

OXFORD TOWNSHIP MEETING
April 6, 2022

The meeting of the Township Committee of Oxford Township was held on April 6, 2022 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, John Abromitis, Township Attorney, and Susan Turner, Deputy Municipal Clerk.

Mayor Norton opened the meeting at 7:00 PM

Meeting Minutes: March 16, 2022 Regular Session and Executive Session minutes – Georgette Miller moved to accept the March 16, 2022 Regular and Executive Session meeting minutes. Seconded by Linda Koufodontes. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0. Motion passed

Public Comment on Agenda items: - No comments

Presentation: – Boy Scout Hunter Patti presented his Eagle Scout Leadership project. He would like to build an outpost campsite at Oxford Lake to be used by scouts and other non-profits for a more “in the woods” experience. The site would include an area for 5 to 10 tents, a firepit, a table and benches and fire buckets. He would create a small trail, about 300 feet long, from the existing site. Hunter outlined the supplies he would need for the fire pit and table and chairs. Discussion covered the approximate size of the total area, and location. Mayor Norton stated a Certificate of Liability insurance naming Oxford Township as an additional insured is required. Linda Koufodontes moved to approve Hunter Patti’s Eagle Scout Leadership project. Seconded by Mayor Norton and passed unanimously on roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0.

Ordinances: 1st Reading/ Public Hearing – No ordinances for 1st reading

Ordinances: 2nd Reading/ Public Hearing
Ordinance 2022—04 - COLA

ORDINANCE 2022-04
CALENDAR YEAR 2022
MODEL ORDINANCE TO EXCEED THE MUNICIPAL BUDGET APPROPRIATION LIMITS
AND TO ESTABLISH A CAP BANK
(N.J.S.A. 40A: 4-45.14)

WHEREAS, the Local Government Cap Law, N.J.S. 40A: 4-45.1 et seq., provides that in the preparation of its annual budget, a municipality shall limit any increase in said budget up to 2.5% unless authorized by ordinance to increase it to 3.5% over the previous year’s final appropriations, subject to certain exceptions; and,

WHEREAS, N.J.S.A. 40A: 4-45.15a provides that a municipality may, when authorized by ordinance, appropriate the difference between the amount of its actual final appropriation and the 3.5% percentage rate as an exception to its final appropriations in either of the next two succeeding years; and,

WHEREAS, the Governing Body of the Township of Oxford in the County of Warren finds it advisable and necessary to increase its CY 2022 budget by up to 3.5% over the previous year's final appropriations, in the interest of promoting the health, safety and welfare of the citizens; and,

WHEREAS, the Township of Oxford hereby determines that a 1.0 % increase in the budget for said year, amounting to \$ 11,788.04 in excess of the increase in final appropriations otherwise permitted by the Local Government Cap Law, is advisable and necessary; and,

WHEREAS the Township of Oxford hereby determines that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years.

NOW THEREFORE BE IT ORDAINED, by the Governing Body of the Township of Oxford, in the County of Warren, a majority of the full authorized membership of this governing body affirmatively concurring, that, in the CY 2022 budget year, the final appropriations of the Township of Oxford shall, in accordance with this ordinance and N.J.S.A. 40A: 4-45.14, be increased by 3.5 %, amounting to \$41,258.14, and that the CY 2022 municipal budget for the Township of Oxford be approved and adopted in accordance with this ordinance; and,

BE IT FURTHER ORDAINED, that any that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years; and,

BE IT FURTHER ORDAINED, that a certified copy of this ordinance as introduced be filed with the Director of the Division of Local Government Services within 5 days of introduction; and,

BE IT FURTHER ORDAINED, that a certified copy of this ordinance upon adoption, with the recorded vote included thereon, be filed with said Director within 5 days after such adoption.

Georgette Miller moved to accept Ordinance 2022-04. Seconded by Linda Koufodontes and passed unanimously on roll call vote. Ayes:3, Nays:0, Abstain:0, Absent:0.

