

MINUTES  
Of the Regular Meeting, of  
The Claiborne Parish Police Jury  
10:00 a.m.  
August 7, 2024  
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 Wednesday the 7<sup>th</sup> of August. On being called to order by President Scott Davidson, the following Jurors were present:

Larry Ford, Mark Furlow, Kevin Gray, Mary McDaniel, Paul Cook, Joseph Merritt, Malcolm Cooper, and Gil Dowies.

Rev. Willie Young, Sr. was absent.

There were 21 others in attendance which included, Secretary-Treasurer Dwayne R. Woodard, Parish Co-Road Superintendents Chad Verdin and Brant Cupp, District Attorney Danny Newell, Director of Libraries Mrs. Pam Suggs, Library Historian Wesley Harris, Parish Digital Navigator Jerry Hillidge, Parish Coroner Dr. Mark Haynes, CPPJ OOCs Executive Director April Childress, Claiborne ROV Tracy Lowrey, ANR Regional Coordinator LSU Ag Center Mr. Lee Faulk, Claiborne Parish Tax Assessor Elect Katie Buckner, David Greene of Republic Services, Jimmy Hand with the Sparta Water Commission & Homer Town Council, Town of Haynesville Mayor Roderick Hamilton, Claiborne DART Representative Rosalind Penegar, Mrs. Paige Nash of the Claiborne Parish Journal, Town of Homer Recreation Director Terry Willis, CPFD #4 Board Member Ronald Day, Brother Steve Fowler of Cornerstone Church of Homer, and Mr. Jerry Whitton of Homer.

There was a Public Hearing concerning the acceptance of the Cotton Lane (Parish Road #512) into the Parish Road System at 9:00 a.m. in the Police Jury Conference Room.

There was a Road Committee Meeting held immediately after the scheduled 9:00 a.m. Public Hearing in the Conference Room.

President Scott Davidson called the meeting to order.

The meeting was opened with a word of Prayer led by Mary McDaniel, followed by the Pledge of Allegiance led by Paul Cook.

Upon motion by Kevin Gray, duly seconded by Paul Cook, the Jury unanimously voted to adopt the Regular Agenda as presented.

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

**Consent Agenda**

1. Approval of the July 10, 2024, regular meeting minutes as published in the Official Journal.
2. Payment of the July 2024 bills as approved by the Claims Committee.
3. Request from the Dr. Bill Owens, Professor & Resident Coordinator with the LSU AgCenter Hill Farm Research Station, in a letter received on July 22, 2024, requesting help from the CPPJ Hwy Dept with repairs to potholes and use of the side-cutter along certain Hill Farm roads. This work will be done on a reimbursement basis.

**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, 2024.

President Scott Davidson reminded everyone that one (1) hour of Preventing Sexual Harassment Training is required to be completed by December 31, 2024, by all Parish Employees – Department Heads and Jury Officers have a two (2) hour training requirement.

President Scott Davidson read aloud a Notice of Special Election – Notice is hereby given that a Special Election will be held within the Parish on Saturday, December 7, 2024, to authorize to continue the levy and collect a sales and use tax of 0.5% for a period of 10 years. (Renewal of the ½ sales tax in support of CMMC)

President Scott Davidson reminded everyone of the Important Date Concerning the Fall Election Cycles -

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Fall 2024 Election Dates:

PRIMARY ELECTION – TUESDAY, NOVEMBER 5, 2024

EARLY VOTING: PRIMARY ELECTION

Friday, October 18, 2024, through Tuesday, October 29, 2024

Early Voting is closed on Sunday, October 20, 2024, and Sunday, October 29, 2024

Early Voting HOURS: 8:00 am until 6:00 pm

ELECTION DAY HOURS: 6:00 am until 8:00 pm

GENERAL ELECTION: SATURDAY, DECEMBER 7, 2024

EARLY VOTING – GENERAL ELECTION

Friday, November 22, 2024, through Saturday, November 30, 2024

Closed on Sunday, November 24, 2024, Thursday, November 28, 2024, and Friday, November 29, 2024.

Early Voting HOURS: 8:00 am until 6:00 pm

ELECTION DAY HOURS; 7:00 am until 8:00 pm

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President Scott Davidson read aloud a notice, in a letter received from the Office of the Lieutenant Governor dated July 15, 2024, NanaPuddin, LLC located at 510 North Main Street, Homer, LA has been awarded a LA Main Street Redevelopment Incentive Grant in the amount of \$3,000.

