

MINUTES FROM DECEMBER 14, 2017 BANCROFT MEETING

The regular scheduled meeting for the City of Bancroft, KY was called to order by Mayor Jeff Magers at 7:03 P.M. on Thursday, December 14, 2017 at Episcopal Church Home. Those present: Mayor Jeff Magers, Commissioner Ed Evers, Commissioner Matt Tungate, Commissioner Rick Rittenhouse, Treasurer Arnold Shaikun, Police Chief Anthony Yeager and attorney Richard Schiller. Commissioner Mike Borders was absent.

REVIEW MEETING MINUTES:

Mayor Magers proceeded to review the November meeting minutes. Commissioner Evers made a motion to approve the minutes. Commissioner Tungate seconded, all were in favor and the minutes were approved.

REPORTS:

Clerk

Clerk Tuthill reported that most everything running smoothly. There is only have one home that the taxes have not been paid. Clerk's records say it is a trust so not sure if it is a rental but Clerk Tuthill has not been able to contact anyone. (7415 Maria) Two notices have been mailed to the address.

Some residents were not receiving the newsletters/agendas when sent by her clerk email account, so Clerk Tuthill used her personal email address to send out the electronic version of the newsletter. Residents seem to be very pleased with this. Many positive comments were received.

The KLC Wage and Salary survey was completed and mailed.

We are still having trouble receiving bills late and some mail possibly not being forwarded and, so I have completed and additional change of address with the post office. Also with the insurance checks I realized that every check has a reconciliation sheet with a name and email address. I have personally sent an email to each one of these that I have received asking them to please change our address in their records.

Clerk Tuthill will be on vacation from Saturday 12/16 through 12/25.

Mayor's Report

Mayor had nothing new to report.

City Maintenance

Commissioner Borders was not present.

Communication and Public Outreach

Commissioner Tungate has delivered the Halloween gift cards to winners of the Halloween decorating contest.

Public Services

Commissioner Rittenhouse reported that he received a message from Cheryl Hart complaining about garbage piling up at end of Bancroft Lane. No one else has reported this and it seems to have been taken care of.

Mayor Magers added that beginning in January the yard debris pick up will only be once a month. The pickup day is the second Monday of the month.

Police Department

Chief Yeager submitted the following report. There were 144 patrols of the city. There were 144 Radar/Traffic zones set up for high Police visibility. There were 26 visits to resident's homes for our "House Watch" program. There were 10 stops. There were 3 Solicitors stopped. Warnings issued to HARDIN TREE SERVICE, R and B ROOFING, and SHELBY CONSTRUCTION. There were 10 warnings issued. There were 0 state citations issued. I backed up the Graymoor-Devondale Police Department 2 times. One call was for a man with a rifle. I made a run for Metro looking for a bicycle wreck at Lynn and Wesboro. No wreck was found. I issued a verbal and a written warning on a car parked on Maria. I had one motorist assist. I helped a lost dog get back home on Greenlawn. The battery in the police car died and I had to replace it. The flashlight in the police car stopped working and it had to be replaced.

Mayor Magers reported that the new police vehicle has been ordered and will be approximately four months. He also noted that there were many solicitors in the city this month. Chief has given warnings and informed clerk of the business names.

One resident's vehicle was left unlocked through the night and someone opened and stole \$100. Reminder to keep cars locked and garage doors closed.

Finance and Administration

Commissioner Evers received a list of CD's rates and expiration dates. He will review next year.

