

Town of Lockport
Lockport, Louisiana

Minutes of Regular Meeting June 21, 2011

The Mayor and Town Council met in regular session on Tuesday, June 21, 2011, at 7:00 P.M., at the Lockport Town Hall Complex.

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

Mayor Richard Champagne called the meeting to order. The opening prayer was offered by Assistant Town Clerk Danielle Williams, followed by the Pledge of Allegiance led by Mayor Champagne. Mayor Champagne expressed his gratitude to the Council and especially Councilman Champagne for taking care of business in his absence.

D. Roll Call

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

E. Approval of Minutes of May 17, 2011

Mayor Champagne asked if there were any corrections or comments concerning the minutes of the May 17, 2011 meeting that were distributed to all councilmen. Councilman Rogers 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 May 31, 2011

Mayor Champagne asked if there were any questions or comments concerning the financial statements for the month ending May 31, 2011 that were distributed to the councilmen. Councilman Hartman moved and Councilman Champagne seconded a motion to approve the financial statements as presented. The motion carried unanimously.

G. Police Report

Mayor Champagne called on Police Chief Warren Vedros to report on his department's activities. Mr. Vedros distributed copies of the monthly activity report. Mayor Champagne asked if any of the complaints involved kids adjusting the lights to the "Welcome to Lockport" signs because it was brought to his attention today that kids are trying to manipulate the lights. Chief Vedros was not aware of such complaints, but would have officers keep an extra eye on the signs. Councilman Rogers moved and Councilman Triche seconded the motion to accept the police report as presented. The motion carried unanimously.

H. GSE Report

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

1. Rouses' Supermarket Sewer Lift Station:

Mr. Breaud gave the final acceptance for retainage of payment to the Mayor prior to the meeting beginning. This item is now complete.

2. Wind Hardening of Town Hall Complex:

GSE submitted application for funding through Hazard Mitigation Program. GSE received word from GOHSEP that the application is approved. GSE is waiting on written confirmation of approval before work begins.

3. Comeaux Drive LCDBG Sewer Application:

Mr. Breaud brought the construction contracts to tonight's meeting for Mayor Champagne's signatures. Once signed, Mr. Breaud will have the contracts recorded and issue a Notice to Proceed.

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. This project was denied funding.

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 is waiting on Town's decision on either a stationary or a portable generator. Once the Town decides on the type of generator, GSE can move forward. Councilman Rogers met with Damon Baldone (property owner)'s manager, Mike Dupre. Mr. Dupre has no objection to a new servitude since a servitude cannot be found for the property. Mr. Dupre gave Councilman Rogers the Act of Sale of the property which listed the property description and all the recordings. Councilman Rogers gave a copy of the Act of Sale to administration so the Town can move forward with this project. Mr. Dupre

requested a picture and description of the generator the Town would like to put on the property. Councilman Rogers expressed his interest in a stationary unit because it eliminates the need of someone having to physically deliver a portable unit when the need arises. Councilman Rogers then stated there is natural gas across the street from the site and gave some benefits of having natural gas as opposed to diesel. He further explained that the Town would have to pay to have the gas line put in from the street's edge to the unit at one dollar per foot. Mayor Champagne agreed that a stationary unit would be more beneficial. Mayor Champagne asked Mr. Breaud if GSE could have a picture of the unit by Friday so that it can be forwarded to Mr. Baldone. Mr. Breaud replied that he would try to find something off the State's approved list by Friday. Mr. Breaud also stated that if a servitude agreement is needed, GSE can draft one.

6. Wastewater Treatment Plant Operations:

A copy of the Annual Water Pollution Prevention Audit was sent to the Town for review. A resolution for this is on tonight's agenda.

