

**OXFORD TOWNSHIP MEETING  
DECEMBER 17, 2025**

The meeting of the Township Committee of Oxford Township was held on December 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, Mr. Moscagiuri, Township Attorney, Matt Hall, Township Administrator, Tim O'Brian, Township Planner, (Arrived 6:32pm), Lee Geller, Municipal Clerk

Mayor Norton opened the meeting at 6:30 PM.

**Meeting Minutes:**

December 3, 2025 – Meeting Minutes

Georgette Miller moved to approve December 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: 1<sup>st</sup> Reading:**

**ORDINANCE NO. 2025-19**

**ORDINANCE OF THE TOWNSHIP OF OXFORD, COUNTY OF WARREN, STATE OF  
NEW JERSEY MODIFYING SITE PLAN REVIEW REQUIREMENTS .**

**WHEREAS**, The Township of Oxford desires to amend sections of Chapter 265 of the Township Code to exempt small-scale expansions of permitted primary and accessory uses from site plan review.

**NOW, THEREFORE, BE IT ORDAINED BY THE TOWNSHIP COMMITTEE OF  
THE TOWNSHIP OF OXFORD, COUNTY OF WARREN, STATE OF NEW JERSEY AS  
FOLLOWS:**

**Section 1.** The aforementioned recitals are incorporated herein as though fully set forth at length.

**Section 2.** The Code of the Township of Oxford is hereby amended as follows:

**I. Chapter 265-4 repealed as replaced in entirety as follows**

**265-4.A Site Plan review required; exemption**

Site plan review and approval shall be required as a condition for the issuance of a permit for any development, except that individual lot applications for detached one- or two-dwelling-unit buildings which are part of a minor subdivision, expansion of conforming permitted primary uses less than 500 square feet, and expansion of conforming permitted accessory uses, shall be exempt from site plan approval. Further, agricultural developments that are limited to expansion or change of use or conversion of land of growing agricultural crops are also exempt along with installation, reconstruction, expansion of utilities or structures/accessory improvements to protect crops such as fencing or hoop houses.

**Section 3.** If any part of this Ordinance shall be deemed invalid, such parts shall be severed and the invalidity thereby shall not affect the remaining parts of this Ordinance.

**Section 4.** A copy of this Ordinance and the Redevelopment Plan shall be available for public inspection at the office of the Municipal Clerk during regular business hours.

**Section 5.** This Ordinance shall take effect in accordance with all applicable laws.

**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 December 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 January 21, 2026, 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 2025-19. Seconded by Linda Koufodontes and passed unanimously by roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0. Motion Passed

**Ordinances: 2<sup>nd</sup> Reading:**

- No 2<sup>nd</sup> Read Ordinances

**Resolution:**

**R:2025-133**

**Resolution Accepting Bid for Lease of Parcel 1 and Authorizing Execution of Lease  
Therefore**

**WHEREAS**, Landlord is the owner of certain real property designated as Block 26, 85, on the Tax Map of the Township of Oxford, County of Warren, and State of New Jersey, consisting of approximately 45 acres ("Property"); and

**WHEREAS**, the Landlord previously authorized the lease of the Property pursuant to Resolution 2025-114 of the Township, duly adopted ("Resolution"); and

**WHEREAS**, the Resolution authorized the lease of the Property for a two (2) year term commencing on January 1, 2026 and expiring on February 25, 2028 and further provided for the cultivation of traditionally recognized (non-cannabis) agricultural or horticultural use recognized by the State of New Jersey as a lawful; and

**WHEREAS**, the Township solicited and received sealed bids for the Property, which bids were opened on December 3, 2025; and

**WHEREAS**, SueEd Farms, LLC, a limited liability company of the State of New Jersey, with a principal address of 58 E Asbury Anderson Road, Washington, New Jersey 07882, was the highest bidder with an annual payment of \$3,000.00.

