

Town of Lockport
Lockport, Louisiana

Minutes of Regular Meeting May 17, 2011

The Mayor Pro Tem and Town Council met in regular session on Tuesday, May 17, 2011, at 7:00 P.M., at the Lockport Town Hall Complex.

A. Call to Order, B. Opening Prayer, C. Pledge of Allegiance

Mayor Pro Tem Paul Champagne called the meeting to order. The opening prayer was offered by Town Clerk Gerard Leonard, followed by the Pledge of Allegiance led by Mr. Champagne.

D. Roll Call

The roll was called with the following present: Mayor Pro Tem Paul Champagne, Councilmen Donovan Barker, Rodney Hartman, Craig Rogers, and Weldon Triche. Absent: Mayor Richard Champagne (for cause). Also present was Police Chief Warren Vedros.

E. Approval of Minutes

1. April 19, 2011

Mr. Champagne asked if there were any corrections or comments concerning the minutes of the April 19, 2011 meeting distributed to all councilmen. Councilman Hartman made a motion to approve the minutes as presented. Councilman Barker seconded the motion and the motion carried unanimously.

2. May 3, 2011

Mr. Champagne asked if there were any corrections or comments concerning the minutes of the May 3, 2011 meeting distributed to all councilmen. Councilman Hartman made a motion to approve the minutes as presented. Councilman Barker seconded the motion and the motion carried unanimously.

F. Approval of Financial Statements for month ending April 30, 2011

Mr. Champagne asked if there were any questions or comments concerning the financial statements for the month ending April 30, 2011 distributed to the councilmen. Councilman Hartman moved and Councilman Barker seconded a motion to approve the financial statements as presented. The motion carried unanimously.

G. Police Report

Mr. Champagne called on Police Chief Warren Vedros to report on his department's activities. Mr. Vedros distributed copies of the monthly activity report. Mr. Vedros also distributed copies of an email he received from Melanie Mayer (nCourt LLC). nCourt offers an online service to municipalities for fine collections for citations. nCourt will collect payments online via credit card for a fee of 7% of the fine. The 7% is an additional fee added to the fine, so the Town will still collect the full fine amount. There is no additional charge to the municipality. nCourt submits the money collected from the fine to the Town and keeps the additional 7% collection fee. nCourt establishes a link from the Town's or Police Department's website to a newly created site for collection of the fines from citations. Councilman Rogers added that nCourt also collects other funds, such as water bills, permits, and property taxes. Councilman Rogers requested the Administration get more information. Clerk Leonard responded the Town has received a packet from nCourt with detailed information on the services nCourt offers. Councilman Rogers moved and Councilman Triche seconded the motion to accept the police report as presented. The motion carried unanimously.

H. GSE Report

Mr. Champagne called upon Mr. Clay Breaud of GSE, who gave the monthly engineering status report as follows

1. Rouses' Supermarket Sewer Lift Station:

Substantial completion inspection was conducted January 7, 2011. A minor punch list was noted. Contractor is waiting on the subcontractor to repair the monitoring light. GSE is still holding a 10% retainer in escrow to ensure if the contractor does not follow through with the job there is still money set aside to complete the job.

2. Wind Hardening of Town Hall Complex:

GSE submitted application for funding through Hazard Mitigation Program. Application approval is still pending. Application is awaiting final step of FEMA process.

3. Comeaux Drive LCDBG Sewer Application:

Bids were received on May 10, 2011. The low bidder is Magnolia Construction Co., LLC in the total amount of \$1,048,976.40. GSE recommended the Town award the bid conditionally to Magnolia Construction Co., LLC. LCDBG has to give concurrence to award the bid to Magnolia Construction Co., LLC before the decision can be final. Councilman Hartman asked how the bids compared to GSE's projections. Mr. Breaud replied that the bids were very close to the projections, with Magnolia Construction Co. being approximately \$60,000 below GSE's estimate.

4. Catherine, Elizabeth, School and Ethel Street Drainage:

A MIP Grant Application in the amount of \$2,000,000 was submitted through South Central Planning for drainage improvements on these streets. No decision has been received to date.

5. Elliot St. Sewer Lift Station Generator:

The Town received a \$35,000 grant for this project. The Town is looking into property ownership. GSE has recommended the Town go with a portable generator over a stationary generator due problems meeting the elevation requirements of a stationary generator. Once the Town decides on the type of generator, GSE can move forward.

