

Village of Folsom
Bettye M. Boggs, Mayor

Alderwoman – Paulette Lee
Alderwoman – Jill Mathies
Alderman – Lance Willie



Andree Core – Municipal Clerk
Ronnie Killingsworth – Chief of Police
Delbert G. Talley – Village Attorney

General Meeting
July 10, 2017
7:00 p.m.

Present: Mayor Bettye M. Boggs
Alderwoman Paulette Lee
Alderman Lance Willie
Alderwoman Jill Mathies
Attorney Delbert Talley

Mayor Boggs called the meeting to order and the municipal clerk established a quorum. Mr. Jack Meinheim, deacon from First Folsom Baptist Church led the invocation. Mayor Boggs led the pledge of allegiance.

Approval of Agenda - Mayor Boggs called for the approval of the agenda. Alderwoman Mathies asked to switch item #7 and item #8 on the agenda. Alderman Willie made a motion to amend the agenda, it was seconded by Alderwoman Lee and the motion carried. (3 yeas, 0 nays)

Approval of Financial Statements - Mayor Boggs stated the June financials were not completed because of the timing of the meeting early in the month. She stated that financials could not be when the sales tax was just received on the day of the general meeting and bank reconciliations also could not be prepared. Mayor Boggs asked for approval of the April financial statements and Alderwoman Lee stated she will not be approving financial statements for April and May. Mayor Boggs asked if she had a reason and Alderwoman Lee stated because of spending that was not properly appropriated. Mayor Boggs read a statement from the village's CPA previously provided to the aldermen stating approving the financial statements is a process separate from budget variances and amending the budget. Mayor Boggs indicating that we would be introducing an ordinance to amend the previous budget at the next meeting. Alderman Willie indicated he has no problem with the statements and made a motion to approve the April financial statements, but there was no one second to the motion. Alderwoman Mathies made a motion to table the May financial statements, it was seconded by Alderman Willie and the motion carried. (3 yeas, 0 nays)

Approval of Minutes – Alderwoman Mathies made a motion to approve the June minutes, it was seconded by Alderman Willie and the motion carried. (3 yeas, 0 nays)

Engineering Report – Mayor Boggs introduced village engineer Jay Pittman who stated the Village of Folsom received a letter of conditions from USDA which outlines the program. Mr. Pittman stated this now requires Spangler Engineering to prepare the plans and specifications for the project. He said the final plans will be submitted to USDA and Department of Health and outlined the process. Mr. Pittman

said the pre-bid conferences will be held in late October 2017 and loan closing will probably take place in December. A further discussion followed and Mayor Boggs stated that some of our current operational costs are due to some of these issues. Mr. Pittman stated that during times of heavy rain the village is treating four to five times its daily flow due to infiltration issues.

Mr. Pittman informed they have not heard from DOTD regarding the relocation of water lines permit for the Hwy. 25 project. He indicated will not go forward with bids until we have confirmation from DOTD regarding the project. He also stated there is a proposal to complete a drain study for culverts on Jackson Street near the intersection of Olive Street. Preliminary engineering plans are included in the proposal. Mayor Boggs asked the Board for approval to move forward with the proposal for the culverts. Alderman Willie stated he did not want to approve anything until he meets with Scott Roth and Jay Pittman. A discussion followed. Jay Pittman stated that the drainage culverts will not solve the sewer issues at the Penton location as it is a separate issue. A discussion followed.

Maintenance Report – Maintenance Supervisor Scott Roth spoke to the board and audience about his background working in the sewer and water departments. Mr. Roth informed everyone about some of his goals that he is working on within the village. Mr. Roth stated his qualifications and his previous employment with the City of Mandeville. He stated that he wanted to inform everyone that he is working on solving many problems in the village and he has a plan which he developed after a full analysis of the system when he came aboard. His obligation is to inform the mayor and the board of the importance of maintaining these systems. He stated that he is open to suggestions from the citizens and the board members. Mr. Roth praised his two maintenance employees and said they are a good asset to the department as they take care of the grounds which allows him the time to monitor and maintain the systems and they are valuable to the town. He thanked the clerks in the office at Town Hall for always helping to keep the paperwork in order. He stated that he wants to make everyone happy and he will try to do that. Mr. Roth thanked everyone for the opportunity to address them. He was thanked by Alderman Willie and Mayor Boggs indicated she appreciates everything he does and that we all thank him for being there 24-7.

