

MINUTES  
Of the Regular Meeting, of  
The Claiborne Parish Police Jury  
10:00 a.m.  
November 6, 2019  
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 6<sup>th</sup> of November 2019. On being called to order by President Scott Davidson, the following Jurors were present:

Mark Furlow, Kevin Gray, A.D. Williams, Paul Cook, Joseph Merritt, Jr., Tommy Sanders, Gil Dowies, and Rev. Willie Young.

District One Juror James Laird was absent.

There were twenty (20) other individuals in attendance which included, Secretary-Treasurer Dwayne R. Woodard, Parish Road Superintendent Tommy Durrett, Claiborne Parish Sheriff Ken Bailey, Claiborne Parish Director of Libraries Mrs. Pam Suggs, OOCs Executive Director Mr. Tim Cain, Parish Coroner Dr. Mark Haynes, Claiborne Parish District Attorney Danny Newell, Mr. John Monzingo of the Claiborne Parish 4-H, CMMC Interim CEO Mrs. Tina Haynes, CMMC Director of Nursing Mrs. Kristi Copeland, Claiborne Parish Sheriff Candidate Mr. Sam Dowies, Claiborne Parish Police Jury District Four Candidate, Mrs. Mary McDaniel, Claiborne Parish Police Jury District Five Candidate Mr. Barry Carter, Claiborne Parish Clerk of Court Mr. Brian Flynn, Mr. Joey White of CEC and CEDB, State Senator Ryan Gatti, Mr. Jimmy Hand of Main Street Homer, Mr. Jerry Whitton of Homer, Mr. Don Grimes of Homer and Mr. Mark Crenshaw of Homer.

The meeting was opened with a word of Prayer led by Joe Merritt, followed by the Pledge of Allegiance led by Claiborne Parish Livestock President, Ms. Daisy Verdin.

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

Upon motion by Kevin Gray, duly seconded by Paul Cook, the Jury unanimously approved to add the following to the agenda:

1. Request from Road Superintendent to Purchase a 2019 Ford F250 from Courtesy Automotive Group for \$40,086 via piggy-back contract from the City of Alexandria retro-active to October 22, 2019.
2. Renewal of Cooperative Endeavor Agreement with the State of Louisiana Department of Veterans Affairs for the Claiborne Parish Veterans Office for the calendar year 2020.
3. Resolution 2019-025-A Resolution Addressing Engineering Aspects of the Proposed FY 2020-2021 LCDBG Project
4. Resolution 2019-026- A Resolution Addressing Administrative Costs of the Proposed FY 2020-2021 LCDBG Project

Upon motion by Rev. Willie Young, duly seconded by Kevin Gray, the Jury unanimously approved the consent agenda as follows except for item #5 (Christmas) Holiday which will be pulled for discussion:

**Consent Agenda:**

1. Approval of the October 9, 2019 regular meeting minutes.

2. Payment of the October 2019 bills as approved by the Claims Committee.
3. Request from the Village of Junction City, in a fax received October 9, 2019, requesting one (1) load of Cold Mix to be delivered to the City Hall. The supplies will be paid for using the Village's ad valorem tax credit.
4. Setting of the Thanksgiving 2019 Holiday – lunch Tuesday November 26<sup>th</sup> at the Road Barn on Hwy 2, off Wednesday 27<sup>th</sup> thru Friday 29<sup>th</sup> – return to work on Monday, December the 2<sup>nd</sup>.
5. Setting of the Christmas 2019 Holiday – lunch Monday, December 23<sup>rd</sup> at the Road Barn on Hwy 2, off Tuesday the 24<sup>th</sup> thru Wednesday, January 1<sup>st</sup>, return to work Thursday January 2, 2020.
6. Setting of the 2019 buy-back date – December 20, 2019 – request form will go out with the 12/13/2019 payroll checks and are due back on Wednesday 12/18/2019.
7. Request to advertise for bid – sealed bids are hereby invited by the Claiborne Parish Police Jury for the purchase of MC-30 Prime Oil, CRS-2, SS-1 AEP and AC-10 asphalt cement necessary for the maintenance of the Claiborne Parish roads for the year of 2020.
8. Request to advertise for bid – sealed bids are hereby invited by the Claiborne Parish Police Jury for the purchase of Hot Mix and Colay (Cold Mix) necessary for the maintenance of the Claiborne Parish roads for the year of 2020.
9. Request to advertise for bid – sealed bids are hereby invited by the Claiborne Parish Police Jury for the purchase of pit run, sand clay gravel and maintenance rock necessary for the maintenance of the Claiborne Parish roads for the year of 2020.
10. Request to advertise for bid – sealed bids are hereby invited by the Claiborne Parish Police Jury for the purchase of sizes LA C-1 “modified”, LA C-2 and LA C-3 granite crushed stone necessary for the maintenance of the Claiborne Parish roads for the year of 2020.
11. Request to advertise for bid – sealed bids are hereby invited by the Claiborne Parish Police Jury for the purchase of 87 Octane Unleaded Gasoline and Diesel Fuel (off road & highway use) for use in Claiborne Parish Police Jury owned vehicles and equipment for the year of 2020.

