

## **MINUTES FROM NOVEMBER 14, 2019 BANCROFT MEETING**

The regular scheduled meeting for the City of Bancroft, KY was called to order by Mayor Jeff Magers at 7:03 P.M. on Thursday, November 14, 2019 at Episcopal Church Home. Those present: Mayor Jeff Magers, Commissioner Ed Evers, Commissioner Paul Chumbley, Clerk Shannon Tuthill, Attorney Richard Schiller. Residents Nick Tonini, Carlos and Sheree Thompson, John and Rebekah Boone. Rhonda Poston and Doug Gordon of Anytime Waste.

### **REVIEW MEETING MINUTES:**

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

### **RESIDENTS REQUESTING APPROVAL**

Nick Tonini of 7408 Glen Arbor was present requesting approval to build a shed on his property. He stated he received approval from the county and began construction. Chief Yeager advised that he needed to go to the Bancroft City Commission for approval to construct the shed pursuant to the Bancroft Code of Ordinances. Mr. Tonini presented plans for approval to begin building the shed at the rear of property. Mr. Tonini's building plans meets all requirements for placement on the property (five feet from property line two feet from either side of house) and requirements for construction. Commissioner Chumbley moved to approve the shed construction. Commissioner Evers seconded. All in favor and the motion was approved.

Residents John and Rebekah Boone are new to the city and would like to build a privacy fence. Received a quote from Ratz Fence Company. Mr. and Mrs Boone described the fence and its location. There were advised of the restrictions for building fences as defined in the Bancroft City Ordinances. They agreed to comply. Commissioner Evers made a motion to approve the fence. Commissioner Chumbley seconded. Property being surveyed prior to construction. All in favor and the fence construction is approved.

### **REPORTS:**

#### **Clerk**

Clerk Tuthill reported that she has two surveys from insurance companies to be completed by the end of November. Kentucky League of Cities as our workers compensation carrier and Assured Partners for our Public Officials bond. Clerk would like the Mayor to review the surveys as most of the questions pertain to the police department, but clerk will make sure they are completed on time.

The electronic newsletter for November was printed and mailed to 20 residents.

Kentucky State Police sent a notice asking for the number of full-time police officers and full-time civilian employees. This information is needed to complete the publication "Crime in Kentucky". I can simply return the form but will bring to meeting if anyone needs to review.

Clerk received notice from the PVA of two residents having the Homestead Exemption added for 2019 so I have prepared tax refund checks for the difference. \$36,000 deduction on their home value. I prepared a refund check to Wells Fargo as one residents tax payment was paid by two different mortgage companies. Wells Fargo was the second check received so I am sending them the refund check. 68 residents have not paid their property taxes. This has never happened before. In prior years that I have been the city clerk we may have had 5 or 6 homes that did not pay by discount date. A notice has been prepared to mail to each resident.

## **Mayor Report**

Nothing new to report that is not the Agenda.

## **City Maintenance**

Commissioner Borders was not present but left the following report.

Ordered basic holiday decorations for the city. Likely install date is the week before Thanksgiving. Needs to call the vendor again to repair the fence. The fence got its fall cleaning recently. 8 New trees should be installed later this month.

## **Communication and Public Outreach**

Commissioner Schapker was not present but left the following report. Apologies for not being able to make the meeting tonight. Meeting with Trevor Emonds to discuss website and email has been rescheduled for the Dec. 12 meeting. He has confirmed he can attend.

By all accounts Halloween trick-or-treating was successful.

Thank you everyone for getting all newsletter information to me well ahead of the first Thursday of the month. Our October newsletter received a 45% open rate (85 opens) and 5.9% click rate (11 clicks). The meeting minutes and meeting agenda received the highest number of clicks. People are also clicking on the house watch request and rental property registration links. We also received one unsubscribe from someone who has moved out of the neighborhood. Allowing people to opt-out is another perk of using this system to distribute.

