

TUESDAY, APRIL 14, 2015 – 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.

Present were Mayor Jacqueline vdH Sergent, Mayor Pro Tem Howard Herring, Sr., Commissioners James (Danny) Currin, Robert B. Williford, Sr., Calvin (C.J.) Harris, Jr., Frank Strickland, and S. Quon Bridges. Present also were City Attorney J. Thomas Burnette, City Manager Randy Hemann, and City Clerk Barbara J. Rote

Absent: Commissioner Patricia Fields

CALL TO ORDER

Mayor Sergent called the meeting to order. Bishop Phillip Betts, Cornerstone Christian Community Church, gave the prayer; the Pledge to the flag followed led by MPT Herring.

AGENDA APPROVAL

COMMISSIONER CURRIN MADE A MOTION TO APPROVE THE AGENDA WITH THE FOLLOWING ADDITIONS: 1) CONSIDERING A FOUR-YEAR FINANCING AGREEMENT WITH BB&T FOR 2014-2015 CAPITAL OUTLAY, AND 2) CLOSED SESSION TO CONSULT WITH CITY ATTORNEY TO PRESERVE ATTORNEY-CLIENT PRIVILEGE. ALL VOTES WERE IN THE AFFIRMATIVE, **THE MOTION CARRIED.**

OPENING REMARKS BY MAYOR SERGENT

Mayor Sergent read the opening remarks statement as stated on the agenda with no conflicts of interest noted.

PROCLAMATION HONORING ELLA SCHMIT

Mayor Sergent presented the following proclamation to Ella Schmit for many years of service as a downtown business owner. Also recognized was Mrs. Schmit’s long-time employee Lisa Jones.

Granville Video

WHEREAS, Ella Schmit opened Granville TV in downtown Oxford in 1980 to sell televisions and antennas as well as offer a television repair service; and

WHEREAS, Lisa Jones joined Ella Schmit at Granville TV in 1982 and has served Ella, the business, and its customers with great loyalty and commitment since that time; and

WHEREAS, as the years and technology progressed so did Ella, who added VCR’s to the inventory as they were becoming available, and soon thereafter added rental movies to take advantage of the new market; and

WHEREAS, Ella Schmit ran the business under a new name “Granville TV and Video” for many years until she added pagers and two-way radios to distinguish her store from the competition - at which point the store

became “Granville Video and Communications”; and

WHEREAS, Ella Schmit then developed such a customer base for her business that she was able to operate in 2 downtown locations - in one as Granville Communications and in the other as Granville Video; and

WHEREAS, with time Ella re-focused her operations on Granville Video alone, and added her wonderfully fragrant, hand-crafted, “JohnElla” Candles as a gift item for sale; and

WHEREAS, thirty-five years and several product and name changes later, Ella, Lisa, and her store have become a staple in Oxford and will be greatly missed; and

WHEREAS, throughout their tenure in downtown Oxford, Ella and Lisa served countless customers with care, forging strong relationships with so many, and becoming an integral piece of the fabric which contributes to our unique and friendly downtown atmosphere;

Now, THEREFORE, I, Jacqueline vdH Sergent, Mayor of the City of Oxford, along with the Oxford Board of Commissioners, do hereby recognize Ella Schmit for 35 years of downtown investment, and recognize Lisa Jones along with Ella for the gracious service they continuously provided to their customers. We thank you and wish that you both may realize good fortune, health, and happiness as the months and years unfold.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of Oxford NC, to be affixed this the 14th day of April 2015.

PROCLAMATION SUPPORTING APRIL AS CHILD ABUSE PREVENTION MONTH

Mayor Sergent read the following proclamation supporting April as Child Abuse Prevention Month.

