

CITY OF CYNTHIANA BOARD OF COMMISSIONERS

MINUTES

December 3, 2024

5:30 PM

1. Call to Order

The City of Cynthiana Board of Commissioners met in regular session December 3, 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 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. November 19, 2024 regular meeting minutes

Commissioner of Fire Safety and Emergency Services Dailey made a motion to Approve November 19, 2024 regular meeting minutes. Commissioner of Police Services Judy seconded.

Vote:

Yes:	Mayor Smith, Commissioner of Police Services Judy, Commissioner of Fire Safety and Emergency Services Dailey
No:	None

4. Legals

A. Resolution 2024-7 for CDBG Cynthiana Fire Station Project

Commissioner of Fire Safety and Emergency Services Dailey made a motion to Approve Resolution 2024-7 for CDBG Cynthiana Fire Station Project. Commissioner of Police Services Judy seconded.

Vote:

Yes:	Mayor Smith, Commissioner of Police Services Judy, Commissioner of Fire Safety and Emergency Services Dailey
No:	None

B. Resolution 2024-8 Drug Free Workplace Policy

Commissioner of Public Works/Utilities Conner made a motion to Approve Resolution 2024-8 Drug Free Workplace Policy . Commissioner of Fire Safety and Emergency Services Dailey seconded.

Vote:

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

C. Resolution 2024-9 Fair Housing Resolution

Commissioner of Public Works/Utilities Conner made a motion to Approve Resolution 2024-9 Fair Housing Resolution. Commissioner of Police Services Judy seconded.

Vote:

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

D. Resolution 2024-10 CDBG Procurement Standards

Commissioner of Fire Safety and Emergency Services Dailey made a motion to Approve Resolution 2024-10 CDBG Procurement Standards. Commissioner of Public Works/Utilities Conner seconded.

Vote:

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

E. Resolution 2024-11 Cynthiana Fire Station CDBG Project

Commissioner of Public Works/Utilities Conner made a motion to Approve Resolution 2024-11 Cynthiana Fire Station CDBG Project. Commissioner of Police Services Judy seconded.

Vote:

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

F. Resolution 2024-12 CDBG for Cynthiana Fire Station

Commissioner of Police Services Judy made a motion to Approve Resolution 2024-12 CDBG for Cynthiana Fire Station. Commissioner of Public Works/Utilities Conner seconded.

Vote:

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

G. 2nd Reading of Ordinance 1669 Annexation

Commissioner of Fire Safety and Emergency Services Dailey made a motion to Approve 2nd Reading of Ordinance 1669 Annexation. Commissioner of Public Works/Utilities

Conner seconded.

Vote:

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

H. Authorize Mayor to sign deed for 310 N. Poplar

Commissioner of Public Works/Utilities Conner made a motion to Approve Authorize Mayor to sign deed for 310 N. Poplar. Commissioner of Fire Safety and Emergency Services Dailey seconded.

Vote:

Yes:	Mayor Smith, 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. Advertise eng. service

Mayor Smith made a motion to Approve Advertise eng. service. Commissioner of Fire Safety and Emergency Services Dailey seconded.

Vote:

Yes:	Mayor Smith, 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

2. Pay Bills

Mayor Smith made a motion to Approve Pay Bills. Commissioner of Public Works/Utilities Conner seconded.

Vote:

Yes:	Mayor Smith, 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. Offer employment to an individual as a part-time certified police officer contingent upon successful completion of all pre-employment requirements.

Commissioner of Police Services Judy made a motion to Approve Offer employment to an individual as a part-time certified police officer contingent upon successful completion of all pre-employment requirements.. Commissioner of Public Works/Utilities Conner seconded.

Vote:

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

3. Authorize to use DEA Asset Forfeiture Funds in the amount of \$21,821.64 to purchase new Taser 10 energy weapons on an annual contract for 5 years.

Commissioner of Police Services Judy made a motion to Approve Authorize to use DEA Asset Forfeiture Funds in the amount of \$21,821.64 to purchase new Taser 10 energy weapons on an annual contract for 5 years.. Commissioner of Public Works/Utilities Conner seconded.

Vote:

Yes:	Mayor Smith, 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

ISO Rating Report by Chief Chaffee.

Went from ISO 4 to ISO 2

2. Authorize 0.35 cent pay increase for Travis Campbell in accordance with the Dispatch Incentive Program for advanced TAC officer certificate.

Commissioner of Fire Safety and Emergency Services Dailey made a motion to Approve Authorize 0.35 cent pay increase for Travis Campbell in accordance with the Dispatch Incentive Program for advanced TAC officer certificate.. Commissioner of Police Services Judy seconded.

Vote:

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

3. Authorize 0.35 cent pay increase for Chris Trent in accordance with the Fire Department Incentive program for EMT certification.

Commissioner of Fire Safety and Emergency Services Dailey made a motion to Approve Authorize 0.35 cent pay increase for Chris Trent in accordance with the Fire Department Incentive program for EMT certification.. Commissioner of Public Works/Utilities Conner

seconded.

Vote:

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

4. Change job title of Nathan Lyons from Firefighter II to Firefighter III, salary to commensurate with job title.

Commissioner of Fire Safety and Emergency Services Dailey made a motion to Approve Change job title of Nathan Lyons from Firefighter II to Firefighter III, salary to commensurate with job title.. Commissioner of Police Services Judy seconded.

Vote:

Yes:	Mayor Smith, 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

7. Executive Session

- A. Disciplinary Action for an Individual Employee per KRS 61.810(1)(f)

Mayor Smith made a motion to Approve Disciplinary Action for an Individual Employee per KRS 61.810(1)(f). Commissioner of Public Works/Utilities Conner seconded.

Vote:

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

- B. Return to regular session

Commissioner of Public Works/Utilities Conner made a motion to Approve Return to regular session. Commissioner of Fire Safety and Emergency Services Dailey seconded.

Vote:

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

8. Regular Session

- A. Change job status of Jonathan Taylor from full time to part-time effective immediately.

Commissioner of Public Works/Utilities Conner made a motion to Approve Change job status of Jonathan Taylor from full time to part-time effective immediately. . 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

9. Adjourn

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

Vote:

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