

TOWN COUNCIL OF LEO-CEDARVILLE  
MEETING MINUTES  
NOVEMBER 1, 2011

ATTENDANCE:

John Clendenen – Council President  
John Eastes – Vice President  
Gordon Liechty, Jr.  
Tim Richards  
Pamela Spannuth – Clerk-Treasurer  
Peggy Garton – Town Administrator

7:00 – The council agreed to accept the agenda with flexibility.

OCTOBER 18, 2011 MINUTES – The October 18, 2011 meeting were accepted as distributed.

TOWN ENGINEER:

HOSLER ROAD TRAIL - Mr. Lauer was present to discuss several proposed capital projects. He presented a set of preliminary plans for a 10' wide trail to be constructed along the south side of Hosler Road. The proposed trail would run from the intersection of Hosler and Amstutz to the Leo soccer fields. Some right of way would need to be acquired in certain areas due to drainage swales and the location of utilities. Discussion ensued about acquiring an easement vs. purchasing right of way. Consideration was also given to the possible location of a future water main in the area. Certain stretches of the trail would require the placement of curbs due to the trails' proximity to the road. Input from residents in the area will be sought prior to proceeding further with any plans. This will be on a future agenda for further consideration and discussion. Mr. Richards suggested that the council consider seeking donations to assist with the establishment of the trail.

AMSTUTZ ROAD/SR1 TRAIL – Mr. Lauer discussed the challenges that would be encountered if the town wanted to proceed with constructing a trail along SR1. The right of way and the bridge work that would be required would be significant. Finding other paths to connect the different areas in the town, avoiding SR1, would be a more viable avenue to consider.

CROSSWALKS ON AMSTUTZ RD – Mr. Lauer presented a preliminary engineering proposal for the placement of solar powered crosswalks to be placed on Amstutz Road. The Allen County Highway Department has the ability to install the devices and may be contacted to discuss this option. Mr. Lauer estimated the installation to run approximately \$10,000.00 per location. The device runs approximately \$8,500.00 per solar unit. Two separate locations are proposed which are where the existing painted crosswalks are currently located. Discussion ensued about whether solar powered or hard wired units would be better. Solar powered units would allow for easier relocating when Amstutz Road is improved in the future.

SPLASH PAD AT RIVERSIDE GARDENS – Mr. Lauer briefly discussed the different options for the proposed splash pad at Riverside Gardens. He will discuss the options further with the Park Board.

MAINTENANCE FACILITY – Mr. Clendenen stated that this should be addressed further in 2012 along with a capital improvement plan. Mr. Lauer needs additional input from the town council prior to beginning any plans on such facility. This will be addressed further in 2012.

OFFICE SPACE PLANNING – Mr. Clendenen brought up the proposed office space planning. Mr. Lauer drafted preliminary plans in 2008 for reconfiguring the inside of the Town Office. Discussion ensued about the proposed changes in the office space.

FINANCIAL REPORT – Ms. Spannuth presented the current fund and appropriation reports.

TREE REMOVALS – Ms. Garton stated that all of the trees that were approved for removal during the previous meeting have been removed. She stated that trees may be replaced with a different type in the spring.

NEW TRUCK PROPOSAL – Mr. Clendenen stated that Leo Auto Sales has a truck that fits the needs of the town. The town council had previously requested the business to keep a watch out for a truck that would fit the town's needs. Mr. Clendenen looked at several other trucks from other dealers but he stated that the vehicle that Leo Auto Sales has would be the best fit for the best price. Mr. Eastes moved to purchase the 2008 Chevrolet Silverado from Leo Auto Sales. Mr. Clendenen seconded the motion. Mr. Richards asked for further input as to if the option of a new truck was considered. Mr. Clendenen stated that he had looked into it further but the cost of a new truck was significantly more than this truck; the proposed truck has already been equipped with a hitch, trailer brake, and bed liner spray. Mr. Eastes stated that the business is also very reputable within the community and the price of the vehicle is extremely fair. The motion passed by unanimous vote. Payment will be provided immediately.

PAYCHEX HR SOLUTIONS – Mr. Eastes provided information about Paychex HR Solutions which assists organizations with administering benefits and policies.

EMPLOYEE HANDBOOK POLICIES – Mr. Eastes and Mr. Clendenen have looked into several companies that provide the service of reviewing and updating employment policies and manuals. Along with Paychex, HR Unlimited Resources has been contacted to provide a proposal. The town attorney also specializes in employment law and will be present at another meeting to discuss this further. Mr. Eastes stated that a proper employee handbook is essential in order to provide the necessary process to handle any situation which could arise.

MEDICAL TRUST – No new information was available.

CELL PHONES – Brief discussion ensued regarding any IRS regulations pertaining to a phone being considered an employee benefit. No decisions or changes were made regarding employees' cell phones.

PROPOSED ORDINANCE 2011-03 – Mr. Eastes moved to waive reading this ordinance in its entirety. Mr. Richards seconded; motion passed unanimously. Mr. Queckboerner summarized the purpose and need for this ordinance amendment. Mr. Liechty, Jr. asked for clarification on the term right-of-way as it is used in the ordinance. Mr. Queckboerner stated that right-of-way is what is platted. Mr. Liechty expressed his concern that this could pose a problem for some homeowners who may have soil conditions that is more prone to creating run-off. Mr. Queckboerner stated that it is important to set a standard on this issue as there have been some significant problems where there was little recourse for requiring the homeowner to redirect their run-off. Additional discussion ensued regarding this issue; Mr. Liechty recommended several changes. This will be on the next agenda for a second reading and further action.

PROPOSED ORDINANCE 2011-04 – THE CREATION OF THE POSITION OF TOWN MANAGER – Mr. Clendenen presented the proposed ordinance which would create the position of a Town Manager within the town of Leo-Cedarville. He discussed the scope of the duties and the purpose of the creation of this position. This will be on the next agenda for a first reading. Mr. Liechty suggested striking 'bi-monthly' from Section 5.1. The council agreed to this change. Mr. Eastes addressed the purchasing agent responsibilities pertaining to the dollar amounts that should be set for the purpose of a checks and balance system. Mr. Clendenen discussed the vision and purpose of establishing a town manager position.

VOUCHERS – The November 1, 2011 line item voucher form was approved via signatures.

ADJOURNED – The meeting was adjourned until November 15, 2011.

APPROVED:

ATTEST:

JOHN CLENDENEN  
Council President

PAMELA SPANNUTH  
Clerk-Treasurer