

MINUTES
Of the Regular Meeting, of
The Claiborne Parish Police Jury
10:00 a.m.
August 6, 2025
Police Jury Chambers
507 West Main Street
Homer, LA 71040

The Road Committee met in the Conference Room of the CPPJ at 9:00 a.m.

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 morning of the 6th of August 2025 on being called to order by President Scott Davidson, the following Jurors were present:

Larry Ford, Mark Furlow, Kevin Gray, Mary McDaniel, Joseph Merritt, Gil Dowies, and Rev. Willie Young, Sr.

District Five Juror Paul Cook was absent due to a family member's funeral and District Eight Juror Malcolm Cooper were absent due to a doctor's appointment.

There were twenty-two (22) others in attendance which included Secretary-Treasurer Dwayne R. Woodard, Parish Road Superintendents Chad Verdin and Brant Cupp, Claiborne Parish Sheriff Sam Dowies, Claiborne Parish District Attorney Danny Newell, Claiborne Parish Coroner Dr. Wm. Mark Haynes, Parish Library Director Pam Suggs, Parish Library Historian Wesley Harris, Claiborne Parish NLHSD member Debra Baggett-Woodard FNP-PNP, CPPJ-OOCS Executive Director April Childress, Claiborne Parish Assessor Katie Coburn, Parish Digital Liaison Jerry Hillidge, David Greene of Republic Services, Nick Turrentine and James Freeman of Standard Enterprises (Pelican Properties), and Gavin Hall of Pafford Ambulance, Rev. John Robinson of Pinehill CME, Mr. Mark Crenshaw of Homer, Mr. Jonathan Self of Gator HVAC, Mr. Spencer Rupert of Haynesville, Mr. Richard Prudhomme of HommeStyle Café and Dr. Steve Fowler of the Homer Cornerstone Church.

The meeting was opened with prayer led by Rev. Willie Young, followed by the Pledge of Allegiance led by Gil Dowies.

Upon motion by Kevin Gray, duly seconded by Mark Furlow, the Jury unanimously voted to adopt the agenda as presented.

Upon motion by Joseph Merritt, duly seconded by Willie Young, the Jury unanimously amended the agenda to include the following items:

1. Notice – The required (1) hour annual training for prevention of sexual harassment for all employees will be held at the Claiborne Parish Library on Monday, September 15, 2025, at 9:00 am. The additional (1) hour of training for department heads and officers will be held immediately afterwards. Both sessions will be led by Mr. Bo Files with LRPIC. This training is open to all parish board members and other elected officials.
2. Resolution 2025-013 – A resolution authorizing the filing of an application with the LA DOTD for a grant under 49 CFR 5311, Formula Grant for Rural Areas.

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

Consent

1. Approval of July 9, 2025, regular meeting minutes as published in the Official Journal.
2. Payment of the July 2025 bills as approved by the Claims Committee.

At this time President Scott Davidson requested that the Jury handle the two amendments to the regular agenda.

President Davidson read aloud a notice that the required one (1) hour annual training for prevention of sexual harassment for all employees will be held at the Claiborne Parish Library on Monday, September 15, 2025, at 9:00 am. An additional one (1) hour of training for department heads and officers will be held immediately afterwards. Both sessions will be led by Mr. Bo Files with LRPIC. This training is open to all parish board members and other elected officials.

Upon motion by Gil Dowies, duly seconded by Joseph Merritt, the Jury unanimously adopted Resolution 2025 -013 – A resolution authorizing the filing of an application with the LA DOTD for a grant under 49 CFR 5311- Formula Grant for Rural Areas.

AUTHORIZING RESOLUTION

Resolution No. 2025-013

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

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: (Applicant)

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 and Executive Director are 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 and Executive Director are 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 and Executive Director are 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. That the Secretary-Treasurer and Executive Director are authorized to sign and submit financial activity reports on behalf of the Claiborne Parish Police Jury with the Louisiana Department of Transportation and Development for aid in the financing of the operating or capital assistance projects.

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 President of the Claiborne Parish Police Jury 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 August 6, 2025.

If applicant has an official seal, impress here.

(Signature of Recording Officer) /s/Scott Davidson

President
(Title of Recording Officer)

August 6, 2025
(Date)

Regular Agenda

President Scott Davidson aloud a notice that all Jurors and Parish Employees are required to complete one (1) hour of required ethics training by December 31, 2025.

President Scott Davidson reminded everyone that one (1) hour of Preventing Sexual Harassment Training is required to be completed by December 31, 2025, by all Parish Employees and that Parish Department Heads and Police Jury Officers have a two (2) hour training requirement.

President Scott Davidson read aloud a notice that the Claiborne Parish Library has been selected to receive the 2025 Education Award presented by the Louisiana Trust for Historic Preservation for their work done on our local Historic Landmarks.

