

**Regular Meeting of the Mayor and the Board of Aldermen
of the Village of French Settlement, December 11, 2019**

The Mayor and Board of Aldermen of the Village of French Settlement met at 16015 Hwy. 16, French Settlement, Louisiana on the 11th day of December 2019 at 6 p.m. in regular session convened. The meeting was called to order by Mayor Toni Guitrau with the following members present:

Alderman Teresa Miller, Alderman Danette Carrier, Alderman Rhonda Lobell

Absent: None

Present: Chief Mosby, Village Attorney, Tim Pujol

A prayer was offered, and the Pledge of Allegiance was recited by all.

Public Comments on Agenda Items: None

Guest Speaker: Jeremy Aydell, Leadership Livingston

Mayor Toni Guitrau called for a moment of personal privilege:

- Mayor Guitrau read her notarized letter to the Secretary of State officially resigning as Mayor of the Village of French Settlement effective Friday, December 13, 2019. She said it has been an honor to serve the people of French Settlement. Together, we overcame the devastation of multiple hurricanes, floods and other storms. Together, we also had much to celebrate.

Public Hearing: Proposed Budget of 2020.

- The title of Ordinance No. 2 of 2019 was read by Alderman Carrier. The Mayor opened the floor to public comments. There being no public comments, the Mayor adjourned the Public Hearing and called for a discussion among the Board on said Ordinance. After a brief discussion, a motion to approve the budget was offered by Carrier, seconded by Miller. A yea and a nay vote were called for and resulted as follows:

Yeas: Miller, Carrier

Nays: Lobell

Absent: None

Public Hearing: Amendment #2 – Budget of 2019.

- The title of Ordinance No. 3 of 2019 was read by Alderman Carrier. The Mayor opened the floor to public comments. There being no public comments, the Mayor adjourned the Public Hearing and called for a discussion among the Board on said Ordinance. After a brief discussion, a motion to approve the budget was offered by Carrier, seconded by Miller. A yea and a nay vote were called for and resulted as follows:

Yeas: Miller, Carrier, Lobell

Nays: None

Absent: None

Reading of Minutes:

- The motion to adopt the minutes for the month of November 13, 2019, as amended with one sentence stricken through, was made by Alderman Carrier and seconded by Alderman Miller. A yea and a nay vote were called for and resulted as follows:
Yeas: Miller, Carrier, Lobell
Nays: None
Absent: None
- The motion to adopt the Special Meeting minutes for the month of November 20, 2019, as presented was made by Alderman Miller and seconded by Alderman Lobell. A yea and a nay vote were called for and resulted as follows:
Yeas: Miller, Carrier, Lobell
Nays: None
Absent: None

Statement of Finances:

- The motion to adopt the Statement of Finances for the month of November 2019, as presented was made by Alderman Miller and seconded by Alderman Carrier. A yea and a nay vote were called for and resulted as follows:
Yeas: Miller, Carrier, Lobell
Nays: None
Absent: None

Reading of Communications:

- Alderman Lobell communicated that it is possible that the village insurance may be inadequate with possible gaps in coverage. At the meeting, Alderman Lobell said that she had yet to receive full copies of policies. Mayor Guitrau contacted all insurance agents that include Risk Management, Prejean Insurance and Fourrier Insurance. She handed out letters from each agent stating that the village is adequately coverage and there have been no gaps, lapses, etc. Alderman Lobell said that she still believes that the insurance is not adequate and will contact the insurance agents. Mayor Guitrau said that they could ask the agents to come to a town meeting and explain the insurance to the Board but that it is up to them.
- Mayor Guitrau read to the Board the resignation letter from Lawrence Callender as the Village Emergency Manager, effective 12.11.2019. He was Emergency Manager for 22 years. Mayor Guiteau stated that from what she understands he will stay on as Emergency Manager for the police department only. Mayor Guitrau stated that this is what she 'thought the plan was'.

Police Department Report:

- Chief Mosby presented the monthly policy report to the Mayor and Aldermen for the Month of November. He requested that they approve hiring Officer Ordineaux full time. The Board tabled this request until a later date.

