



Board of Commissioners

Senator Robert Singer, Chairman

Raymond Coles, Commissioner

Anne Fish, Treasurer

Samuel Flancbaum, Assistant Secretary

Michael Sernotti, Commissioner

Craig Theibault, Alt. Commissioner

P. G. Waxman, Vice Chairman

THE LAKEWOOD TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

Regular Meeting Minutes

December 9, 2014

- 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, 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 February 7, 2014 and The Tri Town News on February 12, 2014.
- III. **Salute to the Flag**
- IV. **Roll Call of Commissioners**
On the roll call the following Commissioners were present: Mr. S. Flancbaum, Mr. Sernotti, Mr. Coles, Mr. Waxman, and Senator Singer. Mr. S. Flancbaum was seated as an alternate. The following professionals and key personnel were present: Mr. Norman Smith, Esq., Mr. Gerwin Bauer, Auditor, Mr. Justin Flancbaum, Executive Director, Mr. Daniel Rappoccio, CFO, Mr. Adam Ponsi, P. E., Mrs. Nancy Lapa, Secretary and Mr. Robert Farina, Instrumentation Department Supervisor.
- V. **Minutes**
A motion to approve the minutes of the Regular Meeting held on November 10, 2014, was made by Mr. Sernotti and seconded by Mr. S. Flancbaum. On a **voice vote**, Mr. S. Flancbaum, Mr. Sernotti and Senator Singer voted, "**Aye**". Mr. Coles abstained since he did not attend the meeting. **Motion carried.**

Mrs. Fish and Mr. Theibault arrived at 10:02 A.M.
- VI. **Chief Financial Officer Report**
Financial Results Period Ending November 30, 2014 –
Results are Current Fiscal year as of November 30, 2014 are being compared to the Stand alone November 30, 2014 budget. These results reflect the Authorities net

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position to be approximately \$21,000.00 which is favorable to the 2015 budget. The favorability is being driven by lower operating expense including water purchase and OCUA fees. The revenue for November is slightly lower from the residential and commercial accounts.

Post-Retirement Benefits Actuarial Study - The actuarial study done by AON for post-retirement came back. The post retirement liability would be \$226,000.00. \$201,000.00 was budgeted for post-retirement benefits. This amount is not that far off and it can be absorbed. Mr. Bauer has reviewed it as well and it will be reported for 2014. Senator Singer said that this should be in a separate account. Mr. Flancbaum said that the Authority does have a separate account for this.

Billing Department Update – There are no significant billing issues to report. They are still working on items that come up. The December bills are being printed and are going out today. A lot of progress was made. The bills are going out approximately the first week of the month. This is a big accomplishment. Senator Singer said that there is one customer that has been calling him. Mr. Smith should be apprised of this situation. It can get ugly. Senator Singer said this customer is claiming that she was billed improperly. The customers records were gone through and copies were sent to her. The customer is accusing the Authority from raising rates in the summer to misreading and putting 50,000 gallons on her meter. The customer also claims that when her meter was installed something was broken. The customer called Senator Singer four times. Each time it starts out okay and ends up a disaster. The customer said that she applied to Ocean Inc. for a subsidy and Ocean Inc. said that they do not do MUA's. Senator Singer said he does not know what that has to do with water bills. Something is wrong with that. Ocean Inc. is a non-profit that has contracts within certain programs. One is to help poor people with utility bills. Her house has a sprinkler system and an in ground swimming pool. Senator Singer is not sure that if that qualifies. The customer is mad that Ocean Inc. said that they do not do MUA's. There is something wrong with that. If they give subsidies for utility bills it should not matter where the bill comes from. Senator Singer said that more time is being spent on this the whole bill is worth. One other thing this customer said is that she gave a deposit when she moved in around fourteen years. Mr. Bauer said that there is approximately \$80,000.00 in deposits on the books that we have not found the people to pay back their monies. Mr. Bauer said if he can get an approximate year that the customer moved in and name, he can search his records. Senator Singer said that if we do have the deposit, the customer asked for the deposit to be credited to her account. Senator Singer asked Mr. Smith what should be done with the monies of the people that cannot be located. Mr. Smith said there is a statutory process. Mr. Bauer said for this type of issue it would be a nightmare. You have to go on the State website for every person. Senator Singer said the customer moved in around fourteen years ago. Mr. Flancbaum said he gave the customer information to Mr. Rappoccio yesterday. Mr. Smith said that abandoned property escheats to the State. Mr. Bauer said he believes that the amount of the deposit was \$120.00. Senator Singer said he would like everything documented. The customer would have to sign a letter. Mr. Bauer said that there are a lot of customers, for example renters that left, that could never be found. Senator Singer said that back then we got stuck with bills. Not all the bills went to the landlords and the Authority absorbed it.

