

**TOWN COUNCIL OF LEO-CEDARVILLE
MEETING MINUTES
JANUARY 3, 2012**

MEETING LOCATION: Town Hall, 13909 Pony Express Run, Leo, IN 46765

MEETING TIME: 7:00 PM:

- Without objection, Mr. Clendenen called the meeting to order.
 - Council members and those in attendance recited the Pledge of Allegiance.

ATTENDANCE:

- John Clendenen, Council President (Elected by Council members, as noted herein)
- Tim Richards, Council Vice President (Elected by Council members, as noted herein)
- Ted Garton, Council Member
- Paul Steffens, Council Member
- Kevin Veatch, Council Member
- John Eastes, Clerk-Treasurer
- Peggy Garton, Town Manager

MINUTES:

- Council provided a clerical error edit to the December 20, 2011 minutes, thereafter approving the minutes as amended.

AGENDA:

- Action: Mr. Richards moved to accept the agenda with flexibility.
 - Mr. Veatch provided a second to the motion.
 - Council approved the motion by unanimous voice vote.

ELECTION of 2012 TOWN COUNCIL OFFICERS:

- For Council President:
 - The following accepted nomination to be Council President:
 - John Clendenen
 - Mr. Steffens nominated John Clendenen for the office of Council President.
 - Mr. Richards provided a second to the nomination.
 - Council members made no further nomination(s) for the office of Council President
 - Mr. Clendenen declared the nominations closed for the office of Council President.
 - Council approved the nomination by unanimous voice vote.
 - Mr. Clendenen accepted the office of Council President.
- For Council Vice President:
 - The following accepted nomination to be Council Vice President:
 - Tim Richards

- Mr. Veatch nominated Tim Richards for the office of Council Vice President.
 - Mr. Steffens provided a second to the nomination.
- Council members made no further nomination(s) for the office of Council Vice President
 - Mr. Clendenen declared the nominations closed for the office of Council Vice President.
 - Council approved the nomination by unanimous voice vote.
 - Mr. Richards accepted the office of Council Vice President.

SPECIAL PRESENTATION(S) AND PUBLIC INPUT:

- **Proposed Ordinance:** Council took further public comment regarding an ordinance draft, hereinafter known as “*An Ordinance for Establishing a Regulatory Mechanism for Regulating Stormwater Quality Management.*”
 - Mr. Clendenen noted that Council had tabled a prior-to-adoption second reading of the proposed ordinance during the last council meeting of 2011.
 - Information in clarification of the proposed ordinance was presented before Council by
 - Mr. Gary Quackboerner, Leo-Cedarville Stormwater Utility;
 - Mr. Jim Lauer, Leo-Cedarville’s Town Engineer; and
 - Mr. Bill Byers of 9409 Yellow Feather Court, Leo, IN 46765
 - **Council action taken:**
 - Status of Ordinance
 - **Motion moved to again Table the Second Reading of the Ordinance**
 - Moved by Mr. Clendenen
 - Second provided by Mr. Richards
 - Motion results: Unanimous.
 - A final reading and adoption of the ordinance may occur at the next meeting of Council.
 - Council reached consensus to seek additional assistance in finalizing Section 2 of the ordinance draft, thereby requesting that the town’s attorney, Mr. Proctor, attend the next council meeting. Mrs. Garton stated that she would make the noted requests of Mr. Proctor on behalf of Council.

REPORT of the CLERK-TREASURER:

- The following items were presented:
 - The Budget Form 1 Estimate submitted to the Department of Local Government Finance for year 2012;
 - A comparison of 2011 to 2012 budget appropriations for various funds;
 - An overview of the Town’s Nationwide Retirement Solutions Deferred Comp Plan.
 - Mr. Eastes suggested amending the current plan to include the following:
 - Roth 457(b) Contributions and a
 - Professional Management option.
 - A sample draft copy of a Travel Expense Report to be filed with the Office of the Clerk-Treasurer when traveling on town approved business;
 - An Employee Payroll Election and Employer Notification Form; and