**NOW THEREFORE BE IT RESOLVED** by the Township Committee of the Township of Oxford that SueEd Farms, LLC is hereby awarded the right to farm Parcel 1 for a period of two (2) years, subject to the execution of a lease agreement with the Township and subject to the conditions set forth in Resolution 2025-114.

**BE IT FURTHER RESOLVED** that the Mayor is hereby authorized and directed to execute a lease agreement with SueEd Farms, LLC.

**CERTIFICATION**

I, Lee Geller, Registered 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 regularly scheduled township meeting held on December 17, 2025

**WITNESS**, my hand and seal of the Township of Oxford, on this 17th day of December

Georgette Miller moved to approve Resolution 2025-133. Seconded by Linda Koufodontes and passed unanimously by roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0. Motion Passed

**R:2025-134**

**Resolution Accepting Bid for Lease of Parcel 2 and Authorizing Execution of Lease  
Therefore**

**WHEREAS**, Landlord is the owner of certain real property designated as Block 26, 86, on the Tax Map of the Township of Oxford, County of Warren, and State of New Jersey, consisting of approximately 78 acres ("Property"); and

**WHEREAS**, the Landlord previously authorized the lease of the Property pursuant to Resolution 2025-114 of the Township, duly adopted ("Resolution"); and

**WHEREAS**, the Resolution authorized the lease of the Property for a five (5) year term commencing on January 1, 2026 and expiring on December 31, 2030 and further provided for the cultivation of any agricultural or horticultural use recognized by the State of New Jersey as a lawful; and

**WHEREAS**, the Township solicited and received sealed bids for the Property, which bids were opened on December 3, 2025; and

**WHEREAS**, REC Processors NJ, LLC, a limited liability company of the State of New Jersey, with a principal address of 971 US Highway 202 North, Suite R, Branchburg, New Jersey 08876 with an annual base rent of \$125,000.00, plus \$25,000 per year after the first harvest, plus a 3% increase of the base rent after the first year.

**NOW THEREFORE BE IT RESOLVED** by the Township Committee of the Township of Oxford that REC Processors NJ, LLC is hereby awarded the right to farm Parcel 2 for a period of five (5) years, subject to the execution of a lease agreement with the Township and subject to the conditions set forth in Resolution 2025-114.

**BE IT FURTHER RESOLVED** that the Mayor is hereby authorized and directed to execute a lease agreement with REC Processors NJ, LLC.

## **CERTIFICATION**

I, Lee Geller, Registered 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 regularly scheduled township meeting held on December 17, 2025

**WITNESS**, my hand and seal of the Township of Oxford, on this 17th day of December

Georgette Miller moved to approve Resolution 2025-134. Seconded by Linda Koufodontes and passed unanimously by roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0. Motion Passed

### **New Business:**

Georgette Miller

- Lake property – Hunting. We have 3 spots for hunting can we go out to bid for these lots. We can go out for bid for 2 of the lots

Mayor Norton needed a five-minute recess. Once we resumed.

Mayor Norton made a motion to Authorize Mr. Wenner office to prepare a resolution for solicitation of Bids for 2 of the lots. Seconded by Georgette Miller and passed unanimously by roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0. Motion Passed

Mayor Norton

- Snow Removal and Enforcement. This storm was a lot more snow than said and so that created an issue with parking. Need to come up with better wording in our ordinance and what we can do to enforce this. Will meet with our Police Chief and a few of our Staff to come up with a plan. Added signs to wall street

### **Old Business:**

OYA Request

- Carry over to our next meeting

### **Township Committee Reports and Correspondence:**

Linda Koufodontes

- Did not attend meeting December 11, 2025. Did speak to Mr. Nittolo their re-org is set for Jan. 5, 2025.
- Discussed Consolidation study for any school under 500 students. This has been a discussion for years.
- Hired a new Building supervisor and he will start mid-January

Georgette Miller

- Received from the health department for food permit for 2026.
- Meredith Ferris spoke to a paddleboard company for next season.

