

MINUTES
Of the Regular Meeting of
The Claiborne Parish Police Jury
December 9, 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 Ninth day of December, 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.

Jurors Roy Mardis and Rev. Willie Young, Sr. were absent.

There were 32 others in attendance which included, Secretary-Treasurer Dwayne R. Woodard, Road Superintendent Tommy Durrett, Sheriff Ken Bailey, Mr. Paul Cook of Athens (2016 Juror-elect District 5), Mr. Kevin Gray of Homer (2016 Juror-elect District 3), Mr. Joe Merritt (2016 Juror-elect District 7), Mr. Tommy Sanders (2016 Juror-elect District 8), Mr. Gil Dowies of Homer (2016 Juror-elect District 9), Parish Employees Mr. Joe Buggs, Mr. Chad Verdin, Mr. Eric Kennedy, Mrs. Shelia Washington, and Mrs. Leigh Ann Jones, Parish Coroner Dr. Mark Haynes, Mr. Tim Cain of Claiborne Parish OOCs, Mrs. Pam Suggs of the Claiborne Parish Library, OEP Director and Fire District #4 Chief Dennis Butcher, Mr. Walter Johnson of CPSO, Dr. Samuel Abshire, Town of Homer Mayor Roy Lewis, Mr. Lee Faulk of the Claiborne Parish 4-H, Mr. Joey White of the Claiborne Parish Economic Development Board, Mrs. Cathy Hightower of the Guardian Journal, Ms. Jackie Roberts of the Haynesville News, Mr. Kelly Waller of FD#3, District #36 Senator-elect Ryan Gatti, Mr. Tracy Wold, Mr. Greg Pafford, and Mr. Bryan Faulk of Pafford EMS, Mrs. Martha Adkins of Homer, Mrs. Mary Penix of Athens, and Mr. Joe Heckel of Homer.

The meeting was opened with a word of Prayer led by Lavelle Penix, followed by the Pledge of Allegiance led by Mark Furlow.

Upon motion by Joe Sturges, duly seconded by Mark Furlow, the Jury unanimously voted to adopt the Regular agenda as presented.

Upon motion by George Tigner, III, duly seconded by Lavelle Penix, the Jury unanimously voted to amend the agenda and add the following:

1. Senator Elect for District 36 – Mr. Ryan Gatti
2. North LA Criminalistics Laboratory – adoption of denial of proposed 2015 Budget Amendments and 2016 Proposed Budget as required by LA R.S. 40:2261-22678.
3. Request from Road Superintendent Tommy Durrett, presentation of proposed bid specs for the purchase of a new asphalt spray truck for the Hwy Department.
4. In a letter received from the State of Louisiana, Office of Community Development – Notification that the 2015-2016 LGAP applications are due January 8, 2016.

Upon motion by Joe Sturges, duly seconded by Lavelle Penix, the Jury unanimously approved the consent agenda as follows:

1. Approval of the November 4, 2015 regular meeting minutes.
2. Payment of the November 2015 bills as approved by the Claims Committee.
3. Request from the Town of Homer, in a letter dated November 19, 2015, requesting one (1) load of cold mix and twenty (20) green u-channel posts (8ft). The work is to be done on a reimbursement basis through the Town's 2015 ad valorem tax credit.

4. Request from the Town of Haynesville, in a letter dated November 23, 2015, requesting one (1) load of cold patch to be delivered to the city shop on Spring Street. The work in to be done on a reimbursement basis thru the Town's 2015 ad valorem tax credit.
5. Request from Claiborne Parish OEP for approval of their 2016 Budget of \$50,783 of which the Police Jury is responsible for \$25,392 or \$2,115.96 per month. (2015 budget was \$2,054.29 per month).
6. Request from CASA Supervisor Deanna Curtis, in a letter received November 17, 2015, requesting the \$1,000 budgeted in the 2015 budget for the Court Appointed Special Advocate Program in Claiborne Parish and to be included in the 2016 budget for the same amount.

Regular Agenda

Considered out of order, President Scott Davidson moved to handle the amendments first due to Senator Gatti's schedule.

At this time, President Scott Davidson welcomed District #36 Senator Ryan Gatti.

Senator Ryan Gatti told the Jury that he knows the lines only cover a portion for his district, but, Senator Gatti looks forward to working with Claiborne Parish as a whole.

