

OXFORD TOWNSHIP MEETING
April 17, 2024

The meeting of the Township Committee of Oxford Township was held on April 17, 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, Rich Wenner, Township Attorney, Matt Hall, Township Administrator, Mike Finelli, Township Engineer, Lee Geller Acting Municipal Clerk, Amber Brady, Deputy Clerk.

Mayor Norton opened the meeting at 6:30 PM.

Meeting Minutes:

April 3, 2024 – Committee Meeting Minutes

Georgette Miller moved to approve the April 3, 2024, Committee Meeting Minutes. Seconded by Linda Koufodontes and passed unanimously by roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0.

Presentation:

James McDonald from the Boys Scout Troop 175 presented to the committee for his Eagle Scout Project. Mr. McDonald would like to make 2 picnic tables and a prep table that will add enhancement to the property area at Oxford Furnace Lake. The tables and prep table will be placed on the fire pit area to be out of the way for lawn maintenance on the site and these tables will be locked with a key given to the township and the boy scouts will have the other key. He will make the table off property and trailer them in when complete. He will ask for donations from his family and friends, he will also hold other events if needed to fund raise for his Eagle Scout Project.

Georgette Miller moved to approve the Eagle Scout Project, Committee 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

Ordinances: 1st Reading/ Public Hearing – Ordinance tabled

Ordinances: 2nd Reading/ Public Hearing

ORDINANCE NO. 2024-07

ORDINANCE OF THE TOWNSHIP OF OXFORD, COUNTY OF WARREN, STATE OF NEW JERSEY, TO VACATE A PORTION OF AN UNNAMED ALLEY RUNNING BETWEEN BLOCK 14, LOT 1 AND BLOCK 14, LOT 8 NOT NEEDED FOR A PUBLIC PURPOSE

WHEREAS there is a “paper street” which runs from Lincoln Avenue to Schrarrer Place which a portion has been requested to be vacated by the property owner of Block 14, Lots 1 & 8; and

WHEREAS the Municipal Engineer of the Township of Oxford has reviewed the proposed vacation and finds that same is consistent with the public interest, and that it is in the best interest of the municipality; and

WHEREAS, it appears that the interests of the public will be served by this vacation, since the vacation will lead to the improvement of the property in the surrounding areas without any detriment to the interests of the public.

NOW THEREFORE, BE IT ORDAINED, by the Mayor and Committee of the Township of Oxford,

County of Warren and State of New Jersey, as follows:

Section 1:

The following described lands are hereby vacated and all the public rights, interests and title arising from the dedication or shown on any map filed or otherwise or any reference to same in any deed or instrument, recorded or otherwise, are hereby vacated, relinquished and extinguished. Those lands constituting of the following are hereby vacated and described as follows:

The 12 foot wide right of way between Block 14, Lots 1 & 8 consisting of 50 linear feet +/-.

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 ordinance 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 upon final passage and publication as provided by law.

NOTICE

NOTICE is hereby given that the foregoing Ordinance was introduced to pass on first reading at a regular meeting of the Township Committee of the Township of Oxford held on March 20, 2024, at 6:30 PM and ordered published in accordance with the law. Said Ordinance will be considered for final reading and adoption at a regular meeting of the Township Committee to be held on April 17, 2024, at 6:30 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.

Mayor Norton opened up the Public Comment.

No Public Comment

Georgette Miller moved to approve Ordinance 2024-07 Seconded by Linda Koufodontes and passed unanimously by roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0.

ORDINANCE NO. 2024-08

ORDINANCE OF THE TOWNSHIP OF OXFORD, COUNTY OF WARREN, STATE OF NEW JERSEY, TO VACATE A PORTION OF SWEENEY AVENUE RUNNING FROM NEW JERSEY STATE HIGHWAY ROUTE 31 TO JAMES DEE ALLEY NOT NEEDED FOR A PUBLIC PURPOSE

WHEREAS there is a “paper street” which runs from NJ State Highway Route 31 to James Dee Alley within the Township which the Township has been requested to vacate; and

WHEREAS the Municipal Engineer of the Township of Oxford has reviewed the proposed vacation and finds that same is consistent with the public interest, and that it is in the best interest of the municipality; and

WHEREAS, it appears that the interests of the public will be served by this vacation, since the vacation will lead to the improvement of the property in the surrounding areas without any detriment to the interests of the public.

