

The regular meeting of the Bromley Council began with a pledge to the flag at 6:30 P.M.

Officers answering to roll call: Mike Kendall, Larry Hamant, Nancy Kienker, Mayor Jobe, Attorney Vocke, Mike Denham, Tim Wartman and Gail Smith. All members are present.

Smith moves that the January 2017 minutes and the February special meeting minutes be accepted. Denham seconds. Roll call: all aye. The motion carried.

**CITIZEN REPORT**

The Mayor informed a citizen that the first draft of the plans for the Main Street Project have been received and the committee will meet to discuss those plans following tonight's Council meeting. The sign for 509 Main Street will face the intersection so that it can be seen from each direction. Wartman felt that the increased use of Main Street by semis is a result of GPS routing.

Cindy Lowe, a Ludlow resident, has asked for the use of the park area for a Revival for the first part of October, 2017. She would like to put up a large tent in the event of bad weather. She hopes neighboring churches will participate. The Revival would take place for several hours on a Friday and a Saturday evening. There will be no games and no food served. Kienker will check with the insurance company regarding liability. Ms. Lowe will work with Wartman in regards to this matter. The Attorney suggests that the City make it known that Bromley is not sponsoring this event.

**BUILDING INSPECTION REPORT**

Schutzman is not present at this time but is expected to attend the meeting regarding the Main Street Project.

**POLICE REPORT**

No report is available at this time. Chief Stanley is absent.

**FIRE DEPARTMENT REPORT**

This report is available in the office for review.

Hamant was informed that St. John's Road is not located in Bromley but is part of the territory that is covered by our department.

It was reported that Bromley Fire Department (BFD) has a committee in place to discuss the festival which is, typically, run by BFD and considered to be a fund raiser. This committee has not met to date. If they hold a meeting a report will be made at the April Council meeting. They may choose to have just a fish fry, play bingo, or have some adult rides so that the festival does not cater to certain groups of people.

Smith stated that the City needed a copy of the BFD contract in order to begin budget preparation.

**HALL COMMITTEE REPORT**

Smith asks Hamant to instruct the custodian to clean the windows and the sills throughout the building.

**ROAD AND LIGHT COMMITTEE REPORT**

Denham has received a list, from Bob France, former Road and Light Chairperson, in regards to some signs that need to be taken care of in town.

France, Public Works, reports that an unbelievable amount of debris has built up over the years along curb lines. One problem in doing the job is the number of vehicles that remain parked along the streets during his work hours impeding the job. The Mayor reported that the State has taken over Main Street but he feels that Bromley should keep these areas clean as they are within the City limits.

France is organizing the contents of the building at the garage. He suggests that the City dispose of the old signs since no bids were received for their purchase. France may be able to scrap some of the aluminum signs and submit the money to the City Treasurer.

France has found some signs in the garage for handicapped parking. He will clean them up so they can be used. Kendall suggests that France keep a log of dates and amounts of debris collected as he cleans the curb lines. Kendall will contact someone from SD1 about the debris that is clogging storm drains underneath the grates. France is cleaning any debris found on top of the grates. The problem, per France, is what is building up on the inside of the drains.

Per the Mayor, Shane Hamant is coming tomorrow to clean the runoff on Rohman Avenue caused by drainage problems, which are believed to be Water District concerns as the runoff is coming from their pipelines following new construction. Kendall stated that the problem could be an obstruction of some kind causing the water to find a new diversion route. He may have a contact person.

France suggested that the City might consider purchasing a Billy Goat to assist in cleaning the curb lines. Smith suggests that the City consider purchasing an attachment for the Bobcat which would do the same job. France will obtain prices for the attachment.

France may rent a bucket truck, when weather allows, to remove old banners from utility poles, replace old hardware, and put up new banners (already purchased and stored in the office).

