

# LAKWOOD TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

390 NEW HAMPSHIRE AVENUE, LAKEWOOD, NEW JERSEY 08701  
PHONE (732) 363-4422 | FAX: (732) 905-0712 | WWW.LAKEWOODMUA.COM



## THE LAKEWOOD TOWNSHIP MUNICIPAL UTILITIES AUTHORITY ANNUAL REORGANIZATION MEETING MINUTES FEBRUARY 5, 2013

- I. The Chairman opened the meeting at 2:03 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 10, 2012 and The Tri Town News on February 16, 2012.

### III. Roll Call

On a roll call the following Commissioners were present: Mr. Theibault, Mr. S. Flanbaum, Mr. Coles, Mr. Waxman, Mrs. Fish and Senator Singer. Mr. S. Flanbaum is seated as an alternate.

The following professionals and key personnel were present: Mr. Justin Flanbaum, Executive Director, Mr. Norman Smith, Esq.; Mr. Gerwin Bauer, Jr., CPA; Mr. Paul Morrill, P.E., Mr. Robert Farina, Instrumentation Department Supervisor and Nancy Lapa, Secretary.

### IV. Salute to the Flag

### V. Business of Meeting

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

Mr. Waxman made a motion, seconded by Mr. Coles that **Nancy Lapa** is nominated for **Secretary**.

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

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

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

Mr. Waxman made a motion, seconded by Mr. Coles that **Senator Singer** is nominated for **Chairman**.

**Motion** made by Mr. Waxman and seconded by Mr. Coles that nominations be closed. On a **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. Waxman nominated **Mr. Coles** for **Vice Chairman**, seconded by Mr. S. Flancbaum.

**Motion** was made by Mr. Waxman and seconded by Mr. S. Flancbaum that nominations be closed. On a **roll call**, all members present voted "**Yes**". **Motion carried.**

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

A motion was made by Mr. Waxman and seconded by Mr. Coles to nominate **Mr. Sam Flancbaum** for **Assistant Secretary**.

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

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

A motion was made by Mr. Waxman, seconded by Mr. Coles to nominate **Mrs. Fish** for **Treasurer**.

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

Senator Singer and Mr. Waxman left the table. The gavel was handed to Mr. Coles. Mr. Theibault was seated as an alternate.

**H. A motion** was made by Mrs. Fish and seconded by Mr. S. Flancbaum **designating bank** as main depository of funds: **Harmony Bank**, 500 River Avenue, Lakewood, New Jersey. On a **roll call**, all members present voted "**Yes**". **Motion carried.**

**I. A motion** was made by Mrs. Fish and seconded by Mr. S. Flancbaum to designate **Harmony Bank**, 500 River Avenue, Lakewood, NJ as depository for the payroll account, deposit account and other MUA funds. On a **roll call**, all members present voted "**Yes**". **Motion carried.**

**J. A motion** was made by Mr. S. Flancbaum and seconded by Mr. Theibault

designating banks and the **New Jersey Cash Management Fund** as depository for MUA funds.

- 1] **State of New Jersey Cash Management Fund, Division of Investments, PO Box 290, Trenton, NJ**
- 2] **Ocean First Bank, 321 Chambers Bridge Road, Brick, NJ**
- 3] **Fulton Bank of New Jersey, East Kennedy Blvd, Lakewood, NJ**
- 4] **TD Bank, 1601 Madison Avenue, Lakewood, NJ**
- 5] **Harmony Bank, 500 River Avenue, Lakewood, NJ**
- 6] **Community First Bank, 408 Elizabeth, Somerset, NJ**
- 7] **Northern State/First Commerce, 105 River Avenue, Lakewood, NJ**

On a **roll call**, all members present voted "**Yes**". **Motion carried.**

Mr. Coles handed the gavel back to Senator Singer. Senator Singer and Mr. Waxman are now part of the discussion. Mr. S. Flancbaum is no longer seated as an alternate.

