

OXFORD TOWNSHIP MEETING
November 30, 2022

The meeting of the Township Committee of Oxford Township was held on November 30, 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, Rich Wenner, Township Attorney, and Susan Turner, Deputy Clerk.

Mayor Norton opened the meeting at 7:00 PM

Meeting Minutes: Georgette Miller moved to accept the November 9, 2022 Regular meeting minutes. Seconded by Linda Koufodontes. Ayes: 3, Nays: 0, Abstain: 0, Absent:0. Motion Passed

Public Comment on Agenda items: - No comments

Ordinances: 1st Reading/ Public Hearing

ORDINANCE NO. 2022-16

**ORDINANCE OF THE TOWNSHIP OF OXFORD, COUNTY OF WARREN,
STATE OF NEW JERSEY ESTABLISHING THE POSITION OF PART-TIME
MECHANIC WITHIN THE DEPARTMENT OF PUBLIC WORKS AND ALSO
THE SALARY RANGE FOR SAID POSITION**

Section 1

BE IT ORDAINED by the Township Committee of the Township of Oxford, County of Warren and State of New Jersey, that the position of Part-Time Mechanic for the Department of Public Works is hereby established.

BE IT FURTHER ORDAINED that salary range for said position shall be \$40 to \$90 per hour.

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Any ordinances or parts thereof in conflict with the provisions of this Ordinance are hereby repealed as to their inconsistencies only.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.

Discussion – Mayor Norton stated that DPW vehicles and equipment, as they get older, are requiring more repairs. Oxford is currently paying \$125 per hour for a mechanic. A resident diesel mechanic is available to work at the DPW garage at a rate of \$40 per hour on a part time basis.

Georgette Miller moved to accept Ordinance 2022-16. Seconded by Linda Koufodontes. Ayes: 3, Nays: 0, Abstain: 0, Absent:0. Motion passed.

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

Resolutions:

RESOLUTION 2022-78

**APPROVING SHARED SERVICES CONTRACT FOR MUNICIPAL COURT SERVICES
JANUARY 2023-DECEMBER 2025**

WHEREAS, the Township of Mansfield, Warren County, township of Washington, Township of Oxford, and Borough of Washington, desire to enter into an agreement to provide Shared Court Services; and

WHEREAS, Municipalities are permitted to enter into such agreements pursuant to the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1 et seq.

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

1. That the Mayor and the Municipal Clerk are hereby authorized to execute an Interlocal Services Agreement between the Township of Mansfield, Township of Washington, Township of Oxford, and the Borough of Washington, County of Warren, for Shared Court Services for a term to commence on January 1, 2023 and terminate December 31, 2025.
2. A copy pf the agreement is on file in the office of the Township Clerk for inspection by the public.
3. This resolution shall take effect immediately.

Georgette Miller moved to accept Resolution 2022-78. Seconded by Linda Koufodontes. Ayes: 3, Nays: 0, Abstain: 0, Absent:0. Motion passed.

**RESOLUTION 2022-79
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	FROM	TO
Computerization-OE		3,000.00
Liability Insurance- OE		300.00
Vehicle Maintenance-OE		12,000.00
Gasoline		3,000.00
Group Health Insurance		6,400.00
Social Security	5,000.00	
General Administration –OE	1,000.00	
Solid Waste–OE	5,000.00	
Utility-Telephone-OE	1,000.00	
Recreation Miscellaneous	1,300.00	
Police-OE	4,000.00	
Election -OE	1,000.00	
Legal-OE	6,400.00	
	\$24,700.00	\$24,700.00
	\$24,700.00	\$24,700.00

Georgette Miller moved to accept Resolution 2022-79. Seconded by Linda Koufodontes and passed by unanimous roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent:0.

