

**MONDAY, MAY 4, 2015 – 5:30 P.M.**  
**AGENDA 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 Jackie Sergent, Mayor Pro Tem Howard Herring Commissioners James (Danny) Currin, Robert B. Williford, Sr., Calvin (CJ) Harris Jr., Frank Strickland, S. Quon Bridges, and Patricia T. Fields. Staff Present was City Manager Randy Hemann and City Clerk Barbara Rote.

Late arrival: MPT Herring arrived at approximately 5:45 during Item #3 on the agenda (Discussion on Take Home Car Policy)

Absent: Attorney J. Thomas Burnette

**CALL TO ORDER**

Mayor Sergent called the meeting to order.

**E-MAIL CONSENSUS TO ADOPT IBT RESOLUTION CONFIRMED**

Mayor Sergent presented for consideration confirming the e-mail consensus to adopt a Resolution Supporting the Kerr Lake Regional Water System’s Proposed Interbasin Transfer (IBT) Position.

Due to the urgency for submitting comments on the IBT to the Department of Environment and Natural Resources (DENR) by April 30, 2015, a consensus by e-mail was given to adopt the resolution. This vote confirms the e-mail consensus.

COMMISSIONER CURRIN MADE A MOTION TO CONFIRM THE E-MAIL CONSENSUS ADOPTING THE RESOLUTION SUPPORTING THE KERR LAKE REGIONAL WATER SYSTEM'S PROPOSED INTERBASIN TRANSFER (IBT) POSITION. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

**PW BUDGETED POSITIONS INCREASE FROM 9 to 10 FOR FY 2014-2015**  
**ADDITION OF EQUIPMENT OPERATOR**

City Manager Hemann presented for consideration amending the Fiscal Year 2014/2015 Annual Budget to reflect an increase in the number of budgeted positions from 9 to 10 in the Street Department (561) with the addition of a second Equipment Operator Position.

Page 76-78 of the City of Oxford Fiscal Year 2014/2015 Annual Budget lists all authorized and budgeted positions approved for the current fiscal year. At the April 27, 2015 Public Works Committee Meeting, staff discussed adding an Equipment Operator in the Street Department (561); increasing the number of budgeted positions from 9 to 10. In anticipation of approval, the position is currently being advertised as a Knuckleboom Truck Operator and applications are being received for a minimum of one week.

The Public Works Committee discussed the City's recent assumption of the duties of yard waste collection and the need to get additional workers in the Street Department in order to handle the increased workload. This position will be funded without an increase to the current salary line item for that department. One full time employee in Public Works is now splitting their time with the Planning Department and working 20 hours for code enforcement. The savings from that change, as well as the expected savings that will occur with filling the Street Superintendent Position at the lower end of the salary range will more than pay for the additional position, which is anticipated to be in the \$28,500 range. The total cost of the position is as follows:

\$15,000 of the anticipated cost of the new position will be funded from the existing part time position in the Planning Department. Chris Henderson will now be filling that role in code enforcement on a half-time basis. With the retirement of David Cottrell, the hiring of a new street superintendent will result in an expected \$15,000 savings. Mr. Cottrell's service longevity with the city had put him close to the top of the pay range for that position. Our expectation is that the new person will be starting at, or close to the lower end of the pay scale. There are other costs associated with the adding of a position that should be noted: (These are on an annualized basis)

Health insurance- \$4898.88  
FICA- \$1090.13 (7.65%)  
Retirement- \$1007.48 (7.07%)  
Dental- \$179.82  
Vision- \$42.00  
Life- \$16.80  
Worker's Comp- \$843.60

The total additional cost of the position to the PW Department is \$6,578.71 for FY 2014-15. This includes the increases in health insurance and W/C beginning July 1. There is money in FY 2014-15 Public Works lapsed salaries to cover these costs through June 30, 2015.

Previously, the part-time Planning Dept. position did not have benefits. However, with a full time employee splitting responsibilities between the Planning and PD (as of July 1); part of the benefit costs will be incurred in the Planning Dept.

COMMISSIONER STRICKLAND MADE A MOTION TO AMEND THE FISCAL YEAR 2014/2015 ANNUAL BUDGET TO REFLECT AN INCREASE IN THE NUMBER OF BUDGETED POSITIONS FROM 9 TO 10 IN THE STREET DEPARTMENT (561) WITH THE ADDITION OF A SECOND EQUIPMENT OPERATOR POSITION. COMMISSIONERS WILLIFORD, CURRIN, STRICKLAND, BRIDGES, & FIELDS VOTED IN THE AFFIRMATIVE. COMMISSIONER HARRIS IN THE NEGATIVE. **THE MOTION CARRIED 5-1.** MPT HERRING DID NOT ARRIVE UNTIL 5:45 PM, AND DID NOT HAVE AN OPPORTUNITY TO VOTE ON THE MOTION.

