

Southern Heights Neighborhood Crime Prevention and Improvement District (SHNCPID) Commissioner Meeting

Delmont Public Library

January 21, 2024 @ 3:00 pm

MEETING MINUTES

- **Call to Order**
 - Commissioner Roll Call – Troi Davis (absent), Audrey Hampton (absent), Patti Hatch (present), Tia Mills (present), Yvette Moody (present), Sheila Sims (present), Eddie Veal (absent)
 - Quorum Met
- **Approval of Agenda**
 - Motion to approve agenda was made and adopted
- **Meeting (12-17-23) Minutes Approval**
 - Motion to approve Dec 17, 2023 meeting minutes was made and adopted
- **SHNCPID Financials**
 - Account Balances (2 checking accounts):
 - New Account

Checking Account Summary

PREVIOUS BALANCE	.00	AVERAGE BALANCE
+ 1 CREDITS	43,193.76	41,440.33
- 14 DEBITS	3,874.00	YTD INTEREST PAID
- SERVICE CHARGES	.00	.00
+ INTEREST PAID	.00	
ENDING BALANCE	39,319.76	

***** CHECKING ACCOUNT TRANSACTIONS *****

• **Deposits and Other Credits**

Date	Amount	Description	Date	Amount	Description
12/11	43,193.76	TRNSFR CREDIT			
					XFR FR 7537

• **Checks**

Date	Serial	Amount	Date	Serial	Amount
12/21	9001	300.00	12/19	9008	300.00
12/19	9002	300.00	12/19	9009	150.00
12/19	9003	150.00	12/26	9012 *	300.00
12/21	9004	600.00	12/28	9013	300.00
12/19	9005	300.00	12/29	9014	124.00
12/19	9006	150.00	12/28	9015	300.00
12/20	9007	300.00	12/28	9016	300.00

• **Balance By Date**

Date	Balance	Date	Balance	Date	Balance
12/11	.00	12/20	41,543.76	12/28	39,443.76
12/11	43,193.76	12/21	40,643.76	12/29	39,319.76
12/19	41,843.76	12/26	40,343.76		

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- **Old Account**

VISIT HANCOCKWHITNEY.COM TO ENROLL IN ONLINE BANKING WITH ESTATEMENTS. CALL US AT 800-448-8812.

Checking Account Summary

PREVIOUS BALANCE	44,484.96	AVERAGE BALANCE	15,053.44
+ 1 CREDITS	158.09	YTD INTEREST PAID	.00
- 2 DEBITS	43,484.96		
- SERVICE CHARGES	3.00		
+ INTEREST PAID	.00		
ENDING BALANCE	1,155.09		

***** CHECKING ACCOUNT TRANSACTIONS *****

- **Deposits and Other Credits**

Date	Amount	Description	Date	Amount	Description
12/14	158.09	CORP PAY EBR SHERIFF			023346008488464CCD

- **Checks**

Date	Serial	Amount	Date	Serial	Amount
12/04	2089	291.20			

- **Other Debits**

Date	Amount	Description	Date	Amount	Description
12/11	43,193.76	CHANNEL TRANSFER DEBIT XFR TO 3643	12/29	3.00	PAPER STATEMENT FEE

- **Balance By Date**

Date	Balance	Date	Balance	Date	Balance
11/30	44,484.96	12/11	1,000.00	12/29	1,155.09
12/04	44,193.76	12/14	1,158.09		

- **December 2023 Budget Expenditures**

December 2023 Debits

Contract Labor	\$3,750.00
Post Office Box	\$ 124.00
Bank Stmt Fee	\$ 3.00
Bookkeeper Fee	\$ <u>291.00</u>

Total Dec Debits \$4,168.20

- **FINANCIALS NOTES**

- Old account was left open. This proved beneficial due to the EBR Sheriff's Office erroneously transferring property taxes to the old account versus the new account.
- The Post Office Box for 2024 was paid in December to avoid USPS fee increases and reflects the PO Box cost shared with SHPOA.

