

OXFORD TOWNSHIP MEETING
January 6, 2021

The Reorganization meeting of the Township Committee of Oxford Township was held on January 6, 2021 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: 875 6593 7348

The meeting was opened by Susan Turner, Deputy Municipal Clerk at 7:11 PM.

Adequate Notice of this meeting was properly 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 was Gerald Norton, Georgette Miller, Township Committee, Matthew Hall, Township Administrator, Rich Wenner, Township Attorney, and Susan Turner, Deputy Municipal Clerk.

Richard Wenner swore in Robert Nyland to a three-year term on the Oxford Township Committee, expiring December 31, 2024.

Nominations were taken for Mayor. Robert Nyland nominated Gerald Norton. Seconded by Georgette Miller and passed unanimously on roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0.

Richard Wenner swore in Gerald Norton as Mayor for 2021.

Nominations were taken for Deputy Mayor. Robert Nyland nominated Georgette Miller. Seconded by Mayor Norton and passed unanimously on roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0.

Richard Wenner swore in Georgette Miller as Deputy Mayor for 2021.

Mayor Norton assumed leadership of the meeting.

Mayor Norton thanked Robert Nyland for his service during a difficult year. He put in many hours helping the town, especially on phone calls and webinars that were unseen by the community.

Appointments of Committees:

Mayor Norton made the following appointments to the Land Use Board:

Class II – Doug Ort - 1 year term, Class III – Robert Nyland - 1 year term, Class IV – Hoffman, Ischinger, Ott and McGuire - 4 year terms, Alternate 1 – Burge - 2 year term, Alternate 2 - White - 2 year term.

Robert Nyland moved to accept the Class II and Class III appointments to the Land Use Board. Seconded by Georgette Miller and passed unanimously on roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0.

Mayor Norton made the following appointments to committees within the Township Committee:

Finance Committee – Gerald Norton and Robert Nyland

Affirmative Action Liaison – Georgette Miller

Roads, Street, Garbage and Street Lighting – Robert Nyland

Public Safety and Police Liaison – Robert Nyland

Recreation and Furnace Lake – Gerald Norton and Georgette Miller

Liaison to PCFA – Georgette Miller

Liaison to PRMUA – Robert Nyland

Liaison to Board of Education – Gerald Norton

Liaison to Board of Chosen Commissioners (Freeholders): Robert Nyland

Administration Liaison – Georgette Miller

Ordinances-2nd Reading/Public Hearing:

- **Ordinance 2020-1** was tabled.

Resolutions:

RESOLUTION 2021-01
RESOLUTION OF THE TOWNSHIP COMMITTEE
OF THE TOWNSHIP OF OXFORD, COUNTY OF WARREN
AND STATE OF NEW JERSEY DESIGNATING
REGULAR MEETING DATES / TIMES

WHEREAS Section 13 of the Open Public Meetings Act, Chapter 231, P.L. 1975, requires that at least once a year, no later than January 10th of such year, this public body shall post and mail to newspapers designated by said body, a schedule of the location, time and date of such work sessions and regular meetings of said body during the succeeding year;

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

TOWNSHIP COMMITTEE MEETINGS of the Township of Oxford shall be held at 7:00 PM on the following Wednesdays of the month (dates listed below), at the Oxford Township Municipal Building, 11 Green Street, Oxford, New Jersey.

The dates of such workshop/regular meetings are as follows for the year 2021.

<u>MONTH</u>	<u>WORKSHOP MEETINGS</u>	<u>REGULAR MEETINGS</u>
January	6 th (Re-Organization)	13 th
February	3 rd	17 th
March	3 rd	17 th
April	7 th	21 st
May	5 th	19 th
June	2 nd	16 th
July	7 th	21 st
August	4 th	18 th
September	1 st	15 th
October	6 th	20 th
November	3 rd	17 th
December	1 st	15 th **

Robert Nyland moved to adopt **Resolutions 2021-01**. Seconded by Georgette Miller and passed unanimously on roll call vote. Ayes: 3, Nays: 0, Abstain: 0. Absent: 0

RESOLUTION 2021-02
**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.

Robert Nyland moved to adopt **Resolutions 2021-02**. Seconded by Georgette Miller and passed unanimously on roll call vote. Ayes: 3, Nays: 0, Abstain: 0. Absent: 0

RESOLUTION 2021-03
**ESTABLISHING A CASH MANAGEMENT PLAN AND
NAMING OFFICIAL CASH DEPOSITORIES**

WHEREAS, N.J.S.A. 40A: 5-14 mandates that a Governing body of a municipal corporation shall, by resolution passed by a majority vote of the full membership thereof, designate as a depository for its monies a bank or trust company having its place of business in the state and organized under the laws of the United States or this state; and

WHEREAS, N.J.S.A. 40A: 5-15.1 amended by Chapter 148, P.L. 1997 established new requirements for the investment of public funds and adoption of a cash management plan for counties, municipalities and authorities; and

WHEREAS, the Borough Council of the Township of Oxford, County of Warren wish to comply with the above statutes;

NOW, THEREFORE, BE IT RESOLVED, that the Borough Council of the Township of Oxford, County of Warren adopts the following cash management plan, includes the official depositories for the Township of Oxford, County of Warren for the period January 1, 2021 through December 31, 2021.

