507025039	2
	1875	180190507025040	0
	1930	180190507026028	29
	1931	180190507026029	0
	1932	180190507026030	13
	1933	180190507026031	17
	1934	180190507026032	17
	1935	180190507026033	4
	1936	180190507026034	0
	1957	180190507026055	72
	1960	180190507026058	66
	1961	180190507026059	76
	1962	180190507026060	53
	1963	180190507026061	0
	1964	180190507026062	40
	1965	180190507026063	0
	1966	180190507026064	31
	1967	180190507026065	15
	1968	180190507026066	72
	1969	180190507026067	53
	1970	180190507026068	13
	1971	180190507026069	98
	1972	180190507026070	10
	1973	180190507026071	2

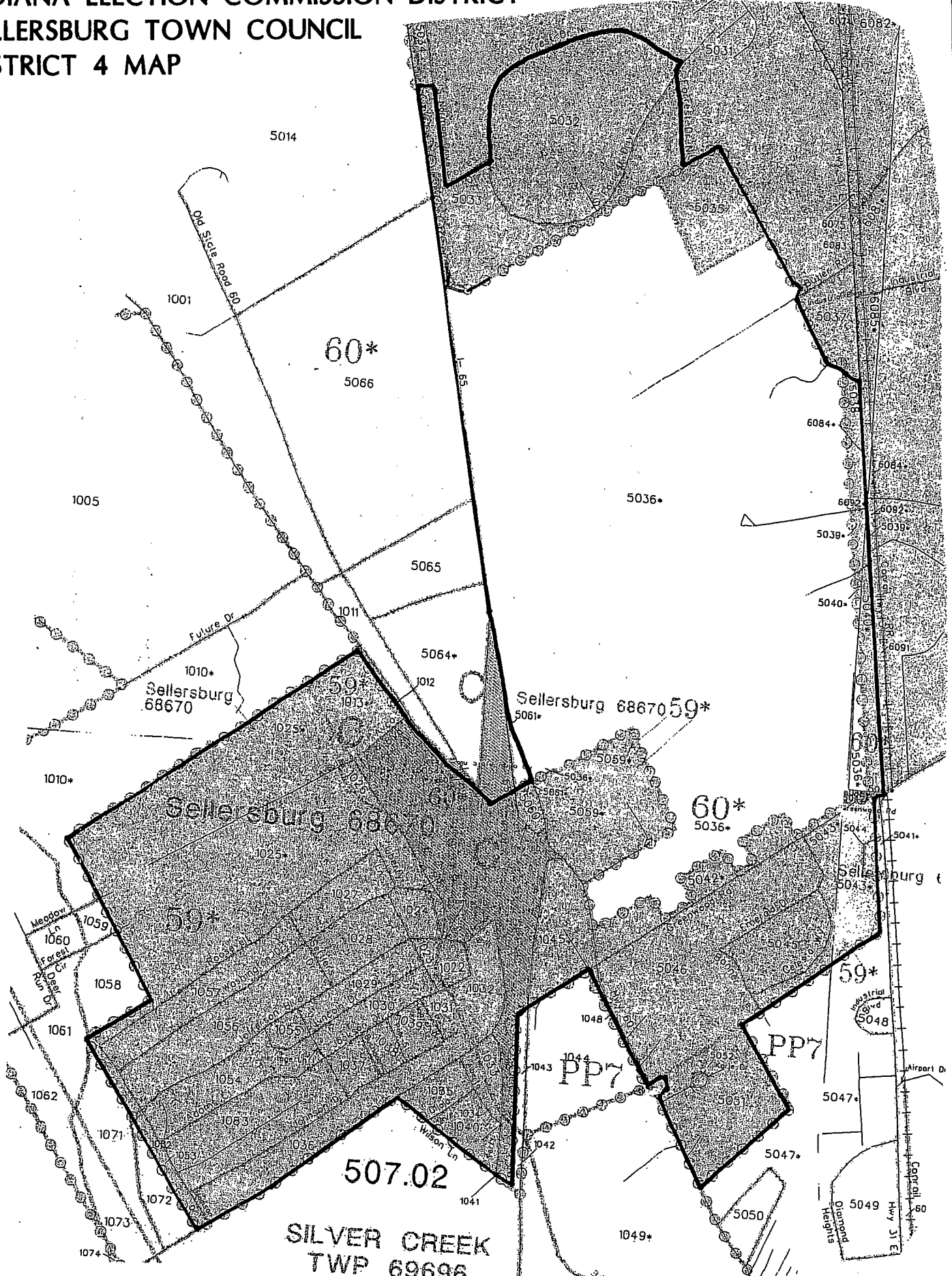
PRECINCT SUMMARY STATEMENT  
INDIANA ELECTION COMMISSION  
SELLERSBURG TOWN COUNCIL DISTRICT 3

October 23, 2006

<u>DISTRICT</u>	<u>ID</u>	<u>STFID</u>	<u>PERSONS</u>
Clark County			
	1974	180190507026072	2
	1975	180190507026073	16
	1976	180190507026074	0
	1977	180190507026075	0
	1978	180190507026076	0
	1979	180190507026077	0
	1980	180190507026078	0
	1982	180190507026080	0
	1983	180190507026081	0
	1984	180190507026082	0
	1985	180190507026083	0
	1986	180190507026084	0
	1987	180190507026085	0
	1993	180190507026091	4
	1994	180190507026092	0
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			1455



