

**OXFORD TOWNSHIP MEETING
SEPTEMBER 17, 2025**

The meeting of the Township Committee of Oxford Township was held on September 17, 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, Deputy Mayor, Linda Koufodontes, Township Committee, Rich Wenner, Township Attorney, Matt Hall, Township Administrator, Bryce Good, Township Engineer, Lee Geller, Municipal Clerk

Mayor Norton opened the meeting at 6:30 PM.

Meeting Minutes:

September 3, 2025 – Meeting Minutes

Georgette Miller moved to approve September 3, 2025, Meeting Minutes. Seconded by Linda Koufodontes and passed unanimously by roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0.

Presentation:

- No presentation

Public Comment on Agenda items: -

- No Public Comment

Ordinances: 1st Reading:

ORDINANCE 2025-14

ORDINANCE OF THE TOWNSHIP OF OXFORD, COUNTY OF WARREN, STATE OF NEW JERSEY AMENDING CHAPTER 91-43 *SCHEDULE XV: PARKING PROHIBITED DURING CERTAIN HOURS* OF THE TOWNSHIP CODE IN ORDER TO ADD NO PARKING DURING CERTAIN HOURS ALONG THE LENGTH OF KENT STREET

BE IT ORDAINED by the Township Committee of the Township of Oxford that Chapter 91-43, *Schedule XV: Parking Prohibited During Certain Hours* of the Code of the Township of Oxford is hereby amended to add the following:

LOCATION

Kent Street (both sides)

APPLICABILITY

All Vehicles

REGULATION

7:30a.m. – 9:30a.m. Monday-Friday
2:00p.m. – 4:00p.m. Monday-Friday

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 Any ordinance or parts thereof in conflict with the provisions of this Ordinance are hereby repealed as to their inconsistencies only.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 September 17, 2025, 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 October 15, 2025, 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.

Georgette Miller moved to approve Ordinance 2025-14. Seconded by Linda Koufodontes and passed unanimously by roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0. Motion Passed

ORDINANCE 2025-15

**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:

Title	Salaries	
Mayor	4,000.00- 6,500.00	per year
Deputy Mayor	3,000.00- 5,500.00	per year
Committee Person	3,000.00- 5,500.00	per year
Township Clerk	30,000.00-80,000.00	per year
Registrar	3,000.00-6,500.00	per year
Election Official	200.00-600.00	per election
Township Administrator	20,000.00-45,000.00	per year
Deputy Clerk	16.00-25.00	per hour
Deputy Clerk (Stipend)	1,500.00-2,500.00	per year
Chief Financial Officer	20,000.00-50,000.00	per year
Finance Clerk	5,000.00-11,000.00	per year
Office Clerk	16.00-25.00	per hour
Collector	20,000.00-50,000.00	per year
Collector Assistant	3,000.00-7,500.00	per year
Tax Assessor	14,000.00-30,000.00	per year
Public Workers Foreman	50,000.00-90,000.00	per year
Assistant Supervisor	16.00-35.00	per hour
Public Works Senior Laborer	16.00-40.00	per hour
Public Works Laborer	16.00-35.00	per hour
Public Works Temporary Laborer	16.00-30.00	per hour
Equipment Operators	16.00-40.00	per hour
Zoning Officer	5,000.00-11,000.00	per year
Zoning Officer Court Stipend	100.00	per hour
Land Use Bd. Secretary	5,000.00-25,000.00	per year
Board of Health Member	100.00-300.00	per year
Municipal Building Custodian	16.00-30.00	per hour
Emergency Management Coordinator	1,500.00-3,500.00	per year
Animal Control Officer	1,500.00-6,500.00	per year
Animal Control Deputy	30.00-65.00	per call-out
Animal Control Officer-Expenses	25.00-35.00	per month
Lake Director	16.00-40.00	per hour
Ass't Lake Director	16.00-35.00	per hour
Lifeguards	16.00-25.00	per hour
Concession Stand Operator	16.00-25.00	per hour
Security Officer	16.00-30.00	per hour
Recycling Coordinator	50.00-80.00	per month
Crossing Guard	16.00-25.00	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 August 11th, 2025.

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 Township Committee of the Township of Oxford held on September 17, 2025, 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 October 15, 2025, 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.