Child Abuse Prevention Month

WHEREAS, children are vital to our state’s future success, prosperity, and quality of life as well as being our most vulnerable assets; and

WHEREAS, all children deserve to have safe, stable, nurturing, and healthy homes and communities that foster their well-being; and

WHEREAS, child abuse and neglect is a public responsibility affecting both the current and future quality of life of a state; and

WHEREAS, parents need support and resources to cope with stress and nurture their children to grow to their full potential; and

WHEREAS, effective child abuse prevention strategies succeed because of partnerships created among citizens, human service agencies, schools, faith communities, health care providers, civic organizations, law enforcement agencies, and the business community; and

Now, THEREFORE, I, Jacqueline vdH Sergent, Mayor of the City of Oxford, along with the Oxford Board of Commissioners, do hereby proclaim April as Child Abuse Prevention Month and call upon all citizens, community agencies, faith groups, medical facilities, elected leaders and businesses to increase their participation in our efforts to support families, thereby preventing child abuse and strengthening the communities in which we live.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of Oxford NC, to be affixed this the 14th day of April 2015.

OFF PRESENTED WITH PLAQUE FOR ACHIEVING I.S.O. RATING OF 4

On behalf of the Fire Department, Fire Chief Cottrell and Assistant Fire Chief Powell Wilkins received a plaque for achieving an I.S.O. rating of four. This was the first rating of four received by the City. Moving from an I.S.O. rating of five to a four will allow insurance savings by City businesses and industries.

PRESENTATION BY (GVFICA) – EDUCATION INITIATIVE

Reverend Willie Darby and Reverend Jamie Pahl spoke briefly about the Granville-Vance Faith Initiative for Community Action (GVFICA). The presentation was aimed at their Education Initiative. GVFICA is a partnership between faith congregations across Granville and Vance Counties working to solve challenges of strategic consequence to the community. They have a common agenda with coordination around specific goals in the areas of education, economic development, and health. The Education Initiative is endorsed by the Superintendents of Granville and Vance counties. The GVFICA presented information about their education initiative hoping to receive an endorsement from the City of Oxford. No funding was requested. The Board considered their request for endorsement during new business, the action follows.

GVFICA – EDUCATION INITIATIVE ENDORSED BY BOARD

COMMISSIONER BRIDGES MADE A MOTION TO ENDORSE THE EDUCATION INITIATIVE FOR THE GRANVILLE-VANCE FAITH INITIATIVE FOR COMMUNITY ACTION (GVFICA). ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

PRESENTATION BY S&ME ENGINEERING - STATE ORPHAN LANDFILL PROGRAM

Sam Watts, P.G. and Tom Raymond, P.E. from S&ME Engineering explained the State's Orphan Landfill Program and made a presentation on how the Program would work for the former City landfill on Industry Drive. The Board considered action related to the Orphan Landfill Program, including a contract with S&ME, during New Business. The action follows.

**CITY MANAGER AUTHORIZED
SEND LETTER OF INTENT TO ORPHAN LANDFILL PROGRAM
ENTER INTO AGREEMENT WITH STATE FOR PARTICIPATION
CONTRACT WITH S&ME ENGINEER FOR CONSULTING SERVICES**

City Manager Hemann presented for consideration authorizing the City Manager to send a letter of intent to the State Orphan Landfill Program for the former landfill on Industry Drive, authorizing him to enter into an agreement with the State to participate in the Orphan Landfill Program, and authorizing him to contract with S&ME Engineering for consulting services related to the Orphan Landfill Program.

The City's former landfill on Industry Drive qualifies as part of the State's Orphan Landfill Program. In February of 2010, NCDENR engaged Marshall Miller and Associates to do a limited assessment as part of entry into the program. As an unlined landfill, this site is eligible for 100% reimbursement for further testing and the creation of a plan for mitigation. The State also pays for 100% of the mitigation. The site is about 15 acres and is adjacent to other private land that also has development potential. Most orphan landfill sites are not cleaned up to the point of being suitable for development but our goal is to make portions of the site suitable for development if doing so is not cost prohibitive. In order to receive funding through the State's

Orphan Landfill Program the City must send in a letter of intent, sign an agreement whereby we agree to follow through with the proposed mitigation, and select a consultant to oversee the process from a list of State approved consultants.

