

**OXFORD TOWNSHIP MEETING**  
**July 3, 2024**

The meeting of the Township Committee of Oxford Township was held on July 3, 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, Georgette Miller Deputy Mayor, Linda Koufodontes, Township Committee, Rich Wenner, Township Attorney, Matt Hall, Township Administrator, Bryce Good, Township Engineer, Lee Geller Acting Municipal Clerk,

Deputy Mayor Miller opened the meeting at 6:30 PM.

Deputy Mayor Miller had moment of silence for Dolores Hissim. Mrs. Hissim was a great present in Oxford she was the first dispatcher out of her home. Was involved in many community groups. We send our condolences to Peggy Hissim and her family on the loss of her mother.

**Meeting Minutes:**

June 19, 2024 – Committee Meeting Minutes

Linda Koufodontes moved to approve the June 19, 2024, Committee Meeting Minutes. Seconded by Georgette Miller and passed unanimously by roll call vote. Ayes: 2, Nays: 0, Abstain: 0, Absent: 1.

June 19, 2024 – Executive Session Minutes

Linda Koufodontes moved to approve the June 19, 2024, Executive Session Minutes. Seconded by Georgette Miller and passed unanimously by roll call vote. Ayes: 2, Nays: 0, Abstain: 0, Absent: 1.

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

**Ordinances: 1st Reading:** No 1<sup>st</sup> Readings

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

**Resolutions:**

**TOWNSHIP OF OXFORD  
WARREN COUNTY, NEW JERSEY  
RESOLUTION # 2024-87**

**Approval to submit a Grant application and execute a grant contract with the New Jersey Department of Transportation for the Port Colden/Wall Street Improvements project.**

**WHEREAS**, Oxford Township, Warren County, New Jersey has given Finelli Consulting Engineers the approval to submit this grant on the behalf of the Township of Oxford,

**NOW, THEREFORE, BE IT RESOLVED** that Committee of the Township of Oxford formally approves the grant application for the above stated project,

**BE IT FURTHER RESOLVED** that the Mayor and Clerk are hereby authorized to submit an electronic grant application identified as **MA-2025-Port Colden/Wall Street Resurfacing-00173** to the New Jersey Department of Transportation on behalf of the Township of Oxford.

**BE IT FURTHER RESOLVED** that Mayor and Clerk are hereby authorized to sign the grant agreement on behalf of the Township of Oxford and that their signature constitutes acceptance of the terms and conditions of the grant agreement and approves the execution of the grant agreement.

Certified as a true copy of the Resolution adopted by the Council  
On this July day of 3rd, 2024

My signature and the Clerk's seal serve to acknowledge the above resolution and constitute acceptance of the terms and conditions of the grant agreement and approve the execution of the grant agreement as authorized by the resolution above.

Linda Koufodontes moved to approve Resolution 2024-87. Seconded by Georgette Miller and passed unanimously by roll call vote. Ayes: 2, Nays: 0, Abstain: 0, Absent: 1.

**TOWNSHIP OF OXFORD  
WARREN COUNTY, NEW JERSEY  
RESOLUTION # 2024-88**

**Approval to submit a Grant application and execute a grant contract with the New Jersey Department of Transportation for the Lower Denmark Road Bike Path Improvements project.**

**WHEREAS**, Oxford Township, Warren County, New Jersey has given Finelli Consulting Engineers the approval to submit this grant on the behalf of the Township of Oxford,

**NOW, THEREFORE, BE IT RESOLVED** that Committee of the Township of Oxford formally approves the grant application for the above stated project,

**BE IT FURTHER RESOLVED** that the Mayor and Clerk are hereby authorized to submit an electronic grant application identified as **MA-2025-Lower Denmark Rd Bike Path Improveme-00310** to the New Jersey Department of Transportation on behalf of the Township of Oxford.

**BE IT FURTHER RESOLVED** that Mayor and Clerk are hereby authorized to sign the grant agreement on behalf of the Township of Oxford and that their signature constitutes acceptance of the terms and conditions of the grant agreement and approves the execution of the grant agreement.

Certified as a true copy of the Resolution adopted by the Council  
On this July day of 3rd, 2024

My signature and the Clerk's seal serve to acknowledge the above resolution and constitute acceptance of the terms and conditions of the grant agreement and approve the execution of the grant agreement as authorized by the resolution above.

