

OXFORD TOWNSHIP MEETING
May 17, 2023

The meeting of the Township Committee of Oxford Township was held on May 17, 2023 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 Bryce Good, Township Engineer and Lee Geller, Acting Municipal Clerk.

Mayor Norton opened the meeting at 7:00 PM.

Meeting Minutes: May 3, 2023 Regular Meeting Minutes – Linda Koufodontes moved to approve the April 19, 2023 Executive Meeting Minutes. Seconded by Georgette Miller and passed unanimously by roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0.

Public Comment on Agenda items: - No Comment

Mayor Norton asked for 5 minutes recess motion was made by Georgette Miller and Seconded by Linda Koufodontes and passed unanimously by roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0.

Mayor Norton asked the return of our 5 minute recess motion was made by Georgette Miller and Seconded by Linda Koufodontes and passed unanimously by roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0.

Presentations:

Ordinances: 1st Reading/ Public Hearing – No Ordinances for 1st Reading

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

RESOLUTION # 2023-44

A RESOLUTION FOR REDEMPTION OF TAX CERTIFICATE

As per N.J.S.A.54:5

KNOW ALL PERSONS BY THESE PRESENTS THAT, WHEREAS, lands in the taxing district of Oxford Township, County of Warren, State of New Jersey, were sold on December 21, 2022 to CHANGSHENG LU, 628 N. BUTRICK ST, WAUKEGAN, IL 60085, in the amount of \$245.74 for taxes or other municipal liens assessed for the year 2021 in the name of SCHAAR, CONOR/FOLEY, SHANNON as supposed owners, and in said assessment and sale were described as 18 HENDERSON STREET, Block 13 Lot 6, which sale was evidenced by Certificate #22-00012 and

WHEREAS, the Collector of Taxes of said taxing district of the Township of Oxford, do certify that on 5/11/23 and before the right to redeem was cut off, as provided by law, ROUNDPOINT MORTGAGE SERVICING CORP claiming to have an interest in said lands, did redeem said lands claimed by CHANGSHENG LU by paying the Collector of Taxes of said taxing district of Oxford Township the amount of \$1,581.04 which is the amount necessary to redeem Tax Sale Certificate #22-00012.

NOW THEREFORE BE IT RESOLVED, on this 17th day of May, 2023 by the Township Committee of the Township of Oxford, County of Warren to authorize CFO to issue a check payable to CHANGSHENG LU, 628 N. BUTRICK ST, WAUKEGAN, IL 60085 in the amount of **\$3,081.04** (This consists of \$1,581.04 Certificate Amount redeemed + \$1,500.00 Premium).

BE IT FURTHER RESOLVED, that the Tax Collector is authorized to cancel this lien on Block 13 Lot 6 from the tax office records.

Certification:

I, Lee Geller, Clerk of the Township of Oxford, County of Warren, State of New Jersey, do hereby certify that the foregoing Resolution is a true and exact copy of a Resolution adopted by the Township Committee of the Township of Oxford on May 17, 2023.

Georgette Miller moved to approve Resolution 2023-44. Seconded by Linda Koufodontes and passed unanimously by roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0.

RESOLUTION # 2023-45

**RESOLUTION AUTHORIZING THE TOWNSHIP OF OXFORD
TAX COLLECTOR TO PREPARE AND MAIL ESTIMATED
TAX BILLS IN ACCORDANCE WITH P.L. 1994, c.72**

WHEREAS, the Warren County Board of Taxation has not adopted the Warren County Budget for 2023, and the Township of Oxford Tax Collector will be unable to mail the Township’s 2023 tax bills on a timely basis,

WHEREAS, the Township of Oxford Tax Collector/Chief Finance Officer has computed an estimated tax levy in accordance with N.J.S.A. 54:4-66.3, and has signed a certification showing the tax levies for the previous year, the tax range and the range of permitted estimated tax levies:

NOW, THEREFORE, BE IT RESOLVED BY THE TOWNSHIPTOW COUNCIL OF THE TOWNSHIP OF OXFORD, IN THE COUNTY OF WARREN, AND STATE OF NEW JERSEY ON THE 17TH OF MAY, 2023, AS FOLLOWS:

1. The Oxford Township Tax Collector is hereby authorized and directed to prepare and issue estimated bills for the Township for the third installment of 2023 taxes. The Tax Collector shall proceed on May 18, 2023 and take such actions as are permitted and required by P.L. 1994, c.72 (N.J.S.A. 54:4-66.2 and 54:4-66.3).
2. The entire regular estimated tax levy for 2023 is hereby set at \$7,020,463.00.
3. In accordance with law the third installment of 2023 taxes shall not be subject to interest until the later of August 10 or the twenty-fifth calendar day after the estimated tax bills were mailed. The estimated tax bills shall contain a notice specifying the date on which interest may begin to accrue.