Upon motion by Lavelle Penix, duly seconded by Jerry Adkins, the Jury unanimously adopted the North LA Criminalistics Laboratory's 2015 proposed budget amendments and the 2016 proposed budget as required by LA R.S. 40:22678.

Upon motion by Gorge Tigner, III, duly seconded by Joe Sturges, the Jury unanimously approved the proposed bid specs from Road Superintendent Tommy Durrett, for the advertising and purchase of a new asphalt spray truck for the Hwy. Dept.

Upon motion by Jerry Adkins, duly seconded by Lavelle Penix, the Jury unanimously approved, upon recommendation from the Grants Committee, the submission of the 2015-2016 LGAP Applications by January 8, 2016. These projects will be Pinehill Water System Re-Coating of Tank and South Claiborne Water System Automatic Transfer Switches for Generators.

RESOLUTION 2015-022

A RESOLUTION OF SUPPORT FOR THE FY 2015-2016 LOCAL GOVERNMENT ASSISTANCE PROGRAM GRANT DUE JANUARY 8, 2015

WHEREAS, the FY 2015-2016 Local Government Assistance Program provides financial assistance to the local units of government in rural areas for the sole purpose of improving or rehabilitating certain qualified projects;

WHEREAS, the FY 2015-2016 LGAP Grant will be administered by the Office of Community Development (OCD); and

WHEREAS, the grant application and guidelines require a resolution of support from the local governing authority; and

WHEREAS, the Claiborne Parish Police Jury is applying for up to \$100,000 of FY 2015-2016 LGAP grant monies at the parish level; and

WHEREAS, the Claiborne Parish Police Jury intends to use these grant monies on up to possibly (2) two projects for the Claiborne Parish Police Jury (1) \$50,000 for the Pine Hill Water System Hwy 79 standpipe painting and refurbishing and (2) \$50,000 for the South Claiborne

Water System for the installation of three automatic transfer switches on existing emergency generators; and

WHEREAS, the Claiborne Parish Police Jury will be providing local funds up to \$10,000 to ensure completion of the awarded project;

BE IT RESOLVED, that the Claiborne Parish Police Jury does hereby approve and support this grant application and its purpose.

Upon a motion by Jerry Adkins and duly seconded by Lavelle Penix this motion was carried and officially adopted by the Claiborne Parish Police Jury meeting in regular scheduled session on Wednesday, December 9, 2015.

Yeas – (8) Stevens, Furlow, McDaniel, Sturges, Davidson, Penix, Tigner and Adkins

Nays – (0) none

Abstain – N/A

Absent – (2) Mardis and Young

/s/Dwayne R. Woodard
Secretary-Treasurer

/s/Scott Davidson
President

President Scott Davidson reminded all Jurors of the 1 hour ethics training required to be completed by December 31, 2015.

President Scott Davidson reminded everyone the Christmas 2015 Holiday will begin at lunch on Wednesday 12/23, off Thursday 12/24 until Friday 1/1/2016 and return to work on Monday, January 4, 2016.

Upon motion by George Tigner, III, duly seconded by Mark Furlow, the Jury unanimously awarded the lowest qualified bids on the purchase of MC-30 Prime Oil, CRS-2, SS-1, AEP, and AC-10 asphalt necessary for the maintenance of Claiborne Parish Roads for the year 2016 to the Ergon for the following amounts:

CSS1	\$1.64 per gallon
CRS-2	\$1.64 per gallon
CES-2P	\$2.17 per gallon

Upon motion by Lavelle Penix, duly seconded by Joe Sturges, the Jury unanimously awarded the lowest qualified bid on the purchase of SS-1oil asphalt necessary for the maintenance of Claiborne Parish Roads for the year 2016 to Asphalt Products in the amount of \$1.79 per gallon.

Upon motion by Lavelle Penix, duly seconded by George Tigner, III, the Jury unanimously awarded the lowest qualified bid on the purchase of Hot Mix and Cold Mix necessary for the maintenance of Claiborne Parish roads for the year 2016 to Amethyst Construction for Hot Mix at \$76.00 per ton and Cold Mix at \$85.00 per ton.