**CASH MANAGEMENT PLAN OF THE TOWNSHIP OF OXFORD,
COUNTY OF WARREN**

I. STATEMENT OF PURPOSE

This Cash Management Plan (the “Plan”) is prepared pursuant to the provisions of N.J.S.A. 40A: 5-14 in order to set forth the basis for the deposits (“Deposits”) and investment (“Permitted Investments”) of certain public funds of the Township of Oxford, pending the use of such funds for the intended purposes. The Plan is intended to assure that all public funds identified herein are deposited in interest bearing Deposits or otherwise invested in Permitted Investments hereinafter referred to. The intent of the Plan is to provide that the decisions made with regard to the Deposits and the Permitted Investments will be done to insure the safety, the liquidity (regarding its availability for the intended purposes), and the maximum investment return within such limits. The Plan is intended to insure that any Deposit or Permitted Investment matures within the time period that approximates the prospective need for the funds deposited or invested so that there is not a risk to the market value of such Deposits or Permitted Investments.

II. IDENTIFICATION OF FUNDS AND ACCOUNTS TO BE COVERED

BY THE PLAN

- A. The plan is intended to cover all deposits and/or all investments of the funds of the Township of Oxford including but not limited to:

Current Fund
Payroll Trust Fund
Agency Account
Sewer Utility Revenue Account
Developers’ Escrow Trust Funds
Open Space Accounts
General Capital Account
Sewer Capital Account
Regular Trust Accounts

III. DESIGNATION OF OFFICIALS AUTHORIZED TO MAKE DEPOSITS AND INVESTMENTS UNDER THE PLAN

The Chief Financial Officer (the “Designated Official”) is hereby authorized and directed to deposit and/or invest the funds referred to in the Plan. Prior to making any such Deposits or any Permitted Investments, such officials of the Township of Oxford are directed to supply to all depositories or any other parties with whom the Deposits or Permitted Investments are made a written copy of this Plan which shall be acknowledged in writing by such parties and a copy of such acknowledgement kept on file with such officials.

The Chief Financial Officer is further authorized to make interfund transfers between the Borough Funds as may be necessary from time to time. The Chief Financial Officer is authorized to make such transfers and/or any and all payments by wire transfer as necessary.

IV. DESIGNATION OF DEPOSITORIES

The following banks and financial institutions are hereby designated as official depositories for the Deposit of all public funds referred to in the Plan, including any certificates of deposit which are not otherwise invested in Permitted Investments as provided for in this Plan:

Fulton Bank
TD Bank
Bank of America
PNC Bank
Wells Fargo
Investors Savings
The Depository Trust Company

Provident
Peapack Gladstone Bank
Money Market Investment Accounts and/or Certificates of Deposit
Unity Bank

All such depositories shall acknowledge in writing receipt of this Plan by sending a copy of such acknowledgement to the Designated Official(s) referred to in Section III above.

V. DESIGNATION OF BROKERAGE FIRMS AND DEALERS WITH WHOM THE DESIGNATED OFFICIALS MAY DEAL.

The following brokerage firms and/or dealers and other institutions are hereby designated as firms with whom the Designated Official(s) of the Township of Oxford referred to in this Plan may deal for purposes of buying and selling securities identified in this Plan as Permitted investments or otherwise providing for Deposits. All such brokerage firms and/or dealers shall acknowledge in writing receipt of this Plan by sending a copy of such acknowledgement to the Designated Official (s) referred to in Section III above.

Fulton Bank
Bank of America
TD Bank
MBIA-Class Management Unit Trust
NJ ARM Program
NJ Cash Management Fund
PNC Bank
Valley National Bank
Millington Savings Bank
Provident
The Depository Trust Company
Investors Savings
Wells Fargo
Peapack Gladstone Bank
Unity Bank

VI. AUTHORIZED INVESTMENTS

Except as otherwise specifically provided for herein, the Designated Official is hereby authorized to invest the public funds covered by this Plan, to the extent not otherwise held in Deposits, in the following Permitted Investments:

- (1) Bonds or other obligations of the United States of America or obligations guaranteed by the United States of America;
- (2) Government money market mutual funds;
- (3) Any obligation that a federal agency or a federal instrumentality has issued in accordance with an act of Congress, which security has a maturity date not greater than 397 days from the date of purchase, provided that such obligation bears a fixed rate of interest not dependent on any index or other external factor;
- (4) Bonds or other obligations of the Local Unit or bonds or other obligations of the school districts of which the Local Unit is a part or within which the school district is located;
- (5) Bonds or other obligations, having a maturity date not more than 397 days from the date of purchase, approved by the Division of Investment of the Department of the Treasury for investment by Local Units;

- (6) Local government investment pools;
- (7) Deposits with the State of New Jersey Cash Management Fund established pursuant to section 1 of P.L.1977, ch. 281 (C.52: 18A-90.4); or
- (8) Agreements for the repurchase of fully collateralized securities if:
 - (a) The underlying securities are permitted investments pursuant to paragraphs (1) and (3) of this subsection a:
 - (b) The custody of collateral is transferred to a third party;
 - (c) The maturity of the agreement is not more than 30 days;
 - (d) The underlying securities are purchased through a public depository as defined in section 1 of P.L. 1970, c.236 (C.17: 19-41); and
 - (e) A master repurchase agreement providing for the custody and security of collateral is executed.

