

Town of Lockport  
Lockport, Louisiana

Minutes of Regular Meeting July 20, 2011

The Mayor and Town Council met in regular session on Wednesday, July 20, 2011, at 7:00 P.M., at the Lockport Town Hall Complex.

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

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

**D. Roll Call**

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

**E. Approval of June 21, 2011 Minutes**

Mayor Champagne asked if there were any corrections or comments concerning the minutes of the June 21, 2011, meeting that were distributed to all councilmen. Councilman Champagne noted that Agenda Item T(13) comment by citizen Jackie Gaubert should be Jackie Boudreaux. Councilman Hartman made a motion to approve the minutes as corrected. Councilman Barker seconded the motion and the motion carried unanimously.

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

Mayor Champagne asked if there were any questions or comments concerning the financial statements for the month ending June 30, 2011, that were distributed to the councilmen. Councilman Hartman explained the year end process that will adjust balances for Accounts Receivable. Discussions followed concerning uses of the sales tax receipts and expenditures for the sewer improvements and operations. Councilman Barker moved and Councilman Triche 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. Mr. Vedros also invited everyone to the American Legion Home on Sunday at noon for a program to recognize Officers Harrelson and Engel as Police Officer of the year. The new police cars are complete and ready for service. The old car will be ready for sale within a week. Councilman Champagne moved and Councilman Rogers seconded a motion to declare LP3, the 2003 Ford Crown Victoria, as surplus. The motion carried unanimously. Councilman Barker moved and Councilman Rogers seconded the motion to accept the police report as presented. The motion carried unanimously.

**I. SCPDC – Martha Cazaubon**

Mayor Champagne called on Ms. Cazaubon to discuss the LCDBG project. Ms. Cazaubon explained that she would do a mail-out to residents of Comeaux Drive, advising them of forms needed to determine if they are eligible to have costs of hooking up to sewerage paid for by the grant. Ms. Cazaubon added that she would come to the Town Hall on two dates, as indicated in the letter to residents, to assist residents with filling out the forms and to answer questions. Ms. Cazaubon also explained that DRA announced very late they would be accepting grant applications. The applications are due August 4, 2011. Councilman Champagne moved and Councilman Rogers seconded the motion to apply for the DRA grant. The motion carried unanimously. Ms. Cazaubon encouraged the Council to select a project if the Town wishes to apply for the next LCDBG grant because that application is due November 23, 2011. She explained the steps necessary to begin a new project. Discussions followed concerning possible projects, including street projects.

**H. GSE Report**

Mr. Clay Breaud (GSE) was not present to give update; however, he called prior to the meeting and gave update to Assistant Town Clerk Danielle Williams.

**1. Wind Hardening of Town Hall Complex:**

Application for funding through Hazard Mitigation Program was approved. Awaiting meeting with FEMA to discuss project.

**2. Comeaux Drive LCDBG Sewer Application:**

Notice to Proceed was issued to Magnolia Construction on July 7, 2011. A pre-construction meeting was held last week. Work should begin in a couple of weeks.

### **3. Elliot St. Sewer Lift Station Generator:**

The Town received a \$35,000 grant for this project. The Town is acquiring servitude. The Town needs to decide on a diesel or natural gas generator. Mayor Champagne added that Damon Baldone, property owner, signed an agreement allowing the Town to put a stationary generator on the property. Councilman Triche mentioned that the Town has not decided on either a diesel or natural gas generator. Councilman Rogers responded that Mr. Breaud has not got back with the Town on researching what (diesel or natural gas) is available at the site. Councilman Rogers moved and Councilman Champagne seconded a motion to pass a resolution to ratify the agreement that was entered into by the Town of Lockport and Damon Baldone, LLC for a sewerage right-of-way. The motion carried unanimously.

