

OXFORD TOWNSHIP MEETING
December 21, 2022

The meeting of the Township Committee of Oxford Township was held on December 21, 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, Michael Finelli, Township Engineer, and Susan Turner, Deputy Clerk.

Mayor Norton opened the meeting at 7:00 PM.

Meeting Minutes: Georgette Miller moved to accept the December 7, 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 – No ordinances for 1st reading

Ordinances: 2nd 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Any ordinances or parts thereof in conflict with the provisions of this Ordinance are hereby repealed as to their inconsistencies only.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.

Georgette Miller moved to accept Ordinance 2022-16. Seconded by Linda Koufodontes and passed by unanimous roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent:0.

Resolutions:

RESOLUTION 2022-83

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
Tax Assessor-Other Expenses		100.00
Tax Assessor-Salaries and Wages		650.00
Electricity		5,000.00
Gasoline		5,000.00
Group Health Insurance		1,000.00
Governing Body-Salaries and Wages		3,000.00
Tax Collector-Salaries and Wages	5,000.00	
General Administration –OE	5,000.00	
Police-Salaries and Wages	1,000.00	
Legal-OE	3,750.00	
	<hr/>	
	\$14,750.00	\$14,750.00
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Georgette Miller moved to accept Resolution 2022-83. Seconded by Linda Koufodontes and passed by unanimous roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent:0.

Resolution 2022-84
Oxford Township

**RESOLUTION APPOINTING RISK MANAGEMENT CONSULTANT
2023 Fund Year**

WHEREAS, the Township of Oxford (hereinafter “Local Unit”) has joined the Statewide Insurance Fund (hereinafter “Fund”), a joint insurance fund as defined in N.J.S.A. 40A:10-36 *et seq.*; and

WHEREAS, the Bylaws require participating members to appoint a Risk Management Consultant, as those positions are defined in the Bylaws, if requested to do so by the “Fund”; and

WHEREAS, the Local Unit has complied with relevant law with regard to the appointment of a Risk management Consultant; and

WHEREAS, the “Fund” has requested its members to appoint individuals or entities to that position; and

NOW, THEREFORE, BE IT RESOLVED by the governing body of “Local Unit”, in the County of Warren and State of New Jersey, as follows:

1. The Township of Oxford (Local Unit) hereby appoints Skyland Risk Management its Risk Management Consultant.
2. The Mayor (*authorized representative of the public entity*) and Risk Management Consultant are hereby authorized to execute the Risk Management Consultant’s Agreement for the year **2023** in the form attached hereto.

Georgette Miller moved to accept Resolution 2022-84. Seconded by Linda Koufodontes and passed by unanimous roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent:0.

Resolution 2022-85
Oxford Township
RESOLUTION APPOINTING FUND COMMISSIONER
STATEWIDE INSURANCE FUND
2023 Fund year

WHEREAS, the Township of Oxford (hereinafter “Local Unit”) is a member of the Statewide Insurance Fund (hereinafter “Fund”), a joint insurance fund as defined in N.J.S.A. 40A:10-36 et seq.; and

WHEREAS, the Fund’s Bylaws require participating members to appoint a Fund Commissioner;

NOW, THEREFORE, BE IT RESOLVED by the governing body of the Township of Oxford(Local Unit) that Matthew Hall, Administrator (entity’s elected official or employee) is hereby appointed as the Fund Commissioner for the Local Unit for the **Fund Year 2023**; and

BE IT FURTHER RESOLVED that Gerald Norton, Mayor (second elected official or employee) is hereby appointed as the Alternate Fund Commissioner for the Local Unit for the **Fund Year 2023**; and

BE IT FURTHER RESOLVED that the Local Unit’s Fund Commissioner is authorized and directed to execute all such documents as required by the Fund.

Georgette Miller moved to accept Resolution 2022-85. Seconded by Linda Koufodontes and passed by unanimous roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent:0.

