

MINUTES  
Of the Regular Meeting of  
The Claiborne Parish Police Jury  
10:00 a.m.  
November 9, 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 9th of November 2022. 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, and Gil Dowies.

District Ten Juror Rev. Willie Young was absent due to a conflict with the meeting of the La Minerals Board in Baton Rouge.

There were 15 others in attendance which included Secretary-Treasurer Dwayne R. Woodard, Road Superintendent Tommy Durrett, Sheriff Sam Dowies, Claiborne Memorial DON Mrs. Lea Jones, Claiborne Parish Director of Libraries Mrs. Pam Suggs, CP Library Historian Mr. Wesley Harris, CPPJ OOCs Executive Director Mrs. April Childress, LSU AgCenter 4H Agent Mrs. Destiny Hightower, Mr. Greg Bowman of HR Department, Parish Coroner Dr. Mark Haynes, OEP Director Mr. Dennis Butcher, Claiborne Parish Constables Mr. Gary English and Mr. Steve Woods, Ms. Jackie Roberts of the Guardian Journal, and Mr. Jerry Whitton of Homer.

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

President Scott Davidson called the meeting to order.

The meeting was opened with a word of Prayer led Joseph Merritt, 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 Tommy Sanders, duly seconded by Mary McDaniel, the Jury unanimously approved the consent agenda as follows:

1. Approval of the October 5, 2022, Regular Meeting minutes.
2. Payment of the October 2022 bills as approved by the Claims Committee.
3. Setting of the 2022 Thanksgiving Holiday – lunch Tuesday, November 22<sup>nd</sup> at the Road Barn on Hwy 2, off Wednesday November 23<sup>rd</sup> thru Friday the 25<sup>th</sup> – return to work on Monday, November 28, 2022.
4. Setting of the 2022 Christmas Holiday – lunch Thursday, December 22<sup>nd</sup> at the Road Barn on Hwy 2, off Friday the 23<sup>rd</sup> thru Monday, January 2<sup>nd</sup>, return to work on Tuesday January 3, 2023.
5. Setting of the 2022 buy-back date – December 2, 2022 – request form will go out with the 11/25/2022 payroll checks and are due back on Wednesday 11/30/2022.
6. Request to advertise for bid – sealed bids are hereby invited by the Claiborne Parish Police Jury for the purchase of CRS-2, CRS-P2, CSS-1, AEP and AC-10 asphalt cement necessary for the maintenance of the Claiborne Parish roads for the year of 2023.

7. 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 2023.
8. 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 2023.
9. 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 2023.
10. 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 2023.
11. Request to advertise for bid – sealed bids are hereby invited by the Claiborne Parish Police Jury for the purchase of various culvert types and sizes (Galvanized and HDPE type) for the maintenance of the Claiborne Parish roads for the year of 2023.
12. Request to advertise for bid – sealed bids are hereby invited by the Claiborne Parish Police Jury for the purchase of iron ore (road materials) for the maintenance of the Claiborne Parish roads for the year of 2023.
13. Request from the Coordinating & Development President & CEP Jack “Bump” Skaggs, in a letter received October 12, 2022, requesting that CDC be included in the Parish’s 2023 budget for membership contribution in the amount of \$8,725. (Same as prior year)
14. Request from the Claiborne Parish CASA Community Coordinator Denna Curtis, in a letter received October 24, 2024, requesting their budgeted amount of \$1,000 for support of the 2022 Claiborne CASA Office and to be included in the Parish’s 2023 budget for the same amount. (Same as prior years)

### **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 Officers have a two (2) hour training requirement.

President Scott Davidson read aloud that the LGAP/CWEF Applications are due (online via portal) by November 21, 2022, for the 2022-2023 Program Year.

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 Friday, November 11, 2022, at 10:00 am at the Section 8 Office located at 621 South Main St, Homer, LA.

Upon motion by Mary McDaniel, duly seconded by Paul Cook, the Jury unanimously approved, the request from the Town of Haynesville, in a letter received October 5, 2022, requesting the Police Jury appoint the following individuals to the Claiborne Parish Police Jury Wards 2 & 3 Recreation District Board with the following terms – Scott Pratt (2023), Monica Beene (2024), Courtney “Connie” Tell (2025), Brian Bogel (2026), and Derek Toney (2027). Juror Mark Furlow recused himself, due to being related to one of the board members.

Upon motion by Gil Dowies, duly seconded by Mark Furlow, the Jury unanimously approved, the request from the Claiborne Parish Library Board of Control, in a letter dated November 1,

2022, requesting the Police Jury re-appoint Mr. Frank Speer for a five-year term ending December 31, 2027. Mr. Speer's current term expires on December 31, 2022.

