

**OXFORD TOWNSHIP MEETING**  
**August 2, 2023**

The meeting of the Township Committee of Oxford Township was held on August 2, 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, Linda Koufodontes, Township Committee, Matthew Hall, Township Administrator, Rich Wenner, Lee Geller, Acting Municipal Clerk.

Mayor Norton opened the meeting at 7:00 PM.

Mayor Norton started the meeting with a moment of silence for the life that was lost at the lake and all that were affected by the loss.

**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 personal at the lake & Contract discussion.

Georgette Miller moved to enter Executive Session at 7:02 PM. Seconded by Linda Koufodontes. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0. Motion passed.

Georgette Miller moved to return to Public Session at 7:42 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 45 minutes we discussed 3 items personal matters at lake, attorney client privilege and contractual matters related to Cambridge West and Pequest Fields. No Action was taken and at this time I would like to entertain a motion to authorize the town attorney to under take action on the matter that was discussed in executive session.

So moved by Mayor Norton. Seconded by Georgette Miller. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0. Motion passed.

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

**Public Comment on Agenda items:** - No Comment

**Presentations:**

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

**Ordinances: 2<sup>nd</sup> Reading/Public Hearing** – No Ordinances for 2<sup>nd</sup> Reading

**ORDINANCE 2023-05**

**AN ORDINANCE FIXING THE SALARY RANGES FOR CERTAIN OFFICERS AND EMPLOYEES OF THE TOWNSHIP OF OXFORD**

Be It Ordained by the Mayor and Committee of the Township of Oxford, County of Warren State of New Jersey as follows, until a subsequent salary ordinance is adopted:

Section 1. The salary ranges per annum for the following officers and employees of the Township of Oxford shall be as follows:

<u>Title</u>	<u>Salaries</u>	
Mayor	4,000.00- 6,000.00	per year
Deputy Mayor	3,000.00- 5,000.00	per year
Committee Person	3,000.00- 5,000.00	per year
Township Clerk	30,000.00-80,000.00	per year
Registrar	3,000.00-6,000.00	per year
Election Official	200.00-500.00	per election
Township Administrator	20,000.00-45,000.00	per year
Deputy Clerk	11.00-20.00	per hour
Chief Financial Officer	20,000.00-45,000.00	per year
Finance Clerk	5,000.00-10,000.00	per year
Office Clerk	11.00-15.00	per hour
Collector	20,000.00-45,000.00	per year
Collector Assistant	3,000.00 -7,000.00	per year
Tax Assessor	14,000.00-25,000.00	per year
Public Workers Foreman	50,000.00-90,000.00	per year
Assistant Supervisor	15.00-30.00	per hour
Public Works Senior Laborer	12.00-35.00	per hour
Public Works Laborer	11.00-30.00	per hour
Public Works Temporary Laborer	11.00-24.00	per hour
Equipment Operators	12.00-35.00	per hour
Zoning Officer	2,000.00-5,000.00	per year

Land Use Bd. Secretary	5,000.00-20,000.00	per year
Board of Health Member	100.00-300.00	per year
Municipal Building Custodian	12.00-25.00	per hour
Emergency Management Coordinator	1,500.00-3,000.00	per year
Animal Control Officer	1,500.00-6,000.00	per year
Animal Control Deputy	30.00-60.00	per call-out
Animal Control Officer-Expenses	25.00-30.00	per month
Lake Director	11.00-25.00	per hour
Ass't Lake Director	11.00-25.00	per hour
Lifeguards	10.30-20.00	per hour
Concession Stand Operator	10.30-20.00	per hour
Security Officer	15.00-25.00	per hour
Recycling Coordinator	50.00-75.00	per month
Crossing Guard	11.00-16.00	per hour
Qualified Purchasing Agent	5,000-7,000	per year
Mileage Reimbursement	IRS Rate	per mile

Section 2. All salary ranges above shall be retroactive to January 1, 2023.

Section 3. Any ordinance of part of ordinance inconsistent herewith is hereby repealed.

