

CITY OF CYNTHIANA BOARD OF COMMISSIONERS

MINUTES

March 7, 2023
5:30 PM

1. Call to Order

The City of Cynthiana Board of Commissioners met in regular session March 7, 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. VISITORS

A. Stephanie Burden-Mainstreet Update

Stephanie Burden presented an update on the Main Street Program

3. Invocation

Mayor Smith presented the invocation.

4. Approve of Minutes

A. February 7, 2023 Regular meeting

Commissioner of Fire Safety and Emergency Services Dailey made a motion to Approve February 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

B. February 21, 2023 Special meeting

Commissioner of Fire Safety and Emergency Services Dailey made a motion to Approve February 21, 2023 Special meeting minutes. 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

5. Legals

Mayor Smith made a motion authorize Attorney Lair to prepare a quit claim deed for Harrison Memorial Hospital for Harrison County EMS on a 1979 abandoned alley on

Harrison Avenue and authorize Mayor Smith to sign documents related. 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

Discussion on North Church parking and/or making one-way. Mayor Smith asked the Commission to look at the area and consider some options for handling traffic on North Church Street.

- A. Authorize Mayor Smith to execute all documents related to transfer of property located at 102 Short Street recently purchased at auction
Commissioner of Public Property and Finance Mattmiller made a motion to Authorize Mayor Smith to execute all documents related to transfer of property located at 102 Short Street recently purchased at auction for an amount of \$6050.00 and authorize payment to Edwin Culbertson Special Commissioner for \$6050.00. 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

- B. Emergency Declaration
Mayor Smith made a motion to Approve Emergency Declaration for the wind storm and apply for disaster assistance from FEMA related to wind damage that occurred on March 3, 2023. 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. Resolution 2023-2-Cynthiana-Harrison County EDA gas line extension
Mayor Smith made a motion to Approve Resolution 2023-2-Cynthiana-Harrison County EDA gas line extension. 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. Commissioner's Report

A. Commissioner of Public Property and Finance

1. Finance Report

General Fund: \$220,062.00
Water Fund: \$49,335.31

Cash in bank: General Fund \$625,745, Water Fund \$394,598, and MRA \$54,447
Commissioner of Public Property and Finance Mattmiller made a motion to pay bills in the
General Fund: \$220,062.00
Water Fund: \$49,335.31 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

Cash in bank: General Fund \$625,745, Water Fund \$394,598, and MRA \$54,447.

2. Recycling update
3. Nex Gen conversion update and Utility billing upgrade
4. Code Enforcement Update

B. Commissioner of Police Services

1. Department Report
2. Increase the hourly salary of Keria Lockett by 50 cents per hour per Police Incentive Pay Policy for obtaining an Associate Degree

Commissioner of Police Services Judy made a motion to Increase the hourly salary of Keria Lockett by 50 cents per hour per Police Incentive Pay Policy for obtaining an Associate Degree. 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

2. Offer employment to an individual as a full-time E-911 Operations Manager 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 E-911 Operations Manager contingent upon successful completion of all pre-employment requirements. 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. Offer employment to an individual as a part-time certified firefighter 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 part-time certified firefighter 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. Change the status of Adam Tolle from Full-time Firefighter to part-time firefighter effective March 8, 2023

Commissioner of Fire Safety and Emergency Services Dailey made a motion to e Change the status of Adam Tolle from Full-time Firefighter to part-time firefighter effective March 8, 2023. 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

5. Authorize to advertise for Full-Time Firefighters and Firefighter Recruits until filled

Commissioner of Fire Safety and Emergency Services Dailey made a motion to Approve to advertise for Full-Time Firefighters and Firefighter Recruits until filled. 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

Change status of Jon Taylor from Maintenance Worker I to Maintenance Worker II salary commensurate with position.

Commissioner of Public Works/Utilities Conner made a motion to Change status of Jon Taylor from Maintenance Worker I to Maintenance Worker II 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

2. Authorize to advertise for Maintenance Workers, Equipment Operator, and Meter Reader until position is filled

Commissioner of Public Works/Utilities Conner made a motion to Authorize to advertise for Maintenance Workers, Equipment Operator, and Meter Reader until position is filled. 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 Maintenance Worker contingent upon successful completion of all pre-employment requirements

Commissioner of Public Works/Utilities Conner made a motion to Offer employment to an individual as a full-time Maintenance Worker contingent upon successful completion of all pre-employment requirements. 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. Accept the resignation of Thomas McComas effective March 22, 2023

Commissioner of Public Works/Utilities Conner made a motion to Accept the resignation of Thomas McComas effective March 22, 2023. 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

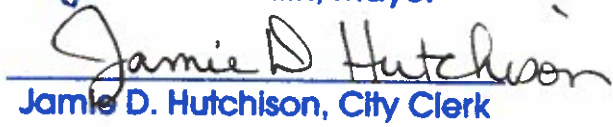
Commissioner of Public Works/Utilities Conner made a motion to Adjourn. Commissioner of Public Property and Finance Mattmiller seconded.

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



James D. Smith, Mayor



Jamie D. Hutchison, City Clerk

3-7-2023