Linda Koufodontes moved to approve Resolution 2024-88. Seconded by Georgette Miller and passed unanimously by roll call vote. Ayes: 2, Nays: 0, Abstain: 0, Absent: 1.

**RESOLUTION #2024-89**  
**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 November 10, 2023 to BALA PARTNERS LLC, P.O. Box 303, Pottersville, NJ 07979, in the amount of \$7,128.07 for taxes or other municipal liens assessed for the year 2022 in the name of 3 SHIPPEN LLC as supposed owners, and in said assessment and sale were described as 3 SHIPPEN RIDGE, Block 33.04 Lot 1, which sale was evidenced by Certificate #23-00015 and

**WHEREAS**, the Collector of Taxes of said taxing district of the Township of Oxford, do certify that on 6/19/2024 and before the right to redeem was cut off, as provided by law, Kelly Title Group claiming to have an interest in said lands, did redeem said lands claimed by BALA PARTNERS LLC by paying the Collector of Taxes of said taxing district of Oxford Township the amount of \$29,770.91 which is the amount necessary to redeem Tax Sale Certificate #23-00015.

**NOW THEREFORE BE IT RESOLVED**, on this 3<sup>rd</sup> day of July, 2024 by the Township Committee of the Township of Oxford, County of Warren to authorize the Treasurer to issue a check payable to BALA PARTNERS LLC, P.O. Box 303, Pottersville, NJ 07979 in the amount of **\$52,470.91** (This consists of \$29,770.91 Certificate Amount redeemed + \$22,700.00 Premium).

**BE IT FURTHER RESOLVED**, that the Tax Collector is authorized to cancel this lien on Block 33.04 Lot 1 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 July 3, 2024.

Linda Koufodontes moved to approve Resolution 2024-89. Seconded by Georgette Miller and passed unanimously by roll call vote. Ayes: 2, Nays: 0, Abstain: 0, Absent: 1.

**RESOLUTION 2024-90  
OXFORD TOWNSHIP  
WARREN COUNTY/STATE OF NEW JERSEY**

**A RESOLUTION OF AWARD, PEDESTRIAN BRIDGE REPLACEMENT PROJECT**

Be it resolved, that on July 3, 2024 the Township Committee of the Township of Oxford adopted this resolution to award unit bid prices for individual construction items to perform the necessary construction to complete the Pedestrian Bridge Replacement Project, a New Jersey Department of Transportation Local Aid Infrastructure fund project with a total project grant award in the amount of \$80,000.

Be it further resolved, that the Township Committee of the Township of Oxford does hereby award unit prices for individual construction items to Bob Viersma & Sons, Inc. with a total cost of \$88,605.00.

I, Lee Geller, Acting Municipal Clerk of the Township of Oxford, do hereby certify that the foregoing resolution is a true and exact copy adopted by the Township Committee of the Township of Oxford on July 3, 2024.

Linda Koufodontes moved to approve Resolution 2024-90. Seconded by Georgette Miller and passed unanimously by roll call vote. Ayes: 2, Nays: 0, Abstain: 0, Absent: 1.

**TOWNSHIP OF OXFORD  
WARREN COUNTY, NEW JERSEY  
RESOLUTION # 2024-91**

**Approval to submit a Grant application and execute a grant contract with the New Jersey Department of Transportation for the Wall Street Sidewalk Improvements project.**

**WHEREAS**, Oxford Township, Warren County, New Jersey has given Finelli Consulting Engineers the approval to submit this grant on the behalf of the Township of Oxford,

**NOW, THEREFORE, BE IT RESOLVED** that Committee of the Township of Oxford formally approves the grant application for the above stated project,

**BE IT FURTHER RESOLVED** that the Mayor and Clerk are hereby authorized to submit an electronic grant application identified as **LAIF-2024-Wall Street Sidewalk Improvements-00063** to the New Jersey Department of Transportation on behalf of the Township of Oxford.

**BE IT FURTHER RESOLVED** that Mayor and Clerk are hereby authorized to sign the grant agreement on behalf of the Township of Oxford and that their signature constitutes acceptance of the terms and conditions of the grant agreement and approves the execution of the grant agreement.

Certified as a true copy of the Resolution adopted by the Council  
On this July day of 3rd, 2024

My signature and the Clerk's seal serve to acknowledge the above resolution and constitute acceptance of the terms and conditions of the grant agreement and approve the execution of the grant agreement as authorized by the resolution above.

