

**TOWNSHIP MEETING  
OCTOBER 17, 2018**

The regularly scheduled meeting of the Mayor and Committee of the Township of Oxford was held on October 17, 2018 in the Township Municipal Building, at 11 Green Street, Oxford, New Jersey.

In attendance were Robert Nyland, Bill Ryan, Doug Ort, Michael Finelli, Katrina Campbell and Sheila L. Oberly.

The flag salute was recited.

Mayor Nyland called the meeting to order at 7:00 PM.

**Meeting Minutes:**

Mr. Ryan stated that he received the meeting minutes on Friday, October 12<sup>th</sup> and did not have time to read the September 19<sup>th</sup> meeting minutes for approval at tonight's meeting.

On motion by Mr. Ryan, seconded by Mayor Nyland and passed unanimously on roll call vote to table the approval of the September 19<sup>th</sup> meeting minutes until the next Township meeting, scheduled for November 7<sup>th</sup>.

**Ordinances:**

**Ordinance 2018-14 Appropriating the Sum of up to \$30,000.00 Currently Located in the Capital Improvement Fund for Repairs and Replacement of Municipal Building Roof** was read by title on second reading and opened for public comments. There being no public comments, the comment period was closed

On motion by Mayor Nyland, seconded by Mr. Ort and passed unanimously on roll call vote to adopt **Ordinance 2018-14**.

**Ordinance 2018-15 Authorizing the Purchase by the Township of Real Property from the County of Warren, Known as Route 631 (Washington Avenue) from Route 31 to Route 624 (Wall Street/Belvidere Avenue).** was read by title on second reading and opened for public comments. There being no public comments, the comment period was closed

On motion by Mr. Ryan, seconded by Mr. Ort and passed unanimously on roll call vote to adopt **Ordinance 2018-15**.

**ORDINANCE 2018-16**

**ORDINANCE OF THE TOWNSHIP OF OXFORD, COUNTY OF WARREN, STATE OF NEW JERSEY TO AMEND, REVISE AND SUPPLEMENT CHAPTER 91-16 "VEHICLES AND TRAFFIC", INCLUDING SECTION XIII "PARKING PROHIBITED AT ALL TIMES" RELATIVE TO LINCOLN, ALLEN, BUSH, HENDERSON, SNYDER, AND HILL STREETS LISTED**

**WHEREAS**, Chapter 91 "Vehicles and Traffic" of the Code of the Township of Oxford contains various parking and traffic regulations; and

**WHEREAS**, there is a need to amend provisions relative to parking prohibitions on (name streets)

**NOW THEREFORE, BE IT ORDAINED** by the Council of the Township of Oxford, County of Warren and State of New Jersey that Chapter 91 "Vehicles and Traffic", Section XIII be amended, revised and supplemented as follows:

**Section 1:**

No person shall park a vehicle between the hours specified any day (except Sundays and public holidays) upon any of the streets or parts of streets described:

<b>Name of Street</b>	<b>Sides</b>	<b>Hours</b>	<b>Location</b>
Lincoln			
Allen			
Bush			
Henderson			
Snyder			
Hill	Both		Entire Length



**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.

Mayor Nyland explained that on October 16<sup>th</sup> at 10:00 AM, a bid opening was held in the Oxford Municipal Building to receive bids to repair/replace the Oxford Municipal Building roof.

The following seven bids were received:

Roof Management:	\$28,380.00
NDP Construction, LLC	\$30,000.00
CCMS Commercial Construction	\$36,495.00
Journey Contracting	\$37,980.00
Padovani Roofing	\$38,800.00
Northeast Roof Maintenance	\$43,000.00
DA Nolt, Inc.	\$84,049.00

On motion by Mayor Nyland, seconded by Mr. Ryan and passed unanimously on roll call vote to accept and award the bid to Roof Management for \$28,380.00.

