



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

November 6, 2024

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

- V. Minutes**

LAKEWOOD TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

390 NEW HAMPSHIRE AVENUE, LAKEWOOD, NEW JERSEY 08701

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Motion to approve the minutes of the Regular Monthly Meeting held on October 1, 2024, was made by Mrs. Fish and seconded by Mr. Theibault. On **roll call**, Mayor Coles abstained, and all other seated members voted **“Yes.”**
Motion carried.

VI. Chief Financial Officer Report

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

1. Healthcare Update

In May 2023 when we were first welcomed to the CJHIF, we were set up as a stand-alone group meaning our premiums were based upon the claims experience of our employee population.

This year we asked Conner Strong to review our options for the coming year. For 2025, the CJHIF has invited us to be a part of the greater population of their plan. This means that our claims experience and subsequent premium calculation will be based upon the broader CJHIF population’s experience. This change provides greater Risk diversification for us. In addition, it results in a 2024-2025 budget savings to the Lakewood MUA of approximately 12% or \$242,000.

Senator Singer responded saying a bill was passed to allow the State Health Benefits Program to loan money to local counties to help them offset their increase. They will have a year to pay it back. The State Health Benefits Program is in serious trouble and if they don’t do anything about it, they will be gone. We made the right move.

2. Motion to Approve the Operating List

The Operating Expense List in your Board Packets is \$2,098,056.88. While there are no unexpected items to discuss, the list does include \$648,900.00 for the OCUA 4th Quarter payment, \$658,679.49 of Construction Costs of which \$358,057.88 is for the GAC buildings, \$81,314.93 is for Well #7 and \$116,607.75 for Well #22. |

recommend that the board approve the Operating Expense List of \$2,098,056.88, with noted abstentions.

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

VII. **Engineer’s Report**

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

1. **Update of Rules and Regulations**

Motion Approving Addendum #40

The Authority is Revising the entirety of Section 2 of the Rules and Regulations creating new sections 2.01 through 2.04.8. Section 2 is being amended to:

- Eliminate the conceptual, technical and final approval process and replace it with one approval. This approval will be required when there are water or sanitary sewer main extensions.
- Eliminate the 12 existing paper applications and replace them with 3 online applications. The new applications obtain the information we require the applicants to provide that was missing from the old application forms and it eliminates the difficulty in interpreting handwriting from the old handwritten applications.
- Changes the requirements for the required documents to submit at time of application and clearly lists the documents required to be submitted for approval of the project.

At this time the Authority may approve Addendum #40 to the Rules and Regulations to update the Section 2 of the Rules and Regulations for the application and approval process and procedures.

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

2. 850 Towbin Avenue Building Addition

Developer: Towbin Realty, LLC (Eliezer Friedman) & GC: Nexgen Builders (Jake Jacobovitch)

October 2024 the Authority drafted terms for the Developer's Agreement for the project. The following are the site specific terms for the agreement:

- The Developer will construct the water and sewer infrastructure shown on the plans.
- The Authority and Developer agree connection fees will be charged based on the equivalent usage report submitted by the Developer.
- The Developer agrees to enter into a monitoring agreement where the usage for the building will be monitored for a period of 5 years.
- If the usage of the building exceeds the amount as noted in the monitoring agreement the Developer agrees to pay the overage in connection fees at the Authority's connection fee rate at the conclusion of the monitoring period. The Authority will not reimburse the Developer if they use less than what was estimated.
- Connection Fees must be paid prior to installation of the meter.
- The Developer agrees to pay \$60,000.00 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 may accept the terms of the Developer's Agreement as described in Schedule 'B'.

- **Resolution No. 24-83** Authorizing the Execution of a Developer's Agreement 850 Towbin Avenue Building Addition

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

3. Bids for Chemicals and Cold Water Meters for Calendar Years 2025-2026

A total of one (1) bid was received for the purchase of Sodium Hypochlorite. The lowest responsive and responsible bidder for sodium hypochlorite is Miracle

Chemical Company (\$4.74 per gallon for 1 year). The price for the previous year is \$4.57 per gallon. The increase in price will be approximately 3.72%.

At this time the Authority may award a 1 year contract to Miracle Chemical Company in the unit price amount of \$4.74 per gallon for sodium hypochlorite.

- **Resolution No. 24-92 Awarding Contract for Sodium Hypochlorite**

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

A total of one (1) bid was received for the purchase of Hydrated Lime. The lowest responsive and responsible bidder for hydrated lime is Brenntag Northeast, LLC (\$20.50 per 50# bag for 1 year). The price for the previous year is \$20.75 per 50# bag. The decrease in price will be approximately 1.20%.

