

OXFORD TOWNSHIP MEETING
January 4, 2023

The Reorganization meeting of the Township Committee of Oxford Township was held on January 4, 2023 in the Oxford Township Municipal Building, 11 Green Street, Oxford, NJ.

The meeting was opened by Susan Turner, Deputy Municipal Clerk at 7:00 PM.

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.

Swearing In – Attorney John Abromitis swore Georgette Miller in to a 3-year term as Committee Member.

Nominations for Mayor – Georgette Miller nominated Gerald Norton for Mayor. Seconded by Linda Koufodontes and passed unanimously on roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0.

John Abromitis swore Gerald Norton in to a 1-year term as Mayor.

Nominations for Deputy Mayor – Linda Koufodontes nominated Georgette Miller for Deputy Mayor. Seconded by Gerald Norton and passed unanimously on roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0.

John Abromitis swore Georgette Miller in to a 1-year term as Deputy Mayor.

Mayor Norton assumed leadership of the meeting.

1st Public Comment: no comments

Ordinances- 1st Reading/Public Hearing:

ORDINANCE 2023-01

ORDINANCE APPROPRIATING \$120,000 FROM THE CAPITAL IMPROVEMENT FUND TO FUND PURCHASE OF THE MASON DUMP TRUCK BY THE TOWNSHIP OF OXFORD IN THE COUNTY OF WARREN, NEW JERSEY

NOW THEREFORE, BE IT ORDAINED BY THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF OXFORD, IN THE COUNTY OF WARREN, NEW JERSEY AS FOLLOWS:

Section 1. \$120,000.00 is hereby appropriated from the Capital Improvement Fund of the Township of Oxford, in the County of Warren, New Jersey (the “Township”) to fund purchase of mason dump truck.

Section 2. The Township hereby certifies that it has adopted a capital budget or a temporary capital budget, as applicable. The capital or temporary capital budget of the Township is hereby amended to conform with the provisions of this ordinance to the extent of any inconsistency herewith. To the extent that the purposes authorized herein are inconsistent with the adopted capital or temporary capital budget, a revised capital or temporary capital budget has been filed with the Division of Local Government Services.

Section 3. This ordinance shall take effect after final adoption and publication and otherwise as provided by law.

Georgette Miller moved to accept Ordinance 2023-01. Seconded by Linda Koufodontes and passed unanimously on roll call vote. Ayes: 3, Nays: 0, Abstain: 0. Absent: 0

Resolutions:

RESOLUTION 2023-01

**RESOLUTION OF THE TOWNSHIP COMMITTEE
OF THE TOWNSHIP OF OXFORD, COUNTY OF WARREN
AND STATE OF NEW JERSEY DESIGNATING
REGULAR MEETING DATES / TIMES**

WHEREAS Section 13 of the Open Public Meetings Act, Chapter 231, P.L. 1975, requires that at least once a year, no later than January 10th of such year, this public body shall post and mail to newspapers designated by said body, a schedule of the location, time and date of such work sessions and regular meetings of said body during the succeeding year;

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

TOWNSHIP COMMITTEE MEETINGS of the Township of Oxford shall be held at 7:00 PM on the following Wednesdays of the month (dates listed below), at the Oxford Township Municipal Building, 11 Green Street, Oxford, New Jersey.

The dates of such workshop/regular meetings are as follows for the year 2023:

<u>MONTH</u>	<u>REGULAR MEETINGS 3rd Wednesday of each month</u>	
January	4 th	18 th
February	1 st	15 th
March	1 st	15 th
April	5 th	19 th
May	3 rd	17 th
June	no meeting	21 st
July	5 th	19 th
August	2 nd	16 th

September	6 th	20 th
October	4 th	18 th
November	1 st	15 th
December	6 th	20 th

Georgette Miller moved to adopt Resolution 2022-01. Seconded by Linda Koufodontes. Ayes: 3, Nays: 0, Abstain: 0. Absent: 0. Motion passed.

RESOLUTION 2023-02

RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF OXFORD, COUNTY OF WARREN AND STATE OF NEW JERSEY DESIGNATING NEWSPAPER TO RECEIVE NOTICES OF MEETINGS

WHEREAS Section 3 (d) of the Open Public Meeting Act, Chapter 231, P.L. 1975, requires that certain notices of meetings shall be submitted to two (2) newspapers of the Township; and

WHEREAS the second newspaper designated by this body must be one, which has the greatest likelihood of informing the public within the jurisdictional boundaries of this body, of such meetings:

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

1. That **The Express Times/Warren County- NJ Zoned Edition**, Easton, Pennsylvania is hereby designated as the official newspaper of the Township, to receive all notices of meetings as required under the Open Public Meetings Act.
2. That **The Express Times/Weekly Edition, Easton, Pennsylvania** is designated as the second newspaper as required under the Open Public Meetings Act.
3. The **STAR LEDGER**, Newark, NJ. is designated as an additional second newspaper if needed as required under the Open Public Meetings Act.