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

Section 1:

The following described lands are hereby vacated and all the public rights, interests and title arising from the dedication or shown on any map filed or otherwise or any reference to same in any deed or instrument, recorded or otherwise, are hereby vacated, relinquished and extinguished. Those lands constituting of the following are hereby vacated and described as follows:

The 32 foot wide right-of-way from NJ State Hwy Route 31 to James Dee Alley consisting of 150.0 linear feet +/-.

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 ordinance 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 upon final passage and publication as provided by law.

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Mayor Norton opened up the Public Comment.

No Public Comment

Mayor Norton moved to approve Ordinance 2024-08 Seconded by Linda Koufodontes and passed unanimously by roll call vote. Ayes: 2, Nays: 0, Abstain: 1, Absent: 0.

Resolutions:

2024 Municipal Budget

of the WARREN TOWNSHIP of D OXFORD County of
 for the fiscal year 2024.

Revenue and Appropriations Summaries

Summary of Revenues		Anticipated			
		2024		2023	
1	Surplus	495,000.00		515,903.94	
2	Total Miscellaneous Revenues	1,201,876.79		914,190.30	
3	Receipts from Delinquent Taxes	240,000.00		419,400.00	
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	2,957,339.79		2,869,957.24	

Summary of Appropriations		2024		Final 2023	
		Budget		Budget	
1	Operating Expenses: Salaries & Wages	562,505.00		475,046.38	
	Other Expenses	1,738,073.79		1,803,775.86	
2	Deferred Charges & Other Appropriations	81,761.00		73,385.00	
3	Capital Improvements	5,000.00		5,000.00	
4	Debt Service (Include for School Purposes)	170,000.00		162,750.00	
5	Reserve for Uncollected Taxes #	400,000.00		350,000.00	
	Total General Appropriations	2,957,339.79		2,869,957.24	

Total Number of Employees	18 FT 4 PT	18 FT 4 PT
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2024 Dedicated Sewer		Utility Budget	
Summary of Revenues		Anticipated	
		2024	2023
1	Surplus	105,501.00	117,199.69
2	Miscellaneous Revenues	1,290,000.00	1,260,000.00
3	Deficit (General Budget)		
	Total Revenues	1,395,501.00	1,377,199.69
Summary of Appropriations		2024 Budget	Final 2023 Budget
1	Operating Expenses: Salaries & Wages	20,000.00	25,000.00
	Other Expenses	1,275,500.00	1,238,500.00
2	Capital Improvements		
3	Debt Service		
4	Deferred Charges & Other Appropriations	1.00	113,699.69
5	Surplus (General Budget)	100,000.00	
	Total Appropriations	1,395,501.00	1,377,199.69
Total Number of Employees			

Balance of Outstanding Debt			
	General	Sewer	
Interest	20,000.00		
Principal	1,606,687.00		
Outstanding Balance	1,626,687.00		

Notice is hereby given that the budget and tax resolution was approved by the _____ COMMITTEE PERSON
of the _____ TOWNSHIP of _____ OXFORD _____ S
_____ WARREN _____ on _____, 2024.

A hearing on the budget and tax resolution will be held at _____ Municipal Building _____
_____ April 17 _____, 2024 at _____ 6:30 _____ o'clock PM at which time and
_____ place
objections to the Budget and Tax Resolution for the year 2024 may be presented by taxpayers or
other interested parties.

Copies of the budget are available in the office of _____ Municipal Clerk _____
the Municipal Building, _____ 11 Green Street _____ New Jersey,
_____ 7863 _____ during the _____ t _____
_____ hours of _____ 9:00 AM _____ o _____ 4:00 PM _____.

Mayor Norton opened the Public Hearing portion for Resolution 2024-52

Ms. Hissim asked if the budget will stay the same.

Mayor Norton stated that there are some uncertainties and there are people stone walling projects that are coming to Oxford. **We will table Resolution 2024-52** until our next meeting pending cuts or adding a line they could increase our budget 8% to 10%. We are coming up with ways to cut budget lines and it may affect our towns discretionary funds for our Emergency Services Departments (EMS, Fire Department).

