

**CITY OF OXFORD
BOARD OF COMMISSIONERS' REGULAR MONTHLY MEETING**

Tuesday, July 14, 2020 - 7:00 p.m.

Via Zoom

*Commissioner Ron Bullock
Commissioner James (Danny) Currin
Commissioner S. Quon Bridges*



*Commissioner Teresa Gilreath
Commissioner Patricia T. Fields
Commissioner John Tovey*

*Calvin (C.J.) Harris, Jr., Mayor Pro Tem
M. Alan Thornton, City Manager*

Jackie Sergent, Mayor

*J. Thomas Burnette, City Attorney
Cynthia Bowen, City Clerk*

MISSION

The mission of the City of Oxford is to serve and improve our community by providing high quality, affordable services, sound planning for growth and development, and offering the highest possible quality of life - while maintaining the public's trust through open communication and ethical standards at all times.

VISION

The City of Oxford will partner with the community to build upon the charm and character of our historic, vibrant, and walkable City to create an extraordinary quality of life for all.

Core Values - ETHICORE

The elected officials, staff, and volunteers of the City of Oxford value and commit to model the following:

EQUAL TREATMENT for everyone with **DIGNITY**, **COURTESY**, and **RESPECT**
TEAMWORK within our organization and our community
HONESTY in all of our dealings with citizens, fellow workers, and other organizations
INTEGRITY in every action and service
COST-EFFECTIVE and **QUALITY** services for our community
OPEN and **TRANSPARENT COMMUNICATION** with all parties
RESPONSIBILITY for our decisions and actions
EXCELLENCE in every deed

****The mnemonic ETHICORE was adopted as a helpful tool to remind us of our core values****

[Please be reminded to turn off or mute all cell phones and/or electronic devices]

1) CALL TO ORDER

- A. Prayer by Reverend Rev. Phillip Betts, Cornerstone Christian Community Church.
- B. Pledge of Allegiance led by Commissioner Quon Bridges
- C. Consider adjustments to and approval of the Agenda:

D. Opening Remarks by Mayor Sergent

In order to provide for the highest standards of behavior and transparency in governance, the Board of Commissioners has approved a Code of Ethics to establish guidelines for ethical standards for Board Members and to provide guidance in determining appropriate conduct. Among those: Board members should avoid impropriety in the exercise of their official duties and should conduct the affairs of the Board in an open and public manner. The Mayor now inquires whether any Board Member knows of any conflict of interest or appearance of conflict, with respect to matters before the Board. If any Board Member knows of a conflict of interest or appearance of a conflict, please state so at this time.

2) DELEGATIONS

- A. Yard of the month – Lucy Clayton of 217 Wilmington Ave.

3) PUBLIC COMMENT

Citizens may speak on Agenda as well as Non-Agenda items at this time. Citizens wishing to address the Board must sign-in on the form located with the City Clerk prior to the beginning of the meeting. When recognized by the Mayor, come forward to the podium, state your name, address, if you are a City resident, and identify the subject about which you wish to speak. Please review the Public Comment Guidelines that are provided alongside the sign-in form.

4) PUBLIC HEARING

- A. Public Hearing to receive citizen input on the adoption of a System Development Fee Resolution.
- B. Consider adopting the Water and Sewer System Development Fee (SDF) Resolution.
(To be voted on after a delay of 24 hours.)

North Carolina General Statute 162A Article 8 was signed into law July 20, 2017, and requires that all water and sewer system development fees must be adopted by Resolution in accordance with the conditions and limitations of Article 8. Raftelis provided the required study as required by State Law that the Board reviewed and approved it at the June 2020 meeting. As required by N.C. General Statute, the City provided an opportunity for public comment. (Attachment 4B)

Recommended action: Staff recommends the Board adopt the Resolution as required by the General Statute.

5) NEW CITY BUSINESS

- A. Consider appointing Wilkinson & Carpenter, P.A., to serve as the legal advisor to the Oxford Planning Board.

Attorney Lori Dutra resigned from the Planning Board at the February meeting to devote more time to the DOEDC.

The City has received interest from representatives of Hicks & Wrenn, PLLC, and Wilkinson & Carpenter, P.A. While both firms are well qualified to serve as a legal advisor to the Planning Board. The Planning Department feels there will be less of a conflict of interest if the Board appoints Wilkinson & Carpenter because Hicks & Wrenn serve most of the rezoning & text amendments that are received.

Recommended action: Staff recommends appointing Wilkinson & Carpenter, P.A. to serve as the legal advisor to the Oxford Planning Board.

