

**OXFORD TOWNSHIP MEETING**  
**June 15, 2022**

The meeting of the Township Committee of Oxford Township was held on June 15, 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, and Georgette Miller, Township Committee, Matthew Hall, Township Administrator, Richard Wenner, Township Attorney, Michael Finelli, Township Engineer, and Susan Turner, Deputy Municipal Clerk.

Absent: Linda Koufodontes

Mayor Norton opened the meeting at 7:00 PM

**Meeting Minutes:** Georgette Miller moved to accept the June 1, 2022 Regular and Executive Session minutes. Seconded by Mayor Norton. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0. Motion passed

**Public Comment on Agenda items:** - Margaret Bray, Wall St., Oxford, stated that the ordinance regarding parking along Wall Street that had been tabled mentioned having one parking space, a handicapped space. She said many customers do not have handicapped plates or a placard. Mayor Norton stated that the ordinance she referred to was voted down at the last meeting, not tabled. Further discussion of the parking and speeding along Wall Street will take place between Deputy Mayor Miller and Wall Street business owners and residents.

Mr. Hill, Oxford, is concerned that a cannabis farm will reduce home values, disrupt endangered animals’ and migrating birds’ areas, and affect the air quality. Mayor Norton stated that the property is going out to bid and that a bid may not be accepted. He also stated that odor is a big concern of his and he will remain vigilant in regards to it. In addition, having the property farmed could potentially reduce taxes which would increase property values.

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

**ORDINANCE 2022-10**

**AN ORDINANCE OF THE TOWNSHIP OF OXFORD, COUNTY OF WARREN, STATE OF  
NEW JERSEY AMENDING CHAPTER 234, PARKS AND RECREATION AREAS, SECTION 4,  
OXFORD FURNACE LAKE, TO ADD A NEW SUBSECTION D REGARDING  
UNAUTHORIZED ACCESS**

**BE IT ORDAINED** by the Township Committee of the Township of Oxford that the Code of the Township of Oxford is hereby amended by adding a new subsection D to Chapter 234, *Parks and Recreation*, Section 4, *Oxford Furnace Lake*, as follows:

§234-4 Oxford Furnace Lake

- A) \*\*\*\*\*
- B) \*\*\*\*\*
- C) \*\*\*\*\*

- D) Persons found in the Lake or Lake Recreation Area outside of the approved times of operation, unless expressly permitted to be there by order of the Township Committee, shall be subject to the penalty provisions of this Chapter.

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.

No public comment. Georgette Miller moved to approve Ordinance 2022-10. Seconded by Mayor Norton. Discussion covered the fines, a top cap and bottom cap on the fines, whether it is considered a municipal code offenses or state offense, and potential future amendments.

Roll call vote: Ayes: 2, Nays: 0, Abstain: 0, Absent: 1. Motion passed.

**Ordinances: 2nd Reading/ Public Hearing –**

**ORDINANCE NO. 2022-08**

**ORDINANCE OF THE TOWNSHIP OF OXFORD, COUNTY OF WARREN, STATE OF NEW JERSEY, TO VACATE A 20 FOOT WIDE UNNAMED ALLEY RUNNING FROM BLOCK 5, LOT 1 TO BLOCK 5, LOT 8 NOT NEEDED FOR A PUBLIC PURPOSE**

**WHEREAS** there is a “paper street” which runs from Block 5, Lot 1 to Block 5, Lot 8 off of Kent Street within the Township which the Township has decided to vacate; 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.**

**BE IT FURTHER ORDAINED**, that a certified copy of this ordinance be sent to the County Clerk and recorded upon passage and final adoption.

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.

No public comment. Georgette Miller moved to approve Ordinance 2022-10. Seconded by Mayor Norton. Roll call vote: Ayes: 2, Nays: 0, Abstain: 0, Absent: 1. Motion passed

**Resolutions:**

**Resolution 2022-40 – Township Planner**

**RESOLUTION 2022-40**

**RESOLUTION AUTHORIZING 2022 PROFESSIONAL SERVICES CONTRACT WITH HEYER, GRUEL & ASSOCIATES PROFESSIONAL SERVICE FOR TOWNSHIP PLANNER**

**WHEREAS**, the Township of Oxford has a need to contract the services of a Township Planner 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 for six months or at the discretion of the Township Committee; and

**WHEREAS**, for budgetary purposes, the Township of Oxford would like to have this contract reflect a not to exceed amount of the 2022 adopted budget amount and;

**WHEREAS**, Heyer, Gruel and Associates 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 Heyer Gruel and Associates 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 by Heyer Gruel and Associates

**NOW THEREFORE, BE IT RESOLVED** that the Township of Oxford authorizes the Mayor to enter into a contract with Heyer Gruel and Associates 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 Heyer Gruel and Associates

Mayor Norton moved to approve Resolution 2022-40. Seconded by Georgette Miller and passed by unanimous roll call vote. Ayes: 2, Nays: 0, Abstain: 0, Absent: 1.

