



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

March 5, 2024

- I.** Senator Singer opened the meeting at 11:00 P.M. in the conference room of the Lakewood Township Municipal Utilities Authority, 390 New Hampshire Avenue, Lakewood, NJ 08701
- 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 9, 2024 and the Lakewood Shopper on February 9, 2024.
- III. Salute to the Flag**
- IV. Roll Call of Commissioners**
On roll call the following Commissioners were present: Mrs. Fish, Mayor Coles, Mr. Theibault, Mr. S. Flancbaum, Committeeman Lichtenstein and Senator Singer.
The following professionals and key personnel were present: Mr. Adam Pfeffer, Esq., Mr. Justin Flancbaum, Executive Director, Mr. Gerwin Bauer, Auditor, Mr. Donald Sondak, Chief Financial Officer/Human Resources Director, Mr. Bob Farina, Director of Operations, Mr. Harry Robbins, Operations Manager, Mr. Colin Farrell, CEng MIEI Director of Engineering and Mr. Adam Ponsi, P.E.
- V. Minutes**
Motion to approve the minutes of the Annual Reorganization Meeting held on February 6, 2024 was made by Mr. S. Flancbaum and seconded by Mayor Coles. On **roll call**, all seated members voted **"Yes."** **Motion carried.**
Motion to approve the minutes of the Regular Monthly Meeting held on February 6, 2024, was made by Committeeman Lichtenstein and seconded by Mr. S. Flancbaum. On **roll call**, all seated members voted **"Yes."** **Motion carried.**
- VI. Chief Financial Officer Report**

LAKEWOOD TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

390 NEW HAMPSHIRE AVENUE, LAKEWOOD, NEW JERSEY 08701

PHONE (732) 363-4422 | FAX: (732) 905-0712 | WWW.LAKEWOODMUA.COM

Given by Mr. Donald Sondak, CFO/Human Resources Director

1. Motion to Approve Operating Voucher

Mr. Sondak reported the operating list in the Board packet is \$1,956,061.70 and there are no unexpected items. The list does include some large items of note: \$517,107.43 for OCUA 2024 1st Quarterly payment, a \$487,403.00 payment for construction costs for Well #2 and \$35, 536.25 for ARP projects funded through Lakewood Township. He recommended that the board approve the Operating Expense List of \$1,956,061.70, with noted abstentions.

Motion made by Committeeman Lichtenstein and seconded by Mr. Theibault. On **roll call**, all seated members voted “**Yes.**” **Motion carried.**

VII. Engineer’s Report

Given by Mr. Adam Ponsi, P.E. and Mr. Colin Farrell, CEng MIEI Director of Engineering

1. Joe Parker Road 16 Unit Duplexes (*Owner/Developer: Oak St. Invest, LLC-Simon Soloff*)

Mr. Ponsi reported on February 15, 2024 Morgan Engineering issued Conceptual, Technical and Final Review #1.

At this time the Authority may grant conceptual and technical approval for the Joe Parker Road 16 Unit Development conditioned on the Morgan Engineering letter dated February 15, 2024.

- **Resolution No. 24-27** Granting Conceptual and Technical Approval (Sewer Only) for Joe Parker Road 16 Unit Duplexes

Motion was made by Mayor Coles and seconded by Mr. Theibault. On **roll call**, all seated members voted “**Yes**”. **Motion carried.**

2. Chestnut Street and Holden Square 10 Lot Subdivision (*Owner/Developer: SGS Development Project, LCC – Franklin Shapiro & Owner: Yehudis Berger*)

At this time the Authority may authorize the Executive Director to endorse applications for the Chestnut Street and Holden Square 10 Lot Subdivision project. OCUA approval is required due to the proposed development generating over 2,000 gpd of sanitary sewer flow.

- **Resolution No. 24-28** Authorizing Executive Director to Endorse Applications for Chestnut Street and Holden Square 10 Lot Subdivision

Motion was made by Mayor Coles and seconded by Mr. Theibault. On **roll call**, all seated members voted “**Yes**”. **Motion carried.**

3. Woodlake Village Building #8-Project Status

February 8, 2024 the Authority received a request from the Applicant’s representative to release the \$13,000 cash guarantee being held to ensure the proper abandonment of laterals.
February 2024 the Authority confirmed all abandonments have been completed.
March 2024 the Authority is scheduled to release the cash guarantees back to the Applicant.

Senator Singer questioned Mr. Ponsi regarding the returning of the \$13,000. Mr. Ponsi explained that they completed the work that they needed to do for the abandonments. They wanted to wait a year to do the abandonments while they built the other buildings. We were ok with them waiting but wanted the money to guarantee that it got done. They did the abandonment and he confirmed it.