France was informed by Hamant that a stop sign had come off of a pole on Pike Street at Rohman. The Police had the sign and asked that it be replaced immediately as vehicles were zooming through. France replaced the sign. He is replacing the self-tappers on the stop signs with 4" carriage bolts as the other hardware was not holding the signs in place.

Hamant brought up the possibility of making the one-way sections of Shelby Street two-way once again. It is believed that trolley buses were the reason that the street became one-way. Denham will work with France regarding the feasibility of this taking place. The street will be measured and residents may be consulted to see if they would be opposed to this idea.

Hamant has concerns about the utility pole at Pike Street and Steve Tanner. An accident caused the pole to be broken. He suggested that the City go after the person who caused the accident to see if they are responsible for repairing or replacing the utility pole. This is what was done in regards to the guardrail on Bromley Road (which has not been resolved because the guardrail was not mentioned in the accident report). The Mayor has been trying to have the utility pole issue resolved since the accident. Neither the phone company nor Duke Energy will take responsibility for the repair work. Rhonda Whitaker, from Duke Energy, claims that Cincinnati Bell is responsible for the pole. The phone company did put a piece of metal on the pole to hold it in place as an easy fix. Denham suggests that both companies be informed that the pole could be a danger and that the City is not liable should an accident take place.

Hamant stated again that vehicles quit using the hillside for entry to the park and begin to use the alley. France has done this because a vehicle in the alley is parked too far out into the alley making entry almost impossible.

France will pursue the cleaning of a catch basin by the garage at the park.

Denham was contacted by the Water District in regards to road work in Bromley. He needs to know the progress on Main Street so that he can relay this information to them. The Mayor stated that we will not be repaving the streets and the Main Street Project will be discussed at the meeting tonight.

Denham would like to know more about the paver purchases for 509 Main Street. He would also like for the website to get up and running. Kendall stated that we should have more information regarding the website after tomorrow, when the computers are due to be installed by the company who will be setting up the new web page.

Denham and France will be pursuing the handicapped parking issue for the Anglian property across from the City building. All of her paperwork is in order and has been reviewed by Denham.

France may be able to patch the hole at Pleasant and Boone Streets until SD1 can put us on their repair list. In the meantime, Denham feels that the sewer line can collapse and become a safety issue.

**ATTORNEY REPORT**

The Attorney is still waiting for Chief Stanley to amend the accident report in regards to the guardrail on Bromley Road so that he can pursue the matter with the insurance company that is involved.

The Attorney has the official form letter regarding open records information that was distributed to the newly elected Council members. These forms will be filed in the office.

Hamant discussed the Anglian property on Hayward Street that was in the hands of the Blight Committee. The property was cleaned up but the time had lapsed per the citation that was issued.

Hamant is ready to pay \$1,000 in fees if the balance of the fine can be waived. Smith stated that this can be done but there is a process involved and information needs to be submitted with the request of waiver and brought before Council who will make this decision. If there are questions regarding this matter they should be addressed by calling our Attorney.

Our Attorney has contacted the Attorney representing Shakey's Lawn Service but he has had no response to his call. Apparently, per the Mayor, Shakey put in a bid to do park mowing, flower planting, etc. He did not get the job with his bid of \$28,000.00. Another party did. Shakey must feel that the City owes him the price of his bid that was declined. The Attorney will continue to pursue this matter.

**MAYOR REPORT**

The Mayor has no report other than the Main Street Project which will be discussed with that committee following this Council meeting.

The Mayor will prepare a job description for the Public Works Department. It was suggested that France, Public Works, do grass cuttings at blighted properties. France will attempt to do this. It was not certain if the extra work would be considered at the same salary. These are issues that need to be discussed. Kendall felt that the salary could be increased if the work load became too much to handle.

The Attorney did not feel that there would be a conflict if the Public Works was cutting grass at blighted properties as this is the way it has been done all along (with the City paying for this service).

France stated that curbs need painting throughout Bromley and some signs need to be purchased.

