



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

May 4, 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 April 30, 2021 and in the Star Ledger on April 30, 2021.
- III. **Salute to the Flag**
- IV. **Roll Call of Commissioners**
On roll call the following Commissioners were present: Mrs. Fish, Mrs. Miller, Mr. Theibault, Mr. S. Flancbaum, Committeeman Lichtenstein 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. Donald Sondak, CFO, 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 April 20, 2021, was made by Mrs. Fish and seconded by Mr. S. Flancbaum. On **roll call**, all members present voted "**Yes**". **Motion Carried.**
- VI. **Chief Financial Officer Report**
 1. **Update**
Getting online access to the Bank of New York accounts is moving forward. The Trust Accounting entries that Mr. Bauer is working on are being expedited. In general, Mr. Sondak is tightening the accounting process in terms of time frame. The accounting controls are good, but entries can be made faster than in the past. The books are more current. More staff was brought in to be more involved in making entries and helping with reconciliations. This is moving along pretty well. Mr. Sondak expects to do actual versus plan budget reporting at next month's meeting. Mr. Sondak is working closely with the Engineering Department and Mr. J. Flancbaum to prepare for the June 10th

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closing for the Gravity Sewer and Administration Building Long Term Funding. The numbers are in place and documents will be picked up this morning from the Bond Attorney. From the number side they look good. Unless they have further comments, it should be in good shape. Mr. Farrell and Mr. J. Flancbaum did most of the heavy lifting, he thanks them for their help. Senator Singer asked if the Authority is going more paperless. Mr. Sondak said yes.

For the record, Senator Singer wanted to confirm that Mr. Pfeffer, Authority Attorney and Mr. Bauer, Authority Auditor was on the phone conference. Mr. Pfeffer and Mr. Bauer confirmed that they were present.

2. Motion to Approve Operating Vouchers

Mr. Sondak provided the commissioners with a list of abstentions. The amount for the Operating Expense Vouchers is \$1,186,236.98. A **motion** to approve operating vouchers in the amount of \$1,186,236.98 was made by Mr. Theibault, seconded by Mr. S. Flancbaum. On **roll call**, all members present voted, "**Yes**" with **noted abstentions**. **Motion Carried.**

VII. Engineer's Report

There are no new items to report on.

VIII. Attorney's Report

Mr. Pfeffer said it is business as usual.

IX. Executive Director's Report

1. Resolution awarding contract for Landscape Maintenance Services for 2021 season

A Request For Proposal opening was conducted on April 22, 2021. One proposal was received from Meticulous Landscaping, Inc for seven months of maintenance for a total of \$23,000.00. This includes spring clean, landscaping, weekly maintenance, and fall clean up at all of our locations. This is same price as in previous years. Meticulous has provided us with good service and we recommend awarding them the contract for this year. Mr. J. Flancbaum read **Resolution No. 21-52 Awarding Contract For Landscape Maintenance 2021**. Motion was made by Mrs. Fish, seconded by Mr. S. Flancbaum. On **roll call**, Mrs. Fish, Mrs. Miller, Mr. S. Flancbaum and Mr. Theibault voted "**Yes**". Senator Singer abstained. **Adopted.**

2. Resolution granting authorization to enter into a Cooperative Purchasing Agreement

This resolution will allow the Authority to purchase equipment through a national coop called Equalis Group. This will give the Authority greater purchasing flexibility and access to discounts to equipment that is regularly purchased and that we currently do not have discounts to. Mr. J. Flancbaum read **Resolution No. 21-53 Granting Authorization To Enter Into A Cooperative Purchasing Agreement**. Motion was made by Mr. S Flancbaum, seconded by Mrs. Fish. On **roll call**, all members present voted "**Yes**". **Adopted.**

3. Resolution appointing Donald Sondak as Certifying Agent

This will give Mr. Sondak administrative permissions for the Authority in the State Pension and Benefits program. Mr. J. Flancbaum read **Resolution No. 21-54 Appointing Donald Sondak As Certifying Agent**. Motion was made by Mr. S

Flancbaum, seconded by Mr. Theibault. On **roll call**, all members present voted “**Yes**”.
Adopted.