For purposes of the above language, the terms “governmental money market mutual fund” and “local government investment pool” shall have the following definitions:

Government Money Market Mutual Fund

An investment company or investment trust:

- (a) Which is registered with the Securities and Exchange Commission under the “Investment Company Act of 1940,” 15 USC sec. 80a-1 et seq., and operated in accordance with 17 CFR sec. 270.2a-7.
- (b) The portfolio of which is limited to U.S. Government securities that meet the definition of any eligible security pursuant to 17 C.F.R. sec 270.2a-7 and repurchase agreements that are collateralized by such U.S. Government securities; and
- (c) Which has:
 - (1) Attained the highest ranking or the highest letter and numerical rating of a nationally recognized statistical rating organization; or
 - (2) Retained an investment advisor registered or exempt from registration with the Securities and Exchange Commission pursuant to the “Investment Advisors Act of 1940,” 15 U.S.C. sec 80b-1 et seq., with experience investing in U.S. Government securities for at least the most recent past 60 months and with assets under management in excess of \$500 million.

Local Government Investment Pool

An investment pool:

- (a) Which is managed in accordance with 17 C.F.R. sec 270.2a-7;
- (b) Which is rated in the highest category by a nationally recognized statistical rating organization;
- (c) Which is limited to U.S. Government securities that meet the definition of an eligible security pursuant to 17 C.F.R. sec. 270.2a-7 and repurchase agreements that are collateralized by such U.S. Government securities;
- (d) Which is in compliance with rules adopted pursuant to the “Administrative Procedure Act,” P.L. 1968, c.410 (c.52: 14B-1 et seq.) by the Local Finance Board of the Division of Local Government Services in the Department of Community Affairs, which rules shall provide for disclosure and

reporting requirements and other provisions deemed necessary by the board to provide for the safety, liquidity and yield of the investment;

- (e) Which does not permit investments in instruments that: are subject to high price volatility with changing market conditions; cannot reasonably be expected at the time of interest rate adjustment, to have a market value that approximates their par value, or net asset value; and
- (f) Which purchases and redeems investments directly from the issuer, government money market mutual fund, or the State of New Jersey Cash Management fund, or through the use of a National or State bank located within this State, or through a broker-dealer which, at the time of purchase or redemption, has been registered continuously for a period of at least two years pursuant to section 9 of P.L. 1967 c.9 (C49: 3-56) and has at least \$25 million in capital stock (or equivalent capitalization if not a corporation), surplus reserves for contingencies and undivided profits, or through a securities dealer who makes primary markets in the U.S. Government securities and reports daily to the Federal Reserve Bank of New York its position in and borrowing on such U.S. Government Securities.

1. SAFEKEEPING CUSTODY PAYMENT AND ACKNOWLEDGEMENT OF RECEIPT OF PLAN.

To the extent that any Deposit or Permitted Investment involves a document or security which is not physically held by the Township of Oxford, then such instrument or security shall be covered by a custodial agreement with an independent third party, which shall be a bank or financial institution in the State of New Jersey. Such institution shall provide for the designation of such investments in the name of the Township of Oxford to assure that there is no unauthorized use of the funds or the Permitted Investments that involve Securities shall be executed by a “delivery versus payment” method to insure that such Permitted Investments are either received by the Township of Oxford or by a third party custodian prior to or upon the release of the Township of Oxford’s funds.

To assure that all parties with whom the Township of Oxford deals either by way of Deposits or Permitted Investments are aware of the authority and the limits sets forth in the Plan, all such parties shall be supplied with a copy of this Plan in writing and all such parties shall acknowledge the receipt of that Plan in writing, a copy of which shall be on file with the Designated Official(s)

REPORTING REQUIREMENTS

At the public meeting of each month during which this Plan is in effect, the Designated Official(s) referred to in Section III hereof shall supply to the governing body of the Township of Oxford a written report of any Deposits or Permitted Investments made pursuant to this Plan, which shall include, at a minimum, the following information:

- A. The name of any institution holding funds of the Township of Oxford as a Deposit or a Permitted Investment.
- B. The amount of securities or Deposits purchased or sold during the immediately preceding month.
- C. The class or type of securities purchased or Deposits made.
- D. The book value of such Deposits or Permitted Investments.
- E. The earned income on such Deposits or permitted Investments. To the extent that such amounts are actually earned at maturity, this report shall provide an accrual of such earnings during the immediately preceding month.

- F. The fees incurred to undertake such Deposits or Permitted Investments.
- G. The market value of all Deposits or Permitted Investments as of the end of the immediately preceding month.
- H. All other information which may be deemed reasonable from time to time by the governing body of the Township of Oxford.

2. TERM OF THE PLAN

This plan shall be effective January 1, 2021 through December 31, 2021. The Plan may be amended from time to time as necessary.

To the extent that any amendment is adopted by the Borough Council, the Designated Official is directed to supply copies of the amendments to all of the parties who otherwise have received the copy of the originally approved Plan, which amendment shall be acknowledged in writing in the same manner as the original Plan was so acknowledged.

