

OXFORD TOWNSHIP MEETING
January 20, 2021

The meeting of the Township Committee of Oxford Township was held on January 20, 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: 839 1295 7679

Notice of time, date, location and agenda of this meeting, to the extent then known was provided at least forty-eight (48) hours prior to the commencement of this meeting in the following manner pursuant to the provisions of Chapter 231 of the law of 1975 “the Open Public Meetings Act”:

- Emailing to the Express Times / Warren County NJ Zoned Edition
- Posting on the Township web-site and Facebook page

In attendance was Gerald Norton, Georgette Miller, and Robert Nyland, Township Committee, Matthew Hall, Township Administrator, Rich Wenner, Township Attorney, Michael Finelli, Township Engineer and Susan Turner, Deputy Municipal Clerk.

Meeting Minutes

Georgette Miller moved to accept the Meeting minutes from the January 6, 2021, December 16, 2020, August 19, 2020, August 5, 2020 and July 15, 2020 meetings. Seconded by Bob Nyland and passed unanimously on roll call vote. Ayes: 3, Nays: 0, Abstain: 0. Absent: 0

Public Comment on Agenda items: - No comments

Ordinances-1st Reading/Public Hearing:

ORDINANCE NO. 2021 – 02

ORDINANCE OF THE TOWNSHIP OF OXFORD, COUNTY OF WARREN, STATE OF NEW JERSEY, AMENDING CHAPTER 5, ADMINISTRATION OF GOVERNMENT, SECTION 9, RULES AND PROCEDURES, REGARDING THE ORDER OF BUSINESS FOR COMMITTEE MEETINGS

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:

Chapter 5, *Administration of Government*, Section 9, *Rules and Procedure*, subsection (B), *Order of Business* is hereby amended by adding a new heading entitled “Public Comment on Agenda Items” which shall be listed on the agenda before the heading “Resolutions” and said subsection shall be renumbered accordingly.

The time limit for “Public Comment on Agenda Items” and also for “Petitions of Citizens and Public Discussion” shall be three (3) minutes for each speaker.

Section 2:

Severability. The various parts, sections and clauses of this Ordinance are hereby declared to be severable. If any part, sentence, paragraph, section or clause is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this Ordinance shall not be affected thereby.

Section 3:

Repealer. Any ordinances or parts thereof in conflict with the provisions of this Ordinance are hereby repealed as to their inconsistencies only.

Section 4:

Effective Date. This Ordinance shall take effect upon final passage and publication as provided by law.

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Bob Nyland moved to accept Ordinance 2021-02. Seconded by Georgette Miller and passed unanimously on roll call vote. Ayes: 3, Nays: 0, Abstain: 0. Absent: 0

Resolutions:

RESOLUTION 2021-20
RESOLUTION AUTHORIZING CHANGE ORDER INCREASING CONTRACT WITH
DONNELLY ENERGY, WHICH IS AN INCREASE OF 5% OR (\$1,381.28) FROM THE
ORIGINAL CONTRACT AMOUNT FOR ENERGY EFFICIENCY IMPROVEMENTS TO THE
MUNICIPAL BUILDING

WHEREAS, the Township of Oxford, County of Warren, State of New Jersey and Donnelly Energy entered into a contract for energy efficiency improvements to the municipal building in the amount of \$29,884.22 of which \$23,143.63 was paid for a by a grant from the New Jersey Clean Energy Program; and

WHEREAS, there was an increase in the contract price from \$5,359.31 to \$6,740.59 based on an adjustment of estimated engineering costs and available funding from the State of New Jersey; and

WHEREAS, the aforesaid modification necessitates a change order to reflect the actual contract amount, which change order is permissible under the Local Public Contracts Law and the Local Government Services regulations with respect to the same; and

WHEREAS, the Township Administrator recommends authorizing the Change Order, Accepting the Project, and;

WHEREAS, the CFO certifies that additional funds are available for the project,

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

1. It authorizes and accepts Change order No 1 to the contract with Donnelly Energy to increase the total contract price to the amount of \$29,884.22.
2. It authorizes the appropriate municipal officials to increase the amount of the contract by \$1,381.28 and authorizes those same municipal officials to pay said change order amount when the appropriate request for payment is submitted.
3. It hereby directs the Township Clerk to transmit certified copies of this resolution to the Finance Department.

Bob Nyland moved to adopt **Resolutions 2021-20**. Seconded by Georgette Miller and passed

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

RESOLUTION 2021-21

RESOLUTION 2021-21 tabled until the end of the meeting after an updated tax foreclosure list is sent by the tax office.

New Business:

Committee members' salary – Robert Nyland stated there has been no increase to the Committee Members' salary in at least 6 years. The Committee Members have devoted a lot of time to many projects and he recommends an increase of \$300 or \$400 annually. The suggested increase falls within the salary range.

Drone Training – Bob Nyland and Lou Accetturo, DPW Supervisor, discussed Lou taking drone piloting classes and the Township purchasing a drone. Drone footage could be used to market the lake and the town, especially by realtors and developers, and Lou's services could be marketed out to other towns for a fee. Warren County Community College offers an excellent program. Mayor Norton asked Bob to gather cost information.

