

MINUTES
Of the Regular Meeting of
The Claiborne Parish Police Jury
10:00 a.m.
November 9, 2016
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 November, 2016. On being called to order by President, Scott Davidson, the following jurors were present:

Patricia Stevens, Mark Furlow, Kevin Gray, Joe Sturges, Paul Cook, Joseph Merritt, Jr., Tommy Sanders, Gill Dowies, and Rev. Willie Young, Sr.

There were 9 others in attendance which included, Secretary-Treasurer Dwayne R. Woodard, Parish Road Superintendent Tommy Durrett, Mr. Tim Cain of OOCS, Mrs. Pam Suggs of the Claiborne Parish Library, Mrs. Teresa Raley of the Claiborne Parish 4-H, Ms. Jackie Roberts of the Haynesville News, Claiborne Parish Coroner Dr. Mark Haynes, District Attorney Danny Newell, and District One Juror-elect Mr. James Laird.

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

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

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

1. Request from Secretary-Treasurer Woodard to enter into an engagement letter with Bosch & Statham CPA's for the 2016 audit of the Parish's Financial Statements for \$19,980. (prior to year cost \$19,680).

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

CONSENT AGENDA:

1. Approval of the October 5, 2016 regular meeting minutes.
2. Approval of the October 17, 2016 special called meeting minutes.
3. Payment of the October 2016 bills as approved by the Claims Committee.
4. Sitting of the Thanksgiving 2016 Holiday – lunch Tuesday 11/22 at New Road Barn on Hwy 2, off Wednesday 23 to Friday 11/25 – return to work Monday 11/28
5. Sitting of the Christmas 2016 Holiday – lunch Thursday December 22, off Friday 12/23 to Monday 1/2 – return to work on Tuesday January 3, 2017.
6. Sitting of the 2016 buy-back payroll date – December 9, 2016 – request forms will go out with the 12/2/2016 payroll checks and due back on Wednesday 12/7/2016.
7. Request to advertise for bid - Sealed bids are hereby invited by the Claiborne Parish Police Jury for the purchase of MC-30 Prime Oil, CRS-2, SS-1, AEP and AC-10 Asphalt Cement necessary for the maintenance of Claiborne Parish roads for the year 2017.
8. Request to advertise for bid - Sealed bids are hereby invited by the Claiborne Parish Police Jury for the purchase of Hot Mix and Colay (Cold Mix) necessary for the maintenance of Claiborne Parish roads for the year 2017.

9. Request to advertise for bid - Sealed Bids are hereby invited by the Claiborne Parish Police Jury for the purchase of pit run sand clay gravel and maintenance rock gravel for the 2017 year.
10. Request to advertise for bid - Sealed bids are hereby invited by the Claiborne Parish Police Jury for the purchase of sizes LA C-1 "modified", LA C-2 and LA C-3 granite crushed stone for 2017 year.
11. Request to advertise for bid - Sealed bids are hereby invited by the Claiborne Parish Police Jury for the purchase of 87 Octane Unleaded Gasoline and Diesel Fuel (off-road & highway use) for use by Parish Owned Vehicles for the 2017 year.
12. Request from the Town of Homer, in a letter received October 17, 2016, requesting that the CPPJ Hwy Department deliver one (1) load of cold mix, one (1) load of pit run, two (2) 24" culverts and two (2) 30" culverts to the city shop. The work is to be performed on a reimbursement basis under the Town's ad valorem tax credit.
13. Request from the Town of Homer, in a letter received October 26, 2016, requesting the Jury's budgeted 2016 sponsorship of the Claiborne Christmas Committee's Decorations on the Square and to be also included in the 2017 budget at the same amount. (same as prior years).

Regular Agenda

Considered out of order, President Scott Davidson moved to handle the amendment to the agenda, first.