Mr. Waxman arrived at 10:05 A.M., during the discussion regarding the customer's bill.

VII. Accountant's Report

2014-2015 Operating and Capital Budget – Mr. Bauer said he spoke to The Division of Local Government Services last night. They started reviewing the Authority's budget yesterday afternoon. The budget was sent in a month earlier. Everything is okay. There were some questions regarding our website that has been taken care of. There is one minor modification that they are going to make. They want the meeting agendas posted on the website and that has been taken care of. Mr. S. Flanbaum was unseated. Mrs. Lapa read **Resolution # 14-129 2015 Water Operation Lakewood Township Municipal Utilities Authority Adopted Budget Resolution**. Motion was made by Mr. Coles, seconded by Mr. Sernotti. On **roll call**, all seated members and alternate members present voted, "Yes". **Adopted**. Mrs. Lapa read **Resolution # 14-130 2015 Sewer Operation Lakewood Township Municipal Utilities Authority Adopted Budget Resolution**. Motion was made by Mr. Coles, seconded by Mr. Sernotti. On **roll call**, all seated members and alternate members present voted, "Yes". **Adopted**.

VIII. Engineer's Report - Mr. Ponsi reported on behalf of Mr. Morrill

1. RFP's for Engineering Services for Calendar Year 2015

- Resolution Accepting Qualifications

On November 26, 2014 qualifications were received from fifteen firms. At this time the Authority can accept all the qualifications conditioned on the Authority engineers and the Authority's attorney review of the documents. Senator Singer said he thinks that all should be qualified. Mrs. Lapa read **Resolution # 14-131 Accepting Submissions In Response To Request For Qualifications For Engineering Services 2015**. Motion was made by Mr. Waxman, seconded by Mr. Coles. On a **voice vote**, all members present voted, "Aye". **Adopted**.

2. Bid for Chemicals and Cold Water Meters for Calendar Year 2015-2016

- Resolution Awarding Contract for the Purchase of Liquefied Chlorine Gas
- Resolution Awarding Contract for the Purchase of Cold Water Meters
- Resolution Awarding Contract for the Purchase of Hydrated Lime
- Resolution Rejecting Bid for the Purchase of Sodium Hypochlorite
- Resolution Awarding Contract for the Purchase of Sodium Hypochlorite
- Motion Authorizing Rebid for the Purchase of Dry Calcium Hypochlorite Briquettes

On November 25, 2014 bids were received for liquefied chlorine gas, cold water meters, hydrated lime, sodium hypochlorite and dry calcium hypochlorite briquettes.

Two quotes were received for liquefied chlorine gas. The Authority is in the process of changing over from liquefied chlorine gas to the dry calcium systems. The former is more dangerous. The Authority does not anticipate using the liquefied chlorine gas for more than just this year. The quote from Univar was the lowest. The quote was \$209 per hundred pound cylinder for one year or \$230 per hundred pounds cylinder for two years. \$209 is the same price the Authority has been paying for the last few years. Since we do not anticipate using this for more than one year, it is recommended to go with Univar for \$209 for one year. Senator Singer asked if the Authority ends up using it for more than one year, what would be done. Mr. Ponsi said that it can be put out to bid again. Mrs. Lapa read **Resolution # 14-132 Awarding Contract For Liquefied**

Chlorine Gas. Motion was made by Mr. Waxman, seconded by Mr. Coles. On a **voice vote**, all members present voted, "**Aye**". **Adopted.**