This Resolution shall take effect immediately.

Georgette Miller moved to adopt Resolution 2022-02. Seconded by Linda Koufodontes. Ayes: 3, Nays: 0, Abstain: 0. Absent: 0. Motion passed.

RESOLUTION 2023-03

RESOLUTION ESTABLISHING A CASH MANAGEMENT PLAN AND NAMING OFFICIAL CASH DEPOSITORIES

WHEREAS, NJSA 40A: 5-14 mandates that a Governing body of a municipal corporation shall, by resolution passed by a majority vote of the full membership thereof, designate as a depository for its monies a bank or trust company having its place of business in the state and organized under the laws of the United States or this state; and

WHEREAS, NJSA 40A: 5-15.1 amended by Chapter 148, P.L. 1997 established new requirements for the investment of public funds and adoption of a cash management plan for counties, municipalities and authorities; and

WHEREAS, the Borough Council of the Township of Oxford, County of Warren wish to comply with the above statutes;

NOW, THEREFORE, BE IT RESOLVED, that the Borough Council of the Township of Oxford, County of Warren adopts the following cash management plan, includes the official depositories for the Township of Oxford, County of Warren for the period January 1, 2023 through December 31, 2023.

CASH MANAGEMENT PLAN OF THE TOWNSHIP OF OXFORD, COUNTY OF WARREN

I. STATEMENT OF PURPOSE

This Cash Management Plan (the “Plan”) is prepared pursuant to the provisions of N.J.S.A. 40A: 5-14 in order to set forth the basis for the deposits (“Deposits”) and investment (“Permitted Investments”) of certain public funds of the Township of Oxford, pending the use of such funds for the intended purposes. The Plan is intended to assure that all public funds identified herein are deposited in interest bearing Deposits or otherwise invested in Permitted Investments hereinafter referred to. The intent of the Plan is to provide that the decisions made with regard to the Deposits and the Permitted Investments will be done to insure the safety, the liquidity (regarding its availability for the intended purposes), and the maximum investment return within such limits. The Plan is intended to insure that any Deposit or Permitted Investment matures within the time period that approximates the prospective need for the funds deposited or invested so that there is not a risk to the market value of such Deposits or Permitted Investments.

II. IDENTIFICATION OF FUNDS AND ACCOUNTS TO BE COVERED BY THE PLAN

A. The plan is intended to cover all deposits and/or all investments of the funds of the Township of Oxford including but not limited to:

Current Fund

Payroll Trust Fund

Agency Account

Sewer Utility Revenue Account

Developers’ Escrow Trust Funds

Open Space Accounts

General Capital Account

Sewer Capital Account

Regular Trust Accounts

III. DESIGNATION OF OFFICIALS AUTHORIZED TO MAKE DEPOSITS AND INVESTMENTS UNDER THE PLAN

The Chief Financial Officer (the “Designated Official”) is hereby authorized and directed to deposit and/or invest the funds referred to in the Plan. Prior to making any such Deposits or any Permitted Investments, such officials of the Township of Oxford are directed to supply to all depositories or any other parties with whom the Deposits or Permitted Investments are made a written copy of this Plan which shall be

acknowledged in writing by such parties and a copy of such acknowledgement kept on file with such officials.

The Chief Financial Officer is further authorized to make interfund transfers between the Borough Funds as may be necessary from time to time. The Chief Financial Officer is authorized to make such transfers and/or any and all payments by wire transfer as necessary.

IV. DESIGNATION OF DEPOSITORIES

The following banks and financial institutions are hereby designated as official depositories for the Deposit of all public funds referred to in the Plan, including any certificates of deposit which are not otherwise invested in Permitted Investments as provided for in this Plan:

Fulton Bank

TD Bank

Bank of America

PNC Bank

Wells Fargo

Investors Savings

The Depository Trust Company

Provident

Peapack Gladstone Bank

Money Market Investment Accounts and/or Certificates of Deposit

Unity Bank

All such depositories shall acknowledge in writing receipt of this Plan by sending a copy of such acknowledgement to the Designated Official(s) referred to in Section III above.