Ordinance 2022-05 – Amend Sewer Fee Ranges

ORDINANCE 2022-05

ORDINANCE OF THE TOWNSHIP OF OXFORD, COUNTY OF WARREN AND STATE OF NEW JERSEY AMENDING CHAPTER 260, SEWERS, SECTION 17, ANNUAL USER FEE, OF THE CODE OF THE TOWNSHIP OF OXFORD IN ORDER TO ESTABLISH A RANGE OF \$700 TO \$1500 PER EDU

BE IT ORDAINED by the Township Committee that Chapter 260, *Sewers*, Section 17, *Annual User Fee*, subsection C is deleted in its entirety and replaced as follows:
260-17(C) User charge per EDU.

The annual user charge per equivalent dwelling unit (EDU) for users in both Oxford Township and Washington Township shall be within a range of \$700 to \$1500. The Township Committee shall, on an annual basis, adopt a resolution setting the specific charge per EDU for that year for users within Oxford Township and shall also establish the specific charge per EDU for users within Washington Township.

Section 2: Severability

Any article, section, paragraph, subsection, clause, or other provision of the Code of the Township of Oxford inconsistent with the provisions of this ordinance is hereby repealed to the extent of such inconsistency

Section 3: Repealer

If any section, paragraph, subsection, clause, or provision of this ordinance shall be adjudged by a court of competent jurisdiction to be invalid, such adjudication shall apply only to section, paragraph, subsection, clause, or provision so adjudged, and the remainder of this ordinance shall be deemed valid and effective.

Section 4: Effective Date

This ordinance shall take effect after final passage and publication as provided by law.

Georgette Miller moved to accept Ordinance 2022-05. Seconded by Linda Koufodontes and passed unanimously on roll call vote. Ayes:3, Nays:0, Abstain:0, Absent:0.

Ordinance 2022-06 Amend Garbage Fee Ranges

ORDINANCE 2022-06

ORDINANCE OF THE TOWNSHIP OF OXFORD, COUNTY OF WARREN AND STATE OF NEW JERSEY AMENDING CHAPTER 280, *SOLID WASTE; RECYCLING*, SECTION 3, *COLLECTION AND FEES*, OF THE CODE OF THE TOWNSHIP OF OXFORD IN ORDER TO ESTABLISH AN ANNUAL RANGE OF \$200 TO \$500

BE IT ORDAINED by the Township Committee that Chapter 280, *Solid Waste; Recycling*, Section 3, *Collection and Fees*, subsection C is deleted in its entirety and replaced as follows: 280-3(C). Fees.

Each occupant, which term shall not include churches, Oxford public school, Oxford Fire Department or Oxford Emergency Squad as that term is defined herein, from whom garbage, refuse or rubbish is collected by the Township of Oxford, shall pay to the Township the following sums for solid waste removal:

- 1) The annual range for fees for solid waste collection for both residential and commercial (per dumpster/per occurrence) shall be \$200 to \$500. The specific fee for residential and commercial users shall be established annually by resolution of the Mayor and Committee.

Section 2: Severability

Any article, section, paragraph, subsection, clause, or other provision of the Code of the Township of Oxford inconsistent with the provisions of this ordinance is hereby repealed to the extent of such inconsistency

Section 3: Repealer

If any section, paragraph, subsection, clause, or provision of this ordinance shall be adjudged by a court of competent jurisdiction to be invalid, such adjudication shall apply only to section, paragraph, subsection, clause, or provision so adjudged, and the remainder of this ordinance shall be deemed valid and effective.

Section 4: Effective Date

This ordinance shall take effect after final passage and publication as provided by law.

Georgette Miller moved to accept Ordinance 2022-06. Seconded by Linda Koufodontes and passed unanimously on roll call vote. Ayes:3, Nays:0, Abstain:0, Absent:0.

Resolutions:

Resolution 2022-31 Self Examination of Budget

RESOLUTION 2022-31

SELF-EXAMINATION OF BUDGET RESOLUTION

[as required by DCA]

WHEREAS, N.J.S.A. 40A:4-78b has authorized the Local Finance Board to adopt rules that permit municipalities in sound fiscal condition to assume the responsibility, normally granted to the Director of the Division of Local Government Services, of conducting the annual budget examination; and

WHEREAS, N.J.A.C. 5:30-7 was adopted by the Local Finance Board on February 11, 1997; and

WHEREAS, pursuant to N.J.A.C. 5:30-7.2 through 7.5, the Oxford Township has been declared eligible to participate in the program by the Division of Local government Services, and the Chief Financial officer has determined that the local government meets the necessary conditions to participate in the program for the 2022 budget year.