**DISCUSSION ON CAR TAKE HOME POLICY**  
**POLICY AS PRESENTED ADDED TO MAY 12, 2015 AGENDA**

City Manager Hemann explained that in December 2014 the Board of Commissioners after hearing a presentation on the various policies for take home vehicles and inapplicability of those policies, repealed those policies and asked the City Manager to develop a comprehensive policy that was tied to positions rather than individuals and addressed the issue in one policy that covered all departments rather than the current fragmented approach. The City Manager reviewed current practices and is proposing a new policy which codifies existing practices with the exception of adding the Parks and Recreation Superintendent to the list of positions eligible

for a take home vehicle. That position is required to work frequently on weekends and nights, especially during ball seasons. The proposed policy also allows departments to implement specific department policies as long as those policies add to the regulation and do not lessen or remove requirements from the overall proposed policy.

The Board reviewed the policy and discussed the following options; however, the Board did not direct the City Manger to make changes to the policy.

- All eligible positions must live within the City Limits for Take Home Vehicle eligibility
- Positions other than Public Safety must live within the City Limits for Take Home Vehicle eligibility.
- Patrol Officers who must live within 10 miles of the City should be allowed the same 20 mile limit that other positions are allowed.
- All eligible positions should live within 10 miles of the City limits.
- Positions that have a low call back rate should be reimbursed for their mileage instead of taking the City vehicle home.

In discussing the options, the primary concerns were the costs associated with taking a vehicle home, and the necessity of taking a City vehicle home, especially if the call back rate is low.

It was pointed out that the option to take home a vehicle is an incentive for hiring, especially in the PD.

Commissioner Strickland also expressed concerns about the call back policy for Public Works.

MPT HERRING MADE A MOTION TO ADD THE TAKE HOME VEHICLE POLICY TO THE MAY 12, 2015 AGENDA AS PRESENTED. COMMISSIONERS WILLIFORD, HERRING, BRIDGES AND FIELDS VOTED IN THE AFFIRMATIVE. COMMISSIONERS CURRIN, HARRIS AND STRICKLAND AGAINST. **THE MOTION CARRIED 4-3.**

### **DISCUSSION ON INTERLOCAL AGREEMENT FOR 911 SERVICES**

During the Board of Commissioners Planning Retreat the Board set a goal of merging the function of OPD Communications into the Granville County Sheriff's Department Emergency Communication System. The Sheriff, County Manager and City Manager completed a draft of an Interlocal Agreement, which accomplishes that goal. The Agreement uses a funding formula based on population that would require Oxford to pay Granville County approximately \$81,000 to participate. The agreement establishes an advisory board that allows participating members a venue for addressing operational issues. The agreement is written in a manner which would allow other Granville County municipalities to enter into the agreement. The agreement will require approval by the Granville County Board of Commissioners and any other municipalities that agree to merge. The proposed effective date for the agreement is July 1, 2015.

The Board had questions related to the loss of the two remaining employees who fill the 4 dispatch positions. If the employees are hired at the Granville County Sheriff's Department Emergency Communication System within six months of the execution of the agreement, their time with the City will be credited at the County for the determination of any retiree health benefits. However, there is no requirement for hiring the employees. The Police Chief has discussed the changes with the employees involved and is working with them for future employment.

City Manager Hemann was not sure of commitments by either Creedmoor or Butner.

The NC General Assembly is considering a bill that will not allow counties to charge cities for providing 911. City Manager Hemann was not sure how the bill, if passed, would affect this interlocal agreement and asked the Board to move forward. The agreement will be considered during the May 12, 2015 Regular Session.

### **COMMUNITY ROUNDTABLES**

Mayor Sergent briefly informed the Board that Community Roundtables will be held the 3<sup>rd</sup> Thursday of every other month beginning in May. The roundtable discussions will be held in eight different locations throughout the City on a rotating basis to hear and discuss the concerns of the public.

### **AGENDA SET FOR MAY 12, 2015 REGULAR SESSION**

The Board set the agenda for the May 12, 2015 Regular Session.

### **CLOSED SESSION**

AT THE END OF THE AGENDA SESSION, AT APPROXIMATELY 6:55 PM, AND ON A MOTION BY COMMISSIONER BRIDGES, THE BOARD UNANIMOUSLY VOTED TO GO INTO CLOSED SESSION ACCORDING TO G.S. 143.318.11(A)(3) TO PRESERVE ATTORNEY-CLIENT PRIVILEGE AND APPROVE THE CLOSED SESSION MEETING MINUTES OF MARCH 10 AND APRIL 14, 2015.

### **RECESS**

Mayor Sergent recessed the meeting from the Commissioners' Board Room at 6:55 PM to the Mayor's Conference Room because the Zoning Board of Adjustment was scheduled to meet in the Commissioners' Board Room at 7:00 PM.

### **RETURN TO OPEN SESSION**

ON MOTION BY COMMISSIONER FIELDS AT APPROXIMATELY 7:10 PM, THE BOARD VOTED UNANIMOUSLY TO RETURN TO OPEN SESSION.

### **ADJOURNMENT**

THERE BEING NO FURTHER BUSINESS OR DISCUSSION, AT APPROXIMATELY 7:10 PM., MPT HERRING MADE A MOTION TO ADJOURN THE MEETING. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

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Barbara J. Rote, City Clerk

ATTEST:

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Jacqueline vdH Sergent, Mayor