

TUESDAY, JANUARY 14, 2014 – 7:00 P.M.
REGULAR MEETING OF THE OXFORD BOARD OF COMMISSIONERS
OXFORD CITY HALL – COMMISSIONERS’ BOARD ROOM

The Board of Commissioners for the City of Oxford met at the above-mentioned time and place. All members of the Board and local news media were notified of the same as well as the purpose of the meeting.

Present were Mayor Jackie Sergent, MPT Howard Herring, Sr., Commissioners James (Danny) Currin, Robert B. Williford, Sr., Calvin (C.J.) Harris, Frank Strickland, S. Quon Bridges and Patricia T. Fields. Present also were City Manager Randy Hemann, City Attorney J. Thomas Burnette and City Clerk Barbara J. Rote.

CALL TO ORDER

Mayor Sergent called the meeting to order. Reverend Chris Aho gave the prayer; the Pledge to the flag followed led by MPT Herring.

AGENDA ADJUSTMENTS AND APPROVAL

On motion by Commissioner Currin, the Board adopted the agenda with no changes by unanimous vote.

OPENING REMARKS BY MAYOR SERGENT

Mayor Sergent read the opening remarks statement as stated on the agenda.

GRANVILLE COUNTY LEAGUE OF WOMEN VOTERS

Dolores Lyons, representing the League of Women Voters, Granville County Unit, announced that their organization will be following up with newly elected officials on their initial questions presented during the candidate forums, and asked the public to submit any additional questions they may have for the elected officials before March 7, 2014. All questions will be sent to elected officials in March.

BELTON CREEK COMMUNITY INITIATIVE

Reverend Dr. Gregory Hardy with Belton Creek Baptist Church spoke to the Board about their mentoring initiative. This initiative is working in conjunction with the Granville County School System and partnering with several universities to provide their program for Granville County youth. They are currently working with young African-American boys but will eventually address all children in Granville County. The program started this year with a group of 12 fifth grade boys from C.G. Credle School and they hope to add a school each year.

PROCLAMATION CELEBRATING COUNTY'S OLDEST TWINS
BESSIE BLACKWELL AND ESSIE HAMM

Mayor Sergent read the following proclamation that was given to the family of Bessie Blackwell and Essie Hamm, in December 2013. They are Granville County's oldest living twins.

Proclamation in Celebration of Bessie Blackwell and Essie Hamm Oldest Living Twins in the State of North Carolina

WHEREAS, Bessie and Essie Daniel, twins born to Johnnie and Dora Lee Daniel on August 12, 1912, were raised in the Mountain Creek Community of Granville County, attended Mountain Creek Baptist Church, and are the church's oldest members; and

WHEREAS, the twins were two of the Daniel family's eight children and were born when electricity, running water, and automobiles were not yet conveniences in every household; and

WHEREAS, Bessie and Essie have lived to see the development of technology such as the telephone, the fax machine, the computer, and the iPad, as well as the helicopter and the space shuttle; and

WHEREAS, the twins have lived through over 40 percent of the history of our country since it declared independence from Great Britain; and

WHEREAS, Bessie married Chestley Blackwell, has three children, sons Wayne and Randy, and daughter Faye; and Essie married Claude Hamm, and both women worked to bring love and harmony into their homes; and

WHEREAS, Bessie and Essie are currently North Carolina's oldest living twins, are thought to be the third oldest set of twins in the United States and the twelfth oldest in the world, and they currently rank 32nd on the "all time" longest living twins list; and

ALTHOUGH longevity runs in the family with a sister, Minnie Frazier, living to be 105, and a brother, James Daniel, living to be 81, the sisters are now the last living children of their family,

Now, THEREFORE, I, Jacqueline vdH Sergent, Mayor of the City of Oxford, along with the Oxford Board of Commissioners, do hereby proclaim that we are honored and proud to claim twin sisters, Bessie Blackwell and Essie Hamm as our own and acknowledge their longevity, along with the wisdom they have gained from living and observing life for over 100 years.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of Oxford NC, to be affixed this the 10th day of December 2013.

