

**TOWN COUNCIL OF LEO-CEDARVILLE
MEETING MINUTES
NOVEMBER 13, 2012**

The town council of Leo-Cedarville met in regular session on November 13, 2012 at 7:00 PM at the Town Hall of Leo-Cedarville, located at 13909 Pony Express Run, Leo, IN 46765.

ATTENDANCE: In attendance were John Clendenen, president; Ted Garton, Paul Steffens, and Kevin Veatch, council members; Peggy Garton, town manager; and John Eastes, clerk-treasurer. Tim Richards, vice president, was absent.

President Clendenen called the meeting to order and led council and meeting attendees in the “Pledge of Allegiance.”

AGENDA: Mr. Veatch moved to accept the agenda and Mr. Steffens provided a second to the motion, which passed by unanimous voice vote.

MINUTES: Council approved the minutes of October 23, 2012 as drafted.

REPORT of the TOWN ENGINEER: Mr. Lauer, of Schnelker Engineering, updated council on the Leo-Cedarville Regional Sewer District’s current plans for 2013 and was available to accept questions regarding the installation of a crosswalk at Wayne Street and Hosler Road that is under consideration by council. Mr. Lauer announced that a pre-construction meeting with Pyramid Excavating, Inc., regarding the Black Street and Walnut Street planned storm drainage improvement project, is scheduled for May 14.

REPORT of the TOWN MANAGER: Mrs. Garton presented the following, with action as noted therein:

- A recommendation to install a crosswalk at Wayne Street and Hosler Road, near Leo Elementary School (**Action:** Mr. Garton moved to accept a \$4,200.00 concrete bid by Brian Mires to install a crosswalk and sidewalk; Mr. Steffens provided a second; and the motion passed by unanimous voice vote.);
- Upon opening bids, the Leo-Cedarville Stormwater Board awarded a \$61,171.50 contract to Pyramid Excavating, Inc., to construct the Black Street and Walnut Street storm drainage improvement project;
- An Elsworth Street resident’s letter noting the current condition of said unimproved street (**Action:** Council members took no formal action at this time but will review the street’s condition when considering other 2013 street improvements. In the near term, and by consensus of council members, town manager Garton will have the town’s maintenance department add any stone that may be required to the unimproved street.);
- A list of RFP (Request for Proposal) interviews conducted in October 2012, with a recommendation that council develop a short list of candidates capable of modifying and improving the town’s comprehensive master plan and park master plan (**Action:** By consensus of council members, town manager Garton will invite plan commission and park board members to join with council members to hear presentations by Ratio, GroundRules and DLZ Indiana, LLC. If available, the meeting will be held at the Leo-

Cedarville Park Pavilion, located at 9825 St. Joseph's Street, Leo, Indiana, and will be advertised and scheduled to begin at 6:30 p.m. on December 11, preceding the regular session of council at 7:00 p.m. Presentations will continue as part of the regular council meeting session.); and

- An approximate cost of \$1,715.00 to install hash marks on the west side of Amstutz Road near Leo High School (**Action:** None).

PRESIDENT CLENDENEN: President Clendenen presented the following, with action as noted therein:

- The City of Fort Wayne Public Works' Department approved the "Real Estate Purchase Agreement" by and between the City of Fort Wayne and the Town of Leo-Cedarville, for a tract of land located along the east bank of the St. Joseph River and the west side of Schwartz Road. Attorneys for the parties to the transaction are expected to schedule a closing for the agreement in the near future.
- An update on planning for future Riverside Gardens' improvements was discussed.

SALARY/WAGE DISCUSSION for 2013: Mr. Harris, of Human Resources Group, Inc., certified human resource specialists, presented his analysis, findings and recommendations based upon state and like-sized community salary/wage range data, as per council's request.

By consensus of council members, President Clendenen will prepare a 2013 salary ordinance draft and will schedule same for introduction at the next meeting of council on November 27.

IT Solution: After council completed its final review of bids to provide the town with managed small business network support and IT solutions at its town hall location, president Clendenen moved to accept Sonit Systems' contract proposal in the amount of \$11,500.59; Mr. Garton provided a second; and the motion to enter into the contract passed by unanimous voice vote.

2013 Northeast Allen County Fire and EMS Contract: Mr. Garton moved to accept a Northeast Allen County Fire and EMS, Inc. "FIRE and EMS Protection Contract" for services rendered beginning on January 1, 2013, with an annual cost of \$44,000.00; Mr. Steffens provided a second; and the motion to enter into the contract passed by unanimous voice vote.

REPORT of the CLERK-TREASURER: Mr. Eastes distributed the following for council review, with action as noted below: A reconciled financial funds' statement as of October 31, 2012; an appropriation report for the month ended October 31, 2012; and an updated capital assets ledger report.

Mr. Eastes distributed the following ordinance draft and recommended adoption of a \$5,000 threshold for recording capital assets: "An Ordinance Amending Town Ordinance 5.0-3 and Establishing a New Threshold for the Recording of Fixed Assets of the Town of Leo-Cedarville." (**Action:** President Clendenen introduced the ordinance and Mr. Steffens moved to waive reading of the proposed ordinance in its entirety; Mr. Garton provided a second; and the motion passed by a unanimous voice vote of council members present. The ordinance will be available for adoption at the next meeting of council on November 27.)

Only three payroll periods remain to be calculated for 2012.

Keystone's Key-Fund accounting interface module is now available for installation.

VOUCHERS APPROVED BY COUNCIL SIGNATURES:

- November 13, 2012 line-item form totaling \$81,360.63.

Summary: The total amount of all vouchers approved by council was \$81,360.63.

Regular Session: Council will meet in regular session at 7:00 PM at the Town Hall of Leo-Cedarville on November 27. As noted above, the December 11, 2012 meeting will be scheduled to begin at 6:30 p.m., with a planned meeting location at the Cedarville Park Pavilion.

MOTION TO ADJORN: Mr. Veatch moved to adjourn the meeting; Mr. Steffens provided a second; and the motion to adjourn passed by unanimous voice vote.

APPROVE:

ATTEST:

JOHN CLENDENEN, Council President

JOHN EASTES, Clerk-Treasurer