

**MINUTES**  
**POINTE COUPEE PARISH POLICE JURY**  
**August 13, 2013**

The Pointe Coupee Parish Police Jury met in regular session at 5:00 p.m. on Tuesday, August 13, 2013, at the Courthouse Annex in New Roads, Louisiana.

President Melanie Bueche called the meeting to order and directed Administrative Assistant Linette Pascalini to call the roll:

PRESENT: Messrs. Allen Monk, Kyle Olinde, Cornell Dukes, Justin Cox, Glenn Ray Cline, Albert Dukes, Mrs. Janet Vosburg, Mr. Kurt Jarreau and Mrs. Melanie Bueche, President.

ABSENT: Messrs. John Pourciau, Clifford Nelson and Russell Young.

APPROVAL OF MINUTES

Motion by Mr. Cox and seconded by Mr. Cline:

RESOLVED, That the minutes of the regular meeting of July 23, 2013 be accepted, pending CPA LeJeune, be added to the minutes reflecting the statement to read, Juror C. Dukes stated the administrator and CPA LeJeune reviewed the two (2) positions and any critiquing needed can be done after the job titles and descriptions have been adopted; and be it

RESOLVED further, That the special meeting of July 31, 2013, be accepted as written and both July 23 & July 31, 2013 minutes be published in the official journal.

Juror C. Dukes stated he disagrees with Juror Cox's statement of what he wanted placed in the minutes.

Unanimously carried.

EMPLOYEE ANNIVERSARY SERVICE AWARD (MELLISA S. SMITH)

Juror C. Dukes presented a service award to employee Mellisa S. Smith for her 25<sup>th</sup> anniversary of dedicated service as an employee of the Police Jury.

Mr. Kevin Gravois recognized Mrs. Smith for her many years of service as the secretary for Waterworks District II. Juror A. Dukes congratulated her for 25 years of service. Juror Vosburg commented on Mrs. Smith's kindness of making her feel welcomed when she became a juror.

15 MINUTES OF PUBLIC COMMENTS

There were no public comments.

PUBLIC HEARING – CONDEMNATION & DEMOLITION OF AN ABANDONED MOBILE HOME LOCATED AT 12143 ST. JOAN ST. OWNED BY ELBERT WILLIAMS EST.

A public hearing was held at 5:10 p.m. to obtain public input about the condemnation of an abandoned mobile home owned by Elbert Williams Est. at 12143 St. Joan St. at New Roads. No objections were received orally nor written.

Juror C. Dukes explained the owner has begun demolition of the mobile home and has requested additional time. The Jury agreed to extend the time to clear the property to September 12, 2013.

DISCUSSION OF AT&T PHONE SERVICE

Juror A. Dukes expressed concerns with the cell phones and office phones not working properly for 6 - 8 months. Mr. Tommy Milazzo, representative from AT&T explained he had spoken with Treasurer Mayeux and has placed an open ticket for repair service. Treasurer Mayeux explained AT&T and Gage Telephone were together at the office today and found that two (2) ports out of the

four (4) ports were bad and they will have this fixed this week and should resolve the problems.

REOPENING DEPARTMENT OF CHILDREN & FAMILY SERVICES OFFICE IN POINTE COUPEE

Ms. Willie Mae Butler of Pointe Coupee Community Advancement recognized Mr. Roosevelt Gremillion, Assistant to the President of the board and asked the jury for assistance with reopening the Dept. of Children & Family Services in the parish. She explained there is a problem with many people not getting the help needed, due to applying for assistance online.

President Bueche explained to Ms. Butler she should contact Representative Major Thibaut for guidance since they are a State agency and assured the Jury would issue a letter of support for reopening an office.

Juror Monk stated he would like to be involved with this matter and would contact Rep. Thibaut to set up a meeting.

APPROVAL TO PROCEED WITH APPLICATION & SUBMITTAL TO THE STATE FOR PHASE II, OF THE HOUSING PROGRAM

Mrs. Annie Major of Providence Engineering explained they are expecting approximately \$800,000 leftover from Phase I that can go toward repairs in Phase II of the Housing Program. The applicants can qualify for roof and minor home repairs, excluding foundation. She explained the process for Phase II will need to be advertised and hold three (3) public meetings within different locations of the parish.

Mrs. Major reviewed the process of many applicants. She stated there were 111 - 115 applications submitted and 102 applications have been completed.

Juror A. Dukes inquired if foundation repair could be considered, due to homes that were damaged by flooding.

Juror C. Dukes recommended after several unsuccessful attempts to contact approved applicants that notices be left on the door, pending approval from Mr. Mark Tizano.

