

**TOWNSHIP MEETING  
JUNE 20, 2018**

The regularly scheduled meeting of the Mayor and Committee of the Township of Oxford was held on June 20, 2018 in the Township Municipal Building, at 11 Green Street, Oxford, New Jersey.

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

The flag salute was recited.

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

**Meeting Minutes:**

Mr. Ryan, stated that on page 8 of the May 16<sup>th</sup> meeting minutes, there was an error. He stated that a motion was made to have the meeting minutes typed and sent to the Committee no more than two weeks after a meeting.

As per the meeting notes and the recording of the May 16<sup>th</sup> meeting, no motion, second or roll call was made. The May 16<sup>th</sup> meeting minutes are correct as written.

Lt. Kauffman informed everyone that a speed trailer was placed on Academy Street from May 28<sup>th</sup> to June 1<sup>st</sup>. In that time frame, there was 1,100 cars and the average speed was 29.3 miles per hour.

The public also stated some concerns:

- Speeding on Belvidere Avenue and Wall Street
- Cars parked on the narrow shoulder of Academy Street, causing cars go into the other lane to pass
- Cars parked on Olde Forge where there are signs “No Parking.”
- Speeding on Pequest Road, after Cambridge East

Lt. Kauffman said that he will be moving the speed trailer around Oxford Township, targeting the areas where there are concerns. He also said that he will inform the night shift of the illegal parking in Spring Meadows.

Lt. Kauffman read the May Report:

# WASHINGTON TOWNSHIP POLICE DEPARTMENT

## MONTHLY REPORT 2018

ACTIVITY	MAY
POLICE DISPATCHED INCIDENTS	1,696
TOTAL CRIMINAL INVESTIGATIONS	<b>TOWNSHIP = 57</b>
	<b>BOROUGH = 56</b>
	<b>OXFORD = 22</b>
TOTAL CRIMINAL ARRESTS	<b>TOWNSHIP = 23</b>
	<b>BOROUGH = 32</b>
	<b>OXFORD = 7</b>
TOTAL MOTOR VEHICLE CRASHES	<b>TOWNSHIP = 15</b>
	<b>BOROUGH = 7</b>
	<b>OXFORD = 3</b>
MOTOR VEHICLE STOPS/COMPLAINTS	601
MOTOR VEHICLE SUMMONS	<b>TOWNSHIP = 103</b>
	<b>BOROUGH = 95</b>
	<b>OXFORD = 23</b>
CRIMES TO ANOTHER'S PROPERTY	49
CDS /ALCOHOL INCIDENTS	47
DOMESTIC/FAMILY ISSUES	66
ALARMS	92
EMS/FIRE CALL	195
OTHER TYPES	621

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

**Ordinances:**

**Ordinance 2018-10 Fixing the Stipend Range for Certain Officers and Employees of the Township of Oxford** 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 Mayor Nyland and passed unanimously on roll call vote to adopt **Ordinance 2018-10** with changes made.

**ORDINANCE 2018 -11**

**ORDINANCE OF THE TOWNSHIP OF OXFORD, COUNTY OF WARREN, STATE OF NEW JERSEY, AMENDING AND SUPPLEMENTING CHAPTER 294, ARTICLE II, TITLED EXCAVATIONS, CREATING A FIVE-YEAR MORATORIUM ON PERFORMING WORK ON NEWLY-PAVED TOWNSHIP STREETS**

**WHEREAS**, the Township of Oxford appropriates taxpayer dollars in order to pave Township streets, and

**WHEREAS**, occasionally requests are made to excavate or perform utility work in a newly-paved street, and

**WHEREAS**, excavations on newly-paved streets potentially shorten the life of the street, thereby reducing the value of a taxpayer-funded asset, and

**WHEREAS**, the Township Committee believes it is in the best interests of the taxpayers of Oxford Township to enact an Ordinance, imposing a moratorium of five (5) years for a new excavation of a roadway, except in the case of an emergency, and

**WHEREAS**, Chapter 294 of Streets, Sidewalks and Trees, Article II, Excavations shall be amended to provide for a new §294-12.1, entitled Notice of Pending Paving-Time Restrictions on Excavations.