RESOLUTION 2022-86

A RESOLUTION OF Oxford Township AUTHORIZING THE PURCHASE OF ELECTRICITY SUPPLY SERVICES FOR PUBLIC USE ON AN ONLINE AUCTION WEBSITE

December 21, 2022

WHEREAS, Oxford Township has determined to move forward with the EMEX Reverse Auction in order procure electricity for Oxford Township; and

WHEREAS, the Local Government Electronic Procurement Act (P.L. 2018, c. 156) (the “Act”) authorizes the purchase of electricity supply service for public use through the use of an online auction service; and

WHEREAS, Oxford Township will utilize the online auction services of EMEX, LLC, a division of Mantis Innovation, an approved vendor pursuant to the Act; and

WHEREAS, EMEX, LLC, a division of Mantis Innovation, is compensated for all services rendered through the participating supplier that a contract is awarded to; and

WHEREAS, the auction will be conducted pursuant to the Act; and

WHEREAS, if the auction achieves a price of \$0.1327/kWh or less for a 12 month term, a price of \$0.1305/kWh or less for an 18 month term, a price of \$0.1294/kWh or less for a 24 month term; Oxford Township may award a contract to the winning supplier for the selected term.

NOW THEREFORE BE IT RESOLVED, that the Administrator of the Oxford Township be and [he/she] hereby is authorized to execute on behalf of the Oxford Township any electricity contract proffered by the participating supplier that submits the winning bid in the EMEX Reverse Auction if the auction achieves a price of \$0.1327/kWh or less for a 12 month term, a price of \$0.1305/kWh or less for an 18 month term, a price of \$0.1294/kWh or less for a 24 month term; Oxford Township may award a contract to the winning supplier for the selected term.

Georgette Miller moved to accept Resolution 2022-86. Seconded by Linda Koufodontes and passed by unanimous roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent:0.

RESOLUTION 2022-87

RESOLUTION OF THE TOWNSHIP OF OXFORD, COUNTY OF WARREN AND STATE OF NEW JERSEY AUTHORIZING THE REDEMPTION OF A TAX SALE CERTIFICATE VIA INSTALLMENTS

WHEREAS, N.J.S.A. 54:5-65 authorizes the governing body to permit redemption of a municipally held lien by installment payments to include principal and interest; and

WHEREAS, OTI Solar, a contract purchaser and municipally designated redeveloper of Block 33 Lot 4.02 & 4.03 and Block 42 lots 5,9,17 within the Township of Oxford (the “OTI Property”), is desirous of satisfying Tax Title Lien 14-00025 on which the amount of \$463,987.69 is currently due and owing; Tax Title Lien 14-00026 on which the amount of \$195,202.66 is currently due and owing; Tax Title Lien 14-00043 on which the amount of \$15,474.29 is currently due and owing; Tax Title Lien 14-00044 on which the amount of \$1,713.53 is currently due and owing; and Tax Title Lien 14-00045 on which the amount of \$3,524.33 is currently due and owing; by installment plan as set forth in the Redeveloper’s Agreement by

and between the Township and OTI Solar and to make ongoing tax payments when due and owing as follows:

(i) On the date that is no later than thirty (30) days from the date that the Redeveloper obtains final site plan approval for the Project from the Planning Board, the Redeveloper will make a progress payment to the Township in the amount of One Hundred Thousand and 00/100 Dollars (\$100,000.00) as partial payment of the Tax Sale Certificates.

(ii) On the date that is no later than thirty (30) days from the date that the Redeveloper obtains an award under Subsection “t” of the Solar Act of 2012 from the NJBPU for the Solar Array, the Redeveloper will make a progress payment to the Township in the amount of One Hundred Thousand and 00/100 Dollars (\$100,000.00) as partial payment of the Tax Sale Certificates.

(iii) On the date that is no later than the date that Redeveloper takes title to the OTI Property, Redeveloper will pay the balance due with respect to the Tax Sale Certificates such that they may be cancelled of record as to the Property.