**NOTICE**

**NOTICE** is hereby given that the foregoing Ordinance was introduced to pass on first reading at a regular meeting of the Committee of the Township of Oxford held on July 5, 2023, at 7:00 PM and ordered published in accordance with the law. Said Ordinance will be considered for final reading and adoption at the Township Committee of Oxford to be held on August 2, 2023 at 7:00 PM, or as soon thereafter as the Township Committee may hear this Ordinance at the Municipal Building, 11 Green Street, Oxford, New Jersey, at which time all persons interested may appear for or against the passage of said Ordinance.

I, Lee Geller, Acting Municipal Clerk of the Township of Oxford, County of Warren and State of New Jersey, **DO HEREBY CERTIFY** that this is a true and correct copy of an ordinance adopted on second reading, public reading by the Township of Oxford at the Township Committee meeting held on August 2, 2023.

Georgette Miller moved to approve the 2nd read of Ordinance 2023-05 as amended. Seconded by Linda Koufodontes and passed unanimously by roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0.

Public Hearing portion opened – No comment from the public.

**Resolutions:**

**RESOLUTION-2023-73**

**RESOLUTION OF THE TOWNSHIP OF OXFORD, COUNTY OF WARREN AND STATE OF NEW JERSEY, AUTHORIZING THE TOWNSHIP OF OXFORD PLANNING BOARD TO UNDERTAKE A PRELIMINARY INVESTIGATION TO**

**DETERMINE WHETHER THE PROPOSED STUDY AREA, BLOCK 31 LOT 21.01 QUALIFIES AS AN AREA IN NEED OF NON-CONDEMNATION REDEVELOPMENT PURSUANT TO N.J.S.A. 40A:12A ET SEQ.**

**WHEREAS**, the Local Redevelopment and Housing Law, N.J.S.A. 40A:12A-1 et seq. (“Redevelopment Law”), provides a mechanism to assist local governments in efforts to promote programs of redevelopment; and

**WHEREAS**, the Redevelopment Law sets forth the procedures for the Town to declare an area in need of redevelopment, along with the development and effectuation of a redevelopment plan; and

**WHEREAS**, pursuant to the required redevelopment procedures, specifically set forth in N.J.S.A. 40A:12A-6, no area of a municipality shall be deemed a redevelopment area unless the governing body of the municipality shall, by Resolution, authorize the Planning Board to undertake a preliminary investigation to determine whether a proposed area is a redevelopment area meeting the criteria set forth in N.J.S.A. 40A:12A-5; and

**WHEREAS**, the New Jersey Legislature adopted, and the Governor signed, P.L. 2013, Chapter 159, which amended the Redevelopment Law, including the procedural requirements of N.J.S.A. 40A:12A-5 and N.J.S.A. 40A:12A-6; and

**WHEREAS**, pursuant to N.J.S.A. 40A:12A-6, “[t]he resolution authorizing the planning board to undertake a preliminary investigation shall state whether the redevelopment area determination shall authorize the municipality to use all those powers provided by the Legislature for use in a redevelopment area other than the use of eminent domain (hereinafter referred to as a “Non-Condensation Redevelopment Area”) or whether the redevelopment area determination shall authorize the municipality to use all those powers provided by the Legislature for use in a redevelopment area, including the power of eminent domain (hereinafter referred to as a “Condensation Redevelopment Area”); and

**WHEREAS**, the Township Committee desires to commission a study to determine if the Block 31, Lot 21.01 on the Oxford Township Tax Map satisfies the criteria of an Area in Need of Redevelopment (Non-Condensation); and

**WHEREAS**, the Township Committee finds it to be in the best interest of the Township and its residents to authorize the Township’s Planning Board pursuant to N.J.S.A. 40A:12A-4 and N.J.S.A. 40A:12A-6 to undertake such preliminary investigation of the study area which includes properties Block 31, Lot 21.01 ( the “Study Area”);

**WHEREAS**, the Township of Oxford wishes to direct the Planning Board to undertake a preliminary investigation and to prepare the preliminary investigation to determine whether the proposed Study Areas qualifies as an area in need of Non-Condensation Redevelopment pursuant to N.J.S.A. 40A:12A-5.

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Oxford, in the County of Warren, and State of New Jersey, that the Planning Board is hereby authorized to undertake a preliminary investigation and to prepare the preliminary investigation, pursuant to the notice, conduct a hearing and comply with other requirements of the Redevelopment Law, N.J.S.A. 40A:12A-1 et seq., as amended, in order to recommend to the Township Committee whether the area comprising the study area is an area in need of **Non-Condensation Redevelopment** according to the criteria set forth in N.J.S.A. 40A:12A-5.

