**SOUTH TANGIPAHOA PARISH PORT COMMISSION**

**PUBLIC HEARING FOR PROPOSED BUDGET 2024 AND REGULAR MEETING**

**TUESDAY, DECEMBER 12,** **2023 9:00AM**

**CITY HALL ANNEX BUILDING - 110 W. HICKORY ST., PONCHATOULA, LA**

President Daryl Ferrara called the meeting to order Tuesday, December 12, 2023 at 9:05AM. The meeting was held at the City Hall Annex Building, located at 110 W. Hickory Street, Ponchatoula, LA.

The invocation was given by Administrative Assistant Robyn Pusey, followed by the Pledge of Allegiance, led by Commissioner Rhonda Sheridan.

Commissioners Present: Daryl Ferrara, William “Bill” Joubert, Tina Roper, William Sims, Rhonda Sheridan

Commissioners Absent: Jimmy Schliegelmeyer, Jr., Timothy DePaula

President Ferrara welcomed the attendees. Others Present: Patrick Dufresne, Executive Director; Lee Barends, ITL Accounting; Andre Coudrain, Cashe Coudrain & Bass; Richard Meek, Hammond Daily Star.

**APPROVAL OF PUBLIC HEARING AGENDA**

It was moved by Commissioner Roper and seconded by Commissioner Sheridan that the South Tangipahoa Parish Port Commission approve the Public Hearing Agenda for December 12, 2023. Motion passed. Yeas: 5 Ferrara, Joubert, Roper, Sims, Sheridan. Nays: 0 Absent: 2 Schliegelmeyer, Jr., DePaula.

**NEW BUSINESS**

1. **Public Hearing on the Proposed Budget for 2024**
2. **Opening Statement**
3. **Executive Session**
4. **Remarks from public/visitors**

President Ferrara announced that the Public Hearing was open, as pursuant to the authorized published notice in the Ponchatoula Times on November 16, November 23, November 30, and December 7, 2023, thereby complying with the Louisiana law requirement. Patrick Dufresne introduced port accountant Lee Barends. She said to the Commissioners that they should have received a copy of the 2024 Budget report in advance for review, and asked if there were any questions. President Ferrara asked Ms. Barends “If we adopt the budget today and don’t use all of the monies allotted, can this be adjusted?” Ms. Barends said “Yes, we can shift around next month and every month.” Commissioner Roper noted that the only big change was the insurance, and Ms. Barends agreed. Commissioner Roper asked if anyone from the public wanted to comment on the budget. President Ferrara asked port attorney Andre Coudrain if it was necessary to go into Executive Session. Mr. Coudrain said not unless you want to discuss some of the personnel issues. After a brief discussion, the commissioners decided to table the executive session.

President Ferrara asked if there were any questions from the public regarding the proposed 2024 budget. There were no comments or questions. He asked for a motion to proceed with adopting the proposed budget.

1. **Adopt Proposed Budget for 2024**
2. **Resolution**

A motion was made by Commission Sims and seconded by Commissioner Roper to adopt the proposed budget for 2024. President Ferrara asked for a roll call vote. Yeas: 5 Ferrara, Joubert, Roper, Sims, Sheridan. Nays: 0 Absent: 2 Schliegelmeyer, Jr., DePaula. Motion passed. The motion to approve was made prior to the reading of the resolution by the secretary. Mr. Coudrain recommended this be noted in the minutes.

President Ferrara thanked Mr. Dufresne, Ms. Barends and Commissioner Schliegelmeyer, Jr., for their help with the 2024 budget.

1. **Close public hearing**

President Ferrara asked for a motion to close the Public Hearing for the Proposed 2024 Budget. It was moved by Commissioner Sheridan and seconded by Commissioner Sims that the Public Hearing be closed. Motion passed. Yeas: 5 Ferrara, Joubert, Roper, Sims, Sheridan. Nays: 0 Absent: 2 Schliegelmeyer, Jr., DePaula.

Immediately following the closing of the public hearing, President Ferrara asked that the Commission proceed with the regular meeting.

**REGULAR MEETING**

**APPROVAL OF AGENDA/MINUTES**

It was moved by Commissioner Sheridan and seconded by Commissioner Roper that the South Tangipahoa Parish Port Commission approve the regular meeting agenda for December 12, 2023, as presented. Motion passed. Yeas: 5 Ferrara, Joubert, Roper, Sims, Sheridan. Nays: 0 Absent: 2 Schliegelmeyer, Jr., DePaula.

President Ferrara announced that the minutes of the regular meeting on November 8, 2023, had been sent to the Commissioners by email for review, and a copy of the minutes had been placed in their meeting folders. After a brief review of the minutes, a motion was made by Commissioner Roper and seconded by Commissioner Sheridan to adopt/approve the minutes from the regular meeting on November 8, 2023. Motion passed. Yeas: 5 Ferrara, Joubert, Roper, Sims, Sheridan. Nays: 0 Absent: 2 Schliegelmeyer, Jr., DePaula.

**TREASURER’S REPORT**

**October 31, 2023**

Lee Barends of ITL Accounting said that the financials for October and November 2023 should have been emailed to the Commissioners for review prior to the meeting today. She presented the October financials and asked if there were any questions or concerns about the reports, as she had not received any feedback. President Ferrara asked if there were any questions from the Commissioners. There were no questions. A motion was made by Commissioner Sheridan and seconded by Commissioner Sims to approve the financial report from October 31, 2023. Motion passed. Yeas: 5 Ferrara, Joubert, Roper, Sims, Sheridan. Nays: 0 Absent: 2 Schliegelmeyer, Jr., DePaula.

