

**FINANCE COMMITTEE MINUTES**  
**April 22, 2008**  
**Chairman Ronnie Smith**  
**Vice-Chairman Jaclyn Hotard**

Members: Haston Lewis, Danny Millet, Charles Julien, Jaclyn Hotard, Darnel Usry, Ronnie Smith, Cheryl Millet, Dale Wolfe, Steve Lee

**PRESENT:** Danny Millet, Darnel Usry, Ronnie Smith, Cheryl Millet, Steve Lee, Haston Lewis, Charles Julien, Dale Wolfe

**ABSENT:** Jaclyn Hotard

**BID OPENING REPORT/AWARDS:**

Paul Oncale, Director of Public Safety, stated, "We are not going to do the asphalt yet. We did open bids this afternoon on bunker gear for the paid fire fighters. There were two (2) bids received. One from Bonaventure Co. Inc. out of Rayne, Louisiana. They did enclose their 5% bid bond. They had a bid amount of \$47,202.75. The second bid was from Bunker Gear Specialist out of Gonzales. They did enclose their 5% bid bond. The bid amount was \$57,450.00. We have to make sure that they meet all specs, so we are asking that we take this under advisement."

**MOTION:** Councilman Lee moved and Councilwoman Millet seconded the motion to take the two (2) bids for Bunker Gear for the paid fire fighters under advisement. The motion passes with Councilwoman Hotard absent.

**Brenda Labat - Recommendation concerning bids received on Concrete and Asphalt**

Pat McTopy, Chief Administrative Officer, stated, "I miss understood what Paul had asked. Brenda Labat is not going to be here tonight. I thought he was asking about the bid opening and I told him to take care of it. What we need to do is take care of the bids on the concrete and the asphalt. At this time we recommend that we accept the low bidder on the asphalt and defer action for now on the concrete pending further evaluation. The low bidder was Coastal."

**MOTION:** Councilman Lee moved and Councilwoman Millet seconded the motion to accept the administrations recommendation and go with the low bidder, that being Coastal, for asphalt. The motion passes with Councilwoman Hotard absent.

**Pat McTopy - Authorization to renew contractual agreement with Quality Janitorial & Restoration Services for parish sewer back ups**

Pat McTopy stated, "The parish has had for a number of years now, a contractual arrangement with Quality Janitorial & Restoration Services to perform emergency clean up of any sewer back ups that the parish might have. The contract is up for renewal and administration recommends approval of this contract."

Councilman Wolfe asked, "Where is Quality Janitorial from?"

Pat McTopy stated, "Luling."

**MOTION:** Councilwoman Usry moved and Councilman Lee seconded the motion to grant administration authorization to renew the contractual agreement with Quality Janitorial & Restoration Services for parish sewer back ups. The motion passes with Councilwoman Hotard absent.

**Pat McTopy - Authorization to execute sub-agreement with Southeastern Louisiana University for Parish Coastal Wetlands Restoration (Christmas Tree Program).**

Pat McTopy stated, "The parish has an ongoing agreement with the Department of Natural Resources whereby the parish has a contract essentially for the Christmas Tree Program. The trees are recycled to restore area wetlands and to rebuild the wetlands. As part of that agreement with sub-contract with Southeastern Louisiana University to do the work and the dollars are a wash. The parish gets totally reimbursed for the cost."

**MOTION:** Councilwoman Usry moved and Councilman Millet seconded the motion to grant administration authorization to execute sub-agreement with Southeastern Louisiana University for Parish Coastal Wetlands Restoration (Christmas Tree Program). The motion passes with Councilwoman Hotard absent.

**Paul Oncale - Change order #1 - Garyville Volunteer Fire Department - for an additional \$7,068.00**

Paul Oncale stated, "Garyville is in the process of building their new fire station and before we lay out the foundation and so forth we need to expand the perimeter on three (3) sides. The additional concrete, labor, forms, larger beams and we have a change order in the amount of \$7,068.00. This is a small sum compared to the 1.2 million for the station. Administration recommends approval."

**MOTION:** Councilman Millet moved and Councilman Julien seconded the motion to approve change order #1 - Garyville Volunteer Fire Department - for an additional \$7,068.00. The motion passes with Councilwoman Hotard absent.

**Paul Oncale - Authorization to seek Requests for Proposals for standby emergency response, management and recovery services**

Paul Oncale stated, "With hurricane season quickly approaching and the possibility of other incidents in the parish. We would like to go out for requests for proposals for standby emergency response, management and recovery services. Basically what we are asking for is whoever wants to submit a proposal is to be on standby. There is no upfront fee for the parish. They come when we call for service."

**MOTION:** Councilman Julien moved and Councilwoman Usry seconded the motion to grant authorization to seek Requests for Proposals for standby emergency response, management and recovery services. The motion passes with Councilwoman Hotard absent.

**Any and all other financial concerns**

Councilman Wolfe stated, "I would like to ask administration to look at our two (2) janitorial contracts and bring us up to date on it. I intend to reappoint those two (2) companies."

Pat McTopy stated, "It is my understanding that those contracts have expired. We were kind of waiting for Mr. Wolfe's return to act on them. Mrs. Labat has suggested that there are certain areas of the contract that we might want to look at before we renew it. Some items that can be cleaned up."

Councilman Wolfe stated, "I would appreciate it if she contacted this council in terms of changes. If they are necessary good. If they aren't than we will act accordingly. I would appreciate that."

Councilman Smith asked, "Mr. McTopy, since they are expired, when can we expect to be able to move forward with this?"

Pat McTopy stated, "No more than a month. Possibly in two weeks."

### **Adjournment**

**MOTION:** Councilwoman Millet moved and Councilman Millet seconded the motion to adjourn. The motion passes with Councilwoman Hotard absent.