President Scott Davidson asked to discuss item #5 of the consent agenda (Christmas Holidays) and to handle the 4 amendments to the agenda, at this time, as well.

Upon motion by Gil Dowies, duly seconded by Kevin Gray, the Jury unanimously approved the setting of the Christmas 2019 Holiday – lunch on Friday, December 20, 2019 at the Road Barn on Hwy 2 and off Monday, December 23, 2019 thru January 1, 2020, returning to work on Thursday, January 2, 2020.

Upon motion by Paul Cook, duly seconded by Mark Furlow, the Jury unanimously approved the request from Road Superintendent to purchase a 2019 Ford F250 from Courtesy Automotive Group for \$40,086 via piggy-back contact from the City of Alexandria, reto-active to October 22, 2019. (This truck will replace the one that was totaled in a wreck in October - insurance paid \$33,800 of the cost for replacement)

Upon motion by Gil Dowies, duly seconded by Kevin Gray, the Jury unanimously approved the renewal of the Cooperative Endeavor Agreement with the State of Louisiana Department of Veterans Affairs for the Claiborne Parish Veteran's Office for the calendar year 2020.

Upon motion by Joseph Merritt, duly seconded by Kevin Gray, the Jury unanimously approved Resolution 2019 – 025 – A Resolution Addressing Engineering Aspects of the Proposed FY 2020-2021 LCDBG Project.

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#### RESOLUTION 2019-025

Upon a motion by, Joe Merritt, seconded by Kevin Gray, the following resolution was offered for adoption:

A RESOLUTION ADDRESSING ENGINEERING ASPECTS OF  
THE PROPOSED FY 2020 - FY 2021 LOUISIANA  
COMMUNITY DEVELOPMENT BLOCK GRANT PROJECT

WHEREAS, the Claiborne Parish Police Jury is desirous of submitting an application to the State of Louisiana, Division of Administration for funding under the FY 2020 - FY 2021 LCDBG program for public improvements; and

WHEREAS, it is necessary to pay all engineering costs associated with the implementation of the LCDBG program to receive two bonus points, should funding become available;

NOW, THEREFORE BE IT RESOLVED that the Claiborne Parish Police Jury has hired the engineering firm of CGS Engineering, Inc. to provide engineering services relative to the LCDBG program. All engineering fees are established in the LCDBG application and are contingent upon funding of the project by the State of Louisiana, Division of Administration under the FY 2020 or the FY 2021 LCDBG program.

BE IT FURTHER RESOLVED that the Claiborne Parish Police Jury has agreed to utilize local funds to pay all engineering costs associated with the preparation and implementation of the FY 2020 - FY 2021 LCDBG program.

The above resolution having been read and a vote taken as adopted by unanimous vote on this 6th day of November, 2019.

/s/Scott Davidson  
President

/s/Dwayne R. Woodard  
Secretary-Treasurer

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Upon motion by A.D. Williams, duly seconded by Tommy Sanders, the Jury unanimously approved Resolution 2019 -026 – A Resolution Addressing Administrative Costs of the Proposed FY 2020-2021 LCDBG Project.

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RESOLUTION 2019-026

Upon a motion by, A.D. Williams, seconded by Tommy Sanders, the following resolution was offered for adoption:

A RESOLUTION ADDRESSING ADMINISTRATIVE  
ASPECTS OF THE PROPOSED FY 2020 - FY 2021  
LOUISIANA COMMUNITY DEVELOPMENT BLOCK GRANT  
PROJECT

WHEREAS, the Claiborne Parish Police Jury is desirous of submitting an application to the State of Louisiana, Division of Administration for funding under the FY 2020 - FY 2021 LCDBG program for public improvements; and

WHEREAS, it is necessary to pay all administrative costs associated with the implementation of the LCDBG program to receive two bonus points, should funding become available;

NOW, THEREFORE BE IT RESOLVED that the Claiborne Parish Police Jury has hired the administrative and engineering firms of GNF Management Company, Inc. and CGS Engineering, Inc. respectively, to assist in the preparation of said application. An additional fee will be paid to the administrative firm of GNF Management Company, Inc. for subsequent program administration of the LCDBG program. All fees are contingent upon funding of the project by the State of Louisiana, Division of Administration under the FY 2020 or the FY 2021 LCDBG program.

