

**TOWNSHIP MEETING  
JANUARY 15, 2020**

The regular meeting of the Township Committee of Oxford Township was held on January 15, 2020 in the Oxford Township Municipal Building, 11 Green Street, Oxford, New Jersey.

In attendance were Gerald Norton, Robert Nyland, Georgette Miller, Township Committee, Michael Lavery, Attorney, Michael Finelli, Engineer and Sheila L. Oberly, Municipal Clerk.

The flag salute was recited.

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

**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

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 Nyland, seconded by Mr. Norton and passed unanimously on roll call vote to enter Executive Session at 7:01 PM to hold interviews for an Event Coordinator.

On motion by Mr. Norton, seconded by Mrs. Miller and passed unanimously on roll call vote to enter open session at 7:15 PM.

**Meeting Minutes:**

On motion by Mr. Norton, seconded by Mrs. Miller and passed unanimously on roll call vote to approve the January 3, 2020 Emergency Meeting and January 6, 2020 Reorganization Meeting.

**Ordinances:**

**ORDINANCE NO. 2020-01**

**ORDINANCE OF THE TOWNSHIP OF OXFORD, COUNTY OF WARREN, STATE OF NEW JERSEY, CREATING CHAPTER 118, ARTICLE III, TITLED ANIMALS, CREATING CAT LICENSING AND REGULATION PROCEDURES**

**WHEREAS**, the Township Committee of the Township of Oxford has received complaints regarding feral cats; and

**WHEREAS**, the Township Committee believes it is in the best interests of the taxpayers of Oxford Township to enact an Ordinance establishing policies regarding licensing and regulation of cats, and

**WHEREAS**, Chapter 118 of Animals, Article III, Cat Licensing and Regulations shall be created to provide for the regulations and procedures outlined herein.

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

**Section 1:**

**Article III. Cat Licensing and Regulation.**

**§ 118-27. License Required.**

It shall be unlawful to own, harbor or maintain a cat of more than six months of age unless the owner thereof or the person harboring or maintaining the same shall obtain and have a valid and subsisting license for such cat.

**§ 118-28. License Fee; Term; Delinquent Fee.**

A. The person applying for the license and registration tag shall pay a fee as set forth below:

(1) All un-spayed and unneutered cats: \$11.

(2) All spayed and neutered cats: \$8.

B. Persons over 65 years of age shall be entitled to a reduction of \$1 in the applicable fees.

C. Anyone failing to secure a license after February 1 shall be required to pay an additional delinquent fee of \$2 per month, plus the regular license fee as required by this article. Cats acquired after February 1 are not subject to this provision; however, the owner must present sufficient proof to establish that said cat was acquired after February 1.

**§ 118-29. Registration Tag.**

The Township Clerk, at the time of issuing such license, shall register such cat as required by law. At the same time, he shall furnish to the person procuring such license a certificate thereof and also a metal tag with the number of the license stamped thereon, which metal tag must be attached to a collar about the neck of the cat at all times when the latter is at large.

**§ 118-30. Running At Large Restricted.**

No person owning, keeping or harboring any cat, either licensed or unlicensed, shall suffer, permit or allow it to run at large off the premises of the owner.

**§ 118-31. Enforcement Officers.**

The Township Committee shall appoint an Animal Control Officer and the duties shall be to enforce the provisions of this article.

**§ 118-31. Duties of Animal Control Officer; Impounding and Disposition of Cats.**

A. The Animal Control Officer shall take into custody and impound or cause to be taken into custody and impounded, and thereafter destroyed or offered for adoption as provided in this section:

- (1) Any cat off the premises of the owner or of the person keeping or harboring said cat which said official or his agent or agents have reason to believe is a stray cat;
- (2) Any cat off the premises of the owner or of the person keeping or harboring said cat without a current registration tag on his collar;
- (3) Any female cat in season off the premises of the owner or of the person keeping or harboring said cat;
- (4) Any cat or other animal which is suspected to be rabid;
- (5) Any cat or other animal off the premises of the owner reported to, or observed by, a certified animal control officer to be ill, injured or creating a threat to public health, safety or welfare, or otherwise interfering with the enjoyment of property.

