

**OXFORD TOWNSHIP MEETING**  
**August 19, 2020**

The meeting of the Township Committee of Oxford Township was held on August 19, 2020 in the Oxford Township Municipal Building, 11 Green Street, Oxford, NJ and by calling the toll-free number: **(877) 853-5247** and entering the Meeting ID:

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

Minutes of the Flag Salute, Roll Call, Meeting Minutes, and any Committee member, Administrator or Attorney comments regarding the Shared Services for Municipal Clerk Public Hearing cannot be confirmed in this document for the following reasons: 1 – the cassette recording of the beginning of the meeting suffered a recording malfunction and is unintelligible. Audible cassette recording of the meeting begins with New Business, Public Comments on the Shared Services Municipal Clerk. 2 –due to technical issues with the Zoom app the digital audio file contains only the Call to Order and the Sunshine Statement. The remaining time is silence, background noise, or attempts to correct the problem. 3 – there are no written notes from the Municipal Clerk in attendance.

Attendance was determined by names used in and voice recognition of the audible cassette recording.

In attendance were Robert Nyland, Gerald Norton, Georgette Miller, Township Committee, Rich Wenner, Attorney, Matthew Hall, Administrator, Michael Finelli, Engineer and Sheila Oberly, Municipal Clerk.

**New Business:**

**Public Hearing – Shared Services for Municipal Clerk**

Public Comments – (unidentified male) The money saved by the township by terminating the current Clerk position, the equivalent of \$62.13 per taxpayer annually, will not be reflected in a tax cut to the residents but will go to other things. The 18 hours per week does not set hours of operation and will residents have to go to the Borough? He also feels it is unjust to remove a senior woman from her job and urged all to vote no for the termination.

Cora (?) 175 Lower Denmark Road -Do residents of Oxford have a say in Washington? The time and hours were not designated so how will questions be answered or services rendered if the clerk is in Washington?

Dave Blake, 4 Spring Meadows – Effectiveness and efficiency will be gained. As a former council member, he has direct info about significant ongoing personnel issues. The very finite set of services can be accessed via phone, the internet and the website. He fully supports this decision.

Due to technical issues on the Zoom app, remote participants can no longer hear the meeting. Mayor Nyland moved to take a 5-minute recess to reset the Zoom call. Seconded by Gerald Norton and passed unanimously on roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0.

The Zoom call was reset.

**Warren County Freeholder Resolution for discussion/endorsement – Opposing Mail-In Ballots for the General Election**

Mayor Nyland stated the Township has drafted a resolution in support of the Freeholders Resolution. Mayor Nyland moved to support the Freeholders Resolution recently adopted. Seconded by Georgette Miller and passed unanimously on roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0.

**RESOLUTION 2020-57**

**RESOLUTION AUTHORIZING THE EXECUTION OF A SHARED SERVICE AGREEMENT WITH THE BOROUGH OF WASHINGTON FOR REGISTERED MUNICIPAL CLERK SERVICES THROUGH DECEMBER 31, 2024.**

**WHEREAS**, the Common Sense Shared Services Pilot Program Act, N.J.S.A. 40A:65-4.1 et seq., allows municipalities within pilot counties to share services for a municipal clerk, a chief financial officer, an assessor, a tax collector, a municipal treasurer or a municipal superintendent of public works without regard to the strictures of tenure rights, as necessary, in order to promote and effectuate the sharing of a service; and

**WHEREAS**, under the pilot program, municipalities located in pilot counties may enter into shared services agreements, under current law provisions, for the services of tenured local employees, and provide for the dismissal of any tenured local employees who are not selected to be service providers under the shared service agreement; and

**WHEREAS**, Warren County is a pilot county under the Act; and

**WHEREAS**, Oxford Township desires to contract with Washington Borough for the furnishing of the services of Registered Municipal Clerk as required by N.J.S.A. 40A:9-133.1 et seq. and as hereafter set forth; and

**WHEREAS**, in 2019, the position of Registered Municipal Clerk for the Township of Oxford cost the Township conservatively \$95,000.00 in salary and benefits. It is estimated that the total costs to share a Registered Municipal Clerk for 2021 (the first full year of the agreement) shall be \$34,000.00. This shared service is estimated to amount to a minimum of a savings over \$60,000 each year for Oxford Township; and

**WHEREAS**, a public hearing was held on August 19, 2020 and a copy of this Agreement was proved to the affected employee at least two weeks before the public hearing in accordance with N.J.S.A. 40A:65-5.

