

OXFORD TOWNSHIP MEETING
March 5, 2025

The meeting of the Township Committee of Oxford Township was held on March 5, 2025, 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 and the Star Ledger online publication
- Posting on the Township website and Facebook page

In attendance were Gerald Norton Mayor, Georgette Miller, Linda Koufodontes, Township Committee, Rich Wenner, Township Attorney, Matt Hall, Township Administrator, Bryce Good, Township Engineer, Joseph Brosman, Township Planner, Lee Geller, Acting Municipal Clerk

Mayor Norton opened the meeting at 6:35 PM.

Meeting Minutes:

February 19, 2025 –Meeting Minutes

Georgette Miller moved to approve February 19, 2025, 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 Public Comment

Ordinances: 1st Reading: No 1st Readings

Ordinances: 2nd Reading/ Public Hearing No 2nd Readings

Resolutions:

RESOLUTION 2025-44
OXFORD TOWNSHIP
WARREN COUNTY/STATE OF NEW JERSEY

A RESOLUTION OF AWARD, PORT COLDEN ROAD RESURFACING PROJECT

Be it resolved, that on March 5, 2025 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 Port Colden Road Resurfacing Project, a New Jersey Department of Transportation Local Aid Infrastructure fund project with a total project grant award in the amount of \$80,000.00.

Be it further resolved, that the Township Committee of the Township of Oxford does hereby award unit prices for individual construction items based unit prices as awarded under the individual contracts awarded by the Morris County Cooperative Pricing Council bidding process with a total cost of \$47,614.04. The award is made to the Morris County Cooperative Pricing Council winner of Contract #6: Road Resurfacing, Tilcon, NY, Inc.

Now be it further resolved, that the Township of Oxford CFO that the project will be certified from the NJDOT grant upon the adoption of the 2025 budget and inserting this grant into the budget.

Certification:

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 March 5, 2025.

Georgette Miller moved to approve Resolution 2025-44. Seconded by Linda Koufodontes Ayes: 3, Nays: 0, Abstain: 0, Absent 0: Motion passed.

**RESOLUTION 2025-45
OXFORD TOWNSHIP
WARREN COUNTY/STATE OF NEW JERSEY**

**A RESOLUTION OF AWARD, PORT COLDEN ROAD RESURFACING
PROJECT**

Be it resolved, that on March 5, 2025 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 Port Colden Road Resurfacing Project, a New Jersey Department of Transportation Local Aid Infrastructure fund project with a total project grant award in the amount of \$80,000.00.

Be it further resolved, that the Township Committee of the Township of Oxford does hereby award unit prices for individual construction items based unit prices as awarded under the individual contracts awarded by the Morris County Cooperative Pricing Council bidding process with a total cost of \$1,859.24. The award is made to the Morris County Cooperative Pricing Council vendor, Dan Swayze & Son, Inc.

Now be it further resolved, that the Township of Oxford CFO that the project will be certified from the NJDOT grant upon the adoption of the 2025 budget and inserting this grant into the budget.

Certification:

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 March 5, 2025.

Georgette Miller moved to approve Resolution 2025-45. Seconded by Linda Koufodontes Ayes: 3, Nays: 0, Abstain: 0, Absent 0: Motion passed.

RESOLUTION NO. 2025-46

RESOLUTION OF THE TOWNSHIP OF OXFORD, COUNTY OF WARREN, STATE OF NEW JERSEY, AUTHORIZING THE SUSPENSION OF SEWER AND GARBAGE FEES FOR 295 ROUTE 31 DUE TO UNINHABITABILITY OF STRUCTURE

WHEREAS, the Township Committee of the Township of Oxford, County of Warren, State of New Jersey operates, pursuant to NJSA 40A:26A-1, *et.seq.* a sewer utility by and through which the Township provides wastewater treatment services and charges the users of said system for the treatment of wastewater conveyed through the system; and

WHEREAS, the Township also operates a solid waste collection facility; and

WHEREAS, the property owner or 295 Route 31 has advised the Township that the structure is uninhabited and has requested the suspension of sewer and garbage fees until such time as the structure is inhabited; and

WHEREAS, the Township Committee has the authority to suspend garbage collection fees pursuant to §280-13.1 of the Town Code and also sewer service fees pursuant to §260-17(E).

