



**Board of Commissioners**

*Senator Robert Singer, Chairman*

*Mayor Raymond Coles, Vice Chairman*

*Craig Theibault, Treasurer*

*Anne Fish, Assistant Secretary*

*Yocheved Miller, Commissioner*

*Samuel Flanbaum, Alt. Commissioner*

*Meir Lichtenstein, Alt. Commissioner*

**THE LAKEWOOD TOWNSHIP MUNICIPAL UTILITIES AUTHORITY**

**Regular Meeting Minutes**

**April 10, 2024**

- I.** Senator Singer opened the meeting at 11:00 P.M. in the conference room of the Lakewood Township Municipal Utilities Authority, 390 New Hampshire Avenue, Lakewood, NJ 08701
- II.** It was announced that in accordance with Chapter 231, Public Law, adequate notice of this meeting was given and that a notice of this scheduled meeting was filed with the Township Clerk and posted in the Municipal Building in a place accessible to the public and by means of public notices in the Asbury Park Press on February 9, 2024 and the Lakewood Shopper on February 9, 2024.
- III. Salute to the Flag**
- IV. Roll Call of Commissioners**  
On roll call the following Commissioners were present: Mrs. Fish, Mrs. Miller, Mr. S. Flanbaum, Committeeman Lichtenstein and Senator Singer.  
The following professionals and key personnel were present: Mr. Adam Pfeffer, Esq., Mr. Justin Flanbaum, Executive Director, Mr. Gerwin Bauer, Auditor, Mr. Donald Sondak, Chief Financial Officer/Human Resources Director, Mr. Colin Farrell, CEng MIEI Director of Engineering, Mr. Ryan Wagner, Deputy Operations Manager and Mr. Frank Dugan, Supervisor of Operations.
- V. Minutes**  
**Motion** to approve the minutes of the Regular Monthly Meeting held on March 5, 2024 was made by Mrs. Fish and seconded by Committeeman Lichtenstein. On **roll call**, all seated members voted **“Yes.” Motion carried.**
- VI. Chief Financial Officer Report**  
Given by Mr. Donald Sondak, CFO/Human Resources Director

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**LAKEWOOD TOWNSHIP MUNICIPAL UTILITIES AUTHORITY**

390 NEW HAMPSHIRE AVENUE, LAKEWOOD, NEW JERSEY 08701

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## 1. Update on GAC Building Funding

The Board previously had declared our intention to reimburse ourselves through iBank Short Term Funding for the construction of the GAC Buildings. I am please to report that:

- The iBank has approved our Short Term Funding request and we have closed on that note thereby establishing our funding for \$12.1 million.
- We have been awarded \$2 million in principal forgiveness for the iBank. Therefore, we may be reimbursed up to the \$12.1 million and when we r5ol this into a long-term bond at the projects completion, we will owe \$2 million less than for which we were reimbursed.
- We have completed our first expense reimbursement for pre-construction soft costs of \$341,546.
- Thanks to Jim Fearon of Dilworth Paxson for his invaluable support in preparing for this funding.

## 2. Motion to Approve Operating Voucher

The Operating Expense List in your board packet is \$1,234,273.76. there are no unexpected items to discuss. The list does include \$435,199.59 of construction costs of which \$230,741.00 is for Well 2 and \$18,168.70 is for ARP projects funded through Lakewood Township. I recommend that the board approve the Operating Expense List of \$1,234.273.76, with noted abstentions.

**Motion** made by Mrs. Fish and seconded by Mr. S. Flancbaum. **On roll call**, all seated members voted “Yes.” **Motion carried.**

## VII. Engineer’s Report

Given by Mr. Colin Farrell, CEng MIEI Director of Engineering

### 1. Online Application Form-Project Status

The current application process when it was started back in 1991 was developed due to technologies of the time. Today, however, this process is outdated. The Authority currently has 14 different application forms with most applicants having to complete multiple forms containing redundant information. The Engineering Department along with the IT department with special thanks to Leon, Chris, and Bob are creating a single online application form for every applicant to use that will update the information the applicants provide, will eliminate all 14 of the hand completed application forms, and will even automatically generate all required application and review fees required to be submitted with the application. We anticipate having the application form live on the Authority website this month.