**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 II. Excavations.**

**A. Notice of Pending Paving – Time Restriction on Excavation.**

When the Township shall improve or pave any street, the Superintendent of the Department of Public Works shall first give notice by delivering it personally, or by posting notice on the premises, and by regular mail to all persons owning property abutting on the street, about to be paved or improved, and to all public utilities and authorities operating in the Township, and all such persons, utilities and authorities shall make all connections, as well as any repairs thereto, which would necessitate excavation of the street, within forty-five (45) days from the giving of such notice. The time shall be extended if permission is requested, in writing, and approved by the Superintendent of the Department of Public Works.

**B. Opening Newly-Paved Street: Restrictions.**

No Permit shall be issued to any person given notice under 12.1A. hereof, which would allow an excavation or opening in a paved or improved street surface, less than five (5) years old, unless the applicant can clearly demonstrate to the Township Committee that public health or safety requires that the proposed work be permitted, or unless an emergency condition exists.

**C. Opening Newly-Paved Street: Penalty Charge.**

If by special permission of the Township Committee, a permit is issued to open any paved or improved street surface less than five (5) years old, a payment shall be made for the opening, except that the payment shall be waived in the event the work is of an emergency nature.

The payment shall be equal to two percent (2%) of the cost of restoring the opening for each unelapsed month, or fraction thereof, for the five-year restriction period.

**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.

**NOTICE**

**NOTICE** is hereby given that the foregoing Ordinance was introduced to pass on first reading at a regular meeting of the Township Committee of the Township of Oxford held on June 20, 2018, at 7:00 PM and ordered published in accordance with the law. Said Ordinance will be considered for final reading and adoption at a regular meeting of the Township Committee to be held on July 18, 2018, at 7:00 PM, or as soon thereafter as the Township Committee may hear this Ordinance at the Municipal Building, 11 Green Street, Oxford, New Jersey, at which time all persons interested may appear for or against the passage of said Ordinance.

On motion by Mr. Ryan, seconded by Mr. Ort and passed unanimously on roll call vote to adopt on first reading, **Ordinance 2018-11.**

**Resolutions:**

**RESOLUTION 2018-41**

**RESOLUTION OF THE TOWNSHIP COMMITTEE OF  
THE TOWNSHIP OF OXFORD APPROVING LIQUOR  
LICENSES FOR THE PERIOD OF JULY 1, 2018 TO  
JUNE 30, 2019 FOR THE FOLLOWING LICENSES**

**WHEREAS**, the liquor licenses noted below require approval for the period July 1, 2018 to June 30, 2019.

**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, 2018 to June 30, 2019.

<b><u>License No.</u></b>	<b><u>Licenses</u></b>	<b><u>Type of Licenses</u></b>
2117-33-002-006	Top of Green, Inc.	Plenary Retail Consumption
2117-44-004-007	Mountain Fine Wines & Liquors	Plenary Retail Distribution
2117-33-003-004	Kathryn Occhipinti	Plenary Retail Consumption
2117-33-005-012	Alpeshkumar Patel	Plenary Retail Consumption
2117-31-006-002	Oxford Volunteer Fire Co.	Club License

On motion by Mr. Ort, seconded by Mr. Ryan and passed unanimously on roll call vote to adopt **Resolution 2018-41.**

**RESOLUTION 2018-42**

**GOVERNING BODY CERTIFICATION OF THE ANNUAL AUDIT**

**WHEREAS**, N.J.S.A. 40A: 5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions, and

**WHEREAS**, the Annual Report of Audit for the year 2017 has been filed by a Registered Municipal Accountant with the Municipal Clerk pursuant to N.J.S.A. 40A: 5-6, and a copy has been received by each member of the governing body; and

**WHEREAS**, R.S. 52:27BB-34 authorizes the Local Finance Board of the State of New Jersey to prescribe reports pertaining to the local fiscal affairs; and

**WHEREAS**, the Local Finance Board has promulgated N.J.A.C. 5:30-6.5, a regulation requiring that the governing body of each municipality shall, by resolution, certify to the Local Finance Board of the State of New Jersey that all members of the governing body have reviewed, as a minimum, the sections of the annual audit entitled “Comments and Recommendations; and

**WHEREAS**, the members of the governing body have personally reviewed, as a minimum, the Annual Report of Audit, and specifically the sections of the Annual Audit entitled “Comments and Recommendations, as evidenced by the group affidavit form of the governing body attached hereto; and

**WHEREAS**, such resolution of certification shall be adopted by the Governing Body no later than forty-five days after the receipt of the annual audit, pursuant to N.J.A.C. 5:30-6.5; and

**WHEREAS**, all members of the governing body have received and have familiarized themselves with, at least, the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board; and

**WHEREAS**, failure to comply with the regulations of the Local Finance Board of the State of New Jersey may subject the members of the local governing body to the penalty provisions of R.S. 52:27BB-52, to wit:

R.S. 52:27BB-52: A local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the director (Director of Local Government Services), under the provisions of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year, or both, in addition shall forfeit his office.