Upon motion by Lavelle Penix, duly seconded by Joe Sturges, the Jury unanimously awarded the lowest qualified bid for the purchase of pit run and maintenance rock to be picked up by our trucks to Standard Gravel in the amount of \$4.75 per ton for Pit Run and \$8.25 per ton for Maintenance Rock.

Upon motion by Lavelle Penix, duly seconded by Joe Sturges, the Jury unanimously awarded the lowest qualified bid for the purchase of pit run and maintenance rock delivered to our destination, to Blann Trucking in the amount of \$15.50 for Pit Run delivered and \$22.25 Maintenance Rock delivered.

Upon motion by Lavelle Penix, duly seconded by Joe Sturges, the Jury unanimously awarded the lowest qualified bid for the purchase of LA C-1 delivered to our destination, to Ruston Rock It in the amount of \$37.25 per ton.

Upon motion by Joe Sturges, duly seconded by George Tigner, III, the Jury unanimously awarded the lowest qualified bid for the purchase of LA-C2, LA-C3, and SB-2 delivered to our pit, to Blann Trucking in the amount of \$37.00 per ton for LA-C2 and LA-C3 and \$30.00 for SB-2 and pickup SB-2 \$22.00 per ton.

Upon motion by Mark Furlow, duly seconded by Joe Sturges, the Jury unanimously awarded the lowest qualified bid for the purchase of 87 Octane Unleaded Gasoline and Diesel Fuel (off-road & highway use) for use by Parish Owned Vehicles for the year 2016 to Crump Oil with the amount being .0629 over OPIS PETRISTAT for all types of fuel.

Upon motion by George Tigner, III, duly seconded by Mark Furlow, the Jury unanimously approved the quote from Keith Lee of Lisbon for the purchase of iron ore and clay in Area 5 for the cost of \$1.00 per cubic yard for use by the Claiborne Parish Hwy Department.

Upon motion by Lavelle Penix, duly seconded by Jerry Adkins, the Jury unanimously approved the request from Claiborne Parish Fire Protection District #3, in an email received November 4, 2015, requesting that the Police Jury accept the resignation of Mr. Paul Brazzel from the Fire District #3 Board. District 2 Juror Mark Furlow recused himself from the discussion and the vote.

Upon motion by Joe Sturges, duly seconded by George Tigner, III, the Jury unanimously approved the request from Claiborne Parish Fire Protection District #3, in an email received November 4, 2015, requesting that the Police Jury appoint Mr. Rush Ware to fill the unexpired portion of Mr. Paul Brazzel's term on the Fire District #3 Board. District 2 Juror Mark Furlow recused himself from the discussion and the vote.

Upon motion by Joe Sturges, duly seconded by Mark Furlow, the Jury unanimously approved the request from North Claiborne Hospital Service District No. 1, in a letter received November 13, 2016 to replace Mr. Dump Hatter whose term ends on December 31, 2015.

Upon motion by Lavelle Penix, duly seconded by Joe Sturges, the Jury unanimously approved the request from the Claiborne Memorial Medical Center, in a letter received November 19, 2015, requesting the Police Jury to reappoint Mr. Al Faulk to the HSD#3 Board. Mr. Faulk's term expires on December 31, 2015.

Upon motion by George Tigner, III, duly seconded by Mark Furlow, the Jury unanimously approved the request from Road Superintendent Tommy Durrett, to hire Mike Ellis as a Class A Truck Driver effective December 17, 2015 for \$11.00 per hour. Mr. Ellis is currently working for the Parish the Manpower.

Upon motion by Lavelle Penix, duly seconded by Joe Sturges, the Jury unanimously approved the approval of the 2016 Worker's Comp quote from Stonetrust in the amount of \$38,147.

Upon motion by Jerry Adkins, duly seconded by George Tigner, III, the Jury unanimously approved the proposed 2015 budget amendments.