Linda Koufodontes moved to approve Resolution 2024-91. Seconded by Georgette Miller and passed unanimously by roll call vote. Ayes: 2, Nays: 0, Abstain: 0, Absent: 1.

Bl 33.04 Lot 36 had a credit on file that did not get transferred over to the next quarter and it has incurred interest of \$52.62 which will need to be waived.

Linda Koufodontes moved to approve Resolution 2024-92 to waive interest of \$52.62. Seconded by Georgette Miller and passed unanimously by roll call vote. Ayes: 2, Nays: 0, Abstain: 0, Absent: 1.

**New Business:**

Oxford Fire Department

- Presented an application for Mason Lynch

Linda Koufodontes moved to approve the Oxford Fire Departments Application for Mason Lynch. Seconded by Georgette Miller and passed unanimously by roll call vote. Ayes: 2, Nays: 0, Abstain: 0, Absent: 1.

**Old Business:** No old Business to report

**Township Committee Reports and Correspondence:**

Linda Koufodontes:

- Attended the BEO special meeting on June 20, 2024, the meeting was about the schools budget and that the state has given special permission to increase their budget up to 10%. The BEO budget was approved for 2% and they increased with another 5% so total school budget increase for 2024-2025 will now be at 7%. They Updated the policy for 12-month employees. There next meeting is July 14, 2024

Georgette Miller

- Lake as off July 2, 2024, season passes re at 107 non -resident and 24 Oxford Residents
- Rentals for the Pavilion is 10 and grove is 5 as of July 2, 2024
- Lifeguards did some training protocols for the upcoming holiday weekend.
- Purchased some safety equipment
- Cleanup the lake and did some maintenance
- Hearing lots of positive feed back about the lake and the Director

**Township Administrator:**

Matt Hall

- Spoke to the CFO about the fund coverage for the Pedestrian Bridge
- Submitted NJ First exemption application for W. Sosville
- Spoke to a person about snake habitat at the lake.

**Township Engineer Report:**

Bryce Good

- We had our Pestrrian Brideg Bid oopeing July 2, 2024 – 3 bids were open the lowest price was \$88,605.00
- Good news we received a call today from the bridge company and they have one on stand by for us and it is a 2 week delivery.
- Port Colden – Plans will meet with DOT next week.
- 2025 Grants have been submitted and resolutions that were approve tonight will be upload the system.
- DEP – MS4 will be receive out letter from the DEP and will have to address any items as needed.

**Township Attorney's Report:**

Rich Wenner

- No report

**Washington Police Department:** No Report

**Motion To Pay Bills:**

Linda Koufondontes moved to pay all bills presented and approved by the Committee. Seconded by Georgette Miller Ayes: 2, Nays: 0, Abstain: 0, Absent 1: Motion passed.

**Public Comment:**

Kristin Sadle, Oxford, NJ

- Asked about the bridge and will it be ready for school opening

**Meeting Recap:**

Rich Wenner

- Will work on resolution 2024-92

**Executive Session:** No Executive Session

**Adjourn:**

Deputy Mayor Miller moved to adjourn the meeting at 6:48PM. Seconded by Linda Koufodontes  
Ayes: 2, Nays: 0, Abstain: 0, Absent: 1. Motion passed.