President Scott Davidson read aloud a notice that the Claiborne Parish Police Jury will sit as a Board of Review for the 2025 tax roll for a 15-day period beginning September 2, 2025, and Ending on September 16, 2025. The hearing date for the Board of Review will be Wednesday, September 10, 2025, at 10:00 am in the Jury Chambers of the CPPJ Administration Building located at 507 West Main Street in Homer, LA 71040.

Upon motion by Kevin Gray, duly seconded by Gil Dowies, the Jury unanimously adopted Resolution 2025-012- A Resolution Calling a Hearing to Request input from the Public about its Annual Plan that Discusses the Mission, Goal, and Objectives of the Section 8 Housing Assistance Programs administered by the CPPJ.

RESOLUTION 2025-012

A RESOLUTION CALLING A HEARING TO REQUEST INPUT FROM THE PUBLIC ABOUT ITS ANNUAL PLAN THAT DISCUSS THE MISSION, GOAL AND OBJECTIVES

OF THE SECTION 8 HOUSING ASSISTANCE PROGRAMS ADMINISTERED BY THE
CPPJ

WHEREAS, HUD, according to the Quality Housing and Work Responsibility Act of 1998 (QHWRA), all Public Housing Agencies (Claiborne Parish Police Jury) shall develop an Annual Plan with a statement of its Mission, Goals and Objectives. The PHA shall prepare a plan and call a hearing to request comments from the community and then submit to completed plan to HUD.

BE IT HEREBY RESOLVED that the Claiborne Parish Police Jury shall call a hearing forty-five days from publication in the official journal the Guardian Journal. The hearing shall be to ask for comments from the public about input into the annual plan to discuss the Mission, Goals and Objectives of the Section 8 Housing Assistance programs. And, in addition, the hearing shall attempt to address the housing needs of the lower-income population of the Parish. Copies of the proposed annual plan shall be displayed at the hearing to be held in the conference room at the Claiborne Parish Police Jury Admin Building located at 507 West Main Street, Homer, LA. The hearing shall be open to the public.

Upon a motion by Kevin Gray and duly seconded by Gil Dowies this motion was approved and officially adopted by the Claiborne Parish Police Jury meeting in regular session convened on Wednesday, August 9, 2025.

Yeas – (8) Ford, Furlow, Gray, McDaniel, Davidson, Merritt, Dowies, and Young

Nays – (0) None

Abstain – N/A

Absent – (2) Cook and Cooper

/s/Dwayne R. Woodard
Secretary-Treasurer

/s/Scott Davidson
President

Notice – the CPPJ has called a hearing to request input from the public about its annual plan that discusses the mission, goal and objectives of the Section 8 Housing Assistance Programs Administered by the CPPJ. The hearing will be held on Tuesday, September 16, 2025, at 1:00 pm in the conference room of the Claiborne Parish Police Jury Administrative Building located at 507 West Main Street, Homer, LA 71040.

President Scott Davidson read aloud a notice per letter received on July 7, 2025, from LA DOTD concerning the Parish's Federal Off-System Highway Bridge Program. The Parish's current balance is \$156,678 per the last fiscal period. There are NO projects scheduled for the 2025-2027 period.

Upon motion by Kevin Gray, duly seconded by Mary McDaniel, the Jury unanimously approved the request from Road Superintendents Brant Cupp and Chad Verdin to give Operator II Robert Heard at \$0.50 per hour raise to \$15.80 per hour effective August 15, 2025. This marks Mr. Heard's one-year anniversary with the Hwy Department.

Upon motion by Gil Dowies, duly seconded by Joseph Merritt, the Jury unanimously approved the request from the Claiborne Parish Watershed District, in a letter received on July 12, 2025, requesting that the Police Jury reappoint Mr. Marshall Jay Blanchard to another (4) four-year term effective September 25, 2025, until September 30, 2029.

Upon motion by Kevin Gray, duly seconded by Mark Furlow, the Jury unanimously approved the Special Events Permit from the Claiborne Unite Foundation, Inc. (Louisiana Legends Fest) which will be on October 16th-October 19th in downtown Homer.

Upon motion by Kevin Gray, duly seconded by Mark Furlow, the Jury unanimously approved the request from Mr. Devin Martin, in an email dated July 18, 2025, for the use of certain portions of the Bois D' Arc Road and Flatlock Road on the morning of Saturday, September 6th for the 1st Annual Kisatchie Crusher Gravel & Run Event from 8:00 am until noon of that day.

Item #19 - The request from Judge Walter May was addressed during the Road Committee Meeting.

