

**OXFORD TOWNSHIP MEETING**  
**April 21, 2021**

The meeting of the Township Committee of Oxford Township was held on March 31, 2021 in the Oxford Township Municipal Building, 11 Green Street, Oxford, NJ and by calling the toll-free number: **(877) 853-5247** and entering the Webinar ID: 822 6161 2960.

Notice of time, date, location and agenda of this meeting, to the extent then known was provided at least forty-eight (48) hours prior to the commencement of this meeting in the following manner pursuant to the provisions of Chapter 231 of the law of 1975 “the Open Public Meetings Act”:

- Emailing to the Express Times / Warren County NJ Zoned Edition
- Posting on the Township web-site and Facebook page

In attendance was Gerald Norton, Georgette Miller, and Robert Nyland, Township Committee, Matthew Hall, Township Administrator, Rich Wenner, Township Attorney (via Zoom), Michael Finelli, Township Engineer (7:05), and Susan Turner, Deputy Municipal Clerk.

Mayor Norton called the meeting to order at 7:00 PM

**Meeting Minutes:**

Bob Nyland moved to accept the March 31, 2021 regular meeting minutes and Executive Session minutes. Seconded by Georgette Miller. Ayes: 3, Nays: 0, Abstain: 0. Absent: 0. Motion passed.

**Public Comment on Agenda items:** - No comments

**Ordinances – 2<sup>nd</sup> Reading/ Public Hearing:**

- **Ordinance 2021-05** - \$1,000,000 Bond

ORDINANCE 2021-05

BOND ORDINANCE PROVIDING AN APPROPRIATION OF \$1,000,000 FOR VARIOUS CAPITAL IMPROVEMENTS FOR AND BY THE TOWNSHIP OF OXFORD IN THE COUNTY OF WARREN, NEW JERSEY AND, AUTHORIZING THE ISSUANCE OF \$950,000 BONDS OR NOTES OF THE TOWNSHIP FOR FINANCING PART OF THE APPROPRIATION.

BE IT ORDAINED, BY THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF OXFORD, IN THE COUNTY OF WARREN, NEW JERSEY (not less than two-thirds of all members thereof affirmatively concurring) AS FOLLOWS:

SECTION 1:

The improvements described in Section 3 of this bond ordinance (the “Improvements”) are hereby authorized to be undertaken by the Township of Oxford, New Jersey (the “Township”) as general improvements. For the said Improvement there is hereby appropriated the amount of \$1,000,000, such sum includes the sum of \$50,000 as the down payment (the “Down Payment”) required by the Local Bond Law of the State of New Jersey, constituting Chapter 2 of Title 40A of the New Jersey Statutes, as amended and supplemented (the “Local Bond Law”). The Down Payment is now available by virtue of provision in one or more previously adopted budgets for down payments for capital improvement purposes.

SECTION 2:

In order to finance the cost of the Improvements not covered by the application of the

Down Payment, negotiable bonds of the Township are hereby authorized to be issued in the principal amount of \$950,000 pursuant to the provisions of the Local Bond Law (the "Bonds"). In anticipation of the issuance of the Bonds and to temporarily finance said improvements or purposes, negotiable bond anticipation notes of the Township are hereby authorized to be issued in the principal amount not exceeding \$950,000 pursuant to the provisions of the Local Bond Law (the "Bond Anticipation Notes" or "Notes").

SECTION 3:

(a) The Improvements authorized and the purpose for which obligations are to be issued, the estimated cost of each Improvement and the appropriation therefor, the estimated maximum amount of bonds or notes to be issued for each Improvement and the period of usefulness of each Improvement are as follows:

Improvements and Estimated Cost Maximum Amount of Bonds or Notes of Usefulness	Appropriation  Estimated  Period
Various road improvements, including but not limited to Spring Meadows, Snyder Lane and Mine Hill Road, including curbing, milling, paving, drainage and other miscellaneous improvements and including all work or materials necessary therefor or incidental thereto, all as shown on and in accordance with the plans and specifications thereof on file in the office of the Clerk.	\$850,000      \$807,500      10 Years
Acquisition of a generator for the Township Municipal Building.	100,000      95,000      15 Years
Improvements to phone system, including all work or materials necessary therefor or incidental thereto, all as shown on and in accordance with the plans and specifications thereof on file in the office of the Clerk.	10,000      9,500      10 Years
Acquisition of equipment for the Parks Department, including but not limited to a lawn mower.	40,000      38,000      15 Years
TOTAL	\$1,000,000
\$950,000	

(b) The estimated maximum amount of Bonds or Notes to be issued for the purpose of financing a portion of the cost of the Improvements is \$950,000.

(c) The estimated cost of the Improvements is \$1,000,000 which amount represents the initial appropriation made by the Township.