Relay for Life

Mayor Champagne asked to deviate from the agenda to allow the representatives from Relay for Life to give their presentation. Councilman Rogers made a motion and Councilman Champagne seconded the motion to deviate from the agenda. The motion carried unanimously. Monica Hoffpauir introduced herself as Team Captain for Relay for Life. Ms. Hoffpauir asked permission to host a 5K run in the Town of Lockport on September 11, 2011. Ms. Hoffpauir also expressed a desire to have a plate lunch from 11am to 1pm and a "Fun in the Sun" event for children in the afternoon. She explained all proceeds go directly to the American Cancer Society. Ms. Hoffpauir explained Relay for Life is coordinating this effort with Bayou Runners Association, who held a 5K in town a few months back. Councilman Champagne asked to have the route coordinated with Chief Vedros. Chief Vedros asked and Ms. Hoffpauir agreed to hold a meeting to coordinate the route and other details of the run. Councilman Champagne made a motion and Councilman Rogers seconded the motion to allow Relay for Life to host a 5K run at the Bayou Side Park. The motion carried unanimously.

I. SCPDC

Mayor Champagne called on Martha Cazaubon to explain the process of updating the Town's Comprehensive Plan. Ms. Cazaubon introduced Ms. Simone Caesar, an urban planner with SCPDC. Ms. Cazaubon explained the proper course of action to begin updating the Comprehensive Plan, which is a public meeting to get involvement from citizens. In order to have zoning, a Comprehensive Plan is required by law. Councilman Rogers replied that the Town's Ordinance adopting the Comprehensive Plan was in 1998, and all studies regarding zoning were conducted two years prior. Ms. Cazaubon explained that because a town's needs and demographics change, it is good to revisit a plan to see whether or not it needs updating. Ms. Cazaubon also stated there are some grants available, but the grants are competitive. Ms. Cazaubon mentioned SCPDC currently has qualified staff who have worked in zoning in the past. Councilman Rogers stated rather than completely re-doing zoning, he would like to see all updates and changes that have been made put into the zoning book. Mayor Champagne agreed that it is necessary to update the zoning book. Once an update is completed, Councilman Rogers would like to train someone to understand and interpret the Town's process for permits and who can implement or enforce the zoning regulations. Councilman Rogers offered the idea of hiring someone to do this on an as-needed basis. Councilman Champagne restated his opinion that no permits should be issued on the spot, so to give time to make sure the permit is valid and all procedures were followed and regulations abided by. Councilmen Hartman and Rogers agreed. Councilman Hartman added that once a permit is issued, the Town must make sure everything is done in compliance with zoning. Councilman Rogers also expressed his interest in a Nuisance and Abatement Plan to help the Town understand necessary ways to resolve issues regarding noncompliance. Ms. Cazaubon added the American Planners Association offers a four hour training course for planning commissioners. Ms. Cazaubon said SCPDC can help set this up and if there is enough interest they can try having the training at Town Hall. Councilman Rogers would like to see the Town set up this training and also advertise for a person interested in holding a part time position to attend the training as well.

J. Resolutions

1. Adoption of the Louisiana Compliance Questionnaire. A motion was made by Councilman Champagne and seconded by Councilman Rogers to adopt the above stated resolution. The motion carried unanimously.
2. Louisiana Department of Environmental Quality MWPP Audit. A motion was made by Councilman Rogers and seconded by Councilman Triche to adopt the above stated resolution. The motion carried unanimously.

K. Select Official Municipal Journal for fiscal year July 1, 2011 to June 30, 2012.

Councilman Hartman moved and Councilman Champagne seconded a motion to select the *Daily Comet* as the Town's official journal. The motion carried unanimously.

