

OXFORD TOWNSHIP WORKSHOP MEETING
September 2, 2020

The workshop meeting of the Township Committee of Oxford Township was held on September 2, 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: 850 9023 7862.

Adequate Notice of this meeting was properly advertised in The Express Times/NJ Zone Edition, Express Times, the Township website (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, Rich Wenner, Attorney. Matthew Hall, Township Administrator and Susan Turner, Deputy Municipal Clerk also attended.

Ordinances:

ORDINANCE 2020-09

AN ORDINANCE OF THE TOWNSHIP OF OXFORD, COUNTY OF WARREN, STATE OF NEW JERSEY TO AMEND CHAPTER 340 ENTITLED “ZONING” ARTICLE VI “GENERAL REGULATIONS” TO CREATE NEW SECTION 340-27.1

WHEREAS, the Oxford Township Committee, as part of its consideration of zoning amendments related to Oxford Town Center, permitted apartments above garages within the TC-1 Town Center Redevelopment Zone of Oxford Town Center, and

WHEREAS, the Oxford Township Committee wishes to provide additional housing options within the Township as a whole, along with opportunities for residents to derive additional income that will help support new and continued homeownership within the Township.

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

Section 1. Chapter 340 Entitled “Zoning”, Article VI “General Regulations” is hereby amended to create a new Section 340-27.1 “Accessory Apartments” to read as follows:

§340-27.1 Accessory Apartments

A. Accessory apartments shall be permitted in all residential zones within the Township of Oxford, subject to the following requirements:

(1) All accessory apartments proposed and meeting the requirements of this section shall be required to obtain a zoning permit from the Zoning Officer of the Township of Oxford prior to the issuance of construction permits. Any and all construction permits required shall be obtained by the applicant at his/her own expense, and the accessory apartment shall only be

occupied upon issuance of a certificate of occupancy by the Construction Office. Any accessory apartment proposed not meeting the requirements of this section shall seek appropriate relief from the Oxford Township Land Use Board and shall only be granted construction permits upon receiving all necessary land use approvals.

(2) Any lot where an accessory apartment is proposed shall meet all area, yard and bulk requirements for the zone in which the lot is located.

(3) No individual lot within the Township shall be permitted more than one (1) accessory apartment.

(4) No accessory apartment shall contain more than one (1) bedroom.

(5) All accessory apartments shall be contained in an accessory building, whether existing or newly constructed, and shall not be attached to the principal dwelling in the case of a new building. Any newly constructed accessory building shall meet the minimum yard requirements for an accessory building/structure as required for the zone in which the lot is located.

(6) Any person wishing to construct an accessory apartment shall demonstrate that either public sewer exists or can be provided to the lot or the existing septic system is adequate to handle the additional bedroom proposed. Demonstration of the adequacy of the existing septic system shall be in the form of inspection and written report by a qualified professional engineer or other professional licensed to provide such determination. Provided proper approvals are obtained from any agency having jurisdiction over the matter, expansion of existing septic systems to provide additional capacity to support an accessory apartment shall be permitted.

(7) Adequate additional parking per the New Jersey Residential Site Improvement Standards, N.J.A.C. 5:21, et. seq., shall be provided. For a one bedroom apartment, 2 additional spaces shall be provided.

(8) All accessory apartments shall be registered with the Township Clerk and assigned a street address by the Township. The number designation of the accessory apartment shall be identical to that assigned to the principal dwelling plus the letter "B". Such number designation shall be posted on the accessory building containing the apartment in a location visible to emergency responders and shall also be posted on a separate mailbox that shall be installed for the apartment.

Section 2. If any part or parts of this Ordinance are for any reason held to be invalid, such adjudication shall not affect the validity of the remaining portions of this ordinance.

Section 3. All Ordinances or parts of Ordinances which are inconsistent herewith are repealed, but only to the extent of such inconsistency. All other parts of the Township of Oxford Code not inconsistent herewith are ratified and confirmed.

Section 4. This Ordinance shall become effective following its final passage and publication as required by law.

Gerald Norton moved to adopt on the first reading **Ordinance 2020-09**. Seconded by Georgette Miller. Roll call vote Ayes: 3, Nays: 0, Abstain: 0. Absent: 0. Motion passed. Second reading will be held on Oct 7, 2020.

