



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

THE LAKEWOOD TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

Regular Meeting Minutes

April 11, 2018

- I. Senator Singer opened the meeting at 10:00 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 9, 2018 and The Tri Town News on February 14, 2018.
- III. **Salute to the Flag**
- IV. **Roll Call of Commissioners**
On roll call the following Commissioners were present: Mr. S. Flanbaum, Mr. Theibault, Mayor Coles, Mrs. Fish and Senator Singer. Mr. S. Flanbaum was seated as an alternate. 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., Mr. Robert Farina, Instrumentation Department Supervisor and Mrs. Nechama Lapa, Secretary.
- V. **Minutes**
A motion to approve the minutes of the Regular Meeting held on March 6, 2018, was made by Mrs. Fish and seconded by Mayor Coles. On a **voice vote**, all members present voted "**Aye**". **Motion carried.**
- VI. **Chief Financial Officer Report**
 1. **Financial Results Review For Period Ending March 31, 2018**
The Authorities net position for the period ending March 31, 2018 is \$643,000.00 which is approximately \$236,000.00 ahead of the Budget. The Authority's operating revenue is \$3.8 Million. This is approximately \$283,000.00 ahead of the budget. The higher revenue continues mainly from residential water and sewer. Also impacting the higher revenue is the sale of the Woodlake Pump Station land. The budget on connection fees have been reached, any connection fees going forward will be in the non-recurring connection fees categories. The Authority's expenses through March 31, 2018 are

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approximately \$3.2 Million. This is slightly higher than budget by approximately \$47,000.00. This is driven mainly from repair and maintenance, additional snow removal due to the snowstorms and overtime higher than budgeted. Senator Singer asked what the overtime was for. Mr. Rappoccio said mainly because of Bil-Jim repair bills for main breaks and the snow. Senator Singer asked if the Authority had more main breaks this year than other years. Mr. J. Flancbaum said that considering the winter we had he would say it was within normal range. Senator Singer asked if the Authority is satisfied with Bil-Jim's work. Mr. J. Flancbaum said yes. They do a good job.

Mr. Waxman arrived during the previous conversation at 10:01 A.M. Mr. S. Flancbaum is no longer seated.

2. **Audit – Mr. Bauer Report**

The financial side of the Audit is complete now. All the entries have been put into the system. The only item we are waiting for is the actuarial study from the State. Those figures are needed for the Audit. Last year it came out at the end of April/beginning of May. Mr. Bauer anticipates most likely it will come out around the same time. Senator Singer asked if the Authority is in good shape. Mr. Bauer responded yes.

Mr. Lichtenstein arrived at 10:04 A.M.

3. **Motion to Approve Operating Vouchers**

Mr. Rappoccio provided the commissioners with a list of abstentions. The amount for the Operating Expense Vouchers is amended to \$534,621.54. It went up approximately \$50,000.00. The main item was the box truck. It was getting outfitted with the jetter and the truck came back on Friday. It was checked out and it looks good. Payment was being held for it so Mr. Rappoccio would like to send out payment at this time. Senator Singer asked Mr. Robbins how much he thinks the Authority will save with this purchase. Mr. Robbins said right now the Authority uses North American Pipeline for emergencies. It is around \$1,500.00 each time. Off the top of his head, Mr. Robbins cannot give an annual amount but it will be considerable amount. Once complete training is done with the employees, the truck will be deployed and the Authority will be able to do preventative maintenance on the sanitary system as a whole. Senator Singer asked if Mr. Robbins can look at this in six months' time and a year's time and report back how the Authority has done with it. Senator Singer thinks that this purchase is good idea. He just wants it proved out in six months and a year after operation. Even if it is a break even, the Authority is getting better and faster service, it is a win-win situation. Mr. J. Flancbaum said the Authority is being self-sufficient. A **motion** to approve operating vouchers in the amended amount of \$534,621.54 was made by Mr. Waxman, seconded by Mayor Coles. On **roll call**, all members present voted, "**Yes**" with **noted abstentions. Motion Carried.**

VII. **Engineer's Report**

Mr. Ponsi's Report

1. **Update of Rules and Regulations**

- Motion Approving Addendum #26

This is a continuation from last month with regards to the BPU mark out regulations. The Authority is updating the details for the meter pits. Instead of having a meter for the fire line, the Authority is mirroring what New Jersey American Water Company does with the detector check. You can meter with a 5/8th inch meter to measure leaks. There will not be a restriction to the fire service. Senator Singer said that Mr. J. Flancbaum attended a meeting with the BPU on this. They are relooking and rethinking. The

