

MINUTES FROM FEBRUARY 12, 2015 BANCROFT MEETING

The regular scheduled meeting for the City of Bancroft, KY was called to order by Mayor Dimeny at 7:00 P.M. on Thursday, February 12, 2015 at Jefferson Manor. Those present: Mayor Melissa Dimeny, Commissioner Mary Jude Constable, Commissioner Bryan Berman, Commissioner Jeff Magers, Commissioner Matt Tungate, Clerk Shannon Tuthill, Attorney Katherine Dozier, residents Charles Wood and Jim Hall.

Mayor Dimeny asked if everyone has had a chance to review minutes. Jeff Magers said there is supposed to be an S in his name. There were no other corrections or additions, and the minutes were approved. Commissioner Magers moved to accept minutes approved as stated. Commissioner Tungate seconded the motion and the motion passed unanimously.

Reports:

Clerks report

Clerk Tuthill reported a busy month processing all W-2's and 1099's for the city and this is now complete. All quarterly taxes have been paid as well, including a change for State of Kentucky requiring monthly payments from now on. She contacted LAGIT regarding the change in commission. No further action is needed. She also asked LAGIT about insurance cards for the police vehicle. They do not have insurance cards but stated the certificate of insurance should be sufficient. She has revised the 2015 City Directory but still needs photos of the new commissioners.

Finally, per the request of the commission, Clerk Tuthill reported that her weekly log of hours worked were approximately 25-30 hours a week. Mayor Dimeny noted that this was an increase from the original amount of hours she was told she would need to work when she was first hired (i.e., 15 hours per week). Mayor Dimeny asked that she continue to log her hours through April so that the Commission could review this as part of any salary adjustment in the annual budget.

Public services:

Commissioner Constable reported our garbage contract is due to be signed for two more years the first of July. We have had no problems or complaints from residents about our service from Rumpke. She has asked them to draw up a new contract. If we accept their contract we do not have to put out bids for services. Commissioner Tungate asked when the last time was that the City bid the contract. Commissioner Constable did not recall but noted that Rumpke has not increased their prices in four years. Clerk Tuthill will review the records and report back at the net meeting.

City Maintenance:

Commissioner Berman reported that the light has been replaced on Tavener as well as one near Highway 22. MSD had repaired a water main break at Greenlawn and Maria Ave. He

was told that MSD would repair the asphalt once it was warmer. There was a fire hydrant leaking on Maria Avenue. He called MSD to report to problem and it was resolved.

Bancroft Lane:

Commissioner Tungate reported that one resident asked him why we maintain Bancroft Lane and that the citizen believed we maintained the lane for other cities and that we might want to research this for the next meeting. Mayor Dimeny stated that Bancroft Lane was a city road and Bancroft has a legal obligation to maintain it. The city owns the road and although used by residents of neighboring cities, it is also used and enjoyed by our residents.

Police Department:

Chief Yeager stated in January he had 162 patrols, 165 radar traffic zones, 26 visits to residents' homes for house watch, 2 dispatch calls, and one for theft of a debit card. He informed Louisville Metro Police Department. He also warned AT&T solicitors they were in violation of the city solicitation ordinance, conducted 16 traffic stops and wrote 3 citations. He backed up Graymoor police who were in that city soliciting tree work. He advised a resident on Keisler that their front door was open and unattended.

Jeff Magers added that our officer backs up other police officers because under the new home rule statute, he has county wide jurisdiction. He added the following report:

1. Tony Yeager was sworn in as Chief of Police.
2. He researched KLEFPF pay for Chief Yeager (State pay incentive to police officers)
 - a. He reviewed paperwork from KLEPF Office with requirements for application for KLEFPF
 - b. FICA Tax on pay incentive
 - c. Domestic Violence policy draft
 - d. KLEFPF legislation before the KY legislature
3. Adjusted Chief Yeager's work schedules
4. Inventoried police vehicle equipment
5. Chief Yeager contacted KY OPS to properly arrange set up for reporting
6. Chief Yeager made contact with LMPD to start the process of accepting evidence from BPD.
7. Chief Yeager made required report of citations, crime reports, and arrests to KSP Uniform Crime Reporting. Due date Feb. 15th. The notification letter was received Feb. 12th from former Mayor Kim Reinhart.
8. LMPD crime reports are available by signing up for electronic notification and through Crime Map app.
9. Chief Yeager will attend new Chiefs training in June at DOCJT in Richmond.
10. He obtained an estimate for oil changes and the best deal is Springdale Automotive. Previously oil changes were at Oxmoor Ford for \$48. We stated before work could be done we would need to provide our tax number and set up an account for billing.

