

**TOWNSHIP MEETING
JANUARY 17, 2018**

The regularly scheduled meeting of the Mayor and Committee of the Township of Oxford was held on January 17, 2018 in the Township Municipal Building, at 11 Green Street, Oxford, New Jersey.

In attendance were Bill Ryan, Robert Nyland, Doug Ort, Joe Salvador, Attorney, Michael Finelli, and Sheila L. Oberly.

The flag salute was recited.

Mayor Nyland called the meeting to order at 7:00 PM.

Meeting Minutes:

On motion by Mr. Ryan and seconded by Mayor Nyland to approve the December 13, 2017 Budget Meeting, December 13, 2017 Township Meeting minutes and January 3, 2018 Reorganization meeting minutes with changes noted. Mr. Ort abstained.

Ordinances:

ORDINANCE 2018-01

**TO EXCEED THE MUNICIPAL BUDGET APPROPRIATION LIMITS AND TO
ESTABLISH A CAP BANK
(N.J.S.A. 40A: 4-45.14)**

WHEREAS, the Local Government Cap Law, N.J.S. 40A: 4-45.1 et seq., provides that in the preparation of its annual budget, a municipality shall limit any increase in said budget up to 2.5% unless authorized by ordinance to increase it to 3.5% over the previous year's final appropriations, subject to certain exceptions; and,

WHEREAS, N.J.S.A. 40A: 4-45.15a provides that a municipality may, when authorized by ordinance, appropriate the difference between the amount of its actual final appropriation and the 3.5% percentage rate as an exception to its final appropriations in either of the next two succeeding years; and,

WHEREAS, the Township Committee of the Township of Oxford in the County of Warren finds it advisable and necessary to increase its CY 2018 budget by up to 3.5% over the previous

year's final appropriations, in the interest of promoting the health, safety and welfare of the citizens; and,

WHEREAS, the Oxford Township Committee hereby determines that a **1.0%** increase in the budget for said year, amounting to **\$ 17,730.04** in excess of the increase in final appropriations otherwise permitted by the Local Government Cap Law, is advisable and necessary; and,

WHEREAS the Oxford Township Committee hereby determines that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years.

NOW THEREFORE BE IT ORDAINED, by the Township Committee of the Township of Oxford, in the County of Warren, a majority of the full authorized membership of this governing body affirmatively concurring, that, in the CY 2018 budget year, the final appropriations of the Township of Oxford shall, in accordance with this ordinance and N.J.S.A. 40A: 4-45.14, be increased by **3.5%**, amounting to **\$ 62,055.14**, and that the CY 2018 municipal budget for the Township of Oxford be approved and adopted in accordance with this ordinance; and,

BE IT FURTHER ORDAINED, that any that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years; and,

BE IT FURTHER ORDAINED, that a certified copy of this ordinance as introduced be filed with the Director of the Division of Local Government Services within 5 days of introduction; and,

BE IT FURTHER ORDAINED, that a certified copy of this ordinance upon adoption, with the recorded vote included thereon, be filed with said Director within 5 days after such adoption.

ORDINANCE 2018-02

A FULLY FINDED ORDINANCE APPROPRIATING THE SUM OF UP TO \$4,800.00 CURRENTLY LOCATED WITHIN THE CAPITAL IMPROVEMENT FUND OF THE TOWNSHIP OF OXFORD FOR COMPUTER EQUIPMENT, FIREWALL AND SETUP

WHEREAS, there are currently funds, raised by the Current and previous, budgets within the Capital Improvement Fund of Oxford Township, and

WHEREAS, it is deemed appropriate to make use of up to \$ 4,800.00 of the allowable Capital improvements for Computer Equipment

NOW, THEREFORE, BE IT ORDAINED AND ENACTED by the Township Committee of the Township of Oxford, County of Warren, State of New Jersey, as follows:

- Section 1. The sum of up to \$4,800.00 presently located in the Capital Improvement Fund is hereby appropriated for Computer Equipment, Firewall and Set-up.
- Section 2. In connection with the amount authorized in Section 1 hereof, the Township Committee makes the following determinations.
 - A) The purpose described in. Section 1 hereof is not a Current Expense and is an improvement which the Township may lawfully take as a general capital improvement
 - B) The period of usefulness of the purpose described in Section 1 hereof is not in the limitation of the Local Bond Law and the reasonable life thereof is at least five (5) years.
- Section 3. All ordinances or parts of ordinances which are inconsistent with the terms of this ordinance be and the same are hereby repealed to the extent of their inconsistency.
- Section 4. This ordinance shall take effect immediately after final passage, approval and publication as provided by law.