TOWN OF SELLERSBURG, INDIANA  
 INDIANA ELECTION COMMISSION DISTRICT  
 SELLERSBURG TOWN COUNCIL  
 DISTRICT 4 MAP



SILVER CREEK  
 TWP 69696

PRECINCT SUMMARY STATEMENT  
 INDIANA ELECTION COMMISSION  
 SELLERSBURG TOWN COUNCIL DISTRICT 4

October 23, 2006

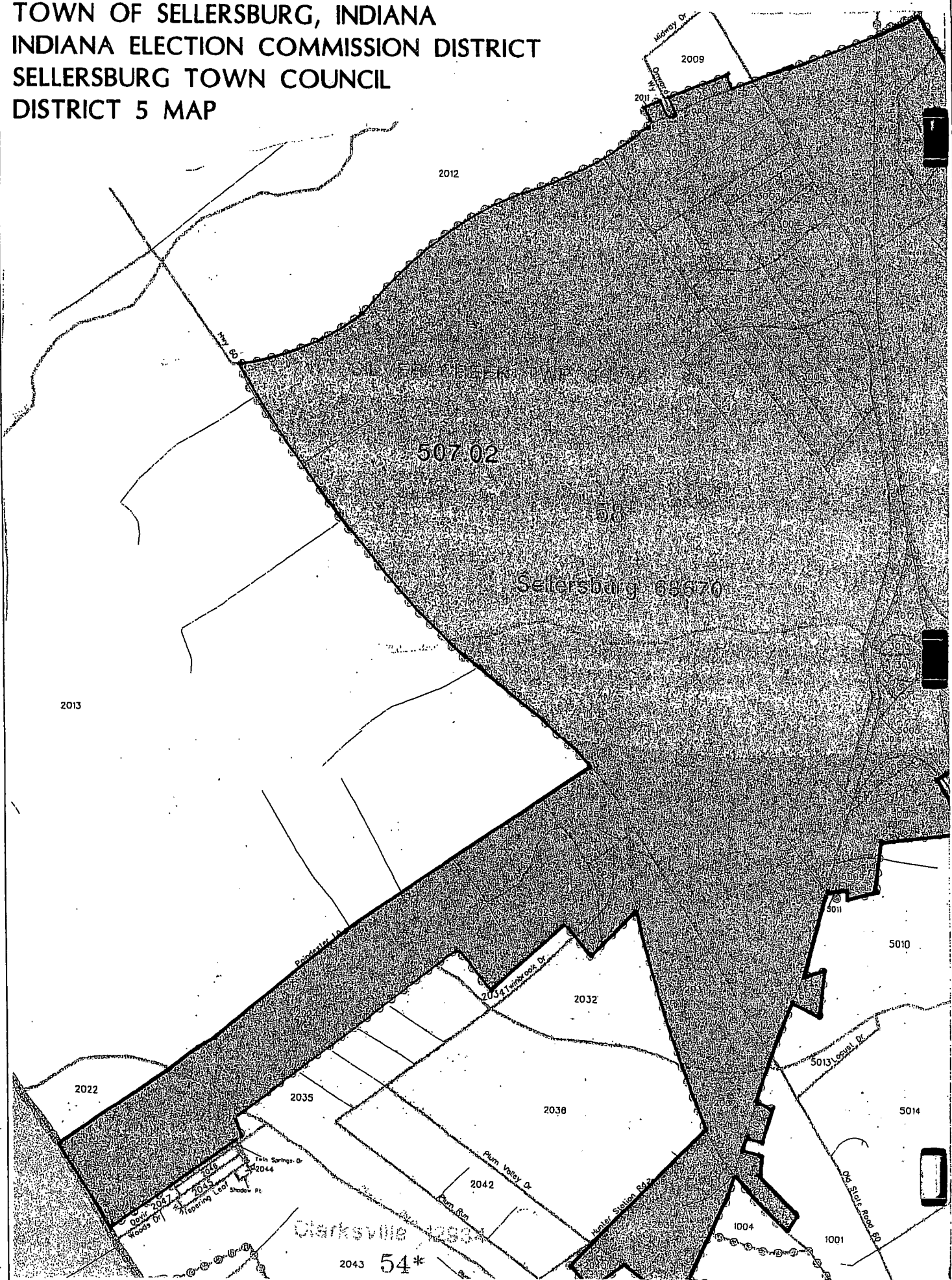
<u>DISTRICT</u>	<u>ID</u>	<u>STFID</u>	<u>PERSONS</u>
Clark County	1646	180190507021012	0
	1647	180190507021013	0
	1648	180190507021014	7
	1649	180190507021015	0
	1650	180190507021016	0
	1651	180190507021017	0
	1653	180190507021019	0
	1654	180190507021020	0
	1655	180190507021021	0
	1656	180190507021022	0
	1657	180190507021023	0
	1658	180190507021024	0
	1659	180190507021025	112
	1660	180190507021026	0
	1661	180190507021027	52
	1662	180190507021028	54
	1663	180190507021029	81
	1664	180190507021030	43
	1665	180190507021031	31
	1666	180190507021032	0
	1667	180190507021033	5
	1668	180190507021034	7
	1669	180190507021035	18
	1670	180190507021036	107
	1671	180190507021037	38
	1672	180190507021038	28
	1673	180190507021039	36
	1674	180190507021040	57
	1675	180190507021041	0
	1676	180190507021042	0
	1677	180190507021043	0
	1679	180190507021045	0
	1680	180190507021046	0
	1681	180190507021047	0
	1682	180190507021048	15
	1687	180190507021053	35
	1688	180190507021054	67
	1689	180190507021055	13
	1690	180190507021056	126
	1691	180190507021057	143
	1716	180190507021082	0
	1717	180190507021083	144

PRECINCT SUMMARY STATEMENT  
INDIANA ELECTION COMMISSION  
SELLERSBURG TOWN COUNCIL DISTRICT 4

October 23, 2006

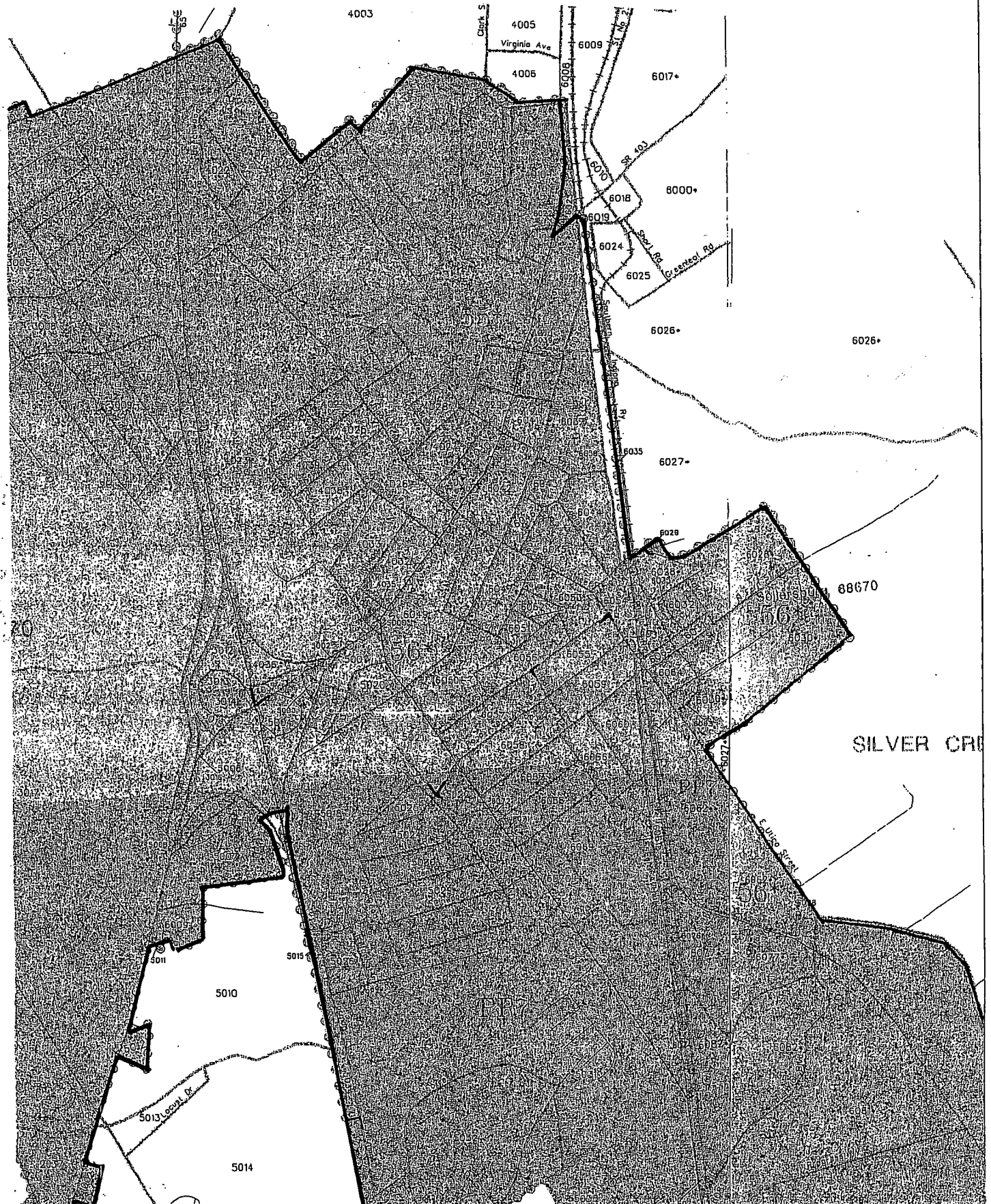
<u>DISTRICT</u>	<u>ID</u>	<u>STFID</u>	<u>PERSONS</u>
Clark County	1867	180190507025032	55
	1868	180190507025033	31
	1870	180190507025035	0
	1871	180190507025036	0
	1873	180190507025038	0
	1874	180190507025039	2
	1875	180190507025040	0
	1877	180190507025042	19
	1878	180190507025043	40
	1879	180190507025044	0
	1880	180190507025045	38
	1881	180190507025046	77
	1886	180190507025051	10
	1887	180190507025052	0
	1893	180190507025058	0
	1894	180190507025059	0
	1895	180190507025060	0
	1896	180190507025061	0
	1898	180190507025063	0
			<hr/> 1491

