



Board of Commissioners

Senator Robert Singer, Chairman

P. G. Waxman, Vice Chairman

Raymond Coles, Treasurer

Anne Fish, Assistant Secretary

Craig Theibault, Commissioner

Samuel Flancbaum, Alt. Commissioner

Meir Lichtenstein, Alt. Commissioner

THE LAKEWOOD TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

Regular Meeting Minutes

June 6, 2017

- I. Senator Singer opened the meeting at 10:03 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 10, 2017 and The Tri Town News on February 15, 2017.
- III. **Salute to the Flag**
- IV. **Roll Call of Commissioners**
On a roll call the following Commissioners were present: Mr. S. Flancbaum, Mr. Theibault, Mr. Waxman and Senator Singer. Mr. Lichtenstein was seated as an alternate. The following professionals and key personnel were present: Mr. Norman Smith, Esq., Mr. Gerwin Bauer Jr., Auditor, Mr. Justin Flancbaum, Executive Director, Mr. Daniel Rappoccio, CFO, Mr. Adam Ponsi, P. E., Mr. Robert Farina, Instrumentation Department Supervisor and Mrs. Nechama Lapa, Secretary.
- V. **Minutes**
A motion to approve the minutes of the Regular Meeting held on May 3, 2017, was made by Mr. Theibault and seconded by Mr. Waxman. On a **voice vote**, all members present voted, "**Aye**". **Motion carried.**

Mrs. Fish arrived at 10:04 A.M.

Chief Financial Officer Report

1. **Financial Results Review For May 31, 2017**
The Authorities net position for the period ending May 31, 2017 is approximately \$1.5 Million which is ahead of the budget by approximately \$550,000.00. The Authority's operating revenues as of May 31, 2017 is \$6.1 Million which is approximately \$561,000.00 ahead of budget. This continues to be driven by non-recurring connection fees and residential and commercial/industrial service fees. In May there were two new

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connections at the Emerald Court site. The Authority's expenses through May 31, 2017 are \$4.6 Million. The expenses are basically on budget. The expenses are \$10,000.00 over budget. The Authority is doing a great job managing the expenses. Compared to last year's expenses, the Authority is behind by about \$50,000.00. Senator Singer asked how much the Authority is ahead in connection fees. Mr. Rappoccio said the Authority is ahead \$447,000.00.

2. **Adoption of Audited Financials**

A meeting was held on May 11, 2017 with the Finance Committee, Mr. J. Flancbaum, Mr. Bauer and Mr. Rappoccio. The Financial Statements were reviewed in detail. A copy was provided at last month's meeting and again today. Barring any questions, Mr. Rappoccio asked for adoption of the 2016 Audit Resolution. Senator Singer asked Mr. Bauer if he had any comments to make. Mr. Bauer said it was an excellent year and a pleasure to work with Mr. Rappoccio and the Engineering Department. They are doing a great job. Senator Singer said he was happy to hear this. Senator Singer thanked Mr. Bauer for pointing the Authority in the right direction. Mr. Bauer said that a major impact now was the actuarial report with the Pension Plan. This was really out of the Authority's control. Mrs. Lapa read **Resolution #17-61 Acceptance Of 2016 Audit**. Motion was made by Mr. Theibault, seconded by Mr. S. Flancbaum. Mrs. Fish was seated. On a **roll call**, all members present voted, "**Yes**". **Adopted**. Mr. Bauer said the synopsis was prepared. It can be advertised now.

3. **Motion to Approve Operating Voucher**

Mr. Rappoccio provided the commissioners and Mr. J. Flancbaum with a list of abstentions. A **motion** to approve operating vouchers in the amount of \$633,778.20 was made by Mr. Theibault, seconded by Mr. S. Flancbaum. On **roll call**, all members present voted, "**Yes**" with noted abstentions. **Motion Carried**.