**NOW, THEREFORE BE IT RESOLVED**, That the Oxford Township Committee of the Township of Oxford, hereby states that it has complied with N.J.A.C. 5:30-6.5 and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.

**RESOLUTION 2018-43**

**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><u>Block</u></b>	<b><u>Lot</u></b>	<b><u>Name of Owner</u></b>	<b><u>Amount</u></b>	<b><u>Premium</u></b>	<b><u>Lienholder</u></b>
33.04	21	Jose, J & I	\$827.94	\$1900.00	Tom Tiehua Cao
31	21C0058	Ross, Judith	\$2798.36	\$2300.00	Jing Yang
2	7	Lyons, J & S	\$2116.90	\$1000.00	Jing Yang

On motion by Mr. Ryan, seconded by Mr. Ort and passed unanimously on roll call vote to adopt **Resolution 2018-42** and **Resolution 2018-43**.

**RESOLUTION 2018-44**

**RESOLUTION TO APPOINT WILLIAM MENNEN AS  
MUNICIPAL COURT JUDGE  
FOR THE TOWNSHIP OF OXFORD**

**WHEREAS**, the Township of Oxford, County of Warren, State of New Jersey, is now governed by Plan “E” of Municipal Charter Law; and

**WHEREAS**, under this plan the Township of Oxford is directed and authorized to appoint the **Municipal Judge** for a term of three (3) years for the Township of Oxford, County of Warren, State of New Jersey; and

**WHEREAS**, that J. Edward Palmer was appointed for a three (3) year term beginning January 1, 2018 and to expire on December 31, 2020.



**NOW THEREFORE, BE IT RESOLVED**, that J. Edward Palmer is retiring as of July 31, 2018 and that William Mennen be appointed Municipal Court Judge to fulfill the unexpired term of J. Edward Palmer, starting August 1, 2018 through December 31, 2020.

This appointment is awarded without competitive bidding, as professional services under the provisions of the Local Public Contracts Law, as provided in N.J.S.A. 40A: 11-5, because said offices require services performed by persons qualified to practice recognized professions licensed in the State of New Jersey.

On motion by Mr. Ort, seconded by Mr. Ryan and passed unanimously on roll call vote to adopt **Resolution 2018-44.**

**New Business:**

Mr. Ryan discussed the Corrective Action Plan

- Findings No 2-A dollar amount be assigned to all Fixed Assets
- Findings No 4-Talk to the Tax Collector and ask her to be careful when making deposits.
- Findings No 4-CFO to reconcile bank statements to Tax Collector's Deposit
- Findings No-5-Ask CFO about spending reserve balances on aged grants

**RE: 2017 Audit Report Corrective Action Plan**

**Finding No. 1:**

As of December 31, 2017, there were seventy-nine - (73) outstanding tax title liens in the amount of \$851,820.00. Property tax levies on these properties are added to liens in excess of \$113,000 annually, of which the Township has to bear the full cost of related local school and county tax levies. In 2017, the Township foreclosed on 12 properties

**Corrective Action:**

It was recommended that all statutory means be utilized, including foreclosure, to liquidate tax title liens in order to get such propertied back on a taxpaying basis. This finding was given to tax office to offer some support or means to offer direction and/or recommendation to the committee. The tax collection office is expected to reply. This is a repeated finding from auditor. The Township Committee needs to continue to review and direct though decision making this process according to Tax Collector

**Finding No. 2:**

The capital/fixed assets accounting detail should be updated. A physical inventory was conducted during 2016 however no dollar amounts were ascribed to the assets

**Corrective Action:**

The capital/fixed assets should be updated annually with a physical inventory or appraisal of fixed assets being done to safeguard Township assets. The Township Committee will be notified of this expectation and will be expected to respond. This is a repeated finding from auditor.

**Finding No. 3:**

Various interfund balances in excess of \$1,302,807.00 existed as of December 31, 2017. The largest interfund balances are the current fund owes general capital fund \$601,917.00.