B. If any animal so seized wears a collar or harness having inscribed thereon or attached thereto the name and address of any person or a registration tag, or the owner or the person keeping or harboring said animal is known, any person authorized by the governing body shall forthwith serve on the person whose address is given on the collar, or on the owner or the person keeping or harboring said animal, if known, a notice in writing stating that the animal has been seized and will be liable to be offered for adoption or destroyed if not claimed within seven days after the service of the notice.

C. A notice under this section may be served either by delivering it to the person on whom it is to be served, or by leaving it at the person's usual or last known place of abode, or at the address given on the collar, or by forwarding it by mail in a prepaid

letter addressed to that person at his usual or last known place of abode, or to the address given on the collar.

D. The Animal Control Officer may cause an animal to be destroyed in a manner causing as little pain as possible and consistent with the provisions of N.J.S.A. 4:22-19 or to be offered for adoption seven days after seizure; provided that:

- (1) Notice is given as set forth above and the animal remains unclaimed; or
- (2) The owner or person keeping or harboring the animal has not claimed the animal and paid all expenses incurred by reason of its detention, including maintenance costs not exceeding \$25 per day; or
- (3) The owner or person keeping or harboring a cat which was unlicensed at the time of seizure does not produce a license and registration tag for the cat.

E. At the time of adoption, the right of ownership in the animal shall transfer to the new owner. No cat or other animal so caught and detained or procured, obtained, sent or brought to a pound or shelter shall be sold or otherwise made available for the purpose of experimentation. Any person who sells or otherwise makes available any such cat or other animal for the purpose of experimentation shall be guilty of a crime of the fourth degree.

F. After observation, any animal seized under this section suspected of being rabid shall be immediately reported to the Animal Control Officer of the Township and to the Department of Health and Senior Services.

#### **§ 118-32. Disposition of Moneys.**

All moneys which shall be received by the Township Clerk pursuant to the provisions of this article forthwith shall be paid to the Treasurer in the same manner as now is required to remit other moneys.

#### **§ 118-33. Interference with Enforcement.**

Any person who hinders, molests or interferes with the Animal Control Officer in the discharge of his duties under the provisions of this article shall, upon conviction therefore, be punishable by the penalty provided by **§ 118-38**.

#### **§ 118-34. Applicability.**

None of the provisions of this article shall be applicable to cats owned by nonresidents passing through the Township nor to cats brought to the Township and entered for exhibition at any cat show.

#### **§ 118-35. Quarantines.**

No person whose household has been quarantined because a case of infectious or contagious disease exists therein shall permit any cat owned or harbored by such person to run at large during the period of such quarantine.

#### **§ 118-36. Diseased Cats.**

No person or persons harboring a cat suffering from an infectious or contagious disease shall permit such cat to run at large but shall have the cat forthwith treated by a veterinarian.

**§ 118-37. Removal of Tag Prohibited.**

Any person who shall unlawfully remove a license tag from the collar of any licensed cat without the consent of the owner or legal custodian thereof shall be guilty of a violation of this section.

**§ 118-38.**

Any person who violates or refuses to comply with any provision of this Article **III** shall be liable to a penalty of not more than \$55 for each first offense and not exceeding \$1,000 for each subsequent offense, to be recorded by and in the name of the Township.

**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.

On motion by Mayor Nyland, seconded by Mr. Norton and passed unanimously on roll call vote to adopt **Ordinance 2020-01** Cat Licensing, second reading, public hearing will be held on February 19, 2020.

