TOWN OF ADDIS MINUTES

July 3, 2018 – Regular Meeting

The regular meeting of the Mayor and Town Council for the Town of Addis was held at 6:00 p.m. on Wednesday, July 3, 2018 at the Addis Municipal Building located at 7818 Highway 1 South. The Pledge to the Flag was led by Mrs. Kathleen Beard. Mayor Toups then asked for a moment of silence in honor of Fitzgerald Day.

**ROLL CALL**

Present: Mayor David Toups; Councilors Acosta, Cazes, Kelley, LeBlanc and Parrish

Absent: None

**MINUTES**

The minutes of the June 6, 2018 meeting were reviewed and approved on a motion made by Councilor Kelley; seconded by Councilor LeBlanc and adopted unanimously.

**ADDITIONS TO THE AGENDA**

There were no additions to the agenda.

**AUGUST MEETING-AUGUST 8, 2018**

Mayor Toups reminded everyone that the August meeting was re-scheduled for Wednesday, August 8th due to the LMA Convention being held the first week of August.

**PUBLIC COMMENTS**

There were no public comments.

**CORRESPONDENCE**

Mayor Toups did not have any correspondence to share.

**OPEN CONTAINER PERMIT – BRUSLY HIGH SCHOOL ALUMNI SOFTBALL TOURNAMENT**

A motion to approve the Open Container Permit for Brusly High School Alumni Softball Tournament to be held July 20th – 22nd at Myhand Park was made by Councilor Cazes; seconded by Councilor Kelley and adopted unanimously.

**OSCAR BOUDREAUX, ENVIRONMENTAL ENGINEERING SERVICES (EES)**

**Addis Place Subdivision Sewer Rehab Project – Change Order:** Mr. Boudreaux presented the Change Order to the Council stating that it is due to an increase in quantities for the work required. After review by the Council, a motion to approve Change Order #2 in the amount of $65,489.95 for Addis Place Subdivision Sanitary Sewer Rehabilitation project was made by Councilor Acosta; seconded by Councilor Parrish and unanimously adopted.

**Project Updates:**

1. **YMCA Force Main**: Mr. Boudreaux informed everyone that sealed bids for the YMCA Force Main project will be received by the Town of Addis at Town Hall until 3:00 pm on August 8th. The bids will be opened and read aloud at that time and location.

**2017 AUDIT – KATHLEEN BEARD, CPA**

Mrs. Beard provided an overview and analysis of the financial activities of the Town of Addis for the fiscal year ended December 31, 2017. She stated that the Town of Addis had a successful year and did really well managing the Town’s Income and Expenses. She then referred to the Schedule of Findings and Responses included in the Annual Financial Report which shows there were no internal control and compliance findings. Mrs. Beard then informed the Council that the Town of Addis will not be subject to a Federal Audit, because the Federal awards received are below the $750,000 thresh hold required by the Uniform Guidance. She went on to say that this year she was required to perform an additional engagement on the control and compliance areas identified in the Louisiana Legislative Auditor’s (LLA) Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period January 1, 2017 through December 31, 2017. Mrs. Beard closed by informing everyone that she will be retiring and thanked Mayor Toups and the Council for allowing her to perform the audit for the Town of Addis for the past twenty-plus years. Mayor Toups and members of the Council thanked her for her many years of service and wished her well.

**REPORTS**

**Parish Council:** None

**Police Report:** The police report for the month of June 2018 was provided by Chief Anderson and included 152 traffic citations; 9 misdemeanor arrests; 5 felony arrests; and 7 vehicle crashes worked. The **Misdemeanor Arrests** included 2 disturbances, 3 thefts and 4 warrants. The **Felony Arrests** included 3 narcotics and 2 vehicle burglaries.

**Sewer Report:**

1. **Sewer Report:** Public Works Director, Phil Smith provided a copy of the newly formatted Sewer Report for the month of June 2018. He reported the following: Sanitation Department performed a total of 126 jobs; two (2) were within the sewer plant, thirty-seven (37) within the lift stations and eighty-seven (87) involved residential/commercial systems. Both pumps at Addis Place Lift Station are being replaced due to wear and time; portable pump is in place until new rotating assemblies arrive. Addis Lane Lift Station has a leaking check valve that will require pulling and repairing. Messina Pump Station will have to be brought down to pull the lid of the check valve and remove the broken components, which are believed to be blocking the isolation valve.
2. **Miscellaneous:** Phil reported that he has requested Mayor Toups to begin advertising for the third operator to fill the vacancy at the Sewer Plant. He also reported that he will be attending training next week for WW1 & WW2 and testing for WW1 Certification on July 20th. He informed the Council that Myers Pumps has discontinued the grinder pumps that are utilized in the town, but he is working with two other vendors who are searching for prototypes.
3. **Uline Quote:** Phil informed the Council that he obtained a quote from Uline in the amount of $1,566.03 for organization and storage materials for the Sewer Plant. Mayor Toups stated that action was not necessary by the Council since this is a regular budgetary item and that it was placed on the agenda to make everyone aware of the positive changes taking place at the plant.

