

**TOWNSHIP MEETING
JANUARY 16, 2019**

The regular meeting of the Township Committee of Oxford Township was held on January 16, 2019 in the Oxford Township Municipal Building, 11 Green Street, Oxford, New Jersey.

In attendance were Gerald Norton, Robert Nyland, Bill Ryan, 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 7:03 PM.

Meeting Minutes:

Mayor Ryan stated that he wanted a revision made to the RICE Notice section of the November 7th meeting minutes with a more accurate description of the actual conversation. He said a lot was left out and asked that the tape be reviewed and more details of the conversation be included in the minutes. He said he never discussed any salary increase except a flat increase and did not discuss a salary for dog licensing. He asked that the minutes be retyped to be more accurate and objective.

On motion by Mayor Ryan, seconded by Mr. Nyland and passed unanimously roll call vote, to table the November 7th minutes.

On motion by Mr. Nyland, seconded by Mr. Nyland to approve the December 12, 2018 meeting minutes. Mayor Ryan and Mr. Norton abstained.

Ordinances:

ORDINANCE 2019-01

CALENDAR YEAR 2019

**ORDINANCE TO EXCEED THE MUNICIPAL BUDGET APPROPRIATION LIMITS
AND TO ESTABLISH A CAP BANK**

(N.J.S.A. 40A: 4-45.14)

WHEREAS, the Local Government Cap Law, N.J.S. 40A: 4-45.1 et seq., provides that in the preparation of its annual budget, a municipality shall limit any increase in said budget up to **2.5%** unless authorized by ordinance to increase it to **3.5%** over the previous year's final appropriations, subject to certain exceptions; and,

WHEREAS, N.J.S.A. 40A: 4-45.15a provides that a municipality may, when authorized by ordinance, appropriate the difference between the amount of its actual final appropriation and the 3.5% percentage rate as an exception to its final appropriations in either of the next two succeeding years; and,

WHEREAS, the Oxford Township Committee of the of the Township of Oxford in the County of Warren finds it advisable and necessary to increase its CY 2019 budget by up to 3.5% over the previous year's final appropriations, in the interest of promoting the health, safety and welfare of the citizens; and,

WHEREAS, the Oxford Township Committee hereby determines that a 1.0% increase in the budget for said year, amounting to \$ 18,317.35 in excess of the increase in final appropriations otherwise permitted by the Local Government Cap Law, is advisable and necessary; and,

WHEREAS the Oxford Township Committee hereby determines that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years.

NOW THEREFORE BE IT ORDAINED, by the Oxford Township Committee of the Township of Oxford, in the County of Warren, a majority of the full authorized membership of this governing body affirmatively concurring, that, in the CY 2019 budget year, the final appropriations of the Township of Oxford shall, in accordance with this ordinance and N.J.S.A. 40A: 4-45.14, be increased by 3.5%, amounting to \$ 64,110.73, and that the CY 2019 municipal budget for the Township of Oxford be approved and adopted in accordance with this ordinance; and,

BE IT FURTHER ORDAINED, that any that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years; and,

BE IT FURTHER ORDAINED, that a certified copy of this ordinance as introduced be filed with the Director of the Division of Local Government Services within 5 days of introduction; and,

BE IT FURTHER ORDAINED, that a certified copy of this ordinance upon adoption, with the recorded vote included thereon, be filed with said Director within 5 days after such adoption.

On motion by Mayor Ryan. seconded by Mr. Nyland and passed unanimously roll call vote, to adopt on first reading, **Ordinance 2019-01.**

ORDINANCE 2019-02

AN ORDINANCE FIXING THE SALARY RANGES FOR 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 State of New Jersey as follows, until a subsequent salary ordinance is adopted:

Section 1. The salary ranges per annum for the following officers and employees of the Township of Oxford shall be as follows:

<u>Title</u>	<u>Salaries</u>	
Mayor	4,000.00- 6,000.00	per year
Deputy Mayor	3,000.00- 5,000.00	per year
Committee Person	3,000.00- 5,000.00	per year
Township Clerk	30,000.00-80,000.00	per year
Election Official	200.00-500.00	per election
Deputy Clerk	9.00-20.00	per hour
Chief Financial Officer	20,000.00-45,000.00	per year
Office Clerk	7.25-15.00	per hour
Collector	20,000.00-45,000.00	per year
Collector Assistant	3,000.00- 5,000.00	per year
Tax Assessor	14,000.00-25,000.00	per year
Public Workers Foreman	50,000.00-90,000.00	per year
Public Works Senior Laborer	12.00-35.00	per hour
Public Works Laborer	10.00-30.00	per hour
Public Works Temporary Laborer	10.00-24.00	per hour
Equipment Operators	15.00-35.00	per hour
Zoning Officer	2,000.00-4,500.00	per year
Land Use Bd. Secretary	5,000.00-20,000.00	per year
Board of Health Member	100.00-300.00	per year
Municipal Building Custodian	12.00-25.00	per hour
Emergency Management Coordinator	1,500.00-3,000.00	per year
Dog Licensing Official	3,000.00-5,000.00	per year
Animal Control Officer	1,500.00-6,000.00	per year
Animal Control Deputy	30.00-60.00	per call-out
Animal Control Officer-Expenses	25.00-30.00	per month
Lake Director	10.00-25.00	per hour
Ass't Lake Director	50.00-100.00	per day
Lifeguards	7.15-15.00	per hour
Concession Stand Operator	7.15-12.00	per hour
Recycling Coordinator	50.00-75.00	per month
Crossing Guard	7.15-16.00	per hour
Special Meetings	125.00-300.00	per meeting
Mileage Reimbursement	IRS Rate	per mile

