

**OXFORD TOWNSHIP MEETING**  
**September 23, 2020**

The meeting of the Township Committee of Oxford Township was held on September 23, 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: 811 9593 3832

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, Rich Wenner, Attorney, Matthew Hall, Administrator, Michael Finelli, Engineer and Susan Turner, Deputy Municipal Clerk.

**Meeting Minutes and Executive Session Minutes**

Robert Nyland moved to accept the Meeting Minutes and Executive Session minutes from the September 2, 2020 Workshop meeting. Seconded by Georgette Miller. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0. Motion passed.

**Resolutions:**

**RESOLUTION 2020-62**

**RESOLUTION OF THE TOWNSHIP COMMITTEE OF  
THE TOWNSHIP OF OXFORD APPROVING LIQUOR  
LICENSE FOR THE PERIOD OF JULY 1, 2020 TO  
JUNE 30, 2021 FOR THE FOLLOWING LICENSE**

**WHEREAS**, the liquor licenses noted below require approval for the period July 1, 2020 to June 30, 2021.

**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, 2020 to June 30, 2021.

<b><u>License No.</u></b>	<b><u>Licenses</u></b>	<b><u>Type of License</u></b>
2117-33-005-012	Alpeshkumar Patel	Plenary Retail Consumption

**RESOLUTION 2020-66**

**RESOLUTION OF THE TOWNSHIP COMMITTEE OF  
THE TOWNSHIP OF OXFORD APPROVING LIQUOR**

**LICENSE FOR THE PERIOD OF JULY 1, 2020 TO  
JUNE 30, 2021 FOR THE FOLLOWING LICENSE**

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**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, 2020 to June 30, 2021.

<b><u>License No.</u></b>	<b><u>License</u></b>	<b><u>Type of License</u></b>
2117-33-003-004	Kathryn Occhipinti	Plenary Retail Consumption

**RESOLUTION 2020-67**

**RESOLUTION OF THE TOWNSHIP COMMITTEE OF  
THE TOWNSHIP OF OXFORD APPROVING LIQUOR  
LICENSE FOR THE PERIOD OF JULY 1, 2020 TO  
JUNE 30, 2021 FOR THE FOLLOWING LICENSE**

**WHEREAS**, the liquor licenses noted below require approval for the period July 1, 2020 to June 30, 2021.

**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, 2020 to June 30, 2021.

<b><u>License No.</u></b>	<b><u>Licenses</u></b>	<b><u>Type of Licenses</u></b>
2117-44-004-007	Mountain Fine Wines & Liquors	Plenary Retail Distribution

**RESOLUTION 2020-68**

**RESOLUTION OF THE TOWNSHIP COMMITTEE OF  
THE TOWNSHIP OF OXFORD APPROVING LIQUOR  
LICENSES FOR THE PERIOD OF JULY 1, 2020 TO  
JUNE 30, 2021 FOR THE FOLLOWING LICENSES**

**WHEREAS**, the liquor licenses noted below require approval for the period July 1, 2020 to June 30, 2021.

**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, 2020 to June 30, 2021.

<u>License No.</u>	<u>License</u>	<u>Type of License</u>
2117-31-006-002	Oxford Volunteer Fire Co.	Club License

Robert Nyland moved to adopt **Resolutions 2020-62, 2020-66, 2020-67 and 2020-68**, all pertaining to liquor licenses. Seconded by Gerald Norton and passed unanimously on roll call vote. Ayes: 3, Nays: 0, Abstain: 0. Absent: 0.

**RESOLUTION 2020-63**  
**RESOLUTION REIMBURSEMENT OF CERTAIN HEALTHCARE EXPENSES FOR**  
**RETIREE OF THE TOWNSHIP OF OXFORD DUE TO A DELAY IN RETIREE**  
**BENEFITS**

**WHEREAS**, Mr. John Kirkhum retired from the Township of Oxford effective February 1, 2020; and

**WHEREAS**, the former pension certification officer of the Township of Oxford did not properly submit the required Chapter 48 certification paperwork concerning retiree health benefits to the New Jersey Division of Pensions and Benefits and

**WHEREAS**, as a result, Mr. Kirkhum has incurred out of pocket expenses healthcare expenses as a result of this error since his retirement from the Township of Oxford; and

**WHEREAS**, the current pension certifying officer of the Township of Oxford has submitted the proper Chapter 48 certification paperwork to the New Jersey Division of Pensions and Benefits;

**NOW, THEREFORE, BE IT RESOLVED**, the Township of Oxford shall reimburse Mr. Kirkhum for any and all health related expenses normally and customarily covered by health insurance occurring between February 1<sup>st</sup>, 2020 and such time as Mr. Kirkhum is reinstated, less any amount covered by the New Jersey State Health Benefits Plan.

Mayor Robert Nyland moved to adopt **Resolution 2020-63**. Seconded by Gerald Norton and passed unanimously on roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0.

