**City of Brownsboro Village**

**City Commission Meeting Minutes**

**March 14, 2023**

The regular March 2023 meeting of the City Commission of Brownsboro Village was called to order at 6:30 pm. The meeting was held at the home of Commissioner Whitney Hankins, 407 Sprite Road..

Present: Mayor Mark Joyce, Commissioners Whitney Hankins, Brian Willis, Fay Dorval, Maryellen Howley, and Treasurer Brian Shanks.

Absent: City Clerk (position vacant)

Guest: Barbara Schmall, Tree Board Chair

Special Report: Mayor Joyce presented a report that outlined references from *Robert’s Rules of Order* and the *Kentucky League of Cities City Officials Legal Handbook, 2019 Edition* regarding what should be included in the minutes of a Regular Meeting of a government entity such as the City of Brownsboro Village. The report was titled “Guidelines for the meeting minutes of the City of Brownsboro Village.” **Mayor Joyce moved, and Commissioner Dorval seconded, that the “Guidelines for the meeting minutes of the City of Brownsboro Village” be approved as the criteria for acceptable meeting minutes. The motion passed by a show of hands. None opposed.**

Special Order of Business: The City Commission accepted the resignation of Dana Lindley as City Clerk.

Minutes: **Commissioner Willis moved, and Commissioner Hankins seconded, that the minutes of the February 14, 2023, meeting be approved as distributed. The motion passed by voice vote.**

Finance: Treasurer Shanks presented the financial statement for January 2023. **Commissioner Howley moved, and Commissioner Dorval seconded, that the cash basis January 2023 financial statement be approved as distributed. The motion passed by voice vote.**

Roads and Streets: Commissioner Howley stated that the property boundary survey regarding the sidewalk on Napanee Rd. resulted in the sidewalk being on the property owner’s side and not the City of Brownsboro Village. She presented a draft letter to the residents of Napanee Rd, from the City Commission, communicating the results and responsibilities. She also said the City needs an ordinance that reflects the results and responsibilities. Mayor Joyce offered to share the letter with our City Attorney for review, and also ask guidance on writing the ordinance.

Sanitation/MSD: No Report

Community Relations: Commissioner Dorval shared information about website developers as part of the process of enhancing our website. She asked everyone to review the websites of neighboring cities and report at the next meeting what each one likes.

Block Watch: Commissioner Willis asked the Commissioners to review the proposal from L-4 Security and come prepared to discuss it at the next meeting.

Tree Board: Chair Barbara Schmall reported Jo Forrest joined the Tree Board replacing Adam Maple. The Tree Board would like permission to announce our Tree USA designation at the fall block party, and possibly celebrate Arbor Day. The Commission agreed. Future activities were discussed, but nothing was decided.

Unfinished Business: Cost/Logistics of City-Wide leaf removal (Dorval) tabled. Commissioner Dorval asked the paper shredding service to residents be removed from the agenda.

New Business: None.

Announcements: None

The monthly meeting will be held on the second Tuesday of the month at 6:30 p.m. as scheduled.

April 11, 2023 Mark Joyce 300 Sprite Rd

May 9, 2023 Brian Willis 406 Chenoweth Ln

June 13, 2023 Maryellen Howley 408 Lotis Way

**Commissioner Dorval moved, and Commissioner Howley seconded, that the meeting be adjourned. The motion passed by voice vote.** Meeting ended at 8:09 p.m.

Respectfully submitted, Reviewed by,

Mark Joyce Mark Joyce

Acting City Clerk Mayor