



Carla Kreitman, Mayor  
10201 Radford Road  
Louisville KY 40223

Pat Gramig, City Clerk  
122 Blue Fields Road  
Louisville KY 40223

**CITY OF BLUE RIDGE MANOR MEETING MINUTES  
January 26, 2015**

**NEXT MEETING DATE: February 23, 2015**

The regular monthly meeting of the City of Blue Ridge Manor was held on January 26, 2015 at the Middletown Fire Department, Division 2. The meeting came to order at 7:00pm, Mayor Carla Kreitman presiding.

**The following were present:**

Carla Kreitman - Mayor	Annie Duncan Ponvert – Blue Ridge Road
Hans Klose – Commissioner-Mayor Pro Tem	David Wayne – Rosewood Court
Stan Chauvin – City Attorney	Janice Surratt – Rosewood Court
Bob Carter - Treasurer	Sue Lentz – Rosewood Court
Pat Gramig-City Clerk	Terry Hall – Rosewood Drive
Porter Lady - Commissioner	Karen Moriarty – Blue Rose Court
Art Sims - Commissioner	Eve Nowery – Blue Rose Court
Judge Ken Conliffe - Commissioner	Phyllis Santos - Blue Rose Court
Nowana Sides – Blue Rose Court	James Blair – Rosewood Drive
Madeleine Steele – Blue Rose Court	Michael Roberts – Blue Rose Court

**Approval of November Minutes**

Having distributed the November minutes to the Commission prior to the January 26th meeting, Mayor Kreitman asked if there were any corrections or omissions. Porter Lady moved that we dispense with an oral reading of the minutes and be approved. Hans Klose seconded the motion. Motion carried.

**Confirmation of City Officials**

Mayor Kreitman made a motion to confirm the appointments of Hans Klose as Mayor Pro Tem, Stan Chauvin as City Attorney by Commission, Pat Gramig as City Clerk, and Bob Carter as City Treasurer. Porter Lady seconded the motion. Motion carried.

**Delegation of Duties/Departments as Established by Prior Ordinance**

Mayor Kreitman stated that she will make a decision regarding the delegation of duties on City communications, community affairs, website and newsletter by next month's meeting.

She also recommended re-defining the duties/responsibilities of the Department of Public Safety/Works and Sanitation under commissioner, Ken Conliffe. It was agreed that the Department of Public Safety and the Department of Works and Sanitation should be under separate management. Therefore, the re-definition of duties and responsibilities is so stated:

### **Department of Public Safety**

Commissioner Art Sims will be in charge of this Department and his duties will be:

- Coordinate services regarding public safety including coordination with fire department and law enforcement. He shall oversee and act as a liaison for all matters and activities relating to the occurrence of disaster(s) or emergency situations within the City.

### **Department of Works and Sanitation:**

Commissioner Ken Conliffe will be in charge of this Department and his duties will be:

- Streets, sidewalks, directional and safety signage and other public places, including construction, repairs, improvement, cleaning and lighting;
- Service, repair and replacement of water and sewer distribution lines and related facilities.
- All matters involving sanitation including pickup and disposal of all garbage and other trash from within the city and including recycling. This includes all duties and requirements set out in Ordinance(s) 50.01 and 50.02. "Garbage and Refuse".

### **Open Meetings/Open Records Notification**

Mayor Kreitman was notified that she had sixty days from her newly appointed position to comply with the Attorney General's office, on the Open Meetings/Open Records Notification. Each City's elected and appointed officials submitted a signed proof of receipt so City Attorney Stan Chauvin could submit the required documents. A copy of these will be kept on file in the City records.

### **Treasurer's Report**

Bob Carter gave an overview of the December End of the Month report, and the Second Quarter Report for the fiscal year 2014-15. Porter Lady made a motion to approve the Treasurer's Report. Hans Klose seconded it. Motion carried. Bob also reported that he received notice from the IRS that 1099 forms are due by January 31<sup>st</sup>. He will respond before the deadline date.

Bob also gave an update on delinquent taxes. He reported that we have seven residents that are delinquent. Art Sims suggested that we send a letter of final payment that must be paid by a certain date or further action will be taken. Some discussion followed. Stan Chauvin requested the list of the seven residents and he will send a final letter along with a copy of a lien that will be filed if payment is not received by February 20<sup>th</sup>.

## **OLD BUSINESS**

### **Update on Easement/Water Issue**

Stan Chauvin reported that he continues to follow up on the filing of proper paperwork with Dwight Chism, MSD, and the Water Company. Delays have been due to the involvement of multiple parties. Stan stated that construction plans should begin soon on resident, Annie Duncan-Ponvert's property. He will keep the commission advised of its progress.

### **Update on Road Dedication/Declaration of Rights Action**

Commissioner Conliffe informed the commission that he has contacted Johnathan Ricketts Law firm regarding this issue and should have an update by next month's meeting.

