

Drainage Committee Meeting
Of the
Assumption Parish Police Jury

Wednesday, September 28, 2016
5:10 O'clock p.m.

1. Committee members recorded as present were: Mr. Henry Dupre, Chairman; Mr. Myron Matherne, Mr. Chris Carter, Mr. Booster Breaux, Mr. Martin Triche.
Committee member recorded as absent was: Mr. Irving Comeaux.
Other Police Jurors recorded as present were: Mr. Ron Alcorn, Mr. Jeff Naquin, Mr. Patrick Johnson.
2. Committee member Myron Matherne offered a motion, seconded by Mr. Chris Carter, "THAT, the committee approve \$1,500 for 2589 Hwy 1 Catchbasin Project." The motion was unanimously adopted.
3. Committee member Myron Matherne offered a motion, seconded by Mr. Chris Carter, "THAT, the committee approve \$500 for 133 Daniel St. Catchbasin Project." The motion was unanimously adopted.
4. Committee member Myron Matherne offered a motion, seconded by Mr. Chris Carter, "THAT, the committee approve \$1,100 for Shell Beach Road Culvert Installation Project." The motion was unanimously adopted.
5. Committee member Booster Breaux offered a motion, seconded by Mr. Chris Carter, "THAT, there being no further business to come before the Drainage Committee, the meeting be adjourned." The motion was unanimously adopted.

Kim M. Torres
Secretary-Treasurer

Henry Dupre
Drainage Committee Chairman

Personnel Committee Meeting
Of the
Assumption Parish Police Jury

Wednesday, September 28, 2016
5:51 O'clock p.m.

1. Committee members recorded as present were: Mr. Booster Breaux, Chairman; Mr. Patrick Johnson, Mr. Chris Carter, Mr. Henry Dupre, Mr. Myron Matherne, Mr. Martin Triche.
Other Police Jurors recorded as present were: Mr. Ron Alcorn and Mr. Jeff Naquin.
2. Chairman Booster Breaux recognized the Secretary-Treasurer, who stated that the Parish amended the Personnel Manual previously. She then stated the request is for the amendment to the organizational structure manual which is the attachment to the manual that contains the job descriptions. She then stated that she made some minor changes and deletions of a position that was no longer in effect. She stated that each job description contains the statement that during emergencies everyone is expected to be report to the OEP Director. The OEP Office is now OEP/Office of Homeland Security. She further recommended adoption.
3. Committee member Henry Dupre offered a motion, seconded by Mr. Chris Carter, 'THAT, the committee approve and adopt the amended Organization Structure Manual.' The motion was unanimously adopted.
4. Committee member Henry Dupre offered a motion, seconded by Mr. Chris Carter, 'THAT, there being no further business to come before the Personnel Committee, the meeting be adjourned.' The motion was unanimously adopted.

Kim M. Torres
Secretary-Treasurer

Booster Breaux
Personnel Committee Chairman

Finance Committee Meeting
Of the
Assumption Parish Police Jury

Wednesday, September 28, 2016
5:20 O'clock p.m.

1. Committee members recorded as present were: Mr. Martin Triche, Chairman; Mr. Henry Dupre, Mr. Ron Alcorn, Mr. Jeff Naquin, Mr. Booster Breaux.
Other Police Jurors recorded as present were: Mr. Patrick Johnson, Mr. Chris Carter, Mr. Myron Matherne.
2. Committee member Booster Breaux offered a motion, seconded by Mr. Ron Alcorn, "THAT, the committee approve to pay the bills submitted through September 23, 2016." The motion was unanimously adopted.
3. Chairman Martin Triche recognized the Secretary-Treasurer, who stated that Postlewaite & Netterville is the same firm that has performed the parish audit for several years. She stated that she has received the engagement letters for the 2016 audit and would recommend approval.
4. Committee member Jeff Naquin offered a motion, seconded by Mr. Booster Breaux, "THAT, the Police Jury approve and authorize the President to sign the engagement letters with Postlewaite & Netterville for the 2016 audit." The motion was unanimously adopted.
5. Committee member Booster Breaux offered a motion, seconded by Mr. Jeff Naquin, "THAT, there being no further business to come before the Finance Committee, the meeting be adjourned." The motion was unanimously adopted.

