TOWN OF ADDIS MINUTES

November 14, 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, November 14th, 2023 at the Addis Municipal Center. Pledge to the flag was led by Riley “PeeWee” Berthelot.

**ROLL CALL**

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

Absent: None

**MINUTES**

The minutes of the October 10, 2023 regular meeting were approved on a motion by Councilor Kelley; seconded by Councilor Lejeune and adopted unanimously.

**ADDITIONS TO AGENDA**

None

**PUBLIC COMMENTS**

None

**CORRESPONDENCE**

Mayor Toups reminded everyone of the following: (1) Annual Required Trainings need to be completed before the end of the year, (2) Annual Employee Meeting is scheduled for Thursday, November 11th at 6:30 PM, (3) Election is Saturday, November 18th, and (4) Rockin’ on the Railroad and the Renaming Ceremony is scheduled for Friday, November 17th.

**OLD BUSINESS**

**WELLCOME CONVENIENCE STORE – PLAN REVIEW STATUS:** Drainage Engineer, Toby Fruge advised that he has reviewed the drainage study and civil plans. His questions and concerns have been sent to the architect and he is awaiting a response. Currently, he does not recommend approval of the project until all concerns are addressed and revisions are made per his recommendations. The results of the initial Traffic Impact Analysis were discussed. Based on the results, a motion requiring a complete Traffic Impact Analysis and approving the Town of Addis to expend the funds to have an independent review of the TIA, was made by Councilor Bernard; seconded by Councilor LeBlanc and adopted unanimously.

**NEW BUSINESS**

**ARPA PROJECT – GEOTECH EXPLORATION PROPOSAL – GULF SOUTH ENGINEERING:** A motion to approve the Geotechnical Exploration Proposal from Gulf South Engineering at an estimated lump sum fee of $8,500 for the ARPA Sewer Project, was made by Councilor LeBlanc; seconded by Councilor Bernard and adopted unanimously.

**ARPA PROJECT – INSPECTION SERVICES COST ESTIMATE – GULF SOUTH ENGINEERING:** A motion to approve the cost estimate for Construction Monitoring and Inspection Services through Gulf South Engineering at an estimated total of $48,923 for the ARPA Sewer Project, was made by Councilor Bernard; seconded by Councilor LeBlanc and adopted unanimously.

**REPUBLIC SERVICES LETTER OF SUPPORT:** A motion to approve the letter of support for the Republic Services Diesel Emission Reduction Act (DERA) Grant opportunity, was made by Councilor Lejeune; seconded by Councilor Parrish and adopted unanimously. The purpose of the DERA program is to offer grants and incentives to replace aging diesel vehicles with new Zero Emission Vehicles, improving air quality by reducing harmful emissions from diesel engines.

**RESOLUTION AMENDMENT RE: ADDIS RAILROAD PARK HOURS:** A motion to approve the resolution, “AMENDING THE RESOLUTION ADOPTED BY THE ADDIS TOWN COUNCIL AT ITS MEETING OF SEPTEMBER 12, 2023 SETTING THE OPENING AND CLOSING HOURS OF THE ADDIS RAILWAY PARK BY PROVIDING THAT SPECIALLY PERMITTED EVENTS EXTENDING THE HOURS PROVIDED IN THE RESOLUTION SHALL BE AUTHORIZED SOLELY BY THE MAYOR OF THE TOWN OF ADDIS IN HIS DISCRETION WITHOUT TOWN COUNCIL APPROVAL AFTER APPLICATION TO THE TOWN OF ADDIS,” was made by Councilor LeBlanc; seconded by Councilor Lejeune and adopted unanimously.

**RESOLUTION DESIGNATING MAYOR AS AUTHORIZED REPRESENTATIVE TO ISSUE OPEN CONTAINER PERMIT(S):** A motion to approve the following resolution was made by Councilor LeBlanc; seconded by Councilor Kelley and adopted unanimously. A resolution “PURSUANT TO ADDIS CODE OF ORDINANCES CHAPTER 4: *ALCOHOLIC BEVERAGES, SECTION 4-2(d)(1)* which provides for special permits authorizing open containers for limited times and places. It further provides that the Mayor and the Town Council, or their designated representative may issue these special permits. This resolution APPOINTS the Mayor of the Town of Addis as the designated REPRESENTATIVE for both the Mayor and the Town Council, and shall hereinafter issue those special permits under Section 4-2 without Town Council approval”.

**RESOLUTION HONORING WEST BATON ROUGE PARISH PRESIDENT, RILEY “PEE WEE” BERTHELOT:** A motion to approve the resolution, “RECOGNIZING THE YEARS OF SERVICE TO THE TOWN OF ADDIS AND THE PARISH OF WEST BATON ROUGE BY RILEY L. “PEEWEE” BERTHELOT, JR. AND CONGRATULATING HIM FOR A JOB WELL DONE,” was made by Councilor LeBlanc; seconded by Councilor Lejeune and adopted on the following roll call vote: **Yeas**: Bernard, Kelley, LeBlanc, Lejeune, Parrish; **Nays**: None; **Absent**: None; **Abstained**: None.

