

LAKWOOD TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

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THE LAKEWOOD TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

Regular Meeting Minutes

May 7, 2013

- I. Senator Singer opened the meeting at 9:31 A.M. in the Conference Room of the Lakewood Township Municipal Utilities Authority, 390 New Hampshire Avenue, Lakewood, New Jersey.
- 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 April 6, 2013 and The Tri Town News on April 10, 2013.
- III. **Salute to the Flag**

Senator Singer asked for a moment of silence. One of the Authority's employees was injured in an accident and is in Robert Wood Johnson Hospital recovering.
- IV. **Roll Call of Commissioners**

On the roll call the following Commissioners were present: Mr. Theibault, Mr. S. Flancbaum, Mr. Sernotti, Mr. Coles, Mrs. Fish and Senator Singer. Mr. S. Flancbaum was seated as an alternate. The following professional and key personnel were present: Mr. Norman Smith, Esq., Mr. Justin Flancbaum, Executive Director, Mr. Paul Morrill, Engineer, Mrs. Nancy Lapa, Secretary and Mr. Raphael Copeland, Instrumentation Department Coordinator.
- V. **Minutes**

A motion to approve the minutes of the Regular Meeting on April 11, 2013 was made by Mr. Coles and seconded by Mrs. Fish. On a **voice vote**, all members present voted "**Aye**". **Motion carried.**
- VI. **Engineer's Report**

Mr. Morrill said that there is a slight modification to the engineer's report. On the gray pages of the booklet is a report revised on May 2, 2013.

 1. Bids for Chemicals and Cold Water Meters for Calendar Years 2013-2014
 - Resolution Awarding Contract for the Purchase of Dry Calcium Hypochlorite Briquettes

In the packet on page one is a quote that was received from G.P. Jager and Associates on April 30, 2013. Mr. Flancbaum said that they recommend that the Authority go with a two year contract. This price is less than the bid at the beginning of the year. Senator Singer asked Mr. Smith if this is okay. Mr. Smith said yes. Mrs. Lapa read **Resolution #**

13-54 Awarding Contract For The Purchase Of Calcium Hypochlorite Briquettes. Motion was made by Mr. Coles, seconded by Mr. Sernotti. On a **voice vote**, all members present voted, "**Aye**". **Adopted**

2. Field Locate and Mapping of Authority Infrastructure

- Resolution Awarding Professional Services Contract Lions Head Woods
- Resolution Awarding Professional Services Contract Tiara Development
- Resolution Awarding Professional Services Contract Four Seasons
- Resolution Awarding Professional Services Contract White Oak, Red Oak and County Line Manor

These four resolutions are for GTS for proposals for gathering data for the GIS. A revised proposal was received and is in the packet. The Four Seasons Development proposal was revised from approximately \$30,000 to \$21,500. All look to be in order. Mr. Morrill would like to get these done before the leaves come out. (Lions Head Woods) Mrs. Lapa read **Resolution # 13-55 Awarding Professional Services Contract Without Public Bidding Pursuant to N.J.S.A. 40A:11-4.1 Et. Seq.** Motion was made by Mr. Sernotti, seconded by Mrs. Fish. On a **voice vote**, all members present voted, "**Aye**". **Adopted.** (Tiara Development) Mrs. Lapa read **Resolution # 13-56 Awarding Professional Services Contract Without Public Bidding Pursuant to N.J.S.A. 40A:11-4.1 Et. Seq.** Motion was made by Mrs. Fish, seconded by Mr. Coles. On a **voice vote**, all members present voted, "**Aye**". **Adopted.** (Four Seasons) Mrs. Lapa read **Resolution # 13-57 Awarding Professional Services Contract Without Public Bidding Pursuant to N.J.S.A. 40A:11-4.1 Et. Seq.** Motion was made by Mrs. Fish, seconded by Mr. S. Flancbaum. On a **voice vote**, all members present voted, "**Aye**". **Adopted.** (White Oak, Red Oak and County Line Manor) Mrs. Lapa read **Resolution # 13-58 Awarding Professional Services Contract Without Public Bidding Pursuant to N.J.S.A. 40A:11-4.1 Et. Seq.** Motion was made by Mr. Coles, seconded by Mrs. Fish. On a **voice vote**, all members present voted, "**Aye**". **Adopted.**

3. Woodlake Sanitary Sewer Improvements – Project Status

There was a handout with a proposal from Owen, Little and Associates for the improvements. When the proposal was reviewed it was found that some of the items in the scope of work were not included and if this proposal is approved they will be back for change orders. Mr. Morrill would like to hold off till next month giving them time to submit a complete proposal.