New Business: No new business

Old Business:

Surfs Up Contract – Georgette Miller stated that she received today his insurance policy and it doesn't have Oxford Furnace Lake. Table to next meeting

Georgette Miller also asked about the water issues at 5 Kent St. Mike Finelli stated that he needs his number to follow up.

Township Committee Reports and Correspondence.

Linda Koufodontes – I have nothing new to report the next BEO meeting is April 25, 2024 will have an update on May 1, 2024

Georgette Miller

- stated we have 8 lifeguards for the lake season. Still conducting interviews for a few other open spots.
- RedCross cannot do the training at the lake, stating it will be to cold.

RESOLUTION 2024-60

OXFORD LAKE STAFF / PAY - 2024

ROUND 1 HIRING 4/17/2024

No.	Employee Name		Years in Service @ OFL	2022 Rate	2023 Rate	2024 Rate	Job Title
1	Stephen	Malia	2nd Year	N/A	\$15.00	\$18.00	Lifeguard / Team Leader
2	Nick	Lee	1st Year	N/A	N/A	\$16.50	Lifeguard
3	Gabriella	Miller	1st Year	N/A	N/A	\$16.50	Lifeguard
4	Sophie	de Souza	1st Year	N/A	N/A	\$16.85	Lifeguard
5	David	Price	1st Year	N/A	N/A	\$16.50	Lifeguard
6	Joseph	Tomaro	1st Year	N/A	N/A	\$16.50	Lifeguard
7	Cole	Clark	1st Year	N/A	N/A	\$16.50	Lifeguard
8	Louis	Garzon	1st Year	N/A	N/A	\$16.85	Lifeguard
9	Michael	Hoffmann	3rd Year	12.1	\$15.00	\$15.50	Ticket Booth / Team Leader
10	Kaylee	O'Neill	1st Year	N/A	N/A	\$14.25	Ticket Booth / Concession
11	Carson	MacLean	1st Year	N/A	N/A	\$13.85	Ticket Booth / Concession
12	Olivia	Sousa	1st Year	N/A	N/A	\$13.85	Ticket Booth / Concession
13	Kaylee	Burd	1st Year	N/A	N/A	\$13.85	Concession / Ticket Booth
14	Malory	Snyder	1st Year	N/A	N/A	\$13.85	Concession / Ticket Booth
15	Vanessa	Rush	1st Year	N/A	N/A	\$13.85	Concession / Ticket Booth

16	Riley	Sliker	1st Year	N/A	N/A	\$13.85	Concession / Ticket Booth
17	Adessa	Berger	1st Year	N/A	N/A	\$13.85	Concession
18	Nicholas	Schmitt	1st Year	N/A	N/A	\$14.25	Concession / Ticket Booth
19	Kaitylyn	Vargas	1st Year	N/A	N/A	\$13.85	Concession/Ticket Booth
20	James	Kopeski	1st Year	N/A	N/A	\$13.85	Grounds Keeper / Ticket Booth
21	Cole	Pehrson	1st Year	N/A	N/A	\$13.85	Grounds Keeper / Concessions
22	Robert	Hill	1st Year	N/A	N/A	\$13.85	Grounds Keeper/Concessions
23	Aiden	Feaster	1st Year	N/A	N/A	\$13.85	Grounds Keeper/Concessions

Georgette Miller moved to approve Resolution 2024-60 to hire of the listed of Lake employees stated Seconded by Mayor Norton and passed unanimously by roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0.

- We spoke to great blue this week for the treatment of the swim area a full plan of treatment for the least number of weeks would be \$600 per treatment once a month so for 3 months it would be \$1,800. This doesn't include the water chestnut.
- Lake Solitude said she hasn't gotten a price and plans to take care of the water chestnut at the beginning and at the end of the season. Should have a proposal for our next meeting.
- Lake Director Report-
 - o Will be donating 3 daily passed to the Oxford Students Tricky Tay
 - o Season pass have arrived
 - o Will be selling t-shirts at the lake this year multiple colors and sizes.
 - o Model boat races no fuel will be in the water during the race and will need to close the lake for the day to fishing. Georgette would like to make this a fall event at the lake.