Robert Nyland moved to adopt **Resolutions 2021-03**. Seconded by Georgette Miller and passed unanimously on roll call vote. Ayes: 3, Nays: 0, Abstain: 0. Absent: 0

RESOLUTION 2021-04

RESOLUTION FIXING TAX AND SEWER COLLECTION DATES AND INTEREST RATES

BE IT RESOLVED, that taxes shall be collected quarterly, the dates being February 1, May 1, August 1 and November 1, and that the interest rate of 8% per annum up to the first \$1,500.00 of delinquency, and 18% per annum over \$1,500.00 of delinquency, be collected after the respective due dates. There will be a ten (10) day grace period after which unpaid taxes will be charged interest from the due date. If a delinquency is over \$10,000.00 at year-end, an additional 6% flat penalty will be included.

BE IT RESOLVED, that sewer charges shall be collected quarterly, the dates being January 1, April 1, July 1, and October 1, with a thirty (30) day grace period. The interest rate of 8% per annum up to the first \$1,500.00 of delinquency, and 18% per annum over \$1,500.00 of delinquency be collected after the respective due dates. If a delinquency is over \$10,000.00 at year-end, an additional 6% flat penalty will be included.

Robert Nyland moved to adopt **Resolutions 2021-04**. Seconded by Georgette Miller and passed unanimously on roll call vote. Ayes: 3, Nays: 0, Abstain: 0. Absent: 0

RESOLUTION 2021-05

AUTHORIZING THE AWARD OF A FAIR AND OPEN CONTRACT FOR TOWNSHIP ATTORNEY

WHEREAS, the Township of Oxford has a need to acquire legal services as a fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, the Chief Financial Officer has determined and certified in writing that the value of the services will exceed \$17,500.00; and

WHEREAS, the anticipated term of this contract is one (1) year (January 1, 2021 through December 31, 2021); and

WHEREAS, the anticipated term of this contract is one (1) year or at the discretion of the Township Committee; and

WHEREAS, Lavery, Selvaggi, Abromitis & Cohen (Michael Lavery) has submitted a proposal indicating they will provide the legal services for the amount of \$125.00 per hour for legal services; and

WHEREAS, Lavery, Selvaggi, Abromitis & Cohen (Michael Lavery) has completed and submitted a Business Entity Disclosure Certification which certifies that Lavery, Selvaggi, Abromitis & Cohen (Michael Lavery) has not made any reportable contributions to a political or candidate committee in the Township of Oxford in the previous one year, and that the contract will prohibit Lavery, Selvaggi, Abromitis & Cohen (Michael Lavery) from making any reportable contributions through the term of the contract, and

WHEREAS, the required certificate for the availability of funds has been filed by the Chief Financial Officer providing that legally appropriated balances are available to cover the amount of the contract as required by *N.I.A.C. 5:30-14.5* and that fees for the aforementioned legal services shall be made available by appropriate inclusion in either an annual municipal budget which includes current, revenue sharing and utility provisions, by budget amendments for Federal program spending or by inclusion in an appropriate bond ordinance

NOW THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Oxford, authorizes the Mayor and Clerk of the Township of Oxford to enter into a contract with Lavery, Selvaggi, Abromitis & Cohen (Michael Lavery) as described herein; and,

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution; and

BE IT FURTHER RESOLVED that a copy of this resolution shall be published as required by law within 10 days of passage.

Robert Nyland moved to adopt **Resolutions 2021-05**. Seconded by Georgette Miller and passed unanimously on roll call vote. Ayes: 3, Nays: 0, Abstain: 0. Absent: 0

RESOLUTION 2021-06

AUTHORIZING THE AWARD OF A FAIR AND OPEN CONTRACT FOR TOWNSHIP ENGINEER

WHEREAS, the Township of Oxford has a need to acquire engineering services as a fair and open contract pursuant to the provisions of *N.J.S.A. 19:44A-20.5*; and

WHEREAS, the Chief Financial Officer has determined and certified in writing that the value of the services will exceed \$17,500.00; and

WHEREAS, the anticipated term of this contract is one (1) year (January 1, 2021 through December 31, 2021) or at the discretion of the Township Committee; and

WHEREAS, Finelli Consulting (Michael Finelli) has submitted a proposal indicating they will provide the engineering services as agreed to under separate contract; and

WHEREAS, the required certificate for the availability of funds has been filed by the chief financial officer providing that legally appropriated balances are available to cover the amount of the contract as required by *N.I.A.C. 5:30-14.5* and that fees for the aforementioned engineering services shall be made available by appropriate inclusion in either an annual municipal budget which includes current,

revenue sharing and utility provisions, by budget amendments for Federal program spending or by inclusion in an appropriate bond ordinance

NOW THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Oxford, authorizes the Mayor and Clerk of the Township of Oxford to enter into a contract with Finelli Consulting (Michael Finelli) as described herein; and,

BE IT FURTHER RESOLVED that a copy of this resolution shall be published once in a legally designated publication

Robert Nyland moved to adopt **Resolutions 2021-06**. Seconded by Georgette Miller and passed unanimously on roll call vote. Ayes: 3, Nays: 0, Abstain: 0. Absent: 0