ORDINANCE 2018-03

AN ORDINANCE FIXING THE SALARY RANGES FOR CERTAIN OFFICERS AND EMPLOYEES OF THE TOWNSHIP OF OXFORD

Be It Ordained by the Mayor and Committee of the Township of Oxford, County of Warren State of New Jersey as follows, until a subsequent salary ordinance is adopted:

Section 1. The salary ranges per annum for the following officers and employees of the Township of Oxford shall be as follows:

<u>Title</u>	<u>Salaries</u>	
Mayor	4,000.00- 6,000.00	per year
Deputy Mayor	3,000.00- 5,000.00	per year
Committee Person	3,000.00- 5,000.00	per year
Township Clerk	30,000.00-80,000.00	per year
Election Official	200.00-500.00	per election

Deputy Clerk	9.00-20.00	per hour
Chief Financial Officer	20,000.00-45,000.00	per year
Office Clerk	7.25-15.00	per hour
Collector	20,000.00-45,000.00	per year
Collector Assistant	3,000.00- 5,000.00	per year
Tax Assessor	14,000.00-25,000.00	per year
Public Workers Foreman	50,000.00-90,000.00	per year
Public Works Senior Laborer	12.00-35.00	per hour
Public Works Laborer	10.00-30.00	per hour
Public Works Temporary Laborer	10.00-24.00	per hour
Equipment Operators	15.00-35.00	per hour
Zoning Officer	2,000.00-4,500.00	per year
Land Use Bd. Secretary	10,000.00-20,000.00	per year
Board of Health Member	100.00-300.00	per year
Municipal Building Custodian	12.00-25.00	per hour
Emergency Management Coordinator	1,500.00-3,000.00	per year
Animal Control Officer	1,500.00-6,000.00	per year
Animal Control Deputy	30.00-60.00	per call-out
Animal Control Officer-Expenses	25.00-30.00	per month
Lake Director	10.00-25.00	per hour
Ass't Lake Director	50.00-100.00	per day
Lifeguards	7.15-15.00	per hour
Concession Stand Operator	7.15-12.00	per hour
Recycling Coordinator	50.00-75.00	per month
Crossing Guard	7.15-16.00	per hour
Special Meetings	125.00-300.00	per meeting
Mileage Reimbursement	IRS Rate	per mile

Section 2. All salary ranges above shall be retroactive to January 1, 2018.

Section 3. Any ordinance of part of ordinance inconsistent herewith is hereby repealed.

On motion by Mayor Nyland, seconded by Mr. Ryan and passed unanimously on roll call vote to adopt on first reading, **Ordinance 2018-01**, **Ordinance 2018-02** and **Ordinance 2018-03**.

Second reading, public hearing will be held on February 21, 2018 at the Oxford Municipal Building at 7:00 PM.

Resolutions:

No Resolutions

New Business:

On motion by Mr. Ryan, seconded by Mayor Nyland and passed unanimously on roll call vote to approve the following lake purchases for 2018.

- New Propane Grills (x2) to Replace Deteriorated and Broken Grills-(Estimated Cost \$300 to \$400)
- Food Warmer (Estimated cost \$180-\$200)
- Electric Grills for Concession Stand (Estimated Cost \$60)
- New Public Signs in General Area
- New Floats for Lifeguards
- Improvements to Inside of Concession Stand-Mainly Rearranging Existing Layout with Added New Shelving
- Replace Current Dock Covers (New Ones to Cover Entire Dock)

Mr. Ryan distributed to the Committee for their review, a draft Attendance Sheet for full-time employees to complete on a monthly basis.

On motion by Mr. Ryan, seconded by Mayor Nyland and passed unanimously on roll call vote to have all full-time employees complete a monthly attendance sheet, recording their vacation, sick and personal days taken in each month.

Mayor Nyland asked Mr. Salvador to research and compile an ordinance on Engine Braking for the Committee's review.

