

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

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

**OTHERS PRESENT: MICHELLE FLOYD, STAFFWRITER FOR NEWTON CITIZEN, C. DAVID STRICKLAND, CITY ATTORNEY; JP GODFREY; PENNY WINDHAM; PATSY BURKE; EVA & CLAUDE SITTION; LATRELLE OLIVER; JODY REID, ERIK OLIVER; MR. & MRS. THOMAS TURNER; MARGARET DUGAN, OXFORD COLLEGE, NICK PERGAKES, ROBERT & COMPANY**

The February 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 Smith, seconded by Dale, for the approval of the March 7, 2011 Agenda. The Council vote unanimous.**

**A motion was made by Windham, seconded by Holt, for the approval of the Minutes of the February 7, 2011 Mayor and Council Meeting. The council vote unanimous.**

**A motion was made by Oliver, seconded by Dale to accept the Minutes of the January 18, 2011 Planning Commission. The council vote unanimous.**

Attachment A

**A motion was made by Oliver, seconded by Smith to accept the Minutes of the January 25, 2011 Planning Commission Called meeting. The council vote unanimous.**

Attachment B

**PLANNING COMMISSION RECOMMENDATIONS/PETITIONS**

Hoyt Oliver: The planning commission urges the council to enter into the contract with Robert & Company to prepare subdivision regulations at the cost of \$18,500. The planning commission is ready to make recommendations on the adoption of the revised zoning ordinance.

David Eady, Chairman Planning Commission: The planning commission has the revised zoning ordinance available in electronic form which they will provide to the council and other upon request.

The college request for the renewal of the conditional use houses and to include the new properties recently obtained from Mrs. Elizabeth Taylor and Dr. Wilsons Estate, to be granted in the renewal of the temporary permits.

**CITIZENS CONCERNS**

Claude Sitton, Wesley Street, addressed the council with concern regarding the approval of an additional \$10,000 for landscaping and planting of trees around the Maintenance Facility coupled with \$20,000 on Art for the New City Hall. In addition, Mr. Sitton expressed concern regarding the city dropping our sanitation services and going with a contractor with detail to the economy projections and the cost of inflation.

Mayor Roseberry responded to Sittons' question of the \$10,000 for landscaping. That money was approved in last year's budget, but because of some timing, there was also grant money involved for several thousand dollars combined with other city money, and because of the weather and other things involved the council was not able to start on it last year, so they had to roll it into this year's budget, where it will be amended. The \$20,000 was also approved in last year's budget. However, because of a number of other things that began to happen the council was also unable to complete that, so it did not get spent therefore it is being amended to this year's budget.

David Eady addressed the council regarding the solid waste, more specifically household garbage and recycle, curb side collection. Eady shared facts and figures previously, it is important that you all consider on behalf of the citizens of Oxford this decision of weather, to go with a private company or if it's to be provided by city employees, you look at cost and benefits in a very realistic way. On a benefit side the question is what is again today going to be the benefit to me and the residents who live in the City of Oxford, are we going to get a reduced rate on the garbage collection fee (no), am I going to improve service on the pick-up (maybe) I don't know. As far as I understand, this will be one day a week as it is now and the recycles will be picked up once a week as well. I do understand there is consideration of a revolving recycle container which has its benefits, that promote more user-ship of which we can buy those ourselves as well that's not necessarily on the benefits side of comparing the cost. We do put ourselves at risk in terms of unanticipated fuel cost which continues to climb. Want to make sure we are looking at the cost and the benefits, how's this going to benefit, is it really going to benefit or is it going to be a wash and if it's going to be wash then what's the point?

**MAYOR'S REPORTS**

Mayor Roseberry announced the March Work Session scheduled for March 21, 2011 at 6:00 PM, in the Clark Street Community Center. Council will hear a proposal from GMA regarding a possible change in the benefit plan. In addition there will be a report from the Oxford historical Cemetery.