**ORDINANCE 2020 -02**

**ORDINANCE AMENDING THE TOWNSHIP OF OXFORD, COUNTY OF WARREN, STATE OF NEW JERSEY, MUNICIPAL CODE, BY AMENDING THE SECTION ENTITLED, “GENERAL PROVISIONS” AND CREATING ARTICLE VII, ENTITLED “BUSINESS ADMINISTRATOR”**

**NOW, THEREFORE, BE IT ORDAINED** by the Township Committee of the Township of Oxford, County of Warren, State of New Jersey, that the Township of Oxford Municipal Code, and more particularly that portion entitled “GENERAL PROVISIONS” be amended by establishing Article VII, entitled “Business Administrator” as follows:

**SECTION I**

**§7-21; Office.** There is hereby created the Office of Business Administrator for the Township. The Administrator shall be appointed by the Township Committee and shall serve at the pleasure of the governing body. The Committee, in its discretion may contract with a qualifying municipality to enter into a shared services agreement to provide the services of Business Administrator.

**§7-22; Duties.** The Business Administrator, under the supervision of the Township Committee, shall:

- A. Supervise and direct the administration of each of the departments of the Township of Oxford.
- B. Prepare and compile budget studies, analysis and schedules, assist in the conduct of departmental budget hearings, and otherwise assist the Mayor and Committee in such a manner as shall be required to prepare the annual municipal budget.
- C. Develop, prescribe and enforce rules and regulations for the efficient management of the Township government, for the avoidance of any duplication or overlapping of effort among the departments or among the units within a department, and for the improvement of methods and procedures of administration.
- D. Assign office space, furniture and facilities among and within departments.
- E. Maintain an inventory and depreciation schedule of all property owned by the Township, and have custody of all municipal property, real and personal, not assigned to any other department.
- F. Maintain a continuing review of federal and state aid programs of interest to the Township in such manner as to assure that the Township shall receive any and all aids to which it may be legally entitled; and prepare all applications to other levels of government for such aid.

- G. Administer the Township's insurance programs.
- H. Submit written reports to the Mayor and Committee on a periodic basis, the frequency of which shall be established by the Township Committee.
- I. Shall act as the Chief Personnel Officer of the Township, to establish and enforce compliance of all the rules and regulations with reference to personnel and to receive and investigate any complaints or claims by personnel. The Business Administrator shall also review and approve any personnel actions or discipline.

## **SECTION II**

All Ordinances or parts of Ordinances inconsistent with this Ordinance are hereby repealed to the extent of such inconsistencies.

## **SECTION III**

If any article, section, subsection, paragraphs, phrase or sentence is, for any reason, held to be unconstitutional or invalid, said article, section, subsection, paragraph, phrase or sentence shall be deemed severable.

## **SECTION IV**

This Ordinance shall take effect immediately upon final publication as provided by law.

On motion by Mrs. Miller, seconded by Mr. Norton and passed unanimously on roll call vote to adopt **Ordinance 2020-02** Business Administrator, second reading, public hearing will be held on February 19, 2020.

## **Resolutions:**

### **RESOLUTION 2020-20**

**A RESOLUTION OF THE  
TOWNSHIP OF OXFORD, COUNTY OF WARREN,  
STATE OF NEW JERSEY, AUTHORIZING THE  
INSTITUTION OF AN ACTION IN THE SUPERIOR COURT  
FOR THE APPOINTMENT OF A RECEIVER *EX OFFICIO*  
OF THE RENTS AND INCOME OF BLOCK 33, LOTS 4.02 AND 4.03  
IN THE TOWNSHIP OF OXFORD**

**WHEREAS**, the Township of Oxford is the holder of a certain Tax Sale Certificate #2014-025 (“Certificate 025”) relative to Block 33, Lot 4.02, as designated on the official tax map of the Township of Oxford and Tax Sale Certificate #2014-026 (“Certificate 026”) relative to Block 33, Lot 4.03, as designated on the official tax map of the Township of Oxford; and