4. Leisure Village East Lift Station Repairs – Project Status

This is a very successful project. At the present time, Mr. Farina is at the site programming and wiring the SCADA System so that it can be online. It is expected that the project should be completed by end of May or the latest middle of June. There is a handout with a change order. This change order indicates a credit to the Authority. The Authority has a recommended drainage change order in the amount of \$6,419.05. With this change order, the total cost would be an additional \$3,000. This area is prone to flooding. The contractor came up with a proposal for a drainage pipe and a new inlet that would solve the flooding problem. It would prevent a large pond from forming in front of the lift station. Mr. Morrill said that he would like to go ahead with this and have the formal change order at next month's meeting. Senator Singer asked the Commissioners if they had a problem with it. They did not.

5. **Brick Township Municipal Utilities Authority Interconnections – Project Status**

This project is being taken away from Avakian and is being given to GTS. GTS is reviewing the shop drawings now and we are getting this project moving. We have been in discussions with the contractor and he is hoping to get started in the next two weeks. Mr. Flancbaum said he will be reaching out to Avakian. Mr. Morrill said that Avakian

keeps passing everything to him for review. Senator Singer said to cut them loose. He has no idea why they had a problem. Avakian has not called him or anyone to say that they have a problem. Mr. Morrill said it seems as if they never designed something like this before. The electrical plans were given to the Authority a month ago and they do not make any sense. Senator Singer said you may want to talk to Mr. Smith. If it has to be redone, please do. Do not put in something that will not work right. The Authority may have to go after their Error and Omissions Policy.

VII. Attorney's Report

Mr. Smith said the closing took place for the purchase of the easement from Calvary Lighthouse. They were given money and he has the deed. The deed was sent to the County Clerk for recording. They were very pleasant to deal with and they were thankful for the cooperation.

Mr. Smith met with Mr. Hubal regarding the outstanding bill from Hatch Mott MacDonald. Mr. Flancbaum will discuss this in his agenda.

VIII. Executive Director's Report

1. Resolution Awarding Professional Services contract to Caltech Systems

Majority of the SCADA PLC program is basically completed for the new treatment facility. Currently the Bristol Babcock equipment at Shorrock Street is being upgraded to GE equipment. It will be programmed and integrated into the overall SCADA system. Some of the remote sites also need to be integrated as well. Mr. Flancbaum recommends that the Authority renew Caltech Systems contract for another year. Caltech's contract has been renewed for the past couple of years on an annual basis. The scope of work has been scaled back. Mr. Flancbaum said that his services are not needed five days a week, eight hours a day as in previous years. It will be sufficient to have Mr. Calabrese work several days a week and he will also do work from his office. The previous proposal was \$110,000 for an annual contract. The amount of the proposal for the new annual contract, from September 1, 2013 through September 1, 2014, would be \$96,000. Mrs. Lapa read **Resolution # 13-59 Awarding Contract Without Public Bidding For The Support And Maintenance Of Proprietary Computer Hard Drive And Software**. Motion was made by Mr. Coles, seconded by Mr. S. Flancbaum. On a **voice vote**, all members present voted, "**Aye**". **Adopted**.

2. 2013 Municipal Tax Sale

The Municipal Tax Collector notified the Authority that the Tax Sale is scheduled to take place on July 17th, 2013. The delinquent list was generated last week. The grand total of the list is \$205,270.63 as of today. This is for 542 accounts. Senator Singer questioned if it down from last time. Mr. Flancbaum said from what he remembers the amounts seem about the same. As in previous years, majority pay what is due before the Tax Sale.

3. Monthly Safety Meetings

The JIF encourages member entities to conduct monthly safety meetings as an attempt to keep employees up to date on the latest safety recommendations. Although there is no financial incentive currently, there is special annual recognition given to member entities who participate. The Authority will begin conducting these meetings with our operations staff and the sessions will be led by Harry Robbins, the Authority's Safety Coordinator.

4. Adopt Policy to require GPS coordinates with Developer As Built Plans

The Authority would like to update the policies to require that GPS coordinates be included in Developer's As Built Plans. We have been doing this on our own throughout our service area. Based on our experience, the added cost would be approximately \$25

per unit to the overall As Built costs to the Developers. It is felt with the new developments coming in, it is essential to have them. Senator Singer asked if a resolution is needed for it. Mr. Smith said yes. He will prepare one for next meeting.