Upon motion by Mary McDaniel, duly seconded by Paul Cook, the Jury unanimously approved the request from the Claiborne Parish Library Board of Control, in a letter dated October 5, 2022, authorizing the Police Jury to offer \$7,000 (seven thousand dollars) to Mr. Robert Clayton Wise for the purchase of the vacant lot next to the old CapitalOne Building in Haynesville. (1942 Main Street)

Upon motion by Mark Furlow, duly seconded by Gil Dowies, the Jury unanimously adopted Resolution 2022-021 – A Resolution Authorizing the President and Secretary-Treasurer to Sign Documents on Behalf of the Claiborne Parish Police Jury Concerning the Acquisition of the vacant lot at 1942 Main Street in Haynesville, LA.

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RESOLUTION 2022-021

A RESOLUTION AUTHORIZING THE PRESIDENT AND SECRETARY-TREASURER TO SIGN DOCUMENTS ON BEHALF OF CLAIBORNE PARISH CONCERNING THE PURCHASE OF LOT NO. FIVE (5) OF BLOCK FIFTEEN (15) OF THE TOWN OF HAYNESVILLE (WISE PROPERTY)

WHEREAS, the Claiborne Parish Police Jury has tendered an offer of seven thousand and no hundred dollars (\$7,000) for the purchase of the above referenced vacant lot at 1942 Main Street, Haynesville, LA for the purpose of re-locating the Joe Webb Memorial Library;

BE IT HEREBY RESOLVED that the Claiborne Parish Police Jury AUTHORIZES the President, Scott Davidson and/or Secretary-Treasurer, Dwayne R. Woodard, to sign and execute any and all documents on behalf of the Claiborne Parish Police Jury relating to the acquisition/purchase of the said property from Robert Clayton Wise and spouse Patti Sue Wise;

Upon a motion by Mark Furlow and duly seconded by Gill Dowies this motion was carried and officially adopted by the Claiborne Parish Police Jury meeting in regular session convened on Wednesday, November 9, 2022.

Yeas – (9) Laid, Furlow, Gray, McDaniel, Cook, Davidson, Merritt, Sanders, 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 Tommy Sanders, duly seconded by Paul Cook, the Jury unanimously approved the request from the Secretary-Treasurer Dwayne R. Woodard to open an interest-bearing checking bank account (General Fund) at First Guaranty Bank for the purpose of depositing the Police Jury's portion of administrative fees earned through the Section 8 Housing Voucher Program.

Upon motion by Paul Cook, duly seconded by Mark Furlow, the Jury unanimously approved the recommendation from Altec Environmental Consulting, in a letter dated October 26, 2022, to award the lowest quote for the remediation of the OLD CPSO Sheriff's Office located at 613 East Main St, Homer, LA to Gill Industries, Ltd. In the amount of \$21,000. In addition, Altec's

Air Monitoring fee for this project will be \$6,479.00 which will include all LDEQ reporting and certificates. Total project will cost \$27,479.

Upon motion by Gil Dowies, duly seconded by James Laird, the Jury unanimously adopted Resolution 2022-022 0 A Resolution of Support for the FY 2022/2023 LGAP Grant Application Due November 21, 2022.

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RESOLUTION 2022-022

A RESOLUTION OF SUPPORT FOR THE FY 2022-2023 LGAP GRANT APPLICATION  
DUE November 21, 2022

WHEREAS, the FY 2022-2023 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 2022-2023 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 2022-2023 LGAP grant monies at the parish level; and

WHEREAS, the Claiborne Parish Police Jury intends to use these grant monies on the following project - \$100,000 for a new roof and rehab and repair of the CPPJ Admin Building; and

WHEREAS, the Claiborne Parish Police Jury will be providing local funds up to \$20,000 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 James Laird this motion was carried and officially adopted by the Claiborne Parish Police Jury meeting in regular scheduled session on Wednesday, November 9, 2022.

Yeas – (9) Laird, Furlow, Gray, McDaniel, Cook, Davidson, Merritt, Sanders 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 Mary McDaniel, seconded by Paul Cook, the Jury unanimously adopted Resolution 2022-023 – A Resolution of Support for the FT 2022/2023 CWF Grant Application Due November 21, 2022.

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RESOLUTION 2022-023

A RESOLUTION OF SUPPORT FOR THE FY 2022-2023 CWEF GRANT APPLICATION  
DUE NOVEMBER 21, 2022

WHEREAS, the FY 2022-2023 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 2022-2023 CWEF 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 2022-2023 CWEF grant monies at the parish level; and

WHEREAS, the Claiborne Parish Police Jury intends to use these grant monies on the following project - \$100,000 for the line replacement on Hwy 146 of the South Claiborne Water System (Owens Booster Station to South Harmon Loop); 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 Mary McDaniel and duly seconded by Paul Cook this motion was carried and officially adopted by the Claiborne Parish Police Jury meeting in regular scheduled session on Wednesday, November 9, 2022.