DECLARE AN EMERGENCY FOR CLEANING PORTAGE CANAL FROM HWY. 10 TO PECAN ACRES WEST IN JUROR DISTRICT 7

Juror A. Dukes explained he spoke with Parish Administrator Jimmy Bello about cleaning Portage Canal and he may have a plan that could alleviate the problem. PA Bello explained he toured Portage Canal area with representatives of Chem Spray South Inc. They have requested a measurement of Portage Canal which PA Bello will obtain from Google Earth to prepare a report and cost estimate for cleaning. PA Bello will have this information for the next jury meeting.

DISCUSSION OF COOPERATIVE ENDEAVOR AGREEMENT BETWEEN THE POLICE JURY AND CITY OF NEW ROADS FOR OPERATIONS OF THE SCOTT CIVIC CENTER

President Bueche reminded the Jury they are into the second year of the agreement with the City of New Roads for the Scott Civic Center and is getting close to the 180 days to inform the City if they wish to discontinue with the current agreement.

Juror Vosburg informed the Jury the agreement for the Scott Civic Center needs to be revised to define duties, update the Asst. Recreation Directors employment status and reallocate sale tax funds to the recreation department. She recommends an outside source for renegotiating the agreement.

Juror Vosburg stated the members of the Civic Center Committee have not seen a yearly budget.

President Bueche stated at the Finance Committee meetings they review how the Recreation Dept. is struggling and recreation is for the children, so the sales tax funds should be put back into the

Recreation Dept.

After further discussion the following resolution was offered:

Motion by Mrs. Vosburg and seconded by Mr. Monk:

RESOLVED, That Attorney Dannie Garrett review the agreement with the City of New Roads and advise them of renegotiating the agreement; and be it

RESOLVED further, That included in the agreement that the parties respect Section 3.1 - Establishment.

Jurors A. Dukes and Cox agreed an informal meeting with Mayor Myer be conducted to review the changes instead of the City being advised by an attorney.

The President called for a roll call vote that resulted as follows:

YEAS: Messrs. Monk, Olinde, C. Dukes, Cline, Mrs. Vosburg, Mr. Jarreau and Mrs. Bueche.

NAYS: Messrs. Cox and A. Dukes.

ABSENT: Messrs. Pourciau, Nelson and Young.

On a vote of 7-2-3, the motion carried.

DISCUSSION OF COOPERATIVE ENDEAVOR AGREEMENT BETWEEN THE POLICE JURY AND JACQUES LACOUR & OVIDE LACOUR FOR COLLECTION AT OLD RIVER LANDING

PA Bello stated Assistant District Attorney John Wayne Jewell has reviewed & approved the new agreement with Jacques LaCour for solid waste collections at Old River, pending a hold harmless clause be added. He explained changes are, the business will be only with Jacques LaCour and the cost has increased to match other solid waste contracts with the Parish.

PA Bello reported Asst. DA Jewell has obtained approximately 70 names from the Old River area that was given to the Utilities Billing Dept. to begin billing garbage fees.

Motion by Mr. Monk and seconded by Mr. Olinde:

RESOLVED, That the Waste Collection Agreement with Jacques LaCour for solid waste collection at Old River be accepted.

Unanimously carried.

DISCUSSION OF ADJUDICATED PROPERTIES

PA Bello reviewed information he obtained on adjudicated properties from Archon. This company will list all adjudicated properties through CivicSource.com at no charge. He stated the Jury does not need to have the properties appraised before selling and advised to obtain and use the assessed property value from the Assessor office.

Asst. DA Jewell stated he is familiar with Archon and recommends the use of their software program.

Motion by Mr. Monk and seconded by Mr. Cline:

RESOLVED, That Mrs. Melanie Bueche be authorized to sign a contract with Archon for free advertisement of all adjudicated properties.

Unanimously carried.

UPDATE OF DEBRIS MANAGEMENT PLAN - REVIEW, CHANGE DATE & UPDATE SIGNATURES

PA Bello explained OEP Director Don Ewing presented him with a Public Assistance Alternative Procedures Pilot Program Guide for Debris Removal that would save the Parish 10% with updating

the management plan. Treasurer Mayeux stated she was contact by GOHSEP and has already updated the management plan.

Motion by Mr. C. Dukes and seconded by Mr. Jarreau:

RESOLVED, That the Public Assistance Alternative Procedures Pilot Program for Debris Removal be updated for a 10% savings.

Unanimously carried.

