

MINUTES
Of the Regular Meeting, of
The Claiborne Parish Police Jury
10:00 a.m.
December 9, 2020
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 December 2020. On being called to order by President Scott Davidson, the following Jurors were present:

James Laird, Mark Furlow, Paul Cook, Gil Dowies and Kevin Gray were present.

Jurors Mary McDaniel, Tommy Sanders, Joseph Merritt and Rev. Willie Young were absent in order to insure social distancing due to the COVID-19 restrictions.

Nine (9) others in attendance which included Secretary-Treasurer Dwayne R. Woodard, Parish Road Superintendent Tommy Durrett, Claiborne Parish Sheriff Sam Dowies, CPSO Chief Deputy Brian Driskill, Claiborne Parish Coroner Dr. Mark Haynes, CMMC CEO Tina Haynes, LSU Ag Center Agent John Monzingo, Claiborne Parish JOP Wayne Hatfield and Parish Engineer Randall Smoak.

The meeting was opened with a word of Prayer led by Scott Davidson followed by the Pledge of Allegiance led by Paul Cook.

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

Upon motion by Gil Dowies, duly seconded by Kevin Gray, the Jury unanimously approved to amend the agenda and add the following items:

1. Request from the North La Criminalistics Lab Commission – per letter dated November 20, 2020, requesting that the Police Jury consider for approval their 2020 Budget Amendments and their 2021 Proposed Budget as required by R.S. 40:2261-22678.4
2. Request from CASA (Court Appointed Special Advocate) in a letter dated November 19, 2020 – requesting their 2020 budget allocation of \$1,000 and to be included in the Parish’s 2021 budget for the same amount.
3. Presentation of OEP’s 2021 budget of \$30,000 (\$2,500 per month) to be included in the Parish’s 2021 budget
4. Notice from PERS – the 2021 Parochial Retirement rates for Plan A will remain unchanged – employee 9.50% and Parish 12.25%

Upon motion by Mark Furlow, duly seconded by Kevin Gray, the Jury unanimously approved the consent agenda.

Consent Agenda:

1. Approval of the November 4, 2020 regular meeting minutes.
2. Approval of the November 2020 bills as approved by the Claims Committee.
3. Setting of the Christmas 2020 Holiday – lunch Wednesday, December 23rd at the Road Barn on Hwy 2, off Thursday the 24th thru Friday, January 1st, return to work Monday January 4, 2020.

4. Request from the Village of Athens, in a letter received November 6, 2020, requesting repairs to the MOCS parking lot. The work will be performed under the Village's ad valorem tax credit.
5. Request from the Homer Golf Club, in a letter received November 23, 2020, requesting help with certain repairs and the cleaning of ditches on the Town owned golf course. The work will be performed on a reimbursement basis by the Golf Club.
6. Request from Secretary-Treasurer Dwayne R. Woodard, to advertise for bid – sealed bids are hereby invited by the Claiborne Parish Police Jury for the purchase of various culvert types and sizes for use by the Claiborne Parish Hwy Dept for the eleven-month period of February 10, 2021 through December 31, 2021.

President Scott Davidson requested that the Jury handle the amendments to the agenda at this time.

Upon motion by Gil Dowies, duly seconded by Paul Cook, the Jury unanimously approved the request from the North La Criminalistics Lab Commission, per letter dated November 20, 2020, requesting that the Police Jury consider approving their 2020 Budget Amendments and their 2021 Proposed Budget as required by R.S. 40:2261-22678.4

Upon motion by Kevin Gray, duly seconded by James Laird, the Jury unanimously approved the request from CASA (Court Appointed Special Advocate) in a letter dated November 19, 2020, requesting their 2020 budget allocation of \$1,000 and to be included in the Parish's 2021 budget for the same amount.

Presentation of OEP's 2021 budget of \$30,000 (\$2,500 per month) to be included in the Parish's 2021 budget.

President Scott Davidson read aloud a notice that PERS-the 2021 Parochial Retirement rates for Plan A will remain unchanged – Employee withholding 9.5% and Parish contribution 12.25%.

Regular Agenda:

President Scott Davidson read aloud a notice that all Parish Employees are required to complete 1 hour of Ethics training by December 31, 2020.

President Scott Davidson reminded everyone that one (1) hour of Sexual Harassment Training is required to be completed by December 31, 2020 by all Parish Employees – Department Heads and Jury Members have a two (2) hour training requirement.

President Scott Davidson reminded everyone of the upcoming Christmas 2020 Holiday – off at 12:00 on December 23rd, no lunch at road barn due to the increase in COVID-19 cases in the parish and the employees return to work on Monday, January 4, 2021.

President Scott Davidson announced that due to the New Year's Holiday the first regularly scheduled meeting of the Claiborne Parish Police Jury in 2021 is set for Wednesday, January 13, 2020 at 10:00 am in the Jury Chambers.