V. DESIGNATION OF BROKERAGE FIRMS AND DEALERS WITH WHOM THE DESIGNATED OFFICIALS MAY DEAL.

The following brokerage firms and/or dealers and other institutions are hereby designated as firms with whom the Designated Official(s) of the Township of Oxford referred to in this Plan may deal for purposes of buying and selling securities identified in this Plan as Permitted investments or otherwise providing for Deposits. All such brokerage firms and/or dealers shall acknowledge in writing receipt of this Plan by sending a copy of such acknowledgement to the Designated Official (s) referred to in Section III above.

Fulton Bank

Bank of America

TD Bank

MBIA-Class Management Unit Trust

NJ ARM Program

NJ Cash Management Fund

PNC Bank

Valley National Bank
Millington Savings Bank
Provident
The Depository Trust Company
Investors Savings
Wells Fargo
Peapack Gladstone Bank
Unity Bank

VI. AUTHORIZED INVESTMENTS

Except as otherwise specifically provided for herein, the Designated Official is hereby authorized to invest the public funds covered by this Plan, to the extent not otherwise held in Deposits, in the following Permitted Investments:

- (1) Bonds or other obligations of the United States of America or obligations guaranteed by the United States of America;
- (2) Government money market mutual funds;
- (3) Any obligation that a federal agency or a federal instrumentality has issued in accordance with an act of Congress, which security has a maturity date not greater than 397 days from the date of purchase, provided that such obligation bears a fixed rate of interest not dependent on any index or other external factor;
- (4) Bonds or other obligations of the Local Unit or bonds or other obligations of the school districts of which the Local Unit is a part or within which the school district is located;
- (5) Bonds or other obligations, having a maturity date not more than 397 days from the date of purchase, approved by the Division of Investment of the Department of the Treasury for investment by Local Units;
- (6) Local government investment pools;
- (7) Deposits with the State of New Jersey Cash Management Fund established pursuant to section 1 of P.L.1977, ch. 281 (C.52: 18A-90.4); or
- (8) Agreements for the repurchase of fully collateralized securities if:
 - (a) The underlying securities are permitted investments pursuant to paragraphs (1) and (3) of this subsection a;
 - (b) The custody of collateral is transferred to a third party;
 - (c) The maturity of the agreement is not more than 30 days;
 - (d) The underlying securities are purchased through a public depository as defined in section 1 of P.L. 1970, c.236 (C.17: 19-41); and
 - (e) A master repurchase agreement providing for the custody and security of collateral is executed.

For purposes of the above language, the terms “governmental money market mutual fund” and “local government investment pool” shall have the following definitions:

Government Money Market Mutual Fund

An investment company or investment trust:

- (a) Which is registered with the Securities and Exchange Commission under the “Investment Company Act of 1940,” 15 USC sec. 80a-1 et seq., and operated in accordance with 17 CFR sec. 270.2a-7.
- (b) The portfolio of which is limited to U.S. Government securities that meet the definition of any eligible security pursuant to 17 C.F.R. sec 270.2a-7 and repurchase agreements that are collateralized by such U.S. Government securities; and
- (c) Which has:
 - (1) Attained the highest ranking or the highest letter and numerical rating of a nationally recognized statistical rating organization; or
 - (2) Retained an investment advisor registered or exempt from registration with the Securities and Exchange Commission pursuant to the “Investment Advisors Act of 1940,” 15 U.S.C. sec 80b-1 et seq., with experience investing in U.S. Government securities for at least the most recent past 60 months and with assets under management in excess of \$500 million.

Local Government Investment Pool

An investment pool:

- (a) Which is managed in accordance with 17 C.F.R. sec 270.2a-7;
- (b) Which is rated in the highest category by a nationally recognized statistical rating organization;
- (c) Which is limited to U.S. Government securities that meet the definition of an eligible security pursuant to 17 C.F.R. sec. 270.2a-7 and repurchase agreements that are collateralized by such U.S. Government securities;
- (d) Which is in compliance with rules adopted pursuant to the “Administrative Procedure Act,” P.L. 1968, c.410 (c.52: 14B-1 et seq.) by the Local Finance Board of the Division of Local Government Services in the Department of Community Affairs, which rules shall provide for disclosure and reporting requirements and other provisions deemed necessary by the board to provide for the safety, liquidity and yield of the investment;
- (e) Which does not permit investments in instruments that: are subject to high price volatility with changing market conditions; cannot reasonably be expected at the time of interest rate adjustment, to have a market value that approximates their par value, or net asset value; and
- (f) Which purchases and redeems investments directly from the issuer, government money market mutual fund, or the State of New Jersey Cash Management fund, or through the use of a National or State bank located within this State, or through a broker-dealer which, at the time of purchase or redemption, has been registered continuously for a period of at least two years pursuant to section 9 of P.L. 1967 c.9 (C49: 3-56) and has at least \$25 million in capital stock (or equivalent capitalization if not a corporation), surplus reserves for contingencies and undivided profits, or through a securities dealer who makes primary markets in the U.S. Government securities and reports daily to the Federal Reserve Bank of New York its position in and borrowing on such U.S. Government Securities.

