

Minutes of October 16, 2012  
Mayor and Board of Aldermen

Be it remembered that a regular meeting of the Mayor and Board of Aldermen, Long Beach, Mississippi, was begun and held at 5:00 o'clock p.m., Long Beach City Hall, 201 Jeff Davis Avenue, in said City, it being the third Tuesday in October, 2012, and the same being the time, date and place fixed by Laws of the State of Mississippi and ordinance of the City of Long Beach for holding said meeting.

There were present and in attendance on said board and at the meeting the following named persons: Mayor William Skellie, Jr., Aldermen Leonard G. Carrubba, Sr., Gary J. Ponthieux, Bernie Parker, Ronnie Hammons, Jr., Carolyn J. Anderson, City Clerk Rebecca E. Schruuff, and City Attorney James C. Simpson, Jr.

Aldermen Kaye H. Couvillon and Mark E. Lishen were absent the meeting.

There being a quorum present sufficient to transact the business of the City, the following proceedings were had and done.

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The meeting was called to order and the Mayor acknowledged a picture of Reineke Lake presented by James Keith.

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There were no amendments to the Municipal Docket.

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The Mayor opened the floor for public comments, agenda items only, as follows:

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PUBLIC COMMENTS PERTAINING TO MATTERS ON THE AGENDA ONLY		
<p><b>NOTE:</b> All comments <u>shall</u> be directed to the Chairman (Mayor).                      Comments of a personal nature regarding individual members of the Governing Authority (Mayor and Board of Aldermen), City Staff and/or Personnel, other Citizens, disruptive comments or improper actions <u>will not</u> be permitted.                      Public Comments will be limited to a total of ten (10) minutes and limited to a maximum of two (2) minutes per person.                      Except as otherwise directed by the Chairman (Mayor), Public Comments will not be permitted before or after the allotted time. Disruption of the regular business meeting will be cause for removal from the public meeting.</p>		
PLEASE PRINT: NAME / ADDRESS / TELEPHONE	AGENDA ITEM NO.	AGENDA ITEM SUBJECT MATTER
1 David Hammons 228-868-0223	Dev Furnace #3	WATER DESTINY OAK
2		
3		
4		
5		
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10		

City of Long Beach, Mississippi  
 Mayor and Board of Aldermen Meeting  
 Date: \_\_\_\_\_

Excel Worksheet: public comments - agenda PUBLIC COMMENTS-AGENDA

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Alderman Hammons made motion seconded by Alderman Anderson and unanimously carried to approve the regular meeting minutes of the Mayor and Board of Aldermen dated October 2, 2012, as submitted.

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Alderman Parker made motion seconded by Alderman Anderson and unanimously carried to approve minutes of the Planning Commission, as follows:

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- Work Sessions dated October 1, 2, 3, 4 and 11, 2012, as submitted.
- Regular Meeting dated October 11, 2012, as submitted.

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Alderman Hammons made motion seconded by Alderman Anderson and unanimously carried to approve the special meeting minutes of the Port Commission, dated October 8, 2012, as submitted.

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Alderman Ponthieux made motion seconded by Alderman Parker and unanimously carried to approve payment of invoices as listed in Docket of Claims number 101612.

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There was no additional report from the Mayor's Office.

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There came on for consideration a memo, with attachment, from the City Comptroller, as follows:

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Comptroller's Office

# Memo

**To:** Mayor  
Board of Aldermen  
**From:** Kini Gonsoulin, Comptroller *KG*  
**Date:** 10/9/2012  
**Re:** Petty Cash Fund for Fire Department

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The Fire Department Chief Inspector has expressed a need for a petty cash fund, per the attached memo. I would like to request a \$150 petty cash fund for the Fire Department.

This fund would be used to make small purchases, where it would not be cost efficient to issue a purchase order. All purchases are presented to the Board on a docket when the fund is replenished. The funds would be the responsibility of the Fire Department Chief Inspector, and are subject to periodic audit.

If you have any questions please feel free to contact me. Thank you for your consideration of this request.

