

MINUTES FROM OCTOBER 13, 2022 BANCROFT MEETING

The regular scheduled meeting for the City of Bancroft, KY was called to order by Mayor Jeff Magers at 7:01 pm on Thursday, October 13, 2022 at The Churchill Downs Building, 600 N. Hurstbourne Lane, Louisville, Kentucky. Those present: Mayor Jeff Magers, Commissioner Ed Evers, Commissioner Paul Chumbley, Commissioner Mike Borders, Resident Alex Hale, Clerk Shannon Tuthill. Absent: Commissioner Jaimie Schapker.

REVIEW MEETING MINUTES:

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

REPORTS:

Clerk

Clerk reported spending a significant amount of time on collecting tax payments. We have received approximately 85% of payments already. I have complied with all requests from lenders as well as several homeowners that either misplaced or never received bill. Supplying additional copies of bills when needed.

I visited the storage unit trying to find the Article of Incorporation for the city per the mayor's request. I did not find a copy but Mayor Magers was able to retrieve the information from the Secretary of State website.

Met with Treasurer Shaikun to sign checks and get caught up before he went in for surgery.

Per the request of Treasurer Shaikun and recommendation from the auditor, \$245.18 was transferred from the general account to the road fund.

Created and distributed October newsletter with Mailchimp.

I sent a Reach Alert notifying residents when 911 emergency service was down temporarily.

Completed the mailing of the audit report to all residents. After I had made the 200+ copies and stuffed most of the envelopes, I received an email from the auditor Charlie Veeneman suggesting that we just publish audit report on website with a one line add in the Courier Journal to notify residents of the publication.

One new subscriber was added to email list for newsletter.

I will prepare checks for the municipal orders to be read at the meeting on October 13. ARPA premium pay to Suburban Fire District and Bancroft employees.

Other standard monthly city business as needed. Nothing further to report.

Mayor's Report

Mayor Magers gave the following report.

- 1) I received an email indicating we need to update our SAM.gov account. We had to have a System for Award (SAM) entity account to receive the federal ARPA funds. I updated our account prior to the deadline.

- 2) The Office of Recovery, U.S. Treasury has notified us we have to again submit the following information in accordance with the State and Local Fiscal Recovery Fund (SLFRF) Compliance and Reporting guidance which requires non-entitlement units of local government (NEUs) to submit three documents to the Treasury Reporting portal.
 - a) Copy of the signed award terms and conditions agreement
 - b) Copy of the signed assurances of compliance with Title VI of the Civil Rights Act of 1964
 - c) Copy of actual budget documents validating the top-line budget total
- 3) These documents were uploaded to the Treasury SLFRF Portal, prior to the deadline.
- 4) On Thursday, September 15, 2022, Commissioner Evers and I attended a special Jefferson County League of Cities (JCLC) meeting. The main topic was on suburban cities collectively contributing a portion of our ARPA funds to Jefferson County suburban fire departments.
- 5) Bancroft resident Alex Hale has agreed to become the Bancroft Ethics Enforcement Agent. According to our Code of ordinances he must take the traditional Commonwealth of Kentucky oath of office.
- 6) On September 21-23, I attended the Kentucky League of Cities (KLC) annual conference in Owensboro. KLC provides high-quality training for municipal officials. Workshops I attended included, advanced procurement, ARPA reporting, social media and the First Amendment, internal financial controls, ethics for city officials, disaster recovery planning, First Amendment audits, and workplace inclusion.
- 7) Took several calls regarding lost or missing tax bills. All were resolved.
- 8) Received an email regarding one Bancroft residents' concern about License Plate reader Cameras.

Charter communications noticed that their rate is going up to 4.01 per month effective November 1, 2022.

City Maintenance

Commissioner Borders reported a few branches removed from trees. Matt Meiners cleaned up a lot of debris on lane.

Communication and Public Outreach

Commissioner Schapker was not present and left report that trick or treating would be October 31 from 6-8.

Public Services

Commissioner Chumbley reported there was an email about a waste container being left on Maria. Yard waste through December.

Police Department

Chief Mudd gave the following report. There were 14 days of patrol in the city (7 days of Vacation used). There were 15 Radar/Stop Sign details performed for high police visibility. Special attention has been given to Bancroft Ln and Old Salem during morning school rush hours. There were no calls for service. There were 37 traffic stops made for traffic infractions. There were 6 traffic citations issued - charges included: Expired Registration Plate:1, Disregarding Stop Sign:4, No Insurance:2, Speeding:1. There were 31 verbal warnings issued. There were 0 motorist assists. There were no arrests. There was 1 warning given for parking infractions. There were 2 days of bike patrol. There were 23 visits to residents homes for the "House Watch" program. There were 0 vehicles towed. There were 2 assists to other agencies: NPD-1, Lyndon PD-2. There were 0 ordinance investigations.