Schutzman will be informed if France begins to cut grass at blighted properties. Schutzman would continue, per the Mayor, to see that these properties are cleaned up as was done in the past.

Kienker asked why we did not use our professional grass cutter to maintain the grass at these locations.

Smith stated that this could be a possibility with an additional fee added to the contract and Wartman

asked why Schutzman could not continue to cut grass at blighted properties. The matter can be pursued.

The Mayor reported that Schutzman is not paid until fees are collected from the property owners.

Kendall feels that Schutzman needs to be paid when he does the work. Schutzman's helpers get paid when they perform the duties. Schutzman only gets paid as liens are paid. This is by verbal agreement, per Smith. This may need to change as well.

**WAYS AND MEANS REPORT**

Smith would like projected costs from committees for budget preparation. Smith suggests only necessary spending be done until the accounts are back in order. She may find the last cash balance and deduct checks in order to come up with running account balances.

Smith will give the Attorney the top five on the list from the delinquent tax spreadsheet. The Attorney stated that 227 Shelby Street is finally in foreclosure. The delay in filing foreclosures, per the Attorney, is caused from the companies that buy delinquent tax bills from the County. They usually do this in July and pay \$300-\$500 for tax bills and, by the time administrative fees, court costs, etc. are added, the fees are very high. Our Attorney waits to see what happens in such cases and to see who files for foreclosure. He will check on the status of 227 Shelby Street.

**PARK AND PLAYGROUND REPORT**

Bids were received for installing the electric in the park garage building. The Mayor stated that the proposed pavilion will need to feed off of this electric. Denham suggests that we have the electric installed in the garage and any additional electric work can feed off of this service. Smith asks if a motion is needed to allow for this work to be done. Per the budget, the balance left in the Park's budget is enough to have the electrical work completed.

**INSURANCE AND GRANTS**

Kienker will check on the insurance in regards to the request at the park for a Revival.

Kienker is sending the forms that will renew our insurance.

Kienker needs receipts to submit a claim for the computers. Kienker will see if we can recover the cost of the hard drive for the copier as well.

**Smith moves to accept all committee reports. Denham seconds. Roll call: all aye. The motion carried.**

**OLD BUSINESS**

Kendall reports that the City will purchase the computers from Sophicity whose service supplies records retention with double-backup (every-night and an offsite backup). A meeting is scheduled at 10 A.M. tomorrow morning. The Attorney advised that no more than three Council members be present at this meeting. He said that the Mayor does count as a member. (Kendall did not read it that way in regards to quorum). The computer system can be used tomorrow and the Treasurer can smoothly download Peachtree. Kendall is in favor of I.T. conference calls. A date for kickoff is to be scheduled. Sophicity provides several website sample designs. We will be notified if records can be destroyed. Their service is available 24/7. They will know of any issue before we are even aware of it. If problems cannot be solved remotely they will schedule an appointment. The monthly cost for the service is \$486.00.

Smith reports that the Clerk's credit card was used to make the computer purchases. The Clerk stated that she did not personally make the purchase. It was made by the computer committee.

Sophicity will provide a server and will attempt to sell ours. The Mayor would like to add two more computers in the future.

Our Auditors will attempt to get our computer data from Kenton County Police so that we can continue to operate the City. Smith suggests Quickbook as a possibility to replace Peachtree if the records cannot be retrieved. The Mayor informed Smith that the office staff preferred to keep Peachtree.

The Attorney has spoken with Kenton County Police who did not seem to want to assist him with retrieval of our records. Commonwealth Attorney, Rob Sanders, seems supportive of our situation and is attempting to resolve the problem, with our Auditors being present to obtain our computer information. The Mayor has spoken to John Chamberlin (Auditor) who has told him that retrieving a copy of the hard drive does not necessarily mean that the documents can be opened. September was the last backup of Treasurer's records.