### **Review of Amended budget – Comply with Recommendation of Auditor**

City Attorney, Stan Chauvin and City Treasurer, Bob Carter will meet to review audit procedures. The auditor recommended the City to consider drafting a budget ordinance in a condensed form reflecting the primary government functions. Stan will give the first reading of this ordinance at next month's meeting.

### **Sidewalk Proposal Update**

The Sidewalk Proposal was tabled until next month's meeting.

### **Mailbox/Storage Area/Centralized Filing**

Mayor Kreitman is researching several areas of improvements for the City. They include:

- A centralized locked mail box for all City mail. One individual will be responsible in picking up the mail and delivering it to the proper city officials.
- Storage area closer to Blue Ridge Manor location. Would like to consider a location with sufficient space to store all City documents. This would eliminate scattered files and storage boxes of city records in city officials' residences.

## **NEW BUSINESS**

### **Garbage Contract – Bid Contract**

Commissioner Conliffe reminded everyone that the present garbage contract expires June 30<sup>th</sup>, 2015 and we should begin the bidding process for a new one. He also reminded the commission to consider in the bid, proper containers for garbage and yard waste and should meet the needs of the City. Stan Chauvin will work with Ken and put together an ad for publication of the Bid Request.

### **Dates/Suggestions for Citizen Engagement**

Mayor Kreitman suggested keeping events/functions of the City that involve residents and retailers who are also a part of the City. These functions are:

- Blood Drives – This event has been very successful and has a positive effect within the City and its residents.
- Annual Picnic – This event also has a positive effect and encourage resident participation
- Oktoberfest – Even though this was canceled last year due to a parking issue by Roosters, it was definitely well received by the residents and retailers. Mayor Kreitman would like to re-establish this event and work with Roosters as a neighbor vendor so both the City and Roosters will benefit from this function.

Mayor Kreitman encouraged the residents to become more involved with these events and would favor any new suggestions for future ones.

Annie Duncan Ponvert suggested a perennial plant exchange. Mayor Kreitman considered this a very good opportunity to encourage beauty of the City. She also suggested that it would be to the benefit of the City if its citizens would be willing to form a committee to take over some of these projects.

## **COMMISSIONERS REPORTS**

### **Department of Public Safety – Judge Ken Conliffe**

Public Safety - Commissioner Conliffe announced that he has submitted an invoice to the City Treasurer for the City's police security services.

Public Roads - He also reminded the Commission that a contract for snow removal is in order.

Effective immediately, Commissioner Art Sims will assume the Department of Public Safety responsibilities as stated above in these minutes

### **Department of Works and Sanitation – Judge Ken Conliffe**

Commissioner Sims shared a few suggestions. They were:

- Spring and Fall junk pick-up. May 7 will be scheduled for the Spring pick-up. Junk pick up should carry an outline with restrictions.
- A shredding service was also suggested
- Special pick-up for empty medical bottles and syringes

Effective immediately, Commissioner Ken Conliffe will continue to act as the Commissioner for the Department of Works and Sanitation as stated in these minutes.

### **Public Property and Finance – Hans Klose**

- Commissioner Klose had nothing new to report at this time.

### **Department of Park and Recreation – Porter Lady**

Commissioner Lady reported that:

- Extensive mounds of mulch that remained after ground work in the park was corrected and spread in place by Blankenship Tree Service.
- He is also exploring the cost of aerating and fertilizing the park grounds. New trees that were planted are doing well.
- He informed the commission that most residents would like to have all front entrances landscaped by Derby. Porter explained that the weather has a great deal of influence if this is a good time to do so. He asked the commission for their suggestions for landscaping. Mayor Kreitman suggested he confer with the landscaper for an expert opinion.
- Suggested we research adding to the summer picnic, a smoker vendor to cook ribs, chicken. Mayor Kreitman added that we need to explore licensing and food permits in order to consider this option.

### **Discussion From The Floor**

Residents in attendance felt the Junk pick-up idea was a good one. There was also an inquiry regarding MSD and the cones they have left at various locations for a long period of time. The

concern was one that left people wondering what type of work was being conducted. Mayor Kreitman reported that she has been in contact with MSD and felt this may be a drainage issue. She will ask for a report from them to give her findings by next meeting.

**Legal Issues – Closed Session**

Mayor Kreitman moved that the meeting proceed to a closed session to address legal issues. This session is authorized by KRS60.810B. Art Sims seconded the motion. Motion carried. The executive closed session convened at 8:00 pm.

Mayor Kreitman made a motion to reconvene the regular monthly meeting. Hans Klose seconded it. Motion carried. The regular monthly meeting reconvened at 8:15pm in order to continue with unfinished business.

It was unanimously voted by the commission in closed session, that the City would pursue a permanent injunction but not pursue attorney's fees on legal papers served on the City by Darrell Metcalfe's attorney on his behalf.

There being no further business, the Mayor asked for a motion to adjourn. Commissioner Ken Conliffe moved for adjournment. Art Sims seconded it. Motion carried. Meeting was adjourned at 8:20pm.

Respectfully submitted:

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**Pat Gramig – City Clerk**

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**Carla Kreitman – Mayor**