ORDINANCE 2020-10

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
Registrar	3,000.00-6,000.00	per year
Election Official	200.00-500.00	per election
Deputy Clerk	11.00-20.00	per hour
Chief Financial Officer	20,000.00-45,000.00	per year
Office Clerk	11.00-15.00	per hour
Collector	20,000.00-45,000.00	per year
Collector Assistant	3,000.00 -7,000.00	per year
Tax Assessor	14,000.00-25,000.00	per year
Public Workers Foreman	50,000.00-90,000.00	per year
Assistant Supervisor	15.00-30.00	per hour
Public Works Senior Laborer	12.00-35.00	per hour
Public Works Laborer	11.00-30.00	per hour
Public Works Temporary Laborer	11.00-24.00	per hour
Equipment Operators	12.00-35.00	per hour
Zoning Officer	2,000.00-4,500.00	per year
Land Use Bd. Secretary	5,000.00-20,000.00	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	11.00-25.00	per hour
Ass't Lake Director	50.00-100.00	per day
Lifeguards	10.30-15.00	per hour
Concession Stand Operator	10.30-15.00	per hour
Security Officer	15.00-25.00	per hour
Recycling Coordinator	50.00-75.00	per month

Crossing Guard	11.00-16.00	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, 2020.

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

The meeting was opened to public comments. No comments received.

Robert Nyland moved to adopt on the second reading **Ordinance 2020-10**. Seconded by Gerald Norton. Roll call vote Ayes: 3, Nays: 0, Abstain: 0. Absent: 0. Motion passed.

Resolutions:

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 Robert Nyland moved to adopt **Resolution 2020-58**. Seconded by Gerald Norton. Roll call vote Ayes: 3, Nays: 0, Abstain: 0, Absent: 0. Motion passed.

RESOLUTION 2020-59

**RESOLUTION AUTHORIZING AWARD OF A CONTRACT FOR
PROFESSIONAL SERVICES WITH NASSAU CAPITAL
ADVISORS, LLC FOR FINANCIAL ADVISORY SERVICES IN
CONNECTION WITH THE NEGOTIATION AND DRAFTING OF
A FINANCIAL AGREEMENT WITH OXFORD HILLTOP
DEVELOPMENT URBAN RENEWAL, LLC**

WHEREAS, the Township of Oxford has a need to obtain financial advisory services in connection with analysis and recommendations related to negotiation and drafting of a financial agreement with Oxford Hilltop Development Urban Renewal, LLC; and

WHEREAS, pursuant to N.J.S.A. 40A:11-5(1)(a)(i), a contract for such services may be awarded without competitive bidding by reason that such services constitute "professional services" which are services rendered or performed by a person authorized by law to practice a recognized profession, whose practice is regulated by law and the performance of which services requires knowledge of an advanced type in a field of learning acquired by a prolonged formal course of specialized instruction and study as distinguished from general academic instruction or apprenticeship; and

WHEREAS, Nassau Capital Advisors, LLC submitted a proposal dated August 31, 2020, to provide the aforementioned services; and

WHEREAS, the value of these services will be an hourly rate of \$335 or \$290 for research, meeting attendance and report preparation depending on the financial advisor handling the matter for a NOT TO EXCEED cost of \$7,500.00 without further authorization from the Committee; and

WHEREAS, the Township Committee finds it to be in the best interest of the Township of Oxford to authorize said work, which is not subject to public bidding.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Oxford, County of Warren, State of New Jersey, that the Mayor and Municipal Clerk are authorized and directed to enter into a Contract with Nassau Capital Advisors, LLC as described therein, subject to the certification of funds, **NOT TO EXCEED** \$7,500.00 without further authorization from the Committee.

BE IT FURTHER RESOLVED that the Clerk is hereby authorized and directed to cause a notice to be published in the manner provided by law setting forth the nature, duration, service and amount of the Contract and that the resolution and Contract are on file in the Office of the Clerk and are available for public inspection.

Mayor Robert Nyland moved to adopt **Resolution 2020-59**. Seconded by Georgette Miller. Roll call vote Ayes: 3, Nays: 0, Abstain: 0, Absent: 0. Motion passed

RESOLUTION 2020-60

**RESOLUTION APPOINTING
REGISTERED MUNICIPAL CLERK AND LOCAL REGISTRAR**

WHEREAS, N.J.S.A. 40A:9-133 requires that every municipality shall have a municipal clerk appointed; and

WHEREAS, N.J.S.A. 26:8-11, et. seq. requires the governing body shall also have a Local Registrar; and

WHEREAS, a shared service has been established between Oxford Township and Washington Borough; and

WHEREAS, Laurie A. Barton has been certified as a Registered Municipal Clerk in accordance with the laws of the State of New Jersey;

NOW, THEREFORE, BE IT RESOLVED, by the Committee of Oxford Township that Laurie A. Barton be appointed Municipal Clerk in accordance with the Shared Services agreement adopted by both municipalities respectively.

BE IT FURTHER RESOLVED that Laurie A. Barton will also carry out the duties of Local Registrar.

BE IT FURTHER RESOLVED, that a certified copy of this resolution be forwarded to the Division of Local Government Services, Department of Community Affairs and the State Registrar of Vital Statistics.

Mayor Robert Nyland moved to adopt **Resolution 2020-60**. Seconded by Gerald Norton. Roll call vote Ayes: 3, Nays: 0, Abstain: 0, Absent: 0. Motion passed.

RESOLUTION 2020-61

RESOLUTION APPOINTING DEPUTY MUNICIPAL CLERK AND DEPUTY LOCAL REGISTRAR

WHEREAS in the absence or disability of the Municipal Clerk, the Deputy Clerk shall have all the powers of the Municipal Clerk and shall perform the functions and duties of the office.

WHEREAS, pursuant to N.J.S.A. 26:8-17, the Deputy Registrar shall serve a term of office of three years subject to the same rules and statutes regarding the term of office of the Registrar; and

WHEREAS, it is a requirement that each local Registrar office has a Deputy Registrar; and

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

1. Susan Turner is hereby appointed as a Deputy Clerk and Deputy Registrar for a term commencing immediately as follows: Term being September 2, 2020 until September 2, 2023.
3. Copies of this resolution to be made available to State Registrar, Appointee, Township Registrar and Finance Department.

Mayor Robert Nyland moved to adopt **Resolution 2020-61**. Seconded by Georgette Miller. Roll call vote Ayes: 3, Nays: 0, Abstain: 0, Absent: 0. Motion passed.

Discussion of Township Business Properly Brought Before the Township Committee

The Lake employee discussion will be held in Executive Session.

The Committee discussed hydraulic line repair work needed on a DPW truck. Matthew Hall will discuss the required funds with the CFO and advise Mr. Norton next week.

Mayor Nyland discussed using a side arm mower periodically to cut further away on certain roadsides using fewer man hours. Matthew Hall suggested contacting other municipalities and the county about shared equipment.

The Committee discussed Fall Cleanup options. PCHA cancelled their regular Fall Cleanup. Options discussed included resident drop off of items at a dumpster in the DPW lot and curbside pickup.

The Committee discussed Halloween. The committee will release guidelines based on those of the Warren County Department of Health. Trick or Treating will take place between 5 p.m. and 7 p.m. on October 31, 2020.

Gerald Norton moved to have Trick or Treating hours from 5 p.m. to 7 p.m. on Halloween, October 31, 2020. Seconded by Bob Miller. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0. Motion passed.

Mr. Norton discussed a request to have a wedding ceremony on the beach at Oxford Lake. The beach would be closed after the service and the wedding group would move to the Pavilion. A request to serve alcohol was submitted. An insurance certificate would be required. The Township Attorney will review the information.

Mrs. Miller discussed Date Night at Oxford Lake. The date has been moved to September 27, 2020. Tickets will be sold online and at the municipal building. Food will be provided by The Beanstalk. There will be a bonfire for which a permit will be obtained. The event will be BYOB (Bring your own bottle) and open to adults only. Mrs. Miller will confirm the number of tables available to determine how many can be accommodated at each hourly seating.

Mayor Nyland discussed providing gift cards or tickets to the Date Night at Oxford Lake to the Police Department to show their appreciation.

Motion To Pay Bills:

Mayor Nyland moved to pay all bills signed by the Committee. Seconded by Mrs. Miller and passed unanimously on roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0. Motion passed

Township Engineer:

No report.

Attorney's Report:

Rich Wenner stated Hilltop is moving forward.

Public Comment:

Jay White, 4 Spring Meadow, regarding Fall Cleanup options, suggested paying PCFA an hourly rate to have the facility open to Oxford residents on a Saturday afternoon.

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 matter to be discussed is a Personnel matter within the Department of Public Works.

It is anticipated at this time that the above stated subject matter will be made public.

The motion carried with the following roll call vote.

Mayor Nyland moved to enter Executive Session at 7:38 PM, seconded by Mrs. Miller and passed unanimously on roll call vote. Ayes: 3, Nays: 0, Abstain:0, Absent: 0.

Mayor Nyland moved to enter open session at 7:43 PM., seconded by Mr. Norton and passed unanimously on roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0.

Mayor Nyland moved to adjourn the meeting at 7:44 PM, seconded by Mrs. Miller and passed unanimously on roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0.

Meeting Adjourned at 7:44 PM

