

**OXFORD TOWNSHIP MEETING**  
**October 6, 2021**

The meeting of the Township Committee of Oxford Township was held on October 6, 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, Matthew Hall, Township Administrator, Richard Wenner, Township Attorney, and Susan Turner, Deputy Municipal Clerk.

Mayor Norton opened the meeting at 7:00 PM

**Meeting Minutes:**

Georgette Miller moved to accept the September 15, 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: 2<sup>nd</sup> Reading/ Public Hearing**

- Ordinance 2021-13 Trailer Parking at Oxford Lake

**ORDINANCE 2021-13**

**AN ORDINANCE DESIGNATING TRAILER ONLY PARKING ON A PORTION OF THE OXFORD FURNACE LAKE PARKING AREA AND AMENDING CHAPTER 234, PARKS AND RECREATION AREAS, SECTION 6, PARKING REGULATIONS, TO CODIFY SAME**

**BE IT ORDAINED** by the Township Committee of the Township of Oxford that Chapter 234, *Parks and Recreation Areas*, Section 6, *Parking Regulations*, is hereby deleted in its entirety and replaced as follows:

**Section 1.**

§234-6. Parking Regulations.

No owner or driver shall cause or permit his vehicle to stand outside of designated parking spaces, except for a reasonable time to take up or discharge passengers or equipment. No motor vehicle shall be parked in said park areas from 1/2 hour after sunset until sunrise, except as otherwise permitted. Eleven parking spaces on the western side of the Oxford Furnace Lake parking area shall be designated as “Trailer Only” parking and shall be specifically reserved for trailers used to transport boats or other watercraft as may be permitted on the Lake. All trailers shall always remain attached to the vehicle.

**Section 2:**

**Severability.** The various parts, sections and clauses of this Ordinance are hereby declared to be severable. If any part, sentence, paragraph, section or clause is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this Ordinance shall not be affected thereby.

**Section 3:**

Repealer. Any ordinances or parts thereof in conflict with the provisions of this Ordinance are hereby repealed as to their inconsistencies only.

**Section 4:**

Effective Date. This Ordinance shall take effect upon final passage and publication as provided by law.

Georgette Miller moved to accept Ordinance 2021-13. Seconded by Linda Koufodontes and passed unanimously on roll call vote. Ayes: 3, Nays: 0, Abstain: 0. Absent: 0.

- Ordinance 2021-14 Transfer of Property from Warren County

**ORDINANCE 2021-14**

**AN ORDINANCE ACCEPTING THE TRANSFER OF REAL PROPERTY FROM THE COUNTY OF WARREN, A PORTION OF COUNTY ROUTE 624 AND A PORTION OF COUNTY ROUTE 631**

**WHEREAS**, the County of Warren has agreed to transfer a portion of County Route 624 and a portion of County Route 631 to the Township of Oxford as evidenced by the attached resolution of the County and map attached thereto; and

**WHEREAS**, the Township of Oxford desires to accept the transfer of said property and to assume ownership and control over same.

**NOW THEREFORE BE IT ORDAINED** by the Township of Oxford, County of Warren and State of New Jersey that the Township does hereby accept the transfer of ownership of a portion of County Route 624 and County Route 631 from the County of Warren as depicted on the attached Resolution of Warren County and map attached thereto.

Georgette Miller moved to accept Ordinance 2021-14. Seconded by Linda Koufodontes and passed unanimously on roll call vote. Ayes: 3, Nays: 0, Abstain: 0. Absent: 0.

- 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.

- Ordinance 2021-16 Feeding of Cats and Dogs

**ORDINANCE 2021-16**

**AN ORDINANCE OF THE TOWNSHIP OF OXFORD, COUNTY OF WARREN AND STATE OF NEW JERSEY AMENDING CHAPTER 118, ANIMALS, SECTION 31, FEEDING OF CATS AND DOGS, IN ORDER TO CLARIFY THE PROHIBITION ON FEEDING ANIMALS OUTSIDE OF THE PRIMARY STRUCTURE**

**BE IT ORDAINED** by the Township Committee of the Township of Oxford, County of Warren and State of New Jersey that Chapter 118, *Animals*, Section 31, *Feeding of Cats and Dogs*, Subsection A is hereby deleted in its entirety and replaced as follows:

Section 1.