RESOLUTIONS:

APPROVE INVOICES FROM HGA FOR IKE/GUSTAV DISASTER RECOVERY PROGRAM AND PEC FOR JULY 2013 ROAD REHABILITATION

Motion by Mr. A. Dukes and seconded by Mr. Monk:

RESOLVED, That invoices from HGA for Ike/Gustav Disaster Recovery Program for the period covering June 1 thru June 30, 2013 in the amount of \$7,774.46 and July 1 thru July 31, 2013 in the amount of 5,258.08 be approved for payment; and be it

RESOLVED further, That an invoice in the amount of \$406,199.29 (Pay Estimate No. 4) submitted by F. G. Sullivan Contractors (Contract No. 1 - North ); an invoice in the amount of \$136,837.71 (Pay Estimate No. 4) submitted by Coastal Bridge Company (Contract No. 2 - South) and an invoice in the amount of \$26,101.41 submitted by Professional Engineering Consultants Corporation for engineering services be approved for payment.

Unanimously carried.

APPROVE CHANGE ORDER FOR LEGONIER HWY. 1 GATEWAY PROJECT

Motion by Mr. Monk and seconded by Mrs. Vosburg:

RESOLVED, That a change order from Environmental Resources Management for an additional cost estimate of \$10,600.00 for the Legonier Hwy. 1 Gateway Project be approved.

Unanimously carried

APPROVAL OF CERTIFICATE OF FINAL PROJECT ACCEPTANCE FOR LEGONIER HWY 1 GATEWAY PROJECT

Motion by Mr. Monk and seconded by Mrs. Vosburg:

RESOLVED, That the Certificate of Final Project Acceptance from Environmental Resources Management for the Legonier Hwy. 1 Gateway Project be approved.

Unanimously carried

ACCEPT PROPOSAL FOR PURCHASING SOLID WASTE CARTS

Motion by Mr. Monk and seconded by Mr. Cline:

RESOLVED, That the proposal from Otto Environmental Systems, LLC in the amount of \$24,144.00 for 456, Otto - 95 gallon Edge solid waste carts with metal lower lift bar and injection molded wheels, including shipping be accepted.

Unanimously carried

APPROVAL TO SEND A LETTER OF NO OBJECTION FOR LIBERTY RESOURCES, INC.

Motion by Mr. Olinde and seconded by Mr. Cline:

RESOLVED, That a Letter of No Objection be sent to Liberty Resources for a pipeline crossing in District 6, Watershed Canal be approved.

Unanimously carried

ACCEPT PROPOSALS FOR SELLING THE SOLD WASTE CARTS AND SCRAP MATERIALS

Motion by Mr. Monk and seconded by Mr. Jarreau:

RESOLVED, That the proposal to recycle solid waste carts from Astro Industries, Inc. in the amount of \$5.00 per cart including freight for pickup be approved; and be it

RESOLVED further, That the proposal for scrap metal materials from Louisiana Scrap Metal Recycling in the amount of \$175.00 per ton, \$0.43 per pound for clean aluminum and \$0.20 per pound for dirty aluminum be accepted.

Unanimously carried

APPROVE INVOICES FOR LEGONIER SEWER SYSTEM

Motion by Mr. Monk and seconded by Mr. Cline:

RESOLVED, That an invoice in the amount of \$2,305.89 submitted by Mr. Bob Allen, an invoice in the amount of \$3,228.10 submitted by D & D Machine, LLC, an invoice in the amount of \$594.00 submitted by State of Louisiana Department of Environmental Quality, and invoices totaling the amount of \$836.00 submitted by Cenla Environmental for Legonier Sewer System be approved for payment.

Unanimously carried

APPROVAL TO PURCHASE A RECYCLING DUMPSTER FOR THE FOOD PANTRY IN FORDOCHE

Motion by Mr. Cox and seconded by Mr. A. Dukes:

RESOLVED, That a 20 yd. recycling dumpster be purchased from Progressive Waste Solutions for the Food Pantry in Fordoche at a cost of \$250.00 per haul.

Unanimously carried

COMMITTEE REPORTS:

E911 COMMUNICATIONS

Chairman C. Dukes updated the Jury about how reconstructing the E911 Communications Committee has helped with involving different agencies in signing an agreement to obtain funds for continuing to operate the E911 system as it currently exist. President Bueche recommended a letter be sent to all municipalities informing them of the agreements.

FINANCE

President Bueche reported on a Finance Committee Meeting held August 7, 2013. Copies of the minutes were mailed to each Juror for their review.

Motion by Mr. Cox and seconded by Mr. Monk:

RESOLVED, That each juror review the active and inactive list of utilities delinquent accounts and return a written list of known customers to the administrator as soon as possible, so a letter can be sent to each customer in hopes of collecting payment.

Unanimously carried.

Motion by Mr. Cox and seconded by Mr. Monk:

RESOLVED, That PA Bello draft a Demand Letter to be sent to all active customers and be reviewed by Assistant DA John Wayne Jewell.

Unanimously carried.

Asst. DA Jewell stated he will put these letters on District Attorney's letterhead.

Motion by Mr. Cox and seconded by Mr. Monk:

RESOLVED, That Asst. DA Jewell review a proposed Public Notice for the use of advertising in the news papers advising the public of the new collection process and publish the Public Notice for three (3) weeks in the PC Banner and Riverside Reader.

Unanimously carried.

Motion by Mrs. Vosburg and Mr. Cline:

RESOLVED, That the Police Jury only fund the porta cans for Mardi Gras and inform the Mardi Gras Clubs in advance so they can adjust their budgets.

The President called for a roll call vote that resulted as follows:

YEAS: Messrs. Cox, Cline, Mrs. Vosburg, Messrs. Jarreau, Monk, Olinde, C. Dukes and Mrs. Bueche.

NAYS: Mr. A. Dukes.

ABSENT: Messrs. Pourciau, Nelson and Young.

On a vote of 8-1-3, the motion carried.

Motion by Mr. A. Dukes and seconded by Mr. Jarreau:

RESOLVED, That if a delinquent customer pays the bill in full prior to a court date the penalties will be waived.

Unanimously carried.

Juror Monk left the meeting.

#### PERSONNEL

Chairman C. Dukes reported on the Personnel Committee meeting held August 1, 2013. Copies of the minutes were mailed to each Juror for their review.

Motion by Mr. Olinde and seconded by Mr. Jarreau:

RESOLVED, That a Position Notice be advertised for two (2) weeks in the Official Journal for a Senior Utilities Billing Clerk with a minimum salary of \$36,642.00 and maximum salary of 55,425.00 and CPA Tommy LeJeune assist with the interview process.

Unanimously carried.

Motion by Mr. Jarreau and seconded by Mr. Olinde:

RESOLVED, That Mrs. Beverly Francois be promoted to Senior Utilities Collection Clerk at a Grade 213, Step 9, at an annual salary of \$46,417.00.

Juror A. Dukes inquired about the salary adjustment for the above mentioned position being the lowest compared to previous promotions. PA Bello stated the other promotions had higher pay grades. Juror A. Dukes stated this is a bad time to reconstruct the department and the Jury is being setup for a discrimination lawsuit.

Juror Jarreau stated the reconstruction of the department is for cost savings.

Juror Cox stated at the last meeting he had questioned if the job description and qualifications had been reviewed by the CPA and attorney and felt the qualifications were the reason for his vote. He began to read the Position Vacancy Notice and stated the qualifications reflect that anyone can walk in and do the job.

The President called for a roll call vote that resulted as follows:

YEAS: Messrs. Olinde, C. Dukes, Cline, Mrs. Vosburg, Mr. Jarreau and Mrs. Bueche.

NAYS: Messrs. Cox and A. Dukes.

ABSENT: Messrs. Pourciau, Nelson, Monk and Young.

On a vote of 6-2-4, the motion carried.

President Bueche stated the public is looking for revamping of the department so collections can become more efficient.

Motion by Mr. C. Dukes and seconded by Mr. Cox:

RESOLVED, That Mr. Paul Cooper be promoted to the Equipment Operator III (Dozer Operator) position at Grade 205, Step 2 with an annual salary of \$25,065.00, effective August 16, 2013; and be it

RESOLVED further, That the Position Vacancy Announcements and Position Notices show the minimum and maximum salaries of the advertised position; and be it

RESOLVED further, That the Road Maintenance Supervisor should determine if the emergency call requires help and the maintenance men be paid for their time; and be it

RESOLVED further, That the Public Works Director creates a call list for the maintenance department.

Unanimously carried.

Mr. Greg Johnson commented on the Hershey's Track meet in Pennsylvania.

Mr. Ryland Houston inquired about the application/interview process for the last dozer position advertised. Juror C. Dukes stated interviews are at the committees discretion. President Bueche recommended this matter be discussed before the Personnel Committee.

Motion by Mrs. Vosburg and seconded by Mr. Cox, the meeting adjourned at 7:35 p.m.

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Linette Pascalin  
Administrative Assistant

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Melanie L. Bueche  
President