

MINUTES
Of the Regular Meeting, of
The Claiborne Parish Police Jury
10:00 a.m.
March 16, 2022
Police Jury Chambers
507 West Main Street
Homer, LA 71040

The Claiborne Parish Police Jury met in regular session in the Jury Chambers of the Claiborne Parish Police Jury Complex, located at 507 West Main Street in Homer, LA at 10:00 a.m. on the 16th of March 2022. This meeting was postponed from the original meeting date of March 9, 2022, due to quorum issues beyond the Jury's control. On being called to order by President, Scott Davidson, the following Jurors were present:

James Laird, Mark Furlow, Kevin Gray, Mary McDaniel (via phone), Paul Cook, Joseph Merritt, Jr., Tommy Sanders, Gill Dowies, and Rev. Willie Young, Sr.

There were 20 others in attendance which included, Secretary-Treasurer Dwayne R. Woodard, Parish Road Superintendent Tommy Durrett, Sheriff Sam Dowies, CPPJ Road Foremen Chad Verdin, Joseph Bugs, and Brant Cupp, Director of Libraries Mrs. Pam Suggs, Library Historian Wesley Harris, District Attorney Danny Newell, Claiborne Memorial CEO Tina Haynes, CMMC CIO Angie Coskakis, Parish Coroner Dr. Mark Haynes, Main Street Director Jimmy Hand, OOC Director April Childress, Town of Homer Police Chief Van McDaniel, Mr. Murphy Chesnut of Senator John Kennedy's Office, Mr. David Greene of Republic Services, Mrs. Kathy Hightower and Jackie Tripp with the Guardian Journal Newspaper, Mr. Mark Crenshaw and Mr. Jerry Whitton of Homer.

There was a Road Committee Meeting held at 9:00 am in the Police Jury Conference Room.

President Scott Davidson called the meeting to order.

The meeting was opened with a word of Prayer led Rev. Willie Young, Sr., followed by the Pledge of Allegiance led by Paul Cook.

Upon motion by Gil Dowies, duly seconded by Tommy Sanders, the Jury unanimously voted to adopt the Regular Agenda as presented.

Upon motion by Joseph Merritt, duly seconded by Gil Dowies, the Jury unanimously approved the following consent agenda:

Consent Agenda

1. Approval of the February 9, 2022, regular meeting minutes.
2. Payment of the February 2022 bills as approved by the Claims Committee.

Upon motion of Kevin Gray, duly seconded by Marj Furlow, the Jury voted unanimously to amend the agenda and to add the following items:

1. Recommendation from Altec Environmental Consulting, in a letter received March 8, 2022, to award the lowest quote for the remediation of the Old Capital One Bank Building located at 1914 Main Street, Haynesville, LA to Abatement Services Inc in the amount of \$12,720. In addition, Altec's management fee for this project will be \$6,887 which will include all LDEQ reporting and certificates. Total project costs will be \$19,607.
2. Authorizing Resolution No. 2022-008 – Authorizing Secretary-Treasurer Dwayne R. Woodard to have signature authority on all CCPJ-OOCS Grants administered through the LADOTD and FTA Programs.

3. Request from Road Superintendent Tommy Durrett to prioritize certain Off-System Bridge Program structures that are eligible for replacement under additional funding through the Bridge Formula Program over the next four years.
4. To declare surplus the 2008 Dodge Ram 1500 quad cab with the VIN ending in #J181273 and to use the on-line auction GovDeals.com to sale the vehicle.

President Davidson requested that the Jury handle the amendments to the agenda at this time.

Upon motion by Kevin Gray, duly seconded by Mark Furlow, the Jury unanimously approved the recommendation from Altec Environmental Consulting, in a letter received March 8, 2022, to award the lowest quote for the remediation of the Old Capital One Bank Building located at 1914 Main Street, Haynesville to Abatement Services, Inc in the amount of \$12,720. In addition, Altec’s monitoring fee for this project will be \$6,887 which will include all LDEQ reporting and certificates. The total project cost will be \$19,607.

Upon motion by Gil Dowies, duly seconded by Paul Cook, the Jury unanimously approved the Authorizing Resolution 2022-008 – Authorizing Secretary-Treasurer Dwayne R. Woodard to have signature authority on all CPPJ-OOCS Grants administered through LA DOTD and FTA Programs.

