

**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
REGULAR MEETING
MONDAY, SEPTEMBER 9, 2013 – 7:00 P.M.
CITY HALL**

MEMBERS PRESENT: JERRY D. ROSEBERRY, MAYOR; COUNCILMEMBERS: GEORGE HOLT; JIM WINDHAM; DAVID EADY; LYN PACE

OTHERS PRESENT: Bob Schwartz, City Manager; Lauran Willis, City Clerk; Dave Harvey, Police Chief; Jody Reid, Utility Superintendent; David Strickland, City Attorney; Patsy Burke, Hoyt Oliver, LaTrelle Oliver, Laurie Oliver, Gwendolyn Green

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

Pledge of Allegiance

A motion was made by Windham, seconded by Eady to accept the Agenda of the September 9, 2013 Mayor and Council Meeting. The Council vote was unanimous. Attachment A

Mayor Roseberry announced Gwendolyn Green as Honorary Councilmember for September 2013. Mrs. Green was appointed by Councilmember George Holt. Mayor Roseberry presented Mrs. Green with a Proclamation and thanked her for her participation. Attachment B

A motion was made by Eady, seconded by Windham for the approval of the Minutes of the May 6, 2013 Regular Meeting. Note: This item was carried over from the June 3, 2013 meeting. The Council vote was unanimous. Attachment C

A motion was made by Eady, seconded by Pace for the approval of the Minutes of the May 20, 2013, Public Hearing. Note: This item was carried over from the June 3, 2013 meeting. The Council vote was unanimous. Attachment D

A motion was made by Eady, seconded by Pace to accept the Minutes of the April 9, 2013 Planning Commission Meeting. Note: This item was carried over from the June 3, 2013 meeting. The Council vote was unanimous. Attachment E

A motion was made by Pace, seconded by Eady for the approval of the Minutes of the August 5, 2013 Regular Meeting. The Council vote was unanimous. Attachment F

PLANNING COMMISSION RECOMMENDATIONS/PETITIONS

Patsy Burke informed there was no meeting last month. The next meeting is September 10, 2013 at 6:30.

CITIZENS COMMENTS/CONCERNS:

No report

Mayor's Report

Mayor Roseberry announced we are in the process of forming a Steering Committee for the 175th Anniversary. Jim Windham has agreed to serve as Chairman with George Holt as Vice Chairman. We currently have twenty (20) people on the committee and expect to have as many as twenty eight (28). The date and times of the meetings will be posted as we get the committees organized. The meetings will be open for the public to attend.

Bob Schwartz/City Manager**City Attorney/David Strickland**

No report

Frank Davis**Streets/Sidewalks/Solid Waste**

City Manager Bob Schwartz presented on behalf of councilmember Frank Davis in his absence quotes for a new chipper. There was \$29,000.00 set aside in the capital budget for the purchase of a replacement chipper. We have two quotes: Vermeer - \$29,000 and Mason Tractor for a Brush Bandit - \$29,866.20. Because of the greater capacity and greater horsepower, we recommend the purchase of the Brush Bandit along with a budget amendment to increase this line item by \$867.00. After discussion and no further questions:

A motion was made by Windham, seconded by Holt for the approval of the purchase of the Brush Bandit at the cost of \$29,866.20 from Mason Tractor and to amend the budget in the Capital Project Funds for the additional \$867.00. The Council vote was unanimous. Attachment G

City Manager Bob Schwartz presented quotes for a Golf Cart. There was \$3,500 set aside in the capital budget for the purchase of a used golf cart to be used for the trail, tree, and park maintenance. There were three quotes: Home Depot - \$4,295.00, Tractor Supply - \$5,299.00 and Fat Boys \$3,800.00. After discussion and no further questions:

A motion was made by Eady, seconded by Holt to approve the purchase of a golf cart from Fat Boys at the cost of \$3,800.00 and to amend the budget in the Capital Project Funds for the additional \$300.00 to this line item. The Council vote was unanimous. Attachment H

City Manager Bob Schwartz presented quotes for a new tree service company. At the last meeting we were asked to get bids for tree services as our current contractor, Monroe Tree Service has retired and turned his business over to his grandson. There are three quotes: Scarborough Tree, Bartlett Tree Experts and North American Tree Service. After discussion and there being no further questions:

A motion was made by Windham, seconded by Eady to approve the proposal from Scarborough Tree for the tree services at the rate of \$300 per hour, 3 hour minimum. The Council vote was unanimous. Attachment I

Terry Smith**Utilities/Public Works**

City Manager Bob Schwartz presented on behalf of Terry Smith in his absence an agreement with Verizon Wireless for the Cell Phone Antenna on the Elevated Water Tank which was negotiated by Greg Fender with GMA and reviewed by City Attorney David Strickland. A recommendation was made for a motion authorizing the Mayor to sign the lease agreement with Verizon Wireless to locate a cell phone antenna on our elevated water tank. There being no further discussion.

