

**TOWN COUNCIL OF LEO-CEDARVILLE
MEETING MINUTES
AUGUST 25, 2015**

The town council of Leo-Cedarville met in regular session at 7:00 p.m. on August 25, 2015 at the Town Hall of Leo-Cedarville, located at 13909 Pony Express Run, Leo, IN 46765.

ATTENDANCE: In attendance were Kevin Veatch, president; Tim Richards, vice president; council members Paul Steffens, Greg Peck and Raymond Pulver, Jr.; Peggy Garton, town manager; and John Eastes, clerk-treasurer.

Mr. Veatch called the meeting to order after members of Boy Scout Troop 460 led attendees in the “Pledge of Allegiance.”

AGENDA: Without objection, the agenda was accepted as distributed.

MINUTES: Mr. Veatch brought forward the regular session minutes of August 11, 2015 as distributed.

- (Action: Without objection, Mr. Veatch declared the regular session minutes of August 11, 2015 approved as distributed.)

Mr. Veatch then brought forward the special session minutes of August 24, 2015 as distributed.

- (Action: Without objection, Mr. Veatch declared the special session minutes of August 24, 2015 approved as distributed.)

GUEST PRESENTATIONS or PUBLIC COMMENT: None.

TOWN ENGINEER: Mr. Lauer, of Schnelker Engineering, Inc., met with Council to discuss potential 2015 ADA (American Disabilities Act) ramp, road and storm sewer improvements. Council discussed Mr. Lauer’s recommendation to accept API Construction Corporation’s bid of \$294,123.50 that includes \$115,187.52 in storm water improvements and \$178,935.90 in street and ADA ramp improvements.

Council members discussed Mr. Pulver’s concern regarding acceptance of the above-noted bid, in that only one bid was received for street, ADA ramp and storm water improvements. Mr. Pulver and Mr. Richards questioned whether Council should approve the bid at this time or put the improvements’ project out for bid again in 2016. In response to Mr. Pulver’s question, Mr. Lauer affirmed that work on Pony Express Run could be delayed until the 2016 construction season.

Mr. Peck supported approval of the current bid, as he believes concrete costs will continue to rise in 2016; Mr. Veatch added that significant capital improvements are already planned by the state of Indiana that are slated to continue into the 2016 construction season.

Mr. Lauer indicated that he analyzed recent bid tabulations received by Avilla and New Haven prior to his recommendation to accept API Construction Corporation's bid. At Mr. Richards' request, Mr. Lauer will provide a copy of his analysis that guided him in his determination that API Construction Corporation's bid was competitive in the current market environment for similar construction work.

- (Action: Upon completion of discussion, Mr. Pulver moved to accept API Construction Corporation's bid of \$294,123.50, contingent upon the Storm Water Board agreeing to pay \$115,187.52 from the Storm Water Fund as its portion of the proposed improvement project. Mr. Richards provided a second, and the motion passed by a unanimous voice vote. Council members signed the contract with API Construction Corporation authorizing them to proceed with initiation of work on the project.)

COUNCIL MEMBERS' CURRENT BUSINESS:

- **Election Board Memorandum**: Council reviewed and discussed an August 19 email response from Beth Delug, Allen County Director of Elections, which was sent to Mrs. Spannuth, Mr. Pulver and Mr. Eastes. Whereas Mrs. Spannuth, Mr. Pulver and Mr. Eastes are uncontested regarding their specific candidacies, and whereas the cost to the town to hold another election has been estimated to be approximately \$2,000.00, and whereas nothing else would be on the ballot, each of the aforementioned candidates has communicated to the election board that holding another election would be a waste of financial resources for the town of Leo-Cedarville. Therefore, each has formally requested the election board not hold another election on November 3, 2015.
 - (Action: Mr. Peck moved that Council send the Allen County Election Board a letter, signed by all members of Council, requesting the Board cancel the election in Leo-Cedarville that is currently scheduled to occur on November 3, 2015; Mr. Pulver provided a second, and the motion passed by a unanimous voice vote. Following said action, each council member signed a letter, addressed to the Allen County Election Board, communicating their desire not to hold an election for uncontested candidates to avoid incurring the cost thereof.)
- **2016 Wage and Salaries Discussion**: In response to Mr. Pulver, Mr. Eastes clarified that maximum 2016 funds' budget amounts will be established once the "Notice to Taxpayers" advertisement has been submitted on Gateway; as noted within the clerk-treasurer's report below, Mr. Eastes plans to submit said notice and other required documents on August 26. Mr. Veatch indicated his understanding that any change in 2016 employee compensation/benefits will require reallocation of an affected fund's appropriations, as the fund's maximum budget will have been established based upon the above-noted "Notice to Taxpayers."

2016 wage and salaries discussion will be "brought from the table" and included as an item on Council's September 8 agenda; no further action was taken at this time.

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

- **Recycling Award:** On Wednesday, August 19, the Allen County Solid Waste District presented Leo-Cedarville with a “Community Partnership Award” in recognition of the town’s recycling program. This is the fifth year in a row that the District has presented the award to the town. Leo-Cedarville currently hosts the Allen County Solid Waste District’s recycle trailer on Schwartz Road, which serves the northeast portion of Allen County.
 - **Unlimited Garbage Pick Up:** Unlimited garbage collection will be held on Saturday, September 19. Publication of rules pertaining to unlimited garbage collection has been published three times in the Courier and has been posted on Facebook.
 - **Garage Sale Days:** Town-wide garage sales are scheduled to occur August 27, 28 and 29.
 - **Bid to Modify Council Deck:** A bid to modify the current height of the town council deck area has been received; another bid on the proposed deck modification is expected in a timely manner.
 - **Halter Road:** The Allen County Highway Department has begun work on Halter Road; work on the road improvement project is estimated to be completed on or about September 8, 2015. Leo-Cedarville is responsible for half of the cost of this project, as it shares parts of the road with Allen County.
 - **Park Board:** In keeping with Mark Hamilton’s previous announcement (Reference minutes of August 11, 2015) that he would be resigning from the Leo-Cedarville Park Board at the end of the current calendar year, Council has received Mr. Hamilton’s written notice that he will step down from his position on December 31, 2015. On behalf of Council, Mr. Veatch expressed appreciation for Mr. Hamilton’s five years of service on the Leo-Cedarville Park Board.
 - **Storm Water Board:** The Leo-Cedarville Storm Water Board will hold a special meeting advertised for August 27, 2015 with the purpose of taking action on the storm water improvement portion of the current bid as noted within Mr. Lauer’s presentation above.
 - **State Road 1 Curve at Cedarville Park:** An update of information received by phone from Ms. Jane King regarding a recent accident at the curve and an email response received from a representative of INDOT (Indiana Department of Transportation) was discussed. Ms. King is a homeowner that resides at an address on Main Street and wants to know if additional measures are planned to improve safety at the curve.
- Council will continue to monitor the situation; no further action on the matter was taken at this time.
- **Fall Festival:** This year’s fall festival will be held in Cedarville Park from 12-3 p.m. on Saturday, October 3.

- **Leaf Vac Employee:** An ad will be placed with the Courier and on Facebook seeking a part-time employee to work during leaf vacuum season. Upon completion of the applicant review process, a candidate recommendation will be brought to Council to complete the hiring process.
- **Lakes of Leo Creek:** The Plan Commission's secondary plat review for Lakes of Leo Creek is tentatively anticipated to occur during the month of September.
- **EACS' (East Allen County Schools) traffic flow response:** No further update was available at this time pertaining to a solution to the ongoing traffic flow problems that exist at Leo Junior-Senior High School and Leo Elementary.

Mr. Richards encouraged council members and the public to become knowledgeable regarding the referendum that is under consideration by East Allen County Schools. Council members expressed the view that improvement of traffic flow and public safety at Leo Junior-Senior High School and Leo Elementary should not be tied to any EACS' referendum that may be brought for public approval in the future.

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

- EACS' (East Allen County Schools) traffic flow response;
- Trail planning; and
- Clay Street 2016 improvements.

REPORT of the CLERK-TREASURER: The following items were distributed for council members' review and possible action: A miscellaneous appropriation transfer list, as batched on August 11, 2015; and Local Road and Street 2016 updated budget planning data.

- **2016 Budget Information:** After meeting with a representative of the DLGF's Budget Division (Department of Local Government Finance), Local Road and Street Fund estimated revenue for the balance of 2015 and all of 2016 has been revised downward a total of \$7,230.19; for the last six months of 2015, revenue for the fund is estimated to be \$18,955 and full-year 2016 revenue is estimated to be \$40,631.

As part of the 2016 budget process, Mr. Eastes recommends the adoption of a resolution to reduce 2015 budgeted appropriation spending as follows: Local Road and Street Fund, \$16,000; General Fund, \$30,000; Rainy Day Fund, \$45,000; and Riverside Gardens Construction Fund, \$29,413.

Current plans are to submit the following documents on Gateway on August 26: Form 2, "Estimate of Miscellaneous Revenue"; Form 3, "Notice to Taxpayers"; and forms known as "1782 Notice Recipients" and the "County Council Review Sheet."

As reported on August 11, budget documentation for each of the town's funds will be available for public review once published on Indiana's Gateway system. Indiana Code 6-1.1-17-3

requires online advertisement of the "Notice to Taxpayers" to be submitted at least ten days before the public hearing but no later than September 13. Once the online advertisement has been submitted for publication on Gateway, notices will be available online at <http://www.budgetnotices.in.gov> or by calling 888-739-9826. October 13 is scheduled for a hearing on the 2016 budget, and the 2016 budget is slated for adoption on October 27.

VOUCHERS APPROVED by COUNCIL SIGNATURES:

- August 25, 2015 line-item form totaling \$39,342.44.

Summary: The total amount of all vouchers approved by Council was \$39,342.44.

Regular Session: Council is scheduled to meet in regular session at 7:00 p.m. at the Town Hall of Leo- Cedarville on September 8 and 22, 2015.

ADJORNMENT: Mr. Richards moved to adjourn the meeting and Mr. Peck provided a second. A unanimous voice vote in support of the motion was received and the meeting was adjourned.

APPROVE:

ATTEST:

KEVIN VEATCH, Council President

JOHN EASTES, Clerk-Treasurer