**WHEREAS**, as of December 17, 2019, the total amount outstanding to the Township for Certificate 025 \$281,348.18 inclusive of penalties and interest; and

**WHEREAS**, as of December 17, 2019, the total amount outstanding to the Township for Certificate 026 \$118,274.66 inclusive of penalties and interest; and

**WHEREAS**, there is a tenant or tenants on the property, which tenant or tenants currently pay rent to the owner of the property; and

**WHEREAS**, N.J.S.A. 54:4-123 permits the Tax Collector to bring an action in the Superior Court to be appointed the receiver *ex officio* of the rents and income of such property for the purpose of collecting and satisfying out of such rents and income the delinquent taxes against such real property, together with the penalties, interest and costs, and such costs and expenses of the receivership as may be adjudged by the Superior Court; and

**WHEREAS**, the Township Committee believes it is in the best interests of the Township for the Tax Collector to bring such an action so that the delinquent taxes on the property may be brought current.

**NOW THEREFORE IT BE RESOLVED** by the Township Committee of the Township of Oxford, County of Warren, State of New Jersey, that the Tax Collector of the Township of Oxford, by and through the Township Attorney, is hereby authorized, pursuant to N.J.S.A. 54:4-123, to bring an action in the Superior Court to be appointed receiver *ex officio* of the rents and income of such real property for the purpose of collecting and satisfying out of such



rents and income the delinquent taxes against such real property, together with the penalties, interest and costs.

**BE IT FURTHER RESOLVED** that this Resolution replaces and supplants Resolution 2019-60.

On motion by Mr. Norton, seconded by Mayor Nyland and passed unanimously on roll call vote to adopt **Resolution 2020-20.**

### **RESOLUTION 2020-21**

#### **2020 TEMPORARY BUDGET IN THE AMOUNT OF \$643,519.00 IN CURRENT FUND AND 237,375.00 IN SEWER OPERATING FUND.**

**WHEREAS**, N.J.S.A. 40A:4-19 of the Local Budget Laws that where any contract, commitments or payments are to be made prior to the final adoption of the 2020 Budget, temporary appropriations should be made for the purpose and amounts required in the manner and time provided, and;

**WHEREAS**, the date of this resolution is within the first thirty days of January 2020, and;

**WHEREAS**, the total appropriations in the 2019 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance is \$2,184,981.00 in Current Fund and \$1,269,150.00 in Sewer Operating, and;

**WHEREAS**, temporary budget appropriations for 2020 are \$643,519.00 in Current Fund and \$237,375.00 in Sewer Operating Fund including appropriations for capital improvement fund, debt redemption and public assistance.

**WHEREAS**, temporary budget appropriations do not exceed 26.25% of the total appropriations in the 2019 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund, and public assistance.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Oxford, County of Warren, State of New Jersey, that the following appropriations be made and that a certified copy of this resolution be transmitted to the Chief Finance Officer.

2020	Operations Current Fund	\$427,279.00
2020	Debt Service in Current Fund	\$216,240.00
2020	Temporary Budget	\$643,519.00
2020	Operating Sewer Utility	\$237,375.00

On motion by Mayor Nyland, seconded by Mr. Norton and passed unanimously on roll call vote to adopt **Resolution 2020-21.**

**Holdover of RFPs for Professionals:**

**RESOLUTION 2020-06**

**AUTHORIZING THE AWARD OF A  
FAIR AND OPEN CONTRACT FOR TOWNSHIP ENGINEER**

**WHEREAS**, the Township of Oxford has a need to acquire engineering services as a fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

**WHEREAS**, the Chief Financial Officer has determined and certified in writing that the value of the services will exceed \$17,500.00; and

**WHEREAS**, the anticipated term of this contract is one (1) year (January 1, 2020 through December 31, 2020); and

**WHEREAS**, Finelli Consulting (Michael Finelli) has submitted a proposal indicating they will provide the engineering services as agreed to under separate contract; and