He recommended doing all police vehicle maintenance at Springdale due to proximity to the city.

11. He noted the police vehicle will soon need brake work and two new front tires.
12. He requested we change the registration on police vehicle needs from the former Mayor's house to the city P.O. Box.
13. Chief Yeager updated emergency contract numbers with Jefferson County Sheriff's Office.
14. Police activity report provided by Chief Yeager.

Additionally it was noted that written citations need to be submitted to the Jefferson County Clerk's Office. Chief Yeager had been hand delivering them but requested to mail them. Chief Yeager asked if there were any objections to mailing the citations. Mayor Dimeny pointed out that mailing the citations would allow Chief Yeager more time to patrol the streets and would save gas. There were no objections and Clerk Tuthill will now mail them.

Finance and Administration:

Treasurer Shaikun read the monthly financials. The city received \$8,912 in revenue. The expenditures were \$16,940. He stated that the city had a significant amount of money in reserve which we might want to move to the investment account to cover sinkholes and road repair. Mayor Dimeny noted that the amount in the general fund is above the FDIC insured amount for private citizens and queried what the insured amount was for cities. Treasurer Shaikun stated he would check and indicated all of the accounts are with PNC Bank. Mayor Dimeny indicated that prior to making any investment decisions, the commission needs to review the Bancroft investment policy which was adopted in 1990's.

Mayor passed out information on the current filing requirements including the Uniform Financial Information Report and the bi-annual audit. She stated that Treasurer Shaikun did a great job of ensuring that all of the required forms that had to be filed with the Department of Local Government were file. She is currently in the process of reviewing the Department of Local Government's financial policy manual and will work with the treasurer and clerk to complete a written manual for the city.

Mayor Dimeny reviewed a sample budget calendar from the Department of Local Government to give everyone an idea of the timeline for the city's budget. She requested that each department review their expenditures and calculate what their expenditures will be for the next fiscal year.

Each commissioner was given a reference book from the City Officials Academy to use. Mayor Dimeny stated since the ordinance required attendance and covered the cost of tuition that she brought back books for those commissioners who could not attend. She highly recommends everyone attend if possible the next year.

In Old Business:

Mayor Dimeny introduced Charles Woods as a candidate for city engineer. He has lived in Bancroft for the past several years and currently works for Palmer Engineering and is a principle owner. He would like to volunteer for the position and notes that if Bancroft were to get into something big he would recommend an external engineering firm handle the work. He noted that he might have one conflict because MSD was a client but felt this should not impact non-MSD related issues. Mayor Dimeny stated that we would look at our liability policy to determine whether it was necessary to pay the engineer or whether the engineer could be a volunteer. Mr. Woods stated he was willing to be an advisor and check things out as needed as a volunteer.

Commissioner Tungate asked if the job had been advertised. He was concerned that we should have advertised the job because it looks like we just called the husband of a former commissioner to do the job. Commissioner Magers stated since the position was not a paid job and Mr. Woods had volunteered, there was nothing wrong. Mayor Dimeny added we are not required to advertise for this position.

Commissioner Tungate made a motion to advertise job for city engineer at a payment of \$25 per meeting. Mayor Dimeny said we should do more research to see if engineer needs to be covered as a city employee. Attorney Dozier stated there was no state law that the city has to have a city engineer however, at some point the City of Bancroft added this to their ordinances. She noted there was no requirement the job be advertised.

Ethics Enforcement Agent: Mayor Dimeny stated she was recommending appointment of Gerrie Leppert as the Ethics Enforcement Agent. Commissioner Constable made a motion to appoint Gerrie Leppert as ethics enforcement agent and Matt Tungate seconded the motion. Magers expressed he was abstaining because he has not seen her resume as he was not on the commission when she had sent her resume. Four votes were in favor and the motion passed.

MSD blasting: MSD blasting on Old Orchard Court has begun.

Commissioner Magers handed out the information for the Application for State KLEPF Funds setting out all requirements for participation in program. He noted the model resolution was also included. He passed out a draft policy manual for the City to show everyone what a standard operating procedure needs to look like. Our current SOP does not look like this. He does not want to rewrite our policy but could insert this into our current policy. The commission needs to review this to approve a new policy at the next meeting. Regardless of whether we do KLEPF or not we need to adopt this into our policy. There is no cost to us other than the FICA which is about \$227 per year.

