



**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING  
WORK SESSION  
MONDAY, APRIL 15, 2024 – 6:45 PM  
CITY HALL**

**ELECTED OFFICIALS PRESENT:**

David Eady - Mayor  
George Holt – Councilmember  
Jim Windham – Councilmember  
Laura McCanless – Councilmember  
Erik Oliver – Councilmember  
Jeff Wearing – Councilmember  
Mike Ready – Councilmember

**STAFF PRESENT:**

Marcia Brooks – City Clerk/Treasurer  
Bill Andrew – City Manager  
Mark Anglin – Police Chief  
Jody Reid – Supervisor of Utilities and  
Maintenance  
David Strickland – City Attorney

**OTHERS PRESENT:** Laura Gafnea (Oxford College)

**Agenda** (Attachment A)

**1. Mayor’s Announcements**

Listed in agenda.

**2. Committee Reports**

- a. **Trees, Parks, and Recreation Board** – No report.
- b. **Planning Commission** – Bill Andrew provided the report.
- c. **Downtown Development Authority** – Mike Ready provided the report.
- d. **Sustainability Committee** – Laura McCanless provided the report.

**3. Approval to proceed on the Cemetery Access Road** (Attachment B)

There was no opposition to proceeding with the cemetery access road.

**4. Information Concerning the IRS Audit on Lack of Tax Forms with City Contractors**  
(Appendix C)

Marcia Brooks explained the details regarding the audit and the results. She affirmed that staff has adjusted procedures to require a W-9 from all vendors providing any services to the City of Oxford.

**5. Authorization for the Mayor to Sign the contract with Burford’s Tree, LLC for Powerline Tree Trimming** (Attachment D)

The City Council agreed to fund the contract at \$50,000 for FY 2024.

**6. Authorization for the Mayor and City Manager to sign the Authorization to Close the Water and Sewer Sinking Fund Checking Account (Attachment E)**

Mayor Eady explained that this request is essentially administrative in nature, but staff felt the need to obtain City Council approval due to the significant amount of money being considered. Staff would continue to reserve the monthly amount, but transfer it to the Water/Sewer Capital account.

Jim Windham stated that it was set aside separately so that the City Council could see where the money was going and ensure that it was not being spent on operating expenses. Ms. Brooks stated that she could provide detailed information each month if the City Council prefers that.

Ms. Brooks asked if a formal vote is needed on it. Mr. Windham suggested transferring 99% of the amount and bring a request to the City Council to close the account.

**7. Update on the Sewer Moratorium (Attachment F)**

Bill Andrew advised the City Council that the moratorium is scheduled to expire on May 13, 2024. Archer Aviation is not anticipating using as much capacity as initially thought, so the City will have a surplus of capacity. Therefore, he feels it is safe to lift the moratorium for the properties served by Catova Creek. The City is still waiting for information for the Turkey Creek service area. By July we should know whether the moratorium should be extended for the Turkey Creek service area or if additional capacity should be purchased.

He stated that the current administration of Oxford College was not aware that their 50-year agreement with NCWSA for capacity had expired. He advised that when a city or county enters into an agreement for capacity it is in perpetuity and cannot be taken away. The goal is to include Oxford College under the City's capacity agreement.

Jim Windham recommended that the City not enter into any long-term agreements for capacity due to the scarcity of water.

**8. Other Business**

None.

**9. Work Session Meeting Review**

- a. Vote to approve bid from Peach State Construction to extend the Cemetery Access Road to Richardson Street.
- b. Vote to approve the contract with Burford Tree for powerline tree trimming.
- c. No vote needed to move the funds from the Sinking Fund checking account to the Water/Sewer checking account. Separate vote to approve closing the account.
- d. Vote to lift the sewer moratorium for the Catova Creek service area and vote to extend the moratorium to July 1, 2024 for the Turkey Creek service area.

**10. Executive Session**

**Jim Windham made a motion to enter Executive Session at 7:38 p.m. to discuss personnel matters. Jeff Wearing seconded the motion. The motion was approved unanimously (7/0).**

**Laura McCanless made a motion to exit Executive Session at 8:20 p.m. Mike Ready seconded the motion. The motion was approved unanimously (7/0).**

**11. Adjourn**

Mayor Eady adjourned the meeting at 8:20 p.m.

Respectfully Submitted,

A handwritten signature in blue ink that reads "Marcia Brooks".

Marcia Brooks  
City Clerk/Treasurer