

PUBLIC NOTICE - Notice Is Hereby Given That the Tangipahoa Parish Council Will Meet in **Regular Session** on Monday, November 09, 2020 Immediately Following the Public Hearing Held At 5:30 PM At Tangipahoa Parish Gordon A. Burgess Governmental Building, 206 East Mulberry Street, Amite, Louisiana, contact number (985) 748-3211

PUBLIC HEARING - Notice Is Hereby Given That a Public Hearing Will Be Held by The Tangipahoa Parish Council on Monday, November 09, 2020 at 5:30 PM At Tangipahoa Parish Gordon A. Burgess Governmental Building, 206 East Mulberry Street, Amite, Louisiana, contact number (985)748-3211, on the following:

- T.P. Ordinance No. 20-47- An ordinance to acquire ownership of right of ways for the Hoover Road widening project
- T.P. Ordinance No. 20-48- An ordinance placing a four-way stop sign at the intersection of Overmier Road and Cyprian Road in District No. 2 in Tangipahoa Parish in accordance with Chapter 20 streets, roads, sidewalks and drainage- Article I, in General- Section 20
- T.P. Ordinance No. 20-49- An ordinance to authorize the purchase of real property through the LCDBG program for the Velma sewer project

**Tangipahoa Parish Council
Tangipahoa Parish Gordon A. Burgess
Governmental Building
206 East Mulberry Street, Amite, LA 70422
Regular Meeting Immediately Following Public Hearing
November 09, 2020**

CALL TO ORDER

INVOCATION

PLEDGE OF ALLEGIANCE *(All Veterans and active military, please render the proper salute)*

ROLL CALL

CELL PHONES - *Please Mute or Turn Off*

ADOPTION OF MINUTES- Regular meeting dated October 26, 2020

PUBLIC INPUT - *Anyone Wishing to Address Agenda Items Which Were Not on Public Hearing*

PARISH PRESIDENT'S REPORT

REGULAR BUSINESS

1. Keep Tangipahoa Beautiful Update
2. Adoption of T.P. Ordinance No. 20-47- An ordinance to acquire ownership of right of ways for the Hoover Road widening project
3. Adoption of T.P. Ordinance No. 20-48- An ordinance placing a four-way stop sign at the intersection of Overmier Road and Cyprian Road in District No. 2 in Tangipahoa Parish in accordance with Chapter 20 streets, roads, sidewalks and drainage- Article I, in General- Section 20
4. Adoption of T.P. Ordinance No. 20-49- An ordinance to authorize the purchase of real property through the LCDBG program for the Velma sewer project
5. Introduction of T.P. Ordinance No. 20-50- An ordinance placing 25 MPH speed limit signs on Booker II Road in District No. 8 in Tangipahoa Parish in accordance with Chapter 20 streets, roads, sidewalks and drainage- Article I, in General- Section 20
6. Introduction of T.P. Ordinance No. 20-51- Revoking Chapter 16 Article II- Firearms, then revising and amending Chapter 17 Planning and Development
7. Introduction of T.P. Ordinance No. 20-52- Adoption of the 2021 budget of the Tangipahoa Parish Convention and Visitors Bureau
8. Introduction of T.P. Ordinance No. 20-53- An ordinance repealing Chapter 10- Flood Prevention and Protection, then renumbering it as Chapter 17- Planning and Development, Article X- Flood Prevention and Protection
9. Personnel Committee Report and Adoption of Council Clerk Job Description
10. Appoint/Re-Appoint Tangipahoa Voluntary Council on Aging
11. Appoint/Re-Appoint Tangipahoa Parish Library Board
12. Appoint/Re-Appoint Gravity Drainage District No. 5

BEER, WINE, AND LIQUOR PERMITS

LEGAL MATTERS

COUNCILMEN'S PRIVILEGES

ADJOURN

Clerk of Council

Please Publish November 5, 2020

Posted @ T.P. Gordon A. Burgess Governmental Building November 5, 2020

In Accordance with the Americans with Disabilities Act, If You Need Special Assistance, please contact Kristen Pecararo at 985-748-3211 describing the Assistance that is necessary.