AUTHORIZING RESOLUTION

Resolution No. 2022-008

Resolution authorizing the filing of an application with the Louisiana Department of Transportation and Development for a grant under any of the following FTA programs managed through Louisiana Department of Transportation and Development.

- 49 CFR 5311, Formula Grant for Rural Areas
- 49 CFR 5339, Grants for Bus and Bus Facility Program

WHEREAS, the Secretary of Transportation and Development is authorized to make grants for mass transportation projects;

WHEREAS, the contract for financial assistance will impose certain obligations upon the applicant, including the provisions by it of the local share of project costs;

WHEREAS, it is required by the Louisiana Department of Transportation and Development in accord with the provisions of Title VI of the Civil Rights Act of 1964, that in connection with the filing of an application for assistance that it will comply with Title VI of the Civil Rights Act of 1964 and the U.S. Department of Transportation requirements thereunder; and

WHEREAS, it is the goal of the Applicant that minority business enterprise be utilized to the fullest extent possible in connection with this project, and that definitive procedures shall be established and administered to ensure that minority businesses shall have the maximum feasible opportunity to compete for contracts when procuring construction contracts, supplies, equipment, or consultant and other services:

NOW, THEREFORE, BE IT RESOLVED by Claiborne Parish Police Jury

1. That the Secretary Treasurer is authorized to execute and file an application on behalf of Claiborne Parish Police Jury with the Louisiana Department of Transportation and Development, to aid in the financing of operating and/or capital assistance projects pursuant to FTA transit programs.
2. That the Secretary Treasurer is authorized to execute and file with such applications an assurance, or any other document required by the Louisiana Department of Transportation and Development effectuating the purposes of Title VI of the Civil Rights Act of 1964, as amended.

3. That the Secretary Treasurer is authorized to furnish such additional information as the Louisiana Department of Transportation and Development may require in connection with the application or financial reimbursement of the project.
4. That the Secretary Treasurer is authorized to set and execute affirmative minority business policies in connection with the project's procurement needs.
5. That the Secretary Treasurer is authorized to execute grant contract agreements on behalf of Claiborne Parish Police Jury with the Louisiana Department of Transportation and Development for aid in the financing of the operating or capital assistance projects.
6. This resolution is applicable for a period of one year unless revoked by the governing body and copy of such revocation shall be furnished to the DOTD.

CERTIFICATE

The undersigned duly qualified and acting Secretary-Treasurer of the Claiborne Parish Police Jury Dwayne R. Woodard certifies that the foregoing is a true and correct copy of a resolution, adopted at a legally convened meeting of the Claiborne Parish Police Jury held on March 16, 2022.

If applicant has an official seal, impress here.

(Signature of Recording Officer) /s/Scott Davidson

Parish President
(Title of Recording Officer)

March 16, 2022
(Date)

Upon motion by Kevin Gray, duly seconded by Paul Cook, the Jury unanimously approved the request from Road Superintendent Tommy Durrett to prioritize certain Off-System Bridge Program structures that are eligible for replacement under additional funding through the Bridge Formula Program over the next four years.

Upon motion by Kevin Gray, duly seconded by Tommy Sanders, the Jury unanimously voted to surplus the truck used by the administrative office, 2008 Dodge Ram 1500 VIN#J181273 quad cab pickup through the on-line auction site GovDeals.com.

Regular Agenda

President Scott Davidson read aloud a notice that all Parish Employees are required to complete one (1) hour of ethics training by December 31, 2022.

President Scott Davidson reminded everyone that one (1) hour of Preventing Sexual Harassment Training is required to be completed by December 31, 2022, by all Parish Employees – Department Heads and Jury Members have a two (2) hour training requirement.

Reminder: Juror's Personal Financial Disclosure Statements for 2021 are due by May 15, 2022.

Mr. Rashid "Mon" Young, candidate for the LA State Representative District 11 seat, will be here at our April meeting. Mr. Young was unable to attend today's rescheduled meeting.

At this time, Road Superintendent Tommy Durrett, along with Parish Road Foremen Chad Verdin and Brant Cupp presented Mr. Joseph Buggs with a jacket for his retirement on March 18, 2022, from the Claiborne Parish Police Jury. Mr. Buggs worked over 15+ years for the Hwy Department of our Parish. President Scott Davidson thanked him for his many years of service as Road Foreman and his service to the people of our Parish.

