

**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING  
REGULAR SESSION  
MONDAY, AUGUST 1, 2011 – 7:00 P.M.  
COMMUNITY CENTER, OXFORD, NEWTON, GEORGIA**

**MEMBERS PRESENT: JERRY D. ROSEBERRY, MAYOR; FRANK DAVIS, MAYOR PRO-TEM; COUNCIL MEMBERS JIM WINDHAM; HOYT P. OLIVER; DAVID EADY; GEORGE HOLT**

**OTHERS PRESENT: VIVIAN HARRIS, ANDERSON WRIGHT, MARGARET DUGAN, DAVID STRICKLAND, City ATTORNEY, CLARK MILLER, CITY MANAGER,**

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

Pledge of Allegiance

**A motion was made by Eady, seconded by Windham, for the approval of the August 1, 2011 Agenda. The council vote was unanimous.**

**A motion was made by Eady, seconded by Windham, for the approval of the August 1, 2011 Addendum to the Agenda. The council vote was unanimous.**

**A motion was made by Windham, seconded by Davis, for the approval of the Minutes of the July 11, 2011 Mayor and Council Meeting. The council vote was unanimous.**

**A motion was made by Oliver, seconded by Windham, for the approval of the Minutes of the July 11, 2011 Public Hearing. The council vote was unanimous.**

**A motion was made by Windham, seconded by Davis, for the approval of the Minutes of the July 18, 2011 Special Called Meeting & Public Hearing. The council vote was unanimous.**

**A motion was made by Oliver, seconded by Eady to accept the Minutes of the June 14, 2011 Planning Commission Minutes. The council vote was unanimous.**

**PLANNING COMMISSION RECOMMENDATIONS/PETITIONS**

According to Hoyt Oliver, there were no conditions or recommendations.

**CITIZEN COMMENTS OR CONCERNS:**

There were no citizen comments.

**MAYOR'S REPORT**

Jerry D. Roseberry

Announcements: Special Called Meeting August 15, 2011 @ 6:00 to cast votes on the Rollback Millage.

Due to the Labor Day Holiday, the next Regular Session of the Mayor and Council will be September 12, 2011.

The Mayor of Porterdale requested to announce the Porterdale Annual Festival on August 27, 2011. Author, Darrel Huckabee will be signing his new book.

**CITY ATTORNEY**

David Strickland

Strickland, presented documentation from, West's Code of Georgia Annotated, Title 50, Chapter 14. He discussed specific Codes § 50-14-1 Open and Public Meetings, Meetings of departments, agencies, boards, etc., to be open to public; notice of meetings and agenda. He discussed the definition of "Meetings" and what it means in relation to the gathering of a quorum of the members of a governing body or any committee of its members created by such governing body. He urged members to error on the side of caution when discussing official business items prior to meetings. In Chapter 14, Code § 50-14-3. Exceptions, he discussed requirements of giving notice to the public when an agency is discussing future acquisitions of real estate as well as any deliberating upon the appointment, employment, compensation, hiring, disciplinary action or dismissal or periodic evaluation, pointing out the vote on any such matters are to be taken in public and minutes of the meeting shall be made available. On Chapter 14, Code § 50-14-4 Procedure for closure of meetings, he pointed out that according to this code section when any meeting of an agency is closed to the public, the specific reasons shall be entered in the official minutes, that any meeting shall not be closed to the public except by a majority vote of a quorum present for the meeting. A copy of the Georgia Sun Shine Law we distributed to all Mayor and Council via-email. Again, Strickland recommended error of caution when discussing any official business prior to a meeting, whether it is as a group or via e-mails.

Attachment: A

Mayor and Council  
August 1, 2011  
Page 3

**FINANCE/OVERSIGHT/PERSONNEL**

George Holt, Chairman

**A motion was made by Holt, seconded by Windham to approve a Resolution authorizing the Mayor and City Council to increase the compensation level of the Mayor from \$3,500.00 annually to \$6,000.00 annually and City Council from \$2,500.00 annually to \$4,800.00 annually, effective January 2012. The council vote was unanimous.**

Attachment B

**A motion was made by Holt, seconded by Oliver to approve the renewal contract from CSI Technology Outfitters in the amount of \$10,714.20 for Computer Software Maintenance for period from 7/28/2011 – 07/27/2012. The council vote was unanimous.**

Attachment C

**A motion was made by Holt, seconded by Windham for the Mayor and Council to set the Millage for 2011 at the Rollback rate of 7.06 to be approved at a Special Called Meeting set for August 15, 2011 at 6:00 pm. The council vote was unanimous.**

**PLANNING/STORM WATER/CEMETERY**

Hoyt Oliver, Chairman

**After a second reading, A motion was made by Oliver, seconded by Eady to adopt an Ordinance amending the code of the City of Oxford, Georgia, Chapter 3, "Administration," Article VI, "Officers and Employees, "Section 3-609; to replace City Clerk as City Manager to serve as the zoning administrator. The council vote was unanimous.**

Attachment D

**After a second reading, A motion was made by Oliver, seconded by Eady to adopt an Ordinance amending the code of the City of Oxford, Georgia, Chapter 3, "Administration," Article VI, "Officers and Employees, "Section 3-605; to replace City Clerk with City Manager as principal administrator officer of the city. The council vote was unanimous.**

