

CITY OF CYNTHIANA BOARD OF COMMISSIONERS

MINUTES

July 25, 2023

5:30 PM

1. Call to Order

The City of Cynthiana Board of Commissioners met in special session July 25, 2023 at 5:30 PM in the Commission Room/Fire Training Room ,104 E Pleasant Street, upstairs, 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.

- A. 104 E Pleasant Street-upstairs Commission Room

2. New Business

- A. Accept retirement effective July 31, 2023 of Fire Chief James Sanders

Mayor Smith made a motion to Accept retirement effective July 31, 2023 of Fire Chief James Sanders. Commissioner of Fire Safety and Emergency Services Dailey seconded.

Vote:

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

- B. Honor Fire Chief Jay Sanders

Representatives from ED Bullard were in attendance to present Chief Sanders with a helmet signed by numerous employees at ED Bullard. They thanked Chief Sanders for his 28 years of service to the community, not only in fire service but with the school system, businesses, etc

- C. Proclamation for Chief Jay Sanders

PROCLAMATION

Whereas, James "Jay" W. Sanders began his career as a firefighter with the City of Cynthiana on July 17, 1995; and

Whereas, Jay Sanders was promoted to Lieutenant on November 4, 2000, promoted to Assistant Chief on April 2, 2005 and promoted to Chief on May 13, 2008; and

Whereas, when asked to take on additional responsibilities, Jay accepted the position of E-911 supervisor on August 15, 2017; and

Whereas, Chief Sanders' years of service are marked by exemplary dedication to the best interest of the City of Cynthiana and the Cynthiana Fire Department; and

Whereas, Chief Sanders has been a dedicated employee for 28 years and has announced that he will retire on July 31, 2023; and

Whereas, the citizens of Cynthiana have been most fortunate to have had a person of his capabilities and dedication; and

Whereas, Jay has worked among the people in our community, has dealt with community problems, and has become a positive and effective influence in the community;

Whereas, The City of Cynthiana Mayor and Board of Commissioners wishes to express its great appreciation to Chief Jay Sanders for meritorious service, outstanding leadership, loyalty, dedication and countless contributions to the City of Cynthiana and wish him many years of happiness in the future; now

Therefore, I, James D. Smith, Mayor of City of Cynthiana, do hereby
proclaim July 28, 2023 as
Chief Jay Sanders Day
in the City of Cynthiana, Kentucky

In witness thereof, I have hereunto set my hand and caused the seal of City of Cynthiana to be affixed this 25th day of July 2023.

- D. Discussion/Possible First Reading of Ordinance #1652 making Springdale one-way from Old Lair to Webster
Jason Whitaker who lives on Springdale was in attendance with a request to make Springdale one-way from Old Lair to Webster. He has a petition signed by most of the residents on the 100 block of Springdale.

Commissioner of Fire Safety and Emergency Services Dailey made a motion to Approve First Reading of Ordinance #1652 making Springdale one-way from Old Lair to Webster. Commissioner of Public Works/Utilities Conner seconded.
Vote:

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

1. Bobby Craft-Airport Grant
Bobby Craft advised the commission that he would be needing authorization to apply for a T-Hanger Grant. The amounts will be \$932,000 and \$111,000.
- E. Approval of minutes
1. 3/21/2023 Regular Meeting

Mayor Smith made a motion to Approve 3/21/2023 Regular Meeting minutes.
Commissioner of Public Works/Utilities Conner seconded.

Vote:

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

2. 3/29/2023 Special Meeting

Mayor Smith made a motion to Approve 3/29/2023 Special Meeting minutes.
Commissioner of Public Works/Utilities Conner seconded.

Vote:

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

3. 4/4/2023 Regular Meeting

Mayor Smith made a motion to Approve 4/4/2023 Regular Meeting minutes.
Commissioner of Police Services Judy seconded.

Vote:

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

F. Resolution 2023-6- KIA 21CWS048

Commissioner of Public Property and Finance Mattmiller made a motion to Approve Resolution 2023-6- KIA Grant 21CWS048. Commissioner of Police Services Judy seconded.

Vote:

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

G. Resolution 2023-7 KIA Grant 22CWS015

Commissioner of Public Property and Finance Mattmiller made a motion to Approve Resolution 2023-7 KIA Grant 22CWS015. Commissioner of Public Works/Utilities Conner seconded.

Vote:

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

H. Resolution 2023-8- Harrison County Board of Education Round-a-bout \$125,000

Mayor Smith made a motion to Approve Resolution 2023-8- Harrison County Board of Education Round-a-bout \$125,000. Commissioner of Public Property and Finance Mattmiller seconded.

Vote:

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

- I. Resolution 2023-9- Harrison County Board of Education Connector Road \$1,250,000 Mayor Smith made a motion to Approve Resolution 2023-9- Harrison County Board of Education Connector Road \$1,250,000. Commissioner of Public Property and Finance Mattmiller seconded.