4. MEL JIF training

All seven Commissioners and Mr. J. Flancbaum have completed the necessary JIF training to obtain a \$250.00 credit per person against the annual JIF assessment. That is a total credit of \$1,750.00. Mr. J. Flancbaum thanked all the Commissioners for taking the time for the training.

Senator Singer asked Mr. Bauer if there was anything he would like to add. Mr. Bauer said everything is going great and Mr. Sondak has been a pleasure to work with. Mr. Bauer said he did a final projection for the final bond issue. They required a ten year projection to show that the Authority is not falling below the 110% funding requirement as stated in the bonds. Toward the tail end of these bonds, the Authority is at 300% to 400% funding. The Authority has a lot of future capabilities of future funding with bonds. Senator Singer said that is good to know.

X. Technical Operations Report

Operations Dept:

1. Sodium hypochlorite project report

The Sodium Hypochlorite conversion project at the New Hampshire Avenue Water Treatment Plant start-up is complete and we are capable of disinfection with the new hypochlorite solution. There is an issue with the tank level measurement system that is currently being worked out.

2. Hydrant painting status

The effort to complete the fire hydrant painting has begun.

3. Water mains flushing effort

The annual flushing of the Authority’s water mains is set to commence on May 10th.

Technical Operations:

4. SCADA & Communications status

All SCADA and Communications Systems are up and running fine.

5. SCADA programming

New programming enabling our new hypochlorite dispensing system is complete and is currently being debugged.

IT Department:

6. SCADA VPN status

Mr. McClain has modified the SCADA machines to allow for remote access via a secure VPN connection.

7. Second Floor Administration Card Key Access project

Mr. McClain configured the new Card Key Access System for the Administration Building second floor security.

8. Authority’s Risk & Resilience Plan status

Mr. McClain is currently coordinating with our Engineering Consultant regarding the Authority’s Risk and Resiliency Plan.

GIS/Cyber-Security Department:

9. **New generation Anti-Virus solutions**
Mr. McClain is researching the next Anti-virus solutions.
10. **Authority's computer directory accesses**
Mr. McClain is conducting auditing of the access permissions for existing directories.
11. **Engineering Department facilitations**
Mr. McClain is providing drawings to the Engineering Department for sewer and water projects.
12. **Operations Field Personnel iPad uses**
Mr. McClain updated the iPads to the latest iOS versions and preparing them for our upcoming hydrant flushing effort.

Senator Singer asked Mr. Farina if the Authority is about up to date with the GIS System. Mr. Farina said pretty much so. Mr. Farina asked Mr. McClain to comment. Mr. McClain said it is an ongoing effort. We have the vast majority of the basic information. We are putting in more nuanced detailed information. We are also in the process of putting in a new utility model to get a better representation. It will allow the Authority to do a digital planner one to one model of the water and sewer system. Mr. McClain said this work is never done. All the existing information is in there. We are adding another level and as new projects get added in, that information gets added as well. Senator Singer asked how the wells are doing. Mr. Farina said we are doing well with the wells. Well No. 4 is still under construction. We are hoping that the parts will be in soon and then we can get it back up and running.

XI. Commissioners' Report

XII. MEETING OPEN TO THE PUBLIC

XIII. MEETING CLOSED TO THE PUBLIC

Senator Singer said that the Township is talking about going to live meetings in September. Senator Singer asked Committeeman Lichtenstein if that is the game plan. Committeeman Lichtenstein said he is not sure. He will know more next week. There will be a meeting this week with the Mayor to figure it out. Senator Singer said that once the Township notifies the Authority what they are doing, the Authority will follow suit. Senator Singer asked Committeeman Lichtenstein to let Mr. J. Flancbaum know. He said he will.

XIV. ADJOURNMENT

A **motion** was made by Mrs. Fish, seconded by Mr. Theibault to adjourn meeting. **On roll call**, all members present voted "**Yes**". The meeting was adjourned at 10:15 A.M.

Respectfully submitted,

Nechama Lapa,
Secretary, LTMUA