L. Disposition of the Old Town Hall

Mayor Champagne referenced two bids in the Council's packets. Councilman Barker requested an appraisal of the property where the Old Town Hall is located. Mayor Champagne said once the building is demolished, the property will be appraised. Councilman Hartman recommended the Council accept the bid from Hamp's Enterprises, Inc. for \$11,950, which includes demolition of the building, slab, and foundation. Councilman Champagne asked if Hamp's Enterprises, Inc. met the Town's minimum insurance requirements. Councilman Rogers explained the contractor does meet the insurance requirements. Councilman Champagne requested Administration revisit the Town's insurance requirements because current requirements may be too low. Citizen Ruthie Barker asked, on behalf of her neighbors Freddy and Marie Delaune, if the Town had the dates the building was set to be demolished. Mayor Champagne responded the dates are not known at this time. Councilman Champagne said the Town will post a sign in front of the building giving the dates of demolition. Councilman Hartman and Councilman Champagne seconded a motion to accept Hamp's Enterprises, Inc.'s bid of \$11,950.00 to demolish Old Town Hall and remove slab. The motion carried unanimously.

M. Kyle Loupe Electric, LLC- generator maintenance proposal

Mayor Champagne noted Kyle Loupe Electric's proposal is significantly lower than ARCCO Power System's proposal, which was received last month. Councilman Rogers said the generators can be set to run for an hour weekly and requested Administration have someone check the generators once weekly, during his scheduled work time, to make sure they are running. The time should be logged each week. Councilman Rogers requested the following changes be made to the proposal: 1) The Town does not pay sales tax; therefore it needs to be removed. 2) Any repairs will be performed at Time & Material rate after approved by Administration. Councilman Hartman requested a Certificate of Insurance from Kyle Loupe Electric, LLC. Councilman Champagne asked that the proposal be renewed annually. Councilman Rogers moved and Councilman Hartman seconded the motion to accept Kyle Loupe Electric, LLC's proposal for generator maintenance, to be renewed annually. Councilman Triche abstained from voting due to Proposer being his wife's nephew. The motion carried unanimously.

N. Public Hearings

Councilman Champagne moved and Councilman Rogers seconded the motion to suspend the regular meeting and to open a public hearing. The motion carried unanimously.

1. Amend Police Chief's salary

Mayor Champagne referred to the Ordinance in the packet that detailed the breakdown of the Chief's salary. Mayor Champagne asked the audience for any questions or comments. Citizen Louis Allain asked the Chief's current salary and what it is going up to. Mayor Champagne answered the Chief's annual salary is currently \$40,000 and is going up to \$42,000. Mr. Allain asked what the Chief's salary was when he originally became Chief. Chief Vedros answered his annual salary was \$30,000 when he was first elected Chief. There were no other questions or comments from the audience. Councilman Champagne added he feels Chief Vedros is very deserving [of the pay increase].

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

O. Ordinances

Councilman Champagne moved and Councilman Rogers seconded a motion to deviate from the agenda and approve the Police Chief's salary. The motion carried unanimously.

2. Amend Police Chief's salary

Councilman Champagne moved and Councilman Hartman seconded a motion to approve \$42,000 as the Police Chief's new annual salary. The motion carried unanimously.

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

Councilman Hartman stated the agreement was discussed at last month's meeting. Councilman Rogers added that the Council needs to adopt the agreement as written or amend the agreement and adopt it as amended. Councilman Barker restated his opposition to the franchise agreement because the customers will bear the cost of the Town's franchise agreement with AT&T. Councilman Hartman restated the Town has a right to charge anyone that comes into Town and uses the Town's right-of-ways. Councilman Champagne moved and Councilman Rogers seconded a motion that to accept the franchise

agreement between the Town of Lockport and AT&T. Councilmen Champagne, Hartman, Rogers and Triche voted in favor of the motion. Councilman Barker opposed the motion. The motion carried.

P. Introduce Ordinance and Call for a Public Hearing to establish guidelines for electrical power hookup within the Town

Councilman Rogers reviewed the Town's current requirements for a permit and requested Administration get with the City of Thibodaux and Town of Golden Meadow to see what their requirements are for electric power hookup. Councilman Rogers moved and Councilman Champagne seconded a motion to introduce an ordinance and call for a public hearing to establish guidelines for electrical power hookup within the Town. The motion carried unanimously.

