

Town of Darmstadt, Indiana

SETTLED 1822

INCORPORATED 1973

Minutes of January 17th, 2026

These minutes are not intended to be a verbatim transcript.

TOWN COUNCIL

Eric Gries, District 1 Council Member
Ray Engler, District 2 Council Member
Crystal Kahre, District 3 Council Member
Cecil Poag, District 4 Council Member

CLERK-TREASURER

Mallory Lowe
P.O. Box 20
Darmstadt, In 47618

Darmstadt Town Council President Cecil Poag called the town meeting to order on Tuesday at 6:30pm. In attendance were Clerk-Treasurer Mallory Lowe, council members Ray Engler, Eric Gries, Crystal Kahre, and attorney Josh Claybourn.

Gries made a motion, seconded by Engler, to accept minutes from last month's meeting. Motion passed 4-0 voice vote.
Gries made a motion, seconded by Engler, to accept last month's financial report. Motion passed 4-0 voice vote.
Engler made a motion, seconded by Gries, to approve the accounts payable claims. Motion passed by 4-0 voice vote.

Clerk-Treasurer's Report

Lowe stated that on Nov 25th she completed the town insurance audit report and forms and submitted them to the underwriters, along with a separate health insurance audit for our United Healthcare insurance, asking for salary totals for the 5 elected officials and our 2 employees. Lowe noted she worked with our account rep, Kaylee Clark, and submitted that one also and that we just received approval notification this morning. Lowe advised that she attended the virtual meeting with IMPACT, the Indiana Municipal Personnel Administrators for Cities and Towns on Thursday December 4th. They went over new changes and requirements that will affect towns. Lowe noted she forwarded the info and recordings to council.

Lowe advised that AIM hosted the AMP Sewer report training with Commonwealth Engineers and Baker Tilly on Tuesday, Dec 9th, for the new 'Asset Management Planning' requirements for our sewer utility. They focused on the importance of live ongoing documents for the utility that are easily accessible, along with continual updates of the digital mapping of our system. Lowe advised that Commonwealth and Baker Tilly went over all the requirements of the new report and that it will need to include all the information about our sewer system, the certifications of our operators, training hours completed, the engineering firm overseeing our operations, the preventative maintenance records, check valves, rate studies, pressure reports, failure ratings, and management training.

Lowe stated that we haven't received the check from Sohn auction house for the first tractor that was purchased with ARPA federal grant money. Sohn contacted us and confirmed they mailed it at the end of November, they offered to send another and stop payment on that one if the mail doesn't deliver it. Lowe advised that she checked with the State board of accounts, and they confirmed to deposit the check into the general fund until we hear from the US Treasury when they do their federal audit on the ARPA grant.

Lowe noted that she completed our Federal Payroll Tax Report, our EFTPS federal payroll tax reports last month for each payroll along with the monthly state payroll tax report.

Lowe stated that beginning this month through February are the busiest months of the entire year in the clerk's office. Lowe will be working on all of the year-end reports including the State Board of Accounts Annual report as well as the 100R report for the salaries of the 5 elected officials, along with the normal daily workload. Lowe stated that today, she had 2 live meetings with Keystone at 9am and again at 1pm today, going over all the year-end procedures and the latest changes that are required. Lowe advised that we have 3 software modules, our KeyFund which is all our finances for the town and sewer utility, then we have our payroll software and our utility software. Lowe noted that she will start the closeout and year rollover procedures on all 3 of the modules and update with the new data for 2026.

Lowe noted that she will also start working on the W2s next month and have those submitted to the IRS for all 7 of us on payroll by Jan 31st and mail copies to officials and employees before the end of January as well. Lowe added that she will also work on completing and submitting the town's W3 to the IRS and social security administration by the same deadline.

Lowe advised that we have ended our 2025 payroll for our 2 employees.

Their last payroll was 11/29-12/12 with a pay date of 12/19/25. For the year so far, Aaron had 62 hours overtime and Mick had 158 hours of overtime. Lowe noted she will need to record the new overtime requirements on the W2's this year and AIM and Keystone are helping guide us clerks on those procedures. Currently for our 2 employees: we give them 3 days paid sick time,

4 days paid personal time, and 12 paid holidays, then paid vacation, Mick now has 3 weeks paid vacation and Aaron has 4 weeks paid vacation. Lowe advised the total paid days off in 2026 for our 2 employees: 34 paid days for Mick, and 39 paid days off for Aaron.

Lowe stated that year to date, the town revenue is \$488,000 and the town expenditures are about \$322,000 (not counting the bond) We are about \$166k ahead which helps give us enough for the 25% match we need to repave roads.

