

**Richlawn City Commission  
Minutes of the Regular Meeting  
August 19, 2019**

The August 19, 2019 meeting was called to order at 7:34 PM at the Old National Bank

Present: Mayor Carpenter; Commissioners Williams, DeVore, Cassidy, and Brotzge; City Attorney Porter; City Clerk/Treasurer Sullivan; CEO George Stewart

**A. Resident & Guest Forum:**

- a. Marsha McWhorter 4169 Blenheim Rd and Rae Taylor 214 Gibson Rd
- b. Rae Taylor thanked the commission for the cooperation during the construction of his new garage.

**B. City Clerk/Treasurer Report:**

- a. Daniel Sullivan reported that insurance premium tax funds exceeded expectations for July.
- b. Trash can replacement was placed in repairs and maintenance for budget accounting purposes.
- c. Mini Library placed in misc/contingency for budget accounting purposes.
- d. April check to Steve Porter reissued for tax ordinance from April 2019 which was not needed. (Metro Government did not pass their ordinance for Richlawn to match.)
- e. Added checks for yard contest winners and Ray Phillippe for tree trimming.
- f. Daniel asked for emails in the subject line to contain INVOICE FOR CHECKS; these words allow for Daniel to minimize matching emails with checks for each Commissioner's area of responsibility.
- g. Commissioner Brotzge motioned to pay bills, Commissioner Williams seconded, all voted in favor.
- h. Commissioner Brotzge motioned to approve the July minutes, Commissioner Williams seconded, all voted in favor.
- i. Monthly Bills:

August 2019							
Type	Date	Name	Memo	Account	Paid Amount	Original Amount	
Check	08/16/2019	Daniel M. Sullivan	July 2019	Old National Bank - Checking			-360.60
			July 2019	Clerk-Treasurer Salary	-400.00	400.00	
			July 2019	Payroll Taxes & W/H Payable	39.40	-39.40	
TOTAL					-360.60	360.60	
Check	08/16/2019	Richlawn Neighborhood Association.	2019-2020 Fall Festival / Activities	Old National Bank - Checking			-2,000.00
			2019-2020 Fall Festival / Activities	Neighborhood Association	-2,000.00	2,000.00	
TOTAL					-2,000.00	2,000.00	
Bill Pmt -Check	08/16/2019	Brightview (fka Valley Crest)	2810445	Old National Bank - Checking			-1,660.90
Bill	07/31/2019		5 Mowings	Landscaping	-865.20	865.20	
			Bed Maintenance	Landscaping	-270.40	270.40	
			Lawn Application	Landscaping	-108.15	108.15	
			Shrub Trimming	Landscaping	-417.15	417.15	
TOTAL					-1,660.90	1,660.90	
Bill Pmt -Check	08/16/2019	Neighborhood Security & Asset Protection		Old National Bank - Checking			-420.00
Bill	07/31/2019		July 2019 Patrols	Security Service	-420.00	420.00	
TOTAL					-420.00	420.00	
Bill Pmt -Check	08/16/2019	Vintage Printing and Distribution Service	Original Invoice Paid did not include freight	Old National Bank - Checking			-16.85
Bill	07/22/2019		Original Invoice Paid did not include freight	Printing and Reproduction	-16.85	16.85	
TOTAL					-16.85	16.85	
Bill Pmt -Check	08/17/2019	Louisville Code Enforcement & Mediation		Old National Bank - Checking			-220.00
Bill	06/30/2019		June 2019	Code Enforcement	-10.00	230.00	
Bill	07/31/2019		July 2019	Code Enforcement	-210.00	230.00	
TOTAL					-220.00	460.00	

Check	08/17/2019	TROGLIONE KRISTEN M	Canopy Tree Program Reimbursement	Old National Bank - Checking		-180.25	
			Canopy Tree Program Reimbursement	Canopy Tree Program	-180.25		180.25
TOTAL					-180.25		180.25
Check	08/17/2019	Carey, Alexis	Canopy Tree Program Reimbursement	Old National Bank - Checking		-500.00	
			Canopy Tree Program Reimbursement	Canopy Tree Program	-500.00		500.00
TOTAL					-500.00		500.00
Bill Pmt -Check	08/17/2019	Stephen T. Porter	Insurance tax ordinance - REPLACE VOIDED CHECK	Old National Bank - Checking		-750.00	
Bill	04/04/2019		Insurance tax ordinance/REPLACE LOST CHECK	Legal Fees	-750.00		750.00
TOTAL					-750.00		750.00
Check	08/02/2019	Google	Internet / Email Aug 2019	Old National Bank - Checking		-96.00	
			Internet / Email Aug 2019	Internet / Email	-96.00		96.00
TOTAL					-96.00		96.00
Check	08/02/2019	US Postal Service	Postage / Stamps	Old National Bank - Checking		-13.50	
			Postage / Stamps	Postage (Stamps)	-13.50		13.50
TOTAL					-13.50		13.50
Check	08/16/2019	Rumpke	July 2019 Service	Old National Bank - Checking		-3,283.50	
			July 2019	Sanitation	-3,283.50		3,283.50
TOTAL					-3,283.50		3,283.50
Check	08/13/2019	Louisville Metro Revenue Commission	Quarterly Payroll Taxes 2nd 2019	Old National Bank - Checking		-158.32	
			Payment	Payroll Taxes & W/H Payable	-69.30		69.30
			Payment	Miscellaneous	-89.02		89.02
TOTAL					-158.32		158.32
Bill Pmt -Check	08/16/2019	Louisville Water Company	Water June - July 2019	Old National Bank - Checking		-237.70	
Bill	08/02/2019		Water June - July 2019	Water	-237.70		237.70
TOTAL					-237.70		237.70
Bill Pmt -Check	08/23/2019	LG&E	July 2019 Service	Old National Bank - Checking		-496.93	
Bill	07/26/2019		July 2019 Service	Gas and Electric	-496.93		496.93
TOTAL					-496.93		496.93

