



**Board of Commissioners**  
*Senator Robert Singer, Chairman*  
*Mayor Raymond Coles, Vice Chairman*  
*Craig Theibault, Treasurer*  
*Anne Fish, Assistant Secretary*  
*Yocheved Miller, Commissioner*  
*Samuel Flancbaum, Alt. Commissioner*  
*Meir Lichtenstein, Alt. Commissioner*

## THE LAKEWOOD TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

### Regular Meeting Minutes

February 9, 2021

- I. Senator Singer opened the meeting at 2:26 P.M. via teleconference after the Annual Reorganization Meeting.
- 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, 2020 and The Tri Town News on February 12, 2020 again in the Asbury Park Press on January 15, 2021 and The Tri-Town News on January 20, 2021.
- III. **Salute to the Flag**
- IV. **Roll Call of Commissioners**  
On roll call the following Commissioners were present: Mrs. Fish, Mrs. Miller, Mayor Coles, Committeeman Lichtenstein, Mr. S. Flancbaum and Senator Singer. Alternate Commissioner, Mr. S. Flancbaum was seated as a Commissioner. The following professionals and key personnel were present: Mr. Adam Pfeffer, Esq., Mr. Gerwin Bauer, Auditor, Mr. Justin Flancbaum, Executive Director, Mr. Colin Farrell, CEng MIEI, Director of Engineering, Mr. Adam Ponsi, P. E. and Mr. Robert Farina, Director of Operations.
- V. **Minutes**  
A **motion** to approve the minutes of the Regular Meeting held on November 4, 2020, was made by Mr. S. Flancbaum and seconded by Mrs. Fish. On **roll call**, all members present voted "**Yes**". **Motion Carried.**  
  
A **motion** to approve the minutes of the Master Sewer Plan Amendment Hearing held on December 1, 2020, was made by Mayor Coles and seconded by Mrs. Fish. On **roll call**, all members present voted "**Yes**". **Motion Carried.**  
  
A **motion** to approve the minutes of the Regular Meeting held on December 1, 2020, was made by Mayor Coles and seconded by Mrs. Fish. On **roll call**, all members present voted "**Yes**". **Motion Carried.**  
  
A **motion** to approve the minutes of the Water and Sewer Connection Fee Hearing held on January 5, 2021, was made by Mrs. Fish and seconded by Mr. S. Flancbaum. On **roll call**, all members present voted "**Yes**". **Motion Carried.**  
  
A **motion** to approve the minutes of the Regular Meeting held on January 5, 2021, was made by Mayor Coles and seconded by Mrs. S. Flancbaum. On **roll call**, all members present voted "**Yes**". **Motion Carried.**
- VI. **Chief Financial Officer Report**
  1. **Motion to Approve Operating Vouchers**  
Mr. J. Flancbaum provided the commissioners with a list of abstentions. There is a change from what was sent out with the packet. The amount increased by \$6,975.00 for Levin, Shea, Pfeffer and Goldman. The amended amount for the Operating Expense Vouchers is \$708,375.04. A **motion** to approve operating vouchers in the amended amount of \$708,375.04 was made by Mayor Coles, seconded by Mr. S. Flancbaum. On **roll call**, all members present voted, "**Yes**" with **noted abstentions**. **Motion Carried.**

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## LAKEWOOD TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

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2. **Financial Results Review For Period Ending January 31, 2021**  
Senator Singer asked Mr. Bauer if all will be up to date next month with the CFO Report. Mr. Bauer said yes, it should be.