### **J. Resolutions**

1. Authorize the Execution of an Agreement between the Town of Lockport and the Governor's Office of Homeland Security and Emergency Preparedness. Mayor Champagne noted that a copy of this agreement is in the Councilmen's packets. Councilman Rogers moved and Councilman Hartman seconded the motion to adopt the above stated resolution. The motion carried unanimously.
2. Authorizing the Submission of an Application under the FY2012-13 Louisiana Community Development Block Grant (LCDBG) Program for Street Improvements. Discussion followed on how and when engineering fees come into play. Councilman Champagne moved and Councilman Rogers seconded the motion to adopt the above stated resolution. The motion carried unanimously.
3. Authorizing the Procurement of Professional Engineering Services and Administrative Services Needed in the Completion of One Application Under the FY2012-13 Louisiana Community Development Block Grant (LCDBG) Program. Councilman Champagne moved and Councilman Rogers seconded the motion to adopt the above stated resolution. The motion carried unanimously.

### **K. Public Hearings and L. Ordinances**

Councilman Champagne moved and Councilman Rogers seconded a motion to table Agenda Items "K" and "L" until next month's meeting. The motion carried unanimously.

### **M. Introduce Ordinance and Call for a Public Hearing to extend Crescent Avenue to the southern end of the Town of Lockport boundary**

Councilman Rogers moved and Councilman Barker seconded a motion to introduce an ordinance and call for a public hearing to extend Crescent Avenue to the southern end of the Town of Lockport boundary. The motion carried unanimously.

### **N. 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**

Complete.

#### **4. Stop Signs**

No change.

#### **5. Crescent Avenue extension to LA 1 south**

Discussed during Agenda Item "M."

#### **6. Smoke testing report**

Forty-four letters were sent to residents with leaks in the second quadrant of the Town that was tested for leaks. The Town has received several inquiries from residents regarding the leaks. Public Works Supervisor CJ Chauvin reported to Clerk Leonard that six residential leaks have been repaired. Town Attorney Mitch Theriot reported that from the first quadrant that was tested, four leaks have not been repaired. Notices have been sent to these residents requiring them to appear in court in August.

#### **7. Clear trees from main drainage ditch.**

Estimates are awaiting the servitude information. A motion was made by Councilman Hartman and seconded by Councilman Rogers authorizing the Town Attorney to start the servitude process for drainage. The motion carried unanimously.

#### **8. Sidewalk repairs**

A motion was made to amend the April 19, 2011 motion to repair said sidewalk to present day standards. Councilmen Champagne, Hartman, Rogers, and Triche voted in favor of the motion. Councilman Barker opposed the motion. The motion carried. Councilman Hartman recommended the Council allocate money in next year's budget to sidewalk repairs.

**9. Committee for expansion of Lockport**

Mr. Vedros has met with nine residents in their homes. A committee meeting will be held after the LMA convention.

**10. "Old Town Hall" Disposition**

An agreement is pending for Hamp's Construction, who received the bid to demolish the Old Town Hall.

**11. Illegal Campers and Trailers**

Five campers have been sent notices to appear in court in August.

**12. Street repairs**

Discussed in Agenda Item "I."

**13. EECDG grant to replace oldest A/C unit**

The Town received three estimates to repair the A/C units. A motion was made by Councilman Rogers and seconded by Councilman Hartman to accept the lowest bid, given by Guidry's A/C & Refrigeration, INC., of replacing both A/C units. The motion carried unanimously.

**14. Request for drainage assistance from Drainage District**

Councilman Hartman attended a Drainage District meeting. He gave the Drainage District \$28,700 in invoices and was told the finance committee would have to make a decision.

**15. Cleaning Town Hall**

Councilman Hartman restated that a list should be made for Mary (housekeeper) to use as a guide. Clerk Leonard stated that a list has been made, but needs to be approved by the Mayor. Councilman Triche recommended having the trustees strip and wax the floors in the meeting room and hallway. Chief Vedros said he would tell the Town what supplies were needed and he would get the trustees to strip and wax the floors in the hallway and meeting room.

**16. Water fountain repair**

Councilman Rogers gave a copy of the quote for a new water fountain, costing \$3210.00 to the Rotary Club. The Rotary Club has applied for a grant, and some of the grant money could possibly be used to pay for the new fountain; however, the grant is limited to \$2000, so it would not pay for the fountain in full.