Authority is not alone on this issue. This is a problem with all water purveyors. The bigger ones are more concerned about it. Now everyone has gone to meter pits but there are still many facilities that have internal meters. The bad part about the meter pits is that if you want to look at the meter you have to take things up. The mark out factor is too expensive and too unsure. There is going to be a time when the Authority will not know where some lines are and someone is going to hit something and then the Authority will be part of a lawsuit and God forbid there is an explosion from a gas line. The Authority is going with the meter pits which is the right thing but Senator Singer thinks that the BPU is realizing that it is a problem. The Authority has no idea what is underground from the curb in. The Authority asked the developers for as-builts and the developers did not want to give it. It is an ongoing situation and the Authority is monitoring it but the Authority has no choice but go to meter pits. A motion was made by Mayor Coles, seconded by Mr. Waxman to update the Rules and Regulations. On a **voice vote**, all members present voted, "**Yes**". **Motion Carried.**

2. Pine Belt Subaru New Building New Hampshire Ave, LLC-David Sickel

- Resolution Granting Conceptual and Technical Approval

On April 5, 2018 GTS Consultants issued conceptual and technical review letter. At this time the Authority may grant conceptual and technical approval for the Pine Belt Subaru development conditioned on the GTS Consultant's letter. Mrs. Lapa read **Resolution # 18-31 Grant Of Conceptual And Technical Approval Pine Belt Subaru Site Plan.** Motion was made by Mr. Waxman, seconded by Mrs. Fish. On a **voice vote**, all members present voted, "**Aye**". **Motion Carried.**

Mr. Waxman will not be voting on this next item

3. Lanes Mill Road 22 Unit Subdivision Arm Land Group, LLC- Aharon Mansour

- Resolution Granting Final Approval

On April 5, 2018 T and M Associates issued a final review letter. At this time the Authority may grant final approval to the Lanes Mill Road 22 Unit Subdivision conditioned on the T and M Associates letter. Mrs. Lapa read **Resolution # 18-32 Grant Of Final Approval Lanes Mill Road 22 Unit Subdivision.** Motion was made by Mayor Coles, seconded by Mrs. Fish. On **roll call**, Mr. Theibault, Mayor Coles, Mrs. Fish and Senator Singer voted "**Yes**". Mr. Waxman abstained. **Adopted.**

4. Ridge Avenue School #2 Yeshiva Gedolah Bais Yisroel-Samuel Miller

- Resolution Releasing Performance Guarantees

On March 26, 2018 the Authority received a request from the applicant to release the performance guarantees. April 6, 2018 the Authority issued a letter detailing the conditions required for the performance guarantees to be released. At this time the Authority may release the performance guarantees held for the Ridge Avenue School No. 2 development conditioned on the Authority letter dated April 6, 2018. Mrs. Lapa read **Resolution # 18-33 Releasing Performance Guarantees Ridge Avenue School No. 2.** Motion was made by Mr. Waxman, seconded by Mrs. Fish. Mr. Theibault said he is doing work on this school so he will abstain. On **roll call**, Mr. Mayor Coles, Mr. Waxman, Mrs. Fish and Senator Singer voted "**Yes**". Mr. Theibault abstained. **Adopted.**

Mr. Farrell's Report

5. Redevelopment of Wells #1 and #3

- Resolution Awarding Change Order #4

On March 13, 2018 the Authority received a letter from Remington and Vernick Engineers enclosed with a copy of the maintenance bond and Change Order request No.4 for Steffen Drilling in the net credit amount of \$8,200.00 to close out the project.

The credit is due to the jetting of the wells taking less time than anticipated. On March 26, 2018 the Authority Attorney issued a review of the maintenance bond documentation indicating they are acceptable. At this time the Authority may award Change Order No. 4 to Steffen Drilling in the net credit amount of \$8,200.00. Mrs. Lapa read **Resolution # 18-34 Authorizing Change Order No. 4 Wells No. 1 and No. 3 Rehabilitation**. Motion was made by Mr. Waxman, seconded by Mayor Coles. On a **voice vote**, all members present voted, "**Aye**". **Motion Carried**.

