



Board of Commissioners

Senator Robert Singer, Chairman

Raymond Coles, Vice Chairman

Anne Fish, Treasurer

Samuel Flancbaum, Assistant Secretary

Michael Sernotti, Commissioner

Craig Theibault, Alt. Commissioner

P. G. Waxman, Commissioner

THE LAKEWOOD TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

Regular Meeting Minutes

January 7, 2014

- I. Senator Singer opened the meeting at 10:08 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 11, 2013 and The Tri Town News on February 13, 2013.
- III. **Salute to the Flag**
- IV. **Roll Call of Commissioners**
On the roll call the following Commissioners were present: Mr. Theibault, Mr. S. Flancbaum, Mr. Coles, Mr. Waxman and Senator Singer. Mr. Theibault and Mr. S. Flancbaum were seated as alternates. The following professionals and key personnel were present: Mr. Norman Smith, Esq., Mr. Gerwin Bauer, Auditor, Mr. Justin Flancbaum, Executive Director, Mr. Adam Ponsi, Assistant Engineer, 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 December 3, 2013, was made by Mr. Waxman and seconded by Mr. Coles. On a **voice vote**, Mr. Theibault, Mr. S. Flancbaum, Mr. Coles and Mr. Waxman voted "**Aye**". Senator Singer abstained since he did not attend meeting. **Motion carried.**

Senator Singer wished everyone a Happy New Year!
- VI. **Accountant's Report**
Mr. Bauer reported that the Audit is going very well. The letters are signed. Mr. Bauer spoke with the State. He did get the Budget back. It was approved by the State without any changes. It is here today for adoption. Mrs. Lapa read **Resolution # 14-01 2014**

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Sewer Operation Lakewood Township Municipal Utilities Authority Adopted Budget Resolution. Motion was made by Mr. Waxman, seconded by Mr. Coles. On **roll call**, all members present voted, "**Yes**". **Adopted.** Mrs. Lapa read **Resolution # 14-02 2014 Water Operation Lakewood Township Municipal Utilities Authority Adopted Budget Resolution.** Motion was made by Mr. Waxman, seconded by Mr. Coles. On **roll call**, all members present voted, "**Yes**". **Adopted.** Senator Singer said that sometime this month the CFO position should be posted. Mr. Flancbaum, Senator Singer and Mr. Bauer will meet the candidates and do the initial screening. The final few candidates will be brought in front of the Board for a final decision. Senator Singer said that the idea for a CFO is from Mr. Bauer and he appreciates it. Mr. Bauer feels that he is doing work that he does not have to do. The Authority is growing in such a way that is starting to become a conflict to him and he does not want to be in that conflict, which Senator Singer appreciates Mr. Bauer for bringing it to the Authority's attention. This is a positive thing and we are moving in the right direction.

Mr. Morrill was out sick. Mr. Ponsi presented the Engineer's Report. Senator Singer said he is glad to see Mr. Ponsi is back from his shoulder surgery and that he is doing well.

VII. Engineer's Report

1. Update Rules and Regulations

- Motion to Approve Changes to the Authority's Rules and Regulations
Mr. Ponsi said that during the Redondo Lane Project, it was determined that there was a better method and materials for installing deep house connections. The detail was updated. The engineers would like the Rules and Regulations to be updated to reflect this detail. Mr. Waxman questioned when the Redondo Lane project will be done. Mr. Flancbaum said that it is finished. The sub base of the pavement was installed over the last couple of weeks. The site was cleaned up towards the end of last week. Only the top coat is left to be done during springtime. Mrs. Lapa read **Resolution # 14-03 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 **roll call**, all members present voted, "**Yes**". **Adopted.**

2. Towbin Avenue Sewer Line Replacement

- Resolution Awarding Professional Services Contract
A proposal was received from Ernst, Ernst and Lissenden in the amount of \$52,700 for the design of a replacement sewer along Towbin Avenue and Healthcare Way. This sewer line does not meet current State standards and does not serve Old Pine Acres and the Authority would like to serve them. The Authority has \$100,000 from the Knipper Development. If the money is not used this year for this project, the Authority will lose the money. Mrs. Lapa read **Resolution # 14-04 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. S. Flancbaum. On **voice vote**, all members present voted, "**Aye**". **Adopted.**

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

- Resolution Awarding Change Order #4 to Professional Services Contract for Phase I
- Resolution Awarding Change Order #1 to Professional Services Contract for Phase II
- Resolution Awarding Change Order #2 to Phase II Contract

