

# *Village of Folsom*

## *Mayor - Bettye M. Boggs*

*Alderwoman - Paulette Lee*  
*Alderwoman - Jill Mathies*  
*Alderman - Lance Willie*



*Andree Core - Municipal Clerk*  
*Ronnie "Beau" Killingsworth -*  
*Chief of Police*  
*Delbert G. Talley - Village Attorney*

**Special Meeting**  
**6:00 p.m.**  
**December 14, 2015**

**Present: Alderwoman Paulette**  
**Alderwoman Jill Mathies**  
**Alderman Lance Willie**  
**Mayor Bettye Boggs** (*Arrived after meeting was opened*)

The special meeting was called to order by Mayor pro tem Lance Willie at 6:00 p.m. The municipal clerk established a quorum.

Mayor Pro-tem Lance Willie stated that we will skip the pledge and the prayer for the special meeting. Mayor Bettye Boggs did arrive at this time.

### **Item I – “Work Session”**

Alderwoman Paulette Lee stated that we are doing in the work sessions. She distributed copies of items to the aldermen. She did not have a copy for the mayor so Alderwoman Mathies offered to share her copy with Alderman Willie. She stated the items were not in any particular order.

The first item addressed was the municipal clerk and the restoration of her leave. Alderwoman Mathies spoke of the idea of the work session being that we will be prioritizing new and updating policy and procedures. She stated that would have to be under a new policy determining her status of exempt or non-exempt status about comp time. Mayor Boggs stated that the clerk can have comp time whether she is exempt or nonexempt employee status. Mayor Boggs explained that according to the Fair Labor Standards Act states non-exempt employees required to be paid overtime, but for exempt employees it is not required. She referenced material put in their boxes. She stated they still earn their PTO time and sick leave. She stated that the clerk will still have everything as you would but if we choose to create a policy to consider comp time it would be based on the fact that she works long hours. And actually the previous municipal clerk was following this type of policy, but it just was not in writing. What the previous clerk was doing, as an example is, if she worked a three hour meeting at night then she would take three hours during work hours off during the week. A further discussion of salary employees followed. It was stated salary employees are not required to punch a time clock yet it is a good practice to do that and our present clerk has clocking in and out which was the previous clerk's recommendation.

Alderwoman Lee asked if it was a matter of the board making a decision on re-crediting the clerk the leave that was taken when she was out sick instead of using comp time. Mayor Boggs clarified that

Alderman Lee was referring to her using comp time rather than taking her sick leave. Mayor Boggs stated that it is her understanding that if the board wanted to create this policy they could do that. Mayor Boggs stated it was better to create the policy rather than arbitrarily doing it. Alderman Mathies states that this is why we are actually here for creating this policy. Alderman Mathies questioned whether this policy would be for salaried employees only and not for hourly employees since they are punching in and out for hours deemed. She also indicated we should state that accurate documentation of hours already worked versus what we will be able to comp back and we will have to decide how we want them either punching the time clock or maintaining the hours of the salaried employees worked over, whether on the time sheet or time clock. She addressed how we will monitor those hours worked using a format that as comp time is received that within a reasonable time comp time is used. She also addressed what is a maximum amount of comp time.

Village Clerk Andree Core stated that the Louisiana law has a maximum of 240 hours. Alderman Lee asked if we could make our own amount of maximum time. Alderman Mathies suggested we also decide on a time frame in which comp time needs to be used or expired. Alderman Willie suggested that comp time should be used within the pay period. Mayor Boggs stated well that would negate the whole idea of if the clerk cannot accumulate the comp time then during situations needed it would not be there. Alderman Lee asked about using a three month period. Alderman Willie indicated that if she is sick then she has sick time to use. He stated that a salary employee necessarily does not need sick time because they can leave a couple of hours early if they are sick. Alderman Lee addressed that is not the case if it is an extended illness.

