

SPECIAL MEETING UNION PARISH POLICE JURY

Farmerville, Louisiana
October 11th, 2022

The Union Parish Police Jury met this date in special session in the Police Jury meeting room, Courthouse Annex, Farmerville, Louisiana with the following present: Curtis Moses, Nathan Pilgreen, Dewayne Ramsey, Johnny Buckley, Ben Bridges, Ceis Nyegaard, L.W. Nolan, Brenda Abercrombie and Andrew Ford, Jr. Absent: None. The President called the session to order and welcomed all guests. Mr. Ford offered the invocation. Mrs. Abercrombie led the group in the Pledge of Allegiance to the Flag.

President Abercrombie welcomed everyone to the meeting and asked if anyone in the audience would like to register for public comment. At this time the public was given the opportunity to comment on any item shown on the agenda.

Motion Mr. Pilgreen, seconded by Mr. Nolan and declared adopted by unanimous vote of the Jury to approve the agenda with the following addition:

Agenda Item #9 Discuss and take action, if necessary, regarding the discussion of the Public Works Director position.

Recommendations from the Landfill Committee:

Mr. Bridges reported that the Landfill Committee met at 4:00 PM and has three recommendations.

Motion Mr. Bridges, seconded by Mr. Pilgreen to accept the bid from McNeilus in the amount of \$668,166 for two (2) Front Load Garbage Trucks based on the specs and warranty. Motion carried unanimously.

Motion Mr. Bridges, seconded by Mr. Pilgreen to accept the lowest bid from Wastequip in the amount of \$126,685 for one hundred (100) Front Load Dumpsters and request a delivery date of June 2023. Motion carried unanimously.

Motion Mr. Bridges, seconded by Mr. Buckley to authorize the Secretary/Treasurer to attend the Louisiana Solid Waste Association Workshop to be held in Lake Charles on October 25 and October 26 and travel to Baton Rouge to test for the Class A Operator Exam on October 28th. Motion carried unanimously.

Recommendations from the Executive Committee:

The Executive Committee met earlier at 4:30 PM and has two recommendations.

Motion Mr. Buckley, seconded by Mr. Ford to recommend to the full jury to enter into a CEA with the Women for Veterans Organization for the 2nd Annual Christmas Luncheon for the elderly. Motion carried with the following vote:

MEMBERS:	YEAS:	NAYS:	ABSENT:	ABSTAINING:
Curtis Moses	x			
Nathan Pilgreen		x		

DeWayne Ramsey	x
Johnny Buckley	x
Ben Bridges	x
Ceis Nyegaard	x
L.W. Nolan	x
Brenda Abercrombie	x
Andrew Ford, Jr.	x

Motion carries with a vote of 8-1.

Motion Mr. Buckley, seconded by Mr. Ramsey to hire Chad Parker with Inspections Unlimited to be the Union Parish Building Official and authorize the President to execute any necessary documents. Mr. Parker is replacing Chase Sanson effective November 1st, 2022. Motion carried unanimously.

Recommendations from the Personnel Committee:

Mr. Pilgreen reported that the Personnel Committee met earlier and has one recommendation to make.

Motion Mr. Pilgreen, seconded by Mr. Buckley to authorize the Secretary/Treasurer to advertise for a Public Works Director. Motion carried with the following vote:

MEMBERS:	YEAS:	NAYS:	ABSENT:	ABSTAINING:
Curtis Moses	x			
Nathan Pilgreen		x		
DeWayne Ramsey	x			
Johnny Buckley	x			
Ben Bridges		x		
Ceis Nyegaard	x			
L.W. Nolan	x			
Brenda Abercrombie	x			
Andrew Ford, Jr.	x			

Motion carries with a vote of 7-2.

