

MINUTES  
Of the Regular Meeting of  
The Claiborne Parish Police Jury  
10:00 a.m.  
November 6, 2024  
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 6th of November 2024. On being called to order by President Scott Davidson, the following Jurors were present:

Larry Ford, Mark Furlow, Kevin Gray, Mary McDaniel, Malcolm Cooper, Gil Dowies, Willie Young, Sr.

District 6 Juror Paul Cook and District 7 Juror Joseph Merritt, Jr. were absent.

There were 16 others in attendance which included Secretary-Treasurer Dwayne R. Woodard, Road Superintendent Brant Cupp, Claiborne Parish Sheriff Sam Dowies, Claiborne Parish Director of Libraries Mrs. Pam Suggs, CP Library Historian Wesley Harris, Claiborne Parish Coroner Dr. Mark Haynes, Claiborne Parish Digital Liaison Jerry Hilledge, CPPJ-OOCS Executive Director April Childress, David Greene of Republic Services, Claiborne Parish Fire District #5 Chief Tommy Sanders, Town of Haynesville Mayor Rederick Hampton, Town of Homer Mayor Xanthe Seales, CMMC CEO Tina Haynes, Claiborne Parish Fire District #4 Board member Ronald Day, Ms. Lindy Lee with the Neucompany LLC, and Mr. Jerry Whitton of Homer.

There was a Road Committee Meeting held at 9:00 a.m. 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 Malcolm Cooper followed by the Pledge of Allegiance led by Kevin Gray.

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

Upon motion by Mary McDaniel, duly seconded by Kevin Gray, the Jury unanimously approved the consent agenda as follows:

1. Approval of the October 9, 2024, regular meeting minutes as published in the Official Journal.
2. Payment of the October 2024 bills as approved by the Claims Committee.
3. Request to advertise for bid – sealed bids are hereby invited by the Claiborne Parish Police Jury for the purchase of CRS-2, CRS-P2, and CSS-1H asphalt cement necessary for the maintenance of the Claiborne Parish roads for the year 2025.
4. 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 the Claiborne Parish roads for the year 2025.
5. 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 necessary for the maintenance of the Claiborne Parish roads for the year 2025.
6. 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, LA C-3 granite or

equivalent crushed stone necessary for the maintenance of the Claiborne Parish roads for the year 2025.

- 7. 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 in Claiborne Parish Police Jury owned vehicles and equipment for the year 2025.
- 8. Request to advertise for bid – sealed bids are hereby invited by the Claiborne Parish Police Jury for the purchase of various culvert types and sizes (Galvanized and HDPE type) for the maintenance of the Claiborne Parish roads for the year 2025.
- 9. Request to advertise for bid – sealed bids are hereby invited by the Claiborne Parish Police Jury for the purchase of iron ore (road materials) for the maintenance of the Claiborne Parish roads for the year 2025.
- 10. Request from the Claiborne Parish CASA Community Coordinator Denna Curtis, in a letter received October 30, 2024, requesting their budgeted amount of \$1,000 for support of the Claiborne CASA Office and to be included in the Parish’s 2025 budget for the same amount. (Same as prior years)
- 11. Request from the Town of Haynesville, in a letter received October 31, 2024, requesting their 2024 budgeted amount of \$500 for the Christmas Festival/Lights and to be included in 2025 budget for the same amount

**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, 2024.

President Scott Davidson reminded everyone that one (1) hour of Preventing Sexual Harassment Training is required to be completed by December 31, 2024, by all Parish Employees – Department Heads and Jury Officers have a two (2) hour training requirement.

President Scott Davidson read aloud a NOTICE OF SPECIAL ELECTION – A NOTICE IS HEREBY GIVEN that a Special Election will be held within the Parish on Saturday, DECEMBER 7, 2024, to authorize to continue to levy and collect a sales and use tax of 0.5% for a period of 10 years. (Renewal of the ½ sales tax in support of CMMC)

President Scott Davidson read aloud a reminder - 2024 Thanksgiving Holiday – lunch Tuesday, November 26th at the Road Barn on Hwy 2, off Wednesday, November 29th through Friday, November – 29<sup>th</sup> and return to work on Monday, December 2nd, 2024.

President Scott Davidson read aloud a reminder - 2024 Christmas Holiday – lunch Monday December 23rd at the Road Barn on Hwy 2, off Tuesday, December 24, 2024 through Wednesday January 1<sup>st</sup>, 2025 return to work on Thursday, January 2, 2025.

President Scott Davidson read aloud a letter received from the Governor’s Office on September 27, 2024, the Police Jury has been awarded a 2023-2024 LGAP Grant in the amount of \$62,500 for the purchase of a tractor for the Claiborne Parish Highway Department.

President Scott Davidson read aloud a notice stating the 2025 LGAP and CWF Application Portal will open on November 1, 2024. The maximum per Parish is now \$300,000 for LGAP and \$350,000 for CWF.