RESOLUTION 2021-07

AUTHORIZING THE AWARD OF A FAIR AND OPEN CONTRACT FOR BOND COUNSEL

WHEREAS, the Township of Oxford has a need to acquire bond counsel as a fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, the Chief Financial Officer has determined and certified in writing that the value of the services will exceed \$17,500.00; and

WHEREAS, the anticipated term of this contract is one (1) year (January 1, 2021 through December 31, 2021) or at the discretion of the Township Committee; and

WHEREAS, Gibbons, LLC. has submitted a proposal indicating they will provide the engineering services as agreed to under separate contract; and

WHEREAS, Gibbons, LLC. has completed and submitted a Business Entity Disclosure Certification which certifies that Gibbons, LLC. has not made any reportable contributions to a political or candidate committee in the Township of Oxford in the previous one year, and that the contract will prohibit Gibbons, LLC. from making any reportable contributions through the term of the contract, and

WHEREAS, the required certificate for the availability of funds has been filed by the chief financial officer providing that legally appropriated balances are available to cover the amount of the contract as required by N.I.A.C. 5:30-14.5 and that fees for the aforementioned engineering services shall be made available by appropriate inclusion in either an annual municipal budget which includes current, revenue sharing and utility provisions, by budget amendments for Federal program spending or by inclusion in an appropriate bond ordinance

NOW THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Oxford authorizes the Mayor and Municipal Clerk of the Township of Oxford to enter into a contract with Gibbons, LLC. as described herein; and,

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution; and

BE IT FURTHER RESOLVED that this contract is awarded without competitive bidding as a "Professional Service" under provisions of the Local Public Contracts Law as provided by N.J.S.A. 40A:11-5 because it requires a service performed by a person authorized by law to practice a recognized profession and it is not possible to obtain competitive bids; and.

BE IT FURTHER RESOLVED that a copy of this resolution shall be published as required by law within 10 days of passage.

Robert Nyland moved to adopt **Resolutions 2021-07**. Seconded by Georgette Miller and passed unanimously on roll call vote. Ayes: 3, Nays: 0, Abstain: 0. Absent: 0

RESOLUTION 2021-08

RESOLUTION AUTHORIZING THE AWARD OF A FAIR AND OPEN CONTRACT FOR PROFESSIONAL SERVICES-MUNICIPAL AUDITOR

WHEREAS, the Township of Oxford has a need to acquire a municipal Auditor as a fair and open contract pursuant to provisions of *N.J.S.A. 19:44A-20.5*; and,

WHEREAS, the Chief Financial Officer has determined and certified in writing that the value of the acquisition will exceed \$17,500; and,

WHEREAS, the anticipated term of this contract is one-year January 1, 2021 through December 31, 2021 or at the discretion of the Township Committee; and

WHEREAS, Wielkotz, & Co. LLC has submitted a proposal, indicating they will provide the auditor services for the anticipated fee of \$ \$32,000.00; and,

WHEREAS, Wielkotz, & Co. LLC has completed and submitted a Business Entity Disclosure Certification which certified that Wielkotz, & Co. LLC has not made any reportable contributions to a political or candidate committee in the Township of Oxford in the previous one year, and that the contract will prohibit Wielkotz, & Co. LLC from making any reportable contributions through the term of the contract; and,

WHEREAS, the required certificate for the availability of funds has been filed by the chief financial officer providing that legally appropriated balances are available to cover the amount of the contract as required by N.J.A.C. 5:30-14.5 and that fees for the aforementioned auditing and non-auditing services shall be made available by appropriate inclusion in either an annual municipal budget which includes current, revenue sharing and utility provisions, by budget amendments for Federal program spending or by inclusion in an appropriate bond ordinance.

NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Oxford, authorizes the Mayor and Clerk of the Township of Oxford to enter into a contract with Wielkotz, & Co. LLC as described herein as auditors on and in behalf of the Township of Oxford for the year 2020; and,

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and Determination of Value be placed on file with this resolution; and,

BE IT FURTHER RESOLVED that a notice of this action shall be printed once in a legally designated publication.

Political Contribution Disclosure. This contract has been awarded to Wielkotz, & Co. LLC based on the merits and abilities of Wielkotz, & Co. LLC to provide the goods and services as described herein. This contract was awarded through a "fair and open" process pursuant to N.J.S.A. 19:44A-20.4 *et seq.* As such, the undersigned does hereby attest that Wielkotz, & Co. LLC its subsidiaries, assigns or principals controlling in excess of 10% of the company has neither made a contribution, that is reportable pursuant to the Election Law Enforcement Commission pursuant to N.J.S.A. 19:44A-8 or 19:44A-16 in the one (1) year period preceding the award of the contract that would, pursuant to P.L. 2004, c.19. affect its eligibility to perform this contract, nor will it make a

reportable contribution during the term of the contract to any political party committee in the municipality if a member of that political party is serving in an elective public office of that municipality when the contract is awarded, or to any candidate committee of any person serving in an elective public office of the municipality when the contract is awarded. Exhibit "A" (Mandatory Affirmative Action Language), Exhibit "B" (Employee Information Report), Exhibit "C" (Business Registration Certificate), Exhibit "D" (Business Entity Disclosure Certification), Exhibit "E" (Political Contributions Disclosure Certification), and Exhibit F (Insurance) are attached to and made a part of this contract.