T.P. Ordinance No. 20-47

AN ORDINANCE TO ACQUIRE OWNERSHIP OF RIGHT OF WAYS, HOOVER ROAD WIDENING PROJECT, PONCHATOULA, LOUISIANA, AS PART OF FACILITY PLANNING AND CONTROL CAPITAL OUTLAY PROGRAM; TO AUTHORIZE THE PARISH PRESIDENT TO SIGN AND EXECUTE ALL NECESSARY DOCUMENTS; TO PROVIDE FOR THE RECORDATION OF ALL DOCUMENTS AND TO PROVIDE COPIES TO ALL INVOLVED PARTIES.

WHEREAS, the Tangipahoa Parish Government has been awarded Capital Outlay Funds; and

WHEREAS, Tangipahoa Parish Government has identified and prioritized the “Hoover Road Widening” project for funding under this program; and

WHEREAS, in order to implement this project, the acquisition of needed right of way from adjacent property owners will be required; and

WHEREAS, it is necessary that the Tangipahoa Parish Council authorize the Tangipahoa Parish President to sign any and all agreements, acts of sale, acts of donations and/or other necessary and relevant documents to acquire the subject properties for the purposes set forth herein.

NOW, THEREFORE BE IT ORDAINED, by the Tangipahoa Parish Council, convened in Regular Session on November 9, 2020, that;

SECTION 1. The Tangipahoa Parish Government does hereby authorize the acquisition of ownership, in fee simple, of the real property described in the Right of Way Plans prepared by Andrew Faller Surveying, LLC, dated October 5, 2016 and updated on August 9, 2019, attached hereto, for an amount not to exceed “Fair Market Value” as determined by appraisals prepared by Right of Way Services, Inc.:

Parcel 1-1	Glen B. Ernst
Parcel 1-2	Glen B. Ernst and Michele L.F. Ernst
Parcel 1-3	Glen B. Ernst and Michele L.F. Ernst
Parcel 1-4	Carolyn S. Rieffel
Parcel 1-5	Ponchatoula Area Recreational District #1
Parcel 1-6	Lawrence J. Ernst, Jr. and Mary E. Ernst
Parcel 2-1	Ponchatoula Area Recreational District #1
Parcel 2-2	Ponchatoula Area Recreational District #1
Parcel 2-3	John and Lana Honeycutt
Parcel 2-4	3-T Enterprises, LLC
Parcel 2-5	Lawrence J. Ernst, Jr. and Mary E. Ernst
Parcel 2-6	Paul S. Kenderes and Melissa S. Kenderes
Parcel 3-1	Michael A. Ernst
Parcel 3-2	Ernst Holdings, LLC
Parcel 3-3	CLC Rentals, LLC
Parcel 3-4	David J. Bankston, et al
Parcel 3-5	Thomas J. Coffey, Sr.
Parcel 4-1	Wesley J. Perkins

SECTION 2. The Tangipahoa Parish President is hereby authorized to execute any and all documents necessary and incidental hereto.

SECTION 3. All terms and conditions of the grant, pursuant to which this property is acquired, shall be adhered to by Tangipahoa Parish Government.

SECTION 4. A copy of said ordinance and all related documents shall be recorded in the Tangipahoa Parish Clerk of Court Office.

SECTION 5. All Ordinances or parts of Ordinances by the Tangipahoa Parish Council that may conflict or are inconsistent with the provisions of these regulations are hereby repealed.

The above and foregoing ordinance having been duly submitted to the Tangipahoa Parish

Council in writing; introduced at a public meeting of the Tangipahoa Parish Council; discussed at the said public hearing; after motion and second was submitted to the official vote of the Tangipahoa Parish Council.

On motion by _____ and seconded by _____, the foregoing ordinance was hereby declared adopted on this 26th day of October, 2020 by the following roll-call vote:

YEAS:

NAYS:

ABSENT:

NOT VOTING:

ATTEST:

Kristen Pecararo
Clerk of Council
Tangipahoa Parish Council

Carlo Bruno
Chairman
Tangipahoa Parish Council

INTRODUCED: October 26, 2020

PUBLISHED: November 5, 2020 - OFFICIAL JOURNAL
Hammond Daily Star

ADOPTED BY TPC: November 9, 2020

DELIVERED TO PRESIDENT: _____ day of November at _____ A.M.