Consolidated Budget Adjustment

All Funds - December 9, 2015

	Net	Estimated	Original	% Exp
		Fund Balance	Budgeted	Proposed
<u>Fund:</u>	<u>Adjustment</u>	<u>12/31/2015</u>	<u>Expenditures</u>	<u>Adjust</u>
General Fund	\$ (243,100)	\$ 4,490,859	\$ 1,897,383	-5.41%
Road Fund	47,250	988,630	2,208,250	2.14%
Bldg & Maint Fund	27,700	499,059	414,100	6.69%
Equipment Fund	114,100	633,990	301,000	37.91%

Sales Tax Fund	45,700	1,274,287	905,500	5.05%
Library Fund	(3,800)	1,407,822	726,368	-0.52%
Witness Fee Fund	(2,600)	904	7,000	-37.14%
Criminal Court Fund	(53,000)	2,171	403,500	-13.14%
Juv Maint Fund	<u>3,500</u>	<u>112,534</u>	<u>13,500</u>	25.93%
Totals - All Funds	<u>\$ (64,250)</u>	<u>\$ 9,410,256</u>	<u>\$ 6,876,601</u>	

At this time, Secretary-Treasurer Woodard presented Proposed Ordinance 780 – 2016 Proposed Budget - All Funds

THUS INTRODUCED by Juror _____ and duly seconded by Juror _____ at a regular meeting of the Police Jury of the Parish of Claiborne, Louisiana on January 13, 2016.

For: _____
 Against: _____
 Absent: _____
 Abstain: _____

ORDINANCE NO. 780

AN ORDINANCE ADOPTING AN OPERATING BUDGET OF REVENUE AND EXPENDITURES FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2016 AND ENDING ON DECEMBER 31, 2016

BE IT ORDAINED by the Police Jury of Claiborne Parish, Louisiana, in a regular called session, the Ordinance adopting an Operating Budget for Revenues and Expenditures for the fiscal year beginning January 1, 2016 and ending December 31, 2016.

Section I. The following detailed estimate of Revenues and Expenditures for the Fiscal Year beginning January 1, 2016, and ending December 31, 2016, be and the same is hereby adopted and known as an operating budget for the Claiborne Parish Police Jury during the same period is as follows:

Revenues

Taxes:

Ad valorem	\$3,102,800	
Sales & use	657,000	
Other	9,000	
Licenses and permits	94,000	
Intergovernmental revenues	1,866,400	
State revenue sharing	98,900	
Fines and forfeitures	477,000	
Grants and awards	120,000	
Other revenues	73,600	
Use of property and money	64,600	
Total Revenues		\$6,563,300

Expenditures

General government:

Legislative	114,700
Judicial	790,300
Elections	49,700

Finance and administrative	352,300	
Other general government	341,100	
Public safety	497,000	
Public works	2,337,600	
Sanitation	662,000	
Health and welfare	22,300	
Culture and recreation	739,900	
Economic development and assistance	76,800	
Grants and rewards	90,000	
Conservation	5,300	
Total Expenditures		<u>6,079,000</u>
Excess (Deficiency) of Revenues Over Expenditures		484,300
Other Financing Sources (Uses)		
Sale of assets	-	
Operating transfers in	600,000	
Operating transfers out	<u>(600,000)</u>	
Total Other Financing		
Sources (Uses)		<u>-</u>
Excess (Deficiency) of Revenues and Other Sources Over Expenditures and Other Uses)		484,300
Contingency	-	
Fund Balance at Beginning of Year		<u>9,410,256</u>
Fund Balance at End of Year		<u><u>\$9,894,556</u></u>

Section 2. The adoption of this operating budget of expenditures be and the same is hereby declared to operate as an appropriation of the amount therein set forth within the terms of the budget classification.

Section 3. Amounts are available for expenditures to the extent that is included within the 2016 budget.

Section 4. The Police Jury will exercise control over expenditures at the functional level.

THUS ADOPTED at a regular meeting of the Police Jury of the Parish of Claiborne, Louisiana on January 13, 2016.

/s/Dwayne R. Woodard
SECRETARY-TREASURER

/s/Scott Davidson
PRESIDENT

President Scott Davidson announced the Public Hearing for the Proposed 2016 Budget will be Monday, January 4, 2015 at 10:00 am in the Conference Room of the CPPJ Administrative Building.

Upon motion by Lavelle Penix, duly seconded by Joe Sturges, the Jury unanimously approved Resolution 2015-021 – 2016 Authorizing Resolution for CPPJ – Office of Community Services.

RESOLUTION 2015-021 - AUTHORIZING RESOLUTION

Authorizing Resolution 2016

Resolution authorizing the filing of an application with the Louisiana Department of Transportation and Development for grants through the US DOT Federal Transit Administration (FTA), as authorized under Federal Transit Laws, as codified, 49 USC Section 5317, New Freedom Program and executing with the Louisiana Department of Transportation and Development upon project approval.

