

OXFORD TOWNSHIP MEETING
August 17, 2022

The meeting of the Township Committee of Oxford Township was held on August 17, 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, Richard Wenner, Township Attorney, Michael Finelli, Township Engineer, and Susan Turner, Deputy Clerk

Mayor Norton opened the meeting at 7:00 PM

Public Comment on Agenda items: - No comments.

JCP&L Presentation - Question and Answer Session

Amy Oberman and Bob Flynn from JCP&L presented an overall and Oxford specific Reliability Review, Reliability Plus Program, Preventative Maintenance Cycle and Service Restoration Process. The high tree density, much of which is outside JCP&L right of ways, is a major cause of outages. Tree trimming is done on a regular, rotating schedule as is inspection of all their equipment. New equipment, including Reliability Fusing and Trip Saver Circuit Reclosers have been installed. Trip Saver Circuit Reclosers allow JCP&L to remotely close tripped circuits which may have been opened by an animal or fallen branch. Due to a large number of recent outages, JCP&L conducted a Reliability Engineering review and found a sub-transmission error at a local residence causing an overload and short. A new meter and feeder line were installed and the outages caused by this have ceased. Another recent outage was due to a car hitting a pole.

Several residents presented personal issues with power outages, tree trimming, JCP&L notifications, lack of information regarding estimated length of outages and damaged appliances/equipment due to surges. Most complaints centered around the number of outages and not being informed of how long an outage could last. Residents suggested JCP&L take on the responsibility of texting or email affected residences instead of residents trying to get the information from them.

Ordinances: 1st Reading/ Public Hearing –

ORDINANCE 2022-13

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 Administrator	27,000.00-45,000.00	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	13.00-20.00	per hour
Chief Financial Officer	20,000.00-45,000.00	per year
Office Clerk	13.00-15.00	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	13.00-35.00	per hour
Public Works Laborer	13.00-30.00	per hour
Public Works Temporary Laborer	13.00-24.00	per hour
Equipment Operators	13.00-35.00	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	13.00-25.00	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	17.00-25.00	per hour
Ass't Lake Director	17.00-25.00	per hour
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	13.00-16.00	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, 2022.

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

Georgette Miller moved to approve Ordinance 2022-13. Seconded by Linda Koufodontes and passed by unanimous roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent:0.

ORDINANCE 2022-14

ORDINANCE OF THE TOWNSHIP OF OXFORD, COUNTY OF WARREN, STATE OF NEW JERSEY AUTHORIZING THE ACCEPTANCE OF DONATION OF LAND FROM COUNTY OF

**WARREN AND FROM POPINKO FAMILY LIMITED
PARTNERSHIP**

Section 1

WHEREAS, the County of Warren has offered to convey to the Township of Oxford real property situated within the Township and described as a portion of Block 26, Lot 89; Block 26, Lot 84.03; and Block 26, Lot 87.02, all as more particularly described on the metes and bounds descriptions prepared by Finelli Consulting and attached hereto; and

WHEREAS, the Popinko Family Limited Partnership has offered to convey to the Township of Oxford an approximate 60 foot wide easement located in Block 26, Lot 89, as more particularly described on the metes and bounds descriptions prepared by Finelli Consulting and attached hereto; and

WHEREAS, the Township is desirous of accepting said properties and property interests.

NOW, THEREFORE, BE IT ORDAINED by the Township Committee of the Township of Oxford, County of Warren and State of New Jersey, that the Township of Oxford is hereby authorized to accept title to the aforementioned properties for the total sum of one dollar (\$1.00).

BE IT FURTHER ORDAINED that the Mayor and the Clerk of the Township of Oxford are hereby authorized to execute all necessary documents to obtain title to said properties.

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 immediately upon adoption.

Georgette Miller moved to approve Ordinance 2022-14. Seconded by Linda Koufodontes and passed by unanimous roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent:0.

Ordinances: 2nd Reading/ Public Hearing – No ordinances for 2nd reading.

Resolutions:

RESOLUTION 2022-58

RESOLUTION AUTHORIZING SALE OF SURPLUS PROPERTY FOR SCRAP VALUE ONLY

WHEREAS, the Township of Oxford wishes to dispose of a former solid waste collection vehicle which is no longer needed by the township; and

WHEREAS, the vehicle in question has been utilized for parts over the years by the Township and has been stored on former Township property which has been sold to a private developer for the purposes of bringing much needed commercial ratables to the Township; and

WHEREAS, the Department of Public Works Supervisor certifies that the vehicle has no further value beyond that of scrap metal;

NOW, THEREFORE, BE IT ORDAINED, by the Township Committee of the Township of Oxford, County of Warren that:

The vehicle listed below shall be sold for scrap metal to S&L Auto Parts, having an address at 492 County Road 519, Belvidere, NJ 07823:

**2004 International 7400
1HTWCAAR85J034079
54,111 miles**

Georgette Miller moved to approve Resolution 2022-58. Seconded by Linda Koufodontes and passed by unanimous roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent:0.