**Resolution 2022-41 Estimated Tax**

**RESOLUTION 2022-41**

**RESOLUTION AUTHORIZING THE TOWNSHIP OF OXFORD TAX COLLECTOR TO PREPARE & MAIL ESTIMATED BILLS IN ACCORDANCE WITH P.L. 1994, C.72**

WHEREAS, the Warren County Board of Taxation has not adopted the Warren County Budget for 2022, and the Township of Oxford Tax Collector will be unable to mail the Township's 2022 tax bills on a timely basis,

WHEREAS, the Township of Oxford Tax Collector/Chief Finance Officer has computed an estimated tax levy in accordance with N.J.S.A. 54:4-66.3, and has signed a certification showing the tax levies for the previous year, the tax range and the range of permitted estimated tax levies:

NOW, THEREFORE, BE IT RESOLVED BY THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF OXFORD, IN THE COUNTY OF WARREN, AND STATE OF NEW JERSEY ON THE 15<sup>th</sup> OF JUNE, 2022, AS FOLLOWS:

1. The Oxford Township Tax Collector is hereby authorized and directed to prepare and issue estimated tax bills for the Township for the third installment of 2022 taxes. The Tax Collector shall proceed on April 16, 2022 and take such actions as are permitted and required by P.L. 1994, c.72 (N.J.S.A 54:4-66.2 AND 54: 4-66.3.
2. The entire regular estimated tax levy for 2022 is hereby set at \$7,095,122.62
3. In accordance with law the third installment of 2022 taxes shall not be subject to interest until the later of August 10 or the twenty-fifth calendar day after the date the estimated tax bills were mailed. The estimated tax bills shall contain a notice specifying the date on which interest may begin to accrue.

**Proposed calculation of 2022 Estimated Tax Rate**

**Proposed  
2022 Township Budget  
2022 School Budget  
2022 County Budget**

2021 Tax Levy and Tax  
Rate

2022 Estimated Range for Tax  
Levy  
(percentage of 2021 Levy)

	Levy	Tax Rate	95%	105%
Local	\$1,020,463.00	0.643	\$969,439.85	\$1,071,486.15
School	\$4,418,838.00	2.789	\$4,197,896.10	\$4,639,779.90
County	1,186,029.70	0.749	\$1,126,728.22	\$1,245,331.19
Library	94,812.61	0.06	\$90,071.98	\$99,553.24
County Open Space	\$37,116.33	0.024	\$35,260.51	\$38,972.15
Total	\$6,757,259.64	4.265	\$6,419,396.66	\$7,095,122.62
2022 Ratable Total	\$157,596,600.00			
One Tax Point	\$15,759.66			

Amount to be raised by Taxation	Tax Rate	Rate
Local	\$1,020,463.00	0.648
School	\$4,420,000.00	2.805
County-Total	\$1,331,928.94	0.845
Total	\$6,772,391.94	4.297

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Lisa Trupa, Tax Collector

Mayor Norton moved to approve Resolution 2022-41. Seconded by Georgette Miller and passed by unanimous roll call vote. Ayes: 2, Nays: 0, Abstain: 0, Absent: 1.

**Resolution 2022-42- Authorize Auction Block 1.01 Lot 3.03 Renners Road**

**RESOLUTION 2022-42**

**RESOLUTION OF THE TOWNSHIP OF OXFORD, COUNTY OF WARREN AND STATE OF NEW JERSEY AUTHORIZING THE AUCTION OF MUNICIPAL PROPERTY NOT NEEDED FOR A PUBLIC USE PURSUANT TO N.J.S.A. 40A:12-13 AND N.J.S.A. 40A:12-13.1**

**WHEREAS**, the Township of Oxford (“Township”) is the owner of certain real property identified as Block 1.01 Lot 3.03 on the tax maps of the Township located on Jonestown Road (“Property”); and **WHEREAS**, the Property is located in the R-120 Residential Zone and consists of +/- 52 acres of unimproved land; and

