



**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  
ANNUAL REORGANIZATION MEETING MINUTES  
FEBRUARY 4, 2025**

I. The Chairman opened the meeting at 2:00 P.M. in the Conference Room of the Lakewood Township Municipal Utilities Authority, 390 New Hampshire Avenue, Lakewood, New Jersey.

II. The Chairman announced that in accordance with Chapter 231, Public Law 1975, adequate notice of this meeting was given and that a notice of this 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**

On a 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. Gerwin Bauer, Jr., CPA; Mr. Justin Flancbaum, Executive Director, Mr. Colin Farrell, CEng MIEI, Director of Engineering, Mr. Adam Ponsi, P. E., Mr. Robert Farina, Director of Operations, Mr. Harry Robbins, and Mr. Donald Sondak, Chief Financial Officer/Human Resources Director.

**V. Business of Meeting**

**A. Senator Singer called for nomination for Secretary.**

Mr. Theibault nominated **Mrs. Robyn Gray** for **Secretary, seconded by** Committeeman Lichtenstein.

**Motion made** by Committeeman Lichtenstein and seconded by Mayor Coles to close nominations. On **roll call**, all members present voted **"Yes"**. **Motion carried.**

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**LAKEWOOD TOWNSHIP MUNICIPAL UTILITIES AUTHORITY**

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**B. Senator Singer** handed over the meeting to the **Secretary**.

**C.** The **Secretary** called for **nomination for Chairman**.

Mayor Coles nominated **Senator Robert Singer** for **Chairman**, seconded by Mr. Theibault.

**Motion** made by Mr. Theibault and seconded by Mayor Coles that nominations be closed. On **roll call**, all members present voted "**Yes**".  
**Motion carried.**

**D.** The **Secretary** relinquished the **Chair** to the elected **Chairman**.

**E.** The **Chairman** called for **nominations for Vice Chairman**.

Mr. Theibault nominated **Mayor Raymond Coles** for **Vice Chairman**, seconded by Mrs. Fish.

**Motion** was made by Mr. Theibault seconded by Mrs. Fish to close nominations. On **roll call**, all members present voted "**Yes**". **Motion carried.**

**F.** The **Chairman** called for **nominations for Assistant Secretary**.

Mayor Coles nominated **Mrs. Anne Fish** for **Assistant Secretary** seconded by Mr. Theibault.

Motion was made by Mayor Coles and seconded by Mr. Theibault that nominations be closed. On **roll call**, all members present voted "**Yes**".  
**Motion carried.**

**G.** The **Chairman** called for **nominations for Treasurer**.

Mayor Coles nominated **Mr. Craig Theibault** for **Treasurer**, seconded by Mrs. Fish.

Motion was made by Mayor Coles and seconded by Mrs. Fish that nominations be closed. On **roll call**, all members present voted "**Yes**".  
**Motion carried.**

**H.** Senator Singer announced he is handing over the gavel to Mayor Coles for this.

A **motion** was made by Mr. Theibault and seconded by Mrs. Fish to designate banks and New Jersey Cash Management Fund as depository for MUA funds.

- 1. Provident Bank, 500 River Avenue, Lakewood, NJ**
- 2. State of New Jersey Cash Management Fund, Division of Investments, PO Box 290, Trenton, NJ**
- 3. First Commerce, 105 River Avenue, Lakewood, NJ**

4. **Bank of New York Mellon, 385 Rifle Camp Road, Woodland Park, NJ**
5. **Unity Bank, 64 Old Highway 22, Clifton, NJ 08809**
6. **BCB Bank, 860 Broadway, Bayonne, NJ 07002**
  - **Roll Call**

On **roll call**, Senator Singer abstained, all other seated members voted **"Yes"**. **Motion carried.**

**K.** A **motion** was made by Mayor Coles and seconded by Mr. Theibault **designating Chairman, Vice Chairman and Treasurer to sign checks, vouchers and all necessary financial documents.** On **roll call**, all members present voted **"Yes"**. **Motion carried.**

**L.** A **motion** was made by Mayor Coles and seconded by Mr. Theibault **designating Asbury Park Press, The Lakewood Shopper and BP Weekly** as official newspapers of the LTMUA. On **roll call**, all members present voted **"Yes"**. **Motion carried.**

## **VI. Resolutions**

**A. Resolution No. 25-12 Establishing Time, Date and Place of Regular Monthly Meetings and Annual Meeting.** A **motion** was made by Mayor Coles and seconded by Mr. Theibault. On **roll call**, all members present voted **"Yes"**. **Adopted.**

**B. Resolution No. 25-13 Appointment of Professional Personnel (Auditor, Bond Counsel, Labor Counsel, General Counsel and Conflict Counsel).**

Mr. J. Flancbaum recommended the following professionals:

General Counsel: Levin, Shea, Pfeffer, & Goldman

Labor Counsel: Levin, Shea Pfeffer & Goldman

Conflict Counsel: Dasti & Staiger Attorneys at Law

Bond Counsel: Dilworth Paxson LLC and Archer & Greiner Attorney's at Law

Auditor: Venning & Co.(Formerly Mohel, Elliott, Bauer, & Gass)

A **motion** was made by Mayor Coles and seconded by Mrs. Fish. On **roll call**, all members present voted **"Yes"**. **Adopted.**

**C. Resolution No. 25-14 Designating Certifying Agent Mr. Donald Sondak.** A **motion** was made by Mayor Coles and seconded by Mr. Theibault. On **roll call**, all members present voted **"Yes"**. **Adopted.**

**D. Resolution No. 25-15 Appointing Financial Officers and Assistant Financial Officer.** Mr. J. Flancbaum said that he and Mr. Donald Sondak are the Financial Officers and Mrs. Robyn Gray is Assistant Financial Officer

A **motion** was made by Mayor Coles seconded by Mr. Theibault. On **roll call**, all members present voted "**Yes**". **Adopted.**

**E. Motion to accept 2025 Engineering and Operations Fee Schedule.** Mr. J. Flancbaum said there was no change from last year.

A **motion** was made by Mayor Coles and seconded by Mr. Theibault. On **roll call**, all members present voted "**Yes**". **Motion carried.**

**F. A motion to accept 2025 Construction Cost and Bonding Amounts.** Mr. J. Flancbaum said there is a 3% increase.

A **motion** was made by Mayor Coles and seconded by Mr. Theibault. On **roll call**, all members present voted "**Yes**". **Motion carried.**

**VII. Meeting is Opened to the Public**

**VIII. Meeting is Closed to the Public**

**IX. Adjournment**

**Motion** made by Mr. Theibault and seconded by Mayor Coles to adjourn the reorganization meeting. On **roll call**, all members present voted "Yes". **Motion carried. Meeting was adjourned at 2:10 P.M.**

Respectfully submitted,

Robyn Gray  
Secretary, LTMUA