

THURSDAY, JANUARY 13, 2011 – 7:00 P.M.
REGULAR MEETING OF THE OXFORD BOARD OF COMMISSIONERS
OXFORD CITY HALL – COMMISSIONERS' BOARD ROOM

The Board of Commissioners for the City of Oxford met at the above-mentioned time and place. All members of the Board and local news media were notified of the same as well as the purpose of the meeting. *NOTE: This meeting was postponed two days due to inclement weather.*

Present were Mayor Al Woodlief, Mayor Pro Tem Howard G. Herring, Sr., Commissioners Walter Cantley, Robert B. Williford, Sr., Jackie Sergent, Danny Currin, Ron Bullock, and Calvin Harris, Jr. Present also were City Manager Mark Donham, City Clerk Donna B. Hosch, and City Attorney J. Thomas Burnette.

CALL TO ORDER

Mayor Woodlief called the meeting to order. Prayer was given by William Johnston, City Chaplain. The Pledge of Allegiance followed.

CONSENT AGENDA APPROVED

MAYOR PRO TEM HERRING MADE A MOTION TO APPROVE THE CONSENT AGENDA.
ALL VOTES WERE IN THE AFFIRMATIVE; THE MOTION PASSED.

- A) Meeting Minutes of the December 6, 2010 Agenda Meeting and the December 14, 2010 Regular Meeting approved
- B) December financial report by Finance Director Steve McNally accepted

<u>December 2010 Financial Report</u> <i>42% of FY Complete</i>	<u>General Fund</u>	<u>Water Fund</u>
REVENUES		
Actual	\$1,085,442	\$330,266
YTD (%of Budget)	\$4,540,375 (54.68%)	\$2,069,296 (45.62%)
Budget	\$8,304,278	\$4,536,383
YTD Percent of Budget <i>(minus loan proceeds and fund balance allocation)</i>	57.57%	53.32%
EXPENSES		
Actual	\$605,289	\$356,764
YTD (% of Budget)	\$4,077,712 (\$49.10%)	\$2,174,457 (47.93%)
Budget	\$8,304,278	\$4,536,383
YTD Percent of Budget <i>(minus loan proceeds and fund balance allocation)</i>	49.10%	42.42%
DIFFERENCE (Revenues – Expenses) December 2010 YTD	\$462,663	(\$105,160)

- C) Approved tax releases: GE Capital Information Tech - \$216.79 and Beckman Coulter Inc - \$180.12

MAYOR'S YARD OF THE MONTH

There was not a yard of the month for January due to inclement weather.

PRESENTATION TO COUNTY COMMISSIONER AVERETTE

Mayor Woodlief presented a Proclamation to outgoing County Commissioner W. E. (Pete) Averette, thanking him for his many years of service and contributions to Oxford and Granville County. Mr. Averette expressed his pleasure in working with the City for the years he served.

PUBLIC COMMENT

Frank Strickland of 112 Planters Place addressed the Board regarding complaints he's made and is making about the wrongdoings of City employees. Mr. Strickland distributed a document which he stated was written by a City official and placed in the personnel file of a City employee to purposely damage the reputation of that employee. To be accused of espionage is a serious offence, stated Mr. Strickland. His name was mentioned in this document, and this sort of behavior is unacceptable. Mr. Strickland urged the Board to take whatever action necessary to stop this type of behavior in the City. Mr. Strickland stated there is no name on the document but that it is part of a deposition that was taken.

CALLING FOR A PUBLIC HEARING RELATED TO SOLID WASTE AND RECYCLING WITHIN THE CITY APPROVED

Commissioner Cantley stated the Public Works Committee met on December 7th and voted to recommend a recycling program for the City. Waste Industries currently handles our garbage only. In looking at alternatives, the Committee found Waste Industries to be our best and only viable option for service, therefore recommending Waste Industries as our solid waste provider.

Backyard service would be eliminated beginning July 1, 2011, at which time all garbage would need to be placed at the curb. Since approximately 94% of all Waste Industries customers place their containers at the curb, Waste Industries will no longer provide back door services in the future. After long and intense negotiations, Commissioner Cantley stated the Public Works Committee recommends garbage pickup once a week and recycling pick up every other week. Each household would realize a 29% reduction in their pick-up fee or about \$6.12. Waste Industries would provide one 95 gallon container for garbage and one 65 gallon container for recycling at no cost to customers. Smaller containers will be available upon request.

