**MINUTES FROM DECEMBER 13, 2018 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 13, 2018 at Episcopal Church Home. Those present: Mayor Jeff Magers, Commissioner Matt Tungate, Commissioner Ed Evers, Commissioner Rick Rittenhouse, Commissioner Mike Borders, Clerk Shannon Tuthill, Treasurer Arnold Shaikun, Police Chief Anthony Yeager, and city attorney Richard Schiller. Residents Jaime Schapker, Paul Chumbley and Brian and Cam Keenan.

**REVIEW MEETING MINUTES:**

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

**REPORTS:**

**Clerk**

Clerk Tuthill reported that all but one resident has paid their city taxes. That home is a rental and we only have an address but not the home owners’ name. Clerk Tuthill has sent a notice to that address. Another resident just paid last week and paid the discounted amount. Clerk Tuthill will contact resident with a notice to them as well with the amount due.

Clerk Tuthill also reported that she had a basement leak where the city records are stored. Several boxes got very wet. The boxes were removed from the basement, turned on their side and most of the paper inside dried out. The boxes were not salvageable. Clerk contacted Mayor Magers and he recommended plastic totes, so Clerk Tuthill immediately purchased four large totes and placed the records inside. Clerk brought examples tonight of what types of documents we are storing. In addition to the boxes, there is a five-drawer file cabinet in the garage that I have probably retrieved files three or four times in the past five years. Clerk has tried contacting Iron Mountain, a company that specializes in storing, scanning and shredding documents, but have not received any return phone calls.

Mayor Magers said we should keep all meeting minutes in some form. We may need to have them scanned so they are searchable. We can contact Kentucky League of Cities (KLC) on requirements for storing records. Old Brownsboro Place stores records in a storage facility. The Commission indicated Clerk Tuthill needs to back up the clerk’s computer on an external server or on the cloud. Currently city records on the computer are only backed up on a flash drive.

Clerk further reported that she completed a credit application for Galls Uniforms, Inc. for Chief Yeager. This will allow Chief Yeager to purchase equipment and uniforms, and the city would be invoiced instead of him paying and then requesting reimbursed.

**Mayor’s Report**

Mayor Magers reported that the City Officials Update form has been sent to us and the due date is January 31st. Clerk will need to complete and submit for the city. Mayor is registered for city official’s academy in Owensboro.

Commissioner Borders attended the half-day KLC City Officials Orientation training.

Mayor Magers also attended the Jefferson County League of Cities meeting in December and the Louisville Metro District 7 Small Cities Advisory Meeting. At the meeting it was reported the high grass and weeds at the corner of Hayward and KY 22 will soon to be cleared up and maintained regularly by Louisville Metro. This is not in Bancroft, but it has been an eyesore for everyone living in the area.

Mayor Magers received a call from resident complaining that we need to have uniformed mailboxes. Another resident contacted Mayor Magers asking for help cleaning up her yard. Mayor informed her that we cannot use city funds to maintain private property.

**City Maintenance**

Commissioner Borders reported that he was notified that a street sign needed repair. Possibly someone backed into it. Sign vendor was contacted to repair.

The first phase of the Bancroft Lane tree planting project has been completed. Clerk Tuthill should have invoice on the remaining $4000 (approx.) invoice. This will be paid from committed funds from last year’s budget. There was a tree on the end of Bancroft Lane by the sign that was damaged from the ice storm and will need to be replaced.

Commissioner Borders asked for input on holiday decorations for the Bancroft Lane entrance on KY 22. He noted other cities have decorations around their entrance and we do not. He asked the question: Should we purchase or rent the decorations to use? He will research the cost and budget for next year. This will be addressed in more depth in January. Mayor Magers asked that we add a year-round spotlight on Bancroft entrance sign to make it more visible at night.

Mayor Magers presented photo of a home backing up to the fence on Bancroft Lane. The homeowner in the adjacent city is dumping leaves and garbage in the area and encroaching on Bancroft property. This will be discussed with attorney if this is on our property and what can be done about it.

**Communication and Public Outreach**

Commissioner Tungate reported that he has worked with Trevor Emond the tech person that maintains our website. He will forward all information about accessing the website to the commission at the first of the year.

Commissioner Tungate said it was a pleasure serving on the commission the last four years. He was proud of the commission where it is and especially with the establishment of the website.

Mayor Magers thanked Commissioners Tungate and Rittenhouse for their years of service on the city commission.

When the new commissioners take office, they will access to the email messages for their departments from the start of the website in February 2015.

**Public Services**

Commissioner Rittenhouse reported one issue where Rumpke left all the yard debris on Maria and Adler. He said Rumpke has a problem in their management; however, he noted Chris Pearce the Rumpke contact person is very good about taking care of problems the same day or the next day.