Questions were raised last month about police salary being over in the budget. We budgeted \$1400 for police uniform in 2016 and \$400 in 2017. Mayor Magers clarified that the budget for uniform allowance and the purchase of a bullet proof vest were combined in the year end fiscal report but were separated in the budget. Commissioner Tungate asked about the police salary for the year. There is discussion over at fiscal year-end how the police salary was split in a pay period that fell between two fiscal years. We could discuss the situation with the auditor. Mayor Magers noted there were no overpayments in police salary. This was verified by the clerk and treasurer. The overage in police salary in the year-end financial statement appears to be related to an error reporting the actual salary in the fiscal year. The beginning and ending pay periods might be split between fiscal years

Mayor Magers questioned the \$2678 in depreciation in July 2016/17. Treasurer Shaikun indicated depreciation does not just include the police vehicle, but it includes all police equipment, printer, computer and the clerk's printer. We have never in the past included depreciation into the police budget. Previously it was reported in Finance and Administration budget. There was a discussion about where the \$2600 a year for depreciation should be budgeted and reported at the end of the year. Mayor Magers asked that Treasurer Shaikun to give him the depreciation amount that he will need to include in his 2018/19 budget to avoid the issue in the new budget.

Treasurer Shaikun added that one thing you cannot anticipate is contingencies. We don't know prices won't change or depreciation amounts won't vary. Mayor reviewed LAGIT coverage and it covers more than just police car. Evers added that workers compensation and other things are included in our policy for general liability and automobile liability. Commissioner Evers will get dollars cost for what is amount paid for police department and other departments so it can be budgeted by department.

Commissioner Evers spoke with Charles Veeneman and he is planning to do the audit for the required year. He gave engagement letter to Mr. Evers. Engagement letter says his max payment would be \$4800. It will cost more this time because he will have to go before a peer review this time. The engagement letter was given to Attorney Schiller to review before being signed by the Mayor.

OLD BUSINESS

1. **Update on City of Louisville lawsuit against the City of Bancroft, all cities in Jefferson County, and the Jefferson County League of Cities relating to HB 246 (Waste Management).**

Mayor Magers received a letter from the County Attorney about a proposed Louisville Metro ordinance with regard to changes to the uniform franchise agreement (UFA) with Google Fiber. Changes to the UFA will be made and we are invited to make input if necessary.

2. **Update on Street Signs and Other City of Bancroft Signs**

Commissioner Borders left report with Mayor that the sign project has been completed.

Commissioner Evers commented that we have completely new signage but there seems to be fewer signs. Chief Yeager added that some posts were combined with stop sign and street sign so there would be less. Commissioner Evers feels the signage on his street has been redone poorly and reduces the visibility of street name.

Two questions were left for commissioner Borders. If there is a missing sign and we do not have the amount we are supposed to then they will have to replace. If that is all we ordered, we would have to pay for additional signs.

The final check for payment has been written but will be held until Commissioner Borders confirms all work is done to satisfaction.

NEW BUSINESS

1. Change of Address Issues for City Mail

Mayor Magers asked if Clerk Tuthill has been notifying everyone that she receives mail from does she respond to let them know that we have a new address. We must be proactive about changing our address everywhere possible.

Clerk Tuthill will report next month about what types of actions have been taken to change addresses everywhere possible.

2. Resolution Requiring All City Employees and City Officials to Complete Reimbursement Forms for Purchases.

Mayor Magers distributed a proposed resolution requiring employees to fill out a reimbursement form. (Did not add in minutes as it was not agreed on). He distributed the current reimbursement form used by the City of Bancroft.

Mayor Magers made a motion to pass the resolution. Commissioner Tungate seconded. Commissioner Tungate asked why this needed to be a resolution? Why don't we just ask the individual or kindly remind them if they had not completed one? Mayor Magers said he would like to formalize this as it has been asked before and was not being followed. Commissioner Evers added that there does need to be a policy but the resolution is overly formalizing it as a resolution. Commissioner Tungate commented that an SOP would cover this. If it is an SOP, employees would be required to use the form for reimbursement and designated commissioners would approve the reimbursement (signature).

Commissioner Evers agreed to create a Finance and Administration SOP that would include the requirement to submit the reimbursement form. Mayor Magers then withdrew motion to pass resolution on the condition that we will follow the letter and intent in a Finance Department SOP.

Commissioner Evers made a motion to adjourn the meeting and Commissioner Tungate seconded. All in favor and the meeting was adjourned at 8:41 pm.

/s/ Matthew Tungate (pro tem)
Mayor

/s/ Shannon Tuthill
City Clerk