



Board of Commissioners

Senator Robert Singer, Chairman

Mayor Raymond Coles, Vice Chairman

Craig Theibault, Treasurer

Anne Fish, Assistant Secretary

Yocheved Miller, Commissioner

Samuel Flancbaum, Alt. Commissioner

Meir Lichtenstein, Alt. Commissioner

THE LAKEWOOD TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

Regular Meeting Minutes

May 7, 2024

- I.** Senator Singer opened the meeting at 10:00 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, Mayor Coles, Mr. Theibault, Mr. S. Flancbaum, Committeeman Lichtenstein and Senator Singer.
The following professionals and key personnel were present: Mr. Adam Pfeffer, Esq., Mr. Justin Flancbaum, Executive Director, Mr. Gerwin Bauer, Auditor, Mr. Donald Sondak, Chief Financial Officer/Human Resources Director, Mr. Colin Farrell, CEng MIEI Director of Engineering, Mr. Bob Farina, Director of Operations, and Mr. Harry Robbins, Operations Manager
- V. Minutes**

Motion to approve the minutes of the Regular Monthly Meeting held on April 10, 2024 was made by Mayor Coles and seconded by Mrs. Fish. On **roll call**, Mayor Coles and Mr. Theibault abstained, all other members voted **“Yes.” Motion carried.**

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390 NEW HAMPSHIRE AVENUE, LAKEWOOD, NEW JERSEY 08701

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VI. Chief Financial Officer Report

Given by Mr. Donald Sondak, CFO/Human Resources Director

1. Motion to Approve Operating Voucher

The Operating Expense List in your board packet is \$2,535,465.96. While there are no unexpected items to discuss, the list does include some large operating expenses which are: \$648,900 for the 2nd quarter OCUA invoice and \$63,696 for the 2nd half and final 2024 JIF Insurance premium payment. The list also includes, \$1,129,653.54 for construction costs of which \$732,804.80 is for Pine Street Wells, \$138,337.78 is the initial invoice for the GAC Facility construction and \$51,940 for Well 2 and \$42,976.79 is for ARP projects funded through Lakewood Township. I recommend that the board approve the Operating Expense List of \$2,535,465.96, with noted abstentions.

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

VII. Engineer’s Report

Given by Mr. Adam Ponsi, P.E. and Colin Farrell, CEng MIEI Director of Engineering

1. Sewer Upgrades from Pinehurst Drive to Gefen Drive

April 22, 2024 the Authority received a proposal from ARH Associates for engineering services to provide a conceptual plan and cost analysis for improvements to the Authority’s sanitary sewer system from Pinehurst Drive to Gefen Drive in the cost not to exceed amount of \$45,615.00.

At this time the Authority may award a professional services contract to ARH Associates for engineering services to provide a conceptual plan and cost analysis for improvements to the Authority’s sanitary sewer system from Pinehurst Drive to Gefen Drive in the cost not to exceed amount of \$45,615.00.

- **Resolution No. 24-40** Resolution Awarding Professional Services Contract for Sewer Upgrades from Pinehurst Drive to Gefen Drive

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

2. Chestnut Gardens

Developer: Albert Greens, LLC (Mordechai Eichorn)

April 1, 2024 the Authority received a request from the Applicant to release the performance guarantees for the project.

April 1, 2024 GTS Consultants issued a punch list letter indicating all construction items for the project have been addressed.

May 2, 2024 the Authority issued a letter detailing the conditions for the performance guarantees to be released.

At this time the Authority may release the performance guarantees for the project conditioned on the Authority's letter

- **Resolution No. 24-41** Releasing Performance Guarantees for Chestnut Gardens

Motion was made by Mrs. Fish and seconded by Mayor Coles. On **roll call**, all seated members voted **"Yes"**. **Motion carried**.

3. **Ocean Park Village Homes Pinehurst Drive**

Developer: JCM Living (Michael Zucker) & GC: Abe Auerbach (Regency Development)

April 3, 2024 GTS Consultants issued review #1.

At this time the Authority may authorize the Executive Director to endorse applications for the Ocean Park Village Homes Pinehurst Drive project. OCUA approval is required due to the proposed development generating over 2,000 gpd of sanitary sewer flow.

- **Resolution No. 24-42** Authorizing the Executive Director to Endorse Applications for Ocean Park Village Homes Pinehurst Drive

Motion was made by Mayor Coles and seconded by Mrs. Fish. On **roll call**, all seated members voted **"Yes"**. **Motion carried**.

4. **780 Vassar Avenue School Addition**

Developer: Yeshivas Ohr Hatorah (R' Londinski) & GC: Abe Auerbach (Regency Development)

April 4, 2024 Remington Vernick issued commercial/industrial review #5.

The following are the site specific terms for the Developer's Agreement for the 780 Vassar Avenue School Addition project:

- The Developer agrees to pay \$200,197.00 as a fair share contribution towards improvements to the Authority's existing sanitary sewer system in order to increase the system's capacity for the benefit of the development.

At this time the Authority accepted the terms of the Developer's Agreement as described in Schedule 'B'.

- **Resolution No. 24-43** Authorizing the Execution of a Developers Agreement for 780 Vassar Avenue School Addition

Motion was made by Mrs. Fish and seconded by Mayor Coles. On **roll call**, all seated members voted **"Yes"**. **Motion carried**.

5. **Well 2 Replacement Design and Construction**

April 29, 2024 the Authority received change order request #1 from Remington Vernick to provide a drawing for the Lakewood Township Building Department for the proposed well house building in the cost not to exceed amount of \$2,500.00.

At this time the Authority may award change order #1 to Remington Vernick to provide a drawing for the proposed well house building in the cost not to exceed amount of \$2,500.00.