At this time the Authority may award a 1 year contract to Brenntag Northeast, LLC in the unit price amount of \$20.50 per 50# bag for hydrated lime.

- **Resolution No. 24-93 Awarding Contract for Hydrated Lime**

Motion was made by Mrs. Fish 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.

Business as usual

IX. Executive Director's Report

Given by Mr. J. Flancbaum, Executive Director

1. Resolution Awarding Snow Plowing Contract for the 2024-2025 Season

We conducted a proposal opening on 10/31.

Received one proposal from Priority Plowing & Landscaping, LLC for \$5,353.34 per month. The contract will run from 12/1/24 to 3/31/25. For a total of \$21,413.36. Total is \$204 cheaper than last year.

Same contractor we've been using since 2014 and recommend awarding them the contract for this year.

- **Resolution No. 24-94** Awarding Contract for Snow Services

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

2. **Resolution Authorizing Software Maintenance Contract to Edmunds GovTech**

This is our annual maintenance contract with Edmunds. Price for this year is \$13,630.32.

- **Resolution No. 24-95** Authorizing Software Maintenance Contract to Edmunds GovTech

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

3. **Resolution Authorizing Membership in HGACBuy Cooperative** (“Helping Governments Across The country Buy”)

Membership in this coop will allow us greater flexibility and efficiency in vendor and contractor selection. Same as a State Contract.

Membership is free

- **Resolution No. 24-96** Authorizing Membership in the HGACBuy Cooperative

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

4. NJDEP Compliance Evaluation and Assistance Inspection
On 10/9 we had an inspection from the DEP's Water Compliance and Enforcement office who conducted an appliance evaluation and assistance inspection at well 17. The inspection went well with no deficiencies noted.
5. Adoption of 2025 Holiday Calendar
Same calendar as the township except that we removed Lincolns Birthday (2/12).
6. Customer Compliments
Received three separate emails and phone call with compliments from three different residents at Leisure Village. They complimented the professionalism, patience cleanliness, and friendliness of three of our field technicians. Nick Lampe, Mike Bonavita, and Matt Kavanaugh.
We appreciate the customer feedback and of course the exemplary behavior of our staff. The emails and records have been made part of the employees' permanent personnel files.

X. Technical Operations Report
Given by Mr. Bob Farina

Operations Dept:

XI. Commissioners' Report

Operations Dept:

1. Well #17 repairs and modifications are ongoing, and we expect it's completion by the middle of November.
2. The GAC vessels have arrived and are installed at the Shorrocks St. WTP site and piping work is under way. We are preparing our initial setup and media backwashing to be ready for startup which we expect prior to years end. We expect the NH Ave GAC vessels to arrive this week.

Technical Operations Dept:

3. All SACDA and Communications equipment are up and running fine.
4. SCADA RTU panel wiring, programming and configuration are under way for the new Well #22 and 23.

IT Dept:

5. CrowdStrike antivirus software was successfully installed on the Authority's hardware devices.
6. All SCADA laptops are updated with various software's and communication protocols.
7. Authority Engineering Dept. application website update is completed.

GIS/Cyber-Security Dept:

GIS:

8. The new GIS database is installed, and data is migrating over.
9. Chris Attended GIS conference where he was introduced to a solution to help manage meter replacement more efficiently and accurately. He was also made aware of an organization called Hope Works that can serve as a resource for finding licensed operators for our future searches.

Cyber-Security:

10. New cybersecurity training from CyberJIF is available and open for access.

Committeeman Lichtenstein asked to have the backwash procedure explained. Senator Singer and Mr. J. Flancbaum responded that it's not the regular backwash that impact the residents. It is not a flushing, it's an internal one that is extra. This has nothing to do with the residents and is a State requirement.

XII. Commissioners Report

Senator Singer asked Mr. Pfeffer for an update on the property we need for the solar plant to bring down the cost of electric. He said we haven't heard back so Mr. J. Flancbaum should follow up. Mr. J. Flancbaum said he will follow up with the solar company and Mr. Pfeffer could follow up with the attorney.

XIII. MEETING OPEN TO THE PUBLIC

XIV. MEETING CLOSED TO THE PUBLIC

XV. ADJOURNMENT

Motion was made by Mayor Coles and seconded by Mr. S. Flancbaum. The meeting was adjourned at 11:15 AM.

Respectfully submitted,

Robyn Gray,
Secretary, LTMUA