Kim M. Torres
Secretary-Treasurer

Martin S Triche
Finance Committee Chairman

Engineering/Grants Committee Meeting
Of the
Assumption Parish Police Jury

Wednesday, September 28, 2016
5:30 O'clock p.m.

1. Committee members recorded as present were: Mr. Henry Dupre, Vice-Chairman; Mr. Ron Alcorn, Mr. Jeff Naquin, Mr. Martin Triche.
Committee member recorded as absent was: Mr. Irving Comeaux.
Other Police Jurors recorded as present were: Mr. Patrick Johnson, Mr. Chris Carter, Mr. Booster Breaux, Mr. Myron Matherne.
2. Vice-Chairman Henry Dupre recognized ADA Michael Calabro, who requested that the matter regarding Tyler Lane as it relates to the Peterville Sewer Project be tabled. He stated that he was informed by the insurance company that there has been an insurance claim filed. He stated that Mr. Edwards has retained legal counsel therefore, the insurance legal counsel and Mr. Edwards' legal counsel will have to further communicate regarding this matter.
In response, Mr. Louis Edwards stated that there has been a mistake because he has not retained counsel. He then questioned the position of the matter and whether he can address the situation.
In response, Vice Chairman Henry Dupre informed Mr. Edwards that he could speak but the Jury will not respond or no actions will be taken under the advisement of the ADA.
Mr. Edwards explained that he was under the impression that the Police Jury was for the people of the parish. He stated that Joseph Savoie admitted that there is an error and that there are some problems that occurred during the construction process of a project that falls under the jurisdiction of the Police Jury. He then thanked Police Juror Chris Carter for informing of the small amount of information that he knows. He then stated that there are problems with his property because of this project so why should he have to fix it and why has no one showed him how big the problem is. He further stated that that Parish Engineer was supposed to submit to him information regarding the parish line or servitude so the problem can be rectified.
In response, the ADA informed Mr. Edwards that the insurance will investigate the matter and contact him but the Police Jury cannot take any actions.
3. Vice-Chairman Henry Dupre recognized Ed Stock of C.J. Savoie's Office, who stated that he made a site inspection with a representative of the company and the site looks to be in good condition. Therefore, he recommends that the deposit be released.
4. Committee member Jeff Naquin offered a motion, seconded by Mr. Ron Alcorn, "THAT, the committee approve to release the deposit to Bridgeline Holding, LP." The motion was unanimously adopted.
5. Vice-Chairman Henry Dupre recognized the Secretary-Treasurer, who gave a brief summary of the 2014-2015 LGAP grant which was the South Loop Canal Project. She then stated that the project cost exceeds the award of \$69,000 and the amendments couldn't be made to downscale the project for a successful completion. She then stated that currently 2012-2013 LGAP, Fire Hydrants, still has not been closed out. She explained that only 2 projects can be opened at a time and those are still open. The Secretary-Treasurer stated that the 2015-2016 Scissor Lift can't be contracted and the 2017-2018 grant cycle is open and we are three (3) projects behind so obviously we need a project to submit for this grant. She stressed that at anytime these funds can be revoked. She informed that the maximum funding for 2017-2018 is \$100,000 but no guarantee that we will receive the entire amount. In response to an update on the Fire Hydrant Project, she stated that they have contracted with the installation and it should be moving forward but they are waiting on a particular valve that's needed. She then recommended that in the future, the Jury shouldn't get involved with potential projects that require engineering service. She stated that there are many assets and equipment that the parish can use in our fleet and service that can make these projects come and go more quickly.
In response, the Parish Engineer stated that he would agree with that suggestion because any little problem, the project can be drawn out longer than necessary. He added that dealing with public bid laws with this small amount of funding, it would be better spent on the parish's expense side. In response, he explained the delay with the Fire Hydrants project.
Committee member Jeff Naquin stated that he has wanted to do the South Loop Canal Project for some time and had the opportunity to have it done with the funding made available along with allocation from the drainage budget but it was not enough. Therefore, he would like to put the South Loop Canal Project on hold and allow the Dorseyville Park Renovations Project to be submitted if the Police Jury agrees to submit South Loop Canal Project as the 2017-2018 LGAP Project. Committee member Ron Alcorn stated that there will be approximately \$17,000 remaining once the canopy is installed therefore, he would like to renovate the restrooms and put up a flag pole. He further stated that he would also like to host a memorial and rename the park in honor of Mr. Gilbert Dupaty, a past Juror who was very instrumental in getting the park established.
Following a brief discussion, the committee agreed to the amendment suggestion for the 2014-2015 LGAP grant, Dorseyville Park Improvements inclusive of canopy, restroom renovations, and

