

**Mayor**  
J. Byron Chapman

**Commissioners**  
Paul Hayden  
Amy Oliver  
Mark Stigers  
Ron Wolf



**City Clerk**  
Brittany Veto  
(502) 245-2762  
[cityofmiddletownky.org](http://cityofmiddletownky.org)

**Middletown City Commission  
Regular Meeting Minutes  
City Hall – 11803 Old Shelbyville Road  
May 8<sup>th</sup>, 2025 – 6:00 p.m.**

**1. Call to Order**

**2. Pledge of Allegiance**

**3. Roll Call-** City Clerk Brittany Veto called the roll:

- Commissioner Amy Oliver – Present
- Commissioner Paul Hayden – Present
- Commissioner Mark Stigers – Present
- Commissioner Ron Wolf – Present
- Mayor Byron Chapman – Present
- Treasurer Tracy Dohn- Present

**4. Minutes**

- a. April 10, 2025 Regular Minutes: Correction noted to replace “Blair” with “Dohn.” Motion to approve as corrected by Ron Wolf, seconded by Mark Stigers, and carried unanimously.
- b. April 22, 2025 Special Meeting: Motion to approve by Paul Haydon, seconded by Amy Oliver, and carried unanimously.

**5. Treasurer’s Report**

- a. General Fund: Postponed due to Treasurer’s recent medical leave. Mayor and Commissioners welcomed Treasurer Tracy Dohn back.
- b. Road Fund: Postponed.

**6. Middletown Cemetery Association, Inc., Board of Trustees**

- a. Cemetery Treasurer’s Report: Postponed.

**7. Announcements/Updates**

- a. May 18<sup>th</sup> will be the first concert in the park.

**8. Presentations**

**9. Reports**

- a. **Middletown Police Department:** Chief Rob Herman presented his report.
  - The discussion covered recent crime trends, including a rise in retail theft and the return of “door shaker” activity. A request was made for the installation of an additional Flock

camera at Blankenbaker, with potential funding from Metro. Commissioners also asked for monthly trend reports on alarms, arrests, and citations. The Chief urged the Commission to approve a preorder for 3 police vehicles to avoid price increases and ensure 2025 delivery. Motion by Ron Wolf to authorize the order of three vehicles for approximately \$150,000 with budget allocation in FY26; seconded by Amy Oliver, and approved unanimously.

- b. **Public Works Department:** Chris provided his report.
  - Noted seasonal increase in grass/weed violations and proactive enforcement.
  - Discussion of Easter Egg Hunt safety and success. Suggestions made for future crowd and road management.
- c. **Business License & OCC Registration:** Tracy Dohn stated Ann is busy with submissions.
- d. **Middletown Historic Museum:** Mark Stigers announced the Museum will host a Louisville Metro Arts meeting on May 30 from 4-7pm and shared increased senior group visitation.
- e. **Middletown Chamber of Commerce:** Chamber president and Jennifer Williams shared that the May 13 Golf Scramble has 97 golfers and is meeting fundraising goals. They also reviewed feedback from the Easter event, including issues with early egg access and misreported start times.
- f. **2025 Event Planning:** Playground is installed. Material to maintain turf has arrived and application began. Suggestion to add an inclusive "Expression Swing" to the playground.

