

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

James Laird, Mark Furlow, Kevin Gray, A.D. Williams, Paul Cook, Joseph Merritt, Jr, Gill Dowies, and Rev. Willie Young, Sr.

District 8 Juror Tommy Sanders was absent.

There were 16 others in attendance which included, Secretary-Treasurer Dwayne R. Woodard, Parish Road Superintendent Tommy Durrett, Executive Director of the CPPJ OOCs Mr. Tim Cain, District Attorney Danny Newell, Claiborne Parish Coroner Dr. Mark Haynes, Mrs. Teresa Raley and Mr. John Monzingo of the LSU AgCenter & Claiborne Parish 4-H, Mr. Sam Dowies of the Claiborne Parish Watershed District, Mr. Joey White of CEDB and CEC, Mr. Ethan Coker of the Claiborne 4-H Livestock Club, Ms. Jackie Roberts of the Haynesville News, Mr. Michael Statham of Bosch & Statham CPA's, Mr. Michael Allen – Candidate for Claiborne Parish Sheriff, Town of Homer District #2 Councilman Mr. Johnny West, Mr. Edward Thomas of Haynesville, and Mr. Jerry Whitton of Homer.

The meeting was opened with a word of Prayer led Rev. Willie Young, followed by the Pledge of Allegiance led by President of the Claiborne Parish 4-H Livestock Club, Mr. Ethan Coker.

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

Upon motion by Gil Dowies duly seconded by James Laird, the Jury unanimously voted to amend the regular agenda add the following items:

1. Notice – LA Watershed Initiative Meeting – April 18, 2019 at Historic Fire Station in Ruston 2:00 to 3:00 pm
2. Request from the CPSB Superintendent Bill Kennedy, in an email received April 5, 2016, requesting that the Police Jury adopt Resolution 2019-007 – A Resolution in Opposition of a State Centralized Collecting Agent
3. Notice – the Town of Haynesville in conjunction with the LMA will offering the required Sexual Harassment Training on Friday, April 26, 2019 at 10:00 am at the Fair Barn.
4. Request from Fred Young, Postmaster for the Town of Homer, in a letter received April 8, 2019, requesting permission to use the Jury Chambers on the morning of April 25, 2019 at 9:00 am for a reception honoring Mr. James A. Austin who is retiring after 35 years of service to the USPS in the Athens area.
5. Resolution of Honor for Mr. James A. Austin for his over 35 years of dedicated service to USPS and the people of Athens and Claiborne Parish.
6. Request for Gary N. Fontana, with GNF Management, in an email received April 9, 2019, requesting that the Police Jury adopt the following resolutions for the FY 2020-2021 LCDBG Grant Fund Cycle

7. Resolution 2019-008 – Resolution Adopting the Citizen Participation Plan/Complaint Procedure and Appointing the Secretary-Treasurer as the Citizen Complaint Officer.
8. Resolution 2019-009 – Resolution Authorizing the President to Proceed with the Development of the LCDBG Proposal
9. Resolution 2019-010 – Resolution that a Procurement Policy be Adopted for Compliance with the LCDBG Program
10. Resolution 2019-011 – Resolution Authorizing the President to Proceed with the Procurement and Selection of Professional Services for the Purpose of Assisting and Development of the LCDBG proposal

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

**Consent**

1. Approval of the March 6, 2019 regular meeting minutes.
2. Payment of the March 2019 bills as approved by the Claims Committee.
3. Request from the Town of Haynesville, in a letter received March 14, 2019, requesting two (2) loads of Pit Run and two (2) loads of Cold Mix to be delivered to the Town Hop on Spring Street. The supplies will be paid for using the Town’s ad valorem tax credit.
4. Request from the Claiborne Jubilee, in a letter received April 1, 2019, for permission to use the Court House lawn on Saturday, April 13<sup>th</sup> for the Arts, Music and Quilt Show from 8:00 am to 3:00 pm.

At this time, Haynesville High School Senior Ethan Coker of the Claiborne Parish 4-H Livestock Club invited all Jurors to the 4-H awards banquet being held on April 29<sup>th</sup> at the Haynesville Fair Barn. He also invited them to attend the annual Waterfest Program being held on May 8<sup>th</sup> and 9<sup>th</sup> for all parish 6<sup>th</sup> grade students.

**Regular Agenda**

President Scott Davidson requested that the amendments to the agenda be acted upon at this time-

President Scott Davidson read aloud a notice that the LA Watershed Initiative Meeting will be held April 18, 2019 at the Historic Fire Station in Ruston from 2:00 to 3:00 pm.