**RESOLUTION 2020-64**  
**RESOLUTION AUTHORIZING A LIEN AGAINST 8 RENNERS ROAD, BLOCK 1.01**  
**LOT 7 FOR COST OF PROPERTY MAINTENANCE PERFORMED BY TOWNSHIP**  
**EMPLOYEES PURSUANT TO OXFORD TOWNSHIP ORDINANCE § 248-3 AND**  
**N.J.S.A. 40:48-2.14**

**WHEREAS**, the Township Committee of the Township of Oxford, County of Warren, State of New Jersey, is in receipt of a report by the Superintendent of Public Works in connection with the Property Clean Up on the premises known as Block 1.01, Lot 7, on the Tax Map of the Township of Oxford; and

**WHEREAS**, the owner of record, was advised by Oxford Township Administration to Clean Up the aforesaid property: and

**WHEREAS**, Oxford Township Department of Public works personnel performed the required vegetation management and debris removal on September 2, 2020, and a report of the aforesaid work is made a part hereof and attached hereto: and

**WHEREAS**, § 248-3 of the Oxford Township Code and N.J.S.A. 40:48-2.14 provide that the cost of property maintenance shall be charges against the land and shall be a first lien upon said lands and premises in the nature of taxes assessed against said lands; and

**WHEREAS**, the cost charges and collected against said premises is \$724.00 which sum shall be a first lien against the premises in the nature of taxes;

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Oxford, County of Warren, State of New Jersey, that pursuant to § 248-3 of the Oxford Township Code and N.J.S.A. 40:48-2.14, the sum of \$724.00 shall be a lien on the premises know as Block 1.01, Lot 7, on the Tax Map of the Township of Oxford; and

**BE IT FURTHER RESOLVED**, that the said sum shall be added to and become part of the taxes assessed against said lands and premises and shall be collected with and in the same manner and bear interest at the same rate as taxes upon said premises;

Mayor Robert Nyland moved to adopt **Resolution 2020-64**. Seconded by Georgette Miller and passed unanimously on roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0.

**RESOLUTION 2020-65**  
**RESOLUTION AUTHORIZING CHANGE ORDER # 1 TO THE CONTRACT WITH ROAD SAFETY SYSTEMS FOR KAUFFMAN DRIVE SECTION 2 IN THE AMOUNT OF \$1,250.00**

**WHEREAS**, Road Safety was previously awarded a contract for Kauffman Drive, Section 2 in the amount of \$55,950.00, and

**WHEREAS**, during construction additional material were required, and

**WHEREAS**, there is a need do a change order to the original contact in the amount of \$1,250.00, and

**WHEREAS**, Chief Financial officer certified that funds are available from the NJ DOT Grant **NOW THEREFORE**, be it resolved, that change order in the amount of \$1,250.00 for the Road Safety purchases for Kauffman Drove, Section 2 project is authorized.

Mayor Robert Nyland moved to adopt **Resolution 2020-65**. Seconded by Georgette Miller and passed unanimously on roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0.

**RESOLUTION 2020-69**  
**RESOLUTION APPOINTING A CHIEF FINANCIAL OFFICER**

**WHEREAS, N.J.S.A. 40A:9-140.10** requires that “in every municipality there shall be a chief financial officer appointed by the governing body of the municipality”; and

**WHEREAS, N.J.S.A. 40A:9-140.10** further provides that the term of office of the chief financial officer “shall be four years, which shall run from January 1 in the year in which the chief financial officer is appointed”; and

**WHEREAS,** the Township of Oxford has entered into a shared service agreement for Chief Financial Officer services with the Borough of Washington;

**NOW THEREFORE BE IT RESOLVED,** by the Township Committee of the Township of Oxford, County of Warren, State of New Jersey that Ms. Natasha Turchan be appointed as Chief Financial Officer of the Township of Oxford pursuant to N.J.S.A. 40A:9-140.10, and the shared service agreement between the Township of Oxford and the Borough of Washington;

**BE IT FURTHER RESOLVED,** that the Chief Financial Officer’s term shall begin January 1, 2020 and continue for a period of four (4) years or for the duration of the shared service agreement, whichever is less.

Mayor Robert Nyland moved to adopt **Resolution 2020-69**. Seconded by Gerald Norton and passed unanimously on roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0.

**RESOLUTION 2020-70**  
**RESOLUTION APPROVING PAYMENT FOR CERTAIN WASHINGTON TOWNSHIP**  
**POLICE OFFICERS FOR SPECIAL LAKE EVENT**

**WHEREAS,** Oxford Township will be holding a special event at Oxford Lake on Sunday, September 27<sup>th</sup>; and

**WHEREAS,** the Township Committee wishes to express their appreciation and thanks for the services provided by certain Washington Township Police Officers for their service at the lake over the preceding summer season; and

**WHEREAS,** the Township of Oxford has authorized the purchase of fourteen (14) tickets to be reserved for the aforesaid Police Officers at a cost of TWENTY-FIVE DOLLARS (\$25.00) each;

**NOW THEREFORE BE IT RESOLVED,** by the Township Committee of the Township of Oxford, County of Warren, State of New Jersey that the purchase of fourteen tickets at a total cost of THREE HUNDRED FIFTY DOLLARS (\$350.00) is hereby authorized utilizing funds from the Oxford Lake Trust account and that the CFO has certified that the funds are available

Mayor Robert Nyland moved to adopt **Resolution 2020-70**. Seconded by Gerald Norton and passed unanimously on roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0.

