

**OXFORD TOWNSHIP MEETING**  
**October 28, 2020**

The meeting of the Township Committee of Oxford Township was held on October 28, 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: 892 5420 1591

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.

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

**Meeting Minutes and Executive Session Minutes**

Mayor Nyland moved to accept the Meeting Minutes from the October 7, 2020 Workshop meeting. Seconded by Gerald Norton. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0. Motion passed.

Mayor Nyland moved to accept the Executive Session minutes from the October 7, 2020 Workshop meeting. Seconded by Georgette Miller. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0. Motion passed.

**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 Financial.

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

The motion carried with the following roll call vote:

Mayor Nyland moved to enter Executive Session at 7:02 PM, seconded by Georgette Miller and passed unanimously on roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0.

Mayor Nyland moved to enter open session at 7:28 PM. Seconded by Gerald Norton and passed unanimously on roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0.

**Resolutions:**

**RESOLUTION 2020-72**

**RESOLUTION AUTHORIZING THE APPLICATION AND ACCEPTANCE  
OF A GRANT FROM THE STATE OF NEW JERSEY, DEPARTMENT OF  
COMMUNITY AFFAIRS, DIVISION OF LOCAL GOVERNMENT  
SERVICES IN THE AMOUNT OF \$802,682 FROM THE LOCAL  
GOVERNMENT EMERGENCY FUND TO REIMBURSE  
FOR COVID-19 RELATED EMERGENCY EXPENDITURES  
DURING THE PERIOD OF MARCH 1, 2020 THROUGH DECEMBER 30, 2020**

**WHEREAS**, the State of NJ, Department of Community Affairs, Division of Local Government Services has awarded Warren County \$802,682 from the Local Government Emergency fund:

**WHEREAS**, the grant will be to reimburse for necessary and unexpected expenditures necessitated by the covid-19 pandemic:

**WHEREAS**, the grant covers the period of March 1, 2020 through December 31, 2020.

**NOW, THEREFORE BE IT RESOLVED** by the Township Committee of Oxford Township, the County of Warren that the Township Administrator and Chief Financial Officer are authorized to execute the grant agreement and other required documents.

**RESOLUTION 2020-73**

**RESOLUTION ESTABLISHING PROCESSING HOURS FOR OPEN PUBLIC  
RECORDS ACT REQUESTS**

**WHEREAS**, the Township of Oxford has limited staffing to handle the volume of Open Public Records Requests; and,

**WHEREAS**, NJSA 47:1A-5 sets special circumstances allowing times during which records may be inspected, examined, copied; accessed and copy fees; in the case of a municipality having a population of 5,000 or fewer according to the most recent federal decennial census, during not less than six regular business hours over not less than three business days per week or the entity's regularly-scheduled business hours, whichever is less; and in the event of a holiday, inclement weather, or any other unforeseen cause, that the clerk's office may be closed, the office will post additional hours to comply with the aforementioned statute, and

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of Oxford Township, in the County of Warren and the State of New Jersey, hereby sets the hours for review and processing Open Public Records Requests for the following days and times:  
Monday, Wednesday, and Friday from 2:00 pm to 4:00 pm.

**RESOLUTION 2020-74**

**RESOLUTION OF THE TOWNSHIP OF OXFORD,  
COUNTY OF WARREN, STATE OF NEW JERSEY  
TO CORRECT THE SEWER ACCOUNT FOR BLOCK 1.02, LOT 9**

WHEREAS, the Township of Oxford has been provided with a receipt from the owner of Block 1.02, Lot 9 regarding payment he made to his sewer account which was not posted to his account; and

WHEREAS, the Township wishes to apply this payment to the account and cancel any interest associated with the failure to timely post these payments; and

NOW THEREFORE, BE IT RESOLVED, that the Township Committee of the Township of Oxford hereby authorizes the Township Tax Office to apply a credit to the sewer account for Block 1.02, Lot 9 to apply a payment of \$262.00 dated December 25, 2017 and cancel any interest which resulted from the failure to timely post this payment.

**RESOLUTION 2020-75**

**MUNICIPAL ALLIANCE FUNDING**

**WHEREAS**, the Governor's Council on Alcoholism and Drug Abuse established the Municipal Alliances for the Prevention of Alcoholism and Drug Abuse in 1989 to educate and engage residents, local government and law enforcement officials, schools, nonprofit organizations, the faith community, parents, youth and other allies in efforts to prevent alcoholism and drug abuse in communities throughout New Jersey.

**WHEREAS**, The Township Council of the Township of Oxford, County of Warren, State of New Jersey recognizes that the abuse of alcohol and drugs is a serious problem in our society amongst persons of all ages; and therefore has an established Municipal Alliance Committee; and,

**WHEREAS**, the Township Council further recognizes that it is incumbent upon not only public officials but upon the entire community to take action to prevent such abuses in our community; and,

**WHEREAS**, the Township Council has applied for funding to the Governor's Council on Alcoholism and Drug Abuse through the County of Warren;

**NOW, THEREFORE, BE IT RESOLVED** by the Township of Oxford, County of Warren, State of New Jersey hereby recognizes the following:

1. The Township Council does hereby authorize submission of a strategic plan for the Oxford Municipal Alliance grant for fiscal year 2021 in the amount of:  
DEDR            \$667.00

Cash Match	\$167.00
In-Kind	\$500.00

2. The Township Council acknowledges the terms and conditions for administering the Municipal Alliance grant, including the administrative compliance and audit requirements.

