

TOWNSHIP MEETING
April 15, 2020

The Township Committee meeting of the Township Committee of Oxford Township was held on April 15, 2020 via Zoom Meeting <https://zoom.us/j/389390509> or by calling the toll-free number: (877) 853-5247 and entering the meeting ID# 389 390 509.

Adequate Notice of this meeting was properly re-advertised in The Express Times/NJ Zone Edition, Express Times, on the Township website (www.oxfordtwpnj.org) and Township Facebook page in compliance with the Open Public Meeting Act of 1975.

In attendance were Robert Nyland, Gerald Norton, Georgette Miller, Township Committee, Michael Finelli, Engineer, Michael Lavery, Attorney and Sheila L. Oberly, Municipal Clerk.

Natasha Turchan, CFO, Tom Ferry, Auditor and Matt Hall also attended.

The flag salute was recited.

Mayor Nyland called the meeting to order at 7:02 PM.

Meeting Minutes:

The February 19th, the Township Committee Meeting, Board of Health Meeting and March 4th Budget Meeting were approved on motion by Mr. Norton, seconded by Mrs. Miller and passed unanimously on roll call vote.

Ordinances:

On motion by Mayor Nyland, seconded by Mr. Norton and passed unanimously on roll call vote to table **Ordinance 2020-01-Creating Cat Licenses** until the May 20, 2020 Township Meeting.

Ordinance 2020-06 Amend CAP Ordinance was read by title on second reading and opened for public comments.

There were no public comments.

Public Comment was closed.

On motion by Mrs. Miller, seconded by Mr. Norton and passed unanimously on roll call vote to adopt **Ordinance 2020-06.**

Resolutions:

RESOLUTION 2020-34

**RESOLUTION AUTHORIZING THE TOWNSHIP OF OXFORD
TAX COLLECTOR TO PREPARE AND MAIL ESTIMATED
TAX BILLS IN ACCORDANCE WITH P.L. 1994, c.72**

WHEREAS, the Warren County Board of Taxation has not adopted the Warren County Budget for 2020, and the Township of Oxford Tax Collector will be unable to mail the Township's 2020 tax bills on a timely basis,

WHEREAS, the Township of Oxford Tax Collector/Chief Finance Officer has computed an estimated tax levy in accordance with N.J.S.A. 54:4-66.3, and has signed a certification showing the tax levies for the previous year, the tax range and the range of permitted estimated tax levies:

NOW, THEREFORE, BE IT RESOLVED BY THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF OXFORD, IN THE COUNTY OF WARREN, AND STATE OF NEW JERSEY ON THE 16th OF APRIL, 2020, AS FOLLOWS:

1. The Oxford Township Tax Collector is hereby authorized and directed to prepare and issue estimated tax bills for the Township for the third installment of 2020 taxes. The Tax Collector shall proceed on April 16, 2020 and take such actions as are permitted and required by P.L. 1994, c.72 (N.J.S.A. 54:4-66.2 and 54:4-66.3).
2. The entire regular estimated tax levy for 2020 is hereby set at \$6,668,012.71
3. In accordance with law the third installment of 2020 taxes shall not be subject to interest until the later of August 10 or the twenty-fifth calendar day after the date the estimated tax bills were mailed. The estimated tax bills shall contain a notice specifying the date on which interest may begin to accrue.

RESOLUTION 2020-35

SELF-EXAMINATION OF BUDGET

WHEREAS, N.J.S.A. 40A:4-78b has authorized the Local Finance Board to adopt rules that permit municipalities in sound fiscal condition to assume the responsibility, normally granted

to the Director of the Division of Local Government Services, of conducting the annual budget examination; and

WHEREAS, N.J.A.C. 5:30-7 was adopted by the Local Finance Board on February 11, 1997; and

WHEREAS, pursuant to N.J.A.C. 5:30-7.2 through 7.5, the *Township of Oxford* has been declared eligible to participate in the program by the Division of Local government Services, and the Chief Financial officer has determined that the local government meets the necessary conditions to participate in the program for the 2020 budget year.