Mayor Dimeny raised several questions. She asked how data was to be transmitted, what kind of data we have to send and whether this was something the Clerk would be responsible for submitting or was this something Chief Yeager could do. She asked if the clerk was responsible, how much time would it take and how often it needed to be done. If Chief Yeager could do it, would he need a computer? Commissioner Magers said the JC3

form (the domestic violence form) must be filled out and faxed in within 24 hours. If there is an offence report, it must be submitted in a reasonable amount of time but not within the 24 hour requirement and could be submitted via computer. Mayor Dimeny asked whether there were any other reports which needed to be submitted under the statute. Commissioner Magers stated motor vehicle accident reports. The Mayor asked Chief Yeager to type out all the reports he aware of and what the deadlines are and how they need to be sent in. She asked if he could put all this in writing so we can do our due diligence.

Mayor Dimeny asked whether the \$3100 had to be spent on training or whether it went to his salary. Commissioner Magers said the money would go toward his paycheck and not for police training. Mayor Dimeny noted that under the statute, although the funds would go toward his salary, it was not permissible for the Commission to supplant his salary with the monies from KLEPF.

Second Reading of Ordinances

Attorney Dozier reviewed the ordinances prepared for second and first readings. Ordinance 3 creates departments. She removed the sewage treatment plant and added Bancroft Lane Department. She changed the name of police department to public safety. She recommended that we keep it as the police department because every ordinance referring to police department would have to be changed. As a result, Ordinance 3 would be considered a first reading of Ordinances

Mayor Dimeny moved to reconsider the ordinance changing name of Police Department to Department of Public Safety. She moved we keep the name Police Department. Jeff Magers seconded it. The Commission voted unanimously in favor of the motion.

Attorney Dozier handed out new copies of ordinances for second reading.

Ordinance 1 Series 2015. An Ordinance Amending the City of Bancroft, Code of Ordinances, Ordinance 34.15(B) "Initial Request with Immediate Inspection.

Ordinance 2 Series 2015. An Ordinance Amending the City of Bancroft Code of Ordinances 34.16(A) (13)(e) —Public Records Protected from Disclosure.

Ordinance 3 Series 2015. An Ordinance Amending the City of Bancroft Code of Ordinances 35.01(A)(4) – Departments Created.

Ordinance 4 Series 2015. An Ordinance Amending the City of Bancroft Code of Ordinances 37.62(G) —Powers and Duties of the Enforcement Agent.

Ordinance 5 Series 2015. An Ordinance Amending the City of Bancroft Code of Ordinances 37.68(C)—Advisory Opinions.

Ordinance 6 Series 2015. An Ordinance Amending the City of Bancroft Code of Ordinances 71.08(A)(1)(2) and (B). —Vehicle Load Limits.

Ordinance 7 Series 2015. An Ordinance Amending the City of Bancroft Code of Ordinances 110.04(G)—Application Procedure.

Ordinance 8 Series 2015. An Ordinance Amending the City of Bancroft Code of Ordinances 112.03(B)—Business of Selling All Other Types of Insurance.

Ordinance 9 Series 2015. An Ordinance Amending the City of Bancroft Code of Ordinances 150.01(A)(B)—Adoption of Commonwealth Building Code and Standards of Safety: Enforcement Agents.

Ordinance 10 Series 2015. An Ordinance Amending the City of Bancroft Code of Ordinances 150.02(A) — Application.

Ordinance 11 Series 2015. An Ordinance Amending the City of Bancroft Code of Ordinances 150.99(A)—Penalty.

Ordinance 12 Series 2015. An Ordinance Amending the City of Bancroft Code of Ordinances 150.01(I)—Commonwealth Building Code.

Ordinance 13 Series 2015. An Ordinance Amending the City of Bancroft Code of Ordinances 151.24(I)—Electrical Systems.

Ordinance 14 Series 2015. An Ordinance Repealing Chapter 51 of the City of Bancroft Code of Ordinances Titled "Sewers" In Its Entirety.

Encroaching weeds property on Glen Arbor.

Mayor moved that we indefinitely postpone consideration of the weeds pending review of the nuisance ordinance. Commissioner Tungate seconded the motion. All in favor and motion passed unanimously.

In New Business:

Removal of street light behind Old Orchard. The mayor explained the pole had to be removed in order for blasting to continue and that it was removed.

