

MINUTES  
Of the Regular Meeting, of  
The Claiborne Parish Police Jury  
10:00 a.m.  
June 10, 2020  
Police Jury Chambers  
507 West Main Street  
Homer, LA 71040

**\*\*\*NOTICE\*\*\* While this is a public meeting and open to the public – the Police Jury will be limiting admittance to the meeting based on 50% of the Fire Marshal’s stated capacity. The Police Jury will also strongly suggest all those in attendance to wear a mask or face covering and to practice social distancing. The Claiborne Parish Police Jury humbly requests that if you have a fever, shortness of breath or other cold or flu-like symptoms that you do not attend this public meeting. The meeting will be streamed live via our Facebook Page @ClaiborneParish; public questions and/or comments can be texted to (318)518-8490 during the meeting. Minutes of the meeting will be available and posted on line at [www.claiborneparish.org](http://www.claiborneparish.org)**

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 20<sup>th</sup> of June 2020. On being called to order by Vice-President Mark Furlow, the following Jurors were present:

James Laird, Kevin Gray, Mary McDaniel, Paul Cook, Tommy Sanders, Gill Dowies, and Rev. Willie Young, Sr.

President Scott Davidson and District #7 Juror, Joe Merritt, Jr. were absent.

There were 18 others in attendance which included, Secretary-Treasurer Dwayne R. Woodard, Parish Road Superintendent Tommy Durrett, Sheriff Ken Bailey, Claiborne Parish Coroner Dr. Mark Haynes, OEP Director Dennis Butcher, Parish Clerk of Court Brian Flynn, Sheriff-Elect Sam Dowies, Parish Engineer Randal Smoak, Claiborne Parish 4-H Chair Mrs. Teresa Raley, CMMC CEO Mrs. Tina Haynes, CMMC Director of Nursing Mrs. Kristi Copeland, TOH Mayor Xanthe Seals, Mr. David Greene of Republic Services, Mr. Randy Crittendon of Haynesville, Mr. Jerry Whitton of Homer, Ms. Yonlanda Coleman of Haynesville, Mr. Mark Crenshaw of Homer, and District A Judge Candidate Walter May of Jonesboro.

The meeting was opened with a word of Prayer led Mary McDaniel, followed by the Pledge of Allegiance led by Paul Cook.

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

Upon motion by Gil Dowies, duly seconded by Tommy Sanders, the Jury unanimously approved the consent agenda as follows:

**Consent**

1. Approval of the May 6, 2020 regular meeting minutes.
2. Approval of the May 2020 bills as approved by the Claims Committee.

Upon Motion by Kevin Gray, duly seconded by Paul Cook, the Jury unanimously approved the amendments to the agenda to include the following:

1. Notice – per letter received May 19, 2020, from the State of Louisiana, Office of Community Development, the Police Jury’s FY 2020 LCDBG Grant Application did not make the list for the initial funding announcements.

2. Notice – per a letter received June 1, 2020, from Claiborne Parish Tax Assessor Bob Robinson, it’s time to plan and set millages for the 2020 year – he reminds everyone this is a Reassessment Year.
3. Request from Secretary-Treasurer Dwayne R. Woodard to re-appoint The Guardian Journal as the Official Journal of the Claiborne Parish Police Jury for the period July 1, 2020 to June 30, 2021 since it is the only qualifying weekly publication in operation in the Parish and the only publication that meets the requirements as defined by La R.S. 43:150 and La R.S. 43:174.
4. Request from Claiborne Parish Hospital Service District No. Three, in a letter received June 4, 2020, requesting that the Police Jury re-appoint Mr. Sherman Brown to the board for a four-year period ending December 31, 2023.
5. Resolution 2020-010 – A Resolution Temporarily Moving the Polling Place for Claiborne Parish Voting Precincts 3, 21, 31, 34, 35, 36 and 37 (a total of 11 voting machines) from the Haynesville Fair Barn at 1563 Fairgrounds Drive, Haynesville LA to the Haynesville High School Cafeteria located at 9931 US Hwy 79, Haynesville LA for the elections on July 11, 2020 and August 15, 2020 due to scheduling conflicts with the Fair Barn.

At this time Vice-President Furlow requested that the Jury handle the amendments to the agenda.

Upon motion by Gil Dowies, duly seconded by Tommy Sanders, the Jury unanimously approved the notification letter, received on May 19, 2020, from the State of Louisiana Office of Community Development, that the Police Jury’s FY2020 Grant Application did not make the list for the initial funding announcements.

Vice-President Mark Furlow read aloud a notice from Tax Assessor Bob Robinson, received on June 1, 2020, that it is time to plan and set millages for the 2020 year, as well as reminding everyone that this year is Reassessment Year.

Upon motion by Paul Cook, duly seconded by Kevin Gray, the Jury unanimously approved the request from Secretary-Treasurer Dwayne Woodard to re-appoint The Guardian Journal as the Official Journal of the Claiborne Parish Police Jury for the period of July 1, 2020 to June 30, 2021, since it it’s the only qualify weekly publication in operation in the Parish and the only publication that meets the requirements as defined by La R.S. 43150 and La R.S. 43:174.