**BE IT FURTHER RESOLVED**, that the Planning Board shall submit its findings and recommendations to the Township Committee in the form of a Resolution with supporting documentation.

**BE IT FURTHER RESOLVED**, that a certified copy of this Resolution is to be forwarded to the Planning Board of the Township of Oxford.

**BE IT FURTHER RESOLVED**, that this Resolution shall take effect pursuant to law.

**CERTIFICATION**

I, Lee Geller, Acting Municipal Clerk of the Township of Oxford, County of Warren and State of New Jersey do hereby certify the foregoing to be true and correct copy of a Resolution adopted by the Township Committee at a meeting held on August 2, 2023.

Georgette Miller moved to approve Resolution 2023-73. Seconded by Linda Koufodontes and passed unanimously by roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0.

**TOWNSHIP OF OXFORD  
COUNTY OF WARREN, STATE OF NEW JERSEY  
RESOLUTION 2023-74**

**RESOLUTION-APPOINTMENT OF INTERIM MUNICIPAL COURT ADMINSTRATOR  
ORCHID SANTANA APRIL 17, 2023-APRIL 16, 2024**

**WHEREAS**, Orchid Santana was hired on April 17, 2023 as the Mansfield Interim Municipal Court Administrator as established in the shared services agreement with the Township of Oxford., and

**WHEREAS**, Orchid Santana is currently considered an interim Municipal Court Administrator pursuant to N.J.S.A.2B:12-11(e) since she was hired after May 25, 2011 and does not hold a municipal court administrator certificate, and;

**WHEREAS**, The statue allows the governing body to appoint a person as a Municipal Court Administrator that is not certified Municipal Court Administrator, on an interim basis, for a period not to exceed one year commencing on the date of the appointment April 17. 2023, and;

**WHEREAS**, the statute further states, “Any person so appointed may, in consultation with the judge of the municipal court, be reappointed as municipal court administrator, on an Interim basis, for two years subsequent one-year terms. The municipal court administrator appointed on a interim basis may be reappointed for a fourth, and if necessary, a fifth additional one-year term, provided the municipal court administrator is currently enrolled in the certification program and needs additional time to complete that program”;

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Mansfield, in the County of Warren and State of New Jersey, that it hereby appoints Orchid Santana as Interim Municipal Court Administrator for one-year term commencing April 17, 2023 ending April 16, 2024

Adopted Date: August 2, 2023

Motion: Miller

Second: Koufodontes

Roll Call Vote: Ayes: 3, Nays: 0, Abstain: 0, Absent: 0.

**CERTIFICATION:**

I, Lee Geller, Acting Municipal Clerk of the Township of Oxford, County of Warren and State of New Jersey, **DO HEREBY CERTIFY** that this is a true and correct copy of a Resolution adopted by the Township Committee of the Township of Oxford, at their meeting held on August 2, 2023.

**WITNESS**, my hand and seal of the Township of Oxford on this 2<sup>nd</sup> day of August, 2023.

Georgette Miller moved to approve Resolution 2023-74. Seconded by Linda Koufodontes and passed unanimously by roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0.

**RESOLUTION 2023-75  
TOWNSHIP OF OXFORD  
AUTHORIZING THE WAIVING OF INTEREST FOR BLOCK 24, LOT 13.01  
DUE TO MISPLACEMENT OF CHECK**

WHEREAS, the owner of Block 24 Lot 13.01 submitted payment to the Township for taxes and charges due and owing in regard to the property; and  
WHEREAS, through no fault of the property owner, the check was not deposited and interest accrued on the amounts due and owing in the amount of \$ 156.00; and  
WHEREAS, the Township desires to waive the interest.  
NOW THEREFORE, BE IT RESOLVED by the Township Committee that interest in the amount of \$156.00 is hereby waived for Block 24, Lot 13.01

**CERTIFICATION:**

I, Lee Geller, Acting Municipal Clerk of the Township of Oxford, County of Warren and State of New Jersey, **DO HEREBY CERTIFY** that this is a true and correct copy of a Resolution adopted by the Township Committee of the Township of Oxford, at their meeting held on August 2, 2023.