Mayor Roseberry, announced the April Regular Session, Mayor and Council meeting to be April 4, 2011 at 7:00 PM in the Clark Street Community Center.

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**CITY ADMINISTRATOR**

Clark Miller

Clark Miller presented a request from Oxford College for a waiver of the late fees in the amount of \$5,700 that was incurred due to the winter storm in January which caused the University operations to be closed for four(4) days. A recommendation was, based on these elements and there payment history he didn't see any problem granting the waiver.

Councilman Windham asked how many other customers experienced this same issue because of the winter storm. He suggested that if we waiver the late fee for the College then we should waiver the late fee for everybody else through the twenty-first of January.

Windham asked Miller if he could get the figures for all other customers that were late during that period and deliver the results to them at the work session on March 21, 2011.

Councilman Holt was in agreement that we use the same criteria for all the other customers.

After further discussion, it was agreed to give all citizens until the twenty-first of January who had late fees due to the winter storm a waiver of any late fees.

**A motion to approve, seconded by George Holt to waiver late fees to all citizens who incurred late fees from January 19, 2011 until January 21, 2011 due to the winter storm. The council vote unanimous.**

Miller brought to the Councils attention an issue regarding the sewer pump electrical bill at Victoria Station. The Home Owners Association has been paying this bill for an undetermined length of time. It has been investigated and determined it is the city's pump and the city should be paying this bill to Georgia Power not the HOA at Victoria Station.

Oliver asked Miller if the city has sent out advertisements to replace Dawn Towns. Miller stated yes, we have a multitude of applicants and the ad will close on March 18, 2011.

**FINANCE/OVERSIGHT**

George Holt, Chairman

**A motion was made by Holt, seconded by Dale to appoint Luran Willis as Pension Committee Secretary. The council vote unanimous.**

**A motion was made by Holt, seconded by Dale to appoint Luran Willis as Superintendent of Elections. The council vote unanimous.**

**A motion was made by Holt, seconded by Oliver to approve for the purchase of an additional twenty hours from Software Vendor Think IT, at the cost of \$1,800.00. Motion was withdrawn pending further information to be provided at the March 21, 2011 Work Session.**

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Finance Continued:

Councilman Holt brought to the Mayor and Council's attention an invoice from The Center, for a charge of \$803.01, for the Conference Facilitation & Cost he was not aware of. Mr. Holt stated the city budgeted for the \$2,100.00 of which this addition fee was not a part of the budget.

Roseberry said the city contributes \$2,100.00 a year to The Center. When the council participates in conferences, the city has to pay their share of other expenses.

Oliver stated that the \$803.01 was for the annual meeting of the Leadership Collaborative at Burge Plantation, where almost all council members attended.

**A motion was made by Holt, seconded by Oliver to pay the \$803.01 to The Center for the Conference Facilitation & Cost. The council vote unanimous.**

Attachment C

**PERSONNEL/PUBLIC SAFETY/PARKS/TREES**

Sue Dale, Chairman

Dale reminded everyone of the Tree Care Workshop in the Community Room at City Hall on March 20, 2011 at 9:00 AM.

**A motion was made by Dale, seconded by Oliver to approve the Performance Plus Bonus Guidelines for FY2011. The council vote unanimous.**

Attachment F

**A motion was made by Dale, seconded by Holt to accept the revised Employee Handbook with Davis opposed. All other members vote unanimous.**

Dale delivered a seconded reading of a resolution to repeal Article VII – City of Oxford Personnel Policies and Procedures of the Official Code of Ordinances.

**A motion was made by Dale, seconded by Oliver to accept a resolution to repeal Article VII- City of Oxford Personnel Policies and Procedures of the Official Code of Ordinance. The council vote unanimous.**

Attachment E

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**PLANNING/STORM WATER/CEMETERY**

Hoyt Oliver, Chairman

**A motion was made, seconded by Smith, to approve Phase II Sub-Division Regulations, from Robert & Company at the cost of \$18,500. The council vote unanimous**

Attachment D

**A motion was made, seconded by Davis, to adopt the Oxford Historical Cemetery – Instructions for Grave Diggers. The council vote unanimous.**

**The above motion was amended, seconded by Davis to adopt the Oxford Historical Cemetery Instructions for Grave Diggers to include a provision to back charge the Funeral Homes if instructions are not followed. The council vote unanimous.**

Attachment G

Oliver reminded the council of the “Great American Clean-up” Saturday, March 26, 2011 at 10:00 AM. Volunteers will gather at City Hall.

