

**Village of Folsom
General Meeting
May 13, 2013
7:30 p.m.**

**Present: Mayor Phillip Bickham
Alderman: Jill Mathies
Alderman: Lance Willie
Alderman: Donald Burris
Attorney: Delbert Talley
CPA: Minda Raybourn**

The meeting was called to order and a quorum established. The invocation and pledge were led by Alderman Donald Burris. The Agenda was amended by Alderman Burris by adding Old Business of Activity Center on agenda which was motioned by Alderman Willie and second by Alderman Willie. (3 Yeas, 0 Nays) The motion carried.

Old Business:

Item No 1 = Activity Center:

Alderman Burris stated that we have been working to get Activity Center going and everything is in place so we can move forward. Alderman Willie stated we are in the process of getting our ordinances fix and finances straight. Alderman Burris stated that last meeting we went into Executive Session we put in place the corrections that we need to do by the Auditor's and we have already accepted and approved our audit. Attorney Talley stated, our audit has been approved but we should consider making certain corrections to auditor's suggestions and come up with resolutions, amended ordinances and are taking the opinion of the Attorney General. Alderman Mathies stated that we are at the beginnings of finding resolutions of our audit and am still in favor of holding off on this project.

New Business:

New CPA = Minda Raybpourn:

Mayor stated that our previous CPA Ron Garrity wasn't able to accommodate us with our preparations and I have spoken to the Board in reference to appointing a new CPA Minda Raybourn. Alderman Burris motioned to accept Mrs. Raybourne as our new CPA second by Alderman Willie. (3 Yeas, 0 Nays) The motion carried.

COAST = Mary Toti:

Mayor introduced Mrs. Toti, Executive Director for Council on Aging for St. Tammany Parish. Mrs. Toti asked Board and Mayor several questions in regards to the status and current stand point on construction of the Multi purpose building. Alderman Mathies stated, "I think we are going to work out some other things with administration and then work towards the Multi purpose building." Alderman Burris stated that we have

everything in place we just need the approval of the board so we can move forward. Mrs. Toti went into discussion of her concerns in regards to seniors still being in the same building and getting them out of their situation as soon as possible. Alderwoman Mathies discussed that there are 19 finding that are the concern, it's not that we don't sympathize it just all comes down to a financial business aspects, "yes, we have funds to build a building but how are we going to maintain it and that's just the beginning of my questions." We need to look into a long term and make sure that finances and a wise-end aren't going to be a failing cause. Mayor stated to Mrs. Toti that we will keep her informed of progress.

Introduction of 2013-2014 Budget:

Mayor stated that Mrs. Raybourn wanted to make a comment in regards to the budget where she recommended that we have a published public meeting 10 day's prior to accepting budget so that we can have public input towards our budget since in does go over budget expenditures that are \$500,000. Mayor stated that we do have the norm of having a public hearing after the budget is introduced which is prior to the next meeting. Introduction the Budget for Fiscal Year July 1, 2013 – June 30, 2014 was introduced.

DOTD = Maintenance Up-Keep Agreement:

Mayor stated that every year we go into a maintenance up-keep agreement with DOTD to cut grass a mile North, South, East, and West from red light, same agreement from last year. Alderman Willie motioned to continue maintenance agreement with DOTD, second by Alderman Burris. (3 Yeas, 0 Nays) The motion carried.

Commissioner for P & Z = John Ehrlich:

Mayor stated that one of our Planning and Zoning commissioners moved on with the Fire Board which left a vacancy and we would like to appoint Mr. John Ehrlich to our P & Z board. Alderman Burris motioned to accept the appointment of Mr. John Ehrlich, second by Alderman Willie. (3 Yeas, 0 Nays) The motion carried.

Fire District #5 = Paulette Lee:

Mayor stated that we would like to appoint Mrs. Paulette Lee to Fire District #5 board. Alderman Burris motioned to accept the appointment of Mrs. Paulette Lee to Fire District #5, second by Alderman Willie. (3 Yeas, 0 Nays) The motion carried.

Findings from the Audit:

Mr. Talley read the following Resolutions and Ordinances that were introduced to the Board.

Resolution Number = 2013-05-01

A Resolution of the Board of Alderman of the VOF acknowledging that the VOF will Maintain it's own books on an Accrual Basis. Alderman Burris motioned to accept the Resolution, second by Alderman Willie. (3 Yeas, 0 Nays) The motion carried.

Resolution Number = 2013-05-02

A Resolution of the Board of Alderman VOF requiring that procedures be established to ensure controls are in place to reconcile the receipts written to the cash receipts and/or

Independently Track Citations issued by VOF Police Department for the related cash receipts. Alderman Burris motioned to accept the Resolution, second by Alderman Willie. (3 Yeas, 0 Nays) The motion carried.

