



**Board of Commissioners**  
*Senator Robert Singer, Chairman*  
*Mayor Raymond Coles, Vice Chairman*  
*Craig Theibault, Treasurer*  
*Anne Fish, Assistant Secretary*  
*P. G. Waxman, Commissioner*  
*Samuel Flanbaum, Alt. Commissioner*  
*Meir Lichtenstein, Alt. Commissioner*

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## THE LAKEWOOD TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

### Regular Meeting Minutes

January 5, 2021

- I. Senator Singer opened the meeting at 10:07 A.M. via teleconference after the Water and Sewer Connection Fee Hearing.
- 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 December 17, 2020 and The Tri-Town News on December 23, 2020.
- III. **Salute to the Flag**
- IV. **Roll Call of Commissioners**  
On roll call the following Commissioners were present: Mrs. Fish, Mrs. Miller, Mayor Coles, Mr. Theibault, Committeeman Lichtenstein, Mr. S. Flanbaum and Senator Singer. The following professionals and key personnel were present: Mr. Adam Pfeffer, Esq., Mr. Gerwin Bauer, Auditor, Mr. Justin Flanbaum, Executive Director, Mr. Daniel Rappoccio, CFO, Mr. Colin Farrell, CEng MIEI, Director of Engineering, Mr. Adam Ponsi, P. E. and Mr. Robert Farina, Director of Operations.
- V. **Chief Financial Officer Report**
  1. **Financial Results Review For Period Ending December 31, 2020**  
The Authorities net position for the period ending December 31, 2020 is approximately \$509,000.00. This is approximately \$134,000.00 ahead of the budget through December 31st. The Authority's operating revenue is approximately \$1.4 Million. This is approximately \$123,000.00 ahead of the budget. There were high connection fees for the month of December. There were nine from Somerset Run and four from the Route 70 Driving Range Project. The Authority's Operating Expenses are approximately \$936,000.00. The expenses are approximately \$10,000.00 favorable to the budget.
  2. **Motion to Approve Operating Vouchers**  
Mr. Rappoccio provided the commissioners with a list of abstentions. There is a change from what was sent out with the packet. The amount increased by \$8,527.50 for the Authority Attorney. The amended amount for the Operating Expense Vouchers is \$530,138.00. A **motion** to approve operating vouchers in the amended amount of

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\$530,138.00 was made by Mayor Coles, seconded by Mr. Theibault. On **roll call**, all members present voted, "**Yes**" with **noted abstentions**. **Motion Carried.**

## **VI. Engineer's Report**

### **1. Pine Belt Chrysler (Pine Belt Enterprises – David Sickel)**

- Resolution Releasing Maintenance Guarantees

On December 8, 2020 GTS Consultants issued a letter indicating no outstanding construction items remain for bond release. On December 24, 2020, 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 Pine Belt Chrysler project. Mr. J. Flancbaum read **Resolution No. 21-03 Releasing Maintenance Guarantees Pine Belt Chrysler**. On **roll call**, all members present voted "**Yes**". **Adopted.**

### **2. Rutgers Boulevard School Conversion (Congregation Oros Bais Yaakov of Lakewood – Rabbi Birnbaum)**

- Resolution Authorizing Executive Director to Endorse Applications

Due to the proposed development generating over 2,000 gallons per day in projected sanitary sewer flow, the development requires approval from the Ocean County Utilities Authority (OCUA). The Authority is required to endorse the OCUA application. At this time the Authority may pass a resolution for the Rutgers Boulevard School Conversion project to authorize the Executive Director to endorse the applicant's OCUA application. Mr. J. Flancbaum read **Resolution No. 21-04 Authorizing Executive Director to Endorse Applications Rutgers Boulevard School Conversion**. Motion was made by Mrs. Fish, seconded by Mr. Theibault. On **roll call**, all members present voted "**Yes**". **Adopted.**

### **3. Boulevard of the Americas and Avenue of the States Office and Daycare (Cornerstone Equities, LLC – Yakov Merling & Abe Auerbach)**

- Resolution Approving Terms of Developer's Agreement

On December 21, 2020 Grant Engineering issued commercial/industrial review no. 6. At this time the Authority may accept the terms of the Developer's Agreement for the Boulevard of the Americas and Avenue of the States Office and Daycare project. There are no site specific terms for this project. Mr. J. Flancbaum read **Resolution No. 21-05 Authorizing The Execution Of The Developers Agreement Boulevard of the Americas and Avenue of the States Office and Daycare**. Motion was made by Mrs. Fish, seconded by Mayor Coles. On **roll call**, all members present voted "**Yes**". **Adopted.**