Q. Discuss bathrooms at Bayou Side Park

Councilman Triche updated Mayor Champagne on the Councilmen's decisions on a bathroom model which was discussed during last month's meeting. He reviewed the differences in the bathroom models and stated the Councilmen decided Model 180M was the most desirable choice. Councilman Champagne asked Mr. Breaud (GSE) to review the park bathroom plans to determine everything needed for the total project and to put an estimate together for total cost of the project. Councilman Rogers noted a time issue and asked the proposal be submitted to Lafourche Parish President Charlotte Randolph as soon as possible. Councilman Hartman moved and Councilman Rogers seconded the motion to give the Mayor permission to submit to Ms. Randolph, on behalf of the Town of Lockport, a request for assistance to pay for the bathrooms at Bayou Side Park. The motion carried unanimously.

R. Cleaning Service for Town Hall

Mayor Champagne read the price quotes given by two cleaning services to clean Town Hall. Councilman Rogers asked the purpose of getting the quotes. Councilman Champagne answered that a citizen complained to a councilman and stated the floors have not been stripped and cleaned in years. Mayor Champagne stated the floors have been waxed one time during his tenure. Councilman Hartman felt the services were unnecessary, given the prices. Councilman Hartman suggested having the Work Release people clean the floors. Councilman Hartman also requested that Administration use the task lists/schedules given in the two cleaning service proposals to draft a "To-Do" List for Mary, who works part-time as Housekeeper. Councilman Rogers agreed.

S. Town Meeting date for July, 2011

Due to the District J meeting falling on the same date as the regularly scheduled Town Hall meeting (Tuesday, July 19, 2011), Mayor Champagne suggested moving the Town Hall meeting to Wednesday, July 20, 2011. Councilman Champagne moved and Councilman Hartman seconded a motion to reschedule the Town Hall meeting to Wednesday, July 20, 2011 at 7:00 PM. The motion carried unanimously.

T. 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 was discussed earlier. Councilman Triche explained his preference for a portable generator as opposed to a stationary one. Councilman Rogers asked that if an existing servitude is not found, a new servitude be drafted and presented to Mr. Baldone and Mr. Dupre by week's end.

4. STOP signs

Mayor Champagne reminded the Council of his opinion to have no stop signs east and west and any stop signs erected at any time should only be on cross streets to alleviate any confusion. Councilman Rogers would like to wait for a citizen to offer a formal complaint before anything is changed. He is unaware of any complaints regarding stop signs. Councilman Rogers added that some intersections within Town warrant a 4-way stop. No action was taken.

5. Crescent Avenue extension at LA 1 South

Town Attorney Mitch Theriot met with Mr. Gisclair (LA DOTD). He provided Mr. Gisclair a map of area in question. Mr. Gisclair does not believe the request is unreasonable. Mr. Theriot does not believe this process should take longer than four to six weeks.

6. Smoke testing report

The second quadrant of Town was tested for leaks, resulting in 43 total leaks. Of the 43 leaks, 7 are on public property and 36 are on private property. Letters will be sent to property owners next week.

Mr. Theriot will request the four remaining property owners from quadrant one to appear in July's Mayor's Court.

7. Clear trees from main drainage ditch.

Estimates are awaiting the servitude information. Councilman Rogers provided a list of names and phone numbers of property owners to give to Mr. Theriot to help find the Town's servitude. Mr. Theriot has been unsuccessful locating right-of-ways and servitudes.

8. Sidewalk repairs

Mayor Champagne reviewed the motion that was passed to repair the sidewalk in front of Ms. Margie Black's home, which totaled a little more than \$5000. Councilman Rogers made reference to a quote for a brick stamp that is included in the Councilmen's packets. Mayor Champagne mentioned the pattern of the current sidewalks is "herringbone," not "basket-weave," which is the stamp pattern in the quote. Councilman Triche suggested having Trustees remove the existing bricks from the sidewalk and re-lay the sidewalk using the old bricks. No action was taken.