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Oxford that the Township hereby authorizes the suspension of sewer and garbage service fees until such time as a TCO or CO is issued to the property located at 295 Route 31.

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 March 5, 2025.

Rich Wenner state that we need to add Retro date of January 1, 2025 to the resolution

Georgette Miller moved to approve Resolution 2025-46 with additional information. Seconded by Linda Koufodontes Ayes: 3, Nays: 0, Abstain: 0, Absent 0: Motion passed.

RESOLUTION NO. 2025-46

RESOLUTION OF THE TOWNSHIP OF OXFORD, COUNTY OF WARREN, STATE OF NEW JERSEY, AUTHORIZING THE SUSPENSION OF SEWER AND GARBAGE FEES FOR 295 ROUTE 31 DUE TO UNINHABITABILITY OF STRUCTURE

WHEREAS, the Township Committee of the Township of Oxford, County of Warren, State of New Jersey operates, pursuant to NJSA 40A:26A-1, *et.seq.* a sewer utility by and through which the Township provides wastewater treatment services and charges the users of said system for the treatment of wastewater conveyed through the system; and

WHEREAS, the Township also operates a solid waste collection facility; and

WHEREAS, the property owner of 295 Route 31 has advised the Township that the structure is uninhabited and has requested the suspension of sewer and garbage fees until such time as the structure is inhabited; and

WHEREAS, the Township Committee has the authority to suspend garbage collection fees pursuant to §280-13.1 of the Town Code and also sewer service fees pursuant to §260-17(E).

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Oxford that the Township hereby authorizes the suspension of sewer and garbage service fees retroactive to January 1, 2025 until such time as a TCO or CO is issued to the property located at 295 Route 31.

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 March 5, 2025.

Georgette Miller moved to approve Resolution 2025-46 as amended. Seconded by Linda Koufodontes
Ayes: 3, Nays: 0, Abstain: 0, Absent 0: Motion passed.

RESOLUTION 2025-47

RESOLUTION OF THE TOWNSHIP OF OXFORD, COUNTY OF WARREN, STATE OF NEW JERSEY AUTHORIZING THE EXECUTION OF AGREEMENTS OF SALE WITH THE STATE OF NEW JERSEY, DEPARTMENT OF TRANSPORTATION, FOR EASEMENTS AND REAL PROPERTY REQUIRED AS PART OF IMPROVEMENTS TO STATE HIGHWAY 31 AND FURNANCE BROOK WITHIN THE TOWNSHIP OF OXFORD

WHEREAS, the State of New Jersey, Department of Transportation, is about to undertake certain construction activities relative to State Highway 31 and Furnace Brook in Oxford; and

WHEREAS, as part of this project, the State needs to acquire easements over Township Land or fee simple interests in Township Land; and

WHEREAS, the State has prepared, and the Township has reviewed, three (3) agreements of sale relative to the foregoing, all of which are attached hereto..

NOW THEREFORE BE IT RESOLVED by the Township Committee of the Township of Oxford that the attached agreements of sale are hereby approved and the Mayor is authorized and directed to execute same on behalf of the Township.

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 March 5, 2025.

Georgette Miller moved to approve Resolution 2025-47. Seconded by Linda Koufodontes Ayes: 3, Nays: 0, Abstain: 0, Absent 0: Motion passed.

RESOLUTION 2025-48

RESOLUTION OF THE TOWNSHIP OF OXFORD, COUNTY OF WARREN, STATE OF NEW JERSEY AUTHORIZING THE EXECUTION OF RIGHT OF ENTRY AGREEMENTS THE STATE OF NEW JERSEY, DEPARTMENT OF TRANSPORTATION FOR ACCESS TO TOWNSHIP PROPERTY REQUIRED AS PART OF IMPROVEMENTS TO STATE HIGHWAY 31 AND FURNANCE BROOK WITHIN THE TOWNSHIP OF OXFORD

WHEREAS, the State of New Jersey, Department of Transportation, is about to undertake certain construction activities relative to State Highway 31 and Furnace Brook in Oxford; and

WHEREAS, as part of this project, the State needs to acquire access over Township Lands pending the full transfer of rights pursuant to certain Fee Simple and Easement conveyances; and

WHEREAS, the State has prepared, and the Township has reviewed, three (3) right of entry agreements relative to the foregoing, all of which are attached hereto..