BE IT FURTHER RESOLVED that the Claiborne Parish Police Jury has agreed to utilize local funds to pay all administrative costs associated with the preparation and implementation of the FY 2020 - FY 2021 LCDBG program.

The above resolution having been read and a vote taken as adopted by unanimous vote on this 6th day of November, 2019.

/s/Scott Davidson  
President

/s/Dwayne R. Woodard  
Secretary-Treasurer

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**Regular Agenda**

President Scott Davidson reminded all Jurors that they are required to complete one (1) hour of Ethics Training per year.

President Scott Davidson reminded all Jurors of the mandatory one (1) hour of Sexual Harassment Training required by December 31, 2019 for all Parish employees. Department Heads and Jury Officers are required to have two (2) hours of training.

President Scott Davidson read aloud a notice that the Claiborne Parish Police Jury has passed the Severity Round and has been selected to submit a full application for the FY2020 LCDBG for a new well for the Norton Shop Water System-application is due November 22, 2019.

President Scott Davidson read aloud a notice that CWEF and LGAP grant application deadlines are December 6, 2019.

Upon motion by Tommy Sanders, duly seconded by Gil Dowies, the Jury unanimously approved Resolution 2019 – 021 – A Resolution for Off-System Bridges for Fiscal Year 2018/2019

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RESOLUTION 2019-021

RESOLUTION FOR OFF-SYSTEM BRIDGES FOR FISCAL YEAR 2018/2019

WHEREAS, the Code of Federal Regulations as enacted by the United States Congress mandates that all structures defined as bridges located on all public roads shall be inspected, rated for safe load capacity and posted in accordance with the National Bridge Inspection Standards and that an inventory of these bridges be maintained by each State, and

WHEREAS, the responsibility to inspect, rate and load post these bridges under the authority of Claiborne Parish in accordance with those standards is delegated by the Louisiana Department of Transportation and Development to Claiborne Parish.

NOW, THEREFORE BE IT RESOLVED, by the governing authority of Claiborne Parish (herein referred to as the Parish) that the Parish in regular meeting assembled does hereby certify to the Louisiana Department of Transportation and Development (herein referred to as the DOTD) that for the period beginning October 1, 2018, and ending September 30, 2019.

1. The Parish has performed all interim inspections on all Parish owned or maintained bridges in accordance with the National Bridge Inspection Standards.
2. All bridges owned or maintained by the Parish have been structurally analyzed and rated by the Parish as to the safe load capacity in accordance with AASHTO Manual for Maintenance Inspection of Bridges. The load posting information that has been determined by the LA DOTD for all bridges where the maximum legal load under Louisiana State law exceeds the load permitted under the operating rating as determined above has been critically reviewed by the Parish. Load posting information has been updated by the Parish to reflect all structural changes, and obsolete structural ratings or any missing structural ratings.
3. All Parish owned or maintained bridges which require load posting or closings are load posted or closed in accordance with the table in the DOTD Engineering Directives and Standards Manual Directive No. 1118. All DOTD supplies load posting information concerning a bridge has been critically reviewed by the Parish Road Superintendent Prior to load posting.
4. All bridges owned or maintained by the Parish are shown on the attached list in the format specified by the DOTD. Corrections to data supplies to the Parish by the LA DOTD are noted.

These stipulations are prerequisites to participation by the Parish in the Off-System Bridge Replacement Program.

Upon a motion by Tommy Sanders and duly seconded by Gil Dowies this motion was carried and officially adopted by the Claiborne Parish Police Jury meeting in regular session convened on Wednesday, November 6, 2019.