ANNEXATION PUBLIC HEARING

2.455 ACRES –CRITCHER RD AND HWY 158 BUSINESS – CKF PARTNERS & VNSN LLC

CKF Partners and VNSN LLC have petitioned the City to annex 2.455 acres of land located on Critcher Rd (SR 1666) and US HWY 158 Business consisting of parcels A, B, and C. CKF Partners owns parcel C and ½ parcel A. VNSN LLC owns parcel B and ½ parcel A. This property is in the Special Use District. A Special Use Permit was approved by the Zoning Board of Adjustment on September 9, 2013. The site was approved by the Property/Appearance committee on August 22, 2013. The property meets all requirements for contiguous annexation and all required procedures for voluntary annexation will be complete following the public hearing, and annexation can be approved.

Mayor Sergent opened the public hearing.

No one wished to speak.

Mayor Sergent closed the public hearing.

ANNEXATION ORDINANCE APPROVED

2.455 ACRES –CRITCHER RD AND HWY 158 BUSINESS – CKF PARTNERS & VNSN LLC

MPT HERRING MADE A MOTION TO ADOPT THE CONTIGUOUS ANNEXATION ORDINANCE FOR CKF PARTNERS & VNSN LLC EFFECTIVE JANUARY 14, 2014. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

**AN ORDINANCE TO EXTEND THE CORPORATE LIMITS OF THE CITY OF OXFORD,
NORTH CAROLINA**

WHEREAS, the Board of Commissioners has been petitioned under G.S. 160A-31 to annex the area described below; and

WHEREAS, the Board of Commissioners has by resolution directed the City Clerk to investigate the sufficiency of the petitions; and

WHEREAS, the City Clerk has certified the sufficiency of the petitions and a public hearing on the question of this annexation was held in the Commissioners' Board Room, third floor, City Hall, 300 Williamsboro Street, Oxford, NC at 7:00 p.m. on January 14, 2014 after due notice by publication in the Oxford Public Ledger on December 30, 2013; and

WHEREAS, the Board of Commissioners finds that the petitions meet the requirements of G.S. 16A-31;

NOW, THEREFORE, BE IT ORDAINED by the Board of Commissioners of the City of Oxford, North Carolina that:

Section 1. By virtue of the authority granted by G.S. 160A-31, the following described territory is hereby annexed and made part of the City of Oxford as of January 14, 2014*.

US Highway 158 Business & Critcher Rd (SR 1666)- 2.455 Acres
CKF Partners & VNSN LLC

CKF Partners

Being two parcels of tracts of land located in Salem and Oxford Townships, Granville County, NC and within the ETJ of the City of Oxford. Said tract owned by New Century Ophthalmology and more specifically described as-

Being lot "C" of below referenced Plat of Survey. Beginning at the South West corner of the property of Rockwell Dept-Free Properties Inc. and on the Right of Way Line of Critcher Road (SR 1666). Thence along the Right of Way of Critcher Road S-87-25-39-W 71.37 feet to bend in said Right of Way. Thence along the Right of Way of Critcher Road S-88-31-01-W 152.58 feet to the common corner of lot # "B" and lot # "A". Thence along the property line of lot # "B" N-02-20-45-W 134.64 feet to a corner in said Lot # "B" line. Thence along the line of lot # "B" N-21-52-04-W 93.95 feet to the corner of said lot # "B" and lot # "C" and in the right of way line of Williamsboro Street. Thence along the right of way line of Williamsboro Street and along a curve with the radius of 2018.62 feet .delta Angle of 0-41-32 and length of arc of 24.39 feet to the point of tangency of the right of way of Williamsboro Street Thence along the right of way of said Williamsboro street N-65-34-41-E 7.05 feet to the common corner of lot # "C" and property of Rockwell Dept-Free Properties Inc. Thence along the West side of said Rockwell Dept-Free Properties Inc. S-02-24-00-W 294.05 feet to the point and place of Beginning. Containing 0.961 acres more or less.

Being 1/2 undivided interest lot "A" of below referenced Plat of Survey. Beginning at the South West corner of the property of New Century Ophthalmology (lot # "B") and on the Right of Way Line of Critcher Road (SR 1666). Thence along the Right of way of Critcher Road S-86-51-28-W 206.85 feet to a Concrete Monument said Monument marking the Right of Way intersection of Critcher Road and Oxford Loop Road. Thence along the Right of Way of Oxford Loop Road N-00-49-41-E 109.13 feet to a Concrete Monument said Monument marking the Right of Way intersection of Oxford Loop Road and Williamsboro Street (US Highway 158 Business). Thence along the Right of Way of Williamsboro Street and along a curve with a Radius of 2018.62 feet, Delta Angle of 525-52 and length of Arc of 191.35 feet to the corner of lot # "A" and lot # "B". Thence along the West side of said lot # "B" S-16-43-27-E 50 feet to a corner in property line of said lot # "B" S-02-23-51-E 118.94 feet to the point or place of Beginning. Containing 0.635 acres more or less.

