

**OXFORD TOWNSHIP MEETING**  
**February 21, 2024**

The meeting of the Township Committee of Oxford Township was held on February 21, 2024 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 Mayor, Georgette Miller, Linda Koufodontes, Township Committee, Mike Finelli, Township Engineer, Matt Hall, Township Administrator, , Lee Geller Acting Municipal Clerk.

Mayor Norton opened the meeting at 6:33 PM.

**Meeting Minutes:**

February 7, 2024 – Committee Meeting Minutes

Georgette Miller moved to approve the February 7, 2023 Committee Meeting Minutes. Seconded by Linda Koufodontes and passed unanimously by roll call vote. Ayes: 2, Nays: 0, Abstain: 1, Absent: 0.

February 7, 2024 – Executive Meeting Minutes

Georgette Miller moved to approve the February 7, 2023 Executive Meeting Minutes. Seconded by Linda Koufodontes and passed unanimously by roll call vote. Ayes: 2, Nays: 0, Abstain: 1, 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 Ordinance for 2<sup>nd</sup> Reading

**Resolutions:**

**RESOLUTION 2024-41**

**RESOLUTION AUTHORIZING 2023 PROFESSIONAL SERVICES CONTRACT WITH VAN CLEEF ENGINEERING ASSOCIATES LLC 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 2024 adopted budget amount and;

**WHEREAS**, Van Cleef Engineering Associates LLC 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 Van Cleef Engineering Associates LLC 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 Van Cleef Engineering Associates LLC

**NOW THEREFORE, BE IT RESOLVED** that the Township of Oxford authorizes the Mayor to enter into a contract with Van Cleef Engineering Associates 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 Van Cleef Engineering Associates LLC

**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 reorganization meeting held on February 21, 2024.

Georgette Miller moved to approve Resolution 2024-41. Seconded by Linda Koufodontes and passed unanimously by roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0.

**OXFORD TOWNSHIP, WARREN COUNTY  
RESOLUTION No. 2024-42**

**RESOLUTION AUTHORIZING APPLICATION TO THE HAZARDOUS DISCHARGE SITE  
REMEDATION FUND FOR THE FORMER OXFORD TEXTILE SITE, OXFORD TOWNSHIP,  
WARREN COUNTY**

WHEREAS, the Township of Oxford owns the tax sale certificates for the Former Oxford Textile site located as 11 Foundry Street and identified as Block 33 Lots 4, 4.02, and 4.03 as well as Block 42 Lot 5 (Oxford Textile site); and

WHEREAS, the Township of Oxford intends to acquire the Oxford Textile site in furtherance of a redevelopment plan through foreclosure or other means provided by law;

WHEREAS, the Township of Oxford has the need for funding to facilitate a hazardous site remediation at the former Oxford Textile site; and

WHEREAS, the New Jersey Department Of Environmental Protection (NJDEP) and New Jersey Economic Development Authority (NJEDA), through the Hazardous Discharge Site Remediation Fund (HDSRF) Municipal Grant Program has grant funding available to municipalities for the purpose of funding Preliminary Assessment, Site Investigation, Remedial Investigation and/or Remedial Action(s) to determine the existence or extent of the contamination on properties and provide for the remediation of these conditions; and

WHEREAS, the former Oxford Textile site is eligible to receive grant monies from the HDSRF program to perform the environmental remediation; and

WHEREAS, prior to the redevelopment of the aforementioned site the environmental remediation is necessary, and

WHEREAS, the Township Mayor has received and approved a proposal from PennJersey Environmental Consulting for a site investigation using HDSRF remediation grant; and

WHEREAS, the total cost of such eligible site investigation has been determined to be up to \$1,599,730.00; and

WHEREAS, based upon review of the submitted application, the Township is eligible for a remediation project grant for property cleanup; and;

WHEREAS, this resolution authorizes the Township of Oxford to apply for and accept a grant of \$1,599,730.00 for the Site Investigation of the former Oxford Textile site.

NOW THEREFORE BE IT RESOLVED, by the Mayor and Township Committee of Township of Oxford, County of Warren, State of New Jersey, that the Township of Oxford is committed to the redevelopment of the former Oxford Textile site for the purpose of a solar energy facility and finds that a realistic opportunity exists for the redevelopment of former Oxford Textile site within a three year period after the completion of the remediation of this site either through the planned solar redevelopment project.

BE IT FURTHER RESOLVED, , that the Mayor and Township Committee acknowledge and approve the parameters of the above NJDEP/HDSRF Grant, and will utilize the monies to make remediation of the property described above if the application is awarded; and

BE IT FURTHER RESOLVED, that a fully executed of this resolution together with any and all documents executed on behalf of the Township of Oxford will be filed in the Office of the Municipal Clerk and that a certified resolution will be forwarded to NJDEP and NJEDA.