WHEREAS, the Director of the Louisiana Department of Transportation and Development is authorized to make grants for a New Freedom 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 in the program;

WHEREAS, it is required by the U.S. Department of Transportation in accordance 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 under 49 USC Section 5317 the applicant give an assurance 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 the disadvantaged business enterprise be used to the fullest extent possible in connection with this/these project(s), and that definite procedures shall be established and administered to ensure that disadvantaged businesses shall have the maximum 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(s) on behalf of Claiborne Parish Police Jury with the Louisiana Department of Transportation and Development, to aid in the financing of operating assistance projects pursuant to the New Freedom Program, USC 5317.
2. That the Parish President is authorized to execute and file with such applications and assurance or any other document required by the U.S. Department of Transportation and Development effectuating the purpose of the Title VI of the Civil Rights Act of 1964.
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 for the program of projects submitted to FTA.
4. That the Parish President is authorized to set forth and execute affirmative disadvantaged business policies in connection to any procurement made as part of the project.
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 operating assistance projects.

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 December 9, 2015.

/s/Dwayne R. Woodard

Secretary-Treasurer

Upon motion by Jerry Adkins, duly seconded by Joe Sturges, the Jury unanimously approved the request from the residents of Methodist Camp Road via petition for the Police Jury to adopt a 25 mph speed limit for the entirety of the road.

Upon motion by George Tigner, III, duly seconded by Joe Sturges, the Jury unanimously approved the request from the Secretary of State's Office, in a letter received November 5, 2015, requesting that the Police Jury consider merging Precinct 22 with Precinct 31 due to the fact it has less than 300 registered voters.

Mr. Tracy Wold, Director of Operations of Pafford EMS addressed the Jury concerning EMS services in the Parish. After much discussion between Pafford EMS, Jurors, Claiborne Parish Emergency Personnel, and CMMC physicians (Dr. Mark Haynes and Dr. Sam Abshire) on the protocol used for determining where injured patients being taken in regard to other hospitals and bypassing CMMC, President Davidson thanked Mr. Wold and Pafford for coming and told them he hoped that we could get this issue worked for the benefit and well-being of the citizens of the Parish and that the various agencies involved in the Parish can work closely with the EMS provider to achieve this goal.

ITEM #27 – December 9, 2015 – AGENDA

SECRETARY-TREASURER – UPDATE ON GRANTS AND OTHER ITEMS

1. LGAP Projects –

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

No projects are currently open.

3. Sales Tax Collections for October 2015 – net of \$44,855 from gross collections of \$46,005 on taxable sales of \$4,484,593.

Net sales tax collections for September 2015 – \$66,535 – decrease -\$21,680 (-32.58%)

Net sales tax collections for October 2014 - \$56,703 – decrease -\$11,848 (-20.89%)

4. Cash position at November 30, 2015 - \$7,032,725

Cash position at October 31, 2014 - \$6,425,665 (increase of \$607,060)

Cash position at October 31, 2015 - \$7,273,386 (decrease of \$-240,661)

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

5. Total Receipts for the month of November 2015 – \$193,930

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

- 12/10 – CP Economic Develop Board
- 12/10 – CPWSD Meeting
- 12/17 – CPHSD #3 Board Meeting
- 1/4/16 – CPPJ Budget Public Hearing
- 1/4/16 – Committee Meetings
- 1/13/16 – Regular Meeting
- 1/22/16 – LRPIC Training in Monroe

At this time, retiring CPPJ Jurors Mr. Jerry Adkins (District No. 9 - fourteen years) and Mr. Lavelle Penix (District No. 5 – eleven years) were honored with a personalized jacket for the years of service. Secretary-Treasurer Dwayne Woodard, Road Superintendent Tommy Durrett and President Scott Davidson thanked these two men for their service to the Parish.

Juror George Tigner, III, thanked the Police Jury for appointing him to serve our Mayor Roy Lewis’s term on the Jury.

Additional Public Comment: there was none.

Upon motion by Mark Furlow, duly seconded by Lavelle Penix, the meeting was adjourned.

Dwayne R. Woodard
Secretary–Treasurer

Scott Davidson
President