Moving forward getting quotes on a 50th anniversary logo for Bancroft to use in communications for 2020. Contacts have various ways of billing. One is charging by the hour to design and revise the graphic. The second is setting a set price for certain parameters for the work she will be doing. I would like to move forward with the second option as it would be less expensive and take less time. I will let her know the content and ask for two options for logos which we can select. I will ensure this logo can then be adapted to remove the reference to the 50th anniversary which we can use after 2020. I would like to incorporate a rendering of Bancroft Lane along with verbiage City of Bancroft Celebrating 50 years – or City of Bancroft with the number 50. Please email me if you have any suggestions of what you would like to see on the logo and I will ask her to get us options by the December meeting which we can review and have completed by the end of the year.

## **Public Services**

Commissioner Chumbley gave the following report with regard to trash collection.

10/14/19 (No recycling)

o No issues observed and none reported to me.

- 10/21/19 (All waste)

o No issues observed; I received an email Monday evening from a resident on Greenlawn about missed yard waste. Anytime collected the yard waste.

- 10/28/19 (No recycling)

o No issues reported.

- 11/4/18 (All waste)

o No issues reported

- 11/11/19 (No recycling)

o No yard waste was collected. Mayor Magers informed me of this on Monday evening.

o I contacted Rhonda at Anytime, who told me she thought November was the first month where trash service went to once per month. She also advised that Anytime employees were instructed to pick up yard waste even if it was set out. She is not sure why that wasn't done.

o I located the contract while we were talking and confirmed that once-monthly yard waste pickup doesn't start until January 1. [§6(c)and(d)]. Rhonda advised that Anytime would be out tomorrow morning (11/12) to collect the yard waste.

o I found an email dated 9/27, where I'd emailed Rhonda to confirm that once-per-month yard waste collection started in January, at which point it would be collected on the first Monday of the month. I sent that email to Rhonda and the Gordons following my phone conversation with Rhonda.

- 7415 Maria added to rear door service

## STOP SIGNS

- I emailed the mayor of Graymoor/Devondale about the stop sign at Hollen/Glen Arbor. The response after their meeting is in its entirety:

o Paul we discussed this at the meeting last Tuesday and the council wanted our city engineer to look at this before they responded. The city engineer was not able to attend the meeting however I have notified him, and the council will review at the November 19th meeting. Following the recent installation of two new stop signs on Graymoor Road this summer we have had several requests from residents for signs at three more intersections. We have also had objections to the new signs and the addition of any more signs. I don't think the ones at Hollen will be a problem, but the council wanted some time to think about it.

- 10/22/19: Emailed Councilwoman Paula McCraney to discuss Hollen/Greenlawn

o My name is Paul Chumbley and I'm the Public Services Commissioner for the City of Bancroft. We've been receiving resident complaints of speeding along Greenlawn Road approaching, and through, Bancroft. At our last Commission meeting, we discussed the possibility of making the intersection of Greenlawn Road at Hollen Road a three way stop. Currently, the only stop sign at that intersection is on Hollen Road, which is an inferior roadway to Greenlawn. This intersection is unique in that, I believe, the house that would have the third stop sign is part of the City of Louisville, not Bancroft (2 of 3 stop signs at this intersection would be on properties in Bancroft). The Bancroft City Commission feels that making this intersection a three-way stop would serve the interests of residents by making it safer for vehicle and pedestrian traffic. I am hopeful that you feel the same way. Please let me know your thoughts and how we can work together to try to address the speeding at this location and make this a safer intersection for everyone. Please feel free to call me on my cell phone at (502) 565-6882 with any other questions or concerns. Thank you and I look forward to speaking with you soon.

- 10/28/19

o Spoke with Shea, Councilwoman McCraney's legislative assistant, on the phone and explained to her a little more about what we wanted. She said she'd put in a service request to the individual in charge of Louisville Metro, who had started a work order to look at the site. Shea did not have an estimated timeline for a response but said she would follow up and let me know an approximate timeframe.