#### 10. General Public Comment- No comments

#### 11. Contracts/Municipal Orders/Ordinances/Resolution

- a. **MO 05-08-2025-A: Data Vault Drive** – Motion by Mark Stigers and seconded by Amy Oliver carried with discussion on road responsibilities, signage, and license agreement requirements. (Exhibit "A")
- b. **MO 05-08-2025-B: Middletown Lions Club Sponsorship** – Ron Wolf recused himself. Nina Wolf requested sponsorship funding. Motion made by Mark Stigers, seconded by Paul Haydon, approved \$10,000 as a "Title Sponsor" unanimously after amending the order language to include that the funding benefits the residents of the commonwealth and not just Middletown. (Exhibit "B")
- c. **A-Plus Paper Shredding** – Authorized Clerk to begin shredding service to remain in compliance with the Department of Library and Archives. Motion by Amy Oliver, seconded by Mark Stigers, approved unanimously.
- d. **MO 05-08-2025-C: Public Works Vehicle** – Approved purchase of vehicle for incoming Director of Operations. Motion made by Ron Wolf, seconded by Mark Stigers, motion carried. (Exhibit "C")
- e. **Middletown Police MDT Discussion** – Chief Herman shared urgent need to replace 20 MDTs and related accessories due to Windows 11 upgrade requirement with Microsoft and Louisville Metro systems. The estimated cost is approximately \$55,000. No action was taken; however, it will be added to the FY26 budget.
- f. **Addendum to Snow Contract** – Approved extension of existing contract with Quality Contracting until 5/30/2026. Motion made by Ron Wolf, seconded by Amy Oliver, motion carried. (Exhibit "D")



- g. **Planning and Zoning - Residential Lot Restrictions** – Reviewed concerns regarding accessory dwellings and subdivision authority. Legal counsel clarified current zoning allowances and recommended consistent monitoring.

## 12. City Attorney Report

- a. **12004 Brinley Ave:** Request to waive penalties and interest (\$2,870.30) due to extenuating legal and financial circumstances. Motion made by Amy Oliver, seconded by Paul Haydon to waive penalties and interest. Motion approved.
- b. **217 East Forest:** Legal action may be dismissed if owner pays approximately \$6,000 owed. City Attorney to negotiate with property owner and set deadline.

## 13. Executive Session 61.810 (f) Discussions or hearings which might lead to the appointment, discipline, or dismissal of an individual employee

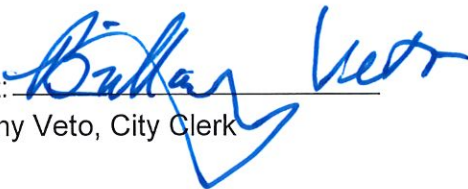
- a. A motion was made by Commissioner Wolf, seconded by Commissioner Stigers, to go into executive session at 7:21pm via KRS 61.810 (f). Motion passed unanimously.
- b. A motion was made by Commissioner Hayden, seconded by Commissioner Oliver to return to open session at 7:31pm. Motion passed unanimously. No action was taken in the executive session.
- c. A motion was made by Commissioner Wolf, seconded by Commissioner Oliver to approve Municipal Order 05-08-2025-D. Starting pay for Chris Mann will be \$33 per hour, subject to review after his 90-day probationary period. Those voting in favor of this municipal order were Mayor Chapman, Commissioner Stigers, Commissioner Oliver and Commissioner Wolf. Commissioner Hayden abstained. (Exhibit "E")

## 14. Adjournment

- a. A motion to adjourn was made by Commissioner Hayden, seconded by Commissioner Oliver. Motion passed unanimously and the meeting was adjourned at 7:33pm.

Attest:

Brittany Veto, City Clerk



J. Byron Chapman, Mayor

**CITY OF MIDDLETOWN**  
**MUNICIPAL ORDER NO. 05-08-2025-A**  
**A MUNICIPAL ORDER OF THE CITY OF MIDDLETOWN, KENTUCKY**  
**ACCEPTING THE PUBLIC DEDICATION OF CERTAIN PRIVATE ROADWAYS**

**WHEREAS**, the City of Middletown established certain guidelines to be met as a prerequisite of the City considering accepting the public dedication of any private roads into the ownership and control of the City of Middletown,

**AND WHEREAS**, the property owner of the private roadways known as Data Vault Drive and Development Way (more particularly described in the attached Exhibit One), by and through their representatives, have complied with all said requirements and have submitted all the required information and paperwork required to publically dedicate certain roadways and transfer those roadways to the ownership of the City of Middletown, Kentucky,