A motion was made by Windham, seconded by Pace to authorize the Mayor to sign the lease agreement with Verizon Wireless to locate a cell phone antenna on the elevated water tank in the City of Oxford. The Council vote was unanimous. Attachment J

City Manager Bob Schwartz presented a recommendation to award a bid to D&J Trenching Services for \$40,775.00 to install a 12" pressure reducing valve on the new Cook Road water main. The pressure on the new line is too high for many of the fixtures in Oxford and we need to reduce the pressure. This will not have any effect on the increased flow which is why we participated in this project with Newton County Water and Sewer. Since this is a water system improvement we recommend that the SPLOST budget be amended to include this expense. Bob presented a list of three (3) proposals from contractors to install the 12" pressure reducing valve.

Because there had been no prior discussion of this project as it pertains to budget, it was requested by Councilmember George Holt this item be moved to the work session agenda for September 16, 2013 for further discussion. Attachment K

George Holt**Finance/Oversight/Personnel****No Report****Lyn Pace****Cemetery/Public Safety****No Report****James H. Windham****Buildings & Grounds/Parks/Trees****No Report****INVOICES OVER \$1,000.00****Routine Monthly Bills Paid**

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
GMEBS Retirement Trust	Employees Retirement Fund for (August)	6,342.83
Humana	Employees Health Insurance (August)	5,016.47
Newton County Water & Sew	Plant Operations & Maintenance (July)	6,295.91
Newton County Water & Sew	Plant Operations & Maintenance (August)	6,295.91
Newton County Commissioner	Water Purchase Cornish Creek (July)	17,193.00

Sophicity	IT & Website services	1,283.50
Southeastern Power Admin	SEPA Energy Cost (July)	3,816.87
PURCHASES/CONTRACT LABOR		
Apollo Staffing	Temp Services Week Ending 7/28	1,323.44
Apollo Staffing	Temp Services Week Ending 8/11	1,235.40
Apollo Staffing	Temp Services Week Ending 8/18	1,136.00
AT & T	Phone service for Police Dept. /City Hall & Mtnc. Facility	1,035.12
Arbor Equity	Trees pruned on Whatcoat Street	1,823.00
Barbara Dingler	2013 Property Tax Digest	1,650.00
Card Services Center	MC/ Education Training for Bob & Lauran, Chief Conf. Hotel	
	For Dave, food & Drinks for College Students, other misc.	1,182.60
City of Covington	Quarterly Sewer 3/3/13 – 6/28/2013	9,966.00
East Georgia Communication	Install emergency equipment in new Police vehicle	6,275.00
Georgia Department of Labor	Quarterly benefits for T. Harris	1,320.00
Harris computer	Software maintenance contract 7/27/2013 – 7/27/2014	13,392.75
Oxford Historical Cemetery	2/3% of Sale of two grave lots	1,000.00
Kraft Power	Svc call to replace fuel lines, heater hoses, coolant switch etc. on	
	Katolight generator at pump station on Victoria Blvd	2,311.63
Latham Sanitation	Waste removal & recycles (May)	5,278.74
Latham Sanitation	Waste removal & recycles (July)	5,353.74
Latham Sanitation	Waste removal & recycles (August)	5,378.74
McNair, Middlebrooks	Preparation for 2013 Audit	7,809.00
Monroe Tree Work Inc.	Tree removal & cleanup in Cemetery 6/25, 6/27, 6/28	7,350.00
Precision Body Works	Repair to City Vehicle from Tree fall on Moore Street	1,289.40
Scarborough Total Tree Svc.	Emergency tree removal & Cleanup Moore St. for 7hrs@350	2,450.00
Scarborough Total Tree Svc.	Emergency tree removal & Cleanup Moore St. for 3hrs@350	1,050.00
Steven A. Hathorn	Legal/Professional for Judge (July-Sept)	1,250.00
Strickland & Strickland	Legal/Professional (July)	1,489.64
Strickland & Strickland	Legal/Professional (August)	2,997.45
WOCO Pep Oil Inc.	Fuel for (August)	3,885.54
APPROVED CONTRACTS		
Covington Ford	2013 C-Max Hybrid Vehicle for City Manager	22,500.00
D+E=Design+environment	Whatcoat Street schematic design blueprint & mileage	1,776.81
Municipal Code Corp	Fee for delivery of Proof	3,225.00

A motion was made by Holt, seconded by Eady for the approval of the invoices. The council vote was unanimous.

A motion was made by Holt, seconded by Pace to adjourn the meeting at 7:35 p.m. The council vote was unanimous.

September 9, 2013

City of Oxford

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Respectfully submitted,

Lauran Willis
City Clerk