

CITY OF CYNTHIANA BOARD OF COMMISSIONERS

MINUTES

April 4, 2023

5:30 PM

1. Call to Order

The City of Cynthiana Board of Commissioners met in regular session April 4, 2023 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 27, 2023 Special meeting

Commissioner of Public Property and Finance Mattmiller made a motion to Approve February 27, 2023 Special meeting minutes. 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

B. March 7, 2023 Regular Meeting

Commissioner of Public Property and Finance Mattmiller made a motion to Approve March 7, 2023 Regular Meeting minutes. 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

C. March 16, 2023 Special

Commissioner of Fire Safety and Emergency Services Dailey made a motion to Approve March 16, 2023 Special meeting minutes. 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

4. VISITORS

A.

B.

5. Legals

- A. Second reading of Ordinance #1638 amending policy and procedures-Retired reemployed police officers can fill Police Chief & Assistant Police Chief
Mayor Smith made a motion to Approve Second reading of Ordinance #1638 amending policy and procedures-Retired reemployed police officers can fill Police Chief & Assistant Police Chief. Commissioner of Public Property and Finance Mattmiller 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. Second Reading Ordinance #1639-amending policy and procedures-Deputy Clerk IV
Mayor Smith made a motion to Approve Second Reading Ordinance #1639-amending policy and procedures-Deputy Clerk IV. 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. Second Reading Ordinance #1640-Electric Franchise
Mayor Smith made a motion to Approve Second Reading Ordinance #1640-Electric Franchise. 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

- D. First Reading Ordinance #1641- City Commission and City Clerk incentive plan
Mayor Smith made a motion to Approve First Reading Ordinance #1641- City Commission and City Clerk incentive plan. Commissioner of Public Property and Finance Mattmiller

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

E. First Reading Ordinance #1642-Fireworks

Commissioner of Fire Safety and Emergency Services Dailey made a motion to Approve First Reading Ordinance #1642-Fireworks. 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

F. First reading Ordinance #1643-Zone Change 373 Oddville Avenue

Mayor Smith made a motion to Approve First reading Ordinance #1643-Zone Change 373 Oddville Avenue. 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

G. First reading Ordinance #1644-Zone change Smiser Road & US 27 South

Mayor Smith made a motion to Approve First reading Ordinance #1644-Zone change Smiser Road & US 27 South. Commissioner of Public Property and Finance Mattmiller 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. **Mayors Report**

A. Audit Report Fiscal year ending 2022

Mayor Smith did a report on fiscal year ending June 30, 2022 audit. Mayor Smith reported it was a good clean audit.

7. **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 to pay bills General Fund \$ 124,961 Water Fund \$229,318 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

2. Change status of Elizabeth Kitchen from Deputy Clerk III to Deputy Clerk IV effective April 8, 2023 salary commensurate with position

Commissioner of Public Property and Finance Mattmiller made a motion to Approve Change status of Elizabeth Kitchen from Deputy Clerk III to Deputy Clerk IV effective April 8, 2023 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

B. Commissioner of Police Safety

1. Department Report

2. Authorize police department \$1000 in additional police travel and training thru June 30, 2023.

Commissioner of Police Services Judy made a motion to Approve Authorize police department \$1000 in additional police travel and training thru June 30, 2023. .

Commissioner of Public Property and Finance Mattmiller 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

3. Authorize to advertise for full-time certified Police Officers and Police Officer recruits
Commissioner of Police Services Judy made a motion to Authorize to advertise for full-time certified Police Officers and Police Officer recruits. 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

Commissioner Judy reported that Ryan Rock has attended certification for Drone Operator, and Paul Olin has been assigned to the Bluegrass Task Force.

1. Department Report

Commissioner Dailey reported that Jeremy Hill and Alan Schwartz have completed drone operator certification.

2. Offer employment to an individual as a full-time certified telecommunicator contingent upon successful completion of all pre-employment requirements

Commissioner of Fire Safety and Emergency Services Dailey made a motion to Offer employment to an individual as a full-time certified telecommunicator contingent upon successful completion of all pre-employment requirements. 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

3. Offer employment to an individual as a full-time non-certified telecommunicator contingent upon successful completion of all pre-employment requirements

Commissioner of Fire Safety and Emergency Services Dailey made a motion to Offer employment to an individual as a full-time non-certified telecommunicator contingent upon successful completion of all pre-employment requirements. 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

4. Offer employment to an individual as a full-time firefighter recruit contingent upon successful completion of all pre-employment requirements

Commissioner of Fire Safety and Emergency Services Dailey made a motion to Approve Offer employment to an individual as a full-time firefighter recruit contingent upon successful completion of all pre-employment requirements. 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

5. Authorize to advertise for (6) SCBA's (Self-Contained Breathing Appartatus)

Commissioner of Fire Safety and Emergency Services Dailey made a motion to Approve to Authorize to advertise for (6) SCBA's (Self-Contained Breathing Appartatus). 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 Billy Fryman as a full-time meter reader after successful completion of all pre-employment requirements salary per grade**

Commissioner of Public Works/Utilities Conner made a motion to Hire Billy Fryman as a full-time meter reader after successful completion of all pre-employment requirements salary per grade . 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

- 3. Accept bid for hydro-excavator which is low bidder to Brown Equipment Company (BEC) in the amount of \$99,999.00**

Commissioner of Public Works/Utilities Conner made a motion to Accept bid for hydro-excavator which is low bidder to Brown Equipment Company (BEC) in the amount of \$99,999.00. 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

8. Adjourn

Commissioner of Police Services Judy made a motion to Adjourn. 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

James D. Smith, Mayor

Jamie D. Hutchison, Cllr