**Police Department**

Chief Yeager submitted the following report. There were 117 patrols of the city. There were 120 Radar/Traffic zones set up for high Police visibility. There were 26 visits to resident’s homes for our “House Watch” program. There were 11 traffic stops. There were 0 Solicitors stopped. There were 9 traffic warnings issued. There were 14 city ordinance violation warnings. There were 2 state citations issued. I backed up the Graymoor-Devondale Police Department 6 times. I backed up LMPD 2 times. I worked on 2 Investigations with LMPD. I backed up the Northfield police one time. I had the oil changed in the police car. I had a tire repaired from a screw in the tire. I had a complaint of dogs off of their leash on Wesleyan. I had a complaint of a suspicious panel truck on Wesleyan. Nothing was found.

I was dispatched on a possible overdose on Greenlawn. No overdose found. I removed some down branches off of the road after ice and snow hit the area. I had a complaint of a reckless driver on Maria. I spoke with a person of interest and I believe it to be taken care of. I assisted a resident with a possible sink hole. It turned out to not being a sink hole. I checked a residence house who left their garage open all day which was not normal for them. Everything was okay.

Chief Yeager added that there was a car break-in on Glen Arbor in Graymoor Devondale and it was discussed on Facebook.

Mayor Magers reported that business cards have been printed for Chief Yeager and the invoice was given to the clerk for payment. We still have some garbage cans still being left out at the street beyond the midnight of the day of pick up. Chief Yeager, as part of his code enforcement duties, is leaving courtesy notices for residents not removing the trash cans in a timely manner in accordance with the city ordinance.

Chief Yeager requested on next newsletter that Clerk Tuthill ask residents to please make sure they have their house numbers posted clearly on their home. The numbers are needed for safety and emergency response. There is a Louisville Metro ordinance requiring address numbers at each residence.

**Finance and Administration**

Commissioner Evers had nothing new to report. When we receive the city engineer’s report on street paving, we need to address how we get the $300,000 back into the road fund. We have enough money in other accounts that we will be able to use if there is not enough in the road fund.

Treasurer recommended that we not deposit money into road fund more than the state required amount. Once the money is marked for road fund it cannot be used for other things. When we pave the roads, we will use the road funds first, and if needed, then we will use money from the reserve fund. Preliminary costs estimates indicate we have more than enough funds to pave the roads.

**OLD BUSINESS**

1. **Selection of Two Commissioner Appointees**

Mayor Magers introduced two candidates that were interviewed last month as commissioners. They both confirmed they are still interested in joining the commission to fill two vacancies.

Mayor Magers made a motion to appoint Paul Chumbley as commissioner for 2019. He will be sworn-in on or as close to January 1, 2019 as possible. Commissioner Evers seconded. All in favor and the motion passed unanimously.

Mayor Magers made a motion to appoint Jaime Schapker to office of commissioner for 2019. She will be sworn-in on, or as close to January 1, 2019 as possible. Commissioner Borders seconded. All in favor and the motion passed unanimously.

Mayor Magers made a motion to appoint Jaime Schapker to oversee the Communications Department and Paul Chumbley to oversee the Public Services Department. Commissioner Borders seconded. All in favor and the motion passed unanimously.

Mayor Magers will swear-in the new members on or about January 1, 2019.

2. **Initial discussion of an ordinance relating to rental property in Bancroft**

Attorney Schiller contacted Mayor Magers to indicate he would not be present to discuss a draft ordinance on rental property. He needed more time to prepare a draft. He will present the draft at the January meeting.

**NEW BUSINESS**

1. **Residents request to build storage shed on property**

Residents Brian and Cam Keenan were present to discuss their plans to build a shed behind their home. They wanted to make sure they comply with all guidelines. Chief Yeager reminded them it must be five feet from property line. Clerk was given a copy of the plans for the city record. Commissioner Tungate made a motion to approve the fence. Commissioner Borders seconded. All in favor and motion passed unanimously.

**2. Swearing in of members of the city commission**

Treasurer Shaikun administered the oath of office to Commissioner Mike Borders and Commissioner Ed Evers for another two-year term on the City Commission. Their new terms are to begin January 1st.

Treasurer Shaikun administered the oath to Mayor Magers for another a four-year term as mayor. The new term of office will begin January 1, 2019.

Mayor Magers made a motion for a resolution recognizing the outgoing commissioners for their service on the commission and their outstanding work during the time they were on the commission. Commissioner Evers seconded. Three in favor with two abstaining.

Mayor Magers stated we will need to elect one of the commissioners as mayor pro tem in 2019. Clerk Tuthill will add this to the January 2019 meeting agenda.

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

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Mayor City Clerk