After discussing the program with State Officials and receiving a list of approved consultants, the City requested and received qualifications from Schnabel Engineering, S&ME Engineering and Withers and Ravenel. Their qualifications were reviewed by the City Manager, Public Work Director and City Engineer. The review team followed up with calls to the firms and to other communities where the firms had worked. While all three firms received good reviews, S&ME was the unanimous choice of the team because of their experience in the program and their experience and proposed methodology of working with the City to explore opportunities for redevelopment of portions of the site rather than mitigation that rendered the land not suitable for redevelopment. Any costs required to make the property “developable” that are beyond what the State would pay for mitigation would be borne by the City of Oxford. Those cost estimates will not be available until the testing is complete. If any of the land can be rendered “developable” with City investment beyond the State funding, additional information and options will be presented to the Board of Commissioners for consideration.

It was clarified that the City would be billed in \$15,000-\$20,000 increments from S&ME so the City could request reimbursement from the State throughout the estimated 2-3 year process.

MPT HERRING MADE A MOTION TO AUTHORIZE THE CITY MANAGER TO SEND A LETTER OF INTENT TO THE STATE ORPHAN LANDFILL PROGRAM FOR THE FORMER LANDFILL ON INDUSTRY DRIVE, TO AUTHORIZE HIM TO ENTER INTO AN AGREEMENT WITH THE STATE TO PARTICIPATE IN THE ORPHAN LANDFILL PROGRAM, AND TO AUTHORIZE HIM TO CONTRACT WITH S&ME ENGINEERING FOR CONSULTING SERVICES RELATED TO THE ORPHAN LANDFILL PROGRAM. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

PUBLIC COMMENT

Larry Thomas – 207 E. Front Street – Thanked the Oxford Police Department for curtailing the neighborhood “race track” problem on Front Street. The PD responded to the request promptly and the situation has been cleared up. He was excited to hear that a new business was moving into town. He asked when the new trees would be planted on Main Street. He asked what the City’s position was on the sales tax distribution legislation being considered in Raleigh and suggested the Board adopt a resolution on their position.

In response, Mr. Thomas was told that trees would be planted within the next several days. Mayor Sergent explained the pros and cons of the tax distribution legislation, noting that the cities would not have control of how much state sales tax they receive and income projections would be difficult.

APPEARANCE COMMISSION REAPPOINTMENTS – JUANITA ROGERS & RAY O’NEILL

Mayor Sergent presented for consideration reappointing Juanita Rogers and Raymond O’Neill to the Appearance Commission for 3-year terms expiring February 2018.

Ms. Rodgers and Mr. O’Neill have expressed interest in being reappointed and have completed applications accordingly. Ms. Rogers and Mr. O’Neill are very active and would continue to be an asset for this Committee. No other applications were submitted for the Board openings.

COMMISSIONER CURRIN MADE A MOTION TO REAPPOINT JUANITA RODGERS AND RAYMOND O’NEILL TO THE APPEARANCE COMMISSION FOR 3-YEAR TERMS EXPIRING FEBRUARY 2018. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

ZONING PUBLIC HEARING MAY 12
AMEND SECTION 503, DOWNTOWN RESIDENTIAL PARKING

Commissioner Harris, Chairman, Planning, Business and Community Development Committee, presented for consideration calling for a public hearing in conjunction with the May 12, 2015 Regular Session to amend section 503 of the Zoning Ordinance to allow a parking exemption for downtown residential dwellings over/or in a commercial building as long as the building is not enlarged.

A developer is interested in using the upper floor of a commercial building for loft apartments. Currently the zoning ordinance would require 2 off street parking spaces per unit. The recommendation is similar to what the requirements are for the Town of Hillsborough that states "If an existing building is converted to apartments and no building addition is needed for that conversion, the ordinance would not require the creation of parking spaces." The amendment to the zoning ordinance for the parking exemption is supported by the comprehensive plan for encouraging downtown residence.

