

MINUTES
Of the Regular Meeting of
The Claiborne Parish Police Jury
October 7, 2015
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 seventh day of October, 2015. On being called to order by President, Scott Davidson, the following jurors were present:

D'Arcy Stevens, Mark Furlow, Robert "Bob" McDaniel, Joe Sturges, Lavelle Penix, George Tigner, III, Roy Mardis, Jerry Adkins, and Rev. Willie Young, Sr.

There were 19 others in attendance which included, Secretary-Treasurer Dwayne R. Woodard, Road Superintendent Tommy Durrett, Sheriff Ken Bailey, District Attorney Danny Newell, Mr. Tim Cain of Claiborne Parish OPCS, Mrs. Pam Suggs of the Claiborne Parish Library, Town of Homer Mayor Roy Lewis, Mr. Lee Faulk and Mrs. Teresa Raley of the Claiborne Parish 4-H, Mr. Ethan Coker of the Claiborne Parish 4-H Livestock Club, Mr. Brian Flynn (Clerk of Court-elect), Mr. Joey White of the Claiborne Parish Economic Development Board (candidate for District 9 Police Juror), Mr. Paul Cook of Athens (Juror-elect for District 5), Mr. Kevin Gray of Homer (candidate for District 3 Police Juror), Mr. Gil Dowies of Homer (candidate for District 9 Police Juror), Mr. Randy Pugh of Homer (candidate for Sheriff), Mr. Joe Heckel of Homer, and Mrs. Teresa McDaniel of Haynesville.

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

Upon motion by Lavelle Penix, duly seconded by George Tigner, III, the Jury unanimously voted to adopt the Regular agenda as presented.

Upon motion by Jerry Adkins, duly seconded by Joe Sturges, the Jury unanimously voted to amend the agenda and add the following:

1. Notice: There will be an ethics training hosted by the Webster Parish Police Jury and the City of Minden tomorrow morning, Thursday, October 8, 2015 at the Minden Civic Center - there will be two sessions – 11:00 am till 12:00 noon and 1:30 pm to 2:30 pm.
2. Request from the Town of Haynesville, in a letter received October 5, 2015, requesting the use of the CPPJ Hwy Dept's pothole machine and its crew for the patching of potholes on various streets in the town. The work is to be done on a reimbursement basis through the Town's ad valorem tax credit.
3. Letter of resignation received from Mr. Sherman Brown, received October 6, 2015, requesting that he be removed from the Claiborne Parish Economic Board due to other commitments and time constraints.
4. Request from the Claiborne Parish Economic Development Board, received October 6, 2015, requesting that the Police Jury appoint Haynesville Mayor Beverly Killgore to serve the unexpired portion of Mr. Sherman Brown's term on the Economic Development Board.

Upon motion by Rev. Willie Young, Sr., duly seconded by Roy Mardis, the Jury unanimously approved the consent agenda as follows:

1. Approval of the September 16, 2015 regular meeting minutes.
2. Payment of the September 2015 bills as approved by the Claims Committee.

3. Request from the Town of Homer, in a letter received September 14, 2015, requesting the Jury's budgeted 2015 sponsorship of the Claiborne Christmas Committee's Decorations on the square and to be also included in the 2016 budget at the same amount.
4. Request form the Town of Homer, in a letter received September 29, 2015, requesting the use of the Court House square and lawn on December 12, 2015, for the annual Christmas Festival and parade.

Regular Agenda

Considered out of order, President Scott Davidson moved to handle the additions to the agenda at this time.

President Scott Davidson read the notice regarding an ethics training hosted by the Webster Parish Police Jury and the City of Minden tomorrow morning, Thursday, October 8, 2015 at the Minden Civic Center – there will be two session – 11:00 am-noon and 1:30 pm to 2:30 pm.

Upon motion by Joe Sturges, duly seconded by Mark Furlow, the Jury unanimously approved the request from the Town of Haynesville, in a letter received October 5, 2015, requesting the use of the CPPJ Hwy Dept's pothole machine and its crew for the patching of potholes on various streets in the town. The work is to be done on a reimbursement basis through the Town's ad valorem tax credit.

Upon motion by Lavelle Penix, duly seconded by Joe Sturges, the Jury unanimously approved the letter of resignation received from Mr. Sherman Brown on October 6, 2015, requesting that he be removed from the Claiborne Parish Economic Development Board due to other commitments and time constraints.

Upon motion by Joe Sturges, duly seconded by Jerry Adkins, the Jury unanimously approved the request from the Claiborne Parish Economic Development Board, received October 6, 2015, requesting that the Police Jury appoint Haynesville Mayor Beverly Kilgore to serve the unexpired portion of Mr. Sherman Brown's term on the Economic Development Board.

