

TOWN OF GREENWOOD  
MINUTES OF THE PUBLIC HEARING & REGULAR SESSION  
OF THE MAYOR AND BOARD OF ALDERMEN  
Monday, March 19, 2018-6:00 PM

Present: Mayor Frank Stawasz, Ilgenfritz, Newsom, Edwardes, Larsen, Chief Shayne Gibson, Town Clerk Veronica Brown and members of the public.

Absent: Town Attorney Charles Grubb

There was a quorum

Mayor Frank called the meeting to order at 6:00 p m, he then led the invocation and Pledge of Allegiance.

Convene in Public Hearing: A motion was made by Alderman Ilgenfritz, seconded by Alderman Edwardes to convene into a Public Hearing. The motion was carried by unanimous voice vote.

The meeting was then convened into Public Hearing:

**PUBLIC HEARING: The purpose of the public hearing is for the adoption of the following Ordinances, the title of which are hereinafter set forth, to wit:**

Ordinance No. 1 of 2018

TITLE: AN ORDINANCE AMENDING AND REENACTING THE DEFINITION OF ABANDONED AND/OR INOPERATIVE VEHICLE IN SECTION 30-4 OF THE CODE OF ORDINANCES AND AMENDING AND REENACTING SECTION 30-23 OF THE CODE OF ORDINANCES PERTAINING TO THE STORAGE OF ABANDONED AND/OR INOPERATIVE VEHICLES, AND OTHERWISE PROVIDING WITH RESPECT THERETO

Town Clerk, Veronica Brown the Ordinance by title and Mayor Frank called for any questions or discussion

**Public Comments:** There were none

Ordinance No. 2 of 2018

TITLE: AN ORDINANCE AMENDING SECTION 8 PARAGRAPH 800, OF THE HUMAN RESOURCES POLICIES AND PROCEDURES MANUAL FOR THE TOWN OF GREENWOOD, AND OTHERWISE PROVIDING WITH RESPCET THERETO

Town Clerk, Veronica Brown the Ordinance by title and Mayor Frank called for any questions or discussion

**Public Comments:** There were none

Adjourn to Regular Session: A motion was made by Alderman Larsen, seconded by Alderman Ilgenfritz to adjourn the Public Hearing and convene into the Regular Session. The motion was carried by unanimous voice vote.

Approval of Agenda:

A motion was made by Alderman Edwardes seconded by Alderman Newsom to Approve the Agenda. The motion was carried by unanimous voice vote.

Public Comments on Agenda Items: There were none

Approval of Minutes:

Work Session Meeting –February 15, 2018

There were no questions or discussion from the Board. A motion was made by Alderman Newsom seconded by Alderman Edwardes to Approve the Minutes of February 15, 2018. The motion was carried by unanimous voice vote.

Regular Session Meeting-February 20, 2018

There were no questions or discussion from the Board . A motion was made by Alderman Ilgenfritz seconded by Alderman Larsen to Approve the Minutes of February 20, 2018. The motion was carried by unanimous voice vote.

Approval of Financial Statements-February 2018 Financials

There were no questions or discussion from the Board . A motion was made by Alderman Edwardes seconded by Alderman Newsom to Approve the Financials of February 2018. The motion was carried by unanimous voice vote.

1. Ordinance No. 1 of 2018

TITLE: AN ORDINANCE AMENDING AND REENACTING THE DEFINITION OF ABANDONED AND/OR INOPERATIVE VEHICLE IN SECTION 30-4 OF THE CODE OF ORDINANCES AND AMENDING AND REENACTING SECTION 30-23 OF THE CODE OF ORDINANCES PERTAINING TO THE STORAGE OF ABANDONED AND/OR INOPERATIVE VEHICLES, AND OTHERWISE PROVIDING WITH RESPECT THERETO

Town Clerk, Veronica Brown, read the title by Ordinance, and Mayor Frank then called for questions. There were no questions or discussion from the Board.

**BE IT ORDAINED** that Section 30-4 of the Property Standards Code be and the same is hereby amended as follows:

*"Abandoned and/or inoperative vehicle"* means any vehicle which is incapable of being lawfully moved upon public streets, highways or waterways and includes, but is not limited to, wrecked or dismantled vehicles, boats and other watercraft. Vehicles not in compliance with the requirements of LA R.S. 32:1301-1310 shall be considered to be abandoned and/or inoperative vehicles for the purposes hereof.