**AND WHEREAS**, the City of Middletown Commission has found that it is in the best interest of the City that said roadways are accepted as public roadways, to better facilitate upkeep and access over time, ensure uninterrupted access for emergency services, and support continued commercial growth and traffic flow within this key suburban business corridor;

**NOW THEREFORE;**

Section 1: That the public dedication of a portion of Data Vault Drive and Development Way, the limits of such dedication being more particularly described in the attached Exhibit One, be and hereby are accepted. Further, the Mayor is hereby authorized to execute and cause to be filed a deed dedicating the road and transferring ownership of said roadway to the ownership of the City of Middletown as a public roadway. This acceptance is conditioned upon the owner of said private roadway entering into a licensure agreement with the City of Middletown (in a form acceptable to City of Middletown), confirming that the current owner will retain all maintenance responsibilities for a certain entrance sign located at the intersection of Shelbyville Road and Data Vault Drive.

Section 2. This Municipal Order shall take effect immediately.

Passed and approved: \_\_\_\_\_

\_\_\_\_\_  
J. Byron Chapman, Mayor

ATTEST:

\_\_\_\_\_  
Brittany Veto, City Clerk

Those in favor \_\_\_\_\_

Those opposed \_\_\_\_\_

CITY OF MIDDLETOWN  
MUNICIPAL ORDER 05-08-2025-B  
A MUNICIPAL ORDER RELATING TO APPROVAL OF GRANT FUNDING FROM THE CITY OF  
MIDDLETOWN FOR THE MIDDLETOWN LIONS CLUB

WHEREAS, the City has received an Application for Grant Funding from the Middletown Lions Club; and

WHEREAS, the application has been reviewed by the Attorney for the City, who has determined that the Grant complies with established precedent as an expenditure for a public purpose, in that the Applicant has shown that the grant will be used to fund expenses related to the annual charity golf scramble, the proceeds of which benefit local charitable programs and services that directly support residents of the Commonwealth; and

WHEREAS, the City of Middletown recognizes the benefit of supporting civic organizations that foster charitable engagement, community well-being, and local support networks.

BE IT ORDERED BY THE CITY OF MIDDLETOWN:

Section 1. The City Commission specifically finds that a public purpose is fostered by the grant. The Commission finds that the public purpose conditions are that the grant will be used to fund charitable initiatives that take place within the City of Middletown and benefit City of Middletown residents, as set out in the Applicant's application for funding dated 4/10/2025, *which requests funding for costs related to the annual charity golf scramble.*

Section 2. That the City approves the funding request in the amount of \$10,000 to support the event as a Community Partner Sponsor.

Section 3. That such funding request is conditioned upon:

1. The funds shall be used solely for the purpose of assisting with expenses related to the Middletown Lions Club Annual Charity Golf Scramble.
2. The City shall only pay invoices directly, up to the amount stated in Section 2 and only for those items detailed in the Application referenced herein.
3. The use of the funds shall be monitored by the Mayor, or their designee.
4. An account of event expenses must be provided to the City within 30 days after the event.

Section 4. The City Commission finds that funds exist in the City Budget to fund this application for a grant, which shall be expensed through city account number 525.2.

Adopted this 8th day of May, 2025.

Attest:



Brittany Veto, City Clerk

  
J. Byron Chapman, Mayor

Those in Favor: 4  
Those Opposed: \_\_\_\_\_

Wolf abstained

CITY OF MIDDLETOWN  
MUNICIPAL ORDER 05-08-2025-C

A MUNICIPAL ORDER RELATING TO APPROVAL OF THE PURCHASE OF A VEHICLE FOR THE PUBLIC  
WORKS DEPARTMENT

WHEREAS, the City of Middletown has identified the need for a reliable vehicle to support the operations of the Public Works Department; and installation of emergency vehicle lighting; and

WHEREAS, the City has reviewed a quote from Sternberg Automotive for the purchase of a 2019 Ford F-150 (VIN 1FTFX1E55KKE83668), with an odometer reading of 72,241 miles, at a total cost of \$22,856.50; and

