

**TOWN COUNCIL OF LEO-CEDARVILLE  
MEETING MINUTES  
FEBRUARY 14, 2012**

The town council of Leo-Cedarville met in regular session on February 14, 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; Tim Richards, vice president; Ted Garton, Paul Steffens, and Kevin Veatch, council members; John Eastes, Clerk-Treasurer; and Peggy Garton, Town Manager.

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

**MINUTES:** Council approved the minutes of January 17, 2012 as amended and the minutes of February 2, 2012 as originally drafted.

**SPECIAL PRESENTATION(S) AND PUBLIC SPEAKS:** EACS board member Terri Jo Lightfoot presented information relating to the school district's current education, funding and building plans, noting that information is available on the EACS website. Mrs. Lightfoot emphasized demographic study information and educational opportunities for the district's children. In addition to being an advocate for the geographical areas of Leo and Harlan, Mrs. Lightfoot stated that she supports educational opportunities for all children that live within EACS district. Mrs. Lightfoot emphasized a desire to keep "lines of communication open" and availability to speak with anyone regarding the district's plans currently under consideration. Mr. Veatch requested further information pertaining to the aforementioned demographic study.

**Stormwater Ordinance:** *"An Ordinance for Establishing a Regulatory Mechanism for Regulating Stormwater Quality Management."* Mr. Richards moved to waive reading the entire proposed ordinance; Mr. Steffens provided a second; and the motion passed by unanimous voice vote. Mr. Steffens moved to adopt the ordinance; Mr. Richards provided a second; and the motion passed by unanimous voice vote.

**Purchase Ordinance:** Mr. Richards moved to waive reading the entire proposed ordinance; Mr. Garton provided a second; and the motion passed by unanimous voice vote. After a brief discussion regarding purchasing authority checks-and-balances and the change in process from current/past practice, Mr. Veatch moved to adopt the ordinance; Mr. Garton provided a second; and the motion passed by unanimous voice vote.

**Petty Cash Ordinance:** Mr. Richards moved to waive reading the entire proposed ordinance; Mr. Steffens provided a second; and the motion passed by unanimous voice vote. Mr. Clendenen moved to adopt the ordinance; Mr. Steffens provided a second; and the motion passed by unanimous voice vote.

**First Reading of Proposed Ordinance:** A draft copy of *"An Ordinance Regulating the Turning of Vehicles Onto Amstutz Road When Exiting the Circle Drive at Leo High School"* was

recommended by Mrs. Garton and discussed by members of council. Mr. Richards moved to waive reading the entire proposed ordinance; Mr. Veatch provided a second; and the motion passed by unanimous voice vote. Mrs. Garton reported that the ordinance is currently on the town's website. Council will consider the ordinance for adoption at the next regular meeting, scheduled for February 28.

**Ordinances Tabled:** A "Volunteer Ordinance" and a "Credit Card Ordinance" were both tabled but available for final reading and passage at the next council meeting.

**Ordinance Distributed:** A draft copy of "*An Ordinance Preapproving the Payment of Certain Claims by the Clerk-Treasurer of the Town of Leo-Cedarville*" was distributed to council members but not discussed.

**REPORT of the CLERK-TREASURER:** Mr. Eastes stressed his appreciation for the valuable support received to date from Mrs. Pamela Spannuth and from the Keystone fund accounting software vendor, Boyce Systems.

Mr. Eastes reported the outstanding balance on an original \$850,000.00, 3 ½% loan, due to mature on September 15, 2015 and supported by CEDIT funds, was \$593,122.45 as of February 1, 2012; a list of full and part-time employees, complete with addresses of record, was provided to the Office of the Allen County Treasurer; the "100R Report" was sent by certified mail to the State Board of Accounts, listing the compensation level of all hourly and salaried employees of the town; and the Keystone fund accounting clearing module for payroll has been installed.