TOWN OF SELLERSBURG, INDIANA  
INDIANA ELECTION COMMISSION DISTRICT  
SELLERSBURG TOWN COUNCIL  
DISTRICT 5 MAP

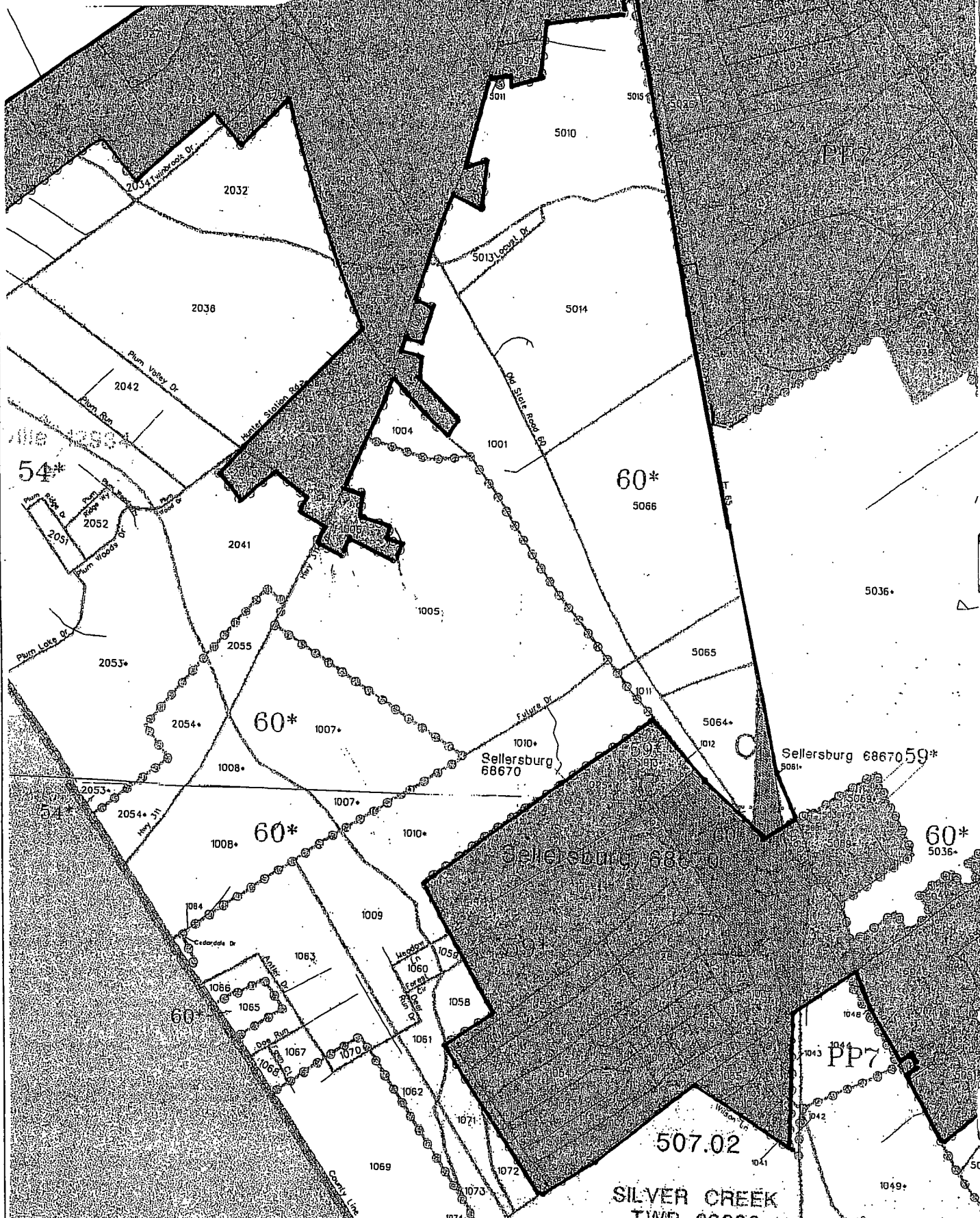




TOWN OF SELLERSBURG, INDIANA  
INDIANA ELECTION COMMISSION DISTRICT  
SELLERSBURG TOWN COUNCIL  
DISTRICT 5 MAP



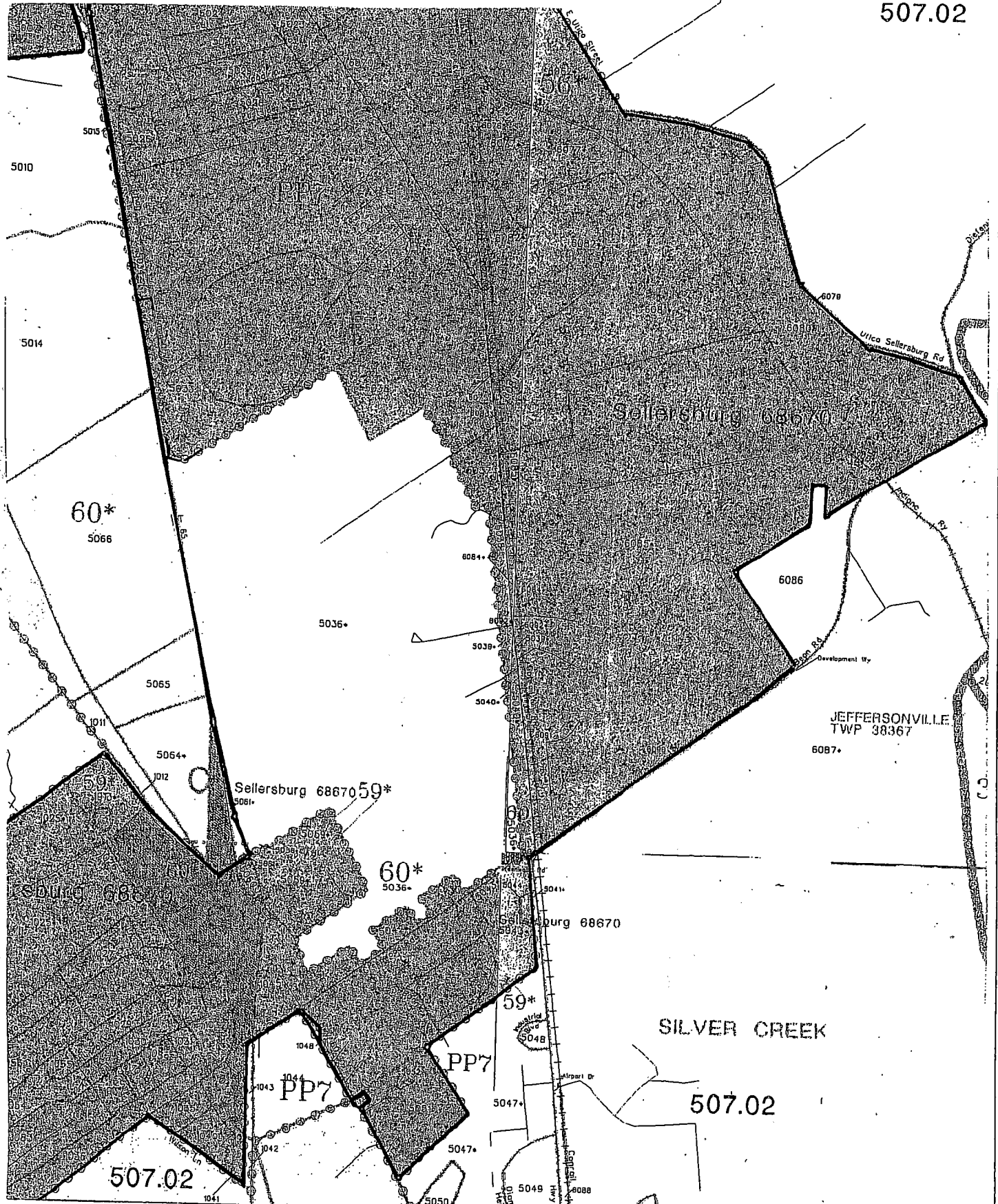
TOWN OF SELLERSBURG, INDIANA  
 INDIANA ELECTION COMMISSION DISTRICT  
 SELLERSBURG TOWN COUNCIL  
 DISTRICT 5 MAP