See Plat of Survey for CKF Partners by Nathan R. Hymiller, Jr. Professional Land Survey License # 3010 dated October 22, 2013

VNSN LLC

Being two parcels of tracts of land located in Salem and Oxford Townships, Granville County, NC and within the ETJ of the City of Oxford. Said tract owned by New Century Ophthalmology and more specifically described as-

Being lot "B" of below referenced Plat of Survey. Beginning at the South West corner of the property of CKF Partners (Lot # "C") and on the Right of Way Line of Critcher Road (SR 1666). Thence along the Right of Way of Critcher Road S-87-25-39-W 71.37 feet to bend in said Right of Way. Thence along the Right of Way of Critcher Road S-88-31-01-W 98.42 feet to another bend in said Right of Way. Thence along the Right of way of Critcher Road S-86-51-28-W 21.74 feet to the common corner of lot # "A" and lot # "B" Thence along the property line of lot # "A" N-02-23-51-W 118.94 feet to a corner in said Lot # "A" line. Thence along the line of lot # "A" N-16-43-27-W 50 feet to the corner of said lot # "B" and lot # "C" and in the right of way line of Williamsboro Street. Thence along the West side of said lot # "C" S-21-52-04-E 93.95 feet to a corner in the line of lot "C". Thence S-02-20-45-E 134.64 feet to the point and place of the Beginning. Containing 0.961 acres more or less.

Being 1/2 undivided interest in lot "A" of below referenced Plat of Survey. Beginning at the South West corner of the property of New Century Ophthalmology (lot # "B") and on the Right of Way Line of Critcher Road

(SR 1666). Thence along the Right of way of Critcher Road S-86-51-28-W 206.85 feet to a Concrete Monument said Monument marking the Right of Way intersection of Critcher Road and Oxford Loop Road. Thence along the Right of Way of Oxford Loop Road N-00-49-41-E 109.13 feet to a Concrete Monument said Monument marking the Right of Way intersection of Oxford Loop Road and Williamsboro Street (US Highway 158 Business). Thence along the Right of Way of Williamsboro Street and along a curve with a Radius of 2018.62 feet, Delta Angle of 525-52 and length of Arc of 191.35 feet to the corner of lot # "A" and lot # "B". Thence along the West side of said lot # "B" S-16-43-27-E 50 feet to a corner in property line of said lot # "B" S-02-23-51-E 118.94 feet to the point or place of the Beginning. Containing 0.635 acres more or less.

See Plat of Survey for CKF Partners by Nathan R. Hymiller, Jr. Professional Land Survey License # 3010 dated October 22, 2013

Section 2. Upon and after January 14, 2014, the above described territory and its citizens and property shall be subject to all debts, laws, ordinances and regulations in force in the City of Oxford and shall be entitled to the same privileges and benefits as other parts of the City of Oxford. Said territory shall be subject to municipal taxes according to G.S. 16A-58.10.

Section 3. The Mayor of the City of Oxford shall cause to be recorded in the office of the Register of Deeds of Granville County, and in the office of the Secretary of State at Raleigh, North Carolina, an accurate map of the annexed territory, described in Section 1 above, together with a duly certified copy of this ordinance. Such a map shall also be delivered to the County Board of Elections, as required by G.S. 163-288.1.

Section 4. Notice of adoption of this ordinance shall be published once, following the effective date of annexation, in a newspaper having general circulation in the City of Oxford.

Adopted this Fourteenth day of January, 2014

*The ordinance may be made effective immediately, or on any date within six months of adoption.

**Optional

ANNUAL REVIEW AND SIGNING OF ETHICS AGREEMENT

In 2011 The Board amended City Ordinance §2-461 in accordance with N.C.G.S. §160A-86 and renamed it the Code of Ethics. The Board recommended that the signature of each Board member, on a yearly basis, reaffirm their commitment to this agreement at the beginning of each calendar year.

All Board members present placed their signature on the Agreement and submitted the documents to the City Clerk.

WATER TAP APPROVED FOR 6511 HWY 15 NORTH – KENNETH ADCOCK

Mayor Sergent presented a request by Kenneth Adcock, property owner of 6511 Highway 15 North, to tap onto the City waterline. There is no well on this property. City sewer service is not available; therefore, statutory requirements for annexation cannot be met.

