

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

The town council of Leo-Cedarville met in regular session on August 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.

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

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

**MINUTES:** Council approved the minutes of July 24, 2012 as drafted.

**SPECIAL PRESENTATION(S) AND PUBLIC SPEAKS:** Scott Yoder and Chad Jacobs, of Northeast Allen County Fire and EMS, presented a request for additional funding to help offset anticipated future costs pertaining to paramedic payroll (\$55,000), exchange of two (2) vehicles (\$44,000) and capital improvements (\$4,485) for the department. Mr. Yoder noted that the department provided this same information to all entities served by the department, hoping that each entity will be able to participate in its distributive share of the total anticipated funding needs, as noted herein. Council members requested additional information; Mr. Yoder will attempt to provide information in a timely manner for council’s near-term consideration.

**REPORT of Councilman VEATCH:** Mr. Veatch provided vendor background information and quotes from local IT organizations capable of providing the town with managed small business network support and IT solutions at its town hall location, based upon an initial assessment of the town’s current technological capabilities and needs. Mr. Veatch will attempt to secure an additional quote, if possible, with the intent of recommending one or more vendors to present their proposal before council at some future date in time.

**REPORT of the CLERK-TREASURER:** Mr. Eastes presented the following, with action as noted therein:

- All employment taxes for the month of July 2012 have been deposited with appropriate agencies of the federal and state government.
- The State Board of Accounts has completed an audit of the January 1, 2010 to December 31, 2011 financial period (The report does not contain any audit comments.), with Ms. Garton and Mr. Eastes signing exit conference paperwork as provided by the auditor.
- After meeting with Mr. Deniston and Mr. Helton of the DLGF (Department of Local Government Finance) on August 10, the state’s Gateway site has been populated with all preliminary 2013 budget information as known.

- With council approval, the date and time of the budget public hearing will be on September 25, 2012 at 7:00 PM, and the date and time of the budget adoption meeting will be October 23, 2012 at 7:00 PM. (Action: By consensus, council approved the meeting dates and times as noted herein.)

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

- The “Freedom Festival,” to be held in Riverside Park, has been rescheduled for August 17 and 18 and will include food, “Up the Creek Cruise In” on August 17, and live entertainment, with fireworks scheduled for August 18 at dusk. (Action: President Clendenen moved to resign the “License to Enter On To Land to Conduct Fireworks Display and Freedom Festival Events” agreement; Mr. Steffens provided a second; and the motion passed by unanimous voice vote.)
- The “IACT Annual Conference and Exhibition,” held in French Lick, Indiana on October 2-4, will be attended by Town Manager Garton and council members Steffens, Clendenen and Garton.
- Announcement of Grant Approval (LWCF Grant Riverside Gardens Park, 18-00577): Leo-Cedarville has received a signed “Land and Water Conservation Fund” grant agreement from the Indiana Department of Natural Resources. A grant of \$199,500 in federal (CFDA No. 15.916) Land and Water Conservation Fund assistance was approved for the town’s project in Riverside Gardens. Detailed architectural/engineering plans must be submitted prior to construction. Town Manager Garton and President Clendenen provided an overview of the project.
- The town anticipates receiving final billings for storm recovery activities that contractors have completed within the town.
- Copies of speed signal reports were provided and discussed.
- An update on the town’s recycle center, located across from Riverside Gardens on Schwartz Road, was provided [Beginning on August 13, the manned recycle center opened for business, with Monday and Saturday hours from 8:00 AM to 4:00 PM; Tuesday and Wednesday hours from 12:00 noon to 4:00 PM; and Thursday and Friday hours from 9:00 AM to 5:00 PM.].
- On October 2, the town will host “County Night Out” in the Leo-Cedarville Park Pavilion, located at 9825 St. Joseph’s Street, Leo, IN 46765.

Solar crosswalks’ discussion, garage sale discussion and tree replacement discussion in various right-of-way areas throughout the town remained tabled at this time.

**SALARY/WAGE DISCUSSION for 2013:**

- Mrs. Garton presented council with recommended hourly rates for full and part-time employees; the 2013 employees’ pay file is on file in the Office of the Town Manager. (Action: By consensus, council approved the full and part-time wage rates for 2013, as recommended by Town Manager Garton.)
- Salary discussion for council members:

- (Action: Mr. Richards moved to hold 2013 salaries for all council members constant, except for the position of council president; Mr. Steffens provided a second; and the motion passed by unanimous voice vote.)
- (Action: Council tabled discussion on potentially changing the council president's salary until its next regular meeting, scheduled for August 28.)
- Salary discussion for the position of town manager:
  - President Clendenen opened discussion stating he had recently completed a job performance evaluation of the town manager. Based on that evaluation and commitment council had made to bring the salary level more in line with other cities and towns our size, President Clendenen moved to change the current annual salary. (Action: President Clendenen moved to change the current annual salary base rate of pay from \$40,232 to \$45,000; Mr. Steffens provided a second; but the motion failed for lack of a majority. The votes were as follows: President Clendenen, "yes," in support; Mr. Steffens, "yes," in support; Mr. Richards, "no," not in support; Mr. Veatch, "no," not in support, and Mr. Garton, abstained. Council tabled discussion on changing the town manager's salary until its next regular meeting, scheduled for August 28.)
- Salary discussion for the position of clerk-treasurer:
  - (Action: Council tabled discussion on changing the clerk-treasurer's salary until its next regular meeting, scheduled for August 28.)

**REPORT of PRESIDENT CLENDENEN:** President Clendenen reported that the town has received resumes from firms that are capable of assisting in updating the town's current comprehensive master plan. The town plans to begin mailing RFPs (request for proposal) to selected candidates in the very near future.

**VOUCHERS APPROVED BY COUNCIL SIGNATURES:**

- August 14, 2012 line-item form totaling \$37,591.15;
- August 14, 2012 line-item form totaling \$14,899.20;
- Voucher 6523 totaling \$457.02;
- Voucher 6524 totaling \$480.76;
- Voucher 6525 totaling \$120.00; and
- Voucher 6527 totaling \$268.02.

**Summary:** The total amount of all vouchers approved by council was \$53,816.15.

**Regular Session:** Council will meet in regular session at 7:00 PM at the Town Hall of Leo-Cedarville on August 28 and September 11, 2012.

**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:**

---

**JOHN CLENDENEN, Council President**

---

**JOHN EASTES, Clerk-Treasurer**