

**TOWN OF JACKSON
TOWN MEETING
Jackson Volunteer Fire Department
1631 Charter Street
Jackson, Louisiana 70748**

**MEETING MINUTES
MAY 11, 2026
6:00 p.m.**

PRESENT:

MR. DANE BROWN, MAYOR
MRS. ANNISSA WOODARD, TOWN CLERK
MR. DAVID GUILLORY, BOARD MEMBER
MR. WILLIAM FREE, BOARD MEMBER
MRS. DEBRA ALLEN NORSWORTHY, BOARD MEMBER
MR. WILLIAM "BUBBA" MCCRORY, BOARD MEMBER
HALEY MAJOR GREEN, TOWN ATTORNEY (TAKING MINUTES)

ABSENT: MICHAEL HARRELL, BOARD MEMBER

CALL TO ORDER:

The town meeting was called to order by Mayor, Mr. Dane Brown at 6:00 pm., pursuant to the prepared agenda.

ROLL CALL:

The roll was called by Town of Jackson Clerk, Mrs. AnniSSa Woodard, with all Board members present, except Michael Harrell.

PRAYER/PLEDGE

Opening prayer and the Pledge of Allegiance were led by Mr. Guillory.

APPROVAL OF AGENDA-

A discussion of the Agenda was had;

A motion was made by Mr Guillory to amend the agenda to add the following items:
Second by Ms. Norsworthy. There was no opposition; the agenda was amended to add the following item.

1. Approval of the Consent Contract for Demolition of Condemned Properties presented by Officer Cary Quiet.

Motion to approve the agenda as amended with the additions and deletions by Mr. Guillory; there was a second by Mr. McCrory. There was no opposition. The agenda was approved as amended.

MEETING MINUTES-

Mr. Free made a motion to approve the minutes from the April 13, 2026, meeting. Mr. Guillory gave a second; there was no opposition. The minutes of the April 13, 2026, meeting were approved as written.

BILLS

Mr. Free reported that he examined all the bills and he made a motion to approve the bills and authorize Mayor Brown and Town Clerk, Annissa Woodard to process the bills. Mrs. Norsworthy offered a second. There was no opposition. There was approval of the bills and authorization to pay the same.

BUDGET V. ACTUALS

Holli Gilmore asked that the board review and approve the budget verses actuals prior to approval of the amended budget. She sent the reports. Mrs. Gilmore is requesting approval on the budget versus actuals before the Board can move o amending the budget. Mr. McCrory made a motion to approve budget v actuals. Mrs. Norsworthy gave a second. There was no opp. The budget versus actuals was approved.

OLD BUSINESS

1. Hawkins Trailer. The Hawkins are requesting a hardship in order to vary from the ordinances requirements. They are requesting that a second trailer be allowed on the property based on a medical hardship with Mrs. Emma Hawkins. A medical letter discussing Mrs. Emma's health condition and what she would need in order to live was presented to the mayor and the board. The address is on Pine Street. Mr. Guillory made a motion a to approve the hardship, Mrs. Norsworthy gave a second. There was no opposition. The hardship was granted and the Hawkins have the approval of the Board to place the second trailer on the property.

NEW BUSINESS-

1. Minda Rayburn, Audit. Mrs. Rayburn talked about the audit report and the highlights in the accounts and specifically emphasized the accounts that need to reimburse the general fund. Those accounts need to reimburse the general fund every month.

Statement of revenues and expenses – the number one revenue is property taxes, sales taxes, and permits, fines and fees. 1.8 million assets. The expenses – are -\$88K but still have a positive fund balance.

Mrs. Minda Rayburn explained the accounts and their totals and assets and liabilities, budgets verses actuals, and the amount of reimbursements owed to the general fund.

The report culminated in three findings:

1. Repeat finding – The Town of Jackson does not have another CPA to do accounting and internal audits prior to Mrs. Rayburn’s audit. She has reported that the Town of Jackson just does not have the manpower to do that.
2. Policy and procedures – The Town of Jackson’s policies and procedures need to be updated for payroll.
3. Violation of Local gov’t budget act –The Town of Jackson was over on expenses by 11%. The Town did have the means to pay these over budget items.

It is also imperative to make sure the general fund is getting reimbursed every month.