VI. **Engineer's Report**

1. **Locust Street & Route 70 74 Unit Driving Range**

Resolution Accepting Developer's Agreement

On May 9, 2017 a meeting was held to work out the terms of the Developer's Agreement. Mr. Ponsi would like to thank Mr. Smith. There was only one hour to put this entire agreement together and Mr. Smith was able to do it with the reimbursement agreement in one hour's time. Senator Singer asked why there was only an hour. Mr. Ponsi said because the time that the applicant was able to come was at the end of the day. The developer is installing a sewer line down Route 70 to their site. The Authority is entering into a reimbursement agreement with the developer. The developer will pay their share and the reimbursement for the previous sewer line built. Senator Singer asked if the issue with a homeowner there was resolved. Mr. J. Flancbaum said that as far as he knows that issue was not resolved. But that is not an issue for the Authority. It is between the homeowner and the developer. Senator Singer explained that there was a homeowner there that had a concern related to an item with the developer. The homeowner attempted to get the Authority involved. Mr. J. Flancbaum said the developer needs to acquire an easement from the private property owner. This has nothing to do with the Authority. This has to do with a water main loop but this is something for the homeowner and the developer to resolve. Mrs. Lapa read **Resolution #17-62 Authorizing The Execution Of The Developer's Agreement Locust Street And Route 70 74 Unit**. Motion was made by Mr. Waxman, seconded by Mr. S. Flancbaum. On **voice vote**, all members present voted, "**Aye**". **Adopted**.

2. New Hampshire Avenue & Healthcare Way Apartments (EZ Storage Site)

- Resolution Accepting Developer's Agreement
- Resolution Granting Final Approval

On May 25, 2017, the Authority received proposed revisions to the Developer's Agreement. The developer will be installing an offsite sanitary sewer main extension. The Authority will be entering into a reimbursement agreement with them. The list of items is in Schedule B. Senator Singer asked if Mr. Ponsi is satisfied with it. Mr. Ponsi said yes. Mrs. Lapa read **Resolution #17-63 Authorizing The Execution Of The Developer's Agreement New Hampshire Avenue And Healthcare Way Apartments.** Motion was made by Mr. Theibault, seconded by Mrs. Fish. On a **roll call**, Mr. Theibault, Mr. Waxman, Mrs. Fish and Senator Singer voted "**Yes**". Mr. S. Flancbaum abstained. **Adopted.**

On June 1, 2017 the Authority received technical review no. 7 and final review letter no. 2 from GTS Consultants. The Authority may grant final approval to the project conditioned on the GTS letter dated June 1, 2017. Mrs. Lapa read **Resolution #17-64 Grant Of Final Approval New Hampshire Avenue And Healthcare Way Apartments.** Motion was made by Mr. Theibault, seconded by Mrs. Fish. On a **roll call**, Mr. Theibault, Mr. Waxman, Mrs. Fish and Senator Singer voted "**Yes**". Mr. S. Flancbaum abstained. **Adopted.**

3. Ridge Avenue School #2

- Resolution Granting Final Approval

On May 4, 2017 GTS Consultants issued technical review no. 8 and final review no. 1. At this time the Authority may grant final approval. Mr. Theibault asked who the developer is. Mr. Ponsi replied that Abe Auerbach is the point of contact. The school is called Yeshiva Gedola Bais Yisroel. Mrs. Lapa read **Resolution #17-65 Grant Of Final Approval Ridge Avenue School No. 2.** Motion was made by Mr. S. Flancbaum, seconded by Mr. Waxman. On a **roll call**, Mr. S. Flancbaum, Mr. Waxman, Mrs. Fish and Senator Singer voted "**Yes**". Mr. Theibault abstained. **Adopted.**

