

MINUTES
Of the Regular Meeting, of
The Claiborne Parish Police Jury
10:00 a.m.
August 9, 2023
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 9th of August 2023. On being called to order by President, Scott Davidson, the following jurors were present:

James Laird, Mark Furlow, Kevin Gray, Mary McDaniel, Paul Cook, Joseph Merritt, Jr., Tommy Sanders, Gil Dowies, and Rev. Willie Young, Sr.

There were 18 others in attendance which included Secretary-Treasurer Dwayne R. Woodard, Parish Co-Road Superintendents Chad Verdin and Brant Cupp, Sheriff Sam Dowies, OOCS Executive Director April Childress, Claiborne Parish Director of Libraries Pam Suggs, Parish Coroner Dr. Mark Haynes, Claiborne Tax Assessor Bob Robinson, Mrs. Kris Barney of DART, CMMC CEO Tina Haynes, CPPJ Digital Navigator Mr. Jerry Hilledge, Parish Chair Lee Faulk of the LSU AgCenter, Mr. John Monzingo of the LSU Ag Center, Claiborne Parish Fire District #4 Board Member Ronald Day, Haynesville Mayor Roderick Hampton, Ms. Jackie Roberts of the Guardian Journal, Mr. John Robinson of Haynesville, and Mr. Jerry Whitton of Homer.

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

President Scott Davidson called the meeting to order.

At this time, President Scott Davidson asked the Jury to have a moment of silence in remembrance of Dr. Donald "DK" Haynes, Parish Coroner from 1980-2016. Dr. DK was one of our cornerstone physicians here in the Parish and surrounding area. He was a true servant and will be missed greatly by all.

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 Kevin Gray, duly seconded by James Laird, the Jury unanimously voted to adopt the Regular Agenda as presented.

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

Consent Agenda

1. Approval of the July 12, 2023, regular meeting minutes.
2. Payment of the July 2023 bills as approved by the Claims Committee.
3. Request from the Town of Haynesville, in a letter received July 12, 2023, requesting two (2) loads of Cold Mix to be delivered to the City Shop on Spring Street at our earliest convenience. The work will be done under the Town's ad valorem tax credit.

Regular Agenda

President Scott Davidson reminded everyone that all Parish Employees are required to complete one (1) hour of ethics training by December 31, 2023.

President Scott Davidson also reminded everyone that one (1) hour of Preventing Sexual Harassment training is required to be completed by December 31, 2023, by all parish employees – Department Heads and Jury Officers have a two (2) hour training requirement.

President Davidson reminded the Jury of the important dates concerning the Fall Election Cycle.

President Scott Davidson read aloud a notice that the Claiborne Parish Police Jury will ADOPT the 2023 ad valorem tax millages for ALL FUNDS on Wednesday, September 13, 2023, at 10:00 am in the Jury Chambers of the CPPJ Administration Building located at 507 W. 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 2023 tax roll for a 15-day period beginning September 6, 2023, and ending on September 20, 2023. The hearing date for the Board of Review will be Wednesday, September 13, 2023, at 10:00 am in the Jury Chambers of the CPPJ Administration Building located at 507 W. Main St., Homer, LA 71040.

At this time, President Scott Davidson introduced our interim Claiborne Parish DART Representative, Mrs. Kris Anglin Barney. Mrs. Barney gave a brief history of how she was a victim of domestic violence and what the Claiborne Parish DART Office offers to our local women and men who are victims of domestic violence.

Upon motion by Rev. Willie Young, duly seconded by Joseph Merritt, Jr., the Jury unanimously approved the Special Permit Request from Mr. Jack Hightower representing Claiborne Unite Foundation, Inc. for the Louisiana Legends Fest being held October 20-22 in downtown Homer, LA. The date of the festival will be October 21, 2023.

Upon motion by Kevin Gray, duly seconded by Mark Furlow, the Jury unanimously approved a Special Permit Request from Billy Foster for a concert being held on September 2, 2023, at 1084 Cypress Bottom Rd, Haynesville, LA.

Upon Motion by Gil Dowies, duly seconded by Tommy Sanders, the Jury unanimously adopted Resolution 2023-14 – 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.