The first Change Order is for Ernst, Ernst and Lissenden for Phase I in the amount of \$1,202.50. This is for Mazzara for work coordinating the cleanup of the Ocean County Garage. Mrs. Lapa read **Resolution # 14-05 Authorizing Change Order #4 Redondo Lane Sanitary Sewer Repair And Replacement Phase 1**. Motion was made by Mr. Coles, seconded by Mr. S. Flanbaum. On **voice vote**, all members present voted, "**Aye**". **Adopted**. The second Change Order is for Ernst, Ernst and Lissenden for Phase II in the amount of \$4,026.00. This is for the additional work related to the storm sewer conflict and the deep sanitary sewer connections. Mrs. Lapa read **Resolution # 14-06 Authorizing Change Order #1 And Extend Contract Redondo Lane Sanitary Sewer Extension Phase 2**. Motion was made by Mr. S. Flanbaum, seconded by Mr. Coles. On **voice vote**, all members present voted, "**Aye**". **Adopted**. The third Change Order is for RNR Contractors for Phase II in the amount of \$38,145.00. The original amount was \$29,060.00. This was for pavement costs. The additional \$9,000 is for the storm sewer work that needed to be done with the inlet and the storm pipe due to the conflict. Mrs. Lapa read **Resolution # 14-07 Authorizing Change Order #2 And Extend Contract Redondo Lane Sanitary Sewer Improvements Phase 2**. Motion was made by Mr. Coles, seconded by Mr. S. Flanbaum. On **voice vote**, all members present voted, "**Aye**". **Adopted**.

4. Fire Alarm & Security Systems Installations

Resolution Awarding Contract

Five bids were received on December 18, 2013. The amount of the bids ranged from \$139,800 to over \$200,000. The low bid was from Meridian Property Services. This is \$12,750 lower than the low bid on the previous set of bids. One of the handouts is Mr. Smith's approval letter for the bid. Senator Singer asked if this was in the budget. Mr. Flanbaum said yes. Mrs. Lapa read **Resolution # 14-08 Awarding Contract For Fire Alarm And Security System Upgrades**. Motion was made by Mr. Coles, seconded by Mr. Waxman. On **voice vote**, all members present voted, "**Aye**". **Adopted**. Senator Singer questioned if fire drills are done. Mr. Flanbaum answered that we do have fire drills.

5. Cellular Antennas

Resolution Closing Contract

This is for the New Hampshire Avenue Tank. The work related to T-Mobile installation has been completed. A resolution is needed to close the contract so that any professional services contracts that are open can be closed. Mrs. Lapa read **Resolution # 14-09 Resolution Accepting Work Performed By T-Mobile Upgrading The Site Cell Equipment System At The New Hampshire Avenue Water Tank And Closing The Contract**. Motion was made by Mr. Coles, seconded by Mr. S. Flanbaum. On **voice vote**, all members present voted, "**Aye**". **Adopted**.

6. Wells #5 & #8 Relocations and Redrilling – Project Status

Well No. 18 which is the replacement well for Well No. 8 is anticipated to be completed this month. Well No. 19 is replacing Well No. 5. The Authority is awaiting New Jersey DEP approval of the regrading of the site. Once that is approved, the contractor can start the drilling.

VIII. Attorney's Report

New Jersey Business Systems Lawsuit – As Mr. Smith advised in writing, the Sherriff's Department of Mercer County has served New Jersey Business Systems a summons. They have another week or two to file an answer. Senator Singer wanted to know if they are bonded. Mr. Flancbaum said that this was done under State Contract. Senator Singer asked if they are a substantial company. Mr. Smith said he does not think that they are substantial, but they are a company that is in existence and doing work in the State. They have State Contracts. Mr. Smith does not think they are a big company but they are a viable company. There is no bond, the Authority just piggy backed on the State Contract. As soon as Mr. Smith has anything further he will let the Authority know. If they do not answer he will take default, but Mr. Smith said he thinks that they will answer.

Mr. Waxman said he will not take part in the conversation regarding the challenging of the connection fees.

Senator Singer told Mr. Smith that he should get involved with the case of a project, an addition of office space on Airport Road that is questioning the Authority's connection fees schedule. Mr. Smith said that he had a teleconference yesterday with Mr. Flancbaum and Mr. Hubal of Hatch Mott MacDonald that lasted for one and one half hours discussing this issue. It is a complicated issue and there is a lot more that needs to be said. Mr. Flancbaum has reached out to other towns to research this. Senator Singer said that the engineer on that project is not very cooperative, insisting that the Authority does not know what they are doing. The builder is also not cooperative. Senator Singer said that he stopped all work on the project and the application is being held. Mr. S. Flancbaum questioned who their engineer is. Mr. Flancbaum responded PDS and we are dealing with Graham Macfarlane. Senator Singer said that the builder told him that if the client had known this, they would have not built the building. Senator Singer said his answer to him was that they should have known this from before. It is incompetent for a builder not to know the costs before building. Mr. S. Flancbaum said that is typically part of the due diligence before you start a project.