## VII. Engineer's Report

1. **Paco Way Flex Space** (Sudler Lakewood Land, LLC – Steven Spinweber)
  - Resolution Approving Terms of Developer's Agreement  
The following are the unique terms for the Developer's Agreement for the project. The easement required for the project is defined and the Developer will pay connection fees prior to the issuance of the meter. At this time, the Authority may accept the terms of the Developer's Agreement as described in Schedule 'B'. Mr. J. Flancbaum read **Resolution No. 21-22 Authorizing The Execution Of The Developers Agreement Paco Way Flex Space**. Motion was made by Mayor Coles, seconded by Mr. S. Flancbaum. On **roll call**, all members present voted **"Yes"**. **Adopted**.
2. **Chestnut Street Office Building** (512 Chestnut, LLC – Eli Feitmen)
  - Resolution Approving Terms of Developer's Agreement  
On January 26, 2021 Grant Engineering issued a commercial/industrial review letter. At this time the Authority may accept the terms of the Developer's Agreement for the Chestnut Street Office Building. There are no site specific terms for this project. Mr. J. Flancbaum read **Resolution No. 21-23 Authorizing The Execution Of The Developers Agreement Chestnut Street Office Building**. Motion was made by Mayor Coles, seconded by Mrs. Fish. On **roll call**, all members present voted **"Yes"**. **Adopted**.
3. **Somerset Run** (Albert Street Holdings, LLC – Mordy Schron & Abe Auerbach)
  - Resolution Reducing Performance Guarantees  
The Authority issued a letter detailing the amounts the performance guarantees can be reduced based on the work completed to date. At this time the Authority may reduce the performance guarantees for the Somerset Run project in the amounts as listed in the Authority's letter dated February 5, 2021. Senator Singer asked what the amount was. Mr. J. Flancbaum said he thinks it should be a seventy percent reduction. Senator Singer asked that next time the engineer should have the amount. Mr. J. Flancbaum read **Resolution No. 21-24 Reducing Performance Guarantees Albert Run**. Motion was made by Mrs. Fish, seconded by Mayor Coles. On **roll call**, all members present voted **"Yes"**. **Adopted**.
4. **Tuscany II** (Adil Homes, LLC – Jack Klugman)
  - Resolution Releasing Performance Guarantees (Phase 1)  
On February 5, 2021, the Authority issued a letter detailing the requirements for the performance guarantees for Phase I of the Tuscany II project to be released. At this time the Authority may release the performance guarantees for Phase 1 of the Tuscany II project conditioned on the Authority's letter dated February 5, 2021. Mr. J. Flancbaum read **Resolution No. 21-25 Releasing Performance Guarantees Phase I Tuscany II**. Motion was made by Mayor Coles, seconded by Mrs. Fish. On **roll call**, all members present voted **"Yes"**. **Adopted**.
5. **New Hampshire Avenue and Healthcare Way Apartments** (Lakewood Realty Associates, LLC – Doran Tajfel)
  - Resolution Releasing Maintenance Guarantees  
On February 5, 2021, the Authority issued a letter detailing the requirements for the maintenance guarantees to be released. At this time, the Authority may release the maintenance guarantees for the New Hampshire Avenue and Healthcare Way Apartments project conditioned on the Authority's letter dated February 5, 2021. Mr. J. Flancbaum read **Resolution No. 21-26 Releasing Maintenance Guarantees New Hampshire Avenue And Healthcare Way Apartments**. Motion was made by Mayor Coles, seconded by Mrs. Fish. On **roll call**, all members present voted **"Yes"**. **Adopted**.
6. **Fire Hydrant Replacement Project 2019**
  - Resolution Awarding Change Order No. 3  
On January 15, 2021, the Authority received from Maser Consulting a recommendation for approval for change order request no. 3 for Crest Construction Group in order to close out the project for a net credit \$20,151.40. At this time, the Authority may approve change order request no. 3. Mr. J. Flancbaum read **Resolution No. 21-27 Authorizing Change Order No. 3 Fire Hydrant Replacement Project**. Motion was made by Mayor

Coles, seconded by Mrs. Fish. On **roll call**, all members present voted “**Yes**”.  
**Adopted.**