### 2. OLV Sanitary Sewer Upgrades Concept Plan & Cost Analysis

March 21, 2024 T&M Associates issued a report providing a conceptual plan design with cost estimates for improvements to the Authority’s sanitary sewer system from Old Pine Acres to the connection to the OCUA main within Leisure Village to accommodate the future sewer connections indicated in the Authority’s adopted sanitary sewer master plan within Old Pine Acres.

At this time the Authority may adopt the T&M Associates report entitled “Leisure Village Sewer Capacity Analysis, Conceptual Replacement Design & Cost Estimates” dated March 21, 2024 for the purposes of collecting fair share contributions for all developments that will ultimately benefit from the proposed improvements as indicated in the T&M Associates report. For a development to benefit from the proposed improvements they must connect in the location of the proposed improvements or connect upstream of the location of the proposed improvements. The amount of the fair share contribution an individual developer will be required to pay will be calculated by the Authority Engineer using the information provided in the developer’s engineer’s report and the information provided in the T&M Associates report.

Committeeman Lichtenstein asked the question, “Are the future fair share financial contributions only assigned to people doing new construction?”

Mr. J. Flancbaum explained that if it’s a new connection being made then they are subject to a fair share contribution. If they are existing, they are not. If you are on septic and not an existing sanitary sewer user and you’re connecting for the 1<sup>st</sup> time, then you are subject to the fair share costs. Only new users with new connections will be responsible for the fees.

- **Resolution No. 24-35** Adopting Report for Future Fair Share Contributions

**Motion** was made by Mrs. Fish and seconded by Committeeman Lichtenstein. On **roll call**, all seated members voted “**Yes**”. **Motion carried.**

### 3. Well 9 Emergency Repairs 2023

February 29, 2024 the Authority received change order request #2 from William Stothoff Company, Inc for the television inspections, additional chemicals and additional time needed for the redevelopment of Well 9 in the lump sum amount of \$10,275.00.

At this time the Authority may award change order request #2 to the contract awarded under emergency conditions for William Stothoff Company, Inc for the television inspections, additional chemicals and additional time needed for the redevelopment of Well 9 in the lump sum amount of \$10,275.00.

- **Resolution No. 24-36** Awarding Change Order No. 2 for Well 9 Emergency Repairs 2023

**Motion** was made by Mrs. Fish and seconded by Committeeman Lichtenstein. On **roll call**, all seated members voted “**Yes**”. **Motion carried.**

**VIII. Attorney's Report** given by Mr. Adam Pfeffer, Esq.

Business as usual.

**IX. Executive Director's Report**

Given by Mr. J. Flanbaum, Executive Director

**1. Resolution Authorizing the Execution of a Shared Services Agreement with the Toms River MUA**

We have had a shared services agreement with Toms River MUA for the last couple of years. It allows us to utilize any of their services if ever in need and they could utilize any of ours as well.

**Resolution No. 24-37** Awarding Contract for the Replacement of the Fire Alarm System

**Motion** was made by Mr. S. Flanbaum and seconded by Committeeman Lichtenstein. **On roll call**, all seated members voted **"Yes."** **Adopted.**

**2. Awarding Contract for Landscape Maintenance for 2024**

We conducted an RFP opening on March 26<sup>th</sup>.

Three proposals were received:

- In order from highest to lowest they are as follows:
  - RJM Contracting \$36,000
  - Hewson Landscaping \$33,54.80
  - Meticulous Landscaping \$28,000

We recommend awarding the contract to Meticulous as they are the lowest price and further, they comply with the rest of the criteria specified in the RFP. Their contract will run from May 1<sup>st</sup> to Dec. 15<sup>th</sup>.

Committeeman Lichtenstein asked "are we making sure that our local businesses are aware these bids are out there?"

Senator Singer responded that everything is put online.

Committeeman Lichtenstein said he just wants to make sure the local companies know about these opportunities.