### **Police Department**

Chief Yeager gave the following report. There were 175 patrols of the city. There were 179 Radar/Traffic zones set up for high Police visibility. There were 33 visits to resident's homes for our "House Watch" program. There were 10 traffic stops. There were 0 Solicitors stopped. There were 6 warnings issued for: SPEED-4, DISREGARDING STOP SIGN-2. There were 4 state citations issued for: SPEED-1, DISREGARDING STOP SIGN-3. I backed up the Graymoor-Devondale Police Department 3 times. I backed up the Northfield Police one time. I did an Investigative report for a nuisance complaint on Tavener and on Maria. The Tavener complaint has been taken care of by the homeowner. The Maria complaint received extra time to get rid of the issue. I had a complaint that a homeowner did not get permission from the city commission to put up a shed. I investigated a produce box truck on Adler. His GPS guided him there instead of Norton's Hospital. I gave a warning to construction workers on Wesleyan about leaving a trailer in the driveway. I had a tire repaired on the police car; it had a screw in it. I had firearms training and certification.

### **Mayor Police Report**

1. The Police Chief's monthly patrol report is provided as a separate report.
2. The Kentucky State Police CJIS Compliance Section has notified us that we will be undergoing a routine triennial CJIS Audit. This audit is designed to ensure compliance with State and FBI CJIS policies and regulations.
3. We recently had a resident employ a company to place a dumpster in front of his home. Chief Yeager saw the dumpster after it was placed in the street. He contacted the company and had it removed the same day. Chief Yeager suggests we change the parking ordinance to specifically prohibit the placement of dumpsters in the roadway in front of homes. They should be placed in the driveway. This will allow him to write citations for people who violate the ordinance. Dumpsters are a road hazard, especially at night. Chief would like to add a penalty phase to the ordinance regarding parking to prohibit dumpsters on the street and make it enforceable.
4. The complaint about the 7410 Maria Nuisance Ordinance violation has been abated by the owner.
5. The Nuisance Ordinance complaint about the porch at 7506 Greenlawn is still outstanding. The last day for the extension was November 7, 2019. On November 12th, Rich Schiller contacted the owner, Lisa McLain. She indicated the contractor stated he will begin the work on November 25th, and it will be completed in one week. After consulting with me, Mr. Schiller submitted the following response.
  - a. Your extended abatement period to abate the nuisance identified as your front porch/stoop expired on 11/7/19 per our previous discussions. However, I have been authorized to tell you that the Bancroft Commissioners will offer to extend the just expired 60-day abatement period until 12/1/19 per your request below upon two conditions.
  - b. The two conditions for this offered extension are the production of (1) a fully executed copy of your contract with the contractor who will be performing the work and (2) a note from the contractor stating that he will complete the project before 12/1/19. This completion date note can

be informal such as an email directly from him or a picture of a signed handwritten message from him.

c. I must have these writings in hand (sent by email is fine) before the Thursday evening Bancroft Meeting on 11/14/19 or the extension offer will be rescinded.

- Attorney reported she did not respond or comply with request. Mayor will place on agenda to make a final decision on whether the commission will hire a contractor to repair and file lien.

6. I received an inquiry from a Bancroft resident asking if the fence and shed at 7408 Glen Arbor had been approved by the City Commission. The resident did not make an official complaint to the Police Chief in accordance with the City Nuisance Ordinance. Having no recollection of a request for approval for fence and shed construction, I asked Chief Yeager if he recalled such a request. He did not recall the request and went to observe the shed. After visiting the residence, he noted the shed looked very close to the property line. He informed the resident Nick Tonini and told him of the potential issue with location of the shed and the lack of City Commission permission to construct the shed. Mr. Tonini, then inquired about the process for seeking permission at the November 2019 City Commission meeting. He was informed of the process.

7. While attending the International Association of Chiefs of Police (IACP) Conference in Chicago (at my own expense, not city expense), I talked with a representative from All Traffic Solutions about obtaining new quotes for Radar Speed Display signs. I requested quotes for several versions of these signs (battery, wired electric, and solar). The intent is to obtain these quotes and present the options for City Commission approval in the 2020-2021 budget.