5. Reimbursement of Auto Insurance Deductible to Laurence Muldoon due to damage caused by loose valve box cover

Mr. Flancbaum said he received a phone call from a Lakewood resident, Laurence Muldoon. He said on April 4, 2013 he was travelling south on New Hampshire Avenue, just south of Oberlin Avenue and ran over a loose valve box cover. He had some damage to the bottom of his car. We have a police report and pictures. Indeed there was a loose valve box cover. It was confirmed that it was the Authority's valve box. He is asking the Authority to cover the cost of the \$500 insurance deductible. There are plans to repair twenty two valve boxes system wide. It will go out to bid soon. Senator Singer asked if that valve box was repaired yet. Mr. Flancbaum said it was put back in, not fully repaired. It seems stable. Senator Singer said that this valve box, since it was involved in an accident, should be repaired on an emergency basis. Senator Singer asked Mr. Smith if he is okay with this. Mr. Smith said that his general idea on this is that as a matter of routine all claims should be sent to the insurance carrier. Senator Singer asked if he should be paid the \$500. Mr. Smith said he would not. Mr. Flancbaum said he thinks the deductible is higher than that. Mr. Smith said that there is a contractual obligation to report the accident. Senator Singer questioned if it is legal to pay him the \$500. Mr. Smith said it is legal. A release should be gotten from them for payment. Senator Singer said the payment of \$500 should be done through the attorney's office. Senator Singer said any claim should go through the attorney's office.

Mr. Gerwin Bauer, Jr. Auditor arrived at 9:45 A.M.

6. Authorization to request proposals for landscape maintenance

Now that the complex is done, Mr. Flancbaum would like to request proposals for landscaping maintenance. This would cover all of the Authority's sites. The mowing of the lawn takes up a lot of overtime hours. It is a maintenance and manpower issue. Senator Singer said that it was researched and a summer intern cannot cut the grass.

7. Authorization to hire summer intern

Mr. Flancbaum said that he would like authorization to hire a summer intern as in previous summers. He will speak to Mr. Sernotti's contact in the local high school to hire someone over eighteen years old. Last summer's intern worked out well.

8. 2013 Consumer Confidence Report

The Consumer Confidence Report is ready to be mailed out. Mr. Flancbaum wanted to bring an item to the attention of the commissioners. Last month, the Authority received notification from the DEP. The notice stated that at some point between January 1, 2011 and December 31, 2012 a level of Manganese exceeded the recommended upper limit, as set forth by the NJDEP, was detected. Manganese is a secondary contaminant and poses no known health hazards. The limit imposed by the DEP is based on staining of clothing and laundry. Mr. Flancbaum is not aware of any complaints received. It was identified and thought that the higher levels were detected during regular point of entry sampling at Well No. 2 and Well No. 5 during the year of 2011. Nothing was found in 2012. Whatever the issue was, it disappeared. The Authority is required to notify the public. It will be in the Consumer Confidence Report as a way of notification. The Authority is required to notify the DEP within ten days after publication of the Consumer Confidence Report, which will be done.

IX. Accountant's Report

Mr. Bauer is getting everything up to date. He is having a little challenge with the new bonds and requisitions. The 2012 Issue is coming through the 2008 trust statements. He is having a little bit of a difficulty clarifying which bonds they are and what they are paying out. The original 2008 is paid off. We've gotten all the money for them. For some reason the 2012 is coming through the 2008 trust statements, so it is challenging. With the help of the engineering department it will get clarified. Everything else is going well.

X. Instrumentation/IT Department Report

Mr. Copeland reported that the SCADA wiring for the Leisure Village East Lift Station will be completed today and preliminary testing will be performed in preparation for the startup of the station equipment that will take place on Wednesday and Thursday of this week.

The IT Department will be preparing for a meeting between Authority personnel and the engineers from LTW, the microwave radio contractors. They will offer the solutions and choices that will be necessary to make the Authority's radio and antenna system fully operational and reliable. We are hoping for this meeting to take place later on this week or early next week.

The total cost for the GE PLC equipment that will replace all the Bristol Babcock equipment has been finalized at \$16,748.70. This is a savings to the Authority of approximately \$24,000.00. If all the components were purchased outright without a trade in allowance, the cost would have exceeded \$40,000.00.

Work has continued on increasing the Authority's cyber security, including a wholesale change of domain passwords, streamlining of parts of the file server and adding the daily field reads and maintenance logs to our backup system.

Mr. Coles left the meeting at 9:53 A.M. and Mr. Theibault was seated as an alternate.

A Google Earth overlay was created that will be helpful with furthering GIS. A demonstration was shown on the screen. Each blue dot represents a Sensus meter. Rolling over the blue dot will show the account number and serial number of the meter itself. It also shows the serial type and directions. Many more things that can be added are being worked on such as block and lot, property addresses, owner's name, balances etc. It will be very useful in the future. Mr. Theibault questioned how much would such a project cost. Mr. Flancbaum said that what was done so far was done in-house. For the overall effort \$600,000 was budgeted over the next three years. It entails a lot more than what you saw here. Mr. Theibault said the Township was discussing the possibility of a GIS system for themselves. Senator Singer said the GIS System is essential for the Authority. Knowing where the hydrants are and knowing where the lines are, is key to the Authority. Mr. Flancbaum said that as the Authority continues to grow it will be essential to have the information electronically at our fingertips.