Mr. J. Flanbaum explained that these are proposals, not bids. Also many companies aren't even interested in doing government work. Besides price, we look for familiarity of our service area for example. The landscape company has access to our facilities and all their employees are vetted.

Senator Singer said we do try to use local when we can but there are limitations to how we get the word out to these companies. We do have Mrs. Miller here who is the Assistant Executive Director of the Chamber. Is there anything better we can do Mrs. Miller?

Mrs. Miller asked where the RFP's appear.

Mr. J. Flancaum explained it goes on our website and the companies who do this type of work know where to look.

Mrs. Miller responded saying it's beneficial for everyone do to as much as we can but in this case it sounds like specific criteria like safety and not using chemicals needs to be a priority.

**Motion** was made by Mrs. Fish and seconded by Committeeman Lichtenstein. **On roll call**, Senator Singer voted "No" all other seated members voted "Yes." **Motion carried.**

### **3. Awarding Contract to Furnish & Install 4 Well Sheds**

We conducted an RFP opening on March 20<sup>th</sup> where we received one proposal from Oaktree Sheds & Gazebos to furnish and install 4 sheds at wells 2, 20, 21, &22 for a total of \$43,900. We recommend awarding them this contract.

**Motion** was made by Committeeman Lichtenstein and seconded by Mrs. Fish. **On roll call**, Senator Singer voted "No" all other seated members voted "Yes." **Motion carried.**

## **X. Technical Operations Report**

Given by Mr. J. Flancaum, Executive Director

### **Operations Dept:**

1. We hired a security camera installer from Lakewood, SAGETEQ Secure, to install 2 security cameras at the New Hampshire Ave vehicle gate that will surveil both inside and outside of the gate and the bulk water storage shed. We had them install the same setup at the Shorrocks St. vehicle gate that will also surveil both inside and outside the gate and the entrance to the well field. The contractor has done a good job and appears to be very reliable, with his costs being significantly better than their competitors while offering a warranty and service as well.
2. A chlorine alarm/indicator has been installed on the concrete vault that houses the 4000-gallon sodium hypochlorite tank at New Hampshire Ave. This has a beacon and a concentration readout to warn anyone of a chlorine gas atmosphere prior to opening the door to the vault and or entering said vault.
3. We received a new 2024 Chevy pickup truck for our fleet. The vehicle is currently awaiting decaling and safety equipment installations.
4. We hired a new field representative. Regarding the vacancy for a licensed employee that has left the Authority, we currently have an employee that has been cleared by the NJDEP to sit for the treatment exam and plan to fill the licensed position that is vacated as we are not receiving any licensed individuals from our Treatment Operator ad.

### **Technical Operations Dept.:**

5. The wiring and configuration for two new RTU's to be deployed for our new Pine St. wells is now completed with wiring performed in house and configuration performed by an outside contractor which also worked with our technician to educate him.

**IT Dept:**

6. A pre-con was held with the new fire/security vendor on how to roll out the new system. The company is now in the process of ordering equipment.
7. Working with our SCADA contractor and the Operations supervisors in completing the SCADA software upgrades to accomplish individual operator logins which will facilitate enhanced security to the system.

**GIS/Cyber-Security Dept:**

**GIS:**

8. Supporting hydrant flushing efforts along with capturing relevant asset information and water usage.
9. 2024 WQAA Capital Improvement Report was submitted on time.
10. A new intern will be starting this week and will be working on various data entry and QA/QC projects over the summer.

**Cyber-Security:**

11. Via a scholarship received by the NJCICC, Chris McClain has started a certification program through Google.
12. NJCICC confirmed several licenses needed for the Safe Drinking Water Cybersecurity Grant Program which we are waiting for the contractual documentation for review and signature. This grant provides us with a powerful monitoring solution that will help protect the Authority's computer assets.
13. Working on meeting the new insurance compliance requirements from CyberJif.

**XI. Commissioners' Report**

**XII. MEETING OPEN TO THE PUBLIC**

**XIII. MEETING CLOSED TO THE PUBLIC**

**XIV. ADJOURNMENT**

The meeting was adjourned at 11:25 A.M.

Respectfully submitted,

Robyn Gray,  
Secretary, LTMUA