§118-31. **Feeding of cats and dogs outside of primary structures prohibited; responsibility of owner.**

- (A) **No person, agency or institution shall at any time cause, suffer or allow any person, agency, or institution to make food available for the purposes of feeding dogs or cats in any location other than inside the primary structure located on the property owned or leased by the person, agency, or institution thereon.**

**Section 2:**

Severability. The various parts, sections and clauses of this Ordinance are hereby declared to be severable. If any part, sentence, paragraph, section or clause is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this Ordinance shall not be affected thereby.

**Section 3:**

Repealer. Any ordinances or parts thereof in conflict with the provisions of this Ordinance are hereby repealed as to their inconsistencies only.

**Section 4:**

Effective Date. This Ordinance shall take effect upon final passage and publication as provided by law.

Georgette Miller moved to accept Ordinance 2021-16. Seconded by Linda Koufodontes and passed unanimously on roll call vote. Ayes: 3, Nays: 0, Abstain: 0. Absent: 0.

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

- Ordinance 2021-17 Vacate Alley Green St to Axford Ave

**ORDINANCE NO. 2021-17**

**ORDINANCE OF THE TOWNSHIP OF OXFORD, COUNTY OF WARREN, STATE OF NEW JERSEY, TO VACATE AN ALLEY RUNNING FROM 48 GREEN STREET TO 29 AXFORD AVE NOT NEEDED FOR A PUBLIC PURPOSE**

**WHEREAS** there is a “paper street” which runs from 48 Green Street to 29 Axford Avenue within the Township which the Township has been requested to vacate by the property owners residing at the respective addresses above; and

**WHEREAS** the Municipal Engineer of the Township of Oxford has reviewed the proposed vacation and finds that same is consistent with the public interest, and that it is in the best interest of the municipality; and

**WHEREAS**, it appears that the interests of the public will be served by this vacation, since the vacation will lead to the improvement of the property in the surrounding areas without any detriment to the interests of the public.

NOW THEREFORE, BE IT ORDAINED, **by the Mayor and Committee of the Township of Oxford, County of Warren and State of New Jersey, as follows:**

**Section 1:**

The following described lands are hereby vacated and all the public rights, interests and title arising from the dedication or shown on any map filed or otherwise or any reference to same in any deed or instrument, recorded or otherwise, are hereby vacated, relinquished and extinguished. Those lands constituting of the following are hereby vacated and described as follows:

**See Exhibit A, attached hereto.**

Section 2:

**Severability.** The various parts, sections and clauses of this Ordinance are hereby declared to be severable. If any part, sentence, paragraph, section or clause is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this Ordinance shall not be affected thereby.

Section 3:

Repealer. **Any ordinance or parts thereof in conflict with the provisions of this Ordinance are hereby repealed as to their inconsistencies only.**

Section 4:

**Effective Date.** This Ordinance shall take effect upon final passage and publication as provided by law.

Georgette Miller moved to accept Ordinance 2021-17. Seconded by Linda Koufodontes and passed unanimously on roll call vote. Ayes: 3, Nays: 0, Abstain: 0. Absent: 0.

**Resolutions:**

- Resolution 2021-60 Recycling Tonnage

**RESOLUTION 2021-60**

**WHEREAS**, the Township of Oxford desires to anticipate Recycling Tonnage grant as an item of general revenue and current appropriation with prior written consent of the Director of Local Government Services in the amount of \$881.97 and

**THEREFORE, BE IT RESOLVED** by the Governing Body of the Township of Oxford that the prior written consent of the Director of Local Government Services be requested to include as an item of general revenue in the 2021 Budget under the following caption:

Recycling Tonnage

and item of current appropriations in 2021 Budget under the following caption:

Recycling Tonnage-Other Expenses

**BE IT FURTHER RESOLVED** that TWO certified copies of this Resolution be forwarded to the Office of the Director of Local Government Services

Georgette Miller moved to accept Resolution 2021-60. Seconded by Linda Koufodontes and passed unanimously on roll call vote. Ayes: 3, Nays: 0, Abstain: 0. Absent: 0.

