

**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
REGULAR SESSION
MONDAY, FEBRUARY 4, 2013 – 7:00 P.M.
CITY HALL**

MEMBERS PRESENT: JERRY D. ROSEBERRY, MAYOR; TERRY SMITY, MAYOR PRO-TEM, COUNCIL MEMBERS JIM WINDHAM; GEORGE HOLT; FRANK DAVIS; LYN PACE; COUNCIL MEMBER DAVID EADY WAS NOT IN ATTENDANCE

OTHERS PRESENT: David Strickland, Attorney; Bob Schwartz, City Manager; Lauran Willis, City Clerk; Dave Harvey, Police Chief; Patsy Burke, Mike Ready, Hoyt Oliver, LaTrelle Oliver, Anderson Wright; Neal Penn, Carol Penn, Margaret Dugan, Dean Bowen

The meeting was called to order by the Honorable Jerry D. Roseberry, Mayor, and the invocation given by Council Member Lyn Pace

Pledge of Allegiance **OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING**

A motion was made by Smith, seconded by Pace to accept the Agenda for the February 4, 2013 Public Hearing and Mayor and Council. The Council vote was unanimous.

A motion was made by Holt, seconded by Windham for the approval of the Minutes of the January 7, 2013 Mayor and Council Meeting. The Council vote was unanimous.

A motion was made by Windham, seconded by Smith to accept the Minutes of the December 11, 2012 Planning Commission Meeting. The Council vote was unanimous.

PLANNING COMMISSION RECOMMENDATIONS/PETITIONS

Planning Commission member, Patsy Burke stated there was no news to report.

CITIZENS COMMENTS/CONCERNS:

LaTrelle Oliver extended an invitation for all to attend the Arbor Day celebration at City Hall on February 16, 2013 at 10:00 A.M. There will be a presentation by Cousin Middle School students. Bob Swanson owner of Specimen Tree Inc. will be the guest speaker. Mr. Swanson will demonstrate air spading and planting of trees. There will be a tree owner's manual given to each household in attendance.

Virgil Eady announced the Oxford Historical Cemetery Foundation will hold its annual meeting on Sunday, February 10, 2013 at 2:00 P.M. at City Hall. He extended an invitation for anyone interested in participating in the activities of the foundation to attend.

MAYOR'S REPORT

Mayor Roseberry announced he received notice that DCA (Department of Community Affairs) has accepted the city's Short Term Work Program which the council will adopt at the April meeting.

Mayor Roseberry distributed an outline summary pertaining to the State open meeting requirements and ask council to review it for discussion at the February 18, 2013 work session.

The mayor also announced that Newton County has adopted an ordinance prohibiting smoking at all County community parks. He suggested this be discussed as a possibility of adopting this policy for parks in Oxford.

Mayor Roseberry presented a Proclamation to Ms. Patsy Burke as the Honorary Councilmember for the City of Oxford for the month of February 2013. Ms. Burke is the first citizen to be nominated for this position as a result of a Resolution passed by council at the January 7, 2013 Mayor and Council meeting. This program is designed to encourage citizen participation in our governing body. Ms. Burke was escorted by City Manager, Bob Schwartz and Police Chief, Dave Harvey on a tour of the city. She also spent time with each department learning the day to day operations of the city.

Bob Schwartz/City Manager

City Manager, Bob Schwartz announced that Planning Commission members Mike Ready, Vivian Harris and he will be attending a class for planning administrators in Atlanta.

City Attorney/David Strickland

No report

George Holt**Finance/Oversight/Personnel**

A motion was made by Holt, seconded by Smith to authorize the city to pay the 2% increase in FICA on behalf of the city's full time employees from February 2013 through June 2013 and will amend the FY2013 budget to increase the salaries account for the city clerk's department by \$1,700 and to reduce the overtime account for the city clerk's department by \$1,700.00. The council vote was unanimous.