CERTIFICATION

I, Lee Geller, Clerk of the Township of Oxford, County of Warren, State of New Jersey, do hereby certify that the foregoing Resolution is a true and exact copy of a Resolution adopted by the Township Council of the Township of Oxford on May 17, 2023.

Georgette Miller moved to approve Resolution 2023-45. Seconded by Linda Koufodontes and passed unanimously by roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0.

RESOLUTION 2023-46
SELF-EXAMINATION OF BUDGET RESOLUTION
[as required by DCA]

WHEREAS, N.J.S.A. 40A:4-78b has authorized the Local Finance Board to adopt rules that permit municipalities in sound fiscal condition to assume the responsibility, normally granted to the Director of the Division of Local Government Services, of conducting the annual budget examination; and

WHEREAS, N.J.A.C. 5:30-7 was adopted by the Local Finance Board on February 11, 1997; and

WHEREAS, pursuant to N.J.A.C. 5:30-7.2 through 7.5, the *Oxford Township* has been declared eligible to participate in the program by the Division of Local government Services, and the Chief Financial officer has determined that the local government meets the necessary conditions to participate in the program for the 2023 budget year.

NOW THEREFORE BE IT RESOLVED by the governing body of the Oxford Township that in accordance with N.J.A.C. 5:30-7.6a & 7.6b and based upon the Chief Financial Officer's certification, the governing body has found the budget has met the following requirements:

1. That with reference to the following items, the amounts have been calculated pursuant to law and appropriated as such in the budget:
 - a. Payment of interest and debt redemption charges
 - b. Deferred charges and statutory expenditures
 - c. Cash deficit of preceding year

- d. Reserve for uncollected taxes
- e. Other reserves and non-disbursement items
- f. Any inclusions of amounts required for school purposes.

2. That the provisions relating to limitation on increases of appropriations pursuant to N.J.S.A. 40A:4-45.2 and appropriations for exceptions to limits on appropriations found at N.J.S.A. 40A:4-45.3 et seq., are fully met (complies with CAP law).

3. That the budget is in such form, arrangement, and content as required by the Local Budget Law and N.J.A.C. 5:30-4 and 5:30-5.

4. That pursuant to the Local Budget Law:

- a. All estimates of revenue are reasonable, accurate and correctly stated,
- b. Items of appropriation are properly set forth
- c. In itemization, form, arrangement and content, the budget will permit the exercise of the comptroller function within the municipality.

5. The budget and associated amendments have been introduced and publicly advertised in accordance with the relevant provisions of the Local Budget Law, except that failure to meet the deadlines of N.J.S.A. 40A:4-5 shall not prevent such certification.

6. That all other applicable statutory requirements have been fulfilled.

BE IT FURTHER RESOLVED that a copy of this resolution will be forwarded to the Director of the Division of Local Government Services upon adoption.

Linda Koufodontes moved to approve Resolution 2023-46. Seconded by Georgette Miller and passed unanimously by roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0.

RESOLUTION 2023-47
Public hear and Adoption of Budget

2023 Municipal Budget

of the WARREN TOWNSHIP of OXFOR D County of
for the fiscal year 2023.

Revenue and Appropriations Summaries

Summary of Revenues		Anticipated	
		2023	2022
1	Surplus	515,903.94	617,952.36
2	Total Miscellaneous Revenues	882,043.00	1,063,214.55
3	Receipts from Delinquent Taxes	419,400.00	225,000.00
4	a) Local Tax for Municipal Purposes	1,020,463.00	1,020,463.00
	b) Addition to Local School District Tax		
	c) Minimum Library Tax		
Tot Amt to be Rsd by Taxes for Sup of Muni Bnd		1,020,463.00	1,020,463.00
Total General Revenues		2,837,809.94	2,926,629.91

Summary of Appropriations		2023 Budget	Final 2022 Budget
1	Operating Expenses: Salaries & Wages	475,046.38	394,245.00
	Other Expenses	1,771,628.56	1,737,895.91
2	Deferred Charges & Other Appropriations	73,385.00	89,889.00
3	Capital Improvements	5,000.00	146,000.00
4	Debt Service (Include for School Purposes)	162,750.00	218,600.00
5	Reserve for Uncollected Taxes	350,000.00	340,000.00
Total General Appropriations		2,837,809.94	2,926,629.91
Total Number of Employees		4FT 20 PT	3 FT 19 PT