Robert Nyland moved to adopt **Resolutions 2021-08**. Seconded by Georgette Miller and passed unanimously on roll call vote. Ayes: 3, Nays: 0, Abstain: 0. Absent: 0

RESOLUTION 2021-09
AUTHORIZING THE AWARD OF A
FAIR AND OPEN CONTRACT FOR TOWNSHIP PLANNER

WHEREAS, the Township of Oxford has a need to acquire a Township Planner as fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, the Township of Oxford has determined and certified in writing that the value of the services will exceed \$17,500.00; and

WHEREAS, the anticipated term of this contract is one (1) year (January 1, 2021 through December 31, 2021) or at the discretion of the Township Committee; and
; and

WHEREAS, James Kyle (Kyle + McManus Associates) has submitted a proposal indicating he will provide the Township Planner services as agreed to under separate contract; and

WHEREAS, James Kyle has completed and submitted a Business Entity Disclosure Certification which certifies that James Kyle has not made any reportable contributions to a political or candidate committee in the Township of Oxford in the previous one year, and that the contract will prohibit James Kyle from making any reportable contributions through the term of the contract, and

WHEREAS, the Township is in receipt of a certification of availability of funds from the Chief Financial Officer.

NOW THEREFORE, BE IT RESOLVED that the Township of Oxford authorizes the Mayor to enter into a contract with James Kyle as described herein; and,

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution; and

BE IT FURTHER RESOLVED that this contract is awarded without competitive bidding as a "Professional Service" under provisions of the Local Public Contracts Law as provided by N.J.S.A. 40A:11-5 because it requires a service performed by a person authorized by law to practice a recognized profession and it is not possible to obtain competitive bids; and.

BE IT FURTHER RESOLVED that a copy of this resolution shall be published as required by law within 10 days of passage.

Robert Nyland moved to adopt **Resolutions 2021-09**. Seconded by Georgette Miller and passed

unanimously on roll call vote. Ayes: 3, Nays: 0, Abstain: 0. Absent: 0

RESOLUTION 2021-10

RESOLUTION AUTHORIZING 2021 PROFESSIONAL SERVICES CONTRACT WITH WINEGAR WILHELM, GLEYNN & ROEMERSMA FOR PUBLIC DEFENDER SERVICES

WHEREAS, the Township Committee of Oxford Township has a need to contract the services of a Municipal Attorney as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4 or 20.5 as appropriate; and

WHEREAS, the CFO has certified that the costs of this contract may or will exceed \$17,500; and

WHEREAS, the anticipated term of this contract is one (1) year, January 1, 2021 through December 31, 2021 or at the discretion of the Township Committee; and

WHEREAS, for budgetary purposes, the Township Committee would like to have this contract reflect a not to exceed amount of the 2021 adopted budget amount, excluding any escrow related services and;

WHEREAS, Winegar Wilhelm Glynn & Roemersma has completed and submitted a Business Entity Disclosure Certification which certifies that Winegar Wilhelm, Glynn & Roemersma has not made any reportable contributions to a political or candidate committee in the Township of Oxford in the previous one year, and that the contract will prohibit Winegar Wilhelm Glynn & Roemersma from making any reportable contributions through the term of the contract, and

WHEREAS, the Chief Financial Officer will certify to the Township Clerk the availability of funds on an as-needed basis at the time when the Borough needs the services provided by Winegar Wilhelm Glynn & Roemersma Law Offices

NOW THEREFORE, BE IT RESOLVED that the Township Committee of Oxford Township to enter into a contract with Winegar Wilhelm Glynn & Roemersma Law Offices as described herein; and,

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution; and

BE IT FURTHER RESOLVED that notice of this appointment will be published as required by law within ten days of the passage of this resolution; and

BE IT FURTHER RESOLVED, that copies of this resolution be forwarded to the Chief Financial Officer and Winegar Wilhelm Glynn & Roemersma Law Offices

Robert Nyland moved to adopt **Resolutions 2021-10**. Seconded by Georgette Miller and passed unanimously on roll call vote. Ayes: 3, Nays: 0, Abstain: 0. Absent: 0

RESOLUTION 2021-11

RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF OXFORD, COUNTY OF WARREN AND STATE OF NEW JERSEY DESIGNATING CHARGES FOR NOTICES TO THE NEWS MEDIA AND INDIVIDUALS

WHEREAS Section 14 of the Open Public Meeting Act, Chapter 231, P.L. 1975, permits the public body to fix a reasonable sum to be charged to persons who request that notice of meetings, as required under the Act, be mailed to them individually; and

WHEREAS said Section further permits the public body to provide such notice free of charge to the news media who request same:

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. Each person who requests that individual notices as required under the Act, be mailed, shall pay annually to the Township of Oxford, the sum of \$25.00 to cover the costs thereof.
2. Requests for such individual notice made by news media shall be granted without cost.
3. The sum herein designated is subject to change upon the adoption of a superseding Resolution by the governing body.

This Resolution shall take effect immediately.