**7. Shorrock Street Water Treatment Plant HVAC Replacement**

Resolution Awarding Contract

On January 28, 2021 the Authority received eight bids for the Shorrock Street Water Treatment Plant HVAC Replacement project. The three lowest bidders are – 1. EPIC Mechanical, Inc. for \$246,000.00 2. William Smith, LLC for \$262,000.00 and 3. Unitemp, Inc. for \$324,500.00. The Authority received Van Cleef Engineering Group’s review of the bids and recommendation of award to EPIC Mechanical, Inc. At this time the Authority may award the contract to the lowest bidder, EPIC Mechanical, Inc, for the Shorrock Street Water Treatment Plant HVAC Replacement project in the amount of \$246,000.00 conditioned on the review and recommendations of the Authority Attorney and compliance with all PACO regulations. Mr. J. Flancbaum read **Resolution No. 21-28 Awarding Contract Shorrock Street Water Treatment Plant HVAC Replacement**. Motion was made by Mayor Coles, seconded by Mrs. Fish. On **roll call**, all members present voted “**Yes**”. **Adopted.**

**VIII. Attorney's Report**

Mr. Pfeffer thanked the Commissioners for his appointment. There will be a closed session after this meeting to go over a few items regarding litigation. Senator Singer urged all the Commissioners to call into the closed session.

**IX. Executive Director’s Report**

**1. Resolution Authorizing Shared Services Agreement with the Township of Lakewood**

- a. Truck Wash
- b. Gasoline

**A. Truck Wash** - Mr. J. Flancbaum read **Resolution No. 21-29 Authorizing The Execution Of A Shared Service Agreement With The Township Of Lakewood**. Mr. Pfeffer recommended that Mayor Coles not vote on this resolution. Motion was made by Mr. S. Flancbaum, seconded by Mrs. Fish. On **roll call**, Mrs. Fish, Mrs. Miller, Mr. S. Flancbaum and Senator Singer voted “**Yes**”. Mayor Coles did not participate.  
**Adopted.**

**B- Gasoline** - Mr. J. Flancbaum read **Resolution No. 21-30 Authorizing The Execution Of A Shared Service Agreement With The Township Of Lakewood**. Mr. Pfeffer recommended that Mayor Coles not vote on this resolution. Motion was made by Mr. S. Flancbaum, seconded by Mrs. Fish. On **roll call**, Mrs. Fish, Mrs. Miller, Mr. S. Flancbaum and Senator Singer voted “**Yes**”. Mayor Coles did not participate.  
**Adopted.**

**2. Resolution Awarding Contract for Cleaning Services for Calendar Year 2021**

In January, a contract was awarded to a company that submitted a proposal that was much lower by far. They cleaned for a couple of weeks. There were some issues at the beginning and then there was a breach of security protocol. We would like to award the contract to the same company that we had last year and we were very happy with. The cost for the year is \$35,346.12. This is the same price as last year. Senator Singer said that they left the alarm system off and that is not acceptable. Mr. J. Flancbaum read **Resolution No. 21-31 Awarding Contract For Cleaning Services For The Year 2021**. Motion was made by Mayor Coles, seconded by Mrs. Fish. On **roll call**, all members present voted “**Yes**”. **Adopted.**

**3. Resolution Authorizing the Purchase of Electricity Supply Services for Public Use on an Online Auction Website**

A reverse auction was held today for electrical supply at the 390 New Hampshire Avenue campus for the times that it is not on solar. The two lowest bids received were from Aggressive Energy at a price of 17.5 cents per kilowatt for an eighteen month contract or 7.6 cents per kilowatt hour for a twenty four month contract. The JCP&L current price is 8.7 cents per kilowatt hour. The Authority’s energy consultant recommends we go with the twenty four month contract for an estimated savings of \$7,796.00 over the term of the contract. Mr. J. Flancbaum read **Resolution No. 21-32 Authorizing The Purchase Of Electricity Supply Services For Public Use On An Online Auction Website**. Motion was made by Mr. S. Flancbaum, seconded by Mrs. Fish. On **roll call**, all members present voted “**Yes**”. **Adopted.**

**X. Technical Operations Report**

**Field Operations Report:**

**1. Valve Actuator Replacement Program Status**

We are continuing with replacing pneumatic valve actuators on our pressure filters at both New Hampshire and Shorrock Water Treatment Plants with the electric operating type. A total of ten are being replaced this cycle.

