TOWN OF ADDIS MINUTES

September 5, 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, September 5, 2018 at the Addis Municipal Building located at 7818 Highway 1 South. The Pledge to the Flag was led by Mr. Tom Acosta.

**ROLL CALL**

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

Absent: None

**MINUTES**

The minutes of the August 8, 2018 meeting were reviewed and approved on a motion made by Councilor Kelley; seconded by Councilor Cazes and adopted unanimously.

**ADDITIONS TO THE AGENDA**

Upon the request of Mayor Toups, a motion to add the LGAP Grant Resolution of Support to the agenda was made by Councilor Cazes; seconded by Councilor LeBlanc and adopted unanimously.

**PUBLIC COMMENTS**

None

**CORRESPONDENCE**

Mayor Toups informed everyone about the new garbage cart pick-up schedule for Sugar Mill Plantation residents that will go into effect the week of on September 3, moving cart collection to Wednesday/Saturday.

Mayor Toups announced that West Baton Rouge Reflections of the Season is scheduled for December 14-16 and 20-23 from 5:30 to 9:00 p.m. at West Baton Rouge Tourist and Conference Center grounds.

Mayor Toups announced that on October 19th, the Town of Addis will kick-off the Fall 2018 series of Live at Five on the Westside with music by Clifton Brown and the Rusty Bucket Band. Next event is scheduled for November 2nd with Bag of Donuts and lastly November 16th with Bucktown All-Stars.

**CHUCKS – OPEN EARLY REQUESTS**

Mayor Toups stated that the Town received a request from Mrs. Linda Crosbie to open early at 10:00 a.m. on September 9th for the Oldies But Goodies Fest Poker Run and on September 15th for the St. Jude Poker Run. A motion approving the open early requests was made by Councilor Parrish; seconded by Councilor Kelley and adopted unanimously.

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

**YMCA Force Main Project – Recommendation of Award -** In review of the bids submitted on August 15, 2018 for the YMCA Force Main Project, Oscar Boudreaux with Environmental Engineering Services, Inc. recommends award of a construction contract to the low bidder, NCMC, LLC. of Baton Rouge, LA in the amount of $1,109,634.01, consisting of base and alternate bids, contingent upon approval from Louisiana Department of Environmental Quality (LDEQ). A motion authorizing Mayor David Toups to sign the construction contract to move forward with YMCA Force Main Project contingent upon LDEQ approval was made by Councilor Kelley; seconded by Councilor LeBlanc and adopted unanimously.

**Addis Place Subdivision Sewer Rehab Project**

1. **Substantial Completion:** Mr. Boudreaux presented to the Council the Certificate of Substantial Completion with a punch list dated July 25, 2018 in the amount of $5,400. Mayor Toups stated that he would like to ensure that the yards are dressed up and properly taken care of. A motion to accept Substantial Completion for Addis Place Subdivision Sewer Rehab Project was made by Councilor Parrish; seconded by Councilor LeBlanc and adopted unanimously.
2. **Balancing Change Order:** Mr. Boudreaux reported to the Council that the Balancing Change Order was not prepared so it will be presented at the October 3rd Town Council meeting.

**Project Updates**

1. **Bernhardt Pump Station:** Mr. Boudreaux reported that the wet well is being placed in the ground and overall the project is going well.
2. **Acadian Crossing:** Mr. Boudreaux reported that the project plans and specs are done and the highway permit is forthcoming.

**UNION PACIFIC RAILROAD CROSSING SAFETY PROJECT**

Mr. Todd Harris with Union Pacific, DOTD representatives and Town Officials once again discussed the Railroad Crossing Safety Project that proposes the installation of crossing arms, lights and signals at the Peter Messina, Main Street and Myhand Street crossings. The proposed plan also includes the installation of crossing arms, lights and signals or closure of the Foret Street crossing. Town Attorney, Dana Larpenteur questioned why Union Pacific and DOTD is asking for the Town to either approve the project or not approve it and then be held liable if an accident were to happen down the road. Mayor Toups stated that they are giving the Town the opportunity to say yea or nay, but ultimately it is their decision. He went on to say that Union Pacific is responsible for those crossings; therefore, they are responsible for ensuring public safety, so it is their decision and the Town cannot be held liable. Officials then further discussed the closure of the Foret Street crossing. A motion to approve the closure of the Foret Street crossing in exchange for $400,000 from Union Pacific was made by Councilor Acosta, but failed to pass due to the lack of a second.

**REPORTS**

**Parish Council:** Parish Councilman, Kirk Allain reported that the Parish is going out for bids for the new well and water lines that will connect to the water tower in Brusly to increase water supply to the areas located in the south end of the Parish. They are estimating the project to be complete in July/August 2019. He also reported that they are estimating the Sid Richardson Road project to be complete sometime in February.