NOW THEREFORE BE IT RESOLVED by the Township Committee of the Township of Oxford that the attached right of entry agreements are hereby approved and the Mayor is authorized and directed to execute same on behalf of the Township.

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 March 5, 2025.

Georgette Miller moved to approve Resolution 2025-48. Seconded by Linda Koufodontes Ayes: 3, Nays: 0, Abstain: 0, Absent 0: Motion passed.

New Business:

Mayor Norton

182 Axford Ave – Purchased the property late last year received garbage bill and the Owner is looking to have the fees waived for the 1st Quarter 2025. They are fixing it up and will be renting the property out. They have a dumpster and haven't put any garbage out and that was verified with the DPW staff.

RESOLUTION NO. 2025-49

RESOLUTION OF THE TOWNSHIP OF OXFORD, COUNTY OF WARREN, STATE OF NEW JERSEY, AUTHORIZING THE WAIVER OF FEES AND INTEREST OTHERWISE DUE AND OWING FOR 182 AXFORD AVENUE

WHEREAS, the Township Committee of the Township of Oxford, County of Warren, State of New Jersey operates a solid waste collection facility; and

WHEREAS, 182 Axford Ave is uninhabitable and not utilizing garbage service or producing waste and the Township desires to waive fees and interest for said property for the 1st quarter of 2025, retroactive to January 1, 2025.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Oxford that the Township hereby authorizes that the fees and interest for garbage collection for 182 Axford Ave are hereby waived for the 1st quarter of 2025, retroactive to January 1, 2025.

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 March 5, 2025.

Georgette Miller moved to approve Resolution 2025-49. Seconded by Linda Koufodontes Ayes: 3, Nays: 0, Abstain: 0, Absent 0: Motion passed.

Great Blue Contract for the lake - Georgie Miller is seeking approval for the Contract for Lake maintenance for 2025 with Great Blue.

Mayor Norton moved to approve the contract with Great Blue for the Lake season 2025. Seconded by Georgette Miller Ayes: 3, Nays: 0, Abstain: 0, Absent 0: Motion passed.

Online Animal License Portal - Lee Geller received an email from our ACO Robbie about adding a portal to our website through a friend of his. Lee Geller will follow up on this and speak to our IT Department if this can be done.

Old Business:

Georgette Miller – asked about an email our ACO sent to us a while back. Rich Wenner stated that we will not move forward with his request.

Township Committee Reports and Correspondence:

Linda Koufodontes

- BOE meeting on March 13, 2025 I will have an update at our next meeting

Georgette Miller

- Meredith Ferris is busy with
 - o has a few new lifeguards
 - o Getting the lake ready
 - o Looking into the contracts for food trucks and camps
 - o Looking into Camp deposits and non-refundable deposits
 - o Looking for an Assistant Lake director
 - o Will be conducting interviews for staffing
- Asked about the Furnace Brook project and the committee will not move forward at this time

Mayor Norton

- DPW working on equipment
- Trees are coming down with this wind DPW working on them
- Oxford Ave was closed due to trees being down
- Oxford Fire Department is asking if the DPW can cut there lawn to save money

Township Administrator:

Matt Hall

- Lake working on the contracts and liability for food trucks and camps
- Still working on getting the hold DOT/DEP about tunnel/31
- DEP had someone in the field and was waiting on the report
- Our Goose permit is set to go and s=we can start in the spring

Township Engineer Report:

Bryce

- Wall St – working with Ms. Miller on planters for downtown
- MS4 mapping to comply with data and then will put it together
- Port Colden Curb and Sidewalk, 2024 there was a modification do to cost and somehow the items to be corrected were the ADA ramps. We will move forward to get quotes to finish the rest of the areas that need to be done.

Mayor Norton moved to approved UTRS to solicit quotes for sidewalk and curbs for Port Colden Rd.
Seconded Georgette Miller Ayes: 3, Nays: 0, Abstain: 0, Absent 0: Motion passed.