### **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 reorganization meeting held on February 21, 2024.

Georgette Miller moved to approve Resolution 2024-42. Seconded by Linda Koufodontes and passed unanimously by roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0.

Mayor Norton explained that this resolution is to apply for HDSRF for funds to clean up the property for \$1,599,730.00.

### **New Business:**

Mayor Norton explained at our last meeting in our executive session we discuss the DPW contract. Terms have been agreed between both parties and the contract from January 2023 thru December 2027

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

Mayor Norton stated that our DPW Supervisor has brought to the Mayors attention that there are a few trees on Kauffman Drive at the lake that need to be removed as soon as possible danger of falling. Lou our DPW Supervisor went out for 3 bids and only 1 came back for \$3,800.00.

Georgette Miller moved to approve the \$3,800 to remove the trees at the lake. Seconded by Linda Koufodontes and passed unanimously by roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0.

Georgette Miller discussed that we need to make a resolution for a change fund for the lake as well as resolutions for the appointment of the Lake Director and Assistant Lake Director.

### **Old Business:**

Emergency Squad land – was discussed at length about what needs to be done in order to give the land to them for their new building. Mike Finelli to work on waiver per council approval.

Mayor Norton moved to approve the authorization for Mr. Finelli office to work on a waiver for Impervious surface for the land. Seconded by Linda Koufodontes and passed unanimously by roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0.

Mayor Norton asked Mr. Finelli to explain the report from Brockerhoff dated 2/15/2024. Mr. Finelli went on to explain what he read and stated that maybe we should have the company come to a meeting to explain the breakdown process more in detail. Mayor Norton also asked if we could bond out the project to get it started faster while waiting for the grant.

Georgette Miller asked Mr. Finelli about the status to the Pedestrian bridge. Mr. Finelli stated that we got approval for SHIPO and now it has been sent to the DOT for approval once we get that we can start the bridge.

Mike Finelli went on to explain that Donna found 2 grants for downtown sidewalks. Mike discussed 2 two options to the committee. NJ Sage – State grant and NJSageHTS – Federal grant option. Mayor Norton asked if we could apply to both. Mr. Finelli stated that the Federal Grant is due in April and that he would check into the state grant which is due in June.

Mayor Norton moved to approve Mr. Finelli’s office to apply for the Federal Safety Grant 2025 for sidewalks for Wall St. Seconded by Georgette Miller and passed unanimously by roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0.

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

Linda Koufodontes:

- Attended the BEO meeting on Feb. 15, 2024, and the school will have their budget meeting on 4/25/24. The Board would like to move the elections back to April. They stated that numbers are up and that they need to replace the score board in the gym. Next BEO meeting 3/14/24.

Georgette Miller

- Met with the New Lake Director and Assistant Lake Director
- There was a miss communication with the Boy Scouts so they will reschedule.

Mayor Norton

- DPW with this last snowstorm they had 1 issue with a truck and it was a hose.

### **Township Administrator:**

Matt Hall

- Spoke to PCFA they will email me the letter we have been waiting for and resend it by mail
- I attended a federal grant training today and I am now certified.

### **Township Engineer Report:**

Mike Finelli

- 45 Bush St I will be prepared for the Meeting on March 6<sup>th</sup>. The place has gotten worse, and I also have pictures.

- Port Colden Protect moving along
- Pequest – waiting to speak to Rich.
- Sweeney Ave – sent maps to the committee, waiting to see who owns a few properties.

**Township Attorney's Report:** No Report

**Washington Police Department:**

Capt. Smith

- Stated that Officer Pantuso went out to look at Apple Mountain. Mr. Finelli spoke to the individual. If it doesn't get cleared up Officer Pantuso will issue tickets.

**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 0: Motion passed.

**Public Comment:**

Peggy Hissim, Oxford, NJ

- Asked where her letter is for Valley View Estates for address change.
- Asked about putting in a crosswalk downtown

Sharon Keanon Oxford, NJ

- Asked the status of the town Library
- Asked about what date would start the 90 days for the address change
- Also asked about the Triangle Report

**Meeting Recap:**

Matt Hall

- Grants with Finelli
- Letter PCFA
- Will be meeting with our CFO next week Revenues and discuss the Bond

**Executive Session:**

**Adjourn:**

Georgette Miller moved to adjourn the meeting at 7:24 PM. Seconded by Linda Koufodontes. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0. Motion passed.

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Lee Geller, Acting Municipal Clerk