

**OFFICIAL MINUTES OF THE OXFORD MAYOR AND CITY COUNCIL
ORGANIZATIONAL/REGULAR MEETING
MONDAY, JANUARY 3, 2011 – 7:00 P.M.
COMMUNITY CENTER, OXFORD, NEWTON, GEORGIA**

MEMBERS PRESENT: JERRY D. ROSEBERRY, MAYOR; FRANK J. DAVIS, MAYOR PRO-TEM; COUNCIL MEMBERS – GEORGE R. HOLT; SUE DALE; HOYT P. OLIVER; TERRY A. SMITH; AND JAMES H. WINDHAM

OTHERS PRESENT: C.DAVID STRICKLAND, CITY ATTORNEY; STEVEN A. HATHORN, MUNICIPAL COURT JUDGE; CLARK R. MILLER, POLICE CHIEF; LAURAN S. WILLIS, DEPUTY CLERK; MICHAEL DALE; CLAUDE AND EVA SITTON; PENNY WINDHAM; JOHN P. GODFREY; ERIK OLIVER; AND THARON GIDDENS, EDITOR FOR THE COVINGTON NEWS

The January meeting was called to order by the Honorable Jerry Roseberry, Mayor, and invocation given by Council member Hoyt Oliver.

Pledge of Allegiance

OATH OF OFFICE

The Honorable Steven A. Hathorn, Judge, administered the oath of office to Mayor Jerry Roseberry and second to all Council members.

OLD BUSINESS

A motion was made by Windham, seconded by Smith for the approval of the Minutes of the December 6, 2010 Public Hearing. The Council vote unanimous.

A motion was made by Windham, seconded by Holt, for the approval of the Minutes of the December 6, 2010 Mayor and Council Meeting. The Council vote unanimous.

A motion was made by Holt, seconded by Windham, for the approval of the Minutes of the December 13, 2010 Special Called Meeting. The Council vote unanimous.

A motion was made by Dale, seconded by Windham, for the approval of the Minutes of the December 20, 2010 Special Called Meeting. The Council vote unanimous.

A motion was tabled to accept the Minutes of the December 14, 2010 Planning Commission Minutes pending approval of those minutes by the Planning Commission.

NEW BUSINESS

A motion was made by Oliver, seconded by Smith, to approve an addendum to the January agenda to include a motion to move forward with requirements of the Department of Justice for the relocation of Oxford's voting precinct. The Council vote unanimous.

A motion was made by Oliver, seconded by Windham, to approve the amended Agenda for January. The Council vote unanimous.

MAYOR PRO-TEM

A motion was made by Windham, seconded by Holt, to appoint Council member Sue Dale as Mayor Pro-Tem for the year 2011. The Council vote five (5), with five with Dale abstaining. The motion carried.

2011 MAYOR'S COMMITTEE APPOINTMENTS

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| 1. STREETS/SIDEWALKS/SOLID WASTE | Chair – Frank Davis
Member – Jim Windham
Member – Mayor |
| 2. FINANCE/OVERSIGHT | Chair – George Holt
Member – Sue Dale
Member – Mayor |
| 3. PERSONNEL/PUBLIC SAFETY/PARKS/TREES | Chair – Sue Dale
Member – George Holt
Member – Mayor |
| 4. PLANNING/ZONING/STORMWATER/CEMETERY | Chair – Hoyt Oliver
Member – Terry Smith
Member – Mayor |
| 5. UTILITIES/PUBLIC WORKS | Chair – Terry Smith
Member – Frank Davis
Member – Mayor |
| 6. BUILDINGS/GROUNDS | Chair – Jim Windham
Member – Hoyt Oliver
Member – Mayor |

APPOINTMENTS

City Attorney

A motion was made by Holt, seconded by Oliver, for the reappointment of David Strickland to the position of City Attorney for the year 2011. The Council vote unanimous.

Municipal Court Judge

A motion was made by Oliver, seconded by Windham, for the reappointment of Steven Hathorn to the position of Municipal Court Judge for the year 2011. The Council vote unanimous.

Municipal Court Solicitor

A motion was made by Windham, seconded by Dale, for the reappointment of Quader Baig to the position of Municipal Court Solicitor for the year 2011. The Council vote unanimous.

Appointments continued:

City Clerk/Treasurer

A motion was made by Dale, seconded by Oliver, for the reappointment of Carol Poole to the position of City Clerk/Treasurer for the year 2011. The Council vote unanimous.

Police Chief

A motion was made by Holt, seconded by Windham, for the reappointment of Clark Miller to the position of Police Chief for the year 2011. The Council vote unanimous.

PLANNING COMMISSION RECOMMENDATIONS/PETITIONS

Council member Oliver reported that the Planning Commission did not have a quorum to conduct their meeting in November.

A letter was received from the Wearing family requesting an extension of a lease for use of city owned right-of-way. The Wearings were not present. Discussion was deferred to a later date.

The Planning Commission discussed comments from Dean Bowen letter, in particular the requirement in the ordinance for a campus master plan and the establishment of two zoning districts within the college properties referred to as college fringe and college core. Dean Bowen suggested the Planning Commission review the DeKalb County ordinances that control development around the Emory campus.

Erik Oliver added that other properties, such as the old Cousins Middle School building and Palmer Stone Elementary School building, would also fall under the same zoning as Oxford College.

