

**TOWN COUNCIL OF LEO-CEDARVILLE
MEETING MINUTES
JANUARY 22, 2013**

The town council of Leo-Cedarville met in regular session on January 22, 2013 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.

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. Veatch provided a second to the motion, which passed by unanimous voice vote.

MINUTES: Without objection, council approved the minutes of January 8, 2013 as drafted.

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

- Bob Young, of National Serv-All, came before council and submitted data in support of the firm’s letter requesting a 5% rate increase and a one-year renewal of the town’s current residential garbage collection contract, dated December 10, 2010. If council were to agree to renew the contract for an additional year, it would be for the following period: July 1 of 2013 through June 30, 2014. In response to council member requests for clarification, Mr. Young cited increases in employee health care benefits and fuel costs as well as changes in the CPI (Consumer Price Index). (**Action:** With intent to review cost analysis information prepared by Mr. Eastes, as noted below, council took no action at this time but plans to discuss the matter further at the next regular meeting of council on February 12.)
- Frontier Communications is to install a new phone system in the town hall on Wednesday, January 23, and Sonit Systems is to provide end-user training on the new office server on February 1. Mrs. Garton plans to follow the aforementioned installs with an install update that will allow her office to interface in real time with the purchase order function that is part of Keystone’s fund accounting software package used by the clerk-treasurer’s office.
- Traffic survey summary data, complete with speed statistics, was distributed for council member review. Said data may become a topic for further discussion on February 26, when deputies from the Allen County Sheriff’s Department are present to provide community law enforcement information and respond to citizen questions and/or concerns.

- Mrs. Garton discussed content information to be included in a town flyer that is being prepared for distribution.
- RATIO Architects, Inc. will begin the initial process of updating the town's comprehensive master plan on February 5 by touring the town and meeting with council and steering committee members. After Mr. Proctor's review, and per council's not-to-exceed-cost directive of \$65,000.00, Mrs. Garton negotiated a final contract price of \$62,500.00 with RATIO. The contract has been signed by Preseident Clendenen and a copy returned by mail to RATIO this date, January 22, 2013.
- Mrs. Garton, along with staff from Martin Riley Architects, will conduct a pre-bid information meeting on January 23 for commercial contractors interested in receiving bid process filing requirements for the Riverside Gardens construction improvement project, and President Clendenen will attend a recently called meeting with representatives from INDOT (Indiana Department of Transportation). INDOT plans to communicate contingent, in-the-future plans to renovate/replace the bridge on State Road One, near the American Legion, as it seeks input from town officials and other entities that this major construction project may affect, possibly beginning in 2015.
- An update of Leo-Cedarville Foundation and festival planning activities was provided.

PRESIDENT CLENDENEN: Mr. Clendenen led discussion on the impact of the Davis-Bacon Wage Act for contactors wishing to bid on the Riverside Gardens improvement project. Council members then moved to the topic of the town's ability to collect a portion of fines assessed when a ticket is written by a police officer for violating a town ordinance or ordinances. (**Action:** No action was taken.)

COUNCILMAN GARTON: Mr. Garton introduced the topic of seeking either an upgrade or replacement for the town's only dump truck that has accumulated approximately 92,000 miles. Council members discussed issues of storage, vehicle versatility and the potential impact that an update to the current master plan may have on making decisions in this area. (**Action:** No action was taken.)

REPORT of the CLERK-TREASURER: The following 2012 governmental filings have been submitted on Indiana's Gateway site: The 100R employment report and debt affirmation report. Also, the state's video franchise fee report has been submitted by mail to the Communications Division of the IURC (Indiana Utility Regulatory Commission), as per IC 8-1-34-24.5(b). January 2013 employment tax deposits and required report filings have been submitted to appropriate agencies of the federal and state government.

Updated fund accounting and payroll software modules have been installed, and January 2013 payrolls have been verified to assure financial data accuracy.

An "Analysis of Garbage Service and Billing Department Costs for 2012" was prepared and distributed for council member review, with an emphasis on determining an annual and monthly estimated cost of providing residential garbage service to the citizens of Leo-Cedarville.

(Action: To provide further clarification, Mr. Eastes will seek additional information from the town's billing department.)

1782 budget notices for 2013 are being worked on a county-by-county basis; Leo-Cedarville will receive its 1782 budget notice by email, with a 10-day limited response time. An estimate as to when said notice will be sent to the clerk-treasurer's office cannot be determined at this time.

A significant amount of work has been completed on the town's annual report, with most of the required data now uploaded on Gateway, with final completion and submission anticipated to occur in the very near future. A significant portion of the annual report details beginning and ending fund balances and is supported by information contained within individual receipt and disbursement account categories.

VOUCHERS APPROVED BY COUNCIL SIGNATURES:

- January 22, 2013 line-item form totaling \$75,501.49.

Summary: The total amount of all vouchers approved by council was \$75,501.49.

Regular Session: Council will meet in regular session at 7:00 PM at the Town Hall of Leo-Cedarville on February 12 and February 26, 2013.

MOTION TO ADJORN: Mr. Garton moved to adjourn the meeting; Mr. Richards provided a second; and the motion passed by a unanimous voice vote.

APPROVE:

ATTEST:

JOHN CLENDENEN, Council President

JOHN EASTES, Clerk-Treasurer