Oliver brought up discussion regarding changing the marker on “Miss Kitty’s” grave from Kitty Shell to Katherine Boyd. Windham suggested appointing a committee to research the information and make a recommendation to the council.

**SIDEWALKS/STREETS/SOLID WASTE**

Frank J. Davis, Chairman

Sanitation committee met and discussed six bids received from various companies on garbage service and recycle service for the City of Oxford. Clark Miller was asked to assist with the reading of the bids. Active was \$7.90 for 95 gallon can, they included recycling at cost. Advanced was \$11.99 for 95 gallon and \$6.00 for additional can. Latham was \$13.95 with \$6.00 for additional can. Republic was \$11.95 with \$6.50 for additional can. Select was \$12.00 with \$6.00 for additional can. Waste Management was \$14.00 with \$12.00 for additional can. They all included recycling at no additional charge. Some of the bids discussed large item pickup. Everyone was given references except Active. References were all positive for all the various bidders.

Republic’s changed the price of their bid, if they supplied the container. They had an option of an alternate proposal using a 95 gallon roll cart at \$13.89 per month including a 95 gallon trash can for recycling. They would increase our small container to a roll cart at their expense. The citizens would pay \$13.89 per month for the alter proposal. The price is good for the term of the contract.

All bidders quoted single axle trucks except Advanced, they were doing a double-axle truck. They requested their bid be withdrawn because it would be to damaging. Waste Management quoted on a single axle and double-axel.

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Solid Waste continued:

Republic owns its own landfill and does its recycling in Lawrenceville. So, we would not be paying Newton County landfill fees, we would not be putting trash or recycling in any part of Newton County. The city will still handle the yard waste & leaves.

According to Davis, we presently pick up recycling news paper, aluminum, glass bottles, (green, brown) the men have to separate these items as they put it on the truck. Then they take it over to Newton County recycling in Covington on Brown Bridge Road. The county does not have a good system for unloading trucks. Some days they may get through in one hour or two because they have to dump each bin individually.

Under Republics proposal, we would put all recycles in one roll container. They would then take it to Lawrenceville to be recycled. They sell the recycles, but the city would not receive any revenue from the sale.

According to Davis this would be good for the city. Right now we have maybe 75 households that put out recycle bins, maybe 88. They all do not put out one each week. If we have the rolling container you can put everything in and roll to the street with the garbage, you may have more participation from citizens. It will take a lot out of the landfills wherever they take it. It would certainly take it out of Newton County landfill.

Attachment I

In order to answer the questions and concerns of the citizens, Mayor Roseberry presented a diagram which explained the city had two employees that have retired. Those two employees cost the city cash, not counting vacation, holidays, the city paid out \$102,828.00 to those employees to purchase insurance and other benefits. The landfill cost to the city for garbage \$16,485.00. Those two employees in twelve months were absent so much it cost \$4,632.00 to hire temporary help to replace them while they were out.

As an example if the city contracts with 580 containers, they used \$13.89 the cost to the city would be \$8,056.00 a month, \$19,000 a year. The current fee to the citizens is \$20.00 a month that brings in \$11,600 a month or \$139,000 a year. The difference is \$42,000 plus the city saves \$16,000 in landfill cost for a total of \$59,000 plus the \$102,000 for a total savings of \$161,000.00. This is why the council is looking at this. There will be no decision made tonight. This will be brought up at the March 21, 2011 work session.

**UTILITIES/PUBLIC WORKS**

Terry Smith, Chairman

Councilman Smith, stated he will bring to the March 21, 2011 work session, discussion of several electric distributions to consider for review.

