

MINUTES  
Of the Regular Meeting, of  
The Claiborne Parish Police Jury  
10:00 a.m.  
5-5-2021  
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 5<sup>th</sup> of May 2021. On being called to order by President, Scott Davidson, the following Jurors were present:

Mark Furlow, Kevin Gray, Mary McDaniel, Paul Cook, Joseph Merritt, Gil Dowies and Rev. Willie Young were present.

The following Jurors were absent: District 1 Juror James Laird and District 8 Juror Tommy Sanders

There were 13 others in attendance which included Secretary-Treasurer Dwayne R. Woodard, Parish Road Superintendent Tommy Durrett, Director of Libraries Mrs. Pam Suggs, Parish Library Historian Mr. Wesley Harris, Claiborne Parish Sheriff Deputies Brian Driscoll, Brian Pepper, and Walter Johnson, Claiborne Parish Tax Assessor Bob Robinson, District Attorney Danny Newell, Parish Coroner Dr. Mark Haynes, Jimmy Hand of Main Street, Mrs. Kathy Hightower and Jackie Tripp with the Guardian Journal.

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

President Scott Davidson called the meeting to order.

The meeting was opened with a word of prayer led by Rev. Willie Young, followed by the Pledge of Allegiance led by Paul Cook.

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

Upon motion by Gil Dowies, duly seconded by Mark Furlow, the Jury unanimously approved the following consent agenda:

**Consent Agenda**

1. Approval of the April 7, 2021 regular meeting minutes.
2. Payment of the April 2021 bills as approved by the Claims Committee.
3. Request from the Village of Athens, in a letter received April 23, 2021, requesting assistance on road repair on Pike Street. Work is to be performed under the Village's ad valorem tax credit.
4. Request from the Town of Haynesville, in a letter dated April 23, 2021, requesting two loads of cold mix and one load of pit run. Work is to be performed under the Town's ad valorem tax credit.

**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, 2021.

President Scott Davidson reminded everyone that one (1) hour of Preventing Sexual Harassment Training is required to be completed by December 31, 2021 by all Parish Employees – Department Heads and Jury Officers have a two (2) hour training requirement.

President Scott Davidson read aloud a notice that the 2021 PJAL Convention has been postponed until Mary 12-14 and will be held at the Crowne Plaza in Baton Rouge. If you are interested, please contact Leigh Ann or Shelia.

Reminder – Jurors personal financial disclosure statement for 2020 is due by May 15, 2021.

President Scott Davidson read aloud the notice that the Parish has been awarded the 2021 LCDBG Grant for the Norton Shop Water System for \$381,080.

Upon motion by Mark Furlow, duly seconded by Kevin Gray, the Jury unanimously awarded the highest qualified legally advertised bids on the (2) surplus diesel generators to JJ Merchant of Purvis Mississippi in the amount of \$1,377 for 125 kw SN71665 generator and \$577 for the 25kw SN0962N2 generator.

Upon motion by Mary McDaniel, duly seconded by Gil Dowies, the Jury unanimously approved Resolution 2021-012 – A Resolution to Grant Express Authority to Legal Representative to Sign Uninsured/Underinsured Motorist Bodily Injury Coverage Form.

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**RESOLUTION 2021-012**

**TO GRANT EXPRESS AUTHORITY  
TO LEGAL REPRESENTATIVE TO SIGN  
UNINSURED/UNDERINSURED MOTORIST BODILY INJURY COVERAGE FORM**

WHEREAS the Claiborne Parish Police Jury (the “Police Jury”) desires to reject Uninsured/Underinsured Motorists Bodily Injury Coverage (“UMBI”) by completing the Uninsured/Underinsured Motorist Bodily Injury Coverage Form (the “UM Rejection Form”) issued by the Louisiana Department of Insurance;

WHEREAS, pursuant to La. R.S. 22:1295, a legal representative of the Police Jury is authorized to sign the UM Rejection Form;

NOW, THEREFORE, BE IT RESOLVED that the Police Jury hereby expressly authorizes Dwayne R. Woodard (the “Legal Representative”), who serves as the Secretary/Treasurer for the Police Jury, to act as the legal representative for the Police Jury in completing and signing the UM Rejection Form.