Robert Nyland moved to adopt **Resolutions 2020-72, 2020-73, 2020-74 and 2020-75.**  
 Seconded by Gerald Norton and passed unanimously on roll call vote. Ayes: 3, Nays: 0,  
 Abstain: 0. Absent: 0

**New Business:**

Planet Network presentation – held later in the meeting due to technical issues.

Alley Vacation Request – Mr. Wenner will draft an ordinance “vacating” the alley between the properties but reserving easement rights.

Solid Waste Fee – Current solid waste fees are \$50 per quarter / \$200 per year. Due to a legacy host community agreement Oxford does not pay disposal or tipping fees to Covanta. In anticipation of the dissolution of the host community agreement with Covanta, Mr. Hall presented several options to ensure sufficient disposal and tipping fees would be received through the annual solid waste fees. These included reducing the amount of waste per pick up, gradually increasing the solid waste fee, requiring a purchased sticker for bulk waste pickup and/or replacing one or both of the semi-annual bulk clean up days with one per month. Mr. Hall will compile a cost analysis for the next meeting.

Mayor Nyland stated the land line phone number at the DPW garage has been disconnected. Mr. Hall will have it reconnected.

Mayor Nyland asked Mr. Hall and/or Mr. Wenner to compose a letter to all utility companies, phone companies, cable companies and the county requiring they provide 48 hours notice of non-emergency work expected to restrict road traffic, especially during school hours.

**Township Committee Reports and Correspondence**

Solar Project Discussion – Mr. Norton stated Solar Stone asked for a hold on the changes.

Beach Wedding rentals – Mr. Wenner will incorporate a rental fee for beach weddings into the fee ordinance.

Boy Scouts – Mr. Norton stated the Boy Scouts would like to use Oxford Lake for their Klondike Derby in February. The event would be held over three days with one night of camping. They will not use the beach or be in the water. Based on the regular summer camp fee of \$500 per week they would be charged \$250 - \$300. Mr. Wenner will draft an ordinance to set a fee schedule for the use of the lake and the surrounding properties.

Code Book updates – The Committee agreed to Township Clerk Laurie Barton’s suggestion to discontinue paper supplements and proceed with all electronic updates.

**New Business - revisited**

Planet Network – Mr. Boyle with Planet Network explained their plan to install high speed internet fiberoptic cables using existing utility poles, starting with the more populated areas, then moving outward and eventually covering all of the Township. Work would begin around 2022. A resolution authorizing Planet Network’s use of public rights of way will be presented at the next meeting.

**Township Committee Reports and Correspondence - continued**

Block 31, Lot 21.01, Pequest Road – Mr. Norton would like to start the redevelopment process and look at options for the property. Mr. Wenner can present a resolution at the next meeting for the Planning Board to begin a preliminary investigation of the property

November Committee meeting – The meeting scheduled for November 4, 2020 will be rescheduled for November 11, 2020.

Date Night at the Lake – Mayor Nyland suggested an ice skating and bonfire Date Night if the Lake freezes over. The Fire Dept would inspect the ice.

Christmas Tree Lighting – The Christmas Tree Lighting will be held December 5th.

**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.

**Township Engineer:**

Joe Vuich of Finelli Engineering, representing Michael Finelli (via Zoom) stated there are no active projects. Mayor Nyland said the property at 206 Belvidere needs an inspection due to high grass and the building at 45 Bush Street has wild animals entering it regularly. He asked that Mr. Wenner contact the state and find out if 45 Bush Street can be condemned. Mrs. Miller stated that the primary residence at 331 Route 31 is not being lived in but the residents are living in a camper on the property. Mr. Vuich will check the property.

Mr. Norton asked for updates from Brockerhoff on the Triangle. Mr. Vuich stated that documents had not been released to the DEP because of a misunderstanding by the previous consultant over payment of the transfer fee. The Committee was not pleased this has been taking so long and told Mr. Vuich to inform Mr. Finelli and Brockerhoff Consulting.

**Attorney’s Report:**

Rich Wenner stated that he has an item for Executive Session.

**Public Comment:**

Bob Magnuson, Superintendent of Schools, thanked the Committee for drafting a letter to the County and Utilities requiring 48 hours notice prior to non-emergency road work. He asked the amount of the Municipal Alliance fund this year. Mayor Nyland stated about \$1,400.00

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 ongoing litigation, possible property acquisition and contract negotiations. No action will be taken during Executive Session.

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

The motion carried with the following roll call vote:

Mayor Nyland moved to enter Executive Session at 8:33 PM, seconded by Georgette Miller and passed unanimously on roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0.

Mayor Nyland moved to enter open session at 9:04 PM. Seconded by Gerald Norton and passed unanimously on roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0.

Mayor Nyland moved to authorize Mr. Wenner to take action on the items discussed regarding the litigation matter. Seconded by Gerald Norton and passed unanimously on roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0.

Mayor Nyland moved to adjourn the meeting at 9:05 PM. Seconded by Gerald Norton and passed unanimously on roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0.

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Susan Turner, Deputy Clerk