NOW THEREFORE BE IT RESOLVED by the governing body of the *Oxford Township* that in accordance with N.J.A.C. 5:30-7.6a & 7.6b and based upon the Chief Financial Officer's certification, the governing body has found the budget has met the following requirements:

1. That with reference to the following items, the amounts have been calculated pursuant to law and appropriated as such in the budget:
 - a. Payment of interest and debt redemption charges
 - b. Deferred charges and statutory expenditures
 - c. Cash deficit of preceding year
 - d. Reserve for uncollected taxes
 - e. Other reserves and non-disbursement items
 - f. Any inclusions of amounts required for school purposes.
2. That the provisions relating to limitation on increases of appropriations pursuant to N.J.S.A. 40A:4-45.2 and appropriations for exceptions to limits on appropriations found at N.J.S.A. 40A:4-45.3 et seq., are fully met (complies with CAP law).
3. That the budget is in such form, arrangement, and content as required by the Local Budget Law and N.J.A.C. 5:30-4 and 5:30-5.
4. That pursuant to the Local Budget Law:
 - a. All estimates of revenue are reasonable, accurate and correctly stated,
 - b. Items of appropriation are properly set forth
 - c. In itemization, form, arrangement and content, the budget will permit the exercise of the comptroller function within the municipality.
5. The budget and associated amendments have been introduced and publicly advertised in accordance with the relevant provisions of the Local Budget Law, except that failure to meet the deadlines of N.J.S.A. 40A:4-5 shall not prevent such certification.
6. That all other applicable statutory requirements have been fulfilled.

BE IT FURTHER RESOLVED that a copy of this resolution will be forwarded to the Director of the Division of Local Government Services upon adoption.

Georgette Miller moved to accept Resolution 2022-31. Seconded by Linda Koufodontes and passed unanimously on roll call vote. Ayes:3, Nays:0, Abstain:0, Absent:0.

Resolution 2022-32 Overpayment of Taxes

RESOLUTION 2022-32

Refund of Overpayment

WHEREAS, overpayment of taxes was made by the property owner during refinance on Block 2 Lot 53 for the first quarter of 2022, and

WHEREAS, this has caused an overpayment on Block 2 Lot 53, and

WHEREAS, the property owner has requested a refund check be issued,

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Committee authorize the Certified Finance Officer to refund the sum of \$1714.53 to Shawn Spinks to be mailed 60 Washington Avenue, Oxford, NJ 07863.

Georgette Miller moved to accept Resolution 2022-32. Seconded by Linda Koufodontes and passed unanimously on roll call vote. Ayes:3, Nays:0, Abstain:0, Absent:0.

Resolution 2022-33 Redeemed Liens

RESOLUTION 2022-33

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
31	21C0020	Werner, B	\$1055.97	\$1300.00	ProCap
26	23	Groelly, A & C	\$1723.98	\$3400.00	FIG
33.04	30	Duca, J & C	\$1197.91	\$1300.00	ProCap

Georgette Miller moved to accept Resolution 2022-33. Seconded by Linda Koufodontes and passed unanimously on roll call vote. Ayes:3, Nays:0, Abstain:0, Absent:0.

Resolution 2022-34 Nassau Capital Professional Services Contract

RESOLUTION 2022-34

RESOLUTION AUTHORIZING PROFESSIONAL SERVICES CONTRACT WITH NASSAU CAPITAL ADVISORS, LLC PROFESSIONAL SERVICE FOR ESCROW FOR CAMBRIDGE WEST POTENTIAL REDEVELOPMENT

WHEREAS, the Township of Oxford Council of the Township of Oxford has a need to contract the services of a real Estate Financial Services as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4 or 20.5 as appropriate; and

WHEREAS, the Purchasing Agent has certified that the costs of this contract may or will exceed \$17,500; and