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*Long Beach Fire Department*

645 Klondyke Road  
Long Beach, Ms., 39560

Phone: 228-863-7292  
Fax: 228-868-0070

To: Kini Gonsoulin  
From: Chief Inspector Griff Skellie  
Date: 10/02/2012  
Ref: Petty Cash

Dear Ms. Gonsoulin,

I'm requesting on behalf of the Fire Department, to establish a petty cash account. Assistant Chief Mike Brown has ordered me the responsibility of keeping up this account. We are requesting the amount of \$150.00. This will mainly be used for small repairs of equipment and station needs.

If you have any questions concerning this matter please feel free to contact me at 228-863-7292.

Sincerely,  
*Griff Skellie*  
Fire Inspector Griff Skellie

Upon discussion, Alderman Carrubba made motion seconded by Alderman Ponthieux and unanimously carried to approve the petty cash fund, as set forth above.

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There was no action required or taken regarding CDBG Requests for Cash/Payment of Invoices.

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There came on for consideration a letter with attachments from Patrick Moore, as follows:

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October 8, 2012

To: Mayor William Skellie, Jr.  
City of Long Beach  
P.O. Box 929  
Long Beach, MS 39560

From: Patrick Moore  
Project Manager  
AMEC Environment and Infrastructure

RE: City of Long Beach  
HMGP Drainage Improvement Project  
FEMA Project Number: DR-1604-MS-0421  
ProCon, Inc. Pay Application 3

Mayor Skellie:

Enclosed please find the following Application and Certificate for Payment Number 3 from ProCon, Inc. for the period ending 9/30/2012. Per the attached certification and recommendation for payment by project engineer A. Garner Russell & Associates, Inc., please place this application on the agenda for approval and payment by the City's Board of Alderman at their October 16, 2012, board meeting.

Application and Certificate for Payment are attached as follows:

Payment No.3, Drainage Improvements.....Amount Due: \$111,008.45

Please note that this pay application applies to the Hazard Mitigation Grant Program (HMGP) scope of work only.

Sincerely,  
Patrick Moore

## Minutes of October 16, 2012 Mayor and Board of Aldermen

APPLICATION FOR PAYMENT NO. 3

TO: City of Long Beach (OWNER)  
 Contract for: Drainage Improvements Shady Drive to Cypress Drive Dated: 7/5/2012  
 HMGP Project No.: DR-1604-MS-0421 ENGINEER'S Project No.: 1881  
 For work accomplished through the date of: 9/30/2012  
 CURRENT CONTRACT AMOUNT: \$689,141.00

ITEM	CONTRACTOR'S Schedule of Values			Work Completed	
	Unit Price	Quantity	Amount	Quantity	Amount
COMPLETED WORK					\$197,724.00
STORED MATERIALS					\$0.00
TOTAL (Orig. Contract) <span style="float: left;">\$689,141.00</span>					\$197,724.00

Accompanying Documentation:	GROSS AMOUNT DUE	\$ 197,724.00
_____	LESS 5% RETAINAGE	\$ 9,886.20
_____	AMOUNT DUE TO DATE	\$ 187,837.80
_____	LESS PREVIOUS PAYMENTS	\$ 76,829.35
_____	AMOUNT DUE THIS APPLICATION	\$ 111,008.45

CONTRACTOR'S Certification:  
 The undersigned CONTRACTOR certifies that (1) all previous progress payments received from OWNER on account of Work done under the Contract referred to above have been applied to discharge in full all obligations of CONTRACTOR incurred in connection with Work covered by prior Applications for Payment numbered 1 thru 3 inclusive; and (2) title to all materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for payment will pass to OWNER at time of payment free and clear of all liens, claims, security interests and encumbrances (except such as covered by Bond acceptable to OWNER).

Dated: 10-4, 2012

ProCon, Inc.  
 P.O. Box 1897  
 Brandon, MS 39043  
 \_\_\_\_\_  
 CONTRACTOR

By: *James L. Morris*  
James L. Morris

ENGINEER'S Recommendation:

This Application (with accompanying documentation) meets the requirements of the Contract Documents and payment of the above AMOUNT DUE THIS APPLICATION is recommended.

Dated: 10-5, 2012

A. GARNER RUSSELL & ASSOCIATES, INC.  
 \_\_\_\_\_  
 ENGINEER

By: *[Signature]*

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PROJECT NO. 1281

3

ATTACHMENT TO PAY ESTIMATE NO.