BE IT FURTHER RESOLVED that the Legal Representative is hereby expressly authorized to reject UMBI on behalf of the Police Jury.

Said Resolution having been introduced and considered on the 5th day of May 2021 upon motion of Mary McDaniel and duly seconded by Gil Dowies; public hearing on said Resolution having been held; the title of said Resolution having been read; said Resolution having been considered, and a record vote having been taken, the results of which were:

YEAS: (8) Furlow, Gray, McDaniel, Cook, Davidson, Merritt, Dowies and Young

NAYS: (0) None

ABSENT: (2) Laird and Sanders

ABSTAIN: N/A

THUS DONE AND ADOPTED at regular meeting of the Claiborne Parish Police Jury, Claiborne Parish, Louisiana, on the 5th day of May 2021.

/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 2021 – 013 – A Resolution Approving the Holding of an Election in Claiborne Parish Wards 2 and 3 Recreation District of the Parish of Claiborne State of Louisiana, on Saturday, October 9, 2021, to Authorize the Levy of a Special Tax Therein...

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The following resolution was offered by Paul Cook and seconded by Kevin Gray:

**RESOLUTION 2021-013**

A resolution approving the holding of an election in Claiborne Parish Wards 2 and 3 Recreation District of the Parish of Claiborne, State of Louisiana, on Saturday, October 9, 2021, to authorize the levy of a special tax therein.

WHEREAS, the Board of Commissioners of Claiborne Parish Wards 2 and 3 Recreation District of the Parish of Claiborne, State of Louisiana (the "Governing Authority"), acting as the governing authority of Claiborne Parish Wards 2 and 3 Recreation District of the Parish of Claiborne, State of Louisiana (the "District"), adopted a resolution on March 23, 2021, calling a special election in the District on Saturday, October 9, 2021, to authorize the levy of a special tax therein; and

WHEREAS, the governing authority of the District has requested that this Police Jury, acting as the governing authority of the Parish of Claiborne, State of Louisiana, give its consent and authority for the District to hold the aforesaid election, and in the event that the election carries to continue to levy and collect the special tax provided for therein; and

WHEREAS, as required by Article VI, Section 15 of the Constitution of the State of Louisiana of 1974, it is now the desire of this Police Jury to approve the holding of said election and in the event that the election carries, to continue to levy and collect the special tax provided for therein;

NOW, THEREFORE, BE IT RESOLVED by the Police Jury of the Parish of Claiborne, State of Louisiana, acting as the governing authority of said Parish, that:

SECTION 1. In compliance with the provisions of Article VI, Section 15 of the Constitution of the State of Louisiana of 1974, and in accordance with the request of the Board of Commissioners of Claiborne Parish Wards 2 and 3 Recreation District of the Parish of Claiborne, State of Louisiana, this Police Jury hereby approves the holding of an election in the District, on Saturday, October 9, 2021, at which election there will be submitted the following proposition, to-wit:

**CLAIBORNE PARISH WARDS 2 AND 3 RECREATION DISTRICT  
(TAX CONTINUATION)**

Shall Claiborne Parish Wards 2 and 3 Recreation District of the Parish of Claiborne, State of Louisiana (the "District"), continue to levy a special tax of five (5) mills on all the property subject to taxation in the District (an estimated \$213,800 reasonably expected at this time to be collected from the levy of the tax for an entire year), for a period of ten (10) years, beginning with the year 2021 and ending with the year 2030, for the purpose of maintaining and operating the

District's recreational facilities, for purchasing of necessary equipment and paying the cost of maintaining and supervising the recreational facilities?

