



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 2, 2021

- I. Senator Singer opened the meeting at 10:00 P.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.
- III. **Salute to the Flag**
- IV. **Roll Call of Commissioners**
On roll call the following Commissioners were present: Mrs. Miller, Mayor Coles, 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. 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 Annual Re-Organization Meeting and the minutes of the Regular Meeting held on February 9, 2021, was made by Mr. S. Flancbaum and seconded by Mayor Coles. Mr. Pfeffer said that in the Regular Meeting minutes in Section VIII it indicates that Mr. Pfeffer called for a Closed Session. It should state that it was a Closed Session to discuss litigation. It is indicated later in Section XIV that the Closed Session was for discussing litigation. On **roll call**, Mr. S. Flancbaum, Mrs. Miller, Mayor Coles and Senator Singer voted "**Yes**". Mr. Theibault abstained.
Motion Carried.
- VI. **Chief Financial Officer Report**
 1. **Financial Results Review For Period Ending February 28, 2021**
Mr. J. Flancbaum discussed the financial results with Mr. Bauer. The Budget seems to be on target for this time of year. Mr. Bauer said the Authority is right on target. There is a little excess going into the new year. Everything else looks great. Senator Singer thanked Mr. Bauer for stepping in.

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2. **Motion to Approve Operating Vouchers**

Mr. J. Flanbaum provided the commissioners with a list of abstentions. The amount for the Operating Expense Vouchers is \$1,235,162.99. A **motion** to approve operating vouchers in the amount of \$1,235,162.99 was made by Mayor Coles, seconded by Mr. Theibault. On **roll call**, all members present voted, "Yes" with **noted abstentions**. **Motion Carried.**

VII. **Engineer's Report**

1. **Lanes Mill Road School No. 4 (Sheerit Ezra – Abraham Massry & Saul Mizrahi)**

- Resolution Approving Terms of Amended Developer's Agreement

On February 24, 2021, the following terms for the Amended Schedule 'B' were drafted.

1. The Developer shall contribute \$25,899.12 for a future water main extension. 2. The Authority will return \$12,949.56 to the Developer if the water main extension has not commenced within 10 years from the date of the agreement. At this time, the Authority may accept the terms of the Amended Developer's Agreement as described above.

Senator Singer explained that the lot past this development would most likely hook up another way and not come down this way. This is not the preferred way to come in. This is being done to protect the Authority. The Authority is not making them extend this all the way. If does not get extended, the monies would be returned. Senator Singer asked Mr. J. Flanbaum if this is correct. Mr. J. Flanbaum responded it is correct. Mr. J. Flanbaum read **Resolution No. 21-34 Authorizing The Execution Of An Amended Developers Agreement Lanes Mill Road School No. 4**. Motion was made by Mr. S. Flanbaum, seconded by Mayor Coles. On **roll call**, all members present voted "Yes". **Adopted.**

2. **Avenue of the States Retail and Office (Avenue of the States Office, LLC & AOTSR, LLC – Yosef Michael & Aaron Mueller)**

- Resolution Reducing Performance Guarantees

On February 12, 2021, the Authority received an email from Neka Solutions requesting a reduction for the performance guarantees held for the project. The Authority issued a letter detailing the amounts the performance guarantees can be reduced. At this time, the Authority may reduce the performance guarantees for the Avenue of the States Retail and Office project in the amounts listed in the Authority's letter dated February 26, 2021. This reflects a seventy percent reduction for both water and sewer. Mr. J. Flanbaum read **Resolution No. 21-35 Reducing Performance Guarantees Avenue Of The States Retail And Office**. Motion was made by Mr. S. Flanbaum, seconded by Mayor Coles. On **roll call**, all members present voted "Yes". **Adopted.**

3. **Ridge Avenue School No. 5 (Congregation Pri Aharon – Martin Werner & Abe Auerbach)**

- Resolution Releasing Performance Guarantees

On February 26, 2021 the Authority issued a letter detailing the requirements for the performance guarantees for the Ridge Avenue School No. 5 project to be released. On March 2, 2021 the Authority released the performance guarantees for the Ridge Avenue School No. 5 project conditioned on the Authority's letter dated February 26, 2021. Mr. J. Flanbaum read **Resolution No. 21-36 Releasing Performance Guarantees Ridge Avenue School No. 5**. Motion was made by Mayor Coles, seconded by Mr. S. Flanbaum. On **roll call**, Mr. S. Flanbaum, Mrs. Miller, Mayor Coles and Senator Singer voted "Yes". Mr. Theibault abstained. **Adopted.**