COMMISSIONER CURRIN MADE A MOTION TO APPROVE THE WATER TAP FOR 6511 HIGHWAY 15 NORTH AS REQUESTED BY KENNETH ADCOCK. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

OXFORD ORDINANCE, CHAPTER 15, ARTICLE II, RECREATION ADVISORY COMMITTEE
AMENDED

Mayor Sergent presented a staff request to amend the Code or Ordinances for the Recreation Advisory Committee. The staggered terms for the Committee need corrected and included in the Code. This Advisory Committee was originally developed with staggered terms and according to our current Organizational Directory are no longer present. Placing the staggered terms in the Ordinance will clarify when members cycle off and keep continuity to the Committee.

The Ordinance also requires the Advisory Committee to meet monthly. Changing the required meetings to quarterly would be more practical for members and staff. The option to call additional meetings as needed will remain in the Ordinance. A text clarification on the annual report was also made.

COMMISSIONER BRIDGES MADE A MOTION TO AMEND THE OXFORD CODE OF ORDINANCES, CHAPTER 15, ARTICLE II, RECREATION ADVISORY COMMITTEE TO INCLUDE STAGGERED TERMS AND CHANGE THE REQUIRED MEETINGS FROM MONTHLY TO QUARTERLY AND AMEND TEXT AS PRESENTED. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

CITY OF OXFORD
Amendment to the Code of Ordinances
Chapter 15: ARTICLE II: Recreation Advisory Committee

§ 15-26 CREATION.

There is hereby created the Recreation Advisory Committee.

('86 Code, § 15-26)

§ 15-27 MEMBERS.

(A) (1) The Recreation Advisory Committee shall be composed of seven members appointed from the citizenship of the city.

(2) Each member shall be appointed for a term of three years or until his or her successor is appointed and qualified. Terms should be staggered so that three appointments expire in one year, two in the second consecutive year, and two in the third consecutive year.

(B) A failure of any member of the Recreation Advisory Committee to attend three consecutive regular meetings of the Committee without leave of the Committee, or except when the absence is made necessary by sickness or other similar emergency causes, shall operate to forfeit and declare vacant the seat of the member on the Committee.

(C) (1) Vacancies occurring otherwise than by expiration of term shall be filled by the Mayor, with the approval of the Board of Commissioners, for the unexpired term.

(2) All members shall serve without compensation.

(3) A member of the Board shall serve as liaison between the Board and the Committee and shall attend the meetings of the Committee. The Liaison Agent shall be appointed by the Board each year.

('86 Code, § 15-27)

§ 15-28 MEETINGS.

(A) Regular meetings of the Recreation Advisory Committee shall be held at least quarterly at a time designated by the Committee, in the City Hall or other agreed upon place.

(B) Special meetings may be held at other times upon a call made by the Director of Recreation or by the Chairperson of the Recreation Advisory Committee.

('86 Code, § 15-28)

§ 15-29 POWERS AND DUTIES.

The powers and duties of the Recreation Advisory Committee shall be as follows:

- (A) To select from its membership its Chairperson and other officers as considered necessary and to adopt bylaws under which it will operate;
- (B) To plan and recommend, by regular and special reports to the Board of Commissioners, such action as may be necessary to create and develop an adequate and complete system of parks, playgrounds and recreation centers and facilities;
- (C) To advise with the City Manager concerning the supervision, organization and management of parks and playgrounds (and activities thereon), recreation and social centers, playfields, natatoriums and similar facilities, in order that the best and most satisfactory provision for supervision of community sports of all kinds, community singing, music, games, plays, celebrations and similar activities will be properly developed;
- (D) To cooperate with persons interested in public recreation;
- (E) To recommend clean and wholesome recreation and amusement for the citizens of the city as it shall deem advisable;
- (F) To cooperate with any other public authority and to aid and assist in coordinating recreational activities, pursuant to and in accord with the Recreation Enabling Law and with the provisions of this chapter;
- (G) To carry out the directions of the Board and the City Manager and, subject to the directions of the Board and/or the City Manager, to make recommendations to the Director in organizing and directing the use of playgrounds and centers owned, operated or maintained by the city.

('86 Code, § 15-29)

§ 15-30 LIMITATION ON FINANCIAL LIABILITY.

Neither the Recreation Advisory Committee nor any person representing the Committee shall incur any financial liability in the name of the city.