I. Resolution

A resolution awarding and authorizing the signing of the Construction Contract for the Comeaux Drive Sewer Relocation and Lower Catherine Street Lift Station Renovations (RE-BID), Town of Lockport, Lafourche Parish, Louisiana, and authorizing the issuance of the Notice to Proceed. Councilman Hartman stated the estimate was for construction costs and asked if numbers for engineering and administration were included. After some discussion, it was made evident that engineering and administration costs were not included. Ms. Cazaubon explained that the Town agreed to pay engineering and administration costs in order to get more points for the LCDBG grant, which totaled \$159,000. In addition to the two grants, the Town would need another \$179,000-\$180,000 for construction costs. Based on the low bid, the amount of the Town's contribution is almost \$280,000. Mr. Breaud added that the remaining portion the Town owes for engineering fees is approximately \$57,000 because the Town has already paid for engineering services. Councilman Rogers noted that the additional amount the Town will pay for this project is around \$35,000 for engineering (GSE) plus \$37,000 for administrative (SCPDC). Councilman Hartman added the total cost to the Town will be \$60,000 less because the bid was \$60,000 less than GSE's estimate. A motion was made by Councilman Hartman and seconded by Councilman Rogers for the Town to accept the bid made by Magnolia Construction Co., LLC for the construction contract for the Comeaux Drive Sewer Relocation and Lower Catherine Street Lift Station Renovations. The motion carried unanimously.

J. ARCCO Power Systems- Mr. Johnny Zachary- generator maintenance proposal

Mr. Champagne introduced Mr. Johnny Zachary of ARCCO Power Systems. Mr. Zachary explained ARCCO sells, rents, and maintains generators. Mr. Zachary explained he inspected the Town's generators and described the attention and/or maintenance he thought each generator needed. Mr. Zachary gave a quote for preventative maintenance of the Town's four generators as well as an informational packet describing the services offered by ARCCO Power Systems. Councilman Triche questioned if the quote was an annual charge or monthly charge. Mr. Zachary answered that the price on the quote is an annual charge and further explained all amounts/fees on his quote.

K. Public Hearings

Councilman Rogers moved and Councilman Triche seconded the motion to suspend the regular meeting and to open a public hearing on the following topics. The motion carried unanimously.

1. 2012 LCDBG Grant Application- Ms. Martha Cazaubon, SCPDC

Ms. Cazaubon gave a synopsis of what is happening with the new LCDBG grant. The deadline is in November 2011. Ms. Cazaubon distributed a handout describing eligible projects and allocation of points. Ms. Cazaubon stressed due to the competitiveness of applicants for the LCDBG grants, it is important to line up engineers and get started on the application now. Ms. Cazaubon stated there will be a workshop in June that covers all the details of the 2012-2013 LCDBG Program.

2. Amended 2010-2011 and Proposed 2011-2012 Budgets

Councilman Rogers requested Clerk Leonard highlight the requested changes made to the amended and proposed budgets. Clerk Leonard reviewed the budgets, noting all changes. Mr. Champagne asked the audience for questions regarding the budget. There were no questions from the audience regarding the budget.

Councilman Rogers moved and Councilman Triche seconded the motion to end the public hearing and to resume the regular meeting. The motion carried unanimously.

L. Ordinances

1. Franchise Agreement between the Town of Lockport and AT&T

Clerk Leonard answered Councilman Rogers' request from last meeting regarding the approximate amount of revenues the franchise agreement would generate for the Town. The Town would collect approximately \$600.00 per month. The AT&T customers would bear this cost. U-Verse is not included in this cost, but would be a separate franchise agreement. Councilman Barker opposed the customers bearing the cost of the Town's franchise agreement with AT&T. Councilman Hartman stated the Town has a right to charge anyone that comes into Town and uses the Town's right-of-ways. Not knowing if the attorney has reviewed the agreement, Councilman Rogers moved and Councilman Barker seconded the motion to table the matter until the next meeting. The motion carried unanimously.

2. 2010-2011 Amended Budget

Councilman Rogers moved and Councilman Triche seconded a motion to adopt the 2010-2011 Amended Budget. The motion carried unanimously.

3. 2011-2012 Budget

Councilman Hartman moved and Councilman Rogers seconded a motion to adopt the 2011-2012 Proposed Budget. Councilman Rogers asked if the Proposed Budget included line item "M" (amend Police Chief's Salary). Clerk Leonard answered that it has been amended to include line item "M." Having no other discussion, the motion carried unanimously.

M. Introduce Ordinance and Call for a Public Hearing to Amend Police Chief's Salary

Councilman Rogers moved and Councilman Barker seconded a motion to introduce an ordinance and call for a public hearing to amend the Police Chief's salary at the June meeting. The motion carried unanimously.