Old Business:

Item 1 – Chapter 6 Personnel Ordinance. Alderwoman Mathies addressed the board regarding some decisions to be made. She indicated that there is a meeting with Muni-code at the end of the month. A discussion followed regarding items that can be changed and items that cannot be changed. She asked the board to document their thoughts on these items. Alderwoman Mathies suggested a special session. A meeting is scheduled with Muni-code on July 24th. Alderwoman Mathies asked other Board members to make notes of what they want to see changed, and what they don't want changed. A discussion followed. She asked them to review the information given to them and she plans to review this information and discuss it at the next meeting.

Item 2 – Discussion of Moving General Meeting to Later in the Month to Facilitate Financial Statements.

Mayor Boggs stated the Village auditors and CPA's have recommended moving the meeting to later in the month to allow the municipal clerk time to receive all monthly funds and to be able to reconcile all bank accounts, items needed for the financial statements. She informed that it is also extremely hard to prepare for and have financial statements available for the meeting held so early in the month. Alderman Willie stated it does not matter to him but suggested perhaps considering another day of the week rather than Mondays. A discussion followed and Mayor Boggs indicated most municipalities hold their meetings later in the month to allow the receipt of their monthly sales tax. Mr. Bill McHugh from the St.

Tammany Farmer informed the board of his schedule so they were aware of his availability. The Board agreed on the possibility of changing the meeting to a new day and it will be discussed in the future.

Item 3 – Salary Increases. Alderman Willie stated he would like to put the salary increases back into the budget. Alderwoman Mathies and Lee were not in favor because of upcoming projects within the Village. A discussion followed and the question was asked if employee evaluations were done. Mayor Boggs stated she has not complete evaluations until salary increases are put back into the budget. Alderwoman Mathies stated that employee evaluations still need to be completed whether there is a raise or not. Alderwoman Mathies stated her decision regarding the raises is only because of a possible financial burden. She stated it has nothing to do with employees not being worthy of a raise. Alderwoman Lee stated she is not willing to look at adding salary increases to the budget until December. Mayor Boggs stated the village can handle the financial obligations in addition to the salary increases and she stated jeopardizing our hardworking employees is not fair. She indicated when the budget was presented she gave the board the figures for a 3% salary increase, 4% salary increase and initially a 5% salary increase. Alderman Willie suggested keeping it on the agenda under old business to discuss each month. A discussion followed.

Item 4 – Update on Relocation of Banking Accounts. Mayor Boggs asked for the municipal clerk to give the update. Municipal Clerk Andree Core gave an update regarding the transfer procedures for all bank accounts for the Village from Capital One to Home Bank. Mrs. Core stated it has been a very detailed and lengthy process but it is almost over. She presented Mayor Boggs and the Board with a detailed list of all bank accounts with each fund balance and their status for review. Mrs. Core informed them of the many steps needed in the process of closing all the Village of Folsom bank accounts. In addition, the multiple additional things including ordering all new checks, deposit slips, stamps for over 15 different accounts. Mrs. Core was reported that the process has been a learning experience and she happy that it is almost fully completed.

New Business:

Item 1 – MWPP (Municipal Water Pollution Prevention) Resolution. Mayor Boggs read the MWPP Resolution and asked if there were any questions. Alderman Willie made a motion to accept the resolution, it was seconded by Alderwoman Mathies, and the motion carried. (3 Yeas, 0 Nays)

Item 2 – Discussion of WST Franchise Fee. Mayor Boggs introduced Mr. Walter Sylvest, Manager of Finance Administration for WST, and Mr. Johnny Bruhl, Governmental Relations. Mr. Sylvest stated that WST has been serving Folsom since 1938 and has an office here in Folsom since 1974 and that the franchise agreement with Folsom was agreed upon in 1988. It is a 30-year agreement that expires in July 2018. Mr. Sylvest explained that the recommendation is a 4% franchise fee.

