

**TOWNSHIP MEETING**  
**June 19, 2019**

The regular scheduled meeting of the Township Committee of Oxford Township was held on June 19, 2019 in the Oxford Township Municipal Building, 11 Green Street, Oxford, New Jersey

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

The flag salute was recited.

Mayor Ryan called the meeting to order at 7:05 PM.

**Meeting Minutes:**

On motion by Mr. Nyland, seconded by Mayor Ryan and passed unanimously on roll call vote to approve the April 24<sup>th</sup> and May 15<sup>th</sup> Township and Executive Session meeting minutes.

**Public Hearing on the 2019 Budget.**

Mayor Ryan opened the floor to public hearing on the 2019 budget.

Mayor Ryan explained that the increase to the 2019 Budget is approximately \$71.00 on a house assessed at \$165,000.00.

The Committee agreed that the Township needs to find ratables to keep property taxes down.

There were no public comments, the public hearing was closed.

On motion by Mr. Nyland, seconded by Mr. Norton and passed unanimously on roll call vote to approve the 2019 Budget.

**Ordinances:**

None

**Resolutions:**

**RESOLUTION 2019-36**

**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 2018 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.

On motion by Mayor Ryan, seconded by Mr. Nyland and passed unanimously on roll call vote to approve **Resolution 2019-36**.

### **RESOLUTION 2019-37**

**WHEREAS**, N.J.S.A.40A:4-78b has authorized the Local Finance Board to adopt rules that permit municipalities in sound fiscal condition to assume the responsibility, normally granted to the Director of the Division of Local Government Services, of conducting the annual budget examination; and,

**WHEREAS**, N.J.A.C.5:30-7 was adopted by the Local Finance Board on February 11, 1997; and,

**WHEREAS**, pursuant to N.J.A.C.5:30-7.2 thru 7.5 the Township of Oxford has been declared eligible to participate in the program by the Division of Local Government Services, and the Chief Financial Officer has determined that the Township of Oxford meets the necessary conditions to participate in the program for the 2019 budget year, so now therefore,

**BE IT RESOLVED**, by the Township Committee of the Township of Oxford that in accordance with N.J.A.C.5:30-7.6a & b, and based upon the Chief Financial Officer's certification, the governing body has found the budget has met the following requirements:

1. That with reference to the following items, the amounts have been calculated pursuant to law and appropriated as such in the budget:
  - a. Payment of interest and debt redemption charges
  - b. Deferred charges and statutory expenditures
  - c. Cash deficit of preceding year
  - d. Reserve for uncollected taxes
  - e. Other reserves and non-disbursement items
  - f. Any inclusions of amounts required for school purposes
2. That the provisions relating to limitation on increases of appropriations pursuant to N.J.S.A.40A:45.2 and appropriations for exceptions to limits on appropriations found at 40A:4-45.3 et seq. are fully met. (Complies with the "CAP" law.)

3. That the budget is in such form, arrangement and content as required by the Local Budget Law and N.J.A.C.5:30-4 and 5:30-5.
4. That pursuant to the Local Budget Law:
  - a. All estimates of revenue are reasonable, accurate and correctly stated;
  - b. Items of appropriation are properly set forth;
  - c. In itemization, form, arrangement and content, the budget will permit the exercise of the comptroller function within the municipality.
5. The budget and associated amendments have been introduced, publicly advertised and adopted in accordance with the relevant provisions of the Local Budget Law, except that failure to meet the deadlines of N.J.S.A.40A:4-5, shall not prevent such certification.
6. That all other applicable statutory requirements have been fulfilled.

**BE IT FURTHER RESOLVED**, that a copy of this resolution be forwarded to the Director of the Division of Local Government Services.

Motion: Robert Nyland

Second: William Ryan

Committee Polled: Robert Nyland Yes  
 Gerald Norton Yes  
 William Ryan Yes

**RESOLUTION 2019-38**

**RESOLUTION OF THE TOWNSHIP COMMITTEE OF  
 THE TOWNSHIP OF OXFORD APPROVING LIQUOR  
 LICENSES FOR THE PERIOD OF JULY 1, 2019 TO  
 JUNE 30, 2020 FOR THE FOLLOWING LICENSES**

**WHEREAS**, the liquor licenses noted below require approval for the period July 1, 2019 to June 30, 2020.

**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, 2019 to June 30, 2020.

<b><u>License No.</u></b>	<b><u>Licenses</u></b>	<b><u>Type of Licenses</u></b>
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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