One bid was received for cold water meters and it was from HD Supply. Both one year and two years, the amount listed are over \$1 million each. It is totaling the amount of meters and supplies that the Authority would anticipate purchasing over the course of that time. The actual price difference between one year and two years for a 5/8 inch meter is \$2.00 per meter. For a one inch meter the price difference is \$3.00 per meter. There is not a large price difference. Mr. Ponsi said that for the price certainty for two years, he recommends awarding a two year contract. Mr. Waxman asked how this price compares to the previous year's cost. Mr. Ponsi said that it is about the same. Mrs. Lapa read **Resolution # 14-133 Awarding Contract For Cold Water Meters To Lowest Bidder.** Motion was made by Mr. Waxman, seconded by Mr. Sernotti. On a **voice vote**, all members present voted, "**Aye**". **Adopted.**

Three bids were received for hydrated lime. The low bid was from Reed and Perrine. The cost was \$6.80 per fifty pound bag for one year or \$6.93 per fifty pound bag for two years. This is actually cheaper than the Authority has been paying for the previous two years. The Authority has paid \$7.13 for the previous two years. It is recommended to award a two year contract to Reed and Perrine for the price certainty of two years. Mrs. Lapa read **Resolution # 14-134 Awarding Contract For Hydrated Lime To Lowest Bidder.** Motion was made by Mr. Coles, seconded by Mrs. Fish. On a **voice vote**, all members present voted, "**Aye**". **Adopted.**

Four bids were received for sodium hypochlorite. The lowest bidder was Coyne Chemical but they did not meet the bid specifications. The Authority requires a minimum delivery of seventy five gallons because the Well No. 2 site can only accept so many gallons. Their minimum delivery was 4,500 gallons. Mr. Flancbaum said they gave a very low price but for a large amount. We have nowhere to put it and it goes bad after a couple of weeks. Mr. Ponsi said it decreases potency. Mr. Smith said that first that bid needs to be rejected by resolution. Mrs. Lapa read **Resolution # 14-135 Rejecting Bid For The purchase Of Sodium Hypochlorite.** Motion was made by Mr. Waxman, seconded by Mrs. Fish. On a **voice vote**, all members present voted, "**Aye**". **Adopted.** With the three bids left, the lowest bidder was Main Pool and Chemical. A one year bid was \$1.79 per gallon and a two year bid was \$1.77 per gallon. This is less than what the Authority has been paying for the previous two years, \$1.969 per gallon. It is recommended to award a two year contract at a price of \$1.77 per gallon. Mrs. Lapa read **Resolution # 14-136 Awarding Contract For Sodium Hypochlorite To Lowest Bidder.** Motion was made by Mr. Coles, seconded by Mr. Waxman. On a **voice vote**, all members present voted, "**Aye**". **Adopted.**

The Authority did not receive any bids for Dry Calcium Hypochlorite Briquettes. Senator Singer asked if the Authority can award this. Mr. Ponsi answered that this has to go out to bid twice before the Authority can award it. A **motion** authorizing rebid for the purchase of dry calcium hypochlorite briquettes was made by Mr. Waxman and seconded by Mr. Coles. On a **voice vote**, all members present voted, "**Aye**". **Motion passed.**

3. Bureau of Safe Drinking Water Master Permit Update 2015

- Resolution Awarding Professional Services Contract
Hatch Mott MacDonald has been awarded the contract for the Safe Drinking Water Master Permit Update since 2012. The amount of the proposal for the Master Permit Update itself is the same as last year, \$4,800.00. However, the Authority has asked Hatch Mott MacDonald to provide a contingency for reviewing. The Lakewood Township Planning Board approved around twenty applications that have not come to us yet. We want to make sure that those projects are included on the Master Permit so it does not slow down the review and approval process. Mr. Flancbaum said that these are some of the recent approvals by the planning board not all the approvals. Mr. Ponsi said that Hatch Mott MacDonald provided the Authority with a contingency of reviewing the meeting minutes at \$250.00 per application. Mr. Waxman thought that the amount was high. Mr. Ponsi said that it takes one to two hours to review the minutes. This is standard rate. If the applications come in before Hatch Mott MacDonald has to get this information to the State, the contingency money will not have to be paid. The total contract amount is not to exceed \$9,800.00. It can be as low as \$4,800.00. Mrs. Lapa read **Resolution # 14-137 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 Mr. Sernotti. On a **voice vote**, all members present voted, "**Aye**".
Adopted.

