

TOWN COUNCIL OF LEO-CEDARVILLE
MEETING MINUTES
DECEMBER 20, 2011

ATTENDANCE:

John Clendenen – Council President
John Eastes – Vice President
Paul Steffens
Gordon Liechty, Jr.
Tim Richards
Pamela Spannuth – Clerk-Treasurer
Peggy Garton – Town Administrator

7:00 – Council President Clendenen opened the meeting with the Pledge of Allegiance.

AGENDA – The council unanimously accepted the agenda as distributed.

MINUTES – The December 6, 2011 meeting minutes were approved with corrections.

FINANCIAL REPORT – Ms. Spannuth presented the current fund and appropriation reports.

INDIANA GREEN EXPO – Ms. Garton requested approval to send Mr. Tipton the annual Indiana Green Expo in Indianapolis from January 11 to 13. The cost for this event would be \$238.00 plus mileage and travel expenses. Mr. Steffens moved to approve this request. Mr. Steffens seconded; the motion was approved unanimously.

ANNUAL INTERLOCAL AGREEMENT WITH ALLEN COUNTY HIGHWAY – Mr. Clendenen stated that the ACHD agreed to the town's request to amend the agreement cancellation notice time to 30 days. Mr. Richards moved to approve the 2012 agreement with the Allen County Highway Department. Mr. Eastes seconded. The motion was approved by unanimous vote.

ANNUAL MAUMEE RIVER BASIN ENGINEERING FEE – Mr. Steffens discussed with the council the details behind the town's membership in the Maumee River Basin Partnership. The Partnership contracts with Christopher Burke Engineering for coordination and representation services. The Town of Leo-Cedarville's annual share is \$500.00. Mr. Liechty, Jr. moved to approve the Town's share and renew the annual agreement with Christopher Burke Engineering. Mr. Eastes seconded; the motion passed unanimously.

ANNUAL ENGINEERING AGREEMENT – Mr. Clendenen presented the annual retainer agreement with Schnelker Engineering. The cost remains at \$2400.00 for the year. Mr. Eastes moved to enter into the 2012 agreement with Schnelker Engineering; Mr. Steffens seconded. The agreement was approved unanimously.

CELL PHONES – Ms. Garton has a meeting scheduled with Allen County to explore participating in their cell phone agreement.

CAPITAL PROJECTS - OFFICE REMODELING – Mr. Clendenen stated that the office remodeling project will be addressed in 2012.

DNR GRANT – The park board is looking into other engineering firms to provide quotes for following through with the DNR grant.

PURCHASING POLICY – Mr. Eastes stated that he has been working on a purchasing policy with Pat Proctor which he plans to present during the 1st meeting of the year. He intends on implementing a purchase order system in the New Year.

REIMBURSEMENT - Mr. Eastes moved to reimburse Ms. Garton in the amount of \$222.90 for appreciation gifts for the outgoing elected officials; Mr. Steffens seconded. The motion passed by unanimous vote.

ORDINANCE FOR ESTABLISHING A REGULATORY MECHANISM FOR REGULATING STORMWATER QUALITY MANAGEMENT - ORDINANCE 2011-03 – Mr. Eastes moved to waive the full reading of Ordinance 2011-03; Mr. Steffens seconded. Motion passed unanimously. Mr. Eastes moved to adopt Ordinance 2011-03; Mr. Steffens seconded. Ms. Spannuth stated that the stormwater utility board discussed the council's recommendation to increase the distance stated in section 2 but the board chose to recommend the adoption of the ordinance as written. Mr. Liechty, Jr. again stated his concern about Section 2 and the 5 foot distance stated in the ordinance. Mr. Richards agrees with Gordon's concerns and feels that the 5 foot distance is too strict. Discussion ensued regarding the runoff issues throughout town and the purpose behind the drafting of this ordinance. Mr. Eastes agreed to withdraw his motion to adopt; Mr. Steffens agreed. Mr. Clendenen moved to table the ordinance until the town engineer and the stormwater board chairman can be present at a meeting for further discussion; Mr. Richards seconded. The council unanimously agreed to table. The council will ask the town engineer to attend a meeting to further discuss this ordinance before further action is taken.

ORDINANCE 2011-05 – 2012 Salary Ordinance – Mr. Eastes moved to waive the entire reading of the 2012 salary ordinance; Mr. Richards seconded. The reading was waived by unanimous vote. Mr. Eastes discussed the rate that was previously calculated for the maintenance position would cause this employee to fall short in 2012 compared to what he previously made in 2011 by \$950.00 due to the change in the health benefit allowance. Discussion ensued regarding this adjustment and the history behind the various adjustments in allowances and pay rates. Mr. Eastes moved to adjust the hourly rate for the full time maintenance position by .46 per hour from \$17.95 to \$18.41 per hour and to adopt the ordinance with this modification; Mr. Steffens seconded. The amended ordinance passed by unanimous vote.

MEMO FROM JOHN EASTES – Mr. Eastes reviewed the memo he drafted pertaining to the procedures and policies he is implementing as the incoming Clerk-Treasurer.

APPRECIATION – Various members of the council expressed their appreciation to the outgoing elected officials. Mr. Liechty, Jr. completed his four-year term as a councilman. Ms. Spannuth completed her 3rd term as the town clerk-treasurer.

VOUCHERS – The December 20, 2011 line item form was approved by signatures.

APPROVE:

WRITTEN BY:

JOHN CLENDENEN
Council President

PAMELA SPANNUTH
Clerk-Treasurer 2011

ATTEST:

JOHN EASTES
Clerk-Treasurer 2012