



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

THE LAKEWOOD TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

Regular Meeting Minutes

September 14, 2021

- I. Senator Singer opened the meeting at 10:00 A.M. via teleconference.
- 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 18, 2021 and The Tri Town News on February 24, 2021 and again in the Asbury Park Press on August 6 2021 and in the Tri Town News on August 11, 2021.
- III. **Salute to the Flag**
- IV. **Roll Call of Commissioners**
On roll call the following Commissioners were present: Mrs. Miller, Mrs. Fish, Mr. Theibault, Committeeman Lichtenstein, Mr. S. Flancabaum, and Senator Singer. The following professionals and key personnel were present: Mr. Adam Pfeffer, Esq., Mr. Justin Flancabaum, Executive Director, Mr. Donald Sondak, CFO, Mr. Colin Farrell, CEng MIEI, Director of Engineering, and Mr. Adam Ponsi, P. E.
- V. **Minutes**
A **motion** to approve the minutes of the Regular Meeting held on July 13, 2021 and August 3, 2021, was made by Mrs. Fish and seconded by Mr. S. Flancabaum. On **roll call**, all members present voted **"Yes"**. **Motion Carried.**
- VI. **Chief Financial Officer Report**
 1. **Resolution 21-74 for the 2021-2022 Water/Sewer Budget Extension**
Mr. Sondak requested the resolution for Mr. Bauer, auditor, who is away on vacation. We are waiting for clarification for some actuarial analysis on post-retirement benefits liability before we can close it out and present it. Senator Singer noted for the record the reason we are waiting for the actuarial analysis is done by the state not by us. We are delayed for change so therefore we can't do our budget. The actuarial study is a requirement of the state now and they have to do it.

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Motion was made by Mrs. Fish, seconded by Mr. S. Flancbaum. **On roll call**, all members present voted **“Yes”**. **Adopted**.

2. The finance group is participating in Edmunds annual conference/seminar this week, it's all virtual. They are signed up for the particular modules related to their job to get some formal training and maybe get some more tricks and some more efficiencies.
3. **Motion to Approve Operating Vouchers**
There is a change on the operating voucher. There is an additional \$1,485 for the labor attorney, bringing the total to be approved to \$412,993.15.
Motion to approve operating vouchers in the amount of \$412,993.15 was made by Mrs. Fish, seconded by Mr. S. Flancbaum. **On roll call**, all members present voted, **"Yes"** with **noted abstentions**. **Motion Carried**.

VII. Engineer's Report

1. Budleman Way Subdivision

- Resolution No. 21-75 Granting Conceptual & Technical Approval
There are 56 townhouse units with a community building. It was stated that the developer is Somerset Development.
On roll call, all members present voted **“Yes”**. Mr. Theibault & Senator Singer abstained. **Adopted**.

2. East Spruce Street School #2

- Resolution No. 21-76 Accepting Terms of Developer's Agreement
Motion was made by Mrs. Fish seconded by Mr. S. Flancbaum. **On roll call**, all members present voted **“Yes”**. **Adopted**.

3. Ridge Avenue School #6 Temporary Trailer

- Resolution No. 21-77 Accepting Terms of Developer's Agreement
Water and sewer hooks up are on site. It was stated that Regency Development is the general contractor. Motion was made by Mrs. Fish, seconded by Mr. S. Flancbaum. **On roll call**, all members present voted **“Yes”**. Mr. Theibault abstained. **Adopted**.

4. Cellular Antenna Airport Road Tank Dish Wireless

- Resolution No. 21-78 Awarding Professional Services Contract
A proposal was received by Van Cleef Engineering for a cost not to exceed \$4,600. Motion was made by Mrs. Fish, seconded by Mr. S. Flancbaum. **On roll call**, all members present voted **“Yes”**. **Adopted**.