- A Missing Invoice/Receipt Certification Form.
- The following Resolution drafts were presented for consideration:
 - **Resolution No. 2012-1:** *“Roth Contribution Amendment to Town of Leo-Cedarville 457 Government Plan and Trust”*
 - ❖ Council action taken:
 - Motion moved to Adopt the Resolution without Modification
 - Moved by Mr. Garton
 - Second provided by Mr. Richards
 - Motion results: Unanimous.
 - **Resolution No. 2012-2:** *“Authorizing Town Council President to Contract with Nationwide Investment Advisors, LLC to Administer and Professionally Manage the Plan and Individual Roth Accounts”*
 - ❖ Council action taken:
 - Motion moved to Adopt the Resolution without Modification
 - Moved by Mr. Richards
 - Second provided by Mr. Steffens
 - Motion results: Unanimous.
- The following ordinance drafts were presented for consideration:
 - **Volunteer Ordinance**
 - ❖ Council action taken:
 - Motion moved to Waive the Entire Reading of the Ordinance
 - Moved by Mr. Veatch
 - Second provided by Mr. Garton
 - Motion results: Unanimous.
 - Without objection, Mr. Clendenen moved the proposed ordinance to First Reading Status.
 - Possible next-meeting action by Council:
 - Move to Second Reading Status, followed by a
 - Motion to Adopt the Ordinance
 - **Petty Cash Ordinance**
 - ❖ Council action taken:
 - Motion moved to Waive the Entire Reading of the Ordinance
 - Moved by Mr. Garton
 - Second provided by Mr. Veatch
 - Motion results: Unanimous.
 - Without objection, Mr. Clendenen moved the proposed ordinance to First Reading Status.
 - Possible next-meeting action by Council:
 - Move to Second Reading Status, followed by a
 - Motion to Adopt the Ordinance
 - **Purchase Ordinance**

- ❖ Council action taken:
 - Motion moved to Waive the Entire Reading of the Ordinance
 - Moved by Mr. Steffens
 - Second provided by Mr. Clendenen
 - Motion results: Unanimous.
 - Without objection, Mr. Clendenen moved the proposed ordinance to First Reading Status.
 - Mr. Veatch mentioned his support of including QPA language in the current draft. Because Mr. Proctor's attendance is expected at the next council meeting, further draft language will be considered at that time.
 - Possible next-meeting action by Council:
 - Move to Second Reading Status, followed by a
 - Motion to Adopt the Ordinance
- Credit Card Ordinance
 - ❖ Council action taken:
 - Motion moved to Waive the Entire Reading of the Ordinance
 - Moved by Mr. Veatch
 - Second provided by Mr. Richards
 - Motion results: Unanimous.
 - Consensus was reached to modify Section 6 of the draft to include a seven-day period of time before receipts had to be submitted to the clerk-treasurer.
 - Without objection, Mr. Clendenen moved the proposed ordinance to First Reading Status.
 - Possible next-meeting action by Council:
 - Move to Second Reading Status, followed by a
 - Motion to Adopt the Ordinance

REPORT of the TOWN MANAGER:

- Mrs. Garton stated that the town's pickup truck had been "keyed" and that an estimate to repair the damage exceeded \$500.
 - Mrs. Garton noted that additional steps will be taken to deter potential future vandalism of town property.
- Work-in-progress updates were provided regarding
 - Development of an Employee Policies Manual
 - Mrs. Garton has scheduled a meeting with Attorney Proctor on January 12 to further the drafting process of the proposed manual.

ITEMS for FUTURE CONSIDERATION:

- Mr. Clendenen introduced an initial draft of a Town Cell Phone Resolution.
 - Status of Resolution
 - Council took no action.
 - Possible next-meeting action by Council:
 - A motion to Adopt the Resolution
- Mr. Clendenen discussed bringing recommendations before Council regarding:

- A long-term capital improvement plan and
- Proposed near-term remodeling to a portion of the office space within the Town Hall, as discussed by the previous 2011 Council.

VOUCHERS APPROVED BY COUNCIL SIGNATURES:

- December 29, 2011 line-items form totaling \$11,237.49
- December 29, 2011 line-items form totaling \$1,327.97
- December 29, 2011 line-items form totaling \$6,928.11
- January 3, 2012 line-item form totaling \$1,408.62

APPROVE:

ATTEST:

JOHN CLENDENEN, Council President

JOHN EASTES, Clerk-Treasurer