APPROVED BY PRESIDENT: _____
Robby Miller Date

VETOED BY PRESIDENT: _____
Robby Miller Date

RECEIVED FROM PRESIDENT: _____ day of November at _____ A.M.

AN ORDINANCE TO AUTHORIZE THE PARISH PRESIDENT OR HIS AUTHORIZED DESIGNEE TO EXECUTE ANY AND ALL DOCUMENTS IN REGARDS TO THE PURCHASE AND ACQUISITION OF PROPERTY THROUGH LOUISIANA COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (LCDBG) FOR THE VELMA SEWER PROJECT

BE IT ORDAINED by the Tangipahoa Parish Council-President Government, governing authority of Tangipahoa Parish, State of Louisiana that the action of Tangipahoa Parish President or his authorized designee is hereby authorized to execute all documents in regards to the purchase of the following property through the LCDBG program:

15' x 25' SEWER SERVITUDE DESCRIPTION

THAT CERTAIN PIECE OR PARCEL OF LAND BEING A PORTION OF LOT 7 OF THE LATARENCE WHITAKER FAMILY PARTITION, SITUATED IN SECTION 33, TOWNSHIP 4 SOUTH, RANGE 7 EAST, GREENSBURG LAND DISTRICT, TANGIPAOHA PARISH, LOUISIANA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS;

COMMENCING AT A ½" REBAR FOUND AT THE NORTHEAST CORNER OF LOT 7 AND THE NORTHWEST CORNER OF LOT 8 OF THE LATARENCE WHITAKER FAMILY PARTITION. SAID REBAR IS REPORTED TO BE S89°16'45"W 125.94 FEET, S04°15'00"W 1731.9 FEET, S89°36'00"W 10.03 FEET AND S04°13'00"W 125.00 FROM THE NORTHEAST CORNER OF SECTION 33, THENCE ALONG THE EAST LINE OF LOT 7, S00°24'27"E A DISTANCE OF 123.91 FEET TO A 1/2" REBAR SET AND THE POINT OF BEGINNING OF THE PROPOSED 15' X 25' SEWER SERVITUDE; THENCE S00°24'27"E A DISTANCE OF 25.00 FEET TO A 1/2" REBAR SET ON THE NORTH LINE OF AN EXISTING 35' ACCESS AND UTILITY RIGHT OF WAY(C.G. WHITAKER LANE); THENCE ALONG SAID RIGHT OF WAY S89°35'33"W A DISTANCE OF 15.00 FEET TO A 1/2" REBAR SET; THENCE LEAVING SAID RIGHT OF WAY LINE N00°24'27"W A DISTANCE OF 25.00 FEET TO A 1/2" REBAR SET; THENCE N89°35'33"E A DISTANCE OF 15.00 FEET BACK TO THE POINT OF BEGINNING;

THE ABOVE DESCRIBED PARCEL CONTAINS 375 SQUARE FEET AS SHOWN ON A SURVEY BY ANDREW FALLER SURVEYING LLC, JOB NO. 21320, DATED 9/15/20, AND IS SUBJECT TO ALL SERVITUDES AND RESTRICTIONS THAT MAY BE OF RECORD

BE IT FURTHER ORDAINED that this ordinance shall become effective immediately upon adoption of the TPC and signature of the Parish President.

The above and foregoing ordinance having been duly submitted to the Tangipahoa Parish Council in writing; introduced at a public meeting of the Tangipahoa Parish Council; discussed at the said public hearing; after motion and second was submitted to the official vote of the Tangipahoa Parish Council.