RESOLUTION 2023-014

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 Gil Dowies and duly seconded by Tommy Sanders this motion was approved and officially adopted by the Claiborne Parish Police Jury meeting in regular session convened on Wednesday, August 9, 2023.

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

Nays – (0) None

Abstain – N/A

Absent – None

/s/Dwayne R. Woodard
Secretary-Treasurer

/s/Scott Davidson
President

President Scott Davidson read aloud a public notice that 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 19, 2023, at 1:00 pm at the Section 8 Office located at 621 South Main Street, Homer, LA 71040.

Upon motion by Kevin Gray, duly seconded by Paul Cook, the Jury unanimously adopted Resolution 2023-015 – A Resolution Adopting the Policy and Procedure Regarding Record Keeping for Grant Files Awarded to the Claiborne Parish Police Jury that follows CDBG standards.

RESOLUTION 2023 – 015

A RESOLUTION OF RECORDS KEEPING PROCEDURES REGARDING THE DISASTER RECOVERY CDBG GRANT AWARDS, FEMA AWARDS, AND OTHER GRANT FUNDING, AWARDED TO CLAIBORNE PARISH POLICE JURY

WHEREAS, all program and project-related documents, such as financial records, supporting documents, and statistical records will be retained for a period of (5) five years following the closeout by HUD of the entire OCD/DRU grant; and

WHEREAS, the filing system is easy to use and provides a historical account of activities for examination and review by the OCD/DRU, auditors, and local staff; and

WHEREAS, the Disaster Recovery CDBG records are subject to the Freedom of Information Act and relevant state laws regarding public availability; and

WHEREAS, the filing system has been established on a project basis, along with certain procedures of how records are filed. All grant files are maintained in the Claiborne Parish Police Jury Accounting Office; and

WHEREAS, all original files are maintained at the Police Jury Office Accounting Office and a set of files are also maintained by the grant consultant and/or engineering firm; and

WHEREAS, all grant files will be kept available for inspection, for at least 5 years AFTER the final closing of said grant audit.

BE IT HEREBY RESOLVED that the Claiborne Parish Police Jury does hereby introduce this resolution as part of our Claiborne Parish Police Jury records Keeping Policy and will become our standard operating procedure for filing of Grant Files awarded to Claiborne Parish.

Upon motion by Kevin Gray and duly seconded by Paul Cook this resolution was carried and officially adopted by the Claiborne Parish Police Jury meeting in a legal regular session on Wednesday, August 9, 2023.

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

Nays – (0)

Abstain – N/A

Absent – (0)

/s/Dwayne R. Woodard
Secretary-Treasurer

/s/Scott Davidson
President

Upon motion by Gil Dowies, duly seconded by James Laird, the Jury unanimously adopted Resolution 2023-016 – Authorizing Resolution for the Secretary-Treasurer to sign Grant Documents Concerning OOCS 49 CFR 5311 Grants.

AUTHORIZING RESOLUTION

Resolution No. 2023-016

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 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. That 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 9, 2023.

If applicant has an official seal, impress here.

(Signature of Recording Officer) /s/ Scott Davidson

President
(Title of Recording Officer)

August 10, 2023
(Date)

Per President Scott Davidson – The Official Notice of 2023 Annual Survey of Parish Voting Precincts containing less than 300 Registered Voters as per Election Code R.S. 18:532 (B) will be received on August 11, 2023. The introduction of the Ordinances for the Consolidating Certain Election Precincts for Claiborne Parish, Louisiana that contain less than 300 registered voters as required by Election Code R.S. 18:532(B) will be on September 13, 2023, and a Public Hearing for the Proposed Ordinances for Consolidating Certain Election Precincts for Claiborne Parish, Louisiana that contain less than 300 registered voters will be on the morning of Wednesday, October 4, 2023, at 9:00 am in the Conference Room of the Claiborne Parish Police Jury, located at 507 West Main Street in Homer, LA 71040

At this time Personnel Committee Chair Mark Furlow presented the items from the Personnel Committee.