SECTION 4:

All Bond Anticipation Notes issued hereunder shall mature at such times as may be determined by the chief financial officer of the Township (the "Chief Financial Officer"); provided that no Note shall mature later than one year from its date. The Notes shall bear interest at such rate or rates and be in such form as may be determined by the Chief Financial Officer. The Chief Financial Officer shall determine all matters in connection with Notes issued pursuant to this ordinance, and the signature of the Chief Financial Officer upon the Notes shall be conclusive evidence as to all such determinations. All Notes issued hereunder may be renewed from time to time subject to the provisions of Section 8(a) of the Local Bond Law. The Chief Financial Officer is hereby authorized to sell part or all of the Notes from

time to time at public or private sale and to deliver them to the purchasers thereof upon receipt of payment of the purchase price plus accrued interest from their dates to the date of delivery thereof. The Chief Financial Officer is directed to report in writing to the Township Committee of the Township at the meeting next succeeding the date when any sale or delivery of the Notes pursuant to this ordinance is made. Such report must include the amount, the description, the interest rate and the maturity schedule of the Notes sold, the price obtained and the name of the purchaser.

#### SECTION 5:

The capital budget of the Township is hereby amended to conform with the provisions of this ordinance to the extent of any inconsistency herewith. The resolution in the form promulgated by the Local Finance Board showing full detail of the amended capital budget and capital program as approved by the Director, Division of Local Government Services, Department of Community Affairs, State of New Jersey is on file with the Township Clerk and is available for public inspection.

#### SECTION 6:

The following additional matters are hereby determined, declared, recited and stated:

(a) The Improvements described in Section 3 of this bond ordinance are not current expenses, and are capital improvements or properties that the Township may lawfully make or acquire as general improvements, and no part of the cost thereof has been or shall be specially assessed on property specially benefited thereby.

(b) The period of usefulness of the Improvements, within the limitations of the Local Bond Law, and according to the reasonable life thereof computed from the date of the Bonds authorized by this bond ordinance, is 10.70 years.

(c) The Supplemental Debt Statement required by the Local Bond Law has been duly prepared and filed in the office of the Township Clerk and a complete executed duplicate thereof has been filed in the office of the Director, Division of Local Government Services, Department of Community Affairs, State of New Jersey. Such statement shows that the gross debt of the Township, as defined in the Local Bond Law, is increased by the authorization of the Bonds and Notes provided in this bond ordinance by \$950,000 and the obligations authorized herein will be within all debt limitations prescribed by the Local Bond Law.

(d) An aggregate amount not exceeding \$170,000 for items of expense listed in and permitted under Section 20 of the Local Bond Law is included in the estimated cost of the Improvements, as indicated herein.

#### SECTION 7:

Any funds received from time to time by the Township as contributions in aid of financing the purposes described in Section 3 of this Ordinance shall be used for financing said Improvements by application thereof either to direct payment of the cost of said Improvements or to the payment or reduction of the authorization of the obligations of the Township authorized therefor by this Bond Ordinance. Any such funds received may, and all such funds so received which are not required for direct payment of the cost of said Improvements shall, be held and applied by the Township as funds applicable only to the payment of obligations of the Township authorized by this Bond Ordinance.

SECTION 8:

The full faith and credit of the Township are hereby pledged to the punctual payment of the principal of and interest on the obligations authorized by this bond ordinance. The obligations shall be direct, unlimited obligations of the Township, and the Township shall be obligated to levy ad valorem taxes upon all the taxable property within the Township for the payment of the obligations and the interest thereon without limitation of rate or amount.

SECTION 9:

The Chief Financial Officer of the Township is hereby authorized to prepare and to update from time to time as necessary a financial disclosure document to be distributed in connection with the sale of obligations of the Township and to execute such disclosure document on behalf of the Township. The Chief Financial Officer is further authorized to enter into the appropriate undertaking to provide secondary market disclosure on behalf of the Township pursuant to Rule 15c2-12 of the Securities and Exchange Commission (the "Rule") for the benefit of holders and beneficial owners of obligations of the Township and to amend such undertaking from time to time in connection with any change in law, or interpretation thereof, provided such undertaking is and continues to be, in the opinion of a nationally recognized bond counsel, consistent with the requirements of the Rule. In the event that the Township fails to comply with its undertaking, the Township shall not be liable for any monetary damages, and the remedy shall be limited to specific performance of the undertaking.

SECTION 10:

This Bond Ordinance constitutes a declaration of official intent under Treasury Regulation Section 1.150-2. The Township reasonably expects to pay expenditures with respect to the Improvements prior to the date that Township incurs debt obligations under this Bond Ordinance. The Township reasonably expects to reimburse such expenditures with the proceeds of debt to be incurred by the Township under this Bond Ordinance. The maximum principal amount of debt expected to be issued for payment of the costs of the Improvements is \$950,000.