President Scott Davidson read aloud a notice that the Claiborne Parish Police Jury Plans to introduce the proposed 2020 Redistricting Ordinance at its next regular meeting scheduled for Wednesday, April 6, 2022, and to adopt said ordinance at its May 4, 2022, regular meeting.

President Scott Davidson read aloud a Public Notice from Claiborne Parish Fire District #4 - On Tuesday, April 5, 2022, at 6:30 pm at its regular meeting place, the Board of Commissioners plans to consider adopting a resolution ordering and calling an election to be held in the district to authorize continuation of an ad valorem tax therein.

Upon motion by Kevin Gray, duly seconded by Paul Cook, the request from Doug Efferson, Executive Director of the Northwest Louisiana Human Services District, in a letter received February 11, 2022, requesting that the Police Jury reappoint Mrs. Kristie Copeland to the Board of Directors for a term of three years beginning on June 5, 2022, was tabled until the April 2022 meeting.

Upon motion by Gil Dowies, duly seconded by Joseph Merritt, the Jury unanimously approved the request from Mr. Jack Hightower with the Louisiana Legends Fest, requesting to reserve the date of October 22, 2022, for this year’s festival and for the use of the Police Jury’s rear parking lots for festival events.

Upon motion by Paul Cook, duly seconded by Kevin Gray, the Jury unanimously awarded the legally advertised, lowest qualified bid to Goldman Equipment for the purchase of (1) new 2022 John Deere 6145M Tractor in the amount of \$113,868.56. This tractor will be our new sidecutter boom tractor.

Upon motion by Mark Furlow, duly seconded by Kevin Gray, the Jury unanimously approved the highest qualified bids for the sale of the surplus Hwy Dept. equipment that was auctioned on GovDeals.com for the following amounts:

John Deer 5055W Tractor with Loader VIN #CFY1108865 - \$16,515.

963 Cat Track Loader VIN #21Z0374 - \$11,107.

John Deere 7130 Side Cutter Tractor VIN #H635228 - \$33,500.

Ford F750 8yd Dump Truck VIN #V122909 - \$24,000.

Upon motion by Kevin Gray, duly seconded by Tommy Sanders, the Jury unanimously approved Resolution 2022 – 007 – A Resolution Authorizing the Secretary-Treasurer and Assistant Secretary-Treasurer to Sign Check Disbursements for Certain Budgeted Monthly Reoccurring Bills Effective 3-10-2022.

RESOLUTION 2022-007

A RESOLUTION AUTHORIZING THE SECRETARY-TREASURER AND ASSISTANT SECRETARY-TREASURER TO SIGN CHECKS FOR MONTHLY REOCCURRING BILLS EFFECTIVE MARCH 10, 2022, FORWARD IN LIEU OF HAVING ONE OFFICERS SIGNATURE

WHEREAS the Claiborne Parish Police Jury current requires two signatures on all cash disbursements for payment of bills through all funds except in emergencies; and

WHEREAS the Claiborne Parish Police Jury requires one of the two signatures to be that of the President and/or Vice-President of the Police Jury in addition to either the Secretary-Treasurer or the Assistant Secretary Treasurer on all fund disbursements except those from the Criminal Court Fund; and

WHEREAS the Claiborne Parish Police Jury has reoccurring budgeted monthly bills that need to be paid on a timely basis during the month and it is a hardship to secure and officer’s signature in some instances; and

WHEREAS these reoccurring monthly bills include but are not limited to utility bills (gas, power & water), phone & internet, small credit card bills and the monthly remittance on the Parish refuse contract;

BE IT HEREBY RESOLVED that the Claiborne Parish Police Jury AUTHORIZES the Secretary-Treasurer Dwayne R. Woodard and Assistant Secretary-Treasurer Shelia Washington to sign these disbursements in lieu of the President and Vice-President from this point forward;

Upon a motion by Kevin Gray and duly seconded by Tommy Sanders this motion was carried and officially adopted by the Claiborne Parish Police Jury meeting in regular session convened on Wednesday, March 9, 2022.

Yeas – (10) Laird, Furlow, Gray, McDaniel, Cook, Davidson, Merritt, Sanders, Dowies and Young

Nays – (0) none

Abstain – N/A

Absent – (0) none

/s/Dwayne R. Woodard
Secretary-Treasurer

/s/Scott Davidson
President

At this time, President Scott Davidson handled the Road Committee items.

Upon motion by Gil Dowies, duly seconded by Paul Cook, the Jury unanimously approved, upon recommendation from the Roads Committee, to hire Eddy Monk as Operator I, effective 3/10/2022 at a base rate of \$15.75 per hour.