Mr. Bruhl mentioned that WST has been very blessed, especially in the last 15 years to be one of the lowest priced electric companies in the state of Louisiana. Mr. Sylvest added that WST is lower priced in utilities in the north, south, east, and west of Louisiana. He stated that there is no rush in signing agreement but they wanted to bring it to the attention of everyone, and it was agreed to be placed on agenda for next month.

Item 3 – USDA Loan Resolution. Mayor Boggs read the USDA Loan Resolution to include the USDA loan amount of \$1,761,000.00 with grant amount of \$759,000.00. After no further comments from board, Alderwoman Mathies made a motion to approve the USDA Resolution and Alderman Willie seconded it and the motion carried. (3 Yeas, 0 Nays)

Item 4 – Legal Services Agreement, USDA. Mayor Boggs deferred to Atty. Talley and he stated that he has made calls and is still waiting to get in touch the Dept. of Agriculture in trying to find a way that the Village will not have to have a title opinion since we are a municipality and not a corporation. He continued by mentioning that one thing the Village may be able to do is to put a certified copy of the original dedication of the streets to show that we own the streets. Also, the village needs loan counsel to have everything approved by the bond commission.

Item 5 – Drop Box Payments. Mayor Boggs stated that this problem came about concerning utility payments being put in drop box located in the outside box on due dates of the bills. Alderman Willie requested that we present a proposed suggestion to address the issue of bills being placed in the drop box after the close of business on the due date of the bill. A discussion followed. It was decided that the drop box will be checked twice on due date, in the morning upon opening and at 4:30 pm and any payments received after 4:30 pm will be considered late. Also, cash will not be accepted in the drop box and will be returned to the customer to present cash payment in person. The village will be ordering a metal sign stating this information and it will be placed outside of town hall. Alderwoman Lee suggested that this procedure be put on the water bills.

Item 6 – Non-payment of Mayor’s Mileage and Reimbursable Expenses. Mayor Boggs announced this item has been resolved and she is withdrawing it from agenda. Alderwoman Lee asked why the mayor had mileage charges related to an employee that is no longer employed with the Village of Folsom and the mayor stated that because of the potential liability on the part of the village she attended the state board meeting. Mayor Boggs stated her responsibility to the Village so as to prevent another litigation on the part of the Police Department. A discussion followed.

Alderwoman Mathies stated that she thought that was between that board and the employee, and Mayor Boggs stated that was not correct and if you read the minutes of the state board meeting they indicated the Village of Folsom may be held responsible for paying an amount back to the state. Alderwoman Mathies replied that she has the minutes and have read them. A discussion followed. Mayor Boggs stated that she felt it was in the best interest of the Village to represent the Village from future liability when it was stated in the previous meeting that the village may be liable.

Item 7 – Utility Adjustments. Mayor Boggs stated that she would handle all the adjustments in groups.

1. Pat Odinet – 13133 Village Trace – Credited \$6.12
2. Shellie Marquize – 13078 Village Trace – Credited \$9.11
3. Ashley Billiot -- 82228 Olive Street – Credited \$6.22
4. Ashley Cleveland – 289 Marle Loop #21 – Credited \$5.42

All the above customers paid online when the utility clerk was off from work. The utility clerk did not accept the payments until after the due date and the penalties were already run. There was a motion to approve the above adjustments by Alderman Willie, seconded by Alderwoman Mathies and the motion carried. *(3 yeas, 0 nays)*

5. Krystal Szalajeski – 13133 Village Trace – Credited \$6.12
6. J. W. Burris, Jr. – 82390 Wes Burris – Credited \$55.01

The customers above put their payments in the night drop box on the due date and will be credited late penalties. There was a motion to approve the above adjustments made by Alderman Willie, seconded by Alderwoman Lee and the motion carried. *(3 yeas, 0 nays)*