4. Well No. 4 Emergency Repairs 2021

- Resolution Declaring an Emergency to Repair Well No. 4

On February 21, 2021 Well No. 4 started experiencing electrical issues and was shut down. After investigation it was determined the motor failed. The Authority operations department is in the process of obtaining quotes for the repairs necessary for the well. The Authority Engineer issued a memo indicating the well failure and the necessity of the repair for the health and safety of the public. At this time, the Authority may issue a resolution declaring an emergency as recommended by the Authority Engineer as indicated in the memo dated February 26, 2021. Mr. J. Flancbaum read **Resolution No. 21-37 Declaring An Emergency To Repair Well No. 4**. Motion was made by Mr. S. Flancbaum, seconded by Mayor Coles. On **roll call**, all members present voted **“Yes”**. **Adopted.**

Added to Agenda:

5. Well No. 10 Emergency Repairs

- Resolution Declaring an Emergency to Repair Well 10
- Resolution Awarding Contract

Well No. 10 went out of service due to motor failure and is need of replacement. After investigation it was determined the pump/bowl plus five lengths of casing require replacement and the casing and well require a thorough cleaning. On March 1, 2021 the Authority received a quote from Steffen Drilling to perform the repairs in the amount of \$44,800.00. The Authority Engineer issued a memo indicating the well failure and the necessity of the repair for the health and safety of the public. At this time the Authority may issue a resolution declaring an emergency as recommended by the Authority Engineer as indicated in the memo dated March 2, 2021 for Well No. 10.

For the second resolution - At this time the Authority may award a contract under emergency conditions to Steffen Drilling in the amount of \$44,800.00.

Mr. J. Flancbaum read **Resolution No. 21-38 Declaring An Emergency To Repair Well No. 10**. Motion was made by Mr. S. Flancbaum, seconded by Mr. Theibault. On **roll call**, all members present voted **“Yes”**. **Adopted.** Mr. J. Flancbaum read **Resolution No. 21-39 Awarding Contract To Repair And Replace All Necessary Items At Well No. 10 Pursuant To The Declaration Of Emergency**. Motion was made by Mayor Coles, seconded by Mr. Theibault. On **roll call**, all members present voted **“Yes”**. **Adopted.**

VIII. Attorney's Report

Mr. Pfeffer said he is keeping busy with business as usual.

Senator Singer asked Mr. Bauer is there anything he would like to add since he has now stepped into a different role. Mr. Bauer said everyone is trying their best. When the new CFO comes on board, he will give him a list of items to look at in more detail. Mr. Bauer said he does not have enough time and ability to be at the Authority to get everything done.

IX. Executive Director's Report

1. **Resolution Authorizing Shared Services Agreement with the Toms River MUA**
This agreement provides for mutual aid between our Authority and Toms River MUA for sewer. In the event of an emergency, we can use their vac truck and vice versa. Mr. J. Flancbaum read **Resolution No. 21-40 Authorizing The Execution Of A Shared Services Agreement With The Toms River MUA**. Motion was made by Mr. S.

Flanbaum, seconded by Mayor Coles. On **roll call**, all members present voted “**Yes**”.
Adopted.

2. Resolution Authorizing the Execution and Delivery of Loan Documents

This resolution will allow the Authority’s Vassar Avenue Sewer Main Extension, County Line Pump Station Elimination and Administration Building Addition Projects to be included in I-Banks 2021 Spring pool for long term financing. The closing is expected to take place some time in May. This will allow the Authority to firm it up. Mr. J. Flanbaum read **Resolution No. 21-41 Authorizing The Execution And Delivery Of Loan Agreements To Be Executed By The Lakewood Township Municipal Utilities Authority And Each Of The New Jersey Infrastructure Bank And The State Of New Jersey, Acting By And Through The Department Of Environmental Protection, And Further Authorizing The Execution And Delivery Of An Escrow Agreement, All Pursuant To The New Jersey Infrastructure Bank Financing Program.** Motion was made by Mayor Coles, seconded by Mr. S. Flanbaum. On **roll call**, all members present voted “**Yes**”. **Adopted.**

CFO Position Update – Mr. Bauer and Mr. J. Flanbaum conducted about six interviews over the last two weeks. It was narrowed down to a final candidate. The candidate has accepted the position pending a satisfactory background check. This was already started. Hopefully within the next two weeks or so we will have the position filled and have a new CFO. Senator Singer said that this is being done with the permission of the Personnel Committee. Mr. J. Flanbaum said he was in discussion with Mayor Coles and Mrs. Fish regarding the position and they have agreed to this.