RESOLUTION 2022-59

LAKE EMPLOYEE TITLE CHANGES

WHEREAS, the Lake Director has recommended promoting certain lake employees based on performance and merit; and

WHEREAS, the Township Committee is in agreement with the Lake Director's recommendations regarding same;

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 the following promotions are authorized retroactive to July 1st, 2022:

EMPLOYEE	TITLE
Nicole Williams	Assistant Lake Director
John Ort	Assistant Lake Director

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to the CFO.

Georgette Miller moved to approve Resolution 2022-59. Seconded by Linda Koufodontes and passed by unanimous roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent:0.

RESOLUTION 2022-60

**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:

Title	Salary
Mayor	5,454.60 per year
Deputy Mayor	4,221.84 per year
Township Administrator	35,000.00 per year (effective 9/1/2022)
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
Tax Collector Clerk	15.00 per hour
Qualified Purchasing Agent	6,000.00 per year
Tax Assessor	18,067.32 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	13.00 per hour

All Salaries above retroactive to January 1, 2022 unless otherwise noted.

Seasonal Salaries:

Assistant Lake Director	17.00 per hour
Lifeguards-First Year	12.22 per hour
Lifeguards-Second Year	12.50 per hour
Lifeguards-Third Year	12.70 per hour
Lifeguard-Fourth Year	13.00 per hour
Lifeguard-Fifth Year	13.22 per hour
Lifeguard-Sixth Year	13.50 per hour
Lifeguard-Seventh Year	14.00 per hour
Concession Stand Operator	12.10 per hour

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

Georgette Miller moved to approve Resolution 2022-60. Seconded by Linda Koufodontes and passed by unanimous roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent:0.

New Business:

-Cannabis – Mayor Norton asked the Committee to consider limiting the number of cannabis cultivation licenses which will be discussed at the next meeting. Mayor Norton asked Rich Wenner to review ordinances or create one regarding odor from cannabis cultivation sites. Rich stated the nuisance

ordinance could be amended. He will work with the Planning Board Attorney to make it cannabis specific.

Old Business:

-Oxford Lake – Georgette Miller had asked Rich Wenner to look into smoking at the lake. Rich cited the chapter that prohibits smoking at public sites.

Township Committee Reports and Correspondence.

-Georgette Miller stated the lake is doing very well but the water chestnuts are a problem. The estimate received is \$2,500.00 per day to remove them and treat the lake to prevent their return.

-Georgette stated the employee dinner went well.

-Linda Koufodontes will attend the next Oxford Board of Education meeting on August 18th.

-Mayor Norton stated the DW replaced the Spring Meadow Pump Station floats with pressure gauges and all equipment is working properly. The telephone alerts regarding the pump station have been updated.

-Lieutenant Smith, Washington Township Police Department stated the suspicious person report at Oxford Lake was investigated. He asked that the Ordinance number regarding trailer parking at the lake be printed on the signs. Mayor Norton stated it is posted on the large sign at the lake and it will be added to the signs at each spot. Lt. Smith asked for specific changes made on Wall Street and was told the ones previously discussed will be implemented. Lt. Smith read the July statistics. He stated the speed radar unit will be placed on Pequest Road.

Township Administrator: Matt Hall could not find grants for removing the water chestnuts at Oxford Lake but has found additional businesses who could handle them. Matt spoke with the IT company regarding building security and the system is to be installed beginning next week.

Township Engineer Report: Michael Finelli stated the 2023 NJDOT grant applications have been submitted. His associate, Donna Becker, is handling the Kent Street historic determinations. The project cannot be submitted to NJDOT until SHIPO (historical determination) approval is received.

Township Attorney's Report: Rich Wenner asked the Committee for a motion to notify Washington Borough of the termination of the shared services agreement for Administration services. Mayor Norton moved to authorize the Township Attorney's office to notify Washington Borough of the termination of the shared services agreement for Administration services. Seconded by Georgette Miller. Ayes: 3, Nays: 0, Abstain: 0, Absent:0. Motion passed.

-Hours of operation at Oxford lake park can be set to one hour before and one hour after beach access hours to allow reasonable public access,

-Property lease with the option to purchase agreement at the next meeting.

-Cambridge West / Hilltop Developers – Rich spoke with the developers' attorney. They are asking that the final costs incurred by the Township professionals. Matt Hall will help compile the numbers.

Jensen Drive – Rich will discuss in Executive Session

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: No comments.

Meeting Recap: Rich – Letter re: termination of Administrator 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 Property Acquisition.

Georgette Miller moved to enter Executive Session at 8:20 PM. Seconded by Linda Koufodontes. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0. Motion passed.

Linda Koufodontes moved to return to Public Session at 8:23 PM. Seconded by Georgette Miller. 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 8:23 PM. Seconded by Georgette Miller. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0. Motion passed.

Susan Turner, Deputy Clerk