Mr. Ethan Coker, President of the Claiborne Parish 4-H Livestock Club invited the Jurors and the public to the Claiborne Parish Fair Junior Livestock Sale and Supper on Thursday, October 15, 2015 at 6:00 pm at the Fair Barn in Haynesville.

Upon motion by Jerry Adkins, duly seconded by George Tigner, III, the Jury unanimously approved the recommendation from the Claiborne Parish Watershed District, to reappoint Mr. Jerry Whitton, Mr. Harry Dansby, and Mr. Britt Synco for a (4) four year term ending January 24, 2019. They will not be eligible for re-appointment after this term.

Upon motion by Robert McDaniel, duly seconded by Joe Sturges, the Jury unanimously approved the following legally advertised sealed bids for the 2015-2016 Native Iron Ore, Clay, and Top Soil which were opened on October 6, 2015:

- Area #5 – Thomas Whitman at \$1.00 per cubic yard
- Area #2 – Francis Bays and Sisters at \$1.00 per cubic yard
- Area #3 – Buzzy Buckner at \$1.00 per cubic yard
- Area #6 – Russell Langley at \$1.25 per cubic yard
- Area's 7, 8, and 1 – No bids were turned in

(Road Superintendent Tommy Durrett requested Area #5 to be extended to another pit which is in the process of completing paperwork due to the limited amount of Iron Ore in area #5)

Upon motion by George Tigner III, duly seconded by Roy Mardis, the Jury unanimously approved Resolution 2015 – 016 – Resolution for Off-System Bridges for Physical Year 2014/2015.

RESOLUTION 2015-016

RESOLUTION FOR OFF-SYSTEM BRIDGES FOR FISCAL YEAR 2014/2015

WHEREAS, the Code of Federal Regulations as enacted by the United States Congress mandates that all structures defined as bridges located on all public roads shall be inspected, rated for safe load capacity and posted in accordance with the National Bridge Inspection Standards and that an inventory of these bridges be maintained by each State, and

WHEREAS, the responsibility to inspect, rate and load post these bridges under the authority of Claiborne Parish in accordance with those standards is delegated by the Louisiana Department of Transportation and Development to Claiborne Parish.

NOW, THEREFORE BE IT RESOLVED, by the governing authority of Claiborne Parish(herein referred to as the Parish) that the Parish in regular meeting assembled does hereby certify to the Louisiana Department of Transportation and Development (herein referred to as the DOTD) that for the period beginning October 1, 2014, and ending September 30, 2015.

1. The Parish has performed all interim inspections on all Parish owned or maintained bridges in accordance with the National Bridge Inspection Standards.
2. All bridges owned or maintained by the Parish have been structurally analyzed and rated by the Parish as to the safe load capacity in accordance with AASHTO Manual for Maintenance Inspection of Bridges. The load posting information that has been determined by the LA DOTD for all bridges where the maximum legal load under Louisiana State law exceeds the load permitted under the operating rating as determined above has been critically reviewed by the Parish. Load posting information has been updated by the Parish to reflect all structural changes, and obsolete structural ratings or any missing structural ratings.
3. All Parish owned or maintained bridges which require load posting or closings are load posted or closed in accordance with the table in the DOTD Engineering Directives and Standards Manual Directive No. 1118. All DOTD supplies load posting information concerning a bridge has been critically reviewed by the Parish Road Superintendent Prior to load posting.
4. All bridges owned or maintained by the Parish are shown on the attached list in the format specified by the DOTD. Corrections to data supplies to the Parish by the LA DOTD are noted.

These stipulations are prerequisites to participation by the Parish in the Off-System Bridge Replacement Program.

Upon a motion by George Tigner III and duly seconded by Roy Mardis this motion was carried and officially adopted by the Claiborne Parish Police Jury meeting in regular session convened on Wednesday, October 7, 2015.

Yeas – (10) Stevens, Furlow, McDaniel, Sturges, Davidson, Penix, Tigner, Mardis, Adkins and Young
Nays – (0) None
Absent – (0)
Abstain – N/A

/s/Dwayne R. Woodard
Secretary-Treasurer

/s/Scott Davidson
President

Upon motion by Lavelle Penix, duly seconded by Joe Sturges, the Jury unanimously approved Resolution 2015 -017 – A Resolution Addressing the Engineering Aspects of the Proposed 2016-2017 LCDBG Project.