Yeas – (9) Furlow, Gray, Williams, Cook, Davidson, Merritt, Sanders, Dowies and Young  
Nays – (0) None  
Absent – (1) Laird  
Abstain – N/A

/s/Dwayne R. Woodard  
Secretary-Treasurer

/s/Scott Davidson  
President

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Upon motion by Paul Cook, duly seconded by Kevin Gray, the Jury unanimously approved Resolution 2019 – 022 – A Resolution of Support for the 2019-2020 LGAP Grant Application Due December 6, 2019

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RESOLUTION 2019-022

A RESOLUTION OF SUPPORT FOR THE FY 2019-2020 LGAP GRANT APPLICATION  
DUE DECEMBER 6, 2019

WHEREAS, the FY 2019-2020 Local Government Assistance Program provides financial assistance to the local units of government in rural areas for the sole purpose of improving or rehabilitating certain qualified projects;

WHEREAS, the FY 2019-2020 LGAP Grant will be administered by the Office of Community Development (OCD); and

WHEREAS, the grant application and guidelines require a resolution of support from the local governing authority; and

WHEREAS, the Claiborne Parish Police Jury is applying for up to \$100,000 of FY 2019-2020 LGAP grant monies at the parish level; and

WHEREAS, the Claiborne Parish Police Jury intends to use these grant monies on the following two (2) projects - \$69,000 for a new roof and the rehab & repair of the Harris Polling Place and \$31,000 for the Lisbon Water System; and

WHEREAS, the Claiborne Parish Police Jury will be providing local funds up to \$10,000 to ensure completion of the awarded projects;

BE IT RESOLVED, that the Claiborne Parish Police Jury does hereby approve and support this grant application and its purpose.

Upon a motion by Paul Cook, and duly seconded by Kevin Gray this motion was carried and officially adopted by the Claiborne Parish Police Jury meeting in regular scheduled session on Wednesday, November 6, 2019.

Yeas – (9) Furlow, Gray, Williams, Cook, Davidson, Merritt, Sanders, Dowies and Young

Nays – (0) None

Abstain – N/A

Absent – (1) Laird

/s/Dwayne R. Woodard  
Dwayne R. Woodard

/s/ Scott Davidson  
President

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Upon motion by Gil Dowies, duly seconded by Mark Furlow, the Jury unanimously approved Resolution 2019 – 023 – A Resolution of Support for the 2019 – 2020 CWEF Grant Application Due December 6, 2019

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RESOLUTION 2019-023

A RESOLUTION OF SUPPORT FOR THE FY 2019-2020 CWEF GRANT APPLICATION  
DUE DECEMBER 6, 2019

WHEREAS, the FY 2019-2020 Community Water Enrichment Program provides financial assistance to the local units of government in rural areas for the sole purpose of improving or rehabilitating certain qualified projects;

WHEREAS, the FY 2019-2020 LGAP Grant will be administered by the Office of Community Development (OCD); and

WHEREAS, the grant application and guidelines require a resolution of support from the local governing authority; and

WHEREAS, the Claiborne Parish Police Jury is applying for up to \$100,000 of FY 2019-2020 CWF grant monies at the parish level; and

WHEREAS, the Claiborne Parish Police Jury intends to use these grant monies on the following two (2) projects - \$63,000 for the extension of Pine Hill Water System \$32,000 for the Lisbon Water System; and

WHEREAS, the Claiborne Parish Police Jury will be providing local funds up to \$10,000 to ensure completion of the awarded projects;

BE IT RESOLVED, that the Claiborne Parish Police Jury does hereby approve and support this grant application and its purpose.

Upon a motion by Gil Dowies. and duly seconded by Mark Furlow this motion was carried and officially adopted by the Claiborne Parish Police Jury meeting in regular scheduled session on Wednesday, November 6, 2019.

Yeas – (9) Furlow, Gray, Williams, Cook, Davidson, Merritt, Sanders, Dowies and Young

Nays – (0) None

Abstain – N/A

Absent – (1) Laird

/s/Dwayne R. Woodard  
Secretary-Treasurer

/s/Scott Davidson  
President

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Upon motion by Kevin Gray, duly seconded by Paul Cook, the Jury unanimously approved Resolution 2019 – 024 – A Resolution to Abandon a Portion of Parish Road No. 327, the Clear Lake Road.

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RESOLUTION 2019-024

A RESOLUTION TO ABANDON A PORTION OF PARISH ROAD No. 327, CLEAR LAKE ROAD, SITUATED IN SEC. 33 & SEC. 4 ALL IN T21N, R7W OF CLAIBORNE PARISH

WHEREAS, the Parish of Claiborne has deemed the portion of Parish Road No. 327, Clear Lake Road to be unmaintainable in its current condition and due to the increase of criminal activity in the area, the Parish intends to abandon and remove a portion of Parish Road No. 327, Clear Lake Road, from the Claiborne Parish Road System; and

WHEREAS, the portion of the road abandoned shall be defined as the point from which the parish-maintained blacktop ends and the dirt road begins at approximately Latitude 32.771011 Longitude -93.090054 south to the point of intersection with US Hwy 79 at approximately Latitude 32.752126 Longitude -93.087544.