2. Amend 2025-2026 Budget – Holli Gilmore has provided the items in the budget that needed to be amended in a report. Most of these things are dealing with grants. Mr. Free made a motion to approve the amended budget; Mr. Guillory gave a second. There was no opposition. The amended budget was approved.
3. Millage renewal Audubon Regional Library, Aubrie Legette – spoke in order to bring awareness to the millage renewal in the upcoming election and its importance in order to sustain the library. He is asking everyone to consider the renewal and discussed the things we are able to offer – story time, e-book, e-book swap, summer reading, passes to parks/activities, performers, petting zoo, etc. He works with the parish extension agents to present programming for the community. The library has informational flyers available at the Library.
4. Sit in Judge, Mitch Harrell. Mr. Harrell asks for approval for a temporary judge to sit in. May 21, 2026 we have court scheduled and our Town attorney, who presides as magistrate over Mayor’s court has a scheduling conflict. Andy D’Aquila was able to have the Town Attorney for St. Francisville, Jessie Cannon. She will serve at no charge. Motion to approve a temporary judge sit in when there is a need or an emergency situation. Motion was offered by Mrs. Norsworthy, second by Free.
5. Cooperative Agreement with Clinton Police Department, Mitch Harrell. Mitch Harrell is asking the board to approve a Cooperative Agreement with Clinton Police Department. In the case where a situation extends into Clinton or a situation extends into Jackson from Clinton or one department needs information from another department, this cooperative agreement would cover liability as if they were officers for Town of Jackson. Originally, this began around the situation of the schools as the Middle School is in one town and the High School is in another. If they need to go to Clinton, they would be covered under insurance and vice versa. They will still be under their own jurisdiction, just working in a different jurisdiction. Guillory moves to authorize the Mayor to sign and enter into the cooperative agreement. Norsworthy second. Mayor has some questions with regard to the insurance coverage and would like the opportunity to ascertain whether this cooperative agreement will qualify the Town of Jackson to be

covered in these situations. Mr. Guillory would rescind the motion and Move to table the issue and revisit when questions are answered. Mr. Free gave a second. There was no opposition. The matter is tabled until information can be ascertained regarding insurance coverage.

6. Terminate Melissa Clark. Hire Terion Tyler. Effective date is May 12, 2026. \$18/hour. As a full-time POST certified Deputy Marshall.

Motion for termination of Melissa Clark made by Mr. Free. Mr. McCrory seconded the Motin. There was no opposition and the termination of Melissa Clark effective May 8, 2026 was affirmed. .

Motion to hire Tretorion Tyler as a full time deputy marshall with the Jackson Marshall's Office was made by Mr. Free, Mr. Guillory gave a second. There was no opposition. This hire is effective on May 12, 2026.

7. Meg Johnson. She reports that she has lived in Pipes house and she is the 4th generation owner. The home was built by her grandfather Pipes. She wants to discuss Oak Street. This has been used as an ingress and egress from out property. 30 feet by us and 30 feet by the neighbor have been used. Her family has worked this for drainage. Town of Jackson has been very helpful. They have helped upgrade the gravel put there for passage. There is a lot of washout. Water continues to run down the servitude – it is difficult to navigate the servitude. There is terrible erosion. She has a down syndrome daughter who likes to visit around town. It is very difficult to push her up the driveway – in a wheelchair. It is a dangerous, muddy mess. There are Bring attention to something – Louisiana street – goes directly into the carport of a homeowner. Our property is the only property on the college street – The town has been reluctant to hard surface Oak Street – runs into the drainage ditch – not a through street. We struggle with water flow and erosion. The Louisiana street property – possibly that the homeowner used own funds to put this pavement down. If so, she would like to ask permission to pay for the pavement of the road. She appreciates the time to speak. Matt – Louisiana lane has two houses to which it goes. Almost positive that the property owners resurfaced it themselves. She would like the possibility to do the same on Oak Street. Gulley washers. Mayor says they will follow up and get back in touch.
8. Laura Schuff – Ruby Ellis and Mr. Schuff were present to request a hardship for a camper to be on the property of their mobile home. The mobile home is being renovated. Mrs. Schuff has cancer and is undergoing treatment and does not need to be in the home while these renovations are taking place. Requesting a hardship. Mayor reviewed the paperwork for her from Mary Bird. The renovation may take 6 months. Norsworthy made a motion to allow the hardship. Mr. Guillory gave a second. There was no opposition. The temporary hardship was granted to allow the Mrs. Schuff to live in the camper on the property of her trailer for a period of six months.
9. Maintenance Pay adjustment – Mr. Matt Leggett reports that someone in his department went out on medical and he has been down an employee with the Maintenance Department since last year. He has not been on the payroll since sometime at the end

of 2025. He is asking to adjust the six active employees in there to \$1/hour. They stepped up when the person did not work and they did his part of the job for no extra compensation. We have not used that person's salary since last May. He is just asking to adjust \$1/hr for all full-time employees. No motions was put up. The matter was passed.