NO.	DESCRIPTION	CURRENT CONTRACT QUANTITY	UNIT PRICE	CURRENT CONTRACT AMOUNT	PREVIOUS QUANTITY	PREVIOUS EXTENSION	QUANTITY THIS EST.	EXTENSION THIS EST.	QUANTITY TO DATE	EXTENSION TO DATE
1-A	REMOVE EXISTING DRAINAGE PIPE > 15" SIZE	1,548	L.F.	\$4.00	0	\$0.00	12	\$48.00	12	\$48.00
1-B	ABANDON EXISTING DRAINAGE PIPE - 30" SIZE	46	L.F.	\$288.00	0	\$0.00	0	\$0.00	0	\$0.00
1-C	ABANDON EXISTING DRAINAGE PIPE - 36" SIZE	205	L.F.	\$300.00	0	\$0.00	0	\$0.00	0	\$0.00
1-D	ABANDON EXISTING DRAINAGE PIPE - 42" SIZE	75	L.F.	\$400.00	0	\$0.00	0	\$0.00	0	\$0.00
1-E	ABANDON EXISTING DRAINAGE PIPE - 51 X 36" SIZE	390	L.F.	\$50.00	0	\$0.00	0	\$0.00	0	\$0.00
1-F	REMOVE EXISTING TREE 6" SIZE	19	EA.	\$350.00	8	\$2,800.00	0	\$0.00	8	\$2,800.00
1-G	OTHER SITE PREPARATION	1	L.S.	\$10,000.00	0.12	\$1,200.00	17%	\$1,700.00	29%	\$2,900.00
2-A	PIPE BEDDING/FOUNDATION MATERIAL	100	C.V.	\$3,300.00	0	\$0.00	81	\$3,200.00	81	\$1,620.00
2-B	SELECT SANDY BACKFILL	100	C.V.	\$20.00	0	\$0.00	0	\$0.00	0	\$0.00
2-C	GEOTEXILE FABRIC	80.0	S.V.	\$1.60	\$128.00	0	0	\$0.00	0	\$0.00
3-A	ADJUST WATER MAIN 4" THRU 8" SIZE	100	L.F.	\$18.00	\$1,800.00	40	0	\$0.00	40	\$720.00
3-B	ADJUST WATER SERVICE	80	L.F.	\$96.00	\$7,680.00	0	0	\$0.00	0	\$0.00
3-C	8" DUCTILE IRON SEWER	133	L.F.	\$47.00	\$6,151.00	0	0	\$0.00	0	\$0.00
4-A	36" PERFORATED PE CONCRETE PIPE	872	L.F.	\$58.00	\$50,536.00	152	0	\$0.00	152	\$8,816.00
4-B	42" PERFORATED PE CONCRETE PIPE	1,988	L.F.	\$73.00	\$144,734.00	0	618	\$44,988.00	618	\$44,988.00
4-C	48" PERFORATED PE CONCRETE PIPE	10	EA.	\$17,000.00	\$170,000.00	0	0	\$0.00	0	\$0.00
4-D	15" RCP PIPE	60	L.F.	\$70.00	\$4,200.00	0	0	\$0.00	0	\$0.00
4-E	24" RCP PIPE	10	L.F.	\$100.00	\$1,000.00	0	0	\$0.00	0	\$0.00
4-F	42" RCP PIPE	400	L.F.	\$10.00	\$4,000.00	0	0	\$0.00	0	\$0.00
4-G	48" RCP PIPE	40	L.F.	\$10.00	\$400.00	0	0	\$0.00	0	\$0.00
4-H	73" X 45" ARCH CONCRETE PIPE	164	L.F.	\$20.00	\$3,280.00	0	0	\$0.00	0	\$0.00
5-A	SMALL CATCH BASIN - TYPE A	2	EA.	\$2,500.00	\$5,000.00	0	0	\$0.00	0	\$0.00
5-B	SMALL CATCH BASIN - TYPE B	10	EA.	\$4,800.00	\$48,000.00	0	0	\$0.00	0	\$0.00
5-C	LARGE DOUBLE CATCH BASIN - TYPE C	8	EA.	\$17,000.00	\$136,000.00	0	0	\$0.00	0	\$0.00
5-D	SMALL CURB INLET - TYPE D	5	EA.	\$2,800.00	\$14,000.00	0	0	\$0.00	0	\$0.00
5-E	LARGE DOUBLE CURB INLET - TYPE E	1	EA.	\$19,000.00	\$19,000.00	0	0	\$0.00	0	\$0.00
5-F	HEADWALL FOR DOUBLE PIPE	3	EA.	\$3,500.00	\$10,500.00	2	0	\$7,000.00	2	\$7,000.00
6	DITCH EXCAVATION TO GRADE	1,278	L.F.	\$6.00	\$7,668.00	765.5	0	\$4,581.00	765.5	\$4,581.00
7-A	VEGETATIVE COVER (GRASSING)	8,558	S.V.	\$0.50	\$4,279.00	0	0	\$0.00	0	\$0.00
7-B	SOLID SOD	1,421	S.V.	\$5.00	\$7,105.00	0	0	\$0.00	0	\$0.00
7-C	FERROUS CONTROL MAT	1,465	S.V.	\$2.00	\$2,930.00	0	0	\$0.00	0	\$0.00
7-D	FENCE RESTORATION (ALL TYPES)	1,442	L.F.	\$6.00	\$8,652.00	0	0	\$0.00	0	\$0.00
7-E	LIMESTONE ROAD BASE RESTORATION	223	S.V.	\$18.00	\$4,014.00	0	0	\$0.00	0	\$0.00
7-F	3 1/2" HOT BITUMINOUS PAVEMENT BASE COURSE (57-35 mm)	275	S.V.	\$25.00	\$6,875.00	0	0	\$0.00	0	\$0.00
7-G	2" HOT BITUMINOUS PAVEMENT SURFACE COURSE (57-33.5 mm)	746	S.V.	\$15.00	\$11,190.00	0	0	\$0.00	0	\$0.00
7-H	CONCRETE DRIVE RESTORATION	87	S.V.	\$31.00	\$2,687.00	0	0	\$0.00	0	\$0.00
7-I	CONCRETE CURB & GUTTER RESTORATION	290	L.F.	\$18.00	\$5,220.00	0	0	\$0.00	0	\$0.00
7-J	SAW CUT JOINT	85	L.F.	\$5.00	\$425.00	0	0	\$0.00	0	\$0.00
8	MAINTENANCE OF TRAFFIC	1	L.S.	\$3,000.00	\$3,000.00	0.12	17%	\$560.00	29%	\$870.00
9	STORMWATER MANAGEMENT	1	L.S.	\$8,500.00	\$8,500.00	0.13	17%	\$1,445.00	29%	\$2,445.00
					\$689,141.00	\$60,273.00	\$116,851.00	\$197,724.00		
TOTAL WORK COMPLETED					\$689,141.00	\$60,273.00	\$116,851.00	\$197,724.00		