On motion by _____ and seconded by _____, the foregoing ordinance was hereby declared adopted on this the 9th day of November, 2020 by the following roll-call vote:

YEAS:

NAYS:

ABSENT:

NOT VOTING:

ABSTAIN:

ATTEST:

Kristen Pecararo, Clerk of Council
Tangipahoa Parish Council

Carlo S. Bruno, Chairman
Tangipahoa Parish Council

INTRODUCED: October 26, 2020

PUBLISHED: November 5, 2020 The Daily Star- OFFICIAL JOURNAL

ADOPTED BY TPC: November 9, 2020

DELIVERED TO PRESIDENT: _____day of November, 2020 at _____

APPROVED BY PRESIDENT: _____
Robby Miller Date

VETOED BY PRESIDENT: _____
Robby Miller Date

RECEIVED FROM PRESIDENT: _____ day of November, 2020 at _____

T.P. Ordinance No. 20-50

AN ORDINANCE PLACING 25 MPH SPEED LIMIT SIGNS ON BOOKER II ROAD IN DISTRICT NO. 8 IN TANGIPAHOA PARISH IN ACCORDANCE WITH CHAPTER 20, STREETS, ROADS, SIDEWALKS AND DRAINAGE - ARTICLE I, IN GENERAL - SECTION 20-16

BE IT ORDAINED by the Tangipahoa Parish Council, governing authority of Tangipahoa Parish, State of Louisiana, as follows:

- 1) 25 MPH speed limit signs on Booker II Road in District No. 8

in Accordance with Chapter 20, Streets, Roads, Sidewalks and Drainage - Article I, in General - Section 20-16.

BE IT FURTHER ORDAINED that this ordinance shall become effective immediately upon signature of the Parish President and all previous ordinances in conflict with said ordinance are hereby repealed.

The above and foregoing ordinance having been duly submitted to the Tangipahoa Parish Council in writing; introduced at a public meeting of the Tangipahoa Parish Council; discussed at the said public hearing; after motion and second was submitted to the official vote of the Tangipahoa Parish Council.

On motion by __ and seconded by __, the foregoing ordinance was hereby declared adopted on this the 23rd day of November, 2020 by the following roll-call vote:

YEAS:

NAYS:

ABSENT:

NOT VOTING:

ABSTAIN:

ATTEST:

Kristen Pecararo, Clerk of Council
Tangipahoa Parish Council

Carlo S. Bruno, Chairman
Tangipahoa Parish Council

INTRODUCED: November 9, 2020

PUBLISHED: November 19, 2020 The Daily Star- OFFICIAL JOURNAL

ADOPTED BY TPC: November 23, 2020

DELIVERED TO PRESIDENT: ____ day of November, 2020 at _____

APPROVED BY PRESIDENT: _____
Robby Miller Date

VETOED BY PRESIDENT: _____
Robby Miller Date

RECEIVED FROM PRESIDENT: _____ day of November, 2020 at _____

T.P. Ord No. 20-

BE IT ORDAINED by the Tangipahoa Parish Council-President Government, governing authority of Tangipahoa Parish, State of Louisiana that the Tangipahoa Parish Code of Ordinance hereby recognizes the following Chapter 16 Article II are to be revoked, then revised, and amended to read as follows in Chapter 17 Planning and Development:

Repeal Sec. 16-36. - Hunting or discharge of firearms near public highways and residences and amend Chapter 17 as follows:

Add the following under –

ARTICLE IX – Developments with Special Provisions –

Sec. 17-9.1 Shooting Ranges

A These types of developments are recognized as General Commercial Developments and shall follow those procedures for approval with the additional requirements found herein.

(1) Public Shooting Ranges shall have a minimum parcel acreage of ten (10) acres or greater.

(2) Private Shooting Ranges shall have a minimum parcel acreage of two (2) acres or greater.

B The hours of operation for shooting ranges shall be from seven a.m. to ten p.m. daily, except for indoor or archery ranges.

C Private and public shooting ranges should substantially be constructed to comply with safety guidelines generally recognized and accepted by the National Rifle Association (NRA) and the National Shooting Sports Foundation (NSSF).

D Private and public shooting ranges shall have an implemented safety plan that substantially includes, but is not limited to, the following items:

(1) A description of the range that stipulates how, when, why, and by whom the facility will be used.

(2) The safety plan should divide rules and regulations into the categories of gun handling rules, general range rules, specific range rules, and administrative rules and regulations. Each category should substantially contain, but not be limited to, the following items:

(a) Gun handling rules

- (i) Always keep the firearm pointed in a safe direction.
- (ii) Always keep your finger off the trigger until ready to shoot.
- (iii) Always keep the action open and firearm unloaded until ready to use.
- (iv) Know your target and what is beyond the target area.
- (v) Be sure the gun is safe to operate.
- (vi) Know how to use your gun safely.
- (vii) Wear ear and eye protection.
- (viii) Never use alcohol or drugs before or while shooting.
- (ix) Store guns so that they are not accessible to unauthorized persons or children.