Finance and Administration

Commissioner Evers reported Treasurer Shaikun out recovering from surgery. Still working on amended budget for 21-22 fiscal year. Not yet complete but planning to meet with auditor Charlie Veeneman to complete.

OLD BUSINESS

- 1. Discussion about amending the city ordinance on the location of our city commission meetings to allow for video-conferencing of regular meetings in accordance with recent changes in the open meetings law that will be effective late in 2022.**

Commissioner Evers reported that we are still waiting for response from NTS about continuing the use of the current meeting space. The current space is fairly convenient for everyone. Still checking on a couple other places as well.

Mayor Magers spoke with legal department at KLC Conference. Laws on video conferencing have changed. We have to either make all video or if two or more people are hosting in a physical location it has to be open to the public and everyone has to be visible on a screen.

We are waiting on Attorney General's Office to publish new opinions on the Open Meetings laws passed in 2022, for further guidance.

- 2. Update from Attorney Richard Schiller regarding 7616 Old Salem**

PS Funding filed a motion to proceed with bill of sale. Things moving along but according to Attorney Schiller we still need a judgment to protect our claim.

NEW BUSINESS

- 1. Swearing in of new Ethics Enforcement Agent.**

Alex Hale, resident of Bancroft present to be sworn in as new Ethics Enforcement Agent for city of Bancroft. Mayor Magers proceeded to swear in Mr. Hale and explained his duties of office.

- 2. Municipal Order to spend ARPA funds for JCLC Proposal for premium pay contribution to Jefferson County Suburban Fire Departments**

JCLC recommended we prepare municipal order for using the ARPA funds. They provided Mayor Magers a model to follow. Attorney Schiller reviewed the draft and made recommendations.

Page 2 through pooled distribution or direct distribution. Agreed to pool distribution.

Commissioner Evers made a motion to accept Municipal Order No. 1, 2022 – A Municipal Order approving the use of ARPA funds to provide premium pay for Jefferson County Fire Protection Staff. Commissioner Chumbley seconded. All four in favor and motion passed unanimously.

- 3. Municipal Order to spend ARPA funds for Bancroft employees premium pay**

This is the proposed municipal order to provide premium pay for Bancroft employees. This was reviewed by attorney Schiller.

Commissioner Evers made a motion to approve Municipal Order No. 2, 2022 – A Municipal Order approving the use of ARPA funds to provide premium pay for Bancroft City employees. Mayor Magers seconded, all four in favor. Motion passed unanimously.

Commissioner Evers motion to approve the amendment to Municipal Order No. 2 at a gross amount of \$2,500 for Clerk Tuthill and \$2,500 for Treasurer Shaikun. Chief Mudd would receive \$5,000. Commissioner Borders seconded. All four in favor and motion to amend passed unanimously.

4. Municipal Order No. 3 to spend ARPA funds for License Plate Reader Camera

Municipal order No. 3 to use ARPA funds for license plate readers. Chief Mudd stated three options, Flock – where we don't own the camera but one set up fee. Since we don't own the cameras, when the technology changes they would update them. If we use another company that we have to purchase the cameras and they become outdated we would have to purchase new cameras and/or upgrade equipment. Flock is also local and local representatives. Many municipalities in Louisville already using Flock. Chief has spoken to current customers using solar panel option and they are very satisfied with it.

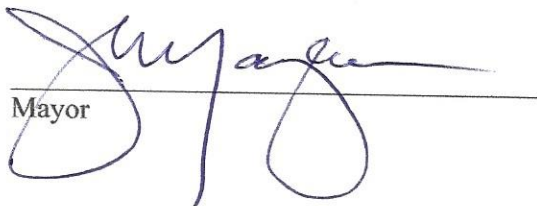
Obligated by October 2024 and must use funds by December 31, 2026. It would be \$17,000 a year for seven cameras. We could contract for one year at a time and in 2024 contract two years and that would take us to end of ARPA funds.

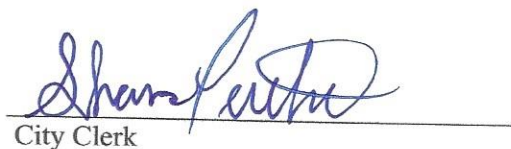
Flock first year total would be \$19,950 for seven cameras.

Commissioner Borders made a motion to approve Municipal Order No. 3, 2022 - a Municipal Order approving the use of ARPA funds to purchase license plate reader cameras for public safety. Purchased from Flock, inc. at a yearly cost of \$19,950. Mayor Magers seconded. Mayor commented one resident asked for research information to show that the cameras worked.

All four in favor and the motion passed unanimously.

Commissioner Chumbley made a motion to adjourn the meeting and Commissioner Borders seconded. All in favor and the meeting was adjourned at 8:27 pm.


Mayor


City Clerk