TOWN OF SELLERSBURG, INDIANA  
INDIANA ELECTION COMMISSION DISTRICT  
SELLERSBURG TOWN COUNCIL  
DISTRICT 5 MAP

SILVER CREEK TWP 69696  
6027\*

507.02



PRECINCT SUMMARY STATEMENT  
 INDIANA ELECTION COMMISSION  
 SELLERSBURG TOWN COUNCIL DISTRICT 5

10/31/2006



<u>DISTRICT</u>	<u>ID</u>	<u>STFID</u>	<u>PERSONS</u>
Clark County	1636	180190507021002	2
	1637	180190507021003	0
	1640	180190507021006	5
	1646	180190507021012	0
	1647	180190507021013	0
	1648	180190507021014	7
	1649	180190507021015	0
	1650	180190507021016	0
	1651	180190507021017	0
	1653	180190507021019	0
	1654	180190507021020	0
	1655	180190507021021	0
	1656	180190507021022	0
	1657	180190507021023	0
	1658	180190507021024	0
	1659	180190507021025	112
	1660	180190507021026	0
	1661	180190507021027	52
	1662	180190507021028	54
	1663	180190507021029	81
	1664	180190507021030	43
	1665	180190507021031	31
	1666	180190507021032	0
	1667	180190507021033	5
	1668	180190507021034	7
	1669	180190507021035	18
	1670	180190507021036	107
	1671	180190507021037	38
	1672	180190507021038	28
	1673	180190507021039	36
	1674	180190507021040	57
	1675	180190507021041	0
	1676	180190507021042	0
	1677	180190507021043	0
	1679	180190507021045	0
	1680	180190507021046	0
	1681	180190507021047	0
	1682	180190507021048	15
	1687	180190507021053	35
	1688	180190507021054	67
	1689	180190507021055	13
	1690	180190507021056	126
	1691	180190507021057	143



PRECINCT SUMMARY STATEMENT  
 INDIANA ELECTION COMMISSION  
 SELLERSBURG TOWN COUNCIL DISTRICT 5

10/31/2006

<u>DISTRICT</u>	<u>ID</u>	<u>STFID</u>	<u>PERSONS</u>
Clark County	1716	180190507021082	0
	1717	180190507021083	144
	1728	180190507022008	0
	1730	180190507022010	0
	1731	180190507022011	0
	1743	180190507022023	3
	1744	180190507022024	30
	1745	180190507022025	72
	1746	180190507022026	25
	1747	180190507022027	44
	1748	180190507022028	0
	1749	180190507022029	0
	1750	180190507022030	0
	1751	180190507022031	6
	1753	180190507022033	0
	1757	180190507022037	6
	1759	180190507022039	43
	1760	180190507022040	15
	1776	180190507023000	186
	1777	180190507023001	221
	1778	180190507023002	68
	1779	180190507023003	69
	1780	180190507023004	68
	1781	180190507023005	60
	1782	180190507023006	42
	1783	180190507023007	293
	1784	180190507023008	49
	1785	180190507023009	61
	1786	180190507023010	56
	1787	180190507023011	99
	1788	180190507023012	0
	1789	180190507023013	0
	1790	180190507023014	0
	1791	180190507023015	0
	1792	180190507023016	0
	1793	180190507023017	74
	1801	180190507024007	0
	1802	180190507024008	0
	1803	180190507024009	0
	1804	180190507024010	8
	1805	180190507024011	97
	1806	180190507024012	0
	1807	180190507024013	48

PRECINCT SUMMARY STATEMENT  
 INDIANA ELECTION COMMISSION  
 SELLERSBURG TOWN COUNCIL DISTRICT 5

10/31/2006

<u>DISTRICT</u>	<u>ID</u>	<u>STFID</u>	<u>PERSONS</u>
Clark County	1808	180190507024014	70
	1809	180190507024015	17
	1810	180190507024016	60
	1811	180190507024017	14
	1812	180190507024018	33
	1813	180190507024019	27
	1814	180190507024020	66
	1815	180190507024021	51
	1816	180190507024022	19
	1817	180190507024023	175
	1818	180190507024024	19
	1819	180190507024025	17
	1820	180190507024026	71
	1821	180190507024027	39
	1822	180190507024028	17
	1823	180190507024029	2
	1824	180190507024030	10
	1825	180190507024031	12
	1826	180190507024032	15
	1827	180190507024033	57
	1828	180190507024034	5
	1829	180190507024035	0
	1830	180190507024036	0
	1831	180190507024037	0
	1832	180190507024038	38
	1833	180190507024039	28
	1834	180190507024040	27
	1835	180190507025000	0
	1836	180190507025001	2
	1837	180190507025002	0
	1838	180190507025003	0
	1839	180190507025004	0
	1840	180190507025005	0
	1841	180190507025006	0
	1842	180190507025007	4
	1844	180190507025009	0
	1846	180190507025011	0
	1847	180190507025012	4
	1850	180190507025015	0
	1853	180190507025018	148
	1854	180190507025019	0
	1855	180190507025020	0
	1856	180190507025021	0



PRECINCT SUMMARY STATEMENT  
 INDIANA ELECTION COMMISSION  
 SELLERSBURG TOWN COUNCIL DISTRICT 5

10/31/2006

<u>DISTRICT</u>	<u>ID</u>	<u>STFID</u>	<u>PERSONS</u>
Clark County	1857	180190507025022	1
	1858	180190507025023	37
	1859	180190507025024	66
	1860	180190507025025	15
	1861	180190507025026	17
	1862	180190507025027	105
	1863	180190507025028	54
	1864	180190507025029	50
	1865	180190507025030	61
	1866	180190507025031	172
	1867	180190507025032	55
	1868	180190507025033	31
	1869	180190507025034	0
	1870	180190507025035	0
	1871	180190507025036	0
	1872	180190507025037	24
	1873	180190507025038	0
	1873	180190507025038	0
	1874	180190507025039	2
	1874	180190507025039	2
	1875	180190507025040	0
	1875	180190507025040	0
	1877	180190507025042	19
	1878	180190507025043	40
	1879	180190507025044	0
	1880	180190507025045	38
	1881	180190507025046	77
	1886	180190507025051	10
	1887	180190507025052	0
	1893	180190507025058	0
	1894	180190507025059	0
	1895	180190507025060	0
	1896	180190507025061	0
	1898	180190507025063	0
	1922	180190507026020	0
	1923	180190507026021	1
	1924	180190507026022	0
	1930	180190507026028	29
	1931	180190507026029	0
	1932	180190507026030	13
	1933	180190507026031	17
	1934	180190507026032	17
	1935	180190507026033	4

