



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

January 7, 2025

- I.** Senator Singer opened the meeting at 10:07 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, Mr. S. Flancbaum, Committeeman Lichtenstein and Senator Singer.
The following professionals and key personnel were present: Mr. Adam Pfeiffer, Esq., Mr. Justin Flancbaum, Executive Director, Mr. Colin Farrell, CEng MIEI Director of Engineering, Mr. Adam Ponsi, P.E., Mr. Bob Farina, Director of Operations, Mr. Harry Robbins, Operations Manager and Mr. Mark Hubal, Mr. Mark Hubal P.E., Consulting Engineer to the Authority.

LAKEWOOD TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

390 NEW HAMPSHIRE AVENUE, LAKEWOOD, NEW JERSEY 08701

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V. **Minutes**

Motion to approve the minutes of the Regular Monthly Meeting held on December 3, 2024, was made by Mrs. Fish and seconded by Mr. S. Flancbaum. All seated members voted **“Yes.” Motion carried.**

VI. **Chief Financial Officer Report**

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

1. Resolution Adopting our Cash Management & Banking Policy

A copy of the Lakewood Township MUA’s Cash Management & Banking Policy was provided to all Commissioners with today’s meeting packet. This document details our policies and procedures of our cash and banking activities. The Joint Insurance Fund (JIF) requires annual adoption of this Policy. The document was reviewed and remains unchanged from last year. The MUA is in compliance with this Policy.

Resolution 25-04 Adopting our Cash Management & Banking Policy

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

2. Resolution Adopting the 2024-2025 Budget

Today we have a resolution to adopt the 2024-2025 budget. Today’s resolution is our formal adoption of the approved budget and will subsequently be sent back to the DCA for their adoption approval.

Resolution 25-05 Adopting the 2024-2025 Budget (all vote)

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

3. Operating Results Summary for 2024

Net position was favorable to budget \$3.4 million due to the below.

Revenue exceeded budget by \$2.9 million mostly due to:

\$1.4 million – Water & Sewer usage

Expenses were below budget by \$489k mostly due to Salary and Healthcare benefits associated with open staff positions.

4. Motion to Approve the Operating List

The Operating Expense List in your Board Packets is \$2,415,878.08. While there are no unexpected items to discuss, the list does include \$450,838 for the Authority's Annual Employer Pension Contribution, \$67,737.00 for the first of two installment payments for our JIF Annual Insurance Premium, and \$1,165,066.45 of Construction Costs of which \$961,063.32 is for the GAC buildings. In addition, the Operating List is amended for 2 Levin Shea Pfeffer & Goldman invoices totaling: \$5,527.50 for legal services rendered bringing the amended total to \$2,421,405.58. I recommend that the board approve the Operating Expense List of \$2,421,405.58, with noted abstentions.

Motion made by Committeeman Lichtenstein 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 Mr. Colin Farrell, CEng MIEI Director of Engineering

1. Burnside Avenue Development (Owner/Developer: Bridgewater Lakewood Estates, LLC-Saul Mizrahi)

December 23, 2024 the Authority received an email from the Applicant requesting reduction of the performance guarantees for the Burnside Avenue Development project.

January 3, 2025 the Authority issued a letter detailing the amounts that the performance guarantees for the Burnside Avenue Development project may be reduced.

At this time the Authority may reduce the performance guarantees for the Burnside Avenue Development project in the amounts as detailed on the Authority's letter dated January 3, 2025.

Resolution No. 25-06 Reducing Performance Guarantees for Burnside Avenue Development

Motion made by Mrs. Fish and seconded by Mr. S. Flancbaum. On **roll call**, Committeeman Lichtenstein and Senator Singer abstained, all other members voted **"Yes."** **Motion carried.**

2. Pine Street Church (**Owner/Developer: New Jersey Conference of SDA, Inc – Stephen Lee & Ana Germosen**)

At this time the Authority may accept the terms of the Developer's Agreement for the Pine Street Church Development. There are no site specific terms for this agreement.

- **Resolution No. 25-07** Resolution Authorizing the Execution of a Developers Agreement for Pine Street Church

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

3. Well 3 Repairs 2025

The Authority experienced mechanical issues with Well #3 and has shut the well down for inspection and repairs.

December 2024 David Stothoff performed an inspection of the well and recommended improvements to be done for Well #3.

January 2, 2025 the Authority received a proposal from Van Cleef Engineering for engineering services including design, bidding and construction administration services for the Well #3 Repairs 2025 project in the cost not to exceed amount of \$52,500.00.