Upon motion by Paul Cook, duly seconded by Gil Dowies, the Jury unanimously passed Resolution 2020 – 010 – A Resolution Temporarily Moving Claiborne Parish Voting Precincts 3, 21, 31, 34, 35, 36, and 37 (a total of 11 voting machines) from Haynesville Fair Barn at 1563 Fairgrounds Drive, Haynesville, LA to the Haynesville High School Cafeteria located at 9931 US Hwy 79, Haynesville, LA for the elections on July 11, 2020 and August 15, 2020 due to scheduling conflicts with the fair barn caused by COVID-19 stay home order. Per the request by District 10 Juror Rev. Young, the resolution is not to be submitted to the Secretary of State until Clerk of Court Brian Flynn verifies with the Town of Haynesville that they are unwilling to move/reschedule the weddings that are causing the conflicts for those dates. (Upon the Clerk’s verification with the Town, they were unwilling to consider asking the renters of the Fair Barn to change their dates that conflicted with the elections.)

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RESOLUTION 2020-010

A RESOLUTION TEMPORARILY MOVING THE POLLING PLACE FOR CLAIBORNE PARISH VOTING PRECINCTS #3, 21, 31, 34, 35, 36 & 37 FROM THE HAYNESVILLE FAIR BARN BILDING TO THE HAYNESVILLE HIGH SCHOOL CAFETERIA FOR THE ELECTIONS OF SATURDAY, JULY 11, 2020 AND SATURDAY, AUGUST 15, 2020

WHEREAS the COVID-19 Virus postponed and forced regularly scheduled elections to be re-scheduled across the State; and

WHEREAS the rescheduled elections of July 11, 2020 and August 15, 2020 have caused scheduling conflicts with the Haynesville Fair Barn Building located at 1563 Fairgrounds Drive, Haynesville, LA which serves as the polling place for Claiborne Parish Voting Precincts No. 3, 21, 31, 24, 35, 36 and 37; and

WHEREAS the Claiborne Parish School Board has graciously offered use of the Haynesville High School Cafeteria located at 9931 US Hwy 79, Haynesville LA to serve as a temporary polling place for the elections scheduled on July 11 and August 15, 2020 and

NOW, THEREFORE BE IT RESOLVED by the Claiborne Parish Police Jury, that the Haynesville High School Cafeteria be hereby designated as the polling place for Claiborne Parish Voting Precincts No. 3, 21, 31, 34, 35, 36 & 37 and shall effective for all purposes on the elections of July 11 and August 15, 2020.

Upon a motion by Paul Cook and duly seconded by Gil Dowies this motion was carried and officially adopted by the Claiborne Parish Police Jury meeting in a legally convened special called session on Wednesday, June 10, 2020.

Yeas – (8) Laird, Furlow, Gray, McDaniel, Cook, Sanders, Dowies and Young

Nays – (0) None

Absent – (2) Davidson and Merritt

Abstain – N/A

/s/Dwayne R. Woodard  
Secretary-Treasurer

/s/Scott Davidson  
President

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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. Dept. Heads and Jurors are required to have two (2) hours of training.

Vice-President reminded Jurors that Bosch & Statham have started their field work and are working remotely to compile and complete the audit by June 30.

Vice-President Mark Furlow reminded Jurors that each Juror is required to complete the Audit Questionnaire and return it to Secretary-Treasurer Woodard, ASAP.

Secretary-Treasurer gave a brief update on the Administrative Office of the Police Jury. He stated the doors are set to be unlocked to the Public on Monday, June 15. Business has been going on, as usually and we are adjusting to the COVID-19 Pandemic restrictions.

Upon motion by Kevin Gray, duly seconded by Paul Cook, the Jury unanimously approved the hiring, upon request from Road Superintendent, Tommy Durrett, to hire Mr. Carl Nelson as Operator II, effective with the payroll beginning June 11, 2020. Starting base pay will be \$11.75 per hour plus benefits.

Per the recommendation of the Road Committee, agenda item number 14 - Request to hire (3) bush hog workers for the summer season was pulled, until the July Meeting.

Upon motion by Gil Dowies, duly seconded by Paul Cook, the Jury unanimously approved Resolution 2020-008 – A Resolution Authorizing the President and Secretary-Treasurer to Sign Documents on Behalf of the Claiborne Parish Police Jury Concerning the Transmittal of the 2019 Audited Financial Statements and the 2019 State AUP's.