**Police Report:** The police report for the month of August 2018 was provided by Chief Anderson and included 203 traffic citations, 14 misdemeanor arrests, 3 felony arrests and 8 vehicle crashes worked. The **Misdemeanor Arrests** included 1 trespassing, 4 theft, 3 warrants, 2 traffic and 4 simple battery. The **Felony Arrests** included 3 burglaries.

**Sewer Report:** Public Works Director, Phil Smith provided a copy of the Sewer Report for the month of August 2018 and reported the following: Sanitation Department performed a total of 107 jobs; one (1) within the sewer plant, thirty-five (35) within the lift stations and seventy-one (71) involved residential/commercial systems. They had eleven (11) new construction tie-in inspections.

**Planning & Zoning Commission:**

1. **Sugar Mill 16th Filing Phase II – Final Plate Approval:** Mr. Kevin Normand representing Evans-Graves Engineers, Inc. presented to the Council the Final Plat for Sugar Mill 16th Filing Phase II. A motion to approve the Final Plat for Sugar Mill 16th Filing Phase II was made by Councilor Acosta; seconded by Councilor LeBlanc and adopted by the following votes: **Yeas**: Acosta, Cazes, LeBlanc and Parrish; **Nays**: Kelley; **Absent**: None; **Abstaining**: None.
2. **Myhand Trailer Park Phase II:** Mr. Todd Berthelot representing Triple B Ranch, LLC presented the review of plans for Myhand Trailer Park Phase II. Mayor Toups stated that he requested Attorney, Tom Acosta to review the plans as well as the Town of Addis ordinances and provide a legal opinion on the matter at hand. Mr. Acosta stated that after reviewing all documents, he would not recommend that the Town of Addis Council require the owners of Myhand Trailer Park to conform the existing unimproved/un-remodeled portion of Myhand Trailer Park, which was in existence as of the date of passage of Town of Addis Ordinance No. 2009-4 on March 4, 2009 to the requirements of Chapter 11, Section 11-12 as recommended by the Town of Addis Planning & Zoning Commission on August 21, 2018. Mayor Toups then opened a public hearing. After hearing comments from the public, it was turned over to the Council for further review and discussion. A motion to approve the plat for Myhand Trailer Park Phase II as presented was made by Councilor LeBlanc; seconded by Councilor Acosta and adopted by the following votes: **Yeas**: Acosta, Cazes, LeBlanc and Kelley; **Nays**: None; **Absent**: None; **Abstaining**: Parrish. Councilor Parrish abstained from the vote because he owns a Trailer Park in the Town of Addis.

**PUBLIC HEARING & ACTION ON INTRODUCED ORDINANCES**

**Ordinance 2018-7 (Adoption & Enactment of Town of Addis Code of Ordinances)**: Dana Larpenteur read the following ordaining clause, “AN ORDINANCE ADOPTING AND ENACTING A NEW CODE FOR THE TOWN OF ADDIS, LOUISIANA; PROVIDING FOR THE REPEAL OF CERTAIN ORDINANCES NOT INCLUDED THEREIN; PROVIDING A PENALTY FOR THE VIOLATION THEREOF; PROVIDING FOR THE MANNER OF AMENDING SUCH CODE; AND PROVIDING WHEN SUCH CODE AND THIS ORDINANCE SHALL BECOME EFFECTIVE”. Mayor Toups then opened the Public Hearing. After hearing no comments from the Public, the Public Hearing was closed and turned over to the Council. A motion to approve Ordinance 2018-7 as written and presented was made by Councilor Acosta; seconded by Councilor Kelley and adopted on the following Roll Call Vote: **Yeas**: Acosta, Cazes, Kelley, LeBlanc, Parrish; **Nays**: None; **Absent**: None; **Abstaining:** None.

**INTRODUCTION OF ORDINANCES**

None

**2018 HURRICANE PREPARATION**

Public Works Director, Phil Smith presented the three cost proposals that he obtained for Back-Up Generators in preparation for the 2018 Hurricane season. He stated that after reviewing all three proposals, he would recommend using Sun Industries because they are the only vendor able to meet all requirements. After review and discussion, a motion to approve the proposal submitted by Sun Industries was made by Councilor Parrish; seconded by Councilor Cazes and adopted unanimously.