Lee Geller, Acting Municipal Clerk



**List of Bills - (All Funds)**  
 Meeting Date: 07/03/2024 For bills from 06/20/2024 to 07/02/2024

Vendor	Description	Payment	Check Total
<b>CURRENT FUND</b>			
374 - ARAE NETWORK SOLUTIONS, LLC	PO 16874 Remote & Onsite	125.00	125.00
1080 - Bala Partners LLC	PO 16894 TSC # 23-00015 BL 33.04 L 1	52,470.91	52,470.91
1188 - Brightspeed	PO 16895 Pump Station	393.40	393.40
21 - C&M AUTO PARTS	PO 16875 Hydrraulic fuuld	721.84	721.84
988 - CINTAS FIRE	PO 16876 Alarm Monitoring	107.06	107.06
897 - COMCAST	PO 16877 Mt. Pisgah 6-19-24 thru 7-18-24	159.83	159.83
130 - COUNTY OF WARREN-TREASURER'S OFFICE	PO 16879 3rd Qtr Taxes	359,302.16	359,302.16
1227 - Delightful Bakery	PO 16899 desserts for lake event 6/2024	312.00	312.00
1231 - Florio, Ferrucci, Steinhardt, Cappelli,	PO 16880 NOrthwest Food Processing ansd Innovatio	300.23	300.23
1047 - GARDEN STATE LABORATORIES, INC	PO 16900 lake testing 6/24/24	110.00	110.00
537 - GIBBONS P.C.	PO 16881 Bond Mote April 2024	1,708.20	1,708.20
1257 - Hiram J. Allman Jr	PO 16893 Refund of Lease payment from prior year	45,838.00	45,838.00
656 - HOME DEPOT CREDIT SERVICES	PO 16882 Lake supplies	182.80	182.80
656 - HOME DEPOT CREDIT SERVICES	PO 16896 lake supplies	70.85	70.85
1256 - Marion Hill Associates, Inc	PO 16883 Dive Inspection of the DAM	7,450.00	7,450.00
1252 - Meredith Ferris	PO 16905 Supplies for lake Amazon - June	1,308.19	1,308.19
949 - NJ ADVANCE MEDIA, LLC	PO 16897 0 2024-13	2,542.80	2,542.80
175 - Oxford Twp. Payroll Account	PO 16906 07052024 payroll	23,061.65	
	PO 16906 07052024 payroll	14,075.83	37,137.48
1117 - PCFA of Warren County	PO 16886 Disposal of Tires	39.00	39.00
158 - PERFORMANCE TIRE COMPANY, INC	PO 16887 5/22/24	3,779.54	3,779.54
1111 - Prudential DCRP	PO 16907 0705 DCRP	53.73	53.73
216 - ReadyRefresh BY NESTLE	PO 16888 5/15/24 thru 6/14/24	11.38	11.38
1127 - Statewide Insurance Fund	PO 16889 AL Assessment 4 of 4	18,469.25	18,469.25
1254 - Sysco Metro New York, LLC	PO 16901 lake supplies	775.75	775.75
1209 - Universal Technical Resource Services, I	PO 16902 Land Use Board	195.00	195.00
1239 - Van Cleef Engineering Associates LLC	PO 16903 General Planning	1,200.00	1,200.00
92 - VERIZON	PO 16890 6/16/24 thru 7/15/24	83.29	83.29
910 - VOGEL, CHAIT, COLLINS, AND SCHNEIDE	PO 16904 Land Use Board	2,099.00	2,099.00
1139 - Warren Asphalt	PO 16891 BUckets of oil for Buckly Ave Curb	225.00	225.00
1075 - Washington Borough	PO 16898 3rd qtr ACO	2,502.00	2,502.00
<b>SEWER OPERATING</b>			
1188 - Brightspeed	PO 16895 Pump Station	40.88	40.88
1012 - MICHAEL BRADY	PO 16884 July 2024	200.00	200.00
175 - Oxford Twp. Payroll Account	PO 16906 07052024 payroll	433.17	433.17
<b>ANIMAL - TRUST</b>			
118 - NJ DEPT OF HEALTH & SR SERV	PO 16885 May 2024	9.60	9.60
<b>DEVELOPERS ESCROW</b>			
1209 - Universal Technical Resource Services, I	PO 16902 Land Use Board	195.00	195.00
TOTAL			540,552.34

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
01-101-01-000-001	Cash - Treasurer			0.00	522,538.04
01-201-20-100-100	Governing Body - Salaries and Wages	2,990.37			
01-201-20-100-200	Administrative & Executive - Other Expen	2,542.80			
01-201-20-110-200	Computerization	125.00			
01-201-20-120-100	Municipal Clerk - Salaries and Wages	1,788.46			
01-201-20-130-100	Finance - Salaries and Wages	1,394.23			
01-201-20-130-200	Finance - Other Expenses	1,708.20			
01-201-20-145-100	Tax Collector - Salaries and Wages	753.17			
01-201-20-150-100	Tax Assessment - Salaries and Wages	1,505.61			
01-201-20-165-200	Engineering Services - Other Expenses	7,450.00			
01-201-21-180-100	Planning Board - Salaries and Wages	571.44			
01-201-21-180-200	Planning Board - Other Expenses	1,395.00			
01-201-21-180-263	Planning Board - Legal Services	2,099.00			
01-201-23-210-200	General Liability Insurance	6,487.00			
01-201-23-215-200	Worker's Compensation Insurance	11,982.25			
01-201-23-472-200	Social Security System (OASI)	2,610.57			
01-201-23-474-200	Unemployment Compensation	28.67			



ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
01-201-26-290-100	Buildings and Grounds - Salaries and Wag	142.80			
01-201-26-290-200	Buildings and Grounds - Other Expenses	511.84			
01-201-26-292-100	Streets and Roads - Salaries and Wages	11,276.33			
01-201-26-292-200	Streets and Roads - Other Expenses	264.00			
01-201-26-315-200	Vehicle Maintenance - Other Expenses	4,501.38			
01-201-27-340-200	Animal Control - Other Expenses	2,502.00			
01-201-31-440-200	Telephone	243.12			
01-201-36-472-200	DCRP	53.73			
01-299-55-000-067	County Taxes Payable				
01-300-55-000-079	Reserve for Third Party Liens			359,302.16	
01-300-55-000-081	Reserve for Tax Sale Premiums			29,770.91	
01-400-55-090-105	Operations			22,700.00	
				45,838.00	
<b>TOTALS FOR</b>	<b>CURRENT FUND</b>	<b>64,926.97</b>	<b>0.00</b>	<b>457,611.07</b>	<b>522,538.04</b>
02-161-05-000-001	Interfund - Current			0.00	300.23
02-213-40-000-053	Highland Council-Food Processing			300.23	
<b>TOTALS FOR</b>	<b>GRANT FUND</b>	<b>0.00</b>	<b>0.00</b>	<b>300.23</b>	<b>300.23</b>
07-101-01-000-001	Cash - Treasurer			0.00	674.05
07-201-20-100-200	Other Expenses - Miscellaneous	240.88			
07-201-26-220-100	Salaries and Wages	433.17			
<b>TOTALS FOR</b>	<b>SEWER OPERATING</b>	<b>674.05</b>	<b>0.00</b>	<b>0.00</b>	<b>674.05</b>
12-101-01-000-001	Cash - Treasurer			0.00	9.60
12-865-60-000-01	Due State of New Jersey			9.60	
<b>TOTALS FOR</b>	<b>ANIMAL - TRUST</b>	<b>0.00</b>	<b>0.00</b>	<b>9.60</b>	<b>9.60</b>
21-161-05-000-001	INTERFUND - CURRENT			0.00	16,835.42
21-286-56-850-800	RESERVE FOR LAKE EXPENSES			16,835.42	
<b>TOTALS FOR</b>	<b>OXFORD LAKE TRUST</b>	<b>0.00</b>	<b>0.00</b>	<b>16,835.42</b>	<b>16,835.42</b>
22-101-01-000-001	CASH - DEVELOPER'S ESCROW ACCOUNT			0.00	195.00
22-225-55-088-000	SHRI Properties			195.00	
<b>TOTALS FOR</b>	<b>DEVELOPERS ESCROW</b>	<b>0.00</b>	<b>0.00</b>	<b>195.00</b>	<b>195.00</b>

Total to be paid from Fund 01 CURRENT FUND	522,538.04
Total to be paid from Fund 02 GRANT FUND	300.23
Total to be paid from Fund 07 SEWER OPERATING	674.05
Total to be paid from Fund 12 ANIMAL - TRUST	9.60
Total to be paid from Fund 21 OXFORD LAKE TRUST	16,835.42
Total to be paid from Fund 22 DEVELOPERS ESCROW	195.00
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	540,552.34

**List of Bills - (0110101000001) Cash - Treasurer**  
**CURRENT FUND**  
 Meeting Date: 07/03/2024 For bills from 06/20/2024 to 06/28/2024

Check#	Vendor	Description	Payment	Check Total
16154	1107 - Georgette Miller	PO 16892 C. MCall Event 6/27/24	400.00	400.00
	TOTAL			400.00

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
21-161-05-000-001	INTERFUND - CURRENT				
21-286-56-850-800	RESERVE FOR LAKE EXPENSES			0.00	400.00
TOTALS FOR	OXFORD LAKE TRUST	0.00	0.00	400.00	400.00

Total to be paid from Fund 21 OXFORD LAKE TRUST

400.00  
 =====  
 400.00