PRECINCT SUMMARY STATEMENT  
 INDIANA ELECTION COMMISSION  
 SELLERSBURG TOWN COUNCIL DISTRICT 5

10/31/2006

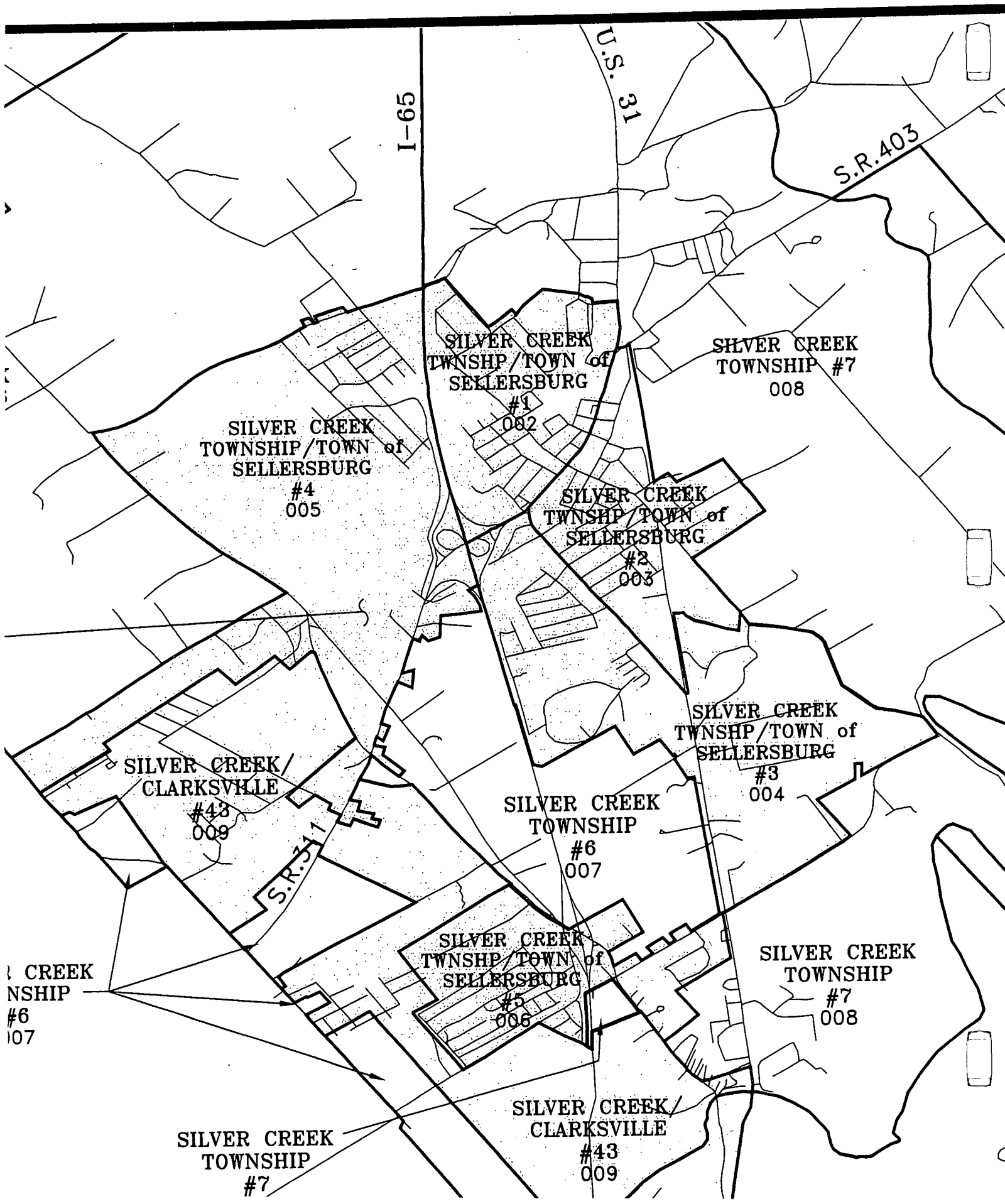
<u>DISTRICT</u>	<u>ID</u>	<u>STFID</u>	<u>PERSONS</u>
Clark County			
	1936	180190507026034	0
	1938	180190507026036	0
	1939	180190507026037	13
	1940	180190507026038	0
	1941	180190507026039	8
	1942	180190507026040	52
	1943	180190507026041	19
	1944	180190507026042	16
	1945	180190507026043	3
	1946	180190507026044	35
	1947	180190507026045	62
	1948	180190507026046	19
	1949	180190507026047	38
	1950	180190507026048	34
	1951	180190507026049	9
	1952	180190507026050	6
	1953	180190507026051	8
	1954	180190507026052	26
	1955	180190507026053	21
	1956	180190507026054	12
	1957	180190507026055	72
	1958	180190507026056	47
	1959	180190507026057	48
	1960	180190507026058	66
	1961	180190507026059	76
	1962	180190507026060	53
	1963	180190507026061	0
	1964	180190507026062	40
	1965	180190507026063	0
	1966	180190507026064	31
	1967	180190507026065	15
	1968	180190507026066	72
	1969	180190507026067	53
	1970	180190507026068	13
	1971	180190507026069	98
	1972	180190507026070	10
	1973	180190507026071	2
	1974	180190507026072	2
	1975	180190507026073	16
	1976	180190507026074	0
	1977	180190507026075	0
	1978	180190507026076	0
	1979	180190507026077	0



PRECINCT SUMMARY STATEMENT  
INDIANA ELECTION COMMISSION  
SELLERSBURG TOWN COUNCIL DISTRICT 5

10/31/2006

<u>DISTRICT</u>	<u>ID</u>	<u>STFID</u>	<u>PERSONS</u>
Clark County	1980	180190507026078	0
	1982	180190507026080	0
	1983	180190507026081	0
	1984	180190507026082	0
	1985	180190507026083	0
	1986	180190507026084	0
	1987	180190507026085	0
	1993	180190507026091	4
	1994	180190507026092	0
			<hr/> 6072



I-65

U.S. 31

S.R. 403

SILVER CREEK  
TWNShP/TOWN of  
SELLERSBURG  
#1  
002

SILVER CREEK  
TOWNSHIP #7  
008

SILVER CREEK  
TOWNSHIP/TOWN of  
SELLERSBURG  
#4  
005

SILVER CREEK  
TWNShP/TOWN of  
SELLERSBURG  
#3  
003

SILVER CREEK  
TWNShP/TOWN of  
SELLERSBURG  
#3  
004

SILVER CREEK/  
CLARKSVILLE  
#43  
009

SILVER CREEK  
TOWNSHIP  
#6  
007

SILVER CREEK  
TWNShP/TOWN of  
SELLERSBURG  
#5  
006

SILVER CREEK  
TOWNSHIP  
#7  
008

SILVER CREEK  
TOWNSHIP  
#7

SILVER CREEK/  
CLARKSVILLE  
#43  
009

SILVER CREEK  
TOWNSHIP  
#6  
007

**Ordinance No. 2006- 028**

**AN ORDINANCE FOR THE TRANSFER OF APPROPRIATIONS REGARDING  
THE TOWN OF SELLERSBURG**

**WHEREAS**, the Town of Sellersburg Clerk-Treasurer has determined there exists a need to transfer appropriations to continue efficient and effective budget administration within the Town of Sellersburg; and

**WHEREAS**, the Town Council for the Town of Sellersburg has determined that the requested transfer of appropriations is necessary for the continued efficient and effective budget administration within the Town of Sellersburg; and

**WHEREAS**, this matter was considered in an open public meeting to which the public were invited to attend and participate.