**Planning & Zoning Commission:**

1. **Subdivision of Property – Lousteau Property – Danny Watts:** Mr. Watts with SVN represented the Lousteau family and presented the request for Subdivision of Property. He reminded the Council that the property was re-zoned to R-80 in 2017. He stated that the property is approximately 18 acres divided into sixty (60) – eighty (80) foot lots situated between Plantation Ridge Subdivision and Addis Place Subdivision along LA Highway 1. Mayor Toups then opened a Public Hearing. After hearing no comments, he then closed the Public Hearing and turned it over to the Council for review, discussion and possible action. Members of the Council discussed their concerns regarding drainage and the current issues that need to be addressed. After further review and discussion, Mr. Watts withdrew his Subdivision of Property request. A motion to accept the withdrawal was made by Councilor Acosta; seconded by Councilor LeBlanc and adopted unanimously.

**PUBLIC HEARING & ACTION ON INTRODUCED ORDINANCES**

None

**INTRODUCTION OF ORDINANCES**

None

**NETCHEX – PAYROLL SYSTEM**

Mayor Toups and Mrs. Simpson presented the proposal for Netchex Payroll System. After review and discussion, a motion approving the Town of Addis to enter into a one-year contract with Netchex was made by Councilor Acosta; seconded by Councilor Parrish and adopted unanimously.

**NEW COPIER PROPOSALS**

Mayor Toups informed the Council that the Town owns the current copier and after ten years it has started causing trouble which caused him to reach out to Advanced Office Systems and Xerox to obtain quotes for a new machine. The Council reviewed and discussed both proposals. Councilor Acosta asked that someone within the office contact Chauvin Business Solutions located in Donaldsonville to obtain a quote as well. After no further discussion, the Council then gave Mayor Toups the authority to decide which copier to purchase for the office.

**SUSAN JEAN SERVITUDE**

Mayor Toups stated that property owners of Susan Jean Drive reached out to him regarding the trees located along the back of their property. They would like the trees removed before they fall and cause any damage, but are not sure if they are responsible if the trees are sitting on a servitude. After reviewing the map and further discussion, the Council requested Phil Smith, PW Director take a look at the property to determine if the servitude is a true drainage servitude and to determine where the property markers are.

**COMMITTEE REPORTS**

**Finance:**

1. Amotion to pay the bills found in order was made by Councilor Kelley; seconded by Councilor Parrish and adopted.
2. Mayor Toups informed the Council that the monthly “Budget to Actual Comparison Reports” were included in the meeting packet for review.

**Police:** Chief Anderson stated that he received a call from a concerned citizen in Acadian Crossing asking the Town to consider adding “children at play” signs as well as additional stop signs to deter people from speeding. Mayor Toups stated that during the Sugar Mill Homeowners Association meeting, residents also expressed their concerns with people speeding and parking near the ponds. After discussing the issues mentioned above, the following motions were made: (1) A motion approving the addition of “Children at Play” signs along Boulevard Acadian and the addition of two stop signs at the Rue St. Claire intersection in Acadian Crossing Subdivision was approved by Councilor Acosta; seconded by Councilor Kelley and adopted unanimously. (2) A motion authorizing Mayor Toups to add stop signs creating a four-way stop where needed in Sugar Mill Subdivision was made by Councilor Acosta; seconded by Councilor Kelley and adopted unanimously. (3) A motion authorizing Sugar Mill Subdivision HOA to add “No Parking Signs” along Nectar Lake and Kettle Lakes was made by Councilor Parrish; seconded by Councilor Kelley and adopted unanimously. Mayor Toups stated that he will speak to HOA President, Mr. Dennis Carlin to make sure the signs are placed in the correct location.

**Personnel:** Chief Anderson made a recommendation to change the status of Officer Donald Thomas from part-time to reserve effective immediately. A motion approving Chief Anderson’s recommendation was made by Councilor Acosta; seconded by Councilor Kelley and adopted unanimously. Mayor Toups stated that upon the request received from Mr. Phil, PW Director, the Town will begin advertising for the vacant sewer plant operator position.

**Sewer:** None

**Drainage:** Mayor Toups stated that the date and time for the meeting with Union Pacific Railroad will be scheduled soon.

**Buildings:** Mayor Toups provided an update from last month’s meeting, stating that he has contacted six (6) different architects regarding the Town Hall renovations and will begin meeting with them soon.

**Streets and Roads:** None

**EXECUTIVE SESSION**

None

**ANY OTHER BUSINESS**

None

**ADJOURN**

Meeting was adjourned at 8:41 p.m. on a motion made by Councilor Kelley; seconded by Councilor Parrish and adopted unanimously.

 /s/ Jade V. Simpson /s/ David H. Toups

 Town Clerk Mayor