2023 Dedicated Sewer		Utility Budget	
Summary of Revenues		Anticipated	
		2023	2022
1	Surplus	117,199.69	245,463.65
2	Miscellaneous Revenues	1,260,000.00	984,000.00
3	Deficit (General Budget)		
Total Revenues		1,377,199.69	1,229,463.65

Summary of Appropriations		2023 Budget	Final 2022 Budget
1	Operating Expenses: Salaries & Wages	25,000.00	30,000.00
	Other Expenses	1,238,500.00	1,025,500.00
2	Capital Improvements		47,117.65
3	Debt Service		
4	Deferred Charges & Other Appropriations	113,699.69	46,846.00
5	Surplus (General Budget)		80,000.00
Total Appropriations		1,377,199.69	1,229,463.65
Total Number of Employees			

Balance of Outstanding Debt			
	General	Sewer	
Interest			
Principal			
Outstanding Balance			

Notice is hereby given that the budget and tax resolution was approved by the COMMITTEEPERSONS of the TOWNSHIP of OXFORD, County of WARREN on _____, 2023.

A hearing on the budget and tax resolution will be held at Municipal Building, on May 17th, 2023 at 7 o'clock PM at which time and place objections to the Budget and Tax Resolution for the year 2023 may be presented by taxpayers or other interested parties.

Copies of the budget are available in the office of _____ municipal clerk _____ at the Municipal Building, _____ 11 Green Street _____ New Jersey, _____ during the _____ t _____ hours of _____ 9:00 a.m. _____ o _____ 4:00 PM _____ .

Mayor Norton open up the public hearing of the Township of Oxford 2023 Budget and there was no comment from the public and then Mayor Norton closed the public hearing and vote was taken to approve the 2023 Budget

Georgette Miller moved to approve Resolution 2023-45. Seconded by Linda Koufodontes and passed unanimously by roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0.

Library budget was discussed.

Mayor Norton stated that there has been no increase in our Municipal Budget and wanted to extend his gratitude to both Matt Hall, Township Administrator and Natasha Turchan, CFO for being able to not increase the town's budget for 3 years in a row. Many thanks.

New Business:

Oxford Library – a letter was sent to Georgette Miller asking for a donation of \$5,000. The library has many repairs that need to be done and need to get printer for public use. Mayor Norton stated that we have appropriated \$3,000 and the library stated that they would raise funds. We need to verify they are raising funds. This year it has to be capped at \$3,000.00. Georgette

Thomas Kean Office – Would like to hold mobile hours on May 23, 2023 from 2:30 to 4:30pm. Mayor Norton has asked for them to come more often.

Mayor Norton made a motion to approve the Mobile hours for Thomas Keans mobile hours and Seconded by Georgette Miller and passed unanimously by roll call vote: Ayes: 3, Nays: 0, Abstain: 0, Absent: 0.

Cambridge West: Land use Board per the direction of the town committee to amend to Redevelopment of Cambridge West for Cannabis overlay. Rich Wenner said there is 2 ways to handle this.

One would be to Adopted an Ordinance first by amending the ordinance and then having a first reading by the town committee then send to Land Use board for approval and then back to the town Committee for 2nd Reading.

Second would be have the Land Use Board provided the Ordinance form to the governing body and adopt the plan and then send to the committee for approval to adoption. Rich Wenner will touch base with Richard Schneider about the Ordinance.

Land Use Board has vacancy and Mayor Norton did receive a request to fill the position. Mayor Norton made a motion to appoint Mr. Michael Daneault as Land Use Board Member Alternate #2 Seconded by Georgette Miller and passed unanimously by roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0.

Matt Hall stated that he would have a resolution for the Brockerhoff Environmental Services at our next meeting to finish out the grant paperwork. Mayor Norton advised no work is to be done until the grant money is received

Georgette Miller has 3 employees to be hired at the lake. Will have 2 separate motions for the new hires.

Mayor Norton made a motion to hire Kody Miller and Jack Cahill. Seconded by Linda Koufodontes and passed by roll call vote. Ayes: 2, Nays: 0, Abstain: 1, Absent: 0.

Georgette Miller moved to hire Katherine Norton. Seconded by Linda Koufodontes and passed by roll call vote. Ayes: 2, Nays: 0, Abstain: 1, Absent: 0.

Georgette Miller wanted to bring up Chris Roberts Dedication on June 11. Mayor Norton said the area looks beautiful and everyone went above and beyond to get this done.