A brief discussion was held regarding the salary for a Public Works Director. Mr. Bridges and Mr. Pilgreen expressed their reservations regarding the salary gap between the other supervisors and what a Public Works Director position would pay. Mr. Ramsey stated that all of the employees have the option to apply for the job. Mr. Ford asked why is the jury focused on one man when the position hasn't been advertised yet and no one else has had a chance to come forward. **Motion Mr. Ramsey, seconded by Mr. Buckley to pay a Public Works Director a yearly salary of \$90,000.**

MEMBERS:	YEAS:	NAYS:	ABSENT:	ABSTAINING:
Curtis Moses	x			
Nathan Pilgreen		x		
DeWayne Ramsey	x			
Johnny Buckley	x			
Ben Bridges		x		

Ceis Nyegaard	x	
L.W. Nolan		x
Brenda Abercrombie	x	
Andrew Ford, Jr.		x

Motion carries with a vote of 5-4.

A brief discussion was held regarding a job description for a Public Works Director. Mr. Pilgreen read a proposed job description that was previously drafted. **Motion Mr. Ramsey, seconded by Mr. Buckley to adopt the following job description for the Public Works Director.**

TITLE: PUBLIC WORKS DIRECTOR

DEFINITION:

Under policies and procedures established by the Union Parish Police Jury, the Public Works Director is responsible for work in planning, directing, coordinating and reviewing the construction, repair and maintenance of roads, bridges, oversight in heavy equipment/logging permits, drainage works, parish landfill, individual dumpster locations, maintenance of related equipment and other related work as required.

NATURE OF WORK:

Directs, coordinates and reviews the work of employees engaged in the construction, repair and maintenance of parish roads, bridges, drainage work and disposal of solid waste, and procurement of materials and supplies; supervise the operation of support services including vehicle/equipment repair shop; plans and schedules activities of the road and solid waste departments; reviews all records of the Road and Landfill departments; prepares monthly report to the Police Jury and prepares equipment specifications.

DISCLAIMER: The above description covers the principal duties and responsibilities of the job. The description shall not, however, be construed as a complete listing of all duties which may be required from day-to-day.

MINIMUM QUALIFICATIONS:

Considerable knowledge of the principals and techniques involved in the construction, repair and maintenance of parish roads, bridges, drainage work, landfills and receiving stations; tools and equipment used in related work; knowledge of federal, state and parish law; ability to supervise employees; deal with disciplinary and surety problems; establish and maintain effective working conditions and relationships with other employees; and the ability to employ tact and conciliation in dealing with the general public.

TRAINING AND EXPERIENCE:

High school graduate or equivalent; college or university degree a plus or five (5) years' experience in a related field.

CERTIFICATE, LICENSES, REGISTRATIONS:

**Landfill Class A Operator License and any other required certification or license.
CDL Class A.**

RANDOM DRUG TESTING IS CONDUCTED ON ALL EMPLOYEES.

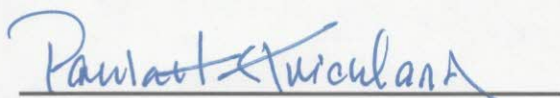
MEMBERS:	YEAS:	NAYS:	ABSENT:	ABSTAINING:
Curtis Moses	x			
Nathan Pilgreen		x		
DeWayne Ramsey	x			
Johnny Buckley	x			
Ben Bridges		x		
Ceis Nyegaard	x			
L.W. Nolan	x			
Brenda Abercrombie	x			
Andrew Ford, Jr.		x		

Motion carries with a vote of 6-3.


A brief discussion was held regarding the hours the Public Works Director will work. The Union Parish Police Jury Personnel policy states that employees will work a forty (40) hour work week. A week means Monday through Friday. Working hours of the Parish employees, office, road, landfill and building custodian, set to begin at 7:30 a.m. and end at 4:00 p.m. with 30 minutes for lunch. It was suggested that the Public Works Director follow whatever department he is working in. **Motion Mr. Buckley, seconded by Mr. Moses that the Public Works Director will follow the Union Parish Police Jury Personnel Policy that is already in place. Motion carried unanimously.**

In accordance with Ordinance 549, time for public comment was given. Lynn Ramsey addressed the jury concerning the Christmas luncheon. Mrs. Ramsey stated that she will reach out to different businesses for donations instead of entering into a CEA with the jury.

There being no further business to come before the Jury, the President declared the meeting adjourned upon motion by Mr. Nolan, seconded by Mr. Moses on this the 11th day of October, 2022.



Paula Strickland, Secretary/Treasurer
Union Parish Police Jury



Brenda Abercrombie, President
Union Parish Police Jury