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

1. The Township Committee is hereby authorized and directed to execute the attached Shared Services Agreement with the Borough of Washington for Registered Municipal Clerk in accordance with the terms and provisions set forth.
2. A copy of the Agreement shall be filed with the Township Clerk and shall be open for public inspection at the Township Municipal Building upon adoption of this Resolution.
3. The Agreement shall take effect on September 1, 2020.
4. A copy of the Agreement shall be sent to the State of New Jersey, Division of Local Government Services in the Department of Community Affairs.
5. This Resolution shall take effect immediately upon adoption according to law.

Mr. Norton addressed the meeting – Regarding concerns about a loss of service, he said they are anticipating having the Oxford office staffed Monday, Wednesday and Friday. If the community needs services other days they can go online, use the phone or drop box, or go to the Borough. This resolution was introduced for monetary reasons only, not performance. When Covanta closed the Township lost \$634,000 to \$660,000 in revenue. This will make up some of that and they will continue to look for ways to save money. \$16,584 equals one tax point in the 2020 municipal budget. This agreement will save approximately 4.1 tax points. The municipal increase in the past year was 2 tax points. Georgette Miller moved to accept **Resolution 2020-57**. Seconded by Gerald Norton and passed unanimously on roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0.

**Resolution 2020-58**

**RESOLUTION 2020-58**

**RESOLUTION OF THE TOWNSHIP OF OXFORD, COUNTY OF WARREN, STATE OF NEW JERSEY AUTHROIZING THE EXECUTION OF AN ESCROW AGREEMENT WITH OXFORD HILLTOP DEVELOPMENT URBAN RENEWAL, LLC**

**WHEREAS**, the Township is the owner of certain real property located on Block – 26, Lot – 83 as identified on the tax maps of the Township, State Highway Route 31, known as the Cambridge West Property (the “Property”); and

**WHEREAS**, the Township has, in accordance with the Local Housing and Redevelopment Law of the State of New Jersey, designated the Property an area in need of redevelopment; and

**WHEREAS**, the Township has determined that the Property is not needed for public use; and

**WHEREAS**, a Redevelopment Study & Preliminary Investigation Report prepared by Kyle + McManus Associates was issued on October 4, 2019; and

**WHEREAS**, the Oxford Township Land Use Board held a public hearing on the investigation results on October 22, 2019 and adopted a resolution recommending that the Township Committee designate Block 26, Lot 83 as an area in need of redevelopment; and

**WHEREAS**, the Township Committee adopted Resolution 2019-54 designating Block 26, Lot 83 as an area in need of redevelopment on November 6, 2019; and

**WHEREAS**, at the direction of the Township, James T. Kyle, PP, AICP of Kyle + McManus, Associates prepared a redevelopment plan for the designated area; and

**WHEREAS**, the redevelopment plan was considered by the Oxford Township Land Use Board on March 4, 2020 and found to be consistent with Township Master Plan; and

**WHEREAS**, on or about April 1, 2020, the Township adopted the Redevelopment Plan prepared by Kyle + McManus, Associates (the “Redevelopment Plan”); and in order to effectuate the purposes of the Redevelopment Plan, the Township authorized the sale of the Property for redevelopment purposes; and

**WHEREAS**, Oxford Hilltop Development Urban Renewal, LLC, is a limited liability company duly authorized to conduct business within the State of New Jersey and expressed interest in purchasing the Property and developing same in accordance with the Redevelopment Plan, as may be amended; and

**WHEREAS**, the Township designated Hilltop as the Redeveloper of the Property, subject to the negotiation and execution of certain redevelopment documents, including a redevelopment agreement and a financial agreement, as well as costs associated with the obtaining of planning approvals; and

**WHEREAS**, the Township will incur costs as a result of its professionals' involvement in the foregoing matters, including legal, engineering/planning and costs associated with the retention of a financial advisor vis-à-vis the financial agreement; and

**WHEREAS**, the Parties have negotiated an Escrow Agreement (the "Agreement"), in the form attached hereto, which will govern the deposit of monies in an escrow account held by the Township to be used for the payment of financial advisor services in connection with the negotiation of a financial agreement; and

**WHEREAS**, the Agreement is attached hereto; and

**WHEREAS**, the Township desires to authorize the execution of the Agreement with Hilltop.

**NOW THEREFORE BE IT RESOLVED** by the Township Committee of the Township of Oxford that the Escrow Agreement in the form attached hereto is hereby approved and that the Mayor is authorized and directed to execute same on behalf of the Township.