### **New Business:**

Fire Inspection report – Mayor Nyland stated the only new item on the report is the State’s requirement for a permit when storing welding oxyacetylene tanks. Susan Turner stated the State Fire Inspector said the permit can be obtained through him. Lou Accetturo, DPW, will apply for the permit.

### **Township Committee Reports and Correspondence**

Solar Project Discussion – Gerald Norton stated Solar Stone has submitted possible changes to the setback buffers on the Coachlight property. These, and a portion of adjacent property would give them the acreage for a 5 megawatt field. The adjacent property would have to go out to bid and the agreement be amended. Possible changes to the setback buffers and JCP&L easements on the Renners road property were submitted to increase usable acreage. A 3 megawatt field could be installed there, not a 5 megawatt field. Solar Stone asked if the lease could be prorated to reflect the smaller field. Mr. Norton and Mr. hall will be attending a Zoom meeting on the subject Friday. Mike Finelli may attend. Mayor Nyland wants a decent buffer on Lake Road and would like Solar Stone to clear a hiking trail outside the fence when they’re clearing the property.

Fall Cleanup – Mr. Hall will get the cost of using the landfill last year to compare to renting dumpsters, paying tipping costs, possible overtime and insurance this year.

Lake Season – Mr. Norton stated the preliminary revenue for the season from Memorial Day to Labor Day was \$126,000. Mayor Nyland congratulated Mr. Norton on the work he did. Mayor Nyland asked Susan Turner to draft a Thank You letter from the Committee to each Lake employee for doing a tremendous job this summer.

School Board Meeting – Mr. Norton attended the Oxford School Board meeting two weeks ago. The Board discussed possible regionalization of grades 7 – 12 with Warren Hills, Belvidere or North Warren Regional School Districts.

Date Night at the Lake – Mrs. Miller stated 60 tickets have been sold. Tables and a fire pit will be set up, and decorations have been purchased.

Christmas Tree Lighting – Planning will start at the conclusion of Date Night.

Pop up Holiday Store – Mrs. Miller was asked about setting up a pop-up Holiday store downtown. The requester must talk with the building owner. Depending on what will be done they may only need to obtain the proper State permits.

Fireworks complaints – Lt. Teter, Washington Township Police Department, addressed the committee. He stated that while Oxford Township does not currently have a noise or nuisance ordinance the State of New Jersey has specific laws about fireworks. Handheld and ground-based devices and novelties are legal while any device that explodes or goes airborne is illegal. Residents should contact the Police Department with complaints.

Mayor Nyland proposed a Noise and Nuisance Ordinance for first reading at the next Committee meeting.

Lt. Teter read the dispatch report for Washington Township, Washington Borough, Oxford and Mansfield.

**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.

**Township Engineer:**

Mr. Finelli stated:

- He is waiting for a call back about the triangle
- There has been improvement at 119 Belvidere Avenue

**Attorney's Report:**

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

**Public Comment:**

Lee Savina, 79 Belvidere Avenue, asked if there was any information about the recent power outages. Mayor Nyland stated he spoke with JCP&L who said the outages were caused by problems with the transmission lines and they are actively working on it. Mayor Nyland contacted Senator Gottheimer's office to intercede. Many of the neighboring towns are being affected too. Warren County Emergency Management scheduled an audio meeting for October 7, 2020 at 7:00 PM to discuss the issue. The OEM or Assistant OEM will attend.

Doug Ort, 269 Axford Avenue – Cars are parking on both sides of Hill Street even though there is an existing town ordinance prohibiting parking. The traffic lane is reduced so much only one car at a time can travel through. At least one side of the street should have No Parking signs. He would like the ordinance enforced.

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 litigation.

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

The motion carried with the following roll call vote:

Mayor Nyland moved to enter Executive Session at 7:52 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 8:20 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 the township attorney to take action on the items discussed in Executive Session. Seconded by Gerald Norton and passed unanimously on roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0.

Matthew Hall stated Laurie Barton, Township Clerk, recommended setting specific hours for the Clerk's office to process OPRA requests, as allowed by State Law. The Committee agreed to the hours of 2:00 PM to 4:00 PM Mondays, Wednesdays, and Fridays.

Matthew Hall stated Ray Stoever, Department of Community Affairs Code Representative, requested a front door key for the municipal building so he can retrieve paperwork if the building is not staffed. The committee agreed but Mr. Stoever will have to notify the Clerk, Deputy Clerk or Administrator when he expects to be in the building.

Matthew Hall stated cassette tape recordings of many years of past Committee meetings are in storage. As per the Records Retention regulations these can be destroyed 80 days after the meeting minutes have been approved. The Committee agreed to allow the tapes to be destroyed.

Mayor Nyland asked Matt about new Chromebooks. Matt and the CFO are looking at the funds.

Mayor Nyland stated he would like to use funds from the sewer and water line grant to take camera shots of /scope the sewer lines.

Mayor Nyland told Susan he has received quite a few compliments on her work in the Clerk's office.

Mayor Nyland moved to adjourn the meeting at 8:32 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