**17. Risk Management Recommendation for the Locks**

Herman Sonnier will give an estimate on installing a fence and railing around the Locks.

**18. Wood Chipper**

Clerk Leonard reported that the wood chipper does run. The Town will keep the chipper and use it.

**O. Reports**

**1. Council**

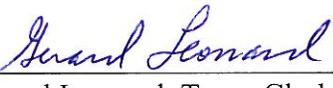
- **Councilman Rogers-** Would like to change zoning to make Commercial properties strictly commercial and require a variance for anyone wishing to make a commercial property a residential property. Councilman Rogers moved and Councilman Barker seconded the motion to call for a Public Hearing to discuss and possibly amend the definition of the C-1 zoning ordinance. The motion carried unanimously.
  - **Councilman Triche-** No report.
  - **Councilman Barker-** No report.
  - **Councilman Champagne-** Inquired about the Mayor's presentation to Parish President Charlotte Randolph regarding the bathrooms at Bayou Side Park. The Mayor responded that he met with President Randolph and gave her the estimate for the bathroom facility, along with all supporting documentation. Mayor Champagne felt the meeting went well; however, no commitment was made. Clerk Leonard added that President Randolph requested and he submitted a list of all activities that take place in the park. Councilman Champagne also asked if the Town has been in touch with Chris Boudreaux regarding the Homeland Security Grants for \$4000 and \$7000. The \$4000 grant expires at the end of this month. The Council has not decided on what to purchase with this grant. Mayor Champagne asked administration to get in contact with Mr. Boudreaux to find out what can be purchased with this money.
  - **Councilman Hartman-** No report.
- 2. Town Attorney-**No Report.
- 3. Mayor-** Nothing to add.

**P. Citizens Comments**

Mr. Ralph Sapia asked if Noah's (restaurant) building was sold. The Mayor or Council has not heard anything. Mr. Sapia also inquired if anyone was planning on moving into the Gaudet building. Councilman Rogers responded that it is for sale. Mr. Sapia thanked the Town for taking care of the trees along Barrilleaux and Canal Streets. Mr. Sapia also thanked the Town for installing catch basins.

**Q. Adjourn**

The next scheduled regular town meeting will be held on Tuesday, August 16, 2011. There being no further business to come before the Council, a motion by Councilman Hartman to adjourn the meeting was seconded by Councilman Rogers and carried unanimously at 9:20 PM.

  
Gerard Leonard, Town Clerk

Town of Lockport

  
Richard P. Champagne  
Mayor

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

**RESOLUTION**

**RESOLUTION AUTHORIZING THE SUBMISSION OF AN APPLICATION UNDER THE FY2012-2013 LOUISIANA COMMUNITY DEVELOPMENT BLOCK GRANT (LCDBG) PROGRAM FOR STREET IMPROVEMENTS**

**WHEREAS**, the Town of Lockport has conducted a public hearing to obtain comments relative to planning for and the submission of an application for funding under the FY2012-2013 Louisiana Community Development Block Grant Program; and

**WHEREAS**, after considering all comments received, it has been determined that the activity, which would derive the greatest benefit to the low/moderate income population of Lockport would be street improvements;

**NOW, THEREFORE BE IT RESOLVED**, by the Lockport Town Council, convened in regular session on July 20, 2011, that the Mayor is hereby authorized to submit an application to the Louisiana Division of Administration, Office of Community Development, for funding under the FY2012-13 LCDBG Program for a street improvement program, and

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

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

NAYS: None.

ABSENT AND NOT VOTING: None.

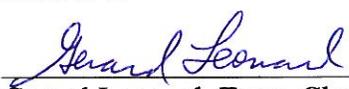
and the resolution was declared adopted on this 20<sup>th</sup> day of July, 2011.

  
Richard Champagne, Mayor  
Town of Lockport

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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 20<sup>th</sup> day of July, 2011, at which meeting a quorum was present and voted and that said resolution is now in full force and effect.