Upon motion by Kevin Gray, duly seconded by Paul Cook, the Jury unanimously approved the request from Chief Dennis Butcher of Claiborne Parish Fire Protection District #4, in a letter received July 19, 2024, requesting the Police Jury appoint Mr. Clarence “Buddy” Nelson of 175 Kendrick Road, Homer, LA to serve the unexpired term of Mr. Roger Fowler who no longer resides within the boundaries of the district.

Upon motion by Mary McDaniel, duly seconded by Kevin Gray, the Jury unanimously approved the request from the Evergreen Fire Protection District, in a letter received on July 22, 2024, requesting that the Police Jury re-appoint Ms. Laverta Johnson of 754 Evergreen School Road, Minden, LA for an additional two-year term which will expire on December 31, 2026.

President Scott Davidson read aloud a notice that the Claiborne Parish Police Jury will ADOPT the 2024 Ad Valorem tax millages for ALL FUNDS on Wednesday, September 11, 2024, at 10:00 am in the Jury Chambers of the CPPJ Admin Building located at 507 West Main St., Homer, LA. 71040.

President Scott Davidson read aloud a notice that the Claiborne Parish Police Jury will sit as a Board of Review for the 2024 tax roll for a 15-day period beginning September 4, 2024, and ending on September 18, 2024. The Hearing date for the Board of Review will be Wednesday, September 11, 2024, at 10:00 am in the Jury Chambers of the CPPJ Administration Building located at 507 West Main Street, Homer, LA.

Upon motion by Gil Dowies, duly seconded by Kevn Gray, the request From Doug Efferson, Executive Director of the NWLHSD, in a letter dated June 3, 2024, requesting the Police Jury to appoint a representative to replace Don Pledger on the Service District Board was tabled again to the next meeting due to the inability to find someone who is willing to serve on the board.

Upon motion by Mark Furlow, duly seconded by Mary McDaniel, the Special Event Application from Claiborne Unite Foundation Inc., represented by Jack Hightower, for the La Legends Festival in downtown Homer on Saturday, October 19, 2024, was unanimously approved.

Upon motion by Paul Cook, duly seconded by Kevin Gray, the Jury unanimously adopted Resolution 2024-016 – Proposed Acceptance of the Cotton Lane (Parish Road #512) into the Parish Road System Effective September 1, 2024.

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RESOLUTION 2024-016

A RESOLUTION ACCEPTING COTTON LANE INTO THE PARISH ROAD SYSTEM EFFECTIVE SEPTEMBER 1, 2024

WHEREAS, the above referenced roads meet the minimum State of Louisiana road standards; and

WHEREAS the above referenced roads have been duly inspected by Road Superintendents Brant Cupp and Chad Verdin and their findings were presented before a meeting of the Claiborne Parish Road Committee on July 10, 2024; and

WHEREAS, Cotton Lane is hereby described in Exhibit “A” attached hereto; and

BE IT HEREBY RESOLVED that the Claiborne Parish Police Jury accepts the Cotton Lane (Parish Road No. 512) into the Claiborne Parish Road System for public use effective September 1, 2024.

Upon a motion by Paul Cook and duly seconded by Kevin Gray this motion was approved and officially adopted by the Claiborne Parish Police Jury meeting in regular session convened on Wednesday, August 7, 2024.

Yeas – (9) Ford, Furlow, Gray, McDaniel, Cook, Davidson, Merritt, Cooper, and Dowies

Nays – (0) None

Abstain – N/A

Absent – (1) Young

/s/Dwayne R. Woodard  
Secretary-Treasurer

/s/Scott Davidson  
President

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Upon motion by Gil Dowies, duly seconded by Kevin Gray, the Jury unanimously adopted Resolution 2024-017 – Authorizing Resolution for the Secretary-Treasurer to sign Grant Documents Concerning OPCS 49 CFR 5311 Grants.

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AUTHORIZING RESOLUTION

Resolution No. 2024-017

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 7, 2024.

If applicant has an official seal, impress here.

(Signature of Recording Officer) /s/Scott Davidson

President  
(Title of Recording Officer)

August 7, 2024  
(Date)

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Upon motion by Mary McDaniel, duly seconded by Paul Cook, the Jury unanimously adopted Resolution 2024–018 – 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 administer by the CPPJ. The hearing will be held on Tuesday, September 10, 2024, at 1:00 pm at the Section 8 Office located at 621 South Main Street, Homer, LA.

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RESOLUTION 2024-018

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 at the Section 8 Office located at 621 South Main Street, Homer, LA. The hearing shall be open to the public.

Upon a motion by Mary McDaniel and duly seconded by Paul Cook this motion was approved and officially adopted by the Claiborne Parish Police Jury meeting in regular session convened on Wednesday, August 7, 2024.