All employment taxes for the month of January, 2012 have been deposited with the appropriate agencies of the federal and state government; after meeting on January 26 with Mrs. Lightfoot to review the town's property insurance coverage, a "miscellaneous tools" inventory list was prepared and faxed by Mrs. Garton to the Worman-Lightfoot-Hoch Insurance Agency, as per the request of Bliss McKnight, underwriter for the town's property insurance; and a copy of the soon-to-be advertised "Leo-Cedarville Cash and Investments Combined Statement for 2011" was provided, along with January fund account balances and supporting financial schedules.

Upon Mr. Eastes' request, Mr. Clendenen moved to approve funding for Mr. Eastes to attend the 17<sup>th</sup> annual Indiana League of Municipal Clerk-Treasurer Institute and Academy, scheduled at Ball State University March 4 through March 8, 2012. Funding approval includes institute registration fees and reimbursement for out-of-pocket travel, meals and lodging expenditures. Mr. Richards provided a second and the motion passed by unanimous voice vote. Mr. Eastes closed his report by referencing upgrade advantages included in the new "KeyFund" software package available from Boyce Systems.

**REPORT of the TOWN MANAGER:** Mrs. Garton requested that council reimburse Mrs. Spannuth for 40 hours of past services rendered in helping the new clerk-treasurer transition into the responsibilities of the office. Mr. Veatch recommended that the town of Leo-Cedarville enter into a contract for consulting services with Mrs. Spannuth. Upon reaching consensus from council members, Mr. Clendenen directed Mrs. Garton to request that Mr. Proctor, legal counsel

for the town, draft an independent consulting contract to include Mrs. Spannuth's past and future services, at a rate of \$40.00 per hour.

Pioneer Village is beginning a multi-year replacement project with respect to street signs/posts. The Pioneer Village Homeowner's Association has submitted a request for the town to assume responsibility for only the future electrical utility cost when posts are converted from a non-lighted to lighted state. The town would not be responsible for maintenance of the streetlights. Mr. Veatch requested that Mrs. Garton provide an estimated monthly utility cost if 20 post conversions, currently under consideration by the association, were to be accepted.

By consensus, council supported Mrs. Garton's recommendation to accept the Bobcat trade-out agreement, at a cost of \$1,500.00.

Mrs. Garton briefly discussed a residential garbage issue that she will submit to Mr. Proctor's office for further consideration and possible action. Also discussed was the estimated potential cost to replace 66 trees that have been removed from various town right-of-way areas. Mrs. Garton is investigating the possibility of acquiring grant funding to help with the replacement of damaged or diseased trees.

Mrs. Garton noted that an Employee Policies Manual draft has been provided to council members by email and will be on the agenda of February 28 as an item of discussion. Mrs. Garton will request that Mr. Proctor draft an ordinance in support of the employee policies manual. Mr. Gary Quackboerner, Leo-Cedarville Stormwater Utility, requested a copy of the employee handbook draft under consideration from Mrs. Garton.

Future topics for discussion at the next meeting of council will include a request for a 3-way license by JR's Pub, an update from Mr. Joseph Stech of Northeast Fire and EMS, and an update by Mr. Lauer of Schnelker Engineering regarding crosswalks and a trail along Hosler Road.

**REPORT of VICE PRESIDENT RICHARD'S:** The Leo-Cedarville Sewer District is moving forward with long-term plans in support of repair and expansion of the current sanitary sewer system. If the sewer district acquires funding and moves forward with the plan, residential customers will see a rate increase of \$28 per month, from the current \$32 billing rate to a new billing rate of \$60 per month.

**VOUCHERS APPROVED BY COUNCIL SIGNATURES:**

- February 14, 2012 line-item form totaling \$18,613.09;
- February 14, 2012 line-item form totaling \$ 32,039.61;
- February 14, 2012 line-item form totaling \$ 8,009.11;
- February 14, 2012 line-item form totaling \$ 7,530.94;
- February 14, 2012 line-item form totaling \$ 25,711.98;
- February 14, 2012 line-item form totaling \$ 725.00; and
- February 14, 2012 line-item form totaling \$ 550.00

The total amount of all vouchers approved by council was \$93,179.73.

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

**APPROVE:**

**ATTEST:**

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**JOHN CLENDENEN, Council President**

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**JOHN EASTES, Clerk-Treasurer**