**BE IT NOW THEREFORE ORDAINED AS FOLLOWS:**

Transfers from the **MVH Funds and LRS Funds** appropriations respectively:

<b>Amount</b>	<b>FROM</b>	<b>TO</b>
\$ 10,000.00	MVH 451	MVH 384
\$ 8,000.00	LRS 368	LRS 397
\$ 20,000.00	LRS 398	LRS 397
\$ 25,000.00	LRS 431	LRS 397
\$ 35,000.00	LRS 432	LRS 397
\$ 7,000.00	LRS 434	LRS 397

SO ORDAINED this 11<sup>th</sup> day of December 2006

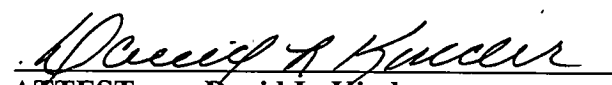
  
\_\_\_\_\_  
**Douglas J. Reiter, Council President**

  
\_\_\_\_\_  
**Michael N. Lockhart, Council Vice President**

\_\_\_\_\_  
**Trinette S. Imhof, Council Member**

  
\_\_\_\_\_  
**Paul J. Rhodes, Council Member**

  
\_\_\_\_\_  
**Michael J. Hostetler, Council Member**

  
\_\_\_\_\_  
**ATTEST: David L. Kinder  
Clerk-Treasurer**

**ORDINANCE NO. 2006-029**

**HOURLY, SALARY, HOLIDAY AND LONGEVITY PAY  
FOR EMPLOYEES OF THE TOWN OF SELLERSBURG, INDIANA  
FOR CALENDAR YEAR 2007**

BE IT ORDAINED by the Town Council of the Town of Sellersburg, Indiana, that the hourly, and salary pay for the Town of Sellersburg, Indiana for calendar year 2007 payable from the General Fund, Water Utility, Sewer Utility, and the Parks and Recreation Fund of the Town of Sellersburg shall be as follows:

Pay increases are 3.2% of a First Class Patrolman \$1163.47/annual \$0.56/hourly  
Longevity is 1% of a First Class Patrolman's Salary (\$375.23) times the number of years of service (minimum 2-maximum 20)

Police Officers	Name	Hourly	Salary	Holiday Pay (10 Holidays)	Longevity Yrs	Longevity	ANNUAL SALARY	FUND				
								Civil	MVH	Water	Wastewater	
Chief	Whelan	\$25.76	\$53,580.80	\$2,060.80	6	\$2,251.38	\$57,892.98	\$57,892.98				
Asst. Chief	Ross	\$23.41	\$48,692.80	\$1,872.80	7	\$2,626.61	\$53,192.21	\$53,192.21				
Detective	Levesque	\$19.56	\$40,684.80	\$1,564.80	11	\$4,127.53	\$46,377.13	\$46,377.13				
Sergeant	Stricker	\$19.11	\$39,748.80	\$1,528.80	20	\$7,504.60	\$48,782.20	\$48,782.20				
Sergeant	Bradshaw	\$19.11	\$39,748.80	\$1,528.80	19	\$7,129.37	\$48,406.97	\$48,406.97				
First Class Patrolman	Crump	\$18.04	\$37,523.20	\$1,443.20	6	\$2,251.38	\$41,217.78	\$41,217.78				
First Class Patrolman	Lamaster	\$18.04	\$37,523.20	\$1,443.20	6	\$2,251.38	\$41,217.78	\$41,217.78				
First Class Patrolman	Minich	\$18.04	\$37,523.20	\$1,443.20	8	\$3,001.84	\$41,968.24	\$41,968.24				
First Class Patrolman	Mitchell	\$18.04	\$37,523.20	\$1,443.20	8	\$3,001.84	\$41,968.24	\$41,968.24				
First Class Patrolman	Broady	\$18.04	\$37,523.20	\$1,443.20	4	\$1,500.92	\$40,467.32	\$40,467.32				
First Class Patrolman	Adams	\$18.04	\$37,523.20	\$1,443.20	3	\$1,125.69	\$40,092.09	\$40,092.09				
First Class Patrolman	Knight	\$18.04	\$37,523.20	\$1,443.20	0	\$0.00	\$38,966.40	\$38,966.40				
School Resource Officer	Cortie	\$18.04	\$37,523.20	\$1,443.20	2	\$750.46	\$39,716.86		\$39,716.86			

Probationary Patrolman hired in 2007 will have a starting hourly wage of \$17.54.

Dispatchers												
	Name	Hourly	Salary		Yrs	Longevity	ANNUAL SALARY	Civil	MVH	Water	Wastewater	
Full Time Police Dispatcher/Secretary (Salary)	Clapp	\$17.00	\$35,360.00		14	\$5,253.22	\$40,613.22	\$40,613.22				
Full Time Police Dispatcher	Langford	\$14.06	\$29,244.80		7	\$2,626.61	\$31,871.41	\$31,871.41				
Full Time Police Dispatcher	Fleming, D	\$13.06	\$27,164.80		2	\$750.46	\$27,915.26	\$27,915.26				
Full Time Police Dispatcher	Gardner	\$13.06	\$27,164.80		0		\$27,164.80	\$27,164.80				
Full Time Police Dispatcher	Cotton	\$13.06	\$27,164.80		0		\$27,164.80	\$27,164.80				
Part-Time Police Dispatcher-24 hrs wk	Thompson	\$13.06	\$16,298.88		0		\$16,298.88	\$16,298.88				

Dispatchers hired in 2007 will have a starting hourly wage of \$12.50.

Clerk Treasurer's Office												
	Name	Hourly	Salary		Yrs	Longevity	ANNUAL SALARY	Civil	MVH	Water	Wastewater	
Chief Deputy Clerk Treasurer (Salary)	Eve	\$18.57	\$38,625.60		18	\$6,754.14	\$45,379.74	\$45,379.74				
Deputy Clerk Treasurer (Salary)	Jones	\$17.00	\$35,360.00		10	\$3,752.30	\$39,112.30	\$39,112.30				

Animal Control												
	Name	Hourly	Salary		Yrs	Longevity	ANNUAL SALARY	Civil	MVH	Water	Wastewater	
Animal Control Officer (Salary)	Robinson	\$16.31	\$33,924.80		10	\$3,752.30	\$37,677.10	\$37,677.10				

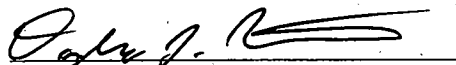
Court										
Court Administrator	TBA	\$13.36	\$27,788.80				\$27,788.80	\$27,788.80		
Part-Time Court Clerk-16 hrs./wk	Hostetler	\$13.36	\$11,115.52				\$11,115.52	\$11,115.52		
Part-Time Court Clerk-16 hrs./wk	Kingsbury	\$13.36	\$11,115.52				\$11,115.52	\$11,115.52		