flag pole and submit South Loop Canal as the 2017-2018 LGAP Project. It was also stated that the Police Jury needs to consider drafting a list of criteria for renaming parks, etc.

6. Committee member Jeff Naquin offered a motion, seconded by Mr. Ron Alcorn, 'THAT, the committee approve amendment for the 2014-2015 LGAP Project to Dorseyville Park Improvements inclusive of canopy, restrooms renovations, and flag pole and submit South Loop Canal as the 2017-2018 LGAP Project.' The motion was unanimously adopted.
7. Vice-Chairman Henry Dupre recognized the OEP Director, who stated that there were no updates for the Disaster Recovery Grants, FEMA appeals and the Bayou Corne situation. He then recognized Mr. Ben Marlborough, who stated that the Police Jury transferred CIAP funds to the Bayou Lafourche Freshwater District to continue 3 miles of channel dredging of Bayou Lafourche. He stated that the dredging project is completed and there are funds remaining. Therefore, Mr. Marlborough suggested that the walk bridge be reconstructed because of its height, so that water vessels are able to pass. He stated that the low bid of \$740,000 was submitted by Sea-Level Construction and the project will commence in 3-4 weeks and should be completed within 70-75 days.
8. Committee member Martin Triche offered a motion, seconded by Mr. Ron Alcorn, "THAT, there being no further business to come before the Engineering/Grants Committee, the meeting be adjourned." The motion was unanimously adopted.

Kim M. Torres
Secretary-Treasurer

Henry Dupre, Vice-Chairman
Engineering/Grants Committee

Regular Meeting
Of the
Assumption Parish Police Jury

Wednesday, September 28, 2016
6:00 O'clock p.m.