Section 2. All salary ranges above shall be retroactive to January 1, 2019.

Section 3. Any ordinance of part of ordinance inconsistent herewith is hereby repealed.

On motion by Mr. Nyland, seconded by Mr. Norton and passed unanimously on roll call vote to adopt **Ordinance 2019-02.**

On motion by Mayor Ryan, seconded by Mr. Nyland and passed unanimously on roll call vote to amend **Ordinance 2018-16, Vehicles and Traffic Including Section XIII “Parking Prohibited at all times” Relative to Lincoln, Allen, Bush, Henderson, Snyder and Hill Streets.**

Resolutions:

RESOLUTION 2019-06

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

WHEREAS, the Township of Oxford has a need to acquire engineering services as a non-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, 2019 through December 31, 2019); 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.

On motion by Mr. Norton, seconded by Mr. Nyland and passed unanimously on roll call vote to adopt **Resolution 2019-06.**

On motion by Mayor Ryan, seconded by Mr. Nyland and passed unanimously on roll call vote to table **Resolution 2019-09 Township Planner.**

RESOLUTION 2019-21

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

BE IT RESOLVED by the Mayor and Committee of the Township of Oxford, County of Warren, and State of New Jersey as follows:

1. Resolution 2019-16, appointed Roger Skoog, as Oxford Township's Municipal Prosecutor for one year (January 1, 2019 to December 31, 2019) but has since retired.
2. Charles Carro, Esq. is hereby retained as Municipal Prosecutor of the Township of Oxford for one year (January 1, 2019 through December 31, 2019).
3. This retainer is awarded without competitive bidding as a "Professional Service" under provisions of the Local Public Contracts Law as provided by NJSA 40A:11-5 because it requires service performed by a person authorized by law to practice a recognized profession and it is not possible to obtain competitive bids.

On motion by Mayor Ryan, seconded by Mr. Nyland and passed unanimously on roll call vote to adopt **Resolution 2019-21.**

RESOLUTION 2019-22

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.

<u>Block</u>	<u>Lot</u>	<u>Name of Owner</u>	<u>Amount</u>	<u>Year</u>	<u>Quarter</u>
1.02	10	Garland, B	\$3446.53	2018	4 th

RESOLUTION 2019-23

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.

<u>Block</u>	<u>Lot</u>	<u>Name of Owner</u>	<u>Amount</u>	<u>Premium</u>	<u>Lienholder</u>
39	3	Stillett, Est of	\$15345.06	\$0.00	Oxford Township
33.03	14	Abuka-Feeks, T	\$1461.63	\$2800.00	CAZ Creek
4	8	Toth, T	\$1333.90	\$5100.00	ActLien
31	21C0002	Ferrara, K	\$1130.57	\$0.00	PC7

On motion by Mr. Nyland, seconded by Mr. Norton and passed unanimously on roll call vote to adopt **Resolution 2019-22 and Resolution 2019-23.**

New Business:

Bill Duffy, from the Warren County Election Board attended the meeting and demonstrated the new voter machine.

Oxford Township will be the first township to use the new voter machine at the Special School Election to be held on January 22, 2019 between the hours of 2:00 PM to 8:00 PM.

Mr. Norton suggested that all contracts be reviewed by Mr. Lavery before Committee approval.

On motion by Mr. Norton, seconded by Mr. Nyland and passed unanimously on roll call vote to send all contracts to Mr. Lavery for review.

Mr. Norton made a motion that a Certificate of Liability Insurance be provided to the Township for all contracts and from vendors naming the Township as being additionally insured with a minimum of 1/mil to 2/mil. Mr. Nyland seconded the motion and the motion passed unanimously on roll call vote.

The Committee reviewed the AARE Contact.

On motion by Mayor Ryan, seconded by Mr. Nyland and passed unanimously on roll call vote to approve AARE Contact for 2019.

The Committee stated that they will not pursue the Animal Control Shared Service agreement at this time.

On motion by Mayor Ryan, seconded by Mr. Norton and passed unanimously on roll call vote to sign the 2019 contract with Warren County Mosquito Control, in order for them to perform aerial applications for mosquitoes.

Township Committee Reports and Correspondences:

Mayor Ryan discussed having a workshop meeting before the regular township meeting. He asked if the Committee would be available the first Wednesday. Mayor Ryan said that he would not be available the first Wednesday in March but he could meet the first Tuesday, March 5th.

Mr. Nyland stated that Lou Accetturo, DPW Supervisor e-mailed him a notice to be placed in the newspaper to advertise for new hires to the Department of Public Works. He asked that the Committee review the notice and if the Committee had any changes, additions or approved the notice, let the Clerk know and she will advertise it in next Wednesday's edition of the newspaper.

On motion by Mr. Nyland, seconded by Mr. Norton and passed unanimously on roll call vote to advertise for new hires to the Department of Public Works.

Mr. Nyland informed everyone that a bad storm is predicted for this weekend with high winds. He stated, please be careful and do not park under any trees!

Mayor Ryan stated that a budget meeting was held on January 9th and the Committee is looking at some increases and decreases.

Mr. Nyland introduced Lt. James R. Teter, from the Washington Township Police Department. He will be Oxford Township's Liaison for 2019.

Lt. Teter stated that it is a pleasure to be here and will be attending the regular monthly meetings.

Lt. Teter read the December, 2018 Monthly Report.

WASHINGTON TOWNSHIP POLICE DEPARTMENT



MONTHLY REPORT 2018

ACTIVITY	DECEMBER
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POLICE DISPATCHED INCIDENTS	1,324
TOTAL CRIMINAL INVESTIGATIONS	TOWNSHIP = 32
	BOROUGH = 45
	OXFORD = 8
TOTAL CRIMINAL ARRESTS	TOWNSHIP = 20
	BOROUGH = 21
	OXFORD = 1
TOTAL MOTOR VEHICLE CRASHES	TOWNSHIP = 23
	BOROUGH = 16
	OXFORD = 0
MOTOR VEHICLE STOPS/COMPLAINTS	438
MOTOR VEHICLE SUMMONS	TOWNSHIP = 106
	BOROUGH = 100
	OXFORD = 14
CRIMES TO ANOTHER'S PROPERTY	47
CDS /ALCOHOL INCIDENTS	61
DOMESTIC/FAMILY ISSUES	59
ALARMS	63
EMS/FIRE CALL	155
OTHER TYPES	462

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

Mayor Ryan asked that the agenda with resolutions, ordinances be given to the Committee, the Friday before the Township meeting. He asked that all the professionals, CFO, Tax Collector, etc. have all items to the Clerk by noon on the Friday before Wednesday's meeting.

Mayor Ryan stated that it is a Committee's decision what goes on the agenda and if it is not normal course of business and anyone wants to be put on the agenda, contact the Committee and send a draft to the Mayor.

Mr. Norton announced that the referendum for Oxford School will be voted on here in the Municipal Building on January 22nd from 2-8 PM. He said a newsletter was suppose to go out to all residents for their review. If someone would like to read it, the newsletter is on the Oxford Central School website and copies are available on the table in the front.

Engineer's Report:

Mr. Finelli wished everyone a "Happy New Year" and thanked the Committee for the 2019 appointment.

Mr. Finelli informed the Committee that the Oxford Township Dam report has been submitted to the NJDEP and he has heard nothing from them.

Mr. Finelli reached out to Jeff Magdon (Brennan) to get an update from him on the Oxwall project. Mr. Magdon did not get in touch with him, but as soon as Mr. Finelli gets an update, he will forward to the Committee.

Mr. Finelli distributed to the Committee a Budgetary Cost Spreadsheet on the former Oxwall Facility at 50 Wall Street.

Attorney's Report:

Mr. Lavery stated he had no report at this time.

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 by the Committee.

Public Comment:

Mr. Nyland explained that the ordinance for "No Parking" on certain streets was adopted in order to allow fire trucks, ambulances, and snow plows to get through the streets safely and efficiently.

A question was asked if there is a party at a house that the street is posted with "No Parking" signs, should the Police Department be notified? Mr. Nyland answered, yes.

Mrs. Brady asked that speed limit be reduced and speed limit signs be displayed on Lincoln Avenue.

Mr. Nyland said he will review her request and drive on Lincoln Avenue.

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: Contractual and Township Property.

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 into Executive Session at 7:50 PM.

On motion by Mr. Norton, seconded by Mr. Nyland and passed unanimously on roll call vote to enter into open session at 8:27 PM.

No Action was taken.

On motion by Mr. Nyland, seconded by Mr. Norton and passed unanimously on roll call vote to adjourn the meeting at 8:30 PM.

Sheila L. Oberly, RMC