**Corrective Action:**

All interfunds should be transferred back to their respective funds before the end of the calendar year. Some of the interfunds are compounded from many years back and should be moved or money financed to correct the issue. The other issue is that the capital fund doesn't utilize its own checking account and all transactions are run through the interfund in current fund.

**Finding No. 4:**

There were various differences between the Tax Collector system cash book and the bank deposits in the cumulative amount of \$87,214.00. There were numerous instances where property tax deposits were deposited into sewer cash account and sewer deposits were deposited into tax collections account

**Corrective Action:**

We recommend that the Collector cash books be reconciled to bank statements on a monthly basis. The Tax Collector will be more aware of some of these mis deposits by receiving bank statements monthly to see if there are any mistaken deposits in a timelier manner.

**Finding No. 5:**

Various aged grant receivables and spending reserve balances exist as of December 31, 2017

**Corrective Action:**

We recommend that the township investigate the disposition of aged grant receivables and reserves. These will be looked into to be another option of spending or resolution will be completed to cancel reserves

On motion by Mr. Ryan, seconded by Mr. Ort and passed unanimously on roll call vote to accept the 2017 Corrective Action Plan and sign the Group Affidavit.

Mr. Lavery asked John Draikiwicz to do an \$81,000 Capital Ordinance for acquisition of new mower for the Department of Public Works (\$10,000), resurfacing of Scranton Parkway (\$35,000) and resurfacing of Lincoln Street (\$36,000).

Mr. Finelli met with Lou briefly today to review the drainage issue on Scranton Parkway and the best way to fix it. Mr. Finelli said he will come back next month with a cost after he reviews the maps and pinpoints where the pipes are located.

**ORDINANCE 2018-12**

**AN ORDINANCE PROVIDING FUNDING FOR THE ACQUISITION OF A NEW MOWER FOR THE DEPARTMENT OF PUBLIC WORKS AND APPROPRIATING \$10,000 FOR SUCH PURPOSE.**

**BE IT ORDAINED BY THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF OXFORD, IN THE COUNTY OF WARREN AND STATE OF NEW JERSEY, AS FOLLOWS:**

**Section 1.** The Township of Oxford, in the County of Warren, New Jersey, authorizes a capital improvement to be undertaken, an acquisition of new mower for the Department of Public Works (\$10,000), for the Township of Oxford, to be funded from the sources specified in Section 2 of the Ordinance.

**Section 2.** The amount of \$10,000 is hereby appropriated for the purpose stated in Section 1 of the Ordinance and which amount was funded from the Capital Improvement Fund in the amount of \$10,000.

**Section 3.** In connection with the purpose and the amount authorized in Sections 1 and 2 hereof, the Township determines the purpose described in Section 1 hereof is not a Current Expense and is an improvement which the Township of Oxford may lawfully make as a general improvement.

**Section 4.** All ordinances or parts of ordinances which are inconsistent with the terms of this Ordinance be and the same are hereby repealed to the extent of their inconsistency.

**Section 5.** This Ordinance shall take effect immediately upon due passage and publication according to law.

**NOTICE** is given that this ordinance was introduced and passed upon first reading at a meeting of the Mayor and Township Committee of the Township of Oxford, in the County of Warren, New Jersey, held on June 20, 2018. It will be further considered for final passage with the proposed ordinance after public hearing at a meeting of the Mayor and Township Committee to be held in the Oxford Township Municipal Building, 11 Green Street, Oxford, New Jersey 07863, on July 18, 2018, at 7:00 o'clock P.M., and copies of the ordinance will be made available at the Clerk's office in the Municipal Building to members of the general public.

On motion by Mr. Ryan, seconded by Mr. Ort and passed unanimously on roll call vote to adopt on first reading, **Ordinance 2018-12** and to table the approval of paving Scranton Parkway and Lincoln Street until Mr. Finelli reviews the drainage issue on Scranton Parkway.

On motion by Mr. Ryan and seconded by Mayor Nyland to hire Danielle Mikaliunas and John D. Ort, Jr. for the position of lifeguard for Oxford Furnace Lake. Mr. Ort abstained.

The Committee agreed to table the discussion of Lifeguard Proposed Incentives.

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

Mayor Nyland asked the Clerk to e-mail all employees and ask for a list of all the addresses that each employee uses in their normal work day. He stated that he would like the township to be protected from any cypher attacks.

