

TOWN COUNCIL OF LEO-CEDARVILLE  
MEETING MINUTES  
SEPTEMBER 6, 2011

ATTENDANCE:

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

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

August 16, 2011 MINUTES – The August 16, 2011 meeting minutes were approved as written.

CITIZENS/COMPLAINT - GARAGE SALE ORDINANCE – Ms. Garton stated that on August 19 she received a petition from a resident with 11 additional signatures expressing concern about the persistent yard sale that is being held at the corner of SR1 and Gerig Road. The town attorney recommended that the council continue to consider the adoption of a garage sale ordinance in order to address nuisance issues such as this. Mr. Clendenen discussed different aspects of a proposed ordinance that the council should consider such as, how many consecutive days and how many times per year a sale should be permitted. Discussion ensued about whether a permit from the town office should be issued to help regulate the amount of sales; there would likely be no fee charged for such a permit.

INVOICE PAYMENT – Mr. Clendenen presented an itemization of the costs regarding an invoice to Fleis and Vandenbrink for \$1,173.18 that previously was not approved for release. He moved that the council release the payment of the invoice. Mr. Steffens seconded the motion. Mr. Liechty, Jr. stated that in reviewing his notes on the grant writing process, the fee for preparing a grant should be all inclusive. Further, he did not find any indication that there would be any additional charges relating to this particular grant. Mr. Richards added the opinion that the aerial photography cost should have been covered by the initial \$5,000.00 but understands the extra cost of an additional trip to Leo-Cedarville. Additional discussion ensued pertaining to this topic. Mr. Eastes suggested that the town offer to pay 50% so each party accepts partial responsibility for the lack of proper communication and understanding. Upon calling for a vote, the motion to release the payment passed by a majority with Mr. Liechty, Jr. voting against. The council agreed to ensure that the town receives the aerial photograph that was purchased from Allen County.

FINANCIAL REPORT – Ms. Spannuth presented the August 31, 2011 fund and appropriation report.

2012 BUDGET – Ms. Spannuth presented and discussed the proposed 2012 budget paperwork. The council reviewed each fund individually and considered the option of requesting 2011 budget reductions in several funds for the purpose of funding the proposed budgets in those specific funds. The council reviewed each fund as prepared and agreed to the proposed budget reductions as prepared. The last fund that remains to be discussed is the town’s General Fund which will be discussed further at the next meeting.

2012 SALARY DISCUSSION – Mr. Eastes presented a spreadsheet detailing the actual costs associated with every specific position within the town; the spreadsheet was inclusive of all related taxes, insurances, and other applicable benefits/costs. Discussion regarding salaries for the budget year 2012 will be on a future agenda for further discussion.

CELL PHONE POLICY – Mr. Eastes distributed a copy of the State Board of Accounts opinion and accounting guidelines for employee cell phones. This will be on a future agenda for further discussion.

ZONING CODE PROPOSAL – Sunshine Publishing has provided a proposal for digitizing the town’s zoning manual. The cost of this service will be \$5,700.00. Discussion ensued about the value of converting the existing material to a format that can be edited, printed, and posted online on the town’s website. Mr. Eastes moved to accept the proposal from Sunshine Publishing to convert the Leo-Cedarville Zoning Manual and Subdivision Control Ordinances. Mr. Liechty, Jr. seconded; the motion passed by unanimous vote.

VOUCHERS – The September 6, 2011 line item voucher form was approved with signatures.

ADJOURNED – The meeting was adjourned until September 20, 2011.

APPROVE:

ATTEST:

JOHN CLENDENEN  
Council President

PAMELA SPANNUTH  
Clerk-Treasurer