4. Cedar Bridge Office Buildings (By Jesel)

- Resolution Authorizing Executive Director to Endorse Applications

Mr. Waxman said he will not be participating in this discussion. On May 16, 2017 GTS Consultants issued review no. 2. This project has reached the threshold where they are required to go to the OCUA and the State. They are not publicly owned mains but they have reached the State threshold and the Authority needs to endorse their application for the State. The Executive Director will have to endorse their OCUA and TWA applications. Mr. J. Flancbaum said that the developer is Moshe Shvarzblat. Mrs. Lapa read **Resolution #17-66 Authorizing Executive Director To Sign All Applications Cedar Bridge Office Buildings.** Motion was made by Mr. S. Flancbaum, seconded by Mrs. Fish. On a **roll call**, Mr. S. Flancbaum, Mr. Theibault, Mrs. Fish and Senator Singer voted "**Yes**". Mr. Waxman abstained. **Adopted.**

5. Property Transfer Well #2 Site

- Resolution Awarding Professional Services Contract

Currently the well is located on Township property. The Township is in discussion with the Authority regarding transferring ownership of the property to the Authority. On June 1, 2017 a proposal was received from Remington Vernick to do engineering services in the amount of \$9,860.00. The proposal was reviewed. Thanks to comments from the new Director of Engineering, Mr. Farrell, pointing out some high cost in it. A revised proposal was received on June 5, 2017 in the amount of \$8,500.00. Mr. Ponsi wanted to point out that this amount does not include survey services. Remington Vernick will be reviewing the survey proposal to make sure all is included. This will be awarded at next

month's meeting. Mrs. Lapa read **Resolution #17-67 Awarding Professional Services Contract Without Public Bidding Pursuant To N.J.S.A. 40A:11-4.1 et seq.** Motion was made by Mr. S. Flancbaum, seconded by Mrs. Fish. On **voice vote**, all members present voted, "**Aye**". **Adopted.**

6. Update of Rules and Regulations

Motion Approving Addendum #22

One of the manholes is no longer being provided by the manufacturer so the specifications have to be updated to a manhole that can be bought. This is for the shallow manhole detail. A **motion** to approve Addendum No. 22 was made by Mr. Waxman, seconded by Mr. S. Flancbaum. On **roll call**, all members present voted, "**Yes**". **Motion Carried.**

Mr. Waxman said that he voted on the minutes but he since he did not attend last month's meeting he withdraws his vote. Mr. Smith said yes, he needs to withdraw his vote, but Mr. Waxman made a motion to approve the minutes and that is acceptable. There were sufficient votes to carry the motion without Mr. Waxman's vote. Mr. Smith asked that the minutes reflect the removal of Mr. Waxman's vote.

VII. Attorney's Report

Mr. Smith said there are two current condemnation actions pending in Superior Court.

1. Tuscany II Property Condemnation – The owner of the property, Ms. Laurie Leeds, has a return date of June 23, 2017. This is an extended date.
2. Meisels – BNB Land Property Condemnation – Mr. Smith said he did file but did not get a return date yet.

VIII. Executive Director's Report

Mr. J. Flancbaum introduced Mr. Colin Farrell, the new Director of Engineering. Mr. Farrell started last week. Mr. J. Flancbaum welcomed him aboard and wished him best of luck. Senator Singer also welcomed Mr. Farrell aboard.

1. **Resolution Authorizing the Execution of an Electricity Sales Agreement with Great Eastern Energy**

A reverse auction was held on May 24, 2017 for electric supply for the New Hampshire Avenue Complex including the Administration Building. The lowest price received was for 6.98 cents per kilowatt hour. The contract would be only for six months since a solar facility is being built that will provide the complex with energy. The six month contract would provide the Authority with a savings of thirty one percent which is the equivalent of around \$10,000.00 versus the JCP&L tariff. Senator Singer said that the hearing for CAFRA took place and now it is waiting on the desk to be signed. Then the Authority will have CAFRA approval for this building and the solar field. Within in the next thirty to sixty days we will have the permits and be able to start construction. The estimated time for the construction period should be ninety days. We hope it will be done in four months. Mrs. Lapa read **Resolution #17-68 Awarding Contract To Great Eastern Energy For Electricity Supply Services.** Motion was made by Mr. S. Flancbaum, seconded by Mrs. Fish. On a **roll call**, all members present voted, "**Yes**". **Adopted.** Senator Singer thanked Mr. J. Flancbaum for saving the Authority money.