Georgette Miller moved to approve Ordinance 2025-15. Seconded by Linda Koufodontes and passed unanimously by roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0. Motion Passed

Ordinances: 2nd Reading: No 2nd Readings

Resolution:

R2025-107

RESOLUTION AWARDING A CONTRACT FOR DISPOSAL OF RECYCLABLES

WHEREAS, The Pollution Control Financing Authority (P.C.F.A.) of Warren County has historically accepted recyclable materials from the Township of Oxford at no cost to the Township, pursuant to a host community agreement with Covanta and the County of Warren as well as subsequent successor agreements; and

WHEREAS, The P.C.F.A. has arbitrarily discontinued this practice contrary to the current applicable contract language and agreement and has further indicated that no provisions for the acceptance of recyclable materials will be included in future agreements; and

WHEREAS, N.J.S.A. 40A:11-5(s) permits municipalities to award contracts for the disposal of recyclable materials without requiring a public bidding process due to the volatility and unpredictability of commodities based recycling markets; and

WHEREAS, with the elimination of P.C.F.A. as an option, only one (1) NJDEP Class A licensed/Warren County Solid Waste Management Plan facility remains viable for disposal of Oxford Township recyclable materials; and

WHEREAS, Second Chance Co/Sanico Inc owns and operates a NJDEP Permitted Class A Recycling facility at 5 Hutchinson Station Road, Phillipsburg, NJ 08865 and has submitted a proposal made a part hereof and attached hereto accepting recyclable materials in accordance with daily market rates.

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Oxford, County of Warren, State of New Jersey that the proposal submitted by Second Chance Co/Sanico Inc. be hereby authorized with a commencement date to be determined by mutual agreement of the Public Works Superintendent and Second Chance Co/Sanico Inc.

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 September 17, 2025.

Georgette Miller moved to approve Resolution 2025-107. Seconded by Linda Koufodontes and passed unanimously by roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0. Motion Passed

New Business:

Mayor Norton

- I have received many complaints about speeding through our township. Looking to have some radar set ups.

Mayor Norton moved to approve Washington Township Police to run Overtime for radar on certain streets for 8 hours. Seconded by Georgette Miller and passed unanimously by roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0. Motion Passed

- Computer upgrades. Lee Geller received an email from our IT Company, and we have 6 computers that need to upgrade before October 13, 2025

Mayor Norton moved to approve the computer upgrades. Seconded by Georgette Miller and passed unanimously by roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0. Motion Passed

Old Business:

Georgette Miller

- Meet with a few of our Wall St. Business owners on September 16, 2025, to discuss a new plan for the Wall Street sidewalk project. We have a good outcome and feedback.

Georgette Miller moved to approved UTRS to resubmit and rebid the project. Seconded by Mayor Norton and passed unanimously by roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0. Motion Passed

Bryce Good our Engineer stated that we need to reject all bids from July 31, 2025 for this project.

RESOLUTION 2025-108

A RESOLUTION OF THE TOWNSHIP OF OXFORD, COUNTY OF WARREN AND STATE OF NEW JERSEY REJECTING ALL BIDS FOR THE WALL STREET SIDEWALK IMPROVEMENTS

WHEREAS, the Township authorized the solicitation of sealed bids for the Wall Street Sidewalk Improvements project ("Project"); and

WHEREAS, sealed bids were opened by the Township; and

WHEREAS, the Township Committee desires to reject all bids and readvertise for the Project.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Oxford that all bids received for the Project are hereby rejected.

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 September 17, 2025.

Georgette Miller moved to approved Resolution 2025-108. Seconded by Mayor Norton and passed unanimously by roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0. Motion Passed

40 Chestnut – Habitability Hearing

- Rich Wenner states that we will need to carry the notice over to October 15, 2025. I was contacted by the attorney for the owner, and the property has a contract to be sold, and the new owner will demolish it.

Mayor Norton moved to approve the Habitability Hearing to its new date of October 15, 2025. Seconded by Georgette Miller and passed unanimously by roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0. Motion Passed

Township Committee Reports and Correspondence:

Linda Koufodontes

- The BOE meeting was on September 11, 2025, nothing new to report. I informed them of the Trick or treat change in hours. Next Meeting 10/6/25

Georgette Miller

- I was contact about doing a trunk or treat. PTA not holding one this year. Looking to see if we can hold it at the school and close Kent Street. Will get some dates and updated the committee at our next meeting

Mayor Norton

- Our DPW supervisor truck had some issues this week and we will need to replace it. Also we are down to 1 mower as well. We will need to add this items into our budget for next year to replace.

