

February 21, 2018

On Wednesday, February 21, 2018 at 9:00 a.m., the Police Jury of Sabine Parish, State of Louisiana met in open and regular session.

The Agenda was as follows:

1. Call to Order
2. Roll Call
3. Prayer
4. Pledge of Allegiance
5. Amend the Agenda
6. Adopt the Agenda
7. Accept the Minutes of the Previous Meeting, January 24, 2018
8. Planning Commission
- 8a. Consider Entering a Cooperative Endeavor Agreement with the Sabine Parish Dixie Youth
9. Consider Abandonment of Buckley Extension in Ward 4
10. Permit Office Personnel, Pay Increase and Step Plan
11. Authorize President Bison to Execute Carhee Compactor Site Lease with a Term of Ten (10) Years
12. Approve Entering Cooperative Endeavor Agreement with South Sabine Fire District (Wards 1 & 2)
13. Consider Adoption of a Resolution Regarding the Disposition of Three Rescue Vehicles Purchased with Gustav Ike Disaster Recovery Funds
14. Authorize Payment of Approved Bills
15. Appropriate Sales Tax for February Operations (\$215,000)
16. Committee Reports
17. Operations
18. Adjournment

1. Call to Order

President Ronald L. Bison called the meeting to order.

2. Roll Call

The roll was called by the Secretary Treasurer. The following jurors were present: Willes Funderburk, Mike McCormic, "Charlie" Brown, William E. Ruffin, "Ronny" Bison, Eric Garcie, Ricky "K-Wall" Sepulvado, Kenneth M. Ebarb, and "Randy" Byrd.

3. Prayer

Prayer was led by Mr. William E. Ruffin.

4. Pledge of Allegiance

The Pledge of Allegiance was led by Mr. Charlie Brown.

5. Amend the Agenda

Resolution No. 8024

Motion by Ebarb and seconded by Byrd to amend the agenda as follows:

Item 8a – Consider Entering a Cooperative Endeavor Agreement with the Sabine Parish Dixie Youth

Prior to a vote on the motion to take up a matter not on the agenda by this public body the Police Jury President allowed an opportunity for public comment on the motion. There being no public comments the vote was as follows:

Yeas: 9 Nays: 0 Absent: 0

Police Jury President, Ronald L. Bison, allowed a period of public comment on any item on the agenda. Mr. Bison advised everyone that they would be allowed to comment later

during the meeting on particular agenda items, if they desire. There were no public comments at this time.

6. Adopt the Agenda

Resolution No. 8025

Motion by Sepulvado and seconded by Brown to adopt the agenda as amended.

The voting was as follows:

Yeas: 9 Nays: 0 Absent: 0

7. Accept the Minutes of the Previous Meeting, January 24, 2018

All Police Jurors have previously been provided a written copy of the minutes of the regular meeting held January 24, 2018.

Resolution No. 8026

Motion by Ruffin and seconded by Garcie to accept the minutes of the January 24, 2018 Police Jury meeting.

The voting was as follows:

Yeas: 9 Nays: 0 Absent: 0

8. Planning Commission

No member of the Sabine Parish Planning Commission was present at the meeting.

8a. Consider Entering a Cooperative Endeavor Agreement with the Sabine Parish Dixie Youth

The Sabine Parish Police Jury is in receipt of a letter, dated February 20, 2018, from the Sabine Parish Dixie Youth requesting \$5,000 which will be split equally between the six municipalities that participate in the program.

Mr. McCormic noted that this is the normal yearly amount that the Police Jury provides to the Dixie Youth Program. Mr. Ruffin reminded the jurors that this amount of funding was included in the 2018 Police Jury Budget.

Resolution 8027

Motion by Ruffin and seconded by Brown to authorize Jury President Bison to execute a cooperative endeavor agreement with the Sabine Parish Dixie Youth to provide \$5,000 in funding for the program.

The voting was as follows:

Yeas: 9 Nays: 0 Absent: 0

9. Consider Abandonment of Buckley Extension in Ward 4

Mr. Charlie Brown requested that this item be tabled until the next regularly scheduled meeting.

Resolution 8028

Motion by Brown and seconded by McCormic to table consideration of the abandonment of Buckley Extension in Ward 4 until the next regularly scheduled meeting.

The voting was as follows:

Yeas: 9 Nays: 0 Absent: 0

10. Permit Office Personnel, Pay Increase and Step Plan

Building Permit Office personnel have not received a pay increase for several years. Mr. James L. Freeland, the Certified Building Official for the Parish, has not had an increase in pay since he was hired on March 1, 2012. He does not currently participate in the Employee STEP Plan for pay increases. Mrs. Evelyn Miller, secretary for the C.B.O., has not had an increase in pay since December 1, 2013 and she does not currently participate in the Employee STEP Plan for pay increases.

