

MINUTES FROM FEBRUARY 8, 2023 BANCROFT MEETING

The regular scheduled meeting for the City of Bancroft, KY was called to order by Mayor Ed Evers at 7:08 P.M. on Thursday, February 8, 2023 at St. Albert the Great School, Louisville, Kentucky. Those present: Mayor Ed Evers, Commissioner Jeff Magers, Commissioner Paul Chumbley, Commissioner Gerrie Leppert, Commissioner Jaimie Schapker. Clerk Shannon Tuthill, Treasurer Arnold Shaikun and Chief David Mudd.

REVIEW MEETING MINUTES:

Mayor Evers proceeded to review the January meeting minutes. After discussion that commissioners did not have a chance to review the minutes it was decided to table the discussion on January minutes until next month.

Mayor Evers proceeded to review the special meeting minutes for January 23 and January 25. There was a small change in the wording. Commissioner Magers made a motion to approve the special meeting minutes. Commissioner Chumbley seconded and all in favor and the motion passed unanimously.

REPORTS:

Clerk

Clerk gave the following report for January.

I met with Treasurer Shaikun to sign checks and provide month end reports. Created and distributed January newsletter with Mailchimp. All 2022 tax forms completed. W2s and 1099 were completed using online E tax service and have been mailed.

Letter sent to Department of Local Government advising them of the contact information for new commission.

I met with Mayor Evers to label and stamp postcards to be mailed to all residents notifying them of the special meetings. I then hand-delivered all postcards to the Lyndon post office for mailing.

Complied with a request from Councilwoman McCraney's office for all contact information and meeting times for the city.

Processed a small amount of insurance tax proceed checks.

I was contacted by the estate of the owner of 7505 Maria because the taxes have still not been paid. I gave them the payoff amount with late fees and was assured payment would be received promptly.

I reached out to the prior owner of 7402 Glen Arbor because the house was sold in late 2022 and no one has paid the taxes on that property. I will continue to work on this.

Other standard monthly city business as needed. Nothing further to report.

Mayor's Report

Nothing more to report this month that was not noted in the mayor's notes in the newsletter.

City Maintenance

Commissioner Leppert reported that the trash was removed from Bancroft Lane. We had a tree fall and it has been removed. Informed clerk that 7208 is the correct address for Matt Meiners and not 7206. Clerk

will update address on billing. Commissioner Schapker asked that we have someone examine the tree in cul-de-sac on Wesleyan. It is not healthy and is dropping a lot of limbs but would hate to lose it. Commissioner Leppert will contact arborist to examine tree.

Communication and Public Outreach

Commissioner Schapker had nothing new to report.

Public Services

Commissioner Chumbley gave the following report.

- a) Following our last meeting, I received an email from Rumpke advising we were past due on our account. While the monthly service charge has been paid, this was an issue related to the fuel surcharge that Rumpke can add to our invoice if certain conditions are met, per our recent contract.
- b) Rumpke had previously attempted to bill a fuel surcharge to us before the time permitted by our recent contract. We had been working unsuccessfully with Rumpke to get the account credited and the billing issue resolved.
- c) After discussing the same with Rumpke, the credits were issued and all outstanding amounts paid. The account is current to the best of my information and belief.
- d) RESIDENTS SHOULD SET OUT THEIR TRASH, RECYCLING, AND YARD WASTE CONTAINERS ON SUNDAYS (NO EARLIER THAN NOON PER BANCROFT ORDINANCE). Rumpke will be collecting trash on Monday mornings moving forward. While Rumpke could not specify a timeframe, the trucks typically leave headquarters between 5:00 and 6:00 a.m. Failure to set containers out on Sunday could result in missed collection on Monday.
- e) Continuing through March, yard waste will be collected once per month on the second Monday of the month.

Police Department

Commissioner Magers gave the following police commissioner report.

- 1) Three of the seven ALPR cameras have been installed. Three more were scheduled for installation, but were delayed.
- 2) Chief Mudd participated in training from Flock Safety on how to access images and the privacy safeguards that are involved.
- 3) A draft ALPR camera SOP has been prepared and will be presented to the commission for approval. The draft policy is based on a Kentucky League of Cities (KLC) model policy.
- 4) In January I attended the three-day KLC City Officials Academy (COA) in Lexington. I traveled back and forth each day.
- 5) At the COA, I purchased six KLC City Officials Legal Handbooks. This was authorized by Mayor Evers. My legal handbook was free with registration at the COA. All commissioners, mayor, city clerk, and city attorney will have a handbook.

Chief Mudd gave the following report. There were 22 days of patrol in the city. There were 14 Radar/Stop Sign details performed for high police visibility. There were no calls for service. There were 62 traffic stops made for traffic infractions.