4. Hydraulic Modeling for 2015

- Resolution Awarding Professional Services Contract
For the past couple of years Hatch Mott MacDonald provided the Authority Hydraulic Modeling so that developers can use our Hydraulic Modeling for the projects. They do not have to use it, but they can use it if they would like. The price is the same as in previous years. Mr. Flancbaum said that the developer pays for it. The developers have been utilizing it and like it. Mrs. Lapa read **Resolution # 14-138 Awarding Professional Services Contract Without Public Bidding Pursuant To N.J.S.A. 40A:11-4.1 Et Seq.** Motion was made by Mr. Waxman, seconded by Mr. Coles. On a **voice vote**, all members present voted, "**Aye**". **Adopted.**

5. Regulatory Compliance Assistance 2015

- Resolution Awarding Professional Services Contract
Hatch Mott MacDonald has been providing the Authority with State Compliance Assistance Services for the past few years. The budget they are requesting is \$21,000.00 which is the same as last year's budget and they have not gone over. Senator Singer asked which section talks about the Master Plan Update. Mr. Flancbaum said that the Sewer Master Plan Updates is split between T&M Associates and CME Associates. Mr. Waxman asked if it is split geographically. Mr. Flancbaum said yes. Senator Singer said that the Authority is going with the higher amount and not what the Township does. Mr. Flancbaum said that the Authority will factor in conditional uses. Senator Singer said that the Township does not do it that way and the Authority has to go with the higher uses otherwise the Authority will find itself in trouble. Mrs. Lapa read **Resolution # 14-139 Awarding Professional Services Contract Without Public Bidding Pursuant To N.J.S.A. 40A:11-4.1 Et Seq.** Motion was made by Mr. Waxman, seconded by Mr. Coles. On a **voice vote**, all members present voted, "**Aye**".
Adopted.

6. GIS Updates 2015

- Resolution Awarding Professional Services Contract
GTS Consultants periodically updates the GIS System. They are asking for a budget of \$22,950.00 for this year. This is \$700.00 higher than last year. The usage of this contract varies from year to year. This past year, the Authority used only \$7,000.00. This contract is capped at \$22,950.00. Mrs. Lapa read **Resolution # 14-140 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 Mr. Waxman. On a **voice vote**, all members present voted, "**Aye**". **Adopted.**

7. **As-Built Drawings for Residential Applications 2015**

- Resolution Awarding Professional Services Contract
GTS Consultants has provided a lump sum price to provide as-built drawings for those individual residential applications that come in. This is to get the as-built information onto the GIS mapping. The cost is approximately \$40.50 increase over last year's contract. Total cost is \$1,026.00. Mr. Flancbaum said in the past the Authority picked up this cost for the individual homeowner. Mr. Flancbaum said he is not sure if there was even one last year, maybe one. Mrs. Lapa read **Resolution # 14-141 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.**

8. **Maintenance and Future Planning Wells 9, 10, 15, and 16**

- Resolution Awarding Professional Services Contract
This is a preventative maintenance contract. The Authority is going to pull Wells No. 9,10, 15 and 16 to see their condition, look at what needs to be done in the upcoming years and schedule a budget for the upcoming years. The Authority asked Remington Vernick for a proposal. Remington Vernick provided a proposal at a cost not to exceed \$30,500.00 for the design and bid documents. Mrs. Lapa read **Resolution # 14-142 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 Mr. Waxman. On a **voice vote**, all members present voted, "**Aye**". **Adopted.**

9. **Woodlake Sanitary Sewer Improvements Phase 2**

- Resolution Awarding Contract
On November 14, 2014 eight bids were received ranging from \$311,000.00 to \$660,000.00. The low bidder was Montana Construction at \$311,111.00. The reviews were received from Owen, Little and Associates and the Authority's attorney. Mrs. Lapa read **Resolution # 14-143 Awarding Contract For Woodlake Sanitary Sewer Improvements Phase II.** Motion was made by Mr. Coles, seconded by Mrs. Fish. On a **voice vote**, all members present voted, "**Aye**". **Adopted.**

