

**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
REGULAR SESSION
MONDAY, NOVEMBER 7, 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; TERRY SMITH; HOYT P. OLIVER; DAVID EADY; GEORGE HOLT

OTHERS PRESENT: Penny Windham; Patsy Burke; Clark Miller, City Manager; Chief, Dave Harvey; Neal and Carol Penn; Erik Oliver; LaTrelle Oliver

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 Oliver seconded by Eady for the approval of the November 7, 2011 Agenda. The Council vote was unanimous.

A motion was made by Oliver seconded by Smith to amend the November 7, 2011 Agenda to include Occupational Tax BL request from Sherry Jackson and to set a Date and time for a Public Hearing on the zoning ordinance changes. The Council vote was unanimous.

A motion was made by Holt seconded by Smith to amend the November 7, 2011 Agenda to include the First reading of an ordinance to amend Chapter 4: Revenue and Finance: Article I; "Taxes" Section 4-108 "Gross Direct Premiums Tax"; to Repeal all conflicting ordinance and for other purposes. The Council vote was unanimous.

A motion was made by Davis seconded by Oliver for the approval of the minutes of the October 3, 2011 Mayor and Council meeting. The Council vote was unanimous.

A motion was made by Oliver seconded by Eady to accept the Planning Commission Minutes of September 13, 2011. The Council vote was unanimous.

Attachment A

PLANNING COMMISSION RECOMMENDATIONS/PETITIONS

Hoyt Oliver

Oliver reported the communities of Covington and Oxford together have received an Award from the Orton Family foundation established by owners and founders of the Vermont country store. We are one of five communities in the nation being recognized for participation in Comprehensive Planning and Development. The information can be viewed on their web-site at www.orton.org, under ORTON FAMILY FUND.

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CITIZEN COMMENTS OR CONCERNS:

There were no citizen comments:

MAYOR'S REPORT

Jerry D. Roseberry

Announcements:

Emory University will be celebrating their 175th Anniversary on December 7, 2011. Mayor Roseberry will represent the City. Everyone is invited to attend.

Several members of the council were present for the dedication of the new headstone for Miss Kitty Boyd held on October 23rd.

The Police Department reports they are answering over 90% of city calls and assisted by Newton County for the balance. In addition our officers are assisting Newton County with calls outside the city.

Report on city finances: We have received first three payments from Newton County for the 2011 SPLOST averaging \$19,000 per payment. These are funds which were approved for infrastructure projects primarily water line replacement on Emory and Asbury Street and work on Cook road. The electric fund provides 62% of the city's revenue and 49% expenses. Water fund is providing a positive cash flow while the sanitation fund continues to show a loss in excess of \$100,000 annually. Overall the city's finances are in excellent condition. The city is running on three (3) to one (1) cash to debt ratio.

The mayor and city manager will be attending the annual Mayors Summit meeting with MEAG, November 11, 12 and 13th.

The city has signed a contract to purchase a lot in Oxford Square for the purpose of a Community Park. State law requires an Environmental Study. Once complete there will be a public hearing scheduled. Then mayor and council will ask for assistance from the tree board in determining the appropriate tree canopy suitable for the park and its layout.

CITY MANAGERS REPORTS

Clark Miller

Update on the power projects: Contractors are at 50% completion on two of the legs and 25% on Hwy 81/Emory Street. Equipment has been ordered, to date we have \$56,000 already delivered with some on back order. The original cost estimated for material was \$103,831.00 we are running close to \$106,000 due to price increases.

Miller, requested a Special Called Meeting prior to the work session on November 21st, for the purpose of approving the roofing contract for the old City Hall/Fire Department.

FINANCE/OVERSIGHT/PERSONNEL

George Holt, Chairman

A motion was made by Holt seconded by Windham to approve the second reading and adopt a Resolution authorizing the Mayor and City Council to implement a Policy in Compliance with Governmental Accounting Standards Board Statement (GASB 54), and to repeal, revoke and supersede all Resolutions or Ordinances in Conflict. The council vote was unanimous.

Attachment B

Holt delivered the first reading of an Ordinance to amend Chapter 4: Revenue and Finance: Article I: "Taxes" section 4-108 "Gross Direct Premiums Tax"; to repeal all conflicting ordinances and for other purposes. And to Repeal Chapter 32, Article I, "Businesses Regulated" Section 32-104 "Insurance Businesses", To provide for an effective Date; and for other lawful purposes.

Holt delivered the first reading of an Ordinance to amend Chapter 4; Revenue and Finance: Article I; "Taxes" section 4-108 "Gross Direct Premiums Tax"; to repeal all conflicting ordinance and for other purposes.

Holt delivered the first reading of an Ordinance to adopt the Defined Benefit Retirement Plan for the City of Oxford and Resolutions and Motions to adopt the 401(a) Defined Contribution Plan for the City of Oxford, GA, the General Addendum to the GMEBS Defined Benefit Retirement Plan Adoption Agreement for the City of Oxford, and Amendment 1 to the 401(a) Defined Contribution Plan Resolution and Adoption Agreement, with such plans to be effective January 1, 2012.