Upon motion by Paul Cook, duly seconded by Mark Furlow, the Jury unanimously approved the request, in an email received April 5, 2019, requesting that the Police Jury adopt Resolution 2019-007 – A Resolution in Opposition of a State Centralized Collecting Agent.

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**A RESOLUTION IN OPPOSITION OF ALL PROPOSED LEGISLATION THAT TRANSFERS THE ADMINISTRATION AND COLLECTION OF LOCAL SALES & USE TAXES TO THE LOUISIANA DEPARTMENT OF REVENUE.**

**RESOLUTION #2019-007**

**WHEREAS**, the Constitution of the State of Louisiana grants local governments the right to levy and collect local sales and use taxes;

**WHEREAS**, there are several constitutional amendments and bills introduced in the 2019 Regular Legislative Session that would transfer collection responsibility of local sales and use tax levies to the state Department of Revenue; and

**WHEREAS**, local taxing authorities possess the best knowledge and experience to properly collect its own taxes and have a proven record of proactive advancements in the areas of enforcement, audit coverage, dispute resolution, reporting technology and successful litigation; and

**WHEREAS**, the state of Louisiana's budget issues do not offer prospects for the Department of Revenue to have sufficient resources to provide the necessary taxpayer assistance, enforcement programs and training of its employees on the specific application or local sales and use tax ordinances without significant cost contributions from local governments, thereby resulting in the direct and indirect loss of local tax receipts; and

**WHEREAS**, many local taxing authorities have issued bonded indebtedness guaranteed by the passage locally adopted sales and use tax levies, collection of said levies the direct responsibility of local governments, and which transfer of that responsibility to a state agency may generate legal challenges and jeopardize future bond issues; and

**WHEREAS**, the central local collector in each parish is directly responsible to the local taxing authorities and their elected officials for the performance of local tax administration, and the Secretary Revenue being an appointee of the Governor of the state, uncertainty exist as to who in the Department of Revenue will be accountable to local taxing authorities for the performance of such critical local tax administration,

**NOW THEREFORE**, be it resolved that the Claiborne Parish Police Jury as a local taxing authority and /or governing body, that each member of the legislative delegation for the Parish of Claiborne is urged to vigorously oppose any and all proposed legislation that transfers the administration and collection of local sales and use taxes to the Louisiana Department of Revenue; and

**BE IT FURTHER RESOLVED** that a copy of this resolution be sent forthwith to said legislators so that they will be made aware of our position on this matter,

The foregoing motion was offered by Paul Cook, seconded by Mark Furlow.

I the undersigned Secretary-Treasurer of the Claiborne Parish Police Jury, hereby certify that the foregoing resolution was duly adopted following a roll call vote on April 10, 2019 in a legally convened session:

YEAS: (9) Laird, Furlow, Gray, Williams, Cook, Davidson, Merritt, Dowies and Young

NAYS: (0) None

ABSENT: (1) Sanders

/s/Dwayne R. Woodard

Secretary-Treasurer

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President Scott Davidson read aloud a notice that the Town of Haynesville in conjunction with the LMA will offer the required Sexual Harassment Training on Friday, April 26, 2019 at 10:00 am at the Fair Barn.

Upon motion by Gil Dowies, duly seconded by Paul Cook, the Jury unanimously approved the request from Postmaster Fred Young, in a letter received April 8, 2019, requesting permission to use the Jury Chambers on the morning of April 25, 2019 at 9:00 am for a reception honoring Mr. James A. Austin who is retiring after 35 years of service to the USPS in the Athens area.

Upon motion by Paul Cook, duly seconded by Rev. Willie Young, the Jury unanimously approved a Resolution of Honor for Mr. James A. Austin for his over 35 years of dedicated service to the USPS and the people of Athens and Claiborne Parish. Mr. Austin is 87 years-old.