Mayor Nyland said there was an incidence at the Oxford Furnace Lake that he will resolve.

Mr. Ryan stated that Covanta sent a letter in March to the Committee requesting the Township to reduce its host fee tariff in 2018 and beyond until such time, to negotiate and agree to a rate based on positive incremental energy revenues at the facility.

Mr. Ryan sent a letter answering their request. He said that "To reduce the Township's revenues by such draconian measures would cause irreparable damage to many, many Oxford's residents. At this time, The Township does not intend on reducing the host fees. If at some point Covanta would like to start a conversation to work towards a longer-term mutually beneficial solution, the Committee may be interested."

On motion by Mr. Ryan, seconded by Mayor Nyland and passed unanimously on roll call vote to pay \$300.00 to the Warren County Governing Officials Association to cover operating expenses for 2018.

The Association is asking each municipality to contribute \$300.00 for a onetime dues assessment. This dues assessment will allow the Association to operate while funds are being raised to cover costs for future years.

Mr. Ort asked that an Employment Application be put on the website.

Mayor Nyland announced that Brenda Sweeney updated the Township's facebook page is moving to Delaware and Dana McGuire will be replacing her.

### **Township Engineer's Report:**

Mr. Finelli stated that:

- The work on the Oxwall site, Phase 2, of the HDSRF Grant has started-all paperwork has been approved.
- Tom Brennan of Brennan, LLC. will give bi-weekly reports of the progress
- Received letter from NJDEP on the response submission of the inspection report for Oxford Furnace Dam.
- June 30<sup>th</sup> deadline-requires Department of Public Works to mow and cut trees at the dam
- Last year sent a grant application to USDA-the application is open and active
- Grant money to put in sidewalks and decorative lighting around the triangle (Oxwall)
- USDA needs confirmation that \$33,000.00 was allotted in 2018 budget to match this grant.
- Money was not put in the 2018 grant, Dawn, CFO asked Mr. Finelli if this amount can be taken out of Capital. Mr. Finelli will ask.
- No response from USDA as of today

Mayor Nyland stated that since no decision has been made on the Oxwall property, there's a possibility that if the Township installs sidewalk and lighting, the sidewalks or/and lighting could be taken out or rearranged.

Mr. Ort asked if there is a deadline to accept this grant.

Mr. Finelli will call USDA again to get answers to these questions and discuss this application for the grant with the Committee at the July 18<sup>th</sup> meeting.

Mayor Nyland said that Gene Weber from Finelli's office is doing an excellent job with sending letters and violation notices to the owners of vacant properties in the Township.

On motion by Mr. Ryan, seconded by Mr. Ort and passed unanimously on roll call vote to approve Matthew Correll's membership application to the Oxford Township Fire Department.

**Attorney's Report:**

No Report Given

**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 by the Committee.

**Public Comment:**

Residents from Old Forge stated that the sidewalks are sinking in front of their houses. They asked who would be responsible to fix it? Mr. Lavery stated the homeowner. The residents stated that the Code Book states that the homeowner is responsible for shoveling and maintenance, not replacement.

Mr. Lavery and Mr. Finelli will research this complaint and answer their question, who would be in charged of replacement of sidewalks.

Also, there were complaints about the bike trail and potholes on Robeson Ridge.

A question was asked about the playground that is need of major repairs in Spring Meadow.

Mayor Nyland answered that the playground will be taken down.

Ms. Wimberly asked if the trees will be replaced that were taken down last summer to erect a fence at the Sewer Pump Station on Van Ness.

Mayor Nyland will follow up with the Warren County Municipal Utility Authority on this issue.

Mayor Nyland said that Lou Accetturo will look at the potholes and fill the holes tomorrow with hot patch on Robeson Ridge.

End of Public Comment.

**Executive Session:**

## 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: Pending Litigation.

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 Mr. Ryan, seconded by Mr. Ort and passed unanimously on roll call vote to enter into Executive Session at 7:55 PM.

On motion by Mr. Ort, seconded by Mayor Nyland and passed unanimously on roll call vote to enter into open session at 8:03 PM. No Action was taken.

### **Adjourn:**

On motion by Mr. Ort seconded by Mr. Ryan and passed unanimously on roll call vote to adjourn the meeting at 8:04 PM.

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Sheila L. Oberly, RMC