Upon motion by Gil Dowies, duly seconded by Joe Sturges, the Jury unanimously approved the request from Secretary-Treasurer Woodard to enter into an engagement letter with Bosch & Statham CPA's for the 2016 audit of the Parish's Financial Statements in the amount of \$19,980. (Previous year cost \$19,680.00)

President Scott Davidson welcomed the new Juror-elect for District 1, Mr. James Laird.

President Scott Davidson announced that the Louisiana State Fire Marshall's Office has issued a burn ban for Claiborne Parish, so, the Fire Districts and Police Jury will comply with this burn ban.

President Scott Davidson announced the December 2016 regular meeting of the Police Jury will be held on Wednesday, December 14, 2016 for the purpose of canvassing the election returns of the December 10, 2016 elections.

President Scott Davidson announced the January 2017 Regular Meeting of the Police Jury will be on Wednesday, January 11, 2017, due to the New Year's Holiday.

President Scott Davidson reminded all Jurors that 1 hour of Ethics training is required to be completed by December 31, 2016 for all Jurors and Parish Employees.

Upon motion by Gil Dowies, duly seconded by Joe Sturges, the Jury unanimously approved the request from Road Superintendent Tommy Durrett to hire LaDonte Scott as a Truck Driver for \$11.00 per hour in Class A. Effective date will be November 10, 2016.

Upon motion by Paul Cook, duly seconded by Kevin Gray, the Jury unanimously approved the recommendation from the Garage Committee to replace one tractor (which will be purchased on state contract), 2 (two) Bush Hogs (one from John Deere on state contract, the other from Tool City), and one Dodge Ram 2500 Truck to be purchased under the state contract.

Upon motion by Joe Sturges, duly seconded by Pat Stevens, the Jury unanimously approved the request from the Evergreen Volunteer Fire Department, in a letter received October 26, 2016, requesting that the Police Jury reappoint Mr. Buddy Thomas of 1149 Hwy 521, Haynesville for a (2) two-year term expiring December 31, 2018.

Upon motion by Gil Dowies, duly seconded by Joe Sturges, the Jury unanimously approved the request from the Claiborne Parish Hospital Service District #3, in a letter received November 2,

2016, requesting that the Board reappoint Mr. Sherman Brown and Dr. Samuel Abshire to the board effective January 1, 2017.

Upon motion by Paul Cook, duly seconded by Pat Stevens, the Jury unanimously approved Resolution 2016 – 020 – Authorizing Resolution for OOCs Rural Public Transit Program

RESOLUTION 2016-020 - AUTHORIZING RESOLUTION

Resolution No. 2016-020

Resolution authorizing the filing of an application with the Louisiana Department of Transportation and Development for a grant under 49 CFR 5311, Non-Urbanized Area Formula Program and/or 49 CFR 5309, Discretionary Capital Program.

WHEREAS, the Secretary of Transportation and Development is authorized to make grants for mass transportation projects;

WHEREAS, the contract for financial assistance will impose certain obligations upon the applicant, including the provisions by it of the local share of project costs;

WHEREAS, it is required by the Louisiana Department of Transportation and Development in accord with the provisions of the Title VI of the Civil Rights Act of 1964, that in connection with the filing of an application for assistance that it will comply with Title VI of the Civil Rights Act of 1964, and the U.S. Department of Transportation requirements thereunder, and

WHEREAS, it is the goal of the Applicant that minority business enterprise be utilized to the fullest extent possible in connection with this project, and that definite procedures shall be established and administered to ensure that minority businesses shall have the maximum feasible opportunity to compete for contracts when procuring construction contracts, supplies, equipment, or consultant and other services:

NOW, THEREFORE, BE IT RESOLVED by Claiborne Parish Police Jury:

1. That the Parish President is authorized to execute and file an application on behalf of Claiborne Parish Police Jury with the Louisiana Department of Transportation and Development, to aid in the financing of operating and/or capital assistance projects pursuant to the Rural Public Transit Program, 49 CFR 5311 and/or the Discretionary Capital Program, 49 CFR 5309.
2. That the Parish President is authorized to execute and file with such applications an assurance or any other document required by the Louisiana Department of Transportation and Development effectuating the purpose of the Title VI of the Civil Rights Act of 1964, as amended.
3. That the Parish President is authorized to furnish such additional information as the Louisiana Department of Transportation and the Development may require in connection with the application or the project.
4. That the Parish President is authorized to set forth and execute affirmative minority business policies in connection with the project's procurement needs.
5. That the Parish President is authorized to execute grant contract agreements on the behalf of Claiborne Parish Police Jury with the Louisiana Department of Transportation and Development for aid in the financing of the operating or capital assistance projects.
6. This resolution is applicable for a period of one year unless revoked by the governing body and a copy of such revocation shall be furnished to the DOTD.

CERTIFICATE

The undersigned duly qualified and acting Secretary/Treasurer of the Claiborne Parish Police Jury certifies that the foregoing is a true and correct copy of a resolution, adopted at a legally convened meeting of the Claiborne Parish Police Jury held on November 9, 2016.

Dwayne R. Woodard
Secretary-Treasurer

Upon motion by Kevin Gray, duly seconded by Mark Furlow, the Jury unanimously voted to reject all bids regarding the legally advertised Emergency Standby Generator the for CPPJ Road Maintenance Building, due bids being higher than expected.

At this time, Parish Coroner Dr. Mark Haynes gave a brief report on November 2016 deaths. He told the Jury they had 6 cases – 2 autopsies and 2 commitments.

ITEM #29 – November 9, 2016 – AGENDA

SECRETARY-TREASURER – UPDATE ON GRANTS AND OTHER ITEMS

1. LGAP Projects –

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
Status – construction should commence within 45 days by CenterPoint

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
Status – Bids are due Thursday, October 20

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 should start within the next 30 days

South Claiborne Water System
Contract #1415-CWEF-CLB-0003 Amount - \$25,000
Project – Waterline extension between Barnes Road and Frazier Road
Status – Bid awarded to TGS Contractors for \$32,909

Gilgal Water System
Contract #1415-CWEF-CLB-0004 Amount - \$5,317
Project – Installation of automated water leveling equipment
Status – Construction is complete

3. Sales Tax Collections for September 2016 – net of \$44,830 from gross collections of \$46,731 on taxable sales of \$4,631,325.

Net sales tax collections for August 2016 – \$42,934 – increase \$1,896 (4.42%)
Net sales tax collections for September 2015 - \$66,535 – decrease \$-21,705 (-32.62%)

4. Cash position at October 31, 2016 - \$7,659,441
Cash position at October 31, 2015 - \$7,273,386 (increase of \$386,055)
Cash position at September 30, 2016 - \$7,614,783 (increase of \$44,658)

See Deposit Balances by Institution for breakdown at October 31, 2016 –

5. Total Receipts for the month of October 2016 – \$601,080

6. Upcoming important dates and meetings I plan to attend –

- 11/10 – Economic Development Board
- 11/17 – CPHSD#3 Board Meeting
- 12/5 – Committee Meetings
- 12/14 – Regular Meeting

President Scott Davidson thanked District One Juror Pat Stevens for her service to the Parish and District 1 by serving in the place of Mr. D’Arcy due to his illness and health issues.

District 1 Juror, Mrs. Pat Stevens told the jury that she has enjoyed working with them and it has been educational to her. She wished District One Juror elect, James Laird well for his new term as District One Juror.

Juror Kevin Gray commended Coroner Dr. Mark Haynes for the job that he has done since taking on the role as Parish Coroner.

Public Comments:

There were no additional public comments.

Upon motion by Rev. Willie Young, Sr, duly seconded by Mark Furlow, the meeting was adjourned.

Dwayne R. Woodard
Secretary–Treasurer

Scott Davidson
President