

CITY OF CYNTHIANA BOARD OF COMMISSIONERS
MINUTES

September 19, 2023
5:30 PM

1. Call to Order

The City of Cynthiana Board of Commissioners met in regular session September 19, 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.

A. Commissioner Dailey

3. Approve of Minutes

A. April 18, 2023 Regular meeting minutes

Mayor Smith made a motion to Approve April 18, 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. April 25, 2023 Special meeting

Commissioner of Fire Safety and Emergency Services Dailey made a motion to Approve April 25, 2023 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
No:	None

C. April 25, 2023 Special Joint meeting

Commissioner of Fire Safety and Emergency Services Dailey made a motion to Approve April 25, 2023 Special Joint meeting. 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. May 2, 2023 Regular meeting

Commissioner of Public Works/Utilities Conner made a motion to Approve May 2, 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 Police Services Judy, Commissioner of Fire Safety and Emergency Services Dailey, Commissioner of Public Works/Utilities Conner
No:	None

E. May 8, 2023 Special meeting

Commissioner of Fire Safety and Emergency Services Dailey made a motion to Approve May 8, 2023 Special meeting. 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

F. May 16, 2023 Special Meeting

Commissioner of Fire Safety and Emergency Services Dailey made a motion to Approve May 16, 2023 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
No:	None

4. Legals

A. Authorize Mayor Smith to sign contract with Harrison County Board of Education and Maysville Community College for an additional part-time School Resource Officer and College Security Officer

Commissioner of Police Services Judy made a motion to Approve Authorize Mayor Smith to sign contract with Harrison County Board of Education and Maysville Community College for an additional part-time School Resource Officer and College Security Officer . 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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B. Approve the contract with Columbia Gas for gas line extension for \$1.7 million

C. First reading Ordinance #1656 amending policies and procedures relating to the probationary period

Commissioner of Fire Safety and Emergency Services Dailey made a motion to Approve First reading Ordinance #1656 amending policies and procedures relating to the probationary period. 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. Mayors Report

A. Accept City National Bank RFP for banking services for Gas line extension project
Mayor Smith made a motion to Approve Accept City National Bank RFP for banking services for Gas line extension project. 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. Authorize to advertise for bids on the Industrial Park Water Tank & WTP Upgrade upon approval from the Kentucky Division of Water

Commissioner of Public Works/Utilities Conner made a motion to Approve Authorize to advertise for bids on the Industrial Park Water Tank & WTP Upgrade upon approval from the Kentucky Division of Water

. None 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. 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. Hire Sarah Northcutt as a full-time Deputy City Clerk I after successful completion of all pre-employment requirements salary commensurate with position

Commissioner of Public Property and Finance Mattmiller made a motion to Approve Hire Sarah Northcutt as a full-time Deputy City Clerk I after successful completion of all pre-employment requirements 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

3. Hire Autumn Terhune as a full-time Deputy City Clerk I after successful completion of all pre-employment requirements salary commensurate with position

Commissioner of Public Property and Finance Mattmiller made a motion to Approve Hire Autumn Terhune as a full-time Deputy City Clerk I after successful completion of all pre-employment requirements 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. Officer Branham to recognize essay winner for 5th grade Elementary student

Commissioner of Public Works/Utilities Conner made a motion to Approve Officer Branham to recognize essay winner for 5th grade Elementary student. 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. Request local event funding for Witches Day Out

Commissioner of Police Services Judy made a motion to Approve Request local event funding for Witches Day Out. 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. Motion to post internally for Police Sergeant

Commissioner of Police Services Judy made a motion to Approve Motion to post internally for Police Sergeant. 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

5. Motion to authorize the purchase of three semi-automatic rifles from Doublestar in the amount of \$796.54 each for a total of \$2,389.62 to be paid with funds out of the DEA Asset Forefiture Account

Commissioner of Police Services Judy made a motion to Approve Motion to authorize the purchase of three semi-automatic rifles from Doublestar in the amount of \$796.54 each for a total of \$2,389.62 to be paid with funds out of the DEA Asset Forefiture Account. 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. Authorize to advertise for a 2023 fire engine

Commissioner of Fire Safety and Emergency Services Dailey made a motion to Approve Authorize to advertise for a 2023 fire engine . Commissioner of Public Property and Finance Mattmiller seconded.

Vote:

Yes:	None
No:	None

3. Promote Jeremy Hill from Firefighter III to Lieutenant salary commensurate with position.

Commissioner of Fire Safety and Emergency Services Dailey made a motion to Approve Promote Jeremy Hill from Firefighter III to Lieutenant 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

4. Authorize Mayor Smith and Commissioner Dailey to obtain financing options for purchase of fire engine

Commissioner of Fire Safety and Emergency Services Dailey made a motion to Approve Authorize Mayor Smith and Commissioner Dailey to obtain financing options for purchase of fire engine. 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. Reinstate Cody Ziesness to Senior Meter Reader

Commissioner of Public Works/Utilities Conner made a motion to Approve Reinstate Cody Ziesness to Senior Meter Reader . 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. Award street paving bid to only bidder Hinkle Contracting for \$111,022.50

7. Adjourn

Commissioner of Public Works/Utilities Conner made a motion to Approve Adjourn.

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

James D. Smith, Mayor

Jamie D. Hutchison, City Clerk