Public Works											
								Civil	MVH 40%	Water 15%	Wastewater 45%
Public Works Director (Salary)	Alexander	\$28.84	\$59,987.20				\$59,987.20		\$23,994.88	\$8,998.08	\$26,994.24
Asst. Public Works Director (Salary)	Wright	\$26.50	\$55,120.00	8	\$3,001.84	\$58,121.84		\$23,248.74	\$8,718.28	\$26,154.83	
Building/Utilities Inspector (Salary)	Tanner	\$23.66	\$49,212.80			\$49,212.80		\$19,685.12	\$7,381.92	\$22,145.76	
Billing Manager (Salary)	Bower	\$18.56	\$38,604.80	5	\$1,876.15	\$40,480.95		\$16,192.38	\$6,072.14	\$18,216.43	
Assistant Billing Clerk (Salary)	McCutcheon	\$15.75	\$32,760.00	5	\$1,876.15	\$34,636.15		\$13,854.46	\$5,195.42	\$15,586.27	
Billing Clerk	Lockhart	\$14.81	\$30,804.80			\$30,804.80		\$12,321.92	\$4,620.72	\$13,862.16	
Team Member	Brown	\$15.06	\$31,324.80			\$31,241.60		\$12,496.64	\$4,686.24	\$14,058.72	
Team Member	Cline	\$15.81	\$32,884.80	6	\$2,251.38	\$35,136.18		\$14,054.47	\$5,270.43	\$15,811.28	
Team Member	Lee	\$15.81	\$32,884.80	12	\$4,502.76	\$37,387.56		\$14,955.02	\$5,608.13	\$16,824.40	
Team Member	Thompson	\$15.81	\$32,884.80	20	\$7,504.60	\$40,389.40		\$16,155.76	\$6,058.41	\$18,175.23	
Team Member	Fouch	\$15.81	\$32,884.80	2	\$750.46	\$33,635.26		\$13,454.10	\$5,045.29	\$15,135.87	
Team Member	Freeman (CDL)	\$16.30	\$33,904.00	2	\$750.46	\$34,654.46		\$13,861.78	\$5,198.17	\$15,594.51	
Seasonal-Part-Time Team Member	TBA	\$10.00	\$10,000.00			\$10,000.00		\$4,000.00	\$1,500.00	\$4,500.00	
Seasonal-Part-Time Team Member	TBA	\$10.00	\$10,000.00			\$10,000.00		\$4,000.00	\$1,500.00	\$4,500.00	
Street Superintendent (Salary)	TBA	\$20.00	\$41,600.00	0	\$0.00	\$41,600.00		\$41,600.00			
Water Superintendent (Salary)	Henson	\$21.91	\$45,572.80	20	\$7,504.60	\$53,077.40			\$53,077.40		
Team Member	Blankenbaker	\$16.81	\$34,964.80	20	\$7,504.60	\$42,469.40			\$42,469.40		
WasteWater Superintendent (Salary)	Blincoe	\$20.87	\$43,409.60	20	\$7,504.60	\$50,914.20				\$50,914.20	
Team Member (Safety Coordinator)	Samples	\$16.31	\$33,924.80	20	\$7,504.60	\$41,429.40				\$41,429.40	
Team Member	Blevins	\$15.81	\$32,884.80	20	\$7,504.60	\$40,389.40				\$40,389.40	
Team Member	Harper, C	\$16.81	\$34,964.80	20	\$7,504.60	\$42,469.40	\$42,469.40				
Team Member	Kennard (CDL)	\$16.31	\$33,924.80	20	\$7,504.60	\$41,429.40	\$41,429.40				
Team Member	Hutchinson (CDL)	\$16.31	\$33,924.80	20	\$7,504.60	\$41,429.40	\$41,429.40				
Team Member	Warren	\$16.81	\$34,964.80	20	\$7,504.60	\$42,469.40	\$42,469.40				
On Call Pay			\$5,200.00					\$2,080.00	\$780.00	\$2,340.00	


Team Member's hired in 2007 will have a starting hourly wage of \$15.00.  
 Billing Clerk's hired in 2007 will have a starting hourly wage of \$14.00.  
 On Call Team Member's will receive \$100 per week additional pay.

Pool		
Pool Manager	Seasonal-Part/Time	\$11.21
Assistant Manager	Seasonal-Part/Time	\$9.61
Returning Lifeguard	Seasonal-Part/Time	\$9.11
Beginning Lifeguard	Seasonal-Part/Time	\$8.51
Concessions	Seasonal-Part/Time	\$7.56

SO ORDAINED this 11th day of December 2006

  
Douglas J. Reiter, Council President

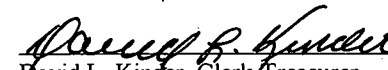
  
Michel N. Lockhart, Council Vice-President

  
Michael J. Hosetter, Council Member

RESIGNED  
Trinette S. Imhof, Council Member

  
Paul J. Rhodes, Council Member

ATTEST:

  
David L. Kinder, Clerk/Treasurer

**Ordinance No. 2006-030**

**AN ORDINANCE FOR THE TRANSFER OF APPROPRIATIONS REGARDING THE TOWN OF SELLERSBURG**

**WHEREAS**, the Town of Sellersburg Clerk-Treasurer has determined there exists a need to transfer appropriations to continue efficient and effective budget administration within the Town of Sellersburg; and

**WHEREAS**, the Town Council for the Town of Sellersburg has determined that the requested transfer of appropriations is necessary for the continued efficient and effective budget administration within the Town of Sellersburg; and

**WHEREAS**, this matter was considered in an open public meeting to which the public were invited to attend and participate.

**BE IT NOW THEREFORE ORDAINED AS FOLLOWS:**

**Transfers from the General Fund:**

<u>Amount</u>	<u>Transfer From Appropriation</u>	<u>Transfer To Appropriation</u>
\$ 6,500.00	101003341	101003314
\$ 2,000.00	101019221	101019111
\$ 400.00	101019221	101019315
\$ 1,700.00	101020127	101020315
\$ 500.00	101020127	101020318
\$ 1,300.00	101301123	101301225
\$ 135.00	101301123	101301242
\$ 51.00	101301123	101301244
\$ 307.00	101301123	101301323
\$ 3,000.00	101301123	101301381
\$ 70.00	101301123	101301394
\$ 3,200.00	101301123	101301431
\$ 30.00	101301123	101301441

**Transfers from the Motor Vehicle Highway Fund:**

<u>Amount</u>	<u>Transfer From Appropriation</u>	<u>Transfer To Appropriation</u>
\$10,000.00	201001123	201001111
\$ 2,000.00	201001123	201001121
\$ 1,000.00	201001123	201001122
\$ 1,400.00	201001123	201001222
\$ 5,300.00	201001123	201001314
\$ 3,000.00	201001123	201001355
\$ 800.00	201001123	201001394

**Transfers from the Parks and Recreation Fund:**

<u>Amount</u>	<u>Transfer From Appropriation</u>	<u>Transfer To Appropriation</u>
\$ 210.00	204001111	204001351
\$ 500.00	204001111	204001397

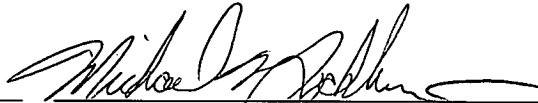
**Transfers from the Cumulative Capital Improvement Fund:**

<u>Amount</u>	<u>Transfer From Appropriation</u>	<u>Transfer To Appropriation</u>
\$ 1,200.00	401001314	401001362

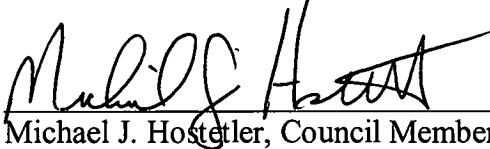
So Ordained this 11<sup>th</sup> Day of December 2006