Appointment of Auditor for FY 2015-2016. We are due to be audited in FY 2015-2016. We need to work on finding an auditor for that. Treasurer Shaikun explained the process. Robert Ryan CPA has done the work in the past. He believes the rate is \$3000. He prepares the information to give to the auditor. Mr. Ryan notified Treasurer Shaikun he was available to do it. Treasurer Shaikun requested that the Commission decide if we wish to proceed with this auditor and recommended we request Mr. Ryan send us a statement of his cost and requirements for performing the audit. Commissioner Tungate asked the Commission to advertise for an auditor in the newsletter in the event anyone in the city who was a CPA might be interested in performing the work. He asked that this be included in the next newsletter. Tungate made motion that we advertise in newsletter that we are seeking a CPA to do audit for FYE 2015-2016 and if interested to send in their resume and fee. Commissioner Berman seconded the motion, all were in favor and the motion passed.

The Commission will advertise in the March newsletter with a deadline for resumes of March 31, 2015. The Commission will choose an auditor at the April meeting.

Commissioner Tungate has researched a new location for city meetings. He let everyone know the principle at Wilder was very enthusiastic to have us there. He contacted Kammerrer and Ballard as well with no response. Mayor Dimeny voiced concern over availability of the meeting space in the summer, school breaks, snow days etc. Commissioner Magers asked about evening events that could conflict with it. Commissioner Tungate stated he would verify availability with the principal and report back at the next meeting. Commissioner Berman offered to look into Episcopal home and see if it is available.

Establishment of Community Affairs Department and City Website. First reading of revised Ordinances. Draft ordinances 15 and 16 were removed so they were renumbered.

Ordinance 3 Series 2015. An Ordinance Amending the City of Bancroft, Code of Ordinances, Ordinance 35.01 "Departments Created". Second reading scheduled for March 12, 2015.

Ordinance 15 Series 2015. An Ordinance Amending the City of Bancroft, Code of Ordinances, Ordinance 35.41 "Purposes and Powers". Second reading scheduled for March 12, 2015.

Ordinance 16 Series 2015. An Ordinance Amending the City of Bancroft, Code of Ordinances, Ordinance 35.11 "Purposes and Powers". Second reading scheduled for March 12, 2015. The purpose and powers of Department of Community Reach to disseminate public information. (A) Dissemination of public information (B) creation of website (d) policy manual...

Ordinance 17 Series 2015. An Ordinance Repealing the City of Bancroft, Code of Ordinances, Ordinance 2, Series 1999 Establishing the department of Maintenance Exclusively for Bancroft Lane." Second reading scheduled for March 12, 2015.

Ordinance 18 Series 2015. An Ordinance Establishing Department of Community Outreach Under Chapter 35, "Departments", of the City of Bancroft, Code of Ordinances". Second reading scheduled for March 12, 2015. Mayor moved to reconsider the ordinance requesting to keep (A) section as part of the Department of Finance and Administration and leave the rest of the ordinance as written. Tungate seconded motion. All voted in favor of the motion.

Commissioner Tungate gave an update on his research for a city website. He recommended the Commission use a program called Webpress. He explained if the Commission used this website it could be set up using their template website. He asked about securing the domain name. He researched some names and suggested a .org site for \$8.99 a year. To be a .gov you have to apply through a federal agency and it is \$125 a year.

Mayor Dimeny voiced concern that in addition to the website, we needed to provide a format/platform for city record storage. She requested Commissioner Tungate research the company "IT in a Box" to determine whether it was cost effective at \$4,000 or whether there were cheaper avenues for IT needs. He stated he will work with them to get more information. Mayor Dimeny also noted we should consider city e-mail addresses for record keeping purposes.

Mayor Dimeny stated the city clerk is using her personal computer for city business and advised that the city explore purchasing a computer for the clerk and treasurer. We might also want to review internet costs as well for next year's budget.

The nuisance ordinance discussion will need to be tabled for next meeting. We will place on agenda for old business next meeting. Mayor passed out information to be reviewed for next meeting.

Monthly budget formatting to wait until next month meeting. Mayor Dimeny moved to format the budget in accordance with what Treasurer Shaikun had provided to the commission. Commissioner Tungate seconded the motion, all were in favor and the motion passed. Treasurer Shaikun will provide the new format for the budget report at the next commission meeting.

Mayor Dimeny received a call from a resident who stated they had received a scam call from someone stating they were from the IRS and threatening a lien on her house. Mayor Dimeny requested we post a reminder of this scam in the newsletter.

Mayor Dimeny moved to adjourn the meeting. Commissioner Constable seconded the motion. The motion passed, and the meeting was adjourned at 10:25 p.m.

Mayor

City Clerk