Mayor Nyland stated that he received a complaint about a tractor trailer parking by the Oxford Post Office. He asked Lou Accetturo to put a note on the windshield to ask the owner to call the Mayor. Mayor Nyland is waiting for a response. Mayor Nyland said that if he doesn't receive a response, he will call Lt. Kaufmann, Washington Township Police.

Mayor Nyland stated that on the corner of Belvidere Avenue and Washington Street there is ice on the sidewalk which is a safety hazardous to the children that walk to school. He will ask the DPW to shovel this area to make it is safe and he will reach out to The Warren County Road Department and if he receives no response, he will call Congressman Josh Gottheimer to get the problem resolved.

Budget Dates:

The Committee stated that they will be is available on the following dates to schedule a Budget Meeting;

January 25th @ 4:30 PM

January 31st @ 4:30 PM

February 8th @ 4:30 PM

The Clerk will reach out to Anthony Ardito, Auditor and Dawn Stanchina, CFO to coordinate the date that everyone is available and will schedule a Budget Meeting.

Township Committee Reports and Correspondences:

Mayor Nyland announced that the bon-fire will be held on January 27th from 4:00 PM to 6:00 PM at Oxford Furnace Lake.

Mr. Ryan informed the Committee that the 2018 Warren County Pequest River Municipal Utility Authority (WCPRMUA) bill increased 2% from 2017. The cost for 2018 is \$886,231.00.

Township Engineer:

Mr. Finelli announced:

- Pequest Road Project is now completed. All the bills from the contractors on this project will be submitted to the CFO and then sent to NJDOT for reimbursement to the Township
- Received a letter from NJDEP on the Hissim Property- Wetlands Permit. Must offer and provide value of wetlands credit for .118 acres disturbed ten years ago. No deadline date given.
- Received a memo from NJDEP on new Storm Water Regulations-Additional work will be required by Mr. Finelli and Lou Accetturo, Public Works to complete 2018 report
- Buckley Avenue Drainage Problem-Solution would be to construct asphalt curbing
- 20 Hill Street, Spoke to Lt. Kaufmann about the problem. Will set up a meeting with Lt. Kaufmann and review the property

Attorney's Report:

Mr. Salvador stated:

- Will check paperwork to start foreclosure on ERG. Will file Friday or Monday if all paperwork, needed is on file.

Mr. Ryan stated that the County did an assessment on two properties off of Jonestown Road. Mr. Ryan called the one property owner and asked if they would like to buy the property since their shed is on the property. He has not heard back from the homeowner.

Mayor Nyland talked to Alex Lazorisak about the final details of Warren County purchasing property from the Township off of Furnace Street. Mr. Lazorisak said the Township should hear something in February.

Mr. Ryan asked Fulton Bank about a procurement card for the Road Department in order to purchase gasoline. This card would be able to be used at any gas station that accepts credit cards. Mr. Ryan stated that to put a gas pump in at the DPW Building would cost between \$3,000.00 and \$4,000.00. He is waiting for a call back from Fulton Bank.

The Committee discussed re bidding the Mt. Pisgah property for hunting.

On motion by Mayor Nyland, seconded by Mr. Ryan and passed unanimously on roll call vote to go out to bid to allow hunting on the Mt. Pisgah property.

Pay Bills:

On motion by Mayor Nyland, seconded by Mr. Ryan and passed unanimously on roll call vote to pay all bills presented at the meeting for approval.

Public Comment:

Lt. Kaufmann asked the public is there were any comments or concerns.

Mr. Magnuson announced that there will be a Safe Routes to School (SRTS) meeting at the Oxford School on February 26th at 7:00 PM. Everyone is invited to attend.

Mr. Banghart, Hill Street stated that there is a flatbed truck parked across the street from his house and every morning the owner starts it and lets it idle which makes a lot of noise. Mr. Banghart said he has called the Washington Police and talked to Chief Cicerelle about this problem.

Lt. Kaufmann instructed him to call the WTPD again and again which will build a case and then Mr. Banghart can sign a complaint against the driver.

Mrs. Hissim stated that the sidewalks from the church property to Cinder Street was not shoveled and children walking to school has to walk in the street.

Mayor Nyland stated that this is the church's responsibility but he will talk to Mr. Accetturo and ask him to shovel the sidewalk.

End of Public Comment.

On motion by Mayor Nyland, seconded by Mr. Ryan and passed unanimously on roll call vote to adjourn the meeting at 7:45 PM.

Sheila L. Oberly, RMC