

MINUTES FROM SEPTEMBER 10, 2015 BANCROFT MEETING

The regular scheduled meeting for the City of Bancroft, KY was called to order by Mayor Melissa Dimeny at 7:00 P.M. on Thursday, September 10, 2015 at Jefferson Manor. Those present: Mayor Melissa Dimeny, Commissioner Jeff Magers, Commissioner Bryan Berman, Commissioner Matt Tungate, Treasurer Arnold Shaikun, Clerk Shannon Tuthill, Police Chief Anthony Yeager, Attorney Katherine Dozier and Jefferson District Court Judge candidate Erin White.

Candidate Erin White addressed the commission regarding her bid for Jefferson District Court Judge.

Mayor Dimeny asked if everyone had a chance to review the minutes from the August, 2015 meeting. Commissioner Magers mentioned a few corrections. The changes were noted and Commissioner Magers made a motion to approve the minutes with changes. Commissioner Berman seconded all were in favor and the minutes were approved.

REPORTS:

Clerk

Clerk Tuthill reported that she sent a change of address form to the post office for the Police Department and they have begun changing the address for mail from the prior Mayor's home to the city's P.O. Box. Tax bills have now been sent out to all residents and we have already received some payments. Clerk also reported that she went to Fifth Third and sat down with the investment banker. There was some confusion on the CD's that we voted on but it has been worked it out and they are ready to go. The Commission voted for a five year CD but it is a bond with a guaranteed rate for 5 years.

Clerk Tuthill will be out of the country at the end of the month, leaving the 29th. The newsletter will have to go out a little earlier than usual in order to be done before she leaves.

City Maintenance

Commissioner Berman had nothing new to report.

Communication and Public Outreach

Commissioner Tungate had nothing new to report.

Police Department

Commissioner Magers handed out his report which included the following:

1. Chief Yeager's End of Month Report – August 2015
There were 155 patrols of the city. There were 155 radar/traffic zones set up for high police visibility. There were 26 visits to resident's homes for our "House Watch" program. There were 6 traffic stops. There were 0 solicitors stopped. There were 5 warnings issued. There was 1 state citations issued. There were 2 follow up

investigations on the overgrown vegetation behind 7606 Old Orchard. He requested a certified letter be sent. There was a burglar alarm at 7410 Glen Arbor, it was false. A tree contractor damaged a mailbox on Maria Ct. and he paid the homeowner for the damage. He backed up Graymoor on a wanted person. He responded to a panic alarm at 7608 Old Orchard at it was false. He noticed a trunk open at 7503 Maria with a microwave oven in it and notified the homeowner. He had firearms recertification as required by state law. He backed up Graymoor on a 911 hang up on Baden court.

2. KLEFPF Update: Commissioner Magers asked whether Clerk Tuthill received anything from KLEFPF and she confirmed she had not.
3. Status on certified letter to Mr. Turner.
Mayor Dimeny informed the Commission that the letter was sent. Attorney Dozier is the contact person in the event he has any questions.
4. Request the following purchases be placed on the agenda for October meeting
 - Radio battery replacement
 - Printer for patrol car (reports, tickets, warrants, etc)
 - Flashlight charger

Commissioner Magers said the battery on loan from Louisville Metro Police Department is our responsibility. It needs to be replaced and is approximately \$72.00. Mayor Dimeny moved to purchase a new battery for the police radio up to \$100 cost. Magers seconded and the motion passed unanimously.

The flashlight for the police vehicle has a charger that currently does not work. A new rechargeable flashlight will cost approximately \$110.00. Mayor Dimeny moved to purchase a Mag charger flashlight for the police vehicle. Commissioner Tungate seconded and the motion passed unanimously.

The Commission decided to hold off discussion of the printer for police car until the October meeting.

5. Chief Yeager expenditures since last meeting
 - Annual uniform purchases
 - Air condition repair
 - Ammunition replacement after annual weapons qualifications in August

Chief Yeager stated the blower motor on the air conditioner for the police vehicle needed repaired and that he also needed to replace annual ammunition.

Public Services

Commissioner Constable was not present due to illness and had nothing new to report.

Finance and Administration

Treasurer Shaikun asked if everyone received the financial statements for August. There were no questions on the statements. He asked to explain two different versions on the budget sheets.

