

**TOWN COUNCIL OF LEO-CEDARVILLE
MEETING MINUTES
JANUARY 8, 2013**

The town council of Leo-Cedarville met in regular session on January 8, 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. Veatch moved to accept the agenda and Mr. Richards provided a second to the motion, which passed by unanimous voice vote.

ELECTION OF OFFICERS: Mr. Richards nominated Mr. Clendenen to continue as council president; Mr. Veatch provided a second; and with no further nominations for the office of president, council members reelected Mr. Clendenen to the position by unanimous voice vote.

Mr. Garton nominated Mr. Richards to continue as council vice president; Mr. Veatch provided a second; and with no further nominations for the office of vice president, council members reelected Mr. Richards to the position by unanimous voice vote.

MINUTES: Without objection, council approved the minutes of December 11, 2012 as drafted.

2013 MRBLG (Maumee River Basin Partnership of Local Governments) Coordination of Professional Services Proposal: Noting that the town’s membership in the MRBLG was instrumental in receiving a previous \$20,000.00 Walmart grant, Mr. Steffens spoke in support of the town continuing its professional engineering and planning services relationship with Christopher B. Burke Engineering, LLC, as it relates to assisting the town with water quality and coordination of activities affecting the Maumee River Basin Partnership of Local Governments. With an “MRBLG” proposed not-to-exceed fee for services of \$10,675.50, the town’s fee portion, based upon population size, is assessed at \$500.00. (**Action:** In support of the MRBLG professional services proposal, Mr. Steffens moved to pay \$500.00 as the town’s portion of MRBLG fee-for-service agreement; Mr. Richards provided a second; and the motion passed by a unanimous voice vote, followed by President Clendenen signing the professional services agreement.)

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

- Resolution 2013-1, a resolution to appoint the following members to the Board of Planning (Plan Commission): John Clendenen, Paul Steffens, Peggy Garton, Janice Linn, Donna Hankey, Lou Mohlman, and Brian Gerig. (**Action:** Mr. Steffens moved to adopt

Resolution 2013-1; Mr. Veatch provided a second; and the motion passed by a unanimous voice vote.)

- Resolution 2013-2, a resolution to appoint the following members to the Board of Zoning Appeals: Donna Hankey, Lou Mohlman, Clarence Miller, Brad Miller, and David Michael Baker. (**Action:** Mr. Steffens moved to adopt Resolution 2013-2; Mr. Garton provided a second; and the motion passed by a unanimous voice vote.)
- An “Agreement for Consulting Engineering Services for the year 2013” between the town of Leo-Cedarville and Schnelker Engineering, Inc. (**Action:** Mr. Veatch moved to enter into the agreement with Schnelker Engineering, Inc.; Mr. Steffens provided a second; and the motion passed by a unanimous voice vote.)
- A National Serv-All letter requesting a 5% rate increase and a one-year renewal of the current residential garbage collection contract, dated December 10, 2010. (**Action:** With intent to gather additional cost and market information, council took no action at this time.)
- Crosswalk warning lights have been installed on Amstutz Road.
- Festival planning is underway, and donations are being received in support of festival events.
- An update on the progress of the recent server installation and computer to be installed in the billing office by Sonit Systems and the new phone system to be installed by Frontier Communications was presented.
- Mrs. Garton is preparing a claim for reimbursement that may lead to the town recovering a portion of the cleanup cost incurred from the storm that went through the area on June 29, 2012.
- Prior to council considering action on choosing a vendor to assist the town in updating the current master plan, Mrs. Garton recommended not including an update to the current park plan at this time and presented four (4) reasons in support of awarding a contract for services to Ratio.

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

- Following Mrs. Garton’s presentation, as noted above, Mr. Clendenen and council members completed a final review of recent comprehensive plan presentations. (**Action:** Mr. Clendenen moved to enter into a contract with Ratio to complete a new comprehensive plan for the Town of Leo-Cedarville, at a not-to-exceed cost of \$65,000.00; Mr. Steffens provided a second; and the motion passed by a unanimous voice vote. Council chose to delay contracting for services that would update the current park board plan until a later date in time.)

- President Clendenen led council in a brief review of the current “Law Enforcement Services Agreement” that runs through December 31, 2014.
- Council discussed various items for inclusion in a new five-year capital improvements plan as well as the possibility of creating TIF (Tax Incremental Financing) districts within the town.

REPORT of the CLERK-TREASURER: So as not to adversely affect the new 2013 budget submitted to the DLGF (Department of Local Government Finance), appropriation transfers within major budget classes and an encumbrance of several fund accounts from 2012 were completed to allow for the rollover of some unexpended appropriations into 2013. The following 2012 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; Indiana UC-5 and UC-1 employment reports; the 4th quarter 941 report; W2s, with appropriate distribution to employees and report transmittals to federal and state governments; and 1099-MISC forms, with appropriate distribution to 1099 recipients and the federal transmittal report.

As of December 14, 2012, the outstanding principal balance on an original \$850,000.00, 3 ½% loan, due to mature on September 15, 2015 and supported by CEDIT funds, was \$454,066.37.

Preliminary work has begun in anticipation of completing Indiana’s 100R employment report and the new state required franchise fee report.

Because the two-year-old payroll tax cut expired on December 31, 2012, employees' contributions to the Social Security program will increase to 6.2 percent, up from 4.2 percent, and will affect payroll going forward, including the first payroll checks to be cut on January 11, 2013.

Mr. Eastes distributed the following items for council review, with action as noted below. A reconciled funds' report, as of December 31, 2012; an appropriation report as of December 31, 2012; and an ILMCT (Indiana League of Municipal Clerk Treasurers) institute registration form. The league has scheduled this year’s March 3 through March 7 event be held in Muncie, Indiana. (**Action:** Council reached consensus in support of approving registration fees and reimbursement of travel expenses for Mr. Eastes to attend the forthcoming ILMCT March 3 through March 7 institute.)

VOUCHERS APPROVED BY COUNCIL SIGNATURES:

- January 8, 2013 line-item form totaling \$103,509.27.

Summary: The total amount of all vouchers approved by council was \$103,509.27.

Regular Session: Council will meet in regular session at 7:00 PM at the Town Hall of Leo-Cedarville on January 22 and February 12, 2013.

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

APPROVE:

ATTEST:

JOHN CLENDENEN, Council President

JOHN EASTES, Clerk-Treasurer