At this time the Authority may award a professional services contract to Van Cleef Engineering for engineering services for the Well #3 Repairs 2025 project in the cost not to exceed amount of \$52,500.00.

- **Resolution No. 25-08** Awarding Professional Services Contract for Well 3 Repairs 2025

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

- **Motion Authorizing Notice to Bidders for Well 3 Repairs 2025**

At this time the Authority may authorize the Notice to Bidders for the Well 3 Repairs 2025 project. Once the bid specifications are completed by Van Cleef it is the Authority’s intention to immediately go out to bid in order to get Well #3 repaired as fast as possible so it is operational by the spring of 2025.

Mr. J. Flancbaum clarified the two resolutions. First is for the engineering work and then we will go out to bid and award a contract. Instead of coming back to the Board in February to authorize the Notice to Bidders, we would like to do it all now so we can award a contract next month. We would like to have the well back up and running by April May.

Motion was made by Mrs. Fish and seconded by Mr. S. Flancbaum. 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 Authorizing the Execution of a Shared Services Agreement with the Township of Lakewood-Truck Wash

This will be a two year agreement which is maximum allowed.

Resolution No. 25-09 Authorizing the Execution of a Shared Services Agreement with the Township of Lakewood-Truck Wash

Motion was made by Mrs. Fish and seconded by Mr. S. Flancbaum. On **roll call**, Committeeman Lichtenstein abstained, all other members voted **"Yes"**. **Motion** carried.

2. Resolution Authorizing the Execution of a Risk Management Consultant Agreement

We'd like to renew our agreement for 2025 with Conner Strong.

Their fee for 2025 will be 6% our JIF assessment. Our assessment is \$138,474 making their fee \$8,308.44.

Resolution No. 25-10 Authorizing the Execution of a Risk Management Consultant Agreement

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

3. Resolution Awarding Contract for Laboratory Testing services 2025

We conducted an RFP opening on 12/30/24. Where we received one proposal from York Analytical Laboratories. York acquired Precision Analytical Services who we have been using for many years.

The prices for the various services are the same as last year and we like to award them the contract for 2025.

Resolution No. 25-11 Awarding Contract for Laboratory Testing services 2025

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

4. Customer Compliments

Our staff has been on a roll lately and we received three calls last month with compliments.

On December 10th, we received two calls from residents of Leisure Village East complimenting Mike Bonavida. They both said he was very good, courteous, and professional.

On December 19th Mrs. Brigitte Grover from Leisure Village called to compliment Nick Lampe. Nick was in her house for a meter replacement and she said, and I quote, he was sweet and kind and he’s an angel.

X. **Technical Operations Report**

Given by Mr. Bob Farina

XI. **Commissioners Report**

Operations Dept:

1. Our mechanical department has installed a piping modification on our Shorrock Street backwash tank so that it could effectively handle the large quantities of backwash water that the tank would be receiving during our initial washing of the fine particles that come out of our new GAC filter media

which we are currently performing. The mechanics will be performing the same modifications to the NH Ave backwash tanks in preparation for the same in the coming weeks.

2. All the GAC media is now installed at the Shorrocks Street plant now the manufacturer will be delivering to the NH Ave. site in mid-January.

Technical Operations Dept:

3. All SACDA and Communications equipment are up and running fine.
4. Programming for the Pine Street wells SCADA system is complete and once the fiber optic cables are terminated to the wells we will begin testing of the wells for acceptance.

IT Dept:

5. Two of the four phases regarding Network Infrastructure upgrade are completed as we are currently working on Phase #3 which is the software installation process.
6. Shorrocks Street camera project has been given the green light by me and expect the work to begin right after the New Year and the anticipated completion is expected to be the end of January.
7. The SCADA Server Disaster Recovery Project is now underway having met with the Authority's SCADA and IT outside contractors resulting in a clear job plan. We fully expect to have this fully implemented in the first quarter of 2025.

GIS/Cyber-Security Dept:

GIS:

8. Submitted the WQAA and end of year certifications.
9. We are still searching for a GPS/GIS technician with having a candidate from our Operations Dept. still a consideration.

Cyber-Security:

10. Submitted the End of The Year Cybersecurity Technology Assessment.
11. We have applied for the State & Local Government Cybersecurity Grant Program for 2025.

XII. MEETING OPEN TO THE PUBLIC

XIII. MEETING CLOSED TO THE PUBLIC

XIV. ADJOURNMENT

Motion was made by Committeeman Lichtenstein and seconded by Mr. S. Flancbaum. The meeting was adjourned at 10:27 AM.

Respectfully submitted,

Robyn Gray,
Secretary, LTMUA