WHEREAS, the anticipated term of this contract is one (1) year or at the discretion of the Borough Council; and

WHEREAS, for budgetary purposes, the Township Council of the Township of Oxford would like to have this contract reflect a not to exceed amount of the 2022 adopted budget amount, excluding any escrow related services and;

WHEREAS, Nassau Capital Advisors, LLC has completed and submitted a Business Entity Disclosure Certification which certifies that has not made any reportable contributions to a political or candidate committee in the Township of Oxford in the previous one year, and that the contract will prohibit from making any reportable contributions through the term of the contract, and

WHEREAS, the Chief Financial Officer will certify to the Township Clerk the availability of funds on an as-needed basis at the time when the Township needs the services provided

NOW THEREFORE, BE IT RESOLVED that the Township Council of the Township of Oxford to enter into a contract with Nassau Capital Advisors, LLC as described herein; and,

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution; and

BE IT FURTHER RESOLVED that notice of this appointment will be published as required by law within ten days of the passage of this resolution; and

BE IT FURTHER RESOLVED, that copies of this resolution be forwarded to the Chief Financial Officer and Nassau Capital Advisors, LLC

Georgette Miller moved to accept Resolution 2022-34. Seconded by Linda Koufodontes and passed unanimously on roll call vote. Ayes:3, Nays:0, Abstain:0, Absent:0.

Resolution 2022-35 Sewer and Garbage Billing Block 24 Lot 22

RESOLUTION 2022-35
A RESOLUTION TO CANCEL SEWER AND GARBAGE BALANCES AND SUSPEND
FURTHER SEWER AND GARBAGE BILLING FOR THE PROPERTY KNOWN AS BLOCK 24
LOT 22

WHEREAS, the aforementioned property is vacant and having no habitable improvements following a destructive fire approximately 25 years ago; and

WHEREAS, an adjacent property owner having interest in merging the property with an existing lot has presented evidence to the Committee of the foregoing; and

WHEREAS, the aforementioned property owner has satisfied all unpaid taxes; and

WHEREAS, following the merging of the lots no additional sewage or garbage will be generated;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Committee of the Township of Oxford, in the County of Warren, State of New Jersey that any existing sewer and garbage charges associated with

the property known as Block 24 Lot 22 be hereby cancelled and that no further billing of sewer or garbage should occur;

BE IT FURTHER RESOLVED that the Township Clerk be directed to send a certified copy of this resolution to all parties affected by this resolution;

Georgette Miller moved to accept Resolution 2022-35. Seconded by Linda Koufodontes and passed unanimously on roll call vote. Ayes:3, Nays:0, Abstain:0, Absent:0.

Resolution 2022-36 Set Sewer and Garbage Rates
RESOLUTION 2022-36

RESOLUTION FIXING GARBAGE AND SEWER RATES FOR THE TOWNSHIP OF OXFORD
FOR 2022

WHEREAS, the Township of Oxford has revised § 260-17 and § 280-3 via the passage of Ordinance 2022-05 and Ordinance 2022-06, respectively; and

WHEREAS, the aforesaid ordinances provide for a range within which the Committee may no less than annually fix the rates for each service by resolution; and

WHEREAS, the Township Committee has resolved that due to rising service fees paid to the Pequest River Municipal Utilities Authority (PRMUA) as well as increasing solid waste fees that adjustments to these fees are necessary and prudent;

NOW, THEREFORE, BE IT RESOLVED, that the Township Committee of the Township of Oxford, County of Warren, State of New Jersey hereby fixes the following rates for garbage and sewer service:

Residential Solid Waste Pickup

\$56.25 Per quarter

Commercial Dumpster Pickup

\$100 Per dumpster; per pickup; per quarter

Township of Oxford EDU

\$237.50 per EDU; per quarter

Township of Washington EDU

\$262.50 per EDU; per quarter

BE IT FURTHER RESOLVED, that nothing in this resolution shall affect commercial sewer rates set forth in § 260-16 Schedule A

Georgette Miller moved to accept Resolution 2022-36. Seconded by Linda Koufodontes and passed unanimously on roll call vote. Ayes:3, Nays:0, Abstain:0, Absent:0.