### **4. Evergreen Boulevard Development (Vermont Equities, LLC – Jacob Lipschitz)**

- Resolution Approving Terms of Developer's Agreement

The following are the unique terms for the Developer's Agreement for the project. 1. The Developer will pay a fair share contribution towards a regional water main extension to loop the water main from Vermont Avenue to Covington Village at \$125 per unit. 2. Connection fees for the first five units must be paid in advance. 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. 21-06 Authorizing The Execution Of The Developers Agreement Evergreen Boulevard Development**. Motion was made by Mr. Theibault, seconded by Mr. Theibault. On **roll call**, all members present voted "**Yes**". **Adopted.**

**5. County Line Manor Synagogue Addition** (Congregation Tiferes Avrohom, Inc – Naftaly Eisen & Chaim Dubin)

Resolution Approving Terms of Developer's Agreement

The following are the unique terms for the Developer's Agreement for the project. 1. The Developer will pay a fair share contribution towards the sanitary sewer main extension to abandon the pump station on the property in the amount of \$3,990.00. 2. The Developer is required to dismantle and remove the sewage lift station and appurtenances prior to the Authority issuing a Certificate of Compliance for the project. At this time the Authority may accept the terms of the Developer's Agreement. Mr. J. Flancbaum read **Resolution No. 21-07 Authorizing The Execution Of The Developers Agreement County Line Manor Synagogue Addition.** Motion was made by Mrs. Fish, seconded by Mayor Coles. On **roll call**, Mrs. Fish, Mrs. Miller, Mayor Coles voted "**Yes**". Mr. Theibault and Senator Singer abstained. **Adopted.**

**6. Bids for Chemicals and Cold Water Meters for Calendar Years 2021-2022**

Resolution Awarding Purchase of Sodium Hypochlorite

On December 17, 2020 the Authority received bids for sodium hypochlorite but due to technical difficulties with the electronic meeting software the bids could not be opened. On December 30, 2020 the Authority reopened the bids that were received for sodium hypochlorite. Miracle Chemical Company submitted a bid to supply sodium hypochlorite in the amount of one year at \$1.67 or two years supply at \$1.66. At this time the Authority may award a one year or two year contract for the purchase of sodium hypochlorite. The Engineering Department recommends a two year contract at \$1.66. Senator Singer asked Mr. Pfeffer if everything is okay, even though there was a delay. Mr. Pfeffer said yes. Mr. J. Flancbaum read **Resolution No. 21-08 Awarding Contract For Sodium Hypochlorite To Lowest Bidder.** Motion was made by Mayor Coles seconded by Mr. Theibault. On **roll call**, all members present voted "**Yes**". **Adopted.**

**7. Connection Fees 2022**

Resolution Awarding Professional Services Contract

The Authority received a proposal from Mott MacDonald to prepare recommendations for the Authority's water and sewer connection fees for 2022 in the lump sum amount of \$2,625.00. This amount is a five percent increase compared with the 2021 amount. At this time the Authority may award a professional services contract to Mott MacDonald to prepare recommendations for connection fees for 2022 in the lump sum amount of \$2,625.00. Mr. J. Flancbaum read **Resolution No. 21-09 Awarding Professional Services Contract Without Public Bidding Pursuant to N.J.S.A. 40A:11-4.1 Et. Seq.** Motion was made by Mrs. Fish, seconded by Mr. Theibault. On **roll call**, all members present voted "**Yes**". **Adopted.**

**8. As-Built Drawings for Residential Applications 2021**

Resolution Awarding Professional Services Contract

The Authority received a proposal from GTS Consultants to provide As-Built drawings for individual residential developments on a per unit basis for the calendar year 2021 in the amount of \$1,222.60 including inspection work or \$820.60 excluding the inspection work. The cost will provide individual as built for the site and update the GIS mapping to include the location of the water and sewer utilities. The total cost is a \$2.60 increase (without inspections) compared to the 2019 contract. At this time the Authority may award a Professional Services Contract to GTS Consultants to provide As-builts and GIS mapping for individual residential applications at a per unit cost of \$1,222.60 including inspection services and \$820.60 without inspection services. Mr. J. Flancbaum read **Resolution No. 21-10 Awarding Professional Services Contract Without Public**

**Bidding Pursuant to N.J.S.A. 40A:11-4.1 Et. Seq.** Motion was made by Mr. Theibault, seconded by Mayor Coles. On **roll call**, all members present voted “**Yes**”. **Adopted.**