VII. SAFEKEEPING CUSTODY PAYMENT AND ACKNOWLEDGEMENT OF RECEIPT OF PLAN.

To the extent that any Deposit or Permitted Investment involves a document or security which is not physically held by the Township of Oxford, then such instrument or security shall be covered by a custodial agreement with an independent third party, which shall be a bank or financial institution in the State of New Jersey. Such institution shall provide for the designation of such investments in the name of the Township of Oxford to assure that there is no unauthorized use of the funds or the Permitted Investments that involve Securities shall be executed by a “delivery versus payment” method to insure

that such Permitted Investments are either received by the Township of Oxford or by a third party custodian prior to or upon the release of the Township of Oxford's funds.

To assure that all parties with whom the Township of Oxford deals either by way of Deposits or Permitted Investments are aware of the authority and the limits sets forth in the Plan, all such parties shall be supplied with a copy of this Plan in writing and all such parties shall acknowledge the receipt of that Plan in writing, a copy of which shall be on file with the Designated Official(s)

VIII. REPORTING REQUIREMENTS

At the public meeting of each month during which this Plan is in effect, the Designated Official(s) referred to in Section III hereof shall supply to the governing body of the Township of Oxford a written report of any Deposits or Permitted Investments made pursuant to this Plan, which shall include, at a minimum, the following information:

- A. The name of any institution holding funds of the Township of Oxford as a Deposit or a Permitted Investment.
- B. The amount of securities or Deposits purchased or sold during the immediately preceding month.
- C. The class or type of securities purchased or Deposits made.
- D. The book value of such Deposits or Permitted Investments.
- E. The earned income on such Deposits or permitted Investments. To the extent that such amounts are actually earned at maturity, this report shall provide an accrual of such earnings during the immediately preceding month.
- F. The fees incurred to undertake such Deposits or Permitted Investments.
- G. The market value of all Deposits or Permitted Investments as of the end of the immediately preceding month.
- H. All other information which may be deemed reasonable from time to time by the governing body of the Township of Oxford.

IX. TERM OF THE PLAN

This plan shall be effective January 1, 2023 through December 31, 2023. The Plan may be amended from time to time as necessary.

To the extent that any amendment is adopted by the Township Committee, the Designated Official is directed to supply copies of the amendments to all of the parties who otherwise have received the copy of the originally approved Plan, which amendment shall be acknowledged in writing in the same manner as the original Plan was so acknowledged.

Georgette Miller moved to accept Resolution 2023-03. Seconded by Linda Koufodontes and passed by unanimous roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0.

RESOLUTION 2023-04

RESOLUTION FIXING TAX AND SEWER COLLECTION

DATES AND INTEREST RATES

BE IT RESOLVED, that taxes shall be collected quarterly, the dates being February 1, May 1, August 1 and November 1, and that the interest rate of 8% per annum up to the first \$1,500.00 of delinquency, and 18% per annum over \$1,500.00 of delinquency, be collected after the respective due dates. There will be a ten (10) day grace period after which unpaid taxes will be charged interest from the due date. If a delinquency is over \$10,000.00 at year-end, an additional 6% flat penalty will be included.

BE IT RESOLVED, that sewer charges shall be collected quarterly, the dates being January 1, April 1, July 1, and October 1, with a thirty (30) day grace period. The interest rate of 8% per annum up to the first \$1,500.00 of delinquency, and 18% per annum over \$1,500.00 of delinquency be collected after the respective due dates. If a delinquency is over \$10,000.00 at year-end, an additional 6% flat penalty will be included.

Georgette Miller moved to adopt Resolution 2022-04. Seconded by Linda Koufodontes. Ayes: 3, Nays: 0, Abstain: 0. Absent: 0. Motion passed.