10. **Quick Chek Cedar Bridge Avenue**

- Resolution Granting Final Approval
On October 22, 2014 the first final application submission package was received. On November 13, 2014 a review letter from GTS Consultants was received. The letter details all the items that need to be addressed to meet final approval. At this time, the Authority may grant final approval conditioned on the GTS Consultants review letter. Senator Singer said he has to recuse himself on this. Mr. Waxman took over. Mrs. Lapa read **Resolution # 14-144 On Site And Off Site Water And Sanitary Sewer**

Extension Grant Of Final Approval Quick Chek Cedar Bridge Avenue. Motion was made by Mr. Coles, seconded by Mrs. Fish. On a **voice vote**, Mr. Sernotti, Mr. Coles, Mr. Waxman and Mrs. Fish voted, "**Aye**". It is noted that Senator Singer did not participate in this vote. **Adopted.**

11. Locust Grove

- Resolution Accepting Terms of Developer's Agreement
This is a Somerset Development project. The terms for the Developer's Agreement have been finalized. Senator Singer asked where this project is located. Mr. Ponsi said it is located on Locust Avenue near Covington Village. Mr. Waxman asked if this is McCrystal's property. Mr. Flancbaum said he does not know. Mr. Theibault said that it is by the park. Mr. Waxman said that for the record he is not voting on this. The highlights of the Developer's Agreement are that the developer will pay a fair share contribution to the Authority's regional water facilities at \$125.00 per unit. This is the same as other developments in the area. Mr. Smith said the record should reflect that Mr. Waxman is not voting on this. Mrs. Lapa read **Resolution # 14-145 Authorizing The Execution Of The Developer's Agreement Locust Grove Subdivision.** Mr. Waxman said that for the record Mr. Sernotti is also not voting. Motion was made by Mr. Coles, seconded by Mrs. Fish. On **Roll Call**, Mr. Coles, Mrs. Fish and Senator Singer voted, "**Yes**". Mr. Waxman and Mr. Sernotti did not participate. **Adopted.**

12. Pine River Village

- Resolution Releasing Performance Guarantees
All the homes have been sold and they have all their meters. The release is conditioned on the Authority's letter dated December 4, 2014. Mrs. Lapa read **Resolution # 14-146 Release Of Cash Performance Guarantees Pine River Village Development.** Motion was made by Mr. Coles, seconded by Mrs. Fish. On a **voice vote**, all members present voted, "**Aye**". **Adopted.**

13. Repair and Replacement of Sanitary Sewer on Redondo Lane Phase I & II

- Resolution Releasing Performance Guarantees, Final Payment and Retainage Phase I
- Resolution Awarding Professional Services Contract Phase I & II
For Phase I there is about \$5,000.00 in retainage for Mazzara Construction. They are well over their Maintenance Guarantee time frame. Mr. Flancbaum wanted to advise the commissioners that Mazzara Construction never posted a Maintenance Bond so the Authority has been holding the Performance Guarantee and their retainage. The Maintenance Bond would have been around \$11,000.00. It has been over two years. The line has been televised and everything looks good. Mrs. Lapa read **Resolution # 14-147 Release Of Performance Guarantees, Final Payment And Retainage Redondo Lane Sanitary Sewer Phase I And II.** Motion was made by Mr. Coles, seconded by Mrs. Fish. On a **voice vote**, all members present voted, "**Aye**". **Adopted.**
On November 17, 2014 a proposal was received from GTS Consultants to complete the as-built drawings for the Redondo Sanitary Sewer. The proposal amount of \$5,881.00 includes incorporating all the information onto the Authority's GIS System. Mr. Ponsi recommends the Authority awarding the professional services contract to GTS Consultants. Mrs. Lapa read **Resolution # 14-148 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 Mr. Waxman. On a **voice vote**, all members present voted, "**Aye**". **Adopted.**