Mayor Norton

- Snow – we had one mishap with the DPW no one was hurt and no damage to the equipment.

Georgette Miller asked about the OWL program – Lee Geller stated that we are still working on a few things and hoping to have it up and running for re-org.

**Township Administrator:**

Matt Hall

- Working with the CFO for Budget Intro 2026
- Triangle property -need a tax sale certificate

**Township Engineer Report:**

Donna Becker – email report

- Mayor Norton will follow up with Donna about Lower Demark. Matt Hall will look into the guiderails
- Donna sent a list of properties for the Veterans programs. Will go thru list and discuss at our next meeting

**Township Planner's Report**

Tim O'Brien

- No Report

**Township Attorney's Report:**

Rich Wenner

- No Report

**Washington Police Department:**

Lt. Pappalardo

- No 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:**

- No public comment

**Meeting Recap:**

- No Recap

**Executive Session:**

- No Executive Session

**Adjourn:**

Georgette Miller moved to adjourn the meeting at 7:08PM. Seconded by Linda Koufodontes  
Ayes: 3, Nays: 0, Abstain: 0, Absent: 0. Motion passed.



Lee Geller, RMC  
Township Clerk



**List of Bills - (All Funds)**  
 Meeting Date: 12/17/2025 For bills from 12/04/2025 to 12/17/2025

Vendor	Description	Payment	Check Total
<b>CURRENT FUND</b>			
438 - ADVANCE AUTO PARTS	PO 17284 Blanket - Advanced Auto	35.70	35.70
374 - ARAE NETWORK SOLUTIONS, LLC	PO 17248 Blanket - Arae Network Solutions, LLC	2,466.63	2,466.63
374 - ARAE NETWORK SOLUTIONS, LLC	PO 17523 TV & Owl program	10,573.94	10,573.94
1164 - Bay One Truck & Equipment Repair, Inc	PO 17420 Blanket - Bay One	19,504.34	19,504.34
1188 - Brightspeed	PO 17250 Blanket - Brightspeed - Oxford Twp	156.64	156.64
21 - C&M AUTO PARTS	PO 17293 Blanket - Napa Auto	570.48	570.48
1264 - Continental Fire & Safety Service, LLC	PO 17408 Blanket - Confires	919.00	919.00
244 - COUNTY OF WARREN	PO 17524 salt 11/2024-4/2025	12,718.37	12,718.37
1229 - Detcon Detachable Container & Compactor	PO 17541 cable for garbage truck	190.00	190.00
1175 - Dingman's Dairy	PO 17542 RE-issue check never received	199.67	199.67
529 - ELIZABETHTOWN GAS	PO 17288 Blanket - Eliz Gas - Vista Rossi	44.35	44.35
529 - ELIZABETHTOWN GAS	PO 17551 Mt Pisgah	1,521.71	1,521.71
529 - ELIZABETHTOWN GAS	PO 17552 11 Green St	585.06	585.06
50 - INDUSTRIAL COMMUNICATIONS	PO 17546 New antenna for Ford 350	970.00	970.00
51 - JCP&L	PO 17289 Blanket - JCPL Rt 31 & Wall	19.93	19.93
1155 - Jersey Mail Systems	PO 17290 Blanket - Jersey Mail Systems	168.07	168.07
1298 - Kimball Midwest	PO 17547 Grease	155.04	155.04