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Upon discussion, Alderman Hammons made motion seconded by Alderman Anderson and unanimously carried to approve payment to ProCon, Inc., as set forth above.

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There came on for consideration a letter from the Long Beach Recreation Board, as follows:

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City Clerk

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From: Tony DiLorenzo [tonydilorenzo@cableone.net]  
Sent: Wednesday, October 03, 2012 5:19 PM  
To: cityclerk@cityoflongbeachms.com  
Subject: Request for use of Town Green

Becky,  
I would like to have this put on the agenda for the next board meeting.

Thanks,

Tony

To the Mayor and Board of Alderman,

The Long Beach Recreation Board has held a Trunk or Treat event for the last seven years. This all started after hurricane Katrina. With all of the destruction from the storm we decided that the children needed a safe environment and so we decided to hold this event. We had such a good turnout and so much good feed back that we decided to make this an annual event. The first few years we held this event at the parking lot of the stadium. The last few years the event was held at the new ball fields. This year we would like to hold our event at the Town Green.

We would like to make a request for the use of the Town Green on October 27th for our annual Trunk or Treat. Our theme again is "Boo on the Avenue". We would like to start parking cars participating in this event at 5:30. We will have a costume contest that will start at 6:30 with the Trunk or Treat starting at 7 pm. We would like to park the cars for the people who will be treating at the old K & B parking lot. We will be backing the cars parked on Jeff Davis Avenue so that the side walk can be used. We would like to park the cars on the two side streets the way they would normally be parked and would like to block off both of these streets so that people can walk on the street. We anticipate the event to conclude about 9pm.