Upon motion by Kevin Gray, duly seconded by Gil Dowies, the Jury unanimously amended Resolution 2024–20 – A Resolution for the Off-System Bridges for Fiscal Year 2023/2024.

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RESOLUTION 2024-020 (AMENDED)

ANNUAL CERTIFICATION OF COMPLIANCE WITH STATE OF LOUISIANA OFF  
SYSTEM BRIDGE REPLACEMENT PROGRAM

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, Louisiana (herein referred to as the Parish) convened in Regular Session on the 9<sup>th</sup> day of October 2024, that it does hereby certify to the Louisiana Department of Transportation and Development (herein referred to as the DOTD) that for the period beginning January 1, 2025, and ending December 31, 2025.

1. The Parish has performed and will continue to perform all interim inspections on all Parish owned or maintained bridges in accordance with the National Bridge Inspection Standards and Specifications for the National Bridge Inventory;
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 American Association of State Highway and Transportation Officials (AASHTO) Manual for Bridge Evaluation. The load posting information that has been determined by the 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 will be 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 will be load posted or closed in accordance with the table in the DOTD Load Rating Directives. All DOTD supplied load posting information concerning a bridge has been critically reviewed by the Parish Engineer prior to load posting; and
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 supplied to the Parish by the DOTD are noted.
5. All bridges owned and maintained by the Parish are accessible to DOTD for all routine bridge inspections. Parish will clear vegetation as required upon DOTD request.

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

Upon a motion by Kevin Gray and duly seconded by Gil Dowies this motion was amended and carried and officially adopted by the Claiborne Parish Police Jury meeting in regular session convened on Wednesday, November 6, 2024.

Yeas – (8) Ford, Furlow, Gray, McDaniel, Davidson, Cooper, Dowies and Young

Nays – (0)

Absent – (2) Cook and Merritt

Abstain – N/A

/s/Dwayne R. Woodard  
Secretary-Treasurer

/s/Scott Davidson  
President

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Upon motion by Gil Dowies, duly seconded by Larry Ford, the Jury unanimously approved, upon recommendation from the Personnel Committee, the request from Road Superintendents Bant Cupp and Chad Verdin to increase the base pay of Operator II Jim Gardener \$0.50 per hour to \$16.50 per hour effective with the pay period beginning November 7, 2024.

Upon motion by Gil Dowies, duly seconded by Mary McDaniel, the Jury unanimously approved the request from CPFPD #3 President "Cookie" Ogden, in an email received on October 30, 2024, to appoint Mr. Shane Rummel whose address is 753 Lowe Road, Haynesville, LA, to fulfill the unexpired term of Mrs. Angela Haynes (term expires on 12/31/2024). District Two Juror Mark Furlow recused himself from the vote.

Upon motion by Kevin Gray, duly seconded by Mary McDaniel, the Jury unanimously voted to reappoint Mr. Shane Rummel for two years, after serving Haynes remainder on the CPFD #3 Board. This appointment term will run from January 1, 2025, to December 31, 2026. District Two Juror Mark Furlow recused himself from the vote.

Upon motion by Gil Dowies, duly seconded by Mary McDaniel, the Jury unanimously adopted Resolution 2024 – 023 – A Resolution Approving the Holding of an Election in Claiborne Parish Fire District No. 5, Louisiana, on Saturday, March 29, 2025, to Authorize the Levy of a Special Tax Therein. (20 mills for 10 years)

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The following resolution was offered by Gil Dowies and seconded by Mary McDaniel:

**RESOLUTION 2024-023**

A resolution approving the holding of an election in Claiborne Parish Fire Protection District No. 5, Louisiana, on Saturday, March 29, 2025, to authorize the levy of a special tax therein.

WHEREAS, the Board of Commissioners of Claiborne Parish Fire Protection District No. 5, Louisiana (the "Governing Authority"), acting as the governing authority of Claiborne Parish Fire Protection District No. 5, Louisiana (the "District"), adopted a resolution on November 5, 2024, calling a special election in the District on Saturday, March 29, 2025, 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 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 authorize the District 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 Fire Protection District No. 5, Louisiana, this Police Jury hereby approves the holding of an election in the District, on Saturday, March 29, 2025, at which election there will be submitted the following proposition, to-wit:

**PROPOSITION  
(IN-LIEU MILLAGE)**

Shall Claiborne Parish Fire Protection District No. 5, Louisiana (the "District"), levy a 20 mills tax (the "Tax") on all property subject to taxation in the District for a period of 10 years, beginning with the year 2025 and ending with the year 2034 (an estimated \$392,000 reasonably expected at this time to be collected from the levy of the Tax for an entire year), for the purpose of acquiring, constructing, improving, operating and maintaining fire protection and emergency medical service facilities and equipment in

and for the District, including paying the cost of obtaining water for fire protection purposes, provided that a portion of the Tax proceeds is required to be contributed to state and statewide retirement systems as provided in R.S. 11:82, said Tax to be in lieu of and replace an ad valorem tax of 10.37 mills authorized to be levied in the District through the year 2029 pursuant to an election held in the District on April 28, 2018?