Township Planner's Report

Tim

- I had a meeting with the township professionals about the Highlands and the townships' status.
- Ordinance will need to update the code redevelopment plan

Township Attorney's Report:

Rich Wenner

- Asset Management agreement sent the redevelopment for Cambridge West
- Steele lawsuits are still waiting on the signed settlement and will be giving them until Friday for response and if there is no response will contact the board
- Mine property processing onto the closing in a month or so
- Spoke to the Mayor and the tax collector about in rem foreclosure will be putting a list together
- Working on code update and site plan requirements

Washington Police Department:

Lt. Smith

- Nothing to report

Motion To Pay Bills:

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

Public Comment:

Emily Cartagena, Oxford, NJ

- Asked about adding Natural gas line on Hill St
- Asked about an overgrown area with a garage by her house.

Meeting Recap:

- Matt Hall – Gas Company & DEP/DOT
- Bryce Good – work with Georgette on Wall St. Items and Solicit Quotes
- Rich Wenner – R 2025-48 & 2025-49, Title Work, Subdivision Deeds and work with Tim on Site plans
- Tim O'Brien – Highland codes and Redevelopment plans

Executive Session:

- No Executive Session

Adjourn:

Georgette Miller moved to adjourn the meeting at 7:21 PM. Seconded by Linda Koufodontes Ayes: 3, Nays: 0, Abstain: 0, Absent: 0. Motion passed.




Lee Geller, Acting Municipal Clerk

List of Bills - (All Funds) Meeting Date: 03/05/2025 For bills from 02/20/2025 to 03/04/2025

Vendor	Description	Payment	Check Total
CURRENT FUND			
374 - ARAE NETWORK SOLUTIONS, LLC	PO 17248 Blanket - Arae Network Solutions, LLC	2,225.88	2,225.88
21 - C&M AUTO PARTS	PO 17293 Blanket - Napa Auto	784.10	784.10
897 - COMCAST	PO 17307 Blanket - 11 Green St	150.94	150.94
1227 - Delightful Bakery	PO 17308 2024 Holiday Party Rental Fee	150.00	150.00
724 - Griffith-Allied Trucking, LLC	PO 17253 Blanket - Griffith Allied	973.72	973.72
51 - JCP&L	PO 17256 Blanket - JCP&L Master Bill	3,879.87	3,879.87
1124 - John Kirkhum	PO 17257 Blanket - John Kirkhum	185.00	185.00
113 - KATHRYN BECKER	PO 17258 Blanket - Kathryn Becker	185.00	185.00
1252 - Meredith Ferris	PO 17313 4 Paddles Boards - Dicks	383.81	383.81
949 - NJ ADVANCE MEDIA, LLC	PO 17264 Blanket - NJ Advance Media Clerk	548.72	548.72
949 - NJ ADVANCE MEDIA, LLC	PO 17314 LUB R 2025-01	362.60	362.60
140 - NJ STATE HEALTH BENEFITS	PO 17305 February Health Benefits	14,519.91	14,519.91
175 - Oxford Twp. Payroll Account	PO 17303 Payroll 2/28/25	300.00	
	PO 17303 Payroll 2/28/25	23,233.53	23,533.53
1111 - Prudential DCRP	PO 17304 Payroll 2/28/25	74.00	74.00
1263 - Quigley and Son Pest Solutions, LLC	PO 17265 Blanket - Quigley and Son	125.00	125.00
165 - QUILL CORPORATION	PO 17267 Blanket - Quill office Supplies	82.63	82.63
216 - ReadyRefresh BY NESTLE	PO 17309 Blanket - Ready ReFresh	13.88	13.88
664 - SCOTT M. WILHELM, ESQ.	PO 17310 Blanket - Scott Wilhelm	200.00	200.00
1029 - UnifIRST	PO 17312 Blanket - Unifirst	316.15	316.15
1209 - Universal Technical Resource Services, I	PO 17274 Blanket - Universal Tech.	3,613.75	
	PO 17315 Blanket - UTRS - LUB	101.25	3,715.00
92 - VERIZON	PO 17276 Blanket - Verizon	82.57	82.57
910 - VOGEL, CHAIT, COLLINS, AND SCHNEIDE	PO 17277 Blanket - Vogel, Chait, Collins, & Schne	1,105.00	1,105.00
1052 - WILLIAM J. SUYKER	PO 17311 Blanket - Suyker Tree	4,800.00	4,800.00
SEWER OPERATING			
1012 - MICHAEL BRADY	PO 17260 Blanket - Michael Brady	200.00	200.00
175 - Oxford Twp. Payroll Account	PO 17303 Payroll 2/28/25	480.77	480.77
DEVELOPERS ESCROW			
1209 - Universal Technical Resource Services, I	PO 17315 Blanket - UTRS - LUB	236.25	236.25
910 - VOGEL, CHAIT, COLLINS, AND SCHNEIDE	PO 17277 Blanket - Vogel, Chait, Collins, & Schne	952.00	952.00
TOTAL			60,266.33

