

## **MINUTES FROM AUGUST 13, 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, August 13, 2015 at Jefferson Manor. Those present: Mayor Melissa Dimeny, Commissioner Mary Jude Constable, Commissioner Jeff Magers, Clerk Shannon Tuthill, Police Chief Anthony Yeager, Attorney Katherine Dozier and resident Bob Showalter.

Mayor Dimeny asked if everyone had a chance to review the minutes from the July, 2015 meeting. There were no changes and the meetings were approved.

### **REPORTS:**

#### **Clerk**

Clerk expressed need for a city owned computer. Clerk believed the need for this computer was discussed in prior meeting and included in the budget for new fiscal year along with the new computer for the police chief which has already been purchased. This will be discussed in new business.

Clerk has reached out to Kentucky State Department of Transportation as well as Jefferson District Court and asked them to direct all mail for city of Bancroft police to our P.O. Box. The new ordinance books are here and ready to go so everyone can take one home. We have not yet received the tax bills but will follow up with them next week to make sure they are mailed out to residents by the end of the month.

#### **City Maintenance**

Commissioner Berman was not present but left a report with Mayor Dimeny. The pot hole on Bancroft Lane at Hwy 22 has been repaired. The street sign on Glen Arbor has rotted at the base and Matt Meiners was contacted and it has been repaired. Now entering Bancroft sign on Keisler fell off the bracket and he has reattached it.

#### **Communication and Public Outreach**

Commissioner Tungate was not present.

#### **Police Department**

Commissioner Magers handed out his report which included the following:

1. KLEFPF Compliance Audit
  - Met with auditor of Kentucky Law Enforcement Counsel. We passed and everything was acceptable. He did make the following suggestions:
    - a. Chief Yeager and I both sign the Hours Worked Report
    - b. KLEFPF requires the City clerk to verify the PD personnel roster monthly. This is a requirement. Instructions will be mailed with official confirmation letter.

- c. KLEFPF funds must be disbursed as a separate check each month. This is required for KLEFPF accounting purposes.
  - d. Comp time must be noted on the Hours Worked Report. It should include beginning balance, comp hours earned, comp hours used (See KRS 337.285).
  - e. A separate comp time balance sheet should be used.
  - f. KLEFPF audits are completed every three years.
2. Police Chief Yeager read his report for the month
  3. Signed up to User account for Training Registration Information System (TRIS)  
Mayor Dimeny asked Clerk Tuthill to add a reminder to the newsletter to keep doors locked and garage door closed. Burglary during the day is big concern.

She also requested to include in the newsletter that solicitation without a permit is a violation of city ordinances

### **Public Services**

Commissioner Constable had nothing new to report.

### **Finance and Administration**

Treasurer Shaikun asked if everyone had received the financial statements for July. There were no questions on the statements.

Treasurer Shaikun and Mayor Dimeny have been working to find an auditor for the city. This will be discussed in new business.

### **IN OLD BUSINESS:**

#### **Possible new location for city meeting**

Commissioner Magers indicated that he and Commissioner Tungate visited two places. He stated Portland Christian School is available with a small room and a large cafeteria if necessary.

Mayor Dimeny moved to table the discussion till the next meeting. Commissioner Magers seconded, all were in favor and motion passed.

#### **City Website**

Commissioner Tungate was not present. Mayor Dimeny moved to table the discussion till the next meeting. Commissioner Constable seconded the motion, all were in favor and motion passed.

#### **Discussion of Benefits for Chief Yeager**

Commissioner Berman and Commissioner Tungate were not present. Mayor Dimeny said we need everyone present to discuss. Asked if Chief Yeager had any planned time off coming up.

He said he has plans for the end of September. We will meet before then. Mayor Dimeny moved to table till next meeting. Commissioner Constable seconded. All were in favor and the motion passed.

**Issue of Overgrown Weeds**

The resident who made the complaint on Glen Arbor has removed his stumps so the weeds could be cleared. Chief Yeager has only spoken to Mr. Turner over the phone and does not feel that is sufficient. We need to send a certified letter. Clerk will send prior letter to review and Mayor Dimeny will revise to send to Mr. Turner.

**NEW BUSINESS**

**New Computer for Clerk**

Clerk Tuthill is in need of a city owned computer. Mayor stated Clerk Tuthill has gone above and beyond by using her personal laptop and stored city information on it. Commissioner Magers asked that we discuss what the needs are for this new computer and allow the commission to do research.

Clerk addressed the need for ample storage on a desk top computer as well possibly a new printer/scanner that is able to quickly scan in large amounts of documents. Her preference is that the commission decide and purchase whatever computer they agree on in their own research.

Commissioner Magers requested that we look into cloud storage as well because of the threat of power outage and lightning strike.

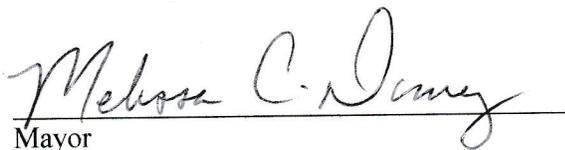
This will be a discussion for new business at the next meeting.

**City Auditor**

Mayor Dimeny said everyone should have reviewed Charles Veeneman bid as auditor. We have had one auditor back out already and it is not easy to find someone. Mayor stated she called Jefferson County League of Cities they referred her to City of Strathmoor Village but no one has returned her call.

Mr. Veeneman is working with several cities right now. His bid is \$ 100.00 per hour or \$4,250.00, whichever is lower. Mayor Dimeny moved to approve him for this year and that we would review after the audit was completed to determine whether there were any concerns. Commissioner Magers ask that we confirm his credentials as well. Mayor Dimeny moved to hire Mr. Veeneman as auditor after confirming his credentials. Commissioner Constable seconded. All were favor and the motion passed.

Mayor Dimeny moved to adjourn the meeting. Commissioner Constable seconded the motion. The motion passed, and the meeting was adjourned at 7:39 pm.

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
City Clerk