10. Mr. Matt Leggett is asking, if the \$1/hour raise is not granted, then fill the open maintenance position. He needs to fill the position and needs to advertise for him. Mr. Leggett is asking for a Motion from the Board to fill the position. No motion was offered and the matter was passed.
11. Policy and procedures – Last month the Board implement a new policy that on all new full time positions, the employee will pay 30% of insurance and benefits. The effective date was set for July 1, 2026. The mayor is asking that the board reconsider the effective date and asking that the date be made effective immediately, Mr. Free made a motion and Guillory second that the policy for employee benefits compensation be made effective immediately. There was no opposition and the Policy for employee benefits compensation is made effective immediately.
12. Public Hearing – Chief Marshall Mitch Harrell is introducing a new ordinance to address false residential alarm alerts. There are many false alarms at homes causing the unnecessary response by officers which includes time and costs and manpower to go out to get the alarms cleared in non-emergency or false alarm situations. Harrell asks that the matter be set for Public Hearing at 5:45 prior to the town meeting in June for public discussion of the ordinance and subsequent approval at the June meeting. Chief Harrell reports that he wants to be diligent in helping the businesses and homeowners, but they have also go to be responsible, as well, to ensure that they are not occupying an unnecessary and unjustified amount of resources. He would like input; he would suggest consideration for the imposition of a fine after so many times of answering a false alarm. A motion was made by Mr. Free, and a second by Mr. McCrory to set this matter for public hearing at 5:45 prior to the June meeting. There was no opposition and the matter was approved for public hearing at 5:45 prior to the next meeting.
13. Change in board meeting by Mayor Brown. Mayor Brown requests moving the June meeting up by one week. He indicated that himself and some other members would not be in town to attend and to avoid not having a quorum, he would like to change the meeting to one week prior, June 1, 2026. Motion by Mr. McCrory, second by Mrs. Norsworthy to move the June 2026 meeting to the first Monday of June, 2026. McCrory, Mr. Guillory abstained. There was no opposition. The June town meeting will be held on June 1, 2026 at 6:00 p.m.
14. Officer Cary Quiet – introduced a Contract for the previously condemned properties whose owners consent to the demolition of the property. The contract was discussed between Mr. Cary Quiet and the Haley Major Green, town attorney. Mr. Guillory moves to accept the contract from; Mr. Free gives a second. There is no opposition. The form of the contract is approved.

MAINTENANCE REPORT -

MATT LEGETT'S REPORT-. Put a copy of report was included. No oral report.

POLICE REPORT;

CHIEF MARSHALL MITCH HARRELL'S REPORT – He reported that there were 39 citations written. 85 citations were paid. There were 33 bench warrants issued. There was \$23,865.00 in fines collected for the month of April.

CODE ENFORCEMENT REPORT:

OFFICER CARY QUIET'S REPORT

Old business –.

GAVE AN UPDATE on all pending properties, 6 written consent to demolition of condemned properties. He requests that the mayor to sign the contract. We need to discuss how going to handle the other cases that we do not have consent, do not know the owners or cannot find all of the owners. One of the persons whose property was condemned wanted to negotiate to keep the garage portion of the structure. The board did not elect to negotiate the condemnation at 1724 Chestnut Street.

Will request consideration of handling the additional cases on the agenda for next monthly meeting.

New Business Jessica Dagostino – appeared and addressed concerns over people in the street going and burn them down, the condemned houses. She lives on Bourbon Street – there is erosion that she is worried about and asked to be added to next month's agenda.

Antonio Veal – came to the meeting to thank the board for addressing the issues that he had on the agenda a few months ago. He expressed his gratitude that the Board addressed all of his issues of concern.

ATTORNEY REPORT: None.

MAYOR'S COMMENTS: Mayor appreciates the long meeting and appreciates Cary's efforts.

A motion to adjourn was made by Mr. Guillory, second by Mrs. Norsworthy and the meeting was adjourned at 7:05 p.m. There was no opposition and the meeting was adjourned.