(b) General range rules

- (i) Know and obey the common range commands.
- (ii) Know where others are at all times.
- (iii) Shoot only at proper and authorized targets.

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(iv) When two or more shooters are present, shooters should consult each other before moving down range from the firing line.

(v) Unload, open the action, ground or bench all firearms during a cease-fire or when someone moves down range to the target area.

(vi) Make sure bystanders and observers that are close to the range are wearing ear protection.

(c) Specific range rules

(i) Hours of operation for shooting activities.

(ii) Type of firearms allowed or restricted.

(iii) Caliber or shotgun gauges allowed or restricted.

(iv) Bullet or shot types allowed or restricted.

(v) Target placement, type of targets, and target holders allowed or restricted.

(vi) Type of shooting activities allowed or prohibited.

(d) Administrative rules and regulations

(i) Rules and regulations that govern the normal operation of the range and facilities such as parking, maintenance, schedules, guest policies, fees, security, supervision, sign-in procedures, and etc.

(ii) Procedure to spot-check range users for compliance to range rules.

(iii) Penalties, sanctions, or consequences for violations of the range rules and regulations.

(3) This safety plan shall be posted in a prominent location on the range and range members or users shall be made aware of the safety plan before firing on the range.

E. Any completely enclosed or indoor firing range shall be exempt from the special regulations of this subsection provided that the facility is fully enclosed and constructed in such a manner as to prevent bullets and/or shots from exiting the structure through the side walls and/or the roof and/or rear areas adjacent to the targets.

F. Any structures constructed on a firing range in the parish shall be subject to the applicable building codes of the parish as well as these regulations.

G. Any person violating the provisions of this section, unless that person is a law enforcement officer or policeman acting within the scope and course of his or her duties and employment, shall be guilty of a violation of the criminal law and shall be subject to punishment, as provided in [section 1-13](#) of this Code.

(1) The discharge of any firearm or gun within 250 feet of any inhabited dwelling or any other building or structure, where a person or persons can reasonably be expected to be present, without the express permission of the owner of the said dwelling, building or structure is prohibited.

(2) The discharge of a firearm or gun within 100 feet of any public street, highway, road or thoroughfare is prohibited.

(3) Furthermore, members of the public damaged by a violation of this section are entitled to bring an action against the violator for any damages that occur as a result of the violation.

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Add the following under –

ARTICLE XI - DEFINITIONS

Public shooting range means a place that is designed or intended for the safe discharge, on a regular and structured basis, of firearms for the purpose of target practice or recreational target shooting. This is a shooting range where a daily user fee or annual membership fee is charged.

Private shooting range means a place that is designed or intended for the safe discharge of firearms for the purpose of private use by the property owner or lessee or educational purposes associated with a business who offers instructional classes.

Shooting club means a organization whose activities include target practice or target shooting competitions using restricted firearms or prohibited handguns at an identified approved private shooting range. This is a private shooting range where a person must be a member of a group to be allowed to use the facility and membership requires the payment of dues or fees.

Shooting range also known as "firing range" or "range" means an area designed and operated primarily for: persons using or discharging rifles, shotguns, pistols, revolvers, or black powder weapons; archery; air rifles; silhouettes; skeet ranges; trap ranges; or any other similar sport shooting, if such area is designed and constructed in accordance with the then current publication of the National Rifle Association of America, or its successor, entitled "The Range Manual".