CONSENT AGENDA

- A. Accept the June Financial Report by Finance Director Ung.
- B. Approve the following 2020 meeting minutes:

* June 1, Agenda Session * June 9, Regular Session

ADJOURNMENT

LAW OFFICES OF
HICKS WRENN, PLLC

Telephone: 919-693-8161
www.hickswrennlaw.com

N. Kyle Hicks
James C. Wrenn, Jr.
Gerald T. Koinis
Jeffrey G. Stovall

PO Box 247
111 Gilliam Street
Oxford, North Carolina 27565

June 17, 2020

VIA HAND DELIVERY

Oxford Planning Board
Attn: Cheryl Hart, Planning Director
300 Williamsboro Street
Oxford, NC 27565

RE: Proposal to Serve as Oxford Planning Board Attorney

Dear Ms. Hart:

I am writing to express my interest in serving as the attorney for the Oxford Planning Board (the "Board"). I am an associate attorney with the law firm Hicks Wrenn, PLLC and I am seeking this contract for the firm with the understanding that I will be the lead attorney. If selected, I will attend Board meetings and will be the primary attorney assigned to represent the Board. Other attorneys in the firm are available to provide assistance if needed.

As for my qualifications, I currently serve as attorney to the Granville County Planning Board and the Butner Planning Board and have served in those roles for over five (5) years. I also serve as attorney to the Granville County Board of Adjustment and the Butner Board of Adjustment. I have extensive experience in land use and zoning law through representation of private clients as well as advising other non-profit and governmental entities. The following is a representative list of our firm's public and non-profit clients:

- Granville County
- Town of Butner
- South Granville Water and Sewer Authority
- Kerr-Tar Regional Council of Governments
- Kerr-Tar Regional Economic Development Corporation
- Franklin-Vance-Warren Opportunity, Inc.
- Granville Health System
- Granville Health, Inc.
- Granville County Department of Social Services
- North Carolina Senior Living Association
- Granville-Person Stormwater Services
- Granville County Tax Office (tax foreclosures)

- Vance County Tax Office (tax foreclosures)

I am happy to provide information on our proposed fees should you wish to discuss. References are also available upon request.

My experience in serving as counsel to other boards and experience and familiarity with land use and zoning law provides me ample experience to competently advise the Board. Having been born and raised and now residing in Oxford with my own family, it would be an honor to help serve my community by acting as legal counsel for the Oxford Planning Board.

Should you have any questions or need additional information, please do not hesitate to contact me. Thank you for your consideration.

Sincerely,

HICKS WRENN, PLLC



Gerald T. Koinis

A. CHANCE WILKINSON

P.O. Box 600 (mail)
106 Gilliam Street (delivery)
Oxford, NC 27565
Telephone: (919) 725-9161
Fax: (919) 725-9162
E-mail: cwilkinson@dwlawnc.com

EDUCATION

Wake Forest University School of Law, Juris Doctor. Spring, 1995.

Bachelor of Arts Degree in History with Honors. University of North Carolina at Chapel Hill. Spring, 1992.

WORK EXPERIENCE

Attorney General practice of law, concentrating in criminal defense, civil matters, real estate, domestic, and bankruptcy. August, 1995, to present.

Admissions Admitted to the North Carolina State Bar in 1995. Admitted to the United States Bankruptcy Court in the Eastern District of North Carolina in 2004. Admitted to the United States Bankruptcy Court in the Middle District of North Carolina in 2006.

EMPLOYMENT

Wilkinson & Carpenter, P.A., Partner, 2019 - present
106 Gilliam Street
P.O. Box 600
Oxford, N.C. 27565

Dunlow & Wilkinson, P.A., Partner. 2014 - 2018
106 Gilliam Street
P.O. Box 600
Oxford, N.C. 27565

Watson, Dunlow & Wilkinson, P.A., Partner, 2006-2013
204 Williamsboro Street
P.O. Box 100
Oxford, N.C. 27565

Burnette & Wilkinson, Partner, 1995-2005
123 Williamsboro Street
P.O. Box 1285
Oxford, N.C. 27565

**EXTRA-CURRICULAR
ACTIVITIES**

Member. North Carolina Advocates for Justice and North Carolina Bar Association.

Granville County Bar. (1995 - Present).

Ninth District Bar. (1995 - Present), President, 2012 - 2013.

COMMUNITY

Henry F. Grainger Masonic Lodge: Current member.

Granville County Shrine Club: Current member.

Commissioner for the City of Oxford. Served for eight years, elected in 2001 and re-elected in 2005. Was chair of the Finance Committee and a member of the Property and Intergovernmental Committees.

Kerr-Tar Regional Council of Governments. Member of the Board of Directors as the City of Oxford Representative from 2005 - 2009.

Downtown Oxford Economic Development Corporation. Member from 1999-2016 and former President.

Granville Education Foundation.

Oxford Exchange Club. Served as President in 2006.

Oxford Jaycees. Served as President in 2001.

Henderson Jaycees. Member from 2000-2001.

Member. Oxford Baptist Church.

REFERENCES

Available upon request.