**RESOLUTION 2019-39**

**A RESOLUTION FIXING THE SALARIES OF CERTAIN OFFICERS AND EMPLOYEES OF THE TOWNSHIP OF OXFORD**

**BE IT ORDAINED**, by the Mayor and Committee of the Township of Oxford, County of Warren and State of New Jersey, as follows, until a subsequent salary resolution is adopted:

**Section I.** The salaries for the following officers and employees for the Township of Oxford shall be as follows:

<b>Title</b>	<b>Salary</b>
Mayor	5,054.62 per year
Deputy Mayor	3,821.85 per year
Committee Person	3,821.85 per year
Township Clerk	67,152.00 per year
Registrar	4,590.00 per year
Election Official	415.00 per election
Land Use Bd. Secretary	14,566.00 per year
Deputy Clerk	13.11 per hour
Office Clerk	13.11 per hour
CFO	31,153.00 per year
Collector	22,083.00 per year
Collector Assistant	10.20 per hour
Tax Assessor	17,713.00 per year
Public Works Foreman	82,620.00 per year
Public Works Senior Laborer	23.07 per hour
Public Works Laborer	12.48 per hour

Public Works Temporary Laborer	10.00 per hour
Equipment Operator	25.76 per hour
Zoning Officer	3,889.26 per year
Board of Health Member	143.00 per year
Municipal Building Custodian	17.07 per hour
Emergency Management Coor.	1,906.00 per year
Dog Licensing Official	4,000.00 per year
Animal Control Officer	5,306.00 per year
Animal Control Deputy	40.00 per call
Lake Director-20 hrs/wk-6 months	15.60 per hour
Assistant Lake Director	80.00 per day
Lifeguards-First Year	9.69 per hour
Lifeguards-Second Year	10.20 per hour
Lifeguards-Three and Plus Years	11.22 per hour
Concession Stand Operator	9.69 per hour
Recycling Coordinator	70.73 per month
Crossing Guards	10.94 per hour
Special Meetings	155.00 per meeting

On motion by Mr. Nyland, seconded by Mayor Ryan and passed unanimously on roll call vote to approve **Resolution 2019-37, Resolution 2019-38 and Resolution 2019-39.**

**New Business:**

On motion by Mr. Nyland, seconded by Mr. Norton and passed unanimously on roll call vote to sign the Group Affidavit for the 2018 Audit.

On motion by Mayor Ryan, seconded by Mr. Nyland and passed unanimously on roll call vote to approve the 2018 Corrective Action Plan.

On motion by Mr. Nyland, seconded by Mayor Ryan and passed unanimously on roll call vote to accept Brad Price's resignation from the Department of Public Works.

On motion by Mr. Nyland, seconded by Mr. Norton and passed unanimously on roll call vote to approve the Oxford Township Fire Department's Tricky Tray and 50/50 Raffle to be held on August 10<sup>th</sup>.

### **Township Committee Reports:**

Nothing to Report-All Executive Session Topics

### **Township Engineer:**

Mr. Finelli stated that he changed the scope of the 2019 Kauffman Road Grant and sent it to NJDOT. The grant award was for \$156,000.00, which is \$80,000.00 short of the requested amount. Mr. Finelli said, hopefully two-thirds of Kauffman can be completed and the Township can move forward.

Mr. Finelli stated that 2020 Grant Applications are due and he will submit Mine Hill Road and the balance of Kauffman Drive for approval from NJDOT.

Mine Hill Road improvement is estimated at approximately \$172,000.00 but asking for \$160,000.00 on the grant application, because the Township must ask for less than the project costs. The Township will have to put money into the project.

Mr. Finelli spoke to Maryjude Haddock-Weiler, Planning Manager from The Highland Council about a solar project on the Coachlite property. (Approximately 70 Acres.) Mr. Finelli said she was very helpful and stated the solar project is a doable project but needs Highland Preservation approval; a scope on solar projects, (need a footprint), a survey and the application would take approximately three months.

Mr. Finelli sent a letter to 45 Bush Street, stating they had 15 days to clean-up the property and nothing has been done.

On motion by Mr. Nyland, seconded by Mayor Ryan and passed unanimously on roll call vote to authorize the Department of Public Works to clean up the premise at 45 Bush Street and put a lien on the property for the cost.

