

**TOWN COUNCIL OF LEO-CEDARVILLE  
MEETING MINUTES  
AUGUST 11, 2015**

The town council of Leo-Cedarville met in regular session at 7:00 p.m. on August 11, 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; Patrick Proctor, of Eilbacher Fletcher, LLP; and John Eastes, clerk-treasurer. Vice President Tim Richards was not able to attend tonight's meeting.

Mr. Veatch called the meeting to order and 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 July 28, 2015 as distributed.

- (Action: Mr. Steffens moved to approve the regular session minutes of July 28, 2015 as distributed, and Mr. Peck provided a second. The motion passed by a unanimous voice vote.)

**GUEST PRESENTATIONS or PUBLIC COMMENT:** Mr. Ryan Schipper was in attendance and sought information regarding the ongoing plat approval process as it pertains to the Lakes of Leo Creek subdivision that is under consideration.

**TOWN ATTORNEY:** Mr. Proctor, of Eilbacher Fletcher LLP, was in attendance at Mr. Pulver's request. Mr. Proctor provided legal counsel and comment on a wide range of topics including town insurance, ordinance violations pertaining to traffic citations written by police officers, the application of Indiana's Open Door Law relating to email communication as well as allowed personal discovery and research by an individual council member. Mr. Proctor noted that he and Mr. Pulver are currently working together to review current park board and nuisance ordinances. Mr. Proctor is planning to draft an amendment to the current park board ordinance that Mr. Pulver may bring forward for discussion in due time.

Council members Veatch, Peck and Pulver and Mr. Proctor each provided input into the discussion process pertaining to the town's current park board ordinance that was created as per state statute requirements. Mr. Proctor discussed broad powers of the park board and confirmed that the park board may recommend an annual budget to Council; Council then submits the park fund's budget along with other funds as part of the budget adoption process for appropriated funds.

**COUNCIL MEMBERS' CURRENT BUSINESS:**

- **Town Insurance:** Council members discussed the process that may be required should a majority of council members desire to compare the cost of insurance premiums as quoted or

bid by available insurance providers. Mr. Pulver indicated his willingness to perform individual discovery and research that may lead to a savings on behalf of the town. Mr. Veatch thought it would be wise to invite the insurance agent for the town's current provider to come before Council to review the town's insurance coverage in its entirety. Council members reached consensus to ask Mrs. Garton to arrange for and publish a special meeting with the sole purpose of an open review of the town's current insurance coverage. Mr. Proctor advised that the town's workers' compensation insurance coverage be part of the insurance review process.

Mr. Pulver shared reasons and intentions regarding his desire to review the possibility of bundling communication services with one provider, the possibility of updating the town's existing park board and nuisance ordinances and review of existing insurance coverage and associated cost for said coverage.

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

- **Lakes of Leo Creek:** A review of the current, ongoing subdivision platting process for Lakes of Leo Creek, as submitted by Granite Ridge Builders, Inc., was provided.
- **Personnel Holiday Schedule:** Mr. Veatch brought from the table discussion of personnel holiday hours as tabled on July 14, 2015.
  - (Action: Mr. Steffens moved to add Martin Luther King, Jr. Day as a paid time-off employee benefit day, and Mr. Peck provided a second. The motion passed by a unanimous voice vote.)
  - (Action: Mr. Steffens moved to add Christmas Eve and New Year's Eve as paid time-off employee benefit days, and Mr. Peck provided a second. The motion passed by a unanimous voice vote.)
- **Office Hours:** Without objection and with no action taken, Mrs. Garton indicated that this item will be removed from the agenda.
- **Speeding Tickets:** The Allen County Sheriff's Department provides a monthly report of the department's activity within the town of Leo-Cedarville. An overview of information pertaining to speeding tickets was provided and discussed. Speeding tickets that are currently being written are based upon a violation of state statute(s). Mr. Proctor discussed requirements for citing an ordinance violation pertaining to speeding citations, and Mr. Peck provided background on the process as well. Officers from the Department of Natural Resources and Indiana State Police have jurisdiction and may write ticket citations within Leo-Cedarville as well as officers from the Allen County Sheriff's Department.
- **Unlimited Garbage Pick Up:** Unlimited garbage collection will be held on Saturday, September 19. Publication of rules pertaining to unlimited garbage collection are planned to make sure the public is properly informed.

