

CITY OF CYNTHIANA BOARD OF COMMISSIONERS

MINUTES

March 19, 2024

5:30 PM

1. Call to Order

The City of Cynthiana Board of Commissioners met in regular session March 19, 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 Public Property and Finance Mattmiller, Commissioner of Police Services Judy, 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

A. February 6, 2024 Regular Meeting

Commissioner of Public Works/Utilities Conner made a motion to Approve February 6, 2024 Regular Meeting minutes. Commissioner of Fire Safety and Emergency Services Dailey seconded.

Vote:

Yes:	Mayor Smith, Commissioner of Public Property and Finance Mattmiller, Commissioner of Fire Safety and Emergency Services Dailey, Commissioner of Public Works/Utilities Conner. Commissioner Judy abstained.
No:	None

B. February 20, 2024 Regular Meeting

Commissioner of Fire Safety and Emergency Services Dailey made a motion to Approve February 20, 2024 Regular Meeting. Commissioner of Public Works/Utilities Conner seconded.

Vote:

Yes:	Mayor Smith, Commissioner of Public Property and Finance Mattmiller, Commissioner of Fire Safety and Emergency Services Dailey, Commissioner of Public Works/Utilities Conner. Commissioner Judy abstained.
No:	None

C. March 5, 2024 Regular Meeting

Commissioner of Public Works/Utilities Conner made a motion to Approve March 5, 2024 Regular Meeting. Commissioner of Fire Safety and Emergency Services Dailey seconded.

Vote:

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

4. Legals

- A. Authorize Mayor Smith to execute any and all documents updates for the KIA loan/KIA grant Industrial Park Water Tank/WTP project including any updates revisions as necessary to complete the project
- Commissioner of Public Works/Utilities Conner made a motion authorizing Mayor Smith to execute any and all documents for the KIA loan/KIA grant Industrial Park Water Tank/WTP project, including any updates and revisions as necessary to complete the project and including but not limited to a commitment letter increasing the loan amount not to exceed \$7,240,600 without prior authorization. Commissioner of Police Services Judy seconded.

Vote:

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

- B. Adopt Municipal Order 2024-2 amending Police Clerk Job Description
- Commissioner of Police Services Judy made a motion to Adopt Municipal Order 2024-2 amending Police Clerk Job Description. Commissioner of Public Property and Finance Mattmiller seconded.

Vote:

Yes:	None
No:	None

5. Mayors Report

- A. Audit Report
- Mayor Smith presented the fiscal year ending 2023 audit report prepared by RFH Company. The Mayor reported it was a good clean audit.
- Motion to approve \$10,000 loan forgiveness to Cynthiana Harrison County Home
- B. Assistance on remaining balance due for property located at 116 N Locust Street that was part of the Westside Redevelopment Project Phase II.
- Mayor Smith made a motion to Approve \$10,000 loan forgiveness to Cynthiana Harrison County Home Assistance on remaining balance due for property located at 116 N Locust Street that was part of the Westside Redevelopment Project Phase II. Commissioner of Fire Safety and Emergency Services Dailey seconded.

Vote:

Yes:	Mayor Smith, Commissioner of Public Property and Finance Mattmiller, Commissioner of Police Services Judy, 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

Commissioner of Public Property and Finance Mattmiller made a motion to Approve Finance Report for General Fund \$ 143,149.34 Water Fund \$249,667.25 Commissioner of Fire Safety and Emergency Services Dailey seconded.

Vote:

Yes: Mayor Smith, Commissioner of Public Property and Finance Mattmiller, Commissioner of Police Services Judy, Commissioner of Fire Safety and Emergency Services Dailey, Commissioner of Public Works/Utilities Conner

No: None

Cash in Bank:

General Fund: \$69,041.79

Water Fund: \$537,051.00

MRA: \$104,242.63

B. Commissioner of Police Safety

1. Department Report

2. Hire Jeff Thomas as a full-time Police Clerk after successful completion of pre employment requirements salary commensurate with position.

Commissioner of Police Services Judy made a motion to Hire Jeff Thomas as a full-time Police Clerk after successful completion of pre employment requirements salary commensurate with position.. Commissioner of Public Works/Utilities Conner seconded.

Vote:

Yes:	None
No:	None

3. Authorize to purchase stealth tracking device for \$675.00 using DEA Asset forfeiture funds

Commissioner of Police Services Judy made a motion to Authorize to purchase stealth tracking device for \$675.00 using DEA Asset forfeiture funds. Commissioner of Fire Safety and Emergency Services Dailey seconded.

Vote:

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

4. Authorize to advertise for a full-time Police Social Worker

Commissioner of Police Services Judy made a motion to Authorize to advertise for a full-time Police Social Worker. Commissioner of Fire Safety and Emergency Services Dailey

seconded.

Vote:

Yes:	Mayor Smith, Commissioner of Public Property and Finance Mattmiller, Commissioner of Police Services Judy, 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. Increase Sheila Davis pay by .35 cents for completion of Advanced CJIS/TAC certificate per Career Development program.

Commissioner of Fire Safety and Emergency Services Dailey made a motion to Increase Sheila Davis pay by .35 cents for completion of Advanced CJIS/TAC certificate per Career Development program.. Commissioner of Public Works/Utilities Conner seconded.

Vote:

Yes:	Mayor Smith, Commissioner of Public Property and Finance Mattmiller, Commissioner of Police Services Judy, 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. Hire Michael Goforth as a full-time Maintenance I after successful completion of all pre-employment requirements salary commensurate with position

Commissioner of Public Works/Utilities Conner made a motion to Hire Michael Goforth as a full-time Maintenance I after successful completion of all pre-employment requirements salary commensurate with position. Commissioner of Fire Safety and Emergency Services Dailey seconded.

Vote:

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

7. Adjourn

Commissioner of Public Works/Utilities Conner made a motion to Adjourn. Commissioner of Police Services Judy seconded.

Vote:

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