9. Committee for expansion of Lockport

No update.

10. "Old Town Hall" Disposition

Action taken in Agenda Item "L."

11. Illegal Campers and Trailers

Mr. Theriot will send letters to the five people dwelling in campers to appear in July's Mayor's Court.

12. Street repairs

No update.

13. "Welcome to Lockport" Signs

The posts have been painted red. Citizen Jackie Gaubert said she thinks the posts should be painted blue. The Council agreed with her suggestion. The new sign should arrive next week to replace the damaged Welcome sign. Measurements have been taken to fit the new sign and the brackets were taken to put on it.

14. EECDG grant to replace oldest A/C unit

Ms. Williams reported that after correspondence with Archie Chiasson III, it was discovered that there is no state approved vendor list for air conditioning units. Mr. Chiasson asked the Town to get 3 quotes for new a/c units and then he will meet with the Mayor and Administration to discuss the next steps of the process.

15. Request funds for drainage assistance from the Drainage District

Councilman Rogers reported that he would like to attend a Drainage District meeting. No update.

16. Recycling bin

Councilman Champagne contacted Jerome Danos via email. Mr. Danos replied via email and Councilman Champagne forwarded this email to all Councilmen. He received no response from the Council. Councilman Rogers reported this was a closed item as far as he is concerned. Mayor Champagne recommended this item be closed as well.

17. Cleaning Service for Town Hall

Action taken under Agenda Item "R."

18. Water fountain repair

The Council discussed the cost of the water fountain. Councilman Rogers said the Rotary Club purchased the prior water fountain with grant money. He asked to leave this item on the list in case grant money becomes available in the future.

19. Risk Management Recommendation for the Locks.

Councilman Champagne asked for an estimate on installing a fence around the Locks as soon as possible. Mayor Champagne added that police barricades should be put around the Locks until a fence is erected. Councilman Rogers discussed the problems with the dogs that roam on the Locks.

20. Wood Chipper

Mayor Champagne reported the chipper was loaned to Armand Autin, who said the chipper does not run and is only worth the price of "junk." Mayor Champagne said the chipper should not be loaned due to its condition and the liability it places on the Town. Councilman Champagne moved and Councilman Triche seconded the motion to declare the wood chipper as surplus and to advertise it to be sold for junk in "as is" condition. The motion carried unanimously. Councilman Triche asked that the wood chipper, which is currently on loan to Mr. Autin, be returned to the Barn as soon as possible.

U. Reports

1. Council

- **Councilman Rogers-** Are the Town's lessees up-to-date on all lease payments? Ms. Williams answered the Town received a check from the Playhouse for \$2000, which brought them up-to-date on rent. All lessees have been asked to transfer the utilities to their names.
- **Councilman Triche-** How much time is left on the variance given to Pierce Trucking to operate in a residential area? They were given two years. Mayor Champagne thinks it has been a year.
- **Councilman Barker-** What is comp time (pertaining to time sheets)? Councilman Rogers requested the Council be given a copy of the Employee Handbook.
- **Councilman Hartman-** Councilman Hartman referred to an email about a grant opportunity for Farmers Markets. Councilman Hartman added the grant would be a nice opportunity for the Town to begin a Farmers Market. Councilman Champagne asked this information be forwarded to Mr. Michael Knobloch, who can prepare the grant application for the Town.

2. Town Attorney

Not in attendance.

3. Mayor

No report.

Q. Citizens Comments

1. Ms. Gwen Theriot introduced herself as Community Liaison for Congressman Jeff Landry. Ms Theriot will be visiting the Town every other month to see if there is anything Congressman Landry can do to assist the Town. She asked if anyone needs Congressman Landry to attend something, please let her know so she can try to get it on his schedule.

