

**OXFORD TOWNSHIP MEETING
December 15, 2021**

The meeting of the Township Committee of Oxford Township was held on December 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, Matthew Hall, Township Administrator, Township Attorney, and Michael Finelli, Township Engineer.

Mayor Norton opened the meeting at 7:00 PM

Meeting Minutes:

Georgette Miller moved to accept the December 1, 2021 regular meeting minutes and Executive Session minutes. Seconded by Linda Koufodontes. Ayes: 3, Nays: 0, Abstain: 0. Absent: 0. Motion passed.

Public Comment on Agenda items: - No comments

Ordinances: 2nd Reading/ Public Hearing

Ordinance 2021-19 – Salary Ranges

ORDINANCE 2021-19

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:

Title	Salaries	
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
Registrar	3,000.00-6,000.00	per year
Election Official	200.00-500.00	per election
Deputy Clerk	11.00-20.00	per hour
Chief Financial Officer	20,000.00-45,000.00	per year
Office Clerk	11.00-15.00	per hour
Collector	20,000.00-45,000.00	per year
Collector Assistant	3,000.00 -7,000.00	per year
Tax Assessor	14,000.00-25,000.00	per year
Public Workers Foreman	50,000.00-90,000.00	per year

Assistant Supervisor	15.00-30.00	per hour
Public Works Senior Laborer	12.00-35.00	per hour
Public Works Laborer	11.00-30.00	per hour
Public Works Temporary Laborer	11.00-24.00	per hour
Equipment Operators	12.00-35.00	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
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	11.00-25.00	per hour
Ass't Lake Director	50.00-100.00	per day
Lifeguards	10.30-15.00	per hour
Concession Stand Operator	10.30-15.00	per hour
Security Officer	15.00-25.00	per hour
Recycling Coordinator	50.00-75.00	per month
Crossing Guard	11.00-16.00	per hour
Qualified Purchasing Agent	5,000-6,000	per year
Mileage Reimbursement	IRS Rate	per mile

Section 2. All salary ranges above shall be retroactive to January 1, 2021.

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 Any ordinance of part of ordinance inconsistent herewith is hereby repealed.

Georgette Miller moved to accept Ordinance 2021-19. Seconded by Linda Koufodontes and passed unanimously on roll call vote. Ayes: 3, Nays: 0, Abstain: 0. Absent: 0.

Resolutions:

Resolution 2021-65 Salaries

RESOLUTION 2021-65

A RESOLUTION FIXING THE SALARIES OF 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 and State of New Jersey, as follows, until a subsequent salary resolution is adopted

Section I. The salaries for the following officers and employees for the Township of Oxford shall be as follows:

<u>Title</u>	<u>Salary</u>
Mayor	5,454.60 per year
Deputy Mayor	4,221.84 per year
Committee Person	4,221.84 per year
Land Use Bd. Secretary	14,857.44 per year
Office Clerk	13.11 per hour

Collector	22,524.84 per year
Collector Assistant	15.30 per hour
Qualified Purchasing Agent	6,000.00 per year
Tax Assessor	18,067.32 per year
Public Works Foreman	87,651.46 per year
Public Works Ass't Foreman	20.00 per hour
Public Works Senior Laborer -P/T	15.30 per hour
Public Works Laborer I-P/T	13.00 per hour
Public Works Laborer II-P/T	12.24 per hour
Public Works Temporary Laborer-P/T	12.00 per hour
Equipment Operator	25.76 per hour
Zoning Officer	3,967.05 per year
Board of Health Member	145.86 per year
Municipal Building Custodian	17.42 per hour
Emergency Management Coordinator.	1,944.12 per year
Recycling Coordinator	72.15 per month
Crossing Guards	11.16 per hour

All Salaries above retroactive to January 1, 2021 unless otherwise noted.

Seasonal Salaries:

Lake Director-20 hrs/wk-6 months	15.92 per hour
Assistant Lake Director	80.00 per day
Lifeguards-First Year	10.70 per hour
Lifeguards-Second Year	11.22 per hour
Lifeguards-Third Year	11.70 per hour
Lifeguard-Fourth Year	12.22 per hour
Lifeguard-Fifth Year	12.50 per hour
Lifeguard-Sixth Year	13.00 per hour
Concession Stand Operator	10.30 per hour

Section II Any resolution or part of resolution inconsistent herewith is hereby repealed.