IX. Executive Director's Report

1. Salary Increases for 2014

Mr. Flancbaum said that he was in contact with the Municipal Manager regarding raises for non-union employees in the Township this year. The Lakewood Township is giving a two percent raise for non-union employees across the board. Mr. Flancbaum would like to do the same for the Authority employees. Obviously, this does not include those employees that were discussed at last month's board meeting that are getting merit increases. Senator Singer said to do the same as the Township. Mr. Flancbaum said that it was included in the Budget for this year. A **motion** was made by Mr. Coles and seconded by Mr. Waxman to implement the two percent salary increase retroactive to January 1, 2014. On **roll call**, all members present voted, "**Yes**". **Motion passed.**

2. Holiday Schedule for 2014

A **motion** was made by Mr. Coles and seconded by Mr. S. Flancbaum to approve the 2014 Holiday Schedule. On **voice vote**, all members present voted, "**Aye**". **Motion passed.**

3. Employee Safety and Emergency Preparedness improvements

The Authority purchased duffle bags for the whole operations department. Each bag is packed with essential safety equipment such as hard hats, safety vests, safety goggles etc. They will have their bag in their truck with them. Additionally, electronic card meters were provided to the Township and Emergency Management Office, Kenny Dix. Mr. Dix now has access to the Treatment Plants on New Hampshire Avenue and Shorrock Street. They have access only to the gates for emergencies. Senator Singer said that the cards should be signed for. Procedures are needed for everything. A form needs to be made; perhaps Mr. Smith can assist with it. The form should say that have taken the cards, the id number and a signature. If and when that person leaves, he is responsible to return the card to the Authority. The new person will have to sign out their new card. Everyone that has a card has to sign for it with their card number in order to be secure and to be able to track them. The card holder has to be told that they are responsible to keep the cards in a safe and secure place. Mr. Flancbaum said that it will be done. After Hurricane Sandy, the Authority prepared a virtual private network to allow us the ability to remotely access the server in the event that we cannot come to the office. It was used last Friday during the snow storm for the first time. Mr. Copeland was able to log in remotely and prepare the monthly meeting booklets. It is really a great tool. Senator Singer asked if Mrs. Fish used the kindle for the meeting last month and if she was happy with it. Mr. Flancbaum said she used it and she seemed to be happy with it. Senator Singer asked if we should try for next meeting to have it on the screen. Mr. Copeland said that the kindle has everything that was in the booklets sent to the commissioners. Senator Singer said that at next month's meeting someone else should use the kindle. He would like to make sure that everyone likes it before anything is done. Senator Singer asked Mr. Waxman if he would like to use it next month. Mr. Waxman said he would. Senator Singer said that it should be rotated around, everyone should use it.

4. Document Scanning

Mr. Flancbaum is meeting this afternoon with a company, which we received a proposal from, to review to Phase I of the document scanning project. In Phase I we will scan the vouchers, accounts payable information, bank statements, financial reports, compliance reports and pumping records. Basically everything is being scanned except for the engineering documents. Mr. Flancbaum worked with Mr. Smith and Mr. Bauer to insure compliance with State Records Retention Laws. Everything that needs to be kept will be scanned. The paper copies will be discarded. The bid is expected to be below the bid threshold but will request a formal authorization to advertise a request for proposals after we receive the price. Senator Singer said that this is getting the Authority moving towards paperless. A lot of things have been stored for many years and we have become collectors. Some items are never used and not necessary to keep and are just being kept. It takes up room and is not necessary. It took weeks to clean out the storage area for the renovations. There was stuff from twenty years ago.

5. Electronic Work Orders

The Authority is working on different solutions on going completely paperless with the work orders. We are working on getting a field mobile device. It might be a tablet or most likely a window based laptop/device. The key that we are looking for is durability and functionality. It has to be able to work in the sunlight and we cannot worry about rain and inclement weather. The idea would be to possibly have an Edmunds icon on the screen and have the field staff to be able to remotely log on to only the work order

maintenance section. They will be able to access work orders and be able to complete and fill out the work order sheet afterwards. This way everything will be in the account and we would not have to print out papers, taking the paper back and scanning it in. Edmunds has something similar for building inspectors. They have a laptop in the truck and that is how they fill out the inspection reports. The IT Department will continue on this subject further in their report.

6. Departmentalization

The Authority has begun implementing departmentalization of the Operations Department. We started with supervisor for treatment plants and well houses. This will be monitored over the next couple of months to see how this goes. The idea is that there should not be a vacuum when either a supervisor or manager leaves. It should be under people that understand and know what is going on with plants and well houses. Once we get on a roll with that program, we will start to implement the next phase of the departmentalization, which will probably be the distribution system. Mr. Flancbaum said he will keep the board updated on this.