**9. Bureau of Water Systems Engineering Water Master Permit Update 2021**

- Resolution Awarding Professional Services Contract

The Authority received a proposal from Mott MacDonald for updating the Authority’s water master permit in the lump sum amount of \$5,500.00. This is an increase of \$250.00/five percent compared with the 2020 contract. At this time the Authority may award a Professional Services Contract to Mott MacDonald in the lump sum amount of \$5,500.00. Mr. J. Flancbaum read **Resolution No. 21-11 Awarding Professional Services Contract Without Public Bidding Pursuant to N.J.S.A. 40A:11-4.1 Et. Seq.** Motion was made by Mr. Theibault, seconded by Mayor Coles. On **roll call**, all members present voted “**Yes**”. **Adopted.**

**10. Regulatory Compliance Assistance 2021**

- Resolution Awarding Professional Services Contract

The Authority received a proposal for Regulatory Compliance Assistance for 2021. Their proposed estimated budget is \$33,000 which is a \$6,750.00/twenty six percent increase as compared to last year’s budget. The contract is on a cost not to exceed budget and is paid on an hourly rate as listed in Mott MacDonald’s 2021 RFQ package. At this time the Authority may award a Professional Services Contract to Mott MacDonald in the amount not to exceed \$33,000.00 for Regulatory Compliance Assistance 2021. Mr. J. Flancbaum read **Resolution No. 21-12 Awarding Professional Services Contract Without Public Bidding Pursuant to N.J.S.A. 40A:11-4.1 Et. Seq.** Motion was made by Mayor Coles, seconded by Mr. Theibault. On **roll call**, all members present voted “**Yes**”. **Adopted.**

**11. Hydraulic Modeling for 2021**

- Resolution Awarding Professional Services Contract

The Authority received a proposal from Mott MacDonald to provide Hydraulic Modeling services for proposed developments based on the parameters we specified. The following summarizes the proposal:

0-100 units = \$3,200.00

101-175 units = \$3,600.00

176-250 units = \$4,100.00

251-300 units = \$4,650.00

The rates listed in this proposal have increased by \$125.00 to \$250.00 for the development sizes compared to the proposal awarded for the calendar year 2020. At this time the Authority may award a Professional Services Contract to Mott MacDonald for hydraulic modeling in the calendar year 2021. Senator Singer said that these fees are paid by the developer. Mr. J. Flancbaum read **Resolution No. 21-13 Awarding Professional Services Contract Without Public Bidding Pursuant to N.J.S.A. 40A:11-4.1 Et. Seq.** Motion was made by Mr. Theibault, seconded by Mrs. Fish. On **roll call**, all members present voted “**Yes**”. **Adopted.**

**12. Risk And Resilience Assessment**

- Resolution Awarding Professional Services Contract

The Authority received a proposal from Maser Consulting to complete a Risk and Resilience Assessment including an Emergency Response Plan Update as required to be in compliance with the American Water Infrastructure Act in the cost not to exceed amount of \$57,000.00. At this time the Authority may award a professional services contract to Maser Consulting in the amount of \$57,000.00. Mr. J. Flancbaum read

**Resolution No. 21-14 Awarding Professional Services Contract Without Public Bidding Pursuant to N.J.S.A. 40A:11-4.1 Et. Seq.** Motion was made by Mrs. Fish, seconded by Mayor Coles. On **roll call**, all members present voted **“Yes”**. **Adopted.**

**VII. Attorney's Report**

On December 22, 2020 Mr. Pfeffer went before the Township Planning Board for the application for the new GAC facility. It was approved. That will be moving ahead. Mr. Pfeffer is also working with the Township Counsel to clear up a few of the properties swaps that the Authority is looking to obtain.

**VIII. Executive Director's Report**

**1. Resolution awarding contract for Lightning Protection Upgrades**

A Request For Proposal opening was conducted on December 29, 2020. One proposal was received from B and B Lightning Protection for \$25,500.00 for upgrades throughout our New Hampshire Avenue Campus and remote Well Sites No. 1, 2 and 3. This will be phase one of our two phase program for lightning protection upgrades throughout our facilities. We thought it would be best to do this in two phases to ensure that the work is done properly. Mr. J. Flancbaum recommends moving forward with this work with B and B Lightning Protection. Mr. J. Flancbaum read **Resolution No. 21-15 Awarding Contract For Lightning Protection**. Motion was made by Mrs. Fish, seconded by Mr. Theibault. On **roll call**, all members present voted **“Yes”**. **Adopted.**

