**OXFORD TOWNSHIP MEETING**

**March 17, 2021**

The meeting of the Township Committee of Oxford Township was held on March 17, 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 Meeting ID:883 5369 1248

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, Michael Finelli, Township Engineer, and Susan Turner, Deputy Municipal Clerk.

**Meeting Minutes:**

Bob Nyland moved to accept the March 3, 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 – 2nd Reading/ Public Hearing: Ordinance 2021-01 –** Solid Waste

Ordinance 2021-01 – Solid Waste was tabled until the next meeting**.**

**Ordinances-1st Reading/Public Hearing: Ordinance 2021-05 –** $1,000,000 Bond for Capital Improvements

**ORDINANCE NO. 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 | Appropriation and Estimated Cost | Estimated Maximum Amount of Bonds or Notes | Period of Usefulness |
| --- | --- | --- | --- |
| 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

**Resolutions:**

**Resolution 2021-25 –** Redeemed Liens

**RESOLUTION 2021-25**

**RESOLUTION FOR 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.

Block Lot Name of Owner Amount Premium Lienholder

33 61 Dawood, S & A $557.66 $2300.00 Yang

31 21C0001 Harrison, J $1100.19 $3100.00 FIG

Bob Nyland moved to accept Resolution 2021-25. Seconded by Georgette Miller and passed unanimously on roll call vote. Ayes: 3, Nays: 0, Abstain: 0. Absent: 0

**Resolution 2021-26 -** 100% Disabled Veteran Exemption

**RESOLUTION 2021-26**

**TAX ASSESSOR ADJUSTMENT-100% DISABLED VETERAN EXEMPTION**

WHEREAS, the Tax assessor of the Township of oxford does hereby determine that the property owner qualifies as 100% disabled veteran and is entitled to receive a full exemption from property taxes on the property located at 71 Cambridge East also known as block 31 lot 21 Qual C0071

WHEREAS, the Department of Veterans Affairs has determined that the property owner has had a 100% permanent wartime service-connected disability since February 15, 2021

WHEREAS, The Tax assessor of the Township of Oxford does hereby determine that the property owner qualifies for the 100% exemption from property taxes on the property, a single-family residence, located at 71 Cambridge East, also known as block 31 lot 21 Qual C0071 in which the veteran currently resides.

WHEREAS, the State of NJ statutorily provides the following:

Section 54:4-3.32: RETURN OF CERTAIN TAXES COLLECTED ON EXEMPT PROPERTY

3: The governing body of each municipality, by appropriate resolution, may return all taxes collected on property which would have been exempt had proper claim in writing been made therefor in the manner provided by PL 948 c259 (C54:4-3.30 et seq.) The governing body of each municipality, by appropriate resolution, may also return to the veteran or the veterans surviving spouse all property tax payments made since the time of the veteran’s actual disability or since the time of the veterans death. No refunds shall be made under this section for any year or portion thereof prior to the effective date of PL 1948, c259 (C54;4-3.30 et seq)

WHEREAS, the Mayor and Council of the Township of Oxford does hereby declare that the property owner is entitled, as a 100% disabled veteran, to a refund of the property taxes billed for 71 Cambridge East, also known as block 31 lot 21 Qual C0071 in the Township of Oxford retroactive to February 15, 2021 in the amount of $529.34.

Bob Nyland moved to accept Resolution 2021-26. Seconded by Georgette Miller and passed unanimously on roll call vote. Ayes: 3, Nays: 0, Abstain: 0. Absent: 0

**Resolution 2021-27 –** Tax Sale Certificates

Resolution 2021-27 was tabled.

**Resolution 2021-28 –** Authorizing a Shared Service for Use of Warren County Road Department Equipment by Oxford Township

**RESOLUTION 2021-28**

**RESOLUTION AUTHORIZING A SHARED SERVICE FOR**

**USE OF WARREN COUNTY ROAD DEPARTMENT EQUIPMENT**

**AGREEMENT**

**AGREEMENT,** made this 17th day of March 2021 by and between the Township of Oxford, New Jersey and the County of Warren, hereinafter referred to as the “Agreement.”

**WITNESSETH:**

**WHEREAS,** the Township of Oxford is desirous of sharing the utilization of various pieces of Warren County Road Department Equipment; and

**WHEREAS,** the County of Warren has furnished an agreement which is attached hereto and made a part hereof; and

**WHEREAS,** the Uniform Shared Services & Consolidation Act (**N.J.S.A. 40A:65-1 et seq**.) authorizes and empowers the Township of Oxford to enter into the Agreement.

**NOW, THEREFORE, BE IT RESOLVED,** that the Township of Oxford shall enter into the aforementioned shared services agreement proposed by the County of Warren.

Bob Nyland moved to accept Resolution 2021-28. Seconded by Georgette Miller and passed unanimously on roll call vote. Ayes: 3, Nays: 0, Abstain: 0. Absent: 0

**Resolution 2021-29 –** Budget Transfer

**RESOLUTION 2021-29**

**WHEREAS,** N.J.S.A 4A:4-58 provides that Budget transfers may be made during the first three months of the following fiscal year; and

**WHEREAS,** there has been determined a need for such transfers;

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Township of Oxford, County of Warren, State of New Jersey that the following transfers be made:

Description To From

Administrative & Executive – Other Expenses 3,200.00

Computerization - Other Expenses 1,400.00

Fire Hydrants 3,800.00

Finance – Other Expenses 1,500.00

Buildings and Grounds - Other Expenses 700.00

Vehicle Maintenance – Other Expenses 600.00

Electricity 1,000.00

Natural Gas/Propane 750.00

Municipal Clerk – Salaries and Wages 12,700.00

Election – Other Expenses 250.00

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$ 12,950.00 $12,950.00

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Bob Nyland moved to accept Resolution 2021-29. Seconded by Georgette Miller and passed unanimously on roll call vote. Ayes: 3, Nays: 0, Abstain: 0. Absent: 0