- **Garage Sale Days:** Town-wide garage sales are scheduled to occur August 27, 28 and 29.
- **Fall Festival:** This year's fall festival will be held in Cedarville Park from 12-3 p.m. on Saturday, October 3.
- **Leaf Collection:** Leaf vacuum season will begin on Monday, October 19. Information pertaining to the town's leaf collection process will also be published.
- **Bids:** Bids received pertaining to ADA ramps, Leo-Cedarville Storm Water Utility, Pony Express Run and 2015 road improvement projects will be opened August 13, 2015 at 10:00 a.m. Bids on the above-noted improvement projects are currently slated to go before Council on August 25, 2015.
- **EACS' (East Allen County Schools) traffic flow response:** Per a phone conversation with Mr. Studebaker, a site plan will need to be developed to remedy current traffic flow problems that exist at Leo Junior-Senior High School.
- **Sidewalk Inspections:** An inspection of sidewalks is slated to begin next week.
- **Park Board:** Mark Hamilton has announced his intent to resign from the Leo-Cedarville Park Board on December 31, 2015. Because the park board currently has four but may have as many as five appointees, the town will publish that it is seeking qualified candidates for appointment to said board.

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

- EACS' (East Allen County Schools) traffic flow response;
- Trail planning;
- The bid process pertaining to Leo-Cedarville Storm Water Utility, Pony Express Run and 2015 road improvement projects; and
- Clay Street 2016.

**REPORT of the CLERK-TREASURER:** The following items were distributed for council members' review and possible action: Work-in-progress "Budget Projections and Prior Expenditures for Year 2016," as batched on July 29; work-in-progress "Appropriations—Proposed Budget Changes for Year 2016," as batched on August 4; work-in-progress 2016 prepublication budget data," as loaded within Gateway on August 6; "2014-2015 Overtime Analysis," as prepared on July 30; a July 24, 2015 State Board of Accounts Bulletin pertaining to bonding requirements that will become effective January 1, 2016; a "Monthly Financial Statement, All Funds, for the Month Ended July 31, 2015—Reconciled," an "Appropriations Report for the Month Ended July 31, 2015" and a resolution draft to approve the transfer of account appropriations from within the Garbage Service Fund.

- **Resolution 2015-4,** a "Resolution Approving the Transfer of Appropriation from the Garbage Service Fund No. 340002390.000 to 340002213.00 was brought forward by Mr. Veatch.

- (Action: Mr. Pulver moved to adopt Resolution 2015-4; Mr. Steffens provided a second, and the motion passed by a unanimous voice vote.)

Bonding requirements that will become effective January 1, 2016 are to be reviewed by Mr. Proctor.

Mr. Eastes provided and sought further guidance pertaining to 2016 funds' budget planning; analysis of overtime covering a 19-month period of time was provided and discussed. The concept of asking the Leo-Cedarville Foundation to reimburse the town for overtime that may be incurred as a result of future years' Freedom Festival activities was put forward by Mr. Pulver. Mr. Veatch indicated that he would prefer to discuss this topic with all council members in attendance. No further discussion of this topic occurred at this time.

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 11, 2015 line-item form totaling \$30,473.67.

**Summary:** The total amount of all vouchers approved by Council was \$30,473.67.

**Regular Session:** Council is scheduled to meet in regular session at 7:00 p.m. at the Town Hall of Leo- Cedarville on August 25 and September 8, 2015.

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

**APPROVE:**

**ATTEST:**

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**KEVIN VEATCH, Council President**

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**JOHN EASTES, Clerk-Treasurer**