2. **NJDEP Compliance and Enforcement Inspection**

On April 25, 2017, a representative from the DEP Department of Compliance and Enforcement performed a standard compliance inspection at our facility here. The

Authority was found to be in full compliance per applicable regulations and permit conditions. Also on a side note, the Authority hosted a confined space entry training class in conjunction with the JIF a couple of weeks ago. The JIF was so impressed with our facility that they want to hold the July 20th Executive Safety Committee meeting here followed by a tour of the facility. A very special thanks to the Operations Management and the staff for continuing to do an excellent job in maintaining the Authority's facilities. Mr. Theibault asked if special security will be needed for the meeting. Mr. J. Flancbaum said that Mr. Robbins requested to receive all names of attendees. They will be required to sign in. It will be a controlled tour where Mr. Robbins and/or Mr. Farina will take them around.

3. NJEIT Loan/Rate Analysis

Over the last couple months there has been discussion of three big projects that are coming up over the next three to twelve months. First is elimination of the County Line Manor Pump Station. The second one is Vassar Avenue Sewer Main Extension and the third project is the addition to the Administration Building. The estimated cost for the three projects is around \$4.7 Million. The Authority started to take a look at taking out a loan from the NJEIT like the Authority has done several times in the past. Their interest rates and set up is so favorable it is almost like getting free money. A look was taken at how taking out a loan would impact the Authority's rate structure. As the Commissioners know, when a loan is taken for the NJEIT, you have to generate enough revenue to cover the bond covenants. The NJEIT wants to see it come from the revenue. A loan impact rate structure chart was put together. This chart was projected on the conference room screen. The main portion of the loan is for sewer. Right now the minimum usage charge for sewer is \$80.55 is for 18,000 gallons of water. The most a residential account can be charged is for 27,000 gallons. Usage above 27,000 gallons will not be charged for sewer. The most any residential account will pay for sewer is \$121.95 per quarter. There will be a six percent increase over the next two years. Senator Singer said it will increase three percent per year. That translates over to \$4.84 per quarter for minimum usage of 18,000 gallons. The maximum charge for 27,000 gallons usage with the increase will be \$7.32 per quarter. The impact to the end user is very minimal. Mr. Waxman asked what three percent to the inflation rate is. Mr. J. Flancbaum said he asked Mr. Bauer that question. Mr. Bauer said he did look at the inflation rate and also at the growth. Right now the growth that is anticipated in Lakewood is offsetting the inflation rate. Mr. Waxman asked then why is a rate increase needed. Senator Singer said when borrowing money you have to show a rate increase. Mr. Bauer said you have to collect enough to meet 110% of the debt covenants. You are paying principal and interest; you have to show that you are covering enough money to pay it. It has nothing to do with inflation. Mr. Waxman said that when customers get an increased bill that is higher than inflation, they will complain. Mr. Bauer said the increase has to be collected to pay for the debt service. If the Authority did not have debt service, the growth in the customer base would cover the inflation increase. Most of the bonds that were in place were for the water section. This is the first time the Authority is hitting the sewer rate. Senator Singer asked how this rate increase is compared to the surrounding communities. Mr. J. Flancbaum said that compared to Jackson MUA, Brick MUA and NJAWC, even with increase after two years, the Authority will still be less than them. Mr. Waxman asked how much less. Senator Singer said that it should be remembered that there is no profit on sewer as it is a pass through. The Authority does not treat the sewer. So there are limitations on what can be charged for sewer. Water is different. The Authority is at the low end of the sewer charges. On sewer, compared to NJAWC, the Authority is a few dollars less. Compared to Brick MUA the Authority is about \$80.00 less and compared to Jackson MUA the Authority is \$42.00 less. Senator Singer was wondering why the Authority is only a few dollars less than NJAWC. Mr. J. Flancbaum said that on the water end they are much more expensive. On the sewer end NJAWC is