Robert Nyland moved to adopt **Resolutions 2021-11**. Seconded by Georgette Miller and passed unanimously on roll call vote. Ayes: 3, Nays: 0, Abstain: 0. Absent: 0

RESOLUTION 2021-12

CANCELLATION OF PROPERTY TAX REFUNDS OR DELINQUENCIES OF LESS THAN \$5.00

WHEREAS, the State of New Jersey allows a Municipal Employee to process the cancellation of any property tax refund or delinquencies of less than \$5.00; and

WHEREAS, the Municipal Employee allowed to process the cancellation shall be the Tax Collector.

NOW, THEREFORE, BE IT RESOLVED, that the Oxford Township Committee hereby authorizes the Tax Collector to process the cancellation of any property tax refund or delinquency of less than \$5.00.

Robert Nyland moved to adopt **Resolutions 2021-12**. Seconded by Georgette Miller and passed unanimously on roll call vote. Ayes: 3, Nays: 0, Abstain: 0. Absent: 0

RESOLUTION 2021-13

TOWNSHIP OF OXFORD TAX ASSESSOR

WHEREAS, the Township Committee of the Township of Oxford has been informed by the Tax Assessor of the Township of Oxford that from time-to-time, changes in property use occur in the Township so that such properties become subject to roll-back taxes pursuant to the Farmland Assessment Act of 1964; and

WHEREAS, the Tax Assessor of Oxford Township has requested the Township Committee authorize him to file petitions, notices and other documents regarding the assessing of such roll-back taxes with the Warren County Board of Taxation; and

WHEREAS, the filing of these documents regarding roll-back taxes by the Tax Assessor of the Township of Oxford is important to the tax assessment process of the Township and the Tax Assessor has

already filed petitions and other documents regarding such roll-back taxes with the Warren County Board of Taxation;

NOW, THEREFORE, BE IT RESOLVED, by the Committee of Oxford Township that the Tax assessor of the Township of Oxford be, and he is hereby authorized to file petitions, notices and other documents regarding the assessing of roll-back taxes;

BE IT FURTHER RESOLVED that this Township Committee hereby confirms and approved of the actions of the Tax Assessor to date in filing such documents regarding roll-back taxes with the Warren County Board of Taxation.

Robert Nyland moved to adopt **Resolutions 2021-13**. Seconded by Georgette Miller and passed unanimously on roll call vote. Ayes: 3, Nays: 0, Abstain: 0. Absent: 0

RESOLUTION 2021-14

TOWNSHIP OF OXFORD TAX ASSESSOR

WHEREAS, the Township Committee of the Township of Oxford has been informed by the Tax Assessor that, from time to time, errors are made in computing the tax assessment covering certain property located within the Township of Oxford, and

WHEREAS, the Tax Assessor has requested that the Township Committee authorize him to file corrections of such errors with the Warren County Board of Taxation, and

WHEREAS, the Tax Assessor is called upon to defend tax appeals filed with the Warren County Board of Taxation and to agree to stipulations of appeals,

NOW THEREFORE BE IT RESOLVED by the Township Committee of the Township of Oxford, County of Warren, State of New Jersey, that the Tax Assessor of the Township of Oxford be and is hereby authorized to file corrective appeals with the Warren County Board of Taxation concerning those properties wherein errors have been made, to represent the Township of Oxford in defense of appeals filed with said Board and to sign stipulations of appeals on behalf of the Township of Oxford, which he feels are proper and in the best interests of the Township of Oxford.

BE IT FURTHER RESOLVED that the Tax Assessor sends copies of such corrected assessment to the individuals involved.

Robert Nyland moved to adopt **Resolutions 2021-14**. Seconded by Georgette Miller and passed unanimously on roll call vote. Ayes: 3, Nays: 0, Abstain: 0. Absent: 0

RESOLUTION 2021-15

TOWNSHIP OF OXFORD DESIGNATING THE PUBLIC AGENCY COMPLIANCE OFFICER

WHEREAS, in accordance with N.J.A.C. 17:27-3.2 each public agency shall designate an individual to serve as its Public Agency Compliance Officer or P.A.C.O; and

NOW, THEREFORE, BE IT RESOLVED that the governing body of The Township of Oxford, (hereinafter "Public Agency") in the County of Warren and State of New Jersey, hereby designates Laurie A. Barton as its Public Agency Compliance Officer;

BE IT FURTHER RESOLVED, that the Township Clerk forward a certified copy of this resolution to the New Jersey Department of Treasury, Division of Contracts Compliance and Equal Employment Opportunity in Public Contracts.

Robert Nyland moved to adopt **Resolutions 2021-15**. Seconded by Georgette Miller and passed unanimously on roll call vote. Ayes: 3, Nays: 0, Abstain: 0. Absent: 0

**GOVERNING BODY CERTIFICATION OF COMPLIANCE WITH THE
UNITED STATES EQUAL EMPLOYMENT OPPORTUNITY COMMISSION’S
“Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment
Decisions Under Title VII of the Civil Rights Act of 1964”**

RESOLUTION 2021-16

WHEREAS, N.J.S.A. 40A:4-5 as amended by P.L. 2017, c.183 requires the governing body of each municipality and county to certify that their local unit’s hiring practices comply with the United States Equal Employment Opportunity Commission’s “Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964,” *as amended*, 42 U.S.C. § 2000e *et seq.*, (April 25, 2012) before submitting its approved annual budget to the Division of Local Government Services in the New Jersey Department of Community Affairs; and

WHEREAS, the members of the governing body have familiarized themselves with the contents of the above-referenced enforcement guidance and with their local unit’s hiring practices as they pertain to the consideration of an individual’s criminal history, as evidenced by the group affidavit form of the governing body attached hereto.