Resolution 2015-017

Upon a motion by, Lavelle Penix, seconded by Jerry Adkins, the following resolution was offered for adoption:

A RESOLUTION ADDRESSING ENGINEERING ASPECTS OF THE PROPOSED FY 2016 - FY 2017 LOUISIANA COMMUNITY DEVELOPMENT BLOCK GRANT PROJECT

WHEREAS, the Claiborne Parish Police Jury is desirous of submitting an application to the State of Louisiana, Division of Administration for funding under the FY 2016 - FY 2017 LCDBG program for water improvements; and

WHEREAS, it is necessary to pay all engineering costs associated with the implementation of the LCDBG program to receive one bonus point, should funding become available;

NOW, THEREFORE BE IT RESOLVED that the Claiborne Parish Police Jury has hired the engineering firm of KSA Alliance to provide engineering services relative to the LCDBG program. All engineering fees are established in the LCDBG application and are contingent upon funding of the project by the State of Louisiana, Division of Administration under the FY 2016 or the FY 2017 LCDBG program.

BE IT FURTHER RESOLVED that the Claiborne Parish Police Jury has agreed to utilize local funds to pay all engineering costs associated with the preparation and implementation of the FY 2016 - FY 2017 LCDBG program.

The above resolution having been read and a vote taken as adopted by unanimous vote on this 7th day of October, 2015.

/s/Dwayne R. Woodard
Secretary/Treasurer

/s/Scott Davidson
President

Upon motion by Lavelle Penix, duly seconded by Joe Sturges, the Jury unanimously approved Resolution 2015 – 018 – A Resolution Addressing the Administrative Aspects of the Proposed 2016-2017 LCDBG Project.

Resolution 2015-018

Upon a motion by, Lavelle Penix seconded by Joe Sturges, the following resolution was offered for adoption:

A RESOLUTION ADDRESSING ADMINISTRATIVE ASPECTS OF THE PROPOSED FY 2016 - FY 2017 LOUISIANA COMMUNITY DEVELOPMENT BLOCK GRANT PROJECT

WHEREAS, the Claiborne Parish Police Jury is desirous of submitting an application to the State of Louisiana, Division of Administration for funding under the FY 2016 - FY 2017 LCDBG program for water improvements; and

WHEREAS, it is necessary to pay all administrative costs associated with the implementation of the LCDBG program to receive one bonus point, should funding become available;

NOW, THEREFORE BE IT RESOLVED that the Claiborne Parish Police Jury has hired the administrative and engineering firms of GNF Management Company, Inc. and KSA Alliance, to assist in the preparation of said application for the fees of \$1,400.00 and \$1,500.00, respectively. An additional fee of \$35,000.00 will be paid to the administrative firm of GNF Management Company, Inc., for subsequent program administration of the LCDBG program. All fees are contingent upon funding of the project by the State of Louisiana, Division of Administration under the FY 2016 or the FY 2017 LCDBG program.

BE IT FURTHER RESOLVED that the Claiborne Parish Police Jury has agreed to utilize local funds to pay the above contract amount and all other administrative costs associated with the preparation and implementation of the FY 2016 - FY 2017 LCDBG program.

The above resolution having been read and a vote taken as adopted by unanimous vote on this 7th day of October 2015.

/s/Dwayne R. Woodard
Secretary-Treasurer

/s/Scott Davidson
President

Robert McDaniel gave an update on the Admin Building and said most of the work has been completed except for damage that was found on the roof from water damage, which will be repaired in the near future.

Upon motion by Robert McDaniel, duly seconded by Joe Sturges, the Jury by a show of hands, with 9 being against and 1 (McDaniel) being for, voted to deny the request of the family for the Police Jury to issue a letter condemning the house that they jointly own (absentee owners) located at 2943 Flat Lick Road in Homer, LA. Upon the advice of District Attorney and Parish Counsel Danny Newell due to legal concerns concerning the fact that the Parish has no ordinances concerning blighted property. President Scott Davidson asked Secretary-Treasurer Woodard to compile a letter to the family stating that the request to issue the letter had been denied.

Upon motion by Roy Mardis, duly seconded by George Tinger, III, the Jury unanimously voted to adopt, upon recommendation of the Personnel Committee, the new Proposed Highway Department pay scale effective January 1, 2016. This change would affect Laborer (Class Z, A, B and C), Mechanic Helper (Class Z, A, B, and C), Inmate Supervisor (Class C), Mechanic/Welder (Class C), Truck Driver (Class C), Operator II (Class C), Operator I (Class C), and Foreman (Class Z, A, B, and C).