NOW THEREFORE BE IT RESOLVED that the Governing Body of the Township of Oxford, County of Warren and State of New Jersey hereby authorizes an installment plan as set forth in the Redeveloper’s Agreement by and between the Township and OTI Solar and that in addition to installments being paid when called for in the Redeveloper’s Agreement, all current taxes, subsequent taxes, assessments or other municipal liens imposed shall be promptly paid when due.

BE IT FURTHER RESOLVED that the final payment shall be sufficient to include all amounts due to the municipality and secured by the tax sale lien.

BE IT FURTHER RESOLVED, that if installment payments are regularly and promptly made in accordance with the schedule set forth in the Redeveloper’s Agreement, then the municipality will suspend any action to cut off or foreclose the right of redemption and will agree not to assign, transfer or otherwise alienate the tax title lien it holds.

BE IT FURTHER RESOLVED, if any unpaid installment remains unpaid more than thirty (30) days from when due, then the municipality may proceed to enforce or foreclose the tax sale lien, or sell, assign, transfer or alienate it and shall proceed only for the unpaid balance after proper credit of such installment payments were made.

Georgette Miller moved to accept Resolution 2022-87. Seconded by Linda Koufodontes and passed by unanimous roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent:0.

New Business:

-Shared Services Agreement with Warren County for road salt and ice control materials – Mayor Norton stated the road salt and ice control materials are less expensive through the Warren County agreement. Georgette Miller moved to accept the Shared Services Agreement with Warren County for road salt and ice control materials. Seconded by Linda Koufodontes and passed by unanimous roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent:0.

-Farm Lease – will be discussed in Executive Session.

-Blue Light Application – Georgette Miller moved to approve the Blue Light application for Oxford Fire Department member Robert Austin. Seconded by Linda Koufodontes. Ayes: 3, Nays: 0, Abstain: 0, Absent:0. Motion passed.

Old Business:

-Sewer Rate –The additional \$111,000 increase from PRMUA necessitates a sewer rate increase. Last year, in order to offset PRMUA’s fee increase to residents, money in the surplus fund was used. In order to offset the PRMUA increase and stabilize the surplus this year, a \$75 or \$100 increase in residential billing is recommended. Mayor Norton noted that there will be no municipal property tax increase or garbage fee increase. The sewer bills will be sent out once the increase has been finalized. Mayor Norton stated the Tax Collector stated the sewer bill due date can be extended within the legal time frame. Mayor Norton moved

to extend the sewer bill due date to February 18, 2023. Seconded by Georgette Miller and passed by unanimous roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent:0.

Further discussion of the sewer rate included the mobile home park, Oxford Central School, and a possible ordinance change.

-Day Camp at Oxford Lake – Matt Hall stated he spoke with Roxbury Township whose Recreation Director will send him information about their day camp.

Township Committee Reports and Correspondence.

- Georgette Miller will pick a Saturday date in January for the bonfire.

-Linda Koufodontes attended two School Board meetings. A new 2nd Grade teacher has been hired. Linda stated that Bob Magnuson has been doing a fine job.

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Township Administrator: Items in his report have been covered already.

Township Engineer Report: Michael Finelli stated he will have a final version of the Flood Damage Maintenance Ordinance for first reading for the January 18, 2023 Committee Meeting. The second reading will be in February.

Mike stated that the 2023 NJDOT Grant application was awarded the full \$200,000 requested.

The Kent Street project has been put off until spring due to the weather.

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: No comments.

Meeting Recap:

Matt Hall – Sewer rates.

Day Camp

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 contract negotiations.

Georgette Miller moved to enter Executive Session at 7:29 PM. Seconded by Linda Koufodontes. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0. Motion passed.

Georgette Miller moved to return to Public Session at 7:34 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 7:34 PM. Seconded by Linda Koufodontes. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0. Motion passed.

Susan Turner, Deputy Clerk