Township Administrator:

Matt Hall

- We have resolved our recycling issue, and we can start next week to deliver to our new recycling station.

Township Engineer Report:

Bryce Good

- Requests a Executive Session

Township Planner's Report

- No Report

Township Attorney's Report:

Rich Wenner

- No Report

Washington Police Department:

Capt. Smith

- Went over his report for July and August
- We will have extra patrols out for Halloween.

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:

- No Public

Meeting Recap:

- Matt – Sanico contract
- Rich – Re-notice 40 Chestnut St

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 Contractual obligations action may or may not be taken

Georgette Miller moved to enter Executive Session at 7:04 PM. Seconded by Linda Koufodontes. Ayes: 3, Nays: 0, Abstain: 0, Absent: Motion passed.

Georgette Miller moved to return to Public Session at 7:08 PM. Seconded by Linda Koufodontes action will be taken during the Executive Session.

Rich Wenner stated that in our executive meeting for 5 minutes we discussed 2 contractual items. No Action Taken during Executive Session

Adjourn:

Linda Koufodontes moved to adjourn the meeting at 7:09 PM. Seconded by Georgette Miller Ayes: 3, Nays: 0, Abstain: 0, Absent: 0. Motion passed.



Lee Geller, RMC
Township Clerk



List of Bills - (All Funds) Meeting Date: 09/17/2025 For bills from 09/04/2025 to 09/11/2025

Vendor	Description	Payment	Check Total
CURRENT FUND			
438 - ADVANCE AUTO PARTS	PO 17284 Blanket - Advanced Auto	121.45	121.45
1188 - Brightspeed	PO 17250 Blanket - Brightspeed - Oxford Twp	156.58	156.58
21 - C&M AUTO PARTS	PO 17293 Blanket - Napa Auto	59.91	59.91
897 - COMCAST	PO 17285 Blanket - Comcast - Mt. Pisgah	9.97	9.97
1293 - Dan Swayze & Son, Inc	PO 17474 Striping Port Colden Rd	3,245.82	3,245.82
1175 - Dingman's Dairy	PO 17375 Blanket - Dingman Dairy	199.67	199.67
1047 - GARDEN STATE LABORATORIES, INC	PO 17335 Blanket - Garden State Lab - Lake	110.00	110.00
724 - Griffith-Llied Trucking, LLC	PO 17253 Blanket - Griffith Allied	426.28	426.28
51 - JCP&L	PO 17256 Blanket - JCP&L Master Bill	4,325.19	4,325.19
1155 - Jersey Mail Systems	PO 17290 Blanket - Jersey Mail Systems	168.07	168.07
908 - LAVERY SELVAGGI & COHEN PC	PO 17291 Blanket - Lavery, Selvaggi & Cohen, PC	1,459.09	1,459.09
111 - LOUIS ACCETTURO	PO 17478 Trail Cameras	360.00	360.00
1252 - Meredith Ferris	PO 17479 Lake Supplies	594.01	594.01
949 - NJ ADVANCE MEDIA, LLC	PO 17264 Blanket - NJ Advance Media Clerk	208.19	208.19
62 - NJ AMERICAN WATER COMPANY	PO 17294 Blanket - NJ American Water	3,168.99	3,168.99
141 - OXFORD TOWNSHIP BOARD OF EDUCATION	PO 17319 Blanket - Oxford Board of Ed	407,561.00	407,561.00
175 - Oxford Twp. Payroll Account	PO 17473 9/12/25 payroll	24,297.94	
	PO 17473 9/12/25 payroll	4,692.50	28,990.44
1253 - Primepoint LLC	PO 17302 Blanket - Primepoint	315.00	315.00
1103 - Rocky's Hardware Inc	PO 17278 Blanket - Rocky's	187.39	187.39
332 - SMITH TRACTOR & EQUIPMENT INC	PO 17396 Blanket - Smith Tractor	201.85	201.85
554 - TRACTOR SUPPLY CREDIT PLAN	PO 17271 Blanket - Tractor Supply	163.60	163.60
1029 - UniFIRST	PO 17312 Blanket - Unifirst	238.52	238.52
106 - WARREN MATERIALS	PO 17477 RC-70 5 gallon	295.91	295.91
264 - WEX BANK	PO 17301 Blanket - Wex Bank	632.58	632.58
1052 - WILLIAM J. SUYKER	PO 17476 Trees removed	1,000.00	1,000.00
SEWER OPERATING			
1188 - Brightspeed	PO 17249 Blanket - Brightspeed - Pump Station	41.39	41.39
175 - Oxford Twp. Payroll Account	PO 17473 9/12/25 payroll	480.77	480.77
DEVELOPERS ESCROW			
908 - LAVERY SELVAGGI & COHEN PC	PO 17369 Blanket - Lavery Escrow	1,842.50	1,842.50
TOTAL			456,564.17