**WHEREAS**, the required certificate for the availability of funds has been filed by the chief financial officer providing that legally appropriated balances are available to cover the amount of the contract as required by N.I.A.C. 5:30-14.5 and that fees for the aforementioned engineering services shall be made available by appropriate inclusion in either an annual municipal budget which includes current, revenue sharing and utility provisions, by budget amendments for Federal program spending or by inclusion in an appropriate bond ordinance

**NOW THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Oxford, authorizes the Mayor and Clerk of the Township of Oxford to enter into a contract with Finelli Consulting (Michael Finelli) as described herein; and,

**BE IT FURTHER RESOLVED** that a copy of this resolution shall be published once in a legally designated publication

**Tabled January 6, 2020**

**RESOLUTION 2020-07**

**AUTHORIZING THE AWARD OF A  
FAIR AND OPEN CONTRACT FOR BOND COUNSEL**

**WHEREAS**, the Township of Oxford has a need to acquire bond counsel as a fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

**WHEREAS**, the Chief Financial Officer has determined and certified in writing that the value of the services will exceed \$17,500.00; and

**WHEREAS**, the anticipated term of this contract is one (1) year (January 1, 2020 through December 31, 2020); and

**WHEREAS**, Gibbons, LLC. has submitted a proposal indicating they will provide the engineering services as agreed to under separate contract; and

**WHEREAS**, Gibbons, LLC. has completed and submitted a Business Entity Disclosure Certification which certifies that Gibbons, LLC. has not made any reportable contributions to a political or candidate committee in the Township of Oxford in the previous one year, and that the contract will prohibit Gibbons, LLC. from making any reportable contributions through the term of the contract, and

**WHEREAS**, the required certificate for the availability of funds has been filed by the chief financial officer providing that legally appropriated balances are available to cover the amount of the contract as required by N.I.A.C. 5:30-14.5 and that fees for the aforementioned engineering services shall be made available by appropriate inclusion in either an annual municipal budget which includes current, revenue sharing and utility provisions, by budget amendments for Federal program spending or by inclusion in an appropriate bond ordinance

**NOW THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Oxford authorizes the Mayor and Municipal Clerk of the Township of Oxford to enter into a contract with Gibbons, LLC. as described herein; and,

**BE IT FURTHER RESOLVED** that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution; and

**BE IT FURTHER RESOLVED** that this contract is awarded without competitive bidding as a “Professional Service” under provisions of the Local Public Contracts Law as provided by

N.J.S.A. 40A:11-5 because it requires a service performed by a person authorized by law to practice a recognized profession and it is not possible to obtain competitive bids; and.

**BE IT FURTHER RESOLVED** that a copy of this resolution shall be published as required by law within 10 days of passage

**Tabled January 6, 2020**

**RESOLUTION 2020-09**

**AUTHORIZING THE AWARD OF A  
NON-FAIR AND OPEN CONTRACT FOR TOWNSHIP PLANNER**

**WHEREAS**, the Township of Oxford has a need to acquire a Township Planner as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

**WHEREAS**, the Township of Oxford has determined and certified in writing that the value of the services will exceed \$17,500.00; and

**WHEREAS**, the anticipated term of this contract is one (1) year (January 1, 2020 through December 31, 2020); and

**WHEREAS**, James Kyle has submitted a proposal indicating he will provide the Township Planner services as agreed to under separate contract; and

**WHEREAS**, James Kyle has completed and submitted a Business Entity Disclosure Certification which certifies that James Kyle has not made any reportable contributions to a political or candidate committee in the Township of Oxford in the previous one year, and that the contract will prohibit James Kyle from making any reportable contributions through the term of the contract, and

**WHEREAS**, the Township is in receipt of a certification of availability of funds from the Chief Financial Officer.

**NOW THEREFORE, BE IT RESOLVED** that the Township of Oxford authorizes the Mayor to enter into a contract with James Kyle as described herein; and,

**BE IT FURTHER RESOLVED** that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution; and

**BE IT FURTHER RESOLVED** that this contract is awarded without competitive bidding as a "Professional Service" under provisions of the Local Public Contracts Law as provided by N.J.S.A. 40A:11-5 because it requires a service performed by a person authorized by law to practice a recognized profession and it is not possible to obtain competitive bids; and.