WHEREAS, the purchase will be made in accordance with applicable procurement procedures and will support the continued effectiveness and safety of the department;

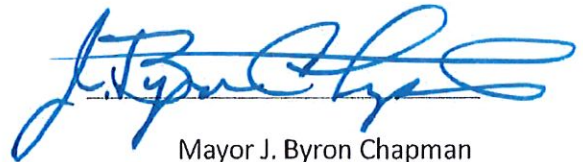
NOW, THEREFORE, BE IT ORDERED BY THE CITY OF MIDDLETOWN:

**Section 1.** The City Commission hereby approves the purchase of the 2019 Ford F-150 for the Public Works Department not to exceed \$26,000 from Sternberg Automotive and emergency vehicle lighting from RCS.

**Section 2.** The Mayor and/or City Clerk are authorized to take all necessary actions to execute the purchase and ensure proper documentation is retained for city records.

**Section 3.** This Order shall take effect upon its passage and approval according to law.

Introduced and adopted this 8th day of May, 2025.



Mayor J. Byron Chapman

ATTEST:



Brittany Veto, City Clerk

Those in Favor 5  
Those Opposed 0



### ADDENDUM TO SNOW REMOVAL CONTRACT

This Addendum to Snow Removal Contract (the "Addendum") is attached to and made a part of the Snow Removal Contract (the "Basic Agreement") by and between the City of Middletown (hereinafter "City") and Quality Contracting, Inc. (hereinafter "Contractor").

#### WITNESSETH:

WHEREAS, the parties entered into the Basic Agreement effective June 1, 2018, and extended it through May 30, 2025, by prior Addendum; and

WHEREAS, the parties now wish to extend the term of the Basic Agreement for an additional one (1) year period under the same terms and conditions, including pricing.

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein, the parties agree as follows:

1. The term of the Basic Agreement is hereby extended for one (1) additional year, commencing June 1, 2025, and ending May 30, 2026.
2. All terms, conditions, and pricing under the Basic Agreement, as previously amended, shall remain in full force and effect during the extension period.
3. Any reference to the "Agreement" or "Contract" in the Basic Agreement shall be deemed to include this Addendum.

IN WITNESS WHEREOF, the parties have executed this Addendum as of the dates below.

(Contractor)

Quality Contracting, Inc.

By: [Signature]  
Title: Owner  
Date: 5-19-25

(City)

City of Middletown

By: [Signature]  
J. Byron Chapman, Mayor  
Date: 12 MAY 25



CITY OF MIDDLETOWN  
MUNICIPAL ORDER NO. 05-08-2025-D  
A MUNICIPAL ORDER RELATING TO THE APPOINTMENT OF THE  
DIRECTOR OF OPERATIONS

WHEREAS the City of Middletown desires to hire an Director of Operations,

NOW THEREFORE, BE IT ORDERED BY THE CITY OF MIDDLETOWN:

1. That the City Commission does hereby ratify and confirm the hiring and appointment of Chris Mann, as Director of Operations, subject to the conditions listed herein:

(a) The employment begins the 1st day of June 2025. Pay shall be hourly, at a rate in accordance with the City's personnel pay classification ordinance of \$ 33 per hour. Thereafter, pay to be set by the City Commission during its annual budget process.

(b) Hours, days of work and supervision shall be controlled by the Mayor as the Personnel Officer, under the authority of the City's Personnel Ordinances. All terms and conditions of employment are subject to the City's Personnel Ordinances.

(c) Duties and job description are as set out in the City's job description for Director of Operations.

(d) The hire is conditional on successful completion of a three-month probationary period. Reviews will be conducted after 90 days.

Adopted at a meeting of the City Commission held on 8<sup>th</sup> day of May, 2025

  
J. Byron Chapman, Mayor

Attest

  
\_\_\_\_\_  
Brittany Veto

Those in Favor 4  
Those Opposed 0

Haydon abstained