

**TOWN COUNCIL OF LEO-CEDARVILLE
MEETING MINUTES
JANUARY 14, 2014**

The town council of Leo-Cedarville met in regular session on January 14, 2014 at 7:00 p.m. 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; Paul Steffens, Ted Garton and Kevin Veatch, council members; Peggy Garton, town manager; and John Eastes, clerk-treasurer.

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

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

ELECTION OF OFFICERS: Mr. Veatch moved to nominate Mr. Clendenen to continue as council president and Mr. Richards to continue as council vice president; Mr. Garton provided a second to the motion. As there were no further nominations forthcoming for either office, President Clendenen closed the nominations and council members reelected Mr. Clendenen as president and Mr. Richards as vice president by unanimous voice vote.

MINUTES: Without objection, council members approved the minutes of December 10 and 23, 2013 as distributed.

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

- **Emergency Services’ Provider:** Roger Beedy and Chad Jacobs, representatives of Leo-Cedarville’s emergency services’ provider, Northeast Allen County Fire & EMS, were present to discuss the department’s planning for 2014 and beyond as it might coincide with or impact Council’s plans for 2014 and beyond. The department contracts and provides protection for seven (7) entities and is anticipating the replacement and retirement of an older fire truck at an estimated cost of \$400,000.00. An open dialogue between the entities is anticipated, as Leo-Cedarville begins implementation of its recently adopted comprehensive master plan. An interest in building a new facility within Leo-Cedarville that could house emergency service and police protection for the community was briefly discussed. Council reached consensus on the following: Mr. Garton will contact representatives of Northeast Allen County Fire & EMS and the Allen County Sheriff’s Department to explore topics of mutual interest. Mrs. Garton offered her assistance and willingness to facilitate a meeting with the above-noted entities as well.
- **Leo-Cedarville Sheriff’s Meeting:** On January 28, representatives of the Allen County Sheriff’s Department are scheduled to meet during Council’s regular session to primarily discuss potential modifications to the 2015 contract.

- **FEMA Application (Federal Emergency Management Agency):** Per this date, an initial application has been submitted that may qualify the town for reimbursement of a portion of recent snow removal costs. The process is contingent upon President Obama declaring an emergency that would qualify the State of Indiana and Allen County to receive distribution of disaster emergency relief funds. Data covering snow removal costs of the 5th and 6th of January 2014, a 48-hour period of time, was submitted. Mrs. Garton noted that a minimal number of snow removal complaints were received during the most recent significant snow event.
- **Rezoning Discussion:** Council preliminarily discussed an item that will be on the January 28, 2014 meeting agenda regarding a Leo-Cedarville Board of Planning (Plan Commission) recommendation to rezone 9726 St. Joseph Street to “OC Office Commercial.”
- **ADA Transition Plan:** An introductory draft copy of the “Town of Leo-Cedarville ADA Transition Plan” (American Disabilities Act) and a “Funding Schedule” were presented. The item will be on the February 11, 2014 meeting agenda and may be adopted at that time.
- **IACT Legislative Summary:** A January 10, 2014 Indiana Association of Cities and Towns “Legislative Summary” was distributed to council members.
- **2014 Town Flyer:** The town’s information flyer will soon be ready for publication and distribution.
- **Comprehensive Plan Update:** Implementation of recommendations contained within the “Town of Leo- Cedarville, Indiana Comprehensive Plan,” as adopted on December 10, 2013, are to be reviewed by council members. Each council member received a colored copy of the new master plan.
- **Acreage within Leo-Cedarville:** At this writing, it is not anticipated that additional independent appraisals would be required before the town could choose to make formal offers to purchase two (2) adjoining parcels of property containing an approximate total of 4.51 acres of bare ground that lie along the east side of Schwartz Road. Mrs. Garton will contact owners of the properties to communicate Council’s current interest. Council members anticipate reviewing the matter further during their meeting of January 28, 2014.
- **Riverside Gardens’ Construction Project Update:** A Riverside Gardens’ project status update, as provided in written form from Martin Riley Architects and W. A. Sheets and Sons, Inc., was presented and reviewed. A punch-out list that provides finishing touches for the project and employs a potential target date of March 15, 2014 was discussed. A ribbon-cutting ceremony is contingently planned for around the middle of May 2014.
- **Town Truck:** The town’s small dump truck that is used to plow snow has accumulated 110,000 miles.

- **Town Engineer:** Mr. Lauer, of Schnelker Engineering Inc., is scheduled for Council's February 11, 2014 agenda to discuss the following topics: trail development and street improvements in Leo-Cedarville.
- **Garbage Service Contract:** The town will issue RFPs (request for proposal) as it seeks competitive bids for a new garbage service contract.