Georgette Miller moved to approve Resolution 2021-65. Seconded by Linda Koufodontes and passed unanimously on roll call vote. Ayes: 3, Nays: 0, Abstain: 0. Absent: 0.

Resolution 2021-73 – Redeemed Liens

**RESOLUTION 2021-73
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
1.01	48	WILLIAMS, C	\$1021.21	\$1600.00	CHANGSHENG 33 5
		SCALORA, F	\$335.46	\$1200.00	FIGNJ19LLC
3	28	GIBSON, D	\$13771.07	\$13900.00	LSG HOLDING

Georgette Miller moved to accept Resolution 2021-73. Seconded by Linda Koufodontes and passed unanimously on roll call vote. Ayes: 3, Nays: 0, Abstain: 0. Absent: 0.

Resolution 2021-74 Budget Transfer

RESOLUTION 2021-74

TOWNSHIP OF OXFORD

WHEREAS, N.J.S.A. 40A:4-58 provides that Budget transfers may be made during the last two months of the 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
Gasoline-OE	3,000.00	
Electricity-OE		3,000.00

\$3,000.00	\$3,000.00
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Georgette Miller moved to approve Resolution 2021-74. Seconded by Linda Koufodontes and passed unanimously on roll call vote. Ayes: 3, Nays: 0, Abstain: 0. Absent: 0.

New Business:

- Warren County Regional Animal Control Agreement – A new contract has been set up with Washington Borough serving as liaison for participating towns. The Animal Control Officer has been hired under a contract, not as an employee. The services and rates remain the same as the previous agreement.
- 2022 Re-organization meeting – set date and approve – January 5, 2022 was agreed upon for the 2022 Re-organization meeting.
- Oxford Public Library discussion – The President of the Library Association resigned effectively immediately. The Library Association, a non-profit, owns the property and building. The Township has given them \$1000.00 per year but they are classified as a publicly supported private library. There are no other known active members of the Association who can take over the responsibilities. Mayor

Norton asked the attorney to look into whether it hold current non-profit status. Mayor Norton will reach out to a previous volunteer and try to get board member information.

- Georgette Miller stated that the corner of Wall Street, just below Belvidere Avenue and Shippen Manor, is dangerous. She asked if No Parking could be enacted on the corner of Wall Street to Allen Ave since the Township now owns the road. Signs would be posted and the curb painted yellow. An Ordinance will be introduced in January.

Old Business:

- Scranton Parkway – Parking discussion – Mayor Norton spoke with Washington Police Department Lieutenant Smith and DPW Supervisor Lou Accetturo who both recommended no parking along the entire road. The Parking Ordinance will be amended in January.

Township Committee Reports and Correspondence

- No reports

Township Administrator: Matt Hall has been working with the Washington Police Chief on the Code Enforcement agreement. Oxford's will be a flat fee. Whether it will be an addendum to the existing agreement or a stand alone one has to be determined.

Township Engineer Report: Paving has been done on Mine Hill, Snyders and Spring Meadow. The guardrails have been installed on Mine Hill. In Spring Meadow the light pole, drains and mailboxes have to be done.

Georgette Miller asked about progress on 119 Belvidere Avenue. Mike stated the case was dismissed because the property owner passed away. Mike stated that cleanup has been done in areas but the backyard is still in bad shape. Discussion ensued regarding pursuing a new complaint against the estate. Matt Hall asked if Mike had information from NJDOT regarding the cost to move the sewer line. Mike does not. Neither he nor Matt have received information from the DOT Engineer on the project. Matt will reach out to the DOT contact for the cost and a clear picture of the work to be done.

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. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0. Motion passed.

Reports: None

Public Comment: No comments

Meeting Recap: Mike Finelli and Matt Hall will get soft cost estimates for the sewer line. The Attorney will get information regarding the Library's non-profit status. The Attorney will work on two ordinances for January – No Parking on Wall Street to Allen Avenue and No Parking on Scranton Parkway.

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 Attorney/client privilege.

Georgette Miller moved to enter Executive Session at 8:24 PM. Seconded by Mayor Norton. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0. Motion passed.

Georgette Miller moved to close Executive Session and reconvene public session at 8:34 PM. Seconded by Linda Koufodontes. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0. Motion passed

No action was taken during Executive Session.

Mayor Norton moved to adjourn the meeting at 8:35 PM. Seconded by Georgette Miller. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0. Motion passed.

Susan Turner, Deputy Clerk