**MONTHLY REPORTS**

**ENGINEER REPORT:**

1. **Sugar Hollow Drainage Improvement Project – Recommendation of Award:** Drainage Engineer, Toby Fruge advised that the bid opening for the project was held today and there was a total of 9 bids received. He recommended that the contract be awarded to the lowest bidder, Arbour Construction in the amount of $714,000. A motion to approve the recommendation and award the contract to Arbour Construction in the amount of $714,000 was made by Councilor Parrish; seconded by Councilor Kelley and adopted unanimously. Toby also advised that he believes the fence installed by the landowners at 4701 Sugar Hollow is located within the drainage servitude. The pipes that are to be installed for the drainage project are to be installed within this servitude. To confirm, he will have a surveyor go out and survey the drainage servitude and property corners and report the findings back to the mayor’s office.

**PLANNING & ZONING:** No business.

**PARISH COUNCIL REPORT:** Parish Councilman, Chris Kershaw reported that construction of the Intracoastal Bridge is scheduled to start back up towards the end of the year with an estimated completion date by the end of 2024.

**POLICE REPORT:** The October 2023 police report, given by Chief Anderson, consisted of 172 traffic citations issued, 185 calls for service, 7 misdemeanor arrests, 1 felony arrest and 15 vehicles crashes. Task Force stats include 4 felony arrest and 1 misdemeanor arrest.

**PUBLIC WORKS/SEWER REPORT –**

1. **Wastewater Department:** Travis Bourgoyne reported for the month of October 2023 there were 19 residential/commercial control panel issues, 47 residential/commercial tank issues, 48 collection system issues, 4 sewer plant issue, 0 new inspections, 97 dig tickets and 216 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 October 2023 were 12.
* Repaired ditch 2 north brush rotor bearing at plant and waiting for new gear box for south rotor.
* Replaced broken belts on south pump at Plantation Ridge
* Addis place gravity had plugged gravity main.

1. **Public Works/Maintenance Department:**

* Grass cutting as needed.
* Assisted Wastewater with leak repairs as needed
* Performed maintenance on all tractors
* Replaced a busted hydraulic hose on 30ft. tiger boom mower
* Met with the engineer and contractor of the road project to mark all patch areas.

**PUBLIC HEARING AND ACTION ON INTRODUCED ORDINANCES**

None

**INTRODUCTION OF ORDINANCES**

**ORDINANCE 2023-8 (2024 GENERAL FUND BUDGET) –** A motion to introduce **Ordinance 2023-8** “AN ORDINANCE APPROVING THE ANNUAL GENERAL FUND BUDGET OF THE TOWN OF ADDIS, FOR THE FISCAL YEAR OF 2024” was made by Councilor LeBlanc; seconded by Councilor Lejeune and adopted unanimously by those present. A Public Hearing will be held on this proposed ordinance at a special meeting of the Mayor and Town Council to be held at 6:00 p.m. on Tuesday, December 19, 2023.

**ORDINANCE 2023-9 (2024 SEWER ENTERPRISE FUND BUDGET) –** A motion to introduce **Ordinance 2023-9** “AN ORDINANCE APPROVING THE ANNUAL SEWER ENTERPRISE FUND BUDGET OF THE TOWN OF ADDIS, FOR THE FISCAL YEAR OF 2024” was made by Councilor LeBlanc; seconded by Councilor Lejeune and adopted unanimously by those present. A Public Hearing will be held on this proposed ordinance at a special meeting of the Mayor and Town Council to be held at 6:00 p.m. on Tuesday, December 19, 2023.

**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.
2. **Monthly Budget to Actual Reports:** The monthly budget to actual reports were reviewed with no comments.
3. **Finance Committee Meeting:** Mayor Toups reminded the Council of the Finance Committee Meeting scheduled for Tuesday, November 28th @ 5:30 PM.
4. **2023 Special Meeting:** The date for the special meeting was set for Tuesday, December 19th @ 6:00 PM

**POLICE:** A motion to accept the resignation of Officer Brendan Brooks was made by Councilor Bernard; seconded by Councilor Kelley and adopted unanimously.

**PERSONNEL:** No report.

**SEWER:** No report.

**DRAINAGE:** No report.

**BUILDINGS:** The contractor who will be painting the building is scheduled to begin mid next week.

**STREETS AND ROADS:** No report.

**EXECUTIVE SESSION**

Chief Anderson advised that an Executive Session for police personnel was no longer needed. A motion to go into Executive Session to discuss pending litigation was made by Councilor LeBlanc; seconded by Councilor Kelley and adopted unanimously. A motion to return to Regular Session was made by Councilor Lejeune; seconded by Councilor Kelley and adopted unanimously.

**ANY OTHER BUSINESS**

No other business.

**ADJOURN**

The meeting was adjourned on a motion by Councilor LeBlanc; seconded by Councilor Bernard and adopted unanimously.

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

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