



**HOUSTON COUNTY COMMISSIONERS COURT  
MINUTES  
REGULAR MEETING  
OCTOBER 7, 2019**

The Commissioners' Court of Houston County met in a regular, called meeting on October 7, 2019 with the following members present, to wit:

Jim Lovell	County Judge
Gary Lovell	Commissioner, Precinct #1
Willie Kitchen	Commissioner, Precinct #2
Jimmy Henderson	Commissioner, Precinct #4

Also present:

Sharon Luker	Assistant to the County Commissioners
Jan Pigford	Administrative Assistant to the County Judge
Janis Omelina	Treasurer
Melissa Jeter	Auditor
Cynthia Lum	Election's Administrator
Justin Killough	Chief Deputy at S/O
Ryan Martin	Sheriff's Office
Terri Meadows	Houston County Clerk

Media:

None were present

Visitors: Gwendolyn Scott

- (1) Welcome, Invocation and Pledges:  
Judge Lovell called the meeting to order, Commissioner Henderson gave the opening prayer, and Judge Lovell led the Pledge of Allegiance to the American Flag and the Texas Flag.
- (2) Recognition and comments from guests:  
Judge Lovell recognized the guests and asked if there were any comments. There were none.
- (3) Commissioner Kitchen made a motion to approve the Commissioners Court minutes from September 24, 2019. Commissioner Henderson seconded the motion. Motion carried 5 to 0.
- (4) Consider approving Budget Amendments. There were none.

(5) Consider payment of bills and expenses:

- a. Accounts payable
- b. Fund transfers
- c. Ratify Salary expenses

Commissioner Kitchen made a motion to pay all of the bills and expenses for a. (Accounts payable), b. (Fund transfers), and c. (Ratify Salary expenses). The motion was seconded by Commissioner Lovell. The motion carried 5 to 0.

(6) Receive information, announcements and reports from County Departments:

- a. Environmental Report

Commissioner Kitchen made a motion to receive as Information the Environmental Report. Commissioner Henderson seconded. Motion carried 5 to 0

- b. Community Service (did not take any action, report not available)

(7) Consider approving salaries for new and/or transfer employees:

Commissioner Perry made a motion to approve the promotion of Dewayne Hughes from full-time Precinct 3 Road Hand – Heavy Equipment Operator to full-time Road Supervisor at Pay Grade #19, bi-weekly salary of \$1424.12, effective October 7, 2019. Commissioner Henderson seconded. Motion carried 5 to 0.

Commissioner Kitchen moved to approve the hiring of Daisy Castillo as Full-time Administrative Assistant – DPS (she is replacing Teresa Ginn) at Pay Grade 14 and bi-weekly salary of \$1,025.18. Commissioner Lovell seconded. Motion carried 5 to 0.

Commissioner Lovell moved to approve the hiring of Tommy Lively as part-time Road Hand for Precinct 1 at Pay Grade 13 and hourly pay of \$11.55. Commissioner Henderson seconded. Motion carried 5 to 0.

Commissioner Kitchen made a motion to approve the hiring of Daniel Aleman as part-time Road Hand for Precinct 2 at Pay Grade 13 and hourly pay of \$11.55. Commissioner Lovell seconded. Motion carried 5 to 0.

Commissioner Lovell made a motion to hire Karandeep Easley as a full-time Dispatcher to replace Jacob Waller. This will be at pay grade #15 and bi-weekly salary of \$1018.81. Commissioner Kitchen seconded the motion. Motion carried 5 to 0.

(8) Discuss and consider approving payment of compensatory, vacation and holiday time for County employees and necessary budget amendments. Commissioner Kitchen moved to approve payment of \$107.26 to Lynn Gentry (HCSO), \$82.20 to Martha Jackson (HCSO), and \$7.30 to Katy Cook (HCSO). Commissioner Lovell seconded. Motion carried 5 to 0.

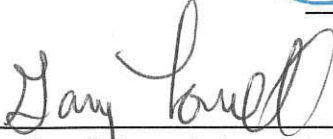
(9) Judge Lovell announced that he has been in conversations with our Emergency Management Coordinator, Roger Dickey, concerning the drought and fire danger situation and it is recommended that we initiate a burn ban for unincorporated areas of Houston County beginning immediately. Commissioner Lovell made a motion to initiate the burn ban. Commissioner Kitchen seconded. Motion carried 5 to 0.

- (10) Commissioner Kitchen made a motion to adopt a Proclamation designating October as Domestic Violence Awareness Month in Houston County. Commissioner Lovell seconded the Motion. Motion carried 3 to 0.
- (11) Commissioner Lovell moved to approve the contract extension until September 20, 2020 for Older American Act Programs (Senior Center and Home Delivered Meal Program) with Deep East Texas Council of Governments. Commissioner Kitchen seconded the motion. Motion carried 5 to 0.
- (12) Judge Lovell shared that it is necessary for the Veteran's Service Office to have a fax line installed because of the nature of confidential information that needs to be faxed to that office. Commissioner Henderson moved to approve the addition of the fax line at an approximate cost of \$50.00 per month to the Veteran's Service Office. Commissioner Kitchen seconded. Motion carried 5 to 0.
- (13) Discuss and consider accepting bids on trust properties submitted by Houston County Appraisal District. Commissioner Kitchen moved to table this agenda item until a person from the Appraisal District can be present to answer questions. Commissioner Henderson seconded. Motion carried 5 to 0.
- (14) Discuss and consider distribution of votes to candidates for Board of Directors to Houston County Appraisal District. Judge Lovell opened up the floor for nominations. Commissioner Kitchen moved to nominate the current Appraisal District members and close nominations. Commissioner Lovell seconded. Motion carried 5 to 0.
- (15) Discuss and Consider Action on adopting an Order for Disbursement of Salaries and Routine Expenses for FY 2020 as authorized under LGC 154.0235. Melissa Jeter, County Auditor, said that adopting this measure allows payment of salaries and routine expenses for the county without having a Commissioners Court Meeting every time for approval. The Court can continue to meet on the twice a month schedule by adopting this Order. Commissioner Kitchen moved to adopt this Order for Disbursement of Salaries and Routine Office Expenses. Commissioner Henderson seconded. Motion carried 5 to 0.
- (16) Commissioner Kitchen made a motion to receive as information FY 2019 Seizure and Forfeiture Audit Reports for District Attorney, County Attorney, Sheriff's Department and Constable Precinct 1. Commissioner Lovell seconded. Motion carried 5 to 0.
- (17) Commissioner Lovell made a motion to approve adopting resolution to approve the Agreement between the County and Texas Department of Transportation for the required 10% Local participation for Right-of-Way – Acquisition. The amount is \$5304.50. Commissioner Kitchen seconded the motion. Motion carried 5 to 0.
- (18) Commissioner Lovell made a motion to accept the revised Rules of procedure, conduct and decorum for Houston County Commissioners Court. Commissioner Henderson seconded. Motion carried 5 to 0.
- (19) Receive as information update from Pinewoods Sanitation. Representative not here.

(20) Judge Lovell moved to adjourn the Meeting. Commissioner Kitchen seconded. Motion carried with everyone standing. The meeting was adjourned.



Jim Lovell, County Judge



Gary Lovell, Commissioner, Precinct #1



Willie Kitchen, Commissioner, Precinct #2



Pat Perry, Commissioner, Precinct #3



Jimmy Henderson, Commissioner, Precinct #4

Attest:



Terri Meadows, County Clerk