('86 Code, § 15-30)

§ 15-31 ANNUAL REPORT.

The Recreation Advisory Committee shall annually present to the Oxford Board of Commissioners a report of its activities, findings and recommendations. ('86 Code, § 15-31)

This ordinance shall be in full force and effect from and after the date of its adoption on January 14, 2014.

DECEMBER FINANCIAL HIGHLIGHTS BY CITY MANAGER HEMANN

Assuming the duties of City Finance Officer until the new Finance Director begins; City Manager Hemann presented and summarized the December financial report. Water Fund expenses are low because Henderson has not been timely on billing. As far as receiving a refund from Henderson for over billing Oxford on water consumption, City Manager Hemann noted that this item will be addressed once we get several months of bills using the new water meter.

<u>DECEMBER 2013 Financial Report</u> <i>50% of FY Complete</i>	<u>General Fund</u>	<u>Water Fund</u>
REVENUES		
Actual	\$ 1,070,029	\$ 347,953
YTD	\$ 5,253,954	\$ 2,715,103
YTD Percent of Budget <i>(minus loan proceeds and fund balance allocation)</i>	60%	60%

EXPENSES		
Actual	\$ 517,927	\$ 187,283
YTD	\$ 3,526,389	\$ 1,791,730
Budget	\$ 8,469,826	\$ 4,334,966
YTD Percent of Budget <i>(minus loan proceed, and fund balance allocation)</i>	42%	41%
DIFFERENCE (Revenues – Expenses) 2013 YTD	\$ 1,727,565	\$ 160,670

CITY MANAGER UPDATE

City Manager Hemann provided an update to the Board. Included in his report were the following items:

Board of Commissioners Goal Setting – Scheduled for Wednesday February 5th from 3:00 pm to 7:45 pm and Thursday February 6th from 8:30 am till 1:30 pm at Camp Oak Hill. Warren Miller with Fountain Works will be facilitating.

Parks and Recreation Director – Over 90 applications have been received with interviews over the next two weeks.

KLRWS Complaint – Mediation is still under way.

Main Street Tree Meeting – Rodney Swink will be back to present a draft plan and receive citizen input on Tuesday January 28th from 5:30 to 7:00 pm at the Library.

Retirements – City Manager Hemann thanked Larry Thomas and Tommy Scholl for their service to the City as both have announced their retirements and will be leaving next week. Larry and Tommy worked together to make one of the most challenged water/waste systems in the State into one of the best systems in the state.

CONSENT AGENDA APPROVED

COMMISSIONER WILLIFORD MADE A MOTION TO APPROVE THE CONSENT AGENDA. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

- Accepted the December Financial Report by City Manager/Finance Officer Randy Hemann (available on meeting night)

- Approved a budget amendment in the amount of \$1,000 to receive funds into the Police Department Employee Welfare Fund (line item #629) from the annual calendar sales project.

Account Number	Description	Increase	Decrease
10510629	Employee Welfare	\$1,000.00	
10351020	Employee Welfare Revenue	\$1,000.00	

- Approved Minutes of the December 2, 2013 Agenda Session, and December 10, 2013 Regular Session and December 10, 2013 Special Session.

BOARD COMMENTS

Commissioner Harris clarified with the Institute of Government that unless excused from voting, not casting a vote is a vote in the affirmative. There was some discussion about this during the Agenda meeting.

CLOSED SESSION

ON A MOTION BY COMMISSIONER STRICKLAND, THE BOARD UNANIMOUSLY VOTED TO GO INTO CLOSED SESSION ACCORDING TO G.S. 143.318.11(A)(5) IN ORDER TO DISCUSS A REAL PROPERTY MATTER AND APPROVE THE CLOSED SESSION MEETING MINUTES OF JANUARY 6, 2014.

AT THE END OF THE CLOSED SESSION, AT APPROXIMATELY 8:46 P.M., COMMISSIONER CURRIN MADE A MOTION TO RETURN TO OPEN SESSION. ALL VOTES WERE IN THE AFFIRMATIVE, **THE MOTION CARRIED**

ADJOURNMENT

WITH THERE BEING NO FURTHER BUSINESS, AT APPROXIMATELY 8:46 P.M., COMMISSIONER FIELDS MADE A MOTION TO ADJOURN. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

Barbara J. Rote, City Clerk

ATTEST:

Jacqueline vdH Sergent, Mayor