COMMISSIONER HARRIS MADE A MOTION TO CALL FOR A PUBLIC HEARING IN CONJUNCTION WITH THE MAY 12, 2015 REGULAR SESSION TO CREATE A PARKING EXEMPTION FOR DOWNTOWN RESIDENCE OVER/OR IN A COMMERCIAL BUILDING AS LONG AS THE BUILDING IS NOT ENLARGED. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

CERTIFICATE OF SUFFICIENCY FOR VOLUNTARY ANNEXATION ACCEPTED
JAKE'S RIDGE - BRUCE WHITTEN

Mayor Sergent presented for consideration accepting the Certificate of Sufficiency for Petition of Voluntary, Contiguous, Annexation by Jake's Ridge, LLC (Bruce Whitten) for 9.0 acres of land located on East Industry Drive.

The Clerk provided the Certificate of Sufficiency based on the Petition for Voluntary, Contiguous, Annexation received. The City Attorney confirmed annexation boundaries and applicant signatures. This is the next step in the process as the City considers annexing the property.

MPT HERRING MADE A MOTION TO ACCEPT THE CERTIFICATE OF SUFFICIENCY FOR PETITION OF VOLUNTARY, CONTIGUOUS, ANNEXATION BY JAKE'S RIDGE, LLC (BRUCE WHITTEN) FOR 9.0 ACRES OF LAND LOCATED ON EAST INDUSTRY DRIVE. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

VOLUNTARY ANNEXATION PUBLIC HEARING MAY 12
JAKE'S RIDGE - BRUCE WHITTEN

Mayor Sergent presented for consideration adopting a resolution calling for an annexation public hearing in conjunction with the May 12, 2015 Regular Session for 9.0 acres of land owned by Jake's Ridge, LLC.

Once the Certificate of Sufficiency was received for voluntary, contiguous, annexation of 9.0 acres of property owned by Jake's Ridge, LLC, the Board could proceed with setting a public hearing for annexation during the May 12, 2015 Regular Session or deny the petition. If the Board proceeds with annexation, then following the public hearing, and at the same meeting, the Board can vote to annex the property. The property owner is petitioning the City for annexation in order to receive City utility services.

MPT HERRING MADE A MOTION TO ADOPT A RESOLUTION CALLING FOR AN ANNEXATION PUBLIC HEARING IN CONJUNCTION WITH THE MAY 12, 2015 REGULAR SESSION FOR 9.0 ACRES OF LAND LOCATED ON EAST INDUSTRY DRIVE, OWNED BY JAKE'S RIDGE, LLC. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

RESOLUTION FIXING DATE OF PUBLIC HEARING ON QUESTION OF ANNEXATION
PURSUANT TO G.S. 160A-31
JAKE'S RIDGE LLC

WHEREAS, the City of Oxford has been petitioned under G.S. 160A-31 to annex the area described below; and

WHEREAS, the Board of Commissioners has by resolution directed the City Clerk to investigate the sufficiency of the petition; and

WHEREAS, certification by the City Clerk as to the sufficiency of the petition has been made;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the City of Oxford, North Carolina that:

Section 1. A public hearing on the question of annexation of the contiguous area described herein will be held in the Commissioners' Board Room, 3rd Floor, City Hall, 300 Williamsboro Street at 7:00 P.M. on Tuesday, May 12, 2015.

Section 2. The area proposed for annexation is described as follows:

9.0 +/- Acres

East Industry Drive, Oxford, North Carolina, 27565

(Jake's Ridge LLC)

BEGINNING at an iron pin in the northern margin of Industry Drive, which said iron pin is the southeastern corner of the property herein described and the southwestern corner of the property of Oxford Housing Authority as recorded in Deed Book 233, page 313, Granville County Registry; going thence along the eastern margin of Industry Drive S. 81° 12' 38" W 482.99 feet to an iron pin, which is the southwestern corner of the property herein described and the southeastern corner of the other property of Watkins, Edmundson & Allen; going thence in a new line along the property of Watkins, Edmundson & Allen N. 08° 47' 22" W. 845.66 feet to an iron pin, which is located in the northwestern corner of the property herein described and being in the southern margin of the property located at 301 Lewis Street as recorded in Deed Book 824, page 302, Granville County Registry; going thence N. 89° 11' 24" E. 487.23 feet to an iron pin in the northwestern corner of the property of Oxford Housing Authority; thence along the line of Oxford Housing Authority S. 08° 49' 27" E. 778.03 feet to an iron pin in the northern margin of Industry Drive, which said iron pin is the point and place of beginning, containing 9 acres, and being Tract 2 of that certain survey entitled, "Recombination of Allen, Edmundson & Watkins property", prepared by Bobby Fuquay and Associates, dated September 18, 2014.