RESOLUTION 2023-05

AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR TOWNSHIP ATTORNEY

WHEREAS, the Township of Oxford has a need to acquire legal services as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, the Chief Financial Officer has determined and certified in writing that the value of the services will exceed \$17,500.00; and

WHEREAS, the anticipated term of this contract is one (1) year (January 1, 2023 through December 31, 2023); and

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

WHEREAS, Lavery, Selvaggi, Abromitis & Cohen (Michael Lavery) has submitted a proposal indicating they will provide the legal services for the amount of _____ per hour for legal services; and

WHEREAS, Lavery, Selvaggi, Abromitis & Cohen (Michael Lavery) has completed and submitted a Business Entity Disclosure Certification which certifies that Lavery, Selvaggi, Abromitis & Cohen (Michael Lavery) 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 Lavery, Selvaggi, Abromitis & Cohen (Michael Lavery) from making any reportable contributions through the term of the contract, and

WHEREAS, the required certificate for the availability of funds has been filed by the Chief Financial Officer providing that legally appropriated balances are available to cover the amount of the contract as required by *N.I.A.C. 5:30-14.5* and that fees for the aforementioned legal services shall be made available by appropriate inclusion in either an annual municipal budget which includes current, revenue sharing and utility provisions, by budget amendments for Federal program spending or by inclusion in an appropriate bond ordinance

NOW THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Oxford, authorizes the Mayor and Clerk of the Township of Oxford to enter into a contract with Lavery, Selvaggi, Abromitis & Cohen (Michael Lavery) 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 a copy of this resolution shall be published as required by law within 10 days of passage.

Georgette Miller moved to accept Resolution 2023-05. Seconded by Linda Koufodontes and passed by unanimous roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0.

RESOLUTION 2023-06

RESOLUTION AUTHORIZING 2023 PROFESSIONAL SERVICES CONTRACT WITH FINELLI CONSULTING ENGINEERS FOR GENERAL TOWNSHIP ENGINEERING SERVICES

WHEREAS, the Township of Oxford has a need to contract the services of a Township Engineer 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 \$70,000; and

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

WHEREAS, Finelli Consulting Engineers has completed and submitted a Business Entity Disclosure Certification which certifies that Finelli Consulting Engineers 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 Finelli Consulting Engineers 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 Finelli Consulting Engineers

NOW THEREFORE, BE IT RESOLVED that the Oxford Committee of the Township of Oxford to enter into a contract with Finelli Consulting Engineers 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 Finelli Consulting Engineers.

Georgette Miller moved to accept Resolution 2023-06. Seconded by Linda Koufodontes and passed by unanimous roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0.

RESOLUTION 2023-07

RESOLUTION AUTHORIZING 2023 PROFESSIONAL SERVICES CONTRACT WITH GIBBONS, LLC, FOR TOWNSHIP BOND COUNSEL SERVICES

WHEREAS, the Township of Oxford has a need to contract the services of a Township Bond Attorney 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 requested the contract be awarded in the amount of not to exceed \$5,000; and

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

WHEREAS, Gibbons LLC, has completed and submitted a Business Entity Disclosure Certification which certifies that Gibbons LLC, 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 Gibbons LLC from making any reportable contributions through the term of the contract, and

WHEREAS, the Chief Financial Officer has certified to the Clerk the availability Township of funds in the amount of not to exceed \$5,000; and

NOW THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Oxford authorizes the Mayor and Municipal Clerk of the Township of Oxford to enter into a contract with Gibbons, 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 Gibbons LLC

Georgette Miller moved to accept Resolution 2023-07. Seconded by Linda Koufodontes and passed by unanimous roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0.

RESOLUTION 2023-08

RESOLUTION AUTHORIZING 2023 PROFESSIONAL SERVICES CONTRACT WITH SUPLEE CLOONEY & COMPANY THE TOWNSHIP AUDITING SERVICES

WHEREAS, the Township of Oxford has a need to contract the services of a Township Auditing Service 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 requested an awarded of contract for a total amount of not to exceed \$25,000; and

WHEREAS, the anticipated term of this contract is one (1) year or at the discretion of the Mayor and Township Committee; and

WHEREAS, Sluplee Clooney and Company has completed and submitted a Business Entity Disclosure Certification which certifies that Sluplee Clooney and Company, 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 Sluplee Clooney and Company 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 in the amount of not to exceed \$25,000; and

NOW THEREFORE, BE IT RESOLVED NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Oxford, authorizes the Mayor and Clerk of the Township of Oxford to enter into a contract with Sluplee Clooney and Company as described herein as auditors on and in behalf of the Township of Oxford for the year 2023; 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 Sluplee Clooney, and Company.

Georgette Miller moved to adopt Resolution 2022-08. Seconded by Linda Koufodontes. Ayes: 3, Nays: 0, Abstain: 0. Absent: 0. Motion passed.

