TOWN OF ADDIS MINUTES

September 12, 2023 – REGULAR MEETING

The regular meeting of the Mayor and Town Council for the Town of Addis was called to order by Mayor David Toups at 6:00 p.m. on Tuesday, September 12, 2023 at the Addis Municipal Center. Mayor Toups asked for a moment of silence in remembrance of 9/11 and the victims of the tragic event that took place at the Port Allen/Brusly football game. Pledge to the flag was led by Amanda Gross.

**ROLL CALL**

Present: Mayor Toups; Councilors Rusty Parrish, Bliss Bernard, Ray Lejeune Sr., Rhonda Kelley, and Kevin LeBlanc.

Absent: None

**MINUTES**

The minutes of the August 8, 2023 regular meeting were approved on a motion by Councilor Kelley; seconded by Councilor Lejeune and adopted unanimously.

**ADDITIONS TO AGENDA**

A motion to add an Executive Session for personnel was made by Councilor LeBlanc; seconded by Councilor Bernard and adopted unanimously.

**PUBLIC COMMENTS**

Amanda Gross, Chief Deputy WBR Clerk of Court, and Corey Passantino, WBR Registrar of Voters informed everyone that early voting is September 30th- October 7th 8:30 am to 6:00 pm (closed on Sundays). Early voting can be done at the Registrar of Voters Office in Port Allen or the West Baton Rouge Utilities Office in Brusly. Election day voting is October 14th 7:00 am to 8:00 pm. You may visit geauxvote.com for your polling location and a sample ballot.

Church at Addis representative thanked those that attended the community-wide informational meeting on Thursday, September 7th at the Addis Community Center regarding the proposed church and school expansion.

**CORRESPONDENCE**

Mayor Toups announced that Hazardous Materials Collection Day is Saturday, October 28th at Alexander Park in Addis. He also reminded everyone that the first Fall 2023 Rockin’ on the Railroad event is scheduled for Friday, October 6th with Louisiana Red Band.

**OLD BUSINESS**

None

**NEW BUSINESS**

**DISTRICT 18 STATE REPRESENTATIVE, JEREMY LACOMBE:** Representative Lacombe provided a 2023 Legislative update, discussed the precinct changes, and answered questions from the public regarding the 415-connector project and the intracoastal bridge. He also asked for everyone’s support in the upcoming election and thanked Mayor Toups and the Council for allowing him to attend the meeting.

**HALLOWEEN 2023:** Halloween Trick or Treating for 2023 in the Town of Addis was set for Tuesday, October 31st from 5:30 pm to 7:30 pm on a motion made by Councilor LeBlanc; seconded by Councilor Lejeune and adopted unanimously.

**2023-2026 HIGHWAY GRASS MOWING – BID OPENING & AWARD:** Mayor Toups advised that the Town received two (2) sealed bids prior to the meeting. He then asked three times if there was anyone else in the audience wishing to bid; no other bids were received. Mr. Larpenteur, Town Attorney, opened the first bid received from Lobre Enterprises LLC in the amount of $2,550 per month for grass cutting and weed eating. He noted that the required certification from LA Department of Agriculture and Forestry to use chemicals for weed control was not included. He then opened the second bid from Collins Property Maintenance in the amount of $2,750.00 per month for grass cutting and weed spraying and noted that the required insurance and chemical certification was included. A motion to disqualify the bid received from Lobre Enterprises LLC for failure to provide the required chemical application certification was made by Councilor Bernard; seconded by Councilor LeBlanc and adopted unanimously. A motion to accept the bid from Collins Property Maintenance for grass cutting and spraying along Highway 1 in the town limits in the amount of $2,750 per month; and authorizing Mayor David Toups to sign the contract commencing October 1, 2023 and ending on or before September 30, 2026 was made by Councilor Bernard; seconded by Councilor LeBlanc and adopted unanimously.

**SUGAR MILL HOA:** Representatives of the Sugar Mill HOA expressed their concerns & frustrations regarding the Wellcome Convenience Store and Shell Gas Station that is in the early stages of construction near the entrance of the subdivision. Mayor Toups informed them that a Stop Work Order has been issued on site by West Baton Rouge Parish Office of Community Development until the sewer and drainage plan reviews are complete and approved. A Traffic Impact Analysis is also required and must be reviewed and approved by the Town of Addis before the owner and contractor can proceed with construction. Town Attorney, Dana Larpenteur informed the members of the HOA that the property is zoned for commercial use and the property owner has the right to build the convenience store/gas station if he or she complies with the town ordinances set in place and all requirements are met.

