**OXFORD TOWNSHIP WORKSHOP MEETING**

**September 1, 2021**

The meeting of the Township Committee of Oxford Township was held on September 1, 2021 in the Oxford Township Municipal Building, 11 Green Street, Oxford, NJ.

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 Linda Koufodontes, Township Committee, and Susan Turner, Deputy Municipal Clerk.

Mayor Norton opened the meeting at 7:00 PM

**Meeting Minutes:**

Georgette Miller moved to accept the August 18, 2021 regular meeting minutes. Seconded by Linda Koufodontes. Ayes: 3, Nays: 0, Abstain: 0. Absent: 0. Motion passed

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

**Ordinances-1st Reading/Public Hearing:**

* **Ordinance 2021-15** Bond Ordinance – Acquisition of Dump Truck

**ORDINANCE 2021-15**

**BOND ORDINANCE PROVIDING AN APPROPRIATION OF $90,000 FOR ACQUISITION OF A DUMP TRUCK FOR AND BY THE TOWNSHIP OF OXFORD IN THE COUNTY OF WARREN, NEW JERSEY AND, AUTHORIZING THE ISSUANCE OF $85,500 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 $90,000, such sum includes the sum of $4,500 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 $85,500 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 $85,500 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 the financing of which said obligations are to be issued is for the acquisition of a dump truck.

 (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 $85,500.

 (c) The estimated cost of the Improvements is $90,000 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 5 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 $85,500 and the obligations authorized herein will be within all debt limitations prescribed by the Local Bond Law.

 (d) An aggregate amount not exceeding $5,000 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 $85,500.

 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.

Georgette Miller moved to accept Ordinance 2021-15. Seconded by Linda Koufodontes and passed unanimously on roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0.

**New Business:**

* Habitability Hearing – Block 34, Lot 37, 6 Hill Street – Property owner Mohan Bista stated the Contractor provided a general list of the items to be repaired/replaced. He did not provide a timeline. He has not filed for permits. Mr. Bista has done some repairs inside the building and stated the electricity is on and the water is on. Mayor Norton stated that at the previous hearing, the Committee asked for a timeline of the repairs to be done. Mayor Norton stated that Mr. Bista has until September 15, 2021 to provide copies of applications for work permits and an estimated timeline of the repairs. If the information is not provided a demolition order will be issued for the building. Mayor Norton will have the Township Attorney send a letter to Mr. Bista stating the requirements and possibility of a demolition order. The building has been posted as uninhabitable by the Warren County Health Department. Georgette Miller asked Mr. Bista to bring pictures of the work he has done inside.
* Goose Hunt – Mayor Norton contacted Officer Vernon, Washington Township Police Department, about holding a goose hunt as in previous years. There is a very large flock of resident geese at the lake that is breaking through the fence and leaving large amounts of feces throughout the site. Officer Vernon has a group of 6-8 hunters within the Police Department who will participate. The hunt will take place only on weekdays and Kaufman Road will be closed from sunrise to noon on each of the days: September 15, 16 20, 21, 24, 29 & 30. Notices will be posted on the Township website and Facebook page. Mayor Norton moved to allow the goose hunt for the specified days. Seconded by Georgette Miller and passed unanimously on roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0.

Mayor Norton would like the previous Animal Control Officer to oil the goose eggs in the spring or provide training for it. Susan Turner will have Matt Hall contact the ACO.

* Parking on Wall St. and Washington Ave. – Parking signs state 1 hour parking 6 am – 6 pm but the town ordinance states 2 hour parking is allowed along Washington Ave. Patrons of the Shippen Manor outdoor concert events were ticketed. Mayor Norton will ask Matt Hall to contact the Police Department and request they do not enforce the limit during the last one or two concert events this season. Mayor Norton would like to arrange a meeting of the Wall Street business owners and Shippen Manor to come up with a temporary parking solution until the Triangle is redeveloped.
* Re-evaluate the Master Plan – Mayor Norton stated that, in anticipation of upcoming projects, Mike Finelli and Jim Kyle can review the Township’s Master Plan and Zoning. Mayor Norton moved to authorize Michael Finelli and Jim Kyle to review and revise the Master Plan. Seconded by Georgette Miller and passed unanimously on roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0.

**Old Business**:

* Township Attorney – Zoning violations, 119 Belvidere Avenue – The Township Attorney will prosecute the zoning violations for the 119 Belvidere Avenue case. Mayor Norton will find out what the cost would be for him to prosecute future cases.
* JCP&L Ash Trees – JCP&L is going through the area assessing the trees.
* Buckley Avenue project funding – Mayor Norton spoke with the Township CFO who stated the money for the project can be pulled from the bond.

 **Township Committee Reports and Correspondence**

* Mold Remediation – The mold remediation is completed. The ceiling tile and some sheetrock need to be installed. There is surface mold on items in the records room which can be wiped down. Since individual rooms are kept shut vents will be installed in the hallway wall of each room. Green Home Solutions recommended installing 2 industrial dehumidifiers in the basement. Mayor Norton moved to authorize the DPW to purchase two (2) industrial dehumidifiers. Seconded by Georgette Miller and passed unanimously on roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0.
* Oxford Lake - Mayor Norton stated the estimated Oxford Lake revenue this summer is $86,000. Last year it was $126,000 but the highest prior to that was $39,000. The highest number of memberships were sold this year. He and Lake Director Eddy Patient will look into purchasing 2 or 3 inflatables for next summer. Further discussion included remaining open weekends after Labor Day and expanding the concession stand.
* Linda Koufodontes attended the Board of Education meeting which focused on masks in school.
* Mayor Norton stated the Land Use Board Secretary is retiring at the end of the year. He will contact the Land Use Board Attorney regarding the hiring process.
* Christmas Tree Lighting – Georgette Miller stated the lighting is scheduled for Saturday, Nov 27, 2021. A full day of festivities will be held downtown which will require some streets to be closed.

She will draft a letter to downtown businesses with information and requesting donations.

**Township Administrator**: No report.

**Township Engineer Report:** No report

**Township Attorney’s Report:** No report

**Motion To Pay Bills:**

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

**Reports:** No reports

**Public Comment**: No comments

**Meeting Recap:**

**Executive Session**- No Executive Session

Mayor Norton moved to adjourn the meeting at 8:05 PM. Seconded by Georgette Miller. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0. Motion passed.

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