

**TUESDAY, NOVEMBER 10, 2015 – 7:00 P.M.**  
**REGULAR MEETING OF THE OXFORD BOARD OF COMMISSIONERS**  
**COMMISSIONERS' BOARD ROOM – CITY HALL**

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 Sargent, Mayor Pro Tem Howard Herring, Sr., Commissioners James (Danny) Currin, Robert B. Williford, Sr., Calvin (C.J.) Harris, Jr., Frank Strickland, S. Quon Bridges, and Patricia Fields. Present also were City Attorney J. Thomas Burnette, Interim City Manager Mike McLaurin, and City Clerk Barbara J. Rote

**CALL TO ORDER**

Mayor Sargent called the meeting to order. Reverend David Haley, Oxford Methodist Church gave the prayer; the Pledge to the flag followed led by MPT Herring.

**AGENDA APPROVAL**

COMMISSIONER FIELDS MADE A MOTION TO APPROVE THE AGENDA AS WRITTEN. ALL VOTES WERE IN THE AFFIRMATIVE, **THE MOTION CARRIED.**

**CLERK ROTE RECOGNIZED FOR IIMC CERTIFICATION CLASS**

City Clerk Barbara Rote was recognized for completion of the International Institute of Municipal Certification Class at the NC School of Government.

**BUDGET AMENDMENT APPROVED – HIX PLAYGROUND EQUIPMENT**

To expedite the installation of new playground equipment at the Hix Recreational Complex, the Board approved during the November 2, 2015 Agenda Meeting, the proposal with Playworld Preferred in the amount of \$34,677.14 and authorized the Interim City Manager to sign the agreement. Playworld Preferred was the lowest, responsive, responsible bidder.

Commissioner Fields, Chairman, Parks, Recreation, & the Environment Committee, presented for consideration a budget amendment in the amount of \$34,677.14, payable from the General Fund to cover the cost of the equipment. \$32,965 of this amount will be allocated from the undesignated fund balance.

Commissioner Currin pointed out that \$77,965 has been allocated from the undesignated fund balance within the last two months.

COMMISSIONER FIELDS MADE A MOTION TO APPROVE A BUDGET AMENDMENT IN THE AMOUNT OF \$34,677.14, PAYABLE FROM THE GENERAL FUND TO COVER THE COST OF THE EQUIPMENT. \$32,965 OF THIS AMOUNT WILL BE ALLOCATED FROM THE UNDESIGNATED FUND BALANCE. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

<b>BUDGET AMENDMENT</b>			
<b>Account Number</b>	<b>Description</b>	<b>Increase</b>	<b>Decrease</b>
010-620-61000-352	Equip. Maintenance & Repairs	\$ 2,005	
010-620-61000-550	Fixed Assets – Over \$5,000	30,960	
010-660-41000-039	Granville County Tax	507	
010-660-41000-800	NC State Sales Tax	1,205	
010-000-33703-000	NC Sales Tax Refund (Revenue)	(1,712)	
010-000-29900-000	Fund Balance		\$32,965

**RECLASSIFICATION OF STREET WORKER TO EQUIP. OPERATOR  
EMPLOYEE COMPENSATED RETROACTIVELY**

Commissioner Bridges, Chairman, Personnel Committee, presented for consideration the reclassification of Street Maintenance Worker to an Equipment Operator, and to compensate the employee functioning in this capacity retroactively to 8-26-2015.

The City purchased a trash truck to assist in the removal of debris and limit the number of weekly trips to the dump. This has proven to be very successful in finding efficiency in the department's operation. With the fact that a CDL is required in the operation of this truck, we believe it is necessary to reclassify a position to "equipment operator" to match positions of equivalent skills within the department. An employee with the required credentials has assumed the responsibilities and should be compensated retroactively back to the date he started. The retroactive pay to August 26, 2015 would compensate the employee \$631.00.

**INITIAL MOTION**

COMMISSIONER BRIDGES MADE A MOTION TO RECLASSIFY A STREET MAINTENANCE WORKER TO AN EQUIPMENT OPERATOR, AND COMPENSATE THE EMPLOYEE FUNCTIONING IN THIS CAPACITY RETROACTIVELY TO 8-26-2015.

It was noted that during a recent Public Works Committee Meeting, the reclassification was discussed but there was no mention of back pay. Commissioner Currin was not in favor of approving back pay because the reclassification would be approved tonight and the salary increase should start from this point forward. He noted that during the discussions of eliminating the debris pick-up by Waste Industries and purchasing a garbage truck, the need for an additional operator should have been discussed. Several Board members pointed out that another opportunity to discuss the reclassification could have been during the budget process because the truck was approved, and the need for the operator should have been known; however, it would not preclude them from approving the back pay.

It was also noted that if the employee is performing the job with the CDL certification, that he should be compensated correctly from the time the person began operating the equipment.