Old Business:

Mayor Norton - Reminder Committee Day June 17, 2023 – Food, bands, Kid activities. Will be held at Wilkinson Field. No rain date will happen Rain or shine

Township Committee Reports and Correspondence.

Georgette Miller – The lake is going great sand is being delivered and sink is being done. Meeting with the staff on Sunday to go over how the season will work. Weed removal is going on in the swim are will look into other areas. We have added a lap lane after the clean up we will add inflatables in the lake and the swing will go up. ever

Linda Koufodontes - BEO meeting they are having their meeting as we speak but I did get there agenda sad news that 2 staff members have announced their retirement. Will get up date from Mr. Magnuson. The extended school year is in place. Will have more updates at our next meeting.

Georgette Miller – question about student council having a food truck on township property need to be cleared by the board of health and needs to get insurance if parking on town lot. Next year they are looking to hold this at the lake.

Township Administrator:

Mr. Hall – spoke with our Risk management and Deputy Miller about training for lake staff for lake employees and the camp programs.

Township Engineer Report:

Bryce Good – Kent Street work is complete. Orams lane court early June. Mayor Norton and to coordinate with Rich Wenner about court date. 1st summons certified came back also sent via regular mail and text. 2nd summons still trying to deliver.

MT. Pisgah plans to DOT and letter Historic district. Schedule to be done late August early September.

MS4 grant has been approved and will be starting on that work in a few months.
2024 DOT Grant applications are out put in #1 Wall st #2 Wall downtown.

Township Attorney's Report:

Rich Wenner – Cambridge West will have a draft Redevelopment agreement for consideration at next meeting.

Pequest Fields -there have been communications between the mayor and principles. Sent redevelopment documentation for escrows funds per studies. Mayor Norton met with them and discussion escrow they had no issue will send follow up email. They did share some plans asked for a copy to share with the board. Mayor would like this to move forward in the next 2 weeks.

Orams Lane – waiting for court dates and addition the new summons. Once date is received will let residents that were here at the last meeting know so they can attend as well.

Washington Police Department:

Motion To Pay Bills: Georgette Miller moved to pay all bills presented and approved by the Committee. Seconded by Linda Koufodontes. Ayes: 3, Nays: 0, Abstain: 0, Absent: Motion passed.

Public Comment:

R. Davenport – 16 Orams Lane –. Asked about the certified letters sent and if the address is valid. Mayor explained that we sent to the address on our tax records. A truck pulled in and added material into the containers. Mayor Norton sent the pictures to Finelli office and Mike Finelli stated that they are not breaking any ordinances by adding to the containers.

Irene – 15 Orams Lane – asked about an ordinance about engine breaking and can it be enforced. Route 31 is a state highway. Matt hall said DOT will not allow engine breaking signs. We can request for reduce speed sign. Matt Hall to reach out DOT contact to put up signs.

Ms. Buck – Orams Lane – asking is the DEP penalties on the highlands Act & preservation area. She read the some of the penalties per day. Send a letter to DEP about this.

Meeting Recap:

Rich Wenner – I have email Rich Schneider Cambridge West Agreement and will follow up with him. Will follow up on correspondence to DEP.

Matt Hall – will have professional agreement for Brockerhoff next meeting. Will follow up with the DOT

Bryce Good – will notify Rich Wenner of dates of court.

Executive Session –

EXECUTIVE SESSION

WHEREAS, Section 8 of the Open Public Meeting Act, Chapter 231, P.L. 1975, permits the exclusion of the public from a meeting in certain circumstances, and

WHEREAS, this public body is of the opinion that such circumstances presently exist. The public shall be excluded from the discussion of any action upon the hereinafter-specific subject matter.

The general nature of the subject matter to be discussed is a professional contact and a personal matter.

Mayor Norton moved to enter Executive Session at 7:50 PM. Seconded by Linda Koufodontes. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0. Motion passed.

Georgette Miller moved to return to Public Session at 7:55 PM. Seconded by Linda Koufodontes. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0. Motion passed.

No action was taken during Executive Session.

Rich Wenner states that we were in our Executive session for approximately 5 minutes to discuss a litigating matter and personnel issue. Action will be taken for the personnel issue.

Stephanie Kopesky emailed the Committee members about how she has not gotten a raise in 3 years.

Georgette Miller made to motion to approval of a 3% raise for the last 3 years to Stephanie Kopesky. Seconded by Linda Koufodontes Ayes: 3, Nays: 0, Abstain: 0, Absent: 0. Motion passed

Adjourn:

Mayor Norton moved to adjourn the meeting at 8:00 PM. Seconded by Linda Koufodontes. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0. Motion passed.

Lee Geller, Acting Municipal Clerk