Holt informed Mayor and Council that the Finance Committee upon recommendation of the auditor, authorized the City Clerk to close the BB&T Operating Account in the amount of (286,073.07) and transfer these funds to the United Bank Operating Account.

PLANNING/STORM WATER/CEMETERY

Hoyt Oliver, Chairman

Oliver delivered the first reading to amend the code of the City of Oxford, Chapter 11; Traffic Control Ordinance, to repeal revoke and supersede all ordinances in conflict.

First reading to adopt the code of the City of Oxford, Chapter 37; Buffers and Screening Requirements ordinance, to repeal, revoke and supersede all ordinances in conflict.

First reading to amend the code of the City of Oxford, Chapter 41; Subdivision and Land Development Regulations, to repeal, revoke and supersede all ordinances in conflict.

First reading to amend the code of the City of Oxford, Chapter 39; Tree Ordinance, to Repeal, Revoke and Supersede all ordinances in conflict.

First reading to amend the code of the City of Oxford, Chapter 19; Conservation Subdivision, to Repeal, Revoke and supersede all ordinances in conflict.

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A motion was made by Oliver seconded by Davis to approve an Occupational License Application for (Rock Store) 1001B Emory Street for "What Ever Store" J.H. Stephens and Curtis Coats Jr. The council vote was unanimous.

A motion was made by Oliver seconded by Smith to approve an Occupational License Application for 506 Haygood Avenue Home Occupational (Sherry'z Stuff) for Estate Sales in Home Office Only. The council vote was five Yes and one No (Windham voting no).

STREETS/SIDEWALKS/SOLID WASTE

Frank Davis, Chairman

Davis informed mayor and council the Monument for Rosenwald School has arrived, he announced the unveiling will be November 27th at 2:00 pm on Mitchell Street. The public is invited to attend.

UTILITIES/PUBLIC WORKS

Terry Smith

JAMES H. WINDHAM

Building/Grounds

INVOICES OVER 1,000.00
Routine Monthly Bills Paid

VENDOR	DESCRIPTION	AMOUNT
Newton County W&S	PLO PLANT O&M – Sept	7,347.61
Newton County BOC	Cornish Creek Water Fund - Sept	6,510.00
GMEBS/RTF	Retirement, Trust Fund – October	7,049.59
Newton County BOC	Land Fill Fees – Aug	1,311.95
United Healthcare	November	7,791.22
U. S. Dept. of Energy	Purchase Power	3,145.93
Utility Service Co.	Quarterly Tank Maintenance	2,361.15
Wagner Services	October	1,473.00
City of Covington	Quarterly Fee Sewer	10,554.00

PURCHASES/CONTRACT LABOR

Alexander Royston	Professional Fees September	2,600.75
Alexander Royston	Professional Fees October	1,130.50
Associated Staffing	Temp Service 9/19 – 10/9	5,642.12
Associated Staffing	Temp Service 10/10 – 10/14	1,906.76
Associated Staffing	Temp Service 10/17 – 10/21	1,828.56
McNair, McLemore	Professional Fee Accounting Audit	8,339.00
Treadwell, Tamplin	Professional Fees	8,225.00
Napa Auto Parts	Oil, filters etc. for seasonal Mtnc. on all vehicles	1,028.76
Gresco Utility Supply	Supplies for Electric Project	1,186.60
Gresco Utility Supply	Misc. Supplies for Electric Project	1,517.25
Gresco Utility Supply	Single Phase Vert Pin INS Bracket	7,083.25
Gresco Utility Supply	INS GUY Strain 60” ROL & other Supplies	1,100.00
HD Supply	Misc. Supplies for Electric Project	1,068.80
HD Supply	Spacer Cable System 3 Phase	5,395.00
Woco Pep Oil	Gas / Diesel Fuel	4,823.95
Otis Elevator Company	Yearly Maintenance Contract	2,036.16

APPROVED CONTRACTS

M. Qader Baig/Solicitor	Legal Services – Jan – June	2,000.00
M. Qader Baig/Solicitor	Legal Services – July - Sept	1,200.00
Georgia Hydrant Services	Install 6” Quick Valve & Sleeve	4,000.00
Over & Under 50% Com	Electrical Project	23,224.50
Over & Under 2 nd Invoice	25%, From Fletcher to W. Richardson 50% from Haygood to Bonnell St.	28,085.75
D & J Trenching	Leak Repair Hwy 81	1,000.00

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A motion was made by Davis seconded by Holt to approve the November invoices. The council vote was unanimous.

A motion was made by Windham seconded Smith to adjourn. The council vote was unanimous.

Respectfully Submitted

Lauran S. Willis
City Clerk

Attachments: