

TOWNSHIP MEETING
SEPTEMBER 20, 2017

The regularly scheduled meeting of the Mayor and Committee of the Township of Oxford was held on September 20, 2017 in the Township Municipal Building, at 11 Green Street, Oxford, New Jersey.

In attendance were Bill Ryan, Marc Pasquini, Robert Nyland, Michael Lavery, Michael Finelli, and Sheila L. Oberly.

The flag salute was recited.

Mayor Ryan called the meeting to order at 7:01 PM.

Meeting Minutes:

On motion by Mayor Ryan, seconded by Mr. Pasquini and passed unanimously on roll call vote to approve the August 16, 2017 meeting minutes.

Sharon Cooper, Risk Management Consultant for the Public Alliance Insurance Coverage Fund ("PAIC") attended the meeting and presented to the Committee a surplus check from PAIC in the amount of \$10,525.00.

Bob Magnuson, Superintendent of Oxford School attended the meeting to distribute and explain the "School Climate Survey."

He asked all residents to complete this survey and drop it off at the Oxford School by September 30th. The survey will help improve student relationships, learning conditions and the school's overall environment. All answers are confidential and the survey is voluntary.

Mr. Magnuson stated that if anyone had any questions, please attend the school board meeting on September 28th at 7:00 PM.

Ordinances:

None

Resolutions:

RESOLUTION 2017-55

**RESOLUTION OF THE TOWNSHIP COMMITTEE OF
THE TOWNSHIP OF OXFORD APPROVING LIQUOR
LICENSE FOR 2016-2017**

WHEREAS, the liquor licenses noted below require approval for the period July 1, 2016 to June 30, 2017.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Oxford that the following liquor licenses be and hereby are approved for the period July 1, 2016 to June 30, 2017.

<u>License No.</u>	<u>Licenses</u>	<u>Type of Licenses</u>
2117-33-005-010	Alpeshkumar Patel	Plenary Retail Consumption License

The licensee has received a special ruling from the Director of ABC pursuant to NJSA. 33:1-12:18 to issue a new license for the license term 2016-2017.

The licensee also has received for the license term 2016-2017 a special ruling from the Director of ABC pursuant to NJSA 33:1-12:39.

RESOLUTION 2017-56

**RESOLUTION OF THE TOWNSHIP COMMITTEE OF
THE TOWNSHIP OF OXFORD APPROVING LIQUOR
LICENSE FOR 2017-2018**

WHEREAS, the liquor licenses noted below require approval for the period July 1, 2017 to June 30, 2018.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Oxford that the following liquor licenses be and hereby are approved for the period July 1, 2017 to June 30, 2018.

<u>License No.</u>	<u>Licenses</u>	<u>Type of Licenses</u>
2117-33-005-010	Alpeshkumar Patel	Plenary Retail Consumption License

The licensee has received a special ruling from the Director of ABC pursuant to NJSA 33:1-12:39 for the license term 2017-2018.

On motion by Mayor Ryan, seconded by Mr. Pasquini and passed unanimously on roll call vote to approve **Resolution 2017-55** and **Resolution 2017-56**.

RESOLUTION 2017-57

**A RESOLUTION IMPOSING A HALLOWEEN CURFEW
AND ESTABLISHING OBSERVANCE OF TRICK-OR-TREAT
WITHIN THE TOWNSHIP OF OXFORD**

WHEREAS, Halloween Night and several nights before and after have historically been nights when acts of criminal mischief and vandalism have increased throughout the Township; and

WHEREAS, the Township of Oxford desires to take some action to help reduce the likelihood of such incidents by establishing a **suggested curfew** to assist parents and lawful guardians of minor children; and

WHEREAS, said curfew is viewed as an important part of maintaining the peace and order of the community and all persons are strongly urged to cooperate with the Washington Township Police Department by abiding by the curfew; and

WHEREAS, the door to door solicitation of treats is a tradition enjoyed by many as well as an annoyance and inconvenience to others and, therefore, needs to be regulated to provide for the safety, health, and welfare of all persons within the community.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Township Committee of the Township of Oxford, in the County of Warren, State of New Jersey that there is hereby established a suggested curfew for all persons seventeen (17) years of age or younger of **9:00 PM from Sunday, October 29, 2017 up to and including Tuesday, October 31, 2017**. Curfew shall be extended for school sponsored events to one (1) hour after the conclusion of the event.

BE IT FURTHER RESOLVED, that **Trick-or-Treat Night** shall be observed within the Township of Oxford on **Tuesday, October 31, 2017 from 5:00 pm to 7:00 pm**.

On motion by Mayor Ryan, seconded by Mr. Nyland and passed unanimously on roll call vote to approve **Resolution 2017-57**.

RESOLUTION 2017-58

Approval to submit a Grant application and execute a grant agreement with the New Jersey Department of Transportation for the Lincoln Avenue Reconstruction project.

WHEREAS, Oxford Township, Warren County, New Jersey has given Finelli Consulting Engineers the approval to submit this grant on the behalf of the Township of Oxford,

NOW, THEREFORE, BE IT RESOLVED that Committee of the Township of Oxford formally approves the grant application for the above stated project,

BE IT FURTHER RESOLVED that the Mayor and Clerk are hereby authorized to submit an electronic grant application identified as **MA-2018-Lincoln Avenue Reconstruction -00159** to the New Jersey Department of Transportation on behalf of the Township of Oxford.

BE IT FURTHER RESOLVED that Mayor and Clerk are hereby authorized to sign the grant agreement on behalf of the Township of Oxford and that their signature constitutes acceptance of the terms and conditions of the grant agreement and approves the execution of the grant agreement.

RESOLUTION 2017-59

Approval to submit a Grant application and execute a grant agreement with the New Jersey Department of Transportation for the Resurfacing of Mine Hill Road project.

WHEREAS, Oxford Township, Warren County, New Jersey has given Finelli Consulting Engineers the approval to submit this grant on the behalf of the Township of Oxford,

NOW, THEREFORE, BE IT RESOLVED that Committee of the Township of Oxford formally approves the grant application for the above stated project,

BE IT FURTHER RESOLVED that the Mayor and Clerk are hereby authorized to submit an electronic grant application identified as **MA-2018-Resurfacing of Mine Hill Road -00158** to the New Jersey Department of Transportation on behalf of the Township of Oxford.

BE IT FURTHER RESOLVED that Mayor and Clerk are hereby authorized to sign the grant agreement on behalf of the Township of Oxford and that their signature constitutes acceptance of the terms and conditions of the grant agreement and approves the execution of the grant agreement.

On motion by Mayor Ryan, seconded by Mr. Nyland and passed unanimously on roll call vote to approve **Resolution 2017-58** and **Resolution 2017-59**.

RESOLUTION 2017-60

**RESOLUTION EXPRESSING OPPOSITION TO LEGISLATIVE PROPOSALS
REGARDING THE OPEN PUBLIC MEETINGS ACT AND OPEN PUBLIC RECORDS
ACT**

WHEREAS, the New Jersey Senate Budget and Appropriations Committee took action on Senate Bill Nos. 1045 and 1046, which amend the Open Public Meetings Act and Open Public Records Act, respectively, on June 29, 2017; and

WHEREAS, the Committee released the bills to the full Senate without recommendation because the bills are unnecessary, unpopular with the public, and would result in significant financial and administrative burdens on municipalities; and

WHEREAS, the bills fail to adequately protect taxpayers, municipalities and, especially, municipal clerks from abusive, harassing, and purposefully confrontational individuals who submit voluminous requests for no legitimate reason; and

WHEREAS, the legislation would expand the Open Public Meeting Act to create impractical and burdensome requirements with respect to subcommittees and working groups established by the entire governing body, which would effectively limit the ability of small groups of local officials discussing issues of public concern for the purposes of informing the governing body; and

WHEREAS, under the bills, the responsibilities of municipal clerks, who the Legislature has already loaded with responsibilities beyond the scope of their office, would be stretched even further than current law requires without a single dollar of additional resources provided to, or authorized to be collected by, municipalities; and

WHEREAS, the bills would impose a financial burden on municipalities that would not be offset by a revenue source other than the property tax, making the bills unfunded mandates prohibited by the New Jersey Constitution; and

WHEREAS, some municipalities are more equipped than others to meet the burdens that would be imposed by Senate Bill Nos. 1045 and 1046, however, without assistance of any kind from the States or the courts, every municipality would be on its own to meet the myriad new requirements of the law.

NOW, THEREFORE, BE IT RESOLVED by the **Township of Oxford**, that the Legislature is strongly urged to reject Senate Bill Nos. 1045 and 1046 and draft new legislation to modernize OPRA and OPMA while providing municipalities and clerks with the resources to effectuate these changes for the benefit of the public.

BE IT FURTHER RESOLVED that a certified copy of this Resolution be filed with the legislative sponsors of Senate Bill Nos. 1045 and 1046 and Assembly Bill Nos. 2697 and 2699, the Speaker of the General Assembly, the President of the Senate, and the Governor, and all parties are urged to listen to the concerns of local officials and prevent Senate Bill Nos. 1045 and 1046 from becoming law.

On motion by Mayor Ryan, seconded by Mr. Nyland and passed unanimously on roll call vote to approve **Resolution 2017-60**.

New Business:

The Committee reviewed the 2017 Best Practices Worksheet. The Clerk will submit it to the Department of New Jersey Local Government Services before the October 20th deadline.

On motion by Mr. Nyland, seconded by Mr. Pasquini and passed unanimously on roll call vote to approve the Farmland Preservation Application for the Yeager Farm-97.3 Acres:

- Block 26, Lots 84 & 84.02
- Block 31, Lot 25

Mayor Ryan read the following Proclamation:

PROCLAMATION

**Domestic Abuse & Sexual Assault Crisis Center (DASACC)
National Domestic Violence Awareness Month-October, 2017**

WHEREAS, in 1991, the New Jersey Legislature found and declared that domestic violence is a serious crime against society; and

WHEREAS, domestic violence affects people of all ages, races, genders, income levels and sexual identities; and

WHEREAS, survivors of domestic violence must deal with the effects of physical injuries, psychological damage, financial barriers and trouble finding safe housing; and

WHEREAS, everyone should be free from violence; and

WHEREAS, no one should feel unsafe in their own home; and

WHEREAS, domestic violence will not be eliminated without a concerted effort amongst the community at large; and

NOW THEREFORE, I Mayor Bill Ryan of Oxford Township, in conjunction with the Domestic Abuse & Sexual Assault Crisis Center of Warren County, hereby proclaim:

October, 2017 as Domestic Violence Awareness Month

In Oxford Township, we urge residents to work together to raise awareness of this important issue and support those who have been victimized.

Township Committee Reports and Correspondences:

Mayor Ryan explained a new program that is available for New Jersey residents called “Safe Care Cam.” “Safe Care Cam” is a program for residents who suspect their loved ones are being abused, mistreated or neglected by a health care provider. The program allows access to micro-surveillance cameras that can be easily hidden to detect abuse and protect patients. If interested in the program, call NJ Division of Consumer Affairs at (973)-504-6375 or (800)-242-5846.

Mayor Ryan will post the flyer on the Oxford Township’s website.

The Oxford Youth Association (OYA) will be in charge of the Christmas Tree Lighting but is unable to fund the event. The Oxford Youth Association will check with the fire department to ask their help to decorate the tree.

Mayor Ryan will meet with Dawn Stanchina, CFO to ask if the Township has any money to contribute to the Christmas tree lighting.

NJDOT Contract for the Route 31 Bridge-Mr. Lavery reviewed the Utility Engineering and Construction Agreement and will follow up at the October meeting, stating if Oxford Township is responsible for the sewer line under Route 31 Bridge or if it is an interceptor line, which would be the responsibility of the Pequest River Municipal Authority, (PRMUA).

The Committee agreed that they are not going to bid out for insurance but stay with PAIC.

On September 19th at 10:40 AM, Joe Salvador, Attorney from Lavery, Selvaggi, Abromitis, & Cohen conducted the bid for portion of Block 1.01, Lot 3.04. The minimum bid for this property was \$1,500.00. William Haydusko offered \$1,500.00 and was awarded the bid.

On motion by Mayor Ryan, seconded by Mr. Nyland and passed unanimously on roll call vote to accept the bid of \$1,500.00. The Committee asked what Mr. Finelli's cost would be to separate this piece from Block 1.01, Lot 3.04 and assign a new Lot number to this property.

Mayor Ryan stated that the Township's annual contract for heating and air conditioning with TGM will expire September 30, 2017. The cost for the yearly contract that runs October 1, 2017 to September 30, 2018 is the same amount as last year's contract. (\$1,480.00).

On motion by Mayor Ryan, seconded by Mr. Nyland and passed unanimously on roll call vote to tell Lou Accetturo to call TGM and modify the contract to read three months, (October 1, 2017 to December 31, 2017) and then at the Reorganizational Meeting in January, review any new contracts for the 2018 calendar year. (January 1, 2018 to December 31, 2018).

On motion by Mayor Ryan, seconded by Mr. Nyland and passed unanimously on roll call vote to advertise for a part-time Department of Public Works position.

On motion by Mayor Ryan, seconded by Mr. Nyland and passed unanimously on roll call vote to accept Ken Yudichak's resignation as of September 30th as Oxford's Licensed Sewer Operator and hire Mike Brady at the same rate, to fill the position until December 31, 2017.

Mr. Nyland stated that the Oxford Emergency Squad has requested to use the meeting room on December 11th at 7:00 PM to hold an EMT meeting, since the downstairs room was already rented. The Committee agreed.

On motion by Mr. Nyland, seconded by Mayor Ryan and passed unanimously on roll call vote to increase Chris Parkin, Department of Public Works Laborer to \$12.00 per hour starting September 21st and another pay increase will be reviewed when Mr. Haney and Mr. Parkin pass their test for a CDL License.

Township Engineer:

Mr. Finelli gave the following updates:

- HDSRF Grant-Waiting for a letter from NJDEA stating approval for the grant
- Pequest Road Project should start mid-October

Township Attorney:

Mr. Lavery stated that he needs the Mayor and Clerk's signature on two deeds that the township sold at the property sale.

Lt. Kaufmann read the following report:

WASHINGTON TOWNSHIP
POLICE DEPARTMENT

2017

**MONTHLY
REPORT**

ACTIVITY	AUGUST
POLICE DISPATCHED INCIDENTS	1,750
TOTAL CRIMINAL INVESTIGATIONS	TOWNSHIP = 55
	BOROUGH = 62
	OXFORD = 10
TOTAL CRIMINAL ARREST	TOWNSHIP = 21
	BOROUGH = 29
	OXFORD = 5
TOTAL MOTOR VEHICLE CRASHES	TOWNSHIP = 16
	BOROUGH = 8
	OXFORD = 1
MOTOR VEHICLE STOPS/COMPLAINTS	633
MOTOR VEHICLE SUMMONS	TOWNSHIP = 151
	BOROUGH = 180
	OXFORD = 29
CRIMES TO ANOTHER'S PROPERTY	61

CDS /ALCOHOL INCIDENTS	75
DOMESTIC/FAMILY ISSUES	62
ALARMS	101
EMS/FIRE CALL	165
OTHER TYPES	628

**ALSO SEE OUR INTERACTIVE CRIME MAP LOCATED ON OUR FACEBOOK PAGE
OR ON OUR POLICE DEPARTMENT'S WEBSITE**

Lt. Kaufmann asked if there were any comments or questions. -No Comments or Questions

On motion by Mayor Ryan, seconded by Mr. Pasquini and passed unanimously on roll call vote to pay all bills presented to the Committee for their approval. Mr. Pasquini stated that the ACO, Animal Control Officer needs to itemize his voucher showing number of miles traveled and then his check can be released.

Public Comment:

Mr. Gibbons asked Mr. Finelli the total cost to prepare grant paperwork for Lincoln Avenue and Mine Hill Road.

Mr. Finelli stated that for Lincoln Avenue, less than \$500.00 and Mine Hill Road, around \$500.00. Mr. Finelli also stated that the last two years, Oxford Township has received \$200,000 from NJDOT Grants for road repairs.

Mayor Ryan informed everyone that vendor Concord Engineering's dba Concord Energy Services Reverse Energy Auction Platform-electric savings- is ready to go.

There will be two meetings scheduled, one during the day and one at night to answer any questions about the program and a flier will be sent out to all residents.

Mr. Finn asked how a work order request is handled. He stated that he has e-mailed the Clerk, DPW, and Deputy Mayor about a sinkhole on his property and problems with the neighbor's cat and has not received an answer.

Mr. Pasquini answered and said the Animal Control Officer was notified and has talked to Mr. Finn's neighbor about the cat.

There were complaints about:

- 19 Robeson Ridge-needs grass cut
- Spring Meadows needs to maintain curbing-needs weed control.

Mr. Gibbons stated that the catch basin behind the Duffy property in Spring Meadows, overflows when it rains.

Mr. Nyland will ask Lou, DPW Supervisor to check out the sinkhole, overgrown weeds in Spring Meadows by the curbs and camera the catch basin behind the Duffy property.

Becky Roberts asked if the DPW could trim the path leading to the soccer field at Oxford Furnace Lake and also trim around the sign that states "No Dogs". Also, if gravel can be placed at the end of the roadway where it is handicapped assessable-it is a "Mud Pit."

A resident complained about a sink hole at the end of Sharrer Place that has been there for a few months.

Peg Hissim, Belvidere Avenue-basement is flooded. Mr. Nyland will contact Lou-possibly the pipe could be plugged but, he stated Belvidere Avenue is a County Road.

Diane Hooper stated that the bench at Pequest Park has only two boards, and should have three. Also, she stated that at the corner of Pequest Road and Route 31- there is no sign and the garbage needs to be picked up at Pequest Park.

Mr. Nyland will get in touch with Lou and review all the concerns mentioned by the residents.

Ms. Riley stated that the problem still exists with the stream behind the Oxford Presbyterian Church. Mr. Finelli will sent a letter to the owner of the property.

Mr. Nyland stated that no street lights have been turned off yet and no local streets are on the list of street lights to be turned off.

Public Comment was closed.

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: Personnel Matter.

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

The motion carried with the following roll call vote.

On motion by Mayor Ryan, seconded by Mr. Nyland and passed unanimously on roll call vote to enter into Executive Session at 8:05 PM.

On motion by Mayor Ryan, seconded by Mr. Nyland and passed unanimously on roll call vote to enter into open session at 8:16 PM. No Action was taken.

On motion by Mayor Ryan, seconded by Mr. Pasquini and passed unanimously on roll call vote to adjourn the meeting at 8:19 PM.

Sheila L. Oberly, RMC

Reports Given to the Committee:

Young At Heart:

August 8th - Speaker Dick Grabowski on Medicare Issues

Bingo

August 22nd- Oxford Furnace Lake-Subs and Soda

Bingo

Dave Werkheiser-Music

September 12th -Ambit Energy Speaker

Bingo

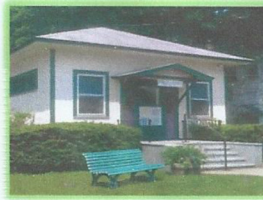
September 26th-Red Cross Scheduled to Speak

42 Members-4 New Members

Next Trip Planned to Doolan's-Show and Dinner

Rocky, President

Oxford Library:



Oxford Public Library
42 Washington Avenue
Oxford NJ 07863
Open Saturdays 10 am to 2 pm Phone 908-453-2625
oxfordlibrary@comcast.net

Report Period: August 12, 2017- September 16, 2017

We received no book donations.

9 members visited and borrowed zero books and returned 2 books.

The Warren County Library books were exchanged will be on August 17, 2017. The next exchange will be on October 19, 2017.

Adjusted the gutter over the basement entranceway, but was only able to make it level. We need to add a wider fascia board so it can be pitched. The leader needs to be shortened, to allow for a steeper angle on the downspout to help the water to run off quicker. The leader pipe was shortened on September 9, 2017.

Further investigation, revealed that the water runs off the North side of our Mansard Roof to the ground. It then travels down a small gully to the end of the building. At this point it turns left and runs down a small knoll until it puddles by the basement door.

However, water is already entering the building. At the beginning of the original concrete barrier, it has undermined the concrete and runs into the building at the bottom step riser. This riser needs to be replaced; it is rotted away.

When the water puddling in front of the basement door rises over the door sill, it flows into the basement like a river.

I plan on building a curb, out of pavers, to direct the run off away from the basement door.

The Library will be open for township Trick or Treat hours.

Our next board is September 20, 2017 at 4 pm.

Submitted by,



Eugene Bisanti
President of the Board

DPW Report:

Oxford Township DPW Monthly Report

September 2017

- Weekly garbage pick-up
- Implemented our weekly re-cycling pick-up
- Weekly mowing of all township properties
- Mowed all shoulders of township roads (z-turn mowers and weed whackers)
- Mowed Oxford Furnace lake dam
- Weekly York raking of the Oxford Furnace Beach Sand
- All docks and swimming area buoys brought in for winter
- Prepped all lake soccer fields
- Clean up concession stand at lake
- Normal maintenance on pump station in Spring Meadows
- Vacuum Spring Meadows pump station of debris to base of wet well
- Remove and kill all weeds in pump station
- Receive funds from Winter Storm Jonas report to FEMA
- Mow both retention basins in Spring Meadows and clean inverts
- Close playground in Spring Meadows
- Remove dead trees from around municipal building
- Cold patch roads throughout town
- Hot patch curbing, pot holes and washed out road areas throughout town
- Repair storm drains on Mine Hill Road
- Clean gutters at municipal building
- Maintenance on all trucks
- Cut entire length of bike path
- Pick up used generator from PRMUA
- New power steering pump in garbage truck

Items for consideration:

- Purchase used Z-turn mower by next Spring est. \$6k
- Replace roof on municipal building
- Purchase sweeper for skid steer est. 8k (clean community's money)
- Replace grills at lake (buy in fall much cheaper) est. \$200-\$300 each

Other items:

- When will Pequest Road be getting paved? Original conversation had it being done in September.
- House number 117 on Buckley Ave. has complaint about water going over their curb and flooding their garage. Similar issue as house number 11 on Buckley. Should we have Mike look out? Issue at 11 was never resolved.
- Working on new salary ranges for the public works with more defined job titles, pay and descriptions. Will send out when done for review.
- If the committee can approve Sheila to advertise a part time road department position. John Shields just took a full-time job at Captive Plastics and can no longer work for the township. It would be 24 hours a week at \$10.00 an hour.
- Kenny Yudicheck our sewer operator for the pump station can no longer maintain our station. He has a local Oxford Township resident who is willing to do the job for the same pay. His name is Mike Brady and he has all the required licenses (see attachment). I don't know if we need to do a RFP or if we can just hire him. The contract is only for \$2400.00 a year. I will be meeting with Kenny and Mike Thursday morning at 7:30 am.
- The bus stop located at Mine Hill Road and Academy Street has a small building for the students that are in very bad condition (see attached photos). This is to protect the students in bad weather conditions. I don't know if it is the townships reasonability to maintain. There was one on Belvidere Ave. and Snyder's Lane that we removed about five years ago. Let me know what the committee thinks we should do.
- TGM services sent over the annual preventative maintenance contract that needs to be signed. They have done a very good job.
- What is the status with the playground in Spring Meadows?