less money than the two Authorities. A comparison was also done on the water end. The Authority is looking to have a .75% increase each year for two years. That is a total of 1.5% increase. For a 5/8" meter that translates into 66 cents increase per quarter. For a 1" meter the increase will be \$1.70 per quarter. It is very minimal. After the increase, the Authority's rates compared to NJAWC are still \$140 cheaper. This is based on the consumption of a 1" meter which has a minimum consumption is 26,400 gallons. Senator Singer said that even if the construction on the Administration Building is not done, the sewer line has to be done. There is 900 feet of asbestos pipe that has to be replaced. There is no way to service Pine Street unless the Authority goes down there. There is a hotel and a new development going up there. It has to be brought in. The \$2 Million project for Pine Street has to be done, it is not an optional project. The optional project is the Administration building. Mr. J. Flancbaum said that the Administration Building project is related to water. The other two projects are sewer projects. Senator Singer said it needs to be remembered that the Authority cannot mix water and sewer monies. You cannot say that the raise will only be on the sewer end and not the water end. Of the \$4.7 Million of the loan, over \$3 Million is strictly sewer piping. Senator Singer said that the estimated cost for Administration Building construction project is \$1.5 Million. The sewer needs to be done, so the Authority might as well do the Administration Building also since it is minimal. If the sewer did not have to be done, the Administration Building project could have been pushed off. Mr. J. Flancbaum said that the rate of borrowing the money is less than one percent interest. Seventy five percent of the loan is interest free. Only twenty five percent of the loan is at a rate of less than one percent. Senator Singer said that is why it makes sense to take out the loan now, it is basically interest free. Normally there is four or five percent interest. There is a problem with the sewer piping that has to be corrected and the Pine Street piping has to be extended. The customers will pay their share. The hotel which will be a major user is still in court being sued. There is also a seventy two unit project that is going up and there are other projects. Mr. J. Flancbaum said that the rates from NJEIT are more favorable now than when the Water Treatment Plant expansion. The rates will not stay low like this forever. Mr. Waxman asked why there is a maximum charge of 27,000 gallons for sewer. Mr. J. Flancbaum explained the Authority assumes the rest is for irrigation. The sewer bill is based on water consumption. Mr. Waxman asked if that is in fact the case. Mr. J. Flancbaum said yes, he thinks it still is the case. Mr. Waxman asked if this is the case even if they have additional rentals. Mr. J. Flancbaum said yes. Senator Singer said the Authority gives a break to the rate users. Mr. J. Flancbaum said on the commercial accounts there is no cap on the sewer. Mr. Theibault said that a lot of the new homes that are being built are townhome style and they are having wells put in for irrigation. That may be something the Authority may want to go back and look at. Mr. J. Flancbaum said that is correct. Also we looked at what the average usage is based on the new construction that we are seeing. The usage is about 50,000 gallons per quarter. When you take that average after the increase, the average customer will be paying about \$3.14 more per quarter. The impact is very minimal on the customers. Senator Singer asked the Commissioners what they think about the loan. Mr. Theibault thinks it is a no-brainer. Senator Singer said he does not like raising rates. The administration building is running out of space and if the money is not borrowed now, the rates will go up. When work that needs to be done is pushed off and then has to be done as an emergency it ends up costing double the amount. Senator Singer asked how old is the sewer line that needs to be replaced. Mr. Robbins said it from the 1970s and it is asbestos piping and is falling apart. Senator Singer asked if the commissioners are okay with it. Mrs. Fish said it sounds reasonable. Mr. J. Flancbaum said that he will keep the commissioners up to date on the progress with the NJEIT. Senator Singer said that the rate can be locked in. The loans are taken as needed in three parts. The bond counsel cost would be around \$100,000.00. If it is taken in one shot the bond counsel cost would be \$35,000.00. Senator Singer's concern