We are also would like to extend an invitation to the Mayor, Alderman and the City clerk as well as other city employees to setup a trunk. All of the trunks will be judged and prizes will be awarded to the best trunks. We will have a lot of fun and we hope to have your blessing and have all of you to join us for this event.

Thank You

The Long Beach Recreation Board

No virus found in this incoming message.  
Checked by AVG - [www.avg.com](http://www.avg.com)  
Version: 8.5.455 / Virus Database: 271.1.1/5308 - Release Date: 10/03/12 19:39:00

Upon discussion, Alderman Parker made motion seconded by Alderman Ponthieux and unanimously carried to approve the use of the Town Green, as set forth above.

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Alderman Parker made motion seconded by Alderman Ponthieux and unanimously carried to approve the Senior Community Service Employment Program Contracts for Program Year 2012/2013, as follows:

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*The District*

SM SOUTHERN MISSISSIPPI PLANNING AND DEVELOPMENT DISTRICT • 9229 HIGHWAY 49 • GULFPORT, MISSISSIPPI 39503 • (228) 868-2311 FAX (228) 868-7094

To All Host Agencies  
15 Southernmost Counties  
South Mississippi

Re: Senior Community Service Employment Program  
New Contract for Program Year 2012/2013

Dear Host Agency:

Thank you for partnering with The District's Senior Community Service Employment Program (SCSEP) as a Host Agency. Your commitment to train a Senior Participant; and assist in unsubsidized employment is greatly appreciated.

Please find enclosed two sets of Host Agency Agreements for the new program year, beginning October 1, 2012. I am mailing two (2) Contracts to you because our Senior Participants are funded by both a federal grant (from the Department of Labor) and by the State of Mississippi. Each Grantee requires a separate, signed contract with your Host Agency. Therefore, I need you to complete page 3 of both contracts and return both original contracts (pages 1-3) to this office, at the address listed above. Prior to mailing, please make copies of each Contract for your records. These contracts need to be in my office by October 15, 2012, so that this office may be in full compliance with federal and state regulations.

If you have any questions, please phone my office at (228) 314-1473 and ask for Ilsa. She will answer all your questions concerning these contract requirements.

I thank you for your kind cooperation and assistance.

Sincerely,

*Janice Hale*

Janice Hale  
SCSEP Project Director

Enclosures: Two (2) Original Contracts to be Returned (3 pages each)

JH/ic

www.smpdd.com

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Mayor and Board of Aldermen



## SSAI SCSEP Host Agency Agreement

To comply with the requirements of the Senior Service America, Inc. (SSAI), Senior Community Service Employment Program (SCSEP), operated under Title V of the Older Americans Act, this Agreement is voluntarily entered into by

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hereinafter referred to as the Host Agency,  
and **Southern Mississippi Planning and Development District**, hereinafter referred to as the Sponsor Agency.

The Host Agency agrees to provide a safe and healthful work site for each participant, to provide the orientation and training necessary to perform assigned duties in accordance with a written community service assignment description, to provide additional training as opportunities occur, and, to the extent possible, treat each participant as a regular member of the Host Agency staff.

The Host Agency agrees to consider each participant for regular employment, either full-time or part-time, when vacancies occur in the Host Agency staff or when new positions are created. The Host Agency will also recommend suitable training for unsubsidized placement of the participant. A detailed training plan will be documented in the participant's Individual Employment Plan (IEP) and Community Service Assignment Description, which includes skills to be attained and timelines for achieving the goal. The Community Service Assignment Description must specify the nature of the assignment, the hours each participant will train, specific duties and tasks to be performed.

The Host Agency understands that the length of time that a participant may remain in the same assignment will be determined in their IEP. The Host Agency understands that the Sponsor Agency may reassign any participant when that reassignment will increase the participant's opportunities for training or unsubsidized employment, or will otherwise serve the best interests of the participant.

While this agreement is in effect, the Host Agency agrees not to provide community service assignments for participants serving through other national Title V project sponsor.