1. The Regular Meeting of the Assumption Parish Police Jury was called to order by Police Jury President Martin S. Triche in the Assumption Parish Police Jury Chamber located at 4813 Highway 1 Napoleonville, Louisiana.
2. Police Jurors recorded as present were: Mr. Ron Alcorn, Ward 1; Mr. Jeff Naquin, Ward 2; Mr. Patrick Johnson, Ward 4; Mr. Martin Triche, Ward 5; Mr. Chris Carter, Ward 6; Mr. Henry Dupre, Ward 7; Mr. Booster Breaux, Ward 8; Mr. Myron Matherne, Ward 9.
Police Juror recorded as absent was: Mr. Irving Comeaux, Ward 3.
3. President Martin Triche led the Prayer and Police Juror Chris Carter led the Pledge of Allegiance to the Flag.
4. Police Juror Henry Dupre offered a motion, seconded by Mr. Patrick Johnson, "THAT, the Police Jury approve the minutes of September 14, 2016." The motion was unanimously adopted.
5. President Martin Triche opened the meeting to the public for any public comments, questions or concerns regarding the items listed on the agenda. Following three (3) calls, there were no comments received.
6. President Martin Triche recognized Drainage Committee Chairman Henry Dupre, who stated that the committee met and recommended the following matters; \$1,500 for 2589 Hwy 1 Catchbasin Project, \$500 for 133 Daniel St. Catchbasin Project, and \$1,100 for Shell Beach Road Culvert Installation Project.
7. Police Juror Henry Dupre offered a motion, seconded by Mr. Booster Breaux, "THAT, the Police Jury approve the Drainage Committee report as presented." The motion was unanimously adopted.
8. President Martin Triche recognized Personnel Committee Chairman Booster Breaux, who stated that the Personnel Committee met and recommended approval and adoption of the amended Organization Structure Manual.
9. Police Juror Booster Breaux offered a motion, seconded by Mr. Ron Alcorn, "THAT, the Police Jury approve the Personnel Committee as presented." The motion was unanimously adopted. (resolution attached)
10. President Martin Triche stated that the Finance Committee met and recommended the following matters; payment of the bills submitted through September 23, 2016, approved and authorized the President to sign the engagement letters with Postlewaite & Netterville for the 2016 audit.
11. Police Juror Jeff Naquin offered a motion, seconded by Mr. Myron Matherne, "THAT, the Police Jury approve the Finance Committee report as presented." The motion was unanimously adopted, (resolution attached)
12. President Martin Triche recognized Engineering/Grants Committee Vice-Chairman Henry Dupre, who stated that the committee met and recommended the following matters; approval to release the deposit to Bridgeline Holding, LP, submit a new scope of work for the 2015-2016 LGAP Grant – Dorseyville Park Improvements (canopy, restroom, flag pole) and submit South Loop Canal Project for the 2017-2018 LGAP Grant, received an update from Ben Malborough regarding the CIAP Funds and the remaining funds being used to construct a new foot/walk bridge.
13. Police Juror Henry Dupre offered a motion, seconded by Mr. Jeff Naquin, "THAT, the Police Jury approve the Engineering/Grants Committee report as presented." The motion was unanimously adopted, (resolutions attached)
14. Police Juror Patrick Johnson offered a motion, seconded by Mr. Myron Matherne, "THAT, the Police Jury approve an occupational license for Masea Inspection & Testing LLC." The motion was unanimously adopted.
15. Police Juror Booster Breaux offered a motion, seconded by Mr. Chris Carter, "THAT, the Police Jury approve to adopt ordinance 16-07 to levy charges for removal of derelict structure totaling \$15,353.65." The motion was unanimously adopted. (ordinance attached)
16. Police Juror Booster Breaux offered a motion, seconded by Mr. Myron Matherne, "THAT, the Police Jury approve the re-appointment of Mr. Phillip Daigle, Sr. to the Atchafalaya Trace Commission." The motion was unanimously adopted. (resolution attached)

17. Police Juror Jeff Naquin offered a motion, seconded by Mr. Booster Breaux, "THAT, the Police Jury approve the Annual Certification with Off Bridge System Replacement Program and authorize the President to sign the necessary document." The motion was unanimously adopted. (resolution attached.)
18. President Martin Triche stated that Hwy 1006 and Hwy 1007 is being used as a dump site and he would like to have 'No Dumping' or 'No Littering' signs placed in the area. In response, the Parish Manager stated that these are state highways and the request would have to be made to have the signs placed.
President Martin Triche then suggested that the request also include assistance with the clean-up of the area.
19. Police Juror Jeff Naquin offered a motion, seconded by Mr. Booster Breaux, "THAT, the Police Jury approve sending a letter to the State Highway Department requesting that they assist with the clean-up of the illegal dump site on Hwy 1006 and 1007 and place 'No Dumping' and/or 'No Littering' signs in that area." The motion was unanimously adopted.
20. Police Juror Booster Breaux offered a motion, seconded by Mr. Ron Alcorn, 'THAT, there being no further business to come before the Assumption Parish Police Jury, the meeting be adjourned.' The motion was unanimously adopted.