T.P. Ordinance No. 20-52

ADOPTION OF 2021 BUDGET OF THE TANGIPAOHA PARISH CONVENTION AND VISITORS BUREAU

BE IT ORDAINED by the Tangipahoa Parish Council, governing authority of Tangipahoa Parish, State of Louisiana, that T. P. Ordinance No. 20-52- 2021 Budget of the T. P. Convention & Visitors Bureau is hereby adopted on the fund basis as follows:

TANGIPAOHA PARISH TOURIST COMMISSION	
PROPOSED GENERAL FUND BUDGET	
YEAR ENDING DECEMBER 31, 2021	
ESTIMATED BEGINNING FUND BALANCE	<u>\$ 1,971,841</u>
ESTIMATED REVENUES	
LODGING TAX	800,000
COLLECTION FEES	(40,000)
ACT 1 INCOME	250,000
GRANTS	-
INTEREST	<u>15,000</u>
TOTAL ESTIMATED REVENUES	<u>1,025,000</u>
ESTIMATED FUNDS AVAILABLE FOR EXPENDITURE	<u>2,996,841</u>
ESTIMATED EXPENDITURES	
SALARIES	385,000
PAYROLL TAXES AND EMPLOYEE BENEFITS	141,000
ADV & PROM/TOUR PARTNERSHIP	635,500
GRANT EXPENDITURES	-
AUTOMOBILE EXPENSE	8,000
ACCOUNTING AND AUDITING/PROFESSIONAL FEES	25,000
COMMISSIONER EXPENSE	3,000
INSURANCE	12,500
OFFICE EXPENSE	45,000
REPAIRS & MAINTENANCE	36,000
UTILITIES	39,000
CAPITAL LEASES	20,000
CAPITAL OUTLAY	<u>25,000</u>
TOTAL ESTIMATED EXPENDITURES	<u>1,375,000</u>
ESTIMATED ENDING FUND BALANCE:	
ESTIMATED FUND BALANCE-ASSIGNED	-

ESTIMATED FUND BALANCE-COMMITTED	1,010,000
ESTIMATED FUND BALANCE-RESTRICTED	120,000
ESTIMATED ENDING FUND BALANCE-UNASSIGNED	<u>491,841</u>
TOTAL ESTIMATED ENDING FUND BALANCE	<u>\$ 1,621,841</u>

BE IT FURTHER ORDAINED, that this ordinance shall become effective immediately upon signature of the Parish President.

This ordinance having been submitted in writing, having been introduced at a public meeting of the Tangipahoa Parish Council, discussed at a public hearing of said Council and was submitted to an official vote of the TPC.

On motion by _ and seconded by _ the foregoing ordinance was hereby declared adopted on this 14th day of December, 2020 by the following roll-call vote:

YEAS:

NAYS:

ABSENT:

NOT VOTING:

ATTEST:

 Kristen Pecararo
 Clerk of Council
 Tangipahoa Parish Council

 Carlo S. Bruno
 Chairman
 Tangipahoa Parish Council

INTRODUCED: November 23, 2019

PUBLISHED: December 10, 2019 HAMMOND DAILY STAR -
 OFFICIAL JOURNAL

ADOPTED: December 14, 2019

DELIVERED TO PRESIDENT: _____ day of December, 2020 at

APPROVED BY PRESIDENT: _____ Date
 Robby Miller

VETOED BY PRESIDENT: _____ Date
 Robby Miller

RECEIVED FROM PRESIDENT: _____ day of December, 2020 at

Tangipahoa Parish Council Clerk Job Description

Summary:

Under direction of the Parish Council, the Council Clerk works with minimal supervision or direction to accomplish tasks. Works independently in the planning, organization and supervision of daily operations of the Council Office. Responsible for the efficient and effective performance of the administrative and technical operations of the Council Office. Exercises judgment in resolution of various day-to-day problems/issues. Participates in appropriate training and educational opportunities, including attendance at conferences and seminars.

Work involves creating, coordinating, and maintaining a permanent record of Council actions including historical and current official records; researching, interpreting and analyzing various reports and activities; The position requires the use of considerable judgment and independent action. The Clerk to the is responsible for responding to requests from the general public, the news media and Parish employees for information and/or services.

Essential Duties and Responsibilities:

Serves as Clerk of the Parish Council, including preparing agendas for Council meetings, gathering information for meeting agenda packets, and notifying Council members, appropriate Parish staff, news media, and other interested parties of dates and times of Council meetings; attends Council meetings, committee meetings, workshops, etc., and composes a full and accurate account of all actions taken at meetings of the Council. Prepares minutes as historical account for public inspection; prepares follow-up correspondence to notify departments and/or individuals of actions required by the Council; informs news media and/or general public of Council actions in response to inquiries or as otherwise deemed appropriate. Works in coordination with financial advisor and any appropriate Districts for upcoming bond, election, or tax issues. Performs general clerical support for Council members and operation of Council office. Serves as a link between Council members and citizens or other Parish staff as needed.