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	3,004.34		0.00	445,357.51
01-201-20-100-200	Administrative & Executive - Other Expen	376.26			
01-201-20-120-100	Municipal Clerk - Salaries and Wages	2,211.54			
01-201-20-130-100	Finance - Salaries and Wages	1,394.23			
01-201-20-130-200	Finance - Other Expenses	315.00			
01-201-20-145-100	Tax Collector - Salaries and Wages	795.77			
01-201-20-150-100	Tax Assessment - Salaries and Wages	1,505.61			
01-201-20-155-200	Legal - Other Expenses	1,459.09			
01-201-21-180-100	Planning Board - Salaries and Wages	571.44			
01-201-21-185-100	Zoning Costs - Salaries and Wages	625.00			
01-201-23-472-200	Social Security System (OASI)	2,023.70			
01-201-23-474-200	Unemployment Compensation	20.19			
01-201-25-240-100	Police - Salaries and Wages	216.86			
01-201-25-265-273	Fire Hydrants	3,168.99			
01-201-26-290-100	Buildings and Grounds - Salaries and Wag	180.88			
01-201-26-290-200	Buildings and Grounds - Other Expenses	1,106.09			
01-201-26-292-100	Streets and Roads - Salaries and Wages	11,748.38			
01-201-26-292-200	Streets and Roads - Other Expenses	1,295.91			
01-201-26-315-200	Vehicle Maintenance - Other Expenses	383.21			
01-201-31-430-200	Electricity	4,325.19			
01-201-31-440-200	Telephone	9.97			
01-201-31-446-200	Natural Gas/Propane	632.58			
01-201-31-460-200	Gasoline	426.28			
01-299-55-000-065	Local School Taxes Payable			407,561.00	

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
TOTALS FOR	CURRENT FUND	37,796.51	0.00	407,561.00	445,357.51
02-161-05-000-001	Interfund - Current			0.00	3,245.82
02-213-40-000-068	NJDOT-PORT COLDEN/WALL STREET			3,245.82	
TOTALS FOR	GRANT FUND	0.00	0.00	3,245.82	3,245.82
07-101-01-000-001	Cash - Treasurer			0.00	522.16
07-201-20-100-200	Other Expenses - Miscellaneous	41.39			
07-201-26-220-100	Salaries and Wages	480.77			
TOTALS FOR	SEWER OPERATING	522.16	0.00	0.00	522.16
21-161-05-000-001	INTERFUND - CURRENT			0.00	5,596.18
21-286-56-850-800	RESERVE FOR LAKE EXPENSES			5,596.18	
TOTALS FOR	OXFORD LAKE TRUST	0.00	0.00	5,596.18	5,596.18
22-101-01-000-001	CASH - DEVELOPER'S ESCROW ACCOUNT			0.00	1,842.50
22-225-55-096-000	Asset Enhancement Project			1,842.50	
TOTALS FOR	DEVELOPERS ESCROW	0.00	0.00	1,842.50	1,842.50

Total to be paid from Fund 01	CURRENT FUND	445,357.51
Total to be paid from Fund 02	GRANT FUND	3,245.82
Total to be paid from Fund 07	SEWER OPERATING	522.16
Total to be paid from Fund 21	OXFORD LAKE TRUST	5,596.18
Total to be paid from Fund 22	DEVELOPERS ESCROW	1,842.50
		456,564.17