

MINUTES FROM DECEMBER 10, 2015 BANCROFT MEETING

The regular scheduled meeting for the City of Bancroft, KY was called to order by Commissioner (Mayor Pro Tem) Mary Jude Constable at 7:00 P.M. on Thursday, December 10, 2015 at Jefferson Manor. Those present: Melissa Dimeny, Commissioner Jeff Magers, Commissioner Matt Tungate, Treasurer Arnold Shaikun, Clerk Shannon Tuthill, Police Chief Anthony Yeager, Attorney Katherine Dozier and resident Diane Hess.

The meeting began with acknowledgement of the resignation of our current Mayor, Melissa Dimeny. With that the commission asked for nominations for mayor. Commissioner Tungate nominated Jeffrey Magers. Commissioner Magers seconded, all were in favor and the motion passed.

Treasurer Shaikun proceeded to swear in commissioner Jeffrey Magers as the Mayor of the City of Bancroft.

Mayor Magers first wanted to recognize outgoing mayor, Melissa Dimeny, for the work she has done this year. It has been an exciting and busy year for this commission. She has done a lot of things in a very short amount of time and everyone appreciates her service. Mayor Dimeny added that it has been a pleasure to serve.

Mayor Magers proceeded to review the November minutes. Commissioner Tungate made a motion to approve the November minutes. Commissioner Constable seconded, all were in favor, the motion passed and the minutes were approved.

REPORTS:

Clerk

Clerk Tuthill reported that all but one resident has paid property taxes. She has contacted them twice regarding payment but with no response. Clerk Tuthill will follow up. The city has purchased a laptop computer for the city clerk and will begin the process of moving files to the new computer.

Clerk Tuthill has started scanning some old documents. We have a lot of blueprints that obviously we do not have the ability to scan.

Nothing else to report.

City Maintenance

Commissioner Berman was not present and had nothing new to report.

Communication and Public Outreach

Commissioner Tungate had nothing new to report.

Police Department

Mayor Magers handed out his report, which included the following:

He was asked at last meeting about a hotspot for the police vehicle. He went to Verizon, as they are the largest provider for law enforcement and they are known for the reliability of their hotspot devices. Verizon quoted \$39.99 for unlimited data plan with a free hotspot device. This is a government rate. The hotspot is needed to electronically transmit reports and citations to the state.

Chief Yeager's monthly report was sent out to the commissioners electronically prior to meeting.

Chief Yeager has been scheduled to attend in-service training in February 2016 at the DOCJT Louisville training site. Mayor Magers noted this 40-hour course is on elder abuse. We are substituting this course for the chief's training course that was scheduled to be held at the Barren River State Park. This 40-hour Elder Abuse course will meet the annual in-service training requirement for 2016.

Public Services

Commissioner Constable had nothing new to report.

Finance and Administration

Melissa Dimeny added that nothing has been done regarding starting a brokerage account. With regard to renewing current CDs we should just let them rollover for now.

Commissioner Tungate asked if we voted on purchasing the bonds we need to go ahead and do this.

Attorney Dozier recommended we have a bank representative come to the next meeting and discuss our options. To do this we could withdraw the motion to move the money until we have a representative come to the next meeting and describe our options.

Commissioner Tungate made a motion that we not buy the Certificates of Deposit (CD) as voted on in July meeting but wait for bank representative to attend the next meeting. Mayor Magers seconded the motion; all were in favor and the motion passed.

Treasurer Shaikun and Clerk Tuthill are working with the auditor on the annual audit. All city officials were given a questionnaire to complete that must be returned to the auditor. The questionnaire asks questions about fraud and fraud prevention. The process we follow requires two signatures for checks and the bank accounts need three signatures.

Treasurer Shaikun asked if everyone received the financial statements for November. There were no questions on the statements. He added the insurance premiums have improved and we are in great shape.