**BE IT FURTHER ORDAINED** that Section 30-23 of the Property Standards Code is hereby amended to read as follows:

**Sec. 30-23. - Notice.**

Upon determination that a violation of the previous section has occurred, the enforcement provisions authorized by Sections 30-65 and 30-86 shall be initiated. In the event that in a given case those provisions prove to be ineffectual, then the Mayor shall securely affix a notice of violation to the vehicle, and notify the Owner of the property on which the vehicle is located that it will be removed by the Town upon the failure of the Owner of the Property to remove the Vehicle within the period of time stipulated in the notice. The notice of violation issued under the provisions of this section shall be sent by certified mail, return receipt requested, to the last known Owner of the lot or parcel of ground upon which the Abandoned and/or Inoperative Vehicle is located as determined by the conveyance records of Caddo Parish. Any vehicle remaining at any Dwelling, Dwelling Unit or Premises following the expiration of ten days from the date of receipt of the notice shall be deemed to be public property and shall be disposed of by the Town in accordance with the procedures established by the Town.

**BE IT FURTHER ORDAINED** that if any provision, item or application of this ordinance is declared invalid, such invalidity shall not affect the other valid provisions, items or applications of this Ordinance which can be given effect without the invalid provisions, items, or applications, and to that end the provisions, items and applications of this Ordinance are hereby declared severable.

**BE IT FURTHER ORDAINED** that all ordinances or parts thereof in conflict herewith are hereby repealed.

**BE IT FURTHER ORDAINED** that this Ordinance shall take immediate effect.

First Reading: February 20, 2018-Introduced and read by title and approved as read and set for Public Hearing on March 19, 2018 on motion by Alderman Newsom, seconded by Alderman Robinson.

Second Reading: March 19, 2018 - Having been approved on the first reading on, and after publication of notice and a public hearing, was read by title and approved as read on motion by Alderman Edwardes , seconded by Alderman Newsom

Approved by the following roll call vote:

YEAS: (4) Ilgenfritz, Newsom, Edwardes, Larsen  
NAYS: (0)  
ABSENT: (1) Robinson  
ABSTAIN: (0)

ATTEST:

\_\_\_\_\_  
s/s Veronica Brown, Town Clerk

THUS DONE, ORDAINED AND ESTABLISHED by the Board of Aldermen of the Town of Greenwood, Louisiana, at a meeting of said public body, duly held and conducted on March 19, 2018 in the Municipal Complex for the Town of Greenwood.

\_\_\_\_\_  
Veronica Brown, Town Clerk

Date delivered to Mayor: March 21, 2018

Date received by Mayor: March 21, 2018

Approved by the Mayor of the Town of Greenwood on this 21<sup>st</sup> day of March, 2018.

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Frank Stawasz  
Mayor, Town of Greenwood

## 2. Ordinance No. 2 of 2018

TITLE: AN ORDINANCE AMENDING SECTION 8 PARAGRAPH 800, OF THE HUMAN RESOURCES POLICIES AND PROCEDURES MANUAL FOR THE TOWN OF GREENWOOD, AND OTHERWISE PROVIDING WITH RESPECT THERETO

Town Clerk, Veronica Brown the Ordinance by title and Mayor Frank called for any questions or discussion

WHEREAS, through the adoption of Ordinance No. 7 of 2017 the Town of Greenwood adopted A new Human Resources Policies and Procedures Manual for the Town; and

WHEREAS, it is now apparent that Section 8, Paragraph 800 of the said Human Resources Policies and Procedures Manual Pertaining to Holidays needs to be redrafted to cure ambiguities.

NOW THEREFORE BE IT ORDAINED BY THE BOARD OF ALDERMEN FOR THE TOWN OF GREENWOOD THAT Section 8, Paragraph 800, pertaining to Holidays, be and the same is amended and reenacted to read as follows:

### **HOLIDAYS**

(1) Holidays for Town employees shall include the following days as well as any other day(s) determined by the Mayor and Board of Aldermen:

New Years Day  
President's Day  
Martin Luther King, Jr. Day  
Good Friday

Memorial Day  
Independence Day  
Labor Day  
Veterans Day  
Thanksgiving Day  
Day after Thanksgiving Day  
Christmas Eve  
Christmas Day

(2) Working on a Holiday at the direction or with the approval of the Mayor or the appropriate department head is a condition of employment.