Mr. Nyland stated that the drinking water at the Oxford Lake needs a Level 2 test and the township will have to hire a well driller to do the test.

The Committee authorized Lou Accetturo to obtain three quotes from well drillers and submit to the Committee for review to authorize having this test completed.

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

Mr. Lavery stated that he only has discussions for Executive Session.

Mayor Ryan asked if all the foreclosures were completed. Mr. Lavery will check and report back to the Committee.

**Motion to Pay Bills:**

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

**Public Comment:**

Stan Prater, JCP&L attended the meeting and stated that JCP&L will be doing additional tree trimming in 2020. Mr. Prater also explained that JCP&L will be putting up “Trip Savers” in August. This will help if a tree branch falls and causes down wires, less people will be without electricity because the electric company can switch from one circuit to another.

Lt. Teter attended the meeting and read the May Police Report:

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



**MONTHLY REPORT**  
**2019**

<b>ACTIVITY</b>	<b>MAY</b>
<b>POLICE DISPATCHED INCIDENTS</b>	<b>1,545</b>
<b>TOTAL CRIMINAL INVESTIGATIONS</b>	<b>TOWNSHIP = 56</b>



	<b>BOROUGH = 55</b>
	<b>OXFORD = 9</b>
<b>TOTAL CRIMINAL ARRESTS</b>	<b>TOWNSHIP = 25</b>
	<b>BOROUGH = 16</b>
	<b>OXFORD = 4</b>
<b>TOTAL MOTOR VEHICLE CRASHES</b>	<b>TOWNSHIP = 20</b>
	<b>BOROUGH = 13</b>
	<b>OXFORD = 5</b>
<b>MOTOR VEHICLE STOPS/COMPLAINTS</b>	<b>489</b>
<b>MOTOR VEHICLE SUMMONS</b>	<b>TOWNSHIP = 135</b>
	<b>BOROUGH = 127</b>
	<b>OXFORD = 28</b>
<b>CRIMES TO ANOTHER'S PROPERTY</b>	<b>51</b>
<b>CDS /ALCOHOL INCIDENTS</b>	<b>73</b>
<b>DOMESTIC/FAMILY ISSUES</b>	<b>81</b>
<b>ALARMS</b>	<b>68</b>
<b>EMS/FIRE CALL</b>	<b>200</b>
<b>OTHER TYPES</b>	<b>545</b>

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

Lt. Teter explained the Traffic Survey was completed on Buckley Avenue. The speed trailer was on Buckley Avenue (facing Belvidere Avenue) for fourteen days showing times and dates of the traffic flow.

He stated that there were 28 summonses given and most of them were on Buckley Avenue. He submitted the Traffic Survey to the Committee for anyone's review.

Nothing further to report or questions from the Public, the Public comment was closed.

## EXECUTIVE SESSION

**WHEREAS**, Section 8 of the Open Public Meeting Act, Chapter 231, P.L. 1975, permits the exclusion of the public from a meeting in certain circumstances, and

**WHEREAS**, this public body is of the opinion that such circumstances presently exist. The public shall be excluded from the discussion of any action upon the hereinafter-specific subject matter.

The general nature of the subject matter to be discussed is: Personnel and Potential Litigation Matters.

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

The motion carried with the following roll call vote.

On motion by Mayor Ryan, seconded by Mr. Nyland and passed unanimously on roll call vote to enter Executive Session at 7:40 PM.

On motion by Mayor Ryan, seconded by Mr. Nyland and passed unanimously on roll call vote to enter open session at 8:43 PM.

On motion by Mayor Ryan, seconded by Mr. Nyland and passed unanimously on roll call vote to authorize Mr. Lavery to write a letter as discussed in Executive Session.

The Committee approved Tim Matthews, Forester to conduct timber harvests on various township properties.

On motion by Mayor Ryan, seconded by Mr. Nyland and passed unanimously on roll call vote to authorize Dawn Stanchina, CFO to pay the Wex bill as soon as she receives it signed off by Lou Accetturo, DPW Supervisor, and all receipts are to be attached.

On motion by Mr. Nyland, seconded by Mayor Ryan and passed unanimously on roll call vote to give 119 Belvidere Avenue ten days to clean up his property or a violation will be issued.

On motion by Mayor, Ryan, seconded by Mr. Nyland and passed unanimously on roll call vote to adjourn the meeting at 8:50 PM.

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Sheila L. Oberly, RMC

