

TOWN COUNCIL OF LEO-CEDARVILLE
MEETING MINUTES
OCTOBER 4, 2011

ATTENDANCE:

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

7:00 – Council President Clendenen opened the meeting with the Pledge of Allegiance.

OFFICE CONCEPTS – Ms. Robin Harris from Office Concepts was present at the meeting to provide a proposal for a new copier for the town office. Several different copiers were quoted as well as various options that can be added to the copiers such as faxing, scanning, stapling, hole-punching, color copies, etc. Along with the proposal for the copier purchase, the applicable maintenance contracts per machine were also discussed. The company guarantees no greater than a 7% increase in the maintenance agreement price per year. Since the current copier at the town office is approximately 7 years old, the maintenance agreement is more expensive than a new agreement would be on an updated machine. The prices quoted included a trade in allowance of \$500.00 for the town's old machine although the price would remain the same if the town wishes to retain the current copier.

SEPTEMBER 20, 2011 MEETING MINUTES – The September 20, 2011 meeting minutes were approved with corrections.

2012 BUDGET HEARING – Mr. Clendenen opened the public hearing for the 2012 budget as prepared. No one present had any comments regarding the passage of the proposed 2012 budget. The 2012 budget hearing portion was closed.

2012 EMPLOYEE PAY RATES – Discussion ensued about the part-time employee pay rates. Ms. Garton requested that the part-time maintenance employee be raised from \$11.00 to \$12.00 per-hour for the remainder of the 2011 year. Mr. Richards added that in the future he feels that a merit or performance review system be used. She asked the council for input on what information is needed from her to assist the council considering the part-time employee raises. Discussion ensued about the request for increasing the rate of pay. Mr. Eastes moved that the rate of pay for the current part-time maintenance employee be raised from \$11.00 to \$12.00 for the remainder of the year, effective immediately. The motion passed by a majority vote with Mr. Richards voting against. Mr. Richards stated that he feels that a 9% increase is excessive. Mr. Eastes stated that he feels that the position and employee warrants the additional amount. Ms. Garton stated that she was under the assumption that she already had the authority to increase his pay within the range of \$10.00 to \$12.00 per hour.

MEETING TIME – Mr. Richards stated that the town council meetings are currently being held on the same nights of the East Allen County School Board meetings. This conflict prohibits attendance of any council members at those meetings as well as any school board member attendance at council meetings. He asked that the council consider changing the meetings from the 1st and 3rd Tuesday of the month to the 2nd and 4th Tuesday of the month. This will remain on the agenda for further discussion and consideration. Any changes would be effective starting 2012.

UTILITY BILLING CLERK – Ms. Spannuth stated that the chairman of the board of the Stormwater Utility supports a pay rate increase for the billing clerk of 3.8%. This position is currently funded equally by both the stormwater utility and the town's general fund. The council discussed the pay rate for this position. Mr. Eastes stated he feels that the rate paid for this type of work is currently low and should be compared to other municipalities prior to a decision. The council agreed to seek additional information for what other communities pay for a billing clerk. This will be on the next agenda for further discussion.

TOWN TRUCK – Mr. Clendenen stated that there is currently a full size 2010 Chevrolet Truck at Mendenhall Roy with 8,000 miles on it. The truck is not a four-wheel drive and would not replace any current town equipment but it could significantly reduce the cost of doing daily town business. Mr. Eastes asked for a consensus from the council to authorize Mr. Clendenen to seek additional information from the dealer regarding this vehicle; the council supported this request. More information on this truck will be provided at the next meeting.

PAID HOLIDAYS – Mr. Eastes reviewed the current list of the town's paid holidays according to the town's personnel policy. He provided the following comparative list for additional consideration: Martin Luther King Day, Good Friday, Columbus Day, Primary Election Day, General Election Day, and Veterans Day. At a minimum, Mr. Eastes stated that he supports adding Good Friday and Veterans Day to the list of paid benefit days for full-time employees. He also recommends that paid personal days and sick days be combined and should be able to be used for personal days. Currently the employees receive two personal days which he feels that is not enough. Mr. Clendenen proposed that such changes should be considered but also that all of the town's personnel policies should be re-examined and amended if necessary. Other communities' handbooks will also be examined and taken into consideration. Mr. Richards expressed concern about the financial impact of increasing the number of holidays and paid/sick days, along with wage changes that have been implemented and/or are currently being discussed. He stated that if we feel that if we are not up to standard in these areas, that changes be implemented over a period of time rather than all at once. This will be on upcoming agendas for further discussion. Mr. Richards asked for information relating to the financial impact of additional days off.

FURTHER COPIER DISCUSSION – Mr. Eastes stated that he feels that the town should buy a machine vs. lease a machine. He also recommends that the town consider a color copier as the cost isn't significantly greater. Since the copy speed per minute tends to increase the price of

the copier significantly, he does not feel that the faster speed warrants the increase in price. This will be on the next agenda for further discussion and consideration.

VOUCHERS – The October 4, 2011 line item voucher form was approved by signatures.

ADJOURN – The meeting was adjourned until October 18, 2011.

APPROVED:

ATTEST:

John Clendenen
COUNCIL PRESIDENT

Pamela Spannuth
CLERK-TREASURER