RESOLUTION 2023-09

RESOLUTION AUTHORIZING 2023 PROFESSIONAL SERVICES CONTRACT WITH JAMES KYLE OF KYLE AND MCMANNUS 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 one (1) year 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, Kyle and McMannus 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 Kyle and McMannus 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 James Kyle of Kyle and McMannus Associates

NOW THEREFORE, BE IT RESOLVED that the Township of Oxford authorizes the Mayor to enter into a contract with James Kyle 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 James Kyle of Kyle and McMannus Associates.

Georgette Miller moved to accept Resolution 2023-09. Seconded by Linda Koufodontes and passed by unanimous roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0.

RESOLUTION 2023-10

RESOLUTION AUTHORIZING 2023 PROFESSIONAL SERVICES CONTRACT WITH SCOTT WILHELM FOR PUBLIC DEFENDER SERVICES

WHEREAS, the Township of Oxford has a need to contract the services of a Public Defender 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 Township Committee; and

WHEREAS, for budgetary purposes, the Township Committee of the Township of Oxford would like to have this contract reflect a not to exceed amount of the 2023 adopted budget amount and;

WHEREAS, Scott Wilhelm has completed and submitted a Business Entity Disclosure Certification which certifies that Scott Wilhelm 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 Scott Wilhelm 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 Scott Wilhelm Law Offices

NOW THEREFORE, BE IT RESOLVED that the Township of Oxford authorizes the Mayor to enter into a contract with Scott Wilhelm 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 Scott Wilhelm Law Offices.

Georgette Miller moved to accept Resolution 2023-10. Seconded by Linda Koufodontes and passed by unanimous roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0.

RESOLUTION 2023-11

APPOINT MATTHEW MOENCH AS MUNICIPAL PROSECUTOR FOR OXFORD TOWNSHIP

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

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

That Matthew Moench be appointed as Municipal Prosecutor beginning January 1, 2023 thru December 31, 2023.

Georgette Miller moved to accept Resolution 2023-11. Seconded by Linda Koufodontes and passed by unanimous roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0.

RESOLUTION 2023-12

RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF OXFORD, COUNTY OF WARREN AND STATE OF NEW JERSEY DESIGNATING CHARGES FOR NOTICES TO THE NEWS MEDIA AND INDIVIDUALS

WHEREAS Section 14 of the Open Public Meeting Act, Chapter 231, P.L. 1975, permits the public body to fix a reasonable sum to be charged to persons who request that notice of meetings, as required under the Act, be mailed to them individually; and

WHEREAS said Section further permits the public body to provide such notice free of charge to the news media who request same:

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

1. Each person who requests that individual notices as required under the Act, be mailed, shall pay annually to the Township of Oxford, the sum of \$25.00 to cover the costs thereof.
2. Requests for such individual notice made by news media shall be granted without cost.
3. The sum herein designated is subject to change upon the adoption of a superseding Resolution by the governing body.

This Resolution shall take effect immediately.

Georgette Miller moved to accept Resolution 2023-12. Seconded by Linda Koufodontes and passed by unanimous roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0.

RESOLUTION 2023-13

CANCELLATION OF PROPERTY TAX REFUNDS OR DELINQUENCIES OF LESS THAN \$5.00

WHEREAS, the State of New Jersey allows a Municipal Employee to process the cancellation of any property tax refund or delinquencies of less than \$5.00; and

WHEREAS, the Municipal Employee allowed to process the cancellation shall be the Tax Collector.

NOW, THEREFORE, BE IT RESOLVED, that the Oxford Township Committee hereby authorizes the Tax Collector to process the cancellation of any property tax refund or delinquency of less than \$5.00.

Georgette Miller moved to accept Resolution 2023-13. Seconded by Linda Koufodontes and passed by unanimous roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0.

RESOLUTION 2023-14

TOWNSHIP OF OXFORD TAX ASSESSOR

WHEREAS, the Township Committee of the Township of Oxford has been informed by the Tax Assessor of the Township of Oxford that from time-to-time, changes in property use occur in the Township so that such properties become subject to roll-back taxes pursuant to the Farmland Assessment Act of 1964; and

WHEREAS, the Tax Assessor of Oxford Township has requested the Township Committee authorize him to file petitions, notices and other documents regarding the assessing of such roll-back taxes with the Warren County Board of Taxation; and

WHEREAS, the filing of these documents regarding roll-back taxes by the Tax Assessor of the Township of Oxford is important to the tax assessment process of the Township and the Tax Assessor has already filed petitions and other documents regarding such roll-back taxes with the Warren County Board of Taxation;

NOW, THEREFORE, BE IT RESOLVED, by the Committee of Oxford Township that the Tax assessor of the Township of Oxford be, and he is hereby authorized to file petitions, notices and other documents regarding the assessing of roll-back taxes;

BE IT FURTHER RESOLVED that this Township Committee hereby confirms and approved of the actions of the Tax Assessor to date in filing such documents regarding roll-back taxes with the Warren County Board of Taxation.

