

MINUTES FROM SEPTEMBER 10, 2025 BANCROFT MEETING

The regular scheduled meeting for the City of Bancroft, KY was called to order by Mayor Ed Evers at 7:03 P.M. on Wednesday, September 10, 2025 at St. Albert the Great School, Louisville, Kentucky.

Those present: Mayor Ed Evers, Clerk Shannon Tuthill, Chief David Mudd, Treasurer Arnold Shaikun, Commissioners, Erick Berryhill, Brad Baker and Gerry Leppert. Absent: Commissioner Pam Magers.

REVIEW MEETING MINUTES:

Mayor Evers proceeded to review the August meeting minutes. Mayor Evers and the commission agreed there are substantive changes to minutes that need to be addressed. Minutes will be discussed and approved at the next month's meeting.

REPORTS:

Clerk

Clerk Tuthill reported that she met with Treasurer Shaikun to sign checks and provide month end reports. Created and distributed September newsletter with Mailchimp.

Clerk reported that we still have not received the tax bills for 2025 from the Jefferson County PVA. I mailed the tax rate ordinance and signed verification page to them in July. I checked the mailbox every day last week but they did not arrive. I called the PVA on Thursday, September 4 and she said they never received ordinance. I emailed everything a second time and asked that they expedite. Still have not received tax bills. Several mortgage companies have contacted me asking for information. I am leaving town Friday morning and will not be able to get the bills out before I leave. **Update:** Tax bills were received the day of the commission meeting.

Received an invoice from Strand Associates for the lighting contract in the amount of \$16640.00 and need to confirm if this an accurate amount still owed. Will bring to meeting.

We finally received full payment with late fees for the tax bill for the home on Glen Arbor that had not been paid. I promptly deposited and contacted attorney Schiller to let him know we did not need to file a lien.

Since now all 2024 taxes have been paid, I archived the last two years tax information as well as many other bank statements and receipts and moved two boxes to the storage unit.

Mayor's Report

Mayor Evers had nothing to report other than items under new business.

City Maintenance

Commissioner Leppert reported that the arborist has identified one tree that needs to be removed on Bancroft Lane. I am in the process of securing someone to do that. It is a large tree and the lane will need to be closed while the work is completed. When I have the date set, I will contact the Chief to assist with lane closure.

The tree will be removed next week and Lopez tree removal will do the work.

Communication and Public Outreach

Commissioner Berryhill reported that the agenda, meeting minutes, financial statement, and newsletter have been updated on the city website.

Announcement was also posted this month on both the website and through social media regarding the lighting study.

Public Services

Commissioner Magers was not present left the following report. Rumpke trash services ran smoothly in August, with nothing significant to report.

The LGE contract was submitted to our attorney, Richard, for approval and has been returned with no issues. It is on tonight's agenda (September 10, 2025), and Mayor Evers will present it to the commission. Once approved, I will contact Chad at LGE to give them the go-ahead to begin installation of the light replacement project, which is expected to start within the next 2-3 months.

Police Department

Chief Mudd gave the following report. There were 19 days of patrol in the city. There were 20 Radar/Stop Sign details performed for high police visibility. There were 4 calls for service. There were 33 traffic stops made for traffic infractions. There were 19 traffic citations issued. There were 0 Written Warnings issued. There were 23 verbal warnings issued. There were 0 motorist assists. There were 3 arrests. There were 0 warnings given for a parking infraction. There were 9 visits to residents homes for the "House Watch" program. There were 3 vehicles towed. There was 1 assist to other agencies: NPD – 1. There were 0 Ordinance Investigations. I attended the August Commission Meeting. I attended the Louisville Area Law Enforcement Leaders Luncheon. I responded to a missing child complaint in Bancroft - child returned to home safely. I completed mandatory online NCIC/LINK training. I obtained a new Preliminary Breath Testing Device for department (Free). Asked that Chief Mudd let residents know in his report that Bancroft Lane is not a two-lane road and people need to go slow and yield to approaching vehicles. Should be under 20 mph or under.

Finance and Administration

Commissioner Baker gave the following report. August was a good month from a financial perspective. YTD we are at a Net Loss of \$8,914.80 vs a Budgeted Loss of \$26,927.78. This loss includes items, such as depreciation, not budgeted using our Cash Basis Budget method.

Looking only at the items budgeted on a Cash Basis, we made \$10,052.22 in August as opposed to a \$9,307.58 loss in July. YTD we are at a positive \$744.64 on a Cash Basis only Budget.

We may need to amend the budget at some point due to my confusion over the Flock Camera prepaid expense shown on the Balance Sheet. However, we may still come in at or under budget unless unforeseen items occur.

I made numerous phone calls to the County Attorney, Jefferson Co. Sheriff, and the Jefferson County Clerk. The County Clerk will file our tax liens if we follow the following procedure:

A Preparation Statement (prepared by with signature and address) must be submitted to the Jefferson County Clerk, Legal Records Dept., 527 West Jefferson, Suite 204, Lou., KY 40202. The Statement must include the city, Owner, Address, Description, and Signature of a City Official. This is likely what our attorney currently does.

Typically, and in Jefferson County, Liens are filed on all unpaid Tax Bills on April 15th. My recommendation is to follow the April 15th automatic filing date, without exception, to stay consistent with county tax policy.

Possible motion at next city meeting to establish a date for filing a tax lien on all unpaid tax bills.

Treasurer in compliance with DLG and waiting for UFIR report to be posted so he can complete it.

OLD BUSINESS

City Lighting

Contract signed to proceed with new lighting plan with LG&E. Bulbs to be replaced.

NEW BUSINESS

1. Request for 7505 Greenlawn

Mayor forwarded plan information to commission to review. There will be a dumpster in their driveway and wanted to notify commissioner. No permit required for a dumpster.

2. Permit Request 2325 Tavener

Mayor forwarded proposed permit plan. Commissioner Baker made a motion to approve permit at 2325 Tavener. Commissioner Leppert seconded. Three in favor and one abstained and the motion passed.

3. Amendment to Municipal Order No. 3-2025

PNC Bank account established for the use of police funds. Before any money can be removed we need direct wording establishing that David Mudd is police chief and Mayor is Edwin Evers. Municipal order signed. Motion made by Commissioner Leppert to approve municipal order. Commissioner Berryhill seconded. All four in favor and motion passed unanimously.

4. Axon Camera

Chief Mudd having trouble with the current Axon camera. We are under a five-year contract with them. There were options that we did not choose on the plan. Now it is four years old and he is having issues with the battery not staying charged. If we go ahead and replace, we will receive a credit for the remainder of the contract toward new camera. New features like immediate upload of information. Also engages as soon as turn lights on on the police car. Also has feature that will immediately translate to another language if needed at a traffic stop.

Chief Mudd suggested using the asset forfeiture funds to pay for the first year of the service. Chief feels this is the most important piece of police equipment he has. Year two this can be included in annual police budget. 2352.66 would be the annual cost. 10300.66 is full price over five years.

Commissioner Leppert made a motion to approve the upgrade purchase and five-year contract with Axon for police chief body camera if the negotiations are acceptable with a contract discounted to \$500 Axon body-pso-virtual starter contract expense. Commissioner Baker seconded. All four in favor

Chief Mudd will use the remainder of funds in the account to purchase new police vest.

Commissioner Berryhill made a motion to adjourn the meeting and Commissioner Leppert seconded.
All in favor and the meeting was adjourned at 8:37 p.m.

Edwin Levers
Mayor

Shanna Berryhill
City Clerk