- K. A **motion** was made by Mr. Coles, seconded by Mrs. Fish **designating all Commissioners to sign checks, vouchers, and all necessary financial documents.** On **roll call**, all members present voted "**Yes**". **Motion adopted.**
- L. A **motion** was made by Mr. Waxman and seconded by Mrs. Fish **designating Asbury Park Press and Tri Town News** as official newspapers of the LTMUA. On **voice vote**, all members present voted "**Aye**". **Motion adopted.**

## VI. Resolutions

- A. A **motion** was made by Mr. Waxman and seconded by Mr. Coles to adopt **Resolution #13-23 – Establishing Time, Date and Place of Regular Monthly Meeting and Annual Meeting.** On a **voice vote**, all members present voted "**Aye**". **Adopted.**
- B. A **motion** was made by Mr. Coles and seconded by Mrs. Fish to adopt **Resolution # 13-24 – Appointment of Professional Personnel (Auditor, Bond Counsel, Labor Counsel and Counsel).** Mr. Flancbaum said that based on familiarity with the Authority's history, its mandate and any other relevant matters he is recommending Gluck Walrath LLP for Bond Counsel, Citta, Holzapfel and Zabarsky for Labor Counsel, Mohel Bauer Elliott and Gass for Auditor and Norman D. Smith as General Counsel. On a **voice vote**, all members present voted "**Aye**". **Adopted.**
- C. A **motion** was made by Mr. Coles and seconded by Mr. Waxman to adopt **Resolution # 13-25 – Designation Certifying Agent.** Mr. Flancbaum said that Mrs. Lapa is Certifying Officer. On a **voice vote**, all members present voted "**Aye**". **Motion carried.**
- D. A **motion** was made by Mr. Waxman and seconded by Mrs. Fish to adopt **Resolution # 13-26 – Appointment of Financial Officers and Assistant Financial Officer.** Mr. Flancbaum said that he and Ms. Gaynor are Financial

Officers and Mrs. Work is Assistant Financial Officer. On a **voice vote**, all members present voted "**Aye**". **Motion carried.**

E. A **motion** was made by Mr. Waxman and seconded by Mr. Coles to adopt **Resolution # 13-27 - Designating Public Agency Compliance Officer (PACO)**. Mr. Flancbaum said that Ms. Stensgaard is the PACO Officer. On a **voice vote**, all members present voted "**Aye**". **Motion carried.**

F. A **motion** to accept **2013 Engineering and Operations Fee Schedule** was made by Mr. Coles and seconded by Mrs. Fish. On **voice vote**, all members present voted "**Aye**". **Motion carried.**

G. A **motion** to accept **2013 Construction Cost and Bonding Amounts** was made by Mr. Coles and seconded by Mrs. Fish. On **voice vote**, all members present voted "**Aye**". **Motion carried.**

VII. A **motion** was made by Mr. Waxman and seconded by Mr. Coles **authorizing the Attorney to prepare contracts for the Professionals**. On a **voice vote**, all members present voted "**Aye**". **Motion carried.**

VIII. **Meeting is Opened to the Public**  
No response from the Public

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

X. Senator Singer thanked the commissioners, the professional personnel and staff for an excellent year. Senator Singer discussed that the newly constructed buildings do not have an alarm and fire security system. There has to be security systems in the buildings. The cost will be in the area of \$40,000 to \$50,000 for engineering work and a monitoring company. There are no requirements to put it in, but once it is being put in you have to do certain things. There was a discussion regarding sprinklers. Documents are kept in cardboard boxes. Senator Singer said a sprinkler system would not be of help if they are in cardboard boxes. The project would be done under the NJEIT Contract. A discussion was held on fire proof cabinets. Mr. Morrill said that they are very expensive and the amount of documents that the Authority has, it would cost an astronomical sum. Senator Singer said important documents should be on microfiche. Another item Senator Singer wanted to discuss is that the over \$8,000,000 project is down to the last \$150,000. The staff was very happy with the contractor. He did an excellent job. The only outstanding item is the engineer. We are still in negotiations with some of the costs. The dispute with the paving contractor was taken care of. Mr. Flancbaum said that Underground Utilities and the paving company split the difference. Mr. Smith said that the lien was removed before the meeting. The only thing that we are waiting for is the control panel. The electronic gate was put in last week.

XI. **Adjournment**

**Motion** made by Mr. Coles and seconded by Mr. S. Flancbaum to adjourn the reorganization meeting. On a **voice vote**, all members present said "**Aye**".  
**Motion carried. Meeting was adjourned at 2:21 P.M.**

Respectfully submitted,

Nancy Lapa  
Secretary, LTMUA