ATTEST:

  
Gerard Leonard, Town Clerk  
Town of Lockport

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

**RESOLUTION**

**RESOLUTION AUTHORIZING THE PROCUREMENT OF PROFESSIONAL ENGINEERING SERVICES AND ADMINISTRATIVE SERVICES NEEDED IN THE COMPLETION OF ONE (1) APPLICATION UNDER THE FY2012-2013 LOUISIANA COMMUNITY DEVELOPMENT BLOCK GRANT (LCDBG) PROGRAM.**

**WHEREAS**, the Town of Lockport will submit one (1) application to the Louisiana Division of Administration, Office of Community Development for funding under the FY2012-2013 Community Development Block Grant (LCDBG) Program; and

**WHEREAS**, completion of said application requires the procurement of professional engineering consulting services and administrative services to complete the application and subsequent engineering and design of the project if approved in accordance with the LCDBG regulations;

**NOW, THEREFORE BE IT RESOLVED**, by the Lockport Town Council that, the procurement of the needed services in accordance with LCDBG regulations for professional engineering services be undertaken; and

**BE IT FURTHER RESLOVED**, by the Town of Lockport Council convened in regular session on July 20, 2011, that the *“Request for Qualification Statements for Engineering Services”* and *“Request for Qualification Statements for Administrative Services”* be the method of procurement, as stipulated under the FY2012-2013 LCDBG application regulations, be utilized in the procurement of said engineering services in the completion of the application.

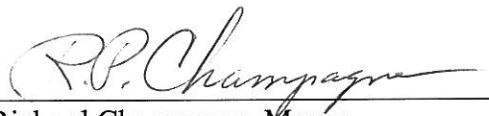
WHEREUPON the motion was put to a vote and the vote thereon was as follows:

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

NAYS: None.

ABSENT AND NOT VOTING: None.

and the resolution was declared adopted on this 20<sup>th</sup> day of July, 2011.



Richard Champagne, Mayor  
Town of Lockport

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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 20<sup>th</sup> day of July, 2011, at which meeting a quorum was present and voted and that said resolution is now in full force and effect.

ATTEST:

  
Gerard Leonard, Town Clerk  
Town of Lockport

**RESOLUTION**

**RESOLUTION AUTHORIZING THE EXECUTION OF AN AGREEMENT  
BETWEEN THE TOWN OF LOCKPORT AND THE GOVERNOR'S OFFICE OF  
HOMELAND SECURITY AND EMERGENCY PREPAREDNESS**

**WHEREAS**, the Governor's Office of Homeland Security and Emergency Preparedness has approved funding assistance in the amount of \$56,836.00 (75%) to "Wind Retrofit the Town Hall" as documented by HMGP #1786-057-0006, FEMA-1786-DR-LA, Project #0014, and

**WHEREAS**, the Town desires to enter into an agreement with the Governor's Office of Homeland Security and Emergency Preparedness for this project, and

**WHEREAS**, the Mayor is the appropriate person to execute all such agreements on behalf of the Town,

**THEREFORE BE IT RESOLVED**, that the Board of Aldermen of the Town of Lockport does hereby authorize the Mayor of Lockport to execute the grant agreement for Project HMGP #1786-057-0006, FEMA-1786-DR-LA, Project #0014 with the Governor's Office of Homeland Security and Emergency Preparedness and that the Mayor is further authorized to execute any and all other documents and reports connected with the fulfillment of said grant agreement with the Governor's Office of Homeland Security and Emergency Preparedness and further that the town will provide local matching (25%) additional funding of approximately \$18,945.00 for this project.

The foregoing resolution was read, considered, and is adopted this 20<sup>th</sup> day of July, 2011.

  
Richard P. Champagne, Mayor  
Town of Lockport

**C E R T I F I C A T E**

I, Gerard Leonard, Clerk for the Town of Lockport, hereby certify that the above constitutes a true and accurate copy of a resolution, which UPON MOTION of Councilman Rogers and seconded by Councilman Hartman was adopted by the following Yea and Nay vote:

YEA: Councilmen Barker, Champagne, Hartman, Rogers, and Triche

NAY: None

ABSENT: None

and the same was declared adopted by the Mayor on this 20<sup>th</sup> day of July, 2011.

  
Gerard Leonard, Town Clerk  
Town of Lockport