Kim M. Torres
Secretary-Treasurer

Martin S. Triche
President

On a motion by Mr. Patrick Johnson, seconded by Mr. Jeff Naquin, the following resolution was adopted:

RESOLUTION

ANNUAL CERTIFICATION OF COMPLIANCE WITH STATE OF LOUISIANA OFF SYSTEMS BRIDGE REPLACEMENT PROGRAM

WHEREAS, the Code of Federal Regulations as enacted by the United States Congress mandates that all structures defined as bridges located on all public roads shall be inspected, rated for safe load capacity and posted in accordance with the National Bridge Inspection Standards and that an inventory of these bridges be maintained by each State; and

WHEREAS, the responsibility to inspect, rate and load post those bridges under the authority of Assumption Parish in accordance with those Standards in delegated by the Louisiana Department of Transportation and Development to Assumption Parish.

THEREFORE BE IT RESOLVED by the governing authority of Assumption Parish (herein referred to as the Parish) that the Parish in regular meeting assembled does hereby certify to the Louisiana Department of Transportation and Development (herein referred to as the DOTD) that for the period October 31, 2015 through October 31, 2016.

1. The Parish has performed all interim inspections on all Parish owned or maintained bridges in accordance with the National Bridge Inspection Standards.
2. All bridges owned or maintained by the Parish will be structurally analyzed and rated by the Parish as to the safe load capacity in accordance with AASHTO Manual for Maintenance Inspection of Bridges.

The load posting information that has been determined by the LA DOTD for all bridges where the maximum legal under Louisiana State law exceeds the load permitted under the operating rating as determined above will be critically reviewed by the Parish. Load posting information will be updated by the Parish to reflect all structural changes, any obsolete structural ratings or any missing structural ratings.

3. All Parish owned or maintained bridges which require load posting or closing shall be load posted or closed in accordance with the table in the DOTD Engineering Directive and Standards Manual Directive No. 1.1.1.8. All DOTD supplied load posting information concerning a bridge shall be critically reviewed by the Parish Engineer prior to load posting.
4. All bridges owned or maintained by the Parish are shown on the attached list in the format specified by the DOTD. Corrections to data supplied to the Parish by the LA DOTD are noted.

These stipulations are prerequisites to participation by the Parish in the Off-System Bridge Replacement Program.

Upon being placed to a vote, the above resolution was adopted as follows:

Yeas:	9
Nays:	0
Absent:	0

Ordinance 16-07

Upon motion presented by Mr. Booster Breaux, seconded by Mr. Chris Carter, the following ordinance was presented for adoption:

An Ordinance amending Ordinance No. 16-06 to authorize the levy of charges for removal of a Derelict Structure as an assessment to be added to the annual Ad Valorem tax bill of the property involved and/or authorizing the placement of a lien on the property involved for removal of Derelict Structure charges in accordance with Assumption Parish Ordinance No. 89-12 as amended.

Be It Ordained by the Assumption Parish Police Jury convened in Regular Session on this 28th day of September, 2016, that:

Section 1. The following properties, identified by assessment numbers, located within the Parish of Assumption, be levied with the stated charges due plus fifteen (15%) percent for administrative fees and fifteen (15%) percent for collections fees for removal of derelict structure, and said charges shall become an assessment and form part of the ad valorem taxes due on said property by the owner and when collected shall be credited to the general fund of the parish.

Assessment Number	Owner's Name	Charges	15% Adm. 15% Coll.	Total
01 00075310	Melissa Russo c/o M Daigle	\$5,244.00	1,573.20	\$ 6,817.20
01 00075230	Melissa Russo c/o M Daigle	\$4,301.00	1,290.30	\$ 5,591.30
01 00092000	Alex Williams Est M/M Sr.	\$2,265.50	679.65	\$2,945.15

Section 2. The Secretary-Treasurer of the Assumption Parish Police Jury is also hereby authorized and directed to file a special assessment against the subject property for the above charges if collection is not made as a result of action authorized in Section 1 above within 60 days. A certified copy of said special assessment shall be filed with the Clerk of Court of Assumption Parish, who shall forthwith record same in the Mortgage Records of said Parish.