Year to date, the sewer revenue is about \$688,000 and the sewer expenditures for the year, so far, has been \$797,000. Of which, \$402,000 went to Evansville Sewer for their monthly charges to Darmstadt. The sewer payments received to date by the bank, where the in-person sewer p

Lowe stated it would be good for everyone to stay connected with our state agencies like OCRA, FEMA, IURC and AIM, like we used to years ago, for compliance, meetings, updates and new requirements.

Lowe advised that we have the \$74,000 bond payment for the Old State property due by Dec 31st but we still haven't received the fall tax settlement from the county. There's not enough money in the fund to make the payment until we receive the tax settlement. As BOK financial stated last year, the tax levy solely secures the bond with BOK Financial, not properties, so it's under the bond for about 15 more years. Lowe stated we should receive the fall taxes from the county any day now.

Lowe notified that Dec 3rd was the town manager's workshop, the local municipal superintendents continue to have meetings for the MS4 drainage requirements, headed up by Newburgh's town manager and superintendents, and then Thursday, Dec 11th was the Council Members' Training Seminar with AIM.

Lowe advised that she emailed everyone last month, council and superintendents, about the meeting to stay compliant with FEMA, which was on Nov 18th with Cliff Weaver, our Emergency Management director. Cliff said no one from Darmstadt attended the meeting. Lowe noted that we had used FEMA before just a few years ago during our very bad ice storm, we were declared disaster areas. Lowe noted that we also need compliance with the federal flood insurance program for our residents.

Crystal Kahre noted that she knows Cliff and will get with him to see what we need to do to remain compliant.

Lastly, Lowe stated that on Thursday, January 15th at 9am will be AIM's next training on How SEA1 will Influence Project Financing, Community Development, and the Long-term Health of Cities and Towns.

Fire Dept Report

There were 13 total calls in town with a 4.52 response time.

Sheriff's Report

Sheriff Deputy reported that there were 2 animal complaints, business checks, 2 neighborhood checks, 47 extra patrols, 1 neglect report and 1 person down report.

Maintenance Dept Report

Aaron Enlow read aloud the Sewer and Street superintendents' reports that, they had 63 locates, 18 service calls since the last meeting. They had 2 sewer main leaks and they are fixed, one was on Martin Road and one on Darmstadt Road. Aaron stated that the work at the Old State house is moving along well, the ramp is almost finished, electrical is done, radiators are moved, and the bathroom has a new toilet and vanity, should be ready by the first of the year. Aaron added that they are working with Miller Pipeline and Centerpoint closely so our lines are not hit while they bore in the new gas lines and put in new poles. Aaron stated hopefully they will be done next week with Wortman Road and the road can be reopened.

Old Business

1. TrustIndiana Investments– Update

Mallory Lowe advised she worked with the TrustIndiana financial advisor, Cindy Barger, and invested town and sewer utility funds with the state investment program, to try to earn some money back, where we are losing money.

2. EWSU Mag Meter Readings Update

Cecil Poag said he sent an email and called Kohn again about the mag meters.

3. Auction of the new-old Mahindra Tractor update

Engler noted we are just awaiting the check. Sohn will reissue a check if the one in the mail doesn't turn up.

4. On the Spot Co. – Utility location damage update

Josh Claybourn stated that there is a hearing scheduled for January 2nd.

5. Contract with an Engineering Firm

Cecil Poag stated that he and Crystal Kahre chose Three I Design, with Brandon Zimmer, to be the next engineering firm for the maintenance department. Poag noted that he spoke to them about putting in our own meters before the mag meters.

6. Contract with a Financial Firm

Cecil Poag stated that he is still deciding which financial firm the council will use.

7. MOU for Townships sharing of Local Road and Street distributions

Josh Claybourn stated that he is awaiting some information back for these distributions.

New Business

1. Payroll Ordinance for 2026

Poag stated that he has reviewed the current payroll ordinance and proposes a 3% raise. Engler stated that he thought we should not give raises based on the state changes and our revenue reductions coming next year.

Poag made a motion for a 3% raise. There was no second motion. Motion died.

Engler made a motion to keep the same rates as this year, Kahre seconded the motion, Gries abstained, Poag voted nay. Motion did not pass. Josh Claybourn advised that if no motion passes, the current salary rates stay the same for the following year.

2. CCMG Award & Notice to Bidders

Council approved the notice to bidders, and for it to be publicized in the newspaper, and our public bid opening will be at the January regular town council meeting.

Attorney Comments

No further comments

Board Member comments

No further comments

Meeting adjourned at 7:16pm

Attest:

Mallory Lowe

Clerk-Treasurer

Clerk

Council Member