NOW THEREFORE BE IT RESOLVED by the governing body of the *Township of Oxford* that in accordance with N.J.A.C. 5:30-7.6a & 7.6b and based upon the Chief Financial Officer's certification, the governing body has found the budget has met the following requirements:

1. That with reference to the following items, the amounts have been calculated pursuant to law and appropriated as such in the budget:
 - a. Payment of interest and debt redemption charges
 - b. Deferred charges and statutory expenditures
 - c. Cash deficit of preceding year
 - d. Reserve for uncollected taxes
 - e. Other reserves and non-disbursement items
 - f. Any inclusions of amounts required for school purposes.
2. That the provisions relating to limitation on increases of appropriations pursuant to N.J.S.A. 40A:4-45.2 and appropriations for exceptions to limits on appropriations found at N.J.S.A. 40A:4-45.3 et seq., are fully met (complies with CAP law).
3. That the budget is in such form, arrangement, and content as required by the Local Budget Law and N.J.A.C. 5:30-4 and 5:30-5.
4. That pursuant to the Local Budget Law:
 - a. All estimates of revenue are reasonable, accurate and correctly stated,
 - b. Items of appropriation are properly set forth
 - c. In itemization, form, arrangement and content, the budget will permit the exercise of the comptroller function within the municipality.
5. The budget and associated amendments have been introduced and publicly advertised in accordance with the relevant provisions of the Local Budget Law, except that failure to meet the deadlines of N.J.S.A. 40A:4-5 shall not prevent such certification.
6. That all other applicable statutory requirements have been fulfilled.

BE IT FURTHER RESOLVED that a copy of this resolution will be forwarded to the Director of the Division of Local Government Services upon adoption.

On motion by Mayor Nyland, seconded by Mrs. Miller and passed unanimously on roll call vote to adopt **Resolution 2020-34** and **Resolution 2020-35**.

RESOLUTION 2020-36

**RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE
TOWNSHIP OF OXFORD, COUNTY OF WARREN AND
STATE OF NEW JERSEY DESIGNATING NEWSPAPER TO
RECEIVE NOTICES OF MEETINGS**

WHEREAS Section 3 (d) of the Open Public Meeting Act, Chapter 231, P.L. 1975, requires that certain notices of meetings shall be submitted to two (2) newspapers of the Township; and

WHEREAS the second newspaper designated by this body must be one, which has the greatest likelihood of informing the public within the jurisdictional boundaries of this body, of such meetings:

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Oxford, County of Warren and State of New Jersey:

1. That **The Express Times/Warren County- NJ Zoned Edition**, Easton, Pennsylvania is hereby designated as the official newspaper of the Township, to receive all notices of meetings as required under the Open Public Meetings Act.
2. That **The Express Times/Weekly Edition, Easton, Pennsylvania** is designated as the second newspaper as required under the Open Public Meetings Act.
3. The **STAR LEDGER**, Newark, NJ. is designated as an additional second newspaper if needed as required under the Open Public Meetings Act.

This Resolution shall take effect immediately.

RESOLUTION 2020-38

**OXFORD TOWNSHIP
WARREN COUNTY/STATE OF NEW JERSEY
AWARD, RESURFACING OF KAUFFMAN DRIVE, SECTION 2**

Be it resolved, that on April 15, 2020 the Township Committee of the Township of Oxford adopted this resolution to award unit bid prices for individual construction items to perform the necessary construction to complete the Resurfacing of Kauffman Drive, Section 2, a New Jersey Department of Transportation Local Aid funded project with a total project grant award in the amount of \$165,000.