Such assessment when so filed and recorded shall operate as a lien and privilege against the property herein assessed, which lien and privilege shall rank from the date of filing of the assessment in the Mortgage Records of said Parish and shall prime all other claims, mortgages and liens, except taxes and prior recorded special assessment liens.

Section 3. If an section, clause, paragraph, provision or portion of this ordinance shall be held invalid or unconstitutional by any court of competent jurisdiction, such holding shall not affect any other section, clause, paragraph, provision or portion of this Ordinance, the Police Jury of the Parish of Assumption hereby expressly declaring that it would have passed the remaining portions of this ordinance with the invalid portions omitted.

Section 4. Other ordinance or parts of ordinances in conflict herewith are hereby repealed.

Section 5. This ordinance shall become effective immediately.

Section 6. This ordinance, having been submitted in writing, having been read and adopted by sections at a public meeting of said Police Jury was then submitted to an official vote as a whole, the vote thereon being as follows:

Yeas: 8
Nays: 0
Absent: Irving Comeaux

The Ordinance was declared adopted, this 28th day of September, 2016.

Kim M. Torres
Secretary-Treasurer

Martin S. Triche
President

On a motion by Mr. Booster Breaux, seconded by Mr. Myron Matherne, the following resolution was adopted:

RESOLUTION

BE IT RESOLVED that the Assumption Parish Police Jury does hereby re-appoint Mr. Phillip Daigle, Sr. as commissioner to represent the Assumption Parish Police Jury and Assumption Parish on the Atchafalaya Trace Commission.

Upon being placed to a vote, the above resolution was adopted as follows:

Yeas: 8
Nays: 0
Absent: Irving Comeaux

On a motion by Mr. Henry Dupre, seconded by Mr. Jeff Naquin, the following resolution was adopted:

RESOLUTION

BE IT RESOLVED that the Assumption Parish Police Jury does hereby approve and authorize its President to sign the 2017-2018 LGAP project for the South Loop Canal Project.

Upon being placed to a vote, the above resolution was adopted as follows:

Yeas:	8
Nays:	0
Absent:	Irving Comeaux

On a motion by Mr. Henry Dupre, seconded by Mr. Jeff Naquin, the following resolution was adopted:

RESOLUTION

BE IT RESOLVED that the Assumption Parish Police Jury does hereby approve and authorize the change in scope of the 2014-2015 LGAP project previously approved as the South Loop Canal Project to the Dorseyville Park Renovations Project.

Upon being placed to a vote, the above resolution was adopted as follows:

Yeas:	8
Nays:	0
Absent:	Irving Comeaux

On a motion by Mr. Jeff Naquin, seconded by Mr. Myron Matherne, the following resolution was adopted:

RESOLUTION

BE IT RESOLVED that the Assumption Parish Police Jury does hereby approve and authorize its President, Martin S. Triche and Secretary-Treasurer, Kim M. Torres, to sign an Audit Engagement Letter with Postlethwaite & Netterville for the 2016 Audit.

Upon being placed to a vote, the above resolution was adopted as follows:

Yeas:	8
Nays:	0
Absent:	Irving Comeaux

On a motion by Mr. Booster Breaux, seconded by Mr. Ron Alcorn, the following resolution was adopted:

RESOLUTION

BE IT RESOLVED that the Assumption Parish Police Jury does hereby amend its Organizational Structure Manual to provide for the changes as presented in the Public Meeting on September 28, 2016 to be incorporated into the existing Personnel Manual.

Upon being placed to a vote, the above resolution was adopted as follows:

Yeas: 8
Nays: 0
Absent: Irving Comeaux

On a motion by Mr. Booster Breaux, seconded by Mr. Ron Alcorn, the following resolution was adopted:

RESOLUTION

BE IT RESOLVED that the Assumption Parish Police Jury does hereby amend its Organizational Structure Manual to provide for the changes as presented in the Public Meeting on September 28, 2016 to be incorporated into the existing Personnel Manual.

Upon being placed to a vote, the above resolution was adopted as follows:

Yeas: 8
Nays: 0
Absent: Irving Comeaux