

**TOWN COUNCIL OF LEO-CEDARVILLE  
MEETING MINUTES  
SEPTEMBER 11, 2012**

The town council of Leo-Cedarville met in regular session on September 11, 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. Richards moved to accept the agenda with flexibility and Mr. Steffens provided a second to the motion, which passed by unanimous voice vote.

**MINUTES:** Council approved the minutes of August 28, 2012 as drafted.

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

**REPORT of Councilman VEATCH:** Mr. Veatch has secured a third quote and is in the process of securing a fourth 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.

**PRESIDENT CLENDENEN:** Mr. Clendenen presented the following, with action as noted therein:

- **Resolution No. 2012-15:** “The Transfer of a Certain Parcel of Real Property by the City of Fort Wayne, Indiana, to the Town of Leo-Cedarville, Indiana.” (Action: President Clendenen read the resolution in its entirety followed by Mr. Richards moving to adopt the resolution; Mr. Garton provided a second; and the motion passed by a unanimous voice vote.)
- A “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. After passing Resolution No. 2012-15, council members signed the “Real Estate Purchase Agreement” with the understanding that both a copy of the aforementioned resolution and signed purchase agreement will be transmitted to the City of Fort Wayne for their signatures of approval to finalize the process.
- A \$37,600 “Construction Contract” for work required to install the “Amstutz Road Crosswalk Signalization,” in accordance with plans and specifications, was signed by council members, as per council’s approved motion of August 28, 2012.

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

- On September 29, between 3:00 PM and 6:00 PM, the town's annual "Fall Festival" is planned to be held at the Leo-Cedarville Park Pavilion, located at 9825 St. Joseph's Street, Leo, IN 46765.
- On October 16, between 6:30 PM and 8:00 PM, a town and county elected officials' night out is planned to be held at the Leo-Cedarville Park Pavilion, located at 9825 St. Joseph's Street, Leo, IN 46765.
- The "2012 Leo-Cedarville Fall Leaf and Yard Waste Clean-up Procedures" pamphlet has been published and is currently posted on the town's web site at <http://www.leocedarville.com/>. The "Leaf Vacuum Truck Schedule" (October 15, 2012 through December 6, 2012) is contained within the aforementioned document.
- A letter of concern was received regarding parking spaces on the south side of the building located at 15004 SR 1. Visibility, safety and a prior decision to not bring in an asphalt contractor specific to conducting work at the location until other work is scheduled within the town were discussed. Council chose to take no further action at this time.
- A draft of town hall office procedures is currently being prepared.
- A review of the town's current phone system was introduced as a topic for future discussion.

Discussion regarding trail improvements as well as tree replacement in various right-of-way areas throughout the town remained tabled at this time.

**SALARY/WAGE DISCUSSION for 2013:** After a lengthy discussion by council members regarding the establishment of employee salaries, Mr. Richards moved to adopt a 2013 annual base salary of \$8,302.00 for the position of council president; Mr. Garton provided a second; and the motion passed by a voice vote of four (4) in support of the motion, with President Clendenen choosing to abstain.

Based upon the above-noted discussion, President Clendenen moved to table discussion regarding the 2013 town manager and clerk-treasurer's salaries and to seek a consultant to help establish salary ranges for town employees; Mr. Richards provided a second; and the motion passed by unanimous voice vote.

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

- Requests for vendor identification number and certification reports (W-9s) are being systematically requested and processed when received. Most vendors are complying with the aforementioned request.

- On August 29, the “County Council Property Tax Budget Review Form” for “Budget Year 2013” was submitted, along with supporting data populated on the state’s Gateway site, for county council’s non-binding review.
- On August 29, a “Notice to Taxpayers” advertisement was scheduled with Fort Wayne Newspapers to run on September 7 and September 14. The advertising notice details that the date and time of the budget public hearing is scheduled to be held on September 25, 2012 at 7:00 PM, and that the date and time of the budget adoption meeting is scheduled to be held on October 23, 2012 at 7:00 PM.
- The “August 31, 2012 Reconciled Funds’ Report” was distributed for council review.

**VOUCHERS APPROVED BY COUNCIL SIGNATURES:**

- September 11, 2012 line-item form totaling \$31,742.97.

**Summary:** The total amount of all vouchers approved by council was \$31,742.97.

**Regular Session:** Council will meet in regular session at 7:00 PM at the Town Hall of Leo-Cedarville on September 25 and October 9, 2012.

**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:**

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**JOHN CLENDENEN, Council President**

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**JOHN EASTES, Clerk-Treasurer**