



Regular Meeting Minutes

Thursday, January 19, 2017
7:00 P.M.

Members in Attendance:

Aldersperson Simeon Profit
Aldersperson Margie Davis

Aldersperson Donald Richard
Aldersperson Leola Keys

Aldersperson Janice Fleming

The Town of Richwood met for a pre-meeting held on January 19, 2017 at 7:00 p.m. at the Richwood Multi-Purpose Center, 2710 Martin Luther King Drive, Richwood, Louisiana to consider the following business:

- I. Meeting Called to Order by Mayor Gerald Brown at 7:00 p.m.**
- II. Prayer-** was offered by Mayor Gerald Brown
- III. Pledge of Allegiance -** recited in unison
- IV. Roll Call-** Mayor Gerald Brown called roll with the following results:
All (5) Board Members Present

Present:

Aldersperson Simeon Profit
Aldersperson Margie Davis

Aldersperson Donald Richard
Aldersperson Leola Keys

Aldersperson Janice Fleming

- V. Adoption of the Agenda-** It was motioned by Aldersperson Simeon profit and seconded by Aldersperson Donald Richard to adopt the agenda as presented.
Mayor Brown –
- VI. Adoption of December 15, 2016 Minutes-**
Aldersperson Margie Davis- stated she was addressing Mr. Madison’s (Public attendee) inquiry concerning the publishing of the minutes; felt the minutes were not being printed timely per (Revised Statue) R.S. 43:143-144, the minutes must be

published within 20 days of the meeting, and we must make sure the minutes are timely published, because not doing so is breaking the law and can be punishable by fines or imprisonment.

- **It was then motioned by Alderperson Simeon Profit and seconded by Alderperson Donald Richard to adopt the December 15, 2016 minutes as presented.**

VII. Financial Reports-

Alderperson Margie Davis- inquired as to why (2) two checks were showing on the 5th and the 17th of January in the amount of \$6100 to J. Walker & Associates.

Mayor Gerald Brown – advised the \$6100 fee shown was for them doing the monthly reconciliation, and the reason the amount was shown twice was because the first payment disbursed on the 5th was mailed to an incorrect address; and should be sent back to the Town; and the 2nd payment on the 17th was sent to replace the non-received payment.

Mayor Gerald Brown- advised on the Profit & Loss Budget Performance sheet page 1, # 5126 (Professional Services), the amount of \$31,713.75 there is an adjustment there as well, because a good portion of those funds are not professional services, but rather audit funds and will be placed under audit and legal expenses; and noting this will explain the upcoming changes on the future report.

- **It was motioned by Alderperson Simeon Profit and seconded by Alderperson Janice Fleming to accept the Financial report.**

VIII. Mayor's Dialogue- Mayor Brown thanked Alderperson Janice Fleming for heading and the Board for their participation in the community by feeding the Senior Citizens during the Christmas Holiday Festivities; and the Seniors were very appreciative and had expressed their appreciation to him on numerous occasions.

Mayor Gerald Brown- also acknowledged and thanked the Community Partners and Businesses who graciously contributed to the Community Toy & Food Drive, and because of them it was a big success.

Mayor Gerald Brown- advised the Board he had spoken with the head of the CAP Board and they would provide the Town a letter stating they want to dissolve the lease on the old building, and after they receive the letter the Town can proceed with properly marketing the facility.

Mayor Gerald Brown- proposed to the Board a partnering endeavor, which would combine the expertise of the Mayor's and Board's liaison skills to address issues such as Community Relations, Youth Services, Economic Development, Historical Services, Public Safety, Technology, Housing, and Shelter.

Aldersperson Leola Keys- inquired if the Mayor could provide a listing of the stated areas.

Mayor Gerald Brown- indicated he would be willing to do so, and inquired of the Board if there were other areas or suggestions he would like their input.

The Board -voiced their willingness to work with the Mayor.

- IX. Chief's Dialogue** – Chief Cleveland directed the Board to the Police Policy & Procedure Book he had presented for their review, and inquired if they had any suggestions or revisions they noted.

Aldersperson Margie Davis- inquired if the Chief had written the book himself?

Chief Cleveland- responded he had collected information from other Chief's in the surrounding area.