Senator Singer said he knows that a property was sold on Ridge Avenue and the Authority will be bringing service down to that area. The way to bring water to that area is with a lift station. Our Authority is the only Authority that does not like lift stations. Other Authorities put them in all over the place. Senator Singer said that water has to be brought to that area and he does not want it to be difficult to be able to bring lines there. It should be done in a reasonable manner so development can continue. If a pump station has to be put in then the Authority will put in a pump station. If guarantees need to be put up and it has to be maintained then that is what should be done. Senator Singer said he does not want to hear later on it has to be done this way otherwise a pump station has to be put in and it will cost five times more. Senator Singer said he received calls from people in that area with concerns regarding sewer for their properties. Senator Singer said he assured them that it is the Authority's business to bring sewer to those properties. Senator Singer said he is not sure what will be on the other side with the school.

IX. Attorney's Report

New Jersey Business Systems - Mr. Smith said that he is trying to establish a deposition schedule. Senator Singer asked if they want to settle. Mr. Smith said no, they do not want to settle and they are basically stonewalling everything. They have not given dates. Mr. Smith said he requested dates and proposed dates a few times. Senator Singer suggested that we go back to court and say that they did not cooperate. Mr. Smith said he sent out dates for a deposition with a notice for their client and the witnesses that work for them and if they are not agreeable, Mr. Smith said he will go to court. Senator Singer said he bumped into one of their witnesses and they that he has to do the right thing. Senator Singer said to him that he should do everything right. They messed up the Authority terribly. Senator Singer said to "throw everything you can at them". The Authority's money has been tied up and money is being lost on interest. Mr. Smith said if they do not produce on the dates, he will make a motion to suppress their pleadings.

X. Executive Director's Report

1. Resolution Awarding Contract to Ceragon Networks, Inc. for Wireless WAN modification

The proposal was reviewed in depth in-house with Let's Think Wireless. Let's Think Wireless will be doing the work for Ceragon. Mr. Flancbaum feels the proposal is at a place that it can be accepted. Four wireless links will be replaced with Ceragon IP20C radios which are lower frequency but are scalable. This will allow for a video on top of it. The sixty five foot wood pole at Shorrock Street along with the supporting pole will be replaced with a one hundred freestanding lattice tower. This is sturdy enough so that the antennas can be mounted on it. Wherever possible, the existing cable and cable management system will be reused. The contract is being done through the Cooperative Purchasing Network. The Authority joined it several months ago. Mr. Smith looked it over and approved it a few months ago. The proposal is for \$480,167.00. Mr. Smith said that this will be an additional part of the damages in the lawsuit. Mrs. Lapa read **Resolution # 14-149 Awarding Contract To Ceragon Networks, Inc. For Wireless WAN Modification**. Motion was made by Mr. Coles, seconded by Mrs. Fish. On roll call, all members present voted, "Yes". **Adopted**.