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IN HONOR  
A RESOLUTION OF APPRECIATION & GRATITUDE  
PRESENTED TO  
MR. JAMES A. AUSTIN OF THE UNITED STATES POSTAL SERVICE

WHEREAS, the Claiborne Parish Police Jury wishes to officially recognize JAMES A. AUSTIN for his dedication and service to the citizens of Claiborne Parish during his thirty-five (35) plus years of public service as a rural mail carrier; and

WHEREAS, James A. Austin has served with distinction the citizens of the Athens community from 1984 up until his retirement in 2019; and

WHEREAS, Mr. Austin’s career has been a shining example to the Postal Service’s Motto of *“Neither snow nor rain nor heat nor gloom of night stays these couriers from the swift completion of their appointed rounds”*; and

WHEREAS, the members of the Claiborne Parish Police Jury, both collectively, individually and severally, wish to recognize Mr. James A. Austin’s successful career as rural mail carrier for the United States Postal Service in the Athens community of Claiborne Parish;

NOW, THEREFORE BE IT RESOLVED, by the members of the Claiborne Parish Police Jury meeting in regular session on this the 10<sup>th</sup> day of April, 2019, that it wishes to record for posterity in the Minutes of the Claiborne Parish Police Jury, that it declares April 25<sup>th</sup> of 2019 “James A. Austin Day” in Claiborne Parish Louisiana for service to the citizens of Claiborne Parish and the USPS; and

FURTHER BE IT RESOLVED, that each member of the Claiborne Parish Police Jury puts his hand to this Resolution and wishes to express in the form of its content this permanent record to be on file and made a permanent record of the proceedings of the Claiborne Parish Police Jury this day.

Upon a motion by Paul Cook and duly seconded by Rev. Willie J. Young, Sr. this motion was unanimously carried and officially adopted by the Claiborne Parish Police Jury meeting in regular session convened on Wednesday, April 10, 2019.

/s/Dwayne R. Woodard  
Secretary-Treasurer

/s/Scott Davidson  
President

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At this time, President Scott Davidson presented the following Resolutions requested by Gary N. Fontana with GNF Management, in a letter received April 9, 2019, requesting that the Police Jury adopt the following resolutions for the FY 2020-2021 LCDBG Grant Fund Cycle.

Upon motion by Gil Dowies, duly seconded by Kevin Gray, the Jury unanimously approved Resolution 2019–008 – Resolution Adopting the Citizen Participation Plan/Compliant Procedure and Appointing the Secretary-Treasurer as the Citizen Complaint Officer.

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RESOLUTION 2019-008

FY 2020-2021 LOUISIANA COMMUNITY DEVELOPMENT BLOCK GRANT (LCDBG)  
PROGRAM CITIZEN PARTICIPATION PLAN/CITIZEN COMPLAINT OFFICER

WHEREAS, the Claiborne Parish Police Jury is applying to the Louisiana Community Development Block Grant (LCDBG) program FY2020-FY2021.

WHEREAS, the LCDBG Grant applications requires the Claiborne Parish Police Jury to adopt a Citizen Participation Plan/Citizen Complaint Officer for compliance with the LCDBG Program.

WHEREAS, the Claiborne Parish Police Jury is willing to compile a Citizen Participation Plan and recommends Dwayne R. Woodard as Citizen Complaint Officer for compliance with the LCDBG program.

BE IT RESOLVED, that the Claiborne Parish Police Jury does hereby adopt a Citizen Participation Plan and appoints Dwayne R. Woodard as Citizen Complaint Officer for compliance with the LCDBG program FY2020 – FY2021.

Upon motion by Gil Dowies, seconded by Kevin Gray, this motion was carried and officially adopted by the Claiborne Parish Police Jury in our regular scheduled session on Wednesday, April 10, 2018.

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

Nays – (0) None

Abstain – N/A

Absent – (1) Sanders

/s/Dwayne R. Woodard  
Secretary-Treasurer

/s/Scott Davidson  
President

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Upon motion by Gil Dowies, duly seconded by James Laird, the Jury unanimously approved Resolution 2019-009 – Resolution Authorizing the President to Proceed with the Development of the LCDBG Proposal.

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RESOLUTION 2019-009

FY 2020-FY2021 LOUISIANA COMMUNITY DEVELOPMENT BLOCK GRANT (LCDBG) PROGRAM APPLICATION PROCEDURES

WHEREAS, the Claiborne Parish Police Jury is submitting an application for the FY2020-FY2021 LCDBG Program; and

BE IT RESOLVED, that the President of the Claiborne Parish Police Jury is authorized to proceed with the development of the LCDBG application taking into consideration views and proposals submitted by citizens that attended the public hearing as well as those that were unable to attend and views of the governing body (possible discussion to choose from).

