

CITY OF CYNTHIANA BOARD OF COMMISSIONERS

MINUTES

April 16, 2024

5:30 PM

1. Call to Order

The City of Cynthiana Board of Commissioners met in regular session April 16, 2024 at 5:30 PM in the Harrison County Board of Education Board Room located at 308 Webster Avenue, Cynthiana, Kentucky. Present were Mayor Smith, Commissioner of Fire Safety and Emergency Services Dailey, Commissioner of Public Works/Utilities Conner.

Mayor Smith called the meeting to order.

2. Invocation

Mayor Smith presented the invocation.

3. Approve of Minutes

4. Legals

A. Ordinance #1661-First Reading Special Events

Commissioner of Public Works/Utilities Conner made a motion to Approve Ordinance #1661-First Reading Special Events. Commissioner of Fire Safety and Emergency Services Dailey seconded.

Vote:

Yes:	Mayor Smith, Commissioner of Fire Safety and Emergency Services Dailey, Commissioner of Public Works/Utilities Conner
No:	None

5. Mayors Report

A. Sponsorship Harrison Memorial Hospital Gala with a \$1000 sponsorship

Commissioner of Fire Safety and Emergency Services Dailey made a motion to Approve Sponsorship Harrison Memorial Hospital Gala with a \$1000 sponsorship. Mayor Smith seconded.

Vote:

Yes:	Mayor Smith, Commissioner of Fire Safety and Emergency Services Dailey, Commissioner of Public Works/Utilities Conner
No:	None

B. Local Event Funding- Sponsor event insurance for the Juneteenth Celebration at Reverand Ross Park

Commissioner of Fire Safety and Emergency Services Dailey made a motion to Approve Local Event Funding- Sponsor event insurance for the Juneteenth Celebration at Reverand Ross Park. Mayor Smith seconded.

Vote:

Yes:	Mayor Smith, Commissioner of Fire Safety and Emergency Services Dailey, Commissioner of Public Works/Utilities Conner
No:	None

6. Commissioner's Report

A. Commissioner of Public Property and Finance

1. Finance Report

Mayor Smith made a motion to Approve Finance Report for General Fund \$75,669.01 Water Fund \$116,567.81 Commissioner of Public Works/Utilities Conner seconded.

Vote:

Yes: Mayor Smith, Commissioner of Fire Safety and Emergency Services Dailey,
Commissioner of Public Works/Utilities Conner

No: None

B. Commissioner of Police Safety

1. Department Report

2. Authorize to purchase Pace Scheduler in the amount of \$2427.00 using DEA Asset Foreforiture Funds

Mayor Smith made a motion to Approve Authorize to purchase Pace Scheduler in the amount of \$2427.00 using DEA Asset Foreforiture Funds. Commissioner of Public Works/Utilities Conner seconded.

Vote:

Yes:	Mayor Smith, Commissioner of Fire Safety and Emergency Services Dailey, Commissioner of Public Works/Utilities Conner
No:	None

3. Increase Nathan Balk's pay by .50 cents per hour for completion of KLEC certificate per Police Dept incentive policy.

Mayor Smith made a motion to Approve Increase Nathan Balk's pay by .50 cents per hour for completion of KLEC certificate per Police Dept incentive policy.. Commissioner of Fire Safety and Emergency Services Dailey seconded.

Vote:

Yes:	None
No:	None

4. Increase Brandon Puckett's pay by .50 cents per hour for completion of one KLEC certificate per Police Dept Incentive policy.

Mayor Smith made a motion to Approve Increase Brandon Puckett's pay by .50 cents per hour for completion of one KLEC certificate per Police Dept Incentive policy. . Commissioner of Public Works/Utilities Conner seconded.

Vote:

Yes:	Mayor Smith, Commissioner of Fire Safety and Emergency Services Dailey, Commissioner of Public Works/Utilities Conner
No:	None

5. Increase Gary Merrill's pay by .50 cents per hour for completion of one KLEC certificate per Police Dept incentive policy.