N. Occupational License Collection Agreement between the Town of Lockport and RDS

Mr. Champagne briefly highlighted the terms of the agreement between the Town and RDS. Clerk Leonard explained discontent that local business owners have with an out of state agency handling occupational licenses. Business owners are dissatisfied with the time it takes to receive information from RDS because RDS is in Alabama and documents must be mailed, sometimes resulting in business owners having to pay delinquency fees. This issue can be resolved by handling occupational licenses internally. Clerk Leonard also noted RDS's reporting to the Town tends to be delayed which causes the Town problems keeping accounts correct and up to date. Another problem is RDS waits 180 days after the delinquency date (March 31) to begin actively pursuing collection. RDS's fees go up considerably during this process, benefiting RDS to wait until 180 days to begin pursuing delinquent payments. Councilman Rogers mentioned RDS issuing occupational licenses does not take into account the Town's zoning ordinance and handling licenses internally will give the Town better control over zoning issues. Clerk Leonard added he spoke to Mr. Sam Guarisco, our LMA Regional Representative for LaMATS and RDS to ask if the Town could terminate the contract ending 2012 early due to described issues. Mr. Guarisco later returned Clerk's Leonard call stating he spoke to RDS and the Town can terminate said contract by writing a letter stating reasons for termination and the Town will incur no penalty. Clerk Leonard stated software is available for purchase that would create efficiencies in collecting fees in house and in two years or less the fees the Town is paying to RDS would pay for the software. The Council agreed that handling occupational licenses in house would be a much more personal service. Councilman Barker asked the cost of RDS's fees. Clerk Leonard explained all costs. Councilman Barker moved and Councilman Rogers seconded the motion to write a letter to RDS stating termination of the Town's agreement on September 1, 2011. The motion carried unanimously.

O. Open topics

1. Bridge across drainage ditch from post office to library

No update.

2. Crescent Avenue speed limit – 35mph end to end

No update.

3. Research ROWs and SERVITUDES

Elliot Street Service Station and Main Drainage Ditch- Mr. Theriot has been unsuccessful locating right-of-ways and servitudes. Councilman Rogers will provide the servitude information for the main drainage ditch. Councilman Rogers requested Administration contact the property owner to obtain a new written servitude for the Elliot Street Service Station.

4. Smoke testing report – 4 residential leaks remaining.

Mr. Leonard reported that there are 4 remaining residential locations needing repairs. Mr. Champagne asked to have the attorney issue letters to the owners of the 4 properties. Mr. Leonard added that the Town has a second quadrant scheduled for smoke tests on May 25 and 26. Notices

were distributed to the residents today. The second quadrant includes the area from School Street to the end of Town and from Crescent Avenue to First Street and all areas in between.

5. Clear trees from main drainage ditch.

Estimates are awaiting the servitude information.

6. Committee for expansion of Lockport

Chief Vedros reported that all the data has been collected as far as property owners and registered voters. Chief Vedros added that the committee will probably have a meeting soon so they can move to the next step.

7. Sidewalk repairs

No action was taken. Mr. Champagne wanted to bring to everyone's attention that the cost of sidewalk repairs in front of Ms. Margie Black's home that were voted on last meeting total a little more than \$5000. Mr. Champagne explained that the estimate in the Councilmen's packets is for their information only. Councilman Barker asked if the Council said to do the job. Mr. Champagne explained the motion was made to restore the sidewalk to its original condition with bricks. Councilman Hartman asked if the estimate included reusing the bricks that are currently in the sidewalk. Mr. Leonard explained that a lot of the bricks are broken and others cannot be reused because they are set in cement and will break if they are removed. Councilman Rogers asked if the motion can be amended to state a cement sidewalk. Councilman Hartman asked what the Town's liability is regarding repairing sidewalks. After some discussion regarding liability, it was decided to seek the advice of the Town Attorney. Discussion ensued on interpretation of the motion that was passed. Mr. Champagne will contact Ms. Margie Black to discuss the sidewalk issue with her.

8. STOP signs

No action was taken.

9. Crescent Avenue extension at LA 1 South

Town Attorney not in attendance to update.

10. Parking lot on Veterans Street

The house is gone. There is tall grass at the site.

11. Street repairs

Councilmen were asked to ride around town and make a list of streets in need of repair. Councilman Rogers would like to focus on the area with the worst portion of streets that may be eligible for CDBG money.