RESOLUTION 2022-80

TOWNSHIP OF OXFORD

SUPPORTING THE ESTABLISHMENT AND OPERATION OF A FACILITY FOR CLASS 2 CANNABIS MANUFACTURER OPERATIONS ON PREMISES OCCUPIED BY SKUNKFOOT FARMS NJ, LLC LOCATED AT BLOCK 1.01, LOT 3.03 IN THE TOWNSHIP OF OXFORD

WHEREAS, on November 3, 2020, the Marijuana Legalization Amendment was approved by voters in New Jersey, which legalized the possession and use of cannabis for residents twenty-one years of age or older; and

WHEREAS, on February 22, 2021, Governor Phil Murphy signed into law the New Jersey Cannabis Regulatory, Enforcement Assistance, and Marketplace Modernization Act (“CREAMM Act”), which established the personal-use cannabis program in the State of New Jersey; and

WHEREAS, the Township of Oxford supports the safe and appropriate siting of cannabis businesses where such facilities are permitted pursuant to Ordinance 2021-10, to the extent consistent with applicable state and local statutes, rules, regulations, and ordinances; and

WHEREAS, Ordinance 2021-10 permits the operation of Class 2 Cannabis Manufacturer licensees within the Township of Oxford; and

WHEREAS, Ordinance 2021-10 does not limit the number of Class 2 Cannabis Manufacturer that may be licensed to operate within the Township of Oxford; and

WHEREAS, certain property exists within the Township of Oxford that is suitable to be developed with facilities for the construction and operation of a Class 2 Cannabis Manufacturer facility, as well as any other related or ancillary use (to the extent permitted by state law); and

WHEREAS, the Mayor and Committee of the Township of Oxford hereby join the CREAMM Act's initiative, and support and endorse Skunkfoot Farms NJ, LLC's application for state licensure by the State of New Jersey Cannabis Regulatory Commission ("CRC") to operate a facility for Class 2 Cannabis Manufacturer operations on premises located at Block 1.01, Lot 3.03 within the Township of Oxford.

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

1. The Township of Oxford finds that it is important to provide for and protect the health and welfare of the citizens of the Township of Oxford, County of Warren, State of New Jersey, consistent with the CREAMM Act, N.J.S.A. § 24:6I-31 et seq.

2. As such, the Township of Oxford hereby supports the initiative taken by Skunkfoot Farms NJ, LLC to operate a facility for Class 2 Cannabis Manufacturer operations (to the extent permitted by state law) within the Township of Oxford's boundaries, particularly at Block 1.01 Lot 3.03 subject to, and in accordance with, all applicable ordinances.

3. The Township of Oxford has authorized the operation of Class 2 Cannabis Manufacturer licensees within the Township, and the Township of Oxford does not limit the number of licensed cannabis businesses that may operate within the Township—and therefore, the issuance of a Class 2 license to Skunkfoot Farms NJ, LLC will not exceed any limit imposed by the Township of Oxford on the number of licensed cannabis businesses.

Discussion – Mayor Norton stated that this resolution is required for the business to obtain an additional license but does not mean it begin manufacturing operations.

Georgette Miller moved to accept Resolution 2022-80. Seconded by Linda Koufodontes and passed by unanimous roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent:0.

RESOLUTION 2022-81

RESOLUTION OF THE TOWNSHIP OF OXFORD, COUNTY OF WARREN AND STATE OF NEW JERSEY AWARDING THE RIGHT TO PURCHASE PROPERTY

WHEREAS, the Township of Oxford ("Township") is the owner of certain real property identified as Block 31 Lot 21.01 on the tax maps of the Township ("Property"); and

WHEREAS, the Property is located in the R-120 Residential Zone and consists of +/- 23.5 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 requested sealed bids for the purchase of the Property; and

WHEREAS, one (1) sealed bid was received and opened on November 29, 2022 from SHRI Properties, LLC; and

WHEREAS, the bid satisfied the minimum financial terms set forth in the request for bids; and

WHEREAS, the governing body has determined to award SHRI Properties, LLC the right to purchase the Property on the terms set forth in the bid proposal.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The right to purchase the Property is hereby awarded to SHRI Properties, LLC pursuant to the terms of the bid proposal and bid specifications.
2. Purchase price shall be \$1,000,000.00 with a \$25,000.00 deposit due within ten (10) days of this award, which deposit shall be help in the Township Attorney's Trust Account.

3. This right is subject to the successful negotiation and execution of a Purchase and Sale Agreement, along with the obtaining of developmental approvals to develop the Property.
4. The Township Attorney is directed to draft the documents necessary to reflect the intention of the foregoing, subject to review and approval of the Township.

Discussion – Mayor Norton stated that the bid opening was held Tuesday, November 29, 2022. One bid was received by SHRI Properties, LLC and it met the minimum requirement of \$1,000,000.00.