The Host Agency agrees to abide by the hours and work schedules mutually agreed to for each participant and to provide: properly prepared time sheets (the supervisor will confirm that the participants worked the hours claimed on their time sheet, and will assure that both they and the participant signs the time sheet); periodic performance evaluations; and other required documents. The Host Agency agrees and understands that each participant will be required to attend periodic SCSEP meetings during regular working hours.

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The Host Agency agrees that the community service assignments for any participant are to be similar to "in demand" or "growth industries" private sector jobs, such as health care; child day care; education; or green jobs. However, these assignments will not result in the displacement of currently employed workers; or in a reduction in non-overtime hours of work, wages, or benefits; will not impair any existing contract for service or result in the substitution of the wages of the participant for other funds in connection with work which otherwise would be performed; will not be a substitution for any existing federally assisted job; and will not be a position which is the same as or substantially the same as that occupied by any other person who is on lay-off or absent due to labor disputes. Further, the Host Agency agrees that it will not discriminate against a participant on the grounds of race, color, age, religion, sex, national origin, age, or disability.

The Host Agency agrees to send a representative to a host agency supervisor's meeting. Host Agency supervisor's meetings will be held annually to acquaint all concerned with the SCSEP goals and objectives. The Host Agency agrees to participate in the DOL Customer Satisfaction Survey if solicited.

The Host Agency agrees to provide documentation of in-kind contributions. Further, it is understood by the Host Agency and the Sponsor Agency that any contribution, whether cash or in-kind, by the Host Agency is purely voluntary and is not a condition for the assignment of any participant.

The Host Agency certifies by this Agreement that it is a governmental agency or is a non-profit agency which is currently certified as a Section 501(c) (3) organization under the Internal Revenue Code. In addition, the Host Agency will provide its Federal Employer Identification Number (FEIN). Further, if the Host Agency is certified as a Section 501(c) (3) agency, a copy of that certification is attached or is on file with the Sponsor Agency and is still in effect. The Host Agency agrees to inform the Sponsor Agency immediately if the Section 501(c) (3) certification is revoked.

The Sponsor Agency agrees to recruit, enroll, and assign a participant to the Host Agency for the purpose of engaging in productive community service employment.

The Sponsor Agency agrees to be responsible for all administrative and fiscal controls of the SCSEP and for paying wages and providing fringe benefits to each participant. The Host Agency does not provide Workers' Compensation insurance for participants.

This Agreement may not be amended except upon written agreement between the parties.

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This Agreement is in effect from October 1, 2012 - June 30, 2013.

Signed — Host Agency

Host Agency: City of Long Beach  
Representative Name/Signature: *Rileen S. Smith*  
Host Agency Title: City Clerk  
Host Agency Supervisor: \_\_\_\_\_  
Address: P.O. Box 929 Long Beach, MS 39560  
Phone: 228 843-1556 Fax: 228 845-0822  
Email: cityclerk@cityoflongbeachms.com Date: 10/16/12

Signed — SCSEP Sponsor

SCSEP Sponsor: Southern Mississippi Planning and Development District  
Representative Name/Signature: Janice Hale *Janice Hale*  
Title: SCSEP Project Director  
Address: 9229 Highway 49, Gulfport, Mississippi 39503  
Phone: (228) 868-2311 Fax: (228) 868-2550  
Email: jhale@smpdd.com Date: 10-01-2012

Definition of Host Agency Status

(Check one)

- This host agency is a government agency. FEIN 446000637 (Required by USDOL).
- This host agency is a certified non-profit agency under Section 501(c) (3) of the United States Internal Revenue Code. FEIN \_\_\_\_\_ (Required by USDOL).  
 501(c) (3) documentation is attached.  
 501(c) (3) documentation is already on file with the sponsor.

## Host Agency Responsibilities

It is the Host Agency's responsibility to:

Provide training so that enrollees can improve existing skills and acquire new ones.

Provide job-related orientation to the enrollees.

Designate an individual to supervise the enrollee.

Provide the materials and equipment necessary for enrollees to perform job duties. **However, Enrollees are never to be given the keys to a Host Agency office for the purpose of opening or closing said office to the Public. Enrollees may not operate Host Agency vehicles. Enrollees are not allowed to handle cash transactions without direct Agency supervision.**

Include enrollees in staff development opportunities.

Give first consideration to employing enrollees when openings occur for which they are qualified or assist in facilitating entry into the competitive labor market.