There were 18 traffic citations issued - charges included: Improper Registration:6, Disregarding Stop Sign:3, No Insurance:7, Fail to Transfer MV:2, Resident not to use License of Other State:1, Obstructed Vision:5, Speeding:3, Excessive Tint: 2, No Operators License:2, Expired License:1, Reckless Driving:1 There was 1 Written Warning issued. There were 44 verbal warnings issued. There were no motorist assists. There were no arrests. There was 1 warning given for parking infractions. There were 0 days of

bike patrol. There were 25 visits to residents homes for the "House Watch" program. There were 2 vehicles towed. There were 0 assists to other agencies: There were 0 ordinance investigations. I attended the January Commission Meeting. I liaised with Flock Cameras to have three ALPR cameras installed (Four to go). I completed Flock Introductory Training for ALPR camera system. I revised KLC model policy for ALPR cameras for Commission approval. I received the new Bancroft PD patches and had them put onto uniforms.

Chief Mudd added that vehicle maintenance has been done. There was a hole in fuel tank and new brakes were installed.

Finance and Administration

Mayor Evers reported he is watching the total balance at PNC and we are over the \$250000 insured amount. We have large expenses going out soon. Commissioner Magers noted that our audit report for the last two years has noted that we are over the insured amount. Treasurer suggested moving \$50000 to a new account, possibly a 6-month CD at another bank.

Question raised as to what is the consequence if we keep over the \$250,000 limit. We have a fiduciary duty to the state to protect the cities interests.

Mayor Evers made a motion to transfer \$50000 from the general fund at PNC to the PNC Investment general fund managed for KLC. Commissioner Leppert seconded. Treasurer Shaikun recommended everyone look at the financial statement to see the account. All in favor and the motion passed unanimously. Commissioner Magers asked for an email confirming when the transfer has been made.

OLD BUSINESS

1. Update regarding 7616 Old Salem Road

Attorney Schiller left report that a warning order attorney has been appointed. This attorney is for anyone that has not been in the conversation at this point. Want to protect everyone that may have a claim. Attorney said it could be another six months before the sale of the home.

Commissioner Schapker said a Bancroft resident contacted and asked about buying the home. She wanted to let commission know.

2. Update on recommended locations for Flock license plate reader cameras

Chief Mudd reported that five cameras have been installed. Waiting on permits for the other two because they are located on property that is not part of Bancroft but is within city of Louisville. One installed on Bancroft Lane the hole was in the wrong yard. Resident was upset with the location of the camera on his property. There is a 15-foot Bancroft easement that would allow for installation. It was installed at 16 feet so even if moved would only be one foot.

Further reported website is up and running. The installed cameras are working and capturing plates. Chief submitted a policy from the KLC model policy. He will supply commission with the reports. Chief has contacted the residents outside of Bancroft that would need cameras on their property. The camera on Maria was placed at Hayward which left four Bancroft homes on Maria not being covered. One resident was upset that their house was missed. Commission asked should we just pay for another camera so that all houses were covered.

Commissioner Magers made a motion to add an eighth camera at 7400 Maria Avenue in order to pick up the four homes that were not covered by the previously approved cameras. Commissioner Leppert seconded the motion. All in favor and motion passed unanimously.

KLC Policy has recently been updated and includes all information with regard to license plate reader cameras. Commissioner Magers made a motion to accept SOP 23 License Plate Readers. Commissioner Chumbley seconded. No discussion, all in favor and motion passed unanimously.

NEW BUSINESS

1. KOHS Grant Money- Chief Mudd

Chief Mudd would like to apply for highway safety grant money. Extra traffic enforcement time for Brownsboro Road, Bancroft Lane and Greenlawn and anywhere else there is a problem with speeding. This would be part of the up to 16 additional hours of duty for work outside of Bancroft.

Commissioner Chumbley made a motion to approve the grant application for Chief Mudd. Commissioner Leppert seconded. Commissioner Magers added that he endorsed the application. All in favor and motion passed unanimously.

2. Open Records Guide

Mayor Evers forwarded the 38-page guide that the commission is required to review and sign. Mayor needs everyone to sign and return to Mayor. He has to mail the report in after everyone signs. Should be a certificate of receipt. Mayor passed out distribution list for everyone to sign and return.

3. Assignment of Responsibilities Municipal Order

Mayor Evers read a proposed Municipal Order 1-2023 stating the departments of the commission. It assigned Mayor Ever - Department of Administration and Finance.

Commissioner Magers - Police Department

Commissioner Gerrie Leppert - City maintenance

Commissioner Paul Chumbley - Public services


Commissioner Jaimie Schapker - Community outreach

Commissioner Magers made a motion to accept Municipal order 1-2023. Commissioner Chumbley seconded. All five in favor and motion passed unanimously.


4. Budget planning for next fiscal year

Mayor Evers will meet with Treasurer Shaikun to plan some changes to budget that will more clearly define areas previously assigned to misc. expense.

Commissioner Chumbley made a motion to adjourn the meeting and Commissioner Schapker seconded. All in favor and the meeting was adjourned at 8:54 pm.



Mayor



City Clerk