Attachment E

**After a second reading, A motion was made by Oliver, seconded by Eady to adopt an Ordinance to amend the code of the City of Oxford, Chapter 40, Oxford Comprehensive Zoning Ordinance, and Chapter 37, "Sign Ordinance," to Repeal, Revoke and Supersede all ordinances in conflict, to provide for severability, to provide for an effective date, and for other lawful purposes to be replaced with a new Chapter 40, "Oxford Zoning Ordinance" which has been made a part of the Official Code of Ordinance for the City of Oxford.**

Attachment F

**Mayor and Council**

**August 1, 2011**

**Page 4**

Oliver encouraged all members to review the Planning Commission Draft Minutes from there July 12, 2011 meeting.

Oliver distributed assignments of articles to be written for the new City Newsletter. He encouraged all members and employees and citizens to submit items of interest for the newsletter. Attachment G

**STREETS/SIDEWALKS/SOLID WASTE**

Frank Davis, Chairman

Davis presented the wording for the plaque for the Rosenwald School. The research committee who compiled the wording, included Vivian Harris, Austin Usher, Leroy Nolley, J.P. Godfrey, and Anderson Wright. Attachment H

Davis included they found a picture of the School of which they wish to have placed at the top of the marker.

Oliver suggested striking the portion of the document, "when newton county schools were integrated". Eady and Holt were in agreement with this suggestion based on deliberation and uncertainty of when Newton County Schools were actually integrated.

**A motion was made by Davis, seconded by Windham for the approval to move forward with getting the Plaque made removing "when Newton County Schools were integrated" and once they have received approval of copy right printing of the picture from the web-site. The council vote was unanimous.**

**A motion was made by Davis, seconded by Oliver to approve a bid from Over and Under Contractors Inc. for Project Known as Electrical System Upgrade Project #334, 335 and #336 in the amount of \$138,002.00 to furnish all Labor, Equipment and Supervision and all work to be installed according to Electric Cities of Georgia Specification Handbook. The council vote was unanimous.** Attachment I

The city will supply all materials.

**CITY MANAGER**

Clark Miller

Miller, reported he completed annual Chief training in Savannah. He is working with College regarding scheduling and handling of traffic issues and finishing street number design. He also reported we are working with an accounting firm who is assisting with preparing our accounts for the auditor to close the 2011 Fiscal Year.

**INVOICES OVER 1,000.00  
 AUGUST 1, 2011**

**Routine Monthly Bills Paid**

VENDOR	DESCRIPTION	AMOUNT
Utility Services	Quarterly tank Mtn.	\$ 2,361.15
GMEBS	Retirement Trust Fund	\$ 7,049.59
US Department of Energy	Purchase Power Cost	\$ 2,830.83
Newton County BOC	Landfill Fees June	\$ 1,429.75
NC Water Authority	Plant O & M June	\$ 6,697.78
NCBOC	Cornish Creek	\$12,574.00
United Healthcare	Employee Health Ins July	\$ 7,502.94
City of Covington	Sewer Fee's 3/31 – 6/30	\$ 9,396.00
United Healthcare	Employee Health Ins- August	\$ 9,109.88
WOCO PEP OIL	Diesel Fuel/Gas June 27	\$ 5,387.44

**Purchases/Contract Labor**

Bankcard Center	S & M Flags for 4 <sup>th</sup> + other	\$2,679.56
Tires – N – Wheels	S&M Tires for Garbage Truck	\$1,396.00
Covington News	Ads PH/Tax Digest	\$1,271.90
Associated Staffing	Temp Svc 6/13-6/24	\$6,676.67
Associated Staffing	Temp Svc 6/27 – 7/1	\$6,676.67
Consolidated Pipe	S&M Sewer/rise & tap project	\$3,481.65
H D Supply	Supplies & Material Electric	\$1,652.23
Taser International	S & Materials Tasers PD	\$1,300.00
United American	Election Voting Booths	\$1,195.00

**Approved Contracts**

Cintas Corp	Uniform Rental	\$1,383.70
Marable-Pirkle, Inc.	Emergency Power Outage	\$2,028.88
Wagner Service Solutions	Janitorial Service June	\$1,473.00
Robert & Company	Rewrite of Ordinance 3/1-4/30	\$1,850.00
Robert & Company	Rewrite of Ordinance 5/1-5/31	\$1,850.00
STS Systems	Microphone Syst Council Rm	\$1,133.55
Treadwell, Tamplin & Co	Audit Year Ending 12/31/2010	\$2,500.00
Wagner Service Solutions	Janitorial Service July	\$1,473.00
D & J Trenching Services	Sewer Tap Services Install	\$12,100.00
Robert & Company	Rewrite of Ordinance 6/1-6/31	\$3,700.00

Mayor and Council  
August 1, 2011  
Page 6

A Motion was made by Davis, seconded by Holt for the approval of the August 1, 2011 invoices. The council vote was unanimous with verification of the invoice for Consolidated Pipe.

There being no further business, a Motion was made by Windham, seconded by Holt to adjourn at 8:00 pm.

Respectfully Submitted;

Lauran S. Willis  
City Clerk