BE IT FURTHER RESOLVED, the application will be submitted for one of the following activities (Project Severity Due June 7, 2019):

Sewer Treatment	\$1,200,000
New Sewer Collection	\$1,000,000
Existing Sewer Collection Rehab	\$1,000,000
Potable Water	\$1,000,000
Streets	\$800,000

Upon motion by Gil Dowies, duly seconded by James Laid this motion was carried and officially adopted by the Claiborne Parish Police Jury in our regular scheduled session on Wednesday, April 10, 2019.

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

Nays – (0) None

Absent – (1) Sanders

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 James Laird, the Jury unanimously approved Resolution 2019–010 – Resolution that a Procurement Policy be Adopted for Compliance with the LCDBG Program.

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RESOLUTION 2019-010

A RESOLUTION ADOPTING THE PROCUREMENT POLICY FOR THE FY2020-FY2021 LCDBG PROGRAM APPLICATION

The following motion is submitted for consideration in regards to the FY2020 - FY2021 Louisiana Community Development Block Grant (LCDBG) program.

Therefore, Be It Resolved, that the Claiborne Parish Police Jury does hereby adopt a Procurement Policy for compliance with the LCDBG Program.

Upon a motion by Paul Cook and duly seconded by James Laird this motion was carried and officially adopted by the Claiborne Parish Police Jury meeting in regular session convened on Wednesday, April 10, 2019.

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

Nays – (0) None

Abstain – N/A

Absent – (1) Sanders

/s/Dwayne R. Woodard  
Secretary-Treasurer

/s/Scott Davidson  
President

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Upon motion by Kevin Gray, duly seconded by James Laird, the Jury unanimously approved Resolution 2019 – 011 – Resolution Authorizing the President to Proceed with the Procurement and Selection of Professional Services for the Purpose of Assisting and Development of the LCDBG Proposal.

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RESOLUTION 2019–011

AUTHORIZING THE CHIEF ELECTED OFFICIAL TO PROCEED WITH THE PROCUREMENT AND SELECTION OF PROFESSIONAL SERVICES FOR THE PURPOSE OF ASSISTING IN THE DEVELOPMENT OF THE LCDBG APPLICATION AND IMPLEMENTATION OF THE PROJECT

WHEREAS, the Claiborne Parish Police Jury is submitting an application for the FY2020–FY2021 Louisiana Community Development Block Grant (LCDBG) program; and

WHEREAS, Claiborne Parish Police Jury understands the need to authorize the Chief Elected Official to proceed with the Procurement and selection of professional services for the purpose of assisting the development of the LCDBG application and implementation of the project.

WHEREAS, Mr. Scott Davidson is the Chief Elected Official to act and sign documents regarding the FY2020–FY2021 LCDBG application on behalf of the Claiborne Parish Police Jury.

BE IT RESOLVED, the Claiborne Parish Police Jury does hereby appoint Scott Davidson who is our Chief Elected Official to act on behalf of the Claiborne Parish Police Jury in regards the procurement and selection of professional services for the purpose of assisting in the development of the LCDBG application and implementation of the project.

Upon motion by Kevin Gray, duly seconded by James Laird, this motion was carried and officially adopted by the Claiborne Parish Police Jury meeting in our regular scheduled session on Wednesday, April 10, 2019.

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

Nays – (0) None

Abstain – N/A

Absent – (1) Sanders

/s/Dwayne R. Woodard  
Secretary-Treasurer

/s/Scott Davidson  
President

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President Scott Davidson reminded all Jurors that their Personal Financial Disclosure forms for 2018 are due by May 15, 2019.

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

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

President Scott Davidson reminded all Jurors that Bosch & Statham began the field work for the Parish’s annual audit on Monday, April 8, 2019.

President Scott Davidson read aloud a notice that effective July 1, 2019, the employer contribution of the DARS retirement will increase from 1.25% to 4.00% for the period July 1, 2019 to June 30, 2020.

Upon motion by James Laird, duly seconded by Keven Gray, the Jury unanimously approved the driveway repair requests under the Parish’s Hardship Policy for the following: Jo Ann Kennedy of 128 Country Loop, Mary Kennedy of 134 Country Loop, Georgia Kennedy of 164 Country Loop, and Mary Stanley of 130 Country Loop – all are in Claiborne Parish, but, have Bernice addresses. Road Superintendent Tommy Durrett stated that all paperwork has been verified and they qualify for this hardship.

Upon motion by Kevin Gray, duly seconded by AD Williams, the Jury unanimously approved the Parish’s 3-year Transportation Plan as required per the Parish Transportation Act.

