

Village of Elizabeth*

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PUBLIC MEETING

Public Council meeting was held 10/14/24 at 6:30pm at the Elizabeth Village Hall, 230 Poplar Street, Elizabeth, LA. The notice of Meeting having been duly posted in accordance with requirements, the meeting was called to order by Mayor Mandy Green at 6:30pm. Opening prayer led by Mr. Ken Kelly, then Pledge of Allegiance and roll call by Mayor Green.

Mayor, Council and Staff Present

Mandy Green, Mayor
Ken Kelly, Council
Stacy Weldon, Council
Mea Dillehay, Council
Denise Lee, Clerk
Crystal Hunt, Code Compliance
Lorrie Odom, Fire Dept Treas.
Steven Self, Fire Dept Asst Chief
Shane Ware, Police Chief
Heather Sutton, Attorney

Council and Staff Absent

Brandon Sweat, Fire Chief

1. COMMENTS FROM THE PUBLIC ON ANY AGENDA ITEM -none from the public.
2. Mayor Green requested to add to the agenda under new business - Declare a Proclamation in the Village of Elizabeth to allow citations to be issued for violation of a burn ban issued for Allen Parish as long as burn ban in effect. Fine amount to be set at Fire Marshall discretion. Ken Kelly made a motion to add to the agenda. Mea Dillehay seconded. All in favor.
3. Mayor Green requested to add to the agenda under new business- give update on Lead and Copper Rule. Mea Dillehay motioned to add to the agenda. Ken Kelly seconded. All in favor.
4. Votes as follows to add items to the agenda- Mea Dillehay- yea, Ken Kelly- yea, Stacy Weldon-yea for a unanimous vote to add these items to the agenda.
5. Mayor Green asked if any comments on added agenda items- none given.
6. Mea Dillehay made a motion to approve minutes from 9/9/24 meeting. Stacy Weldon seconded. All in favor.
7. Ken Kelly made a motion to approve the agenda with additions. Stacy Weldon seconded. All in favor.
8. **CODE COMPLIANCE**
Crystal Hunt, Code Compliance reported that some notices were sent out this month for property compliance and are waiting on responses.
9. **POLICE DEPARTMENT**
 - A. Shane Ware, Police Chief gave monthly report.
 - B. Chief Ware gave recommendation to hire Zach LaCaze as a part time officer. Chief Ware stated he is doing a great job. Mayor Green stated he is very active in patrolling and taking calls and his probation period is up. Ken Kelly made a motion upon recommendation of Police Chief to allow Chief to hire Zach LaCaze. Stacy Weldon seconded. All in favor.
 - C. Chief Ware stated that the department got rid of a Dodge Charger awhile back and he was in process of locating a new Tahoe unit for the police department. In the meantime, he had applied for a grant from the state to purchase and install lights, sirens and equipment for a new unit. He did receive the grant funding and ordered the equipment. Chief Ware stated that he finally found a Tahoe unit and would like to lease it to put the equipment on. Chief Ware stated that he always needs at least 2 good vehicles on hand. The department does currently have 2 units but one of the vehicles is older and has a lot of miles on

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it and now we have 2 officers besides himself. He stated that he tries to keep at least 3 vehicles on hand. Currently he is alternating with one of the officers for use of a police vehicle. Chief Ware stated that he would hold off on the lease until the attorney further researched the lease situation. Chief Ware then stated he would like to commend and thank the Fire Department for such a great job on a call last week for a grass fire that got out of hand. He and Zach LaCaze were at the call first and worked with them and said they did exceptionally well and appreciated them very much.

10. FIRE CHIEF

- A. Lorrie Odom, Treasurer gave monthly report of calls. She stated that we went into a burn ban for the parish.
- B. She stated the Fire Department would be selling Pork Steak dinners for October 27, 2024, for the purchase of a "Sparky" costume to have when hosting events for the children. All funds need to be turned in by Monday, October 21, 2024. Mayor Green requested what was the goal and Steven Self stated the goal is to raise at least \$550 for the costume and to cover the expenses of the fundraiser.
- C. PIAL report given by Steven Self. The new rating is down to a "5", previously a "6". This will help with the insurance of the residents of the village.
- D. Steven gave a report concerning Engine 3. Some of the hoses got damaged in the process of a fire call. He explained the situation and that he took it to be evaluated for a quote to repair. He stated for them to tear it down would be between \$900 - \$1000. Mayor Green stated that after we receive a quote, the insurance company will be contacted to see if repairs will be covered prior to repair. If not, if in budget, the truck would still need to be repaired.

11. ENGINEER'S REPORT

- A. Glenn Turner gave a report of the Wastewater Treatment Plant project being done by Womack and Sons and their deadline for completion of the project if December 12, 2024 and are right on schedule.
- B. The CWSRF Sewer Rehabilitation Project by CO-D Construction contract start time was September 3, 2024, and no signs of progress has been seen by the engineers or the village. The deadline for the project is April 15, 2025. Glenn stated that Brad Rachel, with MMLH, has consulted them that they could be tving with cameras down the sewer lines or smoke testing while it is dry while waiting on certifications for the Build American Buy America. They have not pursued anything. Their deadline for completion is April 15, 2025. The Mayor stated she plans to be involved with this project, but has received no communication on when the work will be done.
- C. The Water Well Project deadline was August 26, 2024. Continental Drilling was the awarded contractor on this project, and it is still not complete. The mayor stated that no one has been on this project in the last few days. Glenn stated that they are waiting on the submittal of a water sample for LDH to approve. Glenn stated he did reach out to the contractor, and they have requested an extension to mid-November. After further discussion that liquidated damages are \$750 per calendar day not completed, Glenn recommended to issue some days of grace. Mayor Green stated that there is no action going on at the project, therefore says only to allow an extension until Tuesday, October 22, 2024, then declare liquidated damages. Glenn stated he will notify the contractor of the extension date.