Keep the Project Director informed of the enrollees' progress and any work-related problems, and complete evaluations as required.

Verify and sign timesheets and assure that they are completed correctly and forwarded to the Project Director by noon of each turn-in date.

Assure that enrollees do not work more than the hours per week, authorized by the Senior AIDES Program.

Permit enrollees to attend training sessions and job interviews during work hours when needed.

Assure that enrollees do not displace or replace paid employees.

Provide a safe and hazard free working environment for the enrollee and report all accidents immediately to the Project Director.

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STATE OF MISSISSIPPI  
DEWEY PHILLIP BRYANT, GOVERNOR  
DEPARTMENT OF EMPLOYMENT SECURITY  
MARK HENRY  
EXECUTIVE DIRECTOR

SCSEP Host Agency Agreement

As part of the Senior Community Service Employment Program, operated under Title V of the Older Americans Act, this Agreement is voluntarily entered into by

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a governmental agency or a non-profit agency designated under Section 501(c)(3) of the Internal Revenue Code, (hereinafter referred to as the Host Agency), and

Southern Mississippi Planning & Development District

Sponsor agency

The intent of this agreement is to furnish useful community service assignments for low-income mature workers who are 55 years of age or older, in order to increase their skills and assist transition to permanent employment.

The Host Agency agrees:

- To provide a safe and healthful environment, adequate orientation and training, additional training as needed to meet employment goal, and to treat each participant as a valued worker in the Host Agency.
- To assist the Sponsor agency in placing one or more participants per year in a job off of the program; and to consider participants for regular employment on its staff when vacancies occur or when new position are created.
- To abide by mutually agreed to schedules, documented by properly prepared time sheets and periodic performance evaluations. Participants may be required to attend periodic meetings during regular working hours, and the Host Agency recognizes that they will be unavailable at the Host Agency during these times.
- To ensure that each participant's assignment does not displace currently employed or laid-off workers, replace others working in assisted programs, or reduce regular house work, wages or benefits.
- Not to discriminate against any participant because of race, color, religion, sex, national origin, or disability.
- To send a representative to a group meeting of host agency supervisors. Group meetings of host agency supervisor or designated representatives will be held annually to acquaint all concerned with the SCSEP goals and objectives.

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- That no other national Title V SCSEP project sponsor will use this Host Agency site while this Agreement is in effect; and
- To inform the Sponsor Agency immediately if its Section 501(c)(3) certification is changed.

The Sponsor Agency Agrees:

- To recruit, enroll, assess and assign a SCSEP participant to the Host Agency for the purpose of engaging in a productive community service assignment with duties and tasks as specified in a written community service assignment description.
- To be responsible for all administrative and fiscal controls for the assignment and for paying wages and providing required fringe benefits to each participant.

The Sponsor Agency reserves the right to reassign any participant whenever reassignment will increase opportunities for training or unsubsidized employment, will serve the best interest of the participant, or will better support the goals and objectives of the SCSEP program.

This agreement may be amended by mutual agreement.

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This Agreement is in effect from October 1, 2012 to June 30, 2013.

SIGNED - HOST AGENCY

Name of Agency: City of Long Beach

Address: 201 Jeff Davis Ave, Long Beach, MS 39560  
Please submit physical address to include street, city/town & ZIP

Mailing Address if different from above: P.O. Box 929 Long Beach, MS 39560  
Include street and/or P.O. Box, city/town & ZIP

Telephone Number: 228 863-1556 Including area code FAX Number: 228 865-0822

Federal Employer Identification Number: 64 6000637

Supervisor's Name: Rebecca E. Schrott Title: City clerk

Signature: [Signature] Date: 10/16/12

Supervisor's Email address (if applicable): cityclerk@cityoflongbeach.ms.com

SIGNED - SCSEP PROJECT SPONSOR

Project Sponsor: South Mississippi Planning and Development District, Inc.

Name & Title: Janice Hale, Project Director Phone: (228) 868-2311 Fax: (228) 868-2550

Signature: [Signature] Date: 10-01-2012

DEFINITION OF HOST AGENCY STATUS

This host agency is a government agency. FEIN: 646000637 (Required by USDOL).

or

This host agency is a certified non-profit agency under Section 501(c)(3) of the United States Internal Revenue Code. FEIN: \_\_\_\_\_ (Required by USDOL).