Senator Singer noted that Mrs. Fish arrived and she was seated in place of Committeeman Lichtenstein.

4. Arc Flash Analysis for Compliance with NEC and PEOSHA

Mr. Farrell reported on February 22, 2024 the Authority received a proposal from SS Electric for electrical work required for the Arc Flash Study in the lump sum amount of \$7,500.00.
At this time the Authority may award a contract to SS Electric for electrical work required for the Arc Flash Study in the lump sum amount of \$7,500.00.

- **Resolution No. 24-29** Resolution Awarding Contract for Arc Flash Analysis for Compliance with NEC & PEOSHA

Motion was made by Mayor Coles and seconded by Mr. S. Flancbaum. On **roll call**, all seated members voted “**Yes**”. **Motion carried**.

5. Shed Installation at Multiple Wells-TABLED FOR NEXT MONTH

6. Shorrock St WTP Fire System Replacement

February 29, 2024 the Authority received a proposal from French & Parrello Associates for engineering services in order to replace the existing fire system at the Shorrock Street water treatment plant in the lump sum amount of \$9,100.00.
At this time the Authority may award a professional services contract to French & Parrello Associates for engineering services in order to replace the existing fire system at the Shorrock Street water treatment plant in the lump sum amount of \$9,100.

- **Resolution No. 24-30** Awarding Professional Services Contract for Shorrock Street Water Treatment Plant Fire System Replacement

Motion was made by Mrs. Fish and seconded by Mayor Coles. On **roll call**, all seated members voted **“Yes”**. **Motion carried**.

7. GAC Treatment for Wells 1, 2 & 3

February 29, 2024 the Authority received change order request #1 from Owen, Little & Associates wetlands delineation work that was requested by the NJDEP and for additional backwash system design at the request of the Authority in the cost not to exceed amount of \$29,120.00.

At this time the Authority may award change order #1 to Owen, Little & Associates for wetlands delineation work at the NJDEP’s request and additional design work for changes to the backwash system at the Authority’s request in the cost not to exceed amount of \$29,120.00.

- Resolution No. 24-31 Awarding Change Order #1 for GAC Treatment for Wells 1, 2, & 3

Motion was made by Mayor Coles and seconded by Mr. S. Flancbaum. On **roll call**, all seated members voted **“Yes”**. **Motion carried**.

VIII. Attorney's Report given by Mr. Adam Pfeffer, Esq.

Business as usual.

IX. Executive Director’s Report

Given by Mr. J. Flancbaum, Executive Director

1. **Resolution awarding contract for the replacement of fire alarm system**

Mr. J. Flancbaum told the Board that our fire and security alarm systems are at the end of their life cycle and in need of replacement, We conducted an RFP opening this morning and received two proposals. Proposals include a full replacement of pull stations, horn and strobes, smoke detectors, heat detectors, carbon monoxide detectors, and keypads on NH Ave in the communications shed, the admin bldg., operations bldg., the water treatment plant, and the vehicle storage building. And the Water treatment plant on Shorrock St.

Premier Electronic Solutions price was the lowest price at \$43,524 vs. \$45,300 from Rapid Motion Technology. In addition Rapid Motion’s price exceeds our bid threshold.

Premier Electronic Solutions had been vetted and we feel comfortable with them and recommend awarding them this contract.

Committeeman Lichtenstein talked about using local companies for some of our work. Mr. J. Flancbaum explained that prior to an RFP we do solicit local companies so that we can vet them first. Occasionally, a proposal from an unknown company will come in after they see our notice

on our website. We do try to stay local if we can but often our work requires specialists in the field which may not be available local.

Resolution No. 24-32 Awarding Contract for the Replacement of the Fire Alarm System

Motion was made by Mrs. Fish and seconded by Mayor Coles. **On roll call**, all seated members voted **“Yes.” Adopted.**

2. Motion to transfer PFAS litigation file from Wilentz, Goldman, Spitzer, P.A. to Keefe Law Firm

The practice group handling our PFAS litigation is leaving Wilentz, Goldman, & Spitzer and moving to the Keefe Law Firm. We are looking for a motion consenting to transfer our file to Keefe Law Firm.

Motion was made by Mayor Coles and seconded by Mrs. Fish. **On roll call**, all seated members voted **“Yes.” Motion carried.**

3. NJDEP Compliance Evaluation and Assistance Inspection Sanitary Collection System

DEP conducted a compliance inspection of our sanitary sewer collections system on October 16, 2023. We received a formal report from them on February 21, 2024. There were no issues indicated on the report nor were there any items for remediation. DEP wrote that they appreciate the continued operation of our facilities in an environmentally responsible manner. Special thanks to operations management and our team.