6. Engineering Service Proposal to Complete an Environmental Planning Document for the New Jersey Revolving Fund Application

- Resolution Awarding Professional Services Contract to Remington & Vernick Engineers for the LTMUA Administrative Office Extension
- Resolution Awarding Professional Services Contract to Remington & Vernick Engineers for the Vassar Avenue Sanitary Sewer Project
- Resolution Awarding Professional Services Contract to Remington & Vernick Engineers for the Gravity Sanitary Sewer System Extension East County Line Road to Ridge Avenue

On March 26, 2018 the Authority received an engineering service proposal from Remington and Vernick Engineers to complete an environmental planning document Level 1 for submittal to the New Jersey Revolving Fund application, in the amount of \$2,950.00. At this time the Authority may award a professional services contract to Remington and Vernick Engineers to complete an environmental planning document in the amount of \$2,950.00. Mrs. Lapa read **Resolution #18-35 Awarding Professional Services Contract Without Public Bidding Pursuant To N.J.S.A. 40A:11-4.1, Et Seq.** Motion was made by Mr. Waxman, seconded by Mrs. Fish. On a **voice vote** all members present voted "**Aye**". **Adopted**.

On April 10, 2018 the Authority received an engineering service proposal from Remington and Vernick Engineers to complete an environmental planning document for submittal to the New Jersey Revolving Fund application in the amount of \$5,175.00. At this time the Authority may award a professional services contract to Remington and Vernick Engineers to complete an environmental planning document in the amount of \$5,175.00.00. Mrs. Lapa read **Resolution #18-36 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 Mrs. Fish. On a **voice vote** all members present voted "**Aye**". **Adopted**.

On April 10, 2018 the Authority received an engineering service proposal from Remington and Vernick Engineers to complete an environmental planning document for submittal to the New Jersey Revolving Fund application in the amount of \$5,375.00. At this time the Authority may award a professional services contract to Remington and Vernick Engineers to complete an environmental planning document in the amount of \$5,375.00. Mrs. Lapa read **Resolution #18-37 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 Mrs. Fish. On a **voice vote** all members present voted "**Aye**". **Adopted**.

7. Solar Field—Project Status

On March 26, 2018 the solar field was activated. Final stabilization will occur in the Spring 2018. Senator Singer asked if it is in full operation. Mr. J. Flancbaum said yes. Senator Singer asked if an application was made to the Township for trees. Mr. J. Flancbaum responded no. Senator Singer asked Mr. Theibault if the Township awarded the trees yet. Mr. Theibault said he does not know yet but he thinks it was on last week.

Senator Singer said that if they do award trees, make sure the Authority looks at it. The Authority can get free trees planted, not only for the solar field but also in front of the building.

VIII. Attorney's Report

Mr. Pfeffer is working on several Developers' Agreements and contracts.

IX. Executive Director's Report

1. Resolution Awarding Contract to Look First Technology, LLC for a Total Care/ EC Agreement for 2018.

The price for the contract this year is \$15,276.00 for IT maintenance and ongoing support including 24/7/365 service. LookFirst has been the Authority's provider for many years now and we receive a high level of service and we recommend awarding them the contract for 2018. Mrs. Lapa read **Resolution # 18-38 Awarding Contract To LookFirst Technology, LLC For Technical Support And Maintenance Of Computer Hardware And Operating Systems**. Motion was made by Mr. Waxman, seconded by Mayor Coles. On a **voice vote**, all members present voted, "**Aye**". **Adopted**.

2. Resolution Awarding Contract for Landscape Maintenance for 2018 Season

An RFP opening was conducted on April 5, 2018. One proposal was received. It was from Meticulous Landscaping for a seven month contract for \$3,285.00 per month. This is for all Authority facilities. This is the same price since 2014. The Authority is satisfied with Meticulous and recommends awarding them the contract for this year. Mr. Waxman asked if they have more or less work because of the solar field. Mr. J. Flancbaum said that the solar field will be maintained by the solar developer. It is the same amount of maintenance. The solar field was all wooded. Mrs. Lapa read **Resolution #18-39 Awarding Contract For Landscape Maintenance**. Motion was made by Mr. Waxman, seconded by Mayor Coles. On a **roll call**, Mr. Theibault, Mayor Coles, Mr. Waxman and Mrs. Fish voted, "**Yes**". Senator Singer abstained. **Adopted**.

3. Resolution Awarding Contract to Steffen Drilling, LLC for Maintenance at Wells #4 & #19

A RFP was conducted on April 3, 2018. One proposal was received. It was from Steffen Drilling in the amount of \$24,800.00. The Authority will be pulling the pumps at each well and performing a mechanical redevelopment. This is part of the ongoing maintenance program in the Cohansey Aquifer due to the buildup of iron in the aquifer. We have worked with Steffen Drilling before and recommend awarding them the contract at this time. Mr. Waxman asked Mr. J. Flancbaum if he recommends the price. Mr. J. Flancbaum said yes. Mrs. Lapa read **Resolution # 18-40 Awarding A Contract To Steffen Drilling, LLC For Maintenance Of Wells 4 And 19**. Motion was made by Mr. Waxman, seconded by Mrs. Fish. On a **voice vote**, all members present voted, "**Aye**". **Adopted**.