**SUBSTITUTE MOTION**

COMMISSIONER CURRIN MADE A MOTION TO RECLASSIFY A STREET MAINTENANCE WORKER TO AN EQUIPMENT OPERATOR EFFECTIVE UPON ADOPTION, WITHOUT BACK PAY COMPENSATION. VOTING IN THE AFFIRMATIVE WAS COMMISSIONER CURRIN. VOTING IN THE NEGATIVE WERE COMMISSIONERS WILLIFORD, HERRING, HARRIS, STRICKLAND, BRIDGES AND FIELDS. **THE MOTION FAILED.**

**VOTE ON INITIAL MOTION**

A vote was taken on Commissioner Bridges' Initial motion: TO RECLASSIFY A STREET MAINTENANCE WORKER TO AN EQUIPMENT OPERATOR, AND COMPENSATE THE EMPLOYEE FUNCTIONING IN THIS CAPACITY RETROACTIVELY TO 8-26-2015. VOTING IN THE AFFIRMATIVE WERE COMMISSIONERS WILLIFORD, HERRING, HARRIS, STRICKLAND, BRIDGES AN FIELDS. VOTING IN THE NEGATIVE WAS COMMISSIONER CURRIN. **THE MOTION CARRIED.**

**OXFORD CODE, CHAPTER 21: WATER, SEWER & SEWER DISPOSAL**  
**ARTICLE VII, FATS, OIL AND GREASE ADDED**  
**ARTICLE VIII, FATS, OIL AND GREASE ENFORCEMENT RESPONSE PLAN ADDED**  
**ORDINANCES: 15-11-01 & 15-11-02**

Commissioner Strickland, Chairman, Public Works Committee, presented for consideration amendments to Oxford Code of Ordinance, Chapter 21: Water, Sewer & Sewer Disposal, Article VII, Fats, Oil and Grease and Article VIII, Fats, Oil and Grease Enforcement Response Plan. The original City of Oxford's Fats, Oils, and Grease (FOG) Ordinance, is a copy of a blank permit that is currently issued to Food Service Establishments (FSE). The amendment provides definitions and defines the scope, purpose, and objectives of the FOG Ordinance. A summary of the FOG Enforcement Response Plan (ERP) penalties were added to issue with the FOG permit for quick reference by the FSE permit holder.

The FOG Ordinance has not been modified since it was adopted in September 2000. It needs to be amended to match revised Federal and State Laws and the City's Sewer Use Ordinance that it works in conjunction with and has been updated several times with the last amendment in October 2012. City Attorney Burnette reviewed the ordinances.

Commissioner Bridges asked if the City would look into the possibilities of recycling Fats, Oil, and Grease.

COMMISSIONER STRICKLAND MADE A MOTION TO AMEND THE FATS, OILS, AND GREASE (FOG) ORDINANCE TO MAKE IT CONSISTENT WITH THE SEWER USE ORDINANCE (SUO), ADOPT A FOG ENFORCEMENT RESPONSE PLAN (EFRP) ORDINANCE, AND INCORPORATE THE CHANGES BY REFERENCE INTO THE OXFORD CODE OF ORDINANCES, CHAPTER 21, WATER, SEWER, AND SEWAGE DISPOSAL. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.** THE ORDINANCE NUMBERS ARE 15-11-01 AND 15-11-02.

**ORDINANCE 15-11-01**  
**ADOPTED 11-10-15**  
**EFFECTIVE 11-10-15**

**OXFORD CODE, CHAPTER 21: WATER, SEWER & SEWER DISPOSAL**

**NEW ARTICLE**

**ARTICLE VII: FATS, OIL, AND GREASE**

**§ 21-206 Incorporated by Reference**

**The Fats, Oil, and Grease Ordinance, as it may be amended from time to time, is incorporated by reference, and made a part hereof as if appearing in total. An updated copy of this ordinance is on file with the City Clerk and City Engineer.**

This ordinance shall be in full force and effect from and after the date of its adoption.

Adopted this 10<sup>th</sup> day of November 2015.

**ORDINANCE 15-11-02  
ADOPTED 11-10-15  
EFFECTIVE 11-10-15**

**OXFORD CODE, CHAPTER 21: WATER, SEWER & SEWER DISPOSAL**

**NEW ARTICLE**

**ARTICLE VIII: FATS, OIL, AND GREASE ENFORCEMENT RESPONSE PLAN (ERP)**

**§ 21-236 Incorporated by Reference**

**The Fats, Oil, and Grease Enforcement Response Plan Ordinance, as it may be amended from time to time, is incorporated by reference, and made a part hereof as if appearing in total. An updated copy of this ordinance is on file with the City Clerk and City Engineer.**

This ordinance shall be in full force and effect from and after the date of its adoption.

Adopted this 10<sup>th</sup> day of November 2015.

**PERSONNEL POLICY AMENDED – ARTICLE III, SECTION 15 REMOVED**

Commissioner Bridges, Chairman, Personnel Committee, presented for consideration the deletion of Personnel Policy Article III, Section 15 - Hourly Rate of Pay.

Article III, Section 15 only addresses 40-hour per week employees and Police; we also have 37.5 hour per week employees and Fire department employees whose rate of pay is also calculated specifically by dividing annual salary by weekly hours worked. To reduce confusion among staff, the Personnel Committee recommends this section be eliminated rather having to spell out each distinct schedule and their respective hourly classifications.