501(c) (3) documentation is attached.

501(c) (3) documentation is already on file with the sponsor.

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Host Agency Responsibilities

It is the Host Agency's responsibility to:

Provide training so that enrollees can improve existing skills and acquire new ones.

Provide job-related orientation to the enrollees.

Designate an individual to supervise the enrollee.

Provide the materials and equipment necessary for enrollees to perform job duties. However, Enrollees are never to be given the keys to a Host Agency office for the purpose of opening or closing said office to the Public. Enrollees may not operate Host Agency vehicles. Enrollees are not allowed to handle cash transactions without direct Agency supervision.

Include enrollees in staff development opportunities.

Give first consideration to employing enrollees when openings occur for which they are qualified or assist in facilitating entry into the competitive labor market.

Keep the Project Director informed of the enrollees' progress and any work-related problems, and complete evaluations as required.

Verify and sign timesheets and assure that they are completed correctly and forwarded to the Project Director.

Assure that enrollees do not work more than the twenty hours per week authorized by the Senior AIDES Program.

Permit enrollees to attend training sessions and job interviews during work hours when needed.

Assure that enrollees do not displace or replace paid employees.

Provide a safe and hazard free working environment for the enrollee and report all accidents immediately to the Project Director.

\*\*\*\*\*

Alderman Carrubba made motion seconded by Alderman Parker and unanimously carried to acknowledge receipt of the September, 2012, Revenue/Expense Report.

\*\*\*\*\*

Alderman Carrubba made motion seconded by Alderman Hammons and unanimously carried to schedule three (3) public hearings, Tuesday, November 20, 2012, at 5:00 o'clock p.m., City Hall Meeting Room, 201 Jeff Davis Avenue, to determine

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whether or not certain properties are in such a state of uncleanliness as to constitute a menace to the public health and safety of the community. Said properties are as follows:

- 5 Michael Court.
- 206 Cox Avenue
- 207 Reeves Street.

\*\*\*\*\*

The following agenda items were taken advisement for further consideration and review at the next regular meeting, November 6, 2012:

- Acoustics; City Hall Room
- Hurricane & Disaster Debris Management Ordinance; Alderman Lishen
- MDEQ MS4 Requirements; Deric F. Milner, Neel-Schaffer, Inc.
- WastePro Pick Up Problems; Alderman Ponthieux
- Retention Pond on Pineville Road Subdivision; Alderman Lishen

\*\*\*\*\*

After considerable discussion, there was no official action required or taken regarding Harbor Fees Post Hurricane Isaac; Alderman Anderson.

\*\*\*\*\*

There came on for consideration problems with dirty water, Pitcher Point and Destiny Oaks.

After considerable discussion, Alderman Ponthieux made motion seconded by Alderman Carrubba and unanimously carried to take action, as follows:

- Direct City Engineer David Ball to work in conjunction with Derrel Wilson to determine what is causing the dirty water;
- Once the cause is determined, find a solution to resolve the problem;
- Prepare a plan and cost estimate for review and consideration at the next regular meeting, November 6, 2012.

\*\*\*\*\*

The City Attorney gave an update on several items; no official action was required or taken.

\*\*\*\*\*

There were no public comments regarding general matters not appearing on the agenda.

\*\*\*\*\*

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There being no further business to come before the Mayor and Board of Aldermen at this time, Alderman Carrubba made motion seconded by Alderman Hammons and unanimously carried to adjourn until the next regular meeting in due course.

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APPROVED:

\_\_\_\_\_  
Alderman Leonard G. Carrubba, Sr., At-Large

\_\_\_\_\_  
Alderman Gary J. Ponthieux, Ward 1

\_\_\_\_\_  
Alderman Bernie Parker, Ward 2

\_\_\_\_\_  
Alderman Kaye H. Couvillon, Ward 3

\_\_\_\_\_  
Alderman Ronnie Hammons, Jr., Ward 4

\_\_\_\_\_  
Alderman Mark E. Lishen, Ward 5

\_\_\_\_\_  
Alderman Carolyn J. Anderson, Ward 6

\_\_\_\_\_  
Date

ATTEST:

\_\_\_\_\_  
Rebecca E. Schruff, City Clerk