Event Coordinator – Georgette Miller would like a set budget and number of annual events for the Event Coordinator. Matt Hall will check the Lake Directors contract to determine if Dinners at the Lake could be run by him or his staff. Georgette will put together a report for the next meeting.

Logging Township Properties – Mayor Norton stated he would like the Township Administrator to look into the costs for a forester to hire a logger to handle logging of township properties to bring in additional revenue.

Spring Meadow/ Snyders Lane Road Conditions – Mayor Norton stated he, Matt Hall, Mike Finelli and Lou Accetturo had visually inspected the road surfaces last fall and had the storm water drains scoped. Mayor Norton gave a copy of the storm drain video and report to Mike Finelli and he would like Mike to provide a "very rough" estimate of the cost to resurface. Mike stated the cost could vary greatly depending on the existing substructure, especially on Snyders Lane and core samples of Snyders Road will allow him to put together a more accurate estimate. Mayor Norton would like the CFO and the Administrator to review possible ways to fund the project while preparing the budget. Bob Nyland had concerns about Snyders Lane truck traffic damaging a new road, especially at the entrance where large trucks run off the edges of the corners and break the road surface. The road was not constructed for truck traffic.

Communications to Residents – The Township currently has the official website and the Facebook page. The school uses a system that allows residents to be notified via text, cell phone, landline and email. Mayor Norton has a proposal for \$345 per year to allow residents to sign up for notifications. Matt Hall will compile information for the next meeting.

Tunnel – Mayor Norton was contacted about a collapse in the tunnel under Route 31. He would like all of the Committee Members to send letters to the State Legislature, the State DOT and the County bringing it to their attention. Matt hall will compose a letter.

Old Business –

45 Bush Street - Rich Wenner gave a brief history of the hearing and required repairs to be completed by January 19, 2021. Mike Finelli stated no repairs have been done. The bid opening for demolition will be February 2, 2021.

Bob Nyland stated a house on Belvidere Avenue had burned down years ago. Nothing has been done with it and he'd like it followed up on. The address will be sent to Mike Finelli.

Township Committee Reports and Correspondence

Mayor Norton has written a letter to Dr. Tolentino regarding his request to waive garbage fees. In his letter Mayor Norton states that in the April 2020 Committee Meeting it was voted that no garbage fees would be waived for that address because the town ordinance wording does not allow for it. Mayor Norton included a copy of the meeting minutes with his letter.

Bob Nyland stated in August he asked for all stipend recipients to submit monthly progress reports. This was not enacted and he hasn't received reports. A letter to all stipend recipients will be drafted.

Township Engineer:

Mike Finelli stated the DOT grant for Minehill road is \$136,700. The project estimate was \$155,000 which includes administrative fees and soft costs of about \$20,000. He would like authorization to start the "front end" administrative work now. The administrative work can be paused before the paving begins.

Bob Nyland moved to authorize Finelli Engineering to start work on the Minehill Grant paving project. Seconded by Georgette Miller and passed unanimously on roll call vote. Ayes: 3, Nays: 0, Abstain: 0. Absent: 0

Attorney's Report:

Rich Wenner has one item for Executive Session.

Motion To Pay Bills:

Georgette Miller 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:

Lieutenant Teter read the December report from the Washington Township Police Department.

Bob Magnuson, Superintendent of Schools, (via Zoom) said the NJ League of Municipalities has grant opportunities to assist local governments and schools. The application deadline is February 1, 2021. The Committee will sign a letter of support to be sent by Mr. Magnuson.

Mr. White (via Zoom) stated, regarding houses on the In Rem foreclosure list, the roof on 234 Axford Avenue is leaking and is unsecured. He also stated that, regarding communications to residents, the county has an emergency notification system that connects to landlines. Mayor Norton will call Mr. White to discuss further.

End of Public Comment.

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 contractual matters.

Georgette Miller moved to adjourn the public session at 8:15 PM and move into Executive Session. Seconded by Bob Nyland and passed unanimously on roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0.

Bob Nyland moved to return to public session at 8:44 PM. Seconded by Georgette Miller and passed unanimously on roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0.

Resolution 2021-21

RESOLUTION NO. 2021-21

AUTHORIZING IN REM FORECLOSURE PROCEEDINGS

WHEREAS, the Township of Oxford holds Tax Certificates more specifically set forth in the annexed Tax Foreclosure List, which pertains to properties within Oxford Township; and

WHEREAS, the Township Committee of Oxford Township has determined that said Tax Certificates shall be foreclosed by summary proceedings in rem.

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

That the Tax Certificates, as shown on the annexed Tax Foreclosure List, now held by the Township of Oxford be foreclosed by summary process In Rem as described in N.J.S.A. 54:5-104.29, et. seq., as amended, and pursuant to the Rules of Civil Practice of the Superior Court of New Jersey.

Georgette Miller moved to adopt Resolution 2021-21 In Rem Foreclosure Proceedings for Block 27, 28 and 29. Seconded by Bob Nyland and passed unanimously on roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0.

Mayor Norton moved to adjourn the meeting at 8:46 PM. Seconded by Bob Nyland. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0. Motion passed

Susan Turner, Deputy Clerk