12. Illegal Campers and Trailers

No action has been taken. Chief Vedros said the Town Attorney has to send letters. Councilman Rogers requested administration get information from our legal advisor. Councilman Rogers added he thought a letter was to be sent to the Terry Talbot (SCPDC) to have the illegal trailers inspected and removed because he has the authority to contact Entergy and have the power removed. Mr. Champagne asked Administration to furnish Mr. Talbot with a list of illegal campers and trailers.

13. "Old Town Hall" Disposition

Town has advertised for bids to demolish the Old Town Hall with a June 1, 2011 deadline.

14. "Welcome" to Lockport Signs

Sign has not been received. Mr. Leonard called Paul Breaux today. Mr. Breaux was to call the manufacturer today and follow up with Mr. Leonard, but he did not. Mr. Breaux originally stated the job would take 8 weeks, which is approaching.

15. Boat Museum Roof

Repairs have been made. A check was received from the insurance company. The wrong skylights were received. The correct skylights have been ordered and will be in within a week.

16. EECDG grant to replace oldest A/C unit

Mr. Leonard called and sent an email to Archie Chiasson III asking which contractors can sell off the state bid. Awaiting reply from Mr. Chiasson.

17. Water fountain repair

A price of \$3210.00 was given for a new fountain. Councilman Rogers asked for a copy of the quote so he could try to get a donation to repair the broken fountain.

18. Recycling bin

Councilman Barker explained that the recycling bin in Mathews is overloaded. The Parish may be interested in putting a bin in Lockport because they are going to have to put another bin in Mathews or somewhere else since the current bin is always full. Mr. Champagne said he will contact the Parish.

P. Reports

1. Council

- **Councilman Rogers-** Only concerns were the water fountains and camper trailers, but these issues were already covered.
- **Councilman Triche-** According to an email Chief Vedros received from Charlotte Randolph, Parish President; there is a good possibility that 100% of the funding is available through BP for recreation. If Councilman Triche came up with an estimate, she would try to help and BP would probably absorb all costs. Councilman Triche referred to bathroom plans and pointed out that he liked Model 180-M. Councilman Triche described the plan and requested Administration get a quote for the bathroom design, including delivery and setup. The property may have to be elevated, which is an additional cost. Mr. Champagne asked Administration to find out if the site has to be elevated. The Council agreed to Model 180-M and to get all prices and information needed to submit to Ms. Randolph.
- **Councilman Barker-** Councilman Barker thanked Mr. Leonard for providing time sheets for the Public Works employees. Councilman Barker asked to get time sheets on all Town employees in his future packets.
- **Councilman Hartman-** Councilman Hartman expressed his concern that a lot of money has to be spent on LCDBG grants before the Town finds out if it qualifies and in the future the Town should determine how much money will be spent on a project before the process begins. Councilman Hartman brought to everyone's attention that the July Town Meeting falls on the same night as the District J Meeting. Mr. Champagne suggested at next month's meeting to discuss moving the date of the July meeting.

2. Town Attorney

Not in attendance.

3. Mayor

Mr. Champagne gave a written complaint to Chief Vedros regarding boom boxes on Catherine Street. Chief Vedros said he also has a copy of the letter. Regarding the flooding, Mr. Champagne had the Town Crew install the barricades today and they performed as planned. Mr. Champagne explained that in a previous meeting with the Levee District, Mr. Champagne asked when the call would be made to put up the barriers. He was told that decision belongs to the Town. Mr. Champagne is uncomfortable with the Town making the call because the barricades belong to the Levee District and he will follow up with the Levee District. The Levee Board feels all levees in the central part of the parish and in Lockport are sufficient; however, the Town is still being diligent in preparing for the flood.

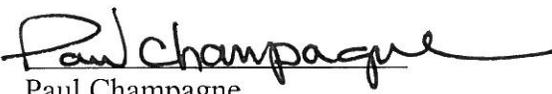
Q. Citizens Comments

2. Mr. Clay Breaud (GSE) stated that if the Town is interested in any LCDBG projects, GSE will give a cost estimate and a budget for the job at no additional cost to help the Town decide whether or not to proceed with the project.
3. Mrs. Mary Lynn Blanchard asked when the minutes from last month's meeting will be published on the website. Mr. Leonard explained that he got the last signature he needed this afternoon and the minutes will be posted tomorrow.
4. Mr. Kyle Loupe expressed interest in providing generator maintenance for the Town. Mr. Champagne asked Mr. Loupe to put a proposal together and submit it to the Council. Councilman Rogers commented that if the Town has two generators not working that are less than a year old, administration should contact the manufacturer and have them check the generators as soon as possible.