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- Bank Statement fee is the charge for paper statements.
- December expenses include \$291 charged by the Bookkeeper for supplies.
NOTE: We do not have the Bookkeeper contract to assess charges.
 - Bookkeeper has not closed Nov and Dec 2023 and still needs to process the 1099s for CPID Patrol. Remaining, outstanding 2023 expenses would the Bookkeeper charges for last 2 months in 2023 and 1099 work. 1099s are due by January 31, 2024. Future Bookkeeper charges should be no more than \$200. NOTE: We are not planning to use the Bookkeeper after she has closed Nov & Dec 2023 and produced the 1099s for the CPID Patrol.
 - Records that have not been found include the Bookkeeper contract and the previous Board's newly created website (contract/invoices). NOTE: We can hold the previous Board accountable for this info based on the legal document used with the transfer of Board records.
- **Motion was made to accept financials report by Sheila Sims.**
- **Motion adopted.**
- **SHNCPID Town Hall Update**
 - Yvette Moody reviewed the Town Hall Discussion including the participation of Patrol Officers.
 - Chevron issues are actively being pursued by BRPD as a nuisance business.
 - License Plate Readers, Shot spotters (in park) for gunshots, speed radar guns and different types of Patrol Officers for Traffic issues (junk cars, event parking & traffic, parking, speeding, etc.) were discussed.
 - Decisions will be made on what we can afford to do, what funding/funding source may be available to support safety needs.
 - Second Town Hall Discussion was discussed as Board determines which tools and items to pursue for improved safety.
 - In the past, SHPOA has worked with our Patrol to address issues that are covered by law but are not typical Officer Activities. These issues may matter to a subdivision (property values & safety) and we will continue to need Patrol assistance to address them. Concern raised that we keep a good balance so we are not operating as a police state.

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- **2024 Budget Discussion**

- Proposed 2024 Budget was discussed by Sheila Sims. Budget was transferred to match the format required by Local Gov't Budget Act. The simpler budget format was reviewed to make it easier to review.
- Key changes in expected charges:
 - Patrol pay raise from \$30 to \$40 p/hour
 - Election fees for 2024 CPID renewal election is \$800
 - Professional audit is \$2,500
 - Signage for 8 entrances is \$2,000
 - License Plate Readers (for 4 sites on Somerset & Pembroke @ \$2500) for a total \$10,000
 - IT Charges \$300 (exact split not known)
 - Tax Assessor fee \$522
 - PO Box Rental \$124
 - Bank charges \$150
 - Robocalls , Newsletter, Other Communications \$200 (may be more)
 - Supplies (Laptop, printer, financial software, supplies) \$3,000
- Sheila will work with the Local Gov't Services in the Legislative Audit Service to clarify the format used, allowable charges, budget process, restrictions, and budget adoption process required for SHNCPID.
- Discussion on whether we need the SHNCPID should retain an attorney who specialized in government agency law. SHPOA recommended that legal services are added to the SHNCPID budget.
- **Motion made by Yvette Moody** to add legal expense as a SHNCPID budget line item and to have a workshop to transfer knowledge from SHPOA to SHNCPID. SHPOA will document all known information to SHNCPID.
 - Seconded by Sheila Sims.

Motion adopted.

- **Recommendation made by Sheila Sims** to use this budget as a starting point. Next steps will be to work with the Local Government Services to determine the process, format, etc. that must be followed to comply with the Local Government Budget Act.
 - Seconded by Yvette Moody.
- **Recommendation adopted**

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- **2024 Meetings Calendar**

*Meeting Date & Time	Meeting Location
Jan 14, 2024 Town Hall Meeting 3 pm	Scotlandville Public Library 7373 Scenic Hwy
Jan 21, 2024 Q1 Quarterly Meeting 3 pm	Delmont Public Library 3351 Lorraine St
April 21, 2024 Q2 Quarterly Meeting 3 pm	Scotlandville Public Library 7373 Scenic Hwy
July 21, 2024 Q3 Quarterly Meeting 3 pm	Scotlandville Public Library 7373 Scenic Hwy
October 20, 2024 Time TBD	Location TBD
December 15, 2024 Q4 Quarterly Meeting Time TBD	Location TBD

***Meeting dates are subject to change. Additional meetings may be scheduled as needed.**

- Meeting Calendar placed on SHPOABR.com under SHNCPID Meetings & Events Calendar.
- Discussed issue of not being able to fully schedule meetings in October & December due to library scheduling restrictions. If a problem booking a room occurs other meeting locations (IBM, Lake Sherwood, SU Library, etc.) will be utilized.

Meeting adjourned at 4:30 pm