**Resolution 2021-30 –** Teamsters Local 469 Agreement

**RESOLUTION 2021-30**

**RESOLUTION AUTHORIZING EXECUTION OF A COLLECTIVE NEGOTIATIONS AGREEMENT BY AND BETWEEN THE TOWNSHIP OF OXFORD AND TEAMSTERS LOCAL 469**

**WHEREAS,** the Collective Negotiations Agreement by and between the Township of Oxford and the Teamsters Local 469 expired on December 31, 2019; and

**WHEREAS,** the parties have agreed on the terms of a successor agreement, the entirety of which is attached hereto; and

**WHEREAS,** the Township Committee believes the execution of the Contract to be in the best interests of the residents of the Township.

**NOW, THEREFORE, BE IT RESOLVED** by the Committee of the Township of Oxford, County of Warren, and State of New Jersey, that the entry into a three-year agreement with Teamsters 469, which includes, among other things, a 3% increase in salary for 2020 and 2021, and a 2.5% increase in salary for 2022 and 2023, is hereby approved.

**BE IT FURTHER RESOLVED** that the Committee of the Township of Oxford hereby authorizes and directs the Mayor and the Municipal Clerk to execute said Agreement.

Bob Nyland moved to accept Resolution 2021-30. Seconded by Georgette Miller and passed unanimously on roll call vote. Ayes: 3, Nays: 0, Abstain: 0. Absent: 0

**New Business:**

Church Street Traffic – Bob Magnuson, Superintendent Oxford Central School, (via Zoom) stated his concerns about vehicles stopping and standing on Church Street to pick up students. He would like “No Stopping or Standing” signs erected. Bob Nyland will have DPW check their supply and will contact the County for new signs if needed.

Raffle License – Oxford Central PTA – Bob Nyland moved to approve the Raffle License for the Oxford Central PTA. Seconded by Georgette Miller. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0. Motion passed.

Oxford Volunteer Fire Department – Fire Chief Tim White (via Zoom) stated he is working on obtaining 0% financing to purchase 10 sets of turnout gear and requested financial assistance from the Township. During discussion he stated: he will invite White Township to join in the purchase, fewer than 10 set of gear would be acceptable, he has to determine the amount of the down payment and the fire department’s total contribution with the department. Mayor Norton asked him to gather the information to discuss at the next Committee meeting.

Blue Light Permit Application – Bob Nyland moved to approve the Blue Light Permit Application for Kyle Kaufman (Emergency Squad). Seconded by Georgette Miller. Ayes: 3, Nays: 0, Abstain: 0. Absent: 0. Motion passed.

Meeting Date Change – Bob Nyland requested the April 7, 2021 Workshop meeting be rescheduled as he will not be able to attend in person or virtually. Bob Nyland moved to change the April 7, 2021 Workshop meeting date to March 31, 2021. Seconded by Georgette Miller. Ayes: 3, Nays: 0, Abstain: 0. Absent: 0. Motion passed.

Street Sweeper - Bob Nyland thanked Washington Borough for the loan of its street sweeper and operator.

High Speed Internet - Bob Nyland stated Warren County will receive $27,000,000 from the state to bring cheaper high speed internet to its residents.

Campground - Georgette Miller is interested in creating a campground. Discussion covered possible locations, owned/operated by the Township or a 3rd party, access routes, and grant programs.

Dog Park – Georgette Miller spoke with other towns that have dog parks and feels one would benefit the Township. The Township owned property near the Post Office was discussed as a potential site.

**Old Business**:

Capital Projects Discussion – Several capital projects were discussed with Spring Meadow paving and the generator deemed most important. Bob Nyland moved to authorize Finelli Engineering to begin the Spring Meadow reconstruction process. Seconded by Gerald Norton and passed unanimously on roll call vote. Ayes: 3, Nays: 0, Abstain: 0. Absent: 0

DEP OPRA Request – Rich Wenner stated discussion will take place during Executive Session.

Discussion – Assembly Bill A21 (New Jersey Cannabis Regulatory, Enforcement Assistance, and Marketplace Modernization Act) –Rich Wenner stated discussion will take place during Executive Session

Cell Tower Modernization – Mayor Norton stated he was contacted by another company. Mayor Norton moved to authorize the RFP for the cell tower modernization. Seconded by Bob Nyland and passed unanimously on roll call vote. Ayes: 3, Nays: 0, Abstain: 0. Absent: 0

Mayor Norton will discuss the RFP specifications with Rich Wenner.

**Township Committee Reports and Correspondence** – No reports or correspondence

**Township Engineer Report:**

Mike Finelli stated the survey manager will be starting on Mine Hill Road.

Georgette Miller asked about 119 Belvidere Avenue. Mike said the property was visited on March 1, 2021 but no additional clean-up had been done because of the snow. He will schedule another visit. The next court hearing for the property is June 8, 2021.

Bob Nyland asked Mike to investigate the burned out house on Belvidere Avenue.

**Township Attorney’s Report:** Rich Wenner stated he has items for Executive Session.

**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.

**Public Comment**: Peggy Hissim, Oxford Emergency Squad (via Zoom) emailed her report to Bob Nyland. She stated they are holding a fund drive this Sunday. She is waiting to hear back about turnout gear grants

**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 is Contractual and Attorney/Client matters.

Bob Nyland moved to enter Executive Session at 8:07 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 9:06 PM. Seconded by Georgette Miller and passed unanimously on roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0.

Bob Nyland moved to adjourn the meeting at 9:08 PM. Seconded by Georgette Miller. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0. Motion passed.

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