The Personnel Committee has met and discussed this situation which was highlighted in the human resources report delivered to the Jury by SSA Consultants. Personnel Committee Chairman, Kenneth M. Ebarb, recommended that the Police Jury consolidate secretarial and clerical positions. The Personnel Committee recommended that the position of secretary for the C.B.O. be bundled with the secretarial positions at the Road Office and that her hourly rate of pay be increased to \$11.27 per hour effective March 1, 2018 and that, effective January 1, 2019, she participate in the Employee STEP Plan for pay increases.

Mr. Ebarb noted that Mr. Freeland has not participated in the Employee STEP Plan for pay increases. The Personnel Committee recommended that, effective January 1, 2019, Mr. Freeland begin participating in the Employee STEP Plan for pay increases.

Resolution 8029

Motion by Ebarb and seconded by Byrd to bundle the position of secretary for the Certified Building Official with the secretarial positions at the Road Office and to increase the base rate of pay for that position to \$11.27 per hour, effective March 1, 2018. Also, effective January 1, 2019, the position of secretary the Certified Building Official will begin to participate in the Employee STEP Plan for pay increases.

The voting was as follows:

Yeas: 9 Nays: 0 Absent: 0

Resolution 8030

Motion by Ebarb and seconded by Sepulvado that effective January 1, 2019, the position of Certified Building Official will begin to participate in the Employee STEP Plan for pay increases.

The voting was as follows:

Yeas: 9 Nays: 0 Absent: 0

Mr. Ebarb further noted that the employees of the Police Jury had not received any type of across-the-board pay increase since 2014. He requested that the Finance Committee and the Secretary Treasurer begin work to determine how much of an across-the-board pay increase for all Parish employees is feasible for the year beginning January 1, 2019.

11. Authorize President Bison to Execute Carhee Compactor Site Lease with a Term of Ten (10) Years

The lease for the Carhee Compactor Site has expired. Mr. R. H. and Mrs. Rachel L. Evans have indicated a willingness to renew the lease of the site for a ten-year period ending June 30, 2027 for consideration of \$800.00 per year. A copy of the draft lease agreement has been provided to each juror.

Resolution No. 8031

Motion by Byrd and seconded by Ebarb to authorize President Ronald Bison to execute an agreement with Mr. R. H. and Mrs. Rachel L. Evans to lease the Carhee Compactor Site for a period of ten (10) years, beginning July 1, 2017 and ending June 30, 2027, with a lease price of eight hundred dollars (\$800.00) per year.

The voting was as follows:

Yeas: 9 Nays: 0 Absent: 0

12. Approve Entering Cooperative Endeavor Agreement with South Sabine Fire District (Wards 1 & 2)

The Police Jury has received a request from South Sabine Fire District (Wards 1 & 2) for twelve (12) yards of washed gravel for improvements to the driveway of the South Toledo Bend Fire Station to enhance the ingress and egress of firefighting equipment. Since the Sabine parish Police Jury has a reasonable expectation of receiving a benefit that is at least equivalent to the value of the gravel requested, it is proposed that a cooperative endeavor agreement be executed with the South Sabine Fire District (Wards 1 & 2).

A draft of the proposed cooperative endeavor agreement has been provided to each juror.

Resolution No. 8032

Motion by McCormic and seconded by Funderburk to authorize President Ronald Bison to execute a cooperative endeavor agreement with the South Sabine Fire District (Wards 1 & 2) wherein the Police Jury agrees to provide twelve (12) yards of washed gravel for improvements to the driveway of the South Toledo Bend Fire Station.

The voting was as follows:

Yeas: 9 Nays: 0 Absent: 0

13. Consider Adoption of a Resolution Regarding the Disposition of Three Rescue Vehicles Purchased with Gustav Ike Disaster Recovery Funds

Mr. Darin Mann with the Louisiana Division of Administration, Office of Community Development – Disaster Recovery Unit, notified Secretary Treasurer Weatherford that a resolution regarding the disposition of three rescue vehicles purchased with Gustav, Ike Disaster Recovery Funds is not necessary. No action is required on this item.

14. Authorize Payment of Approved Bills

Resolution No. 8033

Motion by Ruffin and seconded by Funderburk to pay the approved bills.

The voting was as follows:

Yeas: 9 Nays: 0 Absent: 0

15. Appropriate Sales Tax for February Operations (\$215,000)

Resolution No. 8034

Motion by Ruffin and seconded by McCormic to appropriate and transfer \$215,000.00 from the Sales Tax Fund to the Parishwide Transportation Fund for February 2018 operations.

The voting was as follows:

Yeas: 9 Nays: 0 Absent: 0

16. Committee Reports

Courthouse and Jail Committee:

Mr. Sepulvado, chairman of the Courthouse and Jail Committee, reported that the old Veteran's Administration Office has been cleaned and shelving has been installed. It is now being used as a records storage area for the police jury administration department.

17. Operations

The Police Jury will be hiring a new truck driver and several compactor station workers.

18. Adjournment

Resolution No. 8035

Motion by McCormic and seconded by Ruffin to adjourn.

The voting was as follows:

Yeas: 9 Nays: 0 Absent: 0

s/William E. Weatherford
William E. Weatherford
Secretary Treasurer

s/Ronald L. Bison
Ronald L. Bison
President