The Planning Commission will review the concerns and be prepared to resolve any changes to the draft ordinances by their January meeting date.

Re-appointments

A motion was made by Oliver, seconded by Windham to reappoint Ron Manson and Jim Patrick for the year 2011. The Council vote unanimous.

FINANCE

2010 Audit

A motion was made by Holt, seconded by Dale, authorizing the Mayor to execute an agreement with Treadwell, Tamplin & Co. to prepare the 2010 Financial Report. The Council vote unanimous.

PERSONNEL

Mayor Roseberry recognized Lauran Willis and Dawn Towns for completion of eight (8) hours of continued education training for clerks approved by the Georgia Municipal Courts Training Council.

Personnel continued:

Employee Personnel Handbook

Dale informed the members the final draft of the employee's personnel handbook had been received from Jan Hansford, UGA, and ready for review by the City Attorney. A motion would then be made for adoption.

Oliver stated he did not see an explanation of the city's retirement system in the handbook, and asked if it would be a separate document, or at least referenced in the handbook.

Early Retirement Incentive Program

Dale reported the Georgia Municipal Association should have the early retirement benefit package ready and delivered after Thursday of this week. Once the Mayor and the City Attorney execute the document, and the City Clerk attest, then representatives from GMA will meet with the three (3) eligible employees to go over the package.

GENERAL

Voting Precinct

A motion was made by Windham, seconded by Dale, to authorize the City Attorney to prepare the legal documents required by the Department of Justice so that the city can relocate its voting precinct from 810 Whatcoat Street Community Center to 110 West Clark Street Community Center in time for the November election. The Council vote unanimous.

Homestead Exemption from Ad Valorem Taxation

Davis presented a draft resolution and ordinance for the Council's consideration to provide for a homestead exemption from ad-valorem taxation. Davis asked that the ordinance be passed in time to go before the legislature for approval and be placed on the November ballot. Davis said the \$10,000.00 exemption would be a small increase for non-occupied home owners and a small decrease to owner occupied properties.

Mayor Roseberry informed Davis that his request would first require two public hearings prior to adoption.

Oliver suggested a Public Hearing be scheduled at the January work session and then bring it back again at the February meeting.

Smith asked that the recommendation be defined as to what the concept implies. Smith further asked for examples as to how it would affect property owners.

Davis gave a few examples of various assessed values and how the exemption would affect both owner occupied properties and absentee owner properties.

BUILDINGS/GROUNDS

Windham informed the members that a new drain has been installed at the city hall driveway. Windham further stated he was still working with the building contractor to address the large puddles in the parking area as well as the light for the directional sign.

INVOICES

Routine Monthly Bills

VENDOR	DESCRIPTION	AMOUNT
AT&T	Communications	\$1,349.80
GMEBS/Trust Fund	Employees Retirement-Dec	6,732.42
N.C. Cornish Creek	Wholesale Water-Nov	11,046.00
N.C. Water & Sewerage Authority	Sewer Treatment-Nov	8,758.64
N.C. Board of Commissioners	Landfill Fees-Nov	1,905.55
United Health Care of Ga.	Employees Health Ins-Jan	8,455.74
U.S. Department of Energy	SEPA Wholesale Power-Nov	3,028.09

Purchases and Contract Labor

VENDOR	DESCRIPTION	AMOUNT
Alcovy Surveying and Engineers	CDBG Engineering	\$4,000.00
Associated Staffing Services	Contract Labor 11/15-11/20	1,867.68
Associated Staffing Services	Contract Labor 11/29-12/03	2,809.01
D&J's Trenching Services Inc.	Installation storm drain @ city hall	2,900.00
HD Supply Utilities	Electric Supplies	1,555.19
Lakota Contracting	Police Radar	1,584.00
Maxx Computers, LLC	PD #603 Laptop & Equipment	1,520.00
Snapping Shoals EMC	Bucket Truck Service	2,379.48
Think It Solutions	Computer Hardware and Installation	6,378.92

A motion was made by Windham to approve all the invoices excluding Think It Solution until he could follow-up with a review of the invoice to insure that the city was not being charged for the Council lap top set-up per agreement. The motion was seconded by Holt. The Council vote unanimous.

EXECUTIVE SESSION – PERSONNEL

Dale made a motion charging the Personnel Committee to prepare the necessary documents and job description to move to a city manager form of government, and for the Mayor to advise the Newton County Legislative Delegation that the city intends to move towards a city manager form of government. The motion was seconded by Holt. The Council vote unanimous.

MAYOR & COUNCIL
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Meeting Schedules

Monday, January 10, 2011 – 6:00 p.m. Work session to include 1.)Approval of the city manager job description and changes to the city charter; 2.)City Council determines tax exemption amount and change in millage rate

Tuesday, January 18, 2011 – 6:00 p.m. Public Hearing- 1.) City Manager form of government; 2.)Homestead exemption proposal

Monday, January 24, 2011 – 6:00 p.m. Public Hearing-1.) City Manager form of Government; 2.) Homestead exemption proposal followed by: Called Meeting- votes on resolution at 7:00 p.m.

There being no further business, or discussion, the meeting was adjourned.

Respectfully submitted,

Carol A. Poole
City Clerk, CMC