1296 - Lake Management Sciences	PO 17543 Permit Fees NJDEP Lake	225.00	225.00
908 - LAVERY SELVAGGI & COHEN PC	PO 17291 Blanket - Lavery, Selvaggi & Cohen, PC	900.50	900.50
1252 - Meredith Ferris	PO 17548 Items for Lake	66.35	66.35
949 - NJ ADVANCE MEDIA, LLC	PO 17264 Blanket - NJ Advance Media Clerk	118.69	118.69
62 - NJ AMERICAN WATER COMPANY	PO 17294 Blanket - NJ American Water	3,168.99	3,168.99
175 - Oxford Twp. Payroll Account	PO 17549 12-19-25 payroll	22,297.41	
69 - PETTY'S TIRE & AUTO CENTER	PO 17549 12-19-25 payroll	548.48	22,845.89
222 - PITNEY BOWES	PO 17559 058930, 058931	1,744.56	1,744.56
1253 - Primepoint LLC	PO 17320 Blanket - Pitney Bowes Lease	495.39	495.39
1111 - Prudential DCRP	PO 17302 Blanket - Primepoint	200.00	200.00
165 - QUILL CORPORATION	PO 17550 12-19-25 payroll	141.51	141.51
332 - SMITH TRACTOR & EQUIPMENT INC	PO 17495 Blanket - Quill	205.93	205.93
554 - TRACTOR SUPPLY CREDIT PLAN	PO 17545	5.57	5.57
1209 - Universal Technical Resource Services, I	PO 17271 Blanket - Tractor Supply	979.86	979.86
910 - VOGEL, CHAIT, COLLINS, AND SCHNEIDE	PO 17274 Blanket - Universal Tech.	2,130.00	
264 - WEX BANK	PO 17315 Blanket - UTRS - LUB	67.50	2,197.50
	PO 17277 Blanket - Vogel, Chait, Collins, & Schne	500.00	500.00
	PO 17301 Blanket - Wex Bank	2,000.00	2,000.00
<b>SEWER OPERATING</b>			
1188 - Brightspeed	PO 17249 Blanket - Brightspeed - Pump Station	41.58	41.58
175 - Oxford Twp. Payroll Account	PO 17549 12-19-25 payroll	495.19	495.19
79 - SECOND CHANCE INC.	PO 17544 Recycling	3,169.50	3,169.50
<b>ANIMAL - TRUST</b>			
1083 - Alfia Schemm	PO 17554 Rabies Clinic	25.00	25.00
1299 - Holly Tirrell	PO 17556 Rabies Clinic	100.00	100.00
1078 - KAREN LEATHERDALE	PO 17558 Rabies Clinic	25.00	25.00
173 - KAREN STENSON	PO 17555 Rabies Clinic	25.00	25.00
1221 - Pam Harrington	PO 17553 Rabies Clinic	25.00	25.00
1016 - SARA AMENTO	PO 17557 Rabies Clinic	200.00	200.00
<b>DEVELOPERS ESCROW</b>			
908 - LAVERY SELVAGGI & COHEN PC	PO 17369 Blanket - Lavery Escrow	2,255.00	2,255.00
1209 - Universal Technical Resource Services, I	PO 17363 UTRS - Escrows	2,955.00	2,955.00
1239 - Van Cleef Engineering Associates LLC	PO 17364 Van Cleef - Escrows	684.25	684.25
910 - VOGEL, CHAIT, COLLINS, AND SCHNEIDE	PO 17277 Blanket - Vogel, Chait, Collins, & Schne	1,190.00	1,190.00
TOTAL			97,785.19

## Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
01-101-01-000-001	Cash - Treasurer				0.00 85,555.17
01-201-20-100-100	Governing Body - Salaries and Wages	1,346.15			
01-201-20-100-200	Administrative & Executive - Other Expen	2,982.08			
01-201-20-110-200	Computerization	2,466.63			
01-201-20-120-100	Municipal Clerk - Salaries and Wages	2,277.89			