X. Instrumentation/IT Department Report

1. Beacon Hill and Well 15 Progress

The last two structures have been delivered at the Beacon Hill Tank and constructed at the Well No. 15 sites. Beacon Hill is now electrified and equipped with a backup generator with an automatic transfer device. Well No. 15 will have its electrical conduit installed and all of its electrical equipment swapped over in the near future. It will also have a backup generator installed.

2. Remote Well RTUs

The last large SCADA RTU control panel for Shorrock Street Water Treatment Plant was delivered. It is installed, powered and awaiting programming. Now the panel fabricator is working on the last of the remote SCADA RTU's for the wells. Once this is complete, this will be last RTU panels to be constructed until future wells come on line in the Ballpark.

3. Radio/Wireless Communications

We have been focused on coming up with a permanent solution to our ongoing radio communications issues. At this point it looks very encouraging with regards to us being able to get a system that is going to be very reliable and somewhat economical as it is related to initial cost and future maintenance. We have a contractor preparing to provide us with a demonstration to test wireless cellular technology; which is a very reliable and secure way of transmitting critical data. It is currently being used by other utilities as well as police, fire and EMS agencies, several of whom we are in contact with on this matter. We have already spoken to the Lakewood Police Department who use this system, and the response from them has been extremely positive. Instead of an antenna system, the newest system is cellular technology. It actually has been around for ten years, but it is extremely perfected. This enables the Authority to be in full control of the maintenance. Towers will not have to be climbed and the Authority will not have to depend on maintenance contracts to do the work. This seems to be a solution to the ongoing problem.

4. Paperless - Commissioners Meeting / Work Order progress

We have continued to refine the procedures for this meeting, including comprehensive, indexed e-booklets that you received last week. The agenda is on the screen as well as on the digital booklet that Commissioner Fish is testing for us. If you do not get a chance to look at it, the table of contents is up on the screen. We welcome any feedback that you may have. In addition, we are starting to work on a paperless work order system that would greatly streamline the work order process as well as communication between the billing and field operations. We anticipate this to be in place very shortly.

5. Security/Technology updates for the new year

One of the more important security updates that has been performed is that all four computers in the office with full administrative rights – those belonging to Mr. Flanbaum, Ms. Gaynor, Mrs. Lapa and Mr. Copeland - have been equipped with biometric finger-scanning devices. This greatly restricts access and increases security. In addition, we were able to field test some of the secure VPN tunnel technology that we put in after Hurricane Sandy. It was put to test during the winter storm that occurred on Friday. It had great success. Furthermore, we have finished setting up the second video camera here at the New Hampshire Avenue complex. It is recording the vehicle gate with full motion detection. It is integrated with the lobby camera for purposes of monitoring.

Mr. Farina, on behalf of the Technical Operations Department, wanted to express to the commissioners appreciation for their support that has enabled us to bring forth all the technological changes that have so far enhanced this Authority's ability to better perform its outlined tasks. We look forward to future challenges and to continue our efforts enabling the Authority to proceed forward in 2014 and beyond.

Senator Singer thanked Mr. Farina for his report and the good work that his department has been doing. Senator Singer questioned if there has been any progress towards finding another member for the IT Department. Mr. Farina said that it is in progress. Senator Singer said that at some point your department will need help. There is a growth factor. The IT Department needs to grow along with the rest of the Authority. The Authority will be relying on the IT Department more and more. That is the way of the future. Mr. Farina said they have been quite focused on it and has become a priority. He hopes for success in the near future. Senator Singer said that if needed in the future, you may need additional contractors to hire. The Authority is not against it as long as the Authority has control over it. In the past, an outside contractor ran the whole project. The Authority cannot rely on an outside person to understand everything. Mr. Farina said that it is one of his main focuses now.

XI. Commissioners' Report

Mr. Waxman suggested that a letter be sent out to those that were affected by the Redondo Lane Project, thanking them and briefly explaining to them what was done and what will be done in the spring. They put up with a lot, but they also benefitted a lot. Mr. Flanbaum said he will do it.

XII. MEETING OPEN TO THE PUBLIC

There was no response from the public.

XIII. MEETING CLOSED TO THE PUBLIC

XIV. MOTION TO APPROVE THE OPERATING VOUCHERS

A **motion** was made by Mr. Coles and seconded by Mr. Waxman to approve the Operating Vouchers in the amount of \$653,793.66. On **voice vote**, all members present voted, "**Aye**". **Motion passed.**

XV. CLOSED SESSION

XVI. OPEN SESSION

XVII. ADJOURNMENT

A **motion** was made by Mr. Waxman, seconded by Mr. Coles to adjourn meeting. On a **voice vote**, all members present voted, "**Aye**". The meeting was adjourned at 10:35 A.M.

Respectfully submitted,

Nancy Lapa,
Secretary, LTMUA