**November 30, 2023**

Ms. Barends asked if there were any questions regarding the November financials. There were no questions. A motion was made by Commissioner Roper and seconded by Commissioner Sims to approve the financial report from November 30, 2023. Motion passed. Yeas: 5 Ferrara, Joubert, Roper, Sims, Sheridan. Nays: 0 Absent: 2 Schliegelmeyer, Jr., DePaula.

**OLD BUSINESS**

1. **LA-DOTD Port Priority State H. 011927 – Transload Improvements – update**

**Truck scale repair update, percentage of work completed, estimated time of completion.**

Executive Director Patrick Dufresne told the Commissioners that since the last meeting he had received an update from the project contractor who met again with the container company to discuss the multiple, special issues of labor and materials for this project. He apologized again for the delay, and said they are trying to get the container unit manufactured and delivered as soon as possible. He said he was expecting delivery any day now and hoped to have the container unit installed by Christmas. There were no questions. President Ferrara asked about the electrical updates. Mr. Dufresne said the electricals would be taken care of when the container unit arrives.

1. **Warehouse Building #3 - evaluation & maintenance schedule update**

Patrick Dufresne, Executive Director told the Commissioners that information received from commercial building inspectors and engineering companies had been compiled into a report by the administrative assistant. A copy of the report was emailed to them prior to the meeting, and a copy was also placed inside their meeting packets. Commissioner Roper said this was her request, that the commercial building inspection quote from Advanced Building Inspections would be “more in line” with what she thought should be done to initially evaluate Warehouse Building #3. The company would provide a mechanical and structural inspection, to include concerns, safety issues and repair items with photos and recommendations. She said that the company could evaluate the warehouse building, and if they see major things, then we may have to consider going to a structural engineer. Commissioner Sheridan agreed, saying this would be a good place to start, that documenting the building issues before and after would help in getting reimbursement and additional funds in the event of a storm or other destructive event.

Commissioner Roper stated she would like to make a recommendation for STPPC to move forward with the proposal from Advanced Building Inspection. A motion was made by Commissioner Sheridan and seconded by Commissioner Roper for Executive Director Patrick Dufresne to accept the proposal from Advanced Building Inspection, to include any timeline for inspection, conditions, or other details as appropriate. Motion passed. Yeas: 5 Ferrara, Joubert, Roper, Sims, Sheridan. Nays: 0 Absent: 2 Schliegelmeyer, Jr., DePaula. Commissioner Roper told Mr. Dufresne to make sure the company is licensed and bonded.

1. **Warehouse Building #2 – update**

Port attorney Andre Coudrain told the Commissioners that the 45-day lien period for L King Company had begun, and that as there are a few holidays during this time frame, the lien period should end sometime at the end of January. He said that he would contact the Executive Director and administrative assistant when the period has expired.

1. **Barge Dock Repair – update**

Mr. Dufresne told the Commissioners that since the last STPPC meeting FEMA has now requested that the project engineer determine a cost estimate for a total replacement of the dock compared to the repair cost. He said if the repair cost is over 50% of the new dock they would consider funding an entire new dock. STPPC would pay 10%, and FEMA would pay 90%, and the engineering fee’s would be included in the project.

1. **Prospective Tenant(s) – update**

Mr. Dufresne told the Commissioners there was no prospective tenant update today.

1. **Insurance Package for FY 2023-2024 – update**

Patrick Dufresne, Executive Director told the Commissioners that he recently met with the port’s insurance carrier representative and there were no additional updates at this time.

1. **Invoice Payment Approval**

Commissioner Roper presented the current invoices for payment approval.

1. Cashe Coudrain & Bass

Services rendered through November 30, 2023

Inv# 126779 Matter # 4623-1 Amt. $440.00

Inv# 126780 Matter # 4623-11 Amt. $410.50

Total due = $850.50

A motion was made by Commissioner Sheridan and seconded by Commissioner Sims that the Commission approve payment for the invoices presented today by port accountant Lee Barends for Cashe, Coudrain & Bass. Motion passed. Yeas: 5 Ferrara, Joubert, Roper, Sims, Sheridan. Nays: 0 Absent: 2 Schliegelmeyer, Jr., DePaula

**NEW BUSINESS**

Executive Director, Patrick Dufresne said there was no new business today.

**Remarks:**

Mr. Dufresne reminded the Commissioners that the Ethics training certificates were due by December 31st. Commissioner Roper reminded everyone that the sexual harassment training certificates were also due.

President Ferrara told the Commissioners that he and Mr. Dufresne attended the Highway 51 bridge dedication for Robert E. Mayers, Jr., and that the event was very nice. President Ferrara also reported that the Manchac fire chief told him that at the beginning of the year he would like to come to a meeting to discuss with the STPPC the possibility of extending the small vessel boat launch at the port, adjacent to the barge dock. He said the boat launch is a little narrow for the size of vessel that they would like to launch at the dock when needed, and they want to discuss possibly widening it, and there is also a light post in the way. Commissioner Sheridan said that the Fire Department came into some funds from Air Products, and they are considering the purchase of a larger fire boat. President Ferrara said he heard that Air Products provided a 2-million-dollar grant for Manchac Greenway, although he had not seen anything in writing.

Having no further business, a motion for adjournment was made by Commissioner Joubert and seconded by Commissioner Sheridan. Motion passed. Yeas: 5 Ferrara, Joubert, Roper, Sims, Sheridan. Nays: 0 Absent: 2 Schliegelmeyer, Jr., DePaula

The meeting adjourned at 9:25 AM.

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Tina Roper, Secretary STPPC Daryl Ferrara, President STPPC