A motion was made by Holt, seconded by Smith to authorize the City Clerk and Treasurer to write off \$105,462.79 in uncollectible bad debts that have accumulated from 2008 to December 31, 2012 and to make all appropriate adjustments to the city's general ledger. The council vote was unanimous.

Council member Holt presented the first reading of three Ordinances to approve several technical corrections in the City Code relating to purchasing and the writing of checks.

- i. An Ordinance to Amend Chapter 4 Revenue and Finance, Article III budget, By Amending Section 4-318 Transfer of Appropriations.
- ii. An Ordinance to Amend Chapter 4 Revenue and Finance, Article III Budget, By Amending Section 4-318 Amendments.

- iii. An Ordinance to Amend Chapter 4: Revenue And Finance; Article V: Centralized Purchasing Sections 4-502, 4-503, 4-504, and 4-505.

David Eady
Planning/Zoning/Stormwater
 Not in Attendance

Lyn Pace
Cemetery/Public Safety
 No report

Frank Davis
Streets/Sidewalks/Solid Waste

A motion was made by Davis, seconded by Holt to accept the recommendation of the Planning Commission and adopt a resolution to rezone the Elizer property (parcel X0050-00000-015-000) from R-20 to RR – Rural Residential. The council vote was five (5) in favor with council member Lyn Pace abstaining and council member David Eady not present.

Terry A. Smith
Utilities/Public Works
 No report

A motion was made by Smith, seconded by Holt to adopt a resolution to authorize a \$0.011382 kWh increase in the Power Cost Adjustment and to authorize a “Cost of Service” study for both the electric fund and the water and sewer fund by Electric Cities of Georgia. The council vote was unanimous.

JAMES H. WINDHAM
BUILDINGS & GROUNDS/PARKS/TREES
 No report

INVOICES OVER \$1000.00
Routine Monthly Bills Paid

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
BB&T	Loan Pmt. /Community Center/City Hall (Jan)	6,146.25
BB&T	Loan Pmt. /Mtn. Facility, (Jan)	7,405.94
City of Covington	Fourth Quarter Sewer charges	9,000.00
GMEBS Retirement Trust	Employees Retirement Fund for (Jan)	6,167.50
Humana	Employees Health Insurance (Feb)	6,784.79
Latham Home Sanitation	Waste & Recycle removal (Dec)	5,278.74
NC BOC/Cornish Creek	Water Purchase for (Dec)	13,680.00
N.C. Water & Sewer	Plant Operations& Maintenance (Dec)	6,758.33

Sophicity	Monthly Technical Services for (Jan)	1,280.00
Southeastern Power Admin	SEPA Energy Cost (Dec)	3,518.41
Utility Service Co. Inc.	Quarterly tank maintenance	2,361.15
<u>PURCHASES/CONTRACT LABOR</u>		
Associated Printing	Supplies for Utility Billing	1,243.64
Alliance for Innovation	Conference Registration for Bob & David Eady	1,000.00
Bartlett Tree Experts	Prune water oaks 1223 Wesley St & throughout city	1,920.00
Brooks Napa Auto	Supplies & Materials	1,403.93
Oxford Cemetery foundation	% of sale for one grave lot	1,000.00
McNair, M, M	Legal/Professional management advisory services	1,050.00
Treadwell, Tamplin & co.	Legal/Professional Final for June 30, 2012 Audit	2,500.00
<u>APPROVED CONTRACTS</u>		
Newton County Tomorrow	UGA Metropolitan Design	3,500.00
Kinnett Enterprises, LLC	Final retainer from Phase 1 & Phase 2	2,000.00
Kinnett Enterprises, LLC	Draw 1 of Phase 3 Renovation City Hall/Fire Dept.	10,509.00

A Motion was made by Smith, seconded by Holt for the approval of the February 4, invoices. The council vote was unanimous.

A Motion was made by Windham seconded by Davis to adjourn the meeting at 7:35 pm. The council vote was unanimous.

Respectfully submitted,

Lauran Willis
City Clerk