

**OXFORD TOWNSHIP MEETING**  
**September 7, 2022**

The meeting of the Township Committee of Oxford Township was held on September 7, 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, and Susan Turner, Deputy Clerk

Mayor Norton opened the meeting at 7:00 PM

Mayor Norton recognized Trudy Smorzaniuk, a long time Oxford resident, who recently passed away. A moment of silence was held.

**Public Comment on Agenda items:** - Margaret Bray, Wall St, Oxford – Mrs. Bray asked what Ordinance 2022-11 will solve and what enforcement plans are in place. Mayor Norton stated it will address the speeding and parking issues in ways recommended by professionals and will be enforced by the normal police actions. Mrs. Bray spoke of a speeder along Wall Street and the impact of losing a parking space. Mayor Norton stated the speeder has been brought to the Police Department’s attention and there is parking available in the lot behind the Wall Street buildings

**Warren County Arts** – Warren County Arts Directors Peggy Niece, Treasurer and Pam Dulaff, President, informed the Committee a new art display focused on Oxford will be set up in the Municipal Building next month. Peggy requested the Committee members select their favorites and attend a reception at which prize(s) may be awarded.

**Ordinances: 1st Reading/ Public Hearing** – No ordinances for 1<sup>st</sup> reading.

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

**ORDINANCE 2022-11**

**AN ORDINANCE OF THE TOWNSHIP OF OXFORD, COUNTY OF WARREN AND STATE OF NEW JERSEY AMENDING CHAPTER 91, *VEHICLES AND TRAFFIC*, ARTICLE V, *SCHEDULES*, SECTION 30, *SPEED LIMITS*, IN ORDER TO REDUCE THE SPEED LIMIT ON WALL STREET TO 25MPH AND AMENDING CHAPTER 91, *VEHICLES AND TRAFFIC*, ARTICLE V, *SCHEDULES*, SECTION 42, *NO STOPPING OR STANDING*, IN ORDER TO ADD WALL STREET AT ALLEN AVENUE**

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

**Section 1.**

Chapter 91, *Vehicles and Traffic*, Article V, *Schedules*, Section 30, *Speed Limits*, is hereby amended by reducing the speed limit on Wall Street from 30mph to 25 mph.

Chapter 91, *Vehicles and Traffic*, Article V, *Schedules*, Section 42, *No Stopping or Standing*, is hereby amended by adding Wall Street at Allen Avenue for 25 feet in both directions.

**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 approve Ordinance 2022-11. Seconded by Linda Koufodontes and passed by unanimous roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent:0.

**ORDINANCE 2022-12**

**AN ORDINANCE OF THE TOWNSHIP OF OXFORD, COUNTY OF WARREN AND STATE OF NEW JERSEY AMENDING AND SUPPLEMENTING CHAPTER 234, *PARKS AND RECREATION*, SECTION 2, *ADDITIONAL PROHIBITED ACTS*, IN ORDER TO REGULATE SERVICE ANIMALS AND EMOTIONAL SUPPORT ANIMALS ON TOWNSHIP PROPERTY**

**BE IT ORDAINED**, by the Township Committee of the Township of Oxford that Chapter 234, *Parks and Recreation*, Section 2, *Additional Prohibited Acts*, Subsection C, is hereby deleted and replaced as follows:

**Section 1:**

§234-4(C) While in a public park or recreation area, all persons shall conduct themselves in a proper and orderly manner, and, in particular, no person shall:

A. \*\*\*

B. \*\*\*

C. Be responsible for the entry of a dog or other domestic animal into areas clearly marked by signs bearing the words "Domestic Animals Prohibited in This Area." Nothing herein shall be construed as permitting the running of dogs at large. All dogs in those areas where such animals are permitted shall be restrained at all times on adequate leashes not greater than six feet in length. So-called "Emotional Support Animals" in whatever form, are prohibited from all parks or recreation areas. Properly licensed and vaccinated Service Animals (which the Township may require proof of same as a condition of entry), such as guide dogs for sight impaired persons, are permitted in parks or recreation areas; provided, however, that any Service Animal not acting in said capacity, or which is exhibiting aggressive or threatening behavior (barking, growling, hissing, or the like), will be ejected from the area.

**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 approve Ordinance 2022-12. Seconded by Linda Koufodontes and passed by unanimous roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent:0.

**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.

Mayor Norton moved to table Ordinance 2022-14 until the next scheduled meeting. Seconded by Linda Koufodontes and passed by unanimous roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent:0.