The Clerk is responsible for the maintenance of official records including minutes, ordinance books, resolution books, and MuniCode (online code of ordinances). Prepares certified copies of documents including ordinances, resolutions and minutes, and provides public access to Parish records if requested by public records request as required by state public records laws. The Clerk is responsible for the legal advertisement and/or posting of notices, agendas, minutes, etc. as required by state law.

The Clerk must keep up to date information on all Parish-appointed board and commission appointments, bringing to the Council's attention the appointments that need to be made.

The Clerk answers inquiries, providing information based on considerable knowledge of Parish programs and activities. The Clerk must be able to answer questions intelligently, and/or direct the public to information about the functions of all other levels of government--municipal, state and federal. Refers issues requiring other resources to the correct department or agency and coordinates third party involvement in complaint resolution. Keeps track of all requests for road name changes and presents collected requests at appropriate meeting.

Schedules, coordinates, and calendars meetings for Council members as necessary, ensuring availability of rooms, equipment, materials, refreshments, etc., as requested or otherwise deemed necessary. Notification of Council members of all community event/ meeting invitations. Coordinates

Prepared by clerk and presented to Personnel Committee on September 9, 2020.
Reviewed and approved by Personnel Committee on November 2, 2020

scheduling, travel arrangements, reimbursements, etc. for attendance at meetings, conferences, or workshops as necessary. The Clerk coordinates state required training, including, but not limited to ethics and sexual harassment training annually for all council members, and forwards training certificates to appropriate parties. Plans Council hosted special events as needed.

Serves as Council liaison during a declared state of emergency.

Tangipahoa Voluntary Council on Aging
(3 year terms)

Contact: Mrs. Debi Flemming
985-7487486
106 North Bay Street
Amite, La 70422

Meets 3rd
Wednesday of month
at 8:30AM.
Location rotates

Governor's Office of Elderly Affairs rules: if someone fills an unexpired term of less than 18 months, it is not counted as a full term.

Commissioner	Appointed By	Term	Expiration
Juiet Schillings	1	2	October 2023
Ronald Peevy	2	2	October 2023
Chris Chappell (985)474-0716	3	1	October 2021
Robin Dagro	4	2	October 2022
Elsa Blessey (985)320-2131	5	2	October 2022
Coleen Ebarb	6	2	October 2023
Terrilyn Dunn (985)507-0040	7	1	October 2021
Frank Fortenberry	8	1	October 2020
Anthony Mercante (985)351-3475	9	1	October 2022
Janet Dennis (504)430-7029	10	1	October 2021

Library Board of Control
(5 year terms)

Contact: Mr. Barry Bradford
985-748-7559
204 NE Central Avenue
Amite, La 70422

Meets 3rd Thursday of month
at 5:00PM

Commissioner	Appointed By	Term	Expiration
Sandra Capps 985-517-4853 npsbcapps@gmail.com	4	1	April 2025
Danny Williams 985-320-0750 danwil@charter.net	9	1	January 2023
Wanda McElveen	1	1	January 2021
Dr. Robert "Bobby" J. Martin 985-981-1794 robertjmartinphd@gmail.com	7	1	January 2025
Katherine Yeargain	9	2	July 2021
Tracy Leblanc 985-320-6112 tleblanc@kw.com	2	1	April 2025
John Magee	8	1	March 2024
Louis Joseph		Ex-officio	

Gravity Drainage District No. 5

(4 year terms)

Contact: Mrs. Allyce Cutrer
985-969-0600

Meets 3rd Monday of month
at 6:00pm at KW City Hall

Commissioner	Appointed By	Term	Expiration
Ronald Robertson, Sr 985-222-8982	1	1	July 2022
Russ Carter 985-514-3316	1	1	July 2022
Steven Smith 985-514-1586	1	1	July 2022
Howard Magee 985-514-2181	1	1	July 2024
Ray Ydarraga	1	2	July 2020