

**TOWN COUNCIL OF LEO-CEDARVILLE
MEETING MINUTES
JUNE 23, 2015**

The town council of Leo-Cedarville met in regular session at 7:00 p.m. on June 23, 2015 at the Town Hall of Leo-Cedarville, located at 13909 Pony Express Run, Leo, IN 46765.

ATTENDANCE: In attendance were Kevin Veatch, president; council members Paul Steffens, Greg Peck and Raymond Pulver, Jr.; Peggy Garton, town manager; and John Eastes, clerk-treasurer. Vice President Tim Richards was not able to attend.

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

AGENDA:

- **(Action:** Mr. Veatch moved to accept the agenda as distributed with flexibility, and Mr. Steffens provided a second. The motion passed by a unanimous voice vote.)

MINUTES: Mr. Veatch brought forward the regular session minutes of June 9, 2015 as distributed.

- **(Action:** Council reached consensus and approved the regular session minutes of June 9, 2015 minutes as distributed.)

GUEST PRESENTATIONS or PUBLIC COMMENT: Northeast Fire and EMS, Inc. Fire Chief Tim George and EMS Chief Scott Yoder came before Council to provide information and discuss the department’s request for a 10% increase in annual support from the town of Leo-Cedarville, beginning January 1, 2016.

- **Fire and EMS Protection Contract:** With an increase of \$4,400.00 from the current contract of \$44,000.00, a “Northeast Allen County Fire and EMS, Inc. Fire and EMS Protection Contract” for 2016 was brought forward by Mr. Veatch.
 - **Action:** After Council members completed their discussion, Mr. Peck moved that Leo-Cedarville continue fire and emergency services protection with Northeast Allen County Fire and EMS, Inc. at a stated annual contract amount of \$48,400.00, beginning January 1, 2016; Mr. Steffens provided a second to the motion, which passed by a unanimous voice vote. President Veatch signed the contract as the duly authorized governing agent of the town of Leo-Cedarville.

TOWN ENGINEER: Having no information to present before Council, Mr. Lauer, of Schnelker Engineering, Inc., was not in attendance.

TOWN ATTORNEY: Mr. Proctor, of Eilbacher Fletcher LLP, presented the following, with action as noted therein:

- **Fort Wayne Outfitters’ License Request:** Mark Hamilton, President of the Leo-Cedarville Park Board, and Pat Proctor came before Council to discuss the following license request that is under consideration by the Leo-Cedarville Park Board: “License to Enter Onto Land to

Provide Access to the St. Joseph River for Canoe and Kayak Rental.” Mr. Hamilton expressed the park board’s desire for council approval to move forward, and Mr. Proctor outlined some of the park board’s current powers.

- **Action:** Based upon Mr. Proctor’s advice to increase the town’s liability insurance coverage, Mr. Peck moved to authorize Town Manager Garton to increase the town’s insurance coverage to the statutory cap of liability at an additional annual premium cost not to exceed \$7,500.00. Mr. Steffens provided a second to the motion, which passed by a unanimous voice vote.

Mr. Hamilton understands that Council does not want the park board to execute the above-noted license request until additional liability insurance coverage has been purchased by the town.

- **Public Nuisance:** Mr. Proctor plans to return to council by the end of August with recommendations pertaining to any ordinance(s) deemed necessary regarding “public nuisance.”
- **Park Board Ordinance:** Council reached consensus to have Mr. Pulver meet with Mr. Proctor to review Ordinance 2011-02, “An Ordinance Establishing a Department of Parks and Recreation for the Town of Leo-Cedarville, Indiana.”

COUNCIL MEMBERS’ CURRENT BUSINESS: Council members briefly discussed information provided by Mr. Pulver regarding an “LED Radar speed Display Sign.”

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

- **Leo-Cedarville Web Redesign:** Mr. Veatch brought forward the contract proposal from Detailed Web Design that would transition the town’s website, currently programmed in HTML (HyperText Markup Language), to CMS (Compiler Monitor System).
 - **Action:** After Mr. Proctor completed his review of the proposed contract, Mr. Peck moved to enter into a contract with Detailed Web Design, at a cost of \$4,900.00, to redesign the town’s current website. Mr. Pulver provided a second to the motion, which passed by a unanimous voice vote. President Veatch signed the contract as the duly authorized governing agent of the town of Leo-Cedarville.
- **Personnel Holiday Schedule:** A recommendation to add the following paid time-off benefit days to the town of Leo-Cedarville Employee Personnel Policy Handbook was presented and discussed: Martin Luther King Day, one-half day on Christmas Eve and one-half day on New Year’s Eve. Mr. Veatch and Mr. Peck expressed support for the addition of paid time-off benefit days, and Mr. Pulver supported discussing the matter further. Mr. Veatch asked Mrs. Garton to prepare a recommended calendar of to-be-observed 2016 paid holidays for Council’s consideration.
- **Town Manager Hours:** Mrs. Garton expressed her desire to post town hall office hours as follows: Monday through Thursday, 7:00 a.m. to 4:00 p.m.; closed on Friday. Mr. Pulver

supported discussing the matter further when all council members are present.

Future Business: At this time, the following items are slated for future discussion:

- EACS' (East Allen County Schools) traffic flow response,
- Pony Express Run Bid, and
- Clay Street 2016.

REPORT of the CLERK-TREASURER: The following items were distributed for council member review and possible action: A miscellaneous appropriation transfer list, as batched on June 23, 2015; an "Estimated Contingent Employment Costs' Analysis for 2016" and "2014 Year-End Revenue Data as of 12/31/2014."

Mr. Eastes provided an overview of updated information pertaining to 2016 employee wage and salary discussion.

All employment taxes for the month ended May 31, 2015 have been deposited with appropriate agencies of the federal and state governments; and the May 2015 Indiana sales tax has been deposited and May 2015 sales tax report filed.

The outstanding balance on an original \$699,709.97 loan at a fixed rate of 2.7%, due to mature on July 12, 2018 and supported by CEDIT funds, was \$426,982.67 as of June 12, 2015, with the next monthly payment of \$12,492.52 due on July 12. The loan requires a compensating deposit balance of \$200,000.00 in CEDIT funds be maintained at all times.

VOUCHERS APPROVED by COUNCIL SIGNATURES:

- June 23, 2015 line-item form totaling \$71,508.51.

Summary: The total amount of all vouchers approved by Council was \$71,508.51.

Regular Session: Council is scheduled to meet in regular session at 7:00 p.m. at the Town Hall of Leo- Cedarville on July 14 and 28, 2015.

ADJORNMENT: Consensus was reached in support of adjourning the meeting; Mr. Veatch adjourned the meeting.

APPROVE:

ATTEST:

KEVIN VEATCH, Council President

JOHN EASTES, Clerk-Treasurer