WHEREAS, the section of road is not presently, nor will it be in the future, used for school bus pickup, trash pickup, and mail delivery; and

WHEREAS, the Claiborne Parish Police Jury will not continue to maintain the said portion of Parish Road No. 327; and

WHEREAS, the Claiborne Parish Police Jury, duly advertised and held a public hearing concerning proposed abandonment of a portion of Parish Road No. 327, Clear Lake Road; and

NOW, THERE FOR BE IT RESOLVED, by the Claiborne Parish Police Jury in due, legal and regular session convened, that the Parish of Claiborne does hereby abandon the aforementioned portion of Parish Road No. 327, the Clear Lake Road, and will not maintain the said road in the future.

BE IT FURTHER RESOLVED, that this resolution shall take effect immediately.

Upon a motion by Kevin Gray and duly seconded by Paul Cook this motion was carried and officially adopted by the Claiborne Parish Police Jury meeting in regular session convened on Wednesday, November 06, 2019.

Yeas - (9) Furlow, Gray, Williams, Cook, Davidson, Merritt, Sanders, Dowies and Young

Nays – (0) None

Abstain – N/A

Absent – (1) Laird

/s/Dwayne R. Woodard  
Secretary-Treasurer

/s/Scott Davidson  
President

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At this time, President Scott Davidson presented the Jury with one item dealing with the January 2020 Meeting Dates, which was discussed in the Roads Committee Meeting.

Upon motion by Tommy Sanders, duly seconded by Paul Cook, the Jury unanimously approved the setting of the January 2020 meeting date to Wednesday, January 15, 2020, at which time the newly elected Police Jurors will have been sworn in and taken their oath of office.

Claiborne Parish Coroner, Dr. Mark Haynes, presented the monthly report of the Coroner’s Office: There were (8) deaths - (5) Hospice/ER, (1) Autopsy, (1) CMMC and (4) CEC’s.

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**ITEM #27 – November 6, 2019 – AGENDA**

**SECRETARY-TREASURER – UPDATE ON GRANTS AND OTHER ITEMS**

1. LGAP Projects –

CPPJ – South Claiborne Water System  
Contract #1516-CLB-0002  
Amount - \$21,500  
Project – install ATS on emergency generators at well sites  
Status – Construction complete, applying for reimbursement

CPPJ – Middlefork Water System  
Contract #1819-CLB-0001  
Amount - \$17,000  
Project – installation of automatic transfer switch and transfer controls  
Status – construction complete

2. CWEF Projects

South Claiborne Water System  
Contract #1516-CWEF-CLB-0001

Amount - \$31,000  
Project – Replacement of water lines  
Status – Construction complete, applying for reimbursement

South Claiborne Water System  
Contract #1516-CWEF-CLB-0002  
Amount - \$32,174  
Project – Improvements to Liles Booster Station  
Status – Construction complete, applying for reimbursement

Summerfield Water System  
Contract #1819-CWEF-CLB-0001  
Amount - \$16,200  
Project – Repairs at central pump station and installation of master meter  
Status – Contracts signed and approved

3. Sales Tax Collections for September 2019 – net of \$46,875 from gross collections of \$49,431  
Net sales tax collections for August 2019 – \$44,431 – increase \$2,444 (5.21%)  
Net sales tax collections for September 2018 - \$48,979 – decrease \$-2,104 (-4.30%)
4. Cash position at October 31, 2019 - \$7,968,955  
Cash position at October 31, 2018 - \$7,980,926 (decrease of \$-11,971)  
Cash position at September 30, 2019 - \$8,007,633 (decrease of \$-38,678)

See Deposit Balances by Institution for breakdown at October 31, 2019 –

5. Total Receipts for the month of October 2019 – \$643,833
6. Upcoming important dates and meetings –

11/8 – LRPIC Meeting – West Monroe  
11/21 – CPHSD#3 Board Meeting  
12/2 – Committee Meetings (tentative)  
12/4 – Regular Meeting

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**Additional Public Comments:**

Director of Libraries Mrs. Pam Suggs invited the public to the Pat Garrett Celebration and Marker Dedication that will be held on Saturday, November 8<sup>th</sup> and revealing the marker at the Pat Garrett Homeplace on Hwy 9 on Sunday, November 9<sup>th</sup>.

State Senator Ryan Gatti gave a legislative update and discussed other issues involving the surrounding parishes that he represents in North Louisiana.

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

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Dwayne R. Woodard  
Secretary–Treasurer

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Scott Davidson  
President