XI. Commissioners' Report

Senator Singer asked about the status of the new facility, the heating system. Mr. Flancbaum said the boiler control panel was mounted. Mr. McGregor said that the programming was being done today. Senator Singer asked if there was a meeting regarding Hatch Mott MacDonald's outstanding budget request increase. Mr. Flancbaum said that they had a meeting and they will come back to us. Senator Singer asked if the project is at a point of cleaning up the rest of it. Mr. Flancbaum said that it is still at ninety five percent. The landscaping is supposed to be finished up this week. Meticulous Landscaping is coming back to reseed and finish up the junipers around the operations and filter building. A meeting was held with Ocean County Soils Conservation last week.

We went over what has to be done with the landscaping with them. They are on board to come back. There is a punch list and there is nothing unusual on it.

Senator Singer said that he noticed that government is going towards being paperless. Senator Singer would like the Authority to go paperless on the payroll checks. Everyone should have direct deposit. It will be mandated for Social Security nationwide. Mrs. Lapa should send out the direct deposit information to the commissioners. All the employees and commissioners should also go to direct deposit. The Township and the State is going in that direction. As a matter of fact, it was mandated in the Legislature that you can no longer get a check. It is a way of the future. It should be done within two months.

Mr. Theibault said that he received Financial Disclosures from the Township and a few other government agencies. Can he just fill one out? Mr. Flancbaum said you have to send each one back to the specific email address given for each government agency.

Mr. Waxman arrived at 9:58 A.M. Mr. Theibault is no longer seated as an alternate. Mr. Waxman was surprised since he did not receive notice about the early meeting time. Senator Singer said that in the future besides emails, phone calls should go out when there is a change.

Senator Singer said there is an issue what to do with the files when they need to be stored since the storage area was taken away with the redesign of the administration building. There is a facility in Red Bank, one of several, that stores documents for utilities authorities and hospitals etc. You have the files boxed properly and then you give it to them. When you need files, you call them and within a week they deliver your files to you. Secondly, as you no longer need to keep certain files, they destroy them. They verify that it was destroyed properly. Senator Singer said that he thinks the Authority should look in that direction. Kimball Medical Center uses a facility in Red Bank. Certain files need to be kept seven years, nine years and a lot of the stuff is never looked at. Since it has to be kept, it can be kept off site at a secure location. Space can be cleared up down the road if needed. Also, there are documents that do not need a hard copy. They should be kept on microfiche. A summer intern can do that. Senator Singer asked Mr. Morrill if there are some documents that need to be kept on hard copy. Mr. Morrill said yes. The hard copy documents that will be needed in a reasonable amount of time should be kept on site. The others should be kept off site. A company is brought in and they instruct you on how to do it. When a box is needed to be retrieved, they bring it back. There is an expense factor to bring it back. If the documents are being brought back at the request of the Authority, the Authority absorbs the fee. If it is being brought back at the request of a customer, the customer absorbs the cost factor. Senator Singer thinks that the Authority should go in this direction.

XII. MEETING OPEN TO THE PUBLIC

There was no response from the public.

XIII. MEETING CLOSED TO THE PUBLIC

XIV. MOTION TO APPROVE THE OPERATING VOUCHERS

A **motion** was made by Mr. Sernotti and seconded by Mr. Waxman to approve the Operating Vouchers in the amended amount of \$1,078,259.67. On a **Voice Vote**, all members present voted, "**Aye**". **Motion passed.**

Senator Singer questioned how the computer system is working out with the new employees. Mr. Flancbaum said that Mrs. Tabler came back to help with this month's billing yesterday and today.

Senator Singer questioned as to whether other Authorities bill monthly. Mr. Flancbaum said possibly depending on their cash flow needs. The Authority bills quarterly but the billing cycles are such that customer bills are sent monthly which provides a constant stream of revenue. A conversation ensure regarding our billing cycle.

XV. CLOSED SESSION

A **motion** was made by Mr. Waxman and seconded by Mr. Sernotti to go into closed session at 10:05 A.M to discuss personnel. On a **voice vote**, all members present voted, "**Aye**".

XVI. OPEN SESSION

A **motion** was made by Mr. Waxman and seconded by Mr. Sernotti to go back into open session at 10:26 A.M. On a **voice vote**, all members present voted, "**Aye**".

XVII. ADJOURNMENT

A **motion** was made by Mr. Sernotti, seconded by Mr. Waxman to adjourn meeting. On a **voice vote**, all members present voted, "**Aye**". The meeting was adjourned at 10:26 A.M.

Respectfully submitted,

Nancy Lapa,
Secretary, LTMUA