Douglas J. Reiter, Council President



Michael N. Lockhart, Council Vice President



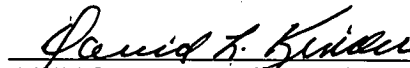
Michael J. Hostetler, Council Member

*RESIGNED*

Trinette S. Imhof, Council Member



Paul J. Rhodes, Council Member



ATTEST: David L. Kinder, Clerk Treasurer



ORDINANCE NO. 2006-031

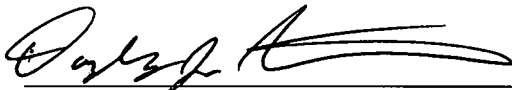
AN ORDINANCE FIXING THE COMPENSATION OF ELECTED OFFICIALS  
OF THE TOWN OF SELLERSBURG, INDIANA.  
FOR CALENDAR YEAR 2007


BE IT ORDAINED by the Town Council of the Town of Sellersburg, Indiana, that the compensation for elected officials of the Town of Sellersburg, Indiana for calendar year 2007 payable from the General Fund of the Town of Sellersburg shall be as follows:

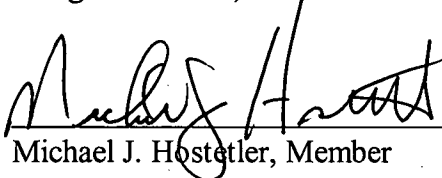
**PAYABLE FROM THE TOWN'S GENERAL FUND:**

Town Council President	\$11,113.47 Anually
Town Council Vice President	\$ 9913.47 Annually
Town Council Member	\$ 9913.47 Annually
Town Council Member	\$ 9913.47 Annually
Town Council Member	\$ 9913.47 Annually
Clerk/Treasurer	\$37,973.23 Annually
Town Court Judge	\$34,063.47 Annually

SO ORDAINED this 11th day of December 2006

  
\_\_\_\_\_  
Douglas J. Reiter, President

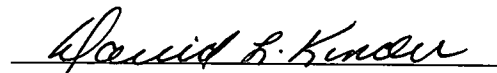
  
\_\_\_\_\_  
Michael N. Lockhart, Vice President

  
\_\_\_\_\_  
Michael J. Hostetler, Member

*RESIGNED*  
\_\_\_\_\_  
Trinette S. Imhof, Member

  
\_\_\_\_\_  
Paul J. Rhodes, Member

ATTEST:

  
\_\_\_\_\_  
David L. Kinder, Clerk-Treasurer

**ORDINANCE NO. 2006-032**

**AN ORDINANCE FIXING THE COMPENSATION OF APPOINTED OFFICIALS  
OF THE TOWN OF SELLERSBURG, INDIANA.  
FOR CALENDAR YEAR 2007**

BE IT ORDAINED by the Town Council of the Town of Sellersburg, Indiana, that the compensation for appointed officials of the Town of Sellersburg, Indiana for calendar year 2007 payable from the General Fund and the Parks and Recreation Fund of the Town of Sellersburg shall be as follows:

**PAYABLE FROM THE TOWN'S GENERAL FUND:**

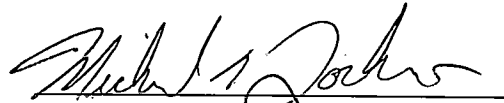
5 Police Commissioners	\$50.00 per meeting, maximum \$600.00 per year
1 Police Commissioner/Council Member	\$50.00 per meeting, maximum \$600.00 per year
1 Police Commission Secretary	\$50.00 per meeting, maximum \$600.00 per year
5 Planning Commission Members	\$50.00 per meeting, maximum \$600.00 per year
1 Planning Commission Secretary	\$50.00 per meeting, maximum \$600.00 per year
2 Planning Commission/Council Member	\$50.00 per meeting, maximum \$600.00 per year
5 Zoning Appeals Members	\$50.00 per meeting, maximum \$600.00 per year
1 Zoning Appeals Secretary	\$50.00 per meeting, maximum \$600.00 per year

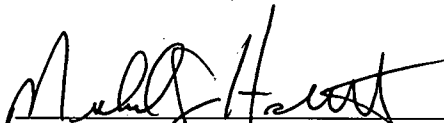
**PAYABLE FROM THE TOWN'S PARKS AND RECREATION FUND:**

5 Parks Board Members	\$50.00 per meeting, maximum \$600.00 per year
1 Parks Board Member/Council Member	\$50.00 per meeting, maximum \$600.00 per year
1 Parks Board Secretary	\$50.00 per meeting, maximum \$600.00 per year

**SO ORDAINED this 11th day of December 2006**

  
\_\_\_\_\_  
Douglas J. Reiter, President

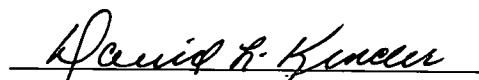
  
\_\_\_\_\_  
Michel N. Lockhart, Vice-President

  
\_\_\_\_\_  
Michael J. Hostetler, Member

*RESIGNED*  
\_\_\_\_\_  
Trinette S. Imhof, Member

  
\_\_\_\_\_  
Paul J. Rhodes, Member

ATTEST:

  
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David L. Kinder, Clerk-Treasurer

ORDINANCE NO. 2006- 033

ORDINANCE AMENDING ORDINANCE 2006-024

WHEREAS, the Sellersburg Town Council adopted Ordinance No. 2006-024 creating a Non-Reverting Fund for the Purpose of Reimbursing Employees for Certain Uninsured Medical Expenses; and

WHEREAS, the Sellersburg Town Council has determined it is not necessary to have a non-reverting fund for the purpose of reimbursing employees for certain uninsured medical expenses; and

WHEREAS, the Sellersburg Town Council desires to amend Ordinance No. 2006-024 and abolish the non-reverting fund for the purpose of reimbursing employees for certain uninsured medical expenses; and

WHEREAS, the Sellersburg Town Council has determined the practical means by which to reimburse employees for certain uninsured medical expenses from the general fund; and

WHEREAS, the Sellersburg Town Council has determined that all reimbursements to employees for certain uninsured medical expenses shall be paid from the Town of Sellersburg General Fund; and

WHEREAS, the Sellersburg Town Council has determined that all health insurance reimbursements shall be determined on a case by case basis and paid from the Town's General Fund as required; and

WHEREAS, this matter was considered at an open meeting to which the public were invited to attend and participate; and

WHEREAS, the Sellersburg Town Council has determined the herein Ordinance is necessary for the efficient and effective administration of Town government;


BE IT NOW THEREFORE ORDAINED that Ordinance No. 2006-024 shall be and hereby is amended whereby the non-reverting fund for the purpose of reimbursing employees for certain uninsured medical expenses shall be and hereby is abolished;

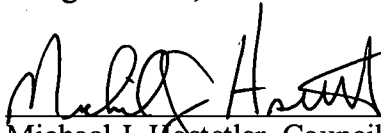
BE IT FURTHER ORDAINED by the Sellersburg Town Council that all employee reimbursements for certain uninsured medical expenses shall be paid from the Town's General Fund , Appropriation TC Group Health Insurance, upon submission of the proper claim.

BE IT FURTHER ORDAINED by the Sellersburg Town Council all provisions of Ordinance No. 2006-024 which are not in conflict herewith shall remain in full force and affect.

So Ordained this 11th day of December, 2006.

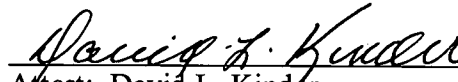
  
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Doug J. Reiter, Council President

  
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Michael N. Lockhart, Council Vice President

  
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Michael J. Hostetler, Council Member

RESIGNED  
\_\_\_\_\_  
Trinette S. Imhof, Council Member

  
\_\_\_\_\_  
Paul J. Rhodes, Council Member

  
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Attest: David L. Kinder  
Clerk-Treasurer