Mayor Norton.

- DPW is getting ready for the change of season and is cutting the grass and at this point there are no issues with the equipment.

Township Administrator:

Matt Hall

- The Tax collector will be planning to send pout estimated tax bills at the end of June and I will have a few flyers to add to the mailing.
- Will speak to Natasha about the Sysco/Costco Resolution
- Asbury Farms grant

Township Engineer Report:

Mike Finelli

- Pedestrian Bridge we submitted the comments back to DOT and waiting for response Donna spoke to the contact and we should have a response in the next few days then we can go out to bid.
- Wall St DOT grant will be submitted end of June
- Port Colden we are moving forward
- Dam inspection sent everyone, and informal report sent to Trenton for comments. We need to get a diver to for this inspection and the diver said he can lower the cost to \$6,000. This could cost nearly \$20,000. Mayor Norton stated to Mall hall please let Natasha know about this for our budget

Township Attorney's Report:

Rich Wenner

- Will need to go into executive session about a potential litigation

Washington Police Department:

Lt. Smith - no report at this time

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 1: Motion passed.

Public Comment:

Helen Diaz, Oxford, NJ

- Stated that she is here as a member of the school board was asked to come to the committee with a concern about the safety at the school with traffic and child safety. Mr. Nitolo will reach out to the police department with their concerns. Ms. Diaz said that with the bridge not there and the closing of the parking lot at the busy bee parking has become an issue at pickup. Rich Wenner stated that the school should follow up with the police and our engineer.

Peggy Hissim, Oxford, NJ

- Said to Deputy Miller to reach out to Easton YMCA for Lifeguard training
- Asked about the land
- Asked about the Valley View street names change

Meeting Recap:

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 was a Lake Director/Personnel.

Linda Koufodontes moved to enter Executive Session at 7:15 PM. Seconded by Georgette Miller. Ayes: 3, Nays: 0, Abstain: 0, Absent: 1. Motion passed.

Georgette Miller moved to return to Public Session at 7:24 PM. Seconded by Linda Koufodontes. No action was taken during the Executive Session.

Rich Wenner stated that we were in executive session for proximately 10 minutes to discuss a potential litigation. No Action was taken during this time

Adjourn:

Mayor Norton moved to adjourn the meeting at 7:25 PM. Seconded by Linda Koufodontes. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0. Motion passed.



Lee Geller, Acting Municipal Clerk

July 17, 2024 Amended the minutes clerical error on recording of Ordinance 2024-08



List of Bills - (All Funds)

Meeting Date: 04/17/2024 For bills from 04/04/2024 to 04/11/2024

Vendor	Description	Payment	Check Total
CURRENT FUND			
144 - A & S HYDRAULICS, INC.	PO 16721 2 new snow plow angle cylinders	506.00	506.00
1177 - Brockerhoff Environmental Services LLC	PO 16722 Biling Period 12/3/23-03/30/24	3,759.65	3,759.65
1119 - Deluxe	PO 16724 deposit ticket sewer	268.10	268.10
75 - FRANK RYMON & SONS	PO 16725 3/28/24	186.34	186.34
656 - HOME DEPOT CREDIT SERVICES	PO 16726 3/28/24	1,505.98	
	PO 16726 3/28/24	568.75	2,074.73
51 - JCP&L	PO 16727 Master Bill	3,194.84	3,194.84
1155 - Jersey Mail Systems	PO 16728 copier	142.07	142.07
113 - KATHRYN BECKER	PO 16729 Medical Reembursement	174.70	174.70
908 - LAVERY SELVAGGI & COHEN PC	PO 16730 General Matters	7,581.10	7,581.10
949 - NJ ADVANCE MEDIA, LLC	PO 16732 BUdget Intro ad	272.80	272.80
141 - OXFORD TOWNSHIP BOARD OF EDUCATION	PO 16733 Tax Levy	382,143.00	382,143.00
175 - Oxford Twp. Payroll Account	PO 16719 04122024 payroll	1,800.00	
	PO 16719 04122024 payroll	21,837.30	23,637.30
222 - PITNEY BOWES	PO 16734 Postage Machine	495.39	495.39
1111 - Prudential DCRP	PO 16720 0412 DCRP	147.83	147.83
165 - QUILL CORPORATION	PO 16735 Ruled Pads	110.43	
	PO 16735 Ruled Pads	6.13	116.56
1103 - Rocky's Hardware Inc	PO 16736 3/1/24	68.32	68.32
264 - WEX BANK	PO 16738 MArch Gas Charges	599.11	599.11
SEWER OPERATING			
1012 - MICHAEL BRADY	PO 16731 April 2024	2,400.00	2,400.00
175 - Oxford Twp. Payroll Account	PO 16719 04122024 payroll	433.17	433.17
176 - WCPRMUA	PO 16737 2024 Sewer Treatment Charges	311,134.00	311,134.00
ANIMAL - TRUST			
1120 - Common Sense for Animals	PO 16723 March 2024	200.00	200.00
TOTAL			739,535.01