7. Antonio Juarez – 13117 Austin Street # 8 – Credited \$211.86
8. Trent Myers – 17357 Old Covington Hwy – Credited \$22.36
9. Richard Newman – 82268 Austin Street – Credited \$33.02

Mayor Boggs informed that the above customers had faulty meter and will be credited the above amounts. There was a motion to approve the above adjustments by Alderman Willie, seconded by Alderwoman Mathies and the motion carried. (3 yeas, 0 nays)

10. Regan Billiot – 82241 Anthony Road – Credited \$35.00. The customer was charged in error for June as his residence was burned at the end of April. There was a motion to approve the above adjustments by Alderman Willie, seconded by Alderwoman Mathies and the motion carried. (3 yeas, 0 nays)

11. Samuel Prevost – 82237 Lee Settlement Road - \$3.00 Fee
Customer's meter was turned off, but the account was still active in Softwater so it was charged \$3.00 for the quarterly Safe Water Drinking Fee. Mayor Boggs asked the Village Attorney and he agreed to look into if we have to pay this fee. The item was tabled.

12. Shannon Kennedy – 13595 Hwy 40 - \$65
Customer was charged for sewer in error, as a septic tank is on the property. The maintenance supervisor will check on this information and a work order will be done. \$65.00 adjustment if approved. The item was tabled.

13. Dana Gisclair – 172 Keeneland Pl. Loop
The customer had a water leak at meter and did not go through the sewer, and we will be getting further information from maintenance supervisor before approving this item. \$24.00 adjustment if approved. The item was tabled.

Announcements/Adjournment:

Boots N' Saddles VBS – Cowboy Church Rodeo Bible Camp.
Wed., July 19th – Friday, July 21st behind Town Hall

Mayor Boggs mentioned that this event will take place on July 19th – 21st behind Town Hall for the community. She stated that further information for this event is on the village website, Facebook page, and fliers are available at Town Hall.

Mrs. Donna Penton asked if she was going to get a credit on her bill since she has not been able to use her home bathroom for around 12 days. Mayor Boggs asked Mr. Talley as to how to determine that. Scott Roth, maintenance supervisor, clarified what is happening is a result of the amount of infiltration. He informed that she is at the low end and not able to flush her toilets therefore she is inconvenienced by that. Mr. Talley stated if it is our fault then he has no problem with that. Alderman Willie asked how we would adjust it and Mayor Boggs stated if we have approval to do so we will take the number of days and prorate those days and the customer will get a refund for those days. A discussion followed regarding the cause of the problem which is the infiltration issue. Alderwoman Lee asked if the grease traps were being maintained on a scheduled basis. Mr. Roth's reply was yes. Alderwoman Lee also asked if there is anyway the Village could clean the natural drain across the street from Ms. Penton, to assist with moving the water out quicker. Mr. Roth stated they will look into doing that. Mayor Boggs stated that the village will credit the sewer portion of the bill for the days she was not able to flush.

Item 8 – Executive Session Regarding Village Litigation. Mayor Boggs stated that the meeting is now over and they would be going into executive session.

The executive session began and in attendance were: Mayor Bettye Boggs, Attorney Del Talley, Mayor pro-temp Alderman Lance Willie, Alderwoman Jill Mathies, Alderwoman Paulette Lee, and Municipal Clerk Andree Core.

Adjournment:

There was a motion to by Alderman Willie to adjourn the meeting after returning from executive session, seconded by Alderwoman Mathies and the motion carried. (3 yeas; 0 nays) The meeting was adjourned at 9:20 pm.

*Respectfully submitted,
Bettye M. Boggs, Mayor /s/*

I attest that the above is a true and correct copy of the minutes taken at the General Meeting held at Town Hall on July 10th, 2017.

Attest:

Andree Core, Municipal Clerk