**Resolutions:**

**RESOLUTION 2022-61**

**AMENDING RESOLUTION 2021-18 TO APPOINT  
DAMIANO M. FRACASSO AS MUNICIPAL PROSECUTOR FOR OXFORD TOWNSHIP**

**WHEREAS**, the position of Municipal Prosecutor is filled by a person providing a service; and

**WHEREAS**, the term originally was made mistakenly for a three (3-year term) in 2021.

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of Oxford Township, Warren County, New Jersey as follows:

That Damiano M. Fracasso be appointed as Municipal Prosecutor beginning January 1, 2022 thru December 31, 2022.

Georgette Miller moved to approve Resolution 2022-61. Seconded by Linda Koufodontes and passed by unanimous roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent:0.

**RESOLUTION 2022-62**

**RESOLUTION OF THE TOWNSHIP OF OXFORD, COUNTY OF WARREN AND STATE OF  
NEW JERSEY AUTHORIZING THE EXECUTION OF A LEASE AGREEMENT WITH  
SKUNKFOOT FARMS, LLC**

**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 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**, the Township previously awarded the right to lease the Property to Skunkfoot Farms NJ, LLC as well as the right to purchase the Property on the terms set forth in the bid proposal; and

**WHEREAS**, the Lease has been drafted and the governing body desires to authorize the execution of same.

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

1. The Lease attached hereto is hereby approved.
2. The Mayor is hereby directed to execute same on behalf of the Township.

Georgette Miller moved to approve Resolution 2022-62. Seconded by Linda Koufodontes and passed by unanimous roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent:0.

Mayor Norton moved for a 5-minute recess. Seconded by Georgette Miller. Ayes:3, Nays: 0, Abstain:0, Absent: 0. Motion passed.

Georgette Miller moved to return from the recess. Seconded by Linda Koufodontes. Ayes:3, Nays: 0, Abstain:0, Absent: 0. Motion passed.

**New Business:**

- Municipal Court Shared Service – Matt Hall said the contract is up for renewal next year. Mayor Norton would like to look into other shared courts.
- Cannabis License Limit – Given the interest of cannabis growers in the Township, Mayor Norton would like to limit the number of growing licenses issued, regular and micro-growers. Rich Wenner believes this should be determined by the Planning Board as a zoning ordinance issue. He suggested striking a balance between larger companies, 25,000 sq ft and larger, and micro-growers, up to 2,500 sq ft.
- Constitution Day – Mayor Norton stated Constitution Day is September 17<sup>th</sup>. He requested a Resolution recognizing Oxford Township’s support at the next meeting.

**Old Business:** Part time Administrator – Mayor Norton requested a Resolution for the next meeting appointing Matthew Hall Part Time Administrator.

Georgette Miller moved to hire Matthew Hall as the Oxford Township Administrator on a part time basis. Seconded by Linda Koufodontes and passed by unanimous roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent:0.

**Township Committee Reports and Correspondence.**

- Linda Koufodontes attended the August 18 Oxford Board of Education meeting virtually. Nancy DeRiso has resigned effective October 14, 2022. A search for the new superintendent will be starting. The next meeting is September 8, 2022.

-Georgette Miller stated the lake closed for the season September 6. The lake has done extremely well this year. Treatment for the water chestnuts will start September 16. The lake and boat launch will be closed to the public September 15 – 18. A sign will be posted at the lake and a notice will be posted on the Township website and Facebook page.

**Township Administrator:** Matt Hall stated he has not received a response from our NJDOT representative regarding the Route 31/Furnace Brook bridge. Mayor Norton stated the pavement on the bridge was replaced today by NJDOT. A Wall Street property owner is meeting with NJDOT tomorrow because NJDOT wants to close his driveway with curbing. The driveway may be in a right of way. Lieutenant Smith, Washington Township Police Department, asked how long the bridge repair will take. Mayor Norton stated the road repair could take up to 2 years. The NJDOT is still stating the sidewalk footbridge is not theirs. The Township is waiting for another repair estimate.

**Township Engineer Report:** No report

**Township Attorney’s Report:** Rich Wenner is working on the Popinko transfer. He reached out to the Hilltop /Cambridge West attorney regarding the building model.

**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:**

**Executive Session:** No Executive Session

Mayor Norton moved to adjourn the meeting at 7:59 PM. Seconded by Georgette Miller. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0. Motion passed.

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Susan Turner, Deputy Clerk