5. Emergency Response Plan Update

- Resolution No. 21-79 Awarding Professional Services Contract

A proposal was received from Colliers Engineering & Design, formerly Maser, to develop an emergency response plan in accordance with the American Water Infrastructure Act in a cost not to exceed \$16,500. This is an EPA mandated plan due by December 31, 2021. Motion was made by Mrs. Fish, seconded by Mr. S. Flancbaum. On **roll call**, all members present voted **“Yes”**. **Adopted.**

6. Emergency Generator Permits Wells 1 & 3

- Resolution No. 21-80 Awarding Professional Services Contract
At this time, the Authority may authorize the professional services contract to Mott McDonald for \$2,250.
Motion was made by Mrs. Fish seconded by Mr. S. Flancbaum. On **roll call**, all members present voted **“Yes”**. Mr. Theibault abstained. **Adopted.**

7. Sanitary Sewer Replacement OLV

- Resolution No. 21-81 Awarding Contract
On September 9, 2021 we received 3 bids for this project. One from James R. Ientile for \$69,420.00, one from Earl Asphalt Inc for \$93,513.13, & one from Lima Charlie Construction for \$144,702.
The Authority may award the contract to the lowest qualified bidder, James R, Ientile conditioned upon the review and recommendation of the Authority Engineer, Authority Attorney, & Morgan Engineering.
Senator Singer cautions that there is a very big difference in the bids, between \$30,000 & \$70,000 in a small project. Just make sure we are covered and the bidder understood what he is doing.
Motion was made by Mr. S. Flancbaum, seconded by Mr. Theibault. On **roll call**, all members present voted **“Yes”**. **Adopted.**

8. Well 3 Emergency Repairs 2021

- Resolution No. 21-82 Awarding Contract
An emergency was declared at the August meeting so at this time the Authority can award a contract to Steffen Drilling to repair well 3 for \$112,600.00.
Mr. Farina adds that both wells 3 & 19 are being worked on simultaneously by Steffen Drilling. Equipment for well 3 has a lead time of approximately 4 weeks so in about 2 weeks they should have that in. Well 19 has a 10 week lead time so we are still about 6 weeks out.
Motion was made by Mr. S. Flancbaum, seconded by Mrs. Fish. On **roll call**, all members present voted **“Yes”**. **Adopted.**

9. Well 19 Emergency Repairs 2021

- Resolution No. 21-83 Awarding Contract
Same as well 3, well 19 emergency was declared at the August meeting so a contract can be awarded at this time to Steffen Drilling for \$72,000.00.
Motion was made by Mrs. Fish, seconded by Mr. S. Flancbaum. On **roll call**, all members present voted **“Yes”**. **Adopted.**

10. Surveys of LTMUA Properties

- Resolution No. 21-84 Awarding Change Order #1

Change order #1 for \$1,000.00 was received from Morgan Engineering for additional work at the Shorrock Street Complex due to the age of the property.

Motion was made by Mrs. Fish seconded by Mr. S. Flancbaum. On **roll call**, all members present voted **“Yes”**. **Adopted.**

11. Conversion of New Hampshire Treatment Plant Chlorine system

- Resolution No. 21-85 Awarding Change Order #1
- Resolution No. 21-86 Awarding Change Order #2

For change order #1, a letter was received from Remington Vernick recommending to MB Mark III Electric for the cost of programming & the integration of a new transmitter at the New Hampshire Avenue chlorine solution tank in the amount of \$5,136.98.

To defray a portion of the cost, Remington Vernick has indicated in their letter they will give the Authority a credit of \$2,178.78 on the contract due to the original transmitter being specified by RV.

Change order #2 is to Remington Vernick in the net credit amount of \$2,178.78.

Resolution 21-85 was read by Mrs. Gray. Motion was made by Mrs. Fish, seconded by Mr. S. Flancbaum. On **roll call**, all members present voted **“Yes”**. **Adopted.**

Resolution 21-86 was read by Mrs. Gray. Motion was made by Mrs. Fish, seconded by Mr. Theibault. On **roll call**, all members present voted **“Yes.”** **Adopted.**

12. Shorrock Street Water Treatment Plant Chlorine System

- Resolution No. 21-87 Awarding change Order #1

The Authority received a letter from Van Cleef Associates recommending a change order in favor of Epic Mechanical for the control room ceiling replacement requested by the Authority and bypass coil replacement in the amount of \$31,372.00.

Senator Singer asked why does the ceiling need to be replaced? Mr. Farina responded: we have an air handler system on the roof as old as the building. They had to drain that in order to replace the boilers and when they went to recharge it, it sprung leaks. That system would have to be replaced soon anyway.