- **Resolution No. 24-44** Awarding Change Order No. 1 for Well 2 Replacement and Design **Motion** was made by Mr. Theibault and seconded by Mayor Coles. On **roll call**, all seated members voted “Yes”. **Motion carried.**

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

About a year and a half ago I was authorized to file a lawsuit to call a bond against TiferesChaim, the school off of New Hampshire Avenue. They hadn't finalized or finished the connections that were required as part of the developers agreement. I just received verbal confirmation that everything has been done. I am waiting on the paperwork but I will be dismissing the lawsuit so that the matter can now be closed out.

IX. Auditor's Report
Given by Mr. Gerwin Bauer, Auditor

I am waiting for the PERS Actuarial Report to complete the audit. We do have the actuarial report with the new health insurance plans-we received that early this year. Everything is going great.

X. Executive Director's Report
Given by Mr. J. Flancbaum, Executive Director

1. Resolution Authorizing the Execution of a lease agreement for a Postbase Vision Automatic Mail system with 10lb scale

This machine is being leased from Jersey Mail Systems who we have worked with for many years. Its' a 63 month lease for \$199 per month for a total value of \$12,537.

Resolution No. 24-45 Authorizing the Execution of a lease agreement for a Postbase Mail System

Motion was made by Mayor Coles and seconded by Mrs. Fish. **On roll call**, all seated members voted “Yes.” **Adopted.**

2. 2024 Consumer Confidence Report Update

This year's CCR is complete. Post Cards will be mailed to all customers advising that the CCR is available on the website or can be mailed to them. We've completed the CCR well in advance of the July 1st deadline.

3. Installation of a Digital Billboard

We conducted an RFP opening on April 23, 2024 where two proposals were received. The high proposal was from Forge Signworks for \$65,000.00 and the low was Blazing Visuals for \$37,694.56. Blazing Visuals did our existing sign years ago. They have given us good service and the sign comes with a five-year limited warranty. I recommend awarding them this contract.

Resolution No. 24-46 Awarding Contract for the installation of a Digital Billboard

Motion was made by Mrs. Fish and seconded by Mayor Coles. **On roll call**, all seated members voted **“Yes.” Adopted.**

4. Pay increases for license holders

I just want to inform the Board that Senator Singer, Bob Farina and I had a conversation regarding the staff obtaining treatment licenses. As you know, our signing operator is currently required to have a T-3 treatment license. We were grandfathered in under the old rules so our current signing operator is a T-2. We may eventually become a level 4 facility. We have two operators now that are scheduled to take the test for T-3. We would like to come up with a fair salary increase for those staff members that become T-3 license holders, it's a difficult test. I would like to talk to our personnel committee, Mayor Coles and Mrs. Fish, prior to our next Board Meeting to come up with something fair. Mayor Coles suggested to Mr. J. Flancbaum to talk to Pat at the Township about how they handle salary increases for licenses.

XI. Technical Operations Report

Given by Mr. Bob Farina, Operations Supervisor

Operations Dept:

1. With regards to mitigating the dirty water complaints, aside from routine flushing, our Operations Supervision noticed lately when they are significantly turning over the water contents of the Shorrock Street Ground Water Tank they found that an above normal amount of brown water was being noticed through our primary filtration. The Ground Tank was never drained and cleaned since its installation and the water treatment plant's clear well was coming up on a routine draining, cleaning and inspection, we decided to accomplish both these tasks while we were still in the best time frame of the year to do so just ahead of our high demand season. The tank and clear well cleaning went very well, and we accomplished our objective. We also had both the Ground Tank and the Back Wash tank foundations where it meets the tank steel, re-grouted as the grout was severely worn. Both tanks were also power washed and had paint touch up to mitigate rusting as well. This was a joint effort including MUA personnel and an outside contractor to keep costs as low as possible. This effort required us putting off flushing until May 6th as there would not have been enough of water to meet the current demands.

Technical Operations Dept.:

2. With the intent of keeping the Shorrock Street GAC construction project flow uninterrupted and avoiding change orders as best we can, we noticed that there were electrical and signal lines not

called out on the prints that support instrumentation that were running right through the construction area that would most certainly would have been dug up and damaged. MUA personnel temporarily re-routed said lines above ground and around the construction zone clearly marking their presence and protecting them from vehicular traffic.

3. With both IT and GIS dept's working together, an effort is being made to fast track the Authority's bar-coding project so that we can start to build a useable database with the Authority's fixed assets as will be required by the asset management effort anyway. We will incorporate the Authority's on hand spare parts/equipment stock items and all of accounting dept.'s needs once the fixed asset part of the project is completed.

IT Dept:

4. Our search for a Telcom outside support contractor and an IT outside support contractor has been narrowed down to one company. We are now waiting for contractual quotes from each company so that a final decision can be made.

GIS/Cyber-Security Dept:

GIS:

5. Provided updated fire hydrant info. to the Fire Commissioners.
6. Searching for generic data base system to integrate into the Authority's bar-coding project rather than build a system in house from the ground up that will require too much manpower and time. The generic system will be more user friendly, considerably less expensive will allow additions to it later and can be deployed much quicker.
7. Arranging demonstrations of the Enterprise Asset Management Systems for the Authority staff in preparation for the anticipated RFP.

Cyber-Security:

8. The CyberJif training provided to Authority personnel is in full swing with 44% of the staff having completed the course.
9. Our staff continues to do well on phishing tests assuring management that the training and awareness campaigns are having the intended effect and the Authority's personnel are treating the matter with the level of seriousness that is required.

XII. Commissioners' Report

XIII. MEETING OPEN TO THE PUBLIC

XIV. MEETING CLOSED TO THE PUBLIC

XV. ADJOURNMENT

The meeting was adjourned at 10:20 A.M.

Respectfully submitted,

Robyn Gray,
Secretary, LTMUA