For further reference, see Deed Book 254, page 387, Granville County Registry.

Section 3. Notice of the public hearing shall be published once in the Oxford Public Ledger, a newspaper having general circulation in the City of Oxford, NC, at least ten (10) days prior to the date of the public hearing.

FINANCE DIRECTOR PATRICK KEHOE WELCOMED

Mayor Sergent welcomed the City's new Finance Director, Patrick Kehoe. Mr. Kehoe's first day was April 13th. He was previously employed with Fairport Municipal Commission in New York for 27 years. He was interested in moving to North Carolina to be closer to family.

**FINANCE DIRECTOR PATRICK KEHOE APPOINTED AS FINANCE OFFICER, BONDED,
GIVEN CHECK SIGNING AUTHORITY, AUTHORIZED FOR SIGNATURES ON BANK
ACCOUNTS AND GIVEN LIMITED POWER OF ATTORNEY**

Mayor Sergent presented for Consideration appointing Patrick T. Kehoe as Finance Officer; bonding him in the amount of \$250,000 through the NCLM; authorizing him with check signing authority; authorizing him as one of two signatories on all City bank accounts and/or depository accounts; and, authorizing Mr. Kehoe and Accounting Clerk Debra Currin with limited power of attorney while revoking said powers by Harold W. Belton, all effective April 15, 2015.

G.S. 159-24 requires that the City have someone in the role of Finance Officer and City Manager Hemann is currently in that role. Patrick Kehoe will assume the role of Finance Director on April 15, 2015 and we must take several steps to install him in that position. Per G.S. 159-29, the minimum bond for the Finance Director is \$50,000 and former Finance Officer Harold Belton was bonded through the NCLM for \$250,000. The bank requires the Board authorize Mr. Kehoe to sign checks and authorizing him as one of two signatories on all City bank accounts and depository accounts is needed. Limited power of attorney for the purpose of canceling and releasing judgments docketed in favor of the City of Oxford needs to be changed from previous Finance Officer Belton to new Finance Officer Kehoe and reestablish Accounting Clerk Debra Currin with the same. (Attachment)

MPT HERRING MADE A MOTION TO APPOINT PATRICK T. KEHOE AS FINANCE OFFICER; BOND HIM IN THE AMOUNT OF \$250,000 THROUGH THE NCLM; AUTHORIZE HIM WITH CHECK SIGNING AUTHORITY; AUTHORIZE HIM AS ONE OF TWO SIGNATORIES ON ALL CITY BANK ACCOUNTS AND/OR DEPOSITORY ACCOUNTS; AND, AUTHORIZE MR. KEHOE AND ACCOUNTING CLERK DEBRA CURRIN WITH LIMITED POWER OF ATTORNEY WHILE REVOKING SAID POWERS BY HAROLD W. BELTON, ALL EFFECTIVE APRIL 15, 2015. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

**FY 2014-15 CAPITAL OUTLAY FINANCING RESOLUTION APPROVED
BB&T BANK - \$669,725**

Mayor Sergent presented for consideration approving a four-year installment loan financing resolution with BB&T for FY 2014-2015 capital outlays not to exceed \$669,725.

Six proposals were received for financing the capital projects approved in the FY 2014-2015 budget with BB&T submitting the lowest proposal for a four-year loan with an interest rate of 1.58%. Approved in the 2014-2015 budget were estimated expenditures for financing in the amount of \$669,725. Actual capital expenditures to date are \$526,138. The remainder of the Tyler software will be included in this loan. Items included in the budget that will not be financed this year are the GPS Locator Wand, and Red Barn improvements for meeting facilities.