**C. Code Enforcement Officer:**

- a. George Stewart reported barking dog at 109 Don Allen was not too loud.
- b. He cited some yards for high grass. He did not enforce parking issues due to the Commission's discussion on the topic.
- c. Metro Code and Regulations was at 4193 Blenheim; Commission will leave it up to Metro Government to clean up and put lien on the property and George will follow up with Metro Government.
- d. Steve Porter did not receive any acknowledgement of receipt of his letters to this address.
- e. An unnamed person reported the overgrown backyard at 215 Heady.
- f. For the record, PVA uses "the estate of" when something is in probate court.
- g. 107 Don Allen again seems to be using the Richlawn trash service to remove his business trash.

**D. City Attorney:**

- a. Steve Porter reported no response from his letters to 4193 Blenheim.
- b. Forwarded modified parking language to the Mayor.

**E. Commissioner Cassidy:**

Ian Cassidy reported he edited directory with Dianne Devore and will keep a blank space for Parking in the new directory. Should distribute in September.

**F. Commissioner Brotzke:**

Matt Brotzke reported no construction applications. Flynn Bros paving reported our Richlawn roads are not failing now. Should look at the condition in the Spring. Road is 4.5 years old. The Commission budgets approximately \$2000 per year for pavement replacement & repairs.

**G. Commissioner Devore:**

Dianne DeVore reported that the mini library will be placed by the street light by the Heady entrance. "Dig" number will be called to prevent issues with utilities. She has not had satisfying communications with Brightview; Brightview has not kept up with their promises to her since she began serving as a Commissioner. She will seek other bids for landscaping and snow removal and honor deadlines to prevent interruptions in service for the city. For the record, Richlawn can piggyback on Metro Government paving contracts. Our insurance cannot be used to repair Heady entrance. She will seek another bid on Heady berry tree for 101 Don Allen.

**H. Commissioner Williams:**

Torrence Williams will place 2018 items in archive folder on Richlawn website. Waiting on information concerning fall festival to complete fall 2019 Gazette. He will be on vacation during the middle of September.

**I. Mayor Carpenter:**

The Mayor and the Commissioners discussed parking ordinance and times to allow parking ranging from 2 to 5 hours. We settle on 3 hours since this allows a reasonable time to keep cars on the street in all cases. We all liked an email address to be used to help George Stewart with enforcement and the "reasonability test". There is a new trash can at the Heady entrance. Used Mulch to fill the sink hole south of 101 Don Allen. DOT sign standards are for streets with speed limits 25 mph and above; signs can be seen at night with low beams at the intersections. Ledyard Way is the true name of the city's northernmost street according to Commissioner Williams. We will look for brick masons to repair Heady right column. Daniel Sullivan will look up previous vendor and Ian Cassidy will seek resident of Richlawn who is in the mason business. Matt Brotzge will contact LGE about leaning streetlight at Taggart and Heady.

**J. New Business:**

None.

**K. Adjourn:**

Commissioner Brotzge motioned to adjourn at 9:01 PM and Commissioner Williams seconded; all voted in favor, adjourning the meeting.

Respectfully submitted:

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Ian A. Cassidy, Commissioner

**MAYOR:**

Andrew Carpenter 502-554-3282  
116 Don Allen Road  
Police, MSD, Hubbards Lane Project, E-mail Access

**CITY COMMISSIONERS:**

Ian Cassidy 502-500-2311  
Richlawn Handbook, Nextdoor.com, Tree Program, Gazette  
Matthew Brotzge 502-592-2193  
Code Enforcement, Roads, Sidewalks, Lights, Property Improvements  
Dianne DeVore 502-593-1134  
Trash, Recycling, Yard Waste, Landscaping, Snow Removal, Road Signs  
Torrence Williams 502-386-9359  
Richlawn Website, Gazette, Rental Registrations, Ordinance Posting

**CITY CLERK/TREASURER**

Daniel Sullivan 502-553-2858

**CITY ATTORNEY**

Steve Porter 502-297-9991