Secretary-Treasurer Dwayne Woodard updated the Jurors on the day-to-day business at the Police Jury Office. He stated as of now the back door to the Police Jury Administrative Office will be locked and we are now conducting business by appointment only. The Tax Assessor's Office doors are locked currently due to COVID quarantine within the office, but that the office ladies will be in the office to answer calls. Other parish offices are conducting business and operating as close to normal as possible given the current situation.

President Scott Davidson read aloud the notice that the CWEF and LGAP grant application deadlines are February 1, 2021. The Police Jury will re-apply for the projects that were submitted in 2019 since none of them were approved for funding.

Upon motion by Kevin Gray, duly seconded by Paul Cook, the Jury unanimously approved the following lowest qualified bid for the purchase of MC-30 Prime Oil, CRS-2, SS-1, asphalt emulsion necessary for the maintenance of the Claiborne Parish roads for the year of 2021.

Ergon was the lowest bid received - CRS-2 at \$1.90 per gal and CSS-1 at \$1.76 per gal. No bids were received on the other emulsion products.

Upon motion by Gil Dowies, duly seconded by Paul Cook, the Jury unanimously approved the following lowest qualified bid for the purchase of Colay (Cold Mix) and Hot Mix necessary for the maintenance of the Claiborne Parish roads for the year 2021 - Amethyst Construction - Hot Mix \$81.50 per ton. No Bid was received on Colay (Cold Mix) so phone quotes will be taken on day of purchase.

Upon motion by Kevin Gray, duly seconded by Mark Furlow, the Jury unanimously accepted and awarded the following lowest qualified bids for the purchase of Pit Run, Sand, Clay Gravel, and Maintenance Rock for the year 2021: Pit Run – Barnette and Benefield at \$20.00 per ton delivered and Standard Gravel at \$5.25 per ton pick-up. Maintenance Rock – Barnette and Benefield at \$31.00 per ton delivered and Standard Gravel \$9.75 per ton pick-up. Rip Rap - Blann Trucking at \$43.00 per ton delivered. SB-2 Crushed Stone – Blann Tractor at \$32.00 per ton delivered and \$24.50 per ton pick-up.

Upon motion by Gil Dowies, duly seconded by Paul Cook, the Jury unanimously accepted and awarded the following lowest qualified bids for the purchase of LA C-1, “modified”, LA C-2, and LA C-3 granite crushed stone for the 2021 year: C-1 No Bid; Barnette and Benefield – C-2 at \$42.00 per ton delivered; Barnette and Benefield – C-3 at \$42.00 per ton delivered.

Upon motion by Gil Dowies, duly seconded by Paul Cook, the Jury unanimously accepted and awarded the following lowest qualified bids for the purchase of Fuel (off-road and highway use) for use by Parish Owned Vehicles for the year 2021. Crump Oil Company at .065 cents per gallon over invoice price for that day on all fuels to be used in Parish-Owned Trucks for the year 2021.

Upon motion by Paul Cook, duly seconded by James Laird, the Jury unanimously approved and accepted the renewal rates for the 2021 Worker’s Compensation for the Claiborne Parish Police Jury in the amount of \$32,498 with the Travelers Insurance Company.

Upon motion by Gil Dowies, duly seconded by Paul Cook, the Jury unanimously approved, upon recommendation by the Road Committee, the 2020 Budget Amendments on all funds.

Consolidated Budget Adjustment				
All Funds - December 9, 2020	Net	Estimated Fund Balance	Original Budgeted	% Exp Proposed
<u>Fund:</u>	<u>Adjustment</u>	<u>12/31/2020</u>	<u>Expenditures</u>	<u>Adjust</u>
General Fund	\$553,100	\$6,463,310	\$1,971,700	28.05%
Road Fund	(516,400)	1,069,734	2,390,100	-21.61%
Bldg & Maint Fund	(12,800)	443,128	341,300	-3.75%
Equipment Fund	(96,800)	607,158	274,200	-35.30%
Sales Tax Fund	11,300	885,131	705,100	1.60%
Library Fund	(138,750)	1,602,632	1,030,300	-13.47%
Witness Fee Fund	(2,300)	40,222	3,200	-71.88%
Criminal Court Fund	14,200	38,716	518,500	2.74%
Juv Maint Fund	<u>(8,000)</u>	<u>165,950</u>	<u>10,000</u>	-80.00%

Total Expenditures		<u>7,064,400</u>
Excess (Deficiency) of Revenues Over Expenditures		(902,000)
Other Financing Sources (Uses)		
Proceeds from borrowing	1,000,000	
Operating transfers in	500,000	
Operating transfers out	<u>(500,000)</u>	
Total Other Financing		
Sources (Uses)		<u>1,000,000</u>
Excess (Deficiency) of Revenues and Other Sources Over Expenditures and Other Uses)		98,000
Contingency		-
Fund Balance at Beginning of Year		<u>11,315,981</u>
Fund Balance at End of Year		<u><u>\$11,413,98</u></u>

Section 2. The adoption of this operating budget of expenditures be and the same is hereby declared to operate as an appropriation of the amount therein set forth within the terms of the budget classification.