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

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

YEAS: (8) Ford, Furlow, Gray, McDaniel, Davidson, Cooper, Dowies, and Young

NAYS: (0) None

ABSENT: (2) Cook and Merritt

And the resolution was declared adopted on this, the 6<sup>th</sup> day of November 2024.

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/s/ Dwayne R. Woodard  
Secretary-Treasurer

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/s/ Scott Davidson  
President

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Upon motion by Kevin Gray, duly seconded by Mary McDaniel, the Jury unanimously entered into a NEW (3) Year contract with a Two (2) year roll over for the weekly curbside garbage pickup of household trash in the Parish only. (This DOES NOT include the incorporated areas of Homer and Haynesville) with Republic Services, Inc. beginning on January 1, 2025. The new price per pickup will be \$23.00 per household for ONE (1) Can Only.

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

Upon motion by Kevin Gray, duly seconded by Mark Furlow, the Jury unanimously voted, upon recommendation from the Road Committee, to purchase a gooseneck trailer and hotch for the ¾ ton truck for the purposed of hauling the newly purchased cutter head for an estimated cost of up to \$15,000.

At this time, Claiborne Parish Coroner Dr. Mark Haynes gave his monthly report for the past two months:

September 2024: (9) deaths: (4) ER/Hospice, (1) On Scene/no autopsy, (0) Autopsy, (4) Hospital/other facilities, and (5) CEC’s.

October 2024: (17) deaths: (8) ER/Hospice, (3) On Scene/no autopsy, (4) Autopsy, (2) Hospital, and (4) CEC’s.

Dr. Mark Haynes gave the Jury an update from the clinics. Covid is almost non-existent, along with only a few cases of the flu reported.

Dr. Mark told the Jury that he has 3 medical students from Monroe who are rotating throughout the clinics are getting experience in rural healthcare in hopes that they will possibly consider returning here to practice.

CMMC CEO Tina Haynes reported that the hospital is staying full. She also talked about the program that Dr. Mark was discussing with the Medical Students. The hospital has acquired a house for these students to stay in while they are practicing here in the parish.

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**ITEM #31 – November 6, 2024 – AGENDA**

SECRETARY-TREASURER – UPDATE ON GRANTS AND OTHER ITEMS

1. LGAP Projects –

Claiborne Parish Police Jury  
FY2022-2023 LGAP Grant  
Amount \$100,000  
Project – Roof rehab/repair CPPJ Admin Building  
Status – Bids received and accepted – Brazos Industries was awarded the bid.  
Construction is completed as of 11/4/2024.

Claiborne Parish Police Jury  
FY2023-2024 LGAP Grant  
Amount \$62,500  
Project – Purchase of John Deere Tractor w/Loader  
Status – awarded on September 18, 2024 – contract signed by CPPJ and returned to State.

2. CWEF Projects -

Pinehill Water System  
FY2020-2021 CWEF Grant  
Amount - \$21,225  
Project – Water line extension E D White Road area  
Status – Contract signed and approved by the State.

South Claiborne Water System  
FY2022-2023 CWEF Grant  
Amount - \$100,000  
Project – Owens Booster Station Project (Hwy 146)  
Status – Contract received and approved by the State. Project construction is completed as of 10/31/2024.

3. Sales Tax Collections for September 2024 – net of \$72,441 from gross collections of \$74,299  
Net sales tax collections for August 2024 – \$59,642 – increase \$12,799 (21.46%)  
Net sales tax collections for September 2023 - \$108,596 – decrease \$-36,155 (-33.29%)

4. Cash position on October 31, 2024 - \$9,777,409  
Cash position on September 30, 2024 - \$10,277,119 (decrease of \$-4997,710)  
Cash position on October 31, 2023 - \$9,693,714 (increase of \$83,695)

See Deposit Balances by Institution for breakdown on October 31, 2024 –

5. Total Receipts for the month of October 2024 – \$175,837.

6. Upcoming important dates and meetings –

11/19 – OOCs Board meeting at Library  
11/25 – Tentative date for Committee Meetings (if needed)  
11/26 – Agenda items due  
11/27-29 – Thanksgiving Holiday  
12/2 – Library Board Meeting  
12/4 – Jury Meeting  
12/19 – CPHSD#3 Board Meeting  
12/24-31 – Christmas Holiday  
1/1/2025 – New Year’s Holiday

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Additional Public Comments:

Ms. Lindy Lee introduced herself and addressed the Jury with information and services of her engineering firm of Neu Company, LLC. Ms. Lee gave a brief overview of the services offered

and expressed interest in working with the Jury on future engineering services through Neu Company, LLC. (Lindy Lee's roots are here in Claiborne Parish, where she attended Claiborne Academy.)

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Upon motion by Mark Furlow, 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