Mayor Sergent asked for a final list of all items financed once all the purchases have been made.

COMMISSIONER BRIDGES MADE A MOTION TO APPROVE A FOUR-YEAR INSTALLMENT LOAN FINANCING RESOLUTION WITH BB&T FOR FY 2014-2015 CAPITAL OUTLAYS NOT TO EXCEED \$669,725 WITH AN INTEREST RATE OF 1.58%. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

Resolution Approving Financing Terms

WHEREAS: The City of Oxford ("City") has previously determined to undertake a project for the financing of vehicles and equipment, (the "Project"), and the Finance Officer has now presented a proposal for the financing of such Project.

BE IT THEREFORE RESOLVED, as follows:

1. The City hereby determines to finance the Project through Branch Bank and Trust Company ("BB&T"), in accordance with the proposal dated February 13, 2015. The amount financed shall not exceed \$669,725.00, the annual interest rate (in the absence of default or change in tax status) shall not exceed 1.58%, and the financing term shall not exceed 4 years from closing.
2. All financing contracts and all related documents for the closing of the financing (the "Financing Documents") shall be consistent with the foregoing terms. All officers and employees of the City are hereby authorized and directed to execute and deliver any Financing Documents, and to take all such further action as they may consider necessary or desirable, to carry out the financing of the Project as contemplated by the proposal and this resolution.
3. The Finance Officer is hereby authorized and directed to hold executed copies of the Financing Documents until the conditions for the delivery of the Financing Documents have been completed to such officer's satisfaction. The Finance Officer is authorized to approve changes to any Financing Documents previously signed by City officers or employees, provided that such changes shall not substantially alter the intent of such documents or certificates from the intent expressed in the forms executed by such officers. The Financing Documents shall be in such final forms as the Finance Officer shall approve, with the Finance Officer's release of any Financing Document for delivery constituting conclusive evidence of such officer's final approval of the Document's final form.
4. The City shall not take or omit to take any action the taking or omission of which shall cause its interest payments on this financing to be includable in the gross income for federal income tax purposes of the registered owners of the interest payment obligations. The City hereby designates its obligations to make principal and interest payments under the Financing Documents as "qualified tax-exempt obligations" for the purpose of Internal Revenue Code Section 265(b)(3).
5. The City intends that the adoption of this resolution will be a declaration of the City's official intent to reimburse expenditures for the project that is to be financed from the proceeds of the BB&T financing described above. The City intends that funds that have been advanced, or that may be advanced, from the City's general fund, or any other City fund related to the project, for project costs may be reimbursed from the financing proceeds.
6. All prior actions of City officers in furtherance of the purposes of this resolution are hereby ratified, approved and confirmed. All other resolutions (or parts thereof) in conflict with this resolution are hereby repealed, to the extent of the conflict. This resolution shall take effect immediately.

MARCH FINANCIAL HIGHLIGHTS BY CITY MANAGER HEMANN

City Manager Hemann presented and summarized the March financial report.

<u>MARCH 2015 Financial Report</u> <i>75.0% of FY Complete</i>	<u>General Fund</u>	<u>Water Fund</u>	<u>Other Funds</u>
REVENUES			
YTD	\$ 7,274,253	\$ 3,611,310	\$ 3,461,037
YTD Percent of Budget <i>(minus loan proceeds and fund balance allocation)</i>	89%	77%	67%
EXPENSES			
YTD	\$ 6,523,352	\$ 3,267,406	\$ 2,498,118
Budget	\$ 8,472,365	\$ 4,955,044	\$ 5,225,264
YTD Percent of Budget <i>(minus loan proceed, and fund balance allocation)</i>	77%	66%	48%

DIFFERENCE (Revenues – Expenses) 2014-15 YTD	\$ 750,901	\$ 343,904	\$ 962,919
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CITY MANAGER REPORT

City Manager Hemann presented his monthly report of City Operations.