Upon motion by Paul Cook, duly seconded by Kevin Gray, the Jury unanimously approved, upon recommendation from the Roads Committee, to post the open position for Operator II, which was left vacant due to Eddie Monk moving into the Operator I position.

Upon motion by James Laird, duly seconded by Kevin Gray, the Jury unanimously approved, upon recommendation from the Roads Committee, to turn an outstanding invoice from Trey Maxwell Logging for road damage fine in the amount of \$1,000 over to the District Attorney's Office for collection.

Upon motion by Tommy Sanders, duly seconded by Joseph Merritt, the Jury unanimously approved, upon recommendation by the Roads Committee, to move all Police Jury bank accounts, except the Series 2020 Sinking Fund Account, that are held with Citizens National Bank to the other two established banks in Claiborne Parish (FGB & GBT). These account balances total \$1,524,390 and the deposits will be distributed between the two banks as evenly as possible based on the fund types and balances.

At this time, Claiborne Parish Coroner Dr. Mark Haynes, gave his monthly Coroner's report - there were 15 deaths for the month of February in the Parish - (6) Hospice/ER, (1) CMMC, (1) on scene, (4) that required autopsies and (3) other and (4) CECs for the month of February.

Dr. Mark Haynes updated the Jury on the COVID cases in the Parish. He stated that the cases are significantly better. Dr. Haynes told the Jury that out of 8 shifts over 6 weeks, he saw 0 cases of COVID. The hospital has people that are sick with other illness. At this time, he has been seeing a significant number of cases with Type A flu. The annual flu shot seems to be 50% effective on this particular strain of the flu this year.

Tina Haynes stated that CMMC is now open to the public for visitors and that the cafeteria is now open to the public.

ITEM #22 – March 16, 2022 – AGENDA

SECRETARY-TREASURER – UPDATE ON GRANTS AND OTHER ITEMS

1. LGAP Projects –

No open grant contracts at this time.

2. CWEF Projects -

Lisbon Water System
Contract #1516-CWEF-CLB-0001
PO #2000288442
Amount - \$31,000
Project – Replacement of water lines
Status – Contracts signed and approved

3. LCDBG Grant

Norton Shop Water System
FY2021 LCDBG
Amount - \$381,080
Project – New water well
Status – Awarded and contracts received. Preliminary work and scope completed. Bid came in over budget on the project. In discussions with LCDBG office about the alternative.

4. Sales Tax Collections for January 2022 – net of \$58,767 from gross collections of \$60,284
Net sales tax collections for December 2021 – \$71,993 – decrease \$-13,226 (-18.37%)
Net sales tax collections for January 2021 - \$44,937 – increase \$13,830 (30.78%)

5. Cash position at February 31, 2022 - \$10,851,403
Cash position at January 31, 2022 - \$10,813,000 (increase of \$38,403)
Cash position at February 31, 2021 - \$10,606,495 (increase of \$244,908)

See Deposit Balances by Institution for breakdown at February 28, 2022 –

6. Total Receipts for the month of February 2022 – \$462,167

7. Upcoming important dates and meetings –

3/24 – CPWSD Board Meeting
3/28 – Committee Meetings (tentative)
3/31 – CPHSD#3 Board Meeting
4/6 – Regular Meeting

Additional Public Comments:

Director of Libraries Mrs. Pam Suggs updated on the progress of the Haynesville Branch Library plans that she has set up in the lobby outside. She stated the people with the Computer Museum in Atlanta, Georgia picked up old IBM Main Frame this week along with the old check sorting machine. These items will be housed in the Computer Museum of America in Atlanta, GA. She thanked Tommy Durrett and his guys for helping to get the machine moved downstairs. Mrs. Suggs announced a couple of interesting upcoming events being held at the Homer Library. March 24th at 6:00 pm there will be a program on soil health for those who are interested in

gardening. Also, Anna the Archer will be speaking/demonstrating archery on Saturday, April 26th at 2:00 pm.

Library Historian Wesley Harris gave a brief history of Anna the Archer and the topics that will be covered in her demonstration on that day. She works for the LSU Ag Center in Baton Rouge and is an avid bow hunter.

Upon motion by Tommy Sanders, duly seconded by Mark Furlow the meeting was adjourned.

Dwayne R. Woodard
Secretary–Treasurer

Scott Davidson
President