Mayor Nyland moved to accept **Resolution 2020-58**. Seconded by Georgette Miller and passed unanimously on roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0.

### **Township Committee Reports and Correspondence**

Mayor Nyland confirmed the price for rock salt this year, through the co-op, is \$52.50 per ton.

Mayor Nyland announced the Fall Clean Up is cancelled due to Covid-19.

Mayor Nyland requested, starting September 1, 2020, anyone receiving a stipend resume submitting their monthly reports. The reports can be emailed or a paper copy. Mayor Nyland will notify the OEM, Fire, Rescue and DPW. Georgette Miller will notify the events coordinator and any others.

Mayor Nyland asked for the status of Mr. Williams' deed. Mr. Wenner stated the draft should be here tomorrow for signature and once signed it will be recorded.

Gerald Norton said the Lake Director has requested an increase of a lifeguard's hourly rate. Mr. Norton wants to RICE notice the employee so his/her performance can be discussed. Gerald Norton moved to authorize issuing a RICE notice to Timothy Gilbert. Seconded by Mayor Nyland and passed unanimously on roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0.

Georgette Miller said the September 26 Shippen Manor event has been cancelled. They are planning an Adult Date Night at the Lake for September 27.

Mayor Nyland thanked Sheila for her professionalism and her time served. She has always been helpful and there when needed.

**Township Engineer:** Mike Finelli stated he has hired a new engineer, Joe Vuich, who will be involved with Oxford. Regarding the bridge, Sheila has the change orders for the DOT project, the final documentation to be sent in. Between the two projects, Sections 1 & 2, the Township should be getting final installments of about \$55,000.

The notice for the Renner's Road property was re-sent to a new address. He has not heard from the owner but it has not been 10 days yet. After the 10-day deadline a summons will be issued.

Mr. Finelli is still waiting for a court hearing on 119 Belvidere Avenue.

### **Attorney's Report:**

Rich Wenner stated that he has two items for Executive Session – Cambridge West and litigation/contractual.

**Motion To Pay Bills:**

Mayor Nyland moved to pay all bills presented and approved by the Committee. Seconded by Gerald Norton and passed unanimously on roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0.

**Public Comment:**

Gary May, 4 Robeson, had attended the last meeting and detailed how, due to a hole near a storm basin, water had eroded soil by the block in his driveway and under the apron. DPW filled in dirt where the grass was and where the block meets the apron but the hole under the apron wasn't filled. Mayor Nyland said the Township Attorney had determined this was caused by an act of nature and was not the Township's responsibility to fix. Mr. May did not agree with the Township's decision.

Bob Mackey (?) via Zoom asked for the dates of the Food Truck Festival (Shippen Manor event-cancelled) and Adult Date Night at the Lake.

Ann Willis, Spring Meadow, asked for an explanation of the difference between Sheila's job and the administrator's job. Mayor Nyland, Gerry Norton and Rich Wenner explained that the Clerk's position and duties are statutory while the administrator is an extension of the committee. Some responsibilities of the administrator's position are not contractual duties of the clerk and would require additional compensation.

End of Public Comment.

**EXECUTIVE SESSION**

**WHEREAS**, Section 8 of the Open Public Meeting Act, Chapter 231, P.L. 1975, permits the exclusion of the public from a meeting in certain circumstances, and

**WHEREAS**, this public body is of the opinion that such circumstances presently exist. The public shall be excluded from the discussion of any action upon the hereinafter-specific subject matter.

The general nature of the subject matters to be discussed are redevelopment and contractual/litigation. No action will be taken. Ms. Oberly cannot be present during the contractual/litigation portion because she is a potential party.

It is anticipated at this time that the above stated subject matter will not be made public at the conclusion of the session.

Mayor Nyland moved to enter Executive Session at 7:45 PM, seconded by Georgette Miller and passed unanimously on roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0.

Mayor Nyland moved to return to public session. Seconded by Gerald Norton and passed unanimously on roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0.

Gerald Norton moved to adjourn the meeting. Seconded by Georgette Miller and passed unanimously on roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0.

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Susan Turner, Deputy Clerk

*Minutes transcribed and reflected as best as possible from audio of previous Township Clerk.*