Georgette Miller moved to approve Resolution 2023-75. Seconded by Linda Koufodontes and passed unanimously by roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0.

**New Business:**

130 Buckley Ave – Mayor Norton and Committee received a letter from Mr. Dellaventura asking if we can waive sewer and garbage fees being that their home was destroyed during the storm.

A motion was made to waive sewer fees. Garbage fees will be waived as long as there is no garbage being put out. Georgette Miller moved to approve Resolution 2023-75. Seconded by Mayor Norton and passed unanimously by roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0.

Sale of Township Property B 34 L 2.01- 11 acres – there was no Bidders the property is land lock. Need to see if the property is conforming or non-conforming. Matt Hall will look in to this.

Mayor Norton has received complaints about speeding on certain roads in the township. Mayor Norton stated that we have done a radar project in the past and it did work. Matt Hall will need to check with the CFO to see if there is money in the budget to run the radar project.

A motion was made to run the radar project as long as there are funds in the budget to do so. Georgette Miller moved to approve Resolution 2023-75. Seconded by Linda Koufodontes and passed unanimously by roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0.

Lee Geller received an email from Mr. Santangelo asking if he could run a water hose line from his camper to drain his grey and black matter into the town's sewer line. As per the committee this request has been denied and there are no permits for this as well.

### **Old Business:**

Mayor Norton stated we have received a second request from Mrs. Bray to meet with her to discuss her sewer bill. Rich Wenner said that Mr. Hall, himself and or Mr. Finelli can meet with her to discuss her concerns. Mr. Hall will follow up.

Georgette Miller asked about the painting of the lines on Wall St. Mayor Norton stated that we can move forward with the painting on Wall St.

### **Township Committee Reports and Correspondence.**

Linda Koufodontes:

- Attended the Oxford BEO meeting on July 20, 2023. It was the first meeting with Mr. Nittolo. They are getting ready for the 2023/2024 school year with a bathroom for preschool class and getting the school ready. Next meeting August 17, 2023 and BEO will go back to 2 meetings a month starting in September.

Georgette Miller:

- Oxford PTA falls festival will be October 28, 2023 with a rain date of October 29, 2023. Will have facepainting and food trucks.

A motion was made to approve the Fall Festival with required insurance proof from the PTA and the food trucks. Georgette Miller moved to approve PTA Fall Festival. Seconded by Linda Koufodontes and passed unanimously by roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0.

Mayor Norton:

- Stated that the DPW has finished all the storm clean up and return back to their regular duties.
- Mr. Nittolo sent the mayor an email about the sewer bill. The mayor is willing to address the Board of Education and explain the reason for the increase. The school has not responded back.

### **Township Administrator:**

Mr. Hall

- Is working on the ongoing investigation at the lake.

### **Township Engineer Report:**

### **Township Attorney's Report:**

Rich Wenner:

- 45 Bush St. Mr. Wenner has spoken to the owner and the owner the he has stated that he is current with his utilities. Looking for the discharge of the demolition and will table until the next meeting to verify the payment information.
- Oram's lane is set to go to court on September 5, 2023 I will be working on our discovery demands.
- A draft for ordinance for the Cannabis tax was handed to the committee and will discuss at the next meeting.
- Will have a resolution for Coachlight as an area of redevelopment at the next meeting.

**Washington Police Department:**

Captain Kaufman

- Spoke about National Night out.
- Georgette Miller ask about pot smoking in public. Capt. Kauffman said that is it allowed unless there is an ordinance or signs posted saying there is no smoking allowed on certain town properties. If they are caught, they would get violation.

**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:**

Ryan Oneil – Shippen Ridge – School Board member said thank you for explaining earlier about the sewer bill. He said it is a big hit and will affect their budget for this school year. Mr. Hall stated the cost is based on a per student ratio. Mr. Hall also explained that schools in the area pay sewer fees.

**Meeting Recap:**

Rich Wenner will follow up on:

- Resolution for Coachlight
- Will pursue the items from our Executive Session

Matt Hall will follow up on:

- CFO for Radar detail
- Property Bulk conforming or not conforming

**Adjourn:** Mayor Norton moved to adjourn the meeting at 8:19 PM. Seconded by Linda Koufodontes. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0. Motion passed.

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Lee Geller, Acting Municipal Clerk