Yeas – (9) Laird, Furlow, Gray, McDaniel, Cook, Davidson, Merritt, Sanders, 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 Joseph Merritt, duly seconded by James Laird, the Jury unanimously approved, request from Road Superintendent Tommy Durrett in an email received 11/1/2022 requesting that CPPJ Hwy Dept Truck Driver Chauncey Williams be given a \$0.75/hour increase in base pay to \$15.33 and Kaden Williams be hired full-time with benefits as a Mechanic Helper at \$12.50/hour - both actions would be effective with the pay period starting November 10, 2022.

At this time, President Scott Davidson presented the Road Committee update.

Upon motion by Paul Cook, duly seconded by Gil Dowies, the Jury unanimously approved, upon recommendation from the Road Committee, the upgrade of the Courthouse Lawn Lighting that will change colors with seasons/Christmas in the amount of \$15,000 (estimated).

Upon motion by Tommy Sanders, duly seconded by Paul Cook, the Jury unanimously approved, upon recommendation from the Road Committee, a new years of service bonus structure for all HOURLY CPPJ Administrative Office and Hwy Department employees effective January 1, 2023. The new years and rates will be as follows:

- 5 years of service - \$0.50
- 10 years of service - \$0.50
- 15 years of service - \$0.75
- 20 years of service - \$0.75
- 25 years of service - \$0.75
- 30 years of service - \$1.00

Upon motion by Mark Furlow, duly seconded by James Laird, the Jury unanimously approved, upon recommendation of the Road Committee, the new BCBS renewal rates and to move the annual renewal date to January 1st of each year. The was less than a 1% increase for the 2023 calendar year.

Parish Coroner Dr. Mark Haynes gave his update and the reports for September and October 2022.

There were (12) total deaths in September - (5) Hospital/ER, (2) requiring autopsies, (1) on-scene, (4) hospice, and (6) CEC's

There were (90 total deaths in October: (4) Hospital/ER, (0) requiring autopsy, (4) other, (1) on-scene, and (3) CEC's.

CMMC CNO Mrs. Lee Jones gave an update on the hospital. The CMMC is full currently and on diversion. They are seeing a lot of RSV cases. The other hospitals in the area are also on diversion due to low staffs. Mrs. Jones stated that one of her stroke patients had to be sent to Little Rock due to no beds available in the area.

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**ITEM #35 – November 9, 2022 – AGENDA**

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

1. LGAP Projects –

No open grant contracts at this time.

2. CWEF Projects -

No open grant contracts at this time.

3. LCDBG Grant

Norton Shop Water System  
 FY2021 LCDBG  
 Amount - \$381,080  
 Project – New water well  
 Status – Under construction.

4. Sales Tax Collections for Sep 2022 – net of \$74,593 from gross collections of \$77,271  
 Net sales tax collections for August 2022 – \$57,640 – increase \$16,953 (29.41%)  
 Net sales tax collections for September 2021 - \$66,854 – increase \$7,739 (11.58%)

5. Cash position at October 31, 2022 - \$10,250,251  
 Cash position at September 30, 2022 - \$10,472,994 (decrease of -\$222,743)  
 Cash position at October 31, 2021 - \$9,617,894 (increase of \$632,357)

See Deposit Balances by Institution for breakdown at October 31, 2022 –

6. Total Receipts for the month of October 2022 – \$246,278

7. Upcoming important dates and meetings –

- 11/17 – CPHSD #3
- 11/22 – Jury & staff Thanksgiving luncheon at Road Barn
- 11/28 – Committee Meetings if need (Finance)
- 12/5 – 2023 Bid Openings for Road Materials
- 12/7 - Regular Meeting of the Police Jury

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Additional Public Comments:

Main Street Director Mr. Jimmy Hand announced that he has been in touch with the Tourism Commission in Forming our Tourism Board. He met with Lt. Governor Billy Nungesser and requested funding for this endeavor. Lt. Governor Nungesser has tentatively agreed to try to budget the board in the amount of \$250,000. (This is not a set amount, just a figure that Mr. Hand threw out that would be required to operate)

Constable Gary English requested the Police Jury give the Constables a raise, since there has not been a raise given in years. President Scott Davidson asked Secretary-Treasurer Dwayne Woodard to place this on Committee Meeting Agenda for December.

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

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Dwayne R. Woodard  
Secretary-Treasurer

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Scott Davidson  
President