**MONTHLY REPORTS**

**ENGINEER REPORT:**

1. **Sugar Hollow Drainage Improvement Project | Engineering Contract – Owen & White:** A motion to approve the agreement between the Town of Addis and Owen and White, Inc. for Engineering Services for the Sugar Hollow Drainage Improvement project and authorize Mayor Toups to sign the contract, was made by Councilor Bernard; seconded by Councilor LeBlanc and adopted unanimously.
2. **Sugar Hollow Drainage Improvement Project | Preliminary Report & Design Details:** A motion to approve the preliminary report and proceed with the final design and authorize Mayor Toups to go out for bid, was made by Councilor Bernard; seconded by Councilor LeBlanc and adopted unanimously.

**PLANNING & ZONING:** No business.

**PARISH COUNCIL REPORT:** No report. Councilor LeBlanc asked Mayor Toups to check on the status on the new library.

**POLICE REPORT:** The August 2023 police report, given by Chief Anderson, consisted of 163 traffic citations issued, 207 calls for service, 8 misdemeanor arrests, 4 felony arrest and 16 vehicles crashes. Mayor Toups congratulated Officer Donaldson who recently graduated from CARTA.

**PUBLIC WORKS/SEWER REPORT –**

1. **Wastewater Department:** Travis Bourgoyne reported for the month of August 2023 there were 7 residential/commercial control panel issues, 17 residential/commercial tank issues, 8 collection system issues, 1 sewer plant issue, 143 dig tickets and 176 total calls.
* The continuing dry conditions have led to multiple grinder discharge line leaks due to ground shifts and breaking of glue joints. Total leak repairs for August 2023 were 6.
* Had WBR Parish vacuum three pump stations (Myhand, Addis Lane and Messina),
* Addis Lane is running off our 6” bypass pump due to level control issue with control system. Waiting on Delta Process mechanic to repair.
1. **Public Works/Maintenance Department:**
* Grass cutting is continuous.
* The 2020 John Deere 6130M with the Alamo Maverick 2 boom mower has been repaired and returned as of September 5, 2023.
* Received new John Deere Gator for trash pickup.
* Patching pot holes as needed.
1. **Surplus Equipment:** A motion to declare the old John Deere Gator – UTV Side by Side surplus, was made by Councilor Bernard; seconded by Councilor Parrish and adopted unanimously.

**PUBLIC HEARING AND ACTION ON INTRODUCED ORDINANCES**

None

**INTRODUCTION OF ORDINANCES**

None

**COMMITTEE REPORTS**

**FINANCE:**

1. **Pay Bills Found in Order:** A motion to pay bills found in order was made by Councilor Kelley; seconded by Councilor LeBlanc and adopted unanimously by those present.
2. **Monthly Budget to Actual Reports:** The monthly budget to actual reports were reviewed with no comments.

**POLICE:** No report.

**PERSONNEL:** A motion to expend the funds for the annual employee meeting was made by Councilor Bernard; seconded by Councilor Kelley and adopted unanimously.

**SEWER:** No report.

**DRAINAGE:** No report.

**BUILDINGS:** A motion to adopt a resolution setting the hours for the Addis Railroad Park from 10:00 am to 7:00 pm, with the exception of permitted events, was made by Councilor Bernard; seconded by Councilor Lejeune and adopted unanimously.

**STREETS AND ROADS:** No report.

**EXECUTIVE SESSION**

A motion to temporarily adjourn regular session and go into executive session to discuss personnel, police personnel and litigation, was made by Councilor Lejeune; seconded by Councilor LeBlanc and adopted unanimously. A motion to return to regular session was made by Councilor LeBlanc; seconded by Councilor Bernard and adopted unanimously.

**ANY OTHER BUSINESS**

Mrs. Samantha Hebert inquired about Ordinance 2023-7 which authorizes health insurance coverage for members of the town council and their qualifying dependents. Mayor Toups and members of the Council informed Mrs. Hebert of the process in which an ordinance is introduced and adopted. A public notice is published in the West Side Journal after it is introduced and then a public hearing is held at the following Town Council meeting. They informed her that not every council member chose to enroll and coverage does end when they are no longer serving as an elected official. Councilor Bernard mentioned that there are many municipalities that offer health insurance benefits to their elected officials.

**ADJOURN**

The meeting was adjourned on a motion by Councilor Kelley; seconded by Councilor Parrish and adopted unanimously.

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

JADE V. SIMPSON, TOWN CLERK DAVID H. TOUPS, MAYOR