O. Adjourn

The next scheduled regular town meeting will be held on Tuesday, June 21, 2011. There being no further business to come before the Council, a motion by Councilman Triche to adjourn the meeting was seconded by Councilman Hartman and carried unanimously at 9:55 PM.


Gerard Leonard, Town Clerk

Town of Lockport

Paul Champagne
Mayor Pro Tem

It was moved by Councilman Hartman and seconded by Councilman Rogers that the following resolution be adopted:

RESOLUTION

A resolution awarding and authorizing the signing of the Construction Contract for the Comeaux Drive Sewer Relocation and Lower Catherine Street Lift Station Renovations (RE-BID), Town of Lockport, Lafourche Parish, Louisiana, and authorizing the issuance of the Notice to Proceed.

WHEREAS, the Town of Lockport did receive construction bids on the Comeaux Drive Sewer Relocation and Lower Catherine Street Lift Station Renovations (RE-BID), Town of Lockport, Lafourche Parish, Louisiana, and

WHEREAS, the lowest and best bid was that submitted by Magnolia Construction Company, LLC in Baton Rouge, Louisiana, in the overall Base Bid plus Alternate No. 1 Bid amount of \$1,048,976.40, and

WHEREAS, the project is funded in part by the State of Louisiana, Office of Community Development Block Grant, and

NOW, THEREFORE, BE IT RESOLVED that the Town of Lockport award the construction contract to Magnolia Construction Company, LLC in Baton Rouge, Louisiana, in the overall Base Bid plus Alternate No. 1 Bid amount of \$1,048,976.40, subject to the approval of the State of Louisiana, Office of Community Development, and

BE IT FURTHER RESOLVED that the Mayor and Board of Aldermen of the Town of Lockport be and he is hereby authorized and empowered to sign a construction contract for and on behalf of the Town of Lockport with Magnolia Construction Company, LLC, upon receipt of the performance bond in the amount of the contract price, and

BE IT FURTHER RESOLVED that upon receipt of required certificates of insurance evidencing coverage as provided in the project specifications and upon execution and recordation of all contract documents, that the Engineer is hereby authorized to issue the Notice to Proceed to the Contractor to commence construction of the project.

WHEREUPON the motion was put to a vote and the vote thereon was as follows:

YEAS: Councilmen Barker, Hartman, Rogers, and Triche.

NAYS: None.

ABSENT AND NOT VOTING: None.

And the resolution was declared adopted on this 17th day of May, 2011.

I, Gerard Leonard, Clerk of the Town of Lockport, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Mayor and Board of Aldermen of the Town of Lockport, at a meeting held on the 17th day of May, 2011, at which meeting a quorum was present and voted and that said Resolution is now in full force and effect.

WITNESS MY OFFICIAL SIGNATURE this 17th day of May, 2011.



Gerard Leonard, Clerk
Town of Lockport

ORDINANCE NO. 2011-009

An ordinance to amend the Lockport
Code of Ordinances so as to Amend
Section 2-4

BE IT ORDAINED by the Lockport Town Council in regular session assembled that the Lockport Town Code of Ordinances is hereby amended and re-enacted so as to Amend Section 2-4 to read as follows:

SECTION 2-4

TOWN OF LOCKPORT AMENDED BUDGET

BE IT ORDAINED, by the Town Council, on behalf of the Town of Lockport, hereby amends the 2010-2011 Budget (ATTACHMENT A) for the operation and maintenance of the Town.

YEAS: Councilmen Barker, Hartman, Rogers, and Triche.

NAYS: None.

ABSENT: None.

And the Ordinance was declared adopted on this the 17th day of May, 2011.


Paul Champagne, Mayor Pro Tem

ATTEST:

Gerard Leonard, Town Clerk

ORDINANCE NO. 2011-010

An ordinance to amend the Lockport
Code of Ordinances so as to Amend
Section 2-3

BE IT ORDAINED by the Lockport Town Council in regular session assembled that the Lockport Town Code of Ordinances is hereby amended and re-enacted so as to Amend Section 2-3 to read as follows:

SECTION 2-3

TOWN OF LOCKPORT BUDGET

BE IT ORDAINED, by the Town Council, on behalf of the Town of Lockport, hereby adopts the 2011-2012 Budget (ATTACHMENT A) for the operation and maintenance of the Town.

YEAS: Councilmen Barker, Hartman, Rogers, and Triche.

NAYS: None.

ABSENT: None.

And the Ordinance was declared adopted on this the 17th day of May, 2011.


Paul Champagne, Mayor Pro Tem

ATTEST:

Gerard Leonard, Town Clerk