**2. Resolution awarding contract for IT Consulting and Support Services for calendar year 2021**

A proposal was received from LookFirst Technology for \$17,295.00. We have used LookFirst for many years. They have provided us with good service, and we are happy with them. We recommend awarding them this contract for 2021. Mr. J. Flancbaum read **Resolution No. 21-16 Awarding Contract To LookFirst Technology, LLC For Technical Support And Maintenance Of Computer Hardware And Operating Systems**. Motion was made by Mayor Coles, seconded by Mr. Theibault. On **roll call**, all members present voted **“Yes”**. **Adopted.**

**3. Resolution designating a Public Agency Compliance Officer (P.A.C.O.)**

This designation has to be done annually by resolution. Last year Mr. Farrell was our PACO officer. We would like to designate him again this year. Mr. J. Flancbaum read **Resolution No. 21-17 Designating Public Agency compliance Officer**. Motion was made by Mrs. Fish, seconded by Mayor Coles. On **roll call**, all members present voted **“Yes”**. **Adopted.**

**IX. Technical Operations Report**

**Field Operations Report:**

**1. Shorrock Street Power Outage**

On the early morning of December 19, 2020, the Shorrock Street Water Treatment Plant and several remote sites in that area experienced an abrupt power outage due to a motor vehicle crash. Our two field supervisors were able to get the equipment and facilities back up and running while having to create a work around in order to maintain process surveillance on the Shorrock Street Water Treatment Plant. This was due to the fact that a main Shorrock Street server PC failed to return to working order as a result of the power outage. Their actions resulted in minimal downtime and disturbance to the treatment processes. All equipment is now fully functional and back to normal.

**2. NJAW Route 88 Interconnect Status**

The Route 88 New Jersey American Water interconnect has now restored flow to our system after the completion of their water main maintenance shutdown. The new water main interconnect that we are going to connect into is progressing. We think we might be taking water from there in a short time.

**Technical Operations:**

**3. SCADA & Comm. Status**

All SCADA and Communications systems are up and running well.

**4. Radio Licensing**

New radio licenses were installed by our IT vendor during Mr. McBride's medical absence. This was necessary due to the radios being damaged from the August electrical strike.

**IT Department:**

**5. IT Personnel**

While we were and are still without an IT person, management has been working with our outside IT contractor in keeping all systems up and running and tending to daily IT demands. Upon Leon's return to work, I will be working with Mr. McBride on refining our ability to operate more proficiently in the absence of an essential personnel.

**GIS Department:**

**6. Daniels Law status**

We have been working on tracking "Daniels Law" for application to Authority data that is publicly available and any redactions that may be required.

**7. OCUA Data**

Mr. McClain is continuing to acquire data from the OCUA.

**8. Maps & Analysis**

Mr. McClain supplied required maps and analysis to the Engineering Department for multiple projects.

**9. Valve Exerciser Controller Status**

Mr. McClain was able to procure a replacement vehicle charger for the valve exercising controller for a substantial discount. Kudos to Mr. McClain for trying to save the Authority money.

Senator Singer asked if any thought was given to bringing in an additional person into the IT Department. Mr. Farina said he has been giving it serious thought lately. Senator Singer said that if you do, speak to the Personnel Committee and then move forward. Senator Singer said he thinks it has come to the point where increasing the department is not a negative. Mr. Farina said that cybersecurity takes up a large deal of time. We may be at a junction now and it needs to be considered. Senator Singer said take a look at this and inform the commissioners next month.

Senator Singer asked Mr. Bauer if there was anything he would like to report. Mr. Bauer said the Audit has begun and it is going very well. He will be in touch with Mr. Rappoccio soon to get more data to complete the Audit as timely as possible.

**X. Commissioners' Report**

Senator Singer congratulated Mayor Coles on being Mayor of Lakewood. It is a pleasure to have you back as Mayor. Congratulations to Meir Lichtenstein on the great job he does on the governing body. It is greatly appreciated.

**XI. MEETING OPEN TO THE PUBLIC**

**XII. ADJOURNMENT**

A **motion** was made by Mrs. Fish, seconded by Mr. Theibault to adjourn meeting. On a **voice vote**, all members present voted, "**Aye**". Senator Singer said to stay safe and healthy. The meeting was adjourned at 10:37 A.M.

Respectfully submitted,

Nechama Lapa,  
Secretary, LTMUA