Yeas – (9) Ford, Furlow, Gray, McDaniel, Cook, Davidson, Merritt, Cooper, and Dowies

Nays – (0) None

Abstain – N/A

Absent – (1) Young

/s/Dwayne R. Woodard  
Secretary-Treasurer

/s/Scott Davidson  
President

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President Scott Davidson read aloud the Public 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 10, 2024, at 1:00 om at the Section 8 Office located at 621 South Main Street, Homer, LA.

President Scott Davidson read aloud the Official Notice of the 2024 Annual Survey of Parish Voting Precincts containing less than 300 Registered Voters as per Election Code R.S. 18:532 (B) was received on July 30, 2024. Secretary-Treasurer Woodard requests permission to complete the surveys as required by R.S. 18:532 (B) and submit them to the Secretary of State’s Office on behalf of the Claiborne Parish Police Jury.

Upon motion by Mark Furlow, duly seconded by Gil Dowies, the Jury unanimously approved, upon recommendation from the Personnel Committee, the request from Road Superintendents Brant Cupp and Chad Verdin to hire Robert Heard as a full-time Operator II at a starting rate of \$14.50 per hour plus benefits, effective with the pay period beginning August 15, 2024. Mr. Heard will be subject to the Jury’s standard six (6) month probationary period.

President Scoot Davidson read aloud a notice in a letter received on July 30, 2024, from Mr. David Greene of Republic Services – notifying the Jury that the terms of the current contract expire on January 1, 2025 for the waste management contract for the areas of the parish outside of the incorporated limits of the towns of Homer & Haynesville and that the Jury can formally start renewal discussions and negotiations on or about August 15, 2024.

At this time President Scott Davidson presented the recommendations for the Road Committee.

Upon motion by Mark Furlow, duly seconded by Kevin Gray, the Jury unanimously scheduled a joint meeting of the Personnel & Finance Committees for the afternoon of August 28, 2024, at 1:00 pm in the Conference Room.

Upon motion by Kevin Gray, duly seconded by Gil Dowies, the Jury unanimously voted to purchase a brush cutter head that attaches to the mini excavator from Doggett Machinery with an estimated amount of approximately \$25,000 (actual cost with all accessories was \$26,591).

At this time Parish Coroner Dr. Mark Haynes gave the Coroner’s Report for the month of July – There were 11 Deaths: (7) ER/hospice, (0) deaths requiring autopsies, (1) at other facilities, (3) on scene with no autopsy required, and (1) at CMMC. The were four (4) CECs for the month.

Claiborne Parish Coroner Dr. Mark Haynes gave his update on the clinics and the hospital. He stated that COVID is back, and they are seeing multiple cases of COVID in the ER with some admissions. Most cases present minor type symptoms with those who are being admitted, they are in general either elderly or have compromised immune systems due to cancer or diabetes etc. Dr. Mark stated that usually when school begins, they expect to see a rise in cases. Flu shots should be ready around the first week in September. As always, Dr. Mark Haynes recommends getting your flu shot.

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**ITEM #30 – August 07, 2024 – 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. Construct should start the week of August 19<sup>th</sup>.

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.

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 has been bid and construction should start sometime this month.

3. Sales Tax Collections for June 2024 – net of \$49,095 from gross collections of \$50,354  
Net sales tax collections for May 2024 – \$65,488 – decrease \$-16,393 (-25.03%)  
Net sales tax collections for June 2023 - \$52,655 – decrease \$-3,560 (-6.76%)

4. Cash position on July 31, 2024 - \$10,835,627  
Cash position on June 30, 2024 - \$11,200,369 (decrease of \$-364,742)  
Cash position on July 31, 2023 - \$11,063,970 (decrease of \$-228,343)

See Deposit Balances by Institution for breakdown on July 31, 2024 –

5. Total Receipts for the month of July 2024 – \$378,992.

6. Upcoming important dates and meetings –

- 8/12 – DOTD Flood Plain Seminar - Tallulah
- 8/16 – Adjudicated Property Auction (E&P Consultants)
- 8/22 - CPHSD #3 Board Meeting
- 8/26 – Tentative Committee Meeting Date (if needed)
- 9/2 – Labor Day Holiday
- 9/4 – Agenda Items Due
- 9/11 – Board of Review/Regular Meeting
- 9/26 – CPHSD #3 Board Meeting, CPWSD Meeting

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**Additional Public Comments:**

There were no addition public comments.

Upon motion by Mark Furlow, duly seconded by Paul Cook, the meeting was adjourned.

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Dwayne R. Woodard  
Secretary–Treasurer

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Scott Davidson  
President