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
01-201-20-130-100	Finance - Salaries and Wages	1,436.06			
01-201-20-130-200	Finance - Other Expenses	200.00			
01-201-20-145-100	Tax Collector - Salaries and Wages	1,535.49			
01-201-20-155-200	Legal - Other Expenses	900.50			
01-201-20-165-200	Engineering Services - Other Expenses	2,130.00			
01-201-21-180-100	Planning Board - Salaries and Wages	588.58			
01-201-21-180-200	Planning Board - Other Expenses	67.50			
01-201-21-180-263	Planning Board - Legal Services	500.00			
01-201-23-472-200	Social Security System (OASI)	1,584.76			
01-201-23-474-200	Unemployment Compensation	10.01			
01-201-25-240-100	Police - Salaries and Wages	271.15			
01-201-25-265-273	Fire Hydrants	3,168.99			
01-201-26-290-100	Buildings and Grounds - Salaries and Wag	225.52			
01-201-26-290-200	Buildings and Grounds - Other Expenses	2,055.50			
01-201-26-292-100	Streets and Roads - Salaries and Wages	13,021.80			
01-201-26-292-200	Streets and Roads - Other Expenses	150.00			
01-201-26-315-200	Vehicle Maintenance - Other Expenses	23,175.69			
01-201-31-430-200	Electricity	19.93			
01-201-31-460-200	Gasoline	4,151.12			
01-201-36-472-200	DCRP	141.51			
01-203-20-100-200	(2024) Administrative & Executive - Other Expen	8,579.94			
01-203-26-290-200	(2024) Buildings and Grounds - Other Expenses	5,990.05			
01-203-26-292-200	(2024) Streets and Roads - Other Expenses	3,911.02			
01-203-26-315-200	(2024) Vehicle Maintenance - Other Expenses	2,667.30			
<b>TOTALS FOR</b>	<b>CURRENT FUND</b>	<b>64,406.86</b>	<b>21,148.31</b>	<b>0.00</b>	<b>85,555.17</b>
07-101-01-000-001	Cash - Treasurer			0.00	3,706.27
07-201-20-100-200	Other Expenses - Miscellaneous	41.58			
07-201-26-220-100	Salaries and Wages	495.19			
07-203-20-100-200	(2024) Other Expenses - Miscellaneous	3,169.50			
<b>TOTALS FOR</b>	<b>SEWER OPERATING</b>	<b>536.77</b>	<b>3,169.50</b>	<b>0.00</b>	<b>3,706.27</b>
12-101-01-000-001	Cash - Treasurer			0.00	400.00
12-299-56-840-100	Reserve for Animal Control Expenses			400.00	
<b>TOTALS FOR</b>	<b>ANIMAL - TRUST</b>	<b>0.00</b>	<b>0.00</b>	<b>400.00</b>	<b>400.00</b>
21-161-05-000-001	INTERFUND - CURRENT			0.00	1,039.50
21-286-56-850-800	RESERVE FOR LAKE EXPENSES			1,039.50	
<b>TOTALS FOR</b>	<b>OXFORD LAKE TRUST</b>	<b>0.00</b>	<b>0.00</b>	<b>1,039.50</b>	<b>1,039.50</b>
22-101-01-000-001	CASH - DEVELOPER'S ESCROW ACCOUNT			0.00	7,084.25
22-225-55-084-000	7 Axford			68.00	
22-225-55-088-000	SHRI Properties			4,761.25	
22-225-55-095-000	Block 1.01 Lot 3.03			577.50	
22-225-55-096-000	Asset Enhancement Project			330.00	
22-225-55-097-000	Lion's Creative/Gassius Block 25 Lot 7			1,347.50	
<b>TOTALS FOR</b>	<b>DEVELOPERS ESCROW</b>	<b>0.00</b>	<b>0.00</b>	<b>7,084.25</b>	<b>7,084.25</b>

Total to be paid from Fund 01 CURRENT FUND 85,555.17  
 Total to be paid from Fund 07 SEWER OPERATING 3,706.27  
 Total to be paid from Fund 12 ANIMAL - TRUST 400.00  
 Total to be paid from Fund 21 OXFORD LAKE TRUST 1,039.50  
 Total to be paid from Fund 22 DEVELOPERS ESCROW 7,084.25

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97,785.19