**Resolutions:**

**RESOLUTION 2018-52**

**GOVERNING BODY CERTIFICATION OF  
COMPLIANCE WITH THE UNITED STATES EQUAL  
EMPLOYMENT OPPORTUNITY  
COMMISSION'S "Enforcement Guidance on the Consideration of  
Arrest and Conviction Records in Employment Decisions Under Title  
VII of the  
Civil Rights Act of 1964"**

**WHEREAS**, N.J.S.A. 40A:4-5 as amended by P.L. 2017, c.183 requires the governing body of each municipality and county to certify that their local unit's hiring practices comply with the United States Equal Employment Opportunity Commission's "Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964," *as amended*, 42 U.S.C. § 2000e *et seq.*, (April 25, 2012) before submitting its approved annual budget to the Division of Local Government Services in the New Jersey Department of Community Affairs; and

**WHEREAS**, the members of the governing body have familiarized themselves with the contents of the above-referenced enforcement guidance and with their local unit's hiring practices as they pertain to the consideration of an individual's criminal history, as evidenced by the group affidavit form of the governing body attached hereto.

**NOW, THEREFORE BE IT RESOLVED**, That the Township Committee of The Township of Oxford hereby states that it has complied with N.J.S.A. 40A:4-5, as amended by P.L. 2017, c.183, by certifying that the local unit's hiring practices comply with the above-referenced enforcement guidance and hereby directs the Municipal Clerk to cause to be maintained and available for inspection a certified copy of this resolution and the required affidavit to show evidence of said compliance.

**RESOLUTION 2018-53**

**RESOLUTION OF THE TOWNSHIP OF OXFORD, COUNTY OF WARREN, STATE OF NEW JERSEY, ADOPTING REVISIONS TO ITS PERSONNEL POLICY**

**WHEREAS**, the Township of Oxford is a member of the Municipal Excess Liability Joint Insurance Fund (“Fund”); and

**WHEREAS**, the Fund has promulgated amendments to its Model Personnel Policies and Procedures manual; and

**WHEREAS**, in order to remain eligible for current deductibles and co-pays, members of the Fund must adopt the recommended changes promulgated by the Fund.

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee, the Township of Oxford, County of Warren, State of New Jersey, that the changes to the Model Personnel Policies and Procedures manual promulgated by the Fund in the form attached hereto are hereby adopted.

**BE IT FURTHER RESOLVED**, the municipal attorney is hereby authorized and directed to incorporate these changes in the Township’s personnel policy.

**RESOLUTION 2018-54**

**Approval to submit a Grant application and execute a grant agreement with the New Jersey Department of Transportation for the Improvements to Kauffman Drive 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-2019-Improvements to Kauffman Drive -00405** 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 Mr. Ort, seconded by Mr. Ryan and passed unanimously on roll call vote to adopt **Resolution 2018-52**, **Resolution 2018-53** and **Resolution 2018-54**.

**Resolution 2018-55 Dog Licensing Official** was tabled until the November 7<sup>th</sup> meeting in order to have the employee receive a RICE Notice to discuss the resolution on motion by Mayor Nyland, seconded by Mr. Ryan and passed unanimously on roll call vote.

**RESOLUTION 2018-56**

**Refund Tax Overpayment**

**WHEREAS**, several real property tax payers have overpaid their real property taxes and;

**WHEREAS**, the Tax Collector has received proof of such payments after correspondence with said property owners;

**THEREFORE, BE IT RESOLVED**, by the Township Committee, of the Township of Oxford, County of Warren, State of New Jersey, that the Certified Finance Officer is hereby authorized to refund said amount to the property owner.

<b>Block</b>	<b>Lot</b>	<b>Name of Owner</b>	<b>Amount</b>	<b>Year</b>	<b>Quarter</b>
31	21C0036	Macari & McGrath	\$2442.60	2017	4th

**RESOLUTION 2018-57**

**Refund Sewer Overpayment**

**WHEREAS**, several real property tax payers have overpaid their sewer utility taxes and;

**WHEREAS**, the Tax Collector has received proof of such payments after correspondence with said property owners;

**THEREFORE, BE IT RESOLVED**, by the Township Committee, of the Township of Oxford, County of Warren, State of New Jersey, that the Certified Finance Officer is hereby authorized to refund said amount to the property owner.