is the savings in taking it all at once worth taking the money early. Mr. Rappoccio said that when he was speaking with the NJEIT the rate is locked in once the application is put in. We can put in an application for all three projects and lock in the rate. Mr. Rappoccio said he asked how to structure this so that the Authority is not hit with three loans. The bond counsel charges \$35,000.00 for the first loan and \$25,000.00 each additional. Mr. Waxman asked them why they charge so much. Senator Singer said that is the way all bond counsels work. They work for you only once every few years and they make up for it. Mr. Waxman questioned why if it is the same paperwork. Senator Singer said it does not make a difference. He asked around and this is standard for all bond counsels. In Ocean County there is only one or two bond counsel. It is not simple to be bond counsel. Mr. Smith said first you have to the opinion that you write be accepted by the bond community so the bonds can be sold. Senator Singer asked if the Authority can take the money and invest it. Mr. Rappoccio said the money is given on an as needed. There are no payments until you actually break ground. In talks with the State the maximum will probably be two loans, but it will probably be one loan. Mr. J. Flancbaum said he will keep the commissioners updated. Senator Singer when will the commissioners see something on the Administration Building project. Mr. J. Flancbaum said he will have something for next month's meeting. Senator Singer wants to make sure that every department head sign off on the plans and get input from employees. There will always be some issues coming up but let's have less than we have to. Also make sure there is room for additional employees when the need arises. The Authority is growing.

Senator Singer asked if there is any update on the shared services of the vacuum truck with Brick MUA or Jackson MUA. Mr. J. Flancbaum said that we reached out to them and they said as long as they have the equipment available they happy to help. Senator Singer said a meeting was held with Brick MUA. Both Jackson MUA and Brick MUA have vacuum trucks. Last time the vacuum truck that the Authority uses was not able to help, so we reached out and Lakehurst was able to help. Senator Singer said the Authority needs a purveyor that will say they are always available for the Authority, not only if they are available. We need to have an understanding that if there is an emergency they will help us out. Mr. Theibault asked what is the difference between the vacuum truck that is being discussed and the one that Public Works has. Senator Singer said it is the same. When it comes to the Township, the Authority is not priority. The Authority needs to be a priority some place. The Authority does not use them for snowplowing and grass cutting. Mr. J. Flancbaum said that the Township is happy not to do it. Mr. Robbins said that the Township has their storm drains that they need it for. Senator Singer would rather give the business to one of the Authorities that we do business with as opposed to an outside contractor. Last time the Authority was bailed out by Lakehurst because our company was not able to help us. Senator Singer was very disappointed. The Authority had a problem and they should have said that they will do something for us. Mr. Robbins said there have been problems a couple of times. Mr. Robbins said he pushed on agreement with the company, National American Pipeline. The Authority uses them on a regular basis but has not seen any movement on their part yet. Senator Singer said the Authority should get a contract with a company that wants to do it.

IX. Technical Operations Report

Operations Report:

1. Well Operations Report

Now that we are in our summer pumping season we have begun to pump water out of our Well No. 2 ASR. We are slated to begin pumping out of our seasonal Wells No. 1 and No. 3 beginning in July.

2. New Hire Report

The newest hires, our two Laborer/Field Representatives are about to complete their 90 day probation period and are slated to become permanent employees. Our new Plant Mechanic is working out very well. He is currently in the process of constructing two work benches which is going to result in the savings of several thousands of dollars to the Authority. Senator Singer said that was the recommendation of Mr. Farina. It is very much appreciated. Thank you. Mr. Farina said the plant mechanic is working out well and he will be kept very busy. Senator Singer asked Mr. Robbins if the plant mechanic is an asset to the Authority. Mr. Robbins said he is.