4. EJIF Audit

The Authority had an inspection by the Environmental Division of the JIF on February 13, 2018. A full audit was conducted at all of our facilities and concluded that no environmental concerns were identified. The DEP also conducted a water quality inspection. The formal report stated that the Authority is in good shape and in full compliance at all of the facilities in terms of water quality.

5. Resolution Approving the Sale of Surplus Property via GovDeals.com

The Authority has some items that it does not need and would like to get rid of. The first item is a 2004 Chevrolet pickup truck. Mr. J. Flancbaum has been in contact with all the

Township departments, the Board of Fire Commissioners and Lakehurst. The truck is old and useless and no one wanted it. There are also a couple of old generators. The Township did not want them. They have generators at all their facilities. There are also a few small old motors. The sale should bring in around \$6,000.00 to \$7,000.00. It will be posted on GovDeals, which is a website where government entities from anywhere can bid on the item. Mr. Lichtenstein asked about the size of the generators and is it portable. Mr. J. Flancbaum said one is a 75KVA and it is not portable. One was hooked up to the Woodlake Pump Station. Mrs. Lapa read **Resolution # 18-41 Authorizing Disposal Of Surplus Property**. Motion was made by Mayor Coles, seconded by Mr. Theibault. On **roll call**, all members present voted, "**Yes**". **Adopted**.

Senator Singer told Mr. J. Flancbaum that the Authority has to pursue the wells situation. Bring Mr. Mike Gross in and talk to him about it. Too much money was invested there for it to die. Mr. J. Flancbaum said he will. This has been an ongoing issue. The DEP has told the Authority about items that they feel are technical deficiencies in the application. It is an ongoing process to address those comments. Senator Singer said to remember the Brick issue should be ludicrous. Mr. J. Flancbaum said the public hearing for the Brick issue will be May 14th or May 16th. Mr. J. Flancbaum said the Authority plans on attending and Mr. Paul Schneider from Mr. Mike Gross's office will also be attending. Senator Singer said he wants the Authority to be on record there. Mr. J. Flancbaum said the Authority is preparing something in writing. Senator Singer said we should go back at them like they went at us. Mr. Waxman asked if the Authority's attorney should be there. Mr. J. Flancbaum said Mr. Pfeffer will be there and the Authority will be represented by Mr. Mike Gross's firm.

X. Technical Operations Report

Senator Singer asked Mr. Farina to give a report on the IT presentation given by our Authority's IT Department. Mr. McBride gave a presentation at the County MUA Association about cyber security, which he heard went very well and is very proud. Mr. Farina said it went very well and there was a lot of interest. Senator Singer said to make sure that our expert knows that he is appreciated.

Field Operations Report:

1. Shorrock St. Piping Gallery Work Progress Report

The Shorrock Street filter gallery piping rehab is progressing quite well. We have replaced just under 100 flange bolts and nuts that were corroded to the point where they need to be torched off. This was found during preventative maintenance. We will be replacing a large leaking backwash flow valve and actuator in house as well. Then it will be on to the final painting of the piping. Then the job will be complete.

2. Authority's New Jetter Truck Status

The new Jetter truck has returned from the equipment manufacturer and we are now awaiting factory training. In the meantime we will take all the operations personnel for driver training, since this is the largest truck the Authority has. Senator Singer asked if the driver can drive this truck with a regular license. Mr. J. Flancbaum said yes. Mr. Farina said that they made sure to get a truck that did not require the driver to have a special license.

Technical Operations:

3. SCADA System Status

All SCADA systems are running well. We are currently removing the old wiring, conduits and SCADA RTU panels from the Shorrock Street Water Treatment Plant. This is in

accordance with electrical good housekeeping rules. This leaves a lot of unused equipment out of the loop.

4. Microwave Radio Troubleshooting Progress

We have some microwave radio issues on one of our links that is being addressed by the new microwave radio vendor, IMT, at which time they are currently troubleshooting. The latest update is that the problem was found and we are hoping that it is the problem. So far it is working well. The Authority is holding off paying invoices for a bit to give time to make sure the problem does not reoccur.