12. MAYOR'S REPORT

*Old Business

- A. Mayor Green stated no public hearing on amendment to Ordinance 12-18A, Section F. Property Maintenance prescription period, will reintroduce with further amendments. Ken Kelly motioned to table to later amendments. Mea Dillehay seconded. All in favor.

*New Business

- B. Mayor Green stated that there needs to be changes in the Handbook for Employee Holidays- remove Election Day as a holiday, add a day to the Christmas Eve and Christmas Day, either the day before Christmas Eve or the day after Christmas depending on how it falls during the week and add ½ day holiday for New Year's Eve. Also, that mandatory Cyber Security training needs to be added that is required for each employee. Ken Kelly made a motion to add the section about Cyber Security Training to the agenda. Mea

Dillehay seconded. All in favor of adding to the agenda. Mea Dillehay-yea, Stacy Weldon- yea, Ken Kelly- yea for a unanimous vote. Mayor Green asked for comments on adding Cyber Security to the handbook. No comments. Stacy Weldon made a motion to pass **Resolution 124-2024** which states these holiday changes and adding Cyber Security Training to the employee handbook. Mea Dillehay seconded. All in favor.

- C. Mayor Green requested to issue a **Proclamation**, in accordance with the Allen Parish Police Jury, declaring a burn ban in Allen Parish and in which the village of Elizabeth can issue citations in violation of this ban. It will be removed when the Allen Parish Police Jury removes the parish burn ban. The Parish Officers may issue these citations, but the Parish Proclamation states that the Village can adopt this burn ban Proclamation so the village officers can issue citations. After discussion, Mea Dillehay made a motion to pass this Proclamation to allow Village officers to issue citations in Elizabeth during the Allen Parish burn ban. Stacy Weldon seconded. All in favor.
- D. Mayor Green stated that on October 16, 2024, the village will have to submit to the state Lead and Copper Rules. We must report this yearly. The Village water department must notify customers that they have to notify the Village of what type of lines they have for their service lines, encase of possible lead exposure. If they have galvanized pipes a notice will be issued from the state for the customer to apply for a grant to receive assistance in replacing these pipes. This is required by the state and must be done. This information will be posted on the village website. If anyone knows what types of pipes they have, they need to call the village hall so the inventory sheets can be updated. Possible pipes are PE, PVC or galvanized.

13. COUNCIL

- A. Public hearing to **abolish Ordinance 44-2023A** Enforcement of Certain Traffic Violations by Automated Means. One of the citizens asked what this ordinance meant. Mayor Green stated what this ordinance was adopted for and that since adoption, the laws have changed on this matter. Hearing closed.
- B. Stacy Weldon made a motion to **abolish Ordinance 44-2023A** Enforcement of Certain Traffic Violations by Automated Means. Mea Dillehay seconded. Mea Dillehay- yea, Ken Kelly-yea, Stacy Weldon-yea
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- C. Ken Kelly made a motion to introduce an amendment to **Ordinance 12-18A Section 4.F. Property Maintenance** amend prescription period from ten years to three years, amend fee schedule and add definition of term "equipment".
- D. Prior to Council introducing **Ordinance 49-2024** for landlords to be responsible for paying unpaid utility bills left by tenants, council discussed. Sherri Maddox, AR Clerk gave several examples of customers closing accounts and landlords turning on water and other examples of leaks that customers did report to landlords, but the landlord did not timely fix, a large bill was inquired, and customer left prior to paying this bill. It was suggested that the meters should be pulled as soon as services disconnected in office. After discussion of this Ordinance, Mea Dillehay made a motion to table the introduction until next meeting. Stacy Weldon seconded. All in favor.
- E. Mea Dillehay introduced an amendment to **Ordinance 06-17E** which states that customers requesting to install a gas generator must obtain a \$25 permit from the Village office for an upgrade and other additional fee if required.
- F. Ken Kelly made a motion to change the November Council meeting to be changed to November 18, 2024 at 6:30pm due to November 11 falls on holiday- Veterans Day. Stacy Weldon seconded. All in favor.

14. VILLAGE ATTORNEY

- A. Heather Sutton briefed on the drafting of an ordinance concerning Sewer and Sanitary Condition issues and allowing village to disconnect services for noncompliance. Mayor Green stated that we have several customers with mechanical issues and out of compliance. Mayor Green stated that the council could introduce at the next meeting.
15. Ken Kelly made a motion for Council to approve expenses for September 2024 and comparison of actual expenses to budget. Stacy Weldon seconded. All in favor.
16. Further comments were made about the concern of leasing a Tahoe and the budget. Then Mea Dillehay requested to change the meeting date again to Thursday, November 14, 2024. Mea Dillehay made a motion to change the date. Ken Kelly seconded. All in favor.

17. Mea Dillehay made a motion to adjourn. Ken Kelly seconded. All in favor.

Approved by:/S/Mandy L Green, Mayor

Attest by:/S/Denise Lee, LCMClerk

*Public hearing to be held Thursday, November 14, 2024 at 6:30pm prior to adoption of amendment to **Ordinance 12-18A Section 4.F. Property Maintenance** amend prescription period from ten years to three years, amend fee schedule and add definition of term "equipment". To become Ordinance 12-18B.

*Public hearing to be held Thursday, November 14, 2024 at 6:30pm prior to adoption of amendment to **Ordinance 06-17E** which states that customers requesting to install a gas generator must obtain a \$25 permit from the Village office for an upgrade and other additional fee if required. To become Ordinance 06-17F.