<b>Block</b>	<b>Lot</b>	<b>Name of Owner</b>	<b>Amount</b>	<b>Year</b>	<b>Quarter</b>
2	24	SUNRISE TITLE	\$261.85	2018	3 <sup>rd</sup>
33	73	Potter, Jeanne	\$267.58	2018	3 <sup>rd</sup>

**RESOLUTION 2018-58**

**REDEEMED LIENS**

**WHEREAS**, several real property tax payers have redeemed liens held against their property taxes and;

**WHEREAS**, the Tax Collector has received proof of such payments after correspondence with said property owners;

**NOW, THEREFORE BE IT RESOLVED** that the Township Committee, of the Township of Oxford, County of Warren, State of New Jersey, hereby authorizes the Certified Finance Officer to release the amount specified to the lienholders listed below.

<b>Block</b>	<b>Lot</b>	<b>Name of Owner</b>	<b>Amount</b>	<b>Premium</b>	<b>Lienholder</b>
31	21C0027	King, A	\$8414.81	\$7200.00	FWDSL
19	5	McGuire, K & L	\$2483.24	\$1200.00	Jing Yang
4	7	Falkenberg	\$4788.96	\$2800.00	CAZ Creeks

On motion by Mayor Nyland, seconded by Mr. Ryan and passed unanimously on roll call vote to adopt **Resolution 2018-56**, **Resolution 2018-57** and **Resolution 2018-58**.

**New Business:**

The Committee reviewed and signed the Equal Employment Opportunity Commission (EEOC) Affidavit required by PAIC Insurance.

On motion by Mayor Nyland, seconded by Mr. Ryan and passed unanimously on roll call vote to approve Darrell Corleto and Damian Corleto memberships to the Oxford Volunteer Fire Department.

On motion by Mayor Nyland, seconded by Mr. Ryan and passed unanimously on roll call vote to approve Timothy Weiss 's membership to the NJ State Fireman's Association.

National Land Realty sent a letter to the Committee proposing a solar farm on the property behind the Warren County Mosquito Control Building off of Washington Avenue. National Land Realty need a letter of intent from the Township.

They are offering \$330.00 to \$3,000.00 an acre for 20 years; the property would be gated and locked.

The Committee is interested in the proposal and on motion by Mr. Ort, seconded by Mr. Ryan and passed unanimously on roll call vote, authorized Ms. Campbell to review the proposal and to go out to bid for a solar farm.

Mayor Nyland stated that the same addresses are on the Warren County Health Report each month and stated that the Township go to the mortgage companies and start charging the vacant property fee-no more multiple warnings.

Mayor Nyland said that he received a Preventative Maintenance Agreement from Dynatech Generators for the generator at the pump station. (Vista Rossi). The annual cost is \$700.00 per year. The Committee agreed that a decision be made in January.

Mayor Nyland stated that the Annual Tree Lighting is to be held, December 1<sup>st</sup>. The time will be announced later.

Mayor Nyland suggested that Oxford have Heritage and Community Days. He would like to bring in a coordinator and have four events each year in Oxford Township and possibly pay this coordinator a stipend. The Committee agreed and if anyone has any ideas, please contact Mayor Nyland.

Mayor Nyland would like to replace the phone system at the Municipal Building and possibly each Committee member would have their own voicemail. Mayor Nyland stated that he will contact telephone companies and ask for quotes.



### **Township Committee Reports and Correspondences:**

Mr. Ort stated that on Green Street, there is a pipe coming out of a house that is placed over the sidewalk and green water is running out of it.

Mr. Finelli will investigate.

Lisa Gerickont asked the Committee if her assistant could come a half hour before Ms. Gerickont arrives on Wednesday evenings. The Committee gave their permission.

### **Township Engineer:**

Mr. Finelli stated that:

- NJDOT grant applications were due October 4<sup>th</sup> and has been submitted for Kauffman Drive-notification if approved will be next year
- Oxford Furnace Dam-addressing NJDEP comments, things are being addressed and resolved.
- Researching if there are grants available to help fund the work at the dam
- Will call Jeff Magdon, Brennan LLC to ask if NJDEP would permit a lighted Christmas Tree to be displayed on the Triangle.