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RESOLUTION 2020-008

A RESOLUTION AUTHORIZING THE PRESIDENT AND SECRETARY-TREASURER TO SIGN DOCUMENTS ON BEHALF OF CLAIBORNE PARISH CONCERNING THE TRANSMITTAL OF THE 2019 AUDITED FINANCIAL STATEMENTS

WHEREAS, the deadline for the transmittal of the audited financial statements of Claiborne Parish is June 30, 2020; and

WHEREAS, the next regularly scheduled meeting of the Claiborne Parish Police Jury is scheduled for July 8, 2020; and

BE IT HEREBY RESOLVED that the Claiborne Parish Police Jury AUTHORIZES the President, Scott Davidson and Secretary-Treasurer, Dwayne R. Woodard, to sign and execute documents on behalf of the Claiborne Parish Police Jury relating to the transmittal of the Parish’s 2019 audited financial statements.

Upon a motion by Gil Dowies 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, June 10, 2020.

Yeas – (8) Laird, Furlow, Gray, McDaniel, Cook, Sanders, Dowies and Young

Nays – (0) None

Abstain – N/A

Absent – (2) Davidson and Merritt

/s/Dwayne R. Woodard  
Secretary-Treasurer

/s/Scott Davidson  
President

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Upon motion by Mary McDaniel, duly seconded by Kevin Gray, the Jury unanimously approved Resolution 2020-009 – A Resolution Authorizing the Secretary-Treasurer to Sign and Submit the Federal Funding Certification to Hold Harmless and Indemnity Agreement for the Parish’s Submission for Reimbursement Under the Louisiana Cares Act. (COVID-19 Reimbursement Resolution)

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RESOLUTION 2020-009

A RESOLUTION AUTHORIZING THE SECRETARY-TREASURER TO SIGN AND SUBMIT DOCUMENTS ON BEHALF OF CLAIBORNE PARISH CONCERNING THE LOUISIANA CARES ACT

BE IT HEREBY RESOLVED that the Claiborne Parish Police Jury AUTHORIZES the Secretary-Treasurer, Dwayne R. Woodard, to sign, execute and submit documents on behalf of the Claiborne Parish Police Jury relating to the submission of the Parish’s application for funds under the Louisiana CARES Act.

Upon a motion by Mary McDaniel and duly seconded by Kevin Gray this motion was carried and officially adopted by the Claiborne Parish Police Jury meeting in regular session convened on Wednesday, June 10, 2020.

Yeas – (8) Laird, Furlow, Gray, McDaniel, Cook, Sanders, Dowies and Young

Nays – (0)

Abstain – N/A

Absent – (2) Davidson and Merritt

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/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 the request from Secretary-Treasurer Woodard to start the Process for Obtaining a (10) ten-year Certificate of Indebtness in the Amount of \$700,000 for the Sole Purpose of Rehabilitation of the CID Building to House the Operations (ALL)of the CPSO.

There were no recommendations from the Road Committee.

Claiborne Parish Coroner gave his monthly report of the Coroner’s Office. He stated there were a total of 26 deaths: (12) ER/Hospice, (2) Autopsy, (4) Other Facility, (2) On Scene, (2) Expected, and (1) CEC.

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**ITEM #20 – June 10, 2020 – 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, reimbursement received

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, applying for reimbursement

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

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

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 April 2020 – net of \$61,785 from gross collections of \$72,175  
Net sales tax collections for March 2020 – \$53,637 – increase \$8,148 (15.19%)  
Net sales tax collections for April 2019 - \$46,888 – increase \$14,897 (31.77%)
4. Cash position at May 31, 2020 - \$9,240,667  
Cash position at April 30, 2020 - \$9,479,114 (decrease of \$-238,447)  
Cash position at May 31, 2019 - \$8,995,024 (increase of \$245,643)

See Deposit Balances by Institution for breakdown at May 31, 2020 –

5. Total Receipts for the month of May 2020 – \$206,563
6. Upcoming important dates and meetings –

6/11 – Library Board Meeting  
6/25 - CPHSD#3 Board Meeting  
6/25 – Watershed District Meeting  
6/29 – Committee Meetings (tentative)  
7/8 – Regular Meeting

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**Public Comments:**

District A Second Judicial Judge Candidate Walter May gave a brief history of his service as previous District Attorney and explained the divisions of how the Judges are elected in the Second Judicial District. Mr. May will be running for District A Seat to replace Judge Jenifer Clason and asked for your vote for Judge in the upcoming election.

District #8 Juror Tommy Sanders reiterated Rev. young’s concerns and voiced his concern about the moving of the Haynesville Polling Place and his fear of causing hardship on the voters of those precincts. Juror Sanders asked if there were agreements where elections will take precedent over other functions at these polling locations? (Agreements are in place only at the privately owned polling places in the Crossroads and Harris Communities.) He told the Jury that this election will be important and feels it may cause hardship, causing people not to vote.

Secretary-Treasurer Woodard stated that hopefully once the new building for library branch in Haynesville is completed, it will allow the Jury to move the precincts to that location and this will not be an issue, in the future.

Clerk of Court Brian Flynn responded to Juror Tommy Sanders and told him that no one could foresee a historic pandemic and the subsequent stay-home orders which forced the rescheduling of these elections statewide not just once time, but twice and this is a major headache for not only the voters of these precincts and this Parish but for the entire State.

Upon motion by Kevin Gray, 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