Georgette Miller moved to accept Resolution 2022-81. Seconded by Linda Koufodontes and passed by unanimous roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent:0.

New Business:

-EMS Blue Light and Red Light and Siren applications – Mayor Norton received a Blue Light application and a Red Light and Siren application for members of the Emergency Squad. Georgette Miller moved to accept the Blue Light and Red Light and Siren applications. Seconded by Linda Koufodontes. Ayes: 3, Nays: 0, Abstain: 0, Absent:0. Motion passed.

-EMS Boat Races – Peggy Hissim, Chief, Oxford EMS (audience), at Mayor Norton’s request, stated the EMS Squad wants to hold a Cardboard Boat Race at Oxford Lake, 8 am to 4 pm on a date to be determined. They would need to use half of the beach. EMS would provide guards/personnel for race participants. She requested a lake employee be at the concession stand to sell refreshments but all proceeds of those sales would remain with the lake. Mayor Norton and the Committee will discuss this with the Lake Director.

-Garbage and Sewer Rates – The estimated 2023 increase from PRMUA is \$101,000.00, almost the same increase as 2022. 2023 Sewer bills will be mailed out soon and should reflect the increase. Matt Hall will check with the CFO to determine if there are sufficient funds in the reserve to help offset the increase. Discussion included PRMUA’s flow meter study and ways to protest the increase with PRMUA.

- Garbage rates for active EMS members – Peggy Hissim asked if current active members of the Oxford EMS Squad who are Oxford residents could receive a discount on garbage rates. Rich Wenner stated it was not probable but he will look into it.

- Mayor Norton stated the EMS Squad has raised \$5,000.00 in fundraising and is requesting the Township match of funds. Mayor Norton requested a Resolution be drafted for the next meeting.

-Online Scheduling/Reservations – Mayor Norton stated an employee suggested setting up an online portal on the Oxford website to allow the public to reserve the Lake pavilion or a room in the Municipal Building. Matt Hall will look into it.

Old Business:

-

Township Committee Reports and Correspondence.

-Georgette Miller asked if any updates have been received for removal of debris from the Mine Hill Road property. Mayor Norton will contact the owner and code enforcement officer.

-Georgette Miller stated the tree lighting on November 27 went well.

- Linda Koufodontes attended the Oxford Board of Education meeting on November 22. Nothing to report. The next meeting will be December 15, 2022.

- Lieutenant Smith, Washington Township Police Department – Having an officer on Wall Street resulted in two vehicles ticketed. An officer’s presence on Pequest Road has stopped the speeding.

Township Administrator:

Matt Hall stated he is waiting for budget numbers from the auditor.

He has spoken with Joe Rossi, Washington Township Building Department, regarding the transfer of responsibilities from the state.

Township Engineer Report: Mayor Norton submitted Mr. Finelli’s report – The Kent Street preconstruction meeting was held this morning. Due to weather restrictions, the project will begin in the spring and will coincide with the school’s spring break.

Applications submitted to the state for paving projects were reviewed. The state will provide full funding for paving Mt. Pisgah Avenue and putting up guard rails. No funding will be provided for Wall Street/Port Colden Road. This project may be submitted again in the future.

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: Peggy Hissim, Chief, Oxford EMS, stated Toy Drive boxes have been distributed. New, unwrapped presents will be collected until December 18th. New EMT classes are being offered at the Fire Academy. A 3rd party ambulance will be used by the squad when she does not have a full crew.

Meeting Recap:

Matt Hall – Sewer rates / reserve.

Mayor Norton asked Matt to prepare a letter regarding flow studies, similar to the one sent to Spring Meadow residents, that will be sent to all remaining Oxford residents.

Rich Wenner – Resolution for EMS fund match

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 Township Owned Property and Potential Litigation.

Georgette Miller moved to enter Executive Session at 7:36 PM. Seconded by Linda Koufodontes. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0. Motion passed.

Georgette Miller moved to return to Public Session at 8:05 PM. Seconded by Linda Koufodontes. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0. Motion passed.

No action was taken during Executive Session.

Adjourn:

Mayor Norton moved to adjourn the meeting at 8:06 PM. Seconded by Linda Koufodontes. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0. Motion passed.

Susan Turner, Deputy Clerk