COMMISSIONER BRIDGES MADE A MOTION TO ELIMINATE ARTICLE III, SECTION 15 OF THE PERSONNEL POLICY, EFFECTIVE UPON ADOPTION. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

**ARTICLE III. THE PAY PLAN**

~~Section 15. Hourly Rate of Pay~~

~~The hourly rate for employees working other than 40 hours per week, such as police officers working an average 42 hours per week, will be determined by dividing the average number of hours scheduled per year into the annual salary for the position.~~

**NPG SOLUTIONS RECOMMENDATIONS FOR PRI SWITCH TO TWC & INCREASE  
BANDWIDTH ACCEPTED  
INTERIM CITY MANAGER AUTHORIZED TO EXECUTE DOCUMENTS**

Interim City Manager McLaurin presented for consideration accepting recommendations from NPG Solutions on ways to increase efficiencies in regards to the city telephone and internet charges.

The city has contracted with NPG to perform telecommunications and technology consulting. Under the contract, research including various cost analysis were performed and recommendations provided. NPG will collect 50% of the savings for 1 year. NPG will be paid based on the actual documented savings. If the city does not select a recommendation, the city will be liable to NPG for a portion of savings.

NPG is proposing that the city contract with Time Warner Cable (TWC) (Telephone Division) to provide the dial tone (PRI). We currently use TWC to provide our internet service. A number of meetings were held involving at various points with representatives from the city, NPG, TWC, Century Link and Newcomb Computer. TWC has assured the city staff that TWC's dial tone will be compatible with our phone system and will coordinate the implementation. Once completed, Century Link will continue to maintain our phone system and TWC will maintain the dial tone.

The total annual estimated savings for PRI transfer is \$3891.72 of which \$1945.86 will go to the city and \$1945.86 will be paid to NPG.

In addition to implementing a new PRI, it is recommended that we make strategic adjustment to increase our internet bandwidth. This adjustment will help us as our interconnectivity among the departments increase. TWC is our current internet provider and this is not scheduled to change. NPG assisted in negotiating the savings for this increase.

Upgrading the internet portion will allow better connectivity between departments for using such programs as our new GIS.

MPT HERRING MADE A MOTION TO ACCEPT THE RECOMMENDATION FROM NPG, AUTHORIZE THE INTERIM CITY MANAGER TO EXECUTE THE NECESSARY DOCUMENTS TO SWITCH THE PRI FROM CENTURY LINK TO TWC, AND ADJUST THE INTERNET BANDWIDTH PROVIDED BY TWC. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

**OCTOBER FINANCIAL HIGHLIGHTS BY FINANCE DIRECTOR KEHOE**

Finance Director Kehoe presented and summarized the October financial report, noting that a budget amendment to transfer money between departmental line items would be forthcoming due to an error in allocating the public works director's salary. No money would be moved from the Fund Balance. He also introduced Accounting Specialist Hok Ung who filled the position of retired Accounting Specialist Melba Knott.

<b>October 2015 Financial Report</b> 33.3% of FY Complete	<b>General Fund</b>	<b>Water Fund</b>	<b>Other Funds</b>
<b>REVENUES</b>			
YTD	\$ 3,669,944	\$ 3,144,302	\$ 658,116
YTD Percent of Budget (minus loan proceeds and fund balance allocation)	39%	49%	11%
<b>EXPENSES</b>			
YTD	\$ 3,307,585	\$ 1,405,160	\$ 455,185
Budget	\$ 9,472,574	\$ 6,130,556	\$ 5,978,864
YTD Percent of Budget (minus loan proceed, and fund balance allocation)	35%	23%	8%
<b>DIFFERENCE</b> (Revenues – Expenses) 2015-16 YTD	\$ 362,359	\$ 1,739,142	\$ 202,931

**CONSENT AGENDA APPROVED**

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

Accepted the October Financial Report by Finance Director Kehoe.

Appointed Kevin Pickrell to the Historic Preservation Commission to fill a vacant seat with term expiring June 2016.

Approved tax release to Siemen's Healthcare Diagnostic in the amount of \$1,211.44; equipment leased to Granville Health Systems.

Approved tax release to Marlin Leasing, in the amount of \$20.20; equipment leased to Granville Health Systems.

Approved tax release to Mail Finance Inc., in the amount of \$63.10; equipment leased to Granville Health Systems.

Approve the following 2015 meeting minutes:

\* Oct. 5, Agenda Session

\* Oct. 5, Special Session

\* Oct. 13, Regular Session

**COMMISSIONER COMMENTS**

Commissioner Harris asked if staff would place a memorial book for the public to sign, in the lobby of City Hall in memory of past Commissioner Currin.

**ADJOURNMENT**

WITH THERE BEING NO FURTHER BUSINESS, AT APPROXIMATELY 8:00 P.M., COMMISSIONER STRICKLAND MADE A MOTION TO ADJOURN. 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