Beginning July 1, 2011, it is recommended that in Oxford all waste and recyclable items be picked up at the curb unless there is medical proof that no one is able to take the containers to the curb.

COMMISSIONER CANTLEY MADE A MOTION TO CALL FOR A PUBLIC HEARING AT THE FEBRUARY 8, 2011
REGULAR MEETING AT 7:00 P.M. ON THIS SUBJECT.
ALL VOTES WERE IN THE AFFIRMATIVE; THE MOTION PASSED.

APPROVING A WATER TAP FOR 522 SALEM ROAD REMOVED FROM AGENDA

Mayor Woodlief stated this item was requested to be removed from the Agenda, since it has already been taken care of.

**BUDGET AMENDMENT IN THE AMOUNT OF \$600 TO TRANSFER UNEXPECTED REVENUE FROM GRANVILLE
PAVING TO GENERAL GOVERNMENT TRAVEL APPROVED**

Mayor Woodlief stated he discussed this in the Finance Committee Meeting as well as in the Agenda Meeting. Payment of approximately \$5,000 over the next three months should be coming in, and Mayor Woodlief asked that these additional funds also be placed in Government Travel so that the new Commissioners especially would be able to travel to Washington [to the Congressional City Conference].

MAYOR PRO TEM HERRING MADE A MOTION TO APPROVE THE AMENDMENT.
ALL VOTES WERE IN THE AFFIRMATIVE; THE MOTION CARRIED.

BUDGET AMENDMENT

ACCT NO.	DESCRIPTION	INCREASE	DECREASE
10382030	Granville Paving Rent	\$600.00	
10410314	Travel Meetings	\$600.00	

DEWBERRY AND DAVIS APPROVED FOR ENGINEERING SERVICE FOR THE RALEIGH STREET CDBG GRANT

Commissioner Cantley stated that the Public Works Committee met and recommends Dewberry and Davis for this project, believing they are the best option for performing the service.

COMMISSIONER CANTLEY MADE A MOTION TO APPROVE DEWBERRY AND DAVIS FOR ENGINEERING SERVICES.
ALL VOTES WERE IN THE AFFIRMATIVE; THE MOTION CARRIED.

**RESOLUTION FOR THE GREEN CHALLENGE AS SPONSORED BY THE LEAGUE
OF MUNICIPALITIES ADOPTED**

Mayor Woodlief stated he has appointed an ad hoc committee for this effort, Commissioner Bullock being named Chair and Commissioners Sergent and Harris being named members.

COMMISSIONER BULLOCK MADE A MOTION TO ADOPT THE RESOLUTION.
ALL VOTES WERE IN THE AFFIRMATIVE; THE MOTION CARRIED.

Oxford Green Challenge Resolution

WHEREAS, the City of Oxford wants to emphasize the benefits of energy conservation and conservation of other natural resources such as water;

WHEREAS, the City of Oxford wants to demonstrate that conservation practices can be applied to the daily operations of municipal government and to infrastructure projects;

WHEREAS, the City of Oxford seeks to find methods of service delivery and operations that conserve energy and resources, thus saving taxpayer dollars and protecting and preserving the environment;

WHEREAS, sound conservation practices can reduce government costs over the long-term;

WHEREAS, this government would lead by example to show the practicality and effectiveness of conservation practices;

WHEREAS, City of Oxford seeks to encourage its citizens and its businesses to be stewards of the environment;

NOW THEREFORE, BE IT RESOLVED THAT THE CITY OF OXFORD accepts the NCLM Green Challenge and pledges to work toward achieving the various levels of the challenge, indicating measures accomplished to save energy and other natural resources over the next three years.

PLACEMENT OF SPEED BUMPS ON COLEMAN STREET APPROVED

Mayor Woodlief stated that some of the residents of Coleman Street came before the Board and talked about how vehicles were not stopping at the stop signs the City installed to help reduce the speed on the street. Representatives from the neighborhood don't believe the stop signs have reduced speeds enough for the street to be safe. MPT Herring stated the Public Safety Committee met and recommends keeping the stop signs in place and installing speed bumps in the North and South travel lanes of Coleman Street at the intersection of Coleman Street and Kearney Avenue.

MPT HERRING MADE A MOTION TO INSTALL THE STREET BUMPS AS STATED.
ALL VOTES WERE IN THE AFFIRMATIVE; THE MOTION CARRIED.