Upon motion by Kevin Gray, duly seconded by Mark Furlow, the Jury unanimously approved the setting of the date for the public hearing for the abandonment and removal of the entirety of Shaw Spur Rd. (Parish Road #92) from the Parish Road System – Wednesday, May 8, 2019 at 9:00 am in the Jury Conference Room.

Upon motion by James Laird, duly seconded by AD Williams, the Jury unanimously approved the setting of the date for the public hearing for the abandonment and removal of the entirety of Greenwood Place Road (Parish Road #474) from the Parish Road System – Wednesday, May 8, 2019 at 9:00 am in the Jury Conference Room.

Upon much motion by Joe Merritt, duly seconded by Rev. Willie Young, the Jury tabled until May 8, 2019, the request from Mr. Jim Ross, Manager of Kinnebrew Land, LLC, in a letter received April 2, 2019, requesting that the Parish start the process for the abandonment and removal of a portion of Clear Lake Road (Parish Road #327) beginning at Hwy 79 and running approximately 1.3 miles. Rev. Willie Young and Joe Merritt were against closing that section of the road and Rev. Young stated that he felt the damage from the logging companies on the road should be repaired/paid for by the contractor who cut the timber. After much discussion, the motion was table until next month, so all jurors could examine the road and have a better understanding of the situation and request.

Upon motion by Gil Dowies, duly seconded by Mark Furlow, the Jury unanimously approved, upon recommendation from the Roads Committee, the 2019-2020 Employee renewal rates for the parish employees' health insurance as submitted by Blue Cross Blue Shield of Louisiana. (Renewal rates decreased by 1.67% over the current year rates)

Upon motion by Gil Dowies, duly seconded by Mark Furlow, the Jury unanimously approved, upon recommendation from the Roads Committee, that the Police Jury contract DINA Dental to provide elective dental insurance for the 2019-2020 year due to an average savings of approximately 10%. (Parish was previously with Starmount/Always Care).

Upon motion by Mark Furlow, duly seconded by Kevin Gray, the Jury unanimously approved, upon motion by the Roads Committee, to enter into an agreement with Mrs. Shelia Kirkpatrick to mow and upkeep the adjudicated property on Dawson St, Haynesville, LA.

At this time, Parish Coroner, Dr. Mark Haynes gave his monthly report: There were 10 deaths – (2) ER, (1) Autopsy, (2) On Scene, (5) w/o autopsy, and (3) CEC's.

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**ITEM #22 – April 10, 2019 – AGENDA**

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

1. LGAP Projects –

CPPJ – Pine Hill Water System  
Contract #1516-CLB-0001 Amount \$21,500  
Project – repaint exterior of elevated storage tank located on Hwy 70  
Status – Repairs complete, reimbursement and close-out documents submitted  
reimbursement received.

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 - awarded



2. CWEF Projects

Leatherman Creek Water System  
Contract #1415-CWEF-CLB-0001 Amount - \$25,000  
Project – Repair and rehab of ground storage tank  
Status – Construction complete, applying for reimbursement

3. Sales Tax Collections for February 2019 – net of \$32,293 from gross collections of \$33,154  
Net sales tax collections for January 2019 – \$46,066 – decrease \$-13,773 (-29.90%)  
Net sales tax collections for February 2018 - \$39,046 – decrease \$-6,753 (-17.29%)

4. Cash position at March 31, 2019 - \$9,055,096  
Cash position at March 31, 2018 - \$8,977,403 (increase of \$77,693)  
Cash position at February 28, 2019 - \$9,380,659 (decrease of \$-325,563)

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

5. Total Receipts for the month of March 2019 – \$281,032

6. Upcoming important dates and meetings –

4/11 – Economic Development Board Meeting  
4/15 – PEMAC (OEP) Meeting  
4/23 – OPCS Meeting  
4/25 – CPHSD #3 Meeting  
4/26 – Sexual Harassment Training  
4/29 – Committee Meeting (tentative)  
5/8 – Regular Meeting

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**Public Comments:**

Town of Homer District #2 Councilman, Mr. Johnny West addressed the Jury and requested help with the ditch on West 4<sup>th</sup> Street and the fact that there was no room for 2 cars to pass. President Scott Davidson, along with Road Superintendent Tommy Durrett told Mr. West to request this work to be done thru the Town of Homer to the Parish under the Town’s Ad Valorem Tax Credit.

Upon motion by James Laird, duly seconded by Kevin Gray the meeting was adjourned.

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Dwayne R. Woodard  
Secretary–Treasurer

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Scott Davidson  
President