

**MEETING MINUTES
TOWN OF BANCROFT
FEBRUARY 21, 2019**

Mayor Donna McKneely called the meeting to order at 7:00 pm with prayer and roll call (all were present): Jami Hayes, Bethany Adkins, David McClung, Wallace Harper, Thomas Frame and Marie Dailey. Councilmen McClung & Frame were sworn in prior to the meeting.

Guests Mrs. McClung, Mike Fore and Ben Moses also present.

Councilman Harper moved to accept the minutes as presented; Councilwoman Adkins seconded and motion carried. Mr. Harper further moved to accept the financial statement; Councilman Frame seconded and motion carried. Councilwoman Hayes then moved to pay the invoices; Councilman McClung seconded and motion carried.

Mrs. Hayes provided handouts with information and prices on several different types of town entrance signs from different vendors. Council discussed the style, type, color scheme and came to an agreement (green lettering on white background, squared off at top, one font type). Mrs. Hayes moved to order two signs from Signs by Dan; Mr. Harper seconded and motion carried. Mr. Harper will place the order with Signs by Dan and check into the installation.

JR Marshall, Jim Lively Insurance Company and the town representative with the WV State Board of Risk & Insurance. He helped the Mayor complete the yearly assessment and is attending the meeting to explain our insurance and answer any questions. We discussed the town grass cutting, and he said the contractor should have insurance, but WV State Board or Risk would provide secondary insurance. He also discussed worker's comp for town employees.

Recorder then updated the council on the investment account move to RBC. Our broker, Cara Boehm, has requested the type of investing the town wanted. Mrs. Dailey doesn't feel comfortable making that decision, and asked how the firm handles other government entities. RBC states that those agencies have an Investment Policy Statement and she will send one to the council to look over (she is scheduled to attend March town meeting).

Mayor McKneely discussed a Town CleanUp Day, and has spoken to Charity Fellure regarding a grant. Unsure about the total cost, but Poca's cost last year was \$1500 and they paid \$500 (because of grant). Council discussed this and think May would be a good time. Mr. Harper moved the Mayor write the grant with Waste Management for a town cleanup day in May; Mrs. Hayes seconded and motion carried.

Council discussed the Christmas Lights again. Eleanor bucket truck still not repaired and we are looking at alternatives. Council discussed the Teays Valley Fire Department – would they do it for a donation? Mr. Harper said he would check.

Mr. Harper spoke to Tim Spradling of Benchmark Construction regarding water in the alley. Mr. Spradling discussed putting a ditch in the alleyway from end to end and install a pipe. However, the alleyway is filled with buried utilities. Mr. Spradling is to bring a transit and shoot the alley, then discuss the next steps.

The Town Ordinances were discussed. Mayor McKneely spoke to the Municipal League, who gave her a list of small towns similar to Bancroft to see what their ordinances were like. Council discussed taking them one step at a time: rewrite them, delete some, then adopting the whole new ordinance book through the necessary legal steps (advertising, 2 readings, etc). Mrs. Adkins moved that the Mayor take her ordinance book to Staples for copying so the council can start working on the ordinances; Mr. Frame seconded and motion carried.

Council then opened the grass cutting bids at 8:20 pm:

1. Rocky Nelson; \$1500 month to provide contracted ground maintenance (extra work would be additional \$)
2. RSG Landscaping & LawnCare; \$1075 per month for a total of \$12,901 to be paid in monthly installments. He has General Liability insurance and pays into worker's comp.

After some discussion, Mr. Harper moved to accept the bid of RSG; Mrs. Adkins seconded and motion carried.

Mayor reported that the fax machine is broken and no faxes can be received. Komax is very expensive, but Mayor handed out information from Staples on 2 different ones from \$69 - \$149, with an extended warranty but not including toner. Mr. Harper moved to purchase the \$149 fax machine, plus 2 toners; Mr. McClung seconded and motion carried.

Council discussed the Chamber of Commerce offer to create a website. Mrs. Adkins moved to go with the Chamber of Commerce free year offer to create a Town of Bancroft webpage and link it to the Chamber of Commerce website; Mrs. Hayes seconded and motion carried. Mrs. Adkins will contact Ashley Alford to get the ball rolling!

The mayor discussed restarting a Town Newsletter. She spoke to Carla Dailey, who is willing to start one again, with input from residents and the council on upcoming events. The town will provide the copying of said newsletter. Mrs. Adkins moved that the town provide the copies for the newsletter; Mr. McClung seconded and motion carried.

Mayor then discussed the new playground equipment at the park. She has no information and there was no file left behind with the grant information, installation or copies of letters written to install the equipment. She asked if Councilman Frame would talk to George Woodrum to see if he has any information regarding the playground equipment.

Council then discussed a debit card or petty cash fund for purchasing gas or town hall and park supplies. Recorder stated the debit card is an option, and funds would come directly from our general fund and recorded on monthly bank statements. Mrs. Hayes moved to obtain a debit card on our existing General Fund account; Mrs. Adkins seconded and motion carried.

With no further business, Mrs. Hayes moved to adjourn the meeting at 9:35 pm.

DONNA MCKNEELY, Mayor