SECTION 2. In the event the election carries, this Police Jury does hereby further consent to and authorize the District to continue to levy and collect the special tax provided for therein.

This resolution having been submitted to a vote, the vote thereon was as follows:

<u>MEMBERS</u>	<u>YEAS</u>	<u>NAYS</u>	<u>ABSENT</u>	<u>ABSTAINING</u>
James Laird			X	
Mark Furlow	X			
Kevin Gray	X			
Mary McDaniel	X			
Paul R. Cook	X			
Scott Davidson	X			
Joseph Merritt, Jr.	X			
Tommy Sanders			X	
Gil Dowies	X			
Willie J. Young, Sr.	X			

And the resolution was declared adopted on this, the 5<sup>th</sup> day of May, 2021.

/s/ Dwayne R. Woodard  
Secretary-Treasurer

/s/ Scott Davidson  
President

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Upon motion by Gil Dowies, duly seconded by Mary McDaniel, the Jury unanimously approved Resolution 2021-014 – A Resolution Granting Express Authority to President Scott Davidson to Enter into and Sign any and All Necessary Documents with LADOTD Concerning State Project No. H0139 Federal Aid Project No. H013979 La Hwy 518 Near Athens, Claiborne Parish

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**RESOLUTION 2021-014**

**A RESOLUTION TO GRANT EXPRESS AUTHORITY TO LEGAL REPRESENTATIVE TO ENTER INTO AND SIGN ANY AND ALL NECESSARY DOCUMENTS RELATED TO STATE DOTD PROJECT No. H.013979 LA HWY 518, LOCAL BRIDGES NEAR ATHENS, CLAIBORNE PARISH**

WHEREAS the Claiborne Parish Police Jury (the “Police Jury”) desires to enter into an agreement with LADOTD for the replacement of three bridges on La Hwy 518, near Athens, Claiborne Parish. These bridges are RN #016650 (La 518 Drain), RN #016910 (White Creek) and RN #301226 (Keen Rd-Cox Creek);

NOW, THEREFORE, BE IT RESOLVED that the Police Jury hereby expressly authorizes Scott Davidson (the “Legal Representative”), who serves as the President for the Police Jury, to act as the legal representative for the Police Jury in entering and signing said agreement.

BE IT FURTHER RESOLVED that the Legal Representative is hereby expressly authorized to sign said agreement on behalf of the Police Jury.

Said Resolution having been introduced and considered on the 5th day of May 2021 upon motion of Gil Dowies and duly seconded by Mary McDaniel; public hearing on said Resolution having been held; the title of said Resolution having been read; said Resolution having been considered, and a record vote having been taken, the results of which were:

YEAS: (8) Furlow, Gray, McDaniel, Cook, Davidson, Merritt, Dowies and Young

NAYS: (0) None

ABSENT: (2) Laird and Sanders

ABSTAIN: N/A

THUS DONE AND ADOPTED at regular meeting of the Claiborne Parish Police Jury, Claiborne Parish, Louisiana, on the 5th day of May 2021.

/s/Dwayne R. Woodard  
Secretary-Treasurer

/s/Scott Davidson  
President

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Upon motion by Rev. Willie Young, duly seconded by Kevin Gray, the Jury unanimously approved the request from the Claiborne Parish Library Board of Control, in a letter dated April 20, 2021, authorizing the Police Jury to offer \$265,000 (two hundred and sixty-five thousand dollars) to the designated officials of Capital One N.A. for the purchase of the vacant Haynesville Capital One Branch and Drive-thru for use as a potential branch site of the Joe Webb Memorial Library.

Upon motion by Mark Furlow, duly seconded by Gil Dowies, the Jury unanimously approved Resolution 2021-015 – 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 Capital One Properties in Haynesville, LA for use by the Claiborne Parish Library Board of Control.