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

- **Anti-Nepotism Policy:** The town manager, clerk-treasurer and all council members were provided with and signed an annual "Certification of Compliance with Anti-Nepotism Policy" form. President Clendenen reviewed the properly executed forms, with said documents to be on file within the town hall, as maintained by the clerk-treasurer's office.
- **2014 Consulting Engineering Agreement:** An "Agreement for Consulting Engineering Services" for 2014 between Schnelker Engineering Inc. and the Town of Leo-Cedarville was presented.
 - **Action:** Mr. Richards moved that the town of Leo-Cedarville enter into a contract for engineering services for 2014 with Schnelker Engineering Inc. at a lump sum fee of \$2,400.00 payable in \$600.00 quarterly increments. Mr. Veatch provided a second to the motion, which passed by a unanimous voice vote and was signed by all council members.
- **Leo-Cedarville Regional Sewer District:** President Clendenen reported that he and Councilman Veatch attended a January 9, 2014 meeting of the L-C RSD (Leo-Cedarville Regional Sewer District) and noted that the L-C RSD and Fort Wayne City Utilities are continuing preliminary discussions that may result in the regional sewer district gaining additional sanitary sewer capacity.
- **Water Utility:** Mr. Thomas (Ted) Nitza Jr., of FAVAC, LLP (Intelligent Analytical Solutions), has reported to President Clendenen that a decision is expected to occur on January 15, 2014, unless tabled further by the IURC (Indiana Utility Regulatory Commission), regarding Pioneer Water, LLC's rate petition. Once a decision has been rendered by the IURC, Mr. Nitza anticipates preparation of pro forma financial statements and completion of the utility valuation process shortly thereafter.
- **Other Utility Discussion Topics:** By consensus, Council chose to table further discussion of a "Utility Feasibility Study Proposal for Professional Services" by Wesler Engineering Incorporated until a future to-be-determined date and time that would allow a representative or representatives of Wesler Engineering to meet with Council. Wesler Engineering was identified at a recent IACT (Indiana Association of Cities and Towns) conference as a firm with technical expertise and capacity to assist Council as it continues with discussions regarding the possibility of Leo-Cedarville providing its own utilities. Wesler Engineering is based in Indianapolis and maintains a branch office in Fort Wayne and other locations within Indiana.

- **Capital Improvements' Plan:** President Clendenen is hopeful that a format guide can be developed, in the not-too-far-distant future, as a helpful tool for creating a capital improvements' plan and updating the town's current CEDIT (County Economic Development Income Tax) improvement plan.

COUNCILMAN VEATCH: Mr. Veatch presented the following, with action as noted therein:

- **A Resolution Pertaining to National Common Core Education Standards in Indiana:** Council discussed a draft "Resolution Opposing 'Nationalized' Common Core Standards" within the state of Indiana, as prepared and introduced by Councilman Veatch. Councilman Veatch provided background information on common core education standards, its potential effect for Indiana's student population, and his desire to ensure our community's voice is heard at the state legislature level. Council members Garton, Richards and Steffens expressed views in support of the resolution draft and wish to receive input from members within the Leo-Cedarville community. Leaders within the education community will be contacted, and President Clendenen and Councilman Veatch will discuss the draft further with Mr. Proctor, of Eilbacher Fletcher, LLP, before bringing the document back for further discussion and possible Council action.

REPORT of the CLERK-TREASURER: The following items were distributed for council member review and possible action:

Miscellaneous appropriation transfer lists, as batched on December 11 (Batches 1 and 2), 12, 16, 20, 23, 30 and 31 of 2013; a "Monthly Financial Statement, All Funds, for the Month Ended December 31, 2013—Reconciled"; and an "Appropriations Report for the Month Ended December 31, 2013."

On January 2, 2014, an annual renewal premium of \$8,994.00 was paid to Worman-Lightfoot-Hoch Insurance for National Fire and Casualty insurance policies that cover the following major risk categories, as evidenced in today's voucher packet: inland marine, property, auto and general liability. Today's voucher packet also includes an annual payment of \$3,088.00 for workers' compensation and employer's liability insurance coverage.

The following 2013 governmental filings have been completed: All federal and state employment tax deposits, with reports on same; the annual Indiana sales tax deposit, and report on same; an Indiana Workforce Development employment report; the 4th quarter 941 report and W2s, with appropriate distribution to employees.

VOUCHERS APPROVED BY COUNCIL SIGNATURES:

- January 14, 2014 line-item form totaling \$82,612.48.

Summary: The total amount of all vouchers approved by Council was \$82,612.48.

Regular Session: Council will meet in regular session at 7:00 PM at the Town Hall of Leo-Cedarville on January 28 and February 11, 2014.

ADJORNMENT: Mr. Richards moved to adjourn the meeting and Mr. Veatch provided a second to the motion, which passed by unanimous voice vote.

APPROVE:

ATTEST:

JOHN CLENDENEN, Council President

JOHN EASTES, Clerk-Treasurer