**BE IT FURTHER RESOLVED** that a copy of this resolution shall be published as required by law within 10 days of passage

**Tabled January 6, 2020**

On motion by Mayor Nyland, seconded by Mr. Norton and passed unanimously on roll call vote to table **Resolution 2020-06**, **Resolution 2020-07** and **Resolution 2020-09** and to re-bid these professional positions and open the bids at the February 5<sup>th</sup> and award at the February 19, 2020 Township Meeting.

**RESOLUTION 2020-15**

**TOWNSHIP OF OXFORD  
DESIGNATING THE PUBLIC AGENCY COMPLIANCE OFFICER**

**WHEREAS**, in accordance with N.J.A.C. 17:27-3.2 each public agency shall designate an individual to serve as its Public Agency Compliance Officer or P.A.C.O; and

**NOW, THEREFORE, BE IT RESOLVED** that the governing body of The Township of Oxford, (hereinafter "Public Agency") in the County of Warren and State of New Jersey, hereby designates Sheila L. Oberly as its Public Agency Compliance Officer;

**BE IT FURTHER RESOLVED**, that the Township Clerk forward a certified copy of this resolution to the New Jersey Department of Treasury, Division of Contracts Compliance and Equal Employment Opportunity in Public Contracts.

**RESOLUTION 2020-17**

**RISK MANAGEMENT CONSULTANT  
TOWNSHIP OF OXFORD**

**WHEREAS**, the **Township of Oxford** has resolved to join the Public Alliance Insurance Coverage Fund ("PAIC") following a detailed analysis; and

**WHEREAS**, the Bylaws of PAIC require that each entity designate a Risk Management Consultant to perform various professional services as detailed in the Bylaws and Risk Management Plan; and

**WHEREAS**, the Bylaws indicate that PAIC shall pay each Risk Management Consultant a fee to be established annually by the Executive Committee;

**NOW THEREFORE, BE IT RESOLVED** that the **Township of Oxford** does hereby appoint **Wayne Dietz** as its Risk Management Consultant in accordance with the Fund's Bylaws.

On motion by Mayor Nyland, seconded by Mr. Norton and passed unanimously on roll call vote to adopt **Resolution 2020-15** and **Resolution 2020-17**.

The appointments for IT Personnel, Zoning Officer and The Animal Control Agreement was tabled until February 5<sup>th</sup> Workshop Meeting.

**New Business:**

On motion by Mayor Nyland, seconded by Mr. Norton and passed unanimously on roll call vote to approve the 2020 Warren County Mosquito Control Aerial Applications for Oxford Township.

On motion by Mayor Nyland, seconded by Mrs. Miller and passed unanimously on roll call vote to approve the 2020 TGM Service Contract.

Mr. Norton stated that he has had a request from a resident to hold a Block Party. He researched the Code Book and found no regulations.

Mayor Nyland asked for more specifics on the request.

Mr. Norton stated he will ask for more information and return back to the Committee for discussion and/or approval.

Mr. Finelli suggested to contact the Washington Police Department about closing the roads and public safety.

Mr. Norton discussed the keys to the Municipal Building. He asked if Dawn Stanchina, former CFO returned her keys and if Natasha Turban, has received keys to her office and the front door.

Ms. Oberly answered and said the keys were returned on December 31<sup>st</sup> and given to Ms. Turban.

Mr. Norton also stated the Bill Ryan will bring Municipal Building keys to him and he will return them to the Clerk.

NJ Clean Energy Program-Mayor Nyland announced that he has received a quote to change the Lighting, Air Conditioning Units, Gas Furnace for the Municipal Building and the Department of Public Works Building.