8. Chief Yeager and I proposed placing stop signs at Greenlawn/Hollen and Glen Arbor/Hollen to make them a three-way stop intersections. One stop sign at each intersection would need to be located in Graymoor-Devondale and the City of Louisville. One stop sign per intersection would be placed in the City of Bancroft. Commissioner Paul Chumbley (Public Services Department) agreed to contact the City of Graymoor-Devondale and the City of Louisville about potentially placing the stop signs in their cities at these intersections. Commissioner Chumbley's report contains the results of his efforts.

Police chief would like commission to consider lowering the speed limit on Bancroft Lane to 20 mph. This is not a two-lane road and cars are traveling too fast. Mayor will place on agenda at a later date.

### Finance and Administration

Commissioner Evers reported

Treasurer Shaikun has taken some information to the auditor to begin the audit of the city.

### NEW BUSINESS

1. **First Reading of Ordinance No. 5 Series 2019, An Ordinance Enacting Chapter 152 "Abatement and Decontamination of Properties Subject to Methamphetamine Contamination Notice; Lien" : To establish a process for the abatement and decontamination of properties contaminated by methamphetamine, and a lien for costs incurred by Bancroft associated with the same, in the city of Bancroft, Code of Ordinances.**

Attorney Schiller proceeded with the first reading of Ordinance No.5. He summarized that this new section 152 created an ordinance which will allow the City to abate and decontaminate a property where a meth contamination notice has been posted. The ordinance provides a process for the property owner to be heard prior to any abatement action being taken. The ordinance also allows the City to have a lien against the property for expenses incurred for abatement or demolition of the property. Finally, the ordinance sets criminal and civil penalties for violation of the ordinance.

**2. First reading of Ordinance No. 6, Series 2019, An Ordinance Amending the City of Bancroft, Code of Ordinances, Ordinance 150.03.**

Attorney Schiller proceeded with the first reading of Ordinance No. 6 Series 2019. He summarized this revision is to ordinance 150.03(Q) to provide that no construction may be done on a property until a building permit has been applied for and issued. The revision also provides that the process for application, review, and issuance of permits is published on the City's website.

Mayor Magers explained the need to formalize a list for building permits so we can keep an accurate record of the permits granted.

Resident questioned if this process will make the permit process take longer. Commission just recommend that you send information in prior to the meeting.

**3. Review of proposed agreement with the Kentucky League of Cities for development of a city personnel policy manual**

Mayor Magers passed out Personnel Policy Review Proposal. The city currently has no city employee policy manual. We have three employees and need to have this available. Kentucky League of Cities has a section of attorneys that has these polices and could look at our city and develop the policy for us.

In addition to developing the policies, KLC will train employees on the contents of the policies. The total cost will not exceed \$1878.00 and the estimate is good through the end of November. Also, any changes that need to be made over the next four years are included in the initial cost.

Mayor Magers made a motion to accept this policy. Commissioner Evers seconded. Attorney Schiller recommends and feels this is a great idea. All in favor and the motion passed.

**Anytime Waste Systems**

Owner Doug Gordon and Rhonda Poston attended meeting to check in and discuss ongoing concerns with their service. They apologized for mix-up with yard waste.

Mayor Magers addressed the ongoing problems with their service that appear to be systemic lack of organizational capacity to provide the services required in the contract. Mr. Gordone denied this claim.

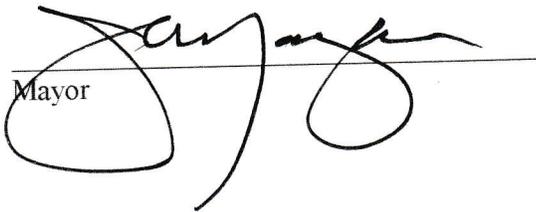
Commissioner Chumbley went through past emails from July and August where there were large misses, a large portion of city pickup being missed, recycling not picked up and other incidents.

The Commission will continue to discuss and consider options for addressing these issues. Numerous residents were unhappy with the services being provided by Anytime.

**Adjournment**

Mayor Magers thanked the residents at the meeting for their attendance.

Commissioner Chumbley made a motion to adjourn the meeting and Commissioner Evers seconded. All in favor and the meeting was adjourned at 9:06 pm.



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Mayor



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City Clerk