Upon motion by Roy Mardis, duly seconded by Joe Sturges, the Jury unanimously approved, upon recommendation from the Personnel Committee, the Increase of the hourly rate of Assistant Secretary-Treasurer Shelia Washington and Administrative Assistant Leigh Ann Jones to \$15.00 per hour effective October 8, 2015.

Upon motion by Roy Mardis, duly seconded by George Tigner, III, the Jury unanimously approved, upon recommendation of the Personnel Committee, the Change in the CPPJ Handbook Section 383 Annual Leave to reflect the following (effective October 8, 2015) –
Upon the 15th year of service an employee will receive 15 days of annual leave.
Upon the 20th year of service an employee will receive 20 days of annual leave.
(Currently employees receive 11 days of annual leave at the 20th year of service)

Upon motion by Roy Mardis, duly seconded by Lavelle Penix, the Public Hearing for the Proposed Closure of the last 900 feet (approximately) of Rodriguez Road located in the Northwest Quarter of the Southeast Quarter of Section 35, Township 19 North, Range 8 West of Claiborne Parish – 900 am on Wednesday, November 4, 2015 in the Conference Room.

ITEM #21 – October 7, 2015 – AGENDA

SECRETARY-TREASURER – UPDATE ON GRANTS AND OTHER ITEMS

1. LGAP Projects –

CPSO – Criminal Investigation Division Building
Contract #1213-CLB-0002 Amount - \$27,560
Project – removal of rood top curb unit in training room and resealing of front outer brick
Status – Bid awarded to Pro-Build Construction of Homer for \$31,626 and project is complete and waiting on clear lien certificate to pay retainage. Full reimbursement has been received from LGAP.

CPPJ – Police Jury Administration Building
Contract #1314-CLB-0001 Amount - \$49,800
Project – repairs/renovations to the exterior of the PJ Administration Building
Status – Bid awarded to Garcia Construction and project is 90% complete and full reimbursement has been received from LGAP.

CPPJ – Gas Line Extension on Hwy 2 to Parish Owned Property
Contract #1415-CLB-0001 Amount - \$25,000
Project – extension of natural gas line to the Police Jury owned property on Hwy 2

CPPJ – Emergency Generator for CPPJ Public Works Building on Hwy 2
Contract #1415-CLB-0002 Amount - \$14,167
Project – standby emergency generator for the CPPJ Public Works Building on Hwy 2

2. CWEF Projects

Central Claiborne Water System
Contract #1112-CWEF-CLB-0002
Amount - \$40,000
Project – change of scope granted for purchase of new pumps and controllers
Status – construction is 100% complete and reimbursement has been applied for

Middle Fork Water System
Contract #1213-CWEF-CLB-0001
Amount - \$45,000
Project – water system improvements
Status – project is 100% complete and full reimbursement has been received from CWEF.

3. Sales Tax Collections for August 2015 – net of \$65,401 from gross collections of \$72,385 on taxable sales of \$5,537,760.
Net sales tax collections for July 2015 – \$46,809 – increase \$18,592 (39.72%)
Net sales tax collections for August 2014 - \$57,527 – increase \$7,874 (13.69%)
4. Cash position at September 30, 2015 - \$7,273,521
Cash position at September 30, 2014 - \$6,696,537 (increase of \$576,984)
Cash position at August 31, 2015 - \$7,612,038 (decrease of \$-338,517)

See Deposit Balances by Institution for breakdown at September 30, 2015 –

5. Total Receipts for the month of September 2015 – \$323,262
6. Upcoming important dates and meetings I plan to attend –

10/8 – Meeting with Mr. Nata Perceival of CDC
10/13 – Meeting with John Bowman of HR Dept.
10/20 – CPHSD #3 Finance Committee Meeting
10/22 – CPHSD #3 Board Meeting
10/26 – Committee Meeting
11/4 – Regular Meeting

Additional Public Comment:

Claiborne Parish Sheriff Candidate, Randy Pugh asked the public to support him on October 24th.

Joey White asked the Jury if there has been any progress on slowing down traffic on Hwy 79 and the Bypass. Secretary-Treasurer Dwayne R. Woodard informed him that DOTD has plans for a traffic circle at that location which is scheduled to go to bid in late 2016 with construction starting sometime in 2017 if everything stays on schedule. Upon much discussion, President Scott Davidson asked Secretary-Treasurer, Dwayne Woodard to write a letter to the LA DOTD to meet with the Jury regarding concerns with their future plans.

Upon motion by Mark Furlow., duly seconded by George Tigner, III, the meeting was adjourned.

Dwayne R. Woodard
Secretary-Treasurer

Scott Davidson
President