Following the City Manager’s Report, Mayor Sergent asked if Stewart, the design contractor for the Sidewalk CMAQ grant on Industry Drive, could evaluate the sidewalk further down Industry Drive as it extends from proposed project for future use. Planning Director Hart and City Engineer Ratliff stated that expenses are already high on this project and that it is cost prohibitive because CMAQ requires additional environmental studies that do not have to be considered for most sidewalk projects.

Following information updating the collection of yard waste debris and use of the new boom truck, it was noted that commissioners received many calls about the delay in yard debris pickup. City Manager Hemann and Public Works Director Proctor explained that the change from Waste Industries to the City collecting yard debris was complicated by various factors including left over leaves from the winter/fall, delay in receiving the new boom truck, receiving the necessary training on the boom truck, lack of staff available, the difficulty of picking up yard debris that is placed in cans and the need for a new policy. Henderson, who also uses a boom truck, runs an old garbage truck along with the boom truck to pick up items in cans and bags. They have been very efficient with their process. Oxford is working on a new collection policy and considering the purchase of an old garbage truck.

Purchasing a chipper was suggested; however, Public Works Director Proctor said that although it would be helpful long-term, it would not help in the short term. It was also suggested to contact Xavier Wortham with the Housing Authority for hiring extra help.

COMMITTEE REPORTS BY THE BOARD

The City is represented by Commissioners on various committees and boards pertaining to our community and local government. Reports and updates by our representatives on meetings that occurred during the month are as follows:

- Downtown Economic Development Commission – Commissioner Currin
- County Board Meeting Update – Commissioner Bridges
- Kerr-Tar COG – Commissioner Williford
- 200th Anniversary – Commissioner Strickland

CONSENT AGENDA APPROVED

COMMISSIONER BRIDGES MADE A MOTION TO APPROVE THE CONSENT AGENDA. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

- Accepted the March Financial Reports by City Manager Hemann.
- Approved tax release to Siemens Financial Services for a total amount of \$3,156.34 (\$1,487.64, \$1,365.01, \$303.69). Equipment was leased to Granville Health Systems, a tax-exempt entity.
- Approved tax release to Delage Landen Operational Services for a total amount of \$3,934.67 (\$1,419.77, \$1,320.19, \$1,194.71). Equipment was leased to Granville Health Systems, a tax-exempt entity.
- Approved tax release to Meridian Leasing in the amount of \$2,092.99. Equipment was leased to Granville Health Systems, a tax-exempt entity.
- Approved tax release to General Electric Capital Corp. in the amount of \$152.37. Equipment was leased to Granville Health Systems, a tax-exempt entity.
- Approved tax release to Beckman Coulter, Inc. in the amount of \$240.50. Equipment was leased to Granville Health Systems, a tax-exempt entity.
- Approved tax release to Winthrop Resources Corp. in the amount of \$187.41. Equipment was leased to Granville Health Systems, a tax-exempt entity.
- Approved the following meeting 2014 minutes:
 - * March 2, Agenda Session
 - * March 10, Regular Session

CLOSED SESSION

AT THE END OF THE REGULAR SESSION AND ON A MOTION BY COMMISSIONER WILLIFORD, THE BOARD UNANIMOUSLY VOTED TO GO INTO CLOSED SESSION ACCORDING TO G.S. 143.318.11(A)(3) TO PRESERVE ATTORNEY-CLIENT PRIVILEGE BETWEEN THE ATTORNEY AND THE CITY.

RETURN TO OPEN SESSION

ON MOTION BY COMMISSIONER CURRIN AT APPROXIMATELY 10:20 PM, THE BOARD VOTED UNANIMOUSLY TO RETURN TO OPEN SESSION.

ADJOURNMENT

WITH THERE BEING NO FURTHER BUSINESS, AT APPROXIMATELY 10:20 P.M., COMMISSIONER WILLIFORD MADE A MOTION TO ADJOURN. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

Barbara J. Rote, City Clerk

ATTEST:

Jacqueline vdH Sergent, Mayor