(3) Any Holiday observed by the Town which occurs during an employee's regular work hours shall be considered as a work day during that week for the purpose of calculating the work week.

(4) Employees are eligible for holidays beginning on their date of hire.

(5)(A) For all full-time employees *except* those who are employees on shift work days:

(a) Any holiday observed by the Town that falls on a Saturday will be taken the previous Friday; any holiday that falls on a Sunday shall be taken the following Monday.

(b) Holidays shall not be counted as annual leave; employees will receive full pay for such days.

(c) Any such employee required to work on a holiday due to an emergency or other unforeseen occurrence shall be paid for the hours worked plus holiday pay.

(5)(B) For all full-time employees *who are employees on shift work days*:

(a) If an employee's shift begins on a holiday, the employee shall be paid for the hours worked plus Holiday Pay. Such employees whose shift does not begin on a holiday shall receive no Holiday pay.

BE IT FURTHER ORDAINED that should any item, provision or application of this ordinance be held invalid, such invalidity shall not affect any other item, provision or application that can be given effect without the invalid item, provision or application, and to that end the provisions of this ordinance are hereby declared severable.

BE IT FURTHER ORDAINED that all ordinances or parts thereof in conflict herewith are hereby repealed.

BE IT FURTHER ORDAINED that this Ordinance shall take immediate effect.

First Reading: February 20, 2018-Introduced and read by title and approved as read and set for Public Hearing on March 19, 2018 on motion by Alderman Ilgenfritz, seconded by Alderman Robinson.

Second Reading: March 19, 2018 - Having been approved on the first reading on, and after publication of notice and a public hearing, was read by title and approved as read on motion by Alderman Edwardes, seconded by Alderman Larsen

Approved by the following roll call vote:

YEAS: (4) Ilgenfritz, Newsom, Edwardes, Larsen

NAYS: (0)

ABSENT: (1) Robinson

ABSTAIN: (0)

ATTEST:

\_\_\_\_\_  
s/s Veronica Brown, Town Clerk

THUS DONE, ORDAINED AND ESTABLISHED by the Board of Aldermen of the Town of Greenwood, Louisiana, at a meeting of said public body, duly held and conducted on March 19, 2018 in the Municipal Complex for the Town of Greenwood.

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Veronica Brown, Town Clerk

Date delivered to Mayor: March 21, 2018

Date received by Mayor: March 21, 2018

Approved by the Mayor of the Town of Greenwood on this 21<sup>st</sup> day of March, 2018.

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Frank Stawasz  
Mayor, Town of Greenwood

3. Proclamation to honor "Display of flag on National Vietnam War Veterans' Day", presented:

a) Ms. Toni Turk-- DAR Bon Chasse Chapter, Mansfield, LA

b) Ms. Linda Lynn—Frances Rebecca Harrison Chapter, Vivian LA

Mayor Frank recognized Ms. Toni Turk & Ms. Linda Lynn, presented the Proclamations and then it was announced that the Town of Greenwood would be holding a Commemorative Program in the Park on March 29<sup>th</sup> to honor all Veterans that attend.

4. Proclamation requested by Ms. Neva Jones, **FGP Director--University of Louisiana at Monroe Corporation for National and Community Service, Caddo-Bossier Foster Grandparent Volunteer Program**  
Mayor Frank advised that the Proclamation was requested and mailed to Ms. Neva Jones FGP Director.

**Public Comments:**

Alderman Edwardes thanked the Regents from the DAR Chapters for their service and participation with the Town of Greenwood

**adjourn**

A motion was made by Alderman Ilgenfritz, seconded by Alderman Edwardes. The motion was approved by a unanimous voice vote.

There being no further business, the meeting was adjourned at 6:19 pm. Next meeting to be held on Thursday, April 12, 2018 @ 6:00 p.m. for the Work Session of the Board of Aldermen and Monday, April 16, 2018 at 6:00 pm Regular Session Meeting of the Board of Alderman. All meetings held in the Town Hall Chambers.

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s/s Veronica Brown, Town Clerk

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s/s Frank Stawasz, Mayor

STATE OF LOUISIANA

PARISH OF CADDO

I, THE UNDERSIGNED Town Clerk of the Town of Greenwood, do hereby certify that the foregoing is a true copy of the minutes of the Public Hearing & Regular Session of the Mayor and Board of Aldermen of the Town of Greenwood for March 19, 2018.

This the 31<sup>st</sup> day, March 2018

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s/s Veronica Brown, Town Clerk