IN OLD BUSINESS:

Possible new location for city meeting

Commissioner Tungate and Commissioner Magers went to visit Episcopal Home on Westport Road. They had two sufficient rooms that could accommodate a lot of people. The

administrator offered to book both rooms each month in case needed we needed to use the larger room. There is a security guard at the entrance, and the meeting rooms are all handicap accessible. There would be no charge for use of a room in the facility and the building is always open. The City of Graymoor-Devondale holds their meetings at the Episcopal Home. Commissioner Tungate asked if we could hold one meeting there to try it out. Magers said he recommended using the Episcopal Home for monthly commission meetings. The boardroom could accommodate approximately 20 people and the alternate room could accommodate many more attendees.

Commissioner Tungate made a motion to move the February meeting to Episcopal Home on the same date as meetings are regularly held. Mayor Magers seconded the motion all were in favor and motion passed.

City Website

Commissioner Tungate showed the new City of Bancroft website for everyone to view. He loaded all the information he currently has. Everyone was in agreement that it looks great and is a great start. We are now able to say that as a city we have a website. Additional links will be added in the near future.

Commissioner Tungate presented a formal agreement with web designer Trevor Emond that will need to be executed. The creation of website is \$500, with a monthly hosting fee.

It was noted we need to make sure that the city ordinances are accessible on the website.

NEW BUSINESS

With the appointing of Jeff Magers as mayor we now have an open seat on commission. We are required to fill the seat within 30 days. Mayor Magers said right now we have one possible interested person. Our next meeting is 35 days away so we cannot wait until that meeting to appoint a commissioner. If we do not appoint someone within the 30 days it goes to the governor to appoint. To avoid this a special meeting would be required to appoint a new commissioner within the 30 day limit.

Melissa Dimeny suggested she could be appointed as a commissioner and then she would resign when she moves out of the city at the end of the month. This gives the commission 30 days from the effective date of the resignation to appoint a commissioner. The effective date of the resignation would be the January 2016 city commission meeting. That would mean the new commissioner could be appointed as late as the February commission meeting. Attorney Dozier recommended this so we did not incur cost associated with a special commission meeting.

Attorney Dozier recommends we take our time to find the right person willing to serve on the commission.

Mayor Magers made a motion to appoint Melissa Dimeny as a city commissioner.

Commissioner Constable seconded, all were in favor and the motion passed. Treasurer Shaikun proceeded to swear in Melissa Dimeny as a city commissioner.

Mayor Magers asked about the letters to the County Clerk and Secretary of State relating to these appointments. The city clerk will make sure that the letters are sent.

Address issue regarding MSD still arriving before 6:00 am to job site and causing disruptions to homeowners.

The day before Thanksgiving Day there were many complaints from residents that the concrete trucks were driving down Maria Avenue and pouring concrete at the MSD construction site starting at 4:00 a.m. Commissioner Dimeny said she contacted the MSD project manager to complain at 5:30 a.m. Resident Hess attended meeting to voice her complaint regarding this issue.

Commissioner Tungate asked that we send a letter to MSD from the City of Bancroft with a formal complaint regarding the disruptions. He asked that we send a letter Angela Leet, our metro representative, to complain about the ongoing disruptions associated with the MSD project.

Mayor Magers said he would send a letter to MSD complaining about the 4:00 am concrete pouring, requesting that they do not do any work before 6:00 am. He will also contact Metro Council representative Angela Leet making her aware of the situation.

Attorney addresses the commission

Attorney Dozier said each January in the past her law firm has sent an invoice for her attending commission meetings for the entire year. The length of commission meetings does not affect the fee charged. The other option if we want to continue using her law firm's services would be to choose for her not to attend every meeting, but charge hourly for when we do need her in attendance. Everyone was in agreement it was in the best interest of the city for her to continue attend commission meetings each month for 2016.

Mayor Magers moved to adjourn the meeting. Commissioner Constable seconded the motion. The motion passed, and the meeting was adjourned at 8:37 pm.

/s/ Jeff Magers

Mayor

/s/ Shannon Tuthill

City Clerk