SECTION 11:

This bond ordinance shall take effect 20 days after the first publication thereof after final adoption, as provided by the Local Bond Law.

Bob Nyland moved to accept Ordinance 2021-05. Seconded by Georgette Miller and passed unanimously on roll call vote. Ayes: 3, Nays: 0, Abstain: 0. Absent: 0

**Ordinances-1<sup>st</sup> Reading/Public Hearing:**

No Ordinances for 1<sup>st</sup> Reading.

**Resolutions:**

- **Resolution 2021-34** – Temporary Emergency Budget

RESOLUTION 2021-34

A RESOLUTION PROVIDING FOR EMERGENCY TEMPORARY APPROPRIATIONS FOR CURRENT FUND

WHEREAS, there will be a delay in the adoption of the 2021 Township of Oxford, County of Warren, New Jersey, Local Municipal Budget; and

WHEREAS, a temporary budget in the amount of 26.25% of the total appropriations in the 2020 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance was adopted in January 2021; and

WHEREAS, if additional funds are not budgeted the public welfare will be adversely affected; and

WHEREAS, it is the recommendation of the Chief Financial Officer this emergency temporary appropriation be authorized

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Council of the Township of Oxford, County of Warren, New Jersey, that in accordance with N.J.S.A. 40A:4-20, an emergency temporary appropriation be and same is hereby made for in the amount of \$491,180.72 and that said emergency temporary appropriation shall be provided in full in the 2021 budget.

Georgette Miller moved to accept Resolution 2021-34. Seconded by Bob Nyland and passed unanimously on roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0.

**New Business:**

**Cell Tower bid/Discussion** – Two bids were received: Landmark Dividend and Unison. Landmark Dividend would pay \$1,376,195.60 for the 30-year lease lump sum option, \$1,580,360.65 for the 50-year lease lump sum option, \$1,486,110.75 for the 30-year lease in installments, \$1,696,254.52 for the 50-year lease in installments. Unison would pay \$1,570,992 for the 30-year lease lump sum option, \$2,001,296 for the 50-year lease lump sum option, \$1,728,091 for the 30-year lease in installments, \$2,201,426 for the 50-year lease in installments. Bob Nyland stated he prefers the installment options and would like some of the money invested for the town to earn interest. Mayor Norton stated he prefers the installment options and would like some of the money used to help rebuild the reserve. CFO Natasha Turchan, Administrator Matt Hall and Bond Counsel will work on an investment strategy and provide it at the next meeting.

Bob Nyland moved to accept Unison's 50-year installment option (B) for \$2,201,426. Seconded by Georgette Miller and passed unanimously on roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0. Rich Wenner will write up a contract.

**OCS – Girls on the Run request** – Mayor Norton stated School Superintendent Bob Magnuson requested Oxford Lake and Kaufman Drive be closed on May 23 from 10:00 am to 2:00 pm for Girls on the Run 5K race. About 13 girls would participate and 50 spectators would attend.

Bob Nyland moved to close Kaufman Drive and Oxford Lake on May 23, 2021 from 10:00 am to 2:00 pm to allow the Girls on the Run 5K race. Seconded by Georgette Miller and passed unanimously on roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0

Bob Nyland has spoken with the police department about closing the road. Mayor Norton will get a flyer to be posted on the website and Facebook page.

**RFP Bid Packet** – A system was not implemented by previous personnel. Mayor Norton would like a standard system for RFP Bid Packets. Matthew Hall will compile a set of procedures.

**Camera Work at Spring Meadows** – A second round of video inspection of storm drains and pipes needs to be completed. DPW Supervisor Lou Accetturo would like to get estimates. Bob Nyland moved to approve Lou Accetturo obtaining estimates for video camera scoping of the storm drains and pipes in Spring Meadows. Seconded by Georgette Miller and passed unanimously on roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0.

Website Update Discussion – Matt Hall stated the current website’s coding is too old to be compatible with current technology and needs to be updated. Funds were budgeted for the Township’s IT agency to complete the update in 2021. Matt will contact the IT company to begin the update.

Personnel – Mayor Norton stated the Tax Collector requested an assistant for 4 hours per week. Applicant Amber Brady has been approved to be hired. Mayor Norton moved to approve hiring Amber Brady as an assistant to the Tax Collector working 4 hours per week at \$15.00 per hour. Seconded by Bob Nyland and passed unanimously on roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0.

**Old Business:**

Civic Live – Mayor Norton stated the Civic Live account is up and running. He and Matt Hall were introduced to the program. Bob Magnuson will help get word out to residents. Susan Turner will hand out information with Clean Up vouchers.