Section 3. Amounts are available for expenditures to the extent that is included within the 2021 budget.

Section 4. The Police Jury will exercise control over expenditures at the functional level.

THUS ADOPTED at a regular meeting of the Police Jury of the Parish of Claiborne, Louisiana on January 13, 2021.

Dwayne R. Woodard
SECRETARY-TREASURER

Scott Davidson
PRESIDENT

President Scott Davidson read aloud the Notice of Public Hearings on the Proposed 2021 Budget will be held on Monday, January 4, 2021 at 2:00 pm and Wednesday, January 13th at 9:00 am in the Police Jury Conference Room of the CPPJ Administration Bldg.

At this time, Dr. Mark Haynes gave an update of the year ending for the month of December for the Coroner’s Office. There were (8) deaths – (5) Hospice/ER (0) Autopsy (2) On scene (1) CMMC and (3) CEC’s.

ITEM #30 – December 4, 2020 – AGENDA

SECRETARY-TREASURER – UPDATE ON GRANTS AND OTHER ITEMS

1. LGAP Projects –

- CPPJ – Middlefork Water System
- Contract #1819-CLB-0001
- PO #2000407099
- Amount - \$17,000
- Project – installation of automatic transfer switch and transfer controls

Status – construction complete, reimbursement received.

2. CWEF Projects

South Claiborne Water System
Contract #1516-CWEF-CLB-0001
PO #2000288442
Amount - \$31,000
Project – Replacement of water lines
Status – Contracts signed and approved

Summerfield Water System
Contract #1819-CWEF-CLB-0001
PO #2000441879
Amount - \$16,200
Project – Repairs at central pump station and installation of master meter
Status – Contracts signed and approved

- 3. Sales Tax Collections for October 2020 – net of \$43,880 from gross collections of \$45,608
Net sales tax collections for September 2020 – \$56,529 – decrease \$-12,649 (-22.38%)
Net sales tax collections for October 2019 - \$51,874 – decrease \$-7,944 (-15.41%)

- 4. Cash position at November 30, 2020 - \$8,858,391
Cash position at October 31, 2020 - \$8,866,935 (decrease of \$-405,147)
Cash position at November 30, 2019 - \$7,628,101 (increase of \$1,230,290)

See Deposit Balances by Institution for breakdown at November 30, 2020 –

- 5. Total Receipts for the month of November 2020 – \$217,574

- 6. Upcoming important dates and meetings –

12/10 – Claiborne Parish Watershed District
12/14 – Claiborne Library Board of Control
12/17 - CPHSD#3 Board Meeting
1/4/21 – Committee Meetings (tentative)
1/13/21 – Regular Meeting

Additional Public Comments:

Dr. Mark Haynes gave his update on the COVID-19 cases in the Parish. He stated that he is concerned the virus will increase around the middle of January thru the month of February due to the Holidays and especially the New Year’s Eve parties that people may be planning to have and attend. The vaccine is supposed to be available shortly on a very limited basis within the Parish.

CMMC CEO Mrs. Tina Haynes gave an update on the hospital COVID cases. She stated that the virus and cases are worse than the first two surges. CMMC is scheduled to receive about 25 doses of the Pfizer Vaccine in which the doctors and rationed among the remaining front-line ER workers will receive the first doses. The med center has over 150 full-time employees, so less than 20% of the staff will be able to be vaccinated at this time.

President Scott Davidson asked Dr. Mark Haynes if he has seen any deaths from COVID-19 in people who are under 60 years of age. Dr. Mark replied yes there has been at least one case here of someone under 60 years of age who has died of the virus.

Dr. Mark Haynes also commented that if you have minor health issues try not to come to the hospital at this time unless it is absolutely necessary. He recommends trying to get over your sickness/ailment at home if possible. The hospital is currently closed to visitors and the medical staff is overwhelmed by the number of people coming into the ER and admissions.

Mrs. Tina Haynes told the Jurors that the hospital was back up to spring surge numbers and the number of cases were increasing by the day. There are no hospital beds available in Region 7 nor in Region 8 which is the Monroe area. CMMC is doing their best to help other parishes that

need to house a COVID patient. Mrs. Haynes stated that she is planning daily on how to handle the demand for beds in case there is a major case that comes in from our Parish who might need an ICU bed.

Dr. Mark Haynes followed up by telling the Jurors that he has had to turn down patients from all over who needed a COVID bed. Willis Knighton is using all floors for COVID patients. Dr. Mark told the Jurors that he recommends everyone getting the Vaccine when it is available to them.

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

Dwayne R. Woodard
Secretary-Treasurer

Scott Davidson
President