

CITY OF CYNTHIANA BOARD OF COMMISSIONERS

MINUTES

March 5, 2024

5:30 PM

1. Call to Order

The City of Cynthiana Board of Commissioners met in regular session March 5, 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. December 19, 2023 Regular Meeting

Commissioner of Public Works/Utilities Conner made a motion to Approve December 19, 2023 Regular Meeting. 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
No:	None Commissioner Judy abstained

B. January 10, 2024 Special Meeting

Commissioner of Fire Safety and Emergency Services Dailey made a motion to Approve January 10, 2024 Special 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
No:	None-Commissioner Judy abstained

C. January 16, 2024 Regular Meeting

Commissioner of Public Works/Utilities Conner made a motion to Approve January 16, 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 Fire Safety and Emergency Services Dailey, Commissioner of Public Works/Utilities Conner
No:	None- Commissioner Judy abstained

4. Legals

- A. Ratify Mayor Smith is authorized to execute contract agreements with Herrick and Caldwell Tanks for KIA projects Industrial Tank Water Tank Project and Booster Pump Water Plant Projects

Commissioner of Public Works/Utilities Conner made a motion to Ratify Mayor Smith is authorized to execute contract agreements with Herrick and Caldwell Tanks for KIA projects Industrial Tank Water Tank Project and Booster Pump Water Plant Projects. 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 of Ordinance #1660 making N Church and E Pearl closed to truck traffic
Commissioner of Police Services Judy made a motion to Approve Second reading of Ordinance #1660 making N Church and E Pearl closed to large truck traffic. 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. Mayors Report

- A. Housing Study Report

Mayor Smith did a slide show presentation of a Housing Study for the Commission.

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 \$ 69,817.88 Water Fund \$97,380.14 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 \$159,927.78
Water Fund \$473,887.81
Municipal Road \$ 92,804.93

B. Commissioner of Police Safety

1. Department Report

2. Motion to amend Police Clerk positions to increase physical demands in the job descriptions.

Commissioner of Police Services Judy made a motion to Approve to amend Police Clerk positions to increase physical demands in the job descriptions. 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

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

Commissioner of Police Services Judy made a motion to offer employment to an individual as a full-time Police Clerk 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

C. Commissioner of Fire Safety and Emergency Services

1. Department Report

2. Hire Anikka Gillispie as a part-time certified dispatcher after successful completion of all pre-employment requirements salary commensurate with position

Commissioner of Fire Safety and Emergency Services Dailey made a motion to Approve to Hire Anikka Gillispie as a part-time certified dispatcher after successful completion of all pre-employment requirements salary commensurate with position. 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. Offer employment to an individual as a full-time Maintenance Worker I contingent upon successful completion of all pre-employment requirements

Commissioner of Public Works/Utilities Conner made a motion to Approve to Offer employment to an individual as a full-time Maintenance Worker I contingent upon successful completion of all pre-employment requirements. 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

3. Post internally for Maintenance Supervisor

Commissioner of Public Works/Utilities Conner made a motion to post internally for Maintenance Supervisor. 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

4. Change the status of Coron Tsurara from Water Treatment Plant Operator Class III to Water Treatment Plant Operator Class IV salary commensurate with position

Commissioner of Public Works/Utilities Conner made a motion to Approve to Change the status of Coron Tsurara from Water Treatment Plant Operator Class III to Water Treatment Plant Operator Class IV 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 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