- 2. Resolution Awarding Contract to Jersey Mail Systems for wide format printer**
Last month the Authority was going to award a contract to OM Office Supply because it seemed like the price was less. After a closer look at the proposal, OM Office Supply did not include set up of the machine. They wanted to an additional \$650.00 for set up. Also they did not include direct assistance with HP. Any support that would be needed, we would have to call HP ourselves and spend our own time and resources to get HP on the phone and to come down. Jersey Mail Systems is local and they will be our interface with HP. If there is a problem, we will call Jersey Mail Systems. The Authority had a very good experience with them with the postage machine. Senator Singer said he likes them because they a New Jersey company. Mr. Flancbaum said that they are located in Freehold. They have also offered a cash rebate of \$1,800.00 to match the price of OM Office Supply and to include the set up. Therefore Mr. Flancbaum recommends going with Jersey Mail Systems for the wide format printer. Mrs. Lapa read **Resolution # 14-150 Awarding Contract For Wide Format Printer**. Motion was made by Mr. Coles, seconded by Mr. Sernotti. On a **voice vote**, all members present voted, "**Aye**".
Adopted.
- 3. Resolution Authorizing Loan Policy Administration through Great-West Financial**
The Authority offers deferred compensation plans through Great West Financial. At this time the participants cannot take out a loan against the deferred compensation plan. The Authority would like to offer the employees a loan policy. Such a loan policy would be administered by Great West. It would not cost the Authority any money. It would be an additional benefit for the employees that choose to utilize it. Mr. Flancbaum said when preparing for the meeting we only had the information for Great West. We now also have the same opportunity with Nationwide a second deferred compensation plan available to the employees. Senator Singer suggested that a resolution be passed authorizing loan policies to these two deferred compensation plans and any additional 457B plan that may come up in the future as long as there is no cost and responsibility to the Authority for the loan policy. Mrs. Lapa read **Resolution # 14-151 Authorizing Loan Policy Administration**. Motion was made by Mr. Waxman, seconded by Mr. Coles. On a **voice vote**, all members present voted, "**Aye**". **Adopted.**
- 4. Resolution Updating Rules & Regulations**
The Authority requests two bound copies of the approved shop drawings when a development closes out. As the project progresses, there are submittals of shop drawings sent to the Authority for review. Then it is sent back to the developers. Ultimately the shop drawings are approved. The Authority already has all the approved shop drawings and the Authority can bind them at the end of the project. Mr. Waxman questioned the need to bind them, can it be stored electronically. Senator Singer said some physical records have to be kept. The problem is that there are other restrictions. Senator Singer asked who will do the binding. Mr. Flancbaum said it could be sent to BP Graphics for probably under \$100.00. The cost will be charged to their escrow accounts. It is a service the Authority will provide. Mr. Flancbaum said that he would like to modify the Rules and Regulations to delete the requirement for the developer to submit bound shop drawings when a project is closed out. Senator Singer said he also would like it written that the Authority has to have it done. Mr. Flancbaum said that it will be part of the process. As the Authority gets the approved shop drawings it will be kept in one place and the Authority will be bind them at the end and it will be charged to their escrow account. Mrs. Lapa read **Resolution # 14-152 Approving And Adopting Revisions To**

The Lakewood Township Municipal Utilities Authority Rules and Regulations.

Motion was made by Mr. Waxman, seconded by Mr. Coles. On a **voice vote**, all members present voted, "**Aye**". **Adopted.**

5. Resolution Awarding Contract to ABM for office cleaning for 2015

Two proposals were received for office cleaning for 2015. The first proposal was from SO Cleaning Corporation for \$1,558.44 per month and the second proposal was from ABM Janitorial Services for \$842.81 per month. So we will go with ABM Janitorial Services. They are a nationwide company and they are publicly traded. Mr. Flancbaum feels comfortable that they will do a nice job. Senator Singer said he has gone through a number of cleaning companies and you have to be on top of them. If this one does not work out you can go to a different company. Mrs. Lapa read **Resolution # 14-153 Awarding Contract For Cleaning Services For The Year 2015.** Motion was made by Mr. Coles, seconded by Mr. Sernotti. On a **voice vote**, all members present voted, "**Aye**". **Adopted.**

6. Closed Session-Personnel

XI. Instrumentation/IT Department Report

1. Shorrock Street WTP VFD's

The remaining two VFD drives for the Ground Tank pumps have been installed at the Shorrock Street Water Treatment Plant. They have been tested and have been separately run continuously to check for any manufacturing defects. They are now deemed fully operational. These critical pieces of equipment can and should be expected to deliver dependable uninterrupted service for at least next decade or so.

2. Shorrock Street SCADA and Fiber Optic Progress

Progress continues at a good pace with regards to the Shorrock Street Water Treatment Plant SCADA equipment switchover. The final modifications and repairs have been executed on the fiber optic line coming from Well No. 15 over to the Shorrock Street Water Treatment Plant. Now the replacement ceiling tiles can be installed in the control room and the area will now be restored to its original newly constructed state.

3. Authority Video Surveillance Progress

At last month's meeting concern was expressed regarding the Authority's video surveillance system. We now have a commitment to rebuilding and restoring our antenna/radio system. This would be needed in order to transmit the data from such remote equipment. The next step would be specifying and installing security cameras and card entry systems throughout our organizations required locations.