**2. New Hampshire Avenue Chlorine Conversion Project Status**

The New Hampshire Avenue Chlorine conversion project is moving right along and is approximately sixty percent complete. Today they dropped in the tank and sealed the box.

**3. Shorrock Street GAC Building Piping Work Status**

All the process piping at the Shorrock GAC building has been sanded and repaired and is now in the priming and painting stage.

**4. Shorrock Street Well Field Building Rehab Status**

We have also begun the internal rehab work at all the Shorrock Well Houses.

**5. Shorrock Street Water Treatment Plant Permanent Roof Ladder**

Our mechanic fabricated a permanent aluminum ladder structure and installed it for the Shorrock Water Treatment Plant roof access. After calculating our labor and materials cost, at least fifty percent savings was realized because we built it in house and installed it ourselves.

**Technical Operations:**

**6. SCADA/Communications Status**

All SCADA and communications systems are functioning well.

**7. New Jersey American Water Communications Panel Status**

The communications panel for the Chestnut Street New Jersey American Water interconnect is competed and tested. It is being installed now by New Jersey American Water contractor. The cell transmitter technology used there enables our operational personnel to view it on a PC and or on their cell phones.

**IT Department:**

**8. Department General Functionality Update**

In Mr. McBride's absence, day to day IT duties have been managed effectively by management and our GIS specialist. Mr. McClain has also gotten involved with keeping the transition from the old fire wall to the new one as well as the Edmunds upgrade efforts moving forward.

**GIS Department:**

**9. Department Taking On Additional Cybersecurity Responsibilities**

Upon considering additional staffing for the IT department, it was determined that there was too much workload for one person but not enough to justify a second. Mr. McClain, along with his GIS responsibilities, has begun to familiarize himself with the Authority's cyber-security duties so it will remove that element from the IT Department. He has joined the New Jersey Cybersecurity and Communications Integration Cell and subscribed to the US Cybersecurity and Infrastructure Security Agency. This move enables Mr. McBride to concentrate primarily with the IT hardware/software responsibilities and continue to handle our wireless systems, antennas, telephone, vehicle GPS, HVAC Control and Security/Fire Systems.

Senator Singer asked how Mr. McBride is doing. Mr. Farina said that he is doing better. We are getting updates. He is not well enough to return but he is progressing. Senator Singer asked Mr. Farina to give Mr. McBride their wishes for his best when you speak with him and looking forward to having him back.

**XI. Commissioners' Report**

**XII. MEETING OPEN TO THE PUBLIC**

**XIII. MEETING CLOSED TO THE PUBLIC**

**XIV. CLOSED SESSION**

Senator Singer asked for a closed session for litigation. The meeting went into closed session at 2:46 P.M. Mr. J. Flancbaum read **Resolution No. 21-33 To Go Into Closed Session**. Motion was made by Mayor Coles, seconded by Mrs. Fish. On **roll call**, all members present voted **“Yes”**. **Adopted**.

**XV. OPEN SESSION**

Motion was made by Mayor Coles, seconded by Mrs. Fish at 3:00 P.M. to go into Open Session. On a voice vote, all members present voted, "Aye".

**XVI. ADJOURNMENT**

A **motion** was made by Mrs. Fish, seconded by Mr. S. Flancbaum to adjourn meeting. **On roll call, all members present voted “Yes”**. The meeting was adjourned at 3:01 P.M.

Respectfully submitted,

Nechama Lapa,  
Secretary, LTMUA