**WHEREAS**, the governing body of the Township of Oxford has determined that the Property is no longer needed for public use and that the interests of the public would best be served by selling the Property at public auction pursuant to N.J.S.A. 40A:12-13 and as permitted pursuant to N.J.S.A. 40A:12-13.1; and

**WHEREAS**, in order to derive the maximum value for the Property, the governing body recognizes that a purchaser would need to get various local, county and state approvals (Governmental Approvals”) in order to develop the land prior to closing of sale on the Property; and

**WHEREAS**, in recognition of this reality the governing body believes it appropriate to condition the closing of title on the Property to occur within two (2) years of the execution of a purchase and sale agreement (“PSA”) for the Property following the acceptance of the winning bidder’s offer; and

**WHEREAS**, the governing body, in order to develop the property to the highest and best use for the public in terms of long term ratables and revenue will evaluate proposals from all bidders which must detail the proposed use for the Property, the estimated timeline for completion of the development (if any), the anticipated twenty (20) year revenue to the Township as a result of the Property being fully developed, confirmation that the proposed use is permissible in the R-120 Zone, information regarding the bidder’s financial resources and experience in developing projects such as the one proposed, and any other information reasonably necessary for the governing body to make an informed decision regarding the validity and benefit to the public of the bidder’s offer; and

**WHEREAS**, the governing body has determined that due to the desire to see the Property developed, and due to the need for Governmental Approvals in order to close, the governing body will accept bids in the form of a two year lease with an option to buy upon the following minimum terms:

- a. Two-year lease with minimum base rent per month of \$5,000.00;
- b. Minimum Purchase Price for the Property of \$500,000.00;
- c. Ten percent (10%) of Purchase Price to be paid within five (5) days of notification of award via certified funds to be held in escrow by the Township’s Legal Counsel; and

**WHEREAS**, the governing body is willing to accept no less than one-half of the Purchase Price due upon closing with the balance to be paid in full upon the one (1) year anniversary of the closing of title to the Property; and

**WHEREAS**, draft versions of the PSA with lease agreement are available for inspection in the Office of the Municipal Clerk.

**NOW THEREFORE BE IT RESOLVED AS FOLLOWS:**

1. The governing body of the Township of Oxford does hereby find and declare that Block 1.01 Lot 3.03 is no longer needed for public use and authorizes the sale thereof upon the following terms and conditions.
  - a. All bidders shall submit a proposal to either purchase the property outright or lease for a period of two years and then purchase the property with the floor for the purchase price being \$500,000.00 with a ten percent (10%) deposit due within five (5) days of notification of award and with the floor for the lease price being \$5,000.00 per month, paid in full upon the execution of the lease and the one year anniversary of execution.

- b. The Township reserves the right to accept at least one-half of the Purchase Price upon closing of title to the Property and the balance on the one-year anniversary date of closing of title to the Property.
  - c. Each proposal shall contain a comprehensive explanation of proposed use for the Property, the estimated timeline for completion of the development (if any), the anticipated twenty (20) year revenue to the Township as a result of the Property being fully developed, confirmation that the proposed use is permissible in the R-120 Zone, information regarding the bidder's financial resources and experience in developing projects such as the one proposed, and any other information reasonably necessary for the governing body to make an informed decision regarding the validity and benefit to the public of the bidder's offer.
2. This Resolution shall serve as the official advertisement as required by N.J.S.A. 40A:12-13 and shall be published in a newspaper circulating in the Township, by two insertions at least once a week during two consecutive weeks, the last publication to be not earlier than seven days prior to such sale.
  3. The auction of this Property shall be conducted via sealed bid, which bids shall be opened at 10:00AM on July 19, 2022 at the Township Municipal Building with an award or rejection of all bids occurring at the regular Committee Meeting on July 20, 2022 at 7:00PM.
  4. All persons wishing to bid on the Property must submit proposals by 10:00AM on July 19, 2022 addressed to the Municipal Clerk of the Township at 11 Green Street, Oxford, New Jersey 07863 and reference Sealed Bid Proposal for Block 1.01 Lot 3.03.
  5. The governing body reserves the right to reject all bids.

Mayor Norton moved to approve Resolution 2022-42. Seconded by Georgette Miller. Rich Wenner stated the bid will be advertised with the opening of the bids scheduled for July 19, 2022. Roll call vote. Ayes: 2, Nays: 0, Abstain: 0, Absent: 1. Motion passed.