Ordinance Number = Chapter 6-2013-1

An Ordinance of the VOF Amending Chapter 6 of the Code of Ordinances of VOF to provide that neither accrued sick leave or vacation time will be paid to employees who retire or terminate employment. Chief Killingsworth then asked, “so when I retire will I be able to forward my sick time to my retirement.” Mr. Talley then stated that this Ordinance is stating that at termination there will be no accrued sick time/leave or vacation time. In past Ordinance has allowed some discretion with the Mayor and the Police Chief, but from now on there will be no accrued time. Chief Killingsworth stated that under the Municipal Police Chiefs that was voted on by the state. It’s a State law for a police Chief to retire and take his sick time. Mr. Talley stated this was one of those things that auditors brought up and we needed a policy. Alderman Willie then stated I always thought vacation time was something you earned and took with you. Mayor then stated let’s introduce Ordinance then we will look at your questions for next meeting. Alderman Burris motioned to introduce this Ordinance so we can vote on it or make changes at our next meeting, second by Alderman Willie. (3 Yeas, 0 Nays) The motion carried.

Ordinance Number = Chapter 16-2013-1

An Ordinance of the VOF Amending Chapter 16 of the Code of Ordinances of the VOF to provide that any and all requests for adjustments of sewer and/or water bills and/or assessments of any kind whatsoever shall be presented and heard at the Village General Meeting and that no public official may direct transactions or Journal entries. Alderman Burris motioned to accept the Ordinance and vote on it at our next meeting, second by Alderwoman Mathies. (3 Yeas, 0 Nays) The motion carried.

Ordinance Number = Chapter 1-2013-1

An Ordinance of the VOF Amending Chapter 1 of the Code of Ordinances of the VOF to provide that Seventy-Five (\$75.00) dollars of the monthly salary of the members of the Board of Alderman is Allocated for attendance at the monthly General Meeting for the Village and that the failure to attend the General Meeting shall result in the deduction of or forfeiture of seventy-five (\$75.00) dollars to be deducted from the monthly salary of the Alderperson who is absent from the meeting. Alderwoman Mathies stated she doesn’t agree with this amount. Alderman Willie stated that he feels it should be a majority of your pay and showing up at these meetings is what counts. Alderwoman Mathies stated that she feels that coming to meetings is part of our job and we are accountable to attend meetings and a high standard. Alderman Willie motioned to table this Ordinance until our next meeting, second by Alderman Burris. (3 Yeas, 0 Nays) The motion carried.

Ordinance Number = Chapter 6-2013-2

An Ordinance of the VOF Amending Chapter 6 to provide that part time or hourly workers who are not receiving or eligible for vacation pay or sick time will not be paid wages for time which they do not work. Alderman Willie motioned to accept the Ordinance, second by Alderman Burris. (3 Yeas, 0 Nays) The motion carried.

Employee Work Hours/Paid Time Off:

Alderdwoman Mathies stated that she wants us to update this Ordinance on paid time off, for instance if an employee has a 10 hr work day and they ask for a day off that we take their time off for 10 hrs, old ordinance specifics 8 hrs and nothing beyond. Our police Department work's 10-12 hour shifts. I ask that we make those revisions to meet their time schedule for that day. Then Alderdwoman Mathies asked if she could get an explanation of bank time. Mayor informed board that previously under the last administration the town was under a financial situation and maintenance employees worked over time (their 8 hrs) there wasn't revenue to pay them so they allowed them to take that time off and bank it. Maintenance Supervisor Wesley Burris went into details how he works and is on call 24-7 and doesn't get paid for it and also showed his concern that we have nothing in place for employees when they retire. Mr. Talley then stated you can't allow an hourly employee to take sick time to get to over time and be paid for it. Mr. Talley stated that an hourly employee that work 40 hours and work overtime should be paid. Alderman Willie stated that salary employees should be allowed to leave early if they have extra time. Alderdwoman Mathies stated I feel that if an employee works overtime from his 40 hr week then he should be paid and shouldn't be banked. Mayor stated that he will have Mr. Talley check into it.

Mayor asked board to amend the Agenda to add financial statements, motioned by Alderman Burris to amend the agenda to add financial statements, second by Alderdwoman Mathies. (3 Yeas, 0 Nays) The motion carried.

Financial Statements:

No questions or concerns at the time as per board members, motioned by Alderman Willie to approve financial statement, second by Alderman Burris. (3 Yeas, 0 Nays) The motion carried.

Meeting was adjourned on motion of Alderman Burris, seconded by Alderman Willie. (3 Yeas, 0 Nays) The motion carried.

Respectfully submitted,

Phillip Bickham, Mayor

I attest that the above is a true and correct copy of the minutes taken at the General Meeting held May 13, 2013.

Attest:

Susan Willie, Municipal Clerk