4. MODC Silver Gull Awards

Mr. J. Flancbaum reported that the Monmouth Ocean Development Counsel is going to have their Annual Silver Gull Awards at Eagle Ridge Country Club on May 22, 2024. They will be honoring the Orthodox Jewish Chamber of Commerce and Morgan Engineering. If the Board agrees, we would like to be a Shore Supporter for \$1,000 which includes a half page ad in the journal and also 4 tickets to the dinner. They will have kosher food..

5. Resolution Appointing Public Agency Compliance Officer

This is the person responsible for coordinating the reporting procedures from contractors to the State for compliance with Affirmative Action Regulations. This is Colin Farrell.

Resolution No. 24-33 Appointing Public Agency Compliance Officer

Motion was made by Mr. Theibault and seconded by Mr. S. Flancbaum. **On roll call**, all seated member voted **“Yes.” Adopted.**

X. Technical Operations Report

Given by Mr. Bob Farina, Operations Supervisor

Operations Dept:

1. Well #9 is fully repaired and back up in full production.
2. Last month the New Hampshire aeration tower experienced a complete power failure issue necessitating the water treatment process there to be halted. The issue was troubleshot and diagnosed in house and the findings resulted in all the power feed cables going to the tower were burned up and shorted, more than likely due to rodents as these cables pass through an outdoor manhole which is the exact location of the damaged wires. We had the wires replaced by an electrical contractor due to the extreme run distance and the high voltage that they transmit. Steps have also been taken to mitigate damage from rodents as well. The failure was detected on a Tuesday and the plant was back up and running by that Friday.

Technical Operations Dept.:

3. All SCADA and Communications Systems are up and running.
4. Work has begun with preparing two SCADA RTU panels that were built in house over 5 years ago for deployment at the new Pine Street Well's 20 & 21. Our SCADA contractor is working on the programming and I/O assignments with our field technician Alex.

IT Dept:

5. We are in the process of vetting IT vendors.

GIS/Cyber-Security Dept:

GIS:

6. The dept. has taken over the work order generation/processing tasks regarding pre-meter installs, water abandonment and sewer abandonment infrastructure inspections. While doing so, work has also begun with streamlining this system via automation implementations. This will be accomplished 100% in house.
7. GIS is creating a form to capture customer water quality complaint issues. This will standardize the recording of such events so that proper analysis can be taken and then ultimately recording the corrective actions taken.

Cyber-Security:

8. The Authority received notice from the NJCCIC that we will be migrated from the State and Local Government Cyber-Security Grant Program over to the Safe Drinking Water Cyber-Security Grant Program. The big difference and benefit to the Authority is that this grant does not come with a cost sharing requirement thus saving the Authority \$2000.00 over the next 4 years.
9. This month we will be launching the Cyber JIF sponsored employee training program, this will be in addition to our existing KnowB4 training.
10. We received the updated version of Cyber JIF's Framework ver. 1.91 and will ensure that we are in full compliance by the June 30, 2024, deadline as this will maintain the lowest possible deductible costs to the Authority.

XI. Commissioners' Report

Senator Singer reminded the Board that at our next meeting we will have our Elected Officials Training immediately following the meeting.

Mr. J. Flancbaum gave an update on water quality complaints received from customers related to strong chlorine/ bleach odors. It seems like the complaints were concentrated in one neighborhood that is right across the street. There were 2 streets specifically-New Wood Hills Avenue and London Avenue. We had our technicians go to every residence home that called us and test everything tested fine. The PH levels were perfect and no odors were detected at that time. We sent the results straight to the customers and 2 others to the DEP as those customers had contacted DEP directly. The DEP thanked us. Mr. J. Flancbaum mentioned that both him and Mayor Coles were alerted that NJ American Water Co. is doing a temporary conversion from chloramines to free chlorine and had put out a press release indicating that certain towns in Ocean & Monmouth Counties may experience strong chlorine odors. Lakewood was not on this list, and although we were advised that this will not affect Lakewood the timing of these complaints is coincidental as we do purchase 750,000 gallons per day from them.

On another note Mr. J. Flancbaum mentioned that we are planning on beginning our annual flushing a month earlier this year.

XII. MEETING OPEN TO THE PUBLIC

XIII. MEETING CLOSED TO THE PUBLIC

XIV. ADJOURNMENT

The meeting was adjourned at 11:29 A.M.

Respectfully submitted,

Robyn Gray,
Secretary, LTMUA