Be it further resolved, that the Township Committee of the Township of Oxford does hereby award unit prices for individual construction items-based unit prices as awarded under the individual contracts awarded by the Morris County Cooperative Pricing Council bidding process with a total cost of \$45,663.00. The award is made to the Morris County Cooperative Pricing Council vendor, Tilcon New York, which included the following items and unit prices:

ITEM NO.	DESCRIPTION UNIT	QUANTITY	UNIT	UNIT PRICE	TOTAL EXTENSION
1,2	2" Hot Mix Asphalt (HMA) 12.5M64	620	TN	\$73.65	\$45,663.00
<hr/>					TOTAL \$45,663.00

Be it further resolved, that the Township Committee of the Township of Oxford does hereby award unit prices for individual construction items-based unit prices as awarded under the individual contracts awarded by the Morris County Cooperative Pricing Council bidding process with a total cost of \$55,950.00. The award is made to the Morris County Cooperative Pricing Council vendor, Road Safety Systems, LLC, which included the following items and unit prices:

ITEM NO.	DESCRIPTION UNIT	QUANTITY	UNIT	UNIT PRICE	TOTAL EXTENSION
3	Galvanized Steel Beam, Guide Rail	1,250	LF	\$35.00	\$43,750.00
4	Tangent Guide Rail Terminals (50')	4	EA	\$3,000.00	\$12,000.00
5	Beam Guide Rail Post 6' Long	2	EA	\$100.00	\$200.00

TOTAL \$55,950.00

On motion by Mayor Nyland, seconded by Mr. Norton and passed unanimously on roll call vote to adopt **Resolution 2020-36** and **Resolution 2020-38**.

New Business:

Mayor Nyland opened the meeting for public comments on the 2020 Budget.

There were no public comments.

Resolution 2020-37

To Amend 2020 Budget

WHEREAS, the local municipal budget for the year 2020 was introduced and approved on the 18th of March, 2020 and

WHEREAS, the public hearing on said budget has been held as advertised, and

WHEREAS, it is desired to amend said approved budget, now

THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Oxford, County of Warren, that the following amendments to the approved budget of 2020 be made:

	<u>FROM:</u>	<u>TO:</u>
<u>Anticipated Revenues:</u>		
Surplus Anticipated	250,000.00	270,000.00
<u>Total Surplus Anticipated</u>	250,000.00	270,000.00
<u>Summary of Revenues:</u>		
Surplus Anticipated	250,000.00	270,000.00

Subtotal General Revenues	1,456,825.78	1,476,825.78
<u>Total General Revenues</u>	2,477,288.78	2,497,288.78
<u>General Appropriations:</u>		
Operations Within "CAPS":		
Municipal Clerk-Other Expenses	25,000.00	42,300.00
<u>Total Operations Within "CAPS"</u>	1,095,821.00	1,113,121.00
<u>Detail:</u>		
Other Expenses	662,100.00	679,400.00
Total Operations Including Contingent Within "CAPS"	1,095,821.00	1,113,121.00
Total General Appropriations For Municipal Purposes Within "CAPS"	1,175,466.00	1,192,766.00
Operations Excluded From "CAPS"		
Declared State of Emergency Costs for Coronavirus Response		
Other Expenses:	-0-	2,700.00
Total Other Operations-Excluded from CAPS	3,000.00	5,700.00
Total Operations-Excluded From CAPS	759,697.78	762,397.78

Detail:

Other Expenses:	759,697.78	762,397.78
Total General Appropriations for Municipal Purposes Excluded from CAPS	996,361.78	999,061.78
Total General Appropriations- Excluded from CAPS	996,361.78	999,061.78
Subtotal General Appropriations	2,171,827.78	2,191,827.78
Total General Appropriations	2,477,288.78	2,497,288.78
<u>Dedicated Sewer Utility</u>		
<u>Dedicated Revenues From Sewer Utility</u>		
Operating Surplus:	100,000.00	135,481.00
Total Operating Surplus Anticipated:	100,000.00	135,481.00
Rents:	1,243,542.00	1,208,061.00

On motion by Mayor Nyland, seconded by Mr. Norton and passed unanimously on roll call vote to adopt **Resolution 2020-37.**

On motion by Mayor Nyland, seconded by Mrs. Miller and passed unanimously on roll call vote to sign and approve the Phoenix Advisors contract.