New Business:

-Townwide Clean Up Dates – PCFA has the dates June 20 – 25, 2022 and October 17 – 22, 2022 available. Georgette Miller moved to accept June 20– 25, 2022 and October 17 – 22, 2022 for the Spring

and Fall Townwide Clean Up Dates. Seconded by Linda Koufodontes and passed unanimously on roll call vote. Ayes:3, Nays:0, Abstain:0, Absent:0.

-Fire Department Raffle License - Georgette Miller moved to accept the Oxford Fire Department Raffle License. Seconded by Linda Koufodontes and passed unanimously on roll call vote. Ayes:3, Nays:0, Abstain:0, Absent:0.

-Municipal Building Security System – A quote for a security system at the Municipal Building, to include door locks, cameras, video units and panic buttons, came in at \$5,200.00 which is under the bid threshold. Further discussion will be held at the April 20, 2022 Committee meeting.

- Soccer field – Mayor Norton stated the Boy Scouts who regularly use the lake grounds asked to use the soccer field when camping this summer. No camping would take place on the field.

-Roadside Clean Up – Mayor Norton was contacted by the school about doing a roadside cleanup as a fundraiser. Matt Hall will check the Clean Communities funds. Mayor Norton will ask DPW Supervisor Lou Accetturo if there are any areas in town they could do.

-Library – Matt Hall stated the Washington Borough Historical Society is interested in the Oxford Library building. They will have more information for Matt after their next meeting.

Old Business:

-Habitability Hearing – 6 Hill St, Block 34 Lot 37 – James Abromitis reminded Mr. Bista he is still under oath. Mr. Bista sent copies of payments made to his contractor. The contractor texted Mr. Bista that the chimney was down but there are problems with the foundation which could not be addressed because of weather. Mr. Bista said the contractor has not done the work within the time frame he said he would but he will give him one more month to complete it. Mayor Norton stated there has been no signs of work done in months and he has received complaints from residents. Mayor Norton will have the town ordinances reviewed and fines may be issued. The habitability hearing will be continued on May 4, 2022. Linda Koufodontes moved to close this session of the habitability hearing. Seconded by Georgette Miller. Ayes: 3, Nays: 0, Abstain: 0, Absent:0. Motion passed.

Township Committee Reports and Correspondence

-Linda Koufodontes attended the Board of Education meeting via Zoom. The Archery Club won the State Championship for the 15th year. Enrollment is up slightly. Money was moved out of the capital reserve account to help with High School tuition. The next meeting is on April 14, 2022.

- Lieutenant Smith, Washington Township Police Department, stated the speed sign is repaired and he will look for an area on Wall Street to set it up. Lt. Smith read the March Calls for Service report.

Township Administrator: Matt Hall spoke with Mike Finelli regarding the NJDOT Route 31 Furnace Brook project. DOT now considers this an emergency situation. Route 31 will be reduced to one lane of traffic and the footbridge will be closed while emergency repairs are being done. Bob Magnuson, Superintendent of Oxford Central School, is aware of the project.

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

Public Comment: Esquiline Celestino stated his company purchased 45 Bush Street in November 2019 but did not do any work on it due to Covid shutdowns. The address to which code violation and hearing notices were sent was sold by them so they did not receive the notices. He recently had the house appraised, has had contractors give him estimates on work to be done, and has secured the promise of a bank mortgage. At the time of the appraisal, he found out about the demolition order on the house. If the town removes the demolition order the bank would issue the mortgage and he could close on the property by the end of April. He gave copies of the contractor estimates, appraisal information and bank information to Mayor Norton who asked that it also be given to Richard Wenner, Township Attorney, and Michael Finelli, Township Engineer, for their review. Mr. Celestino stated that the house could be fully renovated in 90 days. The Committee will discuss the demolition order at the April 20, 2022 meeting after hearing from Mr. Wenner and Mr. Finelli.

Meeting Recap:

Executive Session: No Executive Session

Linda Koufodontes moved to adjourn the meeting at 8:03 PM. Seconded by Georgette Miller. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0. Motion passed.

Susan Turner, Deputy Clerk