**NEW BUSINESS**

**PLEASE NOTE THAT A HEATED DISCUSSION FOLLOWED IN REGARDS TO THE MUNICIPAL ORDERS. FOR MORE SPECIFIC INFORMATION REGARDING THE MUNICIPAL ORDERS YOU MAY ASK TO LISTEN TO THE TAPE RECORDED MINUTES.**

Smith asked the Attorney to prepare two Municipal Orders addressing the payment of bills. One of the orders requests full access to the office and to the auditing firm.

The Attorney read Municipal Order 3-1-17 which allows all Council members access to the office during business hours and be enabled to make copies. Smith moves to accept this Municipal Order.

Mayor Jobe objects saying that the Order violates several KRS's. Personnel records contain Social Security numbers which need not be made public. Smith will have personnel records listed as exempt. The Mayor stated that there is a KRS listing the official records' keepers as the Mayor and Clerk. He asks how either can vouch that records have not been tampered with if questioned. It was suggested that the Clerk be asked to make the copies.

Smith stated that she was banned from contacting the Auditor.

The Attorney stated that he was asked by Smith to prepare the Municipal Orders but feels that they need to be amended to be more in line with KRS rules.

Smith informed the Mayor that she has been in the office and copied records and the Mayor stated that no one has asked for information and ever been denied that information.

The Attorney will change the Municipal Order specifications to meet KRS standards. He feels that we need to be more specific in the event that records have to be used for legal proceedings.

The Mayor has asked Kendall to write the budget. Kendall wanted to review ordinances prior to agreeing to write the budget. The Mayor says there is an issue involving "segregation of duties" since Smith writes the budget, presents the budget for approval, handles the budget, signs checks and vouchers (Smith stated that she did not sign vouchers) and approves bills. There was no segregation of duties as all of the activities were being done by one person. The Attorney stated that there are statutes regarding the preparation of a budget. Someone can prepare the budget while another oversees it. Smith would like her name removed as a signer of the checks. This will be done.

Smith was asked by the Mayor to write the budget. She has agreed.

The Mayor stated, that the way this Municipal Order was written, it would be no different than him asking Council members for copies of their personal emails to one another for a six-month period. KRS specifies free copies of records are available from the keeper of the records which keeps anyone from obtaining the records on their own.

The Mayor will inform the Auditors that anyone on Council may contact them with questions.

The second Municipal Order will also need changes in order to comply with KRS stipulations as it is in regards to authorization for payment of bills and involves committee chairpersons.

Smith stated that based on KRS, Council has the right to investigate matters.

The Attorney will make changes and forward them to the Mayor and Council members.

**RETURN TO OLD BUSINESS**

France stated that he has found all purchased items in the garage with the exception of the backpack blower. The Mayor stated that this has been missing since Creekmore was employed by the City. Denham would like someone to be appointed to maintain records of inventory. The use of a Home Depot card for Public Works may be considered at a future date.

Kendall will proceed, with the other Beautification Committee members, with the purchase of new signs for the building (2) and the replacement of the old City entry signs (4). The funds are available for this committee's use. The Attorney informed Smith that committees do not have to spell out everything that they plan to do as there is the indication for use of funds spelled out in the budget.

Denham suggests topsoil be purchased for 509 Main Street.

Smith asks if we can advertise for bids for work under \$20,000. The Attorney says we can but it is not required. Smith would like for bids to be brought before Council before decisions are made.

It was suggested that bids be obtained for the demolition of 214 Pleasant and 231 Pike Street.

**COMMUNICATIONS**

A thank you note was received from the Smith family for flowers.

Duke Energy will be working on inspections of gas pipings from April 7-10. Their uniforms and identifications will be under the name of: Southern Cross Inc.

**BILLS**

Smith moves to pay the bills. Wartman seconds. Roll call: all aye. The motion carried.

The meeting adjourned at 8:22 P.M. on a motion made by Smith and a second by Kendall.

**MAYOR** \_\_\_\_\_ **CLERK** \_\_\_\_\_