Fire Department Turnout Gear – Mayor Norton has not heard from the Fire Chief.

Discussion – Assembly Bill A21 (New Jersey Cannabis Regulatory, Enforcement Assistance, and Marketplace Modernization Act) – Rich Wenner stated Jim Kelly will have an ordinance for first reading at the next meeting. Changes can be made to the ordinance at the meeting. Classes 1 through 4 will be permitted. Class 5, retailers licenses, will not be permitted.

Garbage Sticker Proof - The Committee had minor changes to bulk sticker. No changes to the extra bag sticker. Matt Hall will have the changes made before sending the proof to print.

**Township Committee Reports and Correspondence**

- Georgette Miller and Bob Nyland discussed dog park location options, a special committee and an annual fee.
- Bob Nyland stated the Muskie Fishing Tournament is scheduled for May 1<sup>st</sup> at Oxford Lake. He has not received a flyer yet.
- Georgette Miller raised the idea of having workouts at the Lake before it opens. It will be discussed with the Lake Director.
- Mayor Norton attended the School Board Budget meeting. The school is going back to 5 days a week.
- Mayor Norton said the owner of 56 Pequest Road, which burned down in 2020, requested the \$323.24 in interest from delinquent 2020 taxes be waived. The lot is currently for sale. After discussion Mayor Norton moved to deny the request to waive the interest on the delinquent taxes on 56 Pequest Road. Seconded by Bob Nyland and passed unanimously on roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0.

**Township Administrator:**

Matt Hall stated the 1<sup>st</sup> Quarter Risk Management inspection and report were done. He will send a copy of the report to the Committee members.

The garbage stickers will be sent to the printer. The second reading of Ordinance 2021-01 can be scheduled.

Bob Nyland asked about the side arm mower for the DPW. Matt stated it is in process, one small repair is being done.

**Township Engineer Report:**

Mike Finelli stated his office is working with the DPW Supervisor to get a base map for plans set up in Spring Meadows. The type and amount of repair work will determine the project schedule. The underground work will be done first; curb and sidewalk repair and roads milled and paved will be included in the bid packet. Milling and paving could go through the co-op. The bid packet will be ready next month. Bob Nyland requested all millings be saved on Oxford owned property for future use. Mike stated he will not require American Water to pull permits for work in Spring Meadows before the project is done.

Mike Finelli stated that Oxford is required to comply with the NJ State stormwater educational requirements. He strongly suggested the Township enroll with the Musconetcong Water Association

(MWA) who provide educational opportunities. His office will coordinate with the Deputy Clerk to handle the enrollment.

Georgette Miller asked about 119 Belvidere Avenue. The Board of Health was contacted about a rat problem. Mike stated the next inspection is coming up. The homeowner has been difficult and denied people access to the property. Lieutenant Teter will visit the property to determine if citations for the cars and boats on the property may be necessary.

Mayor Norton asked about the 6-foot front fence at 51 Scranton Parkway. Mike stated the Township ordinance allows it. Mayor Norton stated he'd like to review and possibly change the ordinance to a lower front fence height or no front fence allowed.

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

Rich Wenner stated he has two items for Executive Session.

Regarding foreclosures, Groups 1 and 2 can be merged and combined into one complaint and expedite completion of the in rem.

Mr. Doyle submitted an offer to purchase Block 32 Lot 41, a nonconforming lot adjacent to his property, for \$3,000.00. Mayor Norton moved to accept the offer of \$3,000.00 for Block 32 Lot 41. Seconded by Bob Nyland and passed unanimously on roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0.

Rich has not received a confirmation of sale of 45 Bush Street from the Tax Collector.

### **Motion To Pay Bills:**

Bob Nyland moved to pay all bills presented to and approved by the Committee. Seconded by Georgette Miller and passed unanimously on roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0.

### **Reports:**

Lieutenant Teter, Washington Township Police Department, read the department's March Dispatch Report.

### **Public Comment:**

Bob Magnuson, Superintendent of Schools, (via Zoom) thanked the DPW and the Committee for the signs on Church Street which he says are working well. He also thanked the Committee for delaying the gas line project on Kent Street until after school lets out.

### **Meeting Recap**

### **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 matters to be discussed are possible litigation regarding Cambridge East, and Cambridge West redevelopment.

Mayor Norton moved to enter Executive Session at 8:15 PM, seconded by Georgette Miller and passed unanimously on roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0.

Bob Nyland moved to close Executive Session and reconvene public session at 8:45 PM. Seconded by Georgette Miller and passed unanimously on roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0. No action was taken during Executive Session

Bob Nyland moved to adjourn the meeting at 8:46 PM. Seconded by Georgette Miller. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0. Motion passed.

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Susan Turner, Deputy Clerk