BUDGET AMENDMENT IN THE AMOUNT OF \$7,161.76 FROM AVAILABLE JAG GRANT FUNDS IN GENERAL FUND REVENUE ACCOUNT TO EXPENDITURE ACCOUNT IN PD BUDGET APPROVED

Mayor Woodlief stated Oxford PD was awarded a JAG Grant under the Recovery Act/US Department of Justice for \$65,051. Effective June 30, 2010, \$7,161.76 remained. An invoice for new sidearms is being held until these funds are transferred from City General Revenue to an expenditure line item for PD.

MPT HERRING MADE A MOTION TO APPROVE THE AMENDMENT.
ALL VOTES WERE IN THE AFFIRMATIVE; THE MOTION CARRIED.

BUDGET AMENDMENT

ACCT NO.	DESCRIPTION	INCREASE	DECREASE
10510406	Recovery Act Expenses	\$7,162.00	
10510543	Fixed Assets < \$5,000	\$4,305.00	
10399000	Approp. Fund Balance	\$11,467.00	

BUDGET AMENDMENT IN THE AMOUNT OF \$7,369.70 TO HIRE TEMPORARY WORKERS WHILE THE DOEDC DIRECTOR/ASSISTANT TO THE CITY MANAGER IS ON LEAVE APPROVED

Mayor Woodlief stated the Finance Committee met on this.

COMMISSIONER CURRIN MADE A MOTION TO APPROVE THE AMENDMENT.

Commissioner Harris asked is there a policy in place stating someone has to do an employee's job while they are out, to which the Mayor answered he did not think so. Commissioner Harris stated an employee was out in the Water Department a few months ago, and her work was shared among the employees. Finance Director Steve McNally stated the Water Department employee was out three months. The Mayor stated Tanya is a one-person staff and that the Downtown Economic Authority is giving \$5,000 towards this temporary person. We probably would not need that much because it's about a ¾ to ¼ split.

Commissioner Sergent commented on the item showing 2/3 of Tanya's salary – would this be just for Tanya's salary and not the receptionist position. With Mayor Woodlief answering in the affirmative, Commissioner Sergent stated 2/3 would be \$3,492 from the DOEDC, which leaves a remainder of \$3,897 for the City. She stated she wished for the motion to be amended for \$3,897 and not the larger amount. City Manager Donham stated it needs to be shown this way because the monies will be transferred over from the DOEDC to the Fund Balance. Commissioner Sergent stated she wished some specification because this reflected the actual amounts. CM Donham stated the revised budget amendment shows this.

Commissioner Harris asked who has been doing this job since Tanya has been out, CM Donham replying she's been out about a week. Commissioner Harris stated she has been out since Christmas. The Mayor stated he and Mark have been doing her duties and no one has been doing the clerical part. As for the receptionist duties, the Mayor stated Donna, Carol, Ms. Hart, and the Water Department have been doing these. Human Resources Director Carol Dorsey added that the part-time Planning person has also assisted.

Commissioner Sergent stated she would like to see that if we find ourselves in position again where accommodations need to be made because someone will be out for pregnancy, that it be addressed early on in the pregnancy rather than at delivery time.

ALL VOTES WERE IN THE AFFIRMATIVE; THE MOTION CARRIED.

BUDGET AMENDMENT

ACCT NO.	DESCRIPTION	INCREASE	DECREASE
10353300	DOEDC Contribution	\$3,854.00	
10399000	Approp Fund Balance	\$3,516.00	
10420121	Salaries and Wages	\$6,679.00	
10420181	FICA	\$510.00	
10420186	Workman's Comp	\$181.00	

CLOSED SESSION

ON A MOTION BY COMMISSIONER WILLIFORD, THE BOARD UNANIMOUSLY VOTED TO GO INTO CLOSED SESSION ACCORDING TO G.S. 143.318.11 TO DISCUSS A PERSONNEL MATTER.

ON A MOTION BY COMMISSIONER WILLIFORD, THE BOARD UNANIMOUSLY VOTED TO RETURN TO OPEN SESSION.

ADJOURNMENT

WITH THERE BEING NO FURTHER BUSINESS, COMMISSIONER CANTLEY MADE A MOTION TO ADJOURN. ALL VOTES WERE IN THE AFFIRMATIVE. THE MOTION CARRIED.