Township Committee Reports and Correspondences:

Mr. Norton stated that he received a letter from Dr, Tolentino asking to waive the sewer fee at a house that he just purchased.

Ms. Oberly stated that in the past the Committee has not waived this fee unless there was a fire or some catastrophe happened that there was no water connected to the house.

The Committee stated that they will discuss this further after additional research.

Mr. Lavery said that he reviewed the Township's ordinance and there is no verbiage that states the sewer fee can be waived. He will send the Committee a copy.

Mayor Nyland stated that James Williams has submitted a bid of \$1,500.00 for Block 1.01, Lot 24, township owned property adjacent to his house. He asked that Mayor Nyland have the homeless removed from the site. Mayor Nyland will follow-up with Tom Cicerelle, Chief of Police and Alex Lazorisak, Warren County Administrator.

On motion by Mr. Norton, seconded by Mrs. Miller and passed unanimously on roll call vote to accept the bid of \$1,500.00 for Block 1.01, Lot 24.

Mayor Nyland asked that everyone "Social Distance." He stated that the Oxford Furnace Lake is open to fishing but must follow the rules and wear masks and keep ten feet apart.

He asked that everyone pray for the nursing homes since this is a big concern with the Coronavirus being spread to the residents.

Mrs. Miller stated that the Coordinators are holding "Make a Mask" Contest. There will be three gift cards offered-\$25.00, \$15.00 and \$10.00 and will be judged on Creativity and the Total Amount made. Also, the Coordinators are discussing "Decorate a Door" Contest.

Mrs. Miller said that the Coordinators are also working on events that can be held at the Lake when this pandemic is over.

Mr. Norton stated that the pump needs to be replaced at the Vista Rossi pump station. One quote has been received for \$11,600.00 and Matt Hall is soliciting additional quotes.

Mr. Norton informed everyone that he attended the Oxford Central School Board Meeting and the Board of Education has decided not to put the referendum question on the General Election ballot this year.

Mayor Nyland stated that the Municipal Building needs a new phone system (VPN) and firewall that will be more refined, get data and voice messages up to date and will cut down on monthly bills.

Matt Hall said that he has submitted the LEAP resolutions, which has been extended. This grant would go toward the purchase of new phones.

He stated that a COVID-19-line item has been added to the 2020 Budget and he will keep track of any and all expenses and hopefully get reimbursed from FEMA.

Township Engineer:

Mr. Finelli stated the following:

- Kauffman Drive, Section #2, Moving along-Tilcon, hopefully will be paving next month and job should be done by Memorial Day
- 2021-NJDOT Application is due July 1, 2020-Will Coordinate with the Committee for a Good Candidate
- Oxwall-Correspondences from Jeff Magdon for Phase 3-Various Tasks to be Done-Clean-up-Solicit bids from Contractors to do Work, Check the HDSRF Application

Mr. Finelli suggested the following:

- Bid up Front Work before filing application (Cost: About \$5,000.00)
- Up Front Investment-Chunk of Change
- Wait till Covid-19 is Over to Move Forward
- Start Thinking of Selling Property

Mr. Finelli said he talked to Jeff Magdon and the Property can be sold. If the price for example to clean-up is \$200,000.00, deduct from the price and get the property back on the tax rolls.

Mr. Finelli stated that Mr. Magdon has not done anything with the property since Phase II.

Mr. Norton will call Mr. Lavery tomorrow to discuss OxWall.

Mr. Lavery stated that the Solar Bids have been advertised and are due April 28th by 10:00 AM.

Motion to Pay Bills

On motion by Mrs. Miller, seconded by Mayor Nyland and passed unanimously on roll call vote to approve all bills signed and approved by the Committee.

On motion by Mayor Nyland, seconded by Mr. Norton and passed unanimously on roll call vote to adjourn the meeting at 7:55 PM.

Sheila L. Oberly, RMC