

**TOWN COUNCIL OF LEO-CEDARVILLE  
MEETING MINUTES  
AUGUST 28, 2012**

The town council of Leo-Cedarville met in regular session on August 28, 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; Peggy Garton, town manager; and John Eastes, clerk-treasurer.

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

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

**MINUTES:** Council approved the minutes of August 14, 2012 as drafted.

**SPECIAL PRESENTATION(S) AND PUBLIC SPEAKS:** Northeast Allen County Fire and EMS was scheduled to discuss an additional funding request as well as data provided by the department, but a representative was unable to appear before council.

**REPORT of Councilman VEATCH:** Mr. Veatch will attempt to secure a third quote from a local IT organization capable of providing the town with managed small business network support and IT solutions at its town hall location. Mr. Veatch also discussed variables that may affect the installation cost of a server. Council anticipates selecting one or more vendors to present their proposal 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 August 2012 have been deposited with appropriate agencies of the federal and state government.
- The “County Council Property Tax Budget Review Form” for “Budget Year 2013” was distributed and discussed. Mr. Eastes plans to submit the required form, along with supporting data populated on the state’s Gateway site, on or before August 31, 2012, as part of county council’s non-binding review process. (Action: Mr. Richards moved to approve the submission of the above-noted form for county council’s non-binding review; Mr. Garton provided a second; and the motion passed by unanimous voice vote.)
- Mr. Eastes plans to advertise the following: 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.

**Town Attorney:** As part of the Indiana Department of Natural Resources grant award to improve Riverside Gardens, Mr. Proctor reviewed a pro forma boundary survey between the City of Fort Wayne and Leo-Cedarville. (Action: Mr. Veatch moved to approve the pro forma

boundary survey as presented; Mr. Steffens provided a second; and the motion passed by a unanimous voice vote.)

Mr. Proctor provided summary guidance on the following topics: Council member salaries, topics suitable for executive session, the employee policy handbook and “best practice” when dealing with possible employee discipline.

**Town Engineer:** Mr. Jim Lauer, of Schnelker Engineering, presented three (3) options to construct a proposed trail from the Cedarville Park to the southwest corner of Amstutz Road and Trading Post Road. Mr. Lauer presented an engineer’s estimate of each trail option’s construction cost, ranging from \$220,000 to \$250,000. With a focus on child and pedestrian safety as well as cost, council members will review the information provided and considered the topic at a future date.

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

- Mr. Lauer and Mrs. Garton presented a \$37,600 bid quote to construct Amstutz Road solar crosswalk signalization at Leo Junior-Senior High School. (Action: Mr. Garton moved to accept the quote; Mr. Richards provided a second; and the motion passed by a unanimous voice vote.)

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:**

- In an effort to provide council members with comparative salary and wage data, Mr. Steffens presented benchmark comparative salary and benefit information compiled from other communities similar in population size, with an emphasis on employee duties, responsibilities and support staff. Mr. Veatch requested additional information regarding salary ranges comparative to employee job descriptions and responsibilities. (Action: After council members completed their discussion on the topic of 2013 salaries for the positions of town manager, clerk-treasurer and council president, President Clendenen moved to table further salary discussion until council’s next regular meeting, scheduled for September 11; Mr. Veatch provided a second; and the motion passed by unanimous voice vote.)

**REPORT of PRESIDENT CLENDENEN:** President Clendenen reported that the town has sent RFPs (request for proposal) to eight (8) firms that are capable of assisting in updating the town’s current comprehensive master plan. President Clendenen also noted that the Leo-Cedarville Foundation is considering ways to help raise funds for the Riverside Gardens improvement project.

**VOUCHERS APPROVED BY COUNCIL SIGNATURES:**

- August 28, 2012 line-item form totaling \$37,507.83.

**Summary:** The total amount of all vouchers approved by council was \$37,507.83.

**Regular Session:** Council will meet in regular session at 7:00 PM at the Town Hall of Leo-Cedarville on September 11 and September 25, 2012.

**MOTION TO ADJORN:** Mr. Clendenen moved to adjourn the meeting; Mr. Richards 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**