Aldersperson Margie Davis- indicated the Town of Richwood has a policy and procedure manual and the manual in place cannot be replaced, but must be revised.

Aldersperson Margie Davis- stated the current manual is the one in place at this time and would be what is followed at this time; if any changes are necessary it (the present) policy manual must be revised.

Chief Cleveland- explained to the Board the manual currently in place is out of date and this is a complete re-do of the manual.

Aldersperson Margie Davis- indicated it is not necessary to present to the Board a revision of the policy manual, all is needed is the policy revised and the revision dated.

Aldersperson Margie Davis- indicated on page 15 there was an issue that may invade employee rights, pertaining to the salute of the flag as it pertains to the carrying out this, and the officers work detail and the attentiveness needed.

Aldersperson Margie Davis- indicated page 16, may possibly infringe on the employees' rights; when it stipulates, or encourages officers and their family to attend

church, as well as additional issues with items not currently in play such as the mention of a fleet, etc.

Aldersperson Leola Keys- stated she had concerns this has numerous definitions and she felt it should include more policies and less definitions.

Mayor Gerald Brown- indicated Attorney Jay Nolen, and Judge Noel was examining the manual and when review is completed it would be revised and resubmitted with the revisions.

X. Public Comments– (as it relates to the Agenda)-

Public Attendee- inquired as to the meaning of the statement Chief Cleveland meant by saying the manual was submitted for the Board’s eyes, and their eyes only.

Chief Cleveland- indicated the statement was just to say it was only for the Board to review these items at this time.

- *Discussion ensued pertaining to the meaning of the statement, “for your eyes only.”*

Aldersperson Janice Fleming- stated the statement may have been posed and interpreted different from the meaning intended; the statement was to indicate the manual was not ready for public viewing due to possible revisions.

Public Attendee- indicated he thought it necessary to obtain information from all areas, however a plan must be made to encompass the procedures so that any law enforcement unit answering a call would be aware of the policies.

Public Attendee- inquired as to how the Mayor would use the old-school building?

Mayor Gerald Brown- indicated the building would be marketed.

Ms. Clark (Public Attendee)- questioned the issue of the streets and the repair of needed areas.

Mayor Gerald Brown & the Board- advised the public attendee this is an issue under review; and it is one of the reasons he is bringing to the board the need of an engineer, and to allow him and the Board the opportunity to address the concerns voiced.

***** Inaudible comment from the floor****

Alderson Leola Keys- voiced her concern on making certain an engineer able to address the Town's needs is acquired.

Mayor Gerald Brown- advised the Board this is the reason they plan on speaking to multiple firms to decide which would be best for the Town.

XI. Discussion to add cameras to our alarm system (United Automation)

Mayor Gerald Brown- indicated there have been a number of incidents ranging from thefts, threats and vandalism which have prompted him to obtain cameras on each building.

Alderson Margie Davis- voiced her concerns pertaining to the thefts.

Mayor Gerald Brown- stated he would be receiving quotes from companies as to the cost.

XII. Adoption of Resolution 2017-01 (A resolution authorizing the Mayor to hire an engineering consultant firm to assist the Town with Capital Outlay Project, Street Projects, Grants, and Various Sources of Funding)

Alderson Margie Davis- indicated the resolution implies the Town already has an engineer.

Mayor Gerald Brown- indicated that is incorrect and the Resolution would be revised to indicate this.

- **It was motioned by Alderson Simeon Profit and seconded by Alderson Margie Davis to table this item.**

**XIII. Introduction of Ordinance 2017-01
(An Ordinance to De-Annex Ouachita Wash Wasateria)**

Mayor Gerald Brown- stated to the Board and the assembly the owner of the business had appeared in the December 15, 2016 meeting requesting to be de-annexed due to elevated water fees.

Attorney Jay Nolen- advised the Mayor and assembly the owner of the business is not the owner of the land and cannot request a de-annexation.

- **It was motioned by Alderson Donald Richard and seconded by Alderson Simeon Profit to table this issue.**

XIV. Adjournment-

Alderson Donald Richard motioned and Alderson Simeon Profit seconded to adjourn meeting @ 7:58 p.m.