- **Executive Session – Legal** Mayor Guitrau proceeded to bring the Board into Executive Session. Alderman Miller stated that bringing the Board into Executive Session without first requiring a Motion and 2/3 vote was not proper protocol. Mayor Guitrau stated that it was ok due to Executive Session being on the agenda. Again, Ms Miller stated that a Motion and 2/3 Vote would be required for Executive Session. Village Attorney, Tim Pujol agreed with Ms Miller. Ms Miller stated not to be non-compliant but that anything titled ‘legal’ she would not be in a sequestered environment whereby she couldn’t share information with the public and that if this was sensitive information, data or advice to give it to her in writing. Ms Miller asked if this is in relation to the Use Agreement that she’d requested for one of the Village units for which the Legislative Auditor states should be in place and a matter of public record and to date she hasn’t received her public document request, if a Use Agreement even exists. Alderman Miller stated that she would not go into Executive Session and that she’d be happy to meet with Tim Pujol, Village Attorney and would call him tomorrow.

Entering into Executive Session failed due to lack of a motion.

Old Business

Grounds Report

- Jeremy Aydell of Leadership Livingston updated the Mayor and Board on the status of the playground project. The project will not cost the Village any money. Mayor Guitrau stated that there would be no additional cost in insurance. It is planned that it will be built directly behind the pavilion restrooms. A motion approving the project was offered by Alderman Carrier, seconded by Alderman Miller. A yeas and a nay vote were called for and resulted as follows:
 - Yeas: Miller, Carrier, Lobell
 - Nays: None
 - Absent: None
- The Mayor said the plumber looked at the 2-year-old hot water heater in the pavilion kitchen and recommended an electrician need to look at it. A rat had chewed into the breaker box causing problems.

Road Report

- Mayor Guitrau said donation papers were signed today on the Mecca Road extension so that it can be blacktopped. If all goes well, it may be blacktopped in March 2020. Lena Lane streetlight is out.

Grants

- **LGAP Grant 2019-20:** Mayor Guitrau is waiting to hear from the Governors’ Office as to whether the Village will receive any funds for this grant so that they can be combined with the \$6,530 grant award from last years’ grant. She wrote and submitted the grant for \$25,000. This will be an “expend then reimburse” type of grant.
- **FEMA – GOSHEP Meeting of December 4, 2019**
Mayor Guitrau, Village Emergency Manager, Lawrence Callendar, Town Clerk, Pam Melancon and Chief of Police, Mosby met with FEMA representative Joe Costello on December 4, 2019 at 4:00 pm for 3 hours to review compliance and data regarding

Hurricane Barry expenditures and volunteer hours for Louisiana Public Assistance. The deadline for submitting items is 02.02.2020. If deadline is missed, there will be no reimbursement from FEMA or GOSHEP. The Village would be reimbursed 75% of the expenditures of \$3,600 during Hurricane Barry and 25% of volunteer activities and equipment to equal 100% reimbursement to the Village. Mayor Guitrau stated that she and the Village EM, Callendar had prepared documents and would have the Clerk begin to upload information for submittal to FEMA.

New Business

- Disaster Recovery/Business Continuity Policy Mayor Guitrau provided materials, information, etc. to the Village Emergency Manager. Emergency Manager Callendar prepared the policy. Since this is a new requirement by the Legislative Auditor, there were no samples to refer to. The Mayor said the Village Auditor reviewed it and sent it to the Legislative Auditor "LA". The LA suggested 2 minor additions, so this was also added and presented. On motion by Lobell, second by Miller, the policy was approved. A yea and a nay vote were called for and resulted as follows:
Yeas: Miller, Carrier, Lobell
Nays: None
Absent: None
- Renew Use Agreement (museum) with French Settlement Historical Society, Inc. The use agreement is a 5-year term and includes a provision for 6 renewal terms for a total of 30 years. The contract states in the event that the Historical Society is no longer operating after the five years that the contract can be cancelled. The contract includes indemnity, hold harmless and insurance provisions. Attorney Pujol said that the insurance provided by the FSHS is adequate. On motion by Carrier, second by Miller, the agreement was approved. A yea and a nay vote were called for and resulted as follows:
Yeas: Miller, Carrier, Lobell
Nays: None
Absent: None
- Video Recording/Publishing of Meetings: Alderman Lobell mentioned the law regarding recording of public meetings. She said anyone from the audience can record meetings and that the Board could set up rules regarding this. She said this would be a good idea for those who cannot attend the meeting. Policies regarding recording during meetings will be established.

Local Events

- The Christmas Parade will be on Saturday, December 21, 2019 at noon. Kim Aydell said that immediately following the parade, the FS Historical Society will hold a gathering/open house at the FS Museum/Pavilion and that the public was welcome to attend.

Adjourn

- A motion to adjourn was made by Alderman Carrier and seconded by Alderman Miller. A year and a nay vote were called for and resulted as follows:

Yeas: Miller, Carrier, Lobell

Nays: None

Absent: None

/s/ Rhonda B Lobell, Mayor

/s/ Pam Melancon, Municipal Clerk