O. Adjourn

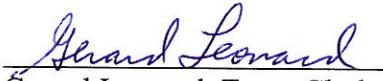
The next scheduled regular town meeting will be held on Wednesday, July 20, 2011. There being no further business to come before the Council, a motion by Councilman Champagne to adjourn the meeting was seconded by Councilman Rogers and carried unanimously at 9:30 PM.

Town of Lockport



Richard Champagne

Mayor



Gerard Leonard, Town Clerk

RESOLUTION

**A Written Resolution adopting the
Louisiana Compliance Questionnaire
As of June 30, 2011 and for the
Year then ended.**

WHEREAS, the preparation and adoption of the Louisiana Compliance Questionnaire is a requirement part of the financial and compliance audit of Louisiana governmental units, and

WHEREAS, the auditing firm of Stagni & Company LLC is in the process of performing a financial and compliance audit of the Town of Lockport as of June 30, 2011 and for the year then ended; and

WHEREAS, the required Louisianan Compliance Questionnaire as of June 30, 2011 and for the year then ended has been prepared and presented to the Town Council for review and adoption;

NOW, THEREFORE BE IT RESOLVED by the Town Council on behalf of the Town of Lockport, that the Louisiana Compliance Questionnaire as of June 30, 2011 and for the year then ended, be hereby accepted and approved, and that a copy of this resolution be forwarded to the auditing firm of Stagni & Company LLC.

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

YEAS: Councilmen Barker, Champagne, Hartman, Rogers, Triche

NAYS: None

ABSENT: None

READ, RENDERED, and ADOPTED on the 21th day of June, 2011.


Richard P. Champagne
MAYOR, TOWN OF LOCKPORT

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 21th day of June, 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 23th day of June, 2011.

ATTEST:


Gerard Leonard, Town Clerk

It was moved by Mr. Rogers and seconded by Mr. Hartman, that the following Resolution be adopted:

RESOLUTION

BE IT RESOLVED that the Mayor and Town Council for the Town of Lockport informs the Louisiana Department of Environmental Quality that the following actions were taken:

1. Reviewed the Municipal Water Pollution Prevention Environmental Audit Report which is attached to this Resolution.
2. Set forth the following actions necessary to maintain permit requirements contained in LPDES Permit No. LA 0033286.
 - a. Submit Discharge Monitoring Reports indicating quality and quantity of discharge in a timely manner.
 - b. Provide the necessary funding for equipment and plant repairs and replacement as well as funding for a competent and trained staff.

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

YEAS: Councilman Barker, Champagne, Hartman, Rogers, Triche

NAYS: None

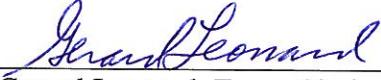
and the Resolution was declared adopted on the 21st day of June, 2011.


Richard P. Champagne, Mayor

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 21th day of June, 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 23th day of June, 2011.

ATTEST:


Gerard Leonard, Town Clerk

ORDINANCE NO. 2011-011

An ordinance to amend the Lockport
Code of Ordinances so as to amend
Section 18-1

BE IT ORDAINED by the Lockport Town Council in regular session assembled that the Lockport Town Code of Ordinances, Section 18-1 is hereby amended and re-enacted so as to repeal and re-enact the title and Section 18-1 (C) to read as follows:

SECTION 18-1 DUTIES AND SALARY OF CHIEF OF POLICE

C. Effective July 1, 2011, the pay scale for the Chief of Police in the Town of Lockport shall be as follows:

BASE PAY:	\$15,000
POST CERTIFICATION	\$10,000
TOWN COUNCIL ADJUSTMENT	\$17,000
 TOTAL ANNUAL SALARY	 \$42,000

Said ordinance was put a vote on the 21st day of June, 2011, with the result of said vote as follows:

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

NAYS None.

ABSENT None.

The ordinance was declared adopted this 21st day of June, 2011.


Richard P. Champagne, Mayor

ATTEST:


Gerard Leonard, Town Clerk