

CITY OF CYNTHIANA BOARD OF COMMISSIONERS

MINUTES

May 7, 2024

5:30 PM

1. Call to Order

The City of Cynthiana Board of Commissioners met in regular session May 7, 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. March 19, 2024 Regular Meeting

Commissioner of Public Works/Utilities Conner made a motion to Approve March 19, 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

B. April 16, 2024 Regular Meeting

Commissioner of Police Services Judy made a motion to Approve April 16, 2024 Regular Meeting. 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. May 01, 2024 Special Meeting

Commissioner of Fire Safety and Emergency Services Dailey made a motion to Approve May 01, 2024 Special Meeting. 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
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No:	None
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4. Legals

A. Ordinance # 1661 - Second Reading Special Events

Commissioner of Fire Safety and Emergency Services Dailey made a motion to Approve Ordinance # 1661 - Second Reading Special Events. 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

Municipal Order No. 2024-3

A. Authorizing department heads the authority and power to suspend an employee, under their oversight, with pay until commission reviews the violation.

Commissioner of Fire Safety and Emergency Services Dailey made a motion to Approve Municipal Order No. 2024-3

Authorizing department heads the authority and power to suspend an employee, under their oversight, with pay until commission reviews the violation.. 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

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 \$ 295004.51 Water Fund \$165874.49 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

2. Change status of Jamie Hutchison from City Clerk to Deputy Clerk IV effective 6-1-24 to help make a smooth transition for the office on her upcoming retirement.

Commissioner of Public Property and Finance Mattmiller made a motion to Approve Change status of Jamie Hutchison from City Clerk to Deputy Clerk IV effective 6-1-24 to

help make a smooth transition for the office on her upcoming retirement.. 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. Change status of Elizabeth Kitchen from Deputy Clerk IV to City Clerk effective 6-1-24 salary will commensurate with position.

Commissioner of Public Property and Finance Mattmiller made a motion to Approve Change status of Elizabeth Kitchen from Deputy Clerk IV to City Clerk effective 6-1-24 salary will 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

Increase Travis McGlothlin's pay by .50 per hour for KLEC training certificate per the Cynthiana police department Career Development Policy

Commissioner of Police Services Judy made a motion to Approve Increase Travis McGlothlin's pay by .50 per hour for KLEC training certificate per the Cynthiana police department Career Development Policy. 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

2. Increase Ilan Bear's pay by .50 per hour for KLEC Certificate per the Police Departments Career Development program.

Commissioner of Police Services Judy made a motion to Approve Increase Ilan Bear's pay by .50 per hour for KLEC Certificate per the Police Departments 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

3. Motion to suspend a specific employee without pay pending official action by the City Commission

Commissioner of Police Services Judy made a motion to Approve Motion to suspend a specific employee without pay pending official action by the City Commission.

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. Motion to authorize the purchase of challenge coins and public safety community awareness resources using DEA Asset Forfeiture funds.

Commissioner of Police Services Judy made a motion to Approve Motion to authorize the purchase of challenge coins and public safety community awareness resources 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

C. Commissioner of Fire Safety and Emergency Services

1. Department Report

In process of hiring two dispatchers and recieving a grant for two thermal Imaging cameras.

2. Promote D.A. (David) Wigglesworth from Telecommunicator II to Telecommunicator III, salary commensurate with position.

Commissioner of Fire Safety and Emergency Services Dailey made a motion to Approve Promote D.A. (David) Wigglesworth from Telecommunicator II to Telecommunicator III, 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. Advertise for a full time or part time water meter reader

Commissioner of Public Works/Utilities Conner made a motion to Approve Advertise for a full time or part time water meter reader. 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 use the unrestricted reserve fund to extend water services to an industrial site on New Lair Road using the procurement policy

Commissioner of Public Works/Utilities Conner made a motion to Approve Authorize to use the unrestricted reserve fund to extend water services to an industrial site on New Lair Road using the procurement policy. 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

7. Adjourn

Mayor Smith made a motion to Approve 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