IT Department:

5. Water Quality Accountability Act Report Status

The Water Quality Accountability Act is completed. The New Jersey Department of Cyber Security is developing a checklist that will capture the key features of the plan and will create a secure portal for the submission of the plan.

6. Existing Ceragon Microwave Radio Software Upgrades

The IT department is currently working with our microwave radio contractor in facilitating Ceragon radio software upgrades.

GIS Department:

7. Geometric Network Report and Status

We are focusing on cleaning up the water system data in order to create the Geometric Network that will help us to best identify a way to isolate a specific pipe and valve issues and the customers that are affected by it. Once the system is debugged, it will ultimately be utilized as an alert system as well.

8. GIS/Edmunds Software Migration Status

Progress is being made with the effort of getting GIS and Edmunds software to allow the sharing of information between the two systems. The two systems will talk to each other and utilize each other's benefits.

9. GPS Staff Training Status

The staff GPS training is continuing. It should be concluded in about a month or so.

Mr. J. Flanbaum asked Mr. Farina if he can tell the commissioners the good news about the tablets and hydrant flushing. Mr. Farina said the flushing process started the day before. The men are starting to deploy the tablets and are making the first substantial move away from paper. Instead of using maps, they are using tablets. It is taking a little bit of time getting used to but once they are deployed and used for a while it will become like second nature to them. So far it is successful.

XI. Commissioners' Report

Senator Singer asked Mr. Lichtenstein if he can give the commissioners some information about tomorrow's meeting. Mr. Lichtenstein said he together with Senator Singer will be meeting with the DEP. The DEP is going to be denying the Town's plan endorsement until they are satisfied that the Authority can provide the water for the proposed upcoming construction. Senator Singer said that the DEP claims that there was nothing about New Jersey American Water Company which is two thirds of town. Senator Singer said that he did not want the Authority to be the scapegoat for why the plan is not happening. It is bogus. Not only does New Jersey American Water Company have enough water for their two thirds of town, they have enough for our one third. Every individual plan that had to be approved has to show where the water comes

from. For argument sake, if they approve a plan, as they go forward, each development has to come in front of them for them to sign. This is ludicrous because the Authority has no shortage of water for the next five years even if the Authority does not buy any more water. DEP has decided, for some strange reason, that they want to deny the plan and they are using the Authority as a scapegoat. Senator Singer said that this is not acceptable. Mr. Lichtenstein said that in the last year or two any project that is in the CAFRA area and comes to the DEP for a permit, the DEP will not issue a permit to start construction unless they have a Will Serve Letter from the utility companies that service that property. If the DEP is not satisfied it will not happen. Senator Singer said the rules changed. That letter was always acceptable and now it is not. Mr. J. Flancbaum said now they want you to actually reserve capacity for the development. Senator Singer said that this started by the development of the old flea market, which will use approximately 125,000 gallons a day. Senator Singer asked if that amount is correct. Mr. J. Flancbaum said it sounds right. The DEP wants the Authority to buy 165,000 gallons of water a day starting today for a development that is not even approved yet and would not be built for another two years. They are requiring the Authority to reserve the water for a project that has not been built yet. The Authority tried to reserve the water with some of the water purveyors and they were trying to hold the Authority ransom. New Jersey American Water Company is willing to do it for the Authority reasonably and it is being taken care of. At this present moment there is no shortage of water and for anything that is approved and will be approved in the next couple of years. The Authority could have taken it on and still have water for it. There is an underlying issue that we will never understand.

Mr. Lichtenstein remarked about the \$50,000.00 that is being paid for the jetter for the box truck. Are there training dates set? Is there more money due to the contractor after the training dates are set so that it gives them an incentive to come? Mr. J. Flancbaum said the jetter contractor will come and give the onsite training. Senator Singer said that the \$50,000.00 is for the actual installation of the jetter on the truck. Mr. Robbins said that it was written up in the scope of services when the equipment was purchased that eight hours of training is included in the purchase. There is no further expense with the training. Mr. Lichtenstein said that if you pay them in full it may be a little while till they show up. Mr. Robbins said it is already scheduled.

XII. MEETING OPEN TO THE PUBLIC

XIII. MEETING CLOSED TO THE PUBLIC

XIV. ADJOURNMENT

A motion was made by Mr. Waxman, seconded by Mayor Coles to adjourn meeting. On a **voice vote**, all members present voted, "**Aye**". The meeting was adjourned at 10:37 A.M.

Respectfully submitted,

Nechama Lapa,
Secretary, LTMUA