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
01-101-01-000-001	Cash - Treasurer				
01-201-20-100-100	Governing Body - Salaries and Wages			0.00	57,713.50
01-201-20-100-200	Administrative & Executive - Other Expen	1,346.15			
01-201-20-110-200	Computerization	583.39			
01-201-20-120-100	Municipal Clerk - Salaries and Wages	2,225.88			
01-201-20-130-100	Finance - Salaries and Wages	1,923.08			
01-201-20-145-100	Tax Collector - Salaries and Wages	1,394.23			
01-201-20-165-200	Engineering Services - Other Expenses	1,215.77			
01-201-21-180-100	Planning Board - Salaries and Wages	3,613.75			
01-201-21-180-200	Planning Board - Other Expenses	571.44			
01-201-21-180-263	Planning Board - Legal Services	511.81			
01-201-23-230-200	Employee Group Health Insurance	1,105.00			
01-201-23-472-200	Social Security System (OASI)	14,889.91			
01-201-23-474-200	Unemployment Compensation	1,640.37			
01-201-25-240-100	Police - Salaries and Wages	21.30			
01-201-26-290-100	Buildings and Grounds - Salaries and Wag	247.84			
01-201-26-290-200	Buildings and Grounds - Other Expenses	209.44			
01-201-26-292-100	Streets and Roads - Salaries and Wages	441.15			
01-201-26-292-200	Streets and Roads - Other Expenses	14,663.91			
01-201-26-315-200	Vehicle Maintenance - Other Expenses	4,813.88			
01-201-31-430-200	Electricity	784.10			
01-201-31-440-200	Telephone	3,879.87			
01-201-31-460-200	Gasoline	233.51			
01-201-36-472-200	DCRP	973.72			
01-201-43-495-200	PUBLIC DEFENDER - OTHER EXPENSES	74.00			
01-203-20-100-200	(2024) Administrative & Executive - Other Expen	200.00			
			150.00		

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
TOTALS FOR	CURRENT FUND	57,563.50	150.00	0.00	57,713.50
07-101-01-000-001	Cash - Treasurer				
07-201-20-100-200	Other Expenses - Miscellaneous			0.00	680.77
07-201-26-220-100	Salaries and Wages	200.00			
		480.77			
TOTALS FOR	SEWER OPERATING	680.77	0.00	0.00	680.77
21-161-05-000-001	INTERFUND - CURRENT				
21-286-56-850-800	RESERVE FOR LAKE EXPENSES			0.00	683.81
				683.81	
TOTALS FOR	OXFORD LAKE TRUST	0.00	0.00	683.81	683.81
22-101-01-000-001	CASH - DEVELOPER'S ESCROW ACCOUNT				
22-225-55-088-000	SHRI Properties			0.00	1,188.25
22-225-55-095-000	Block 1.01 Lot 3.03			542.25	
				646.00	
TOTALS FOR	DEVELOPERS ESCROW	0.00	0.00	1,188.25	1,188.25

Total to be paid from Fund 01 CURRENT FUND	57,713.50
Total to be paid from Fund 07 SEWER OPERATING	680.77
Total to be paid from Fund 21 OXFORD LAKE TRUST	683.81
Total to be paid from Fund 22 DEVELOPERS ESCROW	1,188.25

	60,266.33