Mr. J. Flanbaum said he would like to thank Mr. Bauer for stepping in the last few weeks and being a tremendous help. We have been spending a lot of time together. Senator Singer said that other moves are being made internally to make sure that nothing is slipping through the cracks. As we all know and are aware, once someone leaves a position there are always certain things that are hanging and have to be taken care of. Ms. Stansbury stepped up into an important role and so has Mrs. Maneira stepped in. The Authority is in good shape. Senator Singer asked to please let them know that we appreciate what they are doing. Mr. J. Flanbaum said that Mrs. Gray has also picked up a lot of slack as well. Senator Singer said he appreciates that.

X. Technical Operations Report

Field Operations Report:

Operations Dept:

1. Well Failure

Mr. Farrell reported previously in his report on Well No. 4 and Well No. 10 failure.

2. Well Maintenance

The Authority is proceeding to replace the pumps and motors with that of a vertical turbine type. The Authority is trying to get rid of the submersible pumps over a period of time as they need maintenance and go bad. The Authority cannot seem to achieve better than two to three years of life out of the submersible configurations. This is the plan that must be followed with future submersible failures. Well No. 10 failed after fifteen plus years of service. The vertical turbines do prove their worthiness.

3. In House Licensing Program

Assistant Supervisor Mr. Wagner has put together a comprehensive water treatment operator, distribution and sewer collections curriculum and class. The classes are being held two days a week at the end of the day to produce future licensed personnel from our current field employee staff. There are currently five participants that are in the program and are required to purchase the necessary books and examinations and put in the necessary time. Upon their successful completion of the courses and ultimately passing the approved Sacramento University examinations, they will become eligible to sit for their associated licensing exams

Technical Operations:

4. SCADA/Communications Status

All SCADA and communications systems are working fine. This is good news.

IT Department:

5. Dept. Operation Status

With our IT Coordinator's continued absence, our GIS Specialist, Mr. McClain, along with management, continue to address day to day IT support functions. When necessary, we have the assistance of our outside IT contractor, Look First Technologies.

GIS Department:

6. Firewall Upgrade Status

Mr. McClain has deployed the upgraded Authority's network firewall along with the assistance of our IT contractor. That was a big job and done well.

7. ArcGIS Enterprise Deployment Status

Mr. McClain began work on a Request For Quote regarding the ArcGIS Enterprise Deployment (GIS Software) after conferring on technical specification requirements from our outside IT contractor, Look First Technologies.

8. GIS Workstation Status

Mr. McClain received specifications and quotes for the GIS workstation replacement.

Senator Singer asked when Mr. McBride comes back, will you look to hire another IT specialist. Mr. Farina said he is looking in that direction.

Senator Singer said once the CFO is brought in, will you be looking at purchasing additional trucks. Mr. J. Flancbaum said yes, we are looking to purchase them this year. Senator Singer said you have to order them soon because the delay is longer at this time. Senator Singer said it is a bit early, but Ford is coming out with a pickup that is electric. Let us take a look at that. We were given a recommendation that GMC uses a four cylinder full bed pickup. It is very good on gas usage. It is more than enough to get around in but you cannot tow with it. The Authority does not do any towing anyways. Mr. Robbins said the Authority has a little landscape trailer, but we have other trucks that can tow it. Senator Singer said regarding the electric truck, Mr. Farina might want to be involved in doing an analysis on how much it will cost for the charging stations etc. There might be some drawbacks if the trucks go home. Senator Singer said he was thinking that the Authority should purchase two electric trucks and see how it works out. Although, it seems that Ford has not released them yet. Mr. J. Flancbaum said he thinks it is on the 2022 cycle. Mr. Farina said hopefully technology is changing that you can

plug them into an outlet. Hopefully by the time we are ready to purchase trucks, that technology will be there.

XI. Commissioners' Report

XII. MEETING OPEN TO THE PUBLIC

XIII. MEETING CLOSED TO THE PUBLIC

XIV. ADJOURNMENT

A **motion** was made by Mr. Theibault, seconded by Mayor Coles to adjourn meeting. **On roll call, all members present voted "Yes"**. The meeting was adjourned at 10:23 A.M.

Respectfully submitted,

Nechama Lapa,
Secretary, LTMUA