Upon motion by Mark Furlow, duly seconded by James Laird, the Jury unanimously approved the recommendation from the Personnel Committee to promote the following two individuals to the position of Assistant Road Foremen for the Claiborne Parish Highway Department. Those individuals Wayne Tanner and Chauncy Williams.

Upon motion by Mark Furlow, duly seconded by Tommy Sanders, the Jury unanimously approved the recommendation from the Personnel Committee, to give both employees a raise of \$1.00 per hour in base pay starting with the payroll period beginning on August 17th. Wayne Tanner's base pay will be \$16.98 per hour and Chauncy Williams' base pay will be \$16.65 per hour.

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

Upon motion by Paul Cook, duly seconded by Mark Furlow, the Jury unanimously approved the recommendation from the Road Committee to purchase a new truck from Car Giant of Homer in the amount of \$55,855. Three quotes were taken on similar vehicles due to the unavailability of vehicles under the State Contract.

Upon motion by Kevin Gray, duly seconded by Mary McDaniel, the Jury unanimously approved the recommendation from the Road Committee to the repair cost the oldest side cutter at an estimated cost of \$35,000.

Parish Coroner Dr. Mark Haynes gave his monthly report. The Coroner's Office had a total of 10 deaths: (6) ER/Hospice, (0) Autopsy, (0) other, (3) On Scene, (1) CMMC, and (1) CEC. Dr. Mark Haynes expressed his deep appreciation for everyone who has contacted him and his family over the past days during the loss of his father. Dr. Mark Haynes stated that his dad didn't go to work every day, that it wasn't work for him - it was his passion to help people.

ITEM #26 – August 9, 2023 – AGENDA

SECRETARY-TREASURER – UPDATE ON GRANTS AND OTHER ITEMS

1. LGAP Projects –

No open grant contracts at this time.

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 State.

3. LCDBG Grant

Norton Shop Water System
FY2021 LCDBG
Amount - \$455,480
Project – New water well
Status – Under construction (100% complete awaiting final close-out).

4. Sales Tax Collections for June 2023 – net of \$52,655 from gross collections of \$54,187
Net sales tax collections for May 2023 – \$58,791 – decrease \$-6,136 (-10.44%)
Net sales tax collections for June 2022 - \$46,850 – increase \$5,805 (12.39%)

5. Cash position on July 31, 2023 - \$11,063,970
Cash position on June 30, 2023 - \$10,508,350 (increase of \$555,620)
Cash position on July 31, 2022 - \$11,063,186 (increase of \$784)

See Deposit Balances by Institution for breakdown on July 31, 2023 –

6. Total Receipts for the month of July 2023 – \$1,229,828

7. Upcoming important dates and meetings –

- 8/10 – LCDBG Close-out Meeting
- 8/24 - CPHSD #3 Board
- 9/5 – Tentative date for committee meetings if needed
- 9/13 – Board of Review & September Regular Meeting

Additional Public Comments:

Mr. John Monzingo of Claiborne Parish 4-H gave an update of the happenings of the LSU AgCenter 4-H program. We had 3 kids attend Lost Camp, which is an advanced form of camp that is held at Camp Grant Walker. Claiborne Parish 4-H will be enrolling kids in its school programs over the next few weeks. Also reminded everyone that the Parish Fair is coming in October. The kids are working hard to get ready for the Livestock Show.

President Scott Davidson told the Jury that in South Arkansas, there will be drilling for brine water to extract the lithium out of it for the lithium battery facility that will be opening in Magnolia. He stated that having this facility nearby may open brine drilling in Claiborne Parish and bring people into our Parish, by the creation of more jobs.

County Agent Lee Faulk told the Jury that alternate energy companies are pushing to install solar farms on property with a lot of open land. He expressed his concern about the leasing agreements that they are offering. He stressed the importance of before entering into an agreement with these companies that individuals need to have an attorney that is well schooled in energy law to look review it and that not all attorneys are versed in energy law.

Upon motion by James Laird, duly seconded by Mark Furlow, the meeting was adjourned.

Dwayne R. Woodard
Secretary–Treasurer

Scott Davidson
President