Mayor Smith made a motion to Approve Increase Gary Merrill's pay by .50 cents per hour for completion of one KLEC certificate per Police Dept incentive policy. . Commissioner of Public Works/Utilities Conner seconded.

Vote:

Yes:	Mayor Smith, Commissioner of Fire Safety and Emergency Services Dailey, Commissioner of Public Works/Utilities Conner
No:	None

6. Increase Matthew Royse's pay \$1.00 for completion of 2 KLEC certificates per Police Dept Incentive policy

Mayor Smith made a motion to Approve Increase Matthew Royse's pay \$1.00 for completion of 2 KLEC certificates per Police Dept Incentive policy. Commissioner of Public Works/Utilities Conner seconded.

Vote:

Yes:	Mayor Smith, Commissioner of Fire Safety and Emergency Services Dailey, Commissioner of Public Works/Utilities Conner
No:	None

7. Authorize purchases using Crisis Response Grant funds up to \$20,000 using City of Cynthiana standard procurement policies for planning phase project costs.

Mayor Smith made a motion to Approve Authorize purchases using Crisis Response Grant funds up to \$20,000 using City of Cynthiana standard procurement policies for planning phase project costs. . Commissioner of Public Works/Utilities Conner seconded.

Vote:

Yes:	Mayor Smith, Commissioner of Fire Safety and Emergency Services Dailey, Commissioner of Public Works/Utilities Conner
No:	None

8. Authorize the purchase of an Ipad for use for Sgt. Jett at the DEA task force in the amount of \$558.95 using DEA Asset Forfeiture funds.

Mayor Smith made a motion to Approve Authorize the purchase of an Ipad for use for Sgt. Jett at the DEA task force in the amount of \$558.95 using DEA Asset Forfeiture funds.. Commissioner of Fire Safety and Emergency Services Dailey seconded.

Vote:

Yes:	Mayor Smith, Commissioner of Fire Safety and Emergency Services Dailey, Commissioner of Public Works/Utilities Conner
No:	None

C. Commissioner of Fire Safety and Emergency Services

1. Department Report

2. Employee Recognition- Chief Bob Chaffee was presented a Kentucky Colonel certification

3. Telecommunicator Week Proclamation

Mayor Smith made a motion to Approve Telecommunicator Week Proclamation. Commissioner of Fire Safety and Emergency Services Dailey seconded.

Vote:

Yes:	Mayor Smith, Commissioner of Fire Safety and Emergency Services Dailey, Commissioner of Public Works/Utilities Conner
No:	None

4. Increase Travis Campbell's pay by .70 cents for completion of 2 certificates per Career development program.

Commissioner of Fire Safety and Emergency Services Dailey made a motion to Approve Increase Travis Campbell's pay by .70 cents for completion of 2 certificates per Career development program.. Commissioner of Public Works/Utilities Conner seconded.

Vote:

Yes:	Mayor Smith, Commissioner of Fire Safety and Emergency Services Dailey, Commissioner of Public Works/Utilities Conner
No:	None

D. Commissioner of Public Utilities & Works

1. Department Report

2. Promote Gary Barrett from Acting Maintenance Supervisor to Maintenance supervisor effective April 6, 2024 salary commensurate with position

Commissioner of Public Works/Utilities Conner made a motion to Approve Promote Gary Barrett from Acting Maintenance Supervisor to Maintenance supervisor effective April 6, 2024 salary commensurate with position. Commissioner of Fire Safety and Emergency Services Dailey seconded.

Vote:

Yes:	Mayor Smith, Commissioner of Fire Safety and Emergency Services Dailey, Commissioner of Public Works/Utilities Conner
No:	None

3. Maintenance Worker Job Requirements review

7. Adjourn

Commissioner of Public Works/Utilities Conner made a motion to Adjourn. Commissioner of Fire Safety and Emergency Services Dailey seconded.

Vote:

Yes:	Mayor Smith, Commissioner of Fire Safety and Emergency Services Dailey, Commissioner of Public Works/Utilities Conner
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No:	None
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