Georgette Miller moved to accept Resolution 2023-14. Seconded by Linda Koufodontes and passed by unanimous roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0.

RESOLUTION 2023-15

TOWNSHIP OF OXFORD TAX ASSESSOR

WHEREAS, the Township Committee of the Township of Oxford has been informed by the Tax Assessor that from time to time errors are made in computing the tax assessment covering certain property located within the Township of Oxford, and

WHEREAS, the Tax Assessor has requested that the Township Committee authorize him to file corrections of such errors with the Warren County Board of Taxation, and

WHEREAS, the Tax Assessor is called upon to defend tax appeals filed with the Warren County Board of Taxation and to agree to stipulations of appeals,

NOW THEREFORE BE IT RESOLVED by the Township Committee of the Township of Oxford, County of Warren, State of New Jersey, that the Tax Assessor of the Township of Oxford be and is hereby authorized to file corrective appeals with the Warren County Board of Taxation concerning those properties wherein errors have been made, to represent the Township of Oxford in defense of appeals filed with said Board and to sign stipulations of appeals on behalf of the Township of Oxford, which he feels are proper and in the best interests of the Township of Oxford.

BE IT FURTHER RESOLVED that the Tax Assessor sends copies of such corrected assessment to the individuals involved.

Georgette Miller moved to accept Resolution 2023-15. Seconded by Linda Koufodontes and passed by unanimous roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0.

RESOLUTION 2023-16

**TOWNSHIP OF OXFORD
DESIGNATING THE PUBLIC AGENCY COMPLIANCE OFFICER**

WHEREAS, in accordance with N.J.A.C. 17:27-3.2 each public agency shall designate an individual to serve as its Public Agency Compliance Officer or P.A.C.O; and

NOW, THEREFORE, BE IT RESOLVED that the governing body of The Township of Oxford, (hereinafter "Public Agency") in the County of Warren and State of New Jersey, hereby designates Rose Witt as its Public Agency Compliance Officer;

BE IT FURTHER RESOLVED, that the Township Qualified Purchasing Agent Rose Witt forward a certified copy of this resolution to the New Jersey Department of Treasury, Division of Contracts Compliance and Equal Employment Opportunity in Public Contracts.

Georgette Miller moved to accept Resolution 2023-16. Seconded by Linda Koufodontes and passed by unanimous roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0.

RESOLUTION 2023-17

**GOVERNING BODY CERTIFICATION OF COMPLIANCE WITH THE
UNITED STATES EQUAL EMPLOYMENT OPPORTUNITY COMMISSION’S
“Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment
Decisions Under Title VII of the Civil Rights Act of 1964”**

WHEREAS, N.J.S.A. 40A:4-5 as amended by P.L. 2017, c.183 requires the governing body of each municipality and county to certify that their local unit’s hiring practices comply with the United States Equal Employment Opportunity Commission’s “Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964,” *as amended*, 42 U.S.C. § 2000e *et seq.*, (April 25, 2012) before submitting its approved annual budget to the Division of Local Government Services in the New Jersey Department of Community Affairs; and

WHEREAS, the members of the governing body have familiarized themselves with the contents of the above-referenced enforcement guidance and with their local unit’s hiring practices as they pertain to the consideration of an individual’s criminal history, as evidenced by the group affidavit form of the governing body attached hereto.

NOW, THEREFORE BE IT RESOLVED, That the Township Committee of the Township of Oxford, hereby states that it has complied with N.J.S.A. 40A:4-5, as amended by P.L. 2017, c.183, by certifying that the local unit’s hiring practices comply with the above-referenced enforcement guidance and hereby directs the Clerk to cause to be maintained and available for inspection a certified copy of this resolution and the required affidavit to show evidence of said compliance.

Georgette Miller moved to accept Resolution 2023-17. Seconded by Linda Koufodontes and passed by unanimous roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0.

RESOLUTION 2023-18

**TOWNSHIP OF OXFORD
2023 TEMPORARY BUDGET IN THE AMOUNT OF \$510,558.21**

WHEREAS, N.J.S.A. 40A:4-19 of the Local Budget Laws that where any contract, commitments or payments are to be made prior to the final adoption of the 2023 Budget, temporary appropriations should be made for the purpose and amounts required in the manner and time provided, and;

WHEREAS, the date of this resolution is within the first thirty days of January 2023, and;

WHEREAS, the total appropriations in the 2022 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance is \$2,703,029.91, and;

WHEREAS, temporary budget appropriations for 2023 are \$510,558.21 including appropriations for capital improvement fund, debt redemption and public assistance.