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
01-101-01-000-001	Cash - Treasurer			0.00	419,164.99
01-201-20-100-100	Governing Body - Salaries and Wages	2,504.34			
01-201-20-100-200	Administrative & Executive - Other Expen	970.61			
01-201-20-120-100	Municipal Clerk - Salaries and Wages	1,769.28			
01-201-20-130-100	Finance - Salaries and Wages	1,394.23			
01-201-20-145-100	Tax Collector - Salaries and Wages	1,293.17			
01-201-20-145-200	Tax Collector - Other Expenses	299.94			
01-201-20-150-100	Tax Assessment - Salaries and Wages	1,505.61			
01-201-20-155-200	Legal - Other Expenses	7,581.10			
01-201-21-180-100	Planning Board - Salaries and Wages	571.44			
01-201-21-180-200	Planning Board - Other Expenses	18.24			
01-201-23-230-200	Employee Group Health Insurance	174.70			
01-201-23-472-200	Social Security System (OASI)	1,651.80			
01-201-23-474-200	Unemployment Compensation	20.56			
01-201-26-290-200	Buildings and Grounds - Other Expenses	1,505.98			
01-201-26-292-100	Streets and Roads - Salaries and Wages	11,126.87			
01-201-26-315-200	Vehicle Maintenance - Other Expenses	692.34			
01-201-31-430-200	Electricity	3,194.84			
01-201-31-446-200	Natural Gas/Propane	599.11			
01-201-36-472-200	DCRP	147.83			
01-299-55-000-065	Local School Taxes Payable			382,143.00	
TOTALS FOR CURRENT FUND		37,021.99	0.00	382,143.00	419,164.99
02-161-05-000-001	Interfund - Current			0.00	3,759.65
02-213-40-000-051	HDSRF			3,759.65	
TOTALS FOR GRANT FUND		0.00	0.00	3,759.65	3,759.65

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
07-101-01-000-001	Cash - Treasurer			0.00	313,967.17
07-201-20-100-200	Other Expenses - Miscellaneous	2,400.00			
7-201-20-100-210	Other Expenses - Sewer Treatment Costs	311,134.00			
07-201-26-220-100	Salaries and Wages	433.17			
TOTALS FOR	SEWER OPERATING	313,967.17	0.00	0.00	313,967.17
12-101-01-000-001	Cash - Treasurer			0.00	200.00
12-299-56-840-100	Reserve for Animal Control Expenses			200.00	
TOTALS FOR	ANIMAL - TRUST	0.00	0.00	200.00	200.00
21-161-05-000-001	INTERFUND - CURRENT			0.00	2,443.20
21-286-56-850-800	RESERVE FOR LAKE EXPENSES			2,443.20	
TOTALS FOR	OXFORD LAKE TRUST	0.00	0.00	2,443.20	2,443.20

Total to be paid from Fund 01 CURRENT FUND	419,164.99
Total to be paid from Fund 02 GRANT FUND	3,759.65
Total to be paid from Fund 07 SEWER OPERATING	313,967.17
Total to be paid from Fund 12 ANIMAL - TRUST	200.00
Total to be paid from Fund 21 OXFORD LAKE TRUST	2,443.20
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	739,535.01