### **Attorney's Report:**

Ms. Campbell will call Dawn Stanchina, CFO to ask her to total all the bills relative to ERG that the Township paid to Mr. Lavery's office and then reimburse the budget that amount.

Lt. Kaufmann read the September Police Report:

# **WASHINGTON TOWNSHIP** **POLICE DEPARTMENT**

## **MONTHLY REPORT**

**2018**

<b>ACTIVITY</b>	<b>SEPTEMBER</b>
<b>POLICE DISPATCHED INCIDENTS</b>	<b>1,532</b>
<b>TOTAL CRIMINAL INVESTIGATIONS</b>	<b>TOWNSHIP = 41</b>
	<b>BOROUGH = 43</b>
	<b>OXFORD = 8</b>
<b>TOTAL CRIMINAL ARRESTS</b>	<b>TOWNSHIP = 15</b>
	<b>BOROUGH = 18</b>
	<b>OXFORD = 5</b>
<b>TOTAL MOTOR VEHICLE CRASHES</b>	<b>TOWNSHIP = 13</b>
	<b>BOROUGH = 15</b>
	<b>OXFORD = 0</b>
<b>MOTOR VEHICLE STOPS/COMPLAINTS</b>	<b>473</b>
<b>MOTOR VEHICLE SUMMONS</b>	<b>TOWNSHIP = 87</b>
	<b>BOROUGH = 84</b>
	<b>OXFORD = 12</b>
<b>CRIMES TO ANOTHER'S PROPERTY</b>	<b>51</b>
<b>CDS /ALCOHOL INCIDENTS</b>	<b>54</b>
<b>DOMESTIC/FAMILY ISSUES</b>	<b>63</b>
<b>ALARMS</b>	<b>68</b>
<b>EMS/FIRE CALL</b>	<b>197</b>
<b>OTHER TYPES</b>	<b>598</b>

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

**Motion to Pay Bills:**

On motion by Mr. Ryan, seconded by Mr. Ort and passed unanimously on roll call vote to pay all the bills approved at the meeting.

## **Public Comments:**

Mrs. Wimberly

- thanked the Committee for the road patch at Ole Forge and stated the problem has been solved.
- She also offered a suggestion to eliminate the problem with geese at the Oxford Furnace Lake-place white plastic swans on the beach and around the lake

Mrs. Echard asked when Snyder's Road will be fixed. She stated there are a lot of potholes. Mayor Nyland said he will see if blacktop is still available and if it is the Township will fix them.

Mrs. Hissim asked the progress on "Melberger Alley." Mayor Nyland stated that no one is allowed to block the alley.

Mr. Finelli visited the alley and talked to the neighbor, Jim Calavano. Mr. Finelli said he had a long interesting conversation with him. Mr. Finelli explained to Mr. Calavano that the alley is not vacated and is not a private alley and the fence he erected must be taken down. Mr. Calavano stated that he will take the fence down until the situation is resolved. Mr. Finelli told him the fence must be taken down by October 23<sup>rd</sup> or a summons will be issued to Mr. Calavano by Washington Police Department.

Kelly Back stated that Labor Day at the Oxford Furnace Lake was disorganized, people sneaking into the lake without paying, there were no hand stamps or wrist bands issued.

Mayor Nyland said he will talk to Eddy Patient, Lake Director and resolve these issues for next year.

Mrs. Erhard asked who owned the land on each side of Kauffman Drive going into the lake. Mayor Nyland answered that on the right is township property and on the left is privately owned.

She had questions about hunters on the property. Mayor Nyland stated that the rules for hunting is all hunters must be at least 450 feet away from any buildings.

On motion by Mayor Nyland, seconded by Mr. Ryan and passed unanimously on roll call vote to adjourn the meeting at 8:00 PM.

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Sheila L. Oberly, RMC