Donnelly Energy-NJ Direct Install Program

- Project Cost - DPW Building           \$18,178.88  
  NJ Clean Energy Incentive           \$13,889.97  
  Total Cost to Township             **\$ 4,288.91**
  
- Project Cost-Municipal Building     \$35,794.14  
  NJ Clean Energy Incentive           \$28,635.31  
  Total Cost to Township             **\$ 7,158.83**

On motion by Mayor Nyland, seconded by Mr. Norton and passed unanimously on roll call vote to approve Donnelly Energy and the NJ Clean Energy Program-Direct Install.

Mayor Nyland read the following Proclamation:

**PROCLAMATION**

**A Proclamation Commemorating Oxford School Choice Week**

**WHEREAS** all children in Oxford Township should have access to the highest-quality education possible; and,

**WHEREAS** Oxford Township recognizes the important role that an effective education plays in preparing all students in Oxford Township to be successful adults; and,

**WHEREAS** quality education is critically important to the economic vitality of Oxford Township; and,

**WHEREAS** Oxford Township is home to a multitude of excellent education options from which parents can choose for their children; and,

**WHEREAS**, educational variety not only helps to diversify our economy, but also enhances the vibrancy of our community; and,

**WHEREAS** our area has many high-quality teaching professionals who are committed to educating our children; and,

**WHEREAS**, School Choice Week is celebrated across the country by millions of students, parents, educators, schools and organizations to raise awareness of the need for effective educational options;

**NOW, THEREFORE**, I, Robert Nyland, Mayor do hereby recognize January 26 – February 1, 2020 as **OXFORD SCHOOL CHOICE WEEK**, and I call this observance to the attention of all of our citizens.

On motion by Mayor Nyland, seconded by Mr. Norton and passed unanimously on roll call vote to approve the Oxford Volunteer Fire Department’s Pull Tab Raffle to be held from February 1, 2020 to January 31, 2021 from 3:00 PM to 3:00 AM.

On motion by Mayor Nyland, seconded by Mr. Norton and passed unanimously on roll call vote to sign the addendum to the IDT Agreement for Provisions of Energy Supply Services.

**Township Committee Reports and Correspondences:**

No Reports

**Township Engineer:**

Mr. Finelli stated that the Township received two grants from NJDOT to repair Kauffman Drive. He stated that this repair will be done this year, hopefully before the Oxford Furnace Lake opens for the season.

Mr. Finelli said that that he is also working on the Solar RPFs.

**Township Attorney:**



Mr. Lavery stated that he has items for Executive Session.

**Motion to Pay Bills:**

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

**Public Comment:**

Peg Niece, Treasurer of Warren County Arts said that there needs to be more communication of when the meetings are being held for the Arts. She asked that a copy of the newsletter be linked to the Township website. She stated she would like to get more information to the public.

Mayor Nyland suggested that she get in touch with Dana McGuire, who does social media for the Township and he will reach out to Jean Paul, IT person and ask him to get in touch with her.

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:

- 2 Contractual Items-OTI and Shared Service with Washington Borough
- Personnel-Department of Public Works
- Undersized Township Lots

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 Nyland, seconded by Mr. Norton and passed unanimously on roll call vote to enter Executive Session at 7:50 PM.

On motion by Mr. Norton, seconded by Mayor Nyland and passed unanimously on roll call vote to enter open session at 9:11 PM.

On motion by Mayor Nyland, seconded by Mr. Norton and passed unanimously on roll call vote to terminate the original Shared Service Agreement for Municipal Clerk with Washington Borough and to do a revision of a Shared Service with Washington Borough for a Business Administrator to work 12 hours a week.

On motion by Mayor Nyland, seconded by Mr. Norton and passed unanimously on roll call vote to adjourn the meeting at 9:15 PM.

Sheila L. Oberly, RMC