Vote:

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

- J. Hire Taylor Douglas as a part-time certified telecommunicator after successful completion of all pre-employment requirements salary commensurate with position. Commissioner of Fire Safety and Emergency Services Dailey made a motion to Hire Taylor Douglas as a part-time certified telecommunicator after successful completion of all pre-employment requirements salary commensurate with position. Commissioner of Public Works/Utilities Conner seconded.

Vote:

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

- K. Second Reading of Ordinance #1651 E-911 Telecommunicator incentive pay policy Commissioner of Fire Safety and Emergency Services Dailey made a motion to Approve Second Reading of Ordinance #1651 E-911 Telecommunicator incentive pay policy. Commissioner of Police Services Judy seconded.

Vote:

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

- L. Authorize the Mayor to sign documents to enter into a trust agreement with Kentucky League of Cities for Property, Liability, and Workers Compensation insurance services for FYE 2024.

Mayor Smith made a motion to Authorize the Mayor to sign documents to enter into a trust agreement with Kentucky League of Cities for Property, Liability, and Workers Compensation insurance services for FYE 2024.. Commissioner of Public Property and

Finance Mattmiller seconded.

Vote:

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

- M. Authorize Mayor Smith to enter into an agreement with Kentucky League of Cities Quick pay for on-line payments and on-line forms

Mayor Smith made a motion to Approve Mayor Smith to enter into an agreement with Kentucky League of Cities Quick pay for on-line payments and on-line forms.

Commissioner of Public Property and Finance Mattmiller seconded.

Vote:

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

- N. Authorize Mayor Smith to sign all documents related to the Harrison County Board of Education agreements for Round-a-bout and Connector Road

Mayor Smith made a motion to Authorize Mayor Smith to sign all documents related to the Harrison County Board of Education agreements for Round-a-bout and Connector Road. Commissioner of Public Property and Finance Mattmiller seconded.

Vote:

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

- O. Authorize Mayor Smith to enter into contract with Summitt Engineers for Fire Station Addition/Remodel

Mayor Smith made a motion to Authorize Mayor Smith to enter into contract with Summitt Engineers for Fire Station Addition/Remodel. Commissioner of Fire Safety and Emergency Services Dailey seconded.

Vote:

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

- P. Update Gas line project

Garnett Furnish and Grayson with Bluegrass Area Development district gave an update on the gas line extension to the Industrial Park.

- Q. Finance Report and Payables

1. Payables:

General Fund-\$622,238.63

Water Fund- \$245,585.37

Cash in Bank:

General Fund: \$29,030.23

Water Fund: \$242,212.75

Municipal Road Aid: \$98,188.03

Commissioner of Public Property and Finance Mattmiller made a motion to Approve Payables:

General Fund-\$622,238.63

Water Fund- \$245,585.37

Commissioner of Fire Safety and Emergency Services Dailey seconded.

Vote:

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

Cash in Bank:

General Fund: \$29,030.23

Water Fund: \$242,212.75

Municipal Road Aid: \$98,188.03

R. Handy House clean up report

Commissioner Mattmiller reported that he has contracted with McCauley excavating to clean up the Handy House. There are funds in the property budget to cover this expense.

S. Authorize to advertise for full-time Deputy Clerk

Commissioner of Public Property and Finance Mattmiller made a motion to Approve to advertise for full-time Deputy Clerk. Commissioner of Public Works/Utilities Conner seconded.

Vote:

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

T. Offer employment to (3) individuals as full-time Certified Police Officers contingent upon succesful completion of all pre-employment requirements

Commissioner of Police Services Judy made a motion to Approve Offer employment to (3) individuals as full-time Certified Police Officers contingent upon successful completion of all pre-employment requirements. Commissioner of Fire Safety and Emergency Services Dailey seconded.

Vote:

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

No:	None
-----	------

- U. Terminate employment of Kevin Wells as a full-time firefighter recruit during original probationary period effective 7/12/2023
Commissioner of Fire Safety and Emergency Services Dailey made a motion to Terminate employment of Kevin Wells as a full-time firefighter recruit during the original probationary period effective 7/12/2023. Commissioner of Police Services Judy seconded.

Vote:

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

- V. Accept resignation of Harley Flack effective July 14, 2023
Commissioner of Public Works/Utilities Conner made a motion to Accept the resignation of Harley Flack effective July 14, 2023. Commissioner of Police Services Judy seconded.

Vote:

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

- W. Accept resignation of Full-time Telecommunicator Jordan Williams effective immediately
Commissioner of Fire Safety and Emergency Services Dailey made a motion to Approve Accept the resignation of full-time Telecommunicator Jordan Williams effective immediately . Commissioner of Public Works/Utilities Conner seconded.

Vote:

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

3. Adjourn

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

Vote:

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

James D. Smith, Mayor

Jamie D. Hutchison, City Clerk