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**BUILDINGS/GROUNDS/PARKS/TREES**

James H. Windham, Chairman

**A motion was made by Windham seconded by Oliver to approve a payment plan for the Scout Hut to pay \$50.00 per month until their sewer tap fee of \$1,700.00 is paid in full. The council vote unanimous.**

Attachment H

**A motion was made by Windham seconded by Davis to amend the 2011 budget to provide \$10,000 for landscaping at the Maintenance Facility. The council vote unanimous.**

**A motion was made by Windham seconded by Smith to amend the 2011 budget to provide \$20,000 for Art Work for the New City Hall Building. The council vote unanimous.**

**EXECUTIVE SESSION**

Councilman Windham, request the city move forward with the \$90,000 SPLOST Funds, less the repairs to the roof done in 2010 for the Old City Hall Building. Windham requested the Mayor and Council move forward on the renovating of the building. Mayor Roseberry suggested it be discussed further at the March 21, 2011 work session.

INVOICES OVER \$1,000  
MARCH, 2011

INVOICES

Routine Monthly Bills Paid

VENDOR	DESCRIPTION	AMOUNT
City of Covington	Gas Service	\$1,520.57
US Dept of Energy	Purchase Power	\$3,457.88
MetLife Small Bus Center	Employee Life Ins. March 1	\$348.03
United Healthcare	Health Ins. March 1	\$8,455.74

Purchases/Contract Labor

Associated Staffing	Temporary Hire 2/7 – 2/18	\$1,732.32
Woco Pep Oil	Gasoline Purchase – Feb	\$4,260.06
Consolidated Pipe	Water Supplies	\$1,296.10
Alexander, Royston	Professional Fees – Jan	\$6,678.25
Alexander, Royston	Professional Fees - Feb	\$2,602.00

Approved Contracts

D & J Trenching	Repair Moore St. water line	\$1,400.00
Steve Hathorn	Legal Services Jan-March	\$1,250.00
Georgia Municipal Association	Retirement Cost Study	\$1,875.00
UGA	Personnel Policies Update	\$4,750.00
Fulgham’s Inc.	Deep Root Stimulation	\$2,950.00
Wagner Services	Janitorial for Feb	\$1,473.00
Think IT Solutions	Purchase/&Install desktops	\$1,851.45

**A motion was made by Oliver seconded by Smith to approve the Invoices for March 2011. The council vote unanimous.**

Holt asked Clark to research the invoice for Fulgham’s Inc. After reviewing the contract, Miller said their proposal was they wanted to do two treatments at a cost of \$2950.00 per treatment of which they detailed the options. The council selected the \$1730 per treatment. Miller talked to Nathan to find out how he was notified to start the project. Nathan said he received a phone call from Connie Head authorizing him to proceed. Miller asked Nathan to advise as to what the ramifications would be in the long term treatment of the trees if they only treated once this year. He was to get back to Miller for an update for the March 21, 2011 work session. This invoice will use \$2950 of the \$3400 budgeted for this year.

There being no further business, **a motion to was made by Oliver seconded by Windham to adjourn at 9:00 p.m. The council vote unanimous.**

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Respectfully Submitted;

Lauran S Willis  
Deputy Clerk/Court Clerk

Attachment A: Planning Commission Minutes January 18, 2011  
Attachment B: Planning Commission Minutes Called Meeting January 25, 2011  
Attachment C: The Center Invoice #12  
Attachment D: Contract Robert & Company- Rewrite of Subdivision and Land Development  
Attachment E: Ordinance Amending Code "City of Oxford Personnel Policies and Procedures"  
Attachment F: Guidelines for Performance Plus Bonus FY 2011  
Attachment G: Oxford Historical Cemetery Instructions for Grave Diggers  
Attachment H: Letter from Oxford Lions Club RE: Sewer Tap fee.  
Attachment I: Spreadsheet Sanitation Bids