WHEREAS, temporary budget appropriations do not exceed 26.25% of the total appropriations in the 2022 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund, and public assistance.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Oxford, County of Warren, State of New Jersey, that the following appropriations be made and that a certified copy of this resolution be transmitted to the Chief Finance Officer.

2023	Operations Current Fund	\$510,558.21
2023	Debt Service	\$ 0.00
2023	Temporary Budget	\$510,558.21

Georgette Miller moved to accept Resolution 2023-18. Seconded by Linda Koufodontes and passed by unanimous roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0.

RESOLUTION 2022-19

**TOWNSHIP OF OXFORD
2023 TEMPORARY BUDGET IN THE AMOUNT OF \$ 263,875.00 SEWER UTILITY**

WHEREAS, N.J.S.A. 40A:4-19 of the Local Budget Laws that where any contract, commitments or payments are to be made prior to the final adoption of the 2023 Budget, temporary appropriations should be made for the purpose and amounts required in the manner and time provided, and;

WHEREAS, the date of this resolution is within the first thirty days of January 2023, and;

WHEREAS, the total appropriations in the 2022 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance is \$1,229,463.65, and;

WHEREAS, temporary budget appropriations for 2023 are \$263,875.00 including appropriations for capital improvement fund, debt redemption and public assistance.

WHEREAS, temporary budget appropriations do not exceed 26.25% of the total appropriations in the 2022 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund, and public assistance.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Oxford, County of Warren, State of New Jersey, that the following appropriations be made and that a certified copy of this resolution be transmitted to the Chief Finance Officer.

2023	Operations Current Fund	\$263,875.00
2023	Temporary Budget	\$263,875.00

Georgette Miller moved to accept Resolution 2023-19. Seconded by Linda Koufodontes and passed by unanimous roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0.

Mayoral Appointments:

Mayor Norton made the following appointments:

Licensed Sewer Operator-Michael Brady - Georgette Miller moved to approve the appointment of Michael Brady as Licensed Sewer Operator. Seconded by Linda Koufodontes. Ayes: 3, Nays: 0, Abstain: 0. Absent: 0. Motion passed

IT Computer Personnel-Jean Paul Reece - Georgette Miller moved to approve the appointment of Jean Paul Reece as IT Computer Personnel. Seconded by Linda Koufodontes. Ayes: 3, Nays: 0, Abstain: 0. Absent: 0. Motion passed

Director Recycling/Clean Communities -Kevin Murray - Georgette Miller moved to approve the appointment of Kevin Murray as Director of Recycling/Clean Communities. Seconded by Linda Koufodontes. Ayes: 3, Nays: 0, Abstain: 0. Absent: 0. Motion passed.

Zoning Officer-Michael Finelli - Georgette Miller moved to approve the appointment of Michael Finelli as Zoning Officer. Seconded by Linda Koufodontes and passed by unanimous roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0.

Deputy Emergency Management Coordinator – Doug Ort - Georgette Miller moved to approve the appointment of Doug Ort as Deputy Emergency Management Coordinator. Seconded by Linda Koufodontes and passed by unanimous roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0.

Township Business that is Properly Brought Before the Township Committee

-Fire Department – Mayor Norton stated the Oxford Fire Department wants to hire two new firefighters. Georgette Miller moved to approve the hiring of Samuel Sheaffer and Gary Magyar Jr. by the Oxford Fire Department. Seconded by Linda Koufodontes. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0. Motion passed.

-Township Property – A resident on Upper Denmark is interested in purchasing a small non-conforming lot owned by the Township that is adjacent to his. Matt hall will look into it.

-Garbage/Recycling Calendar – Linda Koufodontes noted an error on the 2023 calendar. Susan Turner will correct and re-post the calendar.

-Day Camp- Matt has discussed a Day Camp with Roxbury Township Recreation. Georgette will put together information and questions for further discussion.

Public Comment: No Comments.

Executive Session: No Executive Session

Appointments to the Land Use/ Planning Board – Due to movement of a current alternate to a regular position, appointments will be made at the next meeting.

2023 Committees Within the Township Committee – Appointments will be made at the next meeting.

Georgette Miller moved to adjourn the meeting at 7:28 PM. Seconded by Linda Koufodontes. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0. Motion passed.

Susan Turner, Deputy Clerk