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RESOLUTION 2021-015

A RESOLUTION AUTHORIZING THE PRESIDENT AND SECRETARY-TREASURER TO SIGN DOCUMENTS ON BEHALF OF CLAIBORNE PARISH CONCERNING THE AQUISITION OF THE CAPITAL ONE N.A. PROPERTIES IN HAYNESVILLE, LA FOR USE BY THE CLAIBORNE PARISH LIBRARY BOARD OF CONTROL

WHEREAS, the Claiborne Parish Police Jury has tendered and offer of \$265,000 and entered into a PSA with Capital One N.A. for the purchase of the vacant bank locations which are identified as the “Main Branch” located at 1914 Main Street and the “Drive Thru” located at 9999 Hwy 79, Haynesville, LA for the purpose of re-locating the Joe Webb Memorial Library;

BE IT HEREBY RESOLVED that the Claiborne Parish Police Jury AUTHRORIZES 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 Capital One N.A. including the establishment and payment of any escrow/earnest deposits required form said transaction;

Upon a motion by Mark Furlow 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, May 5, 2021.

Yeas – Furlow, Gray, McDaniel, Cook, Davidson, Merritt, Dowies and Young

Nays – (0) None

Abstain – N/A

Absent – (2) Laird and Sanders

/s/Dwayne R. Woodard  
Secretary-Treasurer

/s/Scott Davidson  
President

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Upon motion by Paul Cook, duly seconded by Joseph Merritt, the Jury unanimously approved the request from Secretary-Treasurer, Dwayne R. Woodard to open an interest-bearing bank account (as required by the US Treasury Guidelines for Recovery Funds) at First Guaranty Bank for the electronic deposit of monies that will be received by the Parish through the American Rescue Plan. The Parish is projected to receive an estimated \$3,039,100.

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

Upon motion by Kevin Gray, duly seconded by Gil Dowies, the Jury unanimously approved the purchase of the Hiperweb Software Program which includes a one-time set-up fee in the amount of \$4,800 and then \$4,800 annually for the road maintenance software program for the Hwy Department.

Upon motion by Joseph Merritt, duly seconded by Mark Furlow, the Jury unanimously approved the Claiborne Parish Road Department to begin working the 4/10's daily work schedule beginning Monday, May 10<sup>th</sup> for the summer work season.

The Parish will be obtaining quotes for the replacement of the floor coverings in the Office of Community Services Building.

President Scott Davidson announced that Coroner Dr. Mark Haynes was unable to attend this morning's meeting due to the fact he was having a small medical procedure this morning and that he will give the May report at the June Police Jury meeting.

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**ITEM #24 – May 5, 2021 – AGENDA**

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

1. LGAP Projects –

No open grant contracts at this time.

2. CWEF Projects

Lisbon 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 and work is completed.

3. Sales Tax Collections for March 2021 – net of \$57,665 from gross collections of \$59,292  
Net sales tax collections for February 2021 – \$39,875 – increase \$17,790 (44.61%)  
Net sales tax collections for March 2020 - \$53,637 – increase \$4,028 (7.51%)

4. Cash position at April 30, 2021 - \$10,310,033  
Cash position at March 31, 2021 - \$10,251,408 (increase of \$58,625)  
Cash position at April 30, 2020 - \$9,479,114 (increase of \$830,919)

See Deposit Balances by Institution for breakdown at April 30, 2021 –

5. Total Receipts for the month of April 2021 – \$603,474

6. Upcoming important dates and meetings –

5/11 – Construction Progress Meeting @ CID

5/13 – Economic Development Board

5/18 – Construction Progress Meeting @ CID

5/25 - Construction Progress Meeting @ CID

5/27 – CPHSD #3 Meeting

6/01 – Construction Progress Meeting @ CID

6/09 – Regular Meeting

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**Additional Public Comments:**

There were no additional public comments at this time.

Upon motion by Mary McDaniel, duly seconded by Paul Cook the meeting was adjourned.

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Dwayne R. Woodard  
Secretary–Treasurer

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Scott Davidson  
President