Mrs. Gray read **Resolution No. 21-72 Declaring Emergency to Repair Well No. 19.**

Motion was made by Mrs. Fish, seconded by Mr. S. Flancbaum. On **roll call**, all members present voted **“Yes”**. **Adopted.**

13. Chestnut Street Water Main Extension

- Resolution Awarding Change Order #1

This resolution was tabled until the October meeting.

14. Risk & Resilience Assessment

- Resolution No. 21-88 Awarding Change Order #1

Colliers Engineering & Design came in under budget for the contract for professional services to complete a risk & resilience assessment. Change order #1 is for a net credit of \$17,997.94 to close out the contract.

Motion was made by Mrs. Fish seconded by Mr. S. Flancbaum. On **roll call**, all members present voted “**Yes**”. **Adopted.**

VIII. Attorney's Report

Business as usual.

IX. Executive Director's Report

1. Resolution 21-89 Awarding Contract to Let's Think Wireless, LLC.

There was a typo on the agenda, the contract is for a one year, not a two year, maintenance agreement with Let's Think Wireless. Let's Think Wireless developed & installed our microwave radio system & has provided us with very good support over the last several years. The support included preventative maintenance, on line support, on site support & hardware warranty for our Ceragon links. The time period is August 1, 2021 through July 31, 2022 for \$41,691.00.

Motion was made by Mrs. Fish seconded by Mr. S. Flancbaum. On **roll call**, all members present voted “**Yes**”. **Adopted.**

- 2.** We are moving forward with the allocation increase with the DEP. It's on ongoing process but we are moving in the right direction. Hopefully we'll be able to wrap this up over the next several months. The approval of the wells will be included in that.

X. Technical Operations Report

Read by Mr. Bob Farina:

Operations Dept:

1. Both wells 3 & 19 were contracted out to Steffen Well Drillers and they are currently working on wells #3&19. Equipment for Well #3 has a lead time of approximately 4 weeks, so we are expecting the equipment in within the next two weeks. With well #19 the equipment has a 10-week lead time.
2. The new replacement lab sink/bench for Shorrock St. was fabricated out of 100% stainless steel and done in house is now installed. The savings realized to the Authority was more than \$17,000 in addition to getting a product that was specifically customized to our needs.
3. An effort was started in 2019 to address crumbling and deteriorating water meter pits in the OLV putting the Authority in a potential liable state. There was a total of 15 pits slated for total rebuild. We are set to complete the last 3 by years end. All the work was done in house using materials that will enable the Authority to never have to revisit these units again for decades to come.

Technical Operations:

4. All SCADA and communications systems are up and running satisfactory except for the well houses that are currently under repair.

5. I am in the process of sorting out the larger benefits to the Authority regarding lightning prevention versus lightning protection for our water storage tanks and remote sites, whereas prevention is substantially more costly than protection. In discussions with my contractors, we are working on coming up with a financially reasonable solution that will give us some of both technologies and deliver the best protection as possible. In addition, the contractors state that there is nothing in terms of lightning prevention that will or would have prevented the direct hit that we experienced at Well # 3's telephone pole mounted equipment and to put anything on the pole to attempt to do so would be a complete waste of money. The poles are currently grounded via rods driven into the earth.

IT Department:

6. With regards to the microwave radios, Leon is working on completing the Net Master software to enable Operations to keep a visual on radio functions.
7. Quick Base project software is repaired and back up and running for Engineering with all security protocols in place.
8. The new Windows 11 operating system is ready to be deployed and will be to a few users at a time to insure a seamless transfer.

GIS/Cyber-Security Department:

9. Preparing a manhole inspection APP for iPad use.
10. Completing Bulk Water Sales Tracking APP for Billing.
11. Identifying hydrants as private, fire or based on Water Quality.
12. Compiling info. for our consultant for the Ridge Ave. water main.

Cyber:

13. Next phase of training takes place in October.
14. Investigating training opportunity with Purdue University Apprenticeship Program pending Grant Availability.

XI. Commissioners' Report

XII. MEETING OPEN TO THE PUBLIC

XIII. MEETING CLOSED TO THE PUBLIC

XIV. ADJOURNMENT

A **motion** was made by Mr. S. Flancbaum, seconded by Mr. Theibault to adjourn meeting. **On roll call**, all members present voted **“Yes”**. The meeting was adjourned at 10:33 A.M.

Respectfully submitted,

Robyn Gray,
Secretary, LTMUA