**Resolution 2022-43 Mountain Valley Liquor License**

**RESOLUTION 2022-43**

**RESOLUTION OF THE TOWNSHIP COMMITTEE OF  
THE TOWNSHIP OF OXFORD APPROVING LIQUOR  
LICENSE FOR THE PERIOD OF JULY 1, 2022 TO  
JUNE 30, 2023 FOR THE FOLLOWING LICENSE**

**WHEREAS**, the liquor licenses noted below require approval for the period July 1, 2022 to June 30, 2023.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Oxford that the following liquor licenses be and hereby are approved for the period July 1, 2022 to June 30, 2023.

<b><u>License No.</u></b>	<b><u>Licenses</u></b>	<b><u>Type of License</u></b>
2117-44-004-007	Mountain Valley Fine Wines & Liquors	Plenary Retail Distribution

**Resolution 2022-44 Occhipinti Liquor License**

**RESOLUTION 2022-44**

**RESOLUTION OF THE TOWNSHIP COMMITTEE OF  
THE TOWNSHIP OF OXFORD APPROVING LIQUOR  
LICENSE FOR THE PERIOD OF JULY 1, 2022 TO  
JUNE 30, 2023 FOR THE FOLLOWING LICENSE**

**WHEREAS**, the liquor licenses noted below require approval for the period July 1, 2022 to June 30, 2023; and

**WHEREAS**, Licensee has received a special ruling from the Director of ABC pursuant to N.J.S.A 33:1-12.39 for 2022-2023 license term.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Oxford that the following liquor licenses be and hereby are approved for the period July 1, 2022 to June 30, 2023.

<b><u>License No.</u></b>	<b><u>License</u></b>	<b><u>Type of License</u></b>
2117-33-003-004	Kathryn Occhipinti	Plenary Retail Consumption

Mayor Norton moved to approve Resolution 2022-43 and Resolution 2022-44. Seconded by Georgette Miller and passed by unanimous roll call vote. Ayes: 2, Nays: 0, Abstain: 0, Absent: 1.

**New Business:** No New Business

**Old Business:** Trailer Park fees – Matt Hall has reached out to other towns via the NJ Municipal Management Association for input and information.

Building Security – Matt Hall will speak with the IT personnel again. Mayor Norton wants the project authorized at the next meeting.

Wall Street – Deputy Mayor Georgette Miller will meet with business owners and residents along Wall Street regarding the parking and speeding issues.

**Township Committee Reports and Correspondence.**

Georgette Miller stated the Lake is doing well and ahead in revenue versus last year. The use of the inflatables will start Friday and be in use Fridays, Saturdays, Sundays and any Monday holidays.

Potential use by parties or summer camps on the remaining weekdays is to be considered. The Boys Scouts have been doing work at the lake, including painting.

Washington Township Police Chief Jones stated that Officer Pantuso has been working with property owners regarding code violations. The majority of home owners comply before a summons has to be issued.

**Township Administrator:** Matt Hall has sent emails to the NJ DOT regarding the Furnace Brook/Route 31 project but has not received any responses.

**Township Engineer Report:** Mike Finelli stated the Kent Street DOT project is moving forward. Mayor Norton stated that, to avoid any disruptions with Oxford Central School, it should be done before school starts.

The Spring Meadows project is almost completed. The contractor is doing punch list items. Mayor Norton stated that the cost of a resident’s mailbox replacement should be subtracted from the final payment. The contractor did not replace the mailbox, the Township did.



Mike stated he met with Brockerhoff last week. They expect to give a phase 3 update on the Triangle HDSRF grant soon.

**Township Attorney's Report:** Rich Wenner stated he expects to have the Cambridge West financial plan by the July 6, 2022 meeting.

**Motion To Pay Bills:**

Georgette Miller moved to pay all bills presented to and approved by the Committee. Seconded by Mayor Norton. Ayes: 2, Nays: 0, Abstain: 0, Absent: 1. Motion passed.

**Public Comment:** Margaret Bray, Wall Street, Oxford, asked the difference between an Ordinance and a Resolution. This was explained by Rich Wenner. It was stated that ordinances are drafted by the attorney's office.

**Meeting Recap:** Matt Hall will work on Trailer Park fees and the Building Security. Rich Wenner will work on Cambridge West.

**Executive Session:** No Executive Session held.

Georgette Miller moved to adjourn the meeting at 7:39 PM. Seconded by Mayor Norton. Ayes: 2, Nays: 0, Abstain: 0, Absent: 1. Motion passed.

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Susan Turner, Deputy Clerk