IT Status Report:

3. Cybersecurity Defense Update

Mr. Farina together with the IT Coordinator attended the cybersecurity and cyber incident class last month at the New Jersey State Police Headquarters in Trenton. This class was no charge to the Authority. It was beneficial as it helped to strengthen the Authority's critical infrastructure and to better manage the risks. This also served as a thorough assessment of our potential vulnerabilities and gave the awareness of the opportunities in order to improve on such. There was a great deal of collaboration between law enforcement, Authorities and other organizations similar to the Authority. It was very helpful. As you know, it is a major problem today. The IT Coordinator fights this on a daily basis. Senator Singer asked if we can tell where the issues are coming from. Is it from outside the United States? Mr. Farina said it is getting harder to pinpoint it. They are using different IP addresses and ghost IP addresses, but a good portion do come from out of the county. Senator Singer asked what are they looking to attack - get account information or customer information. Mr. Farina said anything they possibly can. Mr. J. Flancbaum said look for disruption. Mr. Farina said they want to disrupt so you have to shut down, then they hold you ransom. That is their main priority. Mr. J. Flancbaum said that there have been several municipalities that this happened to and they had to pay ransom. Senator Singer said that he is concerned that the Township is very behind in this security issue. Mr. J. Flancbaum said that the Township did reach out to the Authority. Mr. Farina said the law enforcement is very worried about it. The IT Coordinator is on top of this. He constantly sends out notices to all the employees informing them of the risks and to be careful when opening emails. Of late, a lot of the emails look so authentic. It's so justified to think about clicking on them. Senator Singer said on a quarterly basis or at least twice a year, the IT Coordinator should meet with the staff and make sure they understand this. Everything is going paperless, especially the staff under Ms. Gaynor that deals with the public. If an employee has a question, go to the IT Department.

GIS Report:

4. Software Purchase Update

The GIS software RFP has gone out to six vendors at present. No questions have been received to date.

5. GIS/Engineering Department Interfacing/Support

The GIS Specialist is in discussion with the new Director of Engineering regarding the status of the GIS program and the future integration with a project management solution.

6. GIS Grant Update

The GIS specialist is in the process of writing an article for the software vendor ESRI covering how the Grant hardware and software was utilized.

7. GIS Fire Hydrant Information Update

GIS is coordinating with the Lakewood Fire District on their request for fire hydrant data.

X. Commissioners' Report

Senator Singer said that on the Engineering side the Authority is looking to go more paperless, as much as possible. A lot of stuff got cleaned out now. We have to get a better handle on what has to be kept on paper and what can be microfiche. Mr. Ponsi said a lot of the stuff has to be kept. Right now the Authority got a request for plans from 2003. Mr. J. Flancbaum said some of the mapping is digitized. Mr. J. Flancbaum said he asked Mr. Farrell to look into and come up with a solution for us. Senator Singer said he realizes it is an expense for companies to come and do it. The Authority cannot do this in-house, it is too disruptive. Down the road it should be paperless in a way that it can be accessible. This needs to be looked into.

Parking has become a major issue in this area. Recently, the Township has put no parking on their roadway because people were parking there. The Township could not get their trucks in and out. With the shopping center and the existing office building there is not enough parking here. We have to make absolutely sure that the Authority's lot is watched and posted no parking. The Authority's employees, customers and vendors have to be able to park in our lots. Senator Singer said we should make sure with the new expansion, the parking lot should be designed with additional parking spots.

XI. Meeting Open To The Public

XII. Meeting Closed To The Public

XIII. Adjournment

A motion was made by Mr. Theibault, seconded by Mr. S. Flancbaum to adjourn meeting. On a **voice vote**, all members present voted, "**Aye**". The meeting was adjourned at 10:54 A.M.

Respectfully submitted,

Nechama Lapa,
Secretary, LTMUA