NOW, THEREFORE BE IT RESOLVED, That the Township Committee of the Township of Oxford, hereby states that it has complied with N.J.S.A. 40A:4-5, as amended by P.L. 2017, c.183, by certifying that the local unit’s hiring practices comply with the above-referenced enforcement guidance and hereby directs the Clerk to cause to be maintained and available for inspection a certified copy of this resolution and the required affidavit to show evidence of said compliance.

Robert Nyland moved to adopt **Resolutions 2021-16**. Seconded by Georgette Miller and passed unanimously on roll call vote. Ayes: 3, Nays: 0, Abstain: 0. Absent: 0

RESOLUTION 2021-17

**2021 TEMPORARY BUDGET IN THE AMOUNT OF \$468,947.00 IN CURRENT FUND AND
259,903.00 IN SEWER OPERATING FUND.**

WHEREAS, N.J.S.A. 40A:4-19 of the Local Budget Laws that where any contract, commitments or payments are to be made prior to the final adoption of the 2021 Budget, temporary appropriations should be made for the purpose and amounts required in the manner and time provided, and;

WHEREAS, the date of this resolution is within the first thirty days of January 2021, and;

WHEREAS, the total appropriations in the 2020 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance is \$2,279,789.78 in Current Fund and \$1,273,765.00 in Sewer Operating, and;

WHEREAS, temporary budget appropriations for 2021 are \$468,947.00 in Current Fund and \$259,903.00.00 in Sewer Operating Fund including appropriations for capital improvement fund, debt redemption and public assistance.

WHEREAS, temporary budget appropriations do not exceed 26.25% of the total appropriations in the 2020 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund, and public assistance.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Oxford, County of Warren, State of New Jersey, that the following appropriations be made and that a certified copy of this resolution be transmitted to the Chief Finance Officer.

2020	Operations Current Fund	\$468,947.00
2020	Temporary Budget	\$468,947.00
2020	Operating Sewer Utility	\$259,903.00

Robert Nyland moved to adopt **Resolutions 2021-17**. Seconded by Georgette Miller and passed unanimously on roll call vote. Ayes: 3, Nays: 0, Abstain: 0. Absent: 0

RESOLUTION 2021-18

RESOLUTION TO APPOINT DAMIANO M. FRACASSO AS MUNICIPAL PROSECUTOR FOR OXFORD TOWNSHIP

WHEREAS, the position of Municipal Prosecutor is filled by a person providing a service; and

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

That Damiano M. Fracasso be appointed as Municipal Prosecutor beginning January 1, 2021 thru December 31, 2023.

Robert Nyland moved to adopt **Resolutions 2021-18**. Seconded by Georgette Miller and passed unanimously on roll call vote. Ayes: 3, Nays: 0, Abstain: 0. Absent: 0

RESOLUTION 2021-19

RESOLUTION TO APPOINT CHARLES CARRO AS MUNICIPAL COURT JUDGE FOR THE OXFORD TOWNSHIP

WHEREAS, the position of Municipal Court Judge is filled by a person providing a service; and

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

That Charles Carro be appointed Municipal Court Judge beginning January 1, 2021 thru December 31, 2023.

Robert Nyland moved to adopt **Resolutions 2021-19**. Seconded by Georgette Miller and passed unanimously on roll call vote. Ayes: 3, Nays: 0, Abstain: 0. Absent: 0

Mayoral Appointments:

Mayor Norton made the following appointments:
Licensed Sewer Operator-Michael Brady
IT Computer Personnel-Jean Paul Reece
Recycling/Clean Communities Director-Kevin Murray
Zoning Officer-Michael Finelli
Animal Control Officer Lead Agency Agreement

Robert Nyland moved to accept the Mayoral Appointments. Seconded by Georgette Miller and passed unanimously on roll call vote. Ayes: 3, Nays: 0, Abstain: 0. Absent: 0

Township Business that is Properly Brought Before the Township Committee

Robert Nyland moved to authorize the signing of the solar lease for Coachlight. Seconded by Georgette Miller and passed unanimously on roll call vote. Ayes: 3, Nays: 0, Abstain: 0. Absent: 0

Motion To Pay Bills:

Robert Nyland moved to pay all bills presented and approved by the Committee with 2 bills needing approval by the CFO. Seconded by Georgette Miller and passed unanimously on roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0.

Township Engineer: No report

Attorney's Report:

Rich Wenner stated he will report during Executive Session.

Public Comment: No public comments.

Executive Session:

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 matter to be discussed is settlement of litigation.

Mayor Nyland moved to enter Executive Session at 7:33 PM, seconded by Georgette Miller and passed unanimously on roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0.

Mayor Nyland moved to adjourn the meeting at 7:43 PM. Seconded by Georgette Miller and passed unanimously on roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0.

Susan Turner, Deputy Clerk