**ANNUAL GENERATOR MAINTENANCE CONTRACTS**

Public Works Director, Phil Smith presented the two proposals that he obtained for Annual Generator Maintenance. After reviewing both proposals, he made a recommendation to approve the service agreement with United Rentals in the amount of $2,230. After brief review and discussion, a motion authorizing Mayor Toups to enter into a Service Agreement with United Rentals for Annual Generator Maintenance was made by Councilor LeBlanc; seconded by Councilor Parrish and adopted unanimously.

**LGAP GRANT – RESOLUTION OF SUPPORT**

A motion authorizing Mayor David H. Toups to apply for a grant in the amount of $35,000.00 through the Local Government Assistance Program (LGAP); to install culverts and catch basins in public drainage ditches; to help ensure adequate and maintenance-free drainage, which will benefit the residents of the Town of Addis with a “permanent” drainage solution while improving the health and safety by closing exposed ditches was made by Councilor Cazes; seconded by Councilor Kelley and adopted unanimously.

**COMMITTEE REPORTS**

**Finance:**

1. Amotion to pay the bills found in order was made by Councilor LeBlanc; seconded by Councilor Acosta and adopted unanimously.
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 requested that Police Personnel be added to the agenda in Executive Session. A motion approving the amendment to the agenda adding an Executive Session to discuss Police Personnel was made by Councilor Parrish; seconded by Councilor LeBlanc and adopted unanimously.

**Personnel:** None

**Sewer:**

1. Phil reported that Design Fab began replacing the Basin 1 aerator. Two new rotors are on-site and expect both Basin 1 and 2 South rotors to be replaced within the next two weeks. Upon acceptance, they will shift to replace the North rotors on both basins.
2. He went on to report that the Town will have four used rotors and due to age and condition they cannot be re-used. Also have multiple pumps in the waste shed that are no longer good or serviceable. He asked the Council to declare those items (rotors and pumps) surplus so they can scrap them and get scrap value for them. A motion declaring the old rotors and pumps as surplus was made by Councilor Kelley; seconded by Councilor and adopted unanimously.
3. Phil then reported that there is one new tank complete with controls and one used tank complete with controls on hand. There will be approximately 7-10 new installs required in the next year. Need to place an order for tanks and pumps for inventory.
4. He informed the Council that a meeting has been scheduled with asset management vendors who have software that meet the Town’s needs.
5. Phil reported that he successfully passed Wastewater Treatment and Collection Level 2 exams and has applied for certification.

**Drainage:** A motion ratifying Mayor’s Toups purchase of replacement items to repair the failed culvert on First Street was made by Councilor Cazes; seconded by Councilor Acosta and adopted unanimously.

**Buildings:** Mayor Toups reported that the Building Committee has met and will begin interviewing Architecture Firms within the next couple of weeks.

**Streets and Roads:**

1. **Annual Road Review & GIS Mapping Project –** Councilor Acosta presented the cost proposal obtained from Material Resources, Inc (MRI) for Annual Road Review and GIS Mapping for Town of Addis roads. After review and discussion, a motion to approve the funds for the Annual Road Review and GIS Mapping project for $7,800 for year one and $5,400 for every year afterwards was made by Councilor Acosta; seconded by Councilor Cazes and adopted unanimously.
2. **Road Maintenance Program –** Councilor Acosta suggested taking 25% of the Annual Road Rehab budget and use it for road maintenance such as crack sealant to extend the life of newly constructed roads in the Town of Addis. After further discussion, a motion to allocate $40,000 of the Road Project budget towards the Road Maintenance Program was made by Councilor Acosta; seconded by Councilor Parrish and adopted unanimously.

**EXECUTIVE SESSION**

A motion to go into Executive Session to discuss (1) Police Personnel and (2) Pending Litigation was made by Councilor Kelley; seconded by Councilor Leblanc and adopted unanimously. A motion to return to regular session was made by Councilor Kelley; seconded by Councilor LeBlanc and adopted unanimously. As a result of the Executive Session with regards to Police Personnel, Chief Anderson recommended that Lt. Jason Langlois be promoted to the rank of Captain with a $100 per month increase in pay. A motion approving the promotion of Lt. Jason Langlois to rank of Captain with a $100 per month increase was made by Councilor LeBlanc; seconded by Councilor Kelley and adopted unanimously. Chief Anderson then recommended that Ofc. Joshua Falcon be promoted to the rank of Corporal with a $100 per month increase in pay. A motion approving the promotion of Ofc. Josh Falcon to Corporal with a $100 per month increase in pay was made by Councilor Kelley; seconded by Councilor Parrish and adopted unanimously.

**ANY OTHER BUSINESS**

None

**ADJOURN**

Meeting was adjourned at 8:21 p.m. on a motion made by Councilor Acosta; seconded by Councilor Kelley and adopted unanimously.

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

 Town Clerk Mayor