At this time, President Scott Davidson presented the recommendations from the Road Committee:

Upon motion by Kevin Gray, duly seconded by Gil Dowies, the Jury unanimously approved the recommendation from the Road Committee to approve the start of the building permitting process for the construction of Standard Enterprises Pelican Grove Project located at Housing Development located at 24840 Hwy 2, Homer LA. The Police Jury's attorney DA Danny Newell has reviewed all submissions and has advised the Police Jury to start the process. District One Juror Larry Ford recused himself from the vote.

Upon motion of Mary McDaniel, duly seconded by Kevin Gray, the Jury unanimously approved the recommendation from the Road Committee to schedule a Road Committee Meeting for the morning of Monday, August 25, 2025, at 9:00 am in the Conference Room to discuss amending Ord 703 which is the Parish's Heavy Hauler's Ordinance.

Upon motion of Kevin Gray, duly seconded by Mary McDaniel, the Jury unanimously approved the recommendation from the Road Committee to meet with Colonial Life Insurance representative Marvin Burkhalter during the Road Committee Meeting scheduled for the morning of the 25th.

At this time Claiborne Parish Coroner Dr. Mark Haynes gave his July report for the Coroner's Office. There were thirteen (13) total deaths in July, five (5) hospice/ER related, two (2) other facilities, five (5) were on scene with NO autopsy required, one (1) on scene with an autopsy required, zero (0) at CMMC and there were two (2) CECs in the parish for the month.

Dr. Mark Haynes gave an update on the clinics with the good news that there were no cases of flu or Covid. CMMC has maintained a medium census for the month.

District 10 Juror Willie Young expressed his appreciation and thanks to Secretary-Treasurer Dwayne R. Woodard for the job that he has done and continues to do for our Parish in his nineteen years of service as Secretary-Treasurer. He informed those in attendance that the Jury's books were in a mess when Dwayne came to work for the PJ and he came in and straightened things out. Mr. Woodard thanked the current Jurors and past jurors he has served with for their confidence and trust which allows him to do his job for the Parish.

ITEM #22 – August 6, 2025 – AGENDA

SECRETARY-TREASURER – UPDATE ON GRANTS AND OTHER ITEMS

1. LGAP Projects –

Claiborne Parish Police Jury
FY2022-2023 LGAP Grant
Amount \$100,000
Project – Roof rehab/repair CPPJ Admin Building
Status – Bids received and accepted – Brazos Industries was awarded the bid.
Construction is completed as of 11/4/2024. Certificate of completion filed and recorded.
Preparing reimbursement for submittal to the State and working on close-out documents.

Claiborne Parish Police Jury
FY2023-2024 LGAP Grant

Amount \$62,500
Project – Purchase of John Deere Tractor w/Loader
Status – awarded on September 18, 2024 – completed contract received from the State.
The tractor has been delivered.

2. CWEF Projects -

Pinehill Water System
FY2020-2021 CWEF Grant
Amount - \$21,225
Project – Water line extension E D White Road area
Status – Contract signed and approved by the State. (Seeking additional funding)

South Claiborne Water System
FT2022-2023 CWEF Grant
Amount - \$100,000
Project – Owens Booster Station Project (Hwy 146)
Status – Contract received and approved by the State. Project construction is completed as of 10/31/2024. Certificate of completion filed and recorded. Preparing reimbursement for submittal to the State and working on close-out documents

3. Sales Tax Collections for June 2025 – net of \$93,000 from gross collections of \$105,659
Net sales tax collections for May 2025 – \$61,606 – increase \$31,394 (50.96%)
Net sales tax collections for June 2024 - \$49,095 – increase \$43,905 (89.43%)
4. Cash position on July 31, 2025 - \$11,109,076
Cash position on June 30, 2025 - \$11,183,884 (decrease of \$-74,808)
Cash position on July 31, 2024 - \$10,835,627 (increase of \$273,449)

See Deposit Balances by Institution for breakdown on July 31, 2025 –

5. Total Receipts for the month of July 2025 – \$661,273
6. Upcoming important dates and meetings –

8/7 – AT&T Athens Tower Ribbon Cutting
8/28 – CPHSD #3 Board meeting
9/1 – Labor Day Holiday
9/2 – Tentative date for committee meetings if needed
9/3 – Agenda items due
9/10 – Jury Meeting
9/15 – Prevention of Sexual Harassment Training at Library

Public Comments:

Rev. John Robinson asked for an update on the bridge below the hospital on Edgewood Drive. President Scott Davidson stated that the contract had been awarded by DOTD (over \$740,000) and that they are waiting for utilities to finish being relocated before construction can begin.

Mr. Richard Prudomme invited everyone to their soft opening of his new café named Hommestyle Café located on Hwy 79.

Upon motion by Mark Furlow, duly seconded by Mary McDaniel, the meeting was adjourned.

Dwayne R. Woodard
Secretary–Treasurer

Scott Davidson
President