IN OLD BUSINESS:

Possible new location for city meeting

Commissioner Tungate recommended holding a meeting at Portland Christian School on a trial basis to see how it works. We could notify residents well in advance of meeting by stating in both October and November newsletter for the November meeting.

Mayor asked attorney if there is a problem with changing the meeting location if we give notice. Attorney Dozier stated she will research this and let Mayor know. Mayor Dimeny received a call from a resident that was concerned if meeting moved further it would greater discourage residents from attending the meeting. We do not currently have high attendance anyway so it may not matter.

Commissioner Magers added that with regard to Portland Christian that it is a functional place they are looking at with the ability to hold a large number of people if needed and that they stated the building will always be available.

Commissioner Tungate made a motion that we hold the November meeting at Portland Christian School with proper notice in newsletter and Facebook pending confirmation from the city attorney. Commissioner Magers second. Commissioners Magers, Berman and Tungate voted in favor of the motion. Mayor Dimeny opposed the motion.

City Website

Commissioner Tungate sent everyone information on website options. He feels that he does not have the time to build and run a website on his own. He asked for more time to find a website service that will build it for us. Commissioner Tungate will find a website service that will build the site for us and report back at the next meeting.

Discussion of Benefits for Chief Yeager

Commissioner Magers handed out proposal for benefits for everyone to review. These benefits would apply to not only Chief Yeager but any future Bancroft police employees. This does not create a budget issue as there is no pay for unused benefits at end of employment.

The Plan is as follows:

Vacation

During 1st year of employment – no vacation.

After 1st year of employment – 5 days

After 2nd year of employment – 10 days

Must be used during the current calendar year (non-accumulating).

Sick time

8 hours per month. Non-accumulating beyond 96 hours. Cannot be redeemed for pay upon end of employment with City of Bancroft.

Holidays

6 days per year (New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day). Must be used on day of actual holiday or the same week.

Uniforms

Yearly uniform allowance remains the same.

The Commission discussed the needs of Bancroft and weighed those needs against the importance of benefits for a full time employee in a safety sensitive position. Issues discussed included accumulation of sick time versus a "use it or lose it" policy; paid time off versus vacation days and sick days. After extensive discussion, Commissioner Tungate moved to approve the proposed Benefits Plan for Bancroft prepared by Commissioner Magers with the one change being the 96 hours of non-accumulating sick time inside of 80. Commissioner Magers seconded. All were in favor and motion passed.

Mayor Dimeny made a motion to give officer a comp day for having to work Memorial Day. Berman seconded all were in favor.

NEW BUSINESS

New Computer for Clerk

Mayor Dimeny recommended purchasing a computer with an I5 processor and one terabyte of memory based on Clerk Tuthill's preference for a desktop. She suggested the Commission approve an \$900.00 and allow the Administration and Finance Department to work within that amount. After discussion, the Commission approved purchase of a laptop. Mayor Dimeny moved for approval to spend up to \$900.00 for a laptop, including keyboard and mouse. Commissioner Magers seconded and the motion passed unanimously.

Mayor Dimeny moved to allow installation of Office 365 (currently priced at \$70.00 a year for the home version). Commissioner Magers seconded. Mayor Dimeny, Commissioner Magers and Commissioner Berman voted in favor. Commissioner Tungate opposed the motion.

Reimbursement for Internet for Clerk, Treasurer and Police Chief.

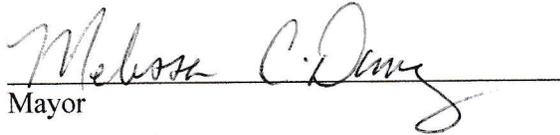
We need to consider reimbursing employees for using their own internet. Let's consider this and place on agenda for next month.

Storage Options for City Records

Clerk Tuthill has approximately 15 boxes in her basement. Mayor Dimeny discussed the need for off site storage and recommended the Commission review Iron Mountain as a possibility.

Commissioner Berman asked whether it would be possible to remove an old neighborhood watch sign which was faded on Greenlawn. Everyone agreed it should be removed. Mayor Dimeny recommended we consider updating the signs in the city.

Mayor Dimeny moved to adjourn the meeting. Commissioner Tungate seconded the motion. The motion passed, and the meeting was adjourned at 8:49 pm.



Mayor



City Clerk