A discussion on the time frame and number of accrued hours followed with various suggestions being offered. A reference was given of the previously mention 240 hours. Alderman Lee asked what would happen upon resignation or retirement and it was stated that could be determined and put in the ordinance. Alderman Mathies asks why the issue of exempt versus non-exempt was an issue. Mayor Boggs stated that determines whether the comp time is going to accrue hour for hour or whether it will accrue at time and a half. Alderman Lee asked what the accrual rate will be and Mayor Boggs responded that it will be set by the board because a salaried employee can always be given more but cannot be given less than is required by the Fair Labor Standards Act. Alderman Lee suggested hour for hour. Alderman Mathies asked to be explained the difference of their terms exempt versus nonexempt. Village Clerk stated that Mr. Strobel had specific points defining this status. Mayor Boggs stated Mr. Strobel sent an evaluation of the situation and had two statements in his email that appeared to be incorrect. Mayor Boggs stated she showed this to village attorney, Mr. Talley who showed them to Mr. John Gallagher, attorney for LMA, and they also called the Municipal Clerk Association and all three persons agreed that Mr. Strobel was incorrect.

Mayor Boggs stated that the bottom line was that she is exempt, and exempt employees get to earn hour-to-hour or higher if the board chooses to do so. Alderman Lee stated that hour for hour was ok but she would like to see happen next is to see how much leave was used. Mayor Boggs stated that she would make sure with Mr. Talley if legally it can be retroactive. She does not see a problem and since the previous clerk was given without a policy and procedure. The Mayor stated that the three of you make the decisions so if you are all in agreement of it being retroactive then she does not see a problem with it. Alderman Mathies reiterated that this meeting was to make the policy and not to make a decision on present clerk's issue until the general meeting.

Alderman Lee presented material on waste water adjustments. She stated that there is a need for wastewater adjustment policy. The situation is if someone has a water leak in their home this water is not put into our sewer system and then they have a high sewer rate due to the water leak. She states there are policies in other municipalities that deal with wastewater adjustments. Alderman Willie stated this has always been a hard issue since it is law that we cannot give away free goods. Alderman Lee suggests that we create a policy and procedure by ordinance that determines a formula for wastewater adjustment under certain guidelines. Alderman Willie stated that instead of going into too much detail this will all have to go back to Mr. Talley in the issue that we cannot give away free goods.

Alderwoman Mathies addressed the credit card policy and a discussion followed. This will be presented at the general meeting agenda. She suggested one additional item to be added that the monthly statement be available to the board with their monthly financial report.

Alderwoman Lee addressed possible quarterly budget updates with the CPA suggesting a policy being written that she come at least quarterly. Mayor Boggs indicated there will be a cost involved in this type of practice. A discussion followed on how best to gather this input from the CPA.

Alderwoman Lee suggested we have something in place regarding emergency expenditures. Mayor Boggs stated that Mr. Talley has information available for us at our general meeting regarding this. Alderwoman Mathies stated she has done some research there are policies out there in reference to emergency expenditures policy and procedure.

Mayor Boggs stated that we also need to develop an ethics policy because this is the result of a previous audit. A discussion followed.

Alderwoman Lee addressed maintenance workers hours stating that she is concerned about maintenance workers are starting work before daylight and that this is a safety risk. She directed this to the maintenance supervisor. A discussion followed. Alderwoman Mathies stated that she has been reviewing the village employee policy handbook and ordinances. A discussion followed in addition to providing work schedules of employees to the village. Alderwoman Lee addressed employee overtime.

A boil advisory policy was suggested by Alderwoman Mathies. Mayor Boggs states there is a policy that we have from DHH. Alderwoman Mathies stated that the village needed its own policy that adheres to DHH standards so that we are able to follow our own protocol on the items that we need done during a boil advisory.

Alderwoman Lee suggested a policy on cell phone and internet usage. Mayor Boggs indicated the information is outlined in the AT&T monthly bill. Alderwoman Mathies stated a clarification that the policy in place would address cell phone and other electronic issued. She suggested a policy indicating who receives phones, guidelines on the usage of the phone and return of the phone and any costs that may have been accrued over the limits of the use of the phone. A discussion followed.

Building permits and renovations fees were discussed. A future policy in this area is needed. Mayor Boggs has a suggested permit policy from Covington to share with the board. Building inspection fees need to be addressed.

The village landscape ordinance was addressed and the enforcement of the current ordinance. A discussion on the municode followed. The return of village issue property was addressed. Yearly inventory of the village was addressed.

A motion to adjourn the special meeting was made by Alderman Mathies, seconded by Alderman Willie and the motion carried (3 yea, 0 nays)

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