

TOWN COUNCIL OF LEO-CEDARVILLE
MEETING MINUTES
SEPTEMBER 20, 2011

ATTENDANCE:

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

7:00 – Council President Clendenen called the meeting to order with the Pledge of Allegiance.

MINUTES – The September 6, 2011 meeting minutes were approved as written.

BUDGET REPORTS – Ms. Spannuth presented the August 31, 2011 fund and appropriation balance report.

2012 BUDGET – The council discussed the proposed 2012 General Fund budget. All appropriations were reviewed and several line items were adjusted accordingly. The council agreed to a \$100,000.00 budget reduction in the 2011 General Fund Budget; this allows for an increase in the 2012 General Fund budget.

2012 SALARIES – The council discussed the salaries of all town employees and elected officials for 2012. Discussion ensued about a 3.8% increase which would be a reflection of the cost of living increase documented by consumer price index data from the Bureau of Labor statistics. Mr. Liechty expressed his concerns about continuing to increase salaries in an economy that is experiencing troubles and while some industries are cutting salaries. Discussion ensued about what is a responsible percentage to implement. Mr. Richards stated that he feels that the council salaries shouldn't be viewed the same as the people who are employed by the town as their primary jobs such as the part-time and full time employees. He recommends that the council receive no increase for 2012 although a 1% increase wouldn't be unreasonable. Mr. Steffens agreed with Mr. Richards statements. Mr. Clendenen stated that although the council salary isn't most people's sole income, the time the position warrants should be recognized by some increase. Mr. Clendenen moved that the council and clerk-treasurer base pay be increased by 2% for 2012. Mr. Steffens seconded; the motion passed by a majority vote with Mr. Liechty voting against. The deferred compensation plan for these positions remains the same.

Discussion ensued about town employee's salaries. The HSA contributions for 2012 for the town maintenance position and the town administrator will be the IRS annual allowable \$6,250.00. Since there is a reduction in what will be contributed in the future vs. what was provided previously, the council discussed increasing the town administrator base salary by the difference in addition to a proposed percentage raise. Mr. Clendenen moved that the town administrator salary will be \$30,521.52 with a HSA contribution of the annual maximum

permitted by law for a family benefit of \$6250.00; the deferred compensation benefit also remains at 10%, or \$3,052.15, regardless of employee contributions as previously agreed. Mr. Richards seconded; the motion passed unanimously.

The town maintenance employee pay was discussed. Mr. Eastes recommends that that position become a salaried position. Mr. Richards expressed his concerns that the town lacks the structure needed that can be provided by a more solid employee handbook. He feels that things such as regular performance reviews should be implemented for the benefit and protection of both the town and the employees; there was no question as to the quality of the work being done by any town employees. Discussion ensued regarding the suggestions; the council agreed to wait and reconsider the option of making the position salaried after an updated employee manual and performance reviews are properly implemented. Mr. Clendenen moved that the full time maintenance position will receive a 3.8% increase on the current 2010 base hourly wage; in addition, the benefits will include the annual maximum allowable family HSA contribution permitted by law of \$6,250.00, the deferred compensation plan will remain the same with an employer match of up to 10% of his annual total base pay. Mr. Steffens seconded. The motion passed by unanimous vote.

Discussion regarding other employee pay rates was tabled until the next meeting.

MAUMEE RIVER BASIN MEETING – The council unanimously supported Mr. Steffens attendance at the Maumee River Basin conference as the Leo-Cedarville council representative.

EXCEL CLASS – Mr. Clendenen moved to support Ms. Garton’s request to enroll in an upcoming Excel class. Mr. Eastes seconded. Mr. Eastes stated that he also has reference material that he is willing to assist her with and suggested a book he would like to also have provided in the office. The motion passed by unanimous vote. The council further supported Mr. Eastes’ request to purchase a more detailed manual to have as reference material in the office. However, the material acquired from the class will be evaluated prior to purchasing any additional materials.

BARN IN RIGHT-OF-WAY – Mr. Clendenen stated that the town has scheduled the demolition and removal of the barn on the town’s platted alleyway on Walnut Street.

FACEBOOK PAGE – Mr. Clendenen stated that the Town of Leo-Cedarville now has a Facebook page which is maintained by himself and Ms. Garton.

SPLASH PAD – Mr. Clendenen stated that at the last park board meeting, the board approved to direct Schnelker Engineering to provide a cost estimate for the design of a splash pad to be constructed at the Riverside Gardens Park. He stated that he would encourage the council to support the efforts of the park board by dedicating a portion of the town’s CEDIT dollars. The proposed discharge source for the splash pad would be a pond. Mr. Richards asked about the liability on such a feature; it was recommended that the pond would be posted with “no-swimming” and “no-skating” to keep people from using the pond for recreational purposes. The proposed pond would be excavated with a child safe design with shallow edges before becoming deep.

VOUCHERS – The September 20, 2011 line item voucher form was approved unanimously.

ADJOURNED – The meeting was adjourned until October 4, 2011.

APPROVED:

ATTEST:

JOHN CLENDENEN
Council President

PAMELA SPANNUTH
Clerk-Treasurer