4. Operations Building SCADA Control Issues

After consulting with operations management and employees, a SCADA control room console for the Operations Building has been designed by Authority personnel. The console was ordered. The console will accommodate all the SCADA computers, monitors, keypads and backup power supplies. This will leave almost the entire surface area available to perform work. It can also facilitate up to five persons simultaneously. After careful considerations were taken into account, the chosen unit is of a modular design which enables personnel to pick and choose a variety of configurations and change them if needed in the future. This was accomplished for just under \$6,000.00

which is approximately one quarter of the cost of a custom manufactured and installed unit.

5. CMMS System Progress

Our computerized maintenance management system is approximately seventy five percent complete from the vendors end. This is based on all the information for initial loading into the system that was supplied to them from the Authority. We fully expect to have our operations personnel start to experiment with using the system, begin fine tuning and customizing it for our specific uses starting in January 2015. It will migrate to a full rollout of the system by either early or mid-February.

6. IT Coordinator Work Status

Mr. Leon McBride, our newly hired IT coordinator has successfully completed his ninety day probationary work period and is now a permanent employee. Mr. Farina looks forward to and wishes him a long and productive tenure with the Authority.

XII. Commissioners' Report

Senator Singer wanted to know if anything was done with storing documents online. There was a place in Red Bank that the Authority was looking into for online storage. Mr. Flancbaum said a lot of files were scanned and made into pdf files. Administratively most of the files are scanned and stored electronically. Senator Singer thought they came in to do that. Mr. Flancbaum said yes, they did come in. Mr. Flancbaum said that we have not migrated through the different departments. Regarding the engineering documents, all the developer's agreements, easements, deeds and most of the files were scanned. But the bigger files like a lot of the maps were not done. Most of the documents pulled on a regular basis are scanned. Senator Singer asked where the Authority has the backup storage. Mr. Flancbaum said that we back up to our own server and remotely to CSI that backs up remotely to two different locations. Senator Singer said that together with the CFO, Mr. Flancbaum should look into bringing all the departments online so that the Authority becomes more paperless. A lot of files can be shipped off to storage. Mr. Flancbaum said that administratively, all the vendor files are scanned and hard paper is discarded. Senator Singer said that Mr. Flancbaum should look at it and plan to assign someone work on it on a regular basis. If needed, someone can be brought in to work part time. We have seen the success of the IT Department, let us keep on moving in that direction so that we have a lot less paper and files will have easy access.

Senator Singer asked Mr. McGregor how everything is going in the Operations Department. Mr. McGregor said all is going well. Mr. Flancbaum said that one of the junior laborers put in a two week notice that he will be moving. We were going to look hire one more employee for 2015. So Mr. Flancbaum said he will discuss with Mr. McGregor possibly hiring two employees or different type of employee.

XIII. MEETING OPEN TO THE PUBLIC

There was no response from the public.

XIV. MEETING CLOSED TO THE PUBLIC

XV. MOTION TO APPROVE THE OPERATING VOUCHERS

A **motion** was made by Mr. Coles and seconded by Mr. Sernotti to approve the Operating Vouchers in the amended amount of \$524,499.96. On a **voice vote**, all members present voted, "**Aye**". **Motion passed.**

XVI. CLOSED SESSION

A **motion** was made by Mr. Waxman, seconded by Mr. Sernotti to go into closed session to discuss personnel at 10:49 A.M.

XVII. OPEN SESSION

At 11:00 A.M. a **motion** was made by Mr. Waxman, seconded by Mr. Coles for the meeting to go into open session. Personnel issues were discussed and they will be discussed with the attorney. One issue is a plan for buying back vacation time for employees. The labor attorney will write up a draft. Also discussed was Medicaid reimbursement in the future should we go to a self-insured fund. What employees will have to do when they reach the age of sixty five and reimbursement on a reasonable basis. It is not necessary right now to do it for anyone else but in the future if the Authority goes to a self-insured plan it will be beneficial.

XVIII. ADJOURNMENT

A **motion** was made by Mr. Coles, seconded by Mr. Waxman to adjourn meeting. On a **voice vote**, all members present voted, "**Aye**". The meeting was adjourned at 11:01 A.M.

Respectfully submitted,

Nancy Lapa,
Secretary, LTMUA