- Resolution 2021-61 Alcohol Education Rehab

**RESOLUTION 2021-61**

**WHEREAS**, the Township of Oxford desires to anticipate Alcohol Education Rehab grant as an item of general revenue and current appropriation with prior written consent of the Director of Local Government Services in the amount of \$681.60 and

**THEREFORE, BE IT RESOLVED** by the Governing Body of the Township of Oxford that the prior written consent of the Director of Local Government Services be requested to include as an item of general revenue in the 2021 Budget under the following caption:

Alcohol Education Rehab

and item of current appropriations in 2021 Budget under the following caption:

Alcohol Education Rehab  
-Other Expenses

**BE IT FURTHER RESOLVED** that TWO certified copies of this Resolution be forwarded to the Office of the Director of Local Government Services

Georgette Miller moved to accept Resolution 2021-61. Seconded by Linda Koufodontes and passed unanimously on roll call vote. Ayes: 3, Nays: 0, Abstain: 0. Absent: 0.

- Resolution 2021-62 Clean Communities

**RESOLUTION 2021-62**

**WHEREAS**, the Township of Oxford desires to anticipate Clean Communities grant as an item of general revenue and current appropriation with prior written consent of the Director of Local Government Services in the amount of \$6,311.60 and

**THEREFORE, BE IT RESOLVED** by the Governing Body of the Township of Oxford that the prior written consent of the Director of Local Government Services be requested to include as an item of general revenue in the 2021 Budget under the following caption:

Clean Communities

and item of current appropriations in 2021 Budget under the following caption:

Clean Communities-Other Expenses

**BE IT FURTHER RESOLVED** that TWO certified copies of this Resolution be forwarded to the Office of the Director of Local Government Services

Georgette Miller moved to accept Resolution 2021-62. Seconded by Linda Koufodontes and passed unanimously on roll call vote. Ayes: 3, Nays: 0, Abstain: 0. Absent: 0.

**New Business:**

- Building Security & Server quote – Mayor Norton stated a quote was received to install security cameras and a buzzer at the front door and to move the server from the basement to upstairs. The server will remain in the basement since the mold remediation is done. Mayor Norton moved to authorize the DPW Supervisor to get two more bids on the security system. Seconded by Georgette Miller and passed unanimously on roll call vote. Ayes: 3, Nays: 0, Abstain: 0. Absent: 0.

- Dedication of Lake Bench – Mayor Norton received a letter from a resident whose son passed away. The son loved spending time at the lake and the resident requested a bench be dedicated to him. Mayor Norton moved to approve the purchase of and dedication of a bench at Oxford Lake. Seconded by Georgette Miller. Ayes: 3, Nays: 0, Abstain: 0. Absent: 0. Motion passed.
- Letter from Resident – Mayor Norton received a letter from a resident complaining of the many power outages in town. Mayor Norton has drafted a response which he will forward to the Committee members for their input.
- Letter from Young at Heart – Mayor Norton received a letter from the Oxford Young at Heart Club requesting a \$1,000 donation. This same amount has been donated for several years. Mayor Norton moved to approve the \$1,000 donation to the Oxford Young at Heart Club. Seconded by Georgette Miller. Ayes: 3, Nays: 0, Abstain: 0. Absent: 0. Motion passed.
- Home Town Heroes Banners – Mayor Norton stated a program is available that prints Hometown Heroes' names, pictures and information on street light banners for a minimal cost. Sponsorship of individual banners is possible. Military, Fire Department, Emergency Squad, Police Department members past and current can be honored. Matt Hall stated JCP&L must be notified with the street light pole numbers. Mayor Norton moved to make the initial purchase of banners. Seconded by Georgette Miller and passed unanimously on roll call vote. Ayes: 3, Nays: 0, Abstain: 0. Absent: 0.

### **Old Business:**

- Habitability Hearing – 6 Hill Street Block 34, Lot 37 – Georgette Miller moved to open the Habitability Hearing for Block 34, Lot 37, 6 Hill Street. Seconded by Gerald Norton and passed unanimously on roll call vote. Ayes: 3, Nays: 0, Abstain: 0. Absent: 0.  
The property owner, Mohan Bista, was present. Rich Wenner reminded him he was still under oath from the previous hearing. Mr. Bista presented valid electrical, fire and smoke detector permits. He stated he applied for a plumbing permit on September 20. DCA told him it will take 20 business days for approval. He has a plumber ready to begin next week. He has retained a contractor to work on the chimney. Mr. Bista did not submit a schedule of work to be done or estimates by contractors showing the work they plan to do. Georgette Miller stated Mr. Bista must present the plumbing permit, an estimate and scope of work to be done, and heating system information by the October 20, 2021 Committee meeting or an order of demolition could be applied. Georgette Miller moved to continue the habitability hearing on October 20, 2021. Seconded by Linda Koufodontes. Ayes: 2, Nays: 1, Abstain: 0. Absent: 0.
- 3 Shippen Ridge – Rich Wenner sent a letter to the property owner and Matt Hall sent an email to the property maintenance company regarding the property upkeep. They have not had a response. Rich will send a 10-day notice to the owner. A courtesy copy can be sent to the resident. Mayor Norton will contact Michael Finelli with this information.
- Shared Services – Matt Hall has not heard back from the Washington Township Police Chief regarding scheduling and cost for a code enforcement officer.
- Dog Park – Material and labor estimates for the ground cover and fence have been received.
- Tree Lighting Event – Georgette Miller received a letter from a Wall Street business concerned about their patrons accessing the back parking lot on the day of the event. Georgette spoke with Fulton Bank and they will allow residents to use their driveway that day.

### **Township Committee Reports and Correspondence**

- Holiday Lights Contest – Georgette Miller wants to hold a Holiday Lights contest among residents of Oxford. She will advertise the contest and hand out flyers at the Tree Lighting Event.
- Linda Koufodontes attended the Board of Education meeting. Brian O'Neil was appointed to the vacant board seat. The bus driver shortage has not affected the school. Covid 19 vaccines will be mandatory as of October 18, 2021. A vendor will be outside the school to test unvaccinated staff and students with parents' permission. Policies regarding face coverings and vaccinations were adopted that will be rescinded when the State Executive Orders are rescinded.

**Township Administrator:** Matt Hall is looking into a NJ State grant for algae blooms in lakes.

**Township Engineer Report:** Mike Finelli stated the Spring Meadows project digging will begin Monday. He confirmed to Mr. Bob Magnuson that school busses will be directed through the area by the construction company. Mike will get a schedule for Mayor Norton.

**Township Attorney's Report:** Rich Wenner stated the closing package/ first installment payment was received from Unison. Regarding Cambridge West, Rich will reach out to the attorney for Hilltop for an update on the client's review of the proposal. Rich has one item for Executive Session.

**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 additional reports.

**Public Comment:** No public comments.

**Meeting Recap:**

Matt Hall will contact JCP & L regarding Hometown Heroes Banners.

Matt Hall will contact the Police Chief regarding code enforcement shared services.

**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 matter to be discussed is personnel.

Georgette Miller moved to enter Executive Session at 8:00 PM. Seconded by Linda Koufodontes and passed unanimously on roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0.

Georgette Miller moved to close Executive Session and reconvene public session at 8:05 PM. Seconded by Linda Koufodontes and passed unanimously on roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0.

No action was taken during Executive Session

Linda Koufodontes moved to